



**DEVELOPMENT
REVIEW
COMMITTEE
August 11, 2026**

PROJECT SUMMARY

Application Number: 26PLN-0029
Entitlement: Minor Development Review
Subject: Proposed two new windows on the rear north elevation of building, associated with proposed residential unit.
Location/APN: 148 Mill Street (APN: 008-371-007)
Applicant: James Arbaugh (Applicant/Owner), Gary Burke (Representative/Architect)
Zoning/General Plan: Town Core (TC) and Historical (H)/Commercial (C)
Environmental Status: Categorical Exemption, Section 15301, Existing Facilities (Class 1).
Prepared by: Vanessa Franken, Associate Planner

RECOMMENDATION

1. Planning staff recommend the Development Review Committee to approve the proposed exterior modification associated with the new residential unit, as presented or as modified at the public meeting, which includes the following actions:
 - a. Determine the project Categorically Exempt pursuant to Section 15301, Existing Facilities (Class 1), of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report;
 - b. Adopt the Findings of Fact for approval of the Minor Development Review as presented in the Staff Report; and,
 - c. Approve the Minor Development Review Application that details a proposal of a new residential unit within the second story of existing building, above the ground level retail storefront. To include two new windows proposed on the north elevation, as presented or as modified at the public meeting, in accordance with the Conditions of Approval, attached to this Staff Report.

GENERAL PLAN AND ZONING

General Plan: The Grass Valley 2020 General Plan identifies the site as Commercial (C). 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 allows for 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.

BACKGROUND

The historic downtown is an eclectic blend of architecture, dating from the 1850's through the 1940's. The subject building is an interior lot; to the left of the building is a retail storefront (Goatmilk sundries) and to the right is an additional retail store front (Good Times skate shop). The project property is made of a single building, with a one-story portion of the building facing Mill Street and the rear facing portion of the building being constructed as a two-story building, the building is constructed of masonry and stucco. The property is located within the City's "Downtown Historic District" (1872 Historic District and Townsite), which envelopes some of the City's earliest commercial buildings.

Today, the building is considered a "Priority 3", or "non-contributing", rating in the Grass Valley Historical Inventory.

- A "Priority 3" rating is applied to "properties that lack significance due to major alterations or additions, [although] may be recoverable through restoration" per City of Grass Valley Historic Design Review Guidelines.
- The property has been inventoried onto the City of Grass Valley ["Historical Resources Inventory"](#), as the aforementioned rating, due to lack of substantial historical integrity.
- The city utilizes two classifications to designate historic resources and properties. The two categories of historic significance are the "contributing" and "non-contributing" properties, per [Section 17.52.050 – Historic Resource Designation](#).

Notable Building Features:

- Constructed mid-1850s, per Sanborn Fire Insurance Maps.
- 1930s storefront display window cases.
- Wood panel skirting and a wooden door entrance into the jeweler.
- Modified full-width veranda supported by steel poles.
- Remnants of a parapet roof, integrity loss to modern renovation over time.
- Original brick masonry on building face has been covered with stucco.

PROJECT PROPOSAL

A total of (1) exterior modifications to the subject building make up the applicant's work scope. The modification is associated with the addition of a new residential unit to meet CA Building Code requirements for habitable space. A residential unit is allowed by zoning right in the "TC" zone, per [Section 17.21.040 – Town Core \(TC\) Standards](#). The new unit is proposed as a 840 SF with a single bedroom and single bath.

1. Add (2) windows to the rear north elevation, which is the two-story portion of the building.
 - Proposed residential unit is not visible from pedestrian view on Mill Street frontage.
 - Windows are associated with proposed new residential unit.
 - Windows are required to meet Building Code requirements for habitable space.

- Rear portion of building faces the City owned South Church Street parking lot.
- Windows exist along rear portion of building (south facing elevation), new windows will identically match.
 - Proposed windows are single hung, with simulated divided lites, and “1 X 4” Hardie Trim.
 - Color of window/ Hardie Trim will match existing paint colors.
 - Proposed windows are a bronze fiberglass material.
 - Proposed windows dimensions are 3-feet X 5-feet.
 - Existing windows are bronze anodized aluminum windows. Current CA Energy Code no longer allows for metal windows.

REGULATORY AUTHORITY – HISTORICAL COMMISSION

The locally adopted design guidelines express community preferences for preservation, enhancement, and development. Design standards are to aid in decision making on enhancement of existing buildings. Utilization of the [Design Review Guidelines for the 1872 Historic Townsite](#) (“DRCHT”) state to start the assessment of a historic building by defining the features of the building that are specific and unique to the characteristics and related architectural style.

