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## GRASS VALLEY

### Development Review Committee Meeting

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Tuesday, October 24, 2023 at 9:00 AM

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.

## MEETING NOTICE

Development Review Committee 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 9:00 a.m. on the 2nd and 4th Tuesday of each month. Your interest is encouraged and appreciated.

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 9 am. Comments received after that will be addressed during the item and/or at the end of the meeting. The committee 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 Committee 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.**

## REGISTRATION FOR VIRTUAL MEETING

Link: <https://us06web.zoom.us/meeting/register/tZMsdeGhpjoiHdJNoMkceQPH56iZ7UiSpA64>

Please note that to register for the virtual meeting you will be required to provide an email address. If you wish to participate in the meeting without providing an email address, you may attend the meeting in person at 125 East Main Street, Grass Valley, CA 95945 in the Council Chambers.

## **CALL TO ORDER**

## **ROLL CALL**

## **ANNOUNCEMENTS, AGENDA REVIEW AND CHANGES**

**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). There is a time limitation of three minutes per person. For items not on the agenda and within the jurisdiction or interest of the City, please address the Development Review Committee at this time. For items on the agenda please address the Development Review Committee when the number and subject matter are announced. Comments will be reviewed and distributed before the meeting if received by 9AM. Comments received after that will be addressed during the item and/or at the end of the meeting. The Development Review Committee will have the option to modify their action on items based on comments received. Action may be taken on any agenda item.*

## **GENERAL APPLICATION FOR REVIEW**

### **1.** Development Review (23PLN-29) for a 18.67 sq ft sign.

**Recommendation:** That the Development Review Committee recommend that the Planning Commission approve the “Welcome to Grass Valley” sign as presented, or as modified at the public meeting, which includes the following actions: a. Determine the project Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report; b. Adopt Findings of Fact for approval of the Development Review Permit as presented in the Staff Report; and, c. Approve the Sign Permit for the “Welcome to Grass Valley” sign in accordance with the Conditions of Approval, attached to the Staff Report.

## **ADJOURN**

## **POSTING NOTICE**

This is to certify that the above notice of a meeting of a Development Review Committee Meeting, scheduled for Tuesday, October 24, 2023 at 9:00 AM was posted at city hall, easily accessible to the public, as of 5:00 p.m. Monday, October 16, 2023.

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Taylor Day, City Clerk



**PLANNING COMMISSION  
STAFF REPORT  
OCTOBER 24, 2023**

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

**DATA SUMMARY**

**Application Number:** 23PLN-29  
**Subject:** Development Review and Sign Permit for a 18.67 sq ft sign  
**Location/APNs:** 170 East Main Street  
**Applicant:** Smith Wendell C Family Holdings LLC, property owner  
**Representative:** LaVonne Mullin  
**Zoning/General Plan:** Town Core – Historic District/ Commercial  
**Entitlement:** Development Review Sign Permit  
**Environmental Status:** Categorical Exemption

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**RECOMMENDATION:**

1. That the Development Review Committee recommend that the Planning Commission approve the “Welcome to Grass Valley” sign as presented, or as modified at the public meeting, which includes the following actions:
  - a. Determine the project Categorical Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report;
  - b. Adopt Findings of Fact for approval of the Development Review Permit as presented in the Staff Report; and,
  - c. Approve the Sign Permit for the “Welcome to Grass Valley” sign in accordance with the Conditions of Approval, attached to the Staff Report.

**BACKGROUND:**

At their July 17, 2007 meeting the planning commission approved a development review project for the construction of a 3,194 square foot brick building with iron shutters, along with aesthetic amenities such as historic artifacts and ore cart tracks along Richardson Street (07DRC-14). The proposed sign was included in the approval but was never installed. According to the 2007 staff report, the sign and the mining equipment “reflect the entry area defined in the Downtown Strategic Plan.” The Downtown Strategic Plan was adopted by City Council in 2003 and among its recommended “strategies for enhancing the downtown retail sector,” is a recommendation to “improve signage on the highways and at the entrances to Downtown to increase visibility to visitors and local residents and to help maintain competitiveness in the market areas.”

