

CITY OF GRASS VALLEY – COMMUNITY DEVELOPMENT DEPARTMENT
GRASS VALLEY, CA 95945
(530) 274-4330

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Grass Valley Community Development Director will hold a public hearing on Wednesday, October 9th, 2024, at 10:30 a.m., in the Council Chambers at Grass Valley City Hall, 125 East Main Street, Grass Valley, California, to consider the revocation of the following permits for noncompliance with the Grass Valley Municipal Code:

Minor Use Permit 21PLN-0042, originally approved on September 7, 2021, for the operation of a 2-bedroom Vacation Home Rental in the Neighborhood General (NG-2) Zone, located at 352 Marshall St (APN: 029-150-026).

Minor Use Permit 21PLN-0051, originally approved on November 22, 2021, for the operation of a 3-bedroom Vacation Home Rental in the Single Family Residential (R-1) Zone, located at 229 Hughes Rd (APN: 008-140-027).

Minor Use Permit 22PLN-0017, originally approved on May 26, 2022, for the operation of the downstairs area of a home as a Vacation Home Rental in the Neighborhood Center Flex (NC-Flex) Zone, located at 477 S Auburn St (APN: 029-190-050).

Minor Use Permit 23PLN-0007, originally approved on March 6, 2023, for the operation of a 1-bedroom Vacation Home Short-Term Rental in the Neighborhood Center Flex (NC-Flex) Zone, located at 311 E Main St (APN: 008-320-002).

Minor Use Permit 23PLN-0033, originally approved on October 23, 2023, for the operation of a 3-bedroom Vacation Home Short-Term Rental in the Neighborhood General 2 – Traditional (NG-2), located at 112 Ocean Ave (APN: 029-180-047).


Information related to the revocation of these permits is available at 125 East Main Street, Grass Valley, between the hours of 7:30AM-5PM on Monday through Thursday.

Written comments can be directed to the City of Grass Valley, at 125 East Main Street, Grass Valley, CA 95945 or by voicemail at (530) 274-4390 or email to public@cityofgrassvalley.com no later than 9AM on October 9th, 2024, to ensure placement in the official record of the hearing.

The City of Grass Valley does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identify, age, religion or disability. If you require specific accommodations to participate in the public hearing, please contact Taylor Whittingslow, Deputy City Manager, at 530-274-4716 at least 2 days prior to the scheduled hearing.

Publish Date: September 28, 2024

Approved to publish: _____


Amy Wolfson, City Planner



**MINOR USE PERMIT
HEARING
STAFF REPORT
October 9, 2024**

Prepared by: Lucy Rollins, Senior Planner

DATA SUMMARY

Application Number: 21PLN-42
Subject: Vacation Home Rental Minor Use Permit Revocation
Location/APNs: 352 Marshall St / APN 029-150-026
Zoning/General Plan: Neighborhood General 2 (NG-2) / Urban Low Density (ULD)
Entitlement: Minor Use Permit Revocation
Environmental Status: Exempt

RECOMMENDATION:

1. That the Director revoke the Minor Use Permit for a Vacation Home Rental at 352 Marshall Street as presented, or as may be modified by the Director, which includes the following actions:
 - a. Recommend that the Director determine the project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the Staff Report;
 - b. Recommend that the Director adopt Findings of Fact for revocation of the Minor Use Permit as presented in the Staff Report; and,
 - c. Recommend that the Director revoke the Minor Use Permit as presented in this staff report.

BACKGROUND:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 352 Marshall Street, it was found that the 2023 transient occupancy tax (TOT) for the operation of the rental unit was not paid in full and there is not a current business license. A first courtesy letter was sent to the property owner on May 13, 2024 alerting them to these violations. A second courtesy letter was sent on July 22, 2024. No response was received to either courtesy letter.

A formal Notice of Violation was sent on August 9, 2024 via first-class mail, certified mail, and email, outlining the requirements to come into compliance no later than August 25, 2024. The City received an email response from Evan Glasco on August 9, 2024, stating that the short-term rental was not operated during 2023, despite RentalScape reported estimates, and that the unit was rented as a long-term rental. Staff replied to Mr. Glasco requesting that a

redacted copy of the long-term lease be provided as evidence and the violation would be resolved. While Mr. Glasco responded acknowledging this request, a copy of a lease, or other evidence, was not provided to demonstrate that the short-term rental was not operated.

GENERAL PLAN AND ZONING:

General Plan: The Grass Valley 2020 General Plan identifies the site as Urban Low Density Residential (ULD). The ULD General Plan designation is intended primarily for single family detached houses, although higher density single family patio homes or town houses could be accommodated, if offset with sufficient open space to maintain the gross density within the indicated range.

Zoning: The intent NG-2 Zoning designation is to strengthen the character of existing historic neighborhoods within Grass Valley. The NG-2 zone permits a range of residential uses and residential-adjacent uses including day care homes, bed and breakfast inns, hosted short-term rentals, and vacation home rentals.

ENVIRONMENTAL DETERMINATION:

The proposed permit revocation qualifies for a Common Sense Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines. A Section 15061(b)(3) exemption applies to projects which have where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed revocation will remove an allowed use and revert the single-family home to a dwelling, therefore having no impact on the environment.

FINDINGS:

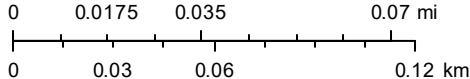
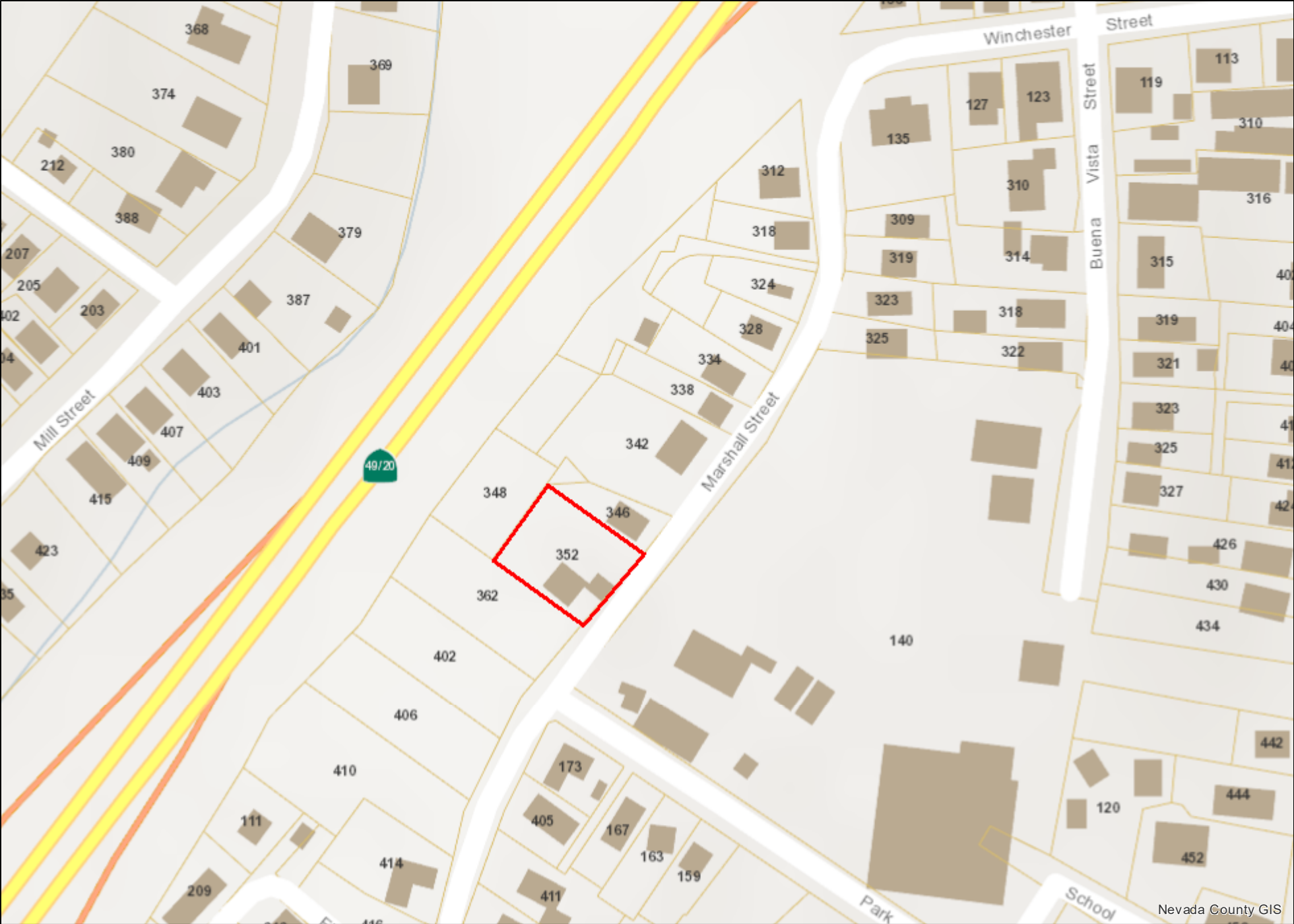
1. The City of Grass Valley Community Development Director approved Minor Use Permit 21PLN-42 on September 7, 2021 for the operation of a Vacation Home Rental at 352 Marshall Street;
2. The City did complete an audit of all permitted short-term rentals within city limits in April 2024 for compliance with conditions of approval and permit compliance for the 2023 time frame;
3. During the audit, it was found that two of the conditions of the original permit or approval have not been substantially fulfilled or have been violated;
4. Courtesy letters were sent to the property owner on May 13, 2024 and July 22, 2024 requesting the owner and/or operator contact the City regarding the potential violations;
5. A formal Notice of Violation on August 9, 2024 was served to the property owner by first-class mail, certified mail, and email, stating actions required to correct, abate or mitigate the violation(s), and a period of time during which action(s) shall be commenced and completed, in accordance with Section 1.14.040 of the Grass Valley Municipal Code;
6. The Notice of Violation was not appealed pursuant to Section 1.14.090 of the Grass Valley Municipal Code;

7. The violations have not been resolved as of October 9, 2024, and the Vacation Home Rental remains out of compliance with permit conditions and the Grass Valley Municipal Code.

ATTACHMENTS:

1. Vicinity Map
2. Aerial Map
3. Minor Use Permit Approval
4. Courtesy Letter - May 13, 2024
5. Courtesy Letter - July 22, 2024
6. Notice of Violation – August 9, 2024
7. Email Correspondence with Evan Glasco

352 Marshall - Vicinity Map



352 Marshall - Aerial Map

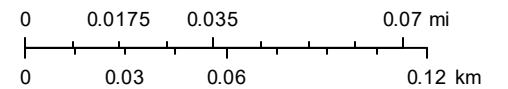


Nevada County GIS

October 1, 2024

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Scale:
1:2,257





CITY OF GRASS VALLEY
Community Development Department
Thomas Last, Community Development Director

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Evan Glasco
273 Cypress Hill Drive
Grass Valley, CA 95945

September 7, 2021

RE: Minor Use Permit (21PLN-42) for Evan Glasco to operate a Short-Term Rental Vacation Home; located at 352 Marshall Street (APN: 029-150-026).

Dear Evan:

On September 7, 2021, the Community Development Department approved Minor Use Permit 21PLN-42, subject to compliance with the conditions of approval listed below.

Conditions of Approval:

All project plans and uses shall be implemented in accordance with the plans and description provided by the applicant and approved by the Grass Valley Community Development Director for Minor Use Permit Application 21PLN-42. Minor changes may be approved by the Community Development Department.

The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

The minor use permit shall expire and become null and void if the use is discontinued for a period of longer than twelve (12) months.

This action and all conditions and actions are considered final unless appealed to the Planning Commission within 15 days of the date of this action or by 5:00 p.m., September 22, 2021. Appeals will be scheduled for the first available Planning Commission meeting date. If an appeal is filed, you will be notified by mail of the date and time of the hearing.

Please contact me with any questions at 530-274-4714 or abigailw@cityofgrassvalley.com.

