**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. 2023 General Plan Annual Progress Report
*Recommendation: Recommend the City Council adopt and submit the APR to the California Offices of Planning and Research (OPR) and Housing and Community Development (HCD).*

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

SUTTER CREEK
JEWEL OF THE MOTHER LODE

**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.

_____
Michael Kirkley, Chairman

_____
Karen Darrow, City Clerk

Date Approved:

**Item 4B**

SUTTER CREEK
JEWEL OF THE MOTHER LODE

**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 6th 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 | |
|---|---|
| Jurisidiction 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 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.*

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 and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

| | | |
|---|---|---|
| **Jurisdiction** | Sutter Creek | |
| **Reporting Year** | 2023 | (Jan. 1 - Dec. 31) |
| **Housing Element Planning Period** | 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 |
| **Total** | **46** | **4** | **1** |

| **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 |
| **Total** | **0** | **0** | **0** |

| 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 |

| | | |
|---|---|---|
| **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**

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

# Table A
## Housing Development Applications Submitted

| Project Identifier | | | | | Unit Types | | Date Application Submitted | Proposed Units - Affordability by Household Incomes | | | | | | | | Total Approved Units by Project | Total Disapproved Units by Project | Streamlining | Density Bo Applica |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | 5 | | | | | | | 6 | 7 | 8 | 9 | 10 |
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Date Application Submitted (see instructions) | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total PROPOSED Units by Project | Total APPROVED Units by project | Total DISAPPROVED Units by Project | Please select streamlining provision/s the application was submitted pursuant to. | Did the housing development application seek incentives or concessions pursuant to Government Code section 65915? |
| Summary Row: Start Data Entry Below | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
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| Jurisdiction | Santa Cruz |
| Reporting Year | 2020 (Jan. 1 - Dec. 31) |
| Planning Period | 5th Cycle (2015 - 2023) |

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

Note: "+" indicates an optional field

Cells in grey contain auto-calculated formulas

**Table A2**
**Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**

| Project Identifier | | | | | Unit Types | | Affordability by Household Incomes - Completed Entitlement | | | | | | | | Affordability by Household Incomes - Building Permits | | | | | | | | Affordability by Household Incomes - Certificates of Occupancy | | | | | | | | | Streamlining | SB35 | Housing with Financial Assistance and/or Deed Restrictions | | Housing without Financial Assistance or Deed Restrictions | Term of Affordability or Deed Restriction | Demolished/Destroyed Units | | | Density Bonus | | | | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | | | | 2 | 3 | 4 | | | | | | 5 | 6 | | 7 | | | | | | | 8 | 9 | 10 | | | | | | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | 21 | 22 | 23 | 24 | 25 |
| Prior APN* | Current APN | Street Address | Project Name* | Local Jurisdiction Tracking ID | Unit Category (1-SFD, 2-2-4, 3-5+ MFD, 4-ADU) | Tenure R=Renter O=Owner | Very Low- Income Deed Restricted | Very Low- Income Not Deed Restricted | Low- Income Deed Restricted | Low- Income Not Deed Restricted | Moderate- Income Deed Restricted | Moderate- Income Not Deed Restricted | Above Moderate- Income | Entitlements Date Approved | # of Units Issued Entitlements | Very Low- Income Deed Restricted | Very Low- Income Not Deed Restricted | Low- Income Deed Restricted | Low- Income Not Deed Restricted | Moderate- Income Deed Restricted | Moderate- Income Not Deed Restricted | Above Moderate- Income | Building Permits Date Issued | # of Units Issued Building Permits | Very Low- Income Deed Restricted | Very Low- Income Not Deed Restricted | Low- Income Deed Restricted | Low- Income Not Deed Restricted | Moderate- Income Deed Restricted | Moderate- Income Not Deed Restricted | Above Moderate- Income | Certificates of Occupancy or other forms of readiness Date Issued | # of Units shown in Certificates of Occupancy or other forms of readiness | How many of the units are Extremely Low Income? | Please select the streamlining provision the project was approved under pursuant to (may select multiple) | SB35 Units ? Y/N? | Inclusionary Programs (Ordinance or Resolution (may select multiple - see instructions)) | Deed Restricted Type (Rental or Ownership - see instructions) | For units affordable without financial assistance or deed restrictions, explain how the units are affordable (see instructions) | Term of Affordability or Deed Restriction "Term of affordability or deed restriction must be at least 15 years in length" | Number of Demolished/Destroyed Units | Demolished or Destroyed Units | Demolished/Destroyed Units Owner or Renter | Total Density Bonus Applied to the Project (Percentage Increase in Total Residential Units or Total Maximum Allowable Residential Gross Floor Area) | Number of Other Incentives, Concessions, Waivers, or Parking Reductions (Waivers the Project (Excluding Parking Reductions) Received) | List the incentives, concessions, waivers, and parking reductions (Excluding Parking Reductions) | Did the project receive a waiver or reduction of parking standards? (Y/N) | |
| Accessory Dwelling Unit Data, Entry Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 038-141-07 | 1144 Bay Dr. Ca | | 2019-SCZ-0 | ADU | O | 1 | | | | | | | | 1 | | | | | | | | 1 | 04/30/19 | | | | | | | | | | | | | | | | | | | | | | |
| | 038-141-07 | 1144 Bay Dr. Ca | | 2019-SCZ-0 | ADU | O | | | | | | | | | 1 | | | | | | | | 1 | 04/30/19 | | | | | | | | | | | | | | | | | | | | | | |
| | 038-161-05 | 41 Atlantic Ca | | 2019-SCZ-0 | SFD | O | | | | | | | | | 1 | | | | | | | | 1 | 05/20/19 | | | | | | | | | | | | | | | | | | | | | | |
| | 038-151-02 | 115 Jesse Street, Santa Cruz, CA | | 2019-SCZ-0 | SFD | O | | | | | | | | | 1 | | | | | | | | 1 | 11/18/19 | | | | | | | | | | | | | | | | | | | | | | |
| | 038-161-03 | 1 Jesse Ca | | 2017-SCZ-0 | SFD | O | | | | | | | | | 1 | | | | | | | | | | | | | | | | 1 | 01/19/21 | | | | | | | | | | | | | | |
| | 032-032-07 | 90 Center of Valley View Drive/Summit Road | SVMCO | MP- SVMCO | 5+ | R | 45 | | | | 5 | | | 11/15/2017 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|---|
| **Jurisdiction** | Kern County |
| **Reporting Year** | 2020 (Jan. 1 - Dec. 31) |
| **Reporting Period** | 88 Cycle (mm/dd - mm/dd) |

