



---

## GRASS VALLEY

### Special Planning Commission Meeting

---

Monday, June 15, 2026 at 5:30 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 regular scheduled Planning Commission on May 19, 2026.

**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. Esthetician Studio (**26PLN-0020**) Location/APNs: 565 Brunswick Road, Grass Valley, CA, 95945 (APN: 035- 500-001)

**Environmental Status:** Exemption Section 15301, Existing

**Recommendation:** 1. Planning staff recommend that the Planning Commission approve application (26PLN-0020) which includes the request for the operation of an esthetician studio, which includes the following actions: a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15301, Existing Facilities, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report; b. Adopt the Findings of Fact, 1 through 8, for approval of the project/Use Permit as presented in the Staff Report; and, c. Approve the Use Permit for the esthetician studio in accordance with the Conditions of Approval as presented in the Staff Report.

3. Memorandum to Address Planning Commission Concerns for Proposed Medical Respite Care Facility (**26PLN-0007**) Location/APNs: 136 Glasson Way, Grass Valley, CA, 95945 (APN: 035-380-010)

**Environmental Status:** Exemption Section 15332, In-Fill Development Projects

**Recommendation:** 1. Planning staff recommend that the Planning Commission approve application (26PLN-0007) which includes the request for the operation of a medical respite facility, which includes the following actions: a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report; b. Adopt the Findings of Fact, 1 through 8, for approval of the project/Use Permit as presented in the Staff Report; and, c. Approve the Use Permit for the Medical Respite Facility, in accordance with the Conditions of Approval as presented in the Staff Report.

4. 7 th Cycle Housing Element Update

Environmental Status: Statutorily Exempt, Public Resource Code Section 21080.085

Recommendation: Receive and File

**OTHER BUSINESS**

5. Review of City Council Items.

6. Future Meetings, Hearings and Study Sessions

**BRIEF REPORTS BY COMMISSIONERS**

**ADJOURN**

**POSTING NOTICE**

This is to certify that the above notice of a Special Planning Commission Meeting, scheduled for Monday, June 15, 2026, at 5:30 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Thursday, June 11, 2026.

---

Taylor Whittingslow, City Clerk



**GRASS VALLEY**  
**Planning Commission Meeting**

Tuesday, May 19, 2026 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)

**MINUTES**

**CALL TO ORDER**

Meeting called to order at 6:02 pm.

**PLEDGE OF ALLEGIANCE**

Commissioner Matthew Wich led the Pledge of allegiance.

**ROLL CALL**

**PRESENT**

Commissioner Justin Gross  
Commissioner Matt Wich  
Chairman Ari Brouillette

**ABSENT**

Vice Chairman Jacob McDonald

**AGENDA APPROVAL**

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

Voting Yea: Commissioner Gross, Commissioner Wich, 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 Wich, Chairman Brouillette

1. Approval of the Special Planning Commission meeting on April 23, 2026.

**PUBLIC COMMENT**

None.

**PUBLIC HEARING ITEMS**

2. Pet Cremation Facility - "Paws on Hearts" (26PLN-0011) Location/APNs: 1050 Whispering Pines Lane, Suite F, Grass Valley, CA, 95945 (APN: 009-760-020).  
Environmental Status: Exemption Section 15301, Existing Facilities

**Recommendation:** 1. Planning staff recommend that the Planning Commission approve application (26PLN-0011) which includes the request for the operation of a small-scale pet cremation facility, which includes the following actions: a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15301, Existing Facilities, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report; b. Adopt the Findings of Fact for approval of the project/Use Permit as presented in the Staff Report; and, c. Approve the Use Permit for the pet cremation facility, in accordance with the Conditions of Approval as presented in the Staff Report.

Vanessa Franken, Associate Planner, gave presentation to the commission.

Public Comments: None.

Motion to approve application (26PLN-0011) which includes the request for the operation of a small-scale pet cremation facility, which includes the following actions: a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15301, Existing Facilities, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report; b. Adopt the Findings of Fact for approval of the project/Use Permit as presented in the Staff Report; and, c. Approve the Use Permit for the pet cremation facility, in accordance with the Conditions of Approval as presented in the Staff Report by Commissioner Gross, Seconded by Commissioner Wich.

Voting Yea: Commissioner Gross, Commissioner Wich, Chairman Brouillette

3. Respite Care Facility (**26PLN-0007**) Location/APNs: 136 Glasson Way, Grass Valley, CA, 95945 (APN: 035-380-010), is located roughly 0.16± miles southwest of the East Main Street, Sierra College Drive, and Dorsey Drive intersection; directly adjacent to the Dignity Health Sierra Nevada Memorial Hospital.

Environmental Status: Exemption Section 15332, In-Fill Development Projects

Recommendation: 1. Planning staff recommend that the Planning Commission approve application (26PLN-0007) which includes the request for the operation of a medical respite facility, which includes the following actions: a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report; b. Adopt the Findings of Fact, 1 through 8, for approval of the project/Use Permit as presented in the Staff Report; and, c. Approve the Use Permit for the Medical Respite Facility, in accordance with the Conditions of Approval as presented in the Staff Report.

Vanessa Franken, Associate Planner, gave presentation to the commission.

Public comment: Virtual Attached.

Motion to continue item to the June 16th meeting at 6 pm by Chairman Brouillette, Seconded by Commissioner Wich.

Voting Yea: Commissioner Gross, Commissioner Wich, Chairman Brouillette

4. Tentative Subdivision Map for the division of ±3.74 acres into twelve (12) residential lots. (**19PLN-28**) Location/APN: Southside of Joyce Drive,

east of the junction of Joyce Drive and Whiting Street/APNs: 029-280-016 & 029-270-033

Environmental: Mitigated Negative Declaration

**Recommendation:** Recommend that the Planning Commission approve application (23PLN-0027) for a tentative map to serve affordable housing at the southside of Joyce Drive, which includes the following actions: a. Adopt a Mitigated Negative Declaration, prepared for the Zoning Map Amendment and Tentative Subdivision Map, as the appropriate level of environmental review, in accordance with the California Environmental Quality Act (CEQA) and Guidelines; and b. Adoption of a Mitigation Monitoring and Reporting Program (MMRP), implementing and monitoring all Mitigation Measures, in accordance with the California Environmental Quality Act (CEQA) and Guidelines; and c. Approve the 12-lot Tentative Final Map to serve an affordable housing project, subject to findings 1-4, and Conditions of Approval, as may be modified at the public hearing.

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

Public comments: Virtual attached.

Motion to approve application (23PLN-0027) for a tentative map to serve affordable housing at the southside of Joyce Drive, which includes the following actions: a. Adopt a Mitigated Negative Declaration, prepared for the Zoning Map Amendment and Tentative Subdivision Map, as the appropriate level of environmental review, in accordance with the California Environmental Quality Act (CEQA) and Guidelines; and b. Adoption of a Mitigation Monitoring and Reporting Program (MMRP), implementing and monitoring all Mitigation Measures, in accordance with the California Environmental Quality Act (CEQA) and Guidelines; and c. Approve the 12-lot Tentative Final Map to serve an affordable housing project, subject to findings 1-4, and Conditions of Approval, as may be modified at the public hearing by Commissioner Wich, Seconded by Commissioner Gross.

Voting Yea: Commissioner Gross, Commissioner Wich, Chairman Brouillette

5. Use Permit for the extension of 85-foot tall telecommunication monopine by 17-feet Applicant: Phillip Thomas, representing T-Mobile (25PLN-0028) Location/APNs: 142 Olympia Park Road, APN: 035-320-044

Environmental Status: Categorical Exemption, Class 1

**Recommendation:** Recommend that the Planning Commission approve application (25PLN-0028) which includes the request to approve the extension of the 85-foot monopine as an “eligible facility request” pursuant to section 6409 of the Spectrum Act, at 142 Olympia Park Road, which includes the following actions: a. Find that the Proposed Facility is “categorically exempt” from further environmental review under CEQA because pursuant to CEQA Guidelines § 15301, which exempts projects from CEQA when there is a negligible or no expansion of use to the originally permitted use as further discussed in finding 2; and b. Approve the Development Review Permit for the extension of the 85-foot monopine by 17-feet, subject to findings 1-10, and Conditions of Approval, as may be modified at the public hearing; and c. Approve the Use Permit extension of the 85-foot monopine by 17-feet, subject to findings 1-10, and Conditions of Approval, as may be modified at the public hearing.

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

Public comment: none

Motion to approve application (25PLN-0028) which includes the request to approve the extension of the 85-foot monopine as an “eligible facility request” pursuant to section 6409 of the Spectrum Act, at 142 Olympia Park Road, which includes the following actions: a. Find that the Proposed Facility is “categorically exempt” from further environmental review under CEQA because pursuant to CEQA Guidelines § 15301, which exempts projects from CEQA when there is a negligible or no expansion of use to the originally permitted use as further discussed in finding 2; and b. Approve the Development Review Permit for the extension of the 85-foot monopine by 17-feet, subject to findings 1-10, and Conditions of Approval, as may be modified at the public hearing; and c. Approve the Use Permit extension of the 85-foot monopine by 17-feet, subject to findings 1-10, and Conditions of Approval, as may be modified at the public hearing by Commissioner Gross, Seconded by Commissioner Wich.

Voting Yea: Commissioner Gross, Commissioner Wich, Chairman Brouillette

6. Consideration of Reinstating a Development Review Permit and Use Permit for the Dorsey Marketplace Project (26PLN-0005) Location/APNs: 200 Block of Dorsey Drive, APNs: 035-260-062, -064, -077

Environmental Status: Addendum to the adopted EIR

**Recommendation:** That the Planning Commission approve application (26PLN-0005) which includes the request to re-approve the Dorsey Marketplace Project, which includes 26.8-acre infill site, 104,350 square feet of commercial space, 8,500 square feet of office space, and 172 apartment units at the 200 Block of Dorsey Drive APNs: 035-260-062, -064, -077, which includes the following actions: a. Adopt the Addendum to the previously adopted Environmental Impact Report (EIR) and Subsequent EIR for the Dorsey Marketplace project, which demonstrates that none of the conditions described in CEQA

Guidelines Section 15162 requiring a subsequent or supplemental EIR or IS/MND are present; and b. Approve the Development Review Permit for the Dorsey Marketplace Project, Alternative B, subject to findings 1-5, and Conditions of Approval,

as may be modified at the public hearing; and c. Approve the Use Permit to allow the drive-through uses associated with the Dorsey Marketplace Project Alternative B, subject to findings 1-5, and Conditions of Approval, as may be modified at the public hearing.

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

Public Comment: Ralph Silberstein, Unnamed, Virtual Comments attached

Motion to approve application (26PLN-0005) which includes the request to re-approve the Dorsey Marketplace Project, which includes 26.8-acre infill site, 104,350 square feet of commercial space, 8,500 square feet of office space, and 172 apartment units at the 200 Block of Dorsey Drive APNs: 035-260-062, -064, -077, which includes the following actions: a. Adopt the Addendum to the previously adopted Environmental Impact Report (EIR) and Subsequent EIR for the Dorsey Marketplace project, which demonstrates that none of the conditions described in CEQA

Guidelines Section 15162 requiring a subsequent or supplemental EIR or IS/MND are

present; and b. Approve the Development Review Permit for the Dorsey Marketplace Project, Alternative B, subject to findings 1-5, and Conditions of Approval, as may be modified at the public hearing; and c. Approve the Use Permit to allow the drive-through uses associated with the Dorsey Marketplace Project Alternative B, subject to findings 1-5, and Conditions of Approval, as may be modified at the public hearing by Commissioner Gross, Seconded by Chairman Brouillette.

Voting Yea: Commissioner Gross, Chairman Brouillette

Voting Nay: Commissioner Wich

**OTHER BUSINESS**

- 7. Review of City Council Items.
- 8. Future Meetings, Hearings and Study Sessions

**BRIEF REPORTS BY COMMISSIONERS**

**ADJOURN**

Meeting adjourned at 8:00 pm.

\_\_\_\_\_  
Ari Brouillette, Chair

\_\_\_\_\_  
Taylor Whittingslow, City Clerk

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



**PLANNING  
COMMISSION  
STAFF REPORT  
June 15, 2026**

---

**PROJECT SUMMARY**

**Application Number:** 26PLN-0020  
**Subject:** Esthetician Studio  
**Applicant:** Catherina Rosevear (Applicant)  
**Location/APNs:** 565 Brunswick Road, Grass Valley, CA, 95945 (APN: 035-500-001), is located roughly 500-feet south of Brunswick Road and off of Timberwood Drive, in the Brunswick community.  
**Current Zoning/General Plan:** Office Professional (OP) / Office Professional (OP)  
**Entitlements:** Major Use Permit  
**Environmental Status:** Exemption Section 15301, Existing Facilities  
**Prepared by:** Vanessa Franken, Associate Planner

---

**RECOMMENDATION**

1. Planning staff recommend that the Planning Commission approve application (26PLN-0020) which includes the request for the operation of an esthetician studio, which includes the following actions:
  - a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15301, Existing Facilities, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report;
  - b. Adopt the Findings of Fact, 1 through 8, for approval of the project/Use Permit as presented in the Staff Report; and,
  - c. Approve the Use Permit for the esthetician studio in accordance with the Conditions of Approval as presented in the Staff Report.

**BACKGROUND**

The project parcel is zoned as Office Professional (OP). The Grass Valley 2020 General Plan identifies the site as Office Professional. No specific plans, special designations, historic overlays, or adopted conservation plans apply to the site. The project site falls within a non-formally adopted “medical corridor” of the community. The immediate area neighbors the Timberwood residential community and a nearby commercial corridor along Brunswick Road. The subject suite is an office condominium, that is located within a property is 4.5-acres in size, known as the “Brunswick East” professional offices. The subject property is currently developed with multiple buildings, each housing a number of office condominiums and an existing parking lot. The buildings host medical and professional offices. Primary access to the site is via commercial driveway encroachment,

which connects to Brunswick Road; a two-lane roadway maintained by the City. General traffic in the immediate area use Brunswick Road to reach the State Highway 49/Highway 20 interchange to head north or south or Idaho-Maryland Road.

Immediate neighbors to the project property are described below.

**Surrounding Land Uses:**

- North: A 3-acre undeveloped parcel and a developed 2-acre Office Professional (OP) zoned property.
- South: Timberwood residential subdivision.
- East: No immediate adjacent parcel, Brunswick Road is immediately west.
- West: Timberwood residential subdivision, zoned Two Family Residential (R-2).

**PROJECT PROPOSAL**

The project consists of a Use Permit application that details a request to operate an esthetician studio. The facility will provide personal services in the form of wax services and skin treatments to the public by appointment only. The studio is operated by a single and licensed practitioner. The suite and building are existing, no construction is proposed. Parking will be facilitated within the existing parking lot

**Access:** Access to the site is via a commercial driveway encroachment and has been deemed fit for the proposed use; There are no requirements imposed on the applicant to improve the existing driveways or roadways for the proposed use from the Community Development Department, Engineering Division. Engineering review determined that anticipated generated project traffic will not add a significant volume of vehicles to existing traffic. No sidewalks exist along the property.

**Parking:** Over 50-vehicle parking spaces exist on site, the proposed use is to use existing parking and required parking standards are met; there is no negative impact to existing parking for other onsite uses. The proposed use is considered a “Personal Services” land use, required parking is (1) stall per 250 SF.