The following points below provides citations of adopted City design goals that showcase how the proposed work scope supports the 1872 Design Guideline recommendations. Recommendations stem from the [“Design Review Guidelines for the 1872 Historic Townsite”](#) (2010), Section 6.3.4 Windows and Doors, manual (PDF pages 83-89), to include:

- Windows and doors on the fronts of buildings should be preserved. Avoid creating additional opening or removing existing [windows] on facades that are visible from the street.
- Preserve the historic ratio of window openings to solid wall. Significantly increasing the amount of glass will negatively affect the integrity of a structure.
- Vinyl clad and aluminum windows are generally inappropriate.
- A new window, if needed, should be placed in a secondary façade and not the primary façade. A new opening should be similar in location, size, and type to those seen traditionally. A general rule for a window opening is that the height should be twice the dimension of the width. Windows should be simple in shape, arrangement, and detail.

Utilization of Regulations

Per [Chapter 17.52, Cultural and Historic Preservation](#), [Section 15.52.070.C.1 – Project Evaluation and Review Process](#), “While the focus of this section is on properties rated as Priority 1 and 2, the City will also encourage property owners with Priority 3 and 4 properties to use the guideline.”, “The development review committee and/or planning commission shall consider the guidelines in its decision and make recommendations to encourage compliance.

- A *determination for substantial compliance with design guidelines* from the Development Review Committee (DRC) is requested upon consideration of approval.

ENVIRONMENTAL DETERMINATION

The proposed project scope qualifies for a Categorical Exemption pursuant to Section 15301, Existing Facilities (Class 1), of the California Environmental Quality Act (CEQA) and Guidelines. A Class 1 Categorical Exemption consists of the following examples but are not limited to: interior/exterior alterations, 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 modifications are considered to align with subsection (a); interior/exterior alterations.

- The CA Environmental Quality Act (CEQA) provides specific treatment measures for significant historic resources and the establishment of clear and concise local guidance for the preservation and enhancement of such resources, which inevitably lends clarity and certainty to the review of development applications involving designated or significant historic resources (Priority Rating 1 - 2) within Grass Valley's 1872 Historic Townsite.

FINDINGS

1. The City received a complete application for Minor Development Review application (26PLN-0029) on July 08, 2026.
2. The Development Review Committee makes the determination that the addition of the proposed (2) new windows are in conformance with overarching design recommendations.
3. This project is consistent with City's General Plan.
4. The project is consistent with the applicable sections and development standards in the Development Code.
5. The project complies with the City of Grass Valley Historic Design Review Guidelines.
6. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Development Code and the Municipal Code.
7. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
8. 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.

ATTACHMENTS

1. Aerial Map

Exterior Modification (Addition of Two Windows) in association with Proposed New Residential Unit – Minor Development Review (26PLN-0029)

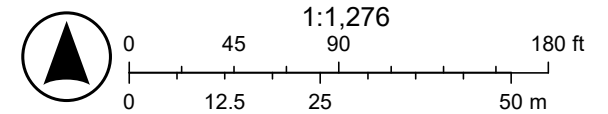
2. Vicinity Map
3. Universal Application
4. Site Inspection – Existing Elevations (Photos)
5. Project Plans – New Residence (Floor Plan)
6. Project Plans – Site Plan (Existing/Proposed Elevations)
7. Draft Conditions of Approval