Sincerely,

Abigail Walker
Community Services Analyst II



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

May 13, 2024

Evan Glasco
273 Cypress Hill Drive
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 352 Marshall Street, Grass Valley

Dear Property Owner(s),

It has come to the attention of the Community Development Department that the short term rental at 352 Marshall Street, Grass Valley is in violation of the following:

- **Delinquent payment of 2023 transit occupancy tax (TOT) to the City.** The City contracts with a company that tracks bookings of vacation home rentals through multiple online platforms. Our records indicate that the 2023 TOT for the short-term rental at 352 Marshall Street has not been paid in full, or was paid in a lesser amount than what is estimated is due.
- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.

Attached is a copy of the Compliance Agreement per Section 17.44.205 of the City of Grass Valley Municipal Code that outlines all of the requirements of short-term rentals. A copy of this agreement was signed by the owner of the short-term rental at 352 Marshall Street prior to City approval. Please contact the City to obtain a copy of the signed agreement.

Violations must be addressed within the timeframes outlined below. Failure to come into compliance will result in revocation of the minor use permit or imposition of fines and/or penalties, as outlined under Section 1.14.070 of the Municipal Code.

For TOT violations, please contact the City within two weeks from the date of this notice, or no later than May 31, 2024, to provide receipts or other documentation of bookings and amounts paid to the owner of the short-term rental. For all other violations, contact the City within two weeks from the date of this notice, or no later than May 31, 2024 to inform us of your plans to come into compliance or discontinue operation of the hosted short term-rental unit located at 352 Marshall Street.

Should you have any questions about the City's regulations or this letter, please feel free to contact me directly at lrrollins@cityofgrassvalley.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucy Rollins', written over a horizontal line.

Lucy Rollins, AICP

Senior Planner



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

July 22, 2024

SECOND NOTICE

Evan Glasco
273 Cypress Hill Drive
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 352 Marshall Street, Grass Valley

Dear Property Owner(s),

This is a second courtesy letter that it has come to the attention of the City of Grass Valley that the short term rental at 352 Marshall Street, Grass Valley may be in violation of the following:

- **Delinquent payment of 2023 transient occupancy tax (TOT) to the City.** The City contracts with a company that tracks bookings of vacation home rentals through multiple online platforms. Our records indicate that that the 2023 TOT for the short-term rental at 352 Marshall Street may not been paid in full, or was paid in a lesser amount than what is estimated is due.
- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.

A letter was mailed to you on May 13, 2024 requesting you contact the City by May 31, 2024 to provide documentation of short term rental income and plans to come into compliance with the Municipal Code. As of July 22, 2024, no contact has been made with the City.

Please consider this a second courtesy notice of the current violation and contact the City by August 2, 2024 with your 2023 reports from the operation of your short-term rental (i.e., AirBnB or VRBO payout record) and a plan to remediate this violation. If a remediation plan has not been submitted by close of business on August 2, 2024, the City will move forward with a formal Notice of Violation and enforcement actions, which will include revocation of your approval to operate a short-term rental and may also include criminal, civil, or administrative sanctions, as outlined in Chapters 1.12, 1.13, and 1.14 of the Grass Valley Municipal Code.

Please contact me directly at lrollins@cityofgrassvalley.com to resolve these issues.

Sincerely,

Lucy Rollins, AICP
Senior Planner



CITY OF GRASS VALLEY

125 East Main Street
Grass Valley, CA 95945

Community Development
Department
(530) 274-4340

August 9, 2024

NOTICE OF VIOLATION

Evan Glasco
273 Cypress Hill Drive
Grass Valley, CA 95945

RE: Short-Term Rental Violation located at 352 Marshall Street, Grass Valley

Dear Responsible Parties:

This letter shall serve as an official **Notice of Violation** under *Grass Valley Municipal Code Section 1.14.040* that violations of the *Grass Valley Municipal Code* exist at 352 Marshall Street. You are hereby ordered to remediate the violation as required herein.

In April 2024, the following violations were identified at the above referenced property in violation of the *Grass Valley Municipal Code (GVMC)*.

Description of Condition(s) Creating/Constituting Violations Described Above:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 352 Marshall Street, it was found that the 2023 transient occupancy tax (TOT) for the operation of the rental unit was not paid in full and there is not a current business license. A first courtesy letter was sent to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

You must remediate the above violation no later than *August 25, 2024* by taking the following action:

1. Sign the attached overdue TOT form based on the estimates collected by the City and pay the total amount to the City of Grass Valley, OR supply 2023 records for your short-term rental that includes a) dates booked, b) payout amount, and c) breakdown of service fees to demonstrate that the actual bookings in 2023. Records must be directly from the booking platforms, CSV and Excel files will not be accepted.
2. Apply for a business license at <https://www.cityofgrassvalley.com/business-resources>

If you fail to provide the required information for your short-term rental in the timeframe listed above, the City will pursue further enforcement of this matter, including revocation of Minor Use Permit 21PLN-0042.

FINES AND PENALTIES

Nothing in this Notice and Order prevents the City from initiating any other legal or equitable proceeding to obtain compliance with the code, including the issuance of an administrative fines or penalties, or prosecution of a violation as an infraction or misdemeanor. Infractions may be punished by a fine of up to \$100 for a first violation, and up to \$200 for a second violation. A third violation may be charged as a misdemeanor and punished by a fine of up to \$1000 (*Grass Valley Municipal Code, § 1.12.010*). Each day during any portion of which a non-compliance condition exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue daily from the date the penalty becomes effective until the violation is corrected (*Grass Valley Municipal Code, § 1.14.070 (B)*).

APPEAL RIGHTS

You may appeal this Notice of Violation under *Grass Valley Municipal Code Section 1.14.090* by obtaining a "Request for Hearing" form from the city clerk located at *Grass Valley City Hall, 125 East Main Street, Grass Valley, California 95945* and returning it to the city clerk fully completed within *15 days* from the date of this Notice. At the time of returning the request for hearing form to the City Clerk, you must pay an appeal processing fee of \$432.00. No appeal shall proceed without payment of the fee at the time the appeal is filed. However, the City Clerk may waive or defer the appeal fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice and order, and other factors indicating good faith attempts to comply.

Failure to timely submit a completed request for hearing form or to pay the appeals processing fee of \$432.00 constitutes a waiver of the right to appeal, a failure to exhaust administrative remedies and shall preclude judicial review and renders this Notice of Violation final and binding.

Thank you for your expected cooperation. If you have any questions about complying with this *Notice of Violation*, please contact me at the *City of Grass Valley Planning Department at (530) 274-4330 or lrollins@cityofgrassvalley.com*.

Sincerely,



Lucy Rollins, AICP

Senior Planner

City of Grass Valley Community Development Department

From: [Lucy Rollins](#)
To: [Evan Glasco](#)
Cc: [Elisse Garner](#)
Subject: RE: Notice of Violation - 352 Marshall Street
Date: Monday, August 26, 2024 11:15:00 AM
Attachments: [image001.png](#)

Hi Evan,

I'm sorry to hear that. A long-term lease agreement or record of your AirBnB blocking/deactivation would provide the necessary confirmation to clear this up. I've had a few short-term rental operators connect me with their property management company to work through it directly with them, if that's an option for you. Though if you manage the rental yourself, perhaps not.

Thanks,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com

From: Evan Glasco <[REDACTED]>
Sent: Wednesday, August 21, 2024 11:58 AM
To: Lucy Rollins <lrollins@cityofgrassvalley.com>
Cc: Elisse Garner <[REDACTED]>
Subject: Re: Notice of Violation - 352 Marshall Street

Hey Lucy, my apologies for the delay. We've been busy with a family emergency.

We were using the apartment for personal reasons for the entire time in question. The callendar was blocked out and shortly after, our items were cleared out and the unit was rented long term. Im working on documentation for you. Just taking longer than anticipated

Thank you for your help with this

Evan Glasco
[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED]

On Tue, Aug 20, 2024 at 4:34 PM Lucy Rollins <lrollins@cityofgrassvalley.com> wrote:

Hi Evan,

Just following up on my email from 8/12.

Thanks,
Lucy



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com

From: Lucy Rollins

Sent: Monday, August 12, 2024 11:22 AM

To: Evan Glasco <[REDACTED]> Elisse Garner
<[REDACTED]>

Subject: RE: Notice of Violation - 352 Marshall Street

Hi Evan,

Abby left a little over two years ago, so it was probably Alena who you spoke with last year. In either case, if you have had a long-term renter during all of that time, we can use that for verification of the property not being used as a short-term rental. A copy of the lease(s) that show dates covering the duration of 2023 would work. Any sensitive/confidential information can be redacted.

Thanks,
Lucy



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com

From: Evan Glasco <[REDACTED]>

Sent: Monday, August 12, 2024 11:01 AM

To: Lucy Rollins <lrollins@cityofgrassvalley.com>; Elisse Garner
<[REDACTED]>

Subject: Re: Notice of Violation - 352 Marshall Street

Good morning, Lucy,

Thank you for your email and the clarification.

I believe I spoke with Abby about this matter before she left, as well as another staff member about a year ago, though I don't recall her name. From what I remember, we kept the listing active but blocked out our calendar. It's possible there was an oversight in communication, and I apologize for any confusion this may have caused.

My management has always been diligent in ensuring that all TOT obligations were met for our occupancies since the day we opened. I will check with my manager and get back to you soon.

Thank you for your attention to this matter.

Best regards,
Evan

Evan Glasco

[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED]

On Mon, Aug 12, 2024 at 8:32 AM Lucy Rollins <lrollins@cityofgrassvalley.com> wrote:

Good morning Evan,

I checked with our Front Counter staff and they have not heard from you regarding this, though we did have a staff changeover about 8 months ago so you may have spoken with someone else before then. In either case, the closure was not conveyed to the Planning Department who manages the permits for short-term rentals, so I apologize for that.

I do see that the listing is not currently active so you will not need a business license if you won't be continuing the use. However, the City contracts with a company, Deckard Technologies, that monitors all short-term booking platforms and reported that your unit was rented through AirBnB in January, February, March, April, May, and June last year, which is what the TOT estimate is based on. If you have an email or some other documentation from AirBnB that notes the deactivation of your listing prior to January 2023, we can accept that as verification to resolve this. You may also still be able to run a booking report through AirBnB, if you still have an account, which will also provide this documentation – it would look similar to the attached example, but without any bookings of course.

I will be your point of contact to resolve this.

Thank you,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945

Ph: 530.274.4712

lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com

From: Evan Glasco [REDACTED]

Sent: Friday, August 9, 2024 12:20 PM

To: Lucy Rollins <lrollins@cityofgrassvalley.com>

Subject: Re: Notice of Violation - 352 Marshall Street

Hey Lucy, thank you for reaching out. We were under the impression this had been taken care of months ago. I've had several conversations with you guys and have been assured multiple times that it would be cleared up.

This short term rental has not been an operation for over a year and a half. That's why we have not renewed. Who do I speak with to get this resolved?

Thank you.

Evan Glasco

[REDACTED]
[REDACTED] | [REDACTED]
[REDACTED]

On Fri, Aug 9, 2024 at 11:44 AM Lucy Rollins <lrollins@cityofgrassvalley.com> wrote:

Hello,

Please find attached a Notice of Violation under Grass Valley Municipal Code Section 1.14.040 regarding your short-term rental at 352 Marshall Street. This is the final notice and has also been mailed via certified and standard United States mail to the property owner. A first courtesy letter was mailed to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

Thank you,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley

125 East Main Street | Grass Valley, CA 95945

Ph: 530.274.4712

lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com



**MINOR USE PERMIT
HEARING
STAFF REPORT
October 9, 2024**

Prepared by: Lucy Rollins, Senior Planner

DATA SUMMARY

Application Number: 21PLN-51
Subject: Vacation Home Rental Minor Use Permit Revocation
Location/APNs: 229 Hughes Road / APN 008-140-027
Zoning/General Plan: Single Family Residential (R-1) / Urban Low Density (ULD)
Entitlement: Minor Use Permit Revocation
Environmental Status: Exempt

RECOMMENDATION:

1. That the Director revoke the Minor Use Permit for a Vacation Home Rental at 229 Hughes Road as presented, or as may be modified by the Director, which includes the following actions:
 - a. Recommend that the Director determine the project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the Staff Report;
 - b. Recommend that the Director adopt Findings of Fact for revocation of the Minor Use Permit as presented in the Staff Report; and,
 - c. Recommend that the Director revoke the Minor Use Permit as presented in this staff report.

