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## GRASS VALLEY

### Special Planning Commission Meeting

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Thursday, July 31, 2025 at 4:00 PM  
Council Chambers, Grass Valley City Hall | 125 East Main Street, Grass Valley, California  
Telephone: (530) 274-4310 - Fax: (530) 274-4399  
E-Mail: [info@cityofgrassvalley.com](mailto:info@cityofgrassvalley.com) Web Site: [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)

### AGENDA

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

### COMMISSIONERS

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

### MEETING NOTICE

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

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

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

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

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

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA APPROVAL**

**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**

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

Environmental Status: Exempt pursuant to CEQA Guidelines Section 15301

**Recommendation:** That the Planning Commission approve the Conditional Use Permit application to allow a bar/taproom, as may be modified at the public hearing, which includes the following actions: 1. A recommendation that the Conditional Use Permit is Categorically Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report; and 2. Adopt Findings of Fact for approval of the Conditional Use Permit as presented in the Staff Report; and 3. Approve the Conditional Use Permit to allow the bar/taproom as presented in accordance with the Conditions of Approval, attached to the Staff Report

**ADJOURN**

**POSTING NOTICE**

This is to certify that the above notice of a Special Planning Commission Meeting, scheduled for Thursday, July 31st, 2025, at 4:00 p.m., was posted at city hall, easily accessible to the public, as of 2:00 p.m. Tuesday, July 29, 2025.

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Taylor Whittingslow, City Clerk



**PLANNING COMMISSION  
STAFF REPORT  
JULY 31, 2025**

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

**DATA SUMMARY**

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

**RECOMMENDATION:**

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

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

**BACKGROUND:**

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

**PROJECT DESCRIPTION:**

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

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Application 25PLN-22

Planning Commission Meeting of  
July 15, 2025

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

### **ENVIRONMENTAL DETERMINATION:**

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

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

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

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

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### **FINDINGS:**

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

### **CONDITIONS OF APPROVAL:**



1. This conditional use permit authorizes the bar/tavern use at 120 West Main Street in the Town Core zoning designation, APN: 008-342-004. This use shall operate in accordance with the application materials as approved by the Grass Valley Planning Commission for Use Permit 25PLN-22. The Community Development Director may approve minor changes as determined appropriate. The Planning Commission must approve all changes deemed major in nature. The City shall have full discretion to determine the required level of review for any proposed changes.
2. Any noise generated, including music entertainment, shall at all times be compliant with Chapter 8.28 of the City Municipal Code.
3. Pursuant to the Grass Valley Police Department, operational hours of alcohol service may expand to 10 p.m. if desired by the applicant. Any expansion beyond that time will require an amendment to this Use Permit.
4. The applicant is responsible for obtaining all applicable local and state permits including the appropriate license from the CA Department of Alcoholic Beverage Control, and any applicable permits from the Nevada County Environmental Health Department, if required.
5. The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

**Attachments:**

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

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

### **Attachment List**

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

# 120 West Main - Aerial

Item # 1.