Aerial Map - 148 Mill Street

ATTACHMENT 1

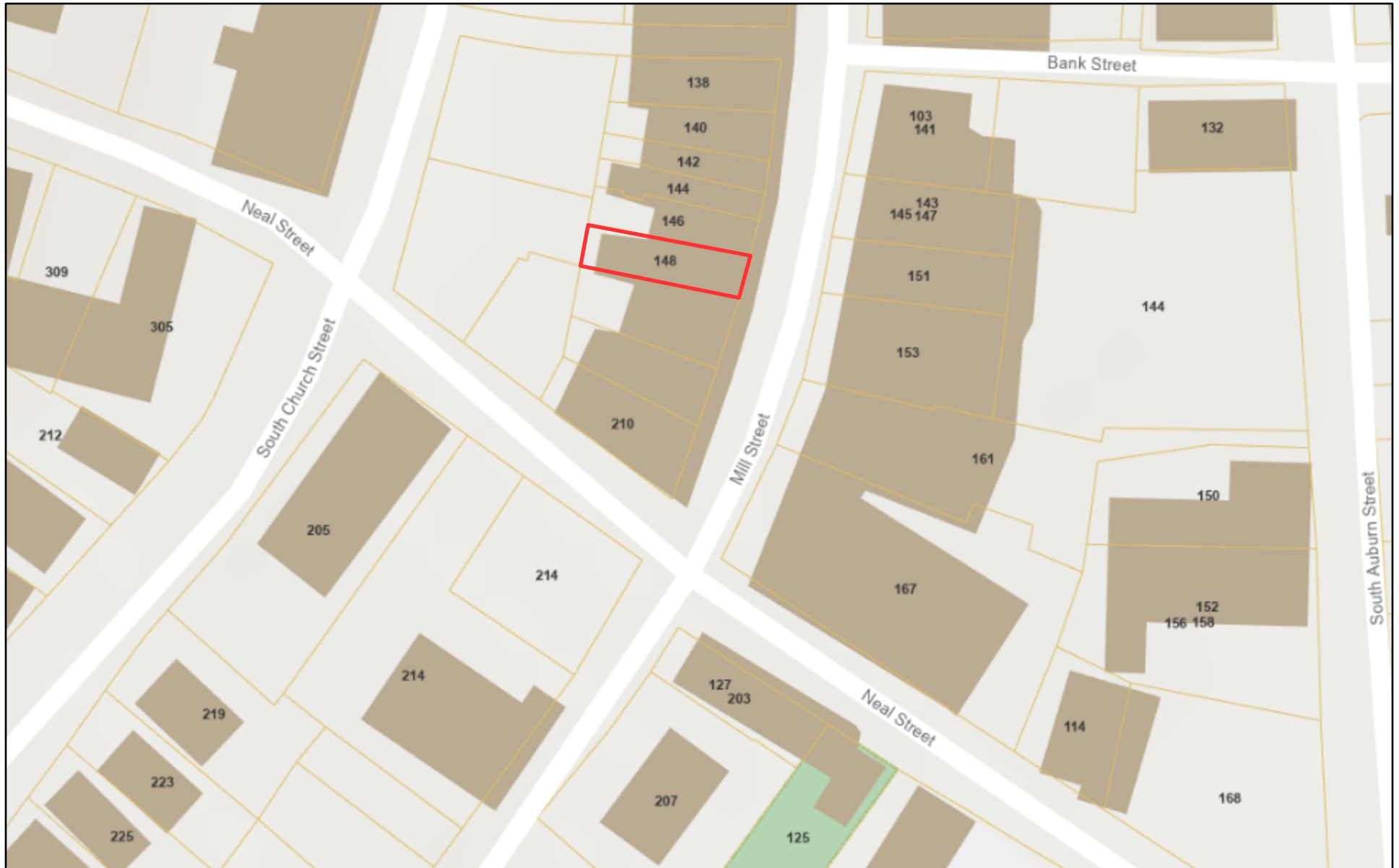


8/3/2026, 3:22:53 PM

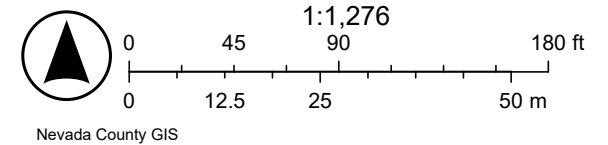


Vicinity Map - 148 Mill Street

ATTACHMENT 2



8/3/2026, 3:23:30 PM



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.
\$1,966.00
- ☐ 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
Total*:	\$

*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 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 1st** 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 Minimis Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.

<u>Applicant/Representative</u>			<u>Property Owner</u>		
Name:	Gary A Burke		Name:	James Arbaugh	
Address:			Address:		
Phone:			Phone:		
E-mail:			E-mail:		

<u>Architect</u>		<u>Engineer</u>	
Name:	Gary A Burke	Name:	
Address:		Address:	
Phone:		Phone: ()	
E-mail:		E-mail:	

1. Project Information

a. Project Name 148 Mil Street Living Unit

b. Project Address 148 Mill Street

c. Assessor's Parcel No(s) 008-371-007
(include APN page(s))

d. Lot Size

2. Project Description Add a living unit in an existing space above an existing business. The living unit requires egress out of the bedroom.

We are proposing to add two windows on the north side of the existing space. The windows will match the style of the existing windows on the west side of the existing space.

[illegible]

3. General Plan Land Use: C GVCity

4. Zoning District: TC-H GVCity

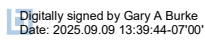
4. **Cortese List:** Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y ____ N x ____

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).

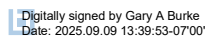
5. **Indemnification:** The City has determined that City, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney's fees, litigation expenses, court costs or any other costs arising out of 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 16th 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 15th 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: _____ Gary A Burke  Digitally signed by Gary A Burke
Date: 2025.09.09 13:39:44-07'00'

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

Applicant Signature: _____ Gary A Burke  Digitally signed by Gary A Burke
Date: 2025.09.09 13:39:53-07'00'

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

Exterior Modification (Addition of Two Windows) in association with Proposed New Residential Unit – Minor Development Review (26PLN-0029)

Site Inspection

Existing Elevations

Photo 1 (below), view looking east towards “rear” of 148 Mill Street building. This building faces towards the South Church Street City of Grass Valley public parking lot.



Exterior Modification (Addition of Two Windows) in association with Proposed New Residential Unit – Minor Development Review (26PLN-0029)

Photo 2 (below), view looking south east towards “rear” corner of 148 Mill Street building. “Goodtimes” commercial retail/skate shop is pictured to left.



Exterior Modification (Addition of Two Windows) in association with Proposed New Residential Unit – Minor Development Review (26PLN-0029)

Photo 3 (below), view looking south towards north façade of 148 Mill Street building.



