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## GRASS VALLEY

### Planning Commission Meeting

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Tuesday, July 15, 2025 at 6:00 PM

Council Chambers, Grass Valley City Hall | 125 East Main Street, Grass Valley, California

Telephone: (530) 274-4310 - Fax: (530) 274-4399

E-Mail: [info@cityofgrassvalley.com](mailto:info@cityofgrassvalley.com)

Web Site: [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)

### AGENDA

Any person with a disability who requires accommodations to participate in this meeting should telephone the City Clerk's office at (530)274-4390, at least 48 hours prior to the meeting to make a request for a disability related modification or accommodation.

### COMMISSIONERS

Vice Chair Ari Brouillette, Commissioner Justin Gross, Commissioner Jacob McDonald, Commissioner Sherri Speights, Commissioner Matt Wich

### MEETING NOTICE

Planning Commission welcomes you to attend the meetings electronically or in person at the City Hall Council Chambers, located at 125 E. Main St., Grass Valley, CA 95945. Regular Meetings are scheduled at 6:00 p.m. on the 3rd Tuesday of each month. Your interest is encouraged and appreciated.

This meeting is being broadcast "live" on Comcast Channel 17 & 18 by Nevada County Media, on the internet at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com), or on the City of Grass Valley YouTube channel at <https://www.youtube.com/@cityofgrassvalley.com>.

Members of the public are encouraged to submit public comments via voicemail at (530) 274-4390 and email to [public@cityofgrassvalley.com](mailto:public@cityofgrassvalley.com). Comments will be reviewed and distributed before the meeting if received by 5pm. Comments received after that will be addressed during the item and/or at the end of the meeting. Commission will have the option to modify their action on items based on comments received. Action may be taken on any agenda item.

Agenda materials, staff reports, and background information related to regular agenda items are available on the City's website: [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com). Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet will be made available on the City of Grass Valley website at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com), subject to City staff's ability to post the documents before the meeting.

Please note, individuals who disrupt, disturb, impede, or render infeasible the orderly conduct of a meeting will receive one warning that, if they do not cease such behavior, they may be removed from the meeting. The chair has authority to order individuals removed if they do not cease their disruptive behavior following this warning. No warning is required before an individual is removed if that individual engages in a use of force or makes a true threat of force. (Gov. Code, § 54957.95.)

Council Chambers are wheelchair accessible and listening devices are available. Other special accommodations may be requested to the City Clerk 72 hours in advance of the meeting by calling (530) 274-4390, we are happy to accommodate.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA APPROVAL**

**ACTION MINUTES APPROVAL**

1. Approval of the regularly scheduled Planning Commission Meeting Minutes of May 20, 2025

**PUBLIC COMMENT** - *Members of the public are encouraged to submit public comments via voicemail at (530) 274-4390 and email to [public@cityofgrassvalley.com](mailto:public@cityofgrassvalley.com). Comments will be reviewed and distributed before the meeting if received by 5pm. Comments received after that will be addressed during the item and/or at the end of the meeting. The Planning Commission will have the option to modify their action on items based on comments received. Action may be taken on any agenda item.*

**PUBLIC HEARING ITEMS**

2. Tentative condominium map application submitted by Martin Wood of SCO Planning and Engineering on behalf of property owner, Nevada County Publishing Co. to allow the property owner to create two saleable condominium units, along with three common space lots at the existing building located at 464 Sutton Way (**25PLN-21**) Location/APN: 464 Sutton Way

Environmental Status: Categorical Exemption

**Recommendation:** 1. That the Planning Commission approve the Tentative Parcel Map application for the condominium conversion as presented, or as may be modified at the public hearing, which includes the following actions: a. Determine the Tentative Parcel Map project Categorical Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report; b. Adopt Findings of Fact for approval of the Tentative Map Application as presented in the Staff Report; c. Approve the Tentative Map for the division of a ±1.37 parcel two saleable condominium units, along with three common space lots as presented and in accordance with the Conditions of Approval, attached to the Staff Report.

3. Conditional Use Permit to allow a beer and wine bar within the Town Core (TC) zoning designation (**25PLN-22**) Location/APN: 120 West Main Street /008-342-004

Environmental Status: Exempt pursuant to CEQA Guidelines Section 15301

**Recommendation:** That the Planning Commission approve the Conditional Use Permit application to allow a bar/taproom, as may be modified at the public hearing, which includes the following actions: 1. A recommendation that the Conditional Use Permit is Categorical Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the

staff report; and 2. Adopt Findings of Fact for approval of the Conditional Use Permit as presented in the Staff Report; and 3. Approve the Conditional Use Permit to allow the bar/taproom as presented in accordance with the Conditions of Approval, attached to the Staff Report; and

**OTHER BUSINESS**

4. Review of City Council Items.
5. Future Meetings, Hearings and Study Sessions

**BRIEF REPORTS BY COMMISSIONERS**

**ADJOURN**

**POSTING NOTICE**

This is to certify that the above notice of a Planning Commission Meeting, scheduled for Tuesday, July 15, 2025, at 6:00 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Thursday, July 10, 2025.

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Taylor Whittingslow, City Clerk

**Taylor Whittingslow**

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**From:** WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>  
**Sent:** Tuesday, May 20, 2025 6:07 PM  
**To:** Public Comments  
**Subject:** Voicemail from [REDACTED] on May 20 2025 6:03 PM  
**Attachments:** 1747789418-00000aee.mp3



## You received a new voicemail message



New voicemail message

**Time:** Tuesday, May 20 2025 6:03 PM

**From:** [REDACTED]

**Duration:** 2 minutes 5 seconds

**Voicemail box:** 8880

**Transcript:** Hi, you guys need to change your message because it's the law to ask people their address and name to speak to the government So you might want to change that making an option put in word optional like they did Just now there that wasn't there before This is Matthew Colter calling in for public comment to the Planning Commission meeting. I'd like to talk about our sidewalks and What bad shape they're in as well as the fact that we are? special treatment to certain folks to allow them to have destroyed sidewalks or no sidewalks at all in front of their businesses. A lot of these people are club members from the Contractors Association, Downtown Association, Chamber of Commerce, and other developers locally here. Along with the sidewalks is the skate park. For the destruction of the skate park to happen, for the Planning Commission to allow this to go through is a complete failure. Your part



will be noted as such by the community because we look for our different groups to save what we have and not destroying what we have. That's what's taken right now. I'd like the trash cans to be emptied. That would be really, really nice. Maybe the Planning Commission could plan on more trash cans because they're obviously overflowing. No one seems to be emptying them, so obviously we need more trash cans so it doesn't end up on the ground. The homelessness, the parks, air quality, believe it or not, planning, you guys were all liable in all these things that you were making decisions on. So I suggest that you do your homework, reach out to the community and see what's really going on because I feel like you guys are all living in a bubble You really don't represent our town well at all. Thank you. I'll be calling on the underpass project and the positive drive project.

[Rate this transcript's accuracy](#)



Mailbox Capacity: 97/99 available

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**Taylor Whittingslow**

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**From:** WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>  
**Sent:** Tuesday, May 20, 2025 6:12 PM  
**To:** Public Comments  
**Subject:** Voicemail from [REDACTED] on May 20 2025 6:08 PM  
**Attachments:** 1747789739-00000af7.mp3



## You received a new voicemail message



New voicemail message

**Time:** Tuesday, May 20 2025 6:08 PM

**From:** [REDACTED]

**Duration:** 1 minute 23 seconds

**Voicemail box:** 8880

**Transcript:** Yes, this is Matthew Coulter commenting on the Plaza Drive project. Plaza Drive is like a racetrack. People drive 50-60 miles an hour on it. There's no striping on it, white fog lines or a line down the middle. There's also a sinkhole that's developing in the middle of the road near this project, just outside this project, and I'm a little concerned about basically putting people down in the vipers and asked for the homeless to rob when they step outside their condominium doors because what's going on there down there right now is not conducive to housing anywhere near the Brunswick and Sutton intersection. Today there's overdose death, violence, robberies. This stuff is a daily occurrence down there and to sell this project as a foo-foo thing for people to come in and buy condos in Grass Valley is willfully misrepresented by Andy who likes to represent his projects on a continual it does get

preferential treatment by the county and the city, so I fully expect this to go through, but it seems like a very odd place to put this right across from a new Motel complex right in the heart of our homeless area. Thank you.

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**Taylor Whittingslow**

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**From:** WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>  
**Sent:** Tuesday, May 20, 2025 6:29 PM  
**To:** Public Comments  
**Subject:** Voicemail from [REDACTED] May 20 2025 6:25 PM  
**Attachments:** 1747790756-00000b03.mp3



## You received a new voicemail message



New voicemail message

**Time:** Tuesday, May 20 2025 6:25 PM

**From:** [REDACTED]

**Duration:** 2 minutes 7 seconds

**Voicemail box:** 8880

**Transcript:**

Hi, this is Matthew Coulter calling the Planning Commission on the Mural Project for the Park and Ride on Coltax Avenue, South Auburn Street, Chinloy Street, Hanson Way, and my main comments on this are related to veterans. Those overpasses were named for Vietnam veterans, local Vietnam veterans, who were killed in Vietnam. It's Memorial Day weekend. I went through the whole packet. Not one thing lists anything about Why those were named there, that they're even there, that they're included. There's zero recognition to the fact that those overpasses as well as the other overpasses all through Grass Valley and Nevada City have a plaque on them if you've never seen them. Each one of those is dedicated to a dead Vietnam soldier from our area. So it's unfortunate that we have shifted gears to such a degree that we're ignoring the fact of the people that died in their blood, in the dirt, giving you

guys the right art, fantastic. I'm sure they'd enjoy your freedom of speech and movement and everything else. But I don't think they'd want you disgracing their areas. And as a matter of fact, I think those two particular pillars that have the plaques on them should be a patriotic, more Vietnam, veteran, eccentric type thing versus, I mean, you have to see a lot of these things, the real thing, it doesn't have to be painted, trees, flowers, it's just amazing what we have here in town. But we no longer have these young men with us and this is a dedication to them all through town. And as a matter of fact, the bus tour is going on this weekend. I encourage you to take it and learn about each of these individuals and what they did in Vietnam and what they did locally here before going to Vietnam and what their families did after they didn't return from Vietnam. Thank you.

