



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 Outside the Historic Districts

Please complete the “Existing & Proposed” Columns to all applicable requirements. Please submit your plans in print ready.pdf to be printed as 11 x 17. Please show: ALL elevations, site plan, spot grades, and include elevations at the corners of buildings and also include any existing historic features. This application has first sentence of each requirement. See Design Standards for full descriptions.

DATE: _____
TO: DESIGN REVIEW COMMITTEE
FROM: _____

Project Address: _____
REVIEWED and SUBMITTED BY: _____

#	Design Standard Reference	Design Criteria Requirements:						Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:	
1		Zoning	R1 <input type="checkbox"/>	R2 <input type="checkbox"/>	R3 <input type="checkbox"/>	R4 <input type="checkbox"/>						
2		District:										
3		Lot Size:	N/A									
4		Set Back requirements:										
5		Front	25’	20'	15'	10'						
6		Side	5’	5'	5'	5'						
7		Rear	15’	10'	10'	10'						
8		Max Lot coverage	50%	75%	75%	75%						
9	2.2	Site Design	All applications for projects subject to these Design Standards shall include information clearly demonstrating compliance with each of the applicable design standards that follow:									
10	2.2.1	Adjacent Development										
11		(a)	The land use and site organization of neighboring properties;									
12		(b)	The Architectural character, style, and scale of neighboring structures;									

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#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:
13		(c)	The existing natural features (i.e., mature trees, landforms, etc.);				
14		(d)	Opportunities to preserve ridgelines and/or enhance views;				
15		(e)	Privacy and solar access of the site and neighboring properties;				
16		(f)	Links to adjacent development using sidewalks or pathways and shared access driveways and parking; and				
17		(g)	Use of construction and/or restoration materials in a manner that is consistent with the texture, color, geometry, and visual relationship of historic building materials.				
18	2.2.2	Building and Parking Locations					
19	(a)	General placement.	Buildings should generally be oriented parallel to streets and placed as close to the street as established setbacks permit.				
20	(b)	Pedestrian or vehicular orientation.	The orientation of buildings shall respond to the pedestrian or vehicular nature of the street.				
21	(c)	Protection of views and natural features.	Buildings should be sited to preserve and enhance significant views, vegetation, existing landforms, and natural features.				

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22	(d)	Consideration of views in project design.	Visually Sensitive Areas (VSAs), scenic views and the natural environment surrounding the project site shall be considered early during the conceptual design stage of a project.				
23	(f)	Corner building.	The primary mass of the building should not be placed at an angle to the corner.				
24	(g)	Projects with multiple structures.	Multiple buildings in a single project should create a positive functional relationship with one another.				
25	(h)	Open space areas.	Open space areas shall be accessible from the majority of structures and shall be landscaped and oriented to take advantage of sun or shade as appropriate.				
26	(i)	Pedestrian walkways.	Projects shall connect the on-site pedestrian circulation system to the off-site public sidewalk at intervals of at least one connection for each 200 lineal feet (or fraction thereof).				
27	(j)	Off-site views, solar access.	Building placement should optimize off-site views to ridgelines, hillsides, mountains, open space, or watercourses whenever possible.				
28	(k)	Buildings on slopes.	Buildings constructed on hillsides should step to follow the natural terrain whenever possible.				

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#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:
29	(l)	Parking facilities					
30		1)	The visual impact of parking lots shall be minimized by locating such facilities in a portion of the site least visible from the street and by providing adequate screening and parking lot landscaping.				
31		2)	Parking areas should be located to the rear of buildings or should be screened so that they do not dominate the streetscape.				
32		3)	When parking occurs on sloping terrain, consider stepping the parking areas to follow the terrain rather than allowing the lot surface to extend significantly above or below natural grade.				
33		4)	Enclosed parking structures should be designed with screening and landscaping to minimize their visual impact.				
34	2.2.3	Landscaping					
35		(a)	Landscaped areas shall be planned as an integral part of the overall project and not simply located in “left-over” areas of the site.				
36		(b)	Landscaping shall be used to help define outdoor spaces, soften a structure’s appearance, and where feasible to screen parking, loading, storage, trash enclosures, and equipment areas.				

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#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:
37		(c)	The use of on-site pedestrian amenities (e.g., benches, shelters, drinking fountains, lighting, and trash receptacles) is encouraged.				
38	2.2.4	Solar Exposure, Collectors and Skylights					
39		(a)	Building placement and landscaping should accommodate solar designs wherever possible.				
40		(b)	New developments and structures should be oriented to maximize solar access opportunities to the greatest extent feasible.				
41		(c)	Roof-mounted solar collectors should be placed in the most inconspicuous location without reducing the operating efficiency of the				
42		(d)	Roof-mounted collectors should be installed at the same angle as or as close as possible to the pitch of the roof.				
43		(e)	Appurtenant equipment, particularly plumbing and related fixtures, should be installed in the attic or screened from public view.				
44		(f)	Exterior surfaces of solar collectors and related equipment should have a matte finish and should be color coordinated to harmonize with roof materials and other dominant colors of the structure wherever feasible.				