NOTE: PICTURE OF EXISTING NORTH FACADE

EXISTING NORTH ELEVATION

NTS

Exterior Modification (Addition of Two Windows) in association with Proposed New Residential Unit – Minor Development Review (26PLN-0029)

Photo 4 (below), view looking west towards the primary frontage of 148 Mill Street building. Photo is from pedestrian view, proposed windows are not visible.



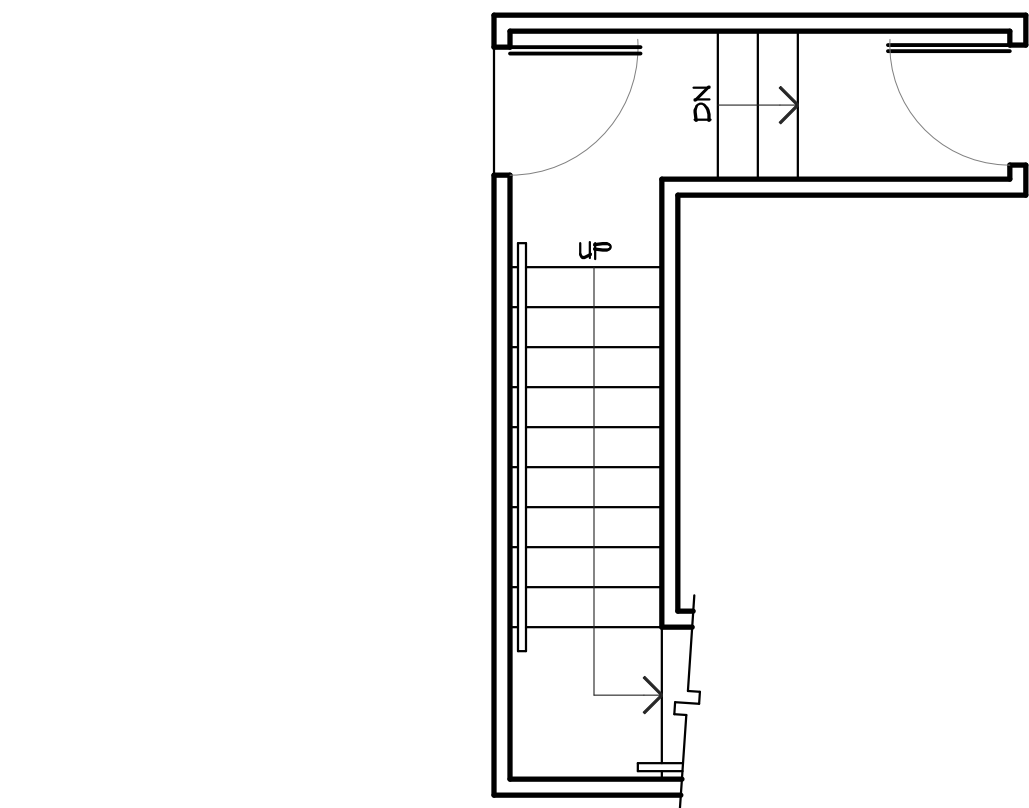
NOTE: EXISTING MILL STREET FACADE -
SHOWS THAT THE UNIT IS NOT VISIBLE
FROM MILL STREET