BACKGROUND:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 229 Hughes Road, it was found that the 2023 transient occupancy tax (TOT) for the operation of the rental unit was not paid in full, there is not a current business license for operation, and the full contact information for the owner or local property manager was not provided. A first courtesy letter was sent to the property owner on May 13, 2024 alerting them to these violations. A second courtesy letter was sent on July 22, 2024. No response was received to either courtesy letter.

A formal Notice of Violation was sent on August 9, 2024 via first-class mail, certified mail, and email, outlining the requirements to come into compliance no later than August 25, 2024. The City did not receive a response to the Notice of Violation.

On October 1, 2024, the City received a voicemail from Matt Artaz, the current property owner, in response to the public hearing notice. Mr. Artaz alerted the City that he had purchased the home from the previous owner and operator of the Vacation Home Rental approximately one year ago, and no longer uses the home as a short-term rental and, therefore, no longer requires the Minor Use Permit.

GENERAL PLAN AND ZONING:

General Plan: The Grass Valley 2020 General Plan identifies the site as Urban Low Density Residential (ULD). The ULD General Plan designation is intended primarily for single family detached houses, although higher density single family patio homes or town houses could be accommodated, if offset with sufficient open space to maintain the gross density within the indicated range.

Zoning: The R-1 zone is applied to areas of the city that are appropriate for neighborhoods of single dwellings on standard urban lots, surrounding the more densely developed city core. The R-1 zone is consistent with and implements the urban low density (ULD) designation of the general plan.

ENVIRONMENTAL DETERMINATION:

The proposed permit revocation qualifies for a Common Sense Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines. A Section 15061(b)(3) exemption applies to projects which have where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed revocation will remove an allowed use and revert the single-family home to a dwelling, therefore having no impact on the environment.

FINDINGS:

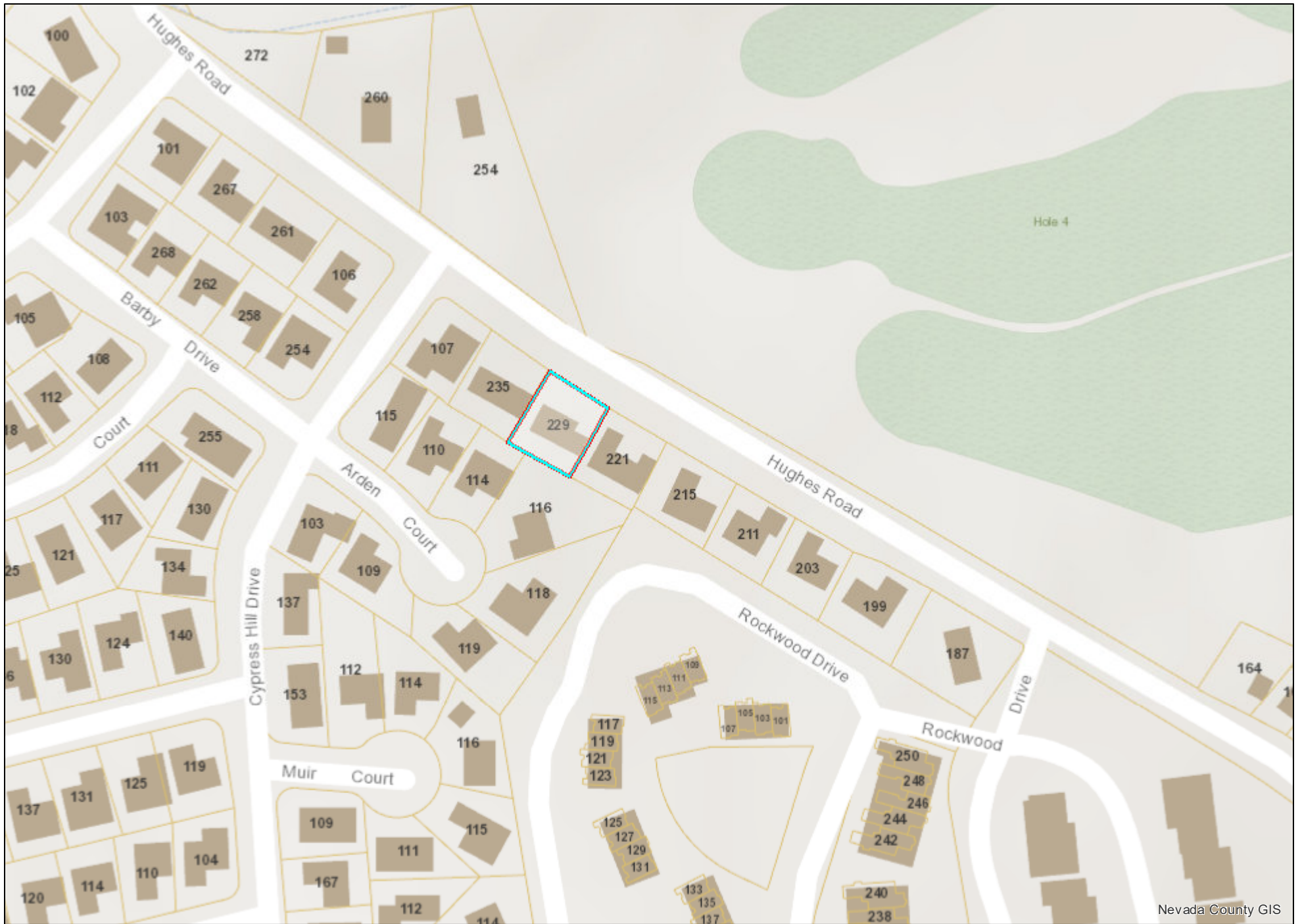
1. The City of Grass Valley Community Development Director approved Minor Use Permit 21PLN-51 on November 22, 2021 for the operation of a Vacation Home Rental at 229 Hughes Road;
2. The City did complete an audit of all permitted short-term rentals within city limits in April 2024 for compliance with conditions of approval and permit compliance for the 2023 time frame;
3. During the audit, it was found that three of the conditions of the original permit or approval have not been substantially fulfilled or have been violated;
4. Courtesy letters were sent to the property owner on May 13, 2024 and July 22, 2024 requesting the owner and/or operator contact the City regarding the potential violations;
5. A formal Notice of Violation on August 9, 2024 was served to the property owner by first-class mail, certified mail, and email, stating actions required to correct, abate or mitigate the violation(s), and a period of time during which action(s) shall be commenced and completed, in accordance with Section 1.14.040 of the Grass Valley Municipal Code;

6. The Notice of Violation was not appealed pursuant to Section 1.14.090 of the Grass Valley Municipal Code;
7. The violations have not been resolved as of October 9, 2024 and the Vacation Home Rental and is no longer operated by the current property owners.

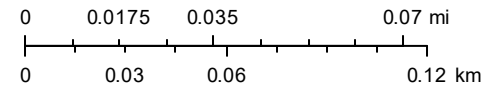
ATTACHMENTS:

1. Vicinity Map
2. Aerial Map
3. Minor Use Permit Approval
4. Courtesy Letter - May 13, 2024
5. Courtesy Letter - July 22, 2024
6. Notice of Violation – August 9, 2024
7. Email Correspondence with Maria Scarano
8. Voicemail from Matt Artaz

Vicinity Map - 229 Hughes



Nevada County GIS

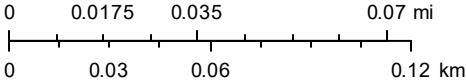


Aerial Map - 229 Hughes



Nevada County GIS

Scale:
1:2,257





CITY OF GRASS VALLEY
Community Development Department
Thomas Last, Community Development Director

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Maria Scarano
229 Hughes St
Grass Valley, CA 95945

November 22, 2021

RE: Minor Use Permit (21PLN-51) for Maria Scarano to operate a Short-Term Rental Vacation Home; located at 229 Hughes Street (APN: 008-140-027).

Dear Maria:

On November 22, 2021, the Community Development Department approved Minor Use Permit 21PLN-51, subject to compliance with the conditions of approval listed below.

Conditions of Approval:

All project plans and uses shall be implemented in accordance with the plans and description provided by the applicant and approved by the Grass Valley Community Development Director for Minor Use Permit Application 21PLN-51. Minor changes may be approved by the Community Development Department.

The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

The minor use permit shall expire and become null and void if the use is discontinued for a period of longer than twelve (12) months.

This action and all conditions and actions are considered final unless appealed to the Planning Commission within 15 days of the date of this action or by 5:00 p.m., December 7, 2021. Appeals will be scheduled for the first available Planning Commission meeting date. If an appeal is filed, you will be notified by mail of the date and time of the hearing.

Please contact me with any questions at 530-274-4714 or abigailw@cityofgrassvalley.com.

Sincerely,

Abigail Walker
Community Services Analyst II



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

May 13, 2024

Maria Scarano
229 Hughes Road
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 229 Hughes Road, Grass Valley

Dear Property Owner(s),

It has come to the attention of the Community Development Department that the short term rental at 229 Hughes Road, Grass Valley is in violation of the following:

- **Delinquent payment of 2023 transit occupancy tax (TOT) to the City.** The City contracts with a company that tracks bookings of vacation home rentals through multiple online platforms. Our records indicate that the 2023 TOT for the short-term rental at 229 Hughes Road has not been paid in full, or was paid in a lesser amount than what is estimated is due.
- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.
- **Contact information for a local property manager.** Section 17.44.205.C.4 of the Grass Valley Municipal Code requires the owner or manager to live within 30 miles of the vacation home rental. It appears that a local contact was not provided in your application materials. Please provide that contact information, including address and phone number, to the City within the timeline listed below.

Attached is a copy of the Compliance Agreement per Section 17.44.205 of the City of Grass Valley Municipal Code that outlines all of the requirements of short-term rentals. A copy of this agreement was signed by the owner of the short-term rental at 229 Hughes Road prior to City approval. Please contact the City to obtain a copy of the signed agreement.

Violations must be addressed within the timeframes outlined below. Failure to come into compliance will result in revocation of the minor use permit or imposition of fines and/or penalties, as outlined under Section 1.14.070 of the Municipal Code.

For TOT violations, please contact the City within two weeks from the date of this notice, or no later than May 31, 2024, to provide receipts or other documentation of bookings and amounts paid to the owner of the short-term rental. For all other violations, contact the City within two weeks from the date of this notice, or no later than

May 31, 2024 to inform us of your plans to come into compliance or discontinue operation of the hosted short term-rental unit located at 229 Hughes Road.

Should you have any questions about the City's regulations or this letter, please feel free to contact me directly at lrollins@cityofgrassvalley.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucy Rollins', written over a horizontal line.

Lucy Rollins, AICP

Senior Planner



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

July 22, 2024

SECOND NOTICE

Maria Scarano
229 Hughes Road
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 229 Hughes Road, Grass Valley

Dear Property Owner(s),

This is a second courtesy letter that it has come to the attention of the City of Grass Valley that the short term rental at 229 Hughes Road, Grass Valley may be in violation of the following:

- **Delinquent payment of 2023 transient occupancy tax (TOT) to the City.** The City contracts with a company that tracks bookings of vacation home rentals through multiple online platforms. Our records indicate that that the 2023 TOT for the short-term rental at 229 Hughes Road may not been paid in full, or was paid in a lesser amount than what is estimated is due.
- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.
- **Contact information for a local property manager.** Section 17.44.205.C.4 of the Grass Valley Municipal Code requires the owner or manager to live within 30 miles of the vacation home rental. It appears that a local contact was not provided in your application materials. Please provide that contact information, including address and phone number, to the City within the timeline listed below.

A letter was mailed to you on May 13, 2024 requesting you contact the City by May 31, 2024 to provide documentation of short term rental income and plans to come into compliance with the Municipal Code. As of July 22, 2024, no contact has been made with the City.

Please consider this a second couresty notice of the current violation and contact the City by August 2, 2024 with your 2023 reports from the operation of your short-term rental (i.e., AirBnB or VRBO payout record) and a plan to remediate this violation. If a remediation plan has not been submitted by close of business on August 2, 2024, the City will move forward with a formal Notice of Violation and enforcement actions, which will include revocation of your approval to operate a short-term rental and may also include criminal, civil, or administrative sanctions, as outlined in Chapters 1.12, 1.13, and 1.14 of the Grass Valley Municipal Code.

Please contact me directly at lröllins@cityofgrassvalley.com to resolve these issues.

