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## GRASS VALLEY

### Special Development Review Committee Meeting

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Tuesday, July 15, 2025 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.**

### 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. Minor Sign Review for Soulspace Collective above-awning sign (25PLN-23)  
Location/APN: 206 West Main Street / 008-342-016

Environmental status: Categorical Exemption

**Recommendation:** 1. That the Development Review Committee approve the Minor Sign Review permit for Soulspace Collective as presented, or as modified by the Development Review Committee, 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 Minor Sign Review permit as presented in the Staff Report; and, c. Approve the Minor Sign Review permit in accordance with the Conditions of Approval, as presented in this Staff Report.

## **ADJOURN**

## **POSTING NOTICE**

This is to certify that the above notice of a meeting of a Special Development Review Committee Meeting, scheduled for Tuesday, July 15, 2024, at 9:00 a.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Thursday, July 10, 2024.

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Taylor Whittingslow, City Clerk



**DEVELOPMENT REVIEW  
COMMITTEE  
STAFF REPORT  
JULY 15, 2025  
(Special Meeting)**

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

**DATA SUMMARY**

**Application Number:** 25PLN-23  
**Subject:** Minor Sign Review for Soulspace Collective above-awning sign.  
**Location/APNs:** 206 West Main Street / 008-342-016  
**Applicant:** Carly Eisner, business owner  
**Zoning/General Plan:** Town Core – Historic Combining (TC-H) / Commercial  
**Entitlement:** Minor Sign Review Permit  
**Environmental Status:** Categorical Exemption

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**RECOMMENDATION:**

1. That the Development Review Committee approve the Minor Sign Review permit for Soulspace Collective as presented, or as modified by the Development Review Committee, 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 Minor Sign Review permit as presented in the Staff Report; and,
  - c. Approve the Minor Sign Review permit in accordance with the Conditions of Approval, as presented in this Staff Report.

**BACKGROUND:**

Built in 1965, 206 West Main Street is a 3,950 square foot commercial structure. The building is considered a priority 3 structure, which is one that lacks significance and historic integrity due to major alterations or additions, but which may be recoverable through restoration. The Grass Valley Design Review Guidelines for the 1872 Historic Townsite note that, historically, signs in the historic district were manufactured of wood and were hand painted. Signs were mounted to exterior walls using cleats or metal brackets, or adhered to buildings using chains or ropes. Today, the façade of the building at 206 West Main Street consists of street-level windows and an awning or canopy that spans the entire frontage width. Since 1995, approved signage on the building front has only included sidewalk signage suspended from the canopy, though a projecting roof-mounted sign was installed at some point. A sidewalk sign,

suspended from the canopy was recently approved for Soulspace Collective at this space with an area of 7.875 square feet.