[Rate this transcript's accuracy](#)



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## GRASS VALLEY

### Planning Commission Meeting

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Tuesday, May 20, 2025 at 6:00 PM

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## MINUTES

### **CALL TO ORDER**

Meeting called to order at 6:04.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

#### **PRESENT**

Commissioner Justin Gross

Commissioner Sherri Speights

Commissioner Matt Wich

Vice Chairman Jacob McDonald

Chairman Ari Brouillette

### **AGENDA APPROVAL**

Motion made by Commissioner Gross, Seconded by Vice Chairman McDonald.

Voting Yea: Commissioner Gross, Commissioner Speights, Commissioner Wich, Vice Chairman McDonald, Chairman Brouillette

### **ACTION MINUTES APPROVAL**

Motion made to approve the minutes as submitted by Commissioner Wich, Seconded by Commissioner Gross.

Voting Yea: Commissioner Gross, Commissioner Speights, Commissioner Wich, Vice Chairman McDonald, Chairman Brouillette

1. Approval of the regular Planning Commission meeting on April 15, 2025.

### **PUBLIC COMMENT** -

Virtual attached.

### **PUBLIC HEARING ITEMS**

2. Tentative Parcel Map for a condominium conversion of ±1.36-acre parcel with 6 existing commercial units (25PLN-0010) at 984-998 Plaza Drive / APN 035-480-023

**Environmental Status:** Categorical Exemption

**Recommendation:** That the Planning Commission approve the Tentative Parcel Map application for the condominium conversion as presented, or as may be modified at

the public hearing, which includes the following actions: a. Determine the Tentative Parcel Map project Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report; b. Adopt Findings of Fact for approval of the Tentative Map Application as presented in the Staff Report; c. Approve the Tentative Map for the division of a ±1.36 parcel into seven parcels as presented in accordance with the Conditions of Approval, attached to the Staff Report.

Lucy Rollins, Senior Planner, gave the presentation to the commission.

Public Comment: Duane Strawser, Matthew Coulter

Motion made to approve the Tentative Parcel Map application for the condominium conversion as presented, or as may be modified at the public hearing, which includes the following actions: a. Determine the Tentative Parcel Map project Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report; b. Adopt Findings of Fact for approval of the Tentative Map Application as presented in the Staff Report; c. Approve the Tentative Map for the division of a ±1.36 parcel into seven parcels as presented in accordance with the Conditions of Approval, attached to the Staff Report by Commissioner Gross, Seconded by Commissioner Wich.

Voting Yea: Commissioner Gross, Commissioner Speights, Commissioner Wich, Vice Chairman McDonald, Chairman Brouillette

3. City-sponsored mural project at the Hwy 49 Underpass (25PLN-19) South Auburn St /Neal St /SR 49 intersection

**Environmental Status:** Class 1 Exemption

**Recommendation:** That the Planning Commission approve the mural, as presented, or as modified by the Planning Commission, which includes the following actions: 1. Determine the project Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report. 2. Adopt Findings of Fact for approval of the Mural Sign Permit as presented in the Staff Report; and, 3. Approve the Mural Sign Permit in accordance with the Conditions of Approval as presented in the Staff Report.

Amy Wolfson, City Planner, gave the presentation to the commission.

Public Comment: Duane Strawser, Matthew Coulter

Commission discussed the colors/pallets used that keep in mind safety, and recommended that the following two pillars be reserved for content related to the dedicated Veterans.

Motion to 1. Determine the project Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report. 2. Adopt Findings of Fact for approval of the Mural Sign Permit as presented in the Staff Report; and, 3. Approve the Mural Sign Permit in accordance with the Conditions of Approval as presented in the Staff Report, and recommend that the two remaining pillars be reserved for artwork on local dedicated veterans on the appropriate pillars by Commissioner Gross, Seconded by Vice Chairman McDonald.

Voting Yea: Commissioner Gross, Commissioner Speights, Commissioner Wich, Vice  
Chairman McDonald, Chairman Brouillette

**OTHER BUSINESS**

4. Review of City Council Items.
5. Future Meetings, Hearings and Study Sessions

**BRIEF REPORTS BY COMMISSIONERS**

**ADJOURN**

Meeting adjourned at 7:00 pm.

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Ari Brouletti, Chair

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Taylor Whittingslow, City Clerk

Adopted on: \_\_\_\_\_



**PLANNING COMMISSION  
STAFF REPORT  
JULY 15, 2025**

**Prepared by:** Amy Wolfson, City Planner

**DATA SUMMARY:**

**Application Number:** 25PLN-21  
**Subject:** Tentative condominium map application submitted by Martin Wood of SCO Planning and Engineering on behalf of property owner, Nevada County Publishing Co. to allow the property owner to create two saleable condominium units, along with three common space lots at the existing building located at 464 Sutton Way  
**Location/APN:** 464 Sutton Way  
**Owner:** Nevada County Publishing Co.  
**Applicant:** Martin Wood, SCO Planning & Engineering  
**Zoning/General Plan:** Central Business District (C-2) / Commercial (C)  
**Entitlements:** Tentative Parcel Map  
**Environmental Status:** Categorical Exemption

**RECOMMENDATION:**

1. That the Planning Commission approve the Tentative Parcel Map application for the condominium conversion as presented, or as may be modified at the public hearing, which includes the following actions:
  - a. Determine the Tentative Parcel Map project Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report;
  - b. Adopt Findings of Fact for approval of the Tentative Map Application as presented in the Staff Report;
  - c. Approve the Tentative Map for the division of a ±1.37 parcel two saleable condominium units, along with three common space lots as presented and in accordance with the Conditions of Approval, attached to the Staff Report.

**BACKGROUND:**

This property was originally developed in the County and subsequently annexed to the City in 2002. The existing parcel was originally part of a larger parcel subdivided in 1978, with the resultant parcel labeled Parcel 1 of that map (Book 12 of Parcel Maps, Page 104). The property is built out with a commercial building with two suites used as a restaurant/bar and a newspaper publishing site.

**PROJECT DESCRIPTION:**

The proposed tentative map involves the subdivision of a ±1.37-acre into five lots, including two commercial condominium units with sizes of 10,991 and 8,649 square feet. Three lettered common space parcels are reserved for gas/electric meters, fire panels, and parking and landscaping use. The tentative map is subject to the standards contained in Article 8 of Chapter 17 of the City Municipal Code (subdivision ordinance) and the California Subdivision Map Act. The submitted Tentative Map application is consistent with the requirements of City's subdivision ordinance. There is no additional development proposed at this time. The site is served by NID water and City sewer.

**SITE DESCRIPTION AND ENVIRONMENTAL SETTING:**

The project site is entirely developed with a building with two suites, a parking lot, and associated landscaping. The site is surrounded by commercial uses on all sides, consisting, of retail,, restaurant, office, and personal service uses.

**GENERAL PLAN AND ZONING:**

General Plan: The Grass Valley 2020 General Plan identifies the site as Commercial (COM). The intent of the Commercial General Plan designation includes all types of commercial retail and service establishments on the highway and along major streets.

Zoning: The C-2 Zoning designation applies to existing auto-oriented areas. The C-2 zone permits a full range of retail and restaurant uses.

**ENVIRONMENTAL DETERMINATION:**

The proposed project qualifies for a Categorical Exemption pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines. A Class 1 Categorical Exemption includes division of existing commercial buildings into common-interest ownership where no physical changes occur. The proposed tentative map is intended to allow individual sale and ownership of existing suites in an existing structure and will not include any changes to or expansion of the commercial property.

**FINDINGS:**

1. That the proposed condominium conversion is consistent with the general plan, and any applicable specific plan, and that none of the findings for denial in Subsection C of Section 17.81.060 GVMC can be made. The findings shall apply to each proposed parcel as well as the entire subdivision, including any parcel identified as a designated remainder in compliance with Map Act Section 66424.6
2. The Planning Commission reviewed the project in compliance with the California Environmental Quality Act and recommends that the Planning Commission find the project qualifies for a Class 1, Categorical Exemption (Existing Facilities) in accordance with the California Environmental Quality Act and CEQA Guidelines.

**RECOMMENDED CONDITIONS:**

1. The approval date for this tentative map is July 15, 2025 pursuant to Section 17.81.080 GVMC. This project is approved for a period of three (3) years and shall expire on July 21, 2028, unless the Tentative Parcel Map has been filed with the County Recorder's Office or the applicant requests a time extension that is approved by the Grass Valley Planning Commission pursuant to the Development Code or unless otherwise provided for by the Subdivision Map Act.
2. It shall be the applicant's responsibility to file a Notice of Exemption, which can be prepared by staff at the applicant's request.
3. The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.
4. Prior to recording the final/parcel map, the applicant must apply for NID service for each newly created parcel and pay applicable connection fees, per NID Rules and Regulations.
5. Prior to recording the final/parcel map, the applicant shall submit to the City Engineer for review and approval a Final/Parcel Map prepared by a Licensed Surveyor, or Registered Civil Engineer licensed to survey in the State of California, in accordance with the City's Subdivision Ordinance and the California Subdivision Map Act; and shall pay all appropriate fees for map check and recording.
6. Prior to recording the final/parcel map, the subdivider shall provide the Engineering Division an acceptable method, such as a property owners association, tenant agreement, and/or CC&R's to maintain common areas. Common areas can include residential areas, landscape areas, ingress/egress accesses, monitoring wells, roadways and utilities, detention facilities and open space areas not accepted by the City. Documentation may be reviewed by the City Planner (for non-residential), City Engineer, and City Attorney (if determined necessary). CC&R's must include a statement that they cannot be modified without the approval of the City of Grass Valley.
7. All existing sewer laterals to the City sewer main shall include or be modified to include a cleanout, sewer backwater valve, and a pressure relief device.
8. One of the following must be met for parcel separation pursuant to the California 2022 Building Standards Codes as modified and adopted by the City of Grass Valley and Nevada County:
  - a. Condominium conversions are required to meet the California Building Code (CBC) requirements for exterior walls on property lines per table 601

and 705.5. These tables require (minimum) 1-hour walls on both sides of the new property line(s), OR

- b. Dedicated access easements and contractual agreements that permit the owners of portions of the building located on either side of the lot line to access the other side(s) for the purposes of maintaining fire and life safety systems necessary for the operation of the building shall be provided for review and approval.
9. Project shall be in compliance with the vegetation management requirements of the City of Grass Valley Municipal Code Section 8.16.200 and its subsections.
  10. Project shall be in compliance with California Fire Code section 907.2.11.2 for smoke alarm requirements.
  11. Project shall be in compliance with California Fire Code sections 915.2.1-915.5.3 for all Carbon monoxide detector requirements.
  12. Project shall be in compliance with California Fire Code section 906 for all Portable Fire extinguisher requirements.
  13. All plans must be submitted and examined for fire and life safety according to the current California Fire Code for compliance.

**ATTACHMENTS:**

1. Aerial Map/Vicinity Map
2. Application Materials
3. Tentative Condominium Map

## **464 Sutton Condominium TM (25PLN-21)**

### **Attachment List**

1. Vicinity and Aerial Exhibit
2. Applications (Universal, Tentative Map)
3. Tentative Condominium Map

# 464 Sutton Wy - Aerial

Item # 2.



**Parcel APN:** 035-480-003  
464 SUTTON WAY

Land Value: \$502,212.00  
Improvement Value: \$2,555,023.00  
Acreage: Unknown  
Zoning: C-2 GVCity  
General Plan: C GVCity  
Fire District: Grass Valley  
Elementary Sch. Dist: Grass Valley  
Water District:  
Nevada Irrigation Dist: NID Water - Zone 1.0  
Public Utility:  
Park District:  
Service Area: Solid Waste Grass Valley - Csa 32  
Snow Load: 49 lbs/sqft  
Wind Exposure: C  
Climate Zone: 11  
Elevation: 2,618 feet

Overview Map





# 464 Sutton Wy - Vicinity

Item # 2.



**Parcel APN:** 035-480-003  
464 SUTTON WAY

Land Value: \$502,212.00  
Improvement Value: \$2,555,023.00  
Acreage: Unknown  
Zoning: C-2 GVCity  
General Plan: C GVCity  
Fire District: Grass Valley  
Elementary Sch. Dist: Grass Valley  
Water District:  
Nevada Irrigation Dist: NID Water - Zone 1.0  
Public Utility:  
Park District:  
Service Area: Solid Waste Grass Valley - Csa 32  
Snow Load: 49 lbs/sqft  
Wind Exposure: C  
Climate Zone: 11  
Elevation: 2,618 feet

Overview Map



# UNIVERSAL PLANNING APPLICATION



Item # 2.

## Application Types

### Administrative

- ☐ Limited Term Permit  
\$757.00
- ☐ Zoning Interpretation  
\$243.00

### Development Review

- ☐ Minor Development Review – under 10,000 sq. ft.  
\$1,966.00
- ☐ Major Development Review – over 10,000 sq. ft.  
\$3,571.00
- ☐ Conceptual Review - Minor  
\$497.00
- ☐ Conceptual Review – Major  
\$847.00
- ☐ Plan Revisions – Staff Review  
\$342.00
- ☐ Plan Revisions – DRC / PC Review  
\$901.00
- ☐ Extensions of Time – Staff Review  
\$306.00
- ☐ Extensions of Time – DRC / PC Review  
\$658.00

### Entitlements

- ☐ Annexation  
\$8,505.00 (deposit) + \$20.00 per acre
- ☐ Condominium Conversion  
\$5,339.00 (deposit) + \$25 / unit or \$25 / 1,000 sf com.
- ☐ Development Agreement – New  
\$20,023.00 (deposit) + cost of staff time & consultant minimum \$300
- ☐ Development Agreement – Revision  
\$7,486.00 + cost of staff time & consultant minimum \$300
- ☐ General Plan Amendment  
\$8,000.00
- ☐ Planned Unit Development  
\$8,839.00 + \$100.00 /unit and / or \$100 / 1,000 sf floor area
- ☐ Specific Plan Review - New  
Actual costs - \$18,399.00 (deposit) (+ consultant min. \$300)
- ☐ Specific Plan Review - Amendments / Revisions  
Actual costs - \$7,576.00 (deposit) (+ consultant min. \$300)
- ☐ Zoning Text Amendment  
\$3,364.00
- ☐ Zoning Map Amendment  
\$5,501.00
- ☐ Easements (covenants & releases)  
\$1,794.00

### Environmental

- ☐ Environmental Review – Initial Study  
\$1,858.00
- ☐ Environmental Review – EIR Preparation  
Actual costs - \$34,274.00 (deposit)
- ☐ Environmental Review - Notice of Determination  
\$162.00 (+ Dept. of Fish and Game Fees)

- ☐ Environmental Review - Notice of Exemption  
\$162.00 (+ County Filing Fee)

### Sign Reviews

- ☐ Minor – DRC, Historic District, Monument Signs or other districts having specific design criteria  
\$330.00
- ☐ Major – Master Sign Programs  
\$1,407.00
- ☐ Exception to Sign Ordinance  
\$1,046.00

### Subdivisions

- ☒ Tentative Map (4 or fewer lots)  
\$3,788.00
- ☐ Tentative Map (5 to 10 lots)  
\$5,267.00
- ☐ Tentative Map (11 to 25 lots)  
\$7,053.00
- ☐ Tentative Map (26 to 50 lots)  
\$9,668.00
- ☐ Tentative Map (51 lots or more)  
\$14,151.00
- ☐ Minor Amendment to Approved Map (staff)  
\$1,208.00
- ☐ Major Amendment to Approved Map (Public Hearing) \$2,642.00
- ☐ Reversion to Acreage  
\$829.00
- ☐ Tentative Map Extensions  
\$1,136.00
- ☐ Tentative Map - Lot Line Adjustments / Merger  
\$1,325.00

### Use Permits

- ☐ Minor Use Permit - Staff Review  
\$562.00
- ☐ Major Use Permit - Planning Commission Review  
\$3,292.00

### Variances

- ☐ Minor Variance - Staff Review  
\$562.00
- ☐ Major Variance - Planning Commission Review  
\$2,200.00

Application	Fee
Tentative Map <4	\$3,788.00
<b>Total:</b>	<b>\$3,788.00</b>



Below is the Universal Planning Application form and instructions for submitting a complete planning application. In addition to the Universal Planning Application form, a project specific checklist shall be submitted. All forms and submittal requirements must be completely filled out and submitted with any necessary supporting information.

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. Once the City receives the additional information or revised application, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate information. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department for assistance.

### **ADVISORY RE: FISH AND GAME FEE REQUIREMENT**

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of **\$3,445.25** for an Environmental Impact Report and **\$2,480.25** for a Negative Declaration\* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid. These fees are accurate at the time of printing, but **increase the subsequent January 1<sup>st</sup>** of each year.

This fee is **not** a Grass Valley fee; it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

\*If the City finds that the project will not have an impact on wildlife resources, through a De Minimus Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.

<u><b>Applicant/Representative</b></u>		<u><b>Property Owner</b></u>		Item # 2.
Name: SCO Planning & Engineering- Martin Wood		Name: Nevada County Publishing Co.		
Address: 140 Litton Dr, Ste 240		Address: 527 California Ave		
Grass Valley CA 95945		Reno NV 89509		
Phone: 530-272-5841		Phone: 775-848-2294		
E-mail: martinwood@scopeinc.net		E-mail:		

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

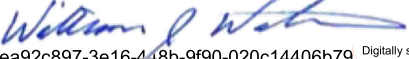
4. **Cortese List:** Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y \_\_\_\_\_ N x \_\_\_\_\_

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).


5. **Indemnification:** The City has determined that City, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney's fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney's fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this permit, or the activities conducted pursuant to this permit. Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
6. **Appeal:** Permits shall not be issued until such time as the appeal period has lapsed. A determination or final action shall become effective on the 16<sup>th</sup> day following the date by the appropriate review authority, where no appeal of the review authority's action has been filed in compliance with Chapter 17.91 of the City's Development Code.

The 15-day period (also known as the "appeal" period in compliance with Chapter 17.91) begins the first full day after the date of decision that the City Hall is open for business, and extends to the close of business (5:00 p.m.) on the 15<sup>th</sup> day, or the very next day that the City Hall is open for business.

I hereby certify, to the best of my knowledge, that the above statements are correct.

Property Owner/\*Representative Signature:  William J Waters, CEO  
ea92c897-3e16-448b-9f90-020c14406b79 Digitally signed by ea92c897-3e16-448b-9f90-020c14406b79  
Date: 2025.05.28 08:20:40 -07'00'

**\*Property owner must provide a consent letter allowing representative to sign on their behalf.**

Applicant Signature:  William J Waters, CEO  
ea92c897-3e16-448b-9f90-020c14406b79 Digitally signed by ea92c897-3e16-448b-9f90-020c14406b79  
Date: 2025.05.28 08:21:41 -07'00'

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

## TENTATIVE PARCEL/ SUBDIVISION MAP



Item # 2.

### SUPPLEMENTAL APPLICATION INFORMATION

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

- A. Describe all existing buildings and uses on the property: One building- rents out a portion to a restaurant and uses the rest for a newspaper company. Outdoor patio for restaurant.

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- B. Describe surrounding land uses:

North: Commercial Center

South: Commercial Center

East: Commercial Center

West: Commercial Center

- C. Describe existing public or private utilities on the property: Public sewer & water plus a well

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- D. Subdivision phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all proposed phases on site plan: \_\_\_\_\_

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- E. List any proposed exceptions to the City's Subdivision Standards contained in Section 17.080.100 of the City's Development Code: \_\_\_\_\_

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## APPLICATION CHECKLIST

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

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### A. Application Checklist:

- ☒ One completed copy of Universal Application form.
- ☐ One completed copy of the Environmental Review Checklist (if applicable).
- ☒ Preliminary Title Report dated no later than 6 months prior to the application filing date.
- ☒ The appropriate non-refundable filing fee.