Sincerely,

Lucy Röllins, AICP

Senior Planner



CITY OF GRASS VALLEY

125 East Main Street
Grass Valley, CA 95945

Community Development
Department
(530) 274-4340

August 9, 2024

NOTICE OF VIOLATION

Maria Scarano
229 Hughes Road
Grass Valley, CA 95945

RE: Short-Term Rental Violation located at 229 Hughes Road, Grass Valley

Dear Responsible Parties:

This letter shall serve as an official **Notice of Violation** under *Grass Valley Municipal Code Sections 1.14.040* that violations of the *Grass Valley Municipal Code* exist at 229 Hughes Road. You are hereby ordered to remediate the violation as required herein.

In April 2024, the following violations were identified at the above referenced property in violation of the *Grass Valley Municipal Code (GVMC)*.

Description of Condition(s) Creating/Constituting Violations Described Above:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 229 Hughes Road, it was found that the 2023 transient occupancy tax (TOT) for the operation of the rental unit was not paid in full, there is not a current business license for the rental, and full contact information for the owner or local property manager was not provided. The address provided is the same as the vacation home rental. However, the owner must demonstrate that they, or a property manager, reside within 30 miles of the vacation rental during rental periods. A first courtesy letter was sent to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

You must remediate the above violation no later than *August 25, 2024* by taking the following action:

1. Sign the attached overdue TOT form based on the estimates collected by the City and pay the total amount to the City of Grass Valley, OR supply 2023 records for your short-term rental that includes a) dates booked, b) payout amount, and c) breakdown of service fees to demonstrate that the actual bookings in 2023. Records must be directly from the booking platforms, CSV and Excel files will not be accepted.
2. Apply for a business license at <https://www.cityofgrassvalley.com/business-resources>

3. Contact the City of Grass Valley Planning Department and provide the full name, email address, phone number, and local address for the property owner or manager of the short-term rental during rental periods.

If you fail to provide the required information for your short-term rental in the time frame listed above, the City will pursue further enforcement of this matter, including revocation of Minor Use Permit 21PLN-0051.

FINES AND PENALTIES

Nothing in this Notice and Order prevents the City from initiating any other legal or equitable proceeding to obtain compliance with the code, including the issuance of an administrative fines or penalties, or prosecution of a violation as an infraction or misdemeanor. Infractions may be punished by a fine of up to \$100 for a first violation, and up to \$200 for a second violation. A third violation may be charged as a misdemeanor and punished by a fine of up to \$1000 (*Grass Valley Municipal Code, § 1.12.010*). Each day during any portion of which a non-compliance condition exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue daily from the date the penalty becomes effective until the violation is corrected (*Grass Valley Municipal Code, § 1.14.070 (B)*).

APPEAL RIGHTS

You may appeal this Notice of Violation under *Grass Valley Municipal Code Section 1.14.090* by obtaining a "Request for Hearing" form from the city clerk located at *Grass Valley City Hall, 125 East Main Street, Grass Valley, California 95945* and returning it to the city clerk fully completed within *15 days* from the date of this Notice. At the time of returning the request for hearing form to the City Clerk, you must pay an appeal processing fee of \$432.00. No appeal shall proceed without payment of the fee at the time the appeal is filed. However, the City Clerk may waive or defer the appeal fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice and order, and other factors indicating good faith attempts to comply.

Failure to timely submit a completed request for hearing form or to pay the appeals processing fee of \$432.00 constitutes a waiver of the right to appeal, a failure to exhaust administrative remedies and shall preclude judicial review and renders this Notice of Violation final and binding.

Thank you for your expected cooperation. If you have any questions about complying with this *Notice of Violation*, please contact me at the *City of Grass Valley Planning Department* at (530) 274-4330 or lrrollins@cityofgrassvalley.com.

Sincerely,



Lucy Rollins, AICP

Senior Planner

City of Grass Valley Community Development Department

From: [Lucy Rollins](#)
To: [REDACTED]
Subject: Notice of Violation - 229 Hughes Road
Date: Friday, August 9, 2024 11:39:00 AM
Attachments: [229 Hughes NOV 8.9.24.pdf](#)
[229 Hughes TOT.pdf](#)

Hello,

Please find attached a Notice of Violation under Grass Valley Municipal Code Section 1.14.040 regarding your short-term rental at 229 Hughes Rd. This is the final notice and has also been mailed via certified and standard United States mail to the property owner. A first courtesy letter was mailed to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

Thank you,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com

From: [Taylor Day](#) on behalf of [Public Comments](#)
To: [Lucy Rollins](#)
Subject: FW: Voicemail from [REDACTED] on Oct 1 2024 8:42 AM
Date: Tuesday, October 1, 2024 10:12:48 AM
Attachments: [1727797378-000001ab.mp3](#)
[image001.png](#)

Taylor Whittingslow



Deputy City Manager I
City of Grass Valley Administrative
(P): (530) 274-4716 | (F): (530) 274-4399
City of Grass Valley | 123 E Main St, Grass Valley, CA 95945
www.cityofgrassvalley.com

From: MATT ARTAZ - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, October 1, 2024 8:45 AM
To: Public Comments <public@cityofgrassvalley.com>
Subject: Voicemail from [REDACTED] on Oct 1 2024 8:42 AM

GoTo logo



You received a new voicemail message



New voicemail message

Time: Tuesday, October 1 2024 8:42 AM

From: [REDACTED]

Duration: 35 seconds

Voicemail box: 8880

Hello, my name is Matt Artez. I live at 229 Hughes Road. I purchased this

Transcript: place maybe a year ago, and we're not using it as an Airbnb or a VRBL. We're using it as our main residence. So I don't think this needs to go down on the 9th of October. My number is [REDACTED] if you have any further questions. Thank you. Bye.

[Rate this transcript's accuracy](#)

Mailbox Capacity: 97/99 available

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**MINOR USE PERMIT
HEARING
STAFF REPORT
October 9, 2024**

Prepared by: Lucy Rollins, Senior Planner

DATA SUMMARY

Application Number: 22PLN-17
Subject: Vacation Home Rental Minor Use Permit Revocation
Location/APNs: 477 S Auburn Street / APN 029-190-050
Zoning/General Plan: Neighborhood Center- Flex (NC- Flex) / Office Professional (OP)
Entitlement: Minor Use Permit Revocation
Environmental Status: Exempt

RECOMMENDATION:

1. That the Director revoke the Minor Use Permit for a Vacation Home Rental at 477 S Auburn Street as presented, or as may be modified by the Director, which includes the following actions:
 - a. Recommend that the Director determine the project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the Staff Report;
 - b. Recommend that the Director adopt Findings of Fact for revocation of the Minor Use Permit as presented in the Staff Report; and,
 - c. Recommend that the Director revoke the Minor Use Permit as presented in this staff report.

BACKGROUND:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 477 S Auburn Street, it was found that there is not a current business license for operation. A first courtesy letter was sent to the property owner on May 13, 2024 alerting them to this violation. A second courtesy letter was sent on July 22, 2024. No response was received to either courtesy letter.

A formal Notice of Violation was sent on August 9, 2024 via first-class mail, certified mail, and email, outlining the requirements to come into compliance no later than August 25, 2024. The City did not receive a response to the Notice of Violation.

GENERAL PLAN AND ZONING:

General Plan: The Grass Valley 2020 General Plan identifies the site as Office Professional (OP). The OP General Plan designation is intended to facilitate both offices and supporting activities and land uses.

Zoning: The intent of the NC-Flex zone is to promote the vitality of corridors and centers within different neighborhoods. The nature of development within these zones will be informed by and will enhance the character of existing conditions within historic neighborhoods and promote walkable neighborhoods.

ENVIRONMENTAL DETERMINATION:

The proposed permit revocation qualifies for a Common Sense Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines. A Section 15061(b)(3) exemption applies to projects which have where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed revocation will remove an allowed use and revert the single-family home to a dwelling, therefore having no impact on the environment.

FINDINGS:

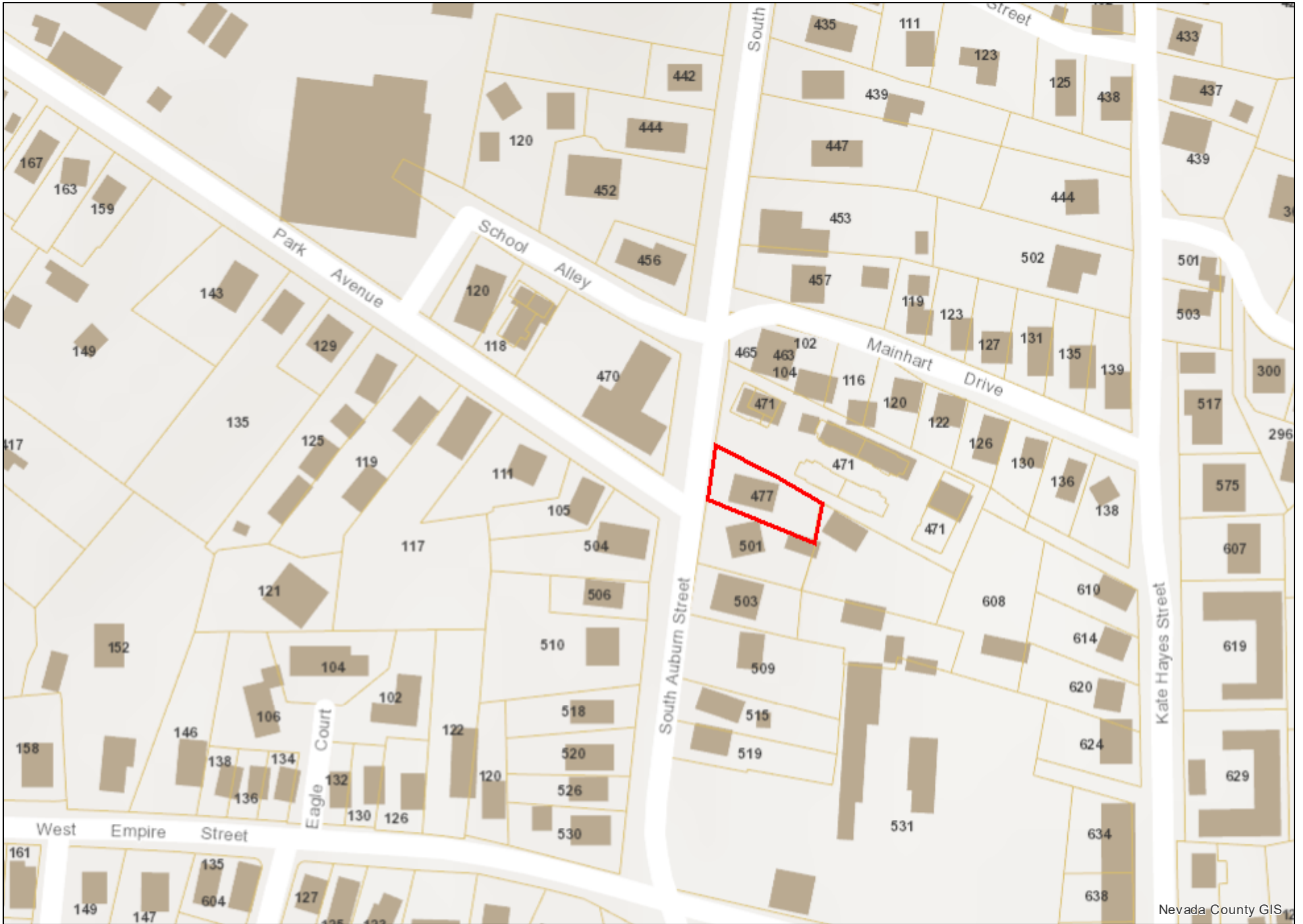
1. The City of Grass Valley Community Development Director approved Minor Use Permit 22PLN-17 on May 26, 2022 for the operation of a Vacation Home Rental at 477 S Auburn Street;
2. The City completed an audit of all permitted short-term rentals within city limits in April 2024 for compliance with conditions of approval and permit compliance for the 2023 time frame;
3. During the audit, it was found that one of the conditions of the original permit or approval has not been substantially fulfilled or has been violated;
4. Courtesy letters were sent to the property owner on May 13, 2024 and July 22, 2024 requesting the owner and/or operator contact the City regarding the potential violations;
5. A formal Notice of Violation on August 9, 2024 was served to the property owner by first-class mail, certified mail, and email, stating actions required to correct, abate or mitigate the violation, and a period of time during which action(s) shall be commenced and completed, in accordance with Section 1.14.040 of the Grass Valley Municipal Code;
6. The Notice of Violation was not appealed pursuant to Section 1.14.090 of the Grass Valley Municipal Code;
7. The violations have not been resolved as of October 9, 2024, and the Vacation Home Rental remains out of compliance with permit conditions and the Grass Valley Municipal Code.