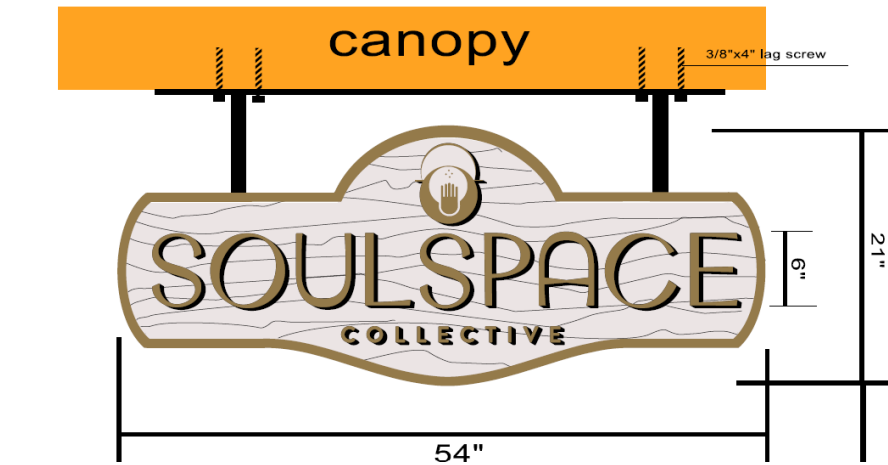
***Existing storefront façade***

### **PROJECT PROPOSAL:**

This Minor Sign Review permit is for a proposed “Soulspace Collective” wall-mounted sign above the existing canopy. The “Soulspace” lettering measures 10 feet, 7 inches in length by 18 inches in height, and “Collective” measures 4 feet, 3 inches in length and 4 inches in height, for a total square footage of approximately 17.022 square feet. The sign will be centered on the building, above the front door. The sign will be composed of individual aluminum letter that are  $\frac{3}{4}$  inches thick and painted black.



***Proposed Above-Awning Sign***



**Previously approved signage**

**Regulatory Authority:** The Community Design Guidelines call for signs “to be compatible with other signs on the premises,” and to be “designed as an integral architectural element of the project.”

Pursuant to Section 17.28.040 of the GVMC, a sign permit for signs located above the awning in the Historical combining zone, where there was not previously a sign, is to be reviewed and approved, denied, or approved with conditions by the Development Review Committee (DRC), with consultation from “persons and agencies and organizations knowledgeable in the history of Grass Valley.” The historical commission reviewed the proposed signage at their meeting of July 8, 2025 and recommended that the DRC approve the sign as presented.”

Table 3-11 of the GVMC limits total signage for a commercial business to 1 square foot per lineal feet of tenant frontage. In this case, the signage limitation is 40 square feet. The total square footage of the previously approved suspended sign and the proposed above-awning sign is 24.897 square feet and is therefore in compliance with the signage area limitation.

### **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. The Historical combining zone (-H) is intended to identify important cultural resource sites and structures in the city, to ensure that any proposal to alter the state of the site or structure is carefully considered prior to implementation.

### **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 visitors to Mill Street and increase visibility of the store. Therefore, will not result in expansion of use of the commercial property.

### **FINDINGS:**

1. The City received a complete application for Minor Sign Review 25PLN-23.
2. The Grass Valley Development Review Committee reviewed Minor Sign Review application 25PLN-23 at their regular meeting on June 24, 2025.
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 consistent with the City's General Plan and any specific plan.
5. The proposed sign relates to the architectural design of the structure.
6. The proposed sign does not unreasonably block the sight lines of existing signs on adjacent properties.
7. The placement and size of the sign will not impair pedestrian or vehicular safety.
8. The design, height, location, and size of the sign is visually complementary and compatible with the scale, and architectural style of the primary structures on the site, any prominent natural features on the site, and structures and prominent natural features on adjacent properties on the same street.
9. The proposed sign, as conditioned, is in substantial compliance with the design criteria in Subsection 17.38.060.F (sign design criteria and guidelines) and the city's design guidelines.

### **B. RECOMMENDED CONDITIONS:**

1. The final design shall be consistent with the Minor Sign Review application and plans provided by the applicant and approved by the Development Review Committee (25PLN-23). 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.
2. 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.

3. Prior to any work occurring, a building permit shall be obtained from the Community Development Department, Building Division.
4. An approved Encroachment Permit shall be obtained from the Engineering Division prior to any work being done within the City right of way.
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.

**ATTACHMENTS:**

1. Vicinity Map
2. Aerial Map
3. Universal Application
4. Sign Drawing

**Soulspace Minor Sign Review  
206 West Main Street  
(25PLN-23)**

**Attachment List**

1. Vicinity and Aerial Exhibit
2. Universal Application
3. Sign Proposal Exhibit

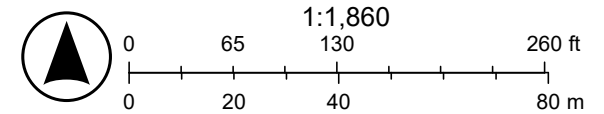


# 206 W Main - Aerial

Item # 1.