### B. Tentative Map:

- ☒ One electronic copy of the tentative map (min. size 18" x 26") showing the following:
  - ☒ The map number, name if any, date of preparation, north arrow scale, and if based on a survey, the date of the survey.
  - ☒ Name and address of the person or entity which prepared the map and the applicable registration or license number.
  - ☒ Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided.
  - ☒ The boundaries of the subdivision, defined by legal description with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
  - ☒ Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
    - ☒ Two-foot contour interval for ground slope between level and five percent.
    - ☐ Five-foot contour interval for ground slope exceeding five percent. Contours of adjacent land shall also be shown whenever the surface features of such land, affects the design or development of the proposed subdivision.
  - ☒ Approximate location and general description, of any trees over eight inches in diameter at the trunk, with notations as to their proposed retention or removal.

- ☒ Location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision and within 10 feet of the boundary lines; notations concerning all structures which are to be removed.
- ☒ Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known).
- ☒ Location of all existing and proposed utilities including size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
- ☒ Location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage.
- ☐ Location of all potentially hazardous areas, including areas subject to inundation, landslide, settlement, soil contamination of mining sites or excessive noise, and the means of mitigating the hazards.
- ☒ Locations, widths and names of designations of all existing or proposed streets, alleys, paths and other right-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- ☒ Lines and approximate dimensions of all lots, and the number assigned to each lot; the total number of lots; the approximate area of the average lot; lots shall be numbered consecutively. Also note all existing lot lines.
- ☒ Boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park, recreation or open space purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- ☒ Locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- ☒ The following supplementary material shall be filed with the tentative map:
- ☒ Vicinity map of appropriate scale showing sufficient adjoining territory to clearly indicate surrounding streets; other land in the subdivider's ownership, and features which have a bearing on the proposed subdivision.
- ☒ Statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.

- ☒ Description of proposed public or commonly held areas and draft open space easement agreements, if applicable.
- ☒ Proposed building pads and footprints.
- ☐ Upon the City Engineer's determination, an engineering geology report shall be submitted for review and comment by the City Engineer, prepared by a registered engineering geologist.
- ☐ Upon the City Engineer's determination, a soils engineering report, prepared by a civil engineer, registered in the State of California, and based upon adequate test boring, shall be required. If the soils engineering report indicates soil problems which, if not corrected, could lead to structural defects, a soils investigation of each lot in the sub-division may be required.
- ☐ Soils engineering report including data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary and opinions and recommendations conveying adequacy of sites for development.

#### C. FOR SUBDIVISION MAPS WITH 5 LOTS OR MORE

- ☐ Preliminary grading plan showing the location of all retaining walls, lot pad elevations, and cut and fill slopes, exceeding 3 feet in height.
- ☐ Proposed phasing lines, if separate final maps are to be filed.
- ☐ Preliminary improvement plan, showing all public utilities in relation to existing and proposed topography.

#### D. FOR SUBDIVISION MAPS WITH 20 OR MORE LOTS

- ☐ **Develop "neighborhoods."** Each new residential subdivision shall be designed to integrate with adjacent development to ensure edges between existing and new development that provide for compatible densities, intensities, and design, as determined by the review authority. Subdivisions in City expansion areas shall be designed so that individual, separately developed projects work together to create distinct neighborhoods, instead of disjointed or isolated enclaves.
- ☐ **Integrate open space.** New subdivisions adjacent to planned or existing parks or other public open spaces (e.g. creeks, riparian areas), or the landscaped grounds of schools or other public facilities shall maximize visibility and pedestrian access to these areas. Where these facilities are not already planned, the subdivision shall be designed to provide usable public open spaces in the form of parks, linear bicycle and pedestrian trails, squares, and greens, as appropriate.
- ☐ **Edges. "Gated communities,"** and other residential developments designed to appear or that function as walled-off areas, disconnected and isolated from the rest of the community, are prohibited. The security and noise attenuation objectives that may lead

to consideration of walls and fences should instead be met by creative design that controls the height and length of walls, develops breaks and variations in relief, and uses landscaping, along with natural topography changes, for screening.

■ **Scale.** New residential subdivisions, and groups of subdivisions that, in effect, collectively create a new neighborhood, shall be designed to provide a “walkable” scale, that places all homes within ¼ mile of neighborhood shopping opportunities, a neighborhood park, or a public or a public facility that can serve as a “center” for the neighborhood. Where feasible, each neighborhood shall have a center that includes all three facilities.

■ **Site planning.** Residential subdivision and multi-family project site planning shall emphasize the needs of pedestrian and cyclists.

1. **Pedestrian orientation.** Subdivision design shall emphasize pedestrian connectivity within each project, to adjacent neighborhoods, nearby schools and parks, and to transit stops within ¼ mile of planned residential areas. All streets and walkways shall be designed to provide safe and pleasant conditions for pedestrians, including the disabled, and cyclists, as determined by the review authority.
2. **Block length.** The length of block faces between intersections streets shall be as short as possible, no more than 400 feet where feasible, to provide pedestrian connectivity.
3. **Access to open areas.** Single-loaded streets (those with residential development on one side and open space on the other) shall be used to provide public access to, and visibility of natural open spaces, public parks, and neighborhood schools, as well as a means for buffering homes from parks and schools.

Where single loaded streets are not feasible or desirable, other methods that provide similar access and visibility may be used, including private streets, bike and pedestrian paths, or the placement of private common open space or recreation facilities adjacent to the public open space.

4. **Alleys.** Alleys may be provided for garage access, otherwise individual lots shall be wide enough to accommodate a sign yard driveway to a detached garage at the rear of the lot, so that appearance of the street frontage is not dominated by garages and pavement.
5. **Traffic calming.** A subdivision shall incorporate traffic calming measures in compliance with the City’s improvement Standards as determined by the review authority to be appropriate.

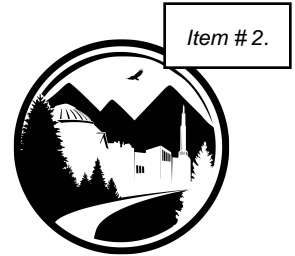
■ **Open space and natural features.**

1. Natural amenities (including view, mature trees, creeks, riparian corridors, rock outcrops, and similar features) shall be preserved and incorporated into proposed development to the greatest extent feasible.



2. Development adjacent to parks or other public open spaces shall be designed to provide maximum visibility of these areas.
3. Development on hillsides shall generally follow the natural terrain contour. Stepped building pads, larger lot sizes, and setbacks shall be used to preserve the general shape of natural land forms and to minimize grade differentials with adjacent streets and with adjoining properties.
4. Public access and visibility to creeks, and the separation of residences and other uses from creeks shall be provided through the use of single-loaded frontage roads in combination with multi-use trails. Pedestrian access to and along creeks and riparian corridors may need to be restricted to flatter areas (e.g. beyond top of bank, natural benches) where grading needs and erosion potential are minimal, and where sensitive environmental resources require protection.

# ENVIRONMENTAL



## SUPPLEMENTAL APPLICATION INFORMATION

### **\*REQUIRED UNLESS CDD STAFF DETERMINE THE PROJECT TO BE EXEMPT\***

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

### **PLEASE PRINT CLEARLY OR TYPE USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

#### Project Characteristics:

1. Site characteristics (size, slope, shape, development constraints: \_\_\_\_\_  
1.37 ac, relatively flat commercial property  
\_\_\_\_\_
2. Precisely describe the existing use and condition of the site: \_\_\_\_\_  
currently it is being rented by a restaurant and a newspaper publication  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe surrounding land uses:  
  
North: Commercial Center  
South: Commercial Center  
East: Commercial Center  
West: Commercial Center
4. Describe the plant cover found on the site, including the number and types of all trees:  
developed landscape  
\_\_\_\_\_  
\_\_\_\_\_
5. Water Supply: NID or City of Grass Valley?GV
6. Is the site filled land or has slopes in excess of 10 percent?no
7. Has the site been surveyed for historical, paleontological or architectural resources?no If yes, provide a copy of the survey report.
8. Does the site contain any asbestos containing ultramafic rock?no  
\_\_\_\_\_

9. Does the site contain any unique natural, ecological or scenic resources? no
10. Do any drainage swales or channels border or cross the site? no
11. List any water courses, creeks on or adjacent to the site: no
12. Are there any wetlands on the site? no
13. Is the site within or in close proximity to a 100-year flood plain? no
14. Is the project located adjacent to a State highway or Airport? no
15. Has a traffic study been prepared? no If yes, provide a copy of the study.
16. Identify any planned outdoor uses: It is already completely developed with the restaurant using outdoor dining
17. Describe how drainage and on-site retention will be accommodated: The site is already completely developed
18. Identify any off-site construction required to support this project: no
19. Preliminary grading plan estimate: 0 cubic yards of cut and 0 cubic yards of fill.
20. Give the estimate dates for the following (for the purposes of conducting an air quality analysis for the project):
- a. Rough Grading: \_\_\_\_\_
  - b. Final Grading: \_\_\_\_\_
  - c. Start of Construction: \_\_\_\_\_
  - d. Complete Construction: \_\_\_\_\_
  - e. Describe any project phasing: \_\_\_\_\_
21. Has a Phase I or Phase II Environmental been prepared for the project? no if so, provide a copy of the study(s).
22. Has any Geotechnical study been prepared for the site? no if so, provide a copy of the study.

23. List all other permits or public agency approvals required of this project: \_\_\_\_\_  
 none  
 \_\_\_\_\_  
 \_\_\_\_\_
24. During construction or project operations, will the project:
- a. Emit dust, ash, smoke, fumes or odors? no If so, what is emitted and in what quantities? \_\_\_\_\_
  - b. Alter existing drainage patterns? no \_\_\_\_\_
  - c. Create a substantial demand for energy or water beyond the typical use associated with the project? no \_\_\_\_\_
  - d. Increase noise levels on site or for adjoining areas that may exceed noise levels of the City's General Plan? no \_\_\_\_\_
  - e. Generate large amounts of solid waste or litter beyond quantities associated with the type of project? no \_\_\_\_\_
  - f. Use, produce, store or dispose potentially hazardous materials such as toxic or radioactive substances, flammable or explosives? no \_\_\_\_\_
  - g. Would the project require unusually high demands for such services as Police, fire, schools, water, public recreation? no \_\_\_\_\_
  - h. Will the project displace any residential occupants? no \_\_\_\_\_
25. Number of existing trees on the site: existing trees approx 20
- a. Number, size and type of trees to be removed: 0
  - b. Describe other vegetation on the site: existing landscape
26. Describe the type and amount of outdoor lighting involved: \_\_\_\_\_  
existing building and lighting  
 \_\_\_\_\_
27. Will the project use or dispose of any potentially hazardous materials such as toxic substances, flammables, or explosives? no If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_
28. Will the project utilize Federal funds or require Federal authorization subject to the provisions of the National Environmental Policy Act (NEPA) of 1969? no  
 \_\_\_\_\_  
 \_\_\_\_\_
- If yes, please provide a copy of all related grants and/or financing documents, related information and environmental requirements.