ATTACHMENTS:

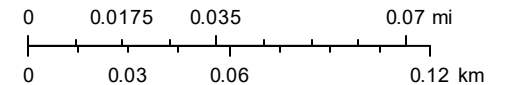
1. Vicinity Map

2. Aerial Map
3. Minor Use Permit Approval
4. Courtesy Letter - May 13, 2024
5. Courtesy Letter - July 22, 2024
6. Notice of Violation – August 9, 2024
7. Email Correspondence with Rebecca VanMeter
8. Public Comment Received Prior to 9am 10/9/2024

Vicinity Map - 477 S Auburn



Nevada County GIS



Aerial Map - 477 S Auburn

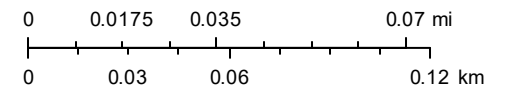


Nevada County GIS

October 2, 2024

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Scale:
1:2,257





CITY OF GRASS VALLEY
Community Development Department
Thomas Last, Community Development Director

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

May 26, 2022

Rebecca VanMeter
477 S Auburn St
Grass Valley, CA 95945

RE: Minor Use Permit (22PLN-17) for the operation of a Short-Term Rental Vacation Home;
located at 477 S Auburn St, Grass Valley (APN 029-190-050).

Dear Rebecca:

On May 26, 2022, the Community Development Department approved Minor Use Permit 22PLN-17, subject to compliance with the conditions of approval listed below.

Conditions of Approval:

All project plans and uses shall be implemented in accordance with the plans and description provided by the applicant and approved by the Grass Valley Community Development Director for Minor Use Permit Application 22PLN-17. Minor changes may be approved by the Community Development Department.

The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

The minor use permit shall expire and become null and void if the use is discontinued for a period of longer than twelve (12) months.

This action and all conditions and actions are considered final unless appealed to the Planning Commission within 15 days of the date of this action or by 5:00 p.m., June 10, 2022. Appeals will be scheduled for the first available Planning Commission meeting date. If an appeal is filed, you will be notified by mail of the date and time of the hearing.

Please contact me with any questions at 530-274-4714 or abigailw@cityofgrassvalley.com.

Sincerely,

Abigail Walker
Community Services Analyst



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

May 13, 2024

Rebecca VanMeter
10819 Gold Hills Drive
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 477 S Auburn Street, Grass Valley

Dear Property Owner(s),

It has come to the attention of the Community Development Department that the short term rental at 477 S Auburn Street, Grass Valley is in violation of the following:

- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.

Attached is a copy of the Compliance Agreement per Section 17.44.205 of the City of Grass Valley Municipal Code that outlines all of the requirements of short-term rentals. A copy of this agreement was signed by the owner of the short-term rental at 477 S Auburn Street prior to City approval. Please contact the City to obtain a copy of the signed agreement.

Violations must be addressed within the timeframes outlined below. Failure to come into compliance will result in revocation of the minor use permit or imposition of fines and/or penalties, as outlined under Section 1.14.070 of the Municipal Code.

Please contact the City within two weeks from the date of this notice, or no later than May 31, 2024 to inform us of your plans to come into compliance or discontinue operation of the hosted short term-rental unit located at 477 S Auburn Street.

Should you have any questions about the City's regulations or this letter, please feel free to contact me directly at lrollins@cityofgrassvalley.com.

Sincerely,

Lucy Rollins, AICP
Senior Planner



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

July 22, 2024

SECOND NOTICE

Rebecca VanMeter
10819 Gold Hills Drive
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 477 S Auburn Street, Grass Valley

Dear Property Owner(s),

This is a second courtesy letter that it has come to the attention of the City of Grass Valley that the short term rental at 477 S Auburn Street, Grass Valley is in violation of the following:

- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.

A letter was mailed to you on May 13, 2024 requesting you contact the City by May 31, 2024 to provide documentation of short term rental income and plans to come into compliance with the Municipal Code. As of July 22, 2024, no contact has been made with the City.

Please consider this a second courtesy notice of the current violation and contact the City by August 2, 2024 with a plan to remediate this violation. If a remediation plan has not been submitted by close of business on August 2, 2024, the City will move forward with a formal Notice of Violation and enforcement actions, which will include revocation of your approval to operate a short-term rental and may also include criminal, civil, or administrative sanctions, as outlined in Chapters 1.12, 1.13, and 1.14 of the Grass Valley Municipal Code.

Please contact me directly at lrollins@cityofgrassvalley.com to resolve this issue.

Sincerely,

Lucy Rollins, AICP

Senior Planner



CITY OF GRASS VALLEY

125 East Main Street
Grass Valley, CA 95945

Community Development
Department
(530) 274-4340

August 9, 2024

NOTICE OF VIOLATION

Rebecca VanMeter
10819 Gold Hills Drive
Grass Valley, CA 95945

RE: Short-Term Rental Violation located at 477 South Auburn Street, Grass Valley

Dear Responsible Parties:

This letter shall serve as an official **Notice of Violation** under *Grass Valley Municipal Code Section 1.14.040* that a violation of the *Grass Valley Municipal Code* exists at 477 South Auburn Street. You are hereby ordered to remediate the violation as required herein.

In April 2024, the following violation was identified at the above referenced property in violation of the *Grass Valley Municipal Code (GVMC)*.

Description of Condition(s) Creating/Constituting Violations Described Above:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 477 South Auburn Street, it was found that the rental does not have an active business license. A first courtesy letter was sent to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

You must remediate the above violation no later than *August 25, 2024* by taking the following action:

1. Apply for a business license at <https://www.cityofgrassvalley.com/business-resources>

If you fail to provide the required information for your short-term rental in the timeframe listed above, the City will pursue further enforcement of this matter, including revocation of Minor Use Permit 22PLN-0017.

FINES AND PENALTIES

Nothing in this Notice and Order prevents the City from initiating any other legal or equitable proceeding to obtain compliance with the code, including the issuance of an administrative fines or penalties, or prosecution of a violation as an infraction or misdemeanor. Infractions may be punished by a fine of up to \$100 for a first violation, and up to \$200 for a second violation. A third violation may be charged as a misdemeanor and punished by a fine of up to \$1000 (*Grass Valley Municipal Code, § 1.12.010*). Each day during any portion of which a non-compliance condition exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue daily from the date the penalty becomes effective until the violation is corrected (*Grass Valley Municipal Code, § 1.14.070 (B)*).

APPEAL RIGHTS

You may appeal this Notice of Violation under *Grass Valley Municipal Code Section 1.14.090* by obtaining a "Request for Hearing" form from the city clerk located at *Grass Valley City Hall, 125 East Main Street, Grass Valley, California 95945* and returning it to the city clerk fully completed within *15 days* from the date of this Notice. At the time of returning the request for hearing form to the City Clerk, you must pay an appeal processing fee of \$432.00. No appeal shall proceed without payment of the fee at the time the appeal is filed. However, the City Clerk may waive or defer the appeal fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice and order, and other factors indicating good faith attempts to comply.

Failure to timely submit a completed request for hearing form or to pay the appeals processing fee of \$432.00 constitutes a waiver of the right to appeal, a failure to exhaust administrative remedies and shall preclude judicial review and renders this Notice of Violation final and binding.

Thank you for your expected cooperation. If you have any questions about complying with this *Notice of Violation*, please contact me at the *City of Grass Valley Planning Department at (530) 274-4330 or lrollins@cityofgrassvalley.com*.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucy Rollins', written in a cursive style.

Lucy Rollins, AICP

Senior Planner

City of Grass Valley Community Development Department

From: [Lucy Rollins](#)
To: [REDACTED]
Subject: Notice of Violation - 477 South Auburn Street
Date: Friday, August 9, 2024 11:43:00 AM
Attachments: [477 S Auburn NOV 8.9.24.pdf](#)

Hello,

Please find attached a Notice of Violation under Grass Valley Municipal Code Section 1.14.040 regarding your short-term rental at 477 South Auburn Street. This is the final notice and has also been mailed via certified and standard United States mail to the property owner. A first courtesy letter was mailed to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

Thank you,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com

From: [Miranda Bacon](#)
To: [Lucy Rollins](#)
Subject: FW: Minor Use Permit 22PLN-0017
Date: Tuesday, October 8, 2024 10:42:46 AM

Miranda Bacon

Community Services Analyst II
Community Development Department
(P): (530) 274-4714 | (F): (530) 274-4399
City of Grass Valley | 125 E Main St, Grass Valley, CA 95945
www.cityofgrassvalley.com

From: Cindy Pargett <[REDACTED]>
Sent: Tuesday, October 8, 2024 8:35 AM
To: Public Comments <public@cityofgrassvalley.com>
Subject: Minor Use Permit 22PLN-0017

You don't often get email from [REDACTED]. [Learn why this is important](#)

Dear City Manager,

Approximately two years ago, a public hearing was held on the property located at 477 S. Auburn Street. At that Meeting, it was essentially decided beforehand that the property was to be a vacation home rental, and that The public hearing was essentially a formality. During that meeting several neighbors in the area, including myself, were resistant to having a vacation home and this particular part of the neighborhood. We are here two years later and deciding to revoke the permit for noncompliance. My main concern is: whether it is a vacation home rental, or an income property rental, the problem lies with the owner/landlord. The property has changed ownership since the meeting two years ago to initially create a vacation home rental. The landlords in both these cases had clearly failed to inform themselves of local municipality compliance and laws. We have had numerous disruptive gatherings at the property that went well beyond the imposed quiet hour. It is also evident that the landlord was not keeping watch on the property to be aware of what's going on. The number of residents living on the property has grown over the last few months, to the point where they are living in the outdoor parking area behind the unit. They are sleeping on couches and using homemade smoker style fireplaces, they have had visible bonfires, as well as exposed gas cans kept outdoors. My concern as a resident of Grass Valley and who lives next-door to this property, is what is the city going to do to enforce landlords to educate themselves and comply with local code?

Thank you for your consideration,

Cindy Pargett

S. Auburn St., Grass Valley.



**MINOR USE PERMIT
HEARING
STAFF REPORT
October 9, 2024**

Prepared by: Lucy Rollins, Senior Planner

DATA SUMMARY

Application Number: 23PLN-07
Subject: Vacation Home Rental Minor Use Permit Revocation
Location/APNs: 311 E Main Street / APN 008-800-007
Zoning/General Plan: Neighborhood Center- Flex (NC- Flex) / Urban Low Density (ULD)
Entitlement: Minor Use Permit Revocation
Environmental Status: Exempt

RECOMMENDATION:

1. That the Director revoke the Minor Use Permit for a Vacation Home Rental at 311 E Main Street as presented, or as may be modified by the Director, which includes the following actions:
 - a. Recommend that the Director determine the project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the Staff Report;
 - b. Recommend that the Director adopt Findings of Fact for revocation of the Minor Use Permit as presented in the Staff Report; and,
 - c. Recommend that the Director revoke the Minor Use Permit as presented in this staff report.

BACKGROUND:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 311 E Main Street, it was found that the 2023 transient occupancy tax (TOT) for the operation of the rental unit was not paid in full, there is not a current business license for operation, and the number of bedrooms listed for rent exceeds those permitted under Minor Use Permit 23PLN-07. A first courtesy letter was sent to the property owner on May 13, 2024 alerting them to these violations. A second courtesy letter was sent on July 22, 2024. No response was received to either courtesy letter.

A formal Notice of Violation was sent on August 9, 2024 via first-class mail, certified mail, and email, outlining the requirements to come into compliance no later than August 25, 2024. On August 19, 2024, the property owner, Paul Taylor, submitted a payment for \$1,400 of the

\$1,425.76 owed in overdue 2023 TOT. The City reached out to Mr. Taylor for the remainder of the TOT, but it has not been received as of October 9, 2024. The other two violations have not been addressed by Mr. Taylor.