**Landscape, Trash Enclosure, and Lighting:** Landscape surrounding the project site exists, in the forms perimeter landscape areas and parking landscape. The project site has existing enclosed trash enclosures. No hazardous solid waste is generated by the proposed use. No new lights are required nor proposed as a part of this project.

**Utilities:** The City of Grass Valley currently provides sewer/wastewater services. The electricity provider is PG&E. The site is and will continue to be served by the City of Grass Valley Fire and Police Departments.

**ZONING AND GENERAL PLAN CONSISTENCY**

The following discussion evaluates the project’s consistency with the Grass Valley 2020 General Plan. The intent of this section is to demonstrate that the proposed medical respite facility will maintain the overall integrity of the City’s adopted land use plan, support applicable goals and policies, and further the City’s long-term vision for sustainable and balanced development.

The Grass Valley 2020 General Plan identifies the site as Office Professional (OP). The Office Professional (OP) General Plan designation provides for concentration of offices and large office complexes. The designation is intended to facilitate both offices and supporting activities and land uses.

The project parcel is zoned as Office Professional (OP). The intent of the OP designation is intended to accommodate office and institutional needs of the community, other related and office supporting use may be allowed, per [Section 17.24.020.D – Purposes of Commercial and Industrial Zones](#). The proposed esthetician studio is a land use defined as “Personal Services”, defined as “establishments providing non-medical services to individuals as a primary use”, per Land Use Glossary. Examples of personal services include: dry cleaning, laundromat, tailors, etc. The esthetician studio, however, is a licensed facility with professional specialty services related to health and beauty. The intensity and scope of operation is comparable to compatible with the existing Office Professional uses that exist on site; dentistry, periodontics, and similar.

- The requested Major Use Permit is to allow only the specifically highlighted personal service use of an “esthetician studio” and similar uses, to include: massage studios, tattoo studios, piercing studios, esthetician and skin care services, homeopathy treatments, life coaching, and health coaching.
- No other allowances for other Personal Services, as defined within the Land Use Glossary are entitled, nor requested with, the subject application.

The project supports and is consistent with multiple goals and objectives of the Grass Valley 2020 General Plan. A “goal” expresses a general community value, while an “objective” represents a specific outcome or intermediate step toward achieving that goal. The applicable goals and objectives and the project’s consistency with each are discussed below.

- Land Use Goal (1-LUG): Promote balanced community growth and development in a planned and orderly way.
  - Land Use Objective (1-LUO): Availability of sufficient building sites properly zoned to accommodate projected growth.
  - Consistency: The project supports the utilization of land already zoned for intended purposes with the approval of a Use Permit.
- Land Use Goal (2-LUG): Promote infill as an alternative to peripheral expansion where feasible.
  - Land Use Objective (4-LUO): Reduction in environmental impacts associated with peripheral growth.
  - Consistency: Traffic to and from the establishment will use the existing collector street (Brunswick Road) that runs within the nearby commercial district and avoid being routed through neighborhoods or residential roads, traffic will then be directed to the highway interchange or other collector roads. The office suite is existing and the property is developed with required development standards.

**ENVIRONMENTAL DETERMINATION**

The proposed project qualifies for a Categorical Exemption pursuant to Section 15301, Existing Facilities, of the California Environmental Quality Act (CEQA) and Guidelines. The subject Class 1 Categorical Exemption details projects as involving negligible or no expansion of use as key criteria for the ability to be considered exempt. The project is located within an existing building and developed site.

The project was routed to internal Community Development Departments and external agencies for review and comments. Comments received have been incorporated into the project as Conditions of Approval. A Notice of Public Hearing for the project was prepared and posted pursuant to the CEQA Guidelines and State law.

### **FINDINGS**

The proposed project meets the required findings of [Section 17.72.060.F – Use Permits and Minor Use Permits](#) (4 – 7), to include listed standard findings.

1. The Use Permit application (26PLN-0020) was received by the City on May 07, 2026.
2. No review from the City of Grass Valley Development Review Committee for this application was required, due to the subject office and property being currently developed and no construction being proposed as part of the project.
3. The City of Grass Valley Planning Commission reviewed the Use Permit application (26PLN-0020) at their regular meeting on June 15, 2026.
4. The proposed project is consistent with the Grass Valley 2020 General Plan because the project aligns with General Plan policies from multiple General Plan elements and is consistent with the designation. The project site does not fall within a specific plan.
5. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Development Code and the Municipal Code.
6. The design, location, size and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
7. The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the density, intensity, and type of use being proposed would not endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or welfare, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.

8. The Planning Commission has reviewed the project in compliance with the California Environmental Quality Act (CEQA) and State CEQA Guidelines, and recommends that the Planning Commission find the project qualifies for the Class 1, Categorical Exemption (Section 15301, Existing Facilities) in accordance with the California Environmental Quality Act and CEQA Guidelines. A Notice of Public Hearing for the project was prepared and posted pursuant to the CEQA Guidelines and State law.

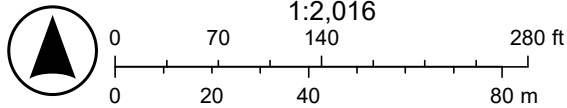
**ATTACHMENTS**

1. Vicinity Map
2. Aerial Map
3. Assessor Parcel Map
4. Universal Application – Contact Information Upon Request
5. Draft Conditions of Approval





6/8/2026, 3:31:48 PM



(Fmly. Ptn. 9-01)  
 (Fmly. Ptn. 9-48)  
 (Fmly. Ptn. 35-41)

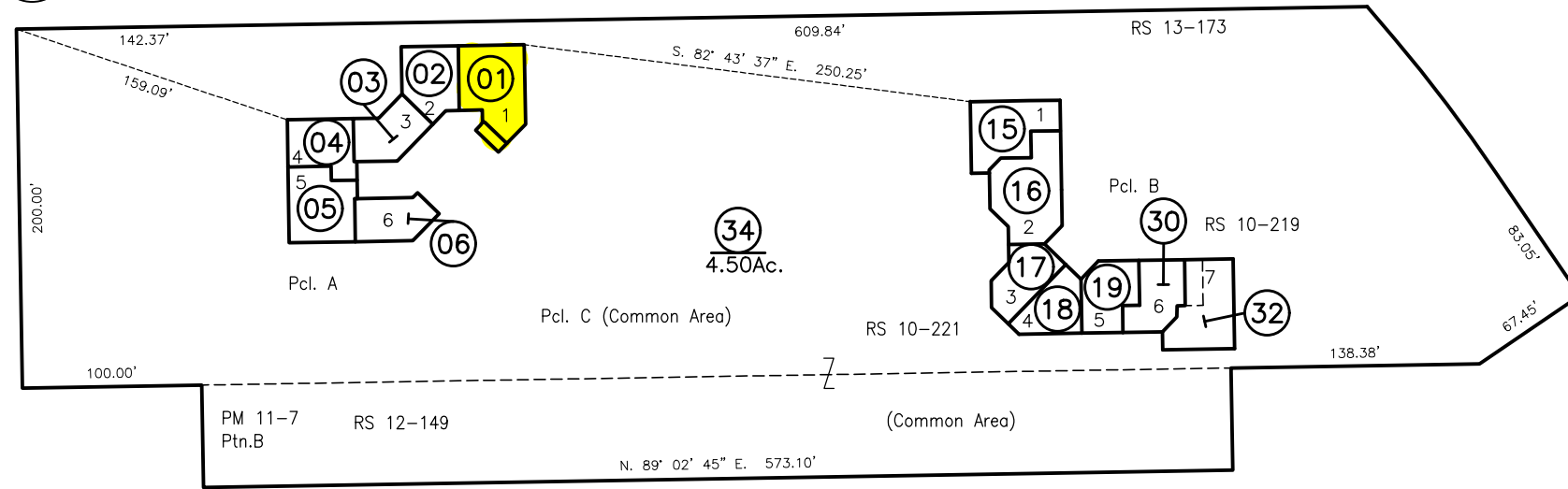
Tax Area Codes  
 001-056



**PTN. OF S. 1/2 OF SEC. 24, T.16N., R.8E., M.D.B.&M.**

48

FIRST FLOOR PLAN

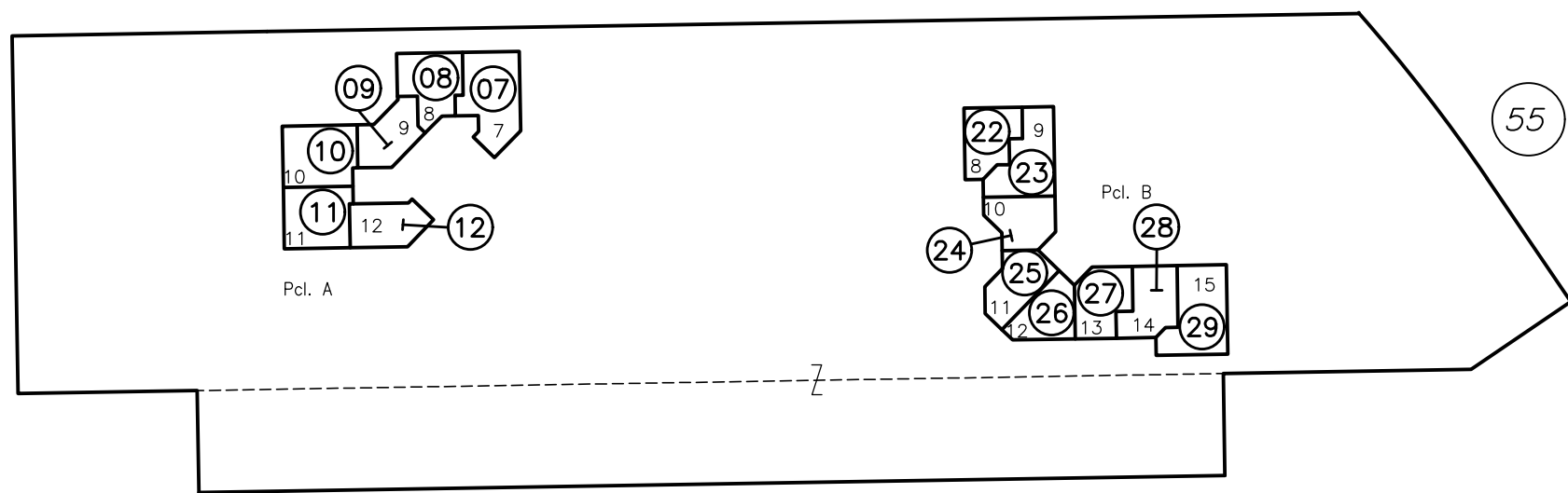


- 01<sup>0.04Ac.</sup>      17<sup>0.02Ac.</sup>
- 02<sup>0.03Ac.</sup>      18<sup>0.02Ac.</sup>
- 03<sup>0.02Ac.</sup>      19<sup>0.03Ac.</sup>
- 04<sup>0.02Ac.</sup>      30<sup>0.02Ac.</sup>
- 05<sup>0.03Ac.</sup>      32<sup>0.04Ac.</sup>
- 06<sup>0.02Ac.</sup>      22<sup>0.02Ac.</sup>
- 07<sup>0.04Ac.</sup>      23<sup>0.03Ac.</sup>
- 08<sup>0.03Ac.</sup>      24<sup>0.02Ac.</sup>
- 09<sup>0.02Ac.</sup>      25<sup>0.02Ac.</sup>
- 10<sup>0.03Ac.</sup>      26<sup>0.02Ac.</sup>
- 11<sup>0.03Ac.</sup>      27<sup>0.03Ac.</sup>
- 12<sup>0.02Ac.</sup>      28<sup>0.03Ac.</sup>
- 15<sup>0.03Ac.</sup>      29<sup>0.04Ac.</sup>
- 16<sup>0.04Ac.</sup>

NOTE: ACREAGE CALCULATIONS FOR PARCELS 1, 3, 8, AND 11 INCLUDE RESTRICTED COMMON AREAS.

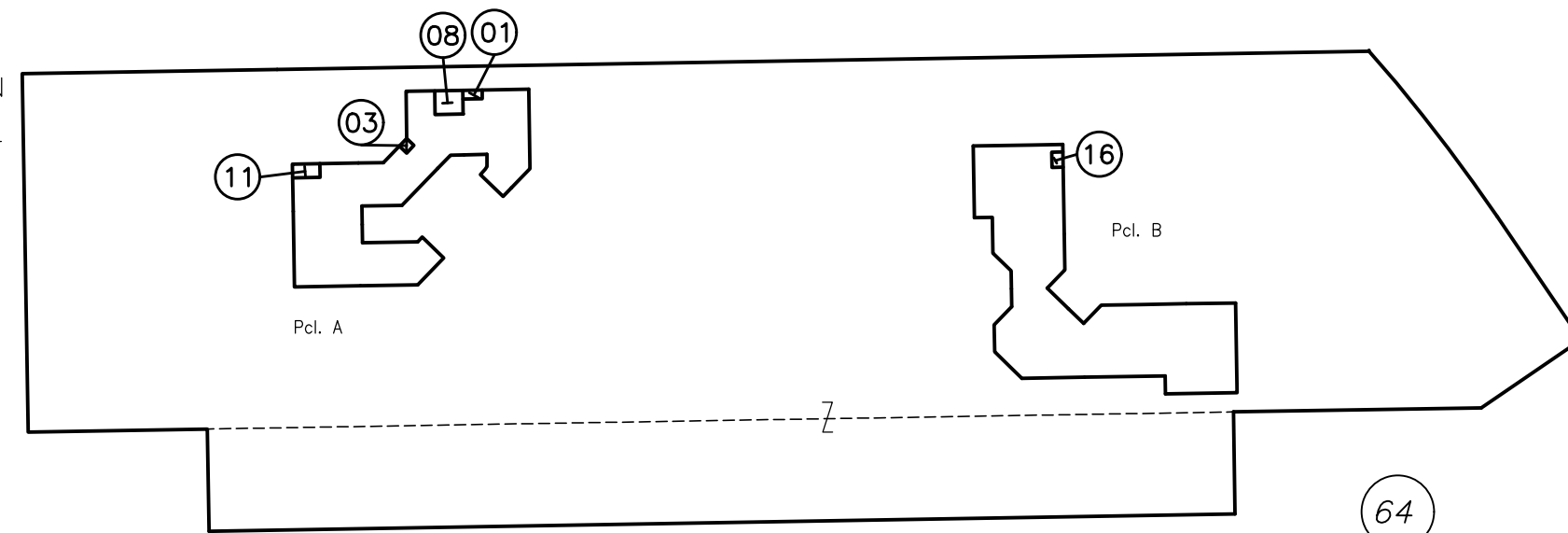
SECOND FLOOR PLAN

48



RESTRICTED COMMON AREA PLAN

NOTE: NUMBERS INDICATE UNIT BEARING EXCLUSIVE RIGHTS.



64

**ASSESSOR'S PARCEL MAP NOTICE**  
 This map was prepared for assessment purposes only. No liability is assumed for the accuracy of data shown. Assessor's parcels may not comply with local lot-split or building site ordinances. Assessor's block numbers shown in ellipses; parcel numbers are shown in circles. All distances on curved lines are chord measurements.