EAST ELEVATION

NTS



NEIGHBORHOOD SITE PLAN



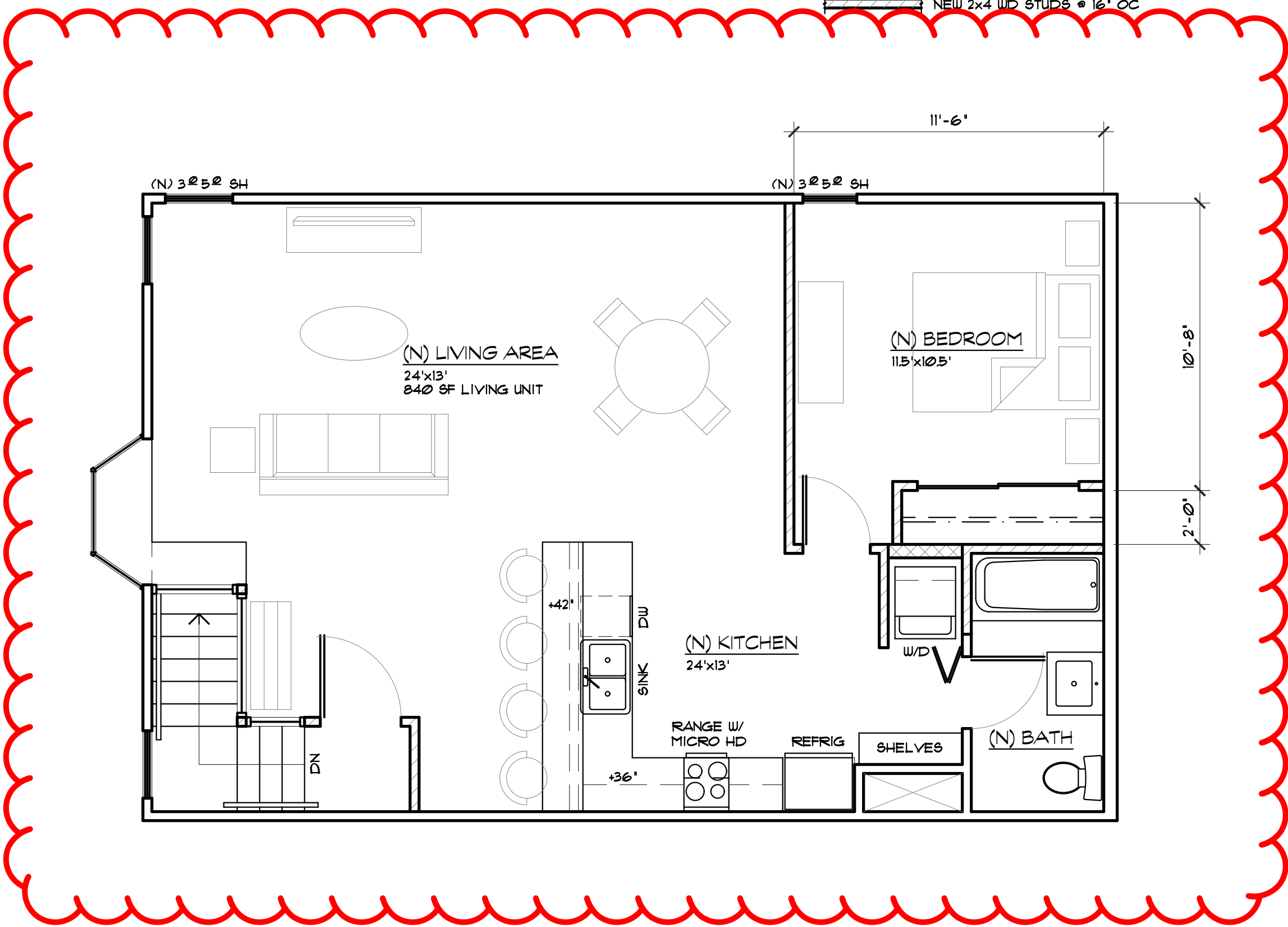
EXISTING ENTRY PLAN

PROPERTY OWNER

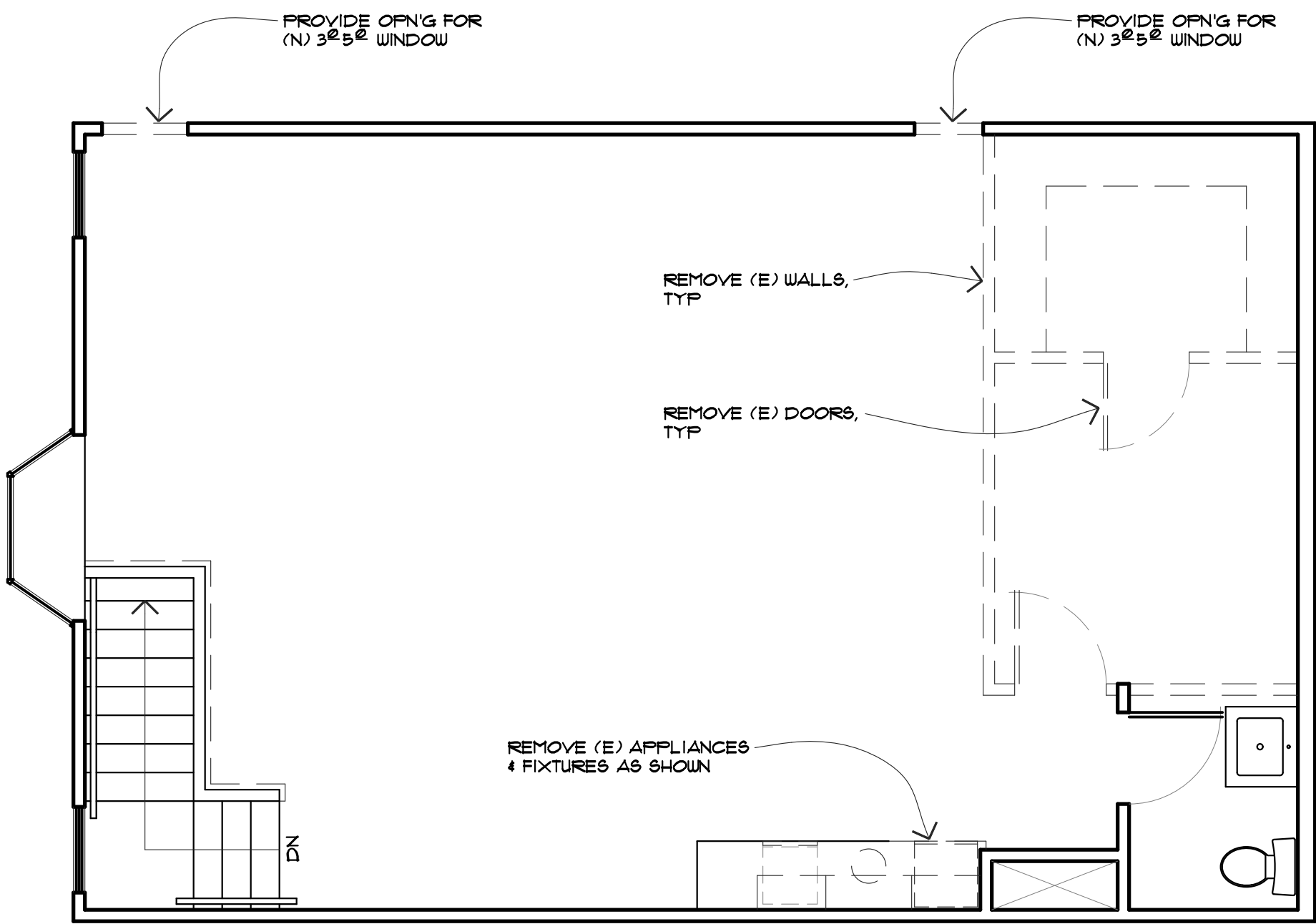
JAMES ARBAUGH
124 MILL STREET
GRASS VALLEY CA 95945
530-277-5585
james@stuckijewelers.com