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

Note: "+" indicates an optional field
Cells in grey contain auto-calculated formulas.

| | |
|---|---|
| **Jurisdiction** | Kern County |
| **Reporting Year** | 2020 (Jan. 1 - Dec. 31) |
| **Reporting Period** | 88 Cycle (mm/dd - mm/dd) |

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

Note: "+" indicates an optional field
Cells in grey contain auto-calculated formulas.

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|---|---|
| **Jurisdiction** | Kern County |
| **Reporting Year** | 2020 (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle (10/2014 - 10/2023) |

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

Note: "+" indicates an optional field
Cells in grey contain auto-calculated formulas.

| | |
|---|---|
| Jurisdiction | Kern County |
| Reporting Year | 2020 (Jan. 1 - Dec. 31) |
| Housing Period | 6th Cycle (04/01 - 04/08) |

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

Note: "+" indicates an optional field
Cells in grey contain auto-calculated formulas

| | | |
|---|---|---|
| **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**

| Income Level | | 1<br>RHNA Allocation by Income Level | Projection Period - 12/31/2018-09/14/2021 | 2<br>2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 3<br>Total Units to Date (all years) | 4<br>Total Remaining RHNA by Income Level |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Very Low | Deed Restricted | 15 | - | - | - | - | - | - | - | - | - | - | - | 15 |
| | Non-Deed Restricted | | - | - | - | - | - | - | - | - | - | - | | |
| 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<br>Extremely low-Income Need | | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 6<br>Total Units to Date | 7<br>Total Units Remaining |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Extremely Low-Income Units* | 8 | | - | - | - | - | - | - | - | - | - | - | 8 |

*Extremely low-income houisng 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.

VLI Deed Restricted
VLI Non Deed Restricted

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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

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

**Table C**

**Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law**

| Project Identifier | | | | Date of Rezone | RHNA Shortfall by Household Income Category | | | | Rezone Type | Sites Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | | | | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 |
| APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Date of Rezone | Very Low-Income | Low-Income | Moderate-Income | Above Moderate-Income | Rezone Type | Parcel Size (Acres) | General Plan Designation | Zoning | Minimum Density Allowed | Maximum Density Allowed | Realistic Capacity | Vacant/Nonvacant | Description of Existing Uses |
| **Summary Row: Start Data Entry Below** | | | | | | | | | | | | | | | | | |
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# ANNUAL ELEMENT PROGRESS REPORT
# Housing Element Implementation

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| **Jurisdiction** | Sutter Creek | |
| **Reporting Year** | 2023 | (Jan. 1 - Dec. 31) |

**Table D**

**Program Implementation Status pursuant to GC Section 65583**

**Housing Programs Progress Report**

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.

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| **Name of Program** | **Objective** | **Timeframe in H.E** | **Status of Program Implementation** |
| **Program 1: Countywide Housing Working Group** | ● Amador County, and the Cities of Amador City, Ione, 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.<br>● Each jurisdiction shall annually evaluat 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. | Feb-24 | The working group will be established by Spring 2024 |

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| **Program 2: Housing Element Monitoring/Annual Reporting** | 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. |
| **Program 3: Adequate Sites** | ●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.<br>●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. | 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, www.cityofsuttercreek.org. 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. |

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| **Program 3: Adequate Sites** | ●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<br>●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. | Annually | **Zoning Ordinance was updated in Fall 2023.** |

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| **Program 4: Accessory Dwelling Units, Junior Accessory Dwelling Units, and SB9 Units** | 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.<br>● 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.<br>● Each jurisdiction shall provide technical and resource guides online, including lot split provisions per SB 9 by December 2023.<br>● 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. | **Various** | **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.** |

