



PROJECT SUMMARY

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

MEMORANDUM BACKGROUND

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

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

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

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

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

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

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

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

ATTACHMENTS

1. Draft Conditions of Approval
2. Staff Report Package



DRAFT CONDITIONS OF APPROVAL

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STANDARD CONDITIONS

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

BUILDING DIVISION

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

FIRE MARSHAL

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

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

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

PLANNING DIVISION

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

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

ENGINEERING DIVISION

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

NEVADA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

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

NEVADA IRRIGATION DISTRICT (NID)

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

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



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RECOMMENDATION

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

BACKGROUND

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

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

Immediate neighbors to the project property are described below.

Surrounding Land Uses:

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

PROJECT PROPOSAL

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

The facility will operate to include:

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

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

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

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

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

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

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

ZONING AND GENERAL PLAN CONSISTENCY

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

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

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

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

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

ENVIRONMENTAL DETERMINATION

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

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

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

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

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

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

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

FINDINGS

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

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

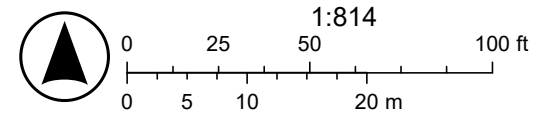
3. The City of Grass Valley Planning Commission reviewed the Use Permit application (26PLN-0007) at their regular meeting on May 19, 2026.
4. The proposed project is consistent with the Grass Valley 2020 General Plan because the project aligns with General Plan policies from multiple General Plan elements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

ATTACHMENTS

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



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



**UNIVERSAL PLANNING
 APPLICATION**



Application Types

Administrative

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

Development Review

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

Entitlements

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

Environmental

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

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

Sign Reviews

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

Subdivisions

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

Use Permits

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

Variances

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

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

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

ATTACHMENT 3

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 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.

