

**PLANNING COMMISSION AGENDA  
MONDAY, MARCH 11, 2024  
6:00 P.M.**

THE CITY OF SUTTER CREEK PLANNING COMMISSION MEETING WILL BE AVAILABLE  
VIA ZOOM AND IN PERSON.

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

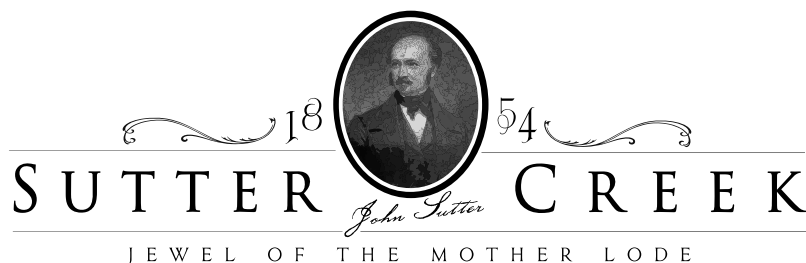
Dial by phone: 301-715-8592 / Meeting ID: 956 852 0224

*\*Public comment will not be taken from Zoom.\**

- 6:00 P.M. 1. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING**
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. PUBLIC FORUM** – *Discussion items only, no action to be taken. Any person may address the Commission at this time upon any subject within the jurisdiction of the Planning Commission; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent meeting. Please note – there is a five (5) minute limit per topic.*
- 4. CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Commission or the Public.*
- A. Planning Commission Minutes of February 12, 2024.  
*Recommendation: Approval of Minutes.*
  - B. Sutter Creek Housing Element Annual Progress Report 2023  
*Recommendation: Recommend the City Council adopt and submit the Housing Element Annual Progress Report.*
  - C. Sign Permit Application: 30 Ridge Rd.#5: Applicant: Vargas  
*Recommendation: Approval of sign application as submitted*
  - D. Sign Permit Application: 81 Hanford St.: Applicant: Finney  
*Recommendation: Approval of sign application as submitted*
- 5. PUBLIC HEARINGS**
- A. SITE PLAN PERMIT, 321 OLD HWY 49, MACT (APN 018-010-025)
    - 1. Conduct a public hearing and receive public input, and
    - 2. Find that the project is Categorically Exempt under 15301 (Existing) CEQA Guidelines; and

3. Adopt Resolution 23-24-\*\* approving a Site Plan Permit for MACT for interior improvements to an existing medical/professional office building based on the proposed Findings and subject to the proposed Conditions of Approval for APN 018-010-025.
- B. Vesting Tentative Parcel Map #2871, 290 Spanish Street,  
Michael and Barbi Boyle (APN 180-054-002)
1. Conduct a public hearing and receive public input, and
  2. Find that the project is Categorically Exempt under 15332 (Infill) CEQA Guidelines; and
  3. Adopt Resolution 23-24-\* Approving the Vesting Tentative Parcel Map #2871 based on the recommended Findings and subject to the recommended Conditions of Approval and subject to City Council approval of an exception to the Zoning Ordinance 18.16.
- C. Vesting Tentative Parcel Map #2895, 40 Broad Street,  
Guthrie Family Revocable Trust (APN 018-163-013)
1. Conduct a public hearing and receive public input, and
  2. Find that the project is Categorically Exempt under 15332 (Infill) CEQA Guidelines; and
  3. Adopt Resolution 23-24-\* Approving the Vesting Tentative Parcel Map #2895 based on the recommended Findings and subject to the recommended Conditions of Approval and subject to City Council approval of an exception to the Zoning Ordinance 18.16 (R-1 Zoning) and 18.48 (Off-street Parking).

## **ADJOURNMENT**



## PLANNING COMMISSION MINUTES

Tuesday, February 12, 2024  
6:00 P.M.

1. **CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING**  
Commissioners Present: Baggett, Macon, Padilla-Gordon, Ryan and Kirkley  
Staff Present: Karen Darrow, Erin Ventura and Tom DuBois
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**  
Chairman Kirkley led the Pledge of Allegiance
3. **PUBLIC FORUM - None**
4. **CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of Commission or the Public.*
  - A. Planning Commission Minutes of January 8, 2024.  
*Recommendation: Approval of Minutes.*
  - B. Sign Permit Application: 76 Main St.: Applicant: Goldstein  
*Recommendation: Approval of sign application as submitted*

### M/S Baggett/Macon to Approve the Consent Agenda, as presented.

**AYES:** Baggett, Macon, Padilla-Gordon, Ryan and Kirkley  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None  
**MOTION CARRIED**

## 5. PUBLIC HEARING

- A. Vesting Tentative Parcel Map #2917 (APN 180-152-053)
  1. Conduct a public hearing and receive public input, and
  2. Find that the project is Categorically Exempt under 15332 (Infill) CEQA Guidelines; and
  3. Adopt Resolution 23-24-\* Approving the Vesting Tentative Parcel Map #2917 based on the recommended Findings and subject to the recommended Conditions of Approval and subject to City Council approval of an exception to the Subdivision code 17.16.100

Chairman Kirkley noted his concern about approving new lots with variances, explaining that the city should change the standard if that continues.

Chairman Kirkley opened the Public Hearing at 6:05 p.m.

The property surveyor reviewed the proposed lot lines and clarified the location of the existing easement.

Chairman Kirkley closed the Public Hearing at 6:23 p.m.

**M/S Macon/ Ryan to Adopt Resolution 23-24-07 Approving the Vesting Tentative Parcel Map #2917 based on the recommended Findings and subject to the recommended Conditions of Approval and subject to City Council approval of an exception to the Subdivision code 17.16.100.**

**AYES: Macon, Padilla-Gordon and Ryan**

**NOES: Baggett and Kirkley**

**ABSTAIN: None**

**ABSENT: None**

**MOTION CARRIED (3-2)**

#### **ADJOURNMENT**

The meeting was adjourned at 6:25 p.m.

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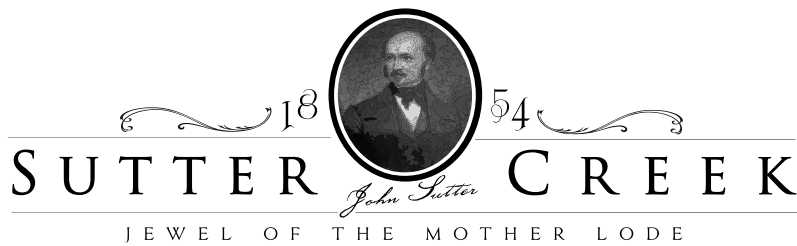
Michael Kirkley, Chairman

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Karen Darrow, City Clerk

Date Approved:





**MEETING DATE:** MARCH 11, 2024  
**TO:** PLANNING COMMISSION  
**FROM:** ERIN VENTURA, PLANNING CONSULTANT  
**SUBJECT:** SUTTER CREEK HOUSING ELEMENT ANNUAL PROGRESS REPORT- 2023

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**RECOMMENDATION:**

1. Review report and provide comments to staff.

**BACKGROUND:**

Local jurisdictions are required to submit a Housing Element Annual Report (APR) to the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) by April 1 of each year. The report provides information to the State, and the public, on the implementation of the Housing Element and progress toward our Regional Housing Needs Allocation numbers.

APRs must be presented to the local legislative body for its review and acceptance, usually as a consent or discussion item on a regular meeting agenda. The APR is scheduled to be reviewed by the City Council on March 18, 2024.

**DISCUSSION:**

Staff prepared the Sutter Creek Housing Element APR for the year 2023. The 6<sup>th</sup> Cycle Housing Element was adopted at the end of 2023, and many of the programs have not yet been implemented (Table D). As staff availability and budget are available, programs will be implemented throughout the Housing Cycle.

In 2023 the City permitted or entitled 50 units (4 Single family homes and 46 multifamily units) and completed 1 single family home (Table A2). The City is on track to meet its RHNA for below market rate housing.

**BUDGET IMPACT:**

There is no budget impact directly. The APR recommends implementation of programs that may have budget impacts that will be addressed in each annual City budget.

\* \* \* \*

Please Start Here

General Information	
Jurisdiction Name	Sutter Creek
Reporting Calendar Year	2023
Contact Information	
First Name	Erin
Last Name	Ventura
Title	Contract Planner
Email	eventura@haugebrueck.com
Phone	2092675647
Mailing Address	
Street Address	18 Main Street
City	Sutter Creek
Zipcode	95685

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v\_2\_15\_24

**Optional:** This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

**Optional:** Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

**Optional:** This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

## Submittal Instructions

**Please save your file as Jurisdictionname2023 (no spaces).** Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

**1. Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov).*

**2. Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and to OPR at [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov). Please send the Excel workbook, not a scanned or PDF copy of the tables.

<b>Jurisdiction</b>	Sutter Creek	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	6th Cycle	09/15/2021 - 09/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		4
Total Units		4

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	4	1
2 to 4 units per structure	0	0	0
5+ units per structure	46	0	0
Accessory Dwelling Unit	0	0	0
Mobile/Manufactured Home	0	0	0
<b>Total</b>	<b>46</b>	<b>4</b>	<b>1</b>

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	4	4
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	0	0
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	55
Sites Rezoned to Accommodate the RHNA	0

<b>Jurisdiction</b>	Sutter Creek	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle	09/15/2021 - 09/15/2029

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

**Table A**  
**Housing Development Applications Submitted**

[illegible]

[illegible]

This image shows a full page of graph paper. It features a uniform grid of small squares. Three vertical columns are highlighted with a darker gray shading. These columns are located at approximately one-third, two-thirds, and three-quarters of the way across the page from left to right. The remaining areas of the page are white with the standard light gray grid lines.



This image shows a full page of graph paper. It features a uniform grid of small squares. Three vertical columns are highlighted with a darker gray shading. These columns are located at approximately one-third, two-thirds, and three-quarters of the way across the page from left to right. The remaining areas of the page are white with the standard light gray grid lines.

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Jurisdiction	Sutter Creek	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 12/31/2018-09/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	15	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	15
Low	Deed Restricted	12	-	-	-	-	-	-	-	-	-	-	-	12
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted	13	-	-	-	-	-	-	-	-	-	-	-	13
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Above Moderate		34	7	1	1	4	-	-	-	-	-	-	13	21
Total RHNA		74												
Total Units			7	1	1	4	-	-	-	-	-	-	13	61
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely low-income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		8		-	-	-	-	-	-	-	-	-	-	8

\*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

VLI Deed Restricted

VLI Non Deed Restricted



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

Jurisdiction		Sutter Creek	
Reporting Year		2023	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
<div>Housing Programs Progress Report</div> <div>Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</div>			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1: Countywide Housing Working Group	<ul style="list-style-type: none"> <li>Amador County, and the Cities of Amador City, Lone, Jackson, Plymouth, and Sutter Creek to establish a Countywide Housing Working Group, including one representative from each jurisdiction's Planning Department, by February 2024 to discuss and implement housing strategies. The Countywide Housing Working Group shall meet on a regular basis.</li> <li>Each jurisdiction shall annually evaluate the effectiveness of the CHWG in the implementation of programs. If the CHWG is determined to be ineffective in implementing any of the programs, each jurisdiction shall identify alternative actions to facilitate the implementation of relevant programs.</li> </ul>	Feb-24	The working group will be established by Spring 2024

<b>Program 2: Housing Element Monitoring/Annual Reporting</b>	Review the Housing Element annually and provide opportunities for public participation, in conjunction with the submission of the Annual Progress Report to the State Department of Housing and Community Development by April 1st of each year.	Annually	Annual Reports will be prepared by staff in March annually. The report will be reviewed by the Planning Commission and City Council during public meetings.
<b>Program 3: Adequate Sites</b>	<ul style="list-style-type: none"> <li>● Each jurisdiction shall develop a formal ongoing procedure to evaluate development proposals, rezones, and other land use decisions and update the inventory and capacity of sites by income groups as necessary by the end of 2023.</li> <li>● Each jurisdiction to work with the Amador-Tuolumne Community Action Agency (ATCAA) and private developers on an ongoing basis to find suitable sites for affordable housing and special needs groups, including extremely low income, transitional, supportive, and single heads of households housing with an emphasis on prioritizing housing opportunities in higher resource areas.</li> </ul>	Annually	Implementation in progress and ongoing. The Housing Element includes a citywide inventory of potential infill sites. The inventory list contained in the Housing Element is available at the Community Development Department offices and at Sutter Creek City Hall counter, and is posted on the City's website, <a href="http://www.cityofsuttercreek.org">www.cityofsuttercreek.org</a> . The inventory was updated at the time the Housing Element is updated. Between updates of the Housing Element, City staff will maintain a database of the housing inventory, and vacant or infill sites with modifications entered each time a building permit or use permit is approved. The Planning staff will post the database on the City website and make available at the City Hall and Community Development counters.

<b>Program 3: Adequate Sites</b>	<ul style="list-style-type: none"><li>●Each jurisdiction to maintain adequate sites to accommodate the RHNA throughout the 6th Cycle pursuant to Government Code Section 65863 (No Net Loss Law): Sutter Creek: 15 very low, 12 low, 13 moderate, and 34 above moderate income units</li><li>●The Zoning Code for each jurisdiction shall be updated to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households for: 1) lower income sites that are vacant and have been included in the inventory from two or more consecutive planning periods, and 2) lower income sites that are underutilized (nonvacant) and have been included in the inventory from a prior planning period consistent with the requirements of Government Code Section 65583.2. The attachment to the Annex for each jurisdiction identifies lower income sites that have been included in prior Housing Elements.</li></ul>	Annually	<b>Zoning Ordinance was updated in Fall 2023.</b>
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<b>Program 4: Accessory Dwelling Units, Junior Accessory Dwelling Units, and SB9 Units</b>	<p>Amador County, Amador City, Jackson, Plymouth, and Sutter Creek to update their codes to allow ADUs, JADUs, and SB 9 units, as applicable, consistent with the requirements of State law by July 2024.</p> <ul style="list-style-type: none"><li>• Housing Working Group to coordinate development of a Countywide web page by September 2024 to promote ADU and SB 9 opportunities to interested residents that includes examples of successful ADU projects, an ADU resource guide, and links to the ADU and SB 9 requirements for each jurisdiction.</li><li>• Each jurisdiction shall provide technical and resource guides online, including lot split provisions per SB 9 by December 2023.</li><li>• Each jurisdiction shall conduct outreach and education on ADU and SB 9 options and requirements to homeowners and Homeowners' Associations on an annual basis (2023-2029) to expand opportunities throughout the jurisdiction, with an emphasis on outreach to homeowners' associations and property owners in higher opportunity areas within each jurisdiction.</li></ul>	<b>Various</b>	<p><b>Once the working group is formed, workshop and handout materials can be prepared to be presented at Planning Commission meetings and available for the public online or at City Hall.</b></p>
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<b>Program 4: Accessory Dwelling Units, Junior Accessory Dwelling Units, and SB9 Units</b>	<ul style="list-style-type: none"><li>• Each jurisdiction shall pursue State funding available to assist lower- and moderate income homeowners in the construction of ADUs on an annual basis (2024, 2026, 2028).</li><li>• Each jurisdiction shall provide financial assistance to qualified property owners to build ADUs when State funds (such as CalHOME) or other funds are available on an ongoing basis.</li><li>• By December 2025, assess each jurisdiction's progress in ADU construction; evaluate incentives to further promote ADUs if construction goals are not met.</li><li>• Sutter Creek: 5 ADUs/JADUs</li></ul>	<b>Various</b>	<b>Planning staff will pursue State funding by December 2024. If funding is available staff will provide assistance to qualified homeowners.</b>
<b>Program 5: Affordable Housing Land Acquisition</b>	<p>Amador Countywide:</p> <ul style="list-style-type: none"><li>• Countywide Housing Working Group to work with the Amador-Tuolumne Community Action Agency (ATCAA) and private developers to identify potential suitable affordable housing sites for land acquisition on a regular basis.</li></ul> <p>Each Jurisdiction:</p> <ul style="list-style-type: none"><li>• Individual jurisdictions to evaluate sites identified by the Countywide Housing Working Group to determine site acquisition feasibility, and work with for-profit and nonprofit resources as necessary to obtain such lands.</li></ul>	<b>Ongoing</b>	<b>The working group will meet on this in 2024.</b>

<b>Program 5B: Homeless Services Coordination</b>	<ul style="list-style-type: none"> <li>Countywide, by 2027, work with developers and service providers to provide 30 new shelter or transitional housing beds, with at least 2 beds provided apiece in Amador City and Plymouth, 3 beds provided apiece in Lone, Plymouth, and Sutter Creek, and 10 beds provided apiece in Jackson and the unincorporated County.</li> <li>Beginning in 2024, Housing Working Group shall coordinate annually with the administration, Police Department, and Planning staff of each jurisdiction has information available regarding services for the homeless and at-risk population.</li> </ul>	<b>Dec-27</b>	<b>Not yet implemented</b>
<b>Program 6: Affordability Targets</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>Program 7: Historically Significant Structures</b>	Coordinate the rehabilitation and adaptive reuse of at least 1 historically significant structures as appropriate on an ongoing basis by December 2027.	Ongoing	<b>Implemented, November 2023. The Design Review Committee reviewed renovation plans for a historical home on Main Street within our Historical Downtown District. Extra attention was given to make sure that the renovations were in keeping with the existing character of the home and period.</b>

<b>Program 8: Neighborhood Beautification and Housing Rehabilitation</b>	<ul style="list-style-type: none"><li>● Countywide Housing Working Group to identify funding sources for housing rehabilitation, weatherization, energy-efficient improvements, emergency repair, and wildland urban interface/fire hardening on an annual basis.</li><li>o Housing Working Group to coordinate with individual jurisdictions to determine if available funding should be sought at the regional level or by individual jurisdictions.</li><li>o Housing Working Group to coordinate with individual jurisdictions to identify a single entity to assist in the implementation of housing rehabilitation programs in order to provide efficient and effective assistance throughout the County.</li><li>o Potential funding sources include USDA Section 504 Home Repair, Community Development Block Grant (CDBG), HOME, and CalFIRE Wildfire Prevention Grant programs.</li></ul>	<b>Annually</b>	<b>As staff availability provides, the City will pursue funding.</b>
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<p><b>Program 8: Neighborhood Beautification and Housing Rehabilitation</b></p>	<ul style="list-style-type: none"> <li>• Individual jurisdictions to promote the available housing rehabilitation, energy efficiency, accessibility, and home improvement programs on each jurisdiction's website, through social media, and by way of handouts available at the public counter as well as through the local real estate community by June 2023.</li> <li>• Individual jurisdictions to continue to respond to code complaints as complaints are received.</li> <li>• Each jurisdiction's Planning Department shall work with property owners, residents, and Homeowner Associations to ensure safe and decent housing. Staff will identify concentrations of housing in need of repair and multifamily developments in need of significant repair and connect property owners with resources for rehabilitation and junk removal on an ongoing basis.</li> </ul>	<p><b>Annually</b></p>	<p><b>As staffing is available, additional outreach will be completed.</b></p>
<p><b>Program 8: Neighborhood Beautification and Housing Rehabilitation</b></p>	<ul style="list-style-type: none"> <li>• Secure funding, either individually or Countywide, for rehabilitation, improvement, and/or emergency repair of housing: Sutter Creek: 3 extremely low, 3 very low, and 2 low income units to determine if available funding should be sought at the regional level or by individual jurisdictions.</li> </ul>	<p><b>Annually</b></p>	<p><b>As staff availability provides, the City will pursue funding.</b></p>

<b>Program 9: Affordable and Special Needs Housing Assistance and Incentives</b>	<p>Countywide Housing Working Group will review available funding sources for housing affordable to extremely low, very low, low, and moderate income households and housing for special needs groups at least twice each year.</p> <ul style="list-style-type: none"><li>• Countywide Housing Working Group will actively pursue federal, State, County and private funding sources that are available at the regional level and to determine the feasibility of developing a Regional Affordable Housing Trust Fund.</li><li>• Countywide Housing Working Group will proactively reach out annually to affordable housing providers and special needs housing providers, including homeless service providers interested in constructing extremely low income housing, emergency shelters, transitional housing, and supportive housing, agricultural worker housing providers, senior and disability housing providers, and providers serving large families and/or single heads of household with children to assist in identifying appropriate sites for development and connecting providers with assistance, including fundings and incentives for housing.</li></ul>	<b>Annually</b>	<b>Not yet implemented</b>
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<b>Program 9: Affordable and Special Needs Housing Assistance and Incentives</b>	<ul style="list-style-type: none"><li>• Each jurisdiction within Amador County to actively pursue federal, State, and private funding sources for affordable housing as a means of leveraging local funds and maximizing assistance, and also support developers in securing outside funding sources. If multiple projects are proposed for funding, jurisdictions shall prioritize projects that improve very low/low income access to the most resources and most positive environmental, educational, economic, and transportation outcomes.</li><li>• Amador County to actively pursue federal, State, or other funding sources to assist developers and property owners in meeting the State's wildfire safety standards for residential and mixed uses in the Very High Fire Hazard Severity Zone.</li><li>• If interest in affordable or special needs housing exceeds federal, State, and private funding resources for affordable housing, prioritize assisting projects located in TCAC highest resource areas.</li></ul>	<b>Annually</b>	<b>Not yet implemented</b>
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<b>Program 9: Affordable and Special Needs Housing Assistance and Incentives</b>	<ul style="list-style-type: none"><li>• By December 2024, each jurisdiction shall identify a menu of incentives, including permit streamlining, reduced or deferred development fees, ministerial review of minor lot line adjustments, technical assistance to acquire funding, and modification of development requirements through Planned Development overlays or similar provisions for affordable and special needs housing. Incentives shall be specifically identified for extremely low income housing, which may include adopting priority processing, granting fee waivers or deferrals, modifying development standards, and granting concessions and incentives. Sutter Creek and Plymouth shall also identify reduced or deferred fees for deed-restricted moderate income housing.</li><li>• Each jurisdiction to promote affordable and special needs housing, as well as a variety of housing types, when reviewing and implementing Planned Development, Specific Plan, and any large-scale projects to ensure new residential development provides for a variety of housing types and affordability levels.</li></ul>	<b>Annually</b>	<b>Not yet implemented</b>
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<b>Program 9: Affordable and Special Needs Housing Assistance and Incentives</b>	<ul style="list-style-type: none"><li>● To promote and incentivize affordable and special needs housing, each jurisdiction shall annually email regional affordable housing developers and nonprofits the menu of incentives, the inventory of sites for very low and low income housing, a list of available financial resources, and the jurisdiction's dedicated contact to discuss affordable housing opportunities.</li><li>● In conjunction with other programs promoting affordable housing and reducing barriers to a variety of housing types, approve and permit development of new affordable and special needs units as follows: Sutter Creek: 8 extremely low, 7 very low, and 12 low income units</li></ul>	<b>Annually</b>	<b>Not yet implemented</b>
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<b>Program 10: Preservation of Existing Affordable Housing</b>	<ul style="list-style-type: none"><li>• Annually monitor each jurisdiction's affordable housing stock to ensure that deed-restricted units are preserved.</li><li>• Should any of the assisted properties become at risk of converting to market rate, the jurisdiction(s) will work with property owners, interest groups, and the State and federal governments to ensure compliance with State law and implement the following:<ul style="list-style-type: none"><li>o Technical Assistance: Provide technical assistance where feasible to public and non-profit agencies interested in purchasing and/or managing units at risk.</li><li>o Preservation Programs: Provide information to owners of at-risk properties regarding rehabilitation assistance and/or mortgage financing in exchange for extending affordability restrictions.</li><li>o Tenant Education: Hold public hearings upon receipt of any Notice of Intent to Sell or Notice of Intent to Convert to Market Rate Housing, pursuant to Section 65863.10 of the Government Code and provide tenant education on housing rights</li></ul></li><li>• Retain all assisted multifamily housing (lone – 43 units, Jackson – 258 unit, and Sutter Creek – 34 units)</li></ul>	<b>Annually</b>	<b>Staff will monitor affordable housing stock.</b>
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<b>Program 11: Preserve Multifamily and Mobile Home Opportunities</b>	<ul style="list-style-type: none"><li>● Update the code by December 2025 to establish provisions addressing the conversion or demolition of multifamily rental housing and mobile home parks with the intent of retaining multifamily units (701 units as identified in Background Report Table II-25) and mobile homes (1,432 units as identified in Background Report Table II-25) in all jurisdictions and assisting any households subject to relocation due to a multifamily or mobile home park demolition or conversion. The provisions shall address:<ul style="list-style-type: none"><li>o Identification of affected households by income, household size, and special housing needs</li><li>o Notification to households at least 6 months prior to a required move-out date.</li><li>o Assistance to all lower income and special needs households in identifying affordable housing opportunities.</li></ul></li></ul>	<b>Dec-25</b>	<b>Not yet implemented</b>
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<b>Program 11: Preserve Multifamily and Mobile Home Opportunities</b>	<ul style="list-style-type: none"><li>o Moving costs to all affected households.</li><li>o Rental assistance for a minimum period of time to all lower income households who are not able to procure housing that is affordable to their income group (extremely low, very low, low).</li><li>o Option for all affected households to receive priority for any new or rehabilitated housing built on the same site within 3 years of move-out.</li></ul>	<b>Dec-25</b>	<b>Not yet impletmented</b>
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<b>Program 12: Fair Housing Services</b>	<ul style="list-style-type: none"><li>• As a means of furthering fair housing education and outreach in the community, each jurisdiction in Amador County will advertise the fair housing program through placement of fair housing information brochures on their websites, at the public counters, and in the local library(ies) by December 2023.</li><li>• Each jurisdiction to provide an annual outreach event to promote fair housing and to educate the community, landlords, and real estate professionals regarding fair housing requirements.</li><li>• Each jurisdiction shall continue to provide referrals to CDFEH and HUD and any locally designated providers on an ongoing basis, including promoting fair housing practices, review and enforcement assistance with fair housing complaints, and education to housing providers.</li></ul>	<b>Dec-23</b>	<b>Not yet implemetned as the Housing Working Group has not yest been estabilished.</b>
<b>Program 12: Fair Hosuing Services</b>	<ul style="list-style-type: none"><li>• Housing Working Group to coordinate with ATCAA in 2023/2024 to determine if ATCAA can offer fair housing services to all County residents. If ATCAA cannot offer fair housing services, the Housing Working Group to contact fair housing advocates to identify interest in providing fair housing services to the County and identify a single Countywide point of contact for fair housing concerns by the end of 2024.</li></ul>	<b>Dec-24</b>	<b>Not yet implemented.</b>

<b>Program 13: Affirmatively Further Fair Housing</b>	Implement measures to affirmatively further fair housing on an ongoing basis, and as further outlined in Table 1.	<b>Annually and ongoing</b>	<b>Not yet implemented.</b>
<b>Program 14: Affordable Housing Resources for Renters and Owners</b>	<ul style="list-style-type: none"><li>• Develop an outreach program by December 2024 to connect lower income residents and the lower income workforce with new rental and ownership opportunities and access to resources for home ownership, housing rehabilitation, fair housing, temporary and long-term assistance in the event of a disaster, and other housing assistance programs as those become available, promoting fair housing choice and access to safe and decent housing within the community. Information shall be provided on each jurisdiction's website and social media channels, via announcements at the Board of Supervisors and City Council meetings, at the public counters, and in the local library(ies).</li><li>• Update outreach program materials at least annually to reflect correct contacts and program information.</li></ul>	<b>Dec-24</b>	<b>Not yet implemented</b>

<b>Program 15: Adopt a Reasonable Accommodation Procedure for Housing</b>	<ul style="list-style-type: none"><li>● Amador County, Amador City, Jackson, Plymouth, and Sutter Creek: Review and amend the Municipal Code a necessary to provide individuals with disabilities reasonable accommodation (in full compliance with Senate Bill 520) in rules, policies, practices, and procedures that may be necessary to ensure equal access to housing by December 2023. Include the following information:<ul style="list-style-type: none"><li>o Providing notice to the public of the availability of an accommodation process. The notice will be provided at all counters where applications are made for a permit, license, or other authorization for siting, funding, development, or use of housing.</li><li>o Procedures for requesting reasonable accommodation, including preparation of a Fair Housing Accommodation Request form and designating the appropriate individual, committee, commission, or body responsible for acting on requests.</li></ul></li></ul>	<b>Dec-23</b>	<b>Partially implemented. Chapter 18.58- Accommodations of Persons with Disabilities was added to the Municipal Code in November 2023.</b>
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<b>Program 15: Adopt a Reasonable Accommodation Procedure for Housing</b>	<p>o Review procedures for requests for reasonable accommodation, including provisions for issuing a written decision within 30 days of the date of the application.</p> <p>o Criteria to be used in considering requests for reasonable accommodation.</p> <p>o Appeal procedure for denial of a request for reasonable accommodation. The procedure should establish that there is no fee for processing requests for reasonable accommodation or for appealing an adverse decision related to a request for reasonable accommodation.</p> <ul style="list-style-type: none"><li>• All Jurisdictions: Create a public information brochure on reasonable accommodation for disabled persons and provide that information on each jurisdiction's website.</li></ul>	<b>Dec-23</b>	<b>Public information and brochures have not yet been provided.</b>
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<b>Program 15B: Smoke-free Multi-unit Housing</b>	<ul style="list-style-type: none"><li>● In 2024, review methods to reduce exposure to second-hand smoke in multi-unit and mixed use residential projects and identify at least three methods for implementation in 2025-2029. Methods may vary from jurisdiction to jurisdiction and may include:<ul style="list-style-type: none"><li>o Consideration of a smoke-free ordinance, encouraging compliance through education, signage requirements, and property manager actions rather than police, fines, or evictions.</li><li>o Targeted education to landlords and tenants on the benefits of a smoke-free housing policy.</li><li>o Targeted outreach to landlords with resources including language to include in leases, assistance available to purchase signage, and local resources for residents who want to quit tobacco.</li></ul></li></ul>	<b>Dec-24</b>	<b>Not yet implemented</b>
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<b>Program 16: Federal Voucher Program</b>	<ul style="list-style-type: none"><li>● Countywide Housing Working Group to contact the Stanislaus County Regional Housing Authority (StanCoHA) and ATCAA annually to invite StanCoHA to attend a meeting and provide information regarding the number of vouchers issued within the county, to identify opportunities to access additional assistance programs, including the Family Unification Program, currently unavailable in Amador County, to determine if additional vouchers may become available, and to identify if there are unused vouchers that should be advertised to County residents.</li><li>● If vouchers are available to Amador County residents or the waitlist opens up, the Countywide Housing Working Group shall coordinate outreach via each jurisdiction's website and announcements at the Board of Supervisors and City Council meetings.</li></ul>	<b>Annually and ongoing</b>	<b>Not yet implemented</b>
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<b>Program 16: Federal Voucher Program</b>	<ul style="list-style-type: none"><li>●Continue to facilitate the use of the HCV and other Housing Authority and ATCAA programs throughout the County by advertising programs semiannually (double the current advertising schedule) on each jurisdiction's website, in community newsletters, and via each jurisdiction's social media accounts to reach a Countywide audience.</li><li>●Conduct annual targeted education to landlords and tenants in the area of the County with the highest proportions of persons with disabilities and in areas with the highest resources.</li><li>●Provide information on the availability of the Housing Choice Voucher Program on the County's and each jurisdiction's website and review information bi- annually to ensure contact information is correct.</li><li>●Work with StanCoHA to increase the number of households receiving Housing Choice Vouchers by 5%.</li></ul>	<b>Annually and ongoing</b>	<b>Not yet implemented</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>Each jurisdiction to complete the following zoning and development amendments to its code to streamline definitions, encourage and support a variety of housing types, including special needs housing and affordable housing, by July 2024 (note: refer to Chapter III (Housing Constraints) for a detailed analysis of revisions required to each jurisdiction's code):</p> <ul style="list-style-type: none"><li>o Definitions- Family (Amador County, Amador City, Sutter Creek): Define "family" and "household" to include unrelated members of a household who reside together, to not regulate the relationship of members, and to impose no restriction on the number of persons who may reside together as a family or household.</li></ul>	<b>Jul-24</b>	<b>The definition of family was amended in September 2023.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Low Barrier Navigation Centers (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Define and permit low barrier navigation centers consistent with the requirements of Government Code Sections 65660 through 65668, including treating low barrier navigation centers as a by-right use in areas zoned for mixed use and in nonresidential zones permitting multi-family uses (if applicable).</p> <p>o Transitional and Supportive Housing (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Revise as necessary to ensure that transitional and supportive housing are allowed in residential and mixed-use zones in accordance with Government Code Section 65583(c)(3), and to allow eligible supportive housing in zones where multi-family and mixed uses are permitted in accordance with Government Code Sections 65650 through 65656.</p>	<b>Jul-24</b>	<b>Low barrier navigation centers and Transitional and Supportive housing were added to the Zoning Ordinance in September 2023.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Special Needs Housing (Amador County, Amador City, Plymouth, and Sutter Creek): Revise as necessary to ensure that special needs housing is accommodated in accordance with California Health and Safety (HSC) Code Section 1566.3, which establishes requirements for residential facilities that serve six or fewer persons including that residential care homes serving six or fewer persons will be treated in the same manner as a residence of the same type and not be subject to additional standards (such as parking).</p> <p>o Persons with Disabilities - Group homes 7 or more persons (Amador County, Amador City, Lone, Jackson, Plymouth, and Sutter Creek): Permit these uses in all zones allowing residential uses with objectivity and only subject to the requirements of other residential uses of the same type in the same zone.</p>	<b>Ongoing</b>	<b>Special Needs Housing was added to the Zoning Ordinance in September 2023.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Employee Housing (Amador County, Amador City, Jackson, and Plymouth, and Sutter Creek): Ensure that employee housing serving six or fewer employees shall be deemed a single family structure and shall be treated subject to the standards for a single family dwelling in the same zone per requirements of Health and Safety Code Section 17021.5.</p> <p>o Farmworker Housing (Amador County, Jackson, Sutter Creek): Ensure that agricultural employee housing is allowed in zones that permit agricultural uses consistent with the requirements of Health and Safety Code Sections 17021.6 and 17021.8.</p> <p>o Farmworker Housing (Plymouth): Ensure that agricultural employee housing is allowed consistent with the requirements of Health and Safety code Section 17021.8.</p>	<b>Jul-24</b>	<b>Employee Housing was added to the Zoning Ordinance in September 2023.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Emergency Shelters: (Amador County, Amador City, Jackson, and Sutter Creek): Revise as necessary to ensure that emergency shelters are accommodated in accordance with the federal Religious Land Use and Institutionalized Persons Act and Government Code Section 65583, which requires each jurisdiction to identify one or more zoning districts where emergency shelters are allowed without a discretionary permit, including ensuring that emergency shelters are allowed in zones where residential uses are also permitted consistent with the requirements of Government Code Section 65583(a)(4)(H) and are defined consistent with Government Code Sections 65582 and 65583(a)(4)(C). Require sufficient parking to accommodate all staff working in an emergency shelter, provided that the standards will not require more parking for emergency shelters than other residential or commercial uses within the same zone.</p> <p>o Emergency Shelters: (Jackson): Revise to allow 25 beds within each emergency shelter.</p>	<b>Jul-24</b>	<b>Emergency Shelters were added to the Zoning Ordinance in September 2023.</b>
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<b>Program 17: Development Code/Zoning Code Amedments</b>	<p>o Emergency Shelters (All jurisdictions): Update the definition of emergency shelter to be consistent with Government Code Section 65583(a)(4)(C) and ensure that emergency shelters are permitted ministerially when ancillary to permitted places of worship and churches.</p> <p>o Emergency Shelters (lone): Update the Zoning Code to allow emergency shelters in zones that allow residential use and that have vacant residential sites of at least 0.1 acre within ½-mile of services (school, transit, library, shopping and services), consistent with the requirements of Government Code Section 65583(a)(4)(A) and (H), and remove emergency shelters as a permitted use in the M-1 and M-2 zones.</p>	<b>Jul-24</b>	<b>The definition of Emergency Shelters was updated in the Zoning Ordinance in September 2023.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Mobile Homes and Manufactured Homes (Amador County, Amador City, Plymouth, and Sutter Creek): Review and amend as necessary to remove restrictions on mobile homes and manufactured homes that conflict with the provisions of Government Code Section 65852.3, which require that manufactured and mobile homes on a permanent foundation be subject to the same requirements as a single family residence, with certain exceptions for architectural requirements, age of the home, and sites listed on the National Register of Historic Places. Additional jurisdiction-specific updates are as follows:● Sutter Creek: Limit the restriction of manufactured homes within the “Historic District” designations or the HR Combining Zone to places, buildings, structures, or objects listed on the National Register of Historic Places, with manufactured homes subject to the same review requirements as other residential unit development in this district.</p>	<b>Jul-24</b>	<b>Not yet implemented.</b>
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<b>Program 17: Development Code/Zoning Code Amedments</b>	<p>o Application Streamlining (Amador County, Amador City, Plymouth, Sutter Creek, and Jackson): To facilitate residential development and to comply with State law, each jurisdiction will be updated to ensure that eligible multi-family projects with an affordable housing component are provided streamlined review and are subject only to objective design standards consistent with relevant provisions of SB 35 and SB 330, as provided for by applicable sections of the Government Code, including but not limited to Sections 65905.5, 65913.4, 65940, 65941.1, 65950, and 66300. State law defines objective design standards as those that “involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant and public official prior to submittal.” Each jurisdiction will review and modify the Design Review criteria to ensure application processing timelines comply with the requirements of applicable State laws, including Government Code Sections 65950-65957.5), streamline and simplify the process, including a limitation on the maximum number of hearings per project, and ensure objective standards and findings are applied to projects subject to Design</p>	<b>Jul-24</b>	<b>Included as part of the September 2023 Zoning Ordinance Amendment.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Objective Design &amp; Development Standards (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek). Each jurisdiction will adopt objective design and development standards for multifamily housing, including ministerial (by-right) residential and mixed-use development, and will ensure that the standards, including floor area ratio, unit size, height, setback, and parking requirements, accommodate the maximum densities permitted, and provide flexibility with the design of building types and units to accommodate irregular lots and steep slopes. These objective standards will replace any subjective standards, including site plan review findings, design review standards, and other standards required for single family and multifamily housing or will remove or include objective definitions and/or illustrations of any subjective terms, such as “compatibility”, “orderly”, “harmonious”, “character”, and “integrity”.</p>	<b>Jul-24</b>	<b>Not yet implemented</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Density Bonus (Amador County, Amador City, Ione, Jackson, Plymouth, and Sutter Creek). Revise to reflect current requirements of the State's density bonus law, including alternative parking ratios, which shall also be reflected in the jurisdiction's parking standards section(s) of its code, including 1 space per studio (0 bedroom) and 1-bedroom units and 1.5 spaces per 2- and 3-bedroom units for projects that include affordable and special needs housing, and establish application requirements and decision-making criteria (Government Code Section 65915).</p> <p>o Reasonable Accommodations (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek). Provide for reasonable accommodation for persons with a disability consistent with the HCD Reasonable Accommodation Model Ordinance, including objective findings for the approval of a reasonable accommodation application.</p> <p>o Accessibility (All jurisdictions): Require new development projects with 10 or more units to include accessibility options for buyers as part of each home plan.</p>	<b>Jul-24</b>	<b>Included as part of the September 2023 Zoning Ordinance Amendment.</b>
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<b>Program 17: Development Code/Zoning Code Amedments</b>	<p>o Density Range (All jurisdictions): Require new development on the sites identified for very low, low, and moderate income to occur at 75% of allowed densities or higher, with exceptions provided for site-specific development constraints, affordable housing, and special needs housing.</p> <p>o Conversion of Multifamily Rental to Ownership or Non-Residential Uses: Establish provisions to ensure that the conversion of multifamily rental to ownership or non-residential uses addresses the potential for displacement of households, including adequate notice (6 or more months), identification of affordable housing opportunities in the region, assistance to lower income and special needs housing with locating replacement housing, moving assistance, and priority for any residents interested in new ownership opportunities at the location.</p>	<b>Jul-24</b>	<b>Included as part of the September 2023 Zoning Ordinance Amendment.</b>
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<b>Program 17: Development Code/Zoning Code Amendments</b>	<p>o Reduce Constraints to a Variety of Housing Types:</p> <ul style="list-style-type: none"><li>- Encourage developer constructed affordable housing in large, undeveloped portions of the City's planning area through use of the Planned Development (PD) land use zoning designation, including provisions to encourage clustering of units on small lots to reduce the cost of lots, housing construction, improvements, site preparation, and infrastructure.</li></ul>	<b>Jul-24</b>	<b>Implemented on a case by case basis.</b>
<b>Program 18: Code Reivew</b>	<p>Review and update local codes to address requirements of State law. Codes shall be reviewed every 3 years to implement any housing laws or any changes identified, including changes identified by HCD as part of its review of implementation of the Housing Element or review of ordinances where provided by the Government Code, to comply with existing housing laws.</p> <ul style="list-style-type: none"><li>● Review local code requirements annually to ensure that amendments are made where necessary to reduce impacts to life and property.</li><li>● Review updates to the California Building Standards Code on a triennial basis and adopt updates to code requirements accordingly.</li></ul>	<b>Ongoing</b>	<b>The Municipal Code will be evaluated throughout the year and required changes will be grouped together and adopted as time and staffing permits.</b>