GENERAL PLAN AND ZONING:

General Plan: The Grass Valley 2020 General Plan identifies the site as Urban Low Density Residential (ULD). The ULD General Plan designation is intended primarily for single family detached houses, although higher density single family patio homes or town houses could be accommodated, if offset with sufficient open space to maintain the gross density within the indicated range.

Zoning: The intent of the NC-Flex zone is to promote the vitality of corridors and centers within different neighborhoods. The nature of development within these zones will be informed by and will enhance the character of existing conditions within historic neighborhoods and promote walkable neighborhoods.

ENVIRONMENTAL DETERMINATION:

The proposed permit revocation qualifies for a Common Sense Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines. A Section 15061(b)(3) exemption applies to projects which have where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed revocation will remove an allowed use and revert the single-family home to a dwelling, therefore having no impact on the environment.

FINDINGS:

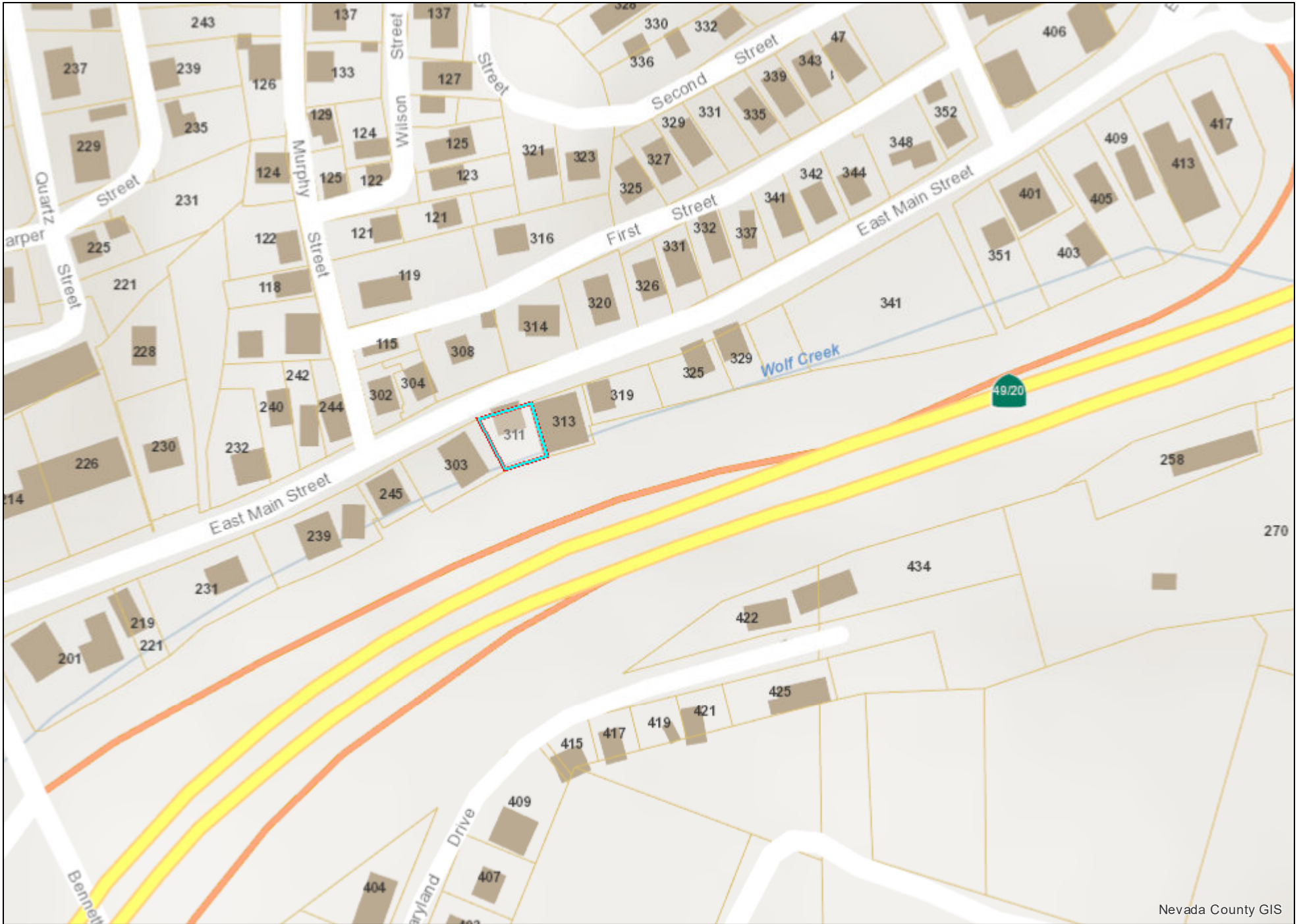
1. The City of Grass Valley Community Development Director approved Minor Use Permit 23PLN-07 on March 6, 2023 for the operation of a Vacation Home Rental at 311 E Main Street;
2. The City completed an audit of all permitted short-term rentals within city limits in April 2024 for compliance with conditions of approval and permit compliance for the 2023 time frame;
3. During the audit, it was found that three of the conditions of the original permit or approval have not been substantially fulfilled or have been violated;
4. Courtesy letters were sent to the property owner on May 13, 2024 and July 22, 2024 requesting the owner and/or operator contact the City regarding the potential violations;
5. A formal Notice of Violation on August 9, 2024 was served to the property owner by first-class mail, certified mail, and email, stating actions required to correct, abate or mitigate the violation(s), and a period of time during which action(s) shall be commenced and completed, in accordance with Section 1.14.040 of the Grass Valley Municipal Code;
6. The Notice of Violation was not appealed pursuant to Section 1.14.090 of the Grass Valley Municipal Code;

7. The violations have not been resolved as of October 9, 2024, and the Vacation Home Rental remains out of compliance with permit conditions and the Grass Valley Municipal Code.

ATTACHMENTS:

1. Vicinity Map
2. Aerial Map
3. Minor Use Permit Approval
4. Courtesy Letter - May 13, 2024
5. Courtesy Letter - July 22, 2024
6. Notice of Violation – August 9, 2024
7. Email Correspondence with Paul Taylor

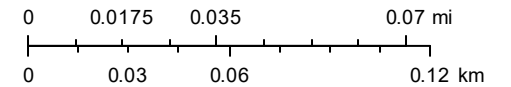
Vicinity Map - 311 E Main



October 1, 2024

© 2024 Nevada County, California

Scale:
1:2,257



Nevada County GIS

Aerial Map - 311 E Main

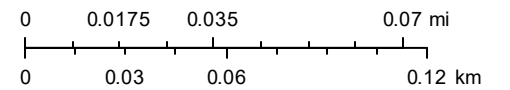


Nevada County GIS

October 1, 2024

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Scale:
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CITY OF GRASS VALLEY
Community Development Department
Thomas Last, Community Development Director

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

March 6, 2023

Paul Taylor
18625 Rock Creek Rd
Nevada City, CA 95959

RE: Minor Use Permit (23PLN-07) for the operation of a Short-Term Rental Vacation Home; located at 311 E Main, Grass Valley (APN 008-800-007).

Dear Paul:

On March 6, 2023, the Community Development Department approved Minor Use Permit 23PLN-07, subject to compliance with the conditions of approval listed below.

Conditions of Approval:

All project plans and uses shall be implemented in accordance with the plans and description provided by the applicant and approved by the Grass Valley Community Development Director for Minor Use Permit Application 23PLN-07. Minor changes may be approved by the Community Development Department.

The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

The minor use permit shall expire and become null and void if the use is discontinued for a period of longer than twelve (12) months.

This action and all conditions and actions are considered final unless appealed to the Planning Commission within 15 days of the date of this action or by 5:00 p.m., March 21, 2023. Appeals will be scheduled for the first available Planning Commission meeting date. If an appeal is filed, you will be notified by mail of the date and time of the hearing.

Please contact me with any questions at 530-274-4715 or alenal@cityofgrassvalley.com.

Sincerely,

Alena Loomis
Community Services Analyst



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

May 13, 2024

Paul Taylor
18625 Rock Creek Road
Nevada City, CA 95959

RE: Short-Term Rental Violation(s) located at 311 E Main Street, Grass Valley

Dear Property Owner(s),

It has come to the attention of the Community Development Department that the short term rental at 311 E Main Street, Grass Valley is in violation of the following:

- **Delinquent payment of 2023 transit occupancy tax (TOT) to the City.** The City contracts with a company that tracks bookings of vacation home rentals through multiple online platforms. Our records indicate that the 2023 TOT for the short-term rental at 311 E Main Street has not been paid in full, or was paid in a lesser amount than what is estimated is due.
- **Number of bedrooms.** Your Minor Use Permit approval was for the rental of 1 bedroom; however, it appears the online listings for this Vacation Home Rental advertise additional rooms.
- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.

Attached is a copy of the Compliance Agreement per Section 17.44.205 of the City of Grass Valley Municipal Code that outlines all of the requirements of short-term rentals. A copy of this agreement was signed by the owner of the short-term rental at 311 E Main Street prior to City approval. Please contact the City to obtain a copy of the signed agreement.

Violations must be addressed within the timeframes outlined below. Failure to come into compliance will result in revocation of the minor use permit or imposition of fines and/or penalties, as outlined under Section 1.14.070 of the Municipal Code.

For TOT violations, please contact the City within two weeks from the date of this notice, or no later than May 31, 2024, to provide receipts or other documentation of bookings and amounts paid to the owner of the short-term rental. For all other violations, contact the City within two weeks from the date of this notice, or no later than May 31, 2024 to inform us of your plans to come into compliance or discontinue operation of the hosted short term-rental unit located at 311 E Main Street.

Should you have any questions about the City's regulations or this letter, please feel free to contact me directly at lrollins@cityofgrassvalley.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucy Rollins', written over a horizontal line.

Lucy Rollins, AICP

Senior Planner



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

July 22, 2024

SECOND NOTICE

Paul Taylor
18625 Rock Creek Road
Nevada City, CA 95959

RE: Short-Term Rental Violation(s) located at 311 E Main Street, Grass Valley

Dear Property Owner(s),

This is a second courtesy letter that it has come to the attention of the City of Grass Valley that the short term rental at 311 E Main Street, Grass Valley may be in violation of the following:

- **Delinquent payment of 2023 transient occupancy tax (TOT) to the City.** The City contracts with a company that tracks bookings of vacation home rentals through multiple online platforms. Our records indicate that the 2023 TOT for the short-term rental at 311 E Main Street may not been paid in full, or was paid in a lesser amount than what is estimated is due.
- **Number of bedrooms.** Your Minor Use Permit approval was for the rental of 1 bedroom; however, it appears the online listings for this Vacation Home Rental advertise additional rooms.
- **Business license.** Section 17.44.205 of the Grass Valley Municipal Code requires all short-term rentals to maintain an active business license. Currently, there is not an active business license for the short-term rental at this address.

A letter was mailed to you on May 13, 2024 requesting you contact the City by May 31, 2024 to provide documentation of short term rental income and plans to come into compliance with the Municipal Code. As of July 22, 2024, no contact has been made with the City.

Please consider this a second courtesy notice of the current violation and contact the City by August 2, 2024 with your 2023 reports from the operation of your short-term rental (i.e., AirBnB or VRBO payout record) and a plan to remediate this violation. If a remediation plan has not been submitted by close of business on August 2, 2024, the City will move forward with a formal Notice of Violation and enforcement actions, which will include revocation of your approval to operate a short-term rental and may also include criminal, civil, or administrative sanctions, as outlined in Chapters 1.12, 1.13, and 1.14 of the Grass Valley Municipal Code.

Please contact me directly at lröllins@cityofgrassvalley.com to resolve these issues.

Sincerely,

Lucy Röllins, AICP

Senior Planner



CITY OF GRASS VALLEY

125 East Main Street
Grass Valley, CA 95945

Community Development
Department
(530) 274-4340

August 9, 2024

NOTICE OF VIOLATION

Paul Taylor
18625 Rock Creek Road
Nevada City, CA 95959

RE: Short-Term Rental Violation located at 311 East Main Street, Grass Valley

Dear Responsible Parties:

This letter shall serve as an official **Notice of Violation** under *Grass Valley Municipal Code Sections 1.14.040* that violations of the *Grass Valley Municipal Code* exist at 311 East Main Street. You are hereby ordered to remediate the violation as required herein.

