

**MEETING OF THE DESIGN REVIEW COMMITTEE**

**MONDAY, APRIL 8, 2024**

**5:00 P.M.**

**Community Building**

**33 Church Street**

**Sutter Creek, CA 95685**

THE DESIGN REVIEW COMMITTEE WILL BE AVAILABLE VIA ZOOM AND IN PERSON.

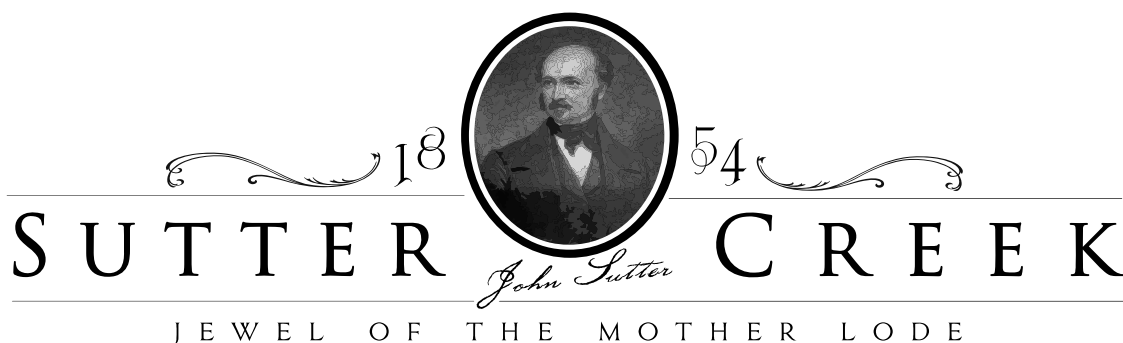
Join Zoom Meeting

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

*Please note: Zoom participation is only available for viewing the meeting.*

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

1. **CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING-5:00 P.M**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **PUBLIC FORUM** – *Any person may address the Committee regarding matters not on the agenda and within their purview.*
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 Committee or the Public.*
  - A. Approval of Design Review Committee Minutes of March 11, 2024.
5. **DESIGN CLEARANCE APPLICATIONS:**
  - A. 64 Eureka Street; Applicant: Allen  
*RECOMMENDATION: Review plans as presented and provide applicant direction for design clearance.*
6. **ADJOURNMENT**



## MINUTES OF THE DESIGN REVIEW COMMITTEE

March 11, 2024

Committee Members present:

Brown, Neuschwanger and Otto

Absent: Baracco and Peters

Staff present: Tom DuBois, Erin Ventura and Karen Darrow

1. **CALL TO ORDER AND ESTABLISH A QUORUM FOR THE SPECIAL MEETING-5:17 P.M**  
Vice-Chairperson Otto called the meeting to order.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**  
Vice-Chairperson Otto led the pledge.
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 the Committee or the Public.*
  - A. Approval of Design Review Committee Minutes of February 12, 2024.  
**M/S Brown/Neuschwanger to Approve the Design Review Committee Minutes of February 12, 2024, as presented.**

<b>AYES:</b>	<b>Brown, Neuschwanger and Otto</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Baracco and Peters</b>

**MOTION CARRIED**
5. **DESIGN CLEARANCE APPLICATIONS**
  - A. 40 Broad Street; Applicant: Campbell Construction  
*RECOMMENDATION: Review plans as presented and provide applicant direction for design clearance.*  
**M/S Neuschwanger/Brown to Approve Design Clearance for 40 Broad Street, as presented.**

<b>AYES:</b>	<b>Brown, Neuschwanger and Otto</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Baracco and Peters</b>

**MOTION CARRIED**
6. **ADJOURNMENT**  
The meeting was adjourned at 5:40 p.m.

Karen Darrow, City Clerk

John Otto, Vice-Chairperson

Date Approved:

DATE: April 8, 2024

TO: Design Review Committee

FROM: Erin Ventura, Contract Planner

RE: 64 Eureka Street - Design Clearance for re-roof and painting  
(APN: 018-180-011)  
Zoning: R-1  
Design Standard District: Historic District  
Applicant: Kathy Allen

**RECOMMENDATION:**

Approve Design Clearance for a re-roof and painting to an existing single family residence in the Historic District.