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| **Program 4: Accessory Dwelling Units, Junior Accessory Dwelling Units, and SB9 Units** | ● 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).<br>● 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.<br>● By December 2025, assess each jurisdiction's progress in ADU construction; evaluate incentives to further promote ADUs if construction goals are not met.<br>● Sutter Creek: 5 ADUs/JADUs | **Various** | **Planning staff will pursue State funding by December 2024. If funding is available staff will provide assistance to qualified homeowners.** |
| **Program 5: Affordable Housing Land Acquisition** | Amador Countywide:<br>● 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.<br>Each Jurisdiction:<br>● 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. | **Ongoing** | **The working group will meet on this in 2024.** |

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| **Program 5B: Homeless Services Coordination** | ● 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 Ione, Plymouth, and Sutter Creek, and 10 beds provided apiece in Jackson and the unincorporated County.<br>● 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. | **Dec-27** | **Not yet implemented** |
| **Program 6: Affordability Targets** | **NA** | **NA** | **NA** |
| **Program 7: Historically Significant Structures** | Coordinate the rehabilitation and adaptive reuse of at least 1 historically significant structures as appropriate on an ongoing basisby December 2027. | Ongoing | **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 where in keeping with the existing character of the home and period.** |

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| **Program 8: Neighborhood Beautification and Housing Rehabilitation** | ● 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.<br>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.<br>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.<br>o Potential funding sources include USDA Section 504 Home Repair, Community Development Block Grant (CDBG), HOME, and CalFIRE Wildfire Prevention Grant programs. | **Annually** | **As staff availabilty provides, the City will purse funding.** |

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| **Program 8: Neighborhood Beautification and Housing Rehabilitation** | ● 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.<br>● Individual jurisdictions to continue to respond to code complaints as complaints are received.<br>● Each jurisdiction's Planning Department shall work with property owners, residents, and Homeowner Associations to ensure safe and decent housing.<br>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. | **Annually** | **As staffing is available, additional outreach will be completed.** |
| **Program 8: Neighborhood Beautification and Housing Rehabilitation** | ● Secure funding, either individually or Countywide, for rehabilitation, improvement, and/or emergency repair of housing:<br>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. | **Annually** | **As staff availbility provides, the City will purse funding.** |

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| **Program 9: Affordable and Special Needs Housing Assistance and Incentives** | 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.<br>● 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.<br>● 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. | **Annually** | **Not yet implemented** |

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| **Program 9: Affordable and Special Needs Housing Assistance and Incentives** | ● 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.<br>● 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.<br>● 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. | **Annually** | **Not yet implemented** |

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| **Program 9: Affordable and Special Needs Housing Assistance and Incentives** | ● 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.<br>● 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. | **Annually** | **Not yet implemented** |

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| **Program 9: Affordable and Special Needs Housing Assistance and Incentives** | ● 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.<br>● 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:<br>Sutter Creek: 8 extremely low, 7 very low, and 12 low income units | **Annually** | **Not yet implemented** |

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| **Program 10: Preservation of Existing Affordable Housing** | ● Annually monitor each jurisdiction's affordable housing stock to ensure that deed-restricted units are preserved.<br>● 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:<br>o Technical Assistance: Provide technical assistance where feasible to public and non-profit agencies interested in purchasing and/or managing units at risk.<br>o Preservation Programs: Provide information to owners of at-risk properties regarding rehabilitation assistance and/or mortgage financing in exchange for extending affordability restrictions.<br>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<br>● Retain all assisted multifamily housing (Ione – 43 units, Jackson – 258 unit, and Sutter Creek – 34 units) | **Annually** | **Staff will monitor affordable housing stock.** |

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| **Program 11: Preserve Multifamily and Mobile Home Opportunities** | ● 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:<br>o Identification of affected households by income, household size, and special housing needs<br>o Notification to households at least 6 months prior to a required move-out date.<br>o Assistance to all lower income and special needs households in identifying affordable housing opportunities. | **Dec-25** | **Not yet implemented** |

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| **Program 11: Preserve Multifamily and Mobile Home Opportunities** | o Moving costs to all affected households.<br>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).<br>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. | **Dec-25** | **Not yet impletmented** |

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| **Program 12: Fair Housing Services** | ● 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.<br>● 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.<br>● 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. | **Dec-23** | **Not yet implemetned as the Housing Working Group has not yest been estabilished.** |
| **Program 12: Fair Hosuing Services** | ● Housing Working Group to coordinate with ATCAA in 2023/2024 to determine if ATCAA can offer fair housing services to all County residents.<br>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. | **Dec-24** | **Not yet implemented.** |

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| **Program 13: Affirmatively Further Fair Housing** | Implement measures to affirmatively further fair housing on an ongoing basis, and as further outlined in Table 1. | **Annually and ongoing** | **Not yet implemented.** |
| **Program 14: Affordable Housing Resources for Renters and Owners** | ● 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).<br>● Update outreach program materials at least annually to reflect correct contacts and program information. | **Dec-24** | **Not yet implemented** |

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| **Program 15: Adopt a Reasonable Accommodation Procedure for Housing** | ● 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:<br>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.<br>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. | **Dec-23** | **Partially implemented. Chapter 18.58- Accommodations of Persons with Disabilities was added to the Municipal Code in November 2023.** |