ATTACHMENT 3

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: _____

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

Applicant Signature: _____

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



MILLENNIUM

PLANNING & ENGINEERING

471 Sutton Way, Suite 210
Grass Valley, CA 95945

530-446-6765
www.millenniumpe.com

ATTACHMENT 4

Project Description

136 Glasson Way
Use Permit

Site Information

Site Address: 136 Glasson Way, Grass Valley

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

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

General Plan: Office/Professional

Zoning: OP

Water: City of Grass Valley

Sewer: City of Grass Valley

Project Description

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

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

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

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

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

ATTACHMENT 4

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

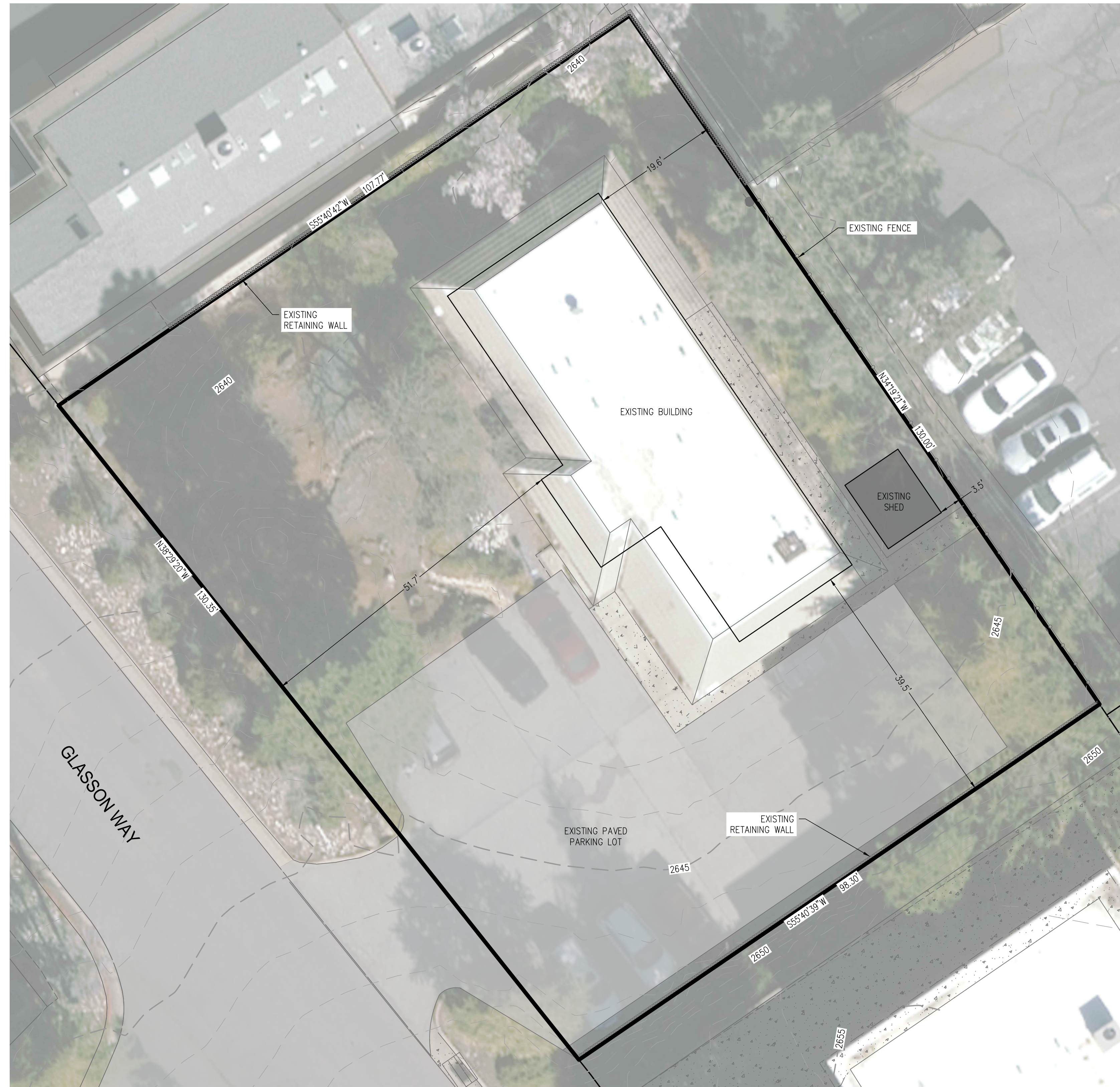
The property is currently zoned OP (Office Professional), a designation that permits professional offices, medical clinics, and related institutional uses. The proposed use as a Respite Care Facility and transitional/supportive housing is allowed within the OP zoning district, subject to approval of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