<b>Program 19: Water and Wastewater Infrastructure Capacity</b>	<ul style="list-style-type: none"><li>● In 2023, the Housing Working Group shall meet with AWA to identify necessary steps and resources to address water and wastewater system improvements where needed to accommodate the RHNA.</li><li>● Housing Working Group to identify methods to encourage water conservation and reduce wastewater effluent by December 2025, including coordinating with the water and wastewater providers to promote conservation and reviewing opportunities to increase efficiencies in new construction and rehabilitation projects.</li><li>● Continue to work cooperatively with AWA, ARSA, and other agencies that own or operate water and sewer infrastructure on an ongoing basis and each jurisdiction shall review efforts annually and the Housing Working Group shall meet with water and wastewater providers at least annually..</li></ul>	<b>Dec-25</b>	<b>Not yet implemented</b>
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<b>Program 19: Water and Wastewater Infrastructure Capacity</b>	<ul style="list-style-type: none"><li>● Housing Working Group to support infrastructure providers in pursuing funding to complete necessary improvements or to assist developers and agencies to complete these capital improvement projects as necessary on an ongoing basis to increase the availability of housing for low and very low income households, with efforts to identify potential applications and submittal of applications at least annually.</li><li>● Housing Working Group to investigate establishment of assessment districts with a capital facilities fee on an ongoing basis to assist in funding infrastructure improvements by December 303+.</li><li>● Submit a funding application to the USDA's Small Communities Rural Utilities Service Grants &amp; Loans Program annually.</li></ul>	<b>Dec 2025, Ongoing</b>	<b>Not yet implemented</b>
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<b>Program 19: Water and Wastewater Infrastructure Capacity</b>	<ul style="list-style-type: none"><li>• Each jurisdiction shall adopt any necessary fee programs and shall seek funding resources to support improvement and expansion of water and wastewater systems to accommodate the RHNA by December 2025.</li><li>• The City of Lone shall develop a program to complete wastewater system improvements to expand its treatment capacity by 2024/2025 in order to accommodate its RHNA.</li><li>• Coordinate with AWA and the cities to update Figures III-1 and III-2 X every 3 years (December 2026, December 2029) to identify parcels that are proximate to existing water and sewer service and planned water and sewer service as well as parcels where the cost to extend services would be considerable to assist developers in targeting locations for housing proposals.</li></ul>	<b>Dec 2025, Ongoing</b>	<b>Not yet implemented</b>
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<b>Program 19: Water and Wastewater Infrastructure Capacity</b>	<ul style="list-style-type: none"><li>• Where applicable, use development agreements or other mechanisms to ensure fair-share funding of off-site infrastructure and facility improvements on an ongoing basis and review projects at least annually to ensure implementation.</li><li>• Following adoption of the Housing Element, each jurisdiction shall provide the adopted Housing Element within 30 days to its water and sewer providers and shall include a cover letter identifying the requirements of Government Code Section 65589.7(a) requiring priority service for developments that provide housing for lower income households.</li></ul>	<b>Dec 2025, Ongoing</b>	<b>Not yet implemented</b>
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<p><b>Program 20" Partnerships with Affordable Housing Developers</b></p>	<ul style="list-style-type: none"> <li>● Facilitate land divisions, lot line adjustments, and specific plans resulting in parcel sizes that facilitate multi-family developments affordable to lower income households.</li> <li>● Work with property owners and non-profit developers to target and market the availability of sites with the best potential for development, including annual outreach to property owners and non-profit developers identifying very low and low income sites included in the inventory of residential land.</li> <li>● Host an annual meeting with affordable housing developers and non-profits to identify housing opportunities and to identify City programs and incentives that support affordable housing development through provision of land writedowns, regulatory incentives, and/or direct assistance.</li> <li>● Annually meet with County representatives to discuss farmworker housing needs and to identify opportunities and potential applications for funding.</li> </ul>	<p>Ongoing</p>	<p>Not yet implemented</p>
<p><b>Program 21: Child Care Program</b></p>	<ul style="list-style-type: none"> <li>● Continue to promote the provision of childcare in conjunction with residential development, including affordable housing projects, on an ongoing basis.</li> </ul>	<p>Ongoing</p>	<p>Zoning Ordinance updated to include childcare as an allowed use, September 2023.</p>

<b>Program 22: Application Processing Procedures</b>	<ul style="list-style-type: none"> <li>• Review application processing procedures in 2025 and 2028 and make any necessary amendments to reduce constraints to housing approvals and ensure development proposals are processed in accordance with State law, including the time periods identified by the Permit Streamlining Act.</li> </ul>	<b>Ongoing, 2025 and 2028</b>	<b>Procedure will be reviewed annual and updated as staffing and budget permit</b>
<b>Program 23: Ongoing Community Education and Outreach</b>	<ul style="list-style-type: none"> <li>• Provide information on ADUs, JADUs, SB 9 units, and streamlined permitting opportunities for eligible housing development projects at the public counter of each jurisdiction, at local libraries, and on each jurisdiction's website by June 2023 and update information bi-annually.</li> <li>• Amador County to maintain the County's existing webpage providing links and contact information for of the County's housing and job-training organizations (e.g., Amador County Association of Realtors, Gold Country Alliance for the Mentally Ill, ATCAA, Voices for Families, Area 12 Agency on Aging, Amador Affordable Housing Coalition, Amador Economic Development Corporation, Amador County Department of Health &amp; Human Services, and similar organizations) and review page annually to update contact information as necessary.</li> </ul>	<b>Jun-23</b>	<b>Not yet implemented but planned for 2024.</b>

<b>Program 23: Ongoing Community Education and Outreach</b>	<ul style="list-style-type: none"><li>● Provide information regarding housing rehabilitation, energy efficiency programs, weatherization, emergency repair assistance, and free energy audits (when available) at the public counter of each jurisdiction, at local libraries, and on each jurisdiction's website by June 2023 and update information biannually.</li><li>● In coordination with ATCAA, encourage low income homeowners or renters to apply for free energy audits and home weatherization through ATCAA by June 2023.<ul style="list-style-type: none"><li>o Provide handouts at the public counter and website of each jurisdiction.</li><li>o Promote these programs through the senior centers for seniors seeking assistance with home maintenance.</li></ul></li></ul>	<b>Jun-23</b>	<b>Not yet implemented but planned for 2024.</b>
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<b>Program 23: Ongoing Community Education and Outreach</b>	<ul style="list-style-type: none"><li>• Continue to make available published materials and resource referral information for renters on the following subjects: housing discrimination, landlord/tenant relations, access to legal aid services for housing complaints, and information on housing advocacy programs and similar information. Information should be made available at each jurisdiction's public counter and website, at the Health and Human Services Agency, at the County library (and its branches), and similar locations where individuals may be in need of fair housing information by June 2023.</li><li>• Provide information on the availability of the Housing Choice Voucher Program at each jurisdiction's public counter and website by June 2023.</li></ul>	<b>Jun-23</b>	<b>Information is currently available on the City's Website.</b>
<b>Program 24: Governmental Transparency</b>	<p>All jurisdictions to provide fiscal documents to ensure transparency pursuant to Government Code Section 65940 no later than December 2024:</p> <ul style="list-style-type: none"><li>• Sutter Creek to update its website to provide its building permit fee schedule and its five previous annual fee reports, and archive of impact fee nexus studies, cost of service studies, or equivalent conducted on or after January 1, 2018.</li></ul>	<b>Dec-24</b>	<b>Documents will be added to the City's Website by December 2024.</b>

<b>Program 25: Energy Conservation Initiatives</b>	<ul style="list-style-type: none"><li>● Continue to enforce the State of California's Title 24 energy requirements on an ongoing basis. Housing Plan   35</li><li>● Continue to explore ways to promote energy conservation and sustainability, with a focus on reducing energy usage and energy-related costs in new and existing residential development throughout each jurisdiction, with the Housing Working Group meeting at least annually to address this issue and summarize best practices.</li><li>● Each jurisdiction to advertise available programs, with an emphasis on outreach to lower income households, to address energy-efficient improvements to single and multi-family units on an ongoing basis and assist households with reducing energy-related costs on each jurisdiction's website and at the Planning Counters; information shall be provided by August 2024 and reviewed and updated at least bi-annually (by August 2026, 2028).</li></ul>	<b>August 2024, August 2026, August 2028</b>	<b>Not yet implemented.</b>
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<b>Program 25: Energy Conservation Initiatives</b>	<ul style="list-style-type: none"><li>• Each jurisdiction to provide outreach and education to developers, architects, and residents on an ongoing basis at least annually to provide information on how to incorporate sustainability in project design, as well as in existing structures.</li><li>• Participate in the Amador County Energy Savings Working Group and support implementation of the County's Energy Action Plan, including PG&amp;E programs and ATCAA programs with Housing Working Group members attending an Energy Savings Working Group meeting at least biannually (2024, 2026, 2028).</li><li>• Continue to collaborate with PG&amp;E to install energy-efficient lighting through sharing information on each jurisdiction's website by August 2024 and reviewing and updating information as necessary at least biannually (August 2026, 2028)..</li><li>• On an ongoing basis, continue to provide residents with the local PG&amp;E representative's contact information when an inquiry is made regarding energy efficiency and review contact information at least annually (December of each year).</li></ul>	<b>August 2024, August 2026, August 2028</b>	<b>Not yet implemented.</b>



General Comments			







Jurisdiction	Sutter Creek	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA * Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the chcklist here:  <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

















<b>Jurisdiction</b>	Sutter Creek	
<b>Reporting Period</b>	2023	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle	09/15/2021 - 09/15/2029

Jurisdiction	Sutter Creek	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

## ANNUAL ELEMENT PROGRESS REPORT

**Table K**

**Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the Jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.	
Notes	





Table	Cell	Row	Error Type
Table A2	G	13	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	13	This cell must contain one of these values: r, o
Table A2	G	14	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	14	This cell must contain one of these values: r, o
Table A2	G	15	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	15	This cell must contain one of these values: r, o
Table A2	G	16	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	16	This cell must contain one of these values: r, o
Table A2	G	17	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	17	This cell must contain one of these values: r, o
Table D	B	40	This cell is blank and should have a value as long as any other item in this row is populated.
Table K	D	13	This cell is blank and should have a value as long as any other item in this row is populated.

### STAFF REPORT

**TO:** PLANNING COMMISSION  
**MEETING DATE:** MARCH 11, 2024  
**FROM:** ERIN VENTUA, PLANNING CONSULTANT  
**SUBJECT:** SIGN PERMIT APPROVAL  
**30 Ridge Road #5 (Jacket Plus)**  
**APN 044-020-015**

#### RECOMMENDATION:

Approve the sign permit application for 30 Ridge Road #5, for one single sided 3' x 9' = 27 sq. ft. sq. ft. signs

#### BACKGROUND:

The business owner of Jacket Plus, submitted an application for a Sign Permit (Exhibit A) for 30 Ridge Road #5, Sutter Creek. The sign will be located on the front of the building. The lot contains multiple buildings and businesses.

See Table 1 for proposed sign checklist.

**Table 1. Proposed Sign Checklist**

Site	30 Ridge Road (044-020-015)
Building Plan	N/A
Lot Size	3.42 acres / 148,975 sq. ft.
Zoning	C-2 Commercial
General Plan Land Use Designation	C- Commercial
Main Street Historic District	No
Historic District	No
Building Frontage in Lineal Feet	24 (Jacket Plus only)
Sign Preparer	LC Print
Code Section	15.16 – Signs
15.16.080 – Signs in commercial and industrial zones	
A. Frontage length: 24 feet	Proposed: 27 sq. ft., Allowed: 43 sq. ft.
	Total Proposed: 27 sq. ft., Allowed: 43 sq. ft.
Property Owner Approval	Yes

**DISCUSSION:**

The sign as presented meets the Code requirements.

<b>Table 2 Sign Specifications</b>				
<b>Sign Type</b>	<b>Measurements</b>	<b>Sq. ft.</b>		<b>Total sq. ft.</b>
Steel with vinyl lettering	3'x 9' =	27	Single Sided	27
			Total Square Feet	27

**ENVIRONMENTAL:**

The project is Class 11 CEQA exempt based on section 15311(a) On-premise signs. No further environmental review is required.