LEGEND

- EXIST. WALLS TO REMAIN
- EXIST. WALLS TO BE REMOVED
- NEW 2x6 STUDS @ 16" OC W/ BATT INSULATION - USE 2x6 TIMBERSTRAND LSL WOOD STUDS @ WALLS GREATER THAN 16'-0"
- NEW 2x6 STUDS @ 16" OC - USE 2x6 TIMBERSTRAND LSL WOOD STUDS @ WALLS GREATER THAN 16'-0"
- NEW 2x4 WD STUDS @ 16" OC



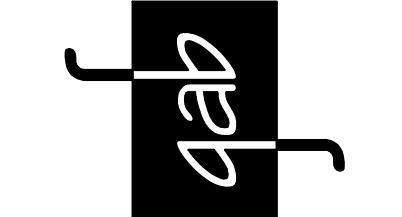
PROPOSED FLOOR PLAN



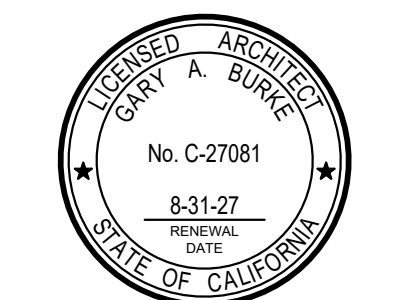
DEMOLITION PLAN

REVISIONS	DATE

GARY A BURKE, ARCHITECT
148 CELESTA DRIVE
GRASS VALLEY, CA 95945
(530) 575-0336 gary@garyburke.com
CALIFORNIA LICENSE NUMBER C-27081