**BACKGROUND:**

The applicant, Kathy Allen, is proposing to re-roof and paint the existing house:

	<b><u>Requirements for Design Clearance:</u></b>	<b><u>Proposed:</u></b>	<b><u>Design Criteria met:</u></b>	<b><u>Recommendations, if any to meet Design Clearance:</u></b>
<b>Zoning</b>	R-1	R-1	Yes	
<b>District:</b>	Historic District			
<b>Lot Size:</b>	--	--	N/A	
<b>Set Back requirements:</b>				
<b>Front</b>	--	--	N/A	
<b>Side</b>	--	--	N/A	
<b>Rear</b>	--	--	N/A	
<b>Lot coverage</b>	--	--	N/A	
<b>Are there existing historic features?</b>		Yes	Yes	
<b>Structure Type</b>			Yes	
<b>Max Building height</b>	--	--	--	

## **DISCUSSION:**

The applicant is proposing to replace the existing metal roof with a comp shingle roof. The home was originally roofed with shingles, in the 1920s, and a metal roof was placed over it in the 1940s. There are portions of the existing house that currently have exposed shingles.

The applicant is proposing shadow grey color for the roof.

At the same time as the re-roof, the home will be repainted. It is currently white with blue trim and a red door. They are proposing white with green trim and red accents.

### **Design Standards**

The City's Design Standards provide additional direction regarding consideration for adjacent development, building and parking locations, landscaping, accessory facilities, and building design. This project is located within the Main Street Historic District, so in addition to Chapter 2.0, Design Standards that Apply to all Project, Chapter 3.0, Historic District Design Standards, also apply.

Based on the scope of the project only certain standards apply and have been included in this report.

### **3.3 Design Standards That Apply to All Historic District Project**

#### **3.3.1 Preservation and Treatment of Existing Historic Features**

The applicant is not proposing to change any of the historic features on the front of the structure.

#### **3.4.2 Exterior Finishes and Color Schemes**

The proposed roof is a muted color and similar style to the other roofs in the area.

Staff recommend that the Design Review Committee approve the proposed application as presented.

City of Sutter Creek  
18 Main Street  
Sutter Creek, CA 95685  
209-267-5647  
www.cityofsuttercreek.org

Submit completed application and three (3) sets of plans at:  
City Hall, 18 Main St., Sutter Creek

PERMIT #:  
DATE RECEIVED:

APPLICATION FOR PERMIT

Page 1 of 2

Project Applicant: Kathy Allen

Project Address: 64 Eureka St

APN: 018-180-011000 Is this located in the Historic District? ☒ Yes ☐ No  
If yes, please see checklist for Design Review.

Property Owner:

Name: Kathy Allen  
Mailing Address: 114595 Surrey Junction  
City: Sutter Creek State: CA

Phone: 209-296-7176  
Email: Frankenfat@aol.com  
Zip: 95685

Is this person the project contact? If not, please specify who the contact person is.

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Licensed Contractor:

Name: Klonowski Roofing  
Mailing Address: PO Box 741  
City: Sutter Creek State: CA  
State License # & Class: 667798 B/C-34  
City Business License #: 694 Exp. Date: 12/31/24

Phone: 209-223-5246  
Email: \_\_\_\_\_  
Zip: 95685

PROJECT INFORMATION

Project Type:

New Construction: ☐ Commercial: ☒ Residential: ☒  
Alteration: ☐ Addition: ☐ Tenant Improvement: ☐  
Demolition: ☐ Other: \_\_\_\_\_

Fire Sprinkler? Yes ☐ No ☒

Area Determination:

1st Floor: \_\_\_\_\_ sf 2nd Floor: \_\_\_\_\_ sf Total: \_\_\_\_\_ sf  
Garage: \_\_\_\_\_ sf Patio/Porch: \_\_\_\_\_ sf Deck/Balcony: \_\_\_\_\_ sf

Job Description: TEAR OFF EXISTING ROOFING. Install 7/16 OSB sheathing  
and Presidential shake Solaris

The applicant shall provide an estimated permit value at time of application.

VALUATION: \$ 39,950

Permit valuations shall include total value of work, including materials and labor.