**BUDGET IMPACT:**

None.

\* \* \* \*

**EXHIBIT A**  
**30 RIDGE ROAD SIGN APPLICATION**

\$100

<b>City of Sutter Creek</b> 18 Main Street Sutter Creek, CA 95685 209-267-5647 <a href="http://www.cityofsuttercreek.org">www.cityofsuttercreek.org</a>	RECEIVED: <u>2/21/24</u> FEE PAID: <u>\$100</u> <u>COEN</u>
<b>** Sign - 30 Ridge Rd - Vargas</b>	
<b>Submission Requirements</b>	
1- Application* <u>a color picture of sign emailed to jerroyas@cityofsuttercreek.ca</u>	
2- Map*	
3- Fees (Refer to current fee schedule. All Fees must be paid at City Hall)	
*All documentation must be submitted via the application portal on the City website	
<b>SIGN PERMIT APPLICATION</b>	
Page 1 of 9	
<b>Project Applicant:</b> <u>H. Alejandro Vargas</u>	
<b>Project Address:</b> <u>30 RIDGE ROAD #5</u>	
<b>Phone:</b> <u>209-781-5894</u>	<b>Email:</b> <u>jck1970plus@gmail.com</u>
<b>APN:</b> _____	<b>Is this located in the Historic District?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<small>If yes, please see checklist for Design Review.</small>
	<b>Is this located in the Historic Corridor?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>Commercial</b> <input checked="" type="checkbox"/> <b>Industrial</b> <input type="checkbox"/>
<b>Property Owner:</b>	
<b>Name:</b> <u>NAZISH HUSSEN</u>	<b>Phone:</b> <u>408 515 3380</u>
<b>Mailing Address:</b> <u>30 Ridge Road</u>	<b>Email:</b> _____
<b>City:</b> <u>SUTTER CREEK</u> <b>State:</b> <u>CA</u>	<b>Zip:</b> <u>95685</u>
Is this person the project contact? If not, please specify who the contact person is.	
<b>Name:</b> _____	
<b>Mailing Address:</b> _____	
<b>Phone:</b> _____ <b>Email:</b> _____	
<b>SIGNS TO BE PREPARED BY:</b> <u>LC Print</u>	
<b>BUILDING FRONTAGE @ PRIMARY ENTRANCE:</b> _____ <b>in LINEAL FEET</b>	
<b>EXISTING SIGNS:</b> TO BE UTILIZED FOR THIS BUSINESS: (INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)	
<b>PROPOSED SIGNS:</b> FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING: (CHECK EACH BOX UPON COMPLETION)	
<input type="checkbox"/> <b>Sign design:</b> _____ (Attached lettering and graphics, drawn to scale)	<input type="checkbox"/> <b>Type of Materials to be used</b> <u>Vinyl</u> (briefly describe)
<input type="checkbox"/> <b>Total signage requested:</b> <u>9 Long</u> Sq.Ft.	<input type="checkbox"/> <b>Method of attachment:</b> <u>Magnet</u>
<input type="checkbox"/> <b>Total allowable signage:</b> <u>3 High</u> Sq.Ft. (Per Sign Ordinance)	<input type="checkbox"/> <b>Total number of sides:</b> <u>1 Face</u>
<input type="checkbox"/> <b>Location of sign(s):</b> <u>Front of building</u>	<input type="checkbox"/> <b>Colors:</b> _____ (Including letters, graphics, & background)
I hereby certify that I am the Owner of the business applying for this Sign Permit (or the Owner's authorized representative) and agree to abide by the requirements of the Sutter Creek Sign Ordinance as codified in Chapter 15.16 of the Sutter Creek Municipal Code.	
<b>APPLICANT'S SIGNATURE</b> _____ <b>DATE</b> <u>2-21-24</u>	
<b>PROPERTY OWNER SIGNATURE</b> _____ <b>DATE</b> _____	
<b>PLANNING COMMISSION ACTION:</b>	
<b>APPROVED:</b> <input type="checkbox"/>	<b>DENIED:</b> <input type="checkbox"/>
<b>MEETING DATE:</b> _____	

30 Ridge Rd. #5

Jacket Plus

Sign Image



### STAFF REPORT

**TO:** PLANNING COMMISSION  
**MEETING DATE:** MARCH 11, 2024  
**FROM:** ERIN VENTUA, PLANNING CONSULTANT  
**SUBJECT:** SIGN PERMIT APPROVAL  
 81 HANFORD STREET- Esthetics by Vic  
 APN 018-122-005

#### RECOMMENDATION:

Approve the sign permit application for 81 Hanford Street (Esthetics by Vic), for a double sided (each side 18"x 32" = 4 sq. ft.) 8 sq. ft. sign.

#### BACKGROUND:

Made in Amador submitted an application for a Sign Permit (Exhibit A) for 81 Hanford Street, Sutter Creek.

See Table 1 for proposed sign checklist.

**Table 1. Proposed Sign Checklist**

Site	81 Hanford Street (018-122-005)
Building Plan	N/A
Lot Size	.26 acres / 11,325 sq. ft.
Zoning	DTC- Downtown Commercial
General Plan Land Use Designation	DTC- Downtown Commercial
Main Street Historic District	Yes
Historic District	No
Building Frontage in Lineal Feet	34
Sign Preparer	E. Peterson Company
Code Section	15.16 – Signs,
15.16.070 – Signs in Historical District	
A. Frontage length: 34 feet	Proposed: 8 sq. ft., Allowed: 16 sq. ft.
Property Owner Approval	Yes

**DISCUSSION:**

The sign as presented meets the Code requirements.

<b>Table 2 Sign Specifications</b>				
<b>Sign Type</b>	<b>Measurements</b>	<b>Sq. ft.</b>		<b>Total sq. ft.</b>
Wood with black and gold lettering	18"x 32" =	4 sf	Double sided	8 sf
Hanging from a metal arm				
			Total Square Feet	8 sf

The proposed sign will serve Esthetics by Vic, a business located on Hanford Street within the Downtown Commercial Zoning District. The business is located within a suite in an existing business complex. The double sided sign will hang by a metal arm off of the other signs within the complex (see attached).

**ENVIRONMENTAL:**

The project is Class 11 CEQA exempt based on section 15311(a) On-premise signs. No further environmental review is required.

**BUDGET IMPACT:**

None.

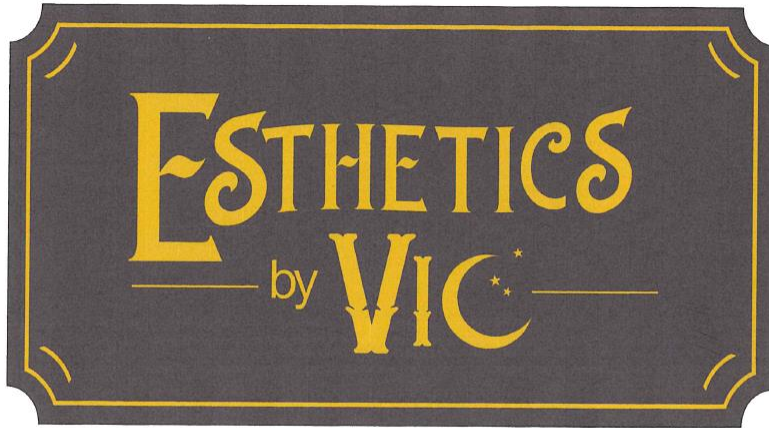
\* \* \* \*



**EXHIBIT A**  
**81 HANFORD STREET SIGN APPLICATION**

<p>\$100-</p>	<p><b>City of Sutter Creek</b> 18 Main Street Sutter Creek, CA 95685 209-267-5647 www.cityofsuttercreek.org</p>	<p><b>RECEIVED</b> <b>FEE PAID:</b> 113 12 2014</p>
<p><b>Submission Requirements</b></p>		<p>City of Sutter Creek</p>
<p>1- Application* 2- Map* 3- Fees (Refer to current fee schedule. All Fees must be paid at City Hall) *All documentation must be submitted via the application portal on the City website</p>		
<p><b>SIGN PERMIT APPLICATION</b></p>		
<p>Page 1 of 9</p>		
<p><b>Project Applicant:</b> <u>VICTORIA FINNEY</u></p>		
<p><b>Project Address:</b> <u>81 HANFORD STREET SUITE A. SUTTER CREEK CA.</u></p>		
<p><b>Phone:</b> <u>209-217-7590</u> <b>Email:</b> <u>Victoriafinney7@gmail.com</u></p>		
<p><b>APN:</b> _____</p>		
<p>Is this located in the Historic District? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please see checklist for Design Review.</p>		
<p>Is this located in the Historic Corridor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Industrial <input type="checkbox"/></p>		
<p><b>Property Owners:</b> <u>Maria Bedard</u> <b>Phone:</b> <u>209-418-5667</u></p>		
<p><b>Name:</b> <u>Maria Bedard</u> <b>Email:</b> <u>mbedard@earthlink.net</u></p>		
<p><b>Mailing Address:</b> <u>1600 Fiddletown Rd</u></p>		
<p><b>City:</b> <u>Fiddletown</u> <b>State:</b> <u>CA</u> <b>Zip:</b> <u>95629</u></p>		
<p>Is this person the project contact? If not, please specify who the contact person is. <b>Name:</b> <u>VICTORIA FINNEY</u></p>		
<p><b>Mailing Address:</b> <u>PO Box 1711 SUTTER CREEK, CA. 95685</u></p>		
<p><b>Phone:</b> <u>209-217-7590</u> <b>Email:</b> <u>Victoriafinney7@gmail.com</u></p>		
<p><b>SIGNS TO BE PREPARED BY:</b> <u>E. PETERSON COMPANY</u></p>		
<p><b>BUILDING FRONTAGE @ PRIMARY ENTRANCE:</b> <u>34'</u> in LINEAL FEET</p>		
<p><b>EXISTING SIGNS:</b> TO BE UTILIZED FOR THIS BUSINESS: (INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)</p>		
<p><b>PROPOSED SIGNS:</b> FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING: (CHECK EACH BOX UPON COMPLETION)</p>		
<p><input type="checkbox"/> Sign design: _____ (Attached lettering and graphics, drawn to scale)</p>		
<p><input type="checkbox"/> Type of Materials to be used: <u>MDO WOOD W/ ALUMINUM FACING</u> (briefly describe)</p>		
<p><input type="checkbox"/> Total signage requested: <u>9</u> Sq.Ft.</p>		
<p><input type="checkbox"/> Method of attachment: <u>HANGING FROM METAL ARM</u></p>		
<p><input type="checkbox"/> Total allowable signage: _____ Sq.Ft. (Per Sign Ordinance)</p>		
<p><input type="checkbox"/> Total number of sides: <u>TWO</u></p>		
<p><input type="checkbox"/> Location of sign(s): <u>ATTACHED NEXT TO EXISTING SIGNS</u></p>		
<p><input type="checkbox"/> Colors: <u>BLACK &amp; GOLD</u> (Including letters, graphics, &amp; background)</p>		
<p>I hereby certify that I am the Owner of the business applying for this Sign Permit (or the Owner's authorized representative) and agree to abide by the requirements of the Sutter Creek Sign Ordinance as codified in Chapter 15.16 of the Sutter Creek Municipal Code.</p>		
<p><b>APPLICANT'S SIGNATURE</b> <u>Maria Bedard</u></p>		<p><b>DATE</b> <u>2/12/14</u></p>
<p><b>PROPERTY OWNER SIGNATURE</b> <u>Maria Bedard</u></p>		<p><b>DATE</b> <u>2/12/14</u></p>
<p><b>PLANNING COMMISSION ACTION:</b></p>		
<p><b>APPROVED:</b> <input type="checkbox"/> <b>DENIED:</b> <input type="checkbox"/> <b>MEETING DATE:</b> _____</p>		

8"



32"

*E. Peterson*  
Company

Sign is double sided and made from 1/2" MDO Ply Sign Panel with two Aluminum Composite Panels. Baked Enamel Black Finish with Gold Leaf Cut Lettering.

## Sign Installation



*E. Peterson*  
Company

**Sign Installation:**  
Straight Arm Iron Rod with Metal Hanging Brackets  
and Iron Receptacle bolted to side of existing structure

**TO:** CITY OF SUTTER CREEK PLANNING COMMISSION  
**MEETING DATE:** MARCH 11, 2024  
**FROM:** ERIN VENTURA, PLANNING CONSULTANT  
**SUBJECT:** SITE PLAN PERMIT, 321 OLD HWY 49, MACT (APN 018-010-025)

**RECOMMENDATION:**

1. Conduct a public hearing and receive public input, and
2. Find that the project is Categorically Exempt under 15301 (Existing) CEQA Guidelines; and
3. Adopt Resolution 23-24-\*\* approving a Site Plan Permit for MACT for interior improvements to an existing medical/professional office building based on the proposed Findings and subject to the proposed Conditions of Approval for APN 018-010-025.

**BACKGROUND:**

The applicant submitted an application for a Site Plan Permit for interior improvements to an existing medical/professional office building located 321 Old Highway 49. Improvements include demolition and reconstruction of interior walls, ceilings, finishes, plumbing and electrical. Sitework includes accessibility upgrades.

**Table 1. Relevant Summary of Proposed Site**

Description	Proposed	Meets Requirements?
Site	321 Old Highway 49	-
Building Plan	Interior renovations and accessibility upgrades	Yes
Lot Size	.83 acres/36,155 square feet	Yes
Zoning	C-2	Yes
General Plan Land Use Description	Commercial	Yes
Is this in the Main Street Historic District?	No	-
Historic District?	No	-
Parking	Parking is proposed as part of this application.	Code requires 1 space per 300sf. The applicant is proposing 46 parking spaces.
Access	Access is not changing	Yes
Fencing	None proposed	-
Trees and Landscaping per 13.24.120	none	

**Map 1. Aerial Photo**





## DISCUSSION:

General Plan: The applicant is not changing the use of the site, only proposing interior improvements. The use is consistent with the existing General Plan Land Use designation of Commercial.

Zoning: The site is zoned C-2 and a medical/professional office is an allowed use within that zone. The proposed use is consistent with the uses of neighboring properties.

Parking: The applicant is proposing improvements to the lot, including accessibility improvements. They are proposing 46 parking spaces, which exceeds what is required per code, which is 17 spaces. Sutter Creek Municipal 18.48.030 requires 1 parking space for 300sf.

Access: Access will be off of Old Highway 49 from an existing driveway. There is no proposed changes to access.

Landscaping: The applicant is only proposing to maintain the existing landscaping and trees. No removals are being proposed at this time.

California Environmental Quality Act (CEQA) Guidelines: This application qualifies for a Categorical Exemption under 15301 (Existing Facilities).

## REFERRALS:

The application was reviewed by the City Engineer, Building Inspector, and Public Works as part of the planning review process. The comments received have either been incorporated into the proposal or included as Conditions of Approval.

Staff recommends approval of the Site Plan application as presented, with the following Findings and Conditions of Approval:

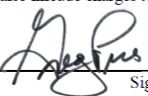
**FINDINGS:**

1. The proposed use of the property is essential or desirable to the public convenience or welfare.
2. The proposed use is in compliance with the Sutter Creek General Plan goals, policies, and Commercial C-2 designation.
3. The proposed use will not impair the integrity and character of the zoning district because the use is consistent with activities within the C-2 Zone and the existing adjacent uses.
4. The proposed use would not be detrimental to public health, safety or general welfare because appropriate conditions of approval have been attached to the project.
5. The proposed use of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

**CONDITIONS OF APPROVAL:**

1. Applicant shall pay 0.13 connection fee for additional sewer flow. 0.13 connection fees equals  $0.13 \times \$9,943.00 = \$1,292.50$ . Going forward all monthly service charges will be based on the 1.13 ESFUs.
2. After occupation, the building's water use will be monitored for 12 months to verify the original estimated flows. If actual flows differ from the original estimated flows, monthly fees and connection fees will be adjusted accordingly and billed to the parcel's account.
3. The City reserves the right to require the project to replace affected downstream pipelines if the actual daily flow exceeds the proposed daily flow.
4. The applicant shall receive approval from Sutter Creek Fire Department.
5. Any proposed signage must be approved prior to installation.
10. Meet the requirements of the Amador Water Agency and health department for Water Service.
11. Meet the requirements for City Sewer Service.
12. Comply with all applicable 2022 California Building, Plumbing, Mechanical, Electrical, and Fire Code requirements, including 2022 Chapter 11B/ADA requirements.
13. Provide asbestos and lead reports for the existing portion of structure to the remodeled.
14. Comply with City and County requirements for solid waste disposal.
15. Add headwall to the existing storm drain at Allen Ranch Road.