In 2018 the city constructed a city entrance sign at the corner of South Auburn and Neal Street that features vertical and metal elements, as approved by City Council at their meeting on February 21, 2018. At that time, the city designated several locations throughout the city where a scalable sign of similar design could be located, including across the street from the proposed sign location (at the corner where Maria’s restaurant is located)



*Previously approved entry sign*



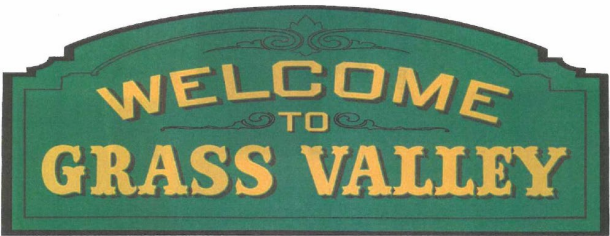
*Proposed entry sign at Richardson and East Main*

**PROJECT PROPOSAL:**

This Development Review Permit is for the re-review of the proposed “Welcome to Grass Valley” monument sign. The sign measures 7 feet wide and will be just over 2 ½ feet tall at its tallest point, for a total square footage of 18.67 square feet. The sign will be ground-mounted and bolted to two iron “C” channels placed in concrete and located within an existing flower bed at the corner of East Main Street and Richardson Street. The sign will be one-sided and will feature a green background and 24 karat gold-leaf lettering. The sign will be mounted on a mahogany backboard, which will frame the sign.



*Proposed sign location*



*Rendering of sign*

Regulatory Authority: The proposed monument sign is considered a “Tourist Oriented Directional Sign,” the standards for which are outlined in Section 17.72.030 (C) GVMC, and include the following provision:

- 1. The signs shall be smaller in size, each not exceeding four square feet in sign area

2. The signs shall be non-illuminated in order to be compatible with their generally rural surroundings
3. The signs shall be hand crafted, generally made of wood or other natural materials.
4. The signs shall be subject to the issuance of an encroachment permit (where applicable)

Pursuant to Table 3-9 GVMC, a sign exception permit may be granted by the planning commission, with a recommendation by the Development Review Committee, when a sign “exceeds standards specified in the sign ordinance.” In this case, the sign exceeds the four-square foot sign area limit so a Development Review Committee recommendation, followed by Planning Commission review is the appropriate review process.

Staff review: This project was routed to engineering staff for review. Engineering staff are not concerned about the placement of the sign close to the right-of-way because sight lines will not be impacted due to the small height of the sign. However, engineering and planning staff have concerns that the sign is inconsistent with the entry sign style adopted by city council, as well as the recent aesthetic improvements made to the Mill Street and East Main Street corridor.

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

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

**Zoning:** The Town Core (TC) zoning designation is intended to strengthen the mixed-use, pedestrian-oriented nature of the existing downtown. The TC zone permits a full range of retail, restaurant, and housing uses.

### **SITE DESCRIPTION AND ENVIRONMENTAL SETTING:**

The site is built-out with a 3,194 sq ft commercial building and associated parking. The lot is located in the Historic District, a designation that begins at the subject parcel and continues west and south.

### **ENVIRONMENTAL DETERMINATION:**

The proposed project qualifies for a Categorical Exemption pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines. A Class 1 Categorical Exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alternation of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination. The proposed sign is intended to orient tourists and is not associated with a business. Therefore, the proposed sign will not result in an expansion of use of the commercial property on which it will be located.

**FINDINGS:**

1. The City received a complete application for Development Review Application 23PLN-29.
2. The Grass Valley Development Review Committee reviewed Development Review Application 23PLN-29 at their regular meeting on October 24, 2023.
3. The Development Review Committee reviewed the project in compliance with the California Environmental Quality Act and concluded that the project qualifies for a Class 1, Categorical Exemption in accordance with the California Environmental Quality Act and CEQA Guidelines.
4. This project is not inconsistent with City's General Plan and any specific plan.
5. The project is consistent with the applicable sections and development standards in the Development Code.
6. The project, as conditioned, complies with the City of Grass Valley Community Design Guidelines, including that "signage should be designed as an integral architectural element of the project and site to which it relates.
7. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Development Code and the Municipal Code.
8. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
9. The site is physically suitable in terms of design, location, shape, size, and operating characteristics. It ensures 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.

**A. RECOMMENDED CONDITIONS:**

1. The approval date for planning commission review of the proposed sign is \_\_\_\_\_, with an effective date of Thursday, \_\_\_\_\_, pursuant to Section 17.74.020 GVMC. This project is approved for a period of one year and shall expire on \_\_\_\_\_, 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.
2. The final design shall be consistent with the Development Review application and plans provided by the applicant and approved by the Planning Commission (23PLN-29). 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. Prior to building permit issuance, the applicant shall provide documentation demonstrating that no portion of the proposed sign will be located within the city right-of-way.
  4. Prior to any work occurring, building permits shall be obtained from the Community Development Department, Building Division.
  5. The sign shall be maintained in good repair and functioning properly at all times.
  6. 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.
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ATTACHMENTS:

1. Application
2. Sign Photographs

### CITY OF GRASS VALLEY SIGN PERMIT - DRC APPLICATION

Filing Fees

- Sign Review / Minor DRC (1 meeting) ..... \$256.00
- Sign Permit / Pole Mounted (PRR, includes electrical) ..... \$343.00
- Sign Permit / Free-Standing or Monument (PRR, includes electrical) ..... \$382.00
- Seismic Fees for Monument sign ..... TBD
- Sign Permit / Building mounted, projecting or window ..... \$122.00
- Electrical Permit (one inspection) ..... \$122.00
- Encroachment Permit Inspection Fees ..... TBD
- Long-Term Encroachment Permit ..... \$ 44.00
- Business License (one-time use) ..... \$ 25.00
- CA Building Standards Fee (\$1.00 per \$25,000.00 valuation) ..... TBD

*Applicant / Business Owner	Property Owner
Name: <u>LaVonne B. Mullin, WCS Prop.</u>	Name: <u>Same</u>
Address: <u>10708 Morningstar Lane</u> <u>Nevada City, CA 95959</u>	Address:
Phone: <u>(530) 265 4747</u>	Phone: ( )
E-mail: <u>LaVonne @ WCS Properties</u>	E-mail:
Business License #:	

\* Contact Eng. Dept. re: annual maintenance of liability insurance.

*Sign Installer / Contractor	Sign Designer
Name: <u>Same as above</u>	Name: <u>Jim Ingram Signs</u>
Address:	Address: <u>7335 Pennryn Estates Dr</u> <u>Pennryn CA</u>
Phone: ( )	Phone: <u>(916) 204-6502</u>
E-mail:	E-mail:
Contractor's State License #:	E-mail:
Business License #:	Business License #:

Project Description: Welcome To Grass Valley  
 Property Address or Location: 170 E. Main St., GV  
 APN #: 00-350-49      Zoning: Commercial TC-H  
 Cost of Sign: \$2,500      Electrical Connection Required: Y/N  
 Signature of Property Owner or \*Representative: LaVonne B. Mullin WCS Prop.  
\*Property owner must provide a consent letter allowing representative to sign on their behalf.

--OFFICE USE ONLY--	
DRC Application No.:	Date Filed: <u>3.14.13</u>
Sign Application No.: <u>BBD-0126</u>	Amount Paid: <u>0</u>
Fees Paid by: <u>0</u>	Fees Included: <u>0</u>
Other Related Application(s):	Date Permit Mailed:

Mail Permit to (check one):      Business Owner \_\_\_\_\_      Applicant \_\_\_\_\_      Sign Installer \_\_\_\_\_



Sign # 1 Sign Type: <sup>entr</sup> Monument Sign Total Sq. Ft.: 21<sup>sq</sup> Dimensions: 7' x 32"

Text: \_\_\_\_\_

Colors: black, green, 24K gold leaf

Materials: mahogany back board + frame Other Features: \_\_\_\_\_

Method of Attachment: laged to 8" "C" Channels Footings 12x12x30" deep (2)

Sign # \_\_\_\_\_ Sign Type: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Text: \_\_\_\_\_