Valuations shall be based on FAIR MARKET VALUE for labor and materials, even if performing the work yourself.

Final building permit valuation shall be set by the building official.

# APPLICATION FOR PERMIT

Page 2 of 2

Applicant is:(circle one)

Property Owner

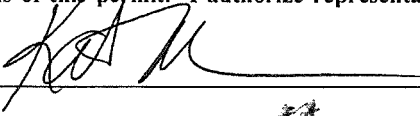
Contractor

Architect/Engineer

Other:

By my signature, I certify to each of the following statements: I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances, rules, regulations, and State laws relating to building construction and purposes with any and all conditions of this permit. I authorize representatives of the City of Sutter Creek to enter the above-mentioned property for inspection purposes.

Signature:



Print Name:

Kathy Allen

Date:

3-19-24

## LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. I have secured permission from the property owner to obtain this permit.

Date \_\_\_\_\_ Contractor \_\_\_\_\_ License Class \_\_\_\_\_ License No. \_\_\_\_\_

## OWNER BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9, (commencing with Section 7000), of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).
- ☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.).
- ☐ I am exempt under Sec. \_\_\_\_\_, B. & P. C. for this reason \_\_\_\_\_

Date \_\_\_\_\_ Owner \_\_\_\_\_

## WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for Workers' Compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain Workers' Compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My Workers' Compensation insurance carrier and policy number are:

Carrier STATE FUND Policy No. 9329768

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California, and agree that if I should become subject to the Workers' Compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date 3/15/24 Applicant AL

**WARNING: Failure to secure Workers' Compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.**

## DEPOSIT PERMITS

**Deposit applications may have a refund or additional fees due after the Final Inspection. Fees must be paid before the Certificate of Occupancy can be issued. Balances less than \$5.00 will not be refunded. I hereby acknowledge that any remaining deposit will be returned to:**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Owner ☐ Contractor ☐ Agent ☐ \_\_\_\_\_ Date \_\_\_\_\_

## CERTIFICATE OF OCCUPANCY

☐ Pick up at City of Sutter Creek 18 Main St.

☐ Mail to listed person and address:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## CONSTRUCTION LENDING AGENCY

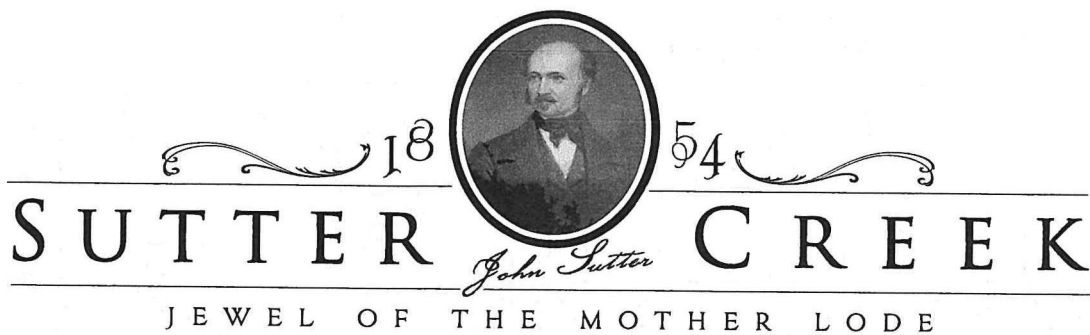
**I hereby affirm that there is a construction lending agency for the performance of the work for which the permit is issued (Sec. 3097, Civ. C.).**

Lender's Name \_\_\_\_\_ Lender's Address \_\_\_\_\_

## HAZARDOUS MATERIALS DECLARATION

1) Does/will your business handle store or transport hazardous materials? Yes ☐ No ☐

2) Is/will your business be located within 1,000 feet of a school (Grades K-12)? Yes ☐ No ☐



Thank you for investing in Sutter Creek. We understand that you are making a commitment by investing in your property and we are here to help you understand the City's Design Review process.

The City of Sutter Creek and its residents are very proud of the city and its heritage. We have a passion for the area's history and strive to preserve the historic nature of the city and ensure that projects are compatible with others in the area. We too love Sutter Creek and want to continue to add value through implementation of our adopted design standards. To that end, we are here to help guide you through the process of improving your property while meeting the applicable City design standards.