**EXHIBIT A**  
**321 Old Highway 49**  
**APPLICATION**

<b>City of Sutter Creek</b> 18 Main Street Sutter Creek, CA 95685 209-267-5647 www.cityofsuttercreek.org		RECEIVED: _____ FEE PAID: _____
<b>Submission Requirements</b> 1- Application* 2- Map* 3- Fees ( <i>Refer to current fee schedule. All Fees must be paid at City Hall</i> ) <i>*All documentaion must be submitted via the application portal on the City website</i>		
<b>SITE PLAN APPLICATION</b>		
Page 1 of 8		
<b><u>Project Applicant:</u></b> Name: GREG PIRES, RED INC ARCHITECTS Mailing Address: 1217 J STREET City: MODESTO State: CA Zip: 95354		Phone: (209) 522-8900 Email: GREG@REDINCARCHITECTS.COM
<b><u>Property Owner:</u></b> Name: JOHN ALEXANDER, EXECUTIVE DIRECTOR Mailing Address: MACT HEALTH BOARD, P.O. BOX 939 City: ANGELS CAMP State: CA Zip: 95222		Phone: (209) 754-6262 Email: JOHN.ALEXANDER@MACTHEALTH.ORG
Is this person the project contact? If not, please specify who the contact person is. Name: JOHN DUNLAP, FACILITIES & PROPERTY MANAGER Mailing Address: MACT HEALTH BOARD, P.O. BOX 939, ANGELS CAMP, CA 95222		Email: (209) 674-6186 JOHN.DUNLAP@MACTHEALTH.ORG
<b><u>Project Location:</u></b> APN: 018-010-025-0A1 Project Address: 321 OLD STATE HIGHWAY 49, SUTTER CREEK, CA 95685		
Is this located in the Historic District? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If yes, please see checklist for Design Review.</i>		
BOOK 18, PAGE 01		
Deed References (book and page):		BOOK 18, PAGE 01
General description of location:		NORTHWEST OF THE INTERSECTION OF HIGHWAY 49 AND OLD HIGHWAY 49
Zoning District: C-2 COMMERCIAL		General Plan Land Use Designation: C - COMMERCIAL
<b>Applicant certification, signature(s), and agreement to pay application processing costs.</b>		
I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.		
I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting Certificate of Compliance approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.		
GREG PIRES, ARCHITECT		01/19/2024
Printed Name	 Signature	Date

## ENVIRONMENTAL INFORMATION

1. Describe Project:  
A TENANT IMPROVEMENT TO AN EXISTING PROFESSIONAL MEDICAL OFFICE BUILDING TO PROVIDE A NEW WELLNESS CENTER WITH MEDICAL, BEHAVIORAL HEALTH, CHIROPRACTIC AND OPHTHALMOLOGY SERVICES. WORK TO INCLUDE THE DEMOLITION OF INTERIOR WALLS, CEILINGS, FINISHES, PLUMBING AND ELECTRICAL. NEW WORK TO INCLUDE NEW WALLS, CEILINGS, FINISHES AND NEW MECHANICAL, PLUMBING, ELECTRICAL, AND STRUCTURAL TO SUPPORT NEW SPACE CONFIGURATION. ADDITIONALLY, SITE WORK TO INCLUDE ACCESSIBILITY UPGRADES. SUITE 'A' IS OUT OF SCOPE.
2. Existing use of property(ies): PROFESSIONAL MEDICAL SERVICES (DENTAL). SUITE 'A' IS CURRENTLY OCCUPIED.
3. Will grading occur on slopes of 10% or more? EXISTING SITE TO REMAIN AS IS, WITH MINOR REGRADING AS REQUIRED FOR ACCESSIBILITY CODE COMPLIANCE.
4. Will any springs or wet areas be affected as a result of this project? NO
5. Estimated length of proposed roads and driveways: NO CHANGE TO EXISTING
6. Estimated type and amount (acreage or number) of vegetation to be disturbed for grading, roads, driveways, building sites, or other alteration. (Examples: Approx. 1 acre of Manzanita and other Brush to be cleared for building pads; over 100 small shrubs and oak trees to be cleared, etc.):  
NO VIRGIN VEGETATION TO BE DISTURBED. EXISTING LANDSCAPE AT PLANTERS AROUND BUILDING TO BE PRUNED & TRIMMED, OR CLEARED AS REQUIRED FOR NEW WALKWAYS AND ENTRIES.
7. Project description: Use space below and/or attach additional sheets giving project description in sufficient detail to allow adequate evaluation of potential effects.
  - a. Proposed facilities: PROFESSIONAL MEDICAL SERVICES - NO CHANGE TO EXISTING ZONING OR GENERAL PLAN DESIGNATION
  - b. Building Sizes: EXISTING ONE-STORY STRUCTURE, APPROXIMATELY 4,890SF
  - c. Access: EXISTING DRIVEWAY ON OLD HIGHWAY 49 TO REMAIN
  - d. Parking: 45 SPACES, 17 REQUIRED
  - e. Water Source: AMADOR WATER AGENCY
  - f. Estimated Water Consumption: 4500GAL/MONTH
  - g. Method of Sewage Disposal: PUBLIC SEWER (CITY OF SUTTER CREEK)
  - h. Nature of Business: PROFESSIONAL MEDICAL SERVICES
  - i. Estimated Daily Volume of Traffic: APPROX. 100 TRIPS
  - j. Estimated Number of Employees: 15
  - k. Estimated Energy Consumption: 60KW @ PEAK SUMMER, 30KW @ PEAK WINTER
  - l. Percentage of lot to be covered by buildings/paving: EXISTING: 13.7% / EXISTING: 65.8%
  - m. Construction schedule: 6 MONTHS
  - n. Any historical/archaeological features on property: NONE
  - o. Other (please explain): \_\_\_\_\_
8. Describe special circumstances of the project or project site which may result in problems or adverse environmental effects. (Example: steep slopes, drainages, noisy equipment, hazardous access, lack of services.):  
EXISTING OFF-SITE SEVERE GRADING CUT ALONG SOUTHERN END OF PROPERTY MAY BE A CAUSE OF CONCERN FOR DRAINAGE ONTO PROJECT SITE.  
  
HOWEVER, PROJECT IS A TENANT IMPROVEMENT TO AN EXISTING BUILDING AND SITE. SCOPE OF WORK IS FOCUSED ON INTERNAL IMPROVEMENTS FOR NEW WELLNESS CENTER, AS WELL AS REQUIRED ACCESSIBILITY CODE COMPLIANCE UPGRADES.
9. Indicate mitigation measures which may lessen problems or adverse environmental effects (including energy conservation) to be incorporated into project to eliminate or reduce adverse effects):  
NOT APPLICABLE AT THIS TIME  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Describe most logical alternatives to project and how these alternatives would change the problems or effects discussed in items 13 and 14 above (include the alternative of "no project"): \_\_\_\_\_  
NOT APPLICABLE AT THIS TIME  
\_\_\_\_\_  
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**RESOLUTION 23-24-\***

**A RESOLUTION OF THE PLANNING COMMISSION OF  
THE CITY OF SUTTER CREEK APPROVING THE SITE PLAN  
FOR APN 018-010-025 AT 321 OLD HIGHWAY 49**

**WHEREAS**, on the Planning Commission of the City of Sutter Creek did on Monday March 11, 2024, hold a public hearing for a site plan application for the remodeling of an existing building for use as a medical/professional offices (MACT); and

**WHEREAS**, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 15301 (Existing Facilities) Categorical Exemption under CEQA.

**NOW, THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Sutter Creek hereby approves a Site Plan Permit for APN 018-010-025 based on the following Findings:

1. The proposed use of the property is essential or desirable to the public convenience or welfare.
2. The proposed use is in compliance with the Sutter Creek General Plan goals, policies, and Commercial C-2 designation.
3. The proposed use will not impair the integrity and character of the zoning district because the use is consistent with activities within the C-2 Zone and the existing adjacent uses.
4. The proposed use would not be detrimental to public health, safety or general welfare because appropriate conditions of approval have been attached to the project.
5. The proposed use of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

**BE IT FURTHER RESOLVED** the Planning Commission hereby approves the Site Plan Permit, subject to the following Conditions of Approval:

1. Applicant shall pay 0.13 connection fee for additional sewer flow. 0.13 connection fees equals  $0.13 \times \$9,943.00 = \$1,292.50$ . Going forward all monthly service charges will be based on the 1.13 ESFUs.
2. After occupation, the building's water use will be monitored for 12 months to verify the original estimated flows. If actual flows differ from the original estimated flows, monthly fees and connection fees will be adjusted accordingly and billed to the parcel's account.
3. The City reserves the right to require the project to replace affected downstream pipelines if the actual daily flow exceeds the proposed daily flow.
4. The applicant shall receive approval from Sutter Creek Fire Department.
5. Any proposed signage must be approved prior to installation.
6. Meet the requirements of the Amador Water Agency and health department for Water Service.
7. Meet the requirements for City Sewer Service.
8. Comply with all applicable 2022 California Building, Plumbing, Mechanical, Electrical, and Fire Code requirements, including 2022 Chapter 11B/ADA requirements.
9. Provide asbestos and lead reports for the existing portion of structure to the remodeled.
10. Comply with City and County requirements for solid waste disposal.
11. Add headwall to the existing storm drain at Allen Ranch Road.



**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on Monday the 11th day of March, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**THE CITY OF SUTTER CREEK**

---

**Michael Kirkley, Chairman**

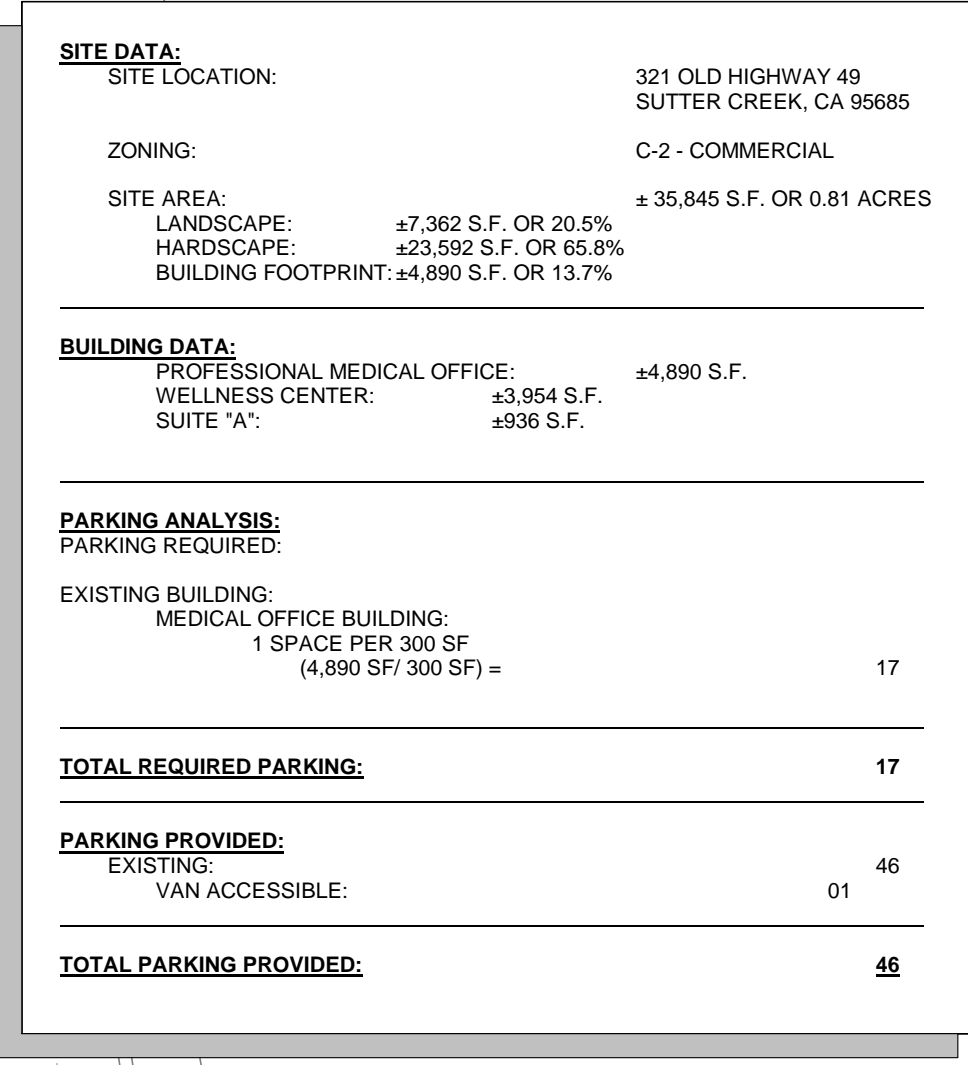
**ATTEST:**

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**Karen Darrow, City Clerk**







- 1 PROPERTY LINE PER DIRECTOR'S DEED ASSOCIATED WITH PLANTING
- 2 EXISTING WATER METER
- 3 EXISTING GAS METER TO REMAIN
- 4 EXISTING BACKFLOW PREVENTION DEVICE
- 5 EXISTING FIRE HYDRANT
- 6 EXISTING ELECTRICAL METERS TO REMAIN
- 7 EXISTING FENCE ON NEIGHBORING PROPERTY
- 8 EXISTING CULVERT INLET
- 9 EXISTING MANHOLE COVER
- 10 EXISTING PARKING LOT ENTRY SIGNAGE TO REMOVE -  
11 REPLACE DAMAGED LOGO
- 11 EXISTING MONUMENT SIGN TO REMAIN. UPGRADE TREAT  
12 SIGNAGE TO MATCH EXISTING
- 13 EXISTING ACCESSIBLE PARKING SIGNAGE TO REMAIN
- 14 EXISTING DRIVEWAY AND ASPHALT PAVING TO REMAIN  
15 UNLESS OTHERWISE NOTED
- 16 EXISTING WHEEL STOPPS TO REMOVE - REPLACE DAMAGED  
17 MISSING WHEELSTOPPS
- 18 EXISTING WHEELSTOPPS TO BE PRUNED, TRIMMED, AND CLEANED  
19 UP
- 19 EXISTING WALKWAY TO REMAIN. SUITE A AND ASSOCIATED  
20 ELEMENTS OUT OF SCOPE
- 21 EXISTING RAMP TO REMAIN. SUITE A AND ASSOCIATED  
22 ELEMENTS OUT OF SCOPE
- 23 EXISTING OUTDOOR FIELDS/SPORTS - FIELD VERIFY  
24 CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW  
25 PAINT FINISH
- 26 EXISTING LIGHT POLE TO REMAIN
- 27 EXISTING TRASH ENCLOSURE TO REMAIN
- 28 EXISTING MECHANICAL UNITS AND PAD TO REMAIN
- 29 DASHED LINE INDICATES EXTENT OF EXISTING ASPHALT  
30 TO BE CUT AND REMOVED - SEE CIVIL PLANS
- 31 EXISTING WHEELSTOP TO BE REMOVED
- 32 EXISTING LANDSCAPE TO BE REMOVED AS SHOWN
- 33 DASHED LINE INDICATES EXTENT OF EXISTING ASPHALT  
34 TO BE REMOVED FOR NEW LANDSCAPE BORDER
- 35 EXISTING RAMP AT CONCRETE STEPS AND  
36 HANDRAILS TO BE REMOVED
- 37 EXISTING NON-COMPLIANT CONCRETE RAMP TO BE REMOVED  
38 AND REPLACED WITH ASPHALT
- 39 DASHED LINE INDICATES EXTENT OF EXISTING LANDSCAPING  
40 TO BE REMOVED
- 41 PORTION OF EXISTING BRICK CURB TO BE REMOVED AS  
42 SHOWN
- 43 PROTECT TREE TRUNKS AND ROOTS AT AREA OF NEW YORK

SUBMITTAL # \_\_\_\_\_

321 OLD HWY 49  
SUTTER CREEK, CA 95685  
M.A.C.T HEALTH BOARD INC.

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**SHEET DETAILS**

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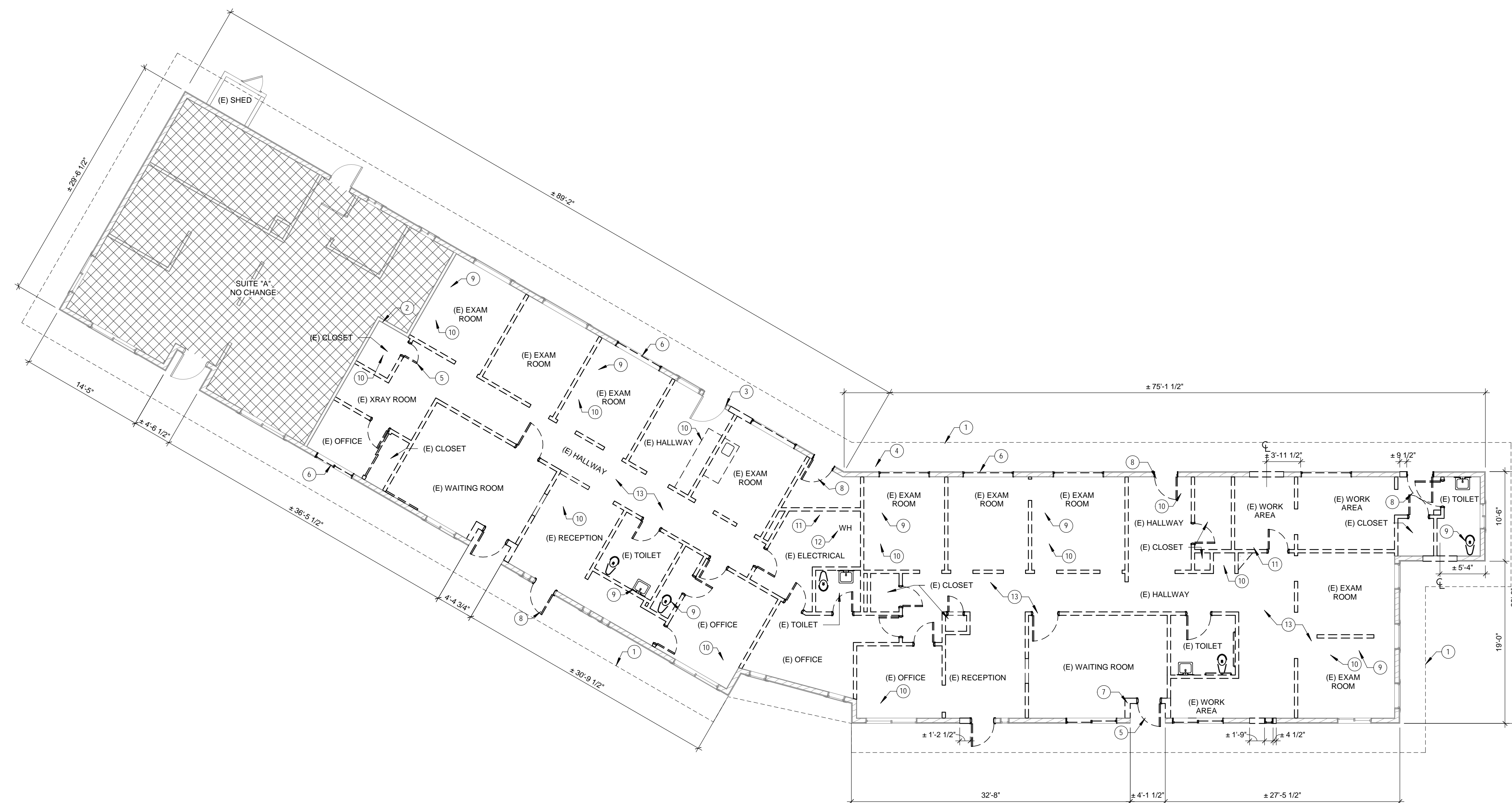
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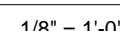
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- 1 EXISTING GUTTER TO REMAIN - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
- 2 EXISTING DOWNSPOUT TO REMAIN - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT
- 3 WALL BELOW SHOWN DASHED
- 4 EXISTING ROOFING TO REMAIN - TYPICAL

FOR REVIEW  
ONLY, NOT FOR  
CONSTRUCTION



SUBMITTAL #

M.A.C.T WELLNESS CENTER  
SUTTER CREEK

321 OLD HWY 49  
SUTTER CREEK, CA 95685  
M.A.C.T HEALTH BOARD INC.

## PROJECT DETAILS

RED PROJECT NO: 23040  
SUBMITTAL DATE: 01/22/24

## PROJECT REVISIONS

**SHEET DETAILS**

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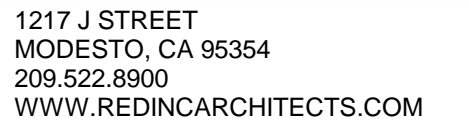
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OVERALL  
EXISTING ROOF  
PLAN

SHEET NUMBER

# A400





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ONLY, NOT FOR  
CONSTRUCTION



SUBMITTAL #

M.A.C.I. WELLNESS CENTER  
SUTTER CREEK  
321 OLD HWY 49  
SUTTER CREEK, CA 95685  
M.A.C.T. HEALTH BOARD INC.