## ATTACHMENT 5

### DRAFT CONDITIONS OF APPROVAL

---

**Application Number:** 26PLN-0020  
**Applicant:** Catherina Rosevear (Applicant)  
**Location/APNs:** 565 Brunswick Road, Grass Valley, CA, 95945 (APN: 035-500-001)  
**Prepared by:** Vanessa Franken, Associate Planner

---

#### **STANDARD CONDITIONS**

1. The approval date for Planning Commission review of the proposed project is 6/15/2026, with an effective date of 7/01/2026, pursuant to [Section 17.74.020 – Effective Date of Permit](#). This project is approved for a period of one year and shall expire on 6/15/2028, unless the project has been effectuated or the applicant requests a time extension that is approved by the Development Review Committee pursuant to the Development Code, per [Section 17.74.060 – Time Limits and Extensions](#).
2. The final design shall be consistent with the Development Review application, plans provided by the applicant, and as approved by Planning Commission, unless modified at time of hearing. The project is approved subject to plans on file with the Community Development Department. The Community Development Director may approve minor changes as determined appropriate.
3. The applicant agrees to defend, indemnify, and hold harmless the City of Grass Valley in any action or proceeding brought against the City of Grass Valley to void or annul this discretionary land use approval.

#### **BUILDING DIVISION**

1. Obtain a building permit for all applicable work. New occupancy will be based on number and type of residents. New occupancy will determine Building Code requirements.

#### **FIRE MARSHAL**

1. Maintain the following for safety:
  - Adequate address signage and access.
  - Safe means of egress.
  - Smoke/Carbon monoxide alarms installed per CA Fire Code.

- Portable fire extinguishers required.
- Local contact availability (24/7).

**PLANNING DIVISION**

1. Use Permit shall be considered by approval of a Business License application.
2. This Major Use Permit is to allow only the specifically highlighted personal service use of an “esthetician studio” and similar uses, to include: massage studios, tattoo studios, piercing studios, esthetician and skin care services, homeopathy treatments, life coaching, and health coaching.
3. No other allowances for other Personal Services, as defined within the Land Use Glossary are entitled, nor requested with, the subject application.

**NEVADA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

1. Obtain appropriate health approvals should microblading be proposed.



**PLANNING  
COMMISSION  
MEMORANDUM  
June 15, 2026**

---

**PROJECT SUMMARY**

**Application Number:** 26PLN-0007  
**Subject:** Memorandum to Address Planning Commission Concerns for Proposed Medical Respite Care Facility  
**Applicant:** Kevin Martin (Owner)/ Rob Wood, Millenium Planning & Engineering (Representative)  
**Location/APNs:** 136 Glasson Way, Grass Valley, CA, 95945 (APN: 035-380-010), is located roughly 0.16± miles southwest of the East Main Street, Sierra College Drive, and Dorsey Drive intersection; directly adjacent to the Dignity Health Sierra Nevada Memorial Hospital.  
**Current Zoning/General Plan:** Office Professional (OP) / Office Professional (OP)  
**Entitlements:** Major Use Permit  
**Environmental Status:** Exemption Section 15332, In-Fill Development Projects  
**Prepared by:** Vanessa Franken, Associate Planner

---

**MEMORANDUM BACKGROUND**

This memorandum serves as a response to the outlined concerns made by the Planning Commission during the previous May 19<sup>th</sup>, 2026, Planning Commission public hearing. At time of hearing, the Commission and a member of the public discussed concerns regarding general welfare of the community, general security of the facility, and night-shift operation by facility staff.

- The proposed facility will have a total of (10) rooms (9) bedrooms will be for residents at (1) resident per bedroom and (1) office for facility staff.

The hearing of the application was continued to a date certain to allow for the applicant to provide additional details and for Planning staff to include a regulatory Condition of Approval. This memo has been drafted for consideration by the Planning Commission at the continuation hearing for the subject application.

- The applicant has provided the following details to depict facility management.
  - a. Admission and Screening: Residents are referred to the facility and screened by medical professional staff.
    - Subject to screening process to determine whether an individual is medically stable, behaviorally appropriate, and suitable for participation in the facility's recovery program.
    - Individuals who do not meet established criteria would not be accepted into the facility.

- Individuals with an active substance abuse are not admitted.
  - Residents are not admitted on a walk-in basis.
- b. Staffing and Supervision: The facility will maintain trained staff on-site 24-hours per day, 7-days per week.
- Staff responsibilities include: resident oversight, implementation of facility rules, emergency response, behavioral management, and discharge coordination.
  - Staff are trained to provide resident supervision, emergency procedures, and de-escalation protocols.
  - Security surveillance is existing in/outside of facility.
  - (2) employees on day shift and (1) employee on night shift for active supervision and monitoring the facility, as dictated by State requirements.
- c. Facility Operations and Resident Conduct: Facility will operate under established policies intended to maintain a safe and orderly environment for residents, staff, and surrounding properties.
- Facility rules will include quiet-hour requirements, visitor hour limitations, and expectations regarding resident conduct.
  - Staff will monitor compliance with facility policies and address behavioral concerns as they arise.
  - Any mental health/behavioral incidents will be addressed by appropriate/contracted third party for medical services.
- d. Response Procedures: Facility staff will be responsible for responding to emergencies, behavioral incidents, and operational concerns.
- The applicant has indicated that formal procedures will be in place to address issues should they arise and to ensure the health and safety of residents, staff, and neighboring properties.
- e. Transportation and Access to Services: The applicant has indicated that transportation will be available through partnerships with local service providers and healthcare organizations.
- Partnership with local/private transportation services for residents, aided by a staff member, to access needed services such as medical appointments.
  - Facility operations include partnership with an external medical oversight agency, the agency will provide private shuttle service for residents to and from appointments.
- f. Community Capability: The facility would operate within an existing building and provide a residential-scale environment with continuous staff oversight.
- The proposed use is intended to provide temporary recovery and respite accommodations rather than permanent housing.
  - Resident stays are anticipated to be limited in duration and focused on recovery and stabilization.
  - Typical referrals for resident care range from days to several weeks, determined by patient healing/recovery progress and respective health ailment.

- The Planning Department has added a Condition of Approval to the application and the applicant is in agreement with the condition. The newly added condition (Planning Condition #8) reads as:

*“This Use Permit may be revoked should a numerous amount of complaints be received. Received complaints will rely on formal police reports/complaints and complaints received by City Hall. The decision/evaluation of Use Permit revocation shall be before City Council. All fees related to hosting the hearing (appeal fee, noticing fees, etc.) shall be the responsibility of the project proponent of the medical facility. The City will respond to received complaints via standard complaint procedures and send notification letters via mail to the property owner information on file. It is the responsibility of the landowner to update records with property owner information.”*

Based on the information provided by the applicant, the facility is proposed to operate with 24-hour staffing, a structured admission process, established resident conduct policies, and ongoing coordination with healthcare providers. These operational measures details are intended to address concerns related to resident supervision, neighborhood compatibility, facility security, and overnight operations. The Planning Commission may discuss these operational components further with the applicant during the public hearing.

#### **ATTACHMENTS**

1. Draft Conditions of Approval
2. Staff Report Package



## DRAFT CONDITIONS OF APPROVAL

**Application Number:** 26PLN-0007  
**Applicant:** Kevin Martin (Owner)/ Rob Wood, Millenium Planning & Engineering (Representative)  
**Location/APNs:** 136 Glasson Way, Grass Valley, CA, 95945 (APN: 035-380-010)  
**Prepared by:** Vanessa Franken, Associate Planner

### STANDARD CONDITIONS

1. The approval date for Planning Commission review of the proposed project is 6/15/2026, with an effective date of 7/01/2026, pursuant to [Section 17.74.020 – Effective Date of Permit](#). This project is approved for a period of one year and shall expire on 6/15/2028, unless the project has been effectuated or the applicant requests a time extension that is approved by the Development Review Committee pursuant to the Development Code, per [Section 17.74.060 – Time Limits and Extensions](#).
2. The final design shall be consistent with the Development Review application, plans provided by the applicant, and as approved by Planning Commission, unless modified at time of hearing. The project is approved subject to plans on file with the Community Development Department. The Community Development Director may approve minor changes as determined appropriate.
3. The applicant agrees to defend, indemnify, and hold harmless the City of Grass Valley in any action or proceeding brought against the City of Grass Valley to void or annul this discretionary land use approval.

### BUILDING DIVISION

1. Obtain a building permit for all applicable work. New occupancy will be based on number and type of residents. New occupancy will determine Building Code requirements.

### FIRE MARSHAL

1. Occupancy classification shall be determined by the Building Official prior to Fire review. Be advised, occupancy classification may trigger sprinkler and alarm

requirements, as well as other egress/access requirements. Sprinkler and alarm systems must be deferred submittals. To include:

- Smoke alarms in every bedroom and outside of sleeping areas on each level.
- Carbon monoxide alarms outside of sleeping areas on each level.
- Smoke/carbon monoxide alarms, installed per CA Fire Code. Preference for hard-wired with battery backup and 10-year old sealed batteries, if construction allows.
- Minimum 5-lb Type 2-A:10-B:C near kitchen and at least one on every level.
- Annual professional inspection and servicing for extinguishers.
- Adequate address signage and access
- Safe means of egress.
- Portable fire extinguishers required
- Defensible space (if presence of wildfire risk)
- Posted emergency information and evacuation plan.
- Local contact availability (24/7).
- Operational safety (no unapproved open flames). Fire pit and BBQ are exceptions, however, not on patio or porches without fire sprinklers.

**PLANNING DIVISION**

1. Owner/operator shall remove weeds, maintain overgrowth, and bring front yard landscape up to an acceptable appearance to warrant justification of satisfactory existing landscape for the new facility. If this is not able to be complied with, a landscape plan meeting requirements of [Chapter 17.34 – Landscaping Standards](#) shall be provided. Inspection of improved landscape shall occur prior to building permit final inspection sign-off/approval. Please contact Planning staff to schedule once completed.
2. Existing landscape within front entrance of building shall be maintained. Should landscape be impacted from construction, owner/operator shall provide new landscape to ensure acceptable landscape is provided. Confirmation of maintained landscape will be conducted with inspection that is detailed above.
3. A trash enclosure designed to meet specifications of [Section 17.30.090 - Solid Waste/Recyclable Materials Storage](#), shall be provided on future building permit plans.
4. Prior to building permit final inspection sign-off/approval, owner/operator shall provide confirmation that the facility has been reviewed and licensed by the appropriate State agency to Planning staff. The Planning Division defers to the licensing and oversight agency, the CA Department of Social Services.
5. Prior to building permit final inspection sign-off/approval, owner/operator shall provide confirmation that the facility has satisfied the Nevada County Environmental Health Department Condition of Approval (#1) to Planning staff.
6. Backyard patio shall be improved to the extent feasible for use by temporary residents; improved concrete, addition of patio furniture, etc. Backyard area landscape shall be improved; maintained, weeded, etc.

7. Existing parking stalls shall be re-stripped at time of building permit.
8. This Use Permit may be revoked should a numerous amount of complaints be received. Received complaints will rely on formal police reports/complaints and complaints received by City Hall. The decision/evaluation of Use Permit revocation shall be before City Council. All fees related to hosting the hearing (appeal fee, noticing fees, etc.) shall be the responsibility of the project proponent of the medical facility. The City will respond to received complaints via standard complaint procedures and send notification letters via mail to the property owner information on file. It is the responsibility of the landowner to update records with property owner information.

**ENGINEERING DIVISION**

1. Sewer impact fees will apply due to the increase caused by the change in use (change to a 24/7 facility rather than a 40-hour work week facility).

**NEVADA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

1. Prior to building permit final inspection sign-off/approval, provide confirmation that all food preparation, storage, and service activities are reviewed and approved by the appropriate agency. Environmental Health defers to the licensing and oversight agency the CA Department of Social Services, regarding regulation of food-related activities within this facility.

**NEVADA IRRIGATION DISTRICT (NID)**

1. NID will require a Water Demand Analysis (WDA) to determine if existing meter and RP (backflow) device are adequately sized. If upsizing is required, costs will be owner responsibility. Parcel has an existing ¾-inch domestic meter and ¾-inch RP device.
2. As the site disturbance is less than an acre, a formal Asbestos Dust Mitigation Plan (ADMP) is not required. However, the following measures are mandatory, per Section 93105 of Title 17 of the California Code of Regulations:
  - “(e) Requirements for Construction and Grading Operations.”
  - “(1) Areas of one acre or less meeting the criteria... No person shall engage in any construction or grading operation on property where the area to be disturbed is one (1.0) acre or less unless all of the following dust mitigation measures are initiated at the start and maintained throughout the duration of the activity:”
    - a. Construction vehicle speed at the work site must be limited to fifteen (15) miles per hour or less;
    - b. Prior to any ground disturbance, sufficient water must be applied to the area to be disturbed to prevent visible emissions from crossing the property line;
    - c. Areas to be graded or excavated must be kept adequately wetted to prevent visible emissions from crossing the property line;
    - d. Storage piles must be kept adequately wetted, treated with a chemical dust suppressant, or covered when material is not being added to or removed

- from the pile;
- e. Equipment must be washed down before moving from the property onto a paved public road; and
  - f. Visible track-out on the paved public road must be cleaned using wet sweeping or a HEPA filter equipped vacuum device within twenty-four (24) hours.
3. The possibility of Naturally Occurring Asbestos (NOA) further indicates:
- There may be OSHA requirements for employee safety, throughout improvements, landscaping, and final use phases. Please contact Cal OSHA for additional information on personal protective equipment and signage requirements. The Consultation Office can be reached at (800) 963-9424.
  - There are compulsory tracking requirements if any soil is removed from the site.
  - If dust or asbestos exposure appears to be an issue at any time, air monitoring may be required.
  - Also note that under regulations of the California Department of Real Estate, the presence of environmental hazards, including asbestos, must be disclosed by a property seller during any future real estate transactions.



## ATTACHMENT 2

### PLANNING COMMISSION STAFF REPORT May 19, 2026

#### PROJECT SUMMARY

**Application Number:** 26PLN-0007  
**Subject:** Medical Respite Care Facility  
**Applicant:** Kevin Martin (Owner)/ Rob Wood, Millenium Planning & Engineering (Representative)  
**Location/APNs:** 136 Glasson Way, Grass Valley, CA, 95945 (APN: 035-380-010), is located roughly 0.16± miles southwest of the East Main Street, Sierra College Drive, and Dorsey Drive intersection; directly adjacent to the Dignity Health Sierra Nevada Memorial Hospital.  
**Current Zoning/General Plan:** Office Professional (OP) / Office Professional (OP)  
**Entitlements:** Major Use Permit  
**Environmental Status:** Exemption Section 15332, In-Fill Development Projects  
**Prepared by:** Vanessa Franken, Associate Planner

#### RECOMMENDATION

1. Planning staff recommend that the Planning Commission approve application (26PLN-0007) which includes the request for the operation of a medical respite facility, which includes the following actions:
  - a. Determine the Major Use Permit project Categorically Exempt, pursuant to Exemption Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and Guidelines, as detailed in the Staff Report;
  - b. Adopt the Findings of Fact, 1 through 8, for approval of the project/Use Permit as presented in the Staff Report; and,
  - c. Approve the Use Permit for the Medical Respite Facility, in accordance with the Conditions of Approval as presented in the Staff Report.

#### BACKGROUND

The project parcel is zoned as Office Professional (OP). The Grass Valley 2020 General Plan identifies the site as Office Professional. No specific plans, special designations, historic overlays, or adopted conservation plans apply to the site. The project site falls within a non-formally adopted “medical corridor” of the community. The immediate area neighbors the Dignity Health Sierra Nevada Memorial Hospital, Western Sierra Medical Clinic (Women’s Health), Foothill Podiatry, a dermatology center and more related medical offices.