Before permitting may begin, your application must meet the Design Standards, which can be found here: <https://cityofsuttercreek.org/2015-forms-documents/Complete%20Design%20Standards102315.pdf>. Your project will be reviewed by the Design Review Committee (DRC), which is responsible for reviewing your application to determine whether or not it conforms to the Design Standards.

The City's Design Standards apply to every project in the City that requires a building permit and/or a planning entitlement, unless exempted pursuant to Section 1.3.1, including but not limited to all of the following:

- a. New construction;
- b. Alteration to the exterior of an existing structure;
- c. Repair of exterior features on an existing structure;
- d. Addition to the exterior of an existing structure;
- e. Moving an existing structure;
- f. Demolition of an existing structure;
- g. New subdivisions.

In addition, within the Main Street Historic District, these design standards also apply to the repair, maintenance, and painting of existing structures and facilities when neither a building permit nor planning entitlement is required. *Every applicable project requires Design Clearance before it can move forward to permitting.*

By investing in our community, we are together ensuring that the look and feel of Sutter Creek remains intact and Sutter Creek continues to be the charming place we all love.

**City of Sutter Creek  
Design Review Application**

**For Residential Projects  
Within the Historic District**

Please complete the "Existing & Proposed" Columns. Please submit your plans in print ready.pdf to be printed as 11 x 17. Please show: elevations, site plan, spot grades, and include elevations at the corners of buildings and also include any existing historic features.

DATE: March 19, 2024

TO: DESIGN REVIEW COMMITTEE

FROM: Kathy Allen

REVIEWED and SUBMITTED BY: \_\_\_\_\_

Project Address: 04 Eureka

#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Has design criteria been met? Y/N?	Recommendations, if any to meet Design Criteria:
1.		Zoning					
2.		District:	Historic				
3.		Lot Size:	N/A				
4.		Set Back requirements:					
5.		Front	25'				
6.		Side	5'				
7.		Rear	10'				
8.	2.2; 3.5	Siting:					
9.		Lot coverage					
10.	3.0; 3.3.1;3.3.5;	Are there existing historic features?					
11.		Structure Type					
12.		Max building height	35'				

**City of Sutter Creek  
Design Review Application**

**For Residential Projects  
Within the Historic District**

	<b>Design Standard Reference</b>	<b>Design Criteria Requirements:</b>		<b>Existing:</b>	<b>Proposed:</b>	<b>Has design criteria been met? Y/N?</b>	<b>Recommendations, if any to meet Design Criteria:</b>
13.	3.3;3.5	<b>Historical Style</b>	National, shotgun, Victorian, or craftsman				
14.	3.5; 3.5.6; 3.5.11	<b>Roof pitch</b>  8/12	In new construction, reflect historic style	Wood Shingles	CERTANTEED PRESIDENTIAL shake SO/ARIS cool ROOF		
15.	3.5; 3.5.6; 3.5.11	<b>Roofing material</b>	Historic style	Wood shingles	SHADOW GRAY		
16.	3.5; 3.5.2; 3.5.11	<b>Exterior Finish and color scheme</b>					
17.	3.5; 3.5.3; 3.5.11	<b>Siding</b>	Matching historic style				
18.	3.5; 3.5.3; 3.5.11	<b>Doors</b>	Consistent in shape and scale with building's style.				
19.	3.5; 3.5.4; 3.5.11	<b>Windows</b>					
20.	3.5; 3.5.7; 3.5.11	<b>Porches</b>	Match the home in historic character				

**City of Sutter Creek  
Design Review Application**

**For Residential Projects  
Within the Historic District**

	<b>Design Standard Reference</b>	<b>Design Criteria Requirements:</b>		<b>Existing:</b>	<b>Proposed:</b>	<b>Has design criteria been met? Y/N?</b>	<b>Recommendations, if any to meet Design Criteria:</b>
21.	3.5; 3.5.8	Lighting	Match architecturally				
22.	3.5.9	Existing fencing or rock walls?					
23.	3.5; 3.5.9; 3.5.10	Mechanical Equipment and Service Areas					
24.	3.2; 3.3	Does the structure blend as proposed? Compatability Objectives?					