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#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:
45		(g)	Skylights and solar panels should be installed as unobtrusively as possible.				
46	2.2.5	Exterior Lighting					
47		(a)	Exterior lighting shall be designed to be compatible with the Architectural and landscape design of the project.				
48		(b)	An appropriate hierarchy of lighting fixture types and intensity shall be considered when designing the lighting for the various elements of a project (i.e., building entrances, site entrances, walkways, parking areas, landscaping, monuments, signage, and other areas of the site).				
49		(c)	The use of exterior lighting to accent a building's architecture is encouraged.				
50		(d)	To achieve the desired lighting level for parking and pedestrian areas, the use of shorter, low intensity fixtures is encouraged over the use of tall fixtures that illuminate large areas.				
51	2.2.6	Screening					
52		(a)	Screening is a technique used to protect and separate uses and site functions from one another for the purpose of decreasing adverse noise, wind, or visual impacts and to provide privacy.				

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53		(b)	The method of screening shall be compatible with adjacent structures in terms of overall design, materials, and color.				
54		(c)	Where screening is required at the ground level, a combination of elements should be considered including solid masonry walls, wood fences, berms, and landscaping.				
55	2.2.7	Refuse, Storage and Equipment Areas					
56		a.	Refuse containers, service areas, loading docks, and similar facilities shall be located in areas out of view from the general public.				
57		b.	Trash bins shall be fully enclosed within a structure that is compatible with the structure it is associated with.				
58		c.	Trash storage areas that are visible from the upper stories of adjacent structures should, where feasible, have an opaque or semi-opaque horizontal cover or screen to mitigate unsightly views.				
59		d.	Screening facilities shall be of adequate size for their intended purpose without dominating the site, blocking sight distances, or creating unnecessary barriers.				

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60		e.	Utility equipment (e.g., electric and gas meters, electrical panels, backflow prevention devices, junction boxes, and public utility equipment) shall be located in a utility room within the structure, in enclosed utility cabinets, in an appropriately screened area at the rear of the structure, or in the most inconspicuous location available that still provides for efficient access, operation and maintenance.				
61		f.	Mechanical equipment (e.g., compressors, air conditioners, pumps, heating and ventilating equipment, generators, satellite dishes, pool equipment, communications equipment) and other mechanical equipment for the building shall be concealed from view of public streets and neighboring properties whenever possible.				
62		g.	Mechanical equipment should not be located on the roof of a structure unless the equipment can be hidden by building elements that are an integral part of the building's design.				

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#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:
63	2.2.8	Fence and Wall Design	The design of fences and walls should harmonize with the site and with the buildings in both scale and materials.				
64	2.3.1	Architectural Style	<u>Review the Design Standards. Describe how the project meets each requirement.</u>				
65		a.	Desirable character elements. New projects should incorporate as many as possible of the following “character-defining elements” of the historic buildings of Sutter Creek into new designs: See 1-7 in the Design Standards.				
66		c.	Multi-tenant structures. Multi-tenant structures should emphasize the individuality of units by variations in rooflines and wall planes.				
67		d.	Residential compatibility. New buildings along the edge of a commercial district should step down to a height and scale similar to the abutting residential structures.				
68	2.3.2	Façade					
69		a.	Façade design. Building façades shall be designed to provide visual interest and relief.				
70		b.	Façade elements. Building façade elements (e.g., windows, doors, and eaves) should be in proportion with and relate to one another.				

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71		c.	Wall features. Wall design features should not be overly decorative; however, blank side and end walls should be avoided.				
72		d.	Balconies and porches. Balconies and porches, like other wall features, should be simply designed and are encouraged where appropriate				
73		e.	Awnings and Canopies. Awnings and canopies				
74	2.3.3	Fenestration					
75		a.	Windows. Windows and doors should be of a simple, uncluttered design.				
76		b.	Decorative windows. Decorative windows should be used in limited quantities.				
77		c.	Doors. Doors should be located in a manner that complements the design of the building while serving their intended function.				
78	2.3.4	Roofs and Rooflines					
79		a.	Roof materials should be selected to be				
80	2.3.5	Equipment Screening					
81		a.	Roof equipment should be used judiciously and should be screened from public view wherever feasible.				
82		b.	Roof penetrations (e.g., plumbing and exhaust vents) should be grouped together or otherwise arranged or located to minimize their visual impact.				

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#	Design Standard Reference	Design Criteria Requirements:		Existing:	Proposed:	Design criteria met? Y/N?	Recommendations to meet Design Criteria:
83	2.3.6	Parapets					
84		a.	Parapet walls should be treated as an integral part of the structure's design.				
85	2.3.7	Entries					
86		a.	Entries should be protected from the elements and should create a focal point for the building.				
87		b.	Wall recesses, roof overhangs, canopies, arches, signs, and similar architectural features should be integral elements of the building's design, calling attention to the importance of the entry.				
88	2.3.8	Additions to Existing Structures					
89		a.	Building additions shall follow the same general scale, proportion, massing, and detailing as the original structure and should not be in stark contrast to the original.				
90		b.	The design of a new addition shall incorporate the main characteristics of the existing structure.				
91	2.3.9	Building Materials					
92		a.	Artificial or decorative façade treatments, where one or more unrelated materials appear to be simply applied to the surface of a building rather than an integral part of its design, shall be avoided.				
93		b.	The composition of materials should avoid creating the impression of thinness and artificiality.				

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94		c.	Natural building materials (e.g., wood, stone, and brick) that blend with the natural surroundings are encouraged.				
95	2.3.10	Colors					
96		a.	Colors should be compatible with existing colors of the surrounding area but need not duplicate existing colors.				
97		b.	Accent colors should be used carefully.				
98		c.	The transition between base and accent colors should relate to changes in building materials or the change of building surface planes.				
99		d.	Accent colors on wall surfaces can enliven buildings.				
100		e.	Exterior wall colors should harmonize with the site and surrounding buildings.				

OTHER COMMENTS: