



**DEVELOPMENT REVIEW COMMITTEE  
STAFF REPORT  
November 25, 2025**

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**PROJECT SUMMARY**

**Application Number:** 25PLN-0037

**Subject:** Request for the removal of existing aluminum-shingle roof material on an existing awning and proposing to replace awning roof material to composition shingle. The existing awning is shared between three businesses/properties. The awning is located on a Priority 2 structure.

**Location/APN:** 124, 126, and 128 Mill St / APNs: 008-345-013, 008-345-014, and 008-345-015.

**Applicant:** Gary A. Burke (Authorized Representative)

**Zoning/General Plan:** Town Core (TC) – Historic Combining District (H) / Commercial (C)

**Entitlement:** Minor Development Review

**Environmental Status:** Categorical Exemption, Section 15301, Class 1.

**Prepared by:** Vanessa Franken, Associate Planner

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**RECOMMENDATION:**

1. That the Development Review Committee approve the replacement awning with proposed composition shingle roof material as presented, or as modified at the public meeting, which includes the following actions:
  - a. Determine the project Categorical Exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the staff report;
  - b. Adopt Findings of Fact for approval of the Minor Development Review as presented in the Staff Report; and,
  - c. Approve the Minor Development Review Application, requesting a replacement of existing aluminum shingles awning roof material with proposed composition shingle roofing 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 existing three, single-story, exposed brick structures were built circa 1860, according to the City of Grass Valley Historical Inventory. Today, the structures are all considered a Priority 2 Rating in the Grass Valley Historical Inventory. Meaning, the three project locations each have a significant building in the Historic District that are also listed within the 1872 Historic Inventory. A Priority 2 Rating is defined as a property that, despite some loss of historic fabric, has retained historic integrity and continue to convey period significance, per City of Grass Valley Historic Design Review Guidelines.

The three project locations are occupied by the following:

- 128 Mill Street is currently occupied by The Olive Groove business.
- 126 Mill Street is currently vacant. This space was previously occupied by the Olive Groove.
- 124 Mill Street is currently occupied by the Elevate Athleisure business.

## **PROJECT PROPOSAL:**

The applicant requests to replace existing awning roof material, comprised of aluminum shingles, and replace with composition shingles on three buildings. The request is made due to the type of aluminum shingles no longer being manufactured, resulting in high cost for purchasing, as well as the aluminum shingles not being durable enough for all-weather conditions. Staff has requested the Authorized Representative to search the Nevada County Historical Society and Grass Valley Historical Inventory records to identify previous awnings and material, if any. Staff will refer to the Representative for any uncovered information or photos.

**Regulatory Authority:** The request to replace existing awning roof material, comprised of aluminum shingles, and replace with composition shingles is considered a Minor Development Review. A Minor Development Review for new development under 10,000 square-feet and for new development, within the Historic District, when on a property/structure with historic significance. Per Section 17.72.030 – Development Review Permits, Table 7-2, Development Review Permit Authority, minor façade changes and sign permits within the Historic District, may be approved by the Development Review Committee (DRC). A recommendation by the Historical Commission was made, the review body made a recommendation to the Development Review Committee to approve the project as-is, with no modifications.

An awning is considered an accessory structure. An accessory structure is a structure ancillary to the primary use or structure. Due to the project properties being located within the Historic District and the buildings being listed within the 1872 Historic Inventory, the Awning is subject to Historic Design Review Guidelines for Accessory Structures, Chapter 7.5 – Site Features, Section 7.5.4 – Accessory Structures.

The standards for Accessory Structures are outlined in the City of Grass Valley Historic Design Guidelines, Section 7.5.4 – Accessory Structures (Attachment 4), and include the following applicable recommendations:

- Recommendation 1: When repairing/preserving a historic accessory building, respect its primary façade and roof materials, form, and architectural detail.
  - The existing awning has not been determined to be historic. However, per historic Sanborn Maps, a wooden structure has been detailed. It is unclear if the wooden structure attached to the front of the building was a balcony or roof/awning. Since the awning is attached to the historic building, design guidelines are intended to compliment the primary historic building.
- Recommendation 5: Appropriate siding materials for secondary [accessory] buildings [structures] include painted/stained wood siding or corrugated metal. These materials should appear utilitarian in appearance. The use of muted, natural colors, and finishes are encouraged.
  - Staff conducted a site visit and took photos of surrounding business awning roofs. Composition shingles were not seen as awning roof material. Fabric awnings and corrugated metal awnings were noted.
- Recommendation 6: Maintain simple detailing by avoiding ornate detailing, unless original was defined by such features.
  - Composition shingles, corrugated metal, or fabric awnings may be considered as simple awning material.
- Recommendation 7: Accessory structures should not mimic primary structures

Per Section 17.72.030 – Development Review Permits, Table 7-2, Development Review Permit Authority, minor façade changes and sign permits within the Historic District, may be approved by the Development Review Committee (DRC).

### **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 replacement of awning roof material is considered a repair and/or general maintenance.

**FINDINGS:**

1. The City received a complete application for Plan Revision 25PLN-0037.
2. The Historical Commission reviewed the Minor Development Review Application 25PLN-0037 at their regular meeting on November 18, 2025 and provided a recommendation to approve the application as-is, with no modifications.
3. The Development Review Committee reviewed the Minor Development Review Application 25PLN-0037 at their regular meeting on November 25, 2025 and provided a recommendation to approve the application, or as modified during the hearing.
4. This project is consistent with City's General Plan.
5. The project is consistent with the applicable sections and development standards in the Development Code.
6. The project complies with the City of Grass Valley Historic Design Review Guidelines.
7. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Development Code and the Municipal Code.
8. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
9. The site is physically suitable in terms of design, location, shape, size, and operating characteristics. It ensures that the density, intensity, and type of use being proposed would not endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or welfare, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.

**ATTACHMENTS:**

1. Aerial Map
2. Vicinity Map
3. Universal Application
4. Section 7.5.4 – Accessory Structures
5. Draft Conditions of Approval