PROJECT INFORMATION

SITE ADDRESS

464 SUTTON WAY  
NEVADA CITY, CA

OWNER

NEVADA COUNTY PUBLISHING CO  
527 CALIFORNIA AVE  
RENO, NV 89509

MAP PREPARED BY

SCO PLANNING & ENGINEERING, INC.  
140 LITTON DRIVE, SUITE 240  
GRASS VALLEY, CA 95645  
(530) 272-5841  
CONTACT: MARTIN WOOD, P.L.S.

ASSESSOR'S PARCEL NUMBER

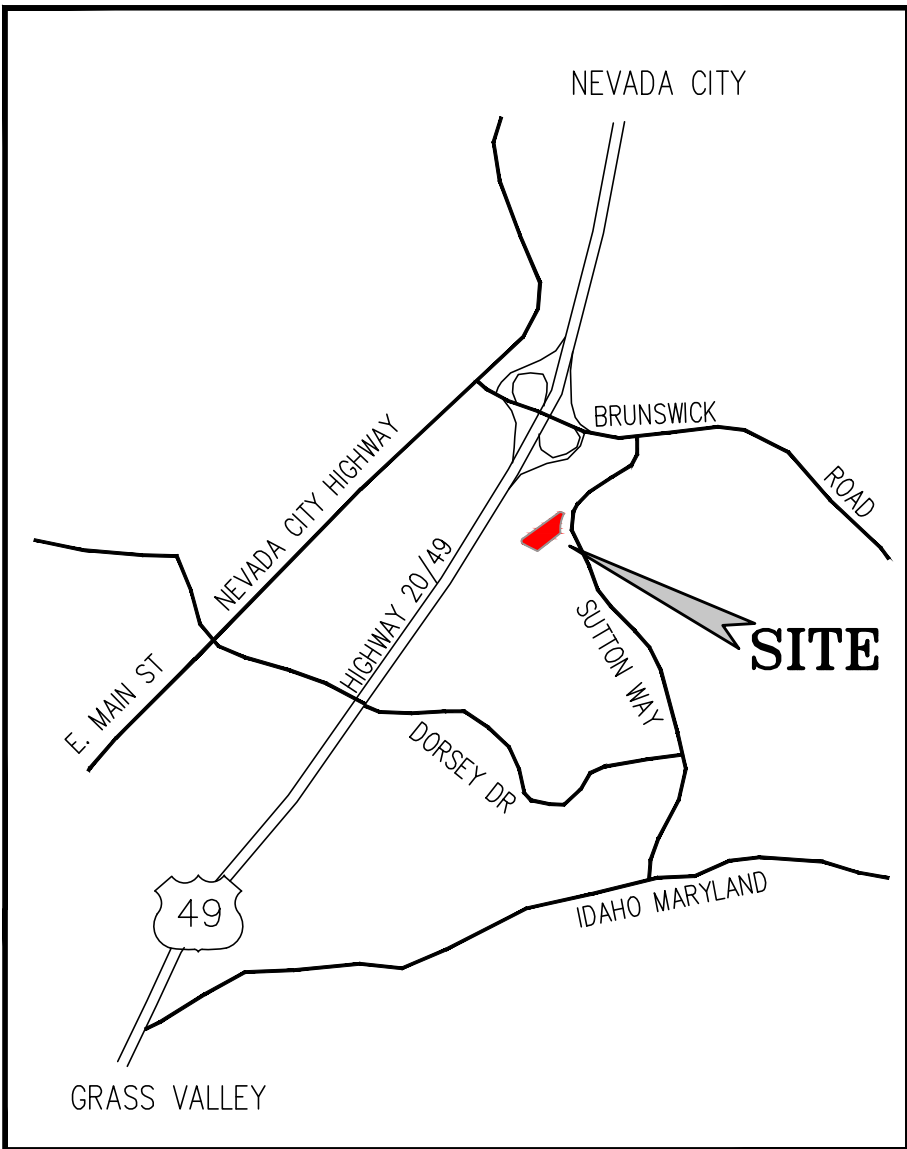
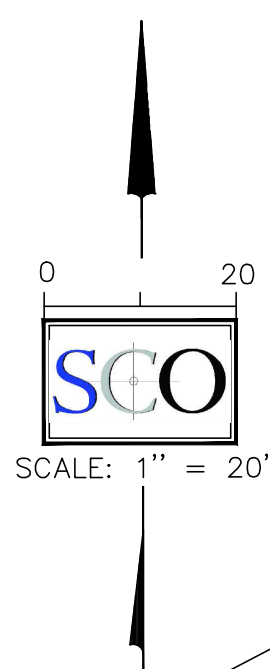
035-480-003

LOT AREA

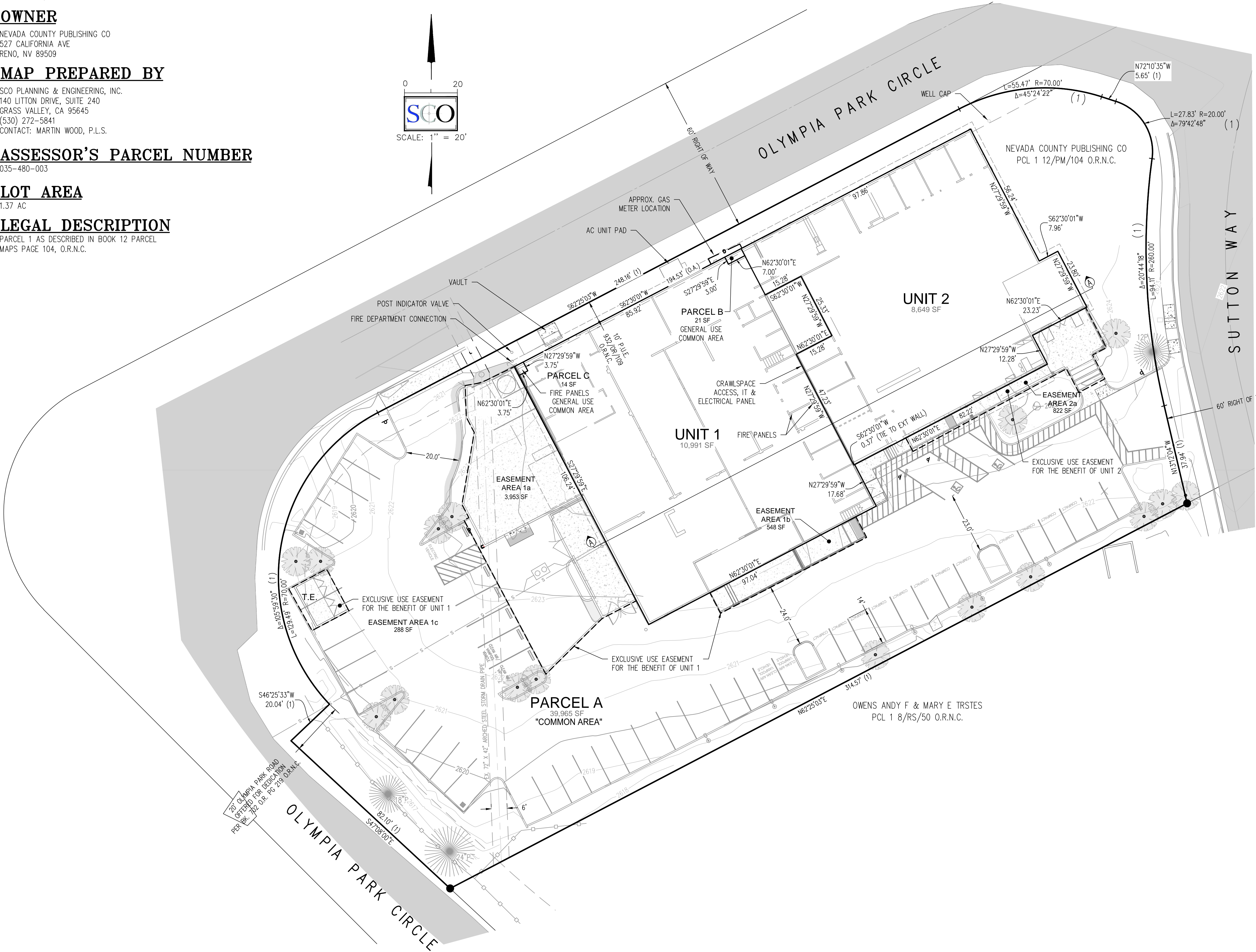
1.37 AC

LEGAL DESCRIPTION

PARCEL 1 AS DESCRIBED IN BOOK 12 PARCEL  
MAPS PAGE 104, O.R.N.C.



VICINITY MAP  
N.T.S.



NOTES:

1. THE AREAS SHOWN ARE CALCULATED FROM EXTERIOR WALL TO THE CENTER OF THE INTERIOR WALL.
2. PARCEL A (COMMON AREA) SHOWN HEREON INCLUDES PARKING, LANDSCAPING, TRASH COLLECTION FOR GENERAL COMMON USE OF UNITS 1 AND 2.
3. ALL EXTERIOR AND PARTITION WALLS BETWEEN UNITS ARE COMMON AREA.