In April 2024, the following violations were identified at the above referenced property in violation of the *Grass Valley Municipal Code (GVMC)*.

Description of Condition(s) Creating/Constituting Violations Described Above:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 311 East Main Street, it was found that the 2023 transient occupancy tax (TOT) for the operation of the rental unit was not paid in full, there is not a current business license for the rental, and the number of bedrooms offered in the rental exceeds the number approved under the Minor Use Permit. A first courtesy letter was sent to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

You must remediate the above violation no later than *August 25, 2024* by taking the following action:

1. Sign the attached overdue TOT form based on the estimates collected by the City and pay the total amount to the City of Grass Valley, OR supply 2023 records for your short-term rental that includes a) dates booked, b) payout amount, and c) breakdown of service fees to demonstrate that the actual bookings in 2023. Records must be directly from the booking platforms, CSV and Excel files will not be accepted.
2. Apply for a business license at <https://www.cityofgrassvalley.com/business-resources>
3. Provide the City with documentation of a change in the listing to reduce the number of bedrooms available to renters to one (1) or apply for an amendment to the Minor Use Permit. Minor Use

Permit application materials can be found here:
<https://www.cityofgrassvalley.com/post/planning-permits>

If you fail to provide the required information for your short-term rental in the timeframe listed above, the City will pursue further enforcement of this matter, including revocation of Minor Use Permit 23PLN-0007.

FINES AND PENALTIES

Nothing in this Notice and Order prevents the City from initiating any other legal or equitable proceeding to obtain compliance with the code, including the issuance of an administrative fines or penalties, or prosecution of a violation as an infraction or misdemeanor. Infractions may be punished by a fine of up to \$100 for a first violation, and up to \$200 for a second violation. A third violation may be charged as a misdemeanor and punished by a fine of up to \$1000 (*Grass Valley Municipal Code, § 1.12.010*). Each day during any portion of which a non-compliance condition exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue daily from the date the penalty becomes effective until the violation is corrected (*Grass Valley Municipal Code, § 1.14.070 (B)*).

APPEAL RIGHTS

You may appeal this Notice of Violation under *Grass Valley Municipal Code Section 1.14.090* by obtaining a "Request for Hearing" form from the city clerk located at *Grass Valley City Hall, 125 East Main Street, Grass Valley, California 95945* and returning it to the city clerk fully completed within *15 days* from the date of this Notice. At the time of returning the request for hearing form to the City Clerk, you must pay an appeal processing fee of \$432.00. No appeal shall proceed without payment of the fee at the time the appeal is filed. However, the City Clerk may waive or defer the appeal fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice and order, and other factors indicating good faith attempts to comply.

Failure to timely submit a completed request for hearing form or to pay the appeals processing fee of \$432.00 constitutes a waiver of the right to appeal, a failure to exhaust administrative remedies and shall preclude judicial review and renders this Notice of Violation final and binding.

Thank you for your expected cooperation. If you have any questions about complying with this *Notice of Violation*, please contact me at the *City of Grass Valley Planning Department at (530) 274-4330 or lrollins@cityofgrassvalley.com*.

Sincerely,



Lucy Rollins, AICP

Senior Planner

City of Grass Valley Community Development Department

From: [Lucy Rollins](#)
To: [REDACTED]
Subject: Notice of Violation - 311 E Main Street
Date: Friday, August 9, 2024 11:40:00 AM
Attachments: [311 E Main NOV 8.9.24.pdf](#)
[311 E Main St TOT.pdf](#)

Hello,

Please find attached a Notice of Violation under Grass Valley Municipal Code Section 1.14.040 regarding your short-term rental at 311 E Main Street. This is the final notice and has also been mailed via certified and standard United States mail to the property owner. A first courtesy letter was mailed to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

Thank you,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com



**MINOR USE PERMIT
HEARING
STAFF REPORT
October 9, 2024**

Prepared by: Lucy Rollins, Senior Planner

DATA SUMMARY

Application Number: 23PLN-33
Subject: Vacation Home Rental Minor Use Permit Revocation
Location/APNs: 112 Ocean Avenue / APN 029-180-047
Zoning/General Plan: Neighborhood General - 2 (NG-2) / Urban Low Density (ULD)
Entitlement: Minor Use Permit Revocation
Environmental Status: Exempt

RECOMMENDATION:

1. That the Director revoke the Minor Use Permit for a Vacation Home Rental at 112 Ocean Avenue as presented, or as may be modified by the Director, which includes the following actions:
 - a. Recommend that the Director determine the project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines, as detailed in the Staff Report;
 - b. Recommend that the Director adopt Findings of Fact for revocation of the Minor Use Permit as presented in the Staff Report; and,
 - c. Recommend that the Director revoke the Minor Use Permit as presented in this staff report.

BACKGROUND:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 112 Ocean Avenue, it was found that the full contact information for the owner or local property manager was not provided. A first courtesy letter was sent to the property owner on May 13, 2024 alerting them to this violation. A second courtesy letter was sent on July 22, 2024. No response was received to either courtesy letter.

A formal Notice of Violation was sent on August 9, 2024 via first-class mail, certified mail, and email, outlining the requirements to come into compliance no later than August 25, 2024. The City did not receive a response to the Notice of Violation.

GENERAL PLAN AND ZONING:

General Plan: The Grass Valley 2020 General Plan identifies the site as Urban Low Density Residential (ULD). The ULD General Plan designation is intended primarily for single family detached houses, although higher density single family patio homes or town houses could be accommodated, if offset with sufficient open space to maintain the gross density within the indicated range.

Zoning: The intent of the NG-2 zone is to strengthen the character of existing historic neighborhoods within Grass Valley. It seeks to protect and enhance the unique character of existing neighborhoods, particularly in locations where this character may be most susceptible to change.

ENVIRONMENTAL DETERMINATION:

The proposed permit revocation qualifies for a Common Sense Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) and Guidelines. A Section 15061(b)(3) exemption applies to projects which have where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The proposed revocation will remove an allowed use and revert the single-family home to a dwelling, therefore having no impact on the environment.

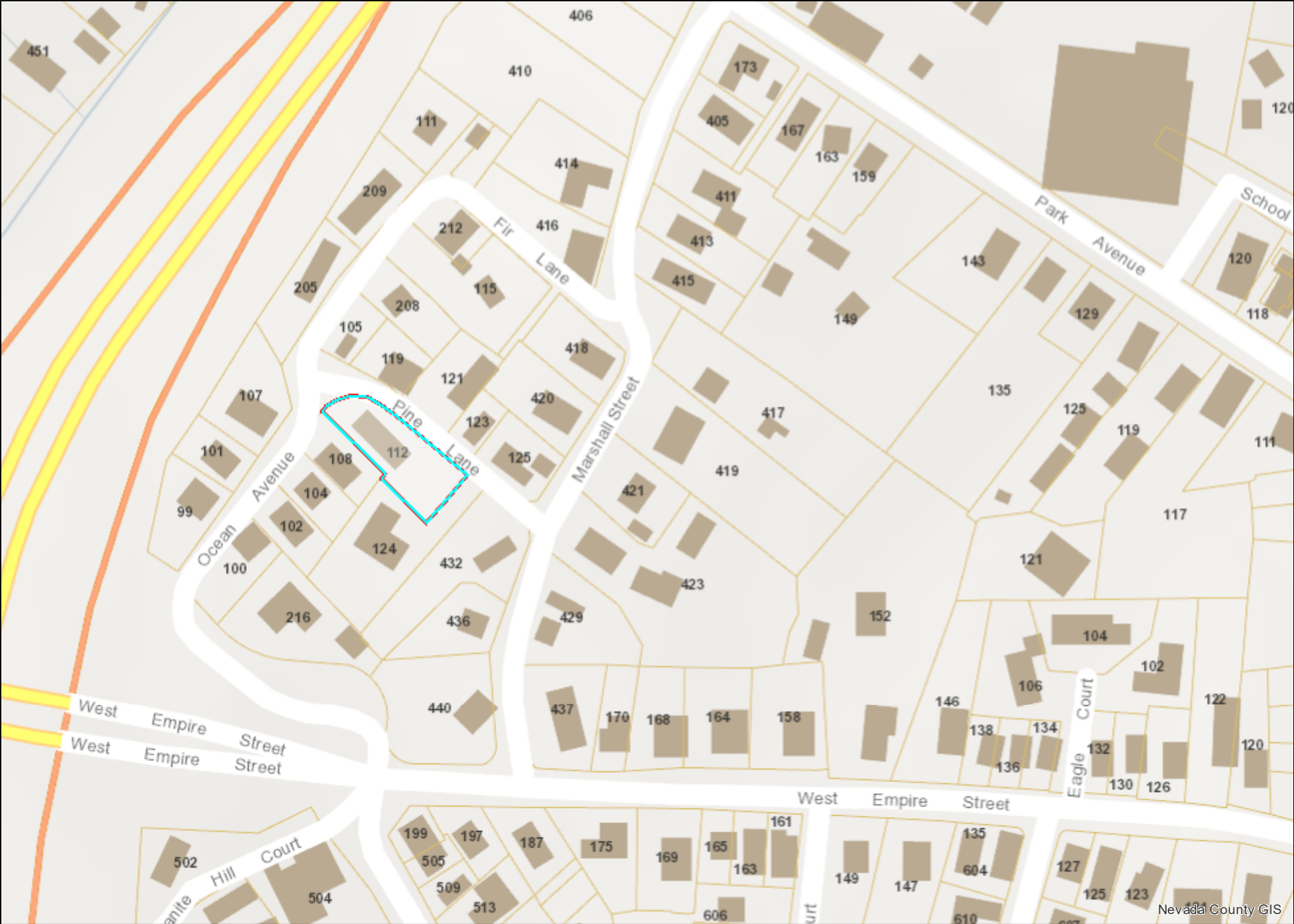
FINDINGS:

1. The City of Grass Valley Community Development Director approved Minor Use Permit 23PLN-33 on October 24, 2023 for the operation of a Vacation Home Rental at 112 Ocean Avenue;
2. The City completed an audit of all permitted short-term rentals within city limits in April 2024 for compliance with conditions of approval and permit compliance for the 2023 time frame;
3. During the audit, it was found that one of the conditions of the original permit or approval has not been substantially fulfilled or has been violated;
4. Courtesy letters were sent to the property owner on May 13, 2024 and July 22, 2024 requesting the owner and/or operator contact the City regarding the potential violations;
5. A formal Notice of Violation on August 9, 2024 was served to the property owner by first-class mail, certified mail, and email, stating actions required to correct, abate or mitigate the violation, and a period of time during which action(s) shall be commenced and completed, in accordance with Section 1.14.040 of the Grass Valley Municipal Code;
6. The Notice of Violation was not appealed pursuant to Section 1.14.090 of the Grass Valley Municipal Code;
7. The violation has not been resolved as of October 9, 2024, and the Vacation Home Rental remains out of compliance with permit conditions and the Grass Valley Municipal Code.