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

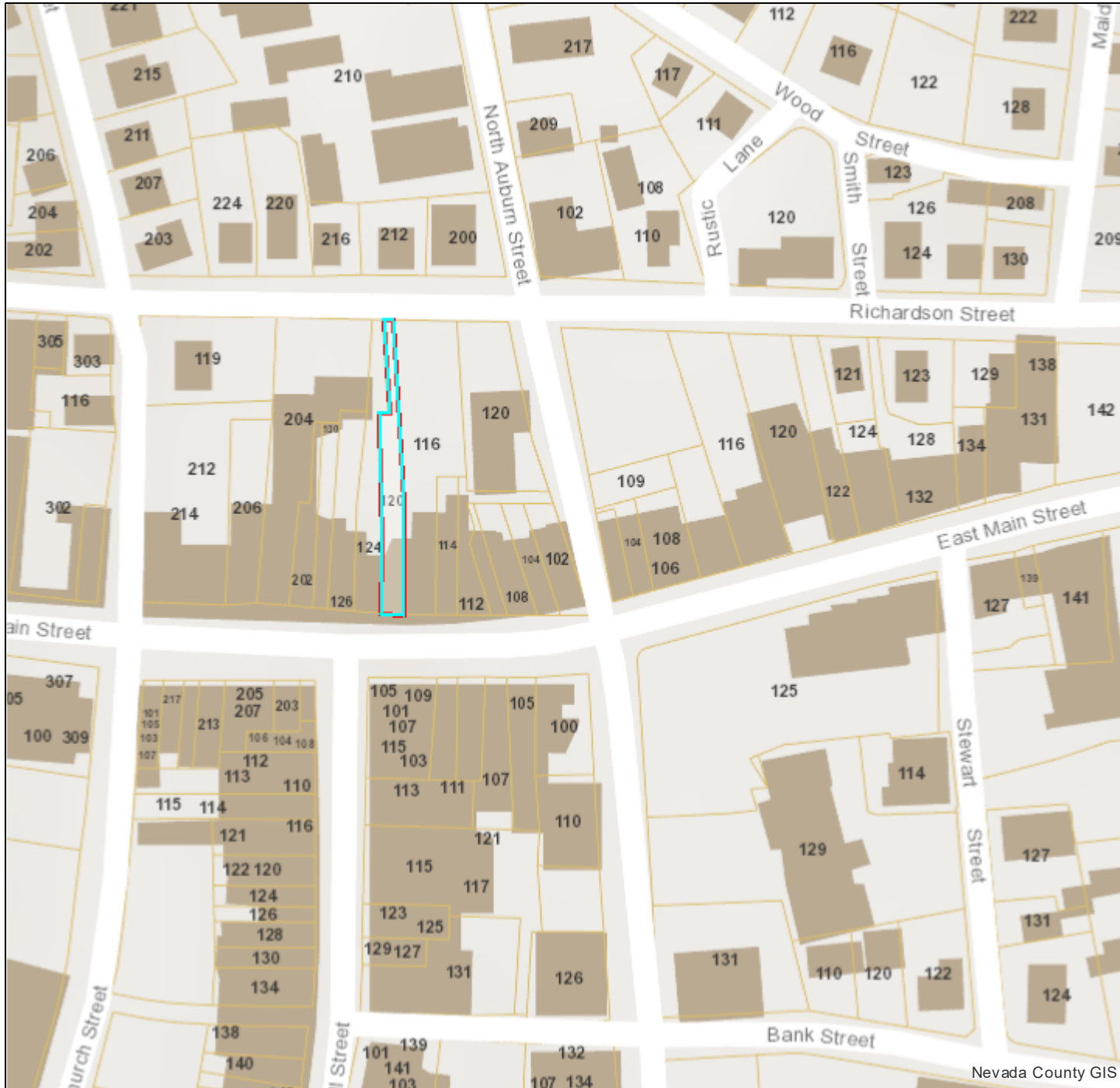
Land Value: \$350,000.00  
Improvement Value: \$235,000.00  
Acreage: Unknown  
Zoning: TC-H GVCity  
General Plan: C GVCity  
Fire District: Grass Valley  
Elementary Sch. Dist: Grass Valley  
Water District:  
Nevada Irrigation Dist:  
Public Utility:  
Park District:  
Service Area: Solid Waste Grass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

Overview Map



# 120 West Main - Vicinity

Item # 1.



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

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

Overview Map



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

# UNIVERSAL PLANNING APPLICATION



## Application Types

### Administrative

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

### Development Review

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

### Entitlements

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

### Environmental

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

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

### Sign Reviews

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

### Subdivisions

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

### Use Permits

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

### Variances

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

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



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

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

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

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

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

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

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

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

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

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

Architect	Engineer
Name: _____	Name: _____
Address: _____	Address: _____
Phone: ( ) _____	Phone: ( ) _____
E-mail: _____	E-mail: _____