**PROJECT DETAILS**

RED PROJECT NO:	23040
SUBMITTAL DATE:	01/22/24

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**SHEET DETAILS**

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1. APPROXIMATE LINE OF EXISTING GRADE - SEE CIVIL PLANS
2. EXISTING GAS METER TO REMAIN
3. EXISTING ELECTRICAL METERS TO REMAIN
4. EXISTING MECHANICAL UNITS AND PAD TO REMAIN
5. EXISTING MASONRY FOUNDATION WALL TO REMAIN - PATCH, REPAIR AND PROTECT EXPOSED SURFACE FOR NEW PAINT
6. EXISTING WOOD SIDING TO REMAIN PATCH, REPAIR AND PREP FOR NEW PAINT FINISH
7. EXISTING BATH TO REMAIN, SUITE 'A' AND ASSOCIATED ELEMENTS OUT OF SCOPE
8. EXISTING LEAN-TO SHED TO REMAIN
9. EXISTING ATTIc VENT LOUVER TO REMAIN - PAINT TO MATCH ADJACENT SURFACE
10. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY EXISTENCE - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
11. EXTENT OF WALL DEMOLITION OR MODIFICATION SHOWS - SEE DEMOLITION AND MODIFICATION PLAN
12. EXISTING NON-COMPLIANT CONCRETE STEPS AND HANDRAILS TO BE REMOVED
13. EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED - PREP FOR NEW INFILL FRAMING
14. EXISTING WINDOW TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISH



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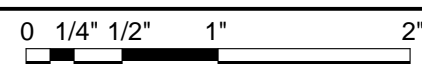
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CONSTRUCTION



SUBMITTAL #

**M.A.C.T WELLNESS CENTER  
SUTTER CREEK**

321 OLD HWY 49  
SUTTER CREEK, CA 95685  
M.A.C.T HEALTH BOARD INC.

321 OLD HWY 49  
SUTTER CREEK, CA 95976  
M.A.C.T HEALTH BOARD

## PROJECT DETAILS

RED PROJECT NO: 23040  
SUBMITTAL DATE: 01/22/24

## PROJECT REVISIONS

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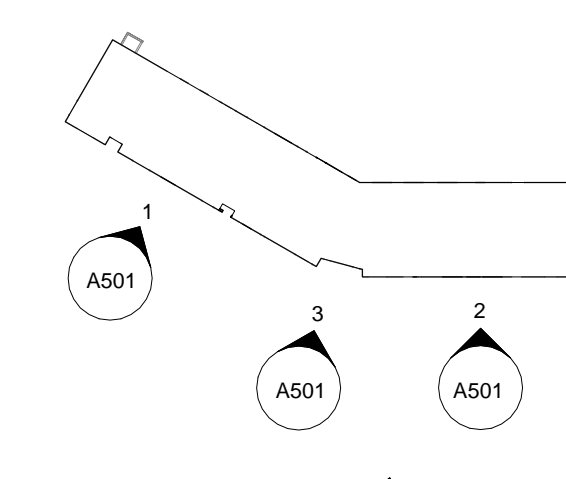
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## SHEET NUMBER

A501

- 1 APPROXIMATE LINE OF EXISTING GRADE
- 2 EXISTING WALKWAY TO REMAIN. SUITE 'A' AND ASSOCIATED ELEMENTS OUT OF SCOPE
- 3 EXISTING SIGNAGE AT SUITE 'A' TO REMAIN
- 4 EXISTING RAISED PLANTER TO REMAIN
- 5 EXISTING WOOD SIDING TO REMAIN. PATCH, REPAIR AND PREP FOR NEW PLANT FINISH
- 6 EXISTING PUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PLANT FINISH
- 7 EXTENT OF WALL DEMOLITION OR MODIFICATION SHOWN HATCHED - SEE DEMOLITION FLOOR PLAN
- 8 EXISTING NON-COMPLIANT CEMENT RAMP TO BE REMOVED
- 9 EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISH
- 10 EXISTING WINDOW TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISH
- 11 EXISTING SIGNAGE TO BE REMOVED - CLEAN AND PATCH WALL FOR NEW PLANT FINISH
- 12 EXISTING TENANT SIGNAGE TO BE REMOVED - CLEAN AND PATCH WALL FOR NEW PLANT FINISH





2. APPROXIMATE LINE OF EXISTING GRADE - SEE CIVIL PLANS
3. EXISTING GAS METER TO REMAIN
4. EXISTING ELECTRICAL METERS TO REMAIN
4. EXISTING MECHANICAL UNITS AND PAGO TO REMAIN
5. EXISTING MASONRY FOUNDATION WALL TO REMAIN - PATCH, REPAIR AND PREP EXPOSED SURFACE FOR NEW PAINT
6. EXISTING WOOD SIDING TO REMAIN - PATCH, REPAIR AND PREP FOR NEW PAINT FINISH
7. EXISTING RAMP TO REMAIN, SUITE "A" AND ASSOCIATED ELEMENTS OUT OF SCOPE
8. EXISTING LEAN-TO SLOPE TO REMAIN
9. EXISTING ATTIC VENT LOUVER TO REMAIN - PATCH TO ADJACENT SURFACE
10. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY FOR REMOVAL - CLEAN AND FLUSH OUT AND SHOW FOR NEW PAINT FINISH
11. EXISTING WINDOW TO REMAIN AS SHOWN - PROVIDE PRIVACY GLASS AND THERMATEX DOORS - VERIFY FINISH WITH OWNER
12. EXISTING ALUMINUM SIDING - EXTERIOR SIDING TO MATCH EXISTING
13. PROVIDE WINDOW TRIM TO MATCH EXISTING AT NEW WINDOW OPENINGS
14. PROVIDE STEPS AND HANDRAILS PER CBC 118-504

P-1	PAINT: MATCH EXISTING COLOR
P-2	ACCENT PAINT: MATCH EXISTING COLOR

P-1	PAINT: MATCH EXISTING COLOR
P-2	ACCENT PAINT: MATCH EXISTING COLOR

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OVERALL  
EXTERIOR  
ELEVATIONS

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**A502**





2. APPROXIMATE LINE OF EXISTING GRADE
3. EXISTING WALKWAY TO REMAIN, SUITE 'X' AND ASSOCIATED ELEMENTS OUT OF SCOPE
3. EXISTING SIGNAGE AT SUITE 'A' TO REMAIN
4. EXISTING RAISED PLASTER TO REMAIN
5. EXISTING WOOD SIDING TO REMAIN. PATCH, REPAIR AND PREP FOR NEW PAINT FINISH
6. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
7. EXISTING WINDOW TO REMAIN AS SHOWN - PROVIDE PRIVACY FILM AT ALL EXAM AND TREATMENT ROOMS - VERIFY FILM TYPE WITH MANUFACTURER
8. WALL INFILL - ALIGN FINISHES - EXTERIOR SIDING TO MATCH EXISTING
9. PROVIDE CLEAR AND TRIM TO MATCH EXISTING AT NEW WINDOWS - TYPICAL
10. PROVIDE SLOPED CONCRETE WALKWAY AT CORC 118-403.3
11. PROVIDE CLEAR AND LEVEL LANDINGS AT DOORWAYS PER ABC 118-404.2.4 - SEE CIVIL PLANS

P-1	PAINT: MATCH EXISTING COLOR
P-2	ACCENT PAINT: MATCH EXISTING COLOR

The diagram shows a simplified footprint of a building with several protrusions. Three measurement points are indicated by circles with numbers 1, 2, and 3. Point 1 is located near a small protrusion on the left. Point 2 is located near a larger protrusion on the right. Point 3 is located in the open space between the two main parts of the building. Each point is labeled 'A503' with an arrow pointing to the measurement location.

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HEET TITLE

OVERALL  
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ELEVATIONS

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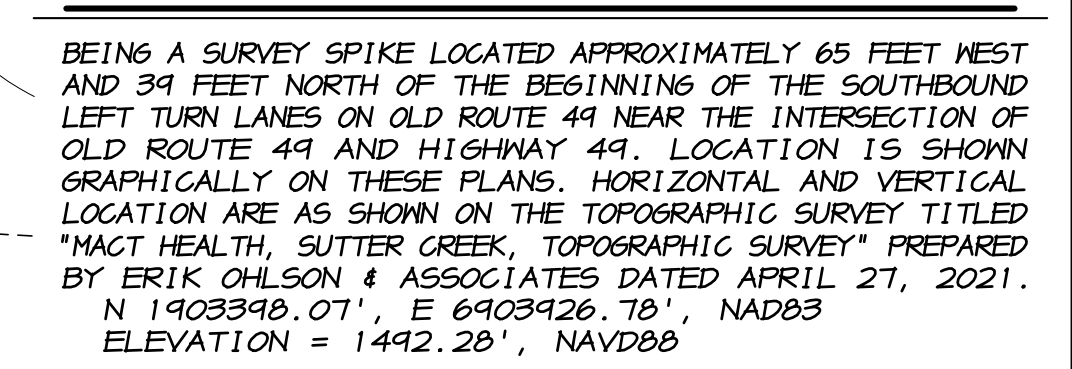
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SHEET

**C2**

OF

**2**

**TO:** CITY OF SUTTER CREEK PLANNING COMMISSION  
**MEETING DATE:** March 11, 2024  
**FROM:** Erin Ventura, Planning Consultant  
**SUBJECT:** Vesting Tentative Parcel Map #2871, 290 Spanish Street, Michael and Barbi Boyle (APN 180-054-002)

**RECOMMENDATION:**

1. Conduct a public hearing and receive public input, and
2. Find that the project is Categorically Exempt under 15332 (Infill) CEQA Guidelines; and
3. Adopt Resolution 2023-2024-\* Approving the Vesting Tentative Parcel Map #2871 based on the recommended Findings and subject to the recommended Conditions of Approval and subject to City Council approval of an exception to the Zoning Ordinance 18.16.

**BACKGROUND:**

The Project is located within the City of Sutter Creek, within the Historic District, on the east side of Spanish Street between Amelia Street and China Gulch Road, and also fronts on Amador Trail, as shown on the location map, Figure 1. The Project is within the General Plan Residential Single Family land use designation and the R-1 zone. The parcel slopes from Spanish Street to Amador Trail. There are two existing homes and a swimming pool on the lot that will all remain. (Figure 2). The site is surrounded by existing single-family residences and across the street from Amador High School.

The applicant is requesting the approval of a Vesting Tentative Parcel Map (Exhibit A) to divide one 0.39-acre (17,180 square feet) parcel zoned and designated R-1/RSF Residential Single Family, into two parcels (See Figure 2) zoned and designated R-1/RSF Residential Single-Family;

- Parcel 1 – 0.23 acre (10,167 square feet), 89.56’ lot frontage width
- Parcel 2 – 0.16 acre (7,013 square feet), 90.32’ lot frontage width

**Table 1. General Analysis.**

Site Location	290 Spanish Street (APN 180-054-002)
Building Plan	N/A
Lot Size	0.39 acres to be split into two parcels: <ul style="list-style-type: none"> <li>• Parcel 1 – 0.23 acre (10,167 square feet), 89.56’ lot frontage width</li> <li>• Parcel 2 – 0.16 acre (7,013 square feet), 90.32’ lot frontage width</li> </ul>
General Plan Land Use Designation	RSF – Residential Single Family (no change)
Zoning	R-1 – One Family Dwelling (no change)
Main Street Historic District	No
Historic District	Yes





**Figure 1: Parcel Location Maps**



**Figure 2a: Street View of 290 Spanish Street**



**Figure 2b: Street View of 290 Spanish Street from Amador Trail, 215 Amador Trail**

## **DISCUSSION:**

### General Plan and Zoning Compliance

The application, as proposed, is consistent with the General Plan Land Use Designation of RSF – Residential Single Family and Zoning designation of R-1. The minimum parcel or lot size is 7,000 square feet (0.16 acre) for lots within the R-1 zoning.

The proposed division of one parcel into two parcels is in compliance with the General Plan and zoning code of the City of Sutter Creek. No amendments are proposed or required for this application.

#### Subdivision Code Compliance

The applicant is requesting an exemption to comply with the Zoning Ordinance, Section 18.16- R-1 Zone-One Family Dwelling regarding setbacks. 18.16.040- Yard—Front requires a 25ft front yard setback. The existing homes on the property currently do not have 25 ft front yard setbacks. The home facing Spanish Street has a setback of 11.97ft and the home facing Amador Trail is on the property line.

Both homes have been in existence since approximately the 1940s, possibly prior to any setback requirements. Attached is a request from the property owners requesting an exemption to setbacks from the homes. (Exhibit B)

A review of parcels within the neighborhood shows that there are other parcels within the vicinity of the project site that have reduced front yard setbacks.

Exemptions can only be approved by the City Council after the Planning Commission has reviewed the proposed map and made the following three findings per Subdivision Code 17.30.010:

A. That there are special circumstances or conditions affecting the property.

The two houses were permitted many years ago as they currently exist.

B. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.

The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.

C. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.

Adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

A General Plan review was conducted by City staff, and the General Plan policies are met. Conditions of Approval for the Project are attached as Exhibit C.

#### **ENVIRONMENTAL:**

Because this project requests an exemption to Zoning Ordinance Section 18.16 which requires 25 ft front yard setback, it does not qualify for a Categorical Exemption under Section 15315 (Minor Land Divisions) of the California Environmental Quality Act (CEQA) Guidelines. However, the project does qualify for a Categorical Exemption under Section 15332 (Infill) as this parcel is within a developed neighborhood.

#### **REFERRALS:**

The application package was referred to City staff and affected agencies for review. Comments received back from the affected agencies have been addressed and/or incorporated into the Conditions of Approval.

Staff recommends approval as presented, with the following Findings and Conditions of Approval:

#### **FINDINGS:**

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.



4. The proposed action would not be detrimental to public health, safety or general welfare.
5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

Findings per Subdivision Code 17.30.010 to allow a front yard setback of less than 25ft:

1. That there are special circumstances or conditions affecting the property.  
The two houses were permitted many years ago as they currently exist.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.  
The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.  
A adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

### **CONDITIONS OF APPROVAL:**

All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 "Parcel Maps."
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.
4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
6. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
7. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
8. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
9. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
10. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
11. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
12. All easements of record shall be noted on the Parcel Map, including the 10 foot sewer easement show on the Preliminary Map.
13. A cleanout must be installed upstream from Parcel 2's service connection point to the shared service line.
14. A statement must be added to the deeds of both Parcel 1 and Parcel 2 that there is a mutual agreement for maintenance and replacement of the shared portion of the existing service line past the point of connection of the house on Parcel 2 out to the connection point at the City's sewer main. This statement shall be reviewed by the City Attorney in form and content prior to recording.
15. As an option to Condition 13 and 14, the house on Parcel 2 can disconnect from the existing shared sewer service line and extend a new service line out to the City's sewer main. The property owner must obtain an encroachment permit for the installation.