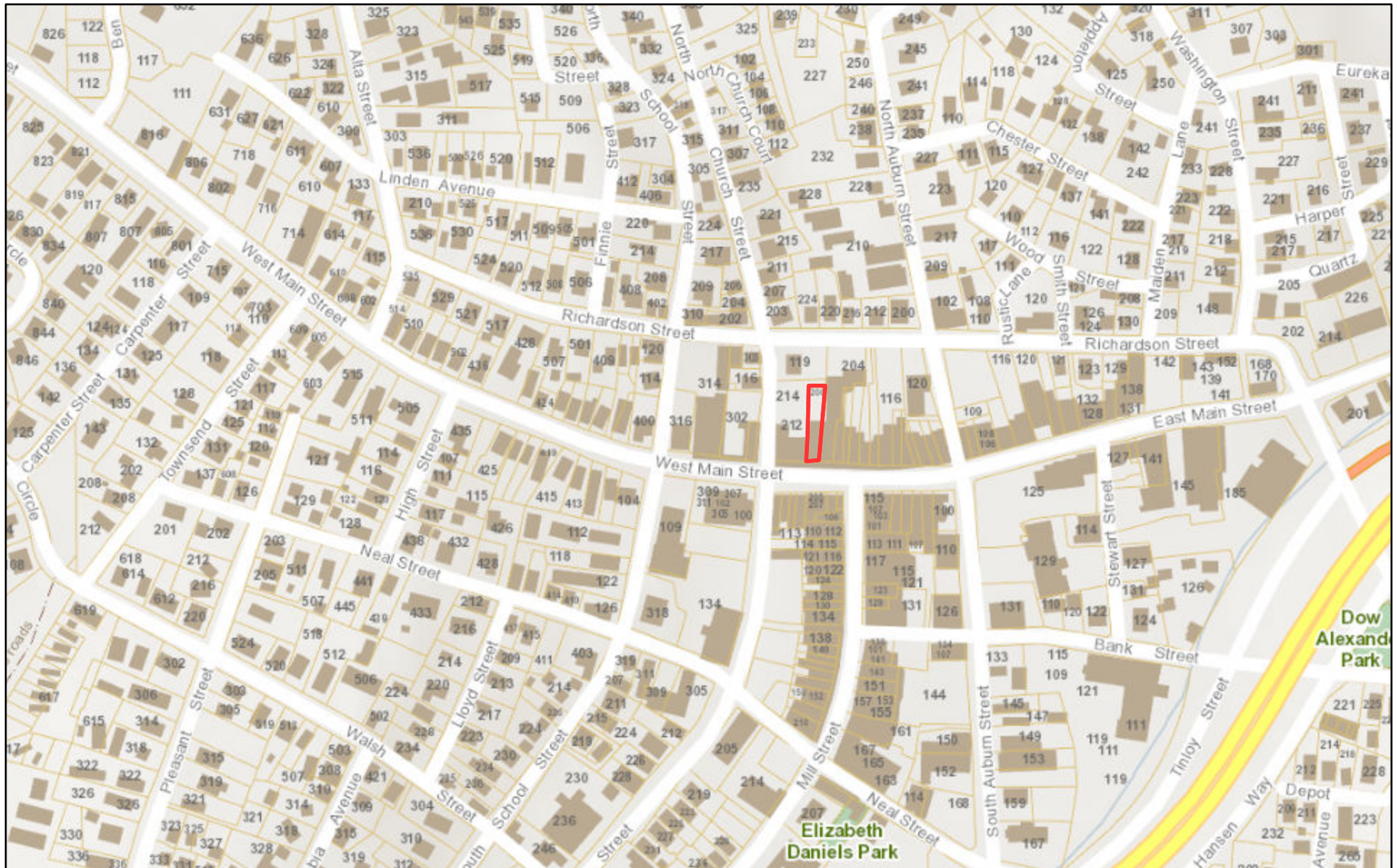
7/1/2025, 11:06:35 AM



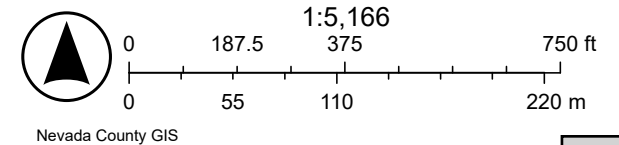


# 206 W Main - Vicinity

Item # 1.