## 1. Project Information

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

## 2. Project Description

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

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

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

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

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

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

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

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

Property Owner/Representative Signature: Carmen Ogino

*(owner)*

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

Applicant Signature: *[Signature]*

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



# CERTIFICATE *of* SIGNATURE

REF NUMBER  
**TR0VQ-LGHW-DWPBT-TAN29**

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

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

EMAIL  
**CARMENOGINO@GMAIL.COM**

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

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

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

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



IP ADDRESS  
**104.220.129.113**

LOCATION  
**GRANITE BAY, UNITED STATES**

**RECIPIENT VERIFICATION**

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



# USE PERMIT



## SUPPLEMENTAL APPLICATION INFORMATION

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

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

I. Project Characteristics:

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

B. Describe surrounding land uses:

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

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

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

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

F. Proposed building site plan:

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

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

## H. Exterior Lighting:

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

N/A pre-existing

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

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

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

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

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

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

## II. Project Characteristics:

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

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

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

- D. Total number of employees:
- 2

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

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

A. Type of use:

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

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

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

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

### USE PERMITS SITE PLAN REQUIREMENTS

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

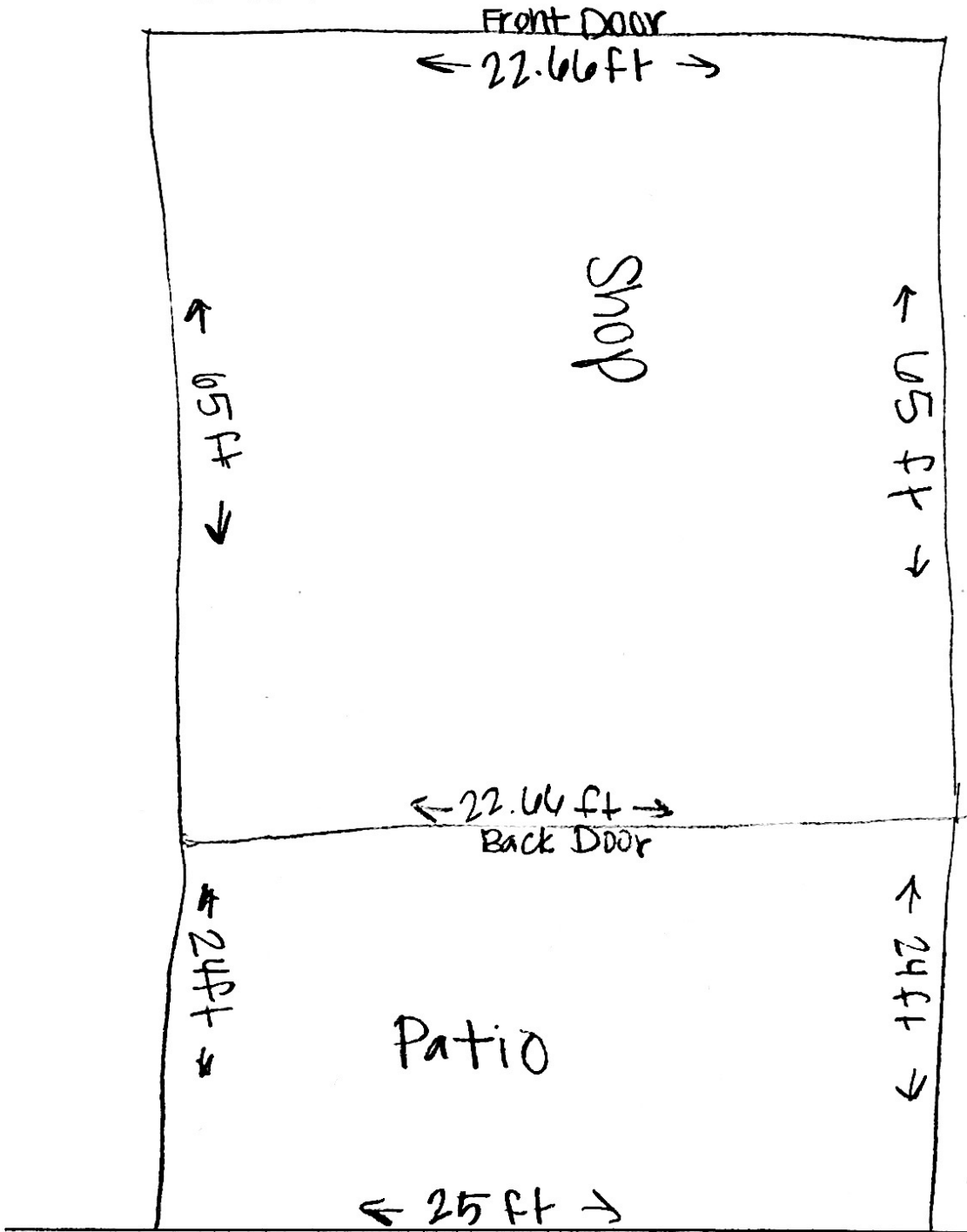
#### A. Submittal Checklist:

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

#### B. Site Plan:

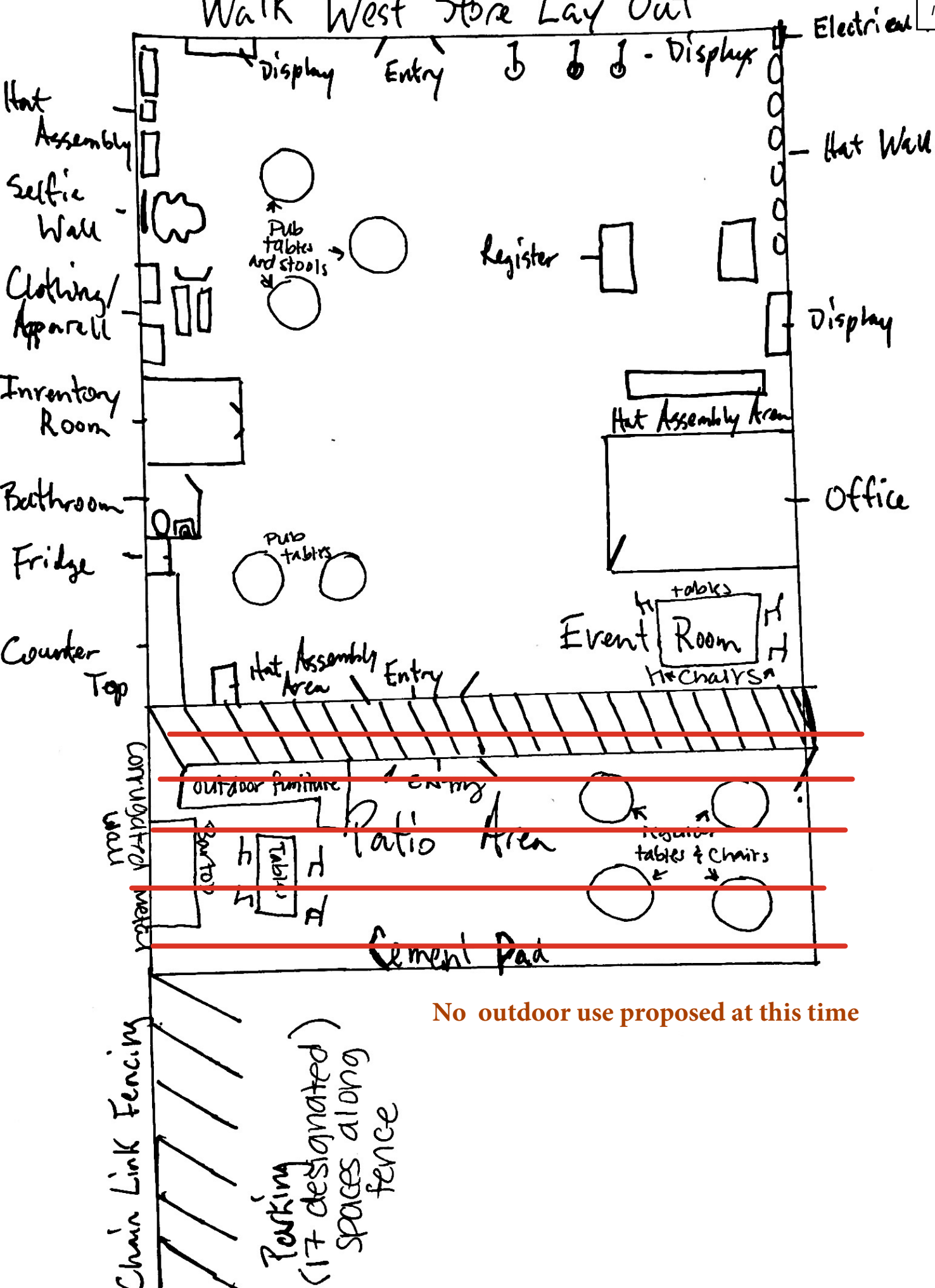
- ☐ Graphic scale and north arrow.
- ☐ Show location and dimensions of existing and proposed structures and walls (identify existing as a solid line and proposed as a dashed line).
- ☐ Label the use of all existing and proposed structures or area.