NEW LIVING UNIT FOR:
JAMES ARBAUGH
148 MILL STREET
GRASS VALLEY, CALIFORNIA
APN: 008-371-007



JOB: 26-2
SHEET: FLOOR PLAN
A-1
DATE: 7/6/26



NOTE: PICTURE OF EXISTING NORTH FACADE

EXISTING NORTH ELEVATION

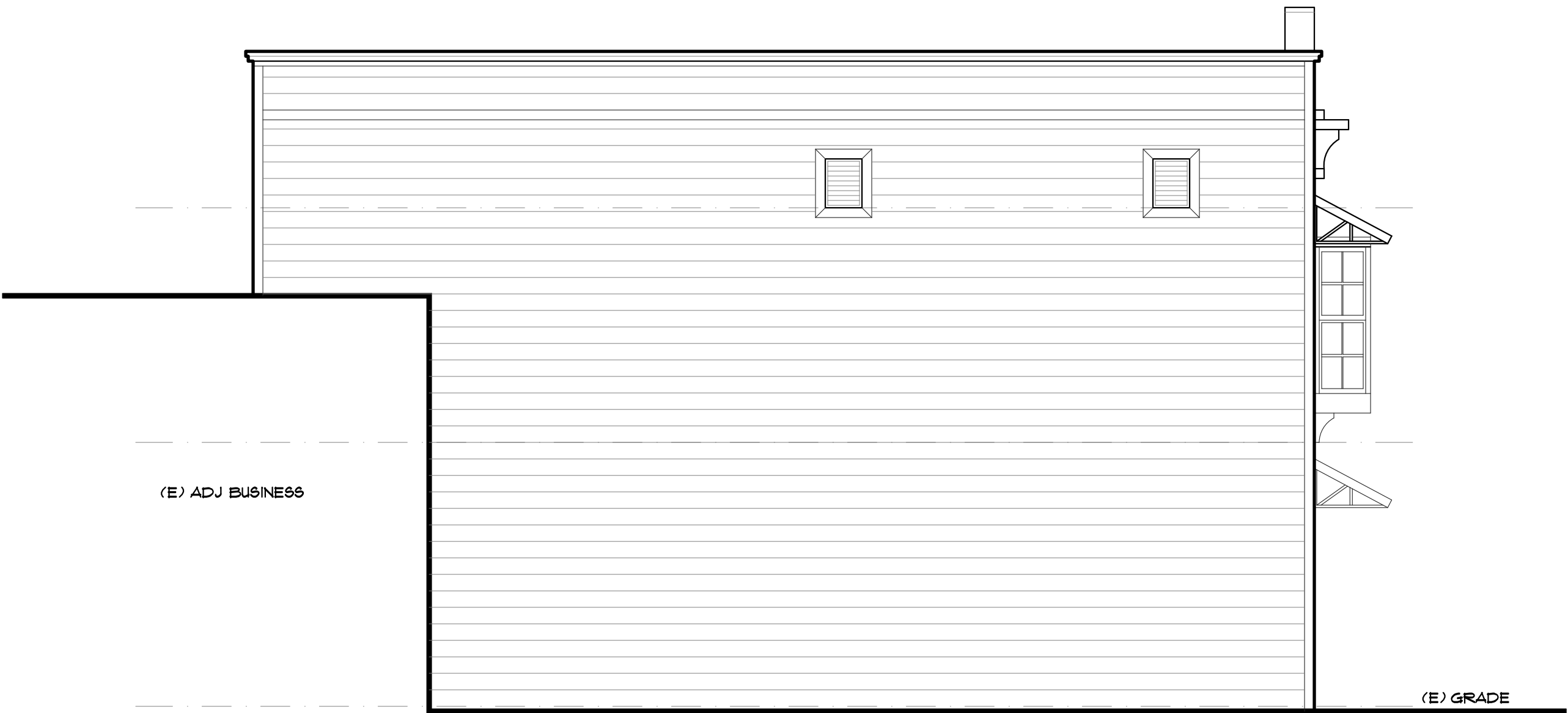
NTS



NOTE: EXISTING MILL STREET FACADE -
SHOWS THAT THE UNIT IS NOT VISIBLE
FROM MILL STREET

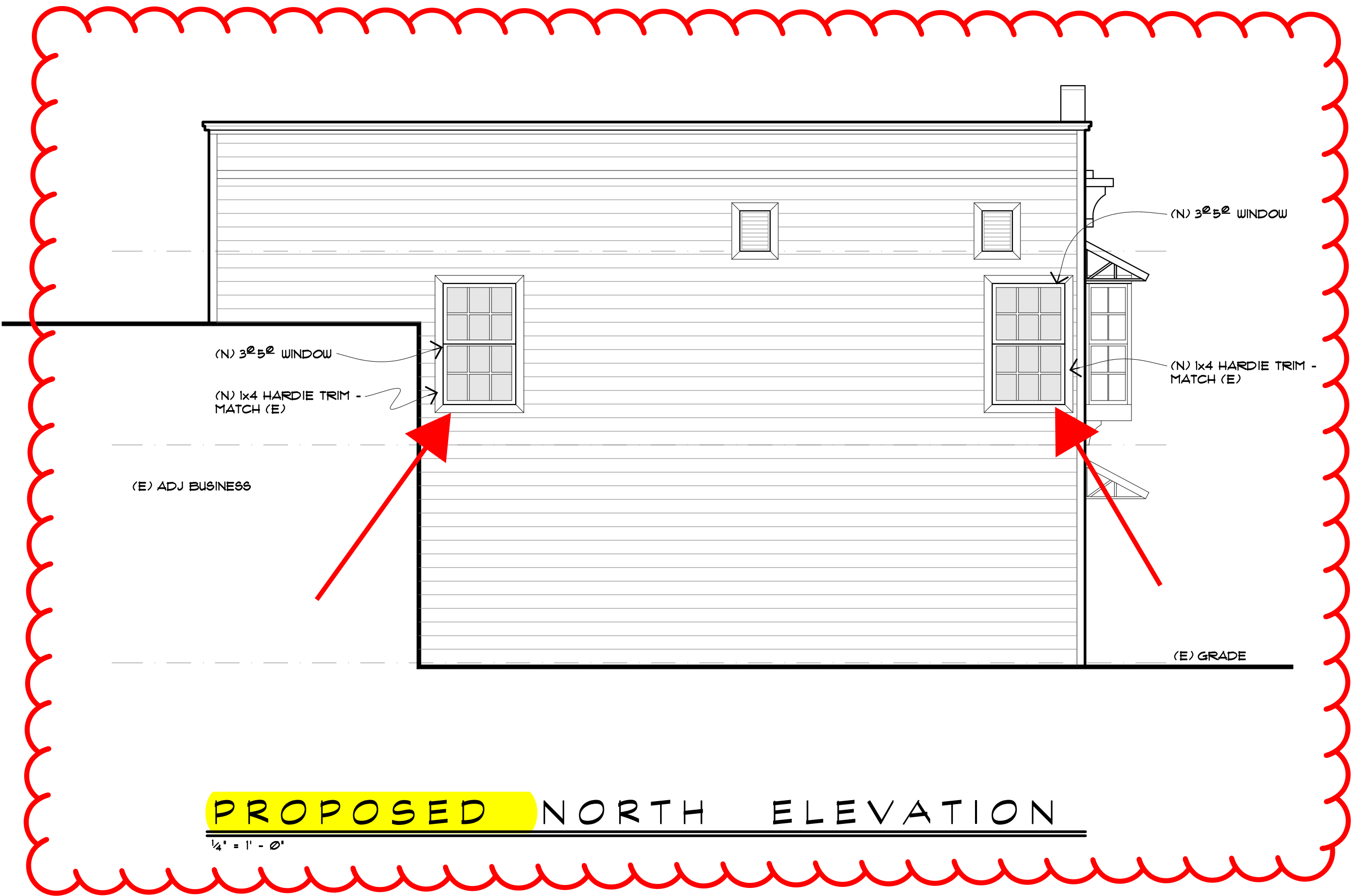
EAST ELEVATION

NTS



EXISTING NORTH ELEVATION

1/4" = 1' - 0"

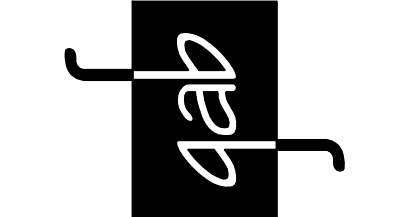


PROPOSED NORTH ELEVATION

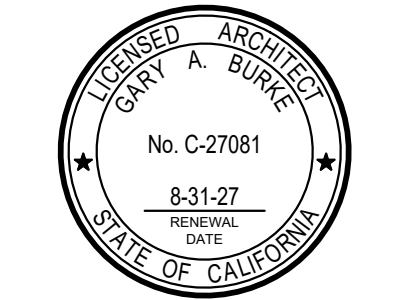
1/4" = 1' - 0"

Δ	REVISIONS	DATE

GARY A BURKE, ARCHITECT
148 CELESTA DRIVE
GRASS VALLEY, CA 95945
(530) 575-0336 gary@garyburke.com
CALIFORNIA LICENSE NUMBER C-27081



NEW LIVING UNIT FOR:
JAMES ARBAUGH
148 MILL STREET
GRASS VALLEY, CALIFORNIA
APN: 008-371-007



JOB: 26-2
SHEET: EXTERIOR ELEV
A-2
DATE: 7/6/26



DRAFT CONDITIONS OF APPROVAL

Application Number: 26PLN-0029
Location/APN: 148 Mill Street (APN: 008-371-007)
Applicant: James Arbaugh (Applicant/Owner), Gary Burke
(Representative/Architect)
Prepared by: Vanessa Franken, Associate Planner

STANDARD CONDITIONS

1. The approval date for Development Review Committee review of the proposed application is 08/25/2026, with an effective date of 09/09/2026, pursuant to [Section 17.74.020 – Effective Date of Permit](#), per Grass Valley Municipal Code. This project is approved for a period of two years and shall expire on 08/25/2028, 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.