DESIGNED: MDW		DATE		NO. REVISIONS		TOWN/CITY/COUNTY	
DRAWN: KST		XX/XX/2023		PLAN CHECK 1		CALIFORNIA	
PROJ. NO: 202361		XX/XX/2023		PLAN CHECK 2		TENTATIVE MAP	
DATE: DECEMBER, 2023						UNION BUILDING	
DWG: SEE DAY STAMP						SITE PLAN	

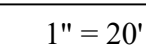
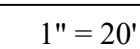
GRASS VALLEY  
(530) 272-5841  
TRUCKEE  
(530) 582-4043

C1.0





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$$1'' = 10'$$


3. ALL EXTERIOR AND PARTITION WALLS BETWEEN UNITS ARE COMMON AREA.

CALIFORNIA

## TOWN/CITY/COUNTY



C2.0



**PLANNING COMMISSION  
STAFF REPORT  
JULY 15, 2025**

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**Prepared by:** Amy Wolfson, City Planner

**DATA SUMMARY**

**Application Number:** 25PLN-22  
**Subject:** Conditional Use Permit to allow a beer and wine bar within the Town Core (TC) zoning designation  
**Location/ APN:** 120 West Main Street /008-342-004  
**Applicant:** Alison Fedorchak and Carmen Ogio  
**Zoning/General Plan:** Town Core – Historical District (TC-HC)  
**Environmental Status:** Exempt pursuant to CEQA Guidelines Section 15301

**RECOMMENDATION:**

That the Planning Commission approve the Conditional Use Permit application to allow a bar/taproom, as may be modified at the public hearing, which includes the following actions:

1. A recommendation that the Conditional Use Permit is Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report; and
2. Adopt Findings of Fact for approval of the Conditional Use Permit as presented in the Staff Report; and
3. Approve the Conditional Use Permit to allow the bar/taproom as presented in accordance with the Conditions of Approval, attached to the Staff Report; and

**BACKGROUND:**

The Walk West Hat Bar began operating at 120 West Main Street in July 2024. According to Assessor's records the existing building was built in 1950, and it is considered a Priority 3 structure on the Historic Building Inventory. Priority 3 structures are those that "lack significance" due to a lack of integrity due to major alterations or additions, and which "may be recoverable through restoration." In July 2024, the Department of Alcoholic Beverage Control notified the city that the applicant had applied for a "Type 40" beer and wine license at the subject site, at which time the city notified the applicant of the use permit requirement. The applicant submitted an application for the use permit in May of this year. They had originally proposed a development review application to make some rear exterior improvements but have withdrawn that component of the application for the time being.

**PROJECT DESCRIPTION:**

This is a proposed conditional use permit to allow a bar/tavern use at the subject site. Pursuant to table 2.1 of the City Municipal Code this use requires a Use Permit for a bar or tavern use in the Town Core designation. The site is already developed, though may require

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Application 25PLN-22

Planning Commission Meeting of  
July 15, 2025

some interior improvement to make the space suitable for the bar/tavern use. Operating hours will be 7 days a week from 11 a.m. to 8 p.m.

### **ENVIRONMENTAL DETERMINATION:**

Pursuant to the California Environmental Quality Act (CEQA), an Initial Study is required to be prepared in the absence of an applicable exemption pursuant to CEQA Guidelines. In this case, the Use Permit is consistent with Categorical Exemption Class 1, which applies to “existing facilities” that involve “negligible or no expansion of use.” The proposed Use Permit does not involve any physical expansion of the building or use area and the bar/tavern use, as conditioned, is similar in intensity to uses that are already allowed within the TC zoning designation such retail and restaurant uses.

### **GENERAL PLAN AND ZONING:**

**General Plan:** The project area has a land use designation of Commercial according to the City of Grass Valley 2020 General Plan. The Commercial designation is a broad category intended to encompass all types of retail commercial and commercial service establishments.

**Zoning:** The property is within the Town Core (TC) Zoning District. The TC Zone strengthens the mixed-use pedestrian-oriented nature of the existing historic downtown. This zone specifically allows restaurants and retail establishments, along with “bar, tavern, night club” uses with a conditional use permit.

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### **FINDINGS:**

1. That the Grass Valley Planning Commission reviewed Use Permit application 25PLN-22 at its regular meeting on July 15, 2025;
  3. That, the project is exempt from environmental review pursuant to Sections 15301, Class 1 of the California Environmental Quality Act (CEQA) Guidelines;
  4. That the proposed Use Permit, as conditioned, is consistent with the Grass Valley General Plan;
  5. That the proposed Use Permit, as conditioned, is consistent with the Grass Valley Development Code;
  6. That, as conditioned, the Use Permit will not adversely affect the health or safety of persons residing or working in the neighborhood or the property and will not be materially detrimental to public welfare or injurious to property or improvements of the environment in the neighborhood.
- 

### **CONDITIONS OF APPROVAL:**



1. This conditional use permit authorizes the bar/tavern use at 120 West Main Street in the Town Core zoning designation, APN: 008-342-004. This use shall operate in accordance with the application materials as approved by the Grass Valley Planning Commission for Use Permit 25PLN-22. The Community Development Director may approve minor changes as determined appropriate. The Planning Commission must approve all changes deemed major in nature. The City shall have full discretion to determine the required level of review for any proposed changes.
2. Any noise generated, including music entertainment, shall at all times be compliant with Chapter 8.28 of the City Municipal Code.
3. The applicant is responsible for obtaining all applicable local and state permits including the appropriate license from the CA Department of Alcoholic Beverage Control, and any applicable permits from the Nevada County Environmental Health Department, if required.
4. The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

**Attachments:**

1. Aerial and Vicinity Map Exhibits
2. Applications
3. Site Plan Exhibit

## **Walk West Hat Bar Use Permit (25PLN-22)**

### **Attachment List**

1. Vicinity and Aerial Exhibit
2. Applications (Universal, Use Permit)
3. Floor Plan (Including Patio)
4. Withdrawal of Outdoor Use Component

# 120 West Main - Aerial

Item # 3.



**Parcel APN:** 008-342-004  
120 WEST MAIN STREET

Land Value: \$350,000.00  
Improvement Value: \$235,000.00  
Acreage: Unknown  
Zoning: TC-H GVCity  
General Plan: C GVCity  
Fire District: Grass Valley  
Elementary Sch. Dist: Grass Valley  
Water District:  
Nevada Irrigation Dist:  
Public Utility:  
Park District:  
Service Area: Solid Waste Grass Valley - Csa 32  
Snow Load: 43 lbs/sqft  
Wind Exposure: C  
Climate Zone: 11  
Elevation: 2,431 feet

Overview Map



*Item # 3.*

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## Overview Map

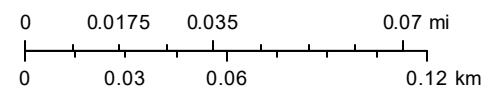


Nevada County GIS

May 29, 2025

© 2024 Nevada County, California

Scale:  
1:2,257



**CITY OF GRASS VALLEY**  
 Community Development Department  
 126 E. Main Street  
 Grass Valley, California 95945  
 (530) 274-4339  
 (530) 274-4399 fax

# UNIVERSAL PLANNING APPLICATION



## Application Types

### Administrative

- ☐ Limited Term Permit  
\$757.00
- ☐ Zoning Interpretation  
\$243.00

### Development Review

- ☐ Minor Development Review – under 10,000 sq. ft.  
\$1,985.00
- ☐ Major Development Review – over 10,000 sq. ft.  
\$3,571.00
- ☐ Conceptual Review - Minor  
\$497.00
- ☐ Conceptual Review – Major  
\$847.00
- ☐ Plan Revisions – Staff Review  
\$342.00
- ☐ Plan Revisions – DRC / PC Review  
\$901.00
- ☐ Extensions of Time – Staff Review  
\$306.00
- ☐ Extensions of Time – DRC / PC Review  
\$658.00

### Entitlements

- ☐ Annexation  
\$8,505.00 (deposit) + \$20.00 per acre
- ☐ Condominium Conversion  
\$5,339.00 (deposit) + \$25 / unit or \$25 / 1,000 sq. ft.
- ☐ Development Agreement – New  
\$20,023.00 (deposit) + cost of staff time & consultant minimum \$300
- ☐ Development Agreement – Revision  
\$7,486.00 + cost of staff time & consultant minimum \$300
- ☐ General Plan Amendment  
\$8,000.00
- ☐ Planned Unit Development  
\$8,839.00 + \$100.00 / unit and / or \$100 / 1,000 sq. ft. floor area
- ☐ Specific Plan Review - New  
Actual costs - \$18,399.00 (deposit) (+ consultant min. \$300)
- ☐ Specific Plan Review - Amendments / Revisions  
Actual costs - \$7,576.00 (deposit) (+ consultant min. \$300)
- ☐ Zoning Text Amendment  
\$3,364.00
- ☐ Zoning Map Amendment  
\$5,501.00
- ☐ Easements (covenants & releases)  
\$1,794.00

### Environmental

- ☐ Environmental Review – Initial Study  
\$1,858.00
- ☐ Environmental Review – EIR Preparation  
Actual costs - \$34,274.00 (deposit)
- ☐ Environmental Review - Notice of Determination  
\$162.00 (+ Dept. of Fish and Game Fees)

- ☐ Environmental Review - Notice of Exemption  
\$182.00 (+ County Filing Fee)

### Sign Reviews

- ☐ Minor – DRC, Historic District, Monument Signs or other districts having specific design criteria  
\$330.00
- ☐ Major – Master Sign Programs  
\$1,407.00
- ☐ Exception to Sign Ordinance  
\$1,046.00

### Subdivisions

- ☐ Tentative Map (4 or fewer lots)  
\$3,788.00
- ☐ Tentative Map (5 to 10 lots)  
\$5,267.00
- ☐ Tentative Map (11 to 25 lots)  
\$7,053.00
- ☐ Tentative Map (26 to 50 lots)  
\$9,668.00
- ☐ Tentative Map (51 lots or more)  
\$14,151.00
- ☐ Minor Amendment to Approved Map (staff)  
\$1,208.00
- ☐ Major Amendment to Approved Map (Public Hearing) \$2,642.00
- ☐ Reversion to Acreage  
\$829.00
- ☐ Tentative Map Extensions  
\$1,136.00
- ☐ Tentative Map - Lot Line Adjustments / Merger  
\$1,325.00

### Use Permits

- ☐ Minor Use Permit - Staff Review  
\$562.00
- ☒ Major Use Permit - Planning Commission Review  
\$3,292.00

### Variances

- ☐ Minor Variance - Staff Review  
\$562.00
- ☐ Major Variance - Planning Commission Review  
\$2,200.00

Application	Fee
Major Use Permit	\$3292
<b>Total:</b>	<b>\$3292</b>



Below is the Universal Planning Application form and instructions for submitting a complete planning application. In addition to the Universal Planning Application form, a project specific checklist shall be submitted. All forms and submittal requirements must be completely filled out and submitted with any necessary supporting information.