The project parcel is 0.31-acres in size. The subject property is currently developed with an existing parking lot (8 stalls) and a single building (1,900 SF). Previously, the building hosted medical offices. Primary access to the site is via commercial driveway encroachment, which connects to Glasson Way; a two-lane roadway maintained by the City. General traffic exiting the immediate area use Catherine Lane to reach Dorsey Drive to connect to East Main Street or State Highway 49/Highway 20 interchange to head north or south.

Immediate neighbors to the project property are described below.

*Surrounding Land Uses:*

- North: A 0.15-acre property developed with a Dermatology Center.
- South: A 0.44-acre property developed with Western Sierra Medical Clinic (women's health offices).
- East: A 0.33-acre developed property with a Women's Center (women's health offices).
- West: Located across Glasson Way roadway, a 8.73-acre developed property with Dignity Health Sierra Nevada Memorial Hospital.
  - All above properties are zoned Office Professional (OP) with a General Plan designation of Office Professional (OP).

### **PROJECT PROPOSAL**

The project consists of a Use Permit application that details a request to operate a medical respite care facility. The facility will provide temporary, short-term residential care (typically up to 90-days) in a safe and supportive environment primarily for unhoused individuals recovering from an acute illness or injury.

The facility will operate to include:

- 24-hour access to a bed, three meals a day medical.
- Medical monitoring, medication management, and transportation to clinical appointments
- Programs ranging from Coordinate Care (basic monitoring and referrals) to Comprehensive Clinical Care (intensive medical and behavioral health services on-site).
  - See provided Project Description (Attachment 4)
- Facility will have a total of 10 rooms; 9 rooms will be for patients, and one room for an office (Attachment 7).
- One patient per bedroom.
- Patient stays range from days to several weeks, dependent on circumstances.
- Focus on temporary caregiver relief.
- Goal to reduce hospital readmissions of patients and connect patients to permanent housing and social services.

Construction associated with the project will entail an interior remodel to repurpose medical offices into patient rooms/office, improving a kitchen area, bathrooms/laundry area and other work (safety standard improvements) as needed. There is no expansion

of the existing footprint proposed. On the exterior of the building, new windows are proposed to address egress requirements, and the existing handrail is to remain.

**Access:** Access to the site is via a commercial driveway encroachment and has been deemed fit for the proposed use; There are no requirements imposed on the applicant to improve the existing driveways or roadways for the proposed use from the Community Development Department, Engineering Division. Engineering review determined that anticipated generated project traffic will not add a significant volume of vehicles to existing traffic. No sidewalks exist along the property.

**Parking:** A total of 9-vehicle parking spaces exist on site and meet required parking (Attachment 5). Parking is required at 1 space per each 3 beds/patient, requiring 3 stalls total, per Table 3 – 3, [Section 17.36.040 – Number of Parking Required](#). An ADA compliant stall will be required at time of building permit. The project has been conditioned to provide new striping for the existing stalls.

**Landscape, Trash Enclosure, and Lighting:** Landscape surrounding the project site exists, in the forms of a sizeable front yard, perimeter landscape areas, and a landscape area adjacent to the main building entrance. Existing landscape is made of hardscape (river rock border), shrubs, and trees (Attachment 5). No trees are proposed to be removed as part of this project. A site inspection was conducted and existing landscape within the front yard area was seen to be unkempt and hosting overgrown landscape. The project has been conditioned to remove weeds and maintain overgrowth to a tidy manner with an acceptable appearance to warrant as existing landscape. The project has been conditioned to provide landscape in the landscape area adjacent to main entry, should construction on the outside of the building impact existing shrubs. The project has also been conditioned to provide an enclosed trash enclosure. Light fixtures are required to be shielded and directed downward to minimize light pollution; no new lights are required nor proposed.

**Utilities:** The City of Grass Valley currently provides wastewater services and Nevada Irrigation District (NID) provides water service. The electricity provider will be PG&E. The site is and will continue to be served by the City of Grass Valley Fire and Police Departments.

### **ZONING AND GENERAL PLAN CONSISTENCY**

The following discussion evaluates the project’s consistency with the Grass Valley 2020 General Plan. The intent of this section is to demonstrate that the proposed medical respite facility will maintain the overall integrity of the City’s adopted land use plan, support applicable goals and policies, and further the City’s long-term vision for sustainable and balanced development.

The Grass Valley 2020 General Plan identifies the site as Office Professional (OP). The Office Professional (OP) General Plan designation provides for concentration of offices and large office complexes. The designation is intended to facilitate both offices and supporting activities and land uses.

The project parcel is zoned as Office Professional (OP). The intent of the OP designation is intended to accommodate office and institutional needs of the community, other related and office supporting use may be allowed, per [Section 17.24.020.D – Purposes of Commercial and Industrial Zones](#). The proposed medical respite care facility meets the definition of Supportive Housing as defined by the California Health and Safety Code (Section 50675.14), which requires that it serve a target population of persons with disabilities or families who are homeless as further defined in the Health and Safety Code. In the OP zone, Supportive Housing is allowed with a Use Permit. The project is consistent with the applicable general plan designation, in that the proposal aligns with the intent of the general plan designation, as well as applicable zoning designation and regulations. The zoning designation allows for the proposal with approval of a Use Permit.

The project supports and is consistent with multiple goals and objectives of the Grass Valley 2020 General Plan. A “goal” expresses a general community value, while an “objective” represents a specific outcome or intermediate step toward achieving that goal. The applicable goals and objectives and the project’s consistency with each are discussed below.

- Land Use Goal (1-LUG): Promote balanced community growth and development in a planned and orderly way.
  - Land Use Objective (1-LUO): Availability of sufficient building sites properly zoned to accommodate projected growth.
  - Consistency: The project supports the utilization of land already zoned for intended purposes with the approval of a Use Permit. The respite facility is proposed within an existing medical office building. The land use change is supported through existing infrastructure (sewer/water), parking and road circulation, public services (fire/police), and utilities.
- Land Use Goal (2-LUG): Promote infill as an alternative to peripheral expansion where feasible.
  - Land Use Objective (4-LUO): Reduction in environmental impacts associated with peripheral growth.
  - Consistency: Sutton Way is classified as a collector and Olympia Circle is a local street. Traffic from the establishment will use the existing collector street that exists within a commercial district and avoid being routed through neighborhoods or residential roads, traffic will then be directed to the highway interchange or other collector roads.
- Circulation Goal (4-CG): Maintain adequate emergency access.
  - Circulation Objective (14-CO): Improvements and maintenance of adequate emergency access throughout the city.
  - Consistency: The project property has an existing parking lot/access into the site that is suitable for a fire engine apparatus, as well as emergency vehicles (ambulances). The Engineering Division reviewed the existing commercial driveway encroachment and deemed it satisfactory for the proposed land use to utilize.

**ENVIRONMENTAL DETERMINATION**

The proposed project qualifies for a Categorical Exemption pursuant to Section 15332, In-Fill Development Projects, of the California Environmental Quality Act (CEQA) and Guidelines. The subject Class 32 Categorical Exemption details projects as in-fill development meeting these conditions:

- a. The project is consistent with the applicable general plan designation and all applicable general plan policies, as well as applicable zoning designation and regulations.
  - Consistency: The property is zoned as Office Professional zone (OP), the proposed medical respite facility, is categorized as a land use category of “*Transitional/Supportive Housing*”, per [Chapter 17.24 – Commercial and Industrial Zones](#), Table 2-10 (Commercial Land Uses and Permit Requirements). The land use is permitted in the zone with approval of a Use Permit for both defined Municipal Code land use options. The Grass Valley 2020 General Plan identifies the site as Office Professional (OP). The Office Professional (OP) General Plan designation is a category, intended to facilitate both offices and supporting activities and related land uses. The project is consistent with the applicable General Plan land use designation and policies, as analyzed above, and complies with the applicable zoning designation and development regulations.
- b. The proposed development occurs within City limits on a project site of no more than five-acres substantially surrounded by urban uses.
  - Consistency: The proposed project occurs within City limits on a site that 0.31-acres in size, the site falls within an informal medical corridor and is substantially surrounded by urban uses, as described in the *Surrounding Land Uses* subsection in this staff report.
- c. The project site has no value as habitat for endangered, rare or threatened species.
  - The project site is a completely developed medical site within an existing informal medical corridor, surrounded by a substantial amount of urban uses. The project site has no value as habitat for endangered, rare, or threatened species, due to the site and surrounding area, being heavily trafficked, paved, and heavily used. Natural areas on/off site are man-made landscape areas.
- d. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
  - Consistency: The proposed project would not result in significant traffic impacts. Traffic associated with the project would involve employees and medical transport of patients in/out of the facility, to include social services and supporting services visits that are typical to the area. Traffic associated with the project would be accommodated by the existing circulation network, which is designed to serve commercial uses and higher traffic volumes. Existing road infrastructure is suitable to accommodate anticipated volume of project generated traffic, based on collector roadways and direction to a major highway interchange.

Noise generated from the project will be kept within building walls. Any noise associated with the facility will be subject to City noise standards, [Chapter 8.28 - Noise](#). No significant external noise generation is anticipated from the facility. Noise associated with vehicular traffic in/out of the site is typical to the existing use and surrounding commercial uses.

Anticipated effects to air quality, associated with anticipated traffic, may be deemed as negligible in that emissions from anticipated traffic may be deemed as a less than significant effect to overall air quality. Construction-related emissions would be temporary and subject to compliance with applicable dust control and emission reduction measures required by the City and applicable air quality regulations. Operational emissions would be minimal and comparable to existing medical offices and would not result in a substantial increase in vehicle trips or stationary emission sources.

The project would not result in significant water quality impacts. The site is fully developed and served by existing utilities and stormwater infrastructure. The project does not propose expansion of the site footprint or new impervious surface areas that would adversely affect drainage or runoff patterns. All development would comply with applicable stormwater and water quality requirements. Approval of the project would not result in significant effects related to traffic, noise, air quality, or water quality.

- e. The site can be adequately served by all required utilities and public services.
- Consistency: The site is developed and the building is existing, the building is currently served by all required utilities and public services. The project has the ability to be served by all existing utilities and public services as well. The project was routed to applicable agencies for review of the proposed use, comments have been provided and incorporated into the project. No comments stating required utilities/public services will be unable to be accommodated.

The project was routed to internal Community Development Departments and external agencies for review and comments. Comments received have been incorporated into the project as Conditions of Approval. A Notice of Public Hearing for the project was prepared and posted pursuant to the CEQA Guidelines and State law.

## **FINDINGS**

The proposed project meets the required findings of [Section 17.72.060.F – Use Permits and Minor Use Permits](#) (4 – 7), to include listed standard findings.

1. The Use Permit application (26PLN-0007) was received by the City on March 03, 2026.
2. The City of Grass Valley Development Review Committee reviewed the Use Permit application (26PLN-0007) at their regular meeting on April 28, 2026.

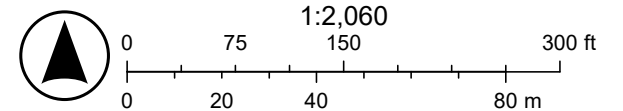
3. The City of Grass Valley Planning Commission reviewed the Use Permit application (26PLN-0007) at their regular meeting on May 19, 2026.
4. The proposed project is consistent with the Grass Valley 2020 General Plan because the project aligns with General Plan policies from multiple General Plan elements and is consistent with the designation. The project site does not fall within a specific plan.
5. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Development Code and the Municipal Code.
6. The design, location, size and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
7. The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the density, intensity, and type of use being proposed would not endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or welfare, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.
8. The Development Review Committee and Planning Commission has reviewed the project in compliance with the California Environmental Quality Act (CEQA) and State CEQA Guidelines, and recommends that the Planning Commission find the project qualifies for the Class 32, Categorical Exemption (Section 15332, In-Fill Development Projects) in accordance with the California Environmental Quality Act and CEQA Guidelines. A Notice of Public Hearing for the project was prepared and posted pursuant to the CEQA Guidelines and State law.

### **ATTACHMENTS**

1. Vicinity Map
2. Aerial Map
3. Universal Application
4. Project Description
5. Site Plan
6. Site Inspection – Photos
7. Architectural Elevations and Floor Plan
8. Draft Conditions of Approval



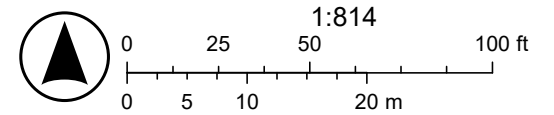
4/14/2026, 1:39:02 PM



Nevada County GIS



4/14/2026, 1:33:33 PM



**UNIVERSAL PLANNING  
 APPLICATION**



Item # 3.

**Application Types**

**Administrative**

- Limited Term Permit \$780.00
- Zoning Interpretation \$250.00

**Development Review**

- Minor Development Review – under 10,000 sq. ft. \$2,030.00
- Major Development Review – over 10,000 sq. ft. \$3,685.00
- Conceptual Review - Minor \$500.00
- Conceptual Review – Major \$875.00
- Plan Revisions – Staff Review \$350.00
- Plan Revisions – DRC / PC Review \$930.00
- Extensions of Time – Staff Review \$315.00
- Extensions of Time – DRC / PC Review \$680.00

**Entitlements**

- Annexation \$8,785.00 (deposit) + \$20.00 per acre
- Condominium Conversion \$5,339.00 (deposit) + \$25 / unit or \$25 / 1,000 sf com.
- Development Agreement – New \$20,600.00 (deposit) + cost of staff time & consultant minimum \$300
- Development Agreement – Revision \$7,700.00 + cost of staff time & consultant minimum \$300
- General Plan Amendment \$8,260.00
- Planned Unit Development \$9,130.00 + \$100.00 /unit and / or \$100 / 1,000 sf floor area
- Specific Plan Review - New Actual costs - \$19,000.00 (deposit) (+ consultant min. \$300)
- Specific Plan Review - Amendments / Revisions Actual costs - \$7,800.00 (deposit) (+ consultant min. \$300)
- Zoning Text Amendment \$3,450.00
- Zoning Map Amendment \$5,600.00
- Easements (covenants & releases) \$1,850.00

**Environmental**

- Environmental Review – Initial Study \$1,900.00
- Environmental Review – EIR Preparation Actual costs - \$35,000.00 (deposit)
- Environmental Review - Notice of Determination \$165.00 (+ Dept. of Fish and Game Fees)

- Environmental Review - Notice of Exemption \$165.00 (+ County Filing Fee)

**Sign Reviews**

- Minor – DRC, Historic District, Monument Signs or other districts having specific design criteria \$350.00
- Major – Master Sign Programs \$1,450.00
- Exception to Sign Ordinance \$1,080.00

**Subdivisions**

- Tentative Map (4 or fewer lots) \$3,900.00 (+100 per lot)
- Tentative Map (5 to 10 lots) \$5,400.00 (+100 per lot)
- Tentative Map (11 to 25 lots) \$7,200.00 (+75 per lot)
- Tentative Map (26 to 50 lots) \$9,900.00 (+50 per lot)
- Tentative Map (51 lots or more) \$14,600.00 (+40 per lot)
- Minor Amendment to Approved Map (staff) \$1,240.00
- Major Amendment to Approved Map (Public Hearing) \$2,700.00
- Reversion to Acreage \$850.00
- Tentative Map Extensions \$1,170.00
- Tentative Map - Lot Line Adjustments/Merger \$1,350.00

**Use Permits**

- Minor Use Permit - Staff Review \$580.00
- Major Use Permit - Planning Commission Review \$3,400.00

**Variances**

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

<u>Application</u>	<u>Fee</u>
Use Permit	\$ 3,400
<b>Total*:</b>	<b>\$ 3,400</b>

*\*Additional fees may be assessed by Nevada County Environmental Health and/or NSAQMD for services rendered for application review.*

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.