Colors: \_\_\_\_\_

Materials: \_\_\_\_\_ Other Features: \_\_\_\_\_

Method of Attachment: \_\_\_\_\_

Sign # \_\_\_\_\_ Sign Type: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Text: \_\_\_\_\_

Colors: \_\_\_\_\_

Materials: \_\_\_\_\_ Other Features: \_\_\_\_\_

Method of Attachment: \_\_\_\_\_

**Departmental Comments**

Per 070RC-14 plans

**APPROVALS**

**Attached Conditions**

[Signature] \_\_\_\_\_ 3/20/13 \_\_\_\_\_  
Planning Dept. Date

[Signature] \_\_\_\_\_ 3/19/13 \_\_\_\_\_  
Building Dept. Date

\_\_\_\_\_  
Engineering Dept. Date

PRIOR TO BUILDING DEPT. FINAL, INSPECTION REQUIRED BY: Planning \_\_\_\_\_ Engineering \_\_\_\_\_

**CITY OF GRASS VALLEY  
COMMUNITY DEVELOPMENT DEPARTMENT  
SIGN PERMIT - DRC CHECKLIST**

**TO APPLICANTS:** The following list includes the requirements necessary for review by City Staff. Some specific types of information may not apply to your project. If you are unsure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after submittal. If your application is incomplete, a copy of the list will be returned to you marked according to the legend. The Planning Staff encourages submission of one set of plans to allow for application completeness check. This allows revisions to be made for submission of 8 sets of plans.

**I. SITE PLAN** An 8 1/2" x 11" Site Plan for the property on which the sign(s) will be placed including:

- Location of existing and proposed signage on site
- Square footage; each sign type and square footage sum total for all signs
- For multiple signs; provide each a number starting with #1
- For suspended or projecting signs; note distance between sidewalk and bottom of sign.
- For wall signs; include illustration with dimensions and total square footage of building walls where signage will be placed
- For monument signs; show sight distance from driveways and intersection corners

**II. SIGN PLAN** an 8 1/2" x 11" color drawing of each proposed sign including:

- Number each sign corresponding to the number shown on the site plan
- Message including; typeface, font, and design details
- Dimensions in feet and total square footage of proposed signage
- Overall height of all monument and freestanding signs
- Total square footage of existing signage to remain on-site
- Lineal footage of building frontage
- Square footage of building façade
- A scaled drawing of proposed signage including dimensions, colors, and materials; accurately depicting sign design and location on the building or site. Free standing signs shall include a site plan of the proposed location noting distances from the sidewalk or street; include any proposed external lighting for the sign

**III. MOUNTING DETAILS** must include the following:

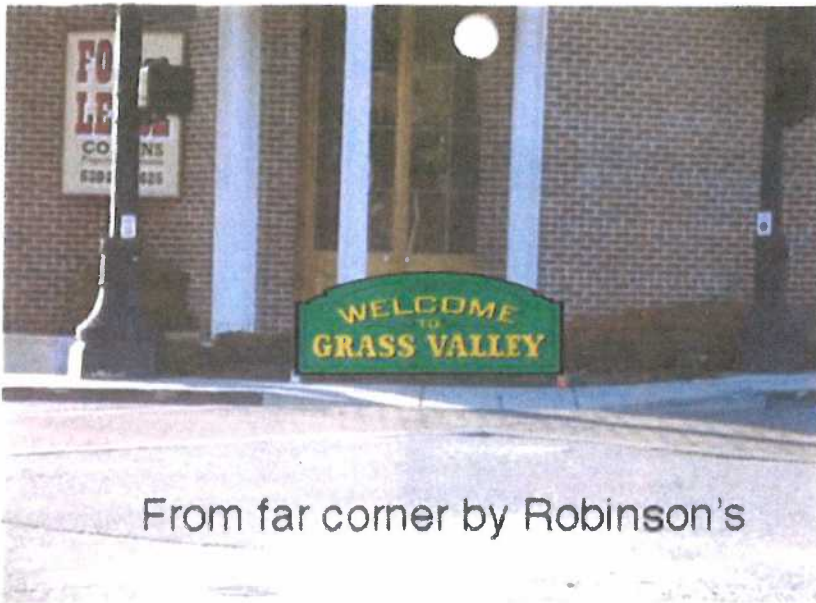
- Description of materials used in the construction of the sign including dimensional lumber
- Material thickness and approximate weight of suspended or projecting signs
- Means of exterior or interior lighting including shielding, type, and size of lamps (if applicable)
- For suspended signs, provide details of anti-sway devices and mounting hardware