7/1/2025, 11:04:06 AM



# UNIVERSAL PLANNING APPLICATION



Item # 1.

## Application Types

### Administrative

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

### Development Review

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

### Entitlements

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

### Environmental

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

☐

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

### Sign Reviews

☒

Minor – DRC, Historic District, Monument Signs  
or other districts having specific design criteria  
\$330.00

☐

Major – Master Sign Programs  
\$1,407.00

☐

Exception to Sign Ordinance  
\$1,046.00

### Subdivisions

☐

Tentative Map (4 or fewer lots)  
\$3,788.00

☐

Tentative Map (5 to 10 lots)  
\$5,267.00

☐

Tentative Map (11 to 25 lots)  
\$7,053.00

☐

Tentative Map (26 to 50 lots)  
\$9,668.00

☐

Tentative Map (51 lots or more)  
\$14,151.00

☐

Minor Amendment to Approved Map (staff)  
\$1,208.00

☐

Major Amendment to Approved Map  
(Public Hearing) \$2,642.00

☐

Reversion to Acreage  
\$829.00

☐

Tentative Map Extensions  
\$1,136.00

☐

Tentative Map - Lot Line Adjustments/Merger  
\$1,325.00

☐

### Use Permits

☐

Minor Use Permit - Staff Review  
\$562.00

☐

Major Use Permit - Planning Commission Review  
\$3,292.00

### Variances

☐

Minor Variance - Staff Review  
\$562.00

☐

Major Variance - Planning Commission Review  
\$2,200.00

Application	Fee
	330.00
Total*:	\$

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



<u>Applicant/Representative</u>		<u>Property Owner</u>	
Name: Carly Eisner	Name: Adam Eisenberg		
Address: 5408 Jordan St. Nevada City, CA 95959	Address: 206 West Main St. Grass Valley, CA 95945		
Phone: (415) 414-4331	Phone: (818) 445-9442		
E-mail: carly@soulspacecollective.org	E-mail: adam@soulspacecollective.org		
<u>Architect</u>	<u>Engineer</u>		
Name:	Name:		
Address:	Address:		
Phone: ( )	Phone: ( )		
E-mail:	E-mail:		

## 1. Project Information

- Project Information
- a. Project Name SoulSpace Collective
- b. Project Address 206 West Main St. Grass Valley, CA 95945
- c. Assessor's Parcel No(s) \_\_\_\_\_  
(include APN page(s))
- d. Lot Size \_\_\_\_\_

## 2. Project Description

Adding 2 signs to the front of  
the building

- 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 \_\_\_\_

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.

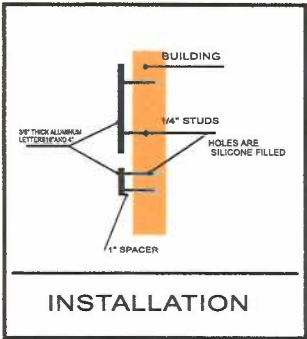
I hereby certify, to the best of my knowledge, that the above statements are correct.

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):	



10'-7"  
16" SOULSPACE  
COLLECTIVE  
4'-3"

3/8" THICK FCO ALUMINUM LETTERS  
PAINTED BLACK  
TO BE STUD MOUNTED  
ONE SET 16.5" TO BE SOULSPACE  
AND ONE SET 4" TO READ COLLECTIVE



**Simply Signs**  
Dennis Jochim  
7801 SUNRISE BLVD #0  
CITRUS HEIGHTS, CA 95610  
CA Lic #C000005  
djochim@simplysigns.com  
www.isimplysigns.com

SOULSPACE  
COLLECTIVE  
206 W. MAIN ST  
GRASS VALLEY, CA