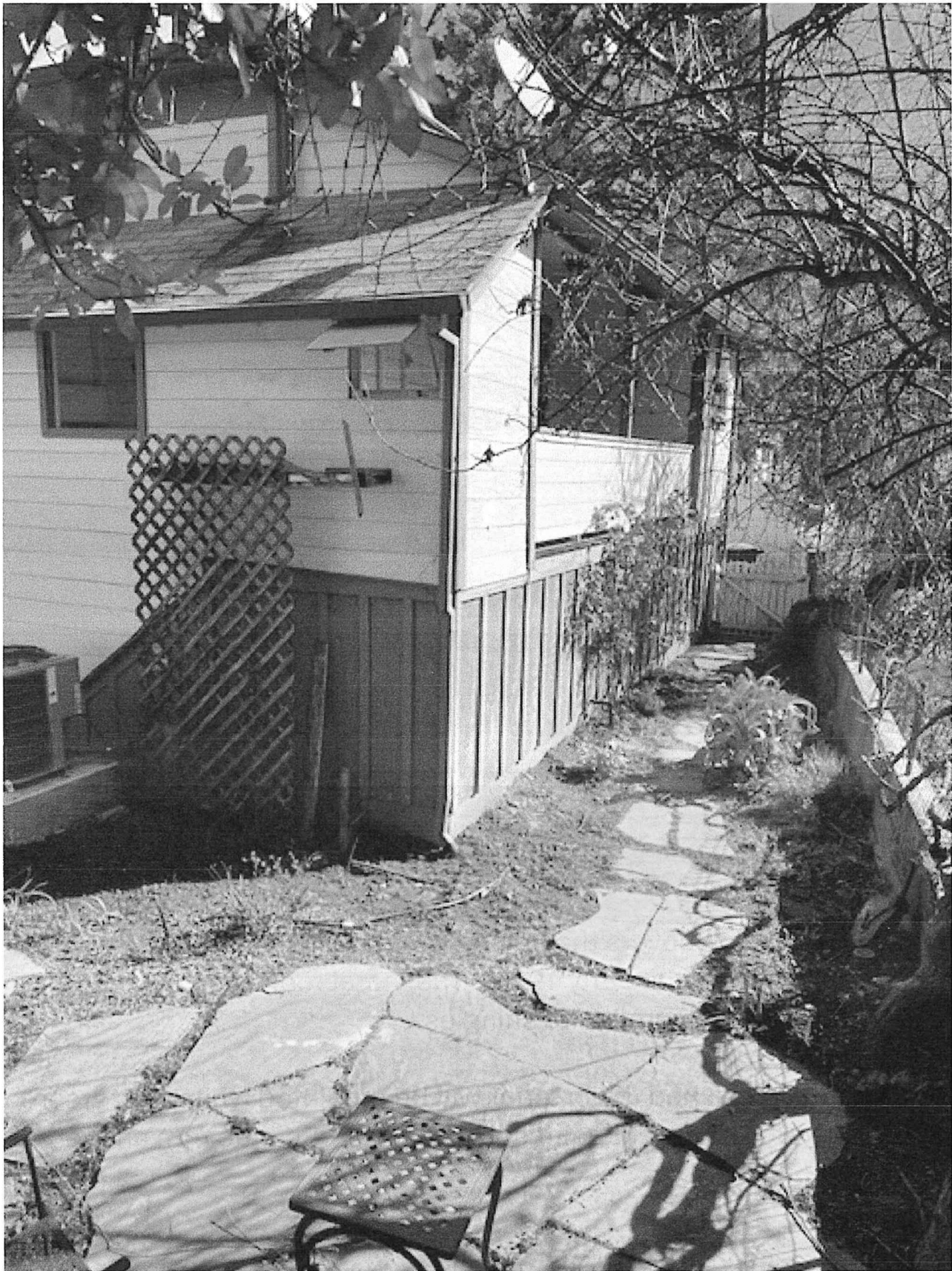
Other Comments:

## 64 Eureka

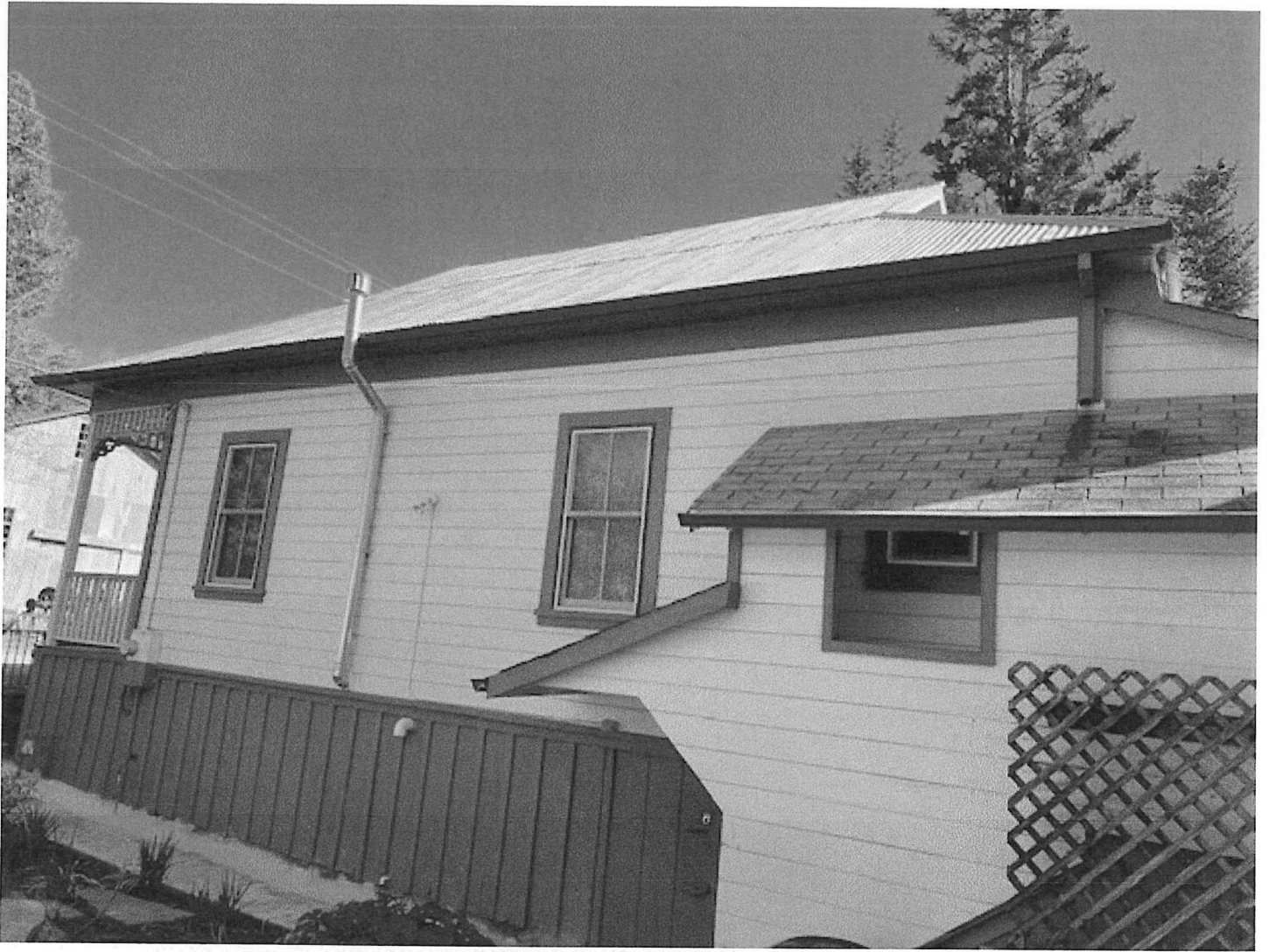


The top roof is metal which covers the original wood shingles, which were used when the house was built in the early 1920s. The metal roof was put on during the 1940's. The eave roof is composite shingles.

Note: when the roof is finished the exterior will be repainted white with green trim and red accents. The current paint color is white with blue trim and red accents.



Existing composite roof shingles



Another look at metal roof and composite roof



View of the house from the pedestrian bridge



Proposed new roof material. Presidential series.

Shadow Gray. Solar reflecting to keep interior of house cool



Another view of proposed composite tiles