**NOTE: An incomplete application may delay review of your application.**



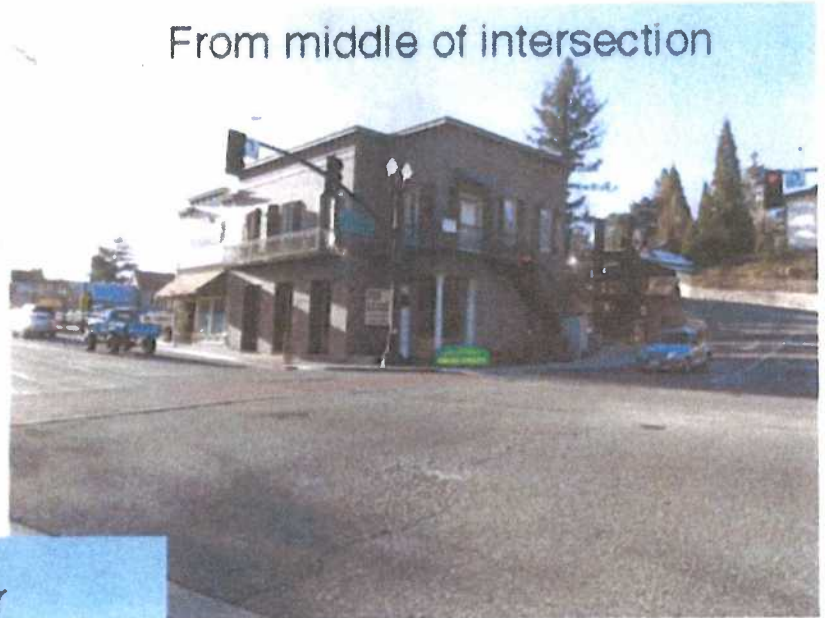
### Welcome to Grass Valley

7 feet wide x 32 inches tall  
Green, black trim,  
24 carat gold leaf, letters  
mahogany back board  
and frame

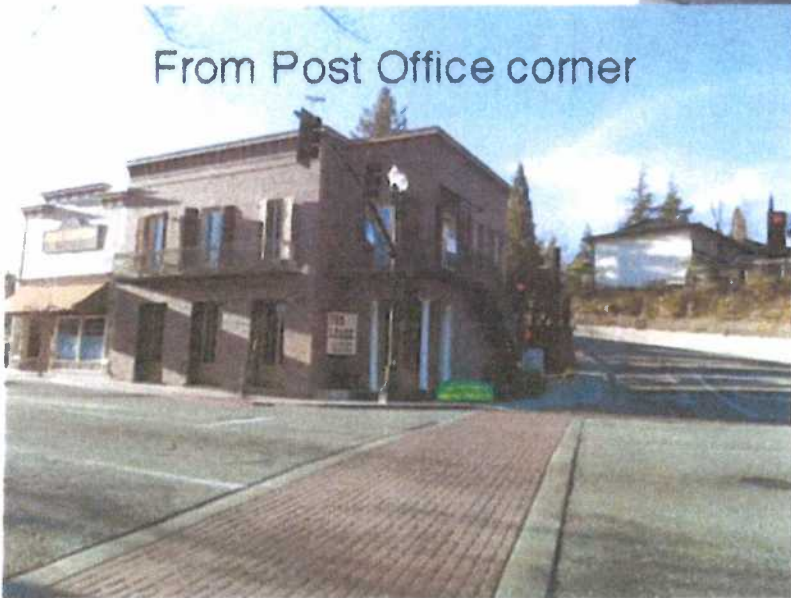


From far corner by Robinson's

### From middle of intersection



### From Post Office corner



*Located 3" back from  
sidewalk*

*Bolted to 2 iron "C" channels  
(placed in concrete)  
(behind sign)*