Upon receipt of the completed forms, site plan/maps, and filing fees, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information has not been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. Once the City receives the additional information or revised application, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate information. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department for assistance.

#### **ADVISORY RE: FISH AND GAME FEE REQUIREMENT**

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of \$3,445.25 for an Environmental Impact Report and \$2,480.25 for a Negative Declaration\* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid. These fees are accurate at the time of printing, but increase the subsequent January 1<sup>st</sup> of each year.

This fee is not a Grass Valley fee; it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

\*If the City finds that the project will not have an impact on wildlife resources, through a De Minimus Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.

<b>Applicant/Owner/Developer</b>	<b>Property Owner</b>
Name: <u>Alison Fedorchak</u>	Name: <u>Carmen Ogio</u>
Address: <u>19000 Covey Ct</u>	Address: <u>120 W Main St</u>
<u>Grass Valley 95949</u>	<u>Grass Valley 95945</u>
Phone: <u>530 488 0238</u>	Phone: <u>916 416 4538</u>
E-mail: <u>alison@walkwestco.com</u>	E-mail: <u>carmenogio@gmail.com</u>

<b>Architect</b>	<b>Engineer</b>
Name: _____	Name: _____
Address: _____	Address: _____
Phone: ( ) _____	Phone: ( ) _____
E-mail: _____	E-mail: _____

## 1. Project Information

- a. Project Name Walk West
- b. Project Address 120 W Main St Grass
- c. Assessor's Parcel No(s) 008-342-004-000  
(include APN page(s))
- d. Lot Size 5,227

## 2. Project Description

We are using an existing retail building and applied for our beer licence so patrons are able to consume beer and enjoy making hats (that we currently sell). We have large areas in the store that we plan to put pub style seating in. We also have a back room used for birthday parties, bridal showers, etc and have a table and chairs set up. ~~We also plan to have outdoor seating on our back patio if approved.~~

3. General Plan Land Use: \_\_\_\_\_

4. Zoning District: \_\_\_\_\_

4. **Cortese List:** Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y        N X

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).

5. **Indemnification:** The City has determined that City, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney's fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney's fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this permit, or the activities conducted pursuant to this permit. Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
6. **Appeal:** Permits shall not be issued until such time as the appeal period has lapsed. A determination or final action shall become effective on the 16<sup>th</sup> day following the date by the appropriate review authority, where no appeal of the review authority's action has been filed in compliance with Chapter 17.91 of the City's Development Code.

The 15-day period (also known as the "appeal" period in compliance with Chapter 17.91) begins the first full day after the date of decision that the City Hall is open for business, and extends to the close of business (5:00 p.m.) on the 15<sup>th</sup> day, or the very next day that the City Hall is open for business.

I hereby certify, to the best of my knowledge, that the above statements are correct.

Property Owner/Representative Signature: Carmen Ogino

*(owner)*

*\*Property owner must provide a consent letter allowing representative to sign on their behalf.*

Applicant Signature: *[Signature]*

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	



# CERTIFICATE *of* SIGNATURE

REF NUMBER  
**TR0VQ-LGHW-DWFT-TAN29**

DOCUMENT COMPLETED BY ALL PARTIES ON  
**28 MAY 2025 03:36:50 UTC**

**SIGNER****TIMESTAMP****SIGNATURE****CARMEN OGINO**

EMAIL  
**CARMENOGINO@GMAIL.COM**

ELECTRONIC SIGNATURE CONSENT  
**28 MAY 2025 03:30:05 UTC**

SENT  
**27 MAY 2025 22:20:31 UTC**

VIEWED  
**28 MAY 2025 03:29:35 UTC**

SIGNED  
**28 MAY 2025 03:36:50 UTC**



IP ADDRESS  
**104.220.129.113**

LOCATION  
**GRANITE BAY, UNITED STATES**

**RECIPIENT VERIFICATION**

EMAIL VERIFIED  
**28 MAY 2025 03:29:35 UTC**



## USE PERMIT



### SUPPLEMENTAL APPLICATION INFORMATION

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: Retail store

B. Describe surrounding land uses:

North: Commercial Properties  
South: Commercial Properties  
East: Commercial Properties  
West: Commercial Properties

C. Describe existing public or private utilities on the property: Water, power

D. Proposed building size (list by square feet, if multiple stories, list square feet for each floor): N/A Existing building

E. Proposed building height (measured from average finished grade to highest point): N/A Existing building

F. Proposed building site plan:

(1) building coverage	_____	Sq. Ft.	_____	% of site
(2) surfaced area	_____	Sq. Ft.	_____	% of site
(3) landscaped area	_____	Sq. Ft.	_____	% of site
(4) left in open space	_____	Sq. Ft.	_____	% of site
Total	_____	Sq. Ft.	_____	100 %

G. Construction phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all phases on site plan. N/A

## H. Exterior Lighting:

1. Identify the type and location of exterior lighting that is proposed for the project. \_\_\_\_\_

N/A pre-existing

2. Describe how new light sources will be prevented from spilling on adjacent properties or roadways.
- N/A

- I. Total number of parking spaces required (per Zoning Code):
- The total number needed 8.

- J. Total number of parking spaces provided:
- 17 spaces

- K. Will the project generate new sources of noise or expose the project to adjacent noise sources?
- NO

- L. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? If yes, please explain:
- NO

- M. Will the project generate new sources of dust, smoke, odors, or fumes? If so, please explain:
- NO

## II. Project Characteristics:

- A. Days of operation (e.g., Monday - Friday):
- Sun - Sun 7 days a week

- B. Total hours of operation per day:
- 8-9 hours per day
- 
- Times of operation (e.g., 8 - 5, M - F):
- 11-8

- C. If fixed seats involved, how many:
- none
- 
- If pews or benches, please describe how many and the total length:
- none

- D. Total number of employees:
- 2

E. Anticipated number of employees on largest shift: \_\_\_\_\_

III. If an **outdoor use** is proposed as part of this project, please complete this section.

A. Type of use:

Sales bar seating Processing \_\_\_\_\_ Storage \_\_\_\_\_  
Manufacturing \_\_\_\_\_ Other \_\_\_\_\_

B. Area devoted to outdoor use (shown on site plan).

Square feet/acres 600 sq ft Percentage of site 27%

C. Describe the proposed outdoor use: Outdoor seating  
for patrons

### USE PERMITS SITE PLAN REQUIREMENTS

A site plan is a scale drawing that depicts a property's size and shape, existing improvements on the property, and improvements or additions which are intended to be added. The site plan should be as complete and accurate as possible since it will be used by several City departments to check various requirements of the development application. Please place a check or N/A on the line provided in the below checklist. Submit this page along with the map and application packet.

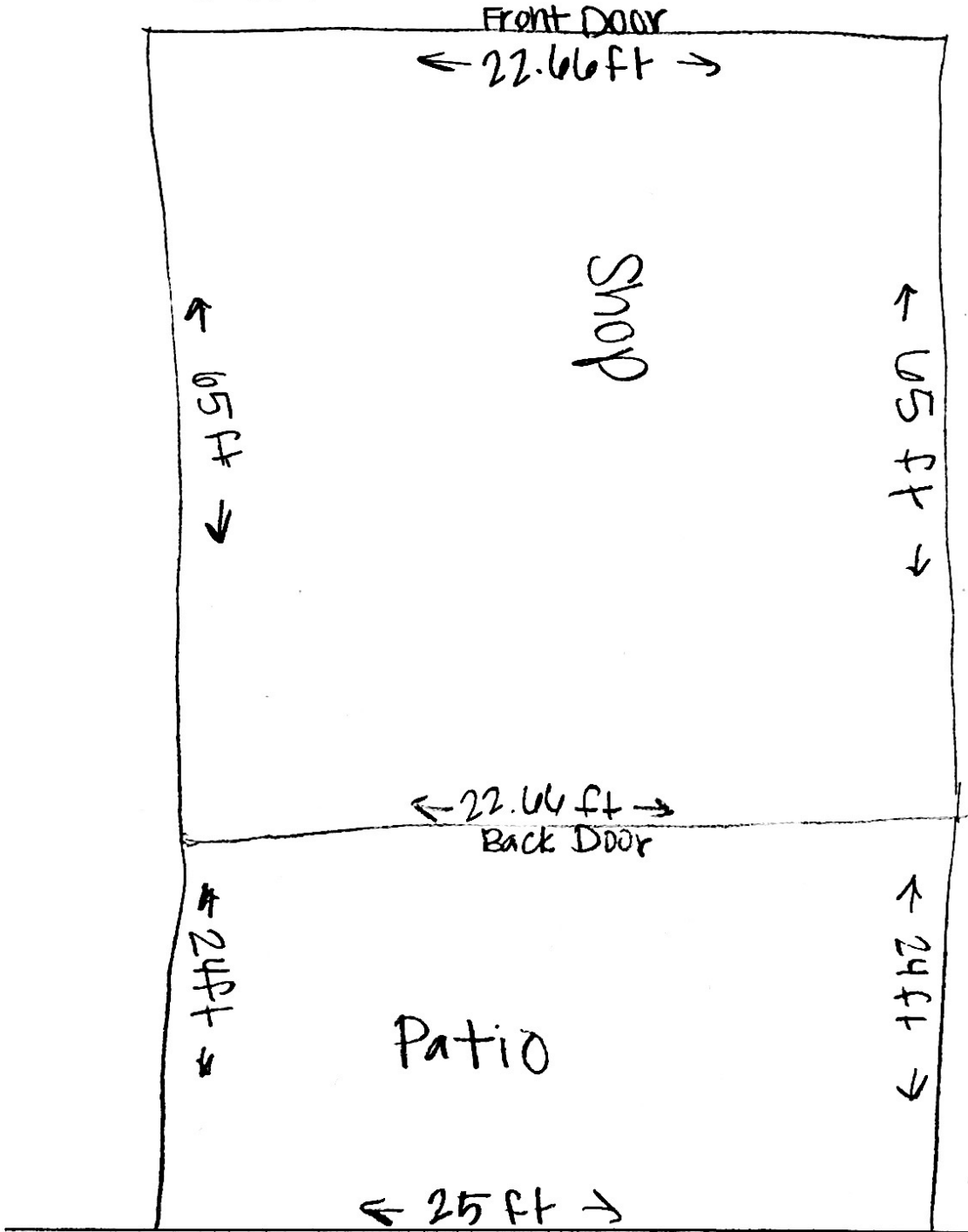
#### A. Submittal Checklist:

- ☐ One completed copy of Universal Application form. ←
- ☐ One completed copy of the Environmental Review Checklist (if applicable). ✓
- ☐ One electronic copy of the site plan and all other applicable plans/information. ←  
(Draw diagram)
- ☐ Preliminary Title Report dated no later than 6 months prior to the application filing date. ←
- ☐ The appropriate non-refundable filing fee.