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

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: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_

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



# MILLENNIUM

PLANNING & ENGINEERING

471 Sutton Way, Suite 210  
Grass Valley, CA 95945

530-446-6765  
www.millenniumpe.com

## Project Description

136 Glasson Way  
Use Permit

### Site Information

Site Address: 136 Glasson Way, Grass Valley

Assessor's Parcel Number (APN): 035-380-010

Project Area: 0.31 Acres (~13,500 sq. ft.)

General Plan: Office/Professional

Zoning: OP

Water: City of Grass Valley

Sewer: City of Grass Valley

---

### Project Description

The project involves the adaptive reuse and minor interior alterations of an existing former medical office building into a Recuperative Care (Medical Respite) facility combined with transitional and supportive housing.

A Respite Care Facility provides temporary, short-term residential care (typically for up to 90 days) in a safe, supportive environment primarily for unhoused individuals recovering from an acute illness or injury:

- **Services Provided:** 24-hour access to a bed, three meals a day, medical monitoring, medication management, and transportation to clinical appointments.
- **Care Models:** Programs range from Coordinate Care (basic monitoring and referrals) to Comprehensive Clinical Care (intensive on-site medical and behavioral health services).
- **Goal:** To reduce hospital readmissions and emergency department visits while connecting individuals to permanent housing and social services.

Stays in such facilities can range from days to several weeks (and in some cases longer), depending on individual circumstances, and differ from permanent long-term care by focusing on temporary caregiver relief rather than indefinite residency.

The existing single-story building is approximately 1900 sq. ft. in size. The building's existing interior layout will be repurposed through non-structural modifications (such as converting exam rooms into 9 private or semi-private resident rooms and 1 office, updating finishes, and ensuring compliance with applicable accessibility and safety standards for residential care settings). No

major exterior alterations, additions, or expansions of the building footprint are proposed, preserving the structure's original size, configuration, and site usage.

The property is currently zoned OP (Office Professional), a designation that permits professional offices, medical clinics, and related institutional uses. The proposed use as a Respite Care Facility and transitional/supportive housing is allowed within the OP zoning district, subject to approval of a Use Permit.

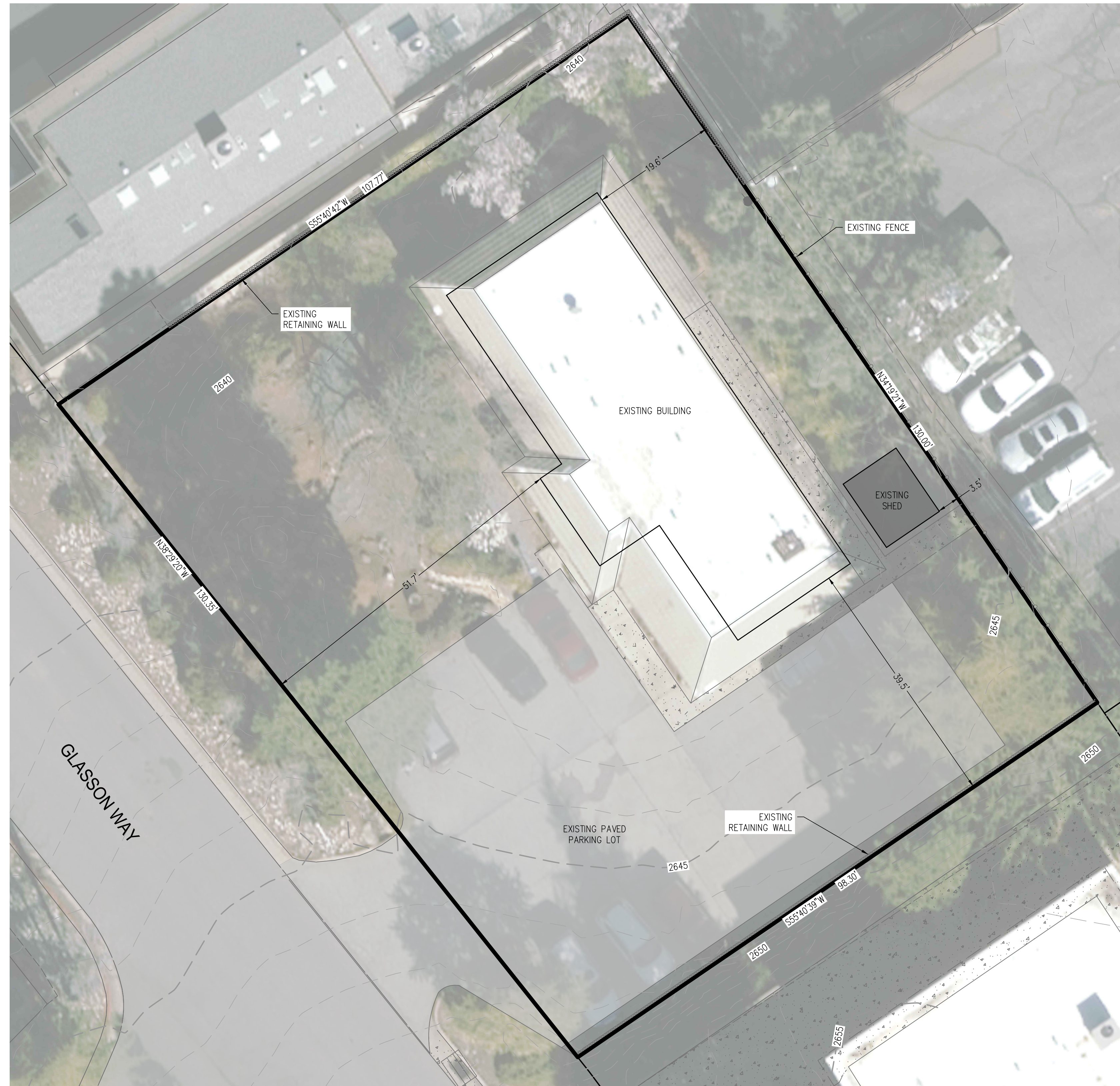
This project qualifies for a categorical exemption from CEQA pursuant to CEQA Guidelines Section 15301 (Class 1 - Existing Facilities). The exemption applies to the operation, leasing, licensing, or minor alteration of existing structures and facilities involving negligible or no expansion of the existing or former use. Here, the project entails interior repurposing of an existing medical office building with no significant physical expansion, no change to the building envelope or site footprint, and a use that maintains a similar scale and intensity. No exceptions to the categorical exemption (such as significant environmental effects, unusual circumstances, location in a sensitive area, or impacts to historical resources) are anticipated to apply.

The existing parking lot can accommodate up to 12-13 parking spaces of sufficient size and backout. Based on the number of rooms and employees, there is an estimated minimum need for 7 parking spaces.

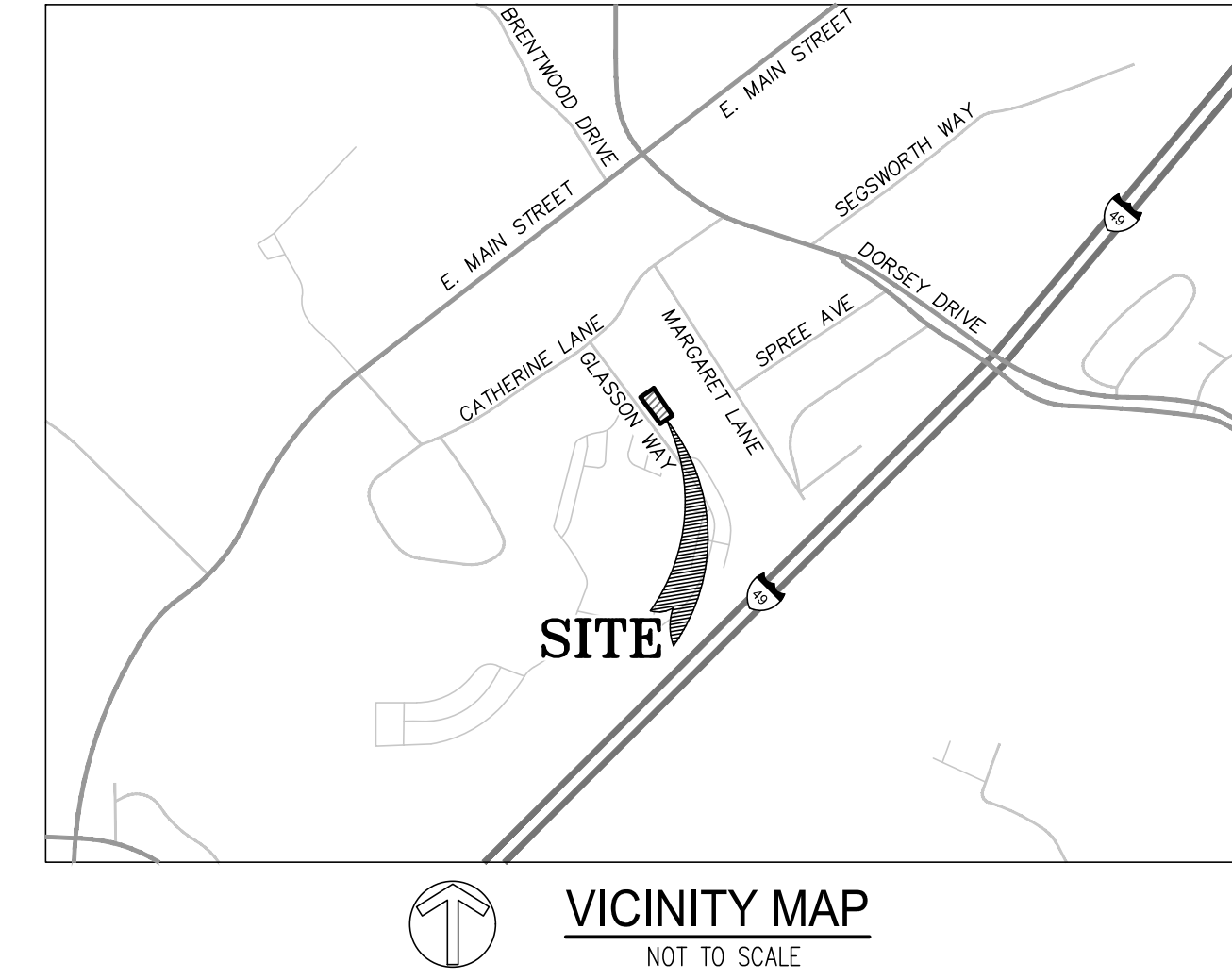
The facility will emphasize a supportive environment tailored to ambulatory adults in need of temporary housing stability or caregiver respite. This adaptive reuse promotes efficient use of existing infrastructure, addresses community needs for transitional and respite options, and minimizes environmental impacts through reuse rather than new construction.

# ATTACHMENT 5

SITE PLAN FOR:  
**ATWOOD-MARTIN MEDICAL BUILDING**  
 GRASS VALLEY, CALIFORNIA  
 FEBRUARY, 2026



 **SITE PLAN**  
 SCALE 1"=10'



LEGEND	
	PROPERTY LINE
	EXISTING CONCRETE



MILLENNIUM  
 PLANNING & ENGINEERING SURVEYING  
 159 SOUTH AUBURN STREET, GRASS VALLEY, CA 95945 (530) 446-6765

REV.	DESCRIPTION	DATE

**ATWOOD-MARTIN MEDICAL BUILDING**  
 136 GLASSON WAY  
 GRASS VALLEY, CA 95945  
**USE PERMIT**

**PROJECT INFORMATION**

**OWNER**

KEVIN MARTIN  
 11840 STREETER ROAD  
 AUBURN, CA 95602

**PROPERTY ADDRESS**

136 GLASSON WAY  
 GRASS VALLEY, CA 95945

**MAP PREPARED BY**

MILLENNIUM PLANNING & ENGINEERING  
 159 SOUTH AUBURN STREET  
 GRASS VALLEY, CA 95945  
 (530) 446-6765  
 CONTACT: MICHELLE LAYSHOT, P.E.

**ASSESSOR'S PARCEL NUMBER**

035-380-010

**ZONING**

OP GVCity

**LOT AREA**

0.31 ACRES

DESIGNED BY: DEC
DRAWN BY: DEC
PROJECT NO: 25-1211
DATE: JANUARY, 2026
SHEET NUMBER:

**C1.0**

## Site Inspection Photos

Image 1 – Front of Existing Building and Parking Lot



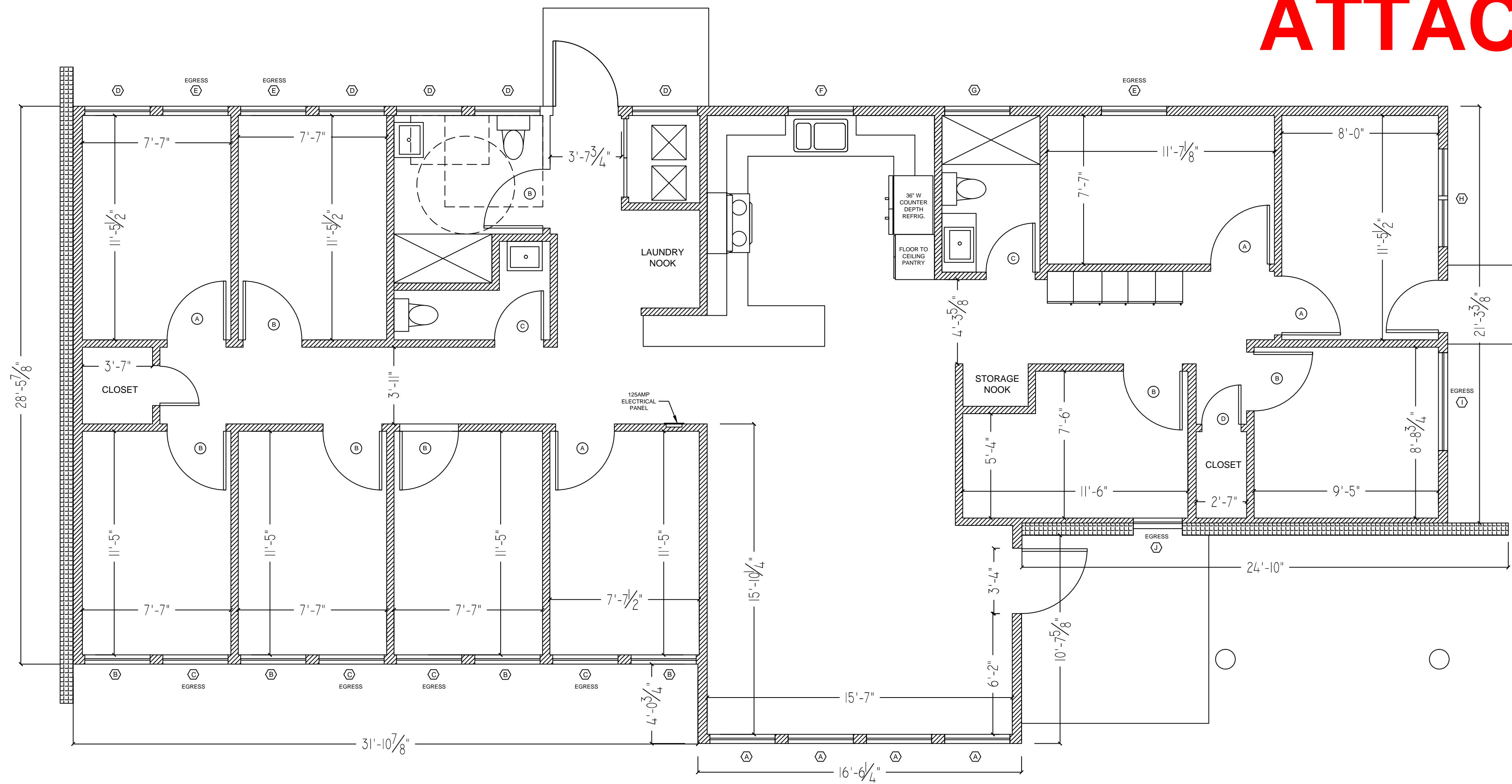
Image 2 – Existing Landscape Planter (Building Front)