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| **Program 15: Adopt a Reasonable Accommodation Procedure for Housing** | o Review procedures for requests for reasonable accommodation,<br>including provisions for issuing a written decision within 30 days<br>of the date of the application.<br>o Criteria to be used in considering requests for reasonable accommodation.<br>o Appeal procedure for denial of a request for reasonable<br>accommodation. The procedure should establish that there is no<br>fee for processing requests for reasonable accommodation or for<br>appealing an adverse decision related to a request for reasonable accommodation.<br>● All Jurisdictions: Create a public information brochure on reasonable accommodation for disabled persons and provide that information on each jurisdiction's website. | **Dec-23** | **Public information and brochures have not yet been provided.** |

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| **Program 15B: Smoke-free Multi-unit Housing** | ● 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:<br>o Consideration of a smoke-free ordinance, encouraging compliance through education, signage requirements, and property manager actions rather than police, fines, or evictions.<br>o Targeted education to landlords and tenants on the benefits of a smoke-free housing policy.<br>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. | **Dec-24** | **Not yet implemented** |

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| **Program 16: Federal Voucher Program** | ● 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.<br>● 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. | **Annually and ongoing** | **Not yet implemented** |

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| **Program 16: Federal Voucher Program** | ●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.<br>●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.<br>●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.<br>●Work with StanCoHA to increase the number of households receiving Housing Choice Vouchers by 5%. | **Annually and ongoing** | **Not yet implemented** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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):<br>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. | **Jul-24** | **The definition of family was amended in September 2023.** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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).<br>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. | **Jul-24** | **Low barrier navigation centers and Transitional and Supportive housing were added to the Zoning Ordinance in September 2023.** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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).<br>o Persons with Disabilities - Group homes 7 or more persons (Amador County, Amador City, Ione, 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. | **Ongoing** | **Special Needs Housing was added to the Zoning Ordinance in September 2023.** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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.<br>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.<br>o Farmworker Housing (Plymouth): Ensure that agricultural employee housing is allowed consistent with the requirements of Health and Safety code Section 17021.8. | **Jul-24** | **Employee Housing was added to the Zoning Ordinance in September 2023.** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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.<br>o Emergency Shelters: (Jackson): Revise to allow 25 beds within each emergency shelter. | **Jul-24** | **Emergency Shelters were added to the Zoning Ordinance in September 2023.** |

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| **Program 17: Development Code/Zoning Code Amedments** | 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.<br>o Emergency Shelters (Ione): 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 Section65583(a)(4)(A) and (H), and remove emergency shelters as a permitted use in the M-1 and M-2 zones. | **Jul-24** | **The definition of Emergency Shelters was updated in the Zoning Ordinance in September 2023.** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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. | **Jul-24** | **Not yet implemented.** |

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| **Program 17: Development Code/Zoning Code Amedments** | 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 | **Jul-24** | **Included as part of the September 2023 Zoning Ordinance Amendment.** |

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| **Program 17: Development Code/Zoning Code Amendments** | o Objective Design & 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”. | **Jul-24** | **Not yet implemented** |

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| **Program 17: Development Code/Zoning Code Amendments** | 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).<br>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.<br>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. | **Jul-24** | **Included as part of the September 2023 Zoning Ordinance Amendment.** |

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| **Program 17: Development Code/Zoning Code Amedments** | 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.<br>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. | **Jul-24** | **Included as part of the September 2023 Zoning Ordinance Amendment.** |

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| **Program 17: Development Code/Zoning Code Amendments** | o Reduce Constraints to a Variety of Housing Types:<br>- 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. | **Jul-24** | **Implemented on a case by case basis.** |
| **Program 18: Code Reivew** | 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.<br>● Review local code requirements annually to ensure that amendments are made where necessary to reduce impacts to life and property.<br>● Review updates to the California Building Standards Code on a triennial basis and adopt updates to code requirements accordingly. | **Ongoing** | **The Municipal Code will be evaluated throughout the year and required changes will be grouped together and adopted as time and staffing permits.** |

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| **Program 19: Water and Wastewater Infrastructure Capacity** | ● 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.<br>● 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.<br>● 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.. | **Dec-25** | **Not yet implemented** |

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| **Program 19: Water and Wastewater Infrastructure Capacity** | ● 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.<br>● 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+.<br>● Submit a funding application to the USDA's Small Communities Rural Utilities Service Grants & Loans Program annually. | **Dec 2025, Ongoing** | **Not yet implemented** |

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| **Program 19: Water and Wastewater Infrastructure Capacity** | ● Each jurisdiction shall adopt any necessary fee programs and shall seek funding<br>resources to support improvement and expansion of water and wastewater systems to accommodate the RHNA by December 2025.<br>● The City of Ione shall develop a program to complete wastewater system improvements to expand its treatment capacity by 2024/2025 in order to accommodate its RHNA.<br>● 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<br>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. | **Dec 2025, Ongoing** | **Not yet implemented** |