#### B. Site Plan:

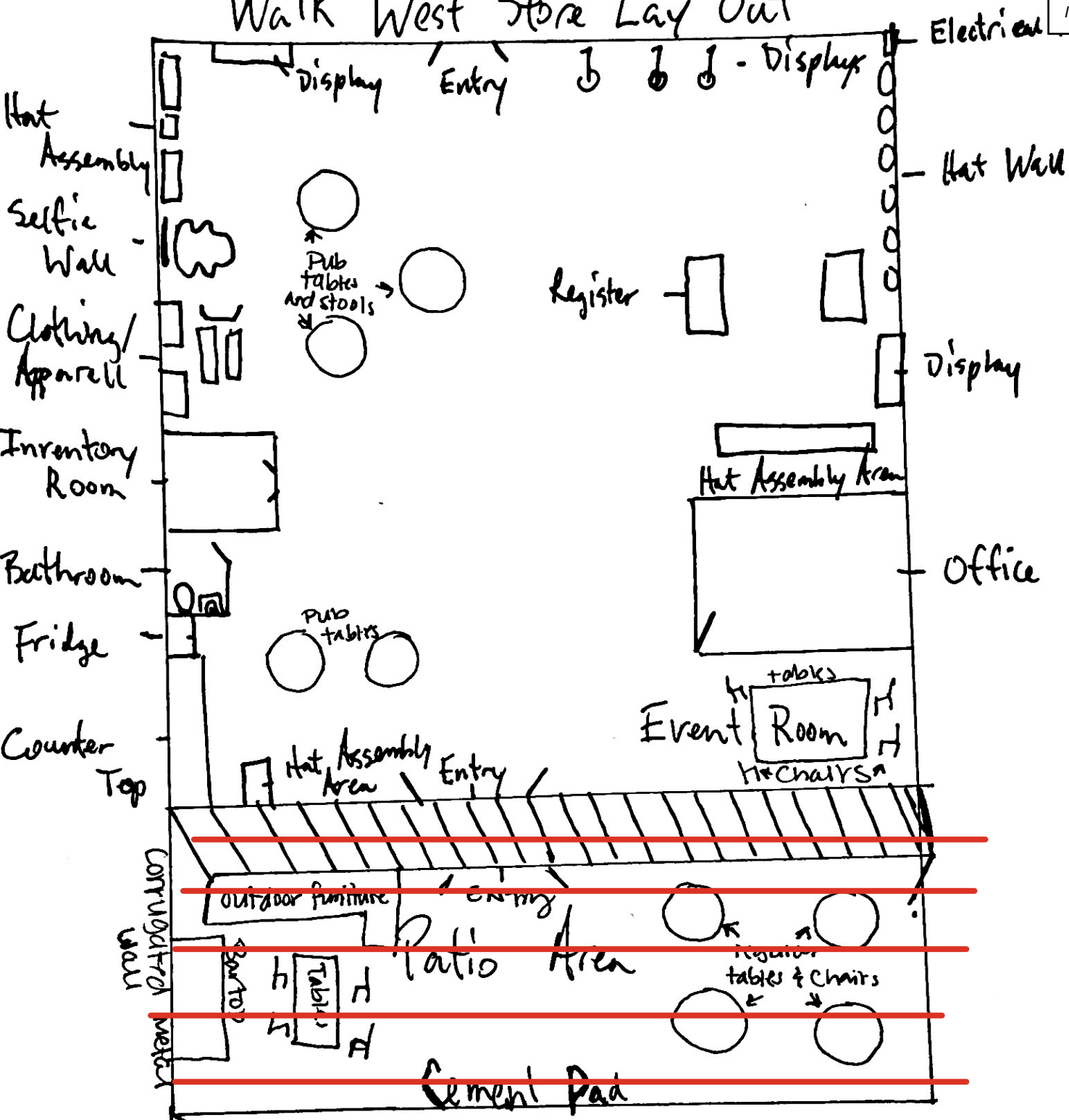
- ☐ Graphic scale and north arrow.
- ☐ Show location and dimensions of existing and proposed structures and walls (identify existing as a solid line and proposed as a dashed line).
- ☐ Label the use of all existing and proposed structures or area.

- ☐ Show the distance between structures and to the property lines.
- ☐ Show site access and off street parking facilities, including parking area and layout, loading areas, trash storage areas, dimensions and numbers of individual parking spaces (including accessible spaces) and aisles.
- ☐ Show size and species of all trees 6 inches and greater in diameter at breast height.
- ☐ Show location and size of all proposed and existing signs, fences and walls.
- ☐ Show location and general dimensions of water courses and drainage ways on the site, including any proposed modifications.



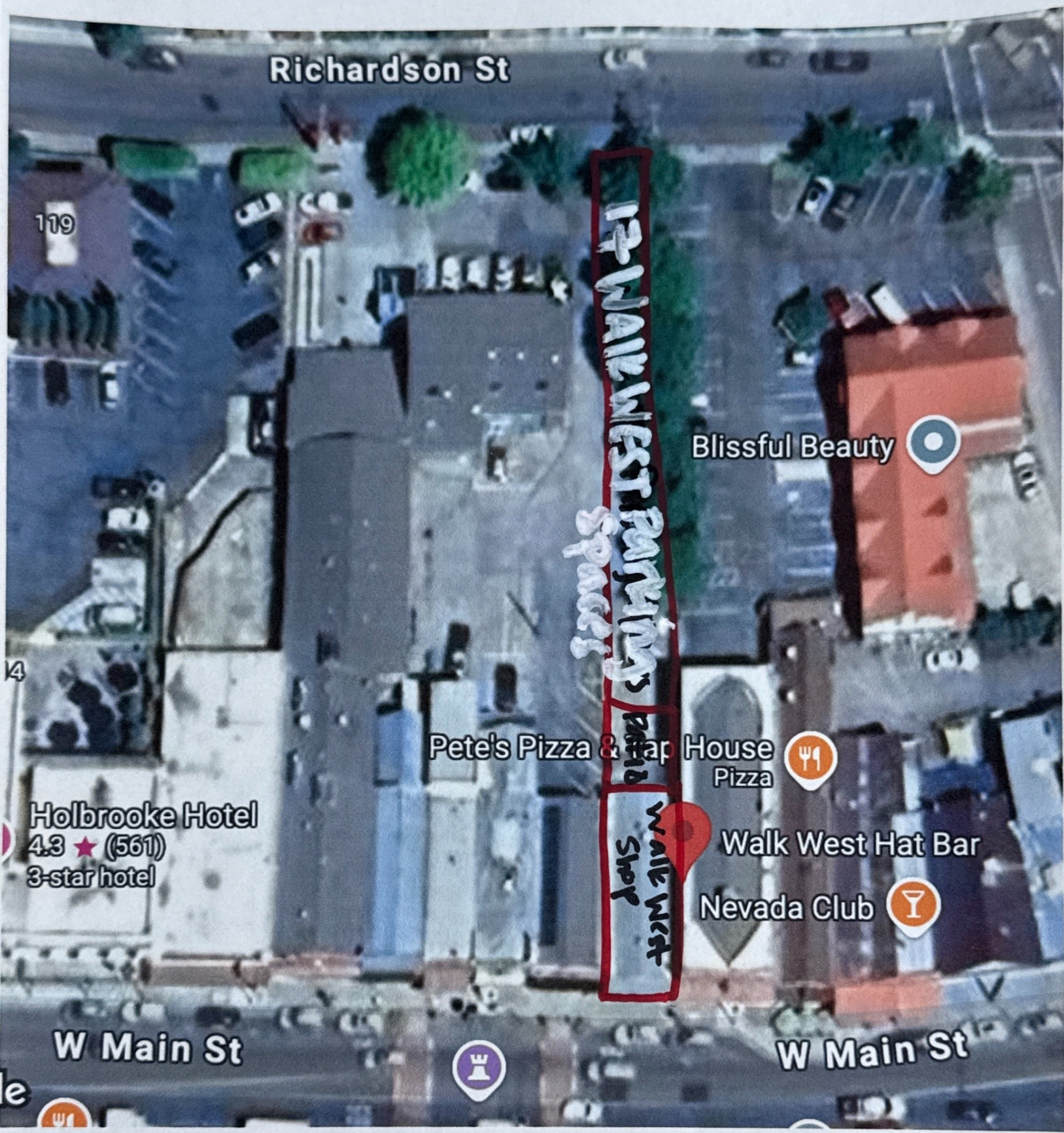
# Walk West Store Lay Out

Item # 3.



No outdoor use proposed at this time











**Amy Kesler-Wolfson**

---

**From:** Alison Walker <alison@walkwestco.com>  
**Sent:** Thursday, June 12, 2025 11:05 AM  
**To:** Amy Kesler-Wolfson  
**Subject:** Walk West permit modification

Hi Amy,

We are going to only pursue the interior permits for our alcohol license and no outdoor space at all, if you can note that for our application.

Thanks so much!

Alison  
530-488-6238

Sent from my iPhone