Image 3 – Existing Landscape Area (Front of Existing Building)

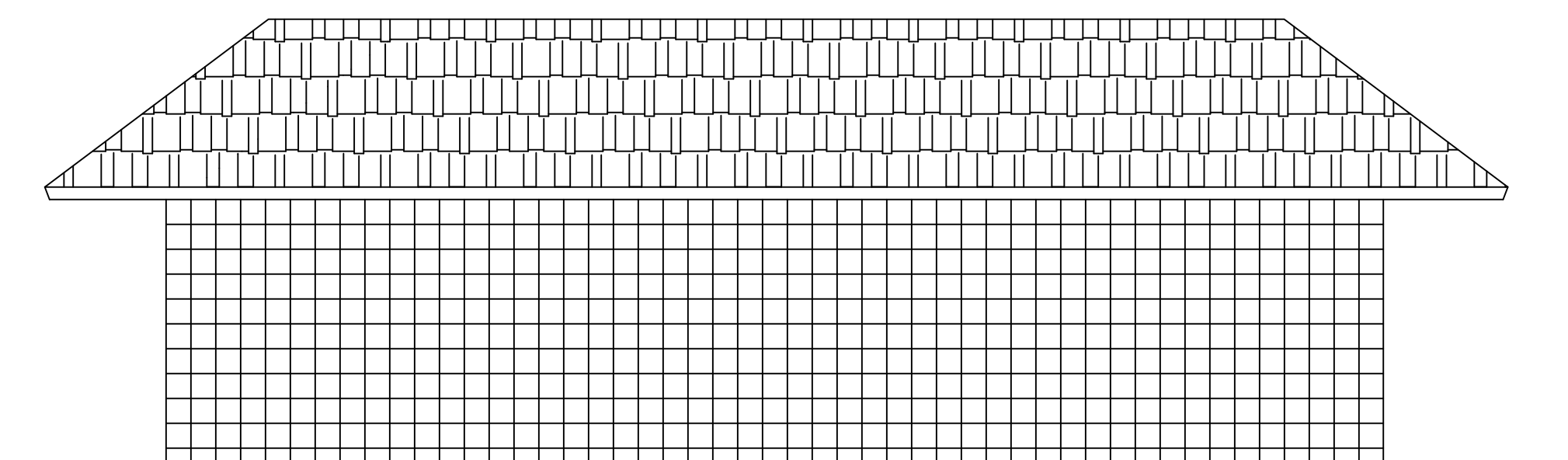
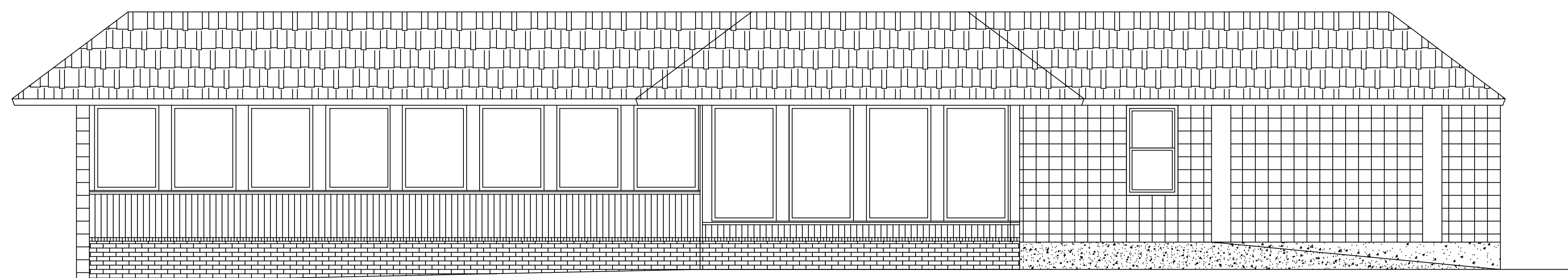
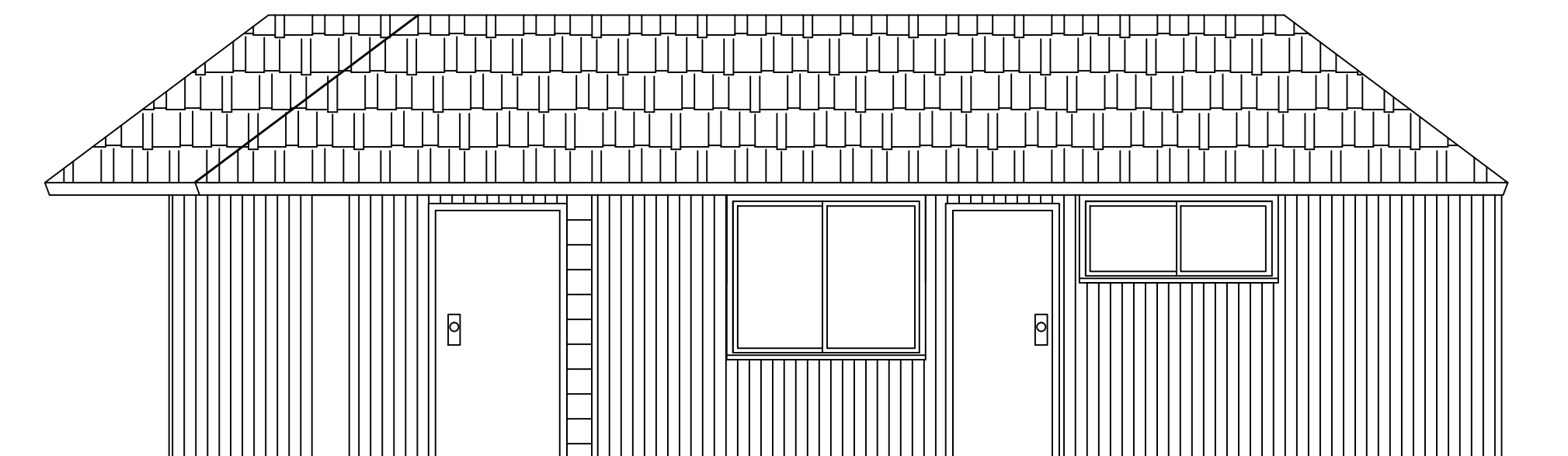
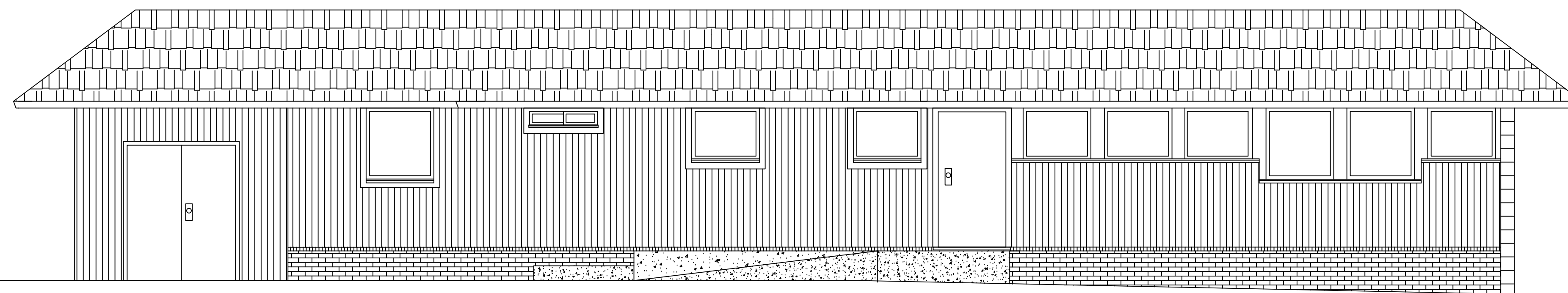


# ATTACHMENT 7



WINDOW SCHEDULE					
SYMBOL	QUANTITY	UNIT SIZE	TYPE	CONSTRUCTION	NOTES
A	4	3'-4" x 6'-0"	FIXED	VINYL	
B	4	3'-4" x 4'-4"	FIXED	VINYL	
C	4	3'-6" x 4'-4"	CASEMENT	VINYL	2 - HINGED RIGHT, 2 - HINGED LEFT
D	5	3'-4" x 2'-0"	FIXED	VINYL	2 W/OBSCURE GLASS FOR PRIVACY [BATHROOM]
E	3	3'-4" x 3'-6"	CASEMENT	VINYL	2 - HINGED RIGHT, 1 - HINGED LEFT
F	1	3'-4" x 2'-0"	AWNING	VINYL	
G	1	3'-4" x 1'-0"	SLIDER	VINYL	OBSCURER GLASS FOR PRIVACY [BATHROOM]
H	1	5'-0" x 3'-6"	SLIDER	VINYL	
I	1	5'-0" x 2'-0"	SLIDER	VINYL	
J	1	2'-8" x 4'-0"	DOUBLE HUNG	VINYL	OBSCURER GLASS?

DOOR SCHEDULE						
NUMBER	QUANTITY	UNIT SIZE	TYPE	THICKNESS	CONSTRUCTION	NOTES
A	4	3'-0" x 6'-8"	HINGED	1 3/4"	HOLLOW CORE	INTERIOR w /HARDWARE, SLAB, IN-SWING, HINGED RIGHT
B	7	3'-0" x 6'-8"	HINGED	1 3/4"	HOLLOW CORE	INTERIOR w /HARDWARE, SLAB, IN-SWING, HINGED LEFT
C	2	2'-6" x 6'-8"	HINGED	1 3/4"	HOLLOW CORE	INTERIOR w /HARDWARE, SLAB, IN-SWING, HINGED RIGHT
D	1	2'-0" x 6'-8"	HINGED	1 3/4"	HOLLOW CORE	INTERIOR w /HARDWARE, SLAB, OUT-SWING, HINGED LEFT
E	1pr.	2'-0" x 6'-8"	BI-FOLD	1 1/2"	HOLLOW CORE	INTERIOR w /HARDWARE, SLAB, 1 SET OF 2 - 2'-6" BI-FOLDS



## FLOOR PLAN & ELEVATIONS

SCALE: 1/4" = 1'

PROJECT: ATWOOD-MARTIN MEDICAL BLDG.		
MARKHAM / CHECKVALA DESIGN		
DATE: 1/19/2026	DRAWN BY: BC	DRAWING NUMBER: A1.1
SCALE: 1/4" = 1'	REVISED:	



## **DRAFT CONDITIONS OF APPROVAL**

---

**Application Number:** 26PLN-0007  
**Applicant:** Kevin Martin (Owner)/ Rob Wood, Millenium Planning & Engineering (Representative)  
**Location/APNs:** 136 Glasson Way, Grass Valley, CA, 95945 (APN: 035-380-010)  
**Prepared by:** Vanessa Franken, Associate Planner

---

### **STANDARD CONDITIONS**

1. The approval date for Planning Commission review of the proposed project is 5/19/2026, with an effective date of 6/04/2026, pursuant to [Section 17.74.020 – Effective Date of Permit](#). This project is approved for a period of one year and shall expire on 5/19/2027, unless the project has been effectuated or the applicant requests a time extension that is approved by the Development Review Committee pursuant to the Development Code, per [Section 17.74.060 – Time Limits and Extensions](#).
2. The final design shall be consistent with the Development Review application, plans provided by the applicant, and as approved by Planning Commission, unless modified at time of hearing. The project is approved subject to plans on file with the Community Development Department. The Community Development Director may approve minor changes as determined appropriate.
3. The applicant agrees to defend, indemnify, and hold harmless the City of Grass Valley in any action or proceeding brought against the City of Grass Valley to void or annul this discretionary land use approval.

### **BUILDING DIVISION**

1. Obtain a building permit for all applicable work. New occupancy will be based on number and type of residents. New occupancy will determine Building Code requirements.

### **FIRE MARSHAL**

1. Occupancy classification shall be determined by the Building Official prior to Fire review. Be advised, occupancy classification may trigger sprinkler and alarm

requirements, as well as other egress/access requirements. Sprinkler and alarm systems must be deferred submittals. To include:

- Smoke alarms in every bedroom and outside of sleeping areas on each level.
- Carbon monoxide alarms outside of sleeping areas on each level.
- Smoke/carbon monoxide alarms, installed per CA Fire Code. Preference for hard-wired with battery backup and 10-year old sealed batteries, if construction allows.
- Minimum 5-lb Type 2-A:10-B:C near kitchen and at least one on every level.
- Annual professional inspection and servicing for extinguishers.
- Adequate address signage and access
- Safe means of egress.
- Portable fire extinguishers required
- Defensible space (if presence of wildfire risk)
- Posted emergency information and evacuation plan.
- Local contact availability (24/7).
- Operational safety (no unapproved open flames). Fire pit and BBQ are exceptions, however, not on patio or porches without fire sprinklers.

### **PLANNING DIVISION**

1. Owner/operator shall remove weeds, maintain overgrowth, and bring front yard landscape up to an acceptable appearance to warrant justification of satisfactory existing landscape for the new facility. If this is not able to be complied with, a landscape plan meeting requirements of [Chapter 17.34 – Landscaping Standards](#) shall be provided. Inspection of improved landscape shall occur prior to building permit final inspection sign-off/approval. Please contact Planning staff to schedule once completed.
2. Existing landscape within front entrance of building shall be maintained. Should landscape be impacted from construction, owner/operator shall provide new landscape to ensure acceptable landscape is provided. Confirmation of maintained landscape will be conducted with inspection that is detailed above.
3. A trash enclosure designed to meet specifications of [Section 17.30.090 - Solid Waste/Recyclable Materials Storage](#), shall be provided on future building permit plans.
4. Prior to building permit final inspection sign-off/approval, owner/operator shall provide confirmation that the facility has been reviewed and licensed by the appropriate State agency to Planning staff. The Planning Division defers to the licensing and oversight agency, the CA Department of Social Services.
5. Prior to building permit final inspection sign-off/approval, owner/operator shall provide confirmation that the facility has satisfied the Nevada County Environmental Health Department Condition of Approval (#1) to Planning staff.
6. Backyard patio shall be improved to the extent feasible for use by temporary residents; improved concrete, addition of patio furniture, etc. Backyard area landscape shall be improved; maintained, weeded, etc.