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| **Program 19: Water and Wastewater Infrastructure Capacity** | ● 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.<br>● 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. | **Dec 2025, Ongoing** | **Not yet implemented** |

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| **Program 20" Partnerships with Affordable Housing Developers** | ● Facilitate land divisions, lot line adjustments, and specific plans resulting in parcel sizes that facilitate multi-family developments affordable to lower income households.<br>● 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.<br>● 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.<br>● Annually meet with County representatives to discuss farmworker housing needs and to identify opportunities and potential applications for funding. | **Ongoing** | **Not yet implemented** |
| **Program 21: Child Care Program** | ● Continue to promote the provision of childcare in conjunction with residential development, including affordable housing projects, on an ongoing basis. | **Ongoing** | **Zoning Ordinance updated to include childcare as an allowed use, September 2023.** |

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| **Program 22: Application Processing Procedures** | ● 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. | **Ongoing, 2025 and 2028** | **Procedure will be reviewed annual and updated as staffing and budget permit** |
| **Program 23: Ongoing Community Education and Outreach** | ● 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.<br>● 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 & Human Services, and similar organizations) and review page annually to update contact information as necessary. | **Jun-23** | **Not yet implemented but planned for 2024.** |

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| **Program 23: Ongoing Community Education and Outreach** | ● 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.<br>● In coordination with ATCAA, encourage low income homeowners or renters to apply for free energy audits and home weatherization through ATCAA by June 2023.<br>o Provide handouts at the public counter and website of each jurisdiction.<br>o Promote these programs through the senior centers for seniors seeking assistance with home maintenance. | **Jun-23** | **Not yet implemented but planned for 2024.** |

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| **Program 23: Ongoing Community Education and Outreach** | ● 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.<br>● Provide information on the availability of the Housing Choice Voucher Program at each jurisdiction's public counter and website by June 2023. | **Jun-23** | **Information is currently available on the City's Website.** |
| **Program 24: Governmental Transparency** | All jurisdictions to provide fiscal documents to ensure transparency pursuant to Government Code Section 65940 no later than December 2024:<br>● 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. | **Dec-24** | **Documents will be added to the City's Website by December 2024.** |

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| **Program 25: Energy Conservation Initiatives** | ● Continue to enforce the State of California's Title 24 energy requirements on an ongoing basis.<br>Housing Plan \| 35<br>● 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.<br>● 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). | **August 2024, August 2026, August 2028** | **Not yet implemented.** |

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| **Program 25: Energy Conservation Initiatives** | ● Each jurisdiction to provide outreach and education to developers, architects, and residents on an ongoing basisat least annually to provide information on how to incorporate sustainability in project design, as well as in existing structures.<br>● Participate in the Amador County Energy Savings Working Group and support implementation of the County's Energy Action Plan, including PG&E programs and ATCAA programs with Housing Working Group members attending an Energy Savings Working Group meeting at least biannually (2024, 2026, 2028).<br>● Continue to collaborate with PG&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)..<br>● On an ongoing basis, continue to provide residents with the local PG&E representative's contact information when an inquiry is made regarding energy efficiency and review contact information at least annually (December of each year). | **August 2024, August 2026, August 2028** | **Not yet implemented.** |
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| **General Comments** | | | |
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| **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

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

**Table E**

**Commercial Development Bonus Approved pursuant to GC Section 65915.7**

| Project Identifier | | | | Units Constructed as Part of Agreement | | | | Description of Commercial Development Bonus | Commercial Development Bonus Date Approved |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | | | | 3 | 4 |
| **APN** | **Street Address** | **Project Name+** | **Local Jurisdiction Tracking ID+** | **Very Low Income** | **Low Income** | **Moderate Income** | **Above Moderate Income** | **Description of Commercial Development Bonus** | **Commercial Development Bonus Date Approved** |
| Summary Row: Start Data Entry Below | | | | | | | | | |
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| **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: |
|---|---|---|---|---|---|---|---|---|---|
| | Extremely Low-Income+ | Very Low-Income+ | Low-Income+ | TOTAL UNITS+ | Extremely Low-Income+ | Very Low-Income+ | Low-Income+ | TOTAL UNITS+ | https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf |
| Rehabilitation Activity | | | | | | | | | |
| Preservation of Units At-Risk | | | | | | | | | |
| Acquisition of Units | | | | | | | | | |
| Mobilehome Park Preservation | | | | | | | | | |
| Total Units by Income | | | | | | | | | |

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| **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 F2**

**Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2**

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

| Project Identifier | | | | | Unit Types | | Affordability by Household Incomes After Conversion | | | | | | | Units credited toward Moderate Income RHNA | | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | | | | | | | 5 | | 6 |
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID | Unit Category (2 to 4,5+) | Tenure R=Renter | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate- Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total Moderate Income Units Converted from Above Moderate | Date Converted | Notes |
| Summary Row: Start Data Entry Below | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
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| **Jurisdiction** | Sutter Creek | |
| **Reporting Period** | 2023 | (Jan. 1 - Dec. 31) |
| **Planning Period** | 6th Cycle | 09/15/2021 - 09/15/2029 |

**NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

## ANNUAL ELEMENT PROGRESS REPORT
## Housing Element Implementation

### Table G

**Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of**

| Project Identifier | | | | | | |
|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | 4 |
| **APN** | **Street Address** | **Project Name+** | **Local Jurisdiction Tracking ID+** | **Realistic Capacity Identified in the Housing Element** | **Entity to whom the site transferred** | **Intended Use for Site** |
| Summary Row: Start Data Entry Below | | | | | | |
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| **Jurisdiction** | Sutter Creek | **NOTE: This table must contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns** | Note: "+" indicates an optional field |
| **Reporting Period** | 2023 (Jan. 1 - Dec. 31) | | Cells in grey contain auto-calculation formulas |

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

For Amador County jurisdictions, please format the APN's as follows:999-999-999-999

**Table H**
**Locally Owned Surplus Sites**

| Parcel Identifier | | | | Designation | Size | Notes |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| **APN** | **Street Address/Intersection** | **Existing Use** | **Number of Units** | **Surplus Designation** | **Parcel Size (in acres)** | **Notes** |
| Summary Row: Start Data Entry Below | | | | | | |

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

**NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)**

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

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**Table J**

**Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915**

| Project Identifier | | | | Project Type | Date | Units (Beds/Student Capacity) Approved | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | 4 | | | | | | |
| **APN** | **Street Address** | **Project Name+** | **Local Jurisdiction Tracking ID+** | **Unit Category** (SH - Student Housing) | **Date** | **Very Low- Income Deed Restricted** | **Very Low- Income Non Deed Restricted** | **Low- Income Deed Restricted** | **Low- Income Non Deed Restricted** | **Moderate- Income Deed Restricted** | **Moderate- Income Non Deed Restricted** | **Above Moderate- Income** |
| Summary Row: Start Data Entry Below | | | | | | | | | | | | |
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| **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
## Tenent 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** | |

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|---|---|---|
| **Jurisdiction** | Sutter Creek | |
| **Reporting Year** | 2023 | (Jan. 1 - Dec. 31) |

## ANNUAL ELEMENT PROGRESS REPORT
## Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

*Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.*

| **Total Award Amount** | $ - |
|---|---|

*Total award amount is auto-populated based on amounts entered in rows 15-26.*

| Task | $ Amount Awarded | $ Cumulative Reimbursement Requested | Task Status | Other Funding | Notes |
|---|---|---|---|---|---|
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*Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)*

| Completed Entitlement Issued by Affordability Summary | | |
|---|---|---|
| **Income Level** | | **Current Year** |
| Very Low | Deed Restricted | 45 |
| | Non-Deed Restricted | 0 |
| Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Moderate | Deed Restricted | 1 |
| | Non-Deed Restricted | 0 |
| Above Moderate | | 0 |
| Total Units | | **46** |

| 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** |

| Certificate of Occupancy 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 | | 1 |
| Total Units | | **1** |

| 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. |

Item 4C

SUTTER CREEK
JEWEL OF THE MOTHER LODE

**STAFF REPORT**

**TO:** **PLANNING COMMISSION**

**MEETING DATE:** **MARCH 11, 2024**

**FROM:** **ERIN VENTUA, PLANNIGN 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.

| **Table 2 Sign Specifications** | | | | |
|---|---|---|---|---|
| **Sign Type** | **Measurements** | **Sq. ft.** | | **Total sq. ft.** |
| 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

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

RECEIVED: 2/21/24
FEE PAID: $100 Cash

** Sign - 30 Ridge Rd - Vargas

**Submission Requirements**

1- Application* a color picture of sign emailed to jerroyos@cityofsuttercreek.
2- Map*
3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall*)
**All documentaion must be submitted via the application portal on the City website*

**SIGN PERMIT APPLICATION**

*Page 1 of 9*

**Project Applicant:** H. Alejandro Vargas
Project Address: 30 RIDGE ROAD #5
Phone: 209-781-5894 Email: jack1970plus@gmail.com
APN:

Is this located in the Historic District? Yes ☐ No ☒
*If yes, please see checklist for Design Review.*
Is this located in the Historic Corridor? Yes ☐ No ☒
Commercial ☒ Industrial ☐

**Property Owner:**
Name: NAZISH HUSSAIN
Phone: 408 515 3380
Email:
Mailing Address: 30 Ridge Road
City: SUTTER CREEK State: CA Zip: 95685

Is this person the project contact? If not, please specify who the contact person is.
Name:
Mailing Address:
Phone: Email:

**SIGNS TO BE PREPARED BY:** LC Print

**BUILDING FRONTAGE @ PRIMARY ENTRANCE:** _____ **in LINEAL FEET**

**EXISTING SIGNS:** TO BE UTILIZED FOR THIS BUSINESS: *(INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)*

**PROPOSED SIGNS**: FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING:
*(CHECK EACH BOX UPON COMPLETION)*

☐ **Sign design:** _____ (Attached lettering and graphics, drawn to scale)
☐ **Type of Materials to be used** Vinyl (briefly describe)
☐ **Total signage requested:** 9 Long **Sq.Ft.**
☐ **Method of attachment:** Magnet
☐ **Total allowable signage:** 3 High **Sq.Ft.** (Per Sign Ordinance)
☐ **Total number of sides:** 1 Face
☐ **Location of sign(s):** Front of building
☐ **Colors:** _____ (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.