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

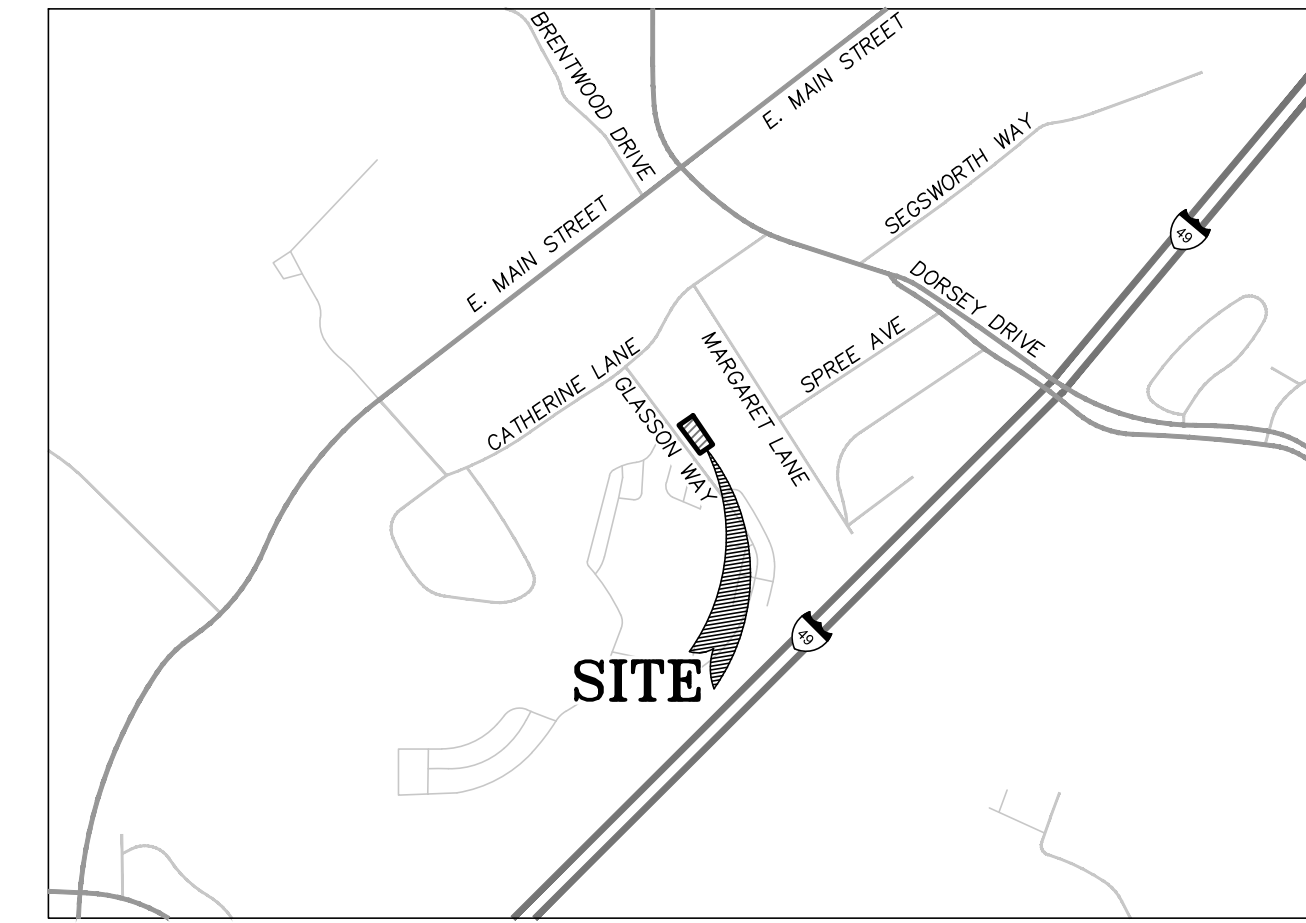
The existing parking lot can accommodate up to 12-13 parking spaces of sufficient size and backout. Based on the number of rooms and employees, there is an estimated minimum need for 7 parking spaces.

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



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

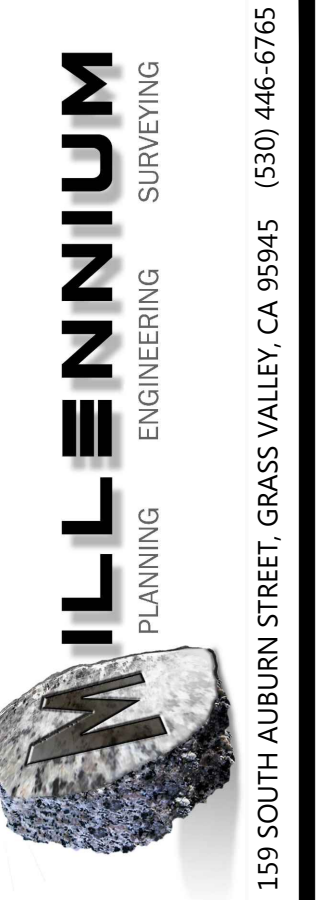


 **SITE PLAN**
 SCALE 1"=10'



 **VICINITY MAP**
 NOT TO SCALE

LEGEND	
	PROPERTY LINE
	EXISTING CONCRETE



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

REV.	DESCRIPTION	DATE

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

PROJECT INFORMATION

OWNER

KEVIN MARTIN
 11840 STREETER ROAD
 AUBURN, CA 95602

PROPERTY ADDRESS

136 GLASSON WAY
 GRASS VALLEY, CA 95945

MAP PREPARED BY

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

ASSESSOR'S PARCEL NUMBER

035-380-010

ZONING

OP GVCity

LOT AREA

0.31 ACRES

DESIGNED BY: DEC

DRAWN BY: DEC

PROJECT NO: 25-1211

DATE: JANUARY, 2026

SHEET NUMBER:

C1.0

Site Inspection Photos

Image 1 – Front of Existing Building and Parking Lot



Image 2 – Existing Landscape Planter (Building Front)

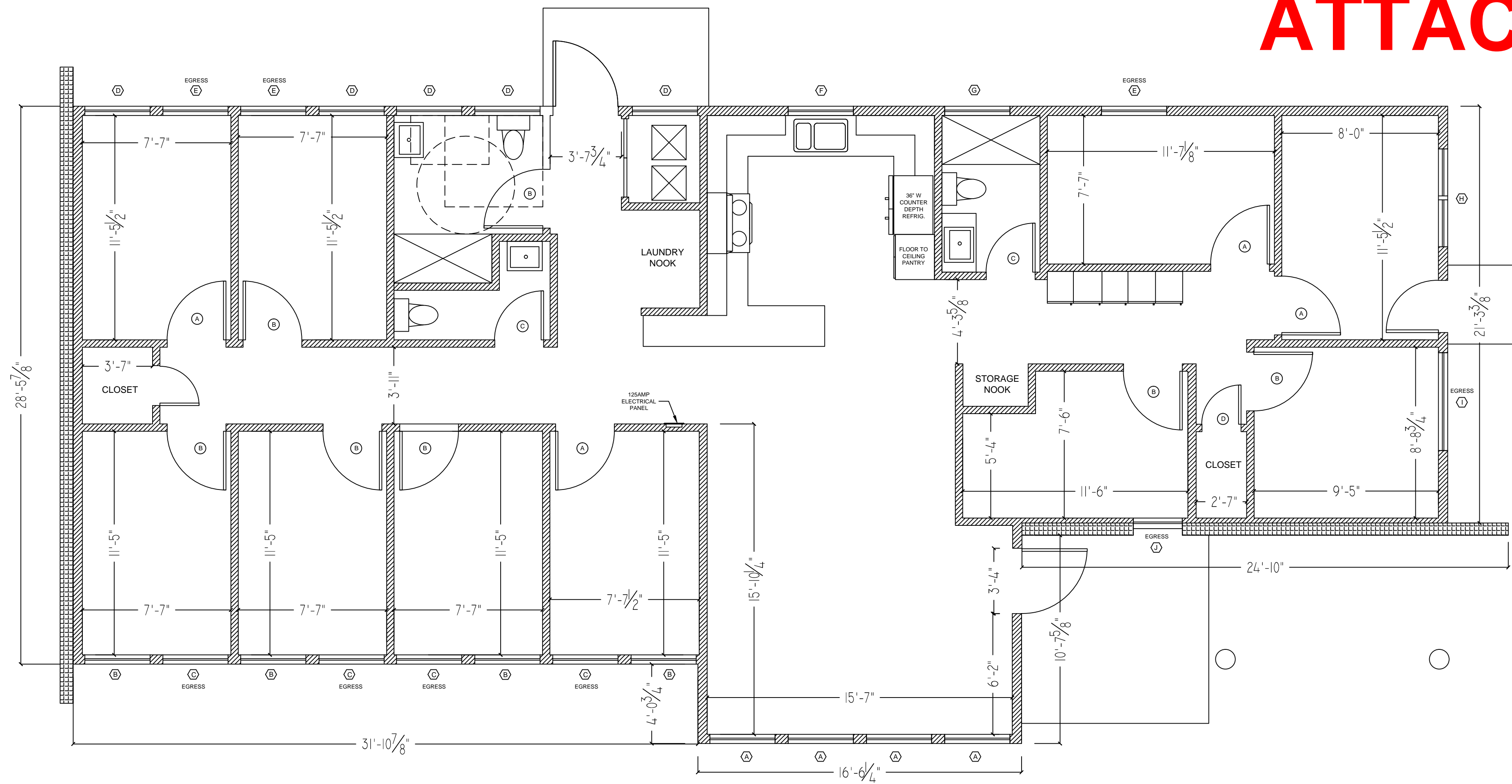


ATTACHMENT 6

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

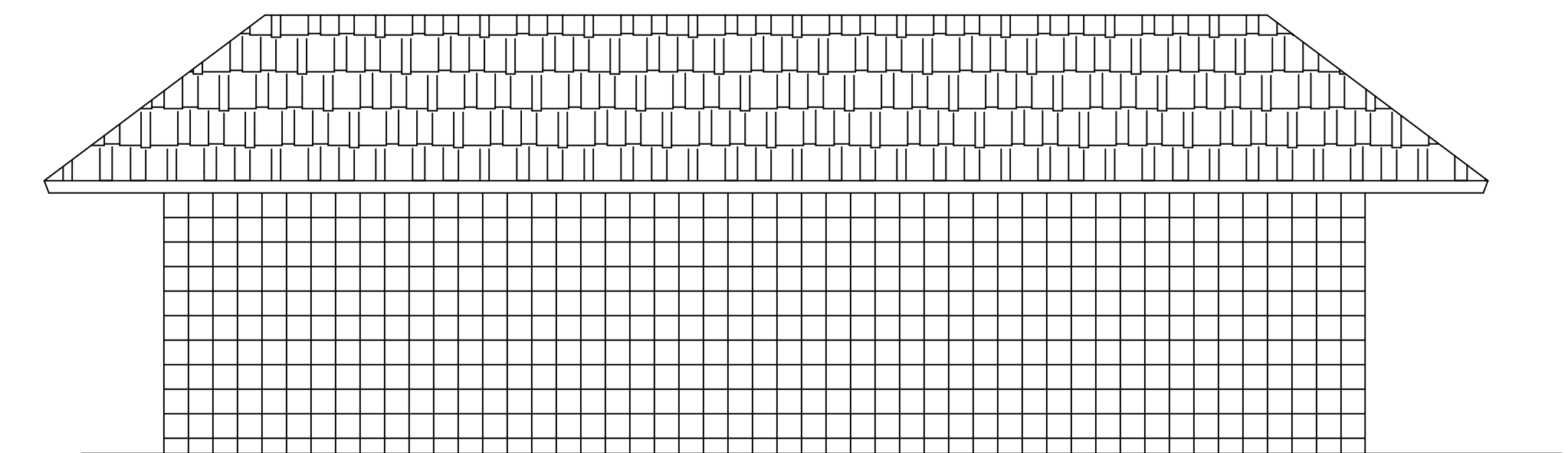
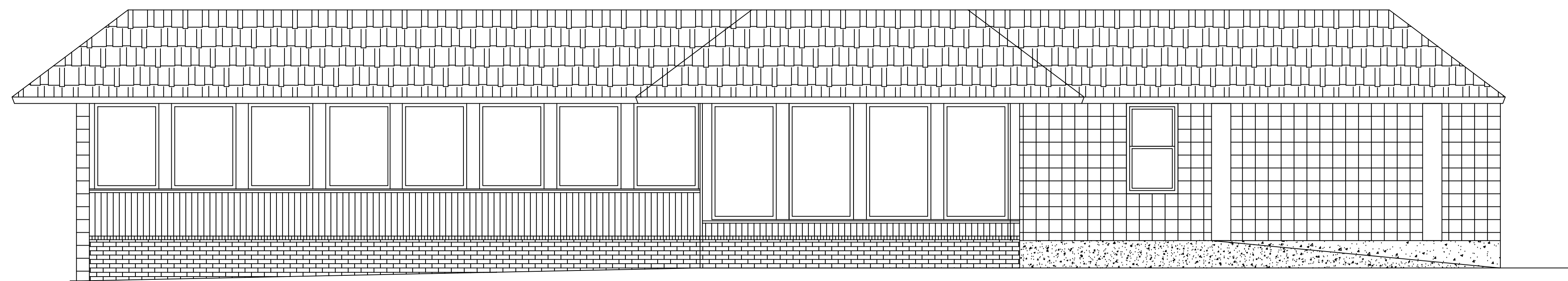
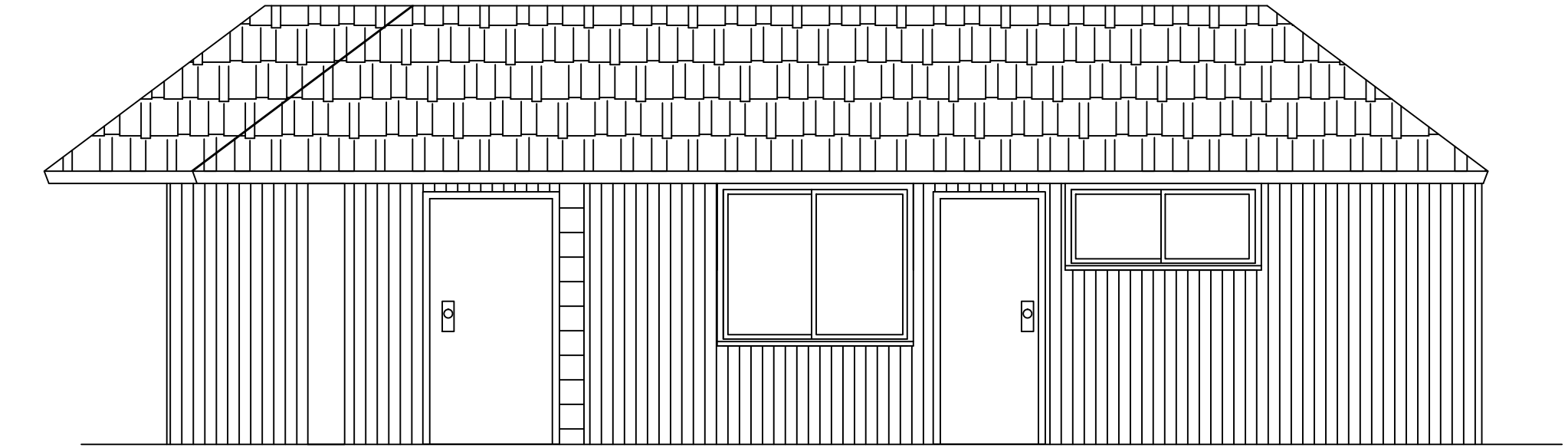
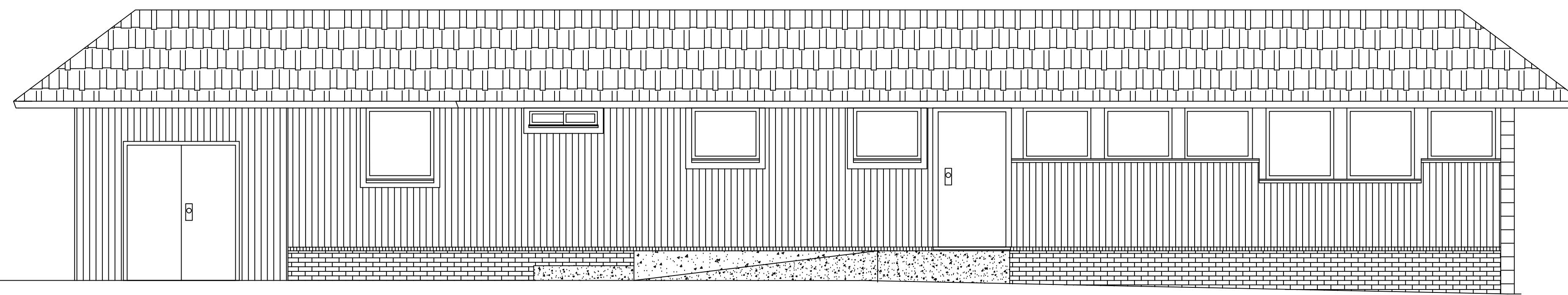


ATTACHMENT 7



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

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



FLOOR PLAN & ELEVATIONS

SCALE: 1/4" = 1'

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



DRAFT CONDITIONS OF APPROVAL

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

STANDARD CONDITIONS

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

BUILDING DIVISION

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

FIRE MARSHAL

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

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

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

PLANNING DIVISION

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

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

ENGINEERING DIVISION

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

NEVADA COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

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

NEVADA IRRIGATION DISTRICT (NID)

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

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

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