7. Existing parking stalls shall be re-striped at time of building permit.

**ENGINEERING DIVISION**

1. Sewer impact fees will apply due to the increase caused by the change in use (change to a 24/7 facility rather than a 40-hour work week facility).

**NEVADA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

1. Prior to building permit final inspection sign-off/approval, provide confirmation that all food preparation, storage, and service activities are reviewed and approved by the appropriate agency. Environmental Health defers to the licensing and oversight agency the CA Department of Social Services, regarding regulation of food-related activities within this facility.

**NEVADA IRRIGATION DISTRICT (NID)**

1. NID will require a Water Demand Analysis (WDA) to determine if existing meter and RP (backflow) device are adequately sized. If upsizing is required, costs will be owner responsibility. Parcel has an existing 3/4-inch domestic meter and 3/4-inch RP device.
2. As the site disturbance is less than an acre, a formal Asbestos Dust Mitigation Plan (ADMP) is not required. However, the following measures are mandatory, per Section 93105 of Title 17 of the California Code of Regulations:
  - “(e) Requirements for Construction and Grading Operations.”
  - “(1) Areas of one acre or less meeting the criteria... No person shall engage in any construction or grading operation on property where the area to be disturbed is one (1.0) acre or less unless all of the following dust mitigation measures are initiated at the start and maintained throughout the duration of the activity:”
    - a. Construction vehicle speed at the work site must be limited to fifteen (15) miles per hour or less;
    - b. Prior to any ground disturbance, sufficient water must be applied to the area to be disturbed to prevent visible emissions from crossing the property line;
    - c. Areas to be graded or excavated must be kept adequately wetted to prevent visible emissions from crossing the property line;
    - d. Storage piles must be kept adequately wetted, treated with a chemical dust suppressant, or covered when material is not being added to or removed from the pile;
    - e. Equipment must be washed down before moving from the property onto a paved public road; and
    - f. Visible track-out on the paved public road must be cleaned using wet sweeping or a HEPA filter equipped vacuum device within twenty-four (24) hours.
3. The possibility of Naturally Occurring Asbestos (NOA) further indicates:
  - There may be OSHA requirements for employee safety, throughout

improvements, landscaping, and final use phases. Please contact Cal OSHA for additional information on personal protective equipment and signage requirements. The Consultation Office can be reached at (800) 963-9424.

- There are compulsory tracking requirements if any soil is removed from the site.
- If dust or asbestos exposure appears to be an issue at any time, air monitoring may be required.
- Also note that under regulations of the California Department of Real Estate, the presence of environmental hazards, including asbestos, must be disclosed by a property seller during any future real estate transactions.



**PLANNING  
COMMISSION  
June 15, 2026**

---

**PROJECT SUMMARY**

**Subject:** 7<sup>th</sup> Cycle Housing Element Update  
**Environmental Status:** Statutorily Exempt, Public Resource Code Section 21080.085  
**Prepared by:** Amy Wolfson, City Planner

---

**RECOMMENDATION:**

Receive and File

**BACKGROUND:**

California requires that all local governments (cities and counties) adopt a Housing Element of their General Plans, which adequately plans to meet the housing needs of the community, at all income levels. A general plan serves as a local government's blueprint for how the city and/or county will grow and develop and includes eight elements: land use, transportation, conservation, noise, open space, safety, environmental justice, and housing. A Housing Element is required to have the following components:

- Review of the previously adopted 6<sup>th</sup> Cycle Housing Element
- Ensuring adequate land zoned to accommodate Regional Housing Needs Allocation (RHNA)
- Inventory and analysis of adequate sites to meet RHNA
- Analysis of potential constraints
- Development of Housing policies and programs
- Quantified objectives

**Regional Housing Needs Allocation (RHNA):**

Prior to each Housing Element Cycle, HCD determines how much housing at varying affordability levels, is needed in regions within the state. For our region, HCD allocates the housing needs for Nevada County and distributes the RHNA targets amongst Grass Valley, Nevada City, Truckee and the unincorporated territory of the County. On January 8, 2026, HCD submitted its final RHNA distribution for Nevada County jurisdictions as follows:

## Regional Housing Needs Allocation by Income Category

Jurisdiction	Acutely Low	Extremely Low	Very-Low	Low	Moderate	Above-Moderate	Total
<b>Nevada County Region Total</b>	<b>596</b>	<b>620</b>	<b>902</b>	<b>1,123</b>	<b>1,381</b>	<b>2,433</b>	<b>7,055</b>
<b>City of Grass Valley</b>	<b>119</b>	<b>115</b>	<b>161</b>	<b>224</b>	<b>282</b>	<b>476</b>	<b>1,377</b>
<b>City of Nevada City</b>	<b>44</b>	<b>37</b>	<b>60</b>	<b>70</b>	<b>56</b>	<b>157</b>	<b>424</b>
<b>Town of Truckee</b>	<b>116</b>	<b>137</b>	<b>224</b>	<b>231</b>	<b>313</b>	<b>521</b>	<b>1,542</b>
<b>Unincorporated Nevada County</b>	<b>317</b>	<b>331</b>	<b>457</b>	<b>598</b>	<b>730</b>	<b>1,279</b>	<b>3,712</b>

For reference the total RHNA demand for Nevada County under the 6th Cycle Housing Element update was 2,062 units, compared to the current 7<sup>th</sup> Cycle's demand of 7,055 units. Similarly, Grass Valley's 6<sup>th</sup> Cycle RHNA total was 743 units so the current cycle represents nearly twice the required targets as previously required. As part of the sites inventory analysis, staff will determine whether the City can meet the RHNA demand with existing zoning. If not, the City will be required to identify candidate sites to rezone to meet the RHNA demand, which is required to occur within three years of the Housing Element adoption. Staff is currently working on the sites inventory analysis, but based on the 6<sup>th</sup> Cycle analysis, and the approximate 300 sites removed from the site due to development, staff anticipates a potential need for 100 additional units to be accommodated through rezoning, with a focus on lower income accommodation. This is a rough estimate that, in part, considers the new regulations for determining realistic capacity of a site based on constraints that can be either physical (i.e. topography) or governmental/policy-driven (i.e. mixed use requirements, development standards).

### **Public Engagement:**

In addition to this kick-off meeting, staff anticipates holding a public workshop on June 30, 2026 with a focus on community goals for higher density housing within the City. Staff also plans to put out a housing survey focused on perceived housing needs of the community and appropriate development types in traditional single-family residences. Once a draft of the Housing Element update is ready, staff will present the findings and anticipated programs at a public meeting.

### **Consequences of Non-Compliance:**

If the City does not adopt a Housing Element certified by HCD as complying with state law, the City would be at risk for several consequences including the following:

- The city may be ineligible for state funding (not just limited to housing grants, but transportation funding and others)
- The could impose fines up to \$600,000 per month
- The city could further lose local control
  - "Builders Remedy" allows housing projects to bypass local zoning standards

**Timeline:**

The City adopted its 2019 – 2027 Housing Element on August 13, 2019. In order to ensure compliance with State law, the City is required to adopt and certify an updated Housing Element for the 2027-2035 planning period (7th cycle) by June 30, 2027. State law requires that HCD review and certify the Housing Element, which requires a 90-day HCD review period and potential revisions and subsequent 60-day reviews thereafter. In order to meet this timeline, staff is attempting to have an initial draft by December 2026 completed for public review.

**Attachments:**

HCD Final Regional Housing Need Determination and Final Allocation Plan

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannon Street, Ste. 400  
Sacramento, CA 95811  
(916) 263-2911 / FAX (916) 263-7453

[www.hcd.ca.gov](http://www.hcd.ca.gov)



September 26, 2025

Brian Foss, Planning Director  
Nevada County  
Community Development Agency  
950 Maidu Avenue, Suite 170  
PO Box 599002  
Nevada City, CA 95959-7902

Dear Brian Foss:

**RE: Final Regional Housing Need Determination and Draft Plan**

This letter provides Nevada County its final Regional Housing Need Determination and draft Allocation Plan. Pursuant to state housing element law (Gov. Code, § 65584, et seq.), the Department of Housing and Community Development (HCD) is required to provide the determination of the region's existing and projected housing need.

In assessing Nevada County's regional housing need, HCD and Nevada County staff completed a consultation process from June 2025 through August 2025 covering the methodology, data sources, and timeline for HCD's determination of the Regional Housing Need. To inform this process, HCD also consulted Walter Schwarm and Jim Miller of the California Department of Finance (DOF) Demographic Research Unit.

Attachment 1 displays the minimum regional housing need determination of **7,055** total units among six income categories. Attachment 2 explains the methodology applied pursuant to Government Code section 65584.01. In determining the region's housing need, HCD considered all the information specified in state housing law (Gov. Code, § 65584.01(c)). Attachment 3 displays HCD's methodology and draft RHNA Plan for the region, for the *projection* period beginning June 30, 2027 and ending May 15, 2035.

Government Code section 65588(e)(6) specifies the RHNA *projection* period begins December 31 or June 30, whichever date most closely precedes the previous *projection* period end date. The RHNA *projection* period end date is set to align with the *planning* period end date. Nevada County local governments are responsible for

updating their housing elements for the *planning* period beginning May 15, 2027, and ending May 15, 2035, to accommodate their share of new housing need for each income category. Please note, a jurisdiction authorized to permit residential development may take RHNA credit for new units approved, permitted, and/or built since the start date of the RHNA *projection* period (June 30, 2027).

As specified in Government Code section 65584.06(c), a city or county may, within 90 days from the date of this letter, propose to revise the distribution of its share of regional housing need. Such a proposal must comply with the criteria set forth in the draft distribution and be based on comparable data available for all affected jurisdictions, accepted planning methodology, and adequate documentation.

HCD encourages all Nevada County local governments to consider the many affordable housing and community development resources available to local governments. HCD's programs can be found at <https://www.hcd.ca.gov/grantsfunding/nofas.shtml>.

HCD commends Nevada County's leadership in fulfilling their important role in advancing the state's housing, transportation, and environmental goals. HCD looks forward to continued partnership with the region and assisting in planning efforts to accommodate the region's share of housing need.

If HCD can provide any additional assistance, or if you, or your staff, have any questions, please contact Taylor Price, Specialist, at [taylor.price@hcd.ca.gov](mailto:taylor.price@hcd.ca.gov) or Balaji Balaganesan, Senior Specialist at [Balaji.balaganesan@hcd.ca.gov](mailto:Balaji.balaganesan@hcd.ca.gov).

Sincerely,



Marisa Prasse  
Fair Housing Section Chief

Enclosures

cc: Tyler Barrington, Principal Planner, Nevada County Community Development Agency  
David Nicholas, Associate Planner, Nevada County Community Development Agency  
Yumie Dahn, Principal Planner, Town of Truckee Community Development Department, Planning Division  
Chelsey Norton Payne, Director of Urban Planning, Ascent  
Lisa McCandless, City Planner, Nevada City Planning Department  
Amy Kesler-Wolfson, City Planner, City of Grass Valley Planning Department

**ATTACHMENT 1**  
**HCD REGIONAL HOUSING NEED DETERMINATION**  
**Nevada County:**  
**June 30, 2027 through May 15, 2035**

<b>INCOME CATEGORY</b>	<b>PERCENT</b>	<b>HOUSING UNIT NEED</b>
Acutely Low	8.4%	596
Extremely Low	8.8%	620
Very Low	12.8%	902
Low	15.9%	1,123
Moderate	19.6%	1,381
Above Moderate	34.5%	2,433
<b>Total</b>	<b>100.0%</b>	<b>7,055</b>

*Notes:*

*Income Distribution:*

*Income categories are prescribed by California Health and Safety Code (section 50063.5, et. seq.). Percentages are derived based on Census/ACS reported household income brackets and county median income as determined by HCD.*

**ATTACHMENT 2**  
**HCD REGIONAL HOUSING NEED DETERMINATION**  
**Nevada County:**  
**June 30, 2027 through May 15, 2035**

**Methodology**

<b>Nevada County:</b> <b>June 30, 2027 - May 15, 2035 (8 years)</b> <b>HCD Determined Population, Households, &amp; Housing Unit Need</b>		
<i>Reference No.</i>	<i>Steps Taken to Calculate Regional Housing Need</i>	<i>Amount</i>
1.	<b>Population: June 30, 2034 (DOF June 30, 2034 projection adjusted + 10.5 months to May 15, 2035)</b>	97,507
2.	- Group Quarters Population: June 30, 2034 (DOF June 30, 2034 projection adjusted + 10.5 months to May 15, 2035)	-1,863
3.	<b>Household (HH) Population</b>	95,643
4.	<b>Projected Households</b>	<b>44,735</b>
5.	+ Vacancy Adjustment for Existing Households	+319
5.	+ Vacancy Adjustment for Projected Households	+33
6.	+ Overcrowding Adjustment	+0
7.	+ Cost-burden Adjustment	+4,562
8.	- Adjustment to account for HHs that experience both overcrowding and cost-burden (DOF data)	-0
9.	+ Replacement Adjustment Demolitions (0.10%)	+45
10.	+ Replacement Adjustment Seasonal, Recreational, and Occasional Use (2015 vs. 2023) (10.00%)	+641
11.	+ Jobs Housing Relationship Adjustment	+0
12.	+ Homelessness Adjustment	+235
13.	+ State of Emergency Adjustment	+43
14.	- Occupied Units (HHs) estimated projected June 30, 2027 (from DOF data)	-43,558
15.	<b>Preliminary Regional Housing Need (Not including Replacement Adjustment Seasonal, Recreational, and Occasional Use)</b>	<b>6,414</b>
16.	+ Feasible Jobs/Housing Balance Adjustment	+0
<b>Total</b>	<b>7th Cycle Regional Housing Need Assessment (RHNA)</b>	<b>7,055</b>

Detailed background data for this chart is available upon request.

## **Explanation and Data Sources**

- 1-4. Population, Group Quarters, Household Population, & Projected Households: Pursuant to Government Code section 65584.01, projections were extrapolated from Department of Finance (DOF) projections. Population reflects total persons. Group Quarter Population reflects persons in a dormitory, group home, institution, military, etc. that do not require residential housing. Household Population reflects persons requiring residential housing. Projected Households reflect the propensity of persons, by age-groups, to form households at different rates based on Census trends.
5. Vacancy Adjustment: HCD applies a vacancy adjustment based on Nevada County's current vacancy percentage to promote healthy market vacancies that facilitate housing availability and resident mobility. Healthy vacancy rates are 2% owner and 6% renter for non-MPO regions (7% for MPO regions). There are two methodologies utilized to calculate this adjustment. The first methodology is to calculate the vacancy adjustment for existing households. The adjustment for existing households is the difference between standard 2% and 6% vacancy rates and the region's current vacancy rates based on the 2019-2023 5-year American Community Survey (ACS) data. That difference is then multiplied by the number of existing households by tenure (existing households multiplied by current rates of renter and owner). For Nevada County, the existing household owner vacancy rate (1.75%) is below the healthy standard, resulting in a 0.25% adjustment. The existing household renter vacancy rate (3.88%) is below the healthy standard, resulting in a 2.12% adjustment. The second methodology is to calculate the vacancy adjustment for projected households. The projected household vacancy adjustment is obtained by applying the standard 2% and 6% vacancy rates to the projected owner and renter households. The healthy vacancy rates (2% and 6%) are then multiplied by the number of projected households by tenure (projected households multiplied by current rates of renter and owner). Data is from the 2019-2023 5-year ACS and DOF.
6. Overcrowding Adjustment: Pursuant to Government Code section 65584.01(b)(1)(C), HCD uses ACS data to consider the percentage of households that are overcrowded in the region compared to the United States national average of households that are overcrowded. In regions where the overcrowding rate is greater than the U.S. national average overcrowding rate (3.40%), HCD applies an adjustment based on the amount the region's overcrowding rate exceeds the U.S. overcrowding rate. For Nevada County, the region's overcrowding rate (1.97%) is lower than the national average (3.40%), resulting in no adjustment. Data is from the 2019-2023 5-year ACS.
7. Cost Burden Adjustment: Pursuant to Government Code section 65584.01(b)(1)(H), HCD uses ACS data to consider the percentage of households that are cost burdened in the region compared to the United

States national average of households that are cost burdened. In regions where the cost burdened rate is greater than the U.S. national average rate (31.68%), HCD applies an adjustment based on the amount the region's overcrowding rate exceeds the U.S. overcrowding rate. For Nevada County, the region's cost burdened rate (42.13%) is higher than the national average (31.68%), resulting in a 10.45% adjustment. Data is from the 2019-2023 5-year ACS.