2. The final design shall be consistent with the Development Review application, plans provided by the applicant, or as 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. Prior to any work occurring, building permits shall be obtained from the Community Development Department, Building Division. New occupancy will determine necessity for fire sprinklers, fire walls/partitions separating commercial and residential spaces, and that egress is not allowed on adjacent properties.

PLANNING DIVISION

1. An inspection prior to building final inspection of the future residential building permit is required. The inspection is to ensure completed window work is in compliance with approved plans.

FIRE

1. Address sign numerals shall be installed. Numerals shall be a minimum 4" tall with ½" stroke, be clearly visible from the lane and contrast with the background. CFC §505.1
2. Fire sprinkler plans, and Fire Alarm plans, calculations and material data sheets shall be submitted to the Fire Department for review and approval prior to installation (deferred submittal). The plans shall be submitted by a licensed C-16 fire sprinkler contractor or a California registered engineer and shall conform to NFPA #13D, 2025 edition, and the City of Grass Valley Municipal Code.
3. Smoke detectors are required within each bedroom, on the wall or ceiling immediately outside of each bedroom. CFC §907.2.11.2
4. Carbon monoxide detectors are required outside of each bedroom door. CFC §915.2.1
5. Solar photovoltaic roof system plans shall be submitted to the Fire Department for review and approval prior to installation (deferred submittal). Design and installation shall conform to Section 1205 of the 2025 California Fire Code, "Solar Photovoltaic Power Systems".