APPLICANT'S SIGNATURE DATE
2-7-24
PROPERTY OWNER SIGNATURE DATE

**PLANNING COMMISSION ACTION:**
**APPROVED:** ☐ **DENIED:** ☐ **MEETING DATE:**

30 Ridge Rd. #5

Jacket Plus

Sign Image

SUTTER CREEK
JEWEL OF THE MOTHER LODE

**Item 4D**

**STAFF REPORT**

**TO:** **PLANNING COMMISSION**

**MEETING DATE:** **MARCH 11, 2024**

**FROM:** **ERIN VENTUA, PLANNIGN 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 Steet, 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.

| **Table 2 Sign Specifications** | | | | |
|---|---|---|---|---|
| **Sign Type** | **Measurements** | **Sq. ft.** | | **Total sq. ft.** |
| Wood with black and gold lettering<br><br>Hanging from a metal arm | 18”x 32” = | 4 sf | Double sided | 8 sf |
| | | | | |
| | | | 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**

$100

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

RECEIVED
**RECEIVED:**
**FEE PAID:**
FEB 12 2024
City of Sutter Creek

**Submission Requirements**

1- Application*
2- Map*
3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall*)
**All documentaion must be submitted via the application portal on the City website*

**SIGN PERMIT APPLICATION**

*Page 1of 9*

**Project Applicant:** VICTORIA FINNEY

Project Address: 81 HANFORD STREET SUITE A, SUTTER CREEK CA.

Phone 209-217-7590 Email: victoriafinney07@gmail.com

APN:

Is this located in the Historic District? Yes ☐ No ☐
*If yes, please see checklist for Design Review.*
Is this located in the Historic Corridor? Yes ☑ No ☐
Commercial ☑ Industrial ☐

**Property Owner:**
Name: Marie Bedard
Mailing Address: 16000 Fiddletown Rd
City: Fiddletown State: Ca
Phone: 209-415-5667
Email: moreklamyusthen@gmail.com
Zip: 95629

Is this person the project contact? If not, please specify who the contact person is.
Name: VICTORIA FINNEY
Mailing Address: PO BOX 1711 SUTTER CREEK, CA. 95685
Phone: 209-217-7590 Email: victoriafinney07@gmail.com

**SIGNS TO BE PREPARED BY:** E. PETERSON COMPANY

**BUILDING FRONTAGE @ PRIMARY ENTRANCE:** 34' **in LINEAL FEET**

**EXISTING SIGNS:** TO BE UTILIZED FOR THIS BUSINESS: *(INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)*

**PROPOSED SIGNS:** FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING:
*(CHECK EACH BOX UPON COMPLETION)*

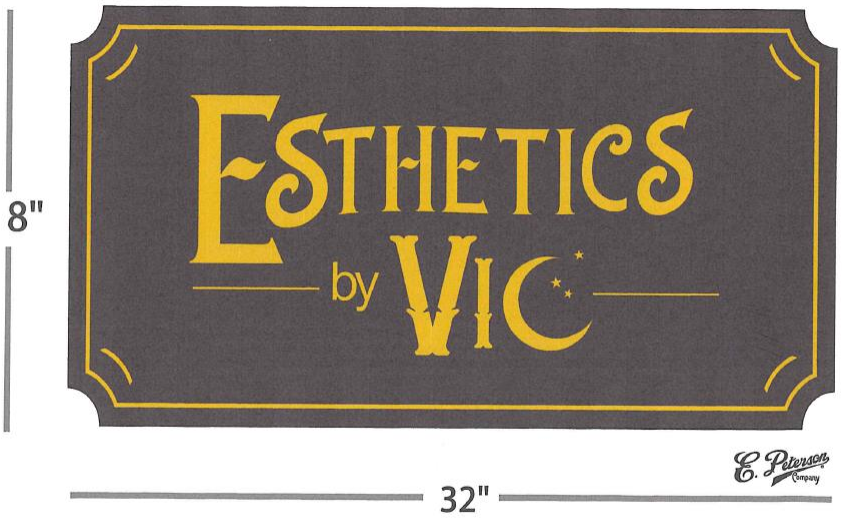
☐ **Sign design:** _____ (Attached lettering and graphics, drawn to scale)
☐ **Type of Materials to be used** MDO WOOD W/ ALUMINUM FACING (briefly describe)
☐ **Total signage requested:** 9 **Sq.Ft.**
☐ **Method of attachment:** HANGING FROM METAL ARM
☐ **Total allowable signage:** _____ **Sq.Ft.** (Per Sign Ordinance)
☐ **Total number of sides:** TWO
☐ **Location of sign(s):** ATTACHED NEXT TO EXISTING SIGNS
☐ **Colors:** BLACK & GOLD (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.