8. Adjustment to account for HHs that experience both overcrowding and cost-burden: To minimize double counting the housing needs of households that are both overcrowded and cost burdened, HCD has implemented an additional overcrowding and cost burden adjustment. For regions with an adjustment for both overcrowding and cost burden, a downward adjustment is applied based on the number of households that are estimated to be both overcrowded and cost burdened according to an analysis of 2023 ACS Public Use Microdata Sample File data (PUMS) provided by DOF. If the DOF data for this adjustment exceeds the individual adjustments for overcrowding or cost burden, then this adjustment is limited to the lesser of the two. This double counting consideration resulted in no reduction.
9. Replacement Adjustment (Demolitions): HCD applies a replacement adjustment between 0.1% to 5% to the total housing stock based on the current 10-year average percent of demolitions in the region's local government annual reports to DOF. Units lost during a state of emergency declaration are not included. For Nevada County, the 10-year average was 0.02% so the adjustment of 0.1% is applied to the projected occupied households.
10. Replacement Adjustment (Seasonal, Recreational, and Occasional Use Housing Units): In addition to the demolition replacement adjustment, HCD also applies a replacement adjustment to account for housing units that are not available for permanent year-round occupancy. This adjustment is calculated based on the change in the percentage of housing units that are for seasonal, recreational, and occasional use per ACS data. There are two methodologies utilized to calculate this adjustment, depending on changes in the occupied housing stock over the period of analysis. If both the total number of seasonal, recreational, and occasional use housing units and the overall occupied housing stock increased over the relevant 8-year period, HCD calculates the adjustment based on the proportion of newly added housing units used for seasonal, recreational, or occasional purposes during that timeframe. This proportion is then applied as a percentage increase to the preliminary housing need assessment. If, however, either the total number of seasonal, recreational, and occasional use housing units or the overall occupied housing stock decreased, HCD instead compares the change in the share of seasonal, recreational, occasional use housing units to total occupied housing units. For Nevada County, both the

total number of seasonal, recreational, occasional use housing units increased and the total occupied housing units increased from 2015 to 2023. The total number of seasonal, recreational, occasional use housing units increased from 2015 to 2023, resulting in an adjustment of 35.45%. However, this rapid increase in seasonal, occasional, and recreational housing units appeared to be somewhat of an outlier compared to other regions in the state. HCD felt that a more realistic adjustment would be lower, and as a result, HCD capped this adjustment at 10.00%. Therefore, the 10.00% rate is applied to the preliminary RHND of 6,414 units, resulting in a 641-unit adjustment. Data is from the 2015 and 2023 ACS 5-year estimates.

11. Jobs Housing Relationship Adjustment: HCD applies an adjustment based on the number of in-commuters to a region. The adjustment is calculated by dividing the number of in-commuters to the region by HCD's jobs/housing standard of 1.5. This adjustment does not include commuters entering from or leaving to states other than California. In Nevada County, the number of employed residents exceeded the number of people employed in the county, resulting in no adjustment. Data is from the US Census Bureau LEHD Origin-Destination Employment Statistics, 2022 and 2019-2023 5-year ACS.
12. Homelessness Adjustment: HCD applies an adjustment based on the housing needs of individuals and families experiencing homelessness. For non-COG regions and COGs that do not provide their own data, by default HCD uses the most recent Point-in-Time counts from the region's Continuum of Care and DOF household formation rates. An adjustment of 235 units was applied to Nevada County using data from the Nevada County Continuum of Care 2024 Point-in-Time and DOF household formation rates.
13. State of Emergency Adjustment: HCD used data provided by the California Governor's Office of Emergency Services (CalOES) and the California Department of Forestry and Fire Protection (CAL FIRE) pursuant to Government Code section 65584.01(b)(1)(I) to adjust for units lost due to a declared state of emergency during the previous planning period (since 2019). Data is from 2025. To estimate the percentage of units lost that were originally occupied, HCD uses 2019-2023 ACS data to calculate the percentage of units in the region that are temporarily occupied by persons with a usual residence elsewhere. HCD then multiplies the occupancy rate by the units lost due to a state of emergency. For Nevada County, this resulted in an adjustment of 43-units to the RHNA. HCD uses the California Franchise Tax Board and CalOES list of disasters and emergency proclamations data to ensure that only units destroyed by a Governor-declared State of Emergency are utilized when calculating this adjustment.
14. Occupied Units: Reflects DOF's projected occupied units at the start of the projection period (June 30, 2027).

15. Preliminary Regional Housing Need Determination: Housing need calculated after applying factors described in Government Code section 65584.01(b). This preliminary Regional Housing Need Determination is used to evaluate feasible balance between jobs and housing and the Replacement Adjustment (Seasonal, Recreational, and Occasional Use).
16. Feasible Jobs/Housing Balance Adjustment: According to statute, the “region’s existing and projected housing need shall reflect the achievement of a feasible balance between jobs and housing within the region using the regional employment projections in the applicable regional transportation plan” (Gov. Code, § 65584.01(c)(1)). After applying the adjustments noted above, HCD compared the 7th cycle RHNA determination and the region’s total occupied housing units to the Caltrans employment projections for Nevada County to determine whether a feasible balance was achieved. This analysis resulted in a jobs housing balance of 0.71 (1.41 housing units for every projected job). Because this is below the healthy rate of 1.5, no additional adjustment is needed. Data is from the 2019-2023 5-Year ACS data, US Census Bureau LEHD Origin-Destination Employment Statistics, 2022, and Caltrans, Long-Term Socio-Economic Forecasts by County, 2023.

**ATTACHMENT 3  
HCD DRAFT REGIONAL HOUSING NEEDS ALLOCATION PLAN:  
NEVADA COUNTY LOCAL GOVERNMENTS:**

**June 30, 2027 through May 15, 2035**

**Distribution of Draft RHNA**

This table reflects the draft Regional Housing Need Allocation (RHNA) distribution for each local government based on the methodology discussed below:

**Regional Housing Need Allocation by Income Category**

<b>Jurisdiction</b>	<b>Acutely Low</b>	<b>Extremely Low</b>	<b>Very-Low</b>	<b>Low</b>	<b>Moderate</b>	<b>Above-Moderate</b>	<b>Total</b>
<b>Nevada County Region Total</b>	<b>596</b>	<b>620</b>	<b>902</b>	<b>1,123</b>	<b>1,381</b>	<b>2,433</b>	<b>7,055</b>
<b>City of Grass Valley</b>	<b>119</b>	<b>115</b>	<b>161</b>	<b>224</b>	<b>282</b>	<b>476</b>	<b>1,377</b>
<b>City of Nevada City</b>	<b>44</b>	<b>37</b>	<b>60</b>	<b>70</b>	<b>56</b>	<b>157</b>	<b>424</b>
<b>Town of Truckee</b>	<b>116</b>	<b>137</b>	<b>224</b>	<b>231</b>	<b>313</b>	<b>521</b>	<b>1,542</b>
<b>Unincorporated Nevada County</b>	<b>317</b>	<b>331</b>	<b>457</b>	<b>598</b>	<b>730</b>	<b>1,279</b>	<b>3,712</b>

**Purpose of Regional Housing Need Allocation Plan**

The purpose of the RHNA plan is to comply with state law (Gov. Code, § 65584, et. seq.) in allocating to each local government a share of regional housing need for use in updating the General Plan housing element. The housing element must accommodate the total RHNA for each of the six (6) income categories (acutely low, extremely low, very-low, low, moderate, and above-moderate) over the designated planning period (May 15, 2027 through May 15, 2035). These requirements were enacted into state housing law (Article 10.6 of the Government Code) upon the California legislature determining that the provision of adequate housing is an issue of statewide concern.

HCD, pursuant to Government Code section 65584(a), is required to determine the existing and projected need for housing within regions of the state. In addition, HCD (per Gov. Code, § 65584.06) is required to develop a plan to distribute the determination of regional housing need to each local government not represented by a COG. The RHNA, per Government Code section 65584(d), is required to further all of the following objectives:

- (1) Increasing the housing supply and mix of housing types, tenure, and affordability.
- (2) Promoting infill development and socioeconomic equity, protecting environmental and agricultural resources, and encouraging efficient development patterns.

- (3) Promoting an improved intraregional relationship between jobs and housing.
- (4) Balancing disproportionate household income distributions.
- (5) Affirmatively furthering fair housing.

The RHNA is based on the projection of population and new household formation determined by the Demographic Research Unit of DOF. The resulting RHNA is a minimum projection of additional housing needed to accommodate household growth over the planning period; it is not a prediction, production quota, or building permit limitation for new residential construction.

To comply with state law in addressing the jurisdiction's RHNA, the updated housing element must identify adequate sites and program actions to accommodate the total RHNA for each income category. Housing elements are required to be updated by May 15, 2027 and sent to HCD for determination of compliance with state law. In updating the housing element, jurisdictions may take credit for and subtract from their RHNA (by income category) new units permitted since the beginning of the RHNA projection period June 30, 2027.

### **RHNA Plan Methodology**

HCD considers three factors when distributing the regional housing need to local governments. HCD applies a weighting to each factor that determines how much of the total regional housing need is distributed based on this factor. The individual factors and example of their weighting is shown below for a hypothetical regional determination of 1000 units.

	<b>Factor 1: Distribution by Household Population (-XX percent from unincorporated county)</b>	<b>Factor 2: Jobs/Housing Balance</b>	<b>Factor 3: Affirmatively Furthering Fair Housing</b>	<b>Total</b>
<b>Weighting</b>	33%	47%	20%	100%
<b>Units</b>	330	470	200	1000

Once weighting of each factor is applied, HCD uses a five-step approach in distributing RHNA to local governments within the county.

First, DOF's January 1, 2025 estimates (E-5 reports available on DOF's website) were used to determine each jurisdiction's percentage of household population in the county. The RHNA for each jurisdiction was derived by multiplying the jurisdiction's percentage of household population against the total countywide RHNA. This approach is aligned with the first statutory objective, and also considers market demand for housing consistent with Government Code section 65584.06(b).

Second, a policy adjustment of 10% percent was applied to the unincorporated county RHNA total to decrease the unincorporated share and increase city shares to address the second statutory objective to protect agricultural resources and encourage efficient

development patterns.

Below is hypothetical example of results after completing the first and second steps:

<i>Factor 1 - Explanation</i>	<i>HH Population</i>	<i>Share</i>	<i>Weighted Share of RHNA</i>	<i>Adjustment (XX%)</i>	<i>Weighted Share of RHNA</i>
<i>County</i>	<i>50,000</i>	<i>100%</i>	<i>330</i>		<i>330</i>
<i>City A</i>	<i>10,000</i>	<i>20%</i>	<i>66</i>	<i>+33</i>	<i>99</i>
<i>Unincorporated County</i>	<i>40,000</i>	<i>80%</i>	<i>264</i>	<i>-33</i>	<i>231</i>

The third step applies the jobs/housing adjustment factor and is consistent with the third statutory objective. This step also takes into consideration employment opportunities and commuting patterns per Government Code section 65584.06(b). Data on the number of primary jobs in each jurisdiction is determined from Longitudinal Employer-Household Dynamic data from the US Census Bureau. This is compared with the total number of housing units in each jurisdiction to calculate a ratio of jobs to housing. This ratio is normalized on a scale of 1.5 to .5, with the jurisdiction with the highest jobs/housing ratio assigned a ratio of 1.5 and the jurisdiction with the lowest ratio assigned a ratio of .5. The normalized ratio is divided by the number of housing units assigned after the first and second step, then converted to a percentage. This ensures the size of the adjustment is proportional to the size of the jurisdiction.

<i>Factor 2 - Explanation</i>	<i>Jobs</i>	<i>Units</i>	<i>Ratio</i>	<i>Normalized ratio scale .5-1.5</i>	<i>Convert to percent share</i>	<i>Weighted Share of Allocation</i>
<i>Jurisdiction 1</i>	<i>1000</i>	<i>600</i>	<i>1.39</i>	<i>0.50</i>	<i>16%</i>	<i>74</i>
<i>Jurisdiction 2</i>	<i>1000</i>	<i>400</i>	<i>1.64</i>	<i>1.50</i>	<i>84%</i>	<i>396</i>

The fourth step applies the fair housing adjustment and is consistent with the fifth statutory objective. Data on the number of households within high/highest opportunity areas, as defined in the COG Geography HCD/TCAC Opportunity Map is used to create normalized scores for each jurisdiction from 1.5 to .5, with 1.5 being the highest opportunity jurisdictions and .5 being the lowest opportunity jurisdictions. The normalized ratio is divided by the number of housing units assigned after the first and second steps, then converted to a percentage. This ensures the size of the adjustment is proportional to the size of the jurisdiction.

<i>Factor 3 - Explanation</i>	<i>% in High/Highest Resource</i>	<i>Normalized %</i>	<i>Convert to percent share</i>	<i>Weighted share of allocation</i>
Jurisdiction 1	50%	0.5000	15.8%	32
Jurisdiction 2	75%	1.5	84.2%	168

Once a weighted share of the allocation is calculated for each factor, they are added together for each jurisdiction in order to determine the total allocation for each jurisdiction.

The last step is the determination of RHNA by income category. To assist in meeting the first, fourth, and fifth statutory objectives (mix of housing type, affordability and income category allocation based on the countywide distribution of household incomes, affirmatively furthering fair housing), the income distributions of each jurisdiction's households were compared to the countywide distribution. A "fair share" policy adjustment (150%) was applied to city income categories to move city percentages closer to county percentages as demonstrated in this hypothetical example.

<i>County/ City</i>	<i>Very-Low Income %</i>	<i>Difference County-City</i>	<i>Fair Share Multiplier</i>	<i>Fair Share Adjustment</i>	<i>Adjusted Very-Low RHNA</i>
<i>County</i>	22%	0	None	N/A	Same
<i>City A</i>	41%	22% - 41% = = -19%	1.5	(-19%)*1.5 = = -28.5%	41% - 28.5% = 12.5%

City's Low-Income RHNA = City Total RHNA x 12.5% = 720 x 12.5% = 90 units