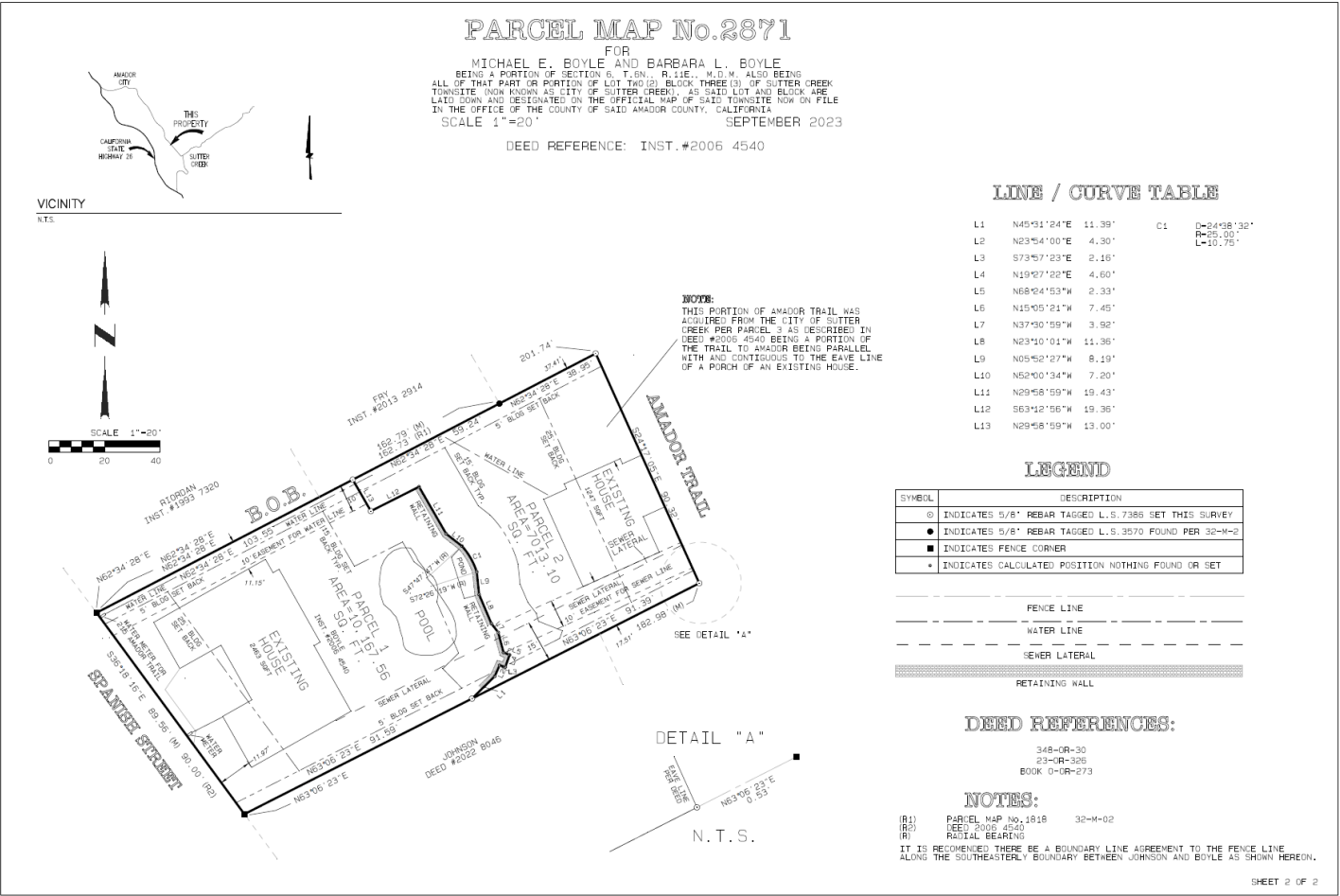
16. Verify that two sewer connection fees have been paid for the existing parcel. Per City ordinance, each parcel must pay for their own connection.
17. If either parcel is redeveloped, the applicant shall have the lateral inspected with a closed-circuit television (CCTV) which will be reviewed by the public works department who will determine if a new lateral must be installed.
18. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks.

**BUDGET IMPACT:**

There is no budget impact directly.

\* \* \* \*





## EXHIBIT B

February 25, 2024

To: City of Sutter Creek Planning Commission

RE: 290 Spanish Street and 215 Amador Trail split, Existing Parcel 2

Please see the attached legal description for the house on Amador Trail showing that when the City of Sutter Creek vacated part of the Amador Trail Road in 1985, the map shows that the house that had been there for many years was held to the current setbacks.

If you read the legal description from the title report it states on Parcel Three that the property line runs contiguous with the eave of the house:

"A PARCEL OF LAND SITUATED IN THE CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA, BEING A PORTION OF THE "TRAIL TO AMADOR", AS SHOWN ON THE ORIGINAL "MAP OF THE TOWN OF SUTTER CREEK", MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A ¾ INCH REBAR L.S. 3570 MARKING THE EAST CORNER OF THAT CERTAIN PARCEL OF THE LAND DELINEATED AND DESIGNATED "PARCEL 2 0.24 AC, "UPON THAT CERTAIN MAP RECORDED IN THE OFFICE OF THE RECORDER OF AMADOR COUNTY IN BOOK 32 OF THE MAPS AND PLATS, AT PAGE 3; THENCE, FROM SAID POINT OF BEGINNING, ALONG AN EXISTING FENCE LINE NORTH 62 DEGREES 35' 10" EAST 38.18 FEET; THENCE, ALONG A LINE PARALLEL TO, AND CONTIGUOUS TO, **THE EAVE LINE OF A PORCH OF AN EXISTING HOUSE**, SOUTH 23 DEGREES 59' 20" EAST 89.31 FEET, TO AN EXISTING FENCE LINE; ETC."

From what we can find, the house has probably been there since 1945 (approximately) when the house on the same lot was built that faces Spanish Street, when there were probably no setback requirements.

You can also see from the map that the neighbor next to us in lot 9, also has property that took part of Amador Road and was acquired from the City of Sutter Creek.

Both houses on Spanish and Amador trail have long been there, both have separate addresses, separate sewer and Electricity, separate entrances/driveways etc. You would not even know that they are on the same lot.

We kindly ask that you allow us to split these two homes to make 2 single family homes without the required setbacks of the Amador Trail home.

Sincerely,

Michael and Barbara Boyle

## LEGAL DESCRIPTION

Real property in the City of Sutter Creek, County of Amador, State of California, described as follows:

### PARCEL ONE:

ALL OF THAT PART OR PORTION OF LOT TWO (2) BLOCK NO. THREE (3) OF SUTTER CREEK TOWNSITE (NOW KNOWN AS CITY OF SUTTER CREEK), AS SAID LOT AND BLOCK ARE LAID DOWN AND DESIGNATED ON THE OFFICIAL MAP OF SAID TOWNSITE NOW ON FILE IN THE OFFICE OF THE COUNTY OF SAID AMADOR COUNTY, PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE WESTERLY BOUNDARY LINE OF SAID LOT NO. 2, 148 FEET SOUTHERLY FROM THE NORTHWEST CORNER SAID LOT NO. 2 AND AT THE SOUTHWEST CORNER OF A STRIP OF LAND 4 FEET IN WIDTH, NORTH AND SOUTH CONVEYED BY DEED RECORDED JANUARY 7, 1946 IN [BOOK 26 AT PAGE 326](#), AMADOR COUNTY OFFICIAL RECORDS TO CLAUDE W. MURPHY AND EDITH G. MURPHY, HIS WIFE AND THENCE RUN AS FOLLOWS:

(1) SOUTHERLY, ALONG THE WESTERLY BOUNDARY LINE OF SAID LOT NO. 2, 90 FEET;

(2) EASTERLY, ON A LINE PARALLEL WITH THE NORTHERLY BOUNDARY LINE OF SAID LOT NO. 2 AND 90 FEET SOUTHERLY FROM THE SOUTHERN BOUNDARY LINE OF SAID TRACT SO CONVEYED TO CLAUDE W. MURPHY AND EDITH G. MURPHY, HIS WIFE BY DEED RECORDED JANUARY 7, 1946 IN [BOOK 26 AT PAGE 326](#), AMADOR COUNTY OFFICIAL RECORDS, TO THE EASTERLY BOUNDARY LINE OF SAID LOT NO. 2;

(3) NORTHERLY, ALONG THE EASTERLY BOUNDARY LINE OF SAID LOT NO. 2, AND 90 FEET TO THE SOUTHEASTERLY CORNER OF SAID TRACT SO CONVEYED TO CLAUDE W. MURPHY AND EDITH G. MURPHY, HIS WIFE BY DEED RECORDED JANUARY 7, 1946 IN [BOOK 26 AT PAGE 326](#), AMADOR COUNTY OFFICIAL RECORDS AND

(4) WESTERLY, ALONG THE SOUTHERN BOUNDARY LINE OF SAID LATTER TRACT, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM ALL THAT PORTION OF LOT NO. 2 BLOCK 3 LYING NORTHERLY OF THAT CERTAIN LINE DESCRIBED IN DOCUMENT ENTITLED "BOUNDARY LINE AGREEMENT" RECORDED FEBRUARY 26, 1979 IN [BOOK 348, PAGE 30](#) AMADOR COUNTY OFFICIAL RECORDS.

### PARCEL TWO:

ALL THAT PORTION OF LOT NO. 2 BLOCK 3 LYING SOUTHERLY OF THAT CERTAIN LINE DESCRIBED IN DOCUMENT ENTITLED "BOUNDARY LINE AGREEMENT" RECORDED FEBRUARY 26, 1979 IN [BOOK 348, PAGE 30](#) AMADOR COUNTY OFFICIAL RECORDS.

### PARCEL THREE:

A PARCEL OF LAND SITUATED IN THE CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA, BEING A PORTION OF THE "TRAIL TO AMADOR", AS SHOWN ON THE ORIGINAL "MAP OF THE TOWN OF SUTTER CREEK", MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A ¾ INCH REBAR L.S. 3570 MARKING THE EAST CORNER OF THAT CERTAIN PARCEL OF LAND DELINEATED AND DESIGNATED "PARCEL 2 0.24 AC." UPON THAT CERTAIN MAP RECORDED IN THE OFFICE OF THE RECORDER OF AMADOR COUNTY IN [BOOK 32 OF MAPS AND PLATS, AT PAGE 3](#); THENCE, FROM SAID POINT OF BEGINNING, ALONG AN EXISTING FENCE LINE NORTH 62°35'10" EAST



38.18 FEET; THENCE, ALONG A LINE PARALLEL TO, AND CONTIGUOUS TO, THE EAVE LINE OF A PORCH OF AN EXISTING HOUSE, SOUTH 23°59'20" EAST 89.31 FEET, TO AN EXISTING FENCE LINE; THENCE, ALONG SAID EXISTING FENCE LINE SOUTH 62°45'14" WEST 33.19 FEET TO THE APPROXIMATE NORTHEAST LINE OF LOT 2, BLOCK 3, OF THE TOWNSITE OF SUTTER CREEK, AS SHOWN ON THE ABOVE REFERRED TO ORIGINAL MAP; THENCE, ALONG SAID NORTHEAST LINE, NORTH 25°24'35" WEST 53.85 FEET; THENCE, NORTH 29°54'35" WEST 35.27 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM FROM THE ABOVE THREE PARCELS ANY MINE OF GOLD, SILVER, CINNABAR OR COPPER, OR TO ANY VALID MINING CLAIM OR POSSESSION HELD UNDER THE EXISTING LAWS OF CONGRESS, AS EXCEPTED BY THE UNITED STATES OF AMERICA, BY PATENT RECORDED FEBRUARY 15, 1875 IN [BOOK "O" OF DEEDS, PAGE 273](#), AMADOR COUNTY RECORDS.

APN: 018-054-002

**EXHIBIT C**  
**RESOLUTION 23-24-\***

**A RESOLUTION OF THE PLANNING COMMISSION OF  
THE CITY OF SUTTER CREEK APPROVING VESTING TENTATIVE PAREL MAP 2871  
FOR APN 180-054-002 AT 290 SPANISH STREET**

**WHEREAS**, on the Planning Commission of the City of Sutter Creek did on Monday March 11, 2024, hold a public hearing for Vesting Tentative Map 2871 to split APN 180-054-002 into two separate lots to hear public comments regarding the proposed lot split; and

**WHEREAS**, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 153332 Infill under CEQA.

**NOW, THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Sutter Creek hereby approves Vesting Tentative Parcel Map 2871 based on the following Findings:

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.
4. The proposed action would not be detrimental to public health, safety or general welfare.
5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

**BE IT FURTHER RESOLVED** that the Planning Commission of the City of Sutter Creek recommend that the City Council authorize the Planning Commission to approve Tentative Map 2871 with an exception to front yard setbacks on the following findings per Subdivision Code 17.30.010:

1. That there are special circumstances or conditions affecting the property.  
The two houses were permitted many years ago as they currently exist.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.  
The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.  
Adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

**BE IT FURTHER RESOLVED** the Planning Commission hereby approves Vesting Tentative Parcel Map 2871, subject to the following Conditions of Approval. All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 "Parcel Maps."
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.
4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
6. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
7. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
8. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
9. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
10. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
11. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
12. All easements of record shall be noted on the Parcel Map, including the 10 foot sewer easement show on the Preliminary Map.
13. A cleanout must be installed upstream from Parcel 2's service connection point to the shared service line.
14. A statement must be added to the deeds of both Parcel 1 and Parcel 2 that there is a mutual agreement for maintenance and replacement of the shared portion of the existing service line past the point of connection of the house on Parcel 2 out to the connection point at the City's sewer main. This statement shall be reviewed by the City Attorney in form and content prior to recording.
15. As an option to Condition 13 and 14, the house on Parcel 2 can disconnect from the existing shared sewer service line and extend a new service line out to the City's sewer main. The property owner must obtain an encroachment permit for the installation.
16. Verify that two sewer connection fees have been paid for the existing parcel. Per City ordinance, each parcel must pay for their own connection.
17. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks.

**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on Monday the 11th day of March, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**THE CITY OF SUTTER CREEK**

---

**Michael Kirkley, Chairman**

**ATTEST:**

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**Karen Darrow, City Clerk**



**TO:** CITY OF SUTTER CREEK PLANNING COMMISSION  
**MEETING DATE:** March 11, 2024  
**FROM:** Erin Ventura, Planning Consultant  
**SUBJECT:** Vesting Tentative Parcel Map #2895, 40 Broad Street, Guthrie Family Revocable Trust (APN 018-163-013)

**RECOMMENDATION:**

1. Conduct a public hearing and receive public input, and
2. Find that the project is Categorically Exempt under 15332 (Infill) CEQA Guidelines; and
3. Adopt Resolution 23-24-\* Approving the Vesting Tentative Parcel Map #2895 based on the recommended Findings and subject to the recommended Conditions of Approval and subject to City Council approval of an exception to the Zoning Ordinance 18.16 (R-1 Zoning) and 18.48 (Off-street Parking).

**BACKGROUND:**

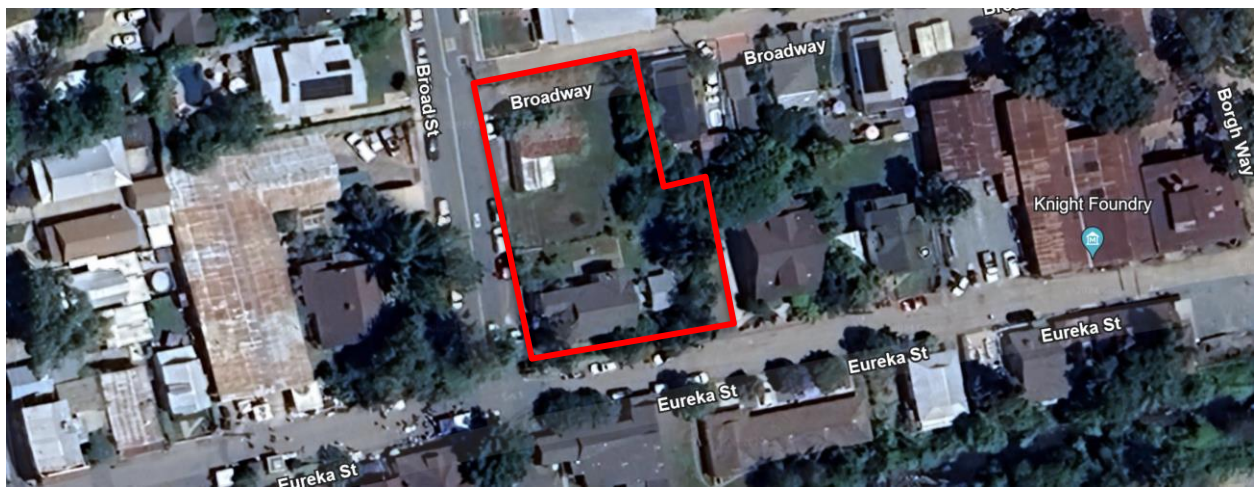
The Project is located within the City of Sutter Creek, within the Historic District, on the east side of Broad Street between Eureka Street and Randolph Street, as shown on the location map, Figure 1. The Project is within the General Plan Residential Single Family land use designation and the R-1 zone. The parcel is flat. There currently is an existing single-family residence, detached garage, and screed porch on the property. (Figure 2). The site is surrounded by existing residential properties.

The applicant is requesting the approval of a Vesting Tentative Parcel Map (Exhibit A) to divide one 0.43-acre (18,748 square feet) parcel zoned and designated R-1/RSF Residential Single Family, into two parcels (See Exhibit A) zoned and designated R-1/RSF Residential Single-Family;

- Parcel 1 – 0.23 acre (10,128 square feet), 106.03’ lot frontage width
- Parcel 2 – 0.20 acre (8,620 square feet), 74.58’ lot frontage width

**Table 1. General Analysis.**

Site Location	40 Broad Street (APN 018-163-013)
Building Plan	N/A
Lot Size	0.43 acres to be split into two parcels: <ul style="list-style-type: none"> <li>• Parcel 1 – 0.23 acre (10,128 square feet), 106.03’ lot frontage width</li> <li>• Parcel 2 – 0.20 acre (8,620 square feet), 74.58’ lot frontage width</li> </ul>
General Plan Land Use Designation	RSF – Residential Single Family (no change)
Zoning	R-1 – One Family Dwelling (no change)
Main Street Historic District	No
Historic District	Yes



**Figure 1: Parcel Location Maps**



**Figure 2a: Street View of 40 Broad Street**



**Figure 2b: Street View of 40 Broad Street from Eureka Street**

## **DISCUSSION:**

### General Plan and Zoning Compliance

The application, as proposed, is consistent with the General Plan Land Use Designation of RSF – Residential Single Family and Zoning designation of R-1. The minimum parcel or lot size is 7,000 square feet (0.16 acre) for lots within the R-1 zoning.