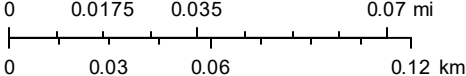
ATTACHMENTS:

1. Vicinity Map
2. Aerial Map
3. Minor Use Permit Approval
4. Courtesy Letter - May 13, 2024
5. Courtesy Letter - July 22, 2024
6. Notice of Violation – August 9, 2024
7. Email Correspondence with Nicole & Jeremy Brewer

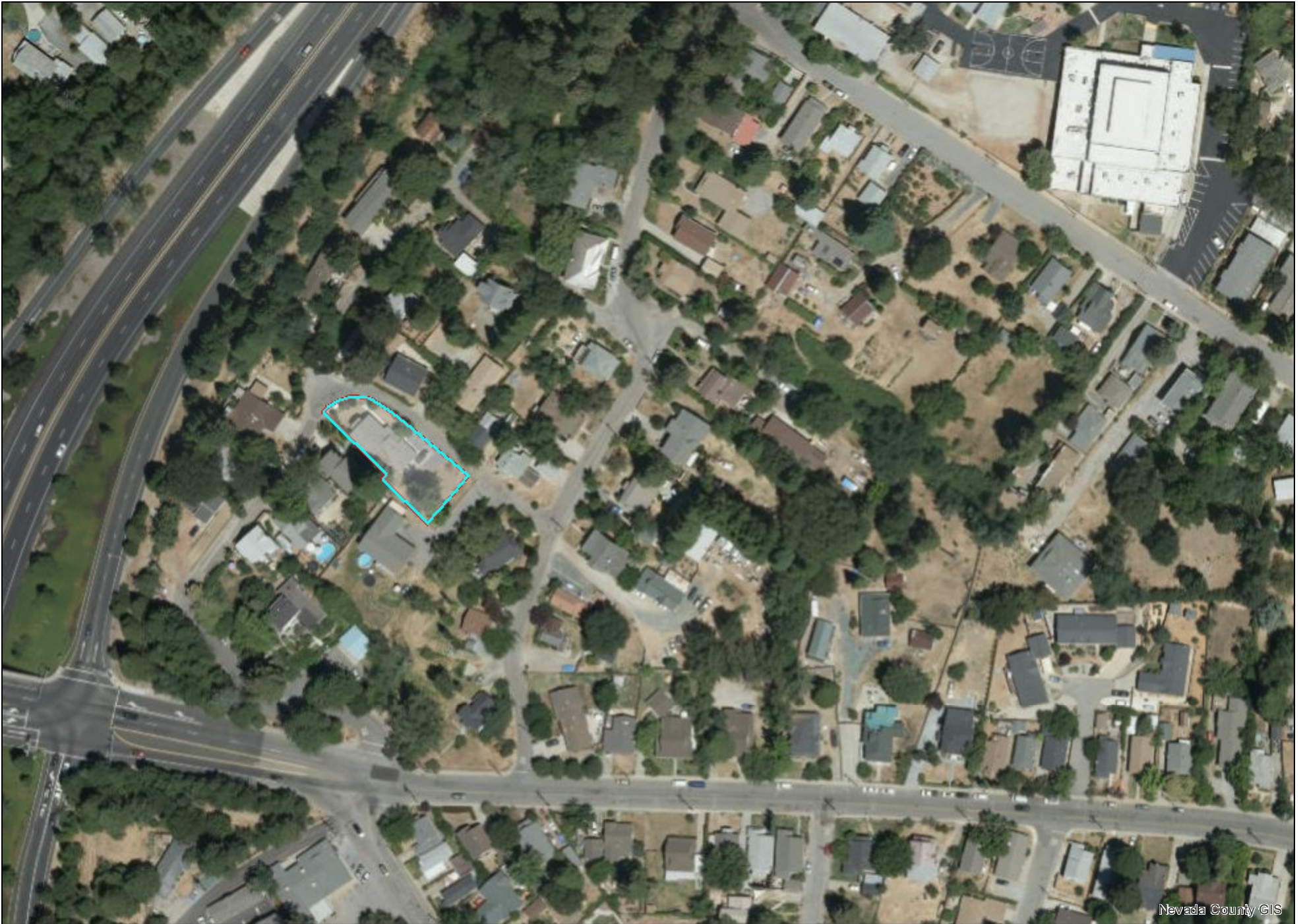
Vicinity Map - 112 Ocean



Nevada County GIS



Aerial Map - 112 Ocean

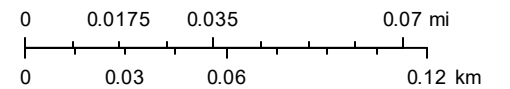


Nevada County GIS

October 1, 2024

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Scale:
1:2,257





CITY OF GRASS VALLEY
Community Development Department
Thomas Last, Community Development Director

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

October 24, 2023

Nicole & Jeremy Brewer
112 Ocean Ave
Grass Valley CA 95945

RE: Minor Use Permit (23PLN-33) for the operation of a Short-Term Rental Vacation Home; located at 112 Ocean Ave, Grass Valley (APN 029-180-047).

Dear Nicole & Jeremy:

On October 23, 2023, the Community Development Department approved Minor Use Permit 23PLN-33, subject to compliance with the conditions of approval listed below.

Conditions of Approval:

All project plans and uses shall be implemented in accordance with the plans and description provided by the applicant and approved by the Grass Valley Community Development Director for Minor Use Permit Application 23PLN-33. Minor changes may be approved by the Community Development Department.

The applicant agrees to defend, indemnify, and hold harmless the City in any action or proceeding brought against the City to void or annul this discretionary land use approval.

The minor use permit shall expire and become null and void if the use is discontinued for a period of longer than twelve (12) months.

This action and all conditions and actions are considered final unless appealed to the Planning Commission within 15 days of the date of this action or by 5:00 p.m., November 7, 2023. Appeals will be scheduled for the first available Planning Commission meeting date. If an appeal is filed, you will be notified by mail of the date and time of the hearing.

Please contact me with any questions at 530-274-4715 or alenal@cityofgrassvalley.com.

Sincerely,

Alena Loomis
Community Services Analyst



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

May 13, 2024

Nicole & Jeremy Brewer
112 Ocean Avenue
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 112 Ocean Avenue, Grass Valley

Dear Property Owner(s),

It has come to the attention of the Community Development Department that the short term rental at 112 Ocean Avenue, Grass Valley is in violation of the following:

- **Contact information for a local property manager.** Section 17.44.205.C.4 of the Grass Valley Municipal Code requires the owner or manager to live within 30 miles of the vacation home rental. It appears that a local contact was not provided in your application materials. Please provide that contact information, including address and phone number, to the City within the timeline listed below.

Attached is a copy of the Compliance Agreement per Section 17.44.205 of the City of Grass Valley Municipal Code that outlines all of the requirements of short-term rentals. A copy of this agreement was signed by the owner of the short-term rental at 112 Ocean Avenue prior to City approval. Please contact the City to obtain a copy of the signed agreement.

Violations must be addressed within the timeframes outlined below. Failure to come into compliance will result in revocation of the minor use permit or imposition of fines and/or penalties, as outlined under Section 1.14.070 of the Municipal Code.

Please contact the City within two weeks from the date of this notice, or no later than May 31, 2024, to inform us of your plans to come into compliance or discontinue operation of the hosted short term-rental unit located at 112 Ocean Avenue.

Should you have any questions about the City's regulations or this letter, please feel free to contact me directly at lröllins@cityofgrassvalley.com.

Sincerely,

Lucy Rollins, AICP

Senior Planner



CITY OF GRASS VALLEY
Community Development Department
Amy Wolfson, City Planner

125 East Main Street
Grass Valley, CA 95945

Building Division
530-274-4340
Planning Division
530-274-4330

Code Compliance

July 22, 2024

SECOND NOTICE

Nicole & Jeremy Brewer
112 Ocean Avenue
Grass Valley, CA 95945

RE: Short-Term Rental Violation(s) located at 112 Ocean Avenue, Grass Valley

Dear Property Owner(s),

This is a second courtesy letter that it has come to the attention of the Community Development Department that the short term rental at 112 Ocean Avenue, Grass Valley is in violation of the following:

- **Contact information for a local property manager.** Section 17.44.205.C.4 of the Grass Valley Municipal Code requires the owner or manager to live within 30 miles of the vacation home rental during rental periods. It appears that a local contact was not provided in your application materials. Please provide that contact information, including address and phone number, to the City within the timeline listed below.

A letter was mailed to you on May 13, 2024 requesting you contact the City by May 31, 2024 to provide documentation of short term rental income and plans to come into compliance with the Municipal Code. As of July 22, 2024, no contact has been made with the City.

Please consider this a second courtesy notice of the current violation and contact the City by August 2, 2024 with the necessary information. If a remediation plan has not been submitted by close of business on August 2, 2024, the City will move forward with a formal Notice of Violation and enforcement actions, which will include revocation of your approval to operate a short-term rental and may also include criminal, civil, or administrative sanctions, as outlined in Chapters 1.12, 1.13, and 1.14 of the Grass Valley Municipal Code.

Please contact me directly at lrrollins@cityofgrassvalley.com to resolve this issue.

Sincerely,

Lucy Rollins, AICP

Senior Planner



CITY OF GRASS VALLEY

125 East Main Street
Grass Valley, CA 95945

Community Development
Department
(530) 274-4340

August 9, 2024

NOTICE OF VIOLATION

Nicole & Jeremy Brewer
112 Ocean Avenue
Grass Valley, CA 95945

RE: Short-Term Rental Violation located at 112 Ocean Avenue, Grass Valley

Dear Responsible Parties:

This letter shall serve as an official **Notice of Violation** under *Grass Valley Municipal Code Section 1.14.040* that a violation of the *Grass Valley Municipal Code* exists at 112 Ocean Avenue. You are hereby ordered to remediate the violation as required herein.

In April 2024, the following violation was identified at the above referenced property in violation of the *Grass Valley Municipal Code (GVMC)*.

Description of Condition(s) Creating/Constituting Violations Described Above:

The City of Grass Valley conducted an audit of all short-term rentals operating within city limits in April 2024. Upon review of the short-term rental at 112 Ocean Avenue, it was found that the full contact information for the owner or local property manager residing within 30 miles of the vacation home rental during rental periods was not provided at the time of application, as required under the signed compliance agreement. The primary address provided is the same as the vacation home rental. The secondary address is also a vacation rental home in the city. The owner must demonstrate that they, or a property manager, reside within 30 miles of the vacation rental during rental periods. A first courtesy letter was sent to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

You must remediate the above violation no later than *August 25, 2024* by taking the following action:

1. Contact the City of Grass Valley Planning Department and provide the full name, email address, phone number, and local address for the property owner or manager of the short-term rental during rental periods.

If you fail to provide the required information for your short-term rental in the timeframe listed above, the City will pursue further enforcement of this matter, including revocation of Minor Use Permit 23PLN-0033.

FINES AND PENALTIES

Nothing in this Notice and Order prevents the City from initiating any other legal or equitable proceeding to obtain compliance with the code, including the issuance of an administrative fines or penalties, or prosecution of a violation as an infraction or misdemeanor. Infractions may be punished by a fine of up to \$100 for a first violation, and up to \$200 for a second violation. A third violation may be charged as a misdemeanor and punished by a fine of up to \$1000 (*Grass Valley Municipal Code, § 1.12.010*). Each day during any portion of which a non-compliance condition exists or continues may be deemed a separate and distinct violation for purposes of setting the amount of penalty to be imposed. Any penalty imposed will accrue daily from the date the penalty becomes effective until the violation is corrected (*Grass Valley Municipal Code, § 1.14.070 (B)*).

APPEAL RIGHTS

You may appeal this Notice of Violation under *Grass Valley Municipal Code Section 1.14.090* by obtaining a "Request for Hearing" form from the city clerk located at *Grass Valley City Hall, 125 East Main Street, Grass Valley, California 95945* and returning it to the city clerk fully completed within *15 days* from the date of this Notice. At the time of returning the request for hearing form to the City Clerk, you must pay an appeal processing fee of \$432.00. No appeal shall proceed without payment of the fee at the time the appeal is filed. However, the City Clerk may waive or defer the appeal fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice and order, and other factors indicating good faith attempts to comply.

Failure to timely submit a completed request for hearing form or to pay the appeals processing fee of \$432.00 constitutes a waiver of the right to appeal, a failure to exhaust administrative remedies and shall preclude judicial review and renders this Notice of Violation final and binding.

Thank you for your expected cooperation. If you have any questions about complying with this *Notice of Violation*, please contact me at the *City of Grass Valley Planning Department at (530) 274-4330 or lrollins@cityofgrassvalley.com*.

Sincerely,



Lucy Rollins, AICP

Senior Planner

City of Grass Valley Community Development Department

From: [Lucy Rollins](#)
To: [REDACTED]
Subject: Notice of Violation - 112 Ocean Ave
Date: Friday, August 9, 2024 11:39:00 AM
Attachments: [112 Ocean NOV 8.9.24.pdf](#)

Hello,

Please find attached a Notice of Violation under Grass Valley Municipal Code Section 1.14.040 regarding your short-term rental at 112 Ocean Ave. This is the final notice and has also been mailed via certified and standard United States mail to the property owner. A first courtesy letter was mailed to the property owner on May 13, 2024. A second courtesy letter was sent on July 22, 2024.

Thank you,



Lucy Rollins, AICP

Senior Planner | City of Grass Valley
125 East Main Street | Grass Valley, CA 95945
Ph: 530.274.4712
lrollins@cityofgrassvalley.com | www.cityofgrassvalley.com