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



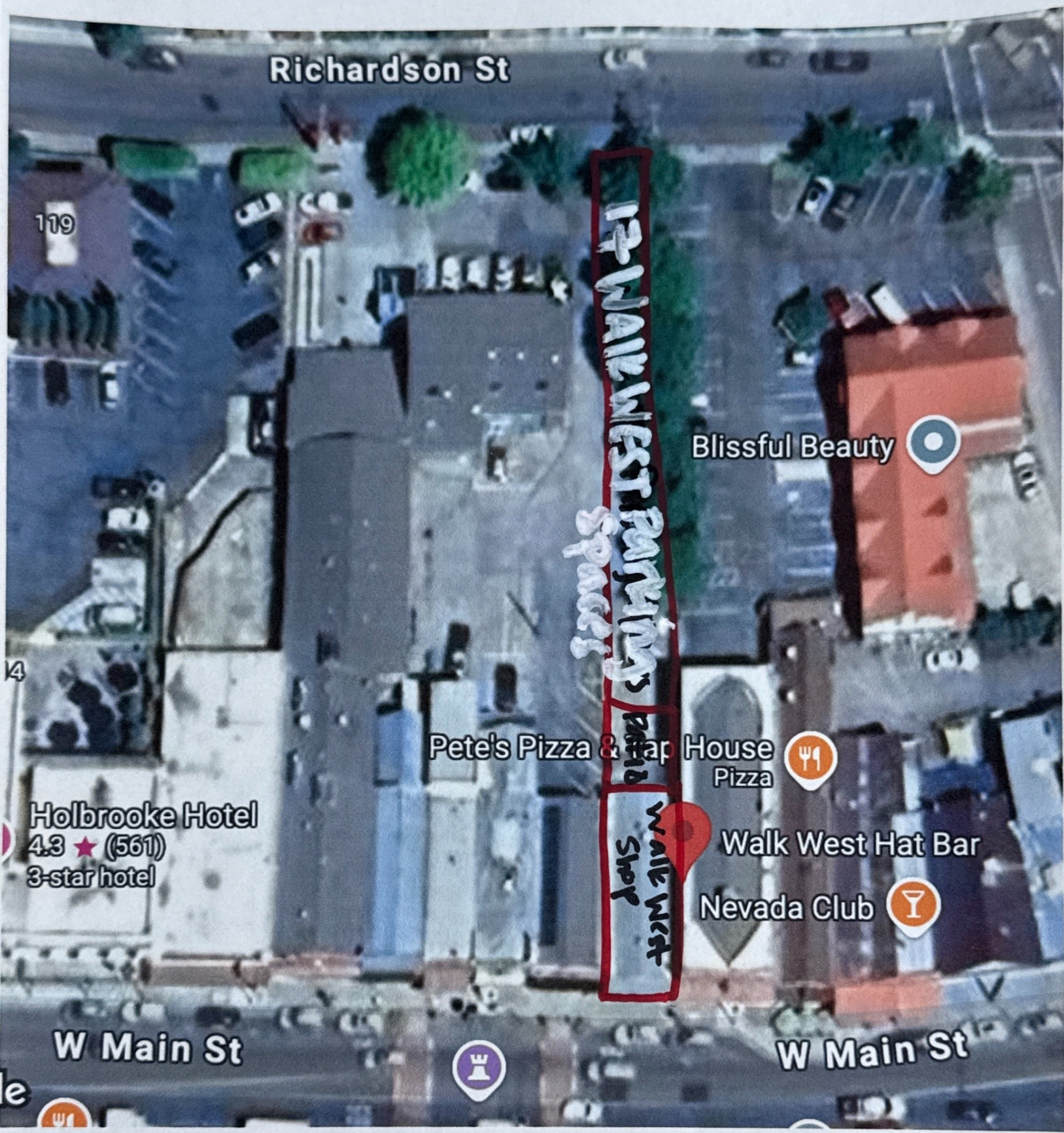
# Walk West Store Lay Out

Item # 1.



No outdoor use proposed at this time











## Amy Kesler-Wolfson

---

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

Hi Amy,

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

Thanks so much!

Alison  
530-488-6238

Sent from my iPhone