The proposed division of one parcel into two parcels is in compliance with the General Plan and zoning code of the City of Sutter Creek. No amendments are proposed or required for this application.

### Subdivision Code Compliance

The applicant is requesting an exemption to comply with the Zoning Ordinance, Section 18.16- R-1 Zone-One Family Dwelling regarding setbacks and Zoning Ordinance 18.48 Off-Street Parking. 18.16.040-Yard—Front requires a 25ft front yard setback. The existing home on the property currently does not have 25 ft front yard setbacks. The existing front yard setback is 8.5’.

The existing home is likely over 100 years old and was built prior to the required 25 ft front yard setback. The application is not requesting to increase the nonconforming setback, just maintain it.

Also, if the Parcel Map is approved, Parcel 2 will no longer have the required off-street parking of two parking spaces per dwelling unit. At this time staff is not recommending the requirement off street parking but recommends that a condition be placed on the property, and recorded with on the final map, that if the existing home is expanded, demolished or anything is done to the screen porch, off- street parking must be required.

Attached is a request from the property owners requesting an exemption to setback and off-street parking requirement. The form used is the Variance application form, they are not applying for a variance. (Exhibit B)

A review of parcels within the neighborhood shows that there are other parcels within the vicinity of the project site that have reduced front yard setbacks and less than required off street parking.

Exemptions can only be approved by the City Council after the Planning Commission has reviewed the proposed map and made the following three findings per Subdivision Code 17.30.010:

A. That there are special circumstances or conditions affecting the property.

The existing home is likely over 100 years old and was constructed prior to the setback requirements. The existing development of the proposed Parcel 2 does not allow for off-street parking at this time.

B. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.

The exception to setbacks will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning. The lack of off-street parking will also not change as the existing detached garage structure is not safe for use.

C. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.

Adjacent residences have nonconforming front yard setbacks, and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood. Other properties within the vicinity also lack of street parking.

A General Plan review was conducted by City staff, and the General Plan policies are met. Conditions of Approval for the Project are attached as Exhibit C.



**ENVIRONMENTAL:**

Because this project requests an exemption to Zoning Ordinance Section 18.16 which requires 25 ft front yard setback, it does not qualify for a Categorical Exemption under Section 15315 (Minor Land Divisions) of the California Environmental Quality Act (CEQA) Guidelines. However, the project does qualify for a Categorical Exemption under Section 15332 (Infill) as this parcel is within a developed neighborhood.

**REFERRALS:**

The application package was referred to City staff and affected agencies for review. Comments received back from the affected agencies have been addressed and/or incorporated into the Conditions of Approval.

Staff recommends approval as presented, with the following Findings and Conditions of Approval:

**FINDINGS:**

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.
4. The proposed action would not be detrimental to public health, safety or general welfare.
5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

Findings per Subdivision Code 17.30.010 to allow a front yard setback of less than 25ft and no required off-street parking:

1. That there are special circumstances or conditions affecting the property.  
The existing home likely is over 100 years old and was constructed prior to the setback requirements. The existing development of the proposed Parcel 2 does not allow for off-street parking at this time.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.  
The exception to setbacks will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning. The lack of off-street parking will also not change as the existing detached garage structure is not safe for use.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.  
Adjacent residences have nonconforming front yard setbacks, and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood. Other properties within the vicinity also lack off-street parking.

**CONDITIONS OF APPROVAL:**

All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 "Parcel Maps."
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.

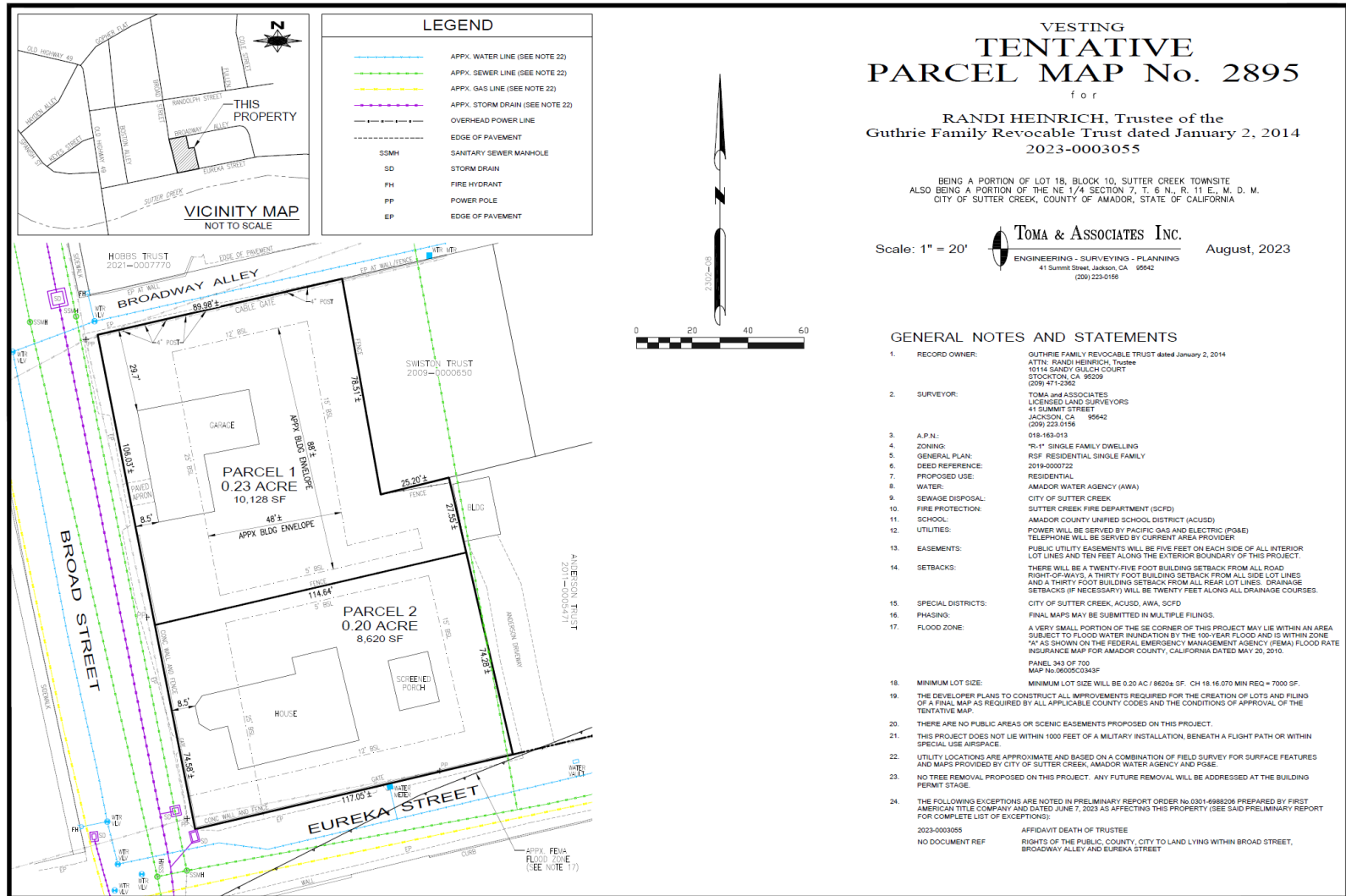
4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. Prior to the completion of a Final Map for Tentative Map No. 2895, the property owners will need have a new water service installed and obtain an AWA Will Serve for Parcel 1.
6. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
7. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
8. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
9. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
10. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
11. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
12. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
13. Parcel 1 will be required to install a new service line to the sewer main in the Broad Street right of way on the same side of the road as Parcel 1.
14. Prior to installing a service line, the property owner must obtain an encroachment permit from the City and have Public Works locate the main.
15. Prior to occupation of a residence on Parcel 1 the property owner must complete a Sewer Service application at City Hall and pay the current sewer connection fees.
16. The detached garage on Parcel 1 must be demolished prior to the completion of the Final Map.
17. Off- street parking will be required for Parcel 1.
18. If additional work is done to Parcel 2 or the existing screen porch, off-street parking must be provided.
19. If Parcel 2 is redeveloped, the applicant shall have the lateral inspected with a closed-circuit television (CCTV) which will be reviewed by the public works department, who will determine if a new lateral must be installed.
20. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks and off-street parking.

**BUDGET IMPACT:**

There is no budget impact directly.

\* \* \* \*

# EXHIBIT A TENTATIVE PARCEL MAP #2895



## EXHIBIT B

<b>City of Sutter Creek</b> 18 Main Street Sutter Creek, CA 95685 209-267-5647 www.cityofsuttercreek.org	RECEIVED: _____ FEE PAID: _____
<b>Submission Requirements</b>	
1- Application* 2- Map* 3- Fees (Refer to current fee schedule. All Fees must be paid at City Hall) <i>*All documentation must be submitted via the application portal on the City website</i>	
<b>VARIANCE APPLICATION</b>	
Page 1 of 4	
<b>Project Applicant:</b> <u>GUTHRIE FAMILY REVOCABLE TRUST, ATTN: RANDI HEINRICH</u>	
Project Address: <u>40 BROAD ST, SUTTER CREEK, CA 95685</u>	
APN: <u>018-163-013</u>	Is this located in the Historic District? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>If yes, please see checklist for Design Review.</small>
Deed References (book and page): <u>2023-0003055</u>	
General description of location: <u>40 BROAD STREET AT THE</u> <u>INTERSECTION OF BROAD AND EUREKA STREETS</u>	
Zoning District: <u>"R-1" SINGLE FAMILY DWELLING</u>	
General Plan Land Use Designation: <u>RSF- RESIDENTIAL SINGLE FAMILY</u>	
<b>Property Owner:</b> <u>GUTHRIE FAMILY REV, TRUST</u>	
Name: <u>ATTN: RANDI HEINRICH</u>	Phone: <u>(209) 471-2362</u>
Mailing Address: <u>10114 SANDY GULCH CT</u>	Email: <u>randimac2014@gmail.com</u>
City: <u>STOCKTON</u>	State: <u>CA</u>
Zip: <u>95209</u>	
Is this person the project contact? If not, please specify who the contact person is.	
Name: <u>TDMA &amp; ASSOCIATES</u>	Email: <u>gina@tomasurvey.com</u>
Mailing Address: <u>41 SUMMIT ST, JACKSON, CA 95642</u>	

- A. I am requesting a variance in order to allow me to construct the facility shown on the attached site plan. This facility does not comply with requirement of the referenced zoning district for the following reasons:

Explain: ① NON-CONFORMING BLDG SETBACKS DUE TO AGE OF EXISTING STRUCTURES.

② PROPOSED PARCEL 2 DOES NOT CURRENTLY AND WILL NOT BE PROPOSING OFF STREET PARKING.

PROPOSED PARCEL 1 PARKING WOULD BE AT THE BUILDING PERMIT STAGE.

- B. \*What are the special circumstances applicable to the subject property, including size, shape, topography, and location of surroundings that would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications?

Explain: PROPOSED PARCEL 1: NONE

PROPOSED PARCEL 2: AGE AND LOCATION OF EXISTING HOUSE/SCREENED PORCH/LANDSCAPING/FENCING MAKE IT DIFFICULT TO FIND ADEQUATE AREA FOR OFF STREET PARKING.

- C. \*Would a variance granted per this request constitute a grant of special privileges to the subject property inconsistent with the limitations upon other properties in the vicinity and zone?

Explain: NO. MOST HOUSES ALONG BROAD AND EUREKA STREETS HAVE SIMILAR NON-CONFORMING SETBACKS AND MOST HAVE NO OFF STREET PARKING.

- D. \*Would the granting of a variance be detrimental to the public health, safety, convenience and welfare or injurious to property and improvements in the same vicinity and zone?

Explain: NO.

- E. \*Would the granting of such variance conflict with the general plan of the City?

Explain: NO. GENERAL PLAN IS RSF- RESIDENTIAL SINGLE FAMILY.

*\*NOTE: The law requires that the conditions set forth in Sections b,c,d, & e must be established before a variance CAN be granted. Answers to these Sections must be complete and full.*



## ENVIRONMENTAL INFORMATION

1. Describe Project: PROPOSED SPLIT OF APN 018-163-013 (0.43 AC)  
INTO 2 PARCELS WITH RESULTANT ACREAGES OF  
0.20± AC (8620 SF) AND 0.23± AC (10,128 SF).
2. Existing use of property(ies): SINGLE FAMILY RESIDENTIAL
3. Will grading occur on slopes of 10% or more? NO
4. Will any springs or wet areas be affected as a result of this project? NO
5. Estimated length of proposed roads and driveways: NONE PROPOSED
6. Estimated type and amount (acreage or number) of vegetation to be disturbed for grading, roads, driveways, building sites, or other alteration. (Examples: Approx. 1 acre of Manzanita and other Brush to be cleared for building pads; over 100 small shrubs and oak trees to be cleared, etc.):  
BUILDING ENVELOPE FOR PROPOSED PARCEL 1 WOULD BE  
APPX 4200± SF. NO CHANGES FOR PROPOSED PARCEL 2  
ON THIS PROJECT.
7. Project description: Use space below and/or attach additional sheets giving project description in sufficient detail to allow adequate evaluation of potential effects.
  - a. Proposed facilities: NONE PROPOSED
  - b. Building Sizes: NONE PROPOSED
  - c. Access: NONE PROPOSED (PROPOSED PARCEL 1 AT BLDG PERMIT)
  - d. Parking: NONE PROPOSED (PROPOSED PARCEL 1 AT BLDG PERMIT)
  - e. Water Source: AWA PARCEL 1: AT BLDG PERMIT  
PARCEL 2: EXISTING
  - f. Estimated Water Consumption: N/A
  - g. Method of Sewage Disposal: CITY OF SUTTER CREEK PARCEL 1: AT BLDG PERMIT  
PARCEL 2: EXISTING
  - h. Nature of Business: N/A
  - i. Estimated Daily Volume of Traffic: N/A
  - j. Estimated Number of Employees: N/A
  - k. Estimated Energy Consumption: TBD FOR PARCEL 1 AT BLDG PERMIT
    - l. Percentage of lot to be covered by buildings/paving: TBD FOR PARCEL 1 - NONE PROPOSED
  - m. Construction schedule: N/A
  - n. Any historical/archaeological features on property: 1940 EXISTING HOUSE
  - o. Other (please explain): UNKNOWN BLDG YEAR FOR GARAGE ON  
PROPOSED PARCEL 1
8. Describe special circumstances of the project or project site which may result in problems or adverse environmental effects. (Example: steep slopes, drainages, noisy equipment, hazardous access, lack of services.): N/A

9. Indicate mitigation measures which may lessen problems or adverse environmental effects (including energy conservation) to be incorporated into project to eliminate or reduce adverse effects): N/A
10. Describe most logical alternatives to project and how these alternatives would change the problems or effects discussed in items 13 and 14 above (include the alternative of "no project"): N/A

**Applicant certification, signature(s), and agreement to pay application processing costs.**

I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting Variance approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.

Randi Heinrich  
Printed Name  
Randi Heinrich  
Signature

1/15/2024  
Date

**EXHIBIT C**  
**RESOLUTION 23-24-\***

**A RESOLUTION OF THE PLANNING COMMISSION OF  
THE CITY OF SUTTER CREEK APPROVING VESTING TENTATIVE PAREL MAP 2895  
FOR APN 018-163-013 AT 40 BROAD STREET**

**WHEREAS**, on the Planning Commission of the City of Sutter Creek did on Monday March 11, 2024, hold a public hearing for Vesting Tentative Map 2895 to split APN 018-163-013 into two separate lots to hear public comments regarding the proposed lot split; and

**WHEREAS**, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 153332 Infill under CEQA.

**NOW, THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Sutter Creek hereby approves Vesting Tentative Parcel Map 2895 based on the following Findings:

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.
4. The proposed action would not be detrimental to public health, safety or general welfare.
5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

**BE IT FURTHER RESOLVED** that the Planning Commission of the City of Sutter Creek recommend that the City Council authorize the Planning Commission to approve Tentative Map 2895 with an exception to front yard setbacks on the following findings per Subdivision Code 17.30.010:

1. That there are special circumstances or conditions affecting the property.  
The existing home likely is over 100 years old and was constructed prior to the setback requirements. The existing development of the proposed Parcel 2 does not allow for off-street parking at this time.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.  
The exception to setbacks will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning. The lack of off-street parking will also not change as the existing detached garage structure is not safe for use.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.  
Adjacent residences have nonconforming front yard setbacks, and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood. Other properties within the vicinity also lack off-street parking.

**BE IT FURTHER RESOLVED** the Planning Commission hereby approves Vesting Tentative Parcel

Map 2895, subject to the following Conditions of Approval. All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 "Parcel Maps."
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.
4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. Prior to the completion of a Final Map for Tentative Map No. 2895, the property owners will need have a new water service installed and obtain an AWA Will Serve for Parcel 1.
6. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
7. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
8. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
9. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
10. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
11. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
12. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
13. Parcel 1 will be required to install a new service line to the sewer main in the Broad Street right of way on the same side of the road as Parcel 1.
14. Prior to installing a service line, the property owner must obtain an encroachment permit from the City and have Public Works locate the main.
15. Prior to occupation of a residence on Parcel 1 the property owner must complete a Sewer Service application at City Hall and pay the current sewer connection fees.
16. The detached garage on Parcel 1 must be demolished prior to the completion of the Final Map.
17. Off- street parking will be required for Parcel 1.
18. If additional work is done to Parcel 2 or the existing screen porch, off-street parking must be provided.
19. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks and off-street parking.

**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on Monday the 11th day of March, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**THE CITY OF SUTTER CREEK**

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**Michael Kirkley, Chairman**

**ATTEST:**

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**Karen Darrow, City Clerk**