APPLICANT'S SIGNATURE DATE 2/12/24

PROPERTY OWNER SIGNATURE DATE 2/12/24

**PLANNING COMMISSION ACTION:**
**APPROVED:** ☐ **DENIED:** ☐ **MEETING DATE:**




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

## Sign Installation

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

**Item 5A**

| | |
|---|---|
| **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 x $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

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

**RECEIVED:**
**FEE PAID:**

**Submission Requirements**

1- Application*
2- Map*
3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall)*
**All documentaion must be submitted via the application portal on the City website*

**SITE PLAN APPLICATION**

*Page 1 of 8*

**Project Applicant:**
Name: GREG PIRES, RED INC ARCHITECTS
Phone: (209) 522-8900
Email: GREG@REDINCARCHITECTS.COM
Mailing Address: 1217 J STREET
City: MODESTO State: CA Zip: 95354

**Property Owner:**
Name: JOHN ALEXANDER, EXECUTIVE DIRECTOR
Phone: (209) 754-6262
Email: JOHN.ALEXANDER@MACTHEALTH.ORG
Mailing Address: MACT HEALTH BOARD, P.O. BOX 939
City: ANGELS CAMP State: CA Zip: 95222

Is this person the project contact? If not, please specify who the contact person is.
Name: JOHN DUNLAP, FACILITIES & PROPERTY MANAGER
Email: (209) 674-6186 JOHN.DUNLAP@MACTHEALTH.ORG
Mailing Address: MACT HEALTH BOARD, P.O. BOX 939, ANGELS CAMP, CA 95222

**Project Location:**
APN: 018-010-025-0A1
Project Address: 321 OLD STATE HIGHWAY 49, SUTTER CREEK, CA 95685

Is this located in the Historic District? Yes ☐ No ☒
*If yes, please see checklist for Design Review.*

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

**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 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 inlcude charges to monitor compliance with conditions of approval if my request is approved.

GREG PIRES, ARCHITECT — Printed Name
Signature
01/19/2024 — 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 OPTHALMOLOGY 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

**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 x $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**

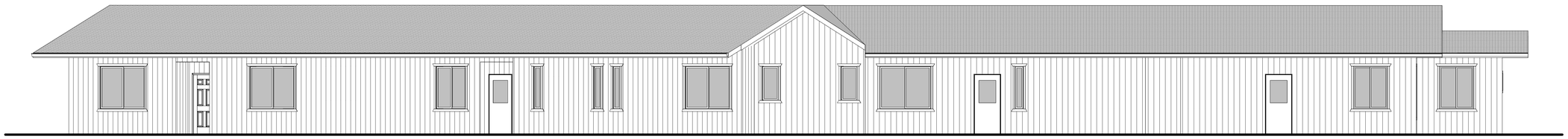
**ATTEST:**

_____
**Karen Darrow, City Clerk**

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

## M.A.C.T HEALTH BOARD INC.

321 OLD HWY 49
SUTTER CREEK, CA 95685



## ARCHITECTURAL SYMBOLS LEGEND

- B3 / A100 — DETAIL INDICATOR
- A2 / A100 — SECTION INDICATOR - BUILDING
- B3 / A100 — SECTION INDICATOR - PARTIAL BUILDING/WALL
- A100 A2 / A4 A100 A2 / A1 A3 — ELEVATION INDICATOR
- MATCH LINE — SEE XX / X-XXX — MATCH LINE INDICATOR
- ROOM NAME 101 — ROOM IDENTIFIER WITH ROOM NAME & NUMBER
- 22 — REVISION INDICATOR & REVISION CLOUD
- 100'-0" LEVEL 1 / TOC 98'-8" — ELEVATION INDICATOR - LEVEL & SPOT
- 1 / A — REFERENCE GRID WITH REFERENCE GRID LINES
- # — STOREFRONT WINDOW OR LOUVER IDENTIFIER
- # — WALL IDENTIFIER
- # — KEYNOTE INDICATOR
- # — FURNITURE, FIXTURE & EQUIPMENT INDICATOR
- 100A — DOOR TAG IDENTIFIER
- N — PLAN NORTH & TRUE NORTH INDICATOR

## PROJECT DIRECTORY

### M.A.C.T HEALTH BOARD, INC.

**M.A.C.T HEALTH BOARD, INC.**

FACILITY MANAGER — JOHN DUNLAP
52 SOUTH MAIN STREET
ANGELS CAMP, CA 95222
P:JOHN.DUNLAP@MACHEALTH.ORG

### ARCHITECTURAL

**RED INC ARCHITECTS**

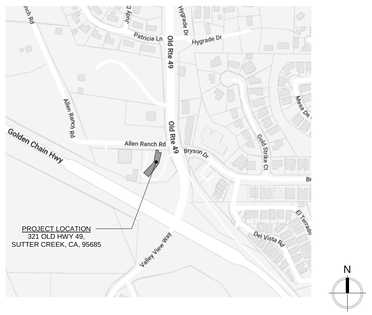
PRINCIPAL ARCHITECT — GREG PIRES
1217 J STREET
MODESTO, CA 95354
P:209.522.8900
GREG@REDINCARCHITECTS.COM

### CIVIL

**ASSOCIATED ENGINEERING GROUP, INC.**

CIVIL ENGINEER — RYAN CARREL
4206 TECHNOLOGY DRIVE
MODESTO, CA 95356
P:209.545.3390
RYAN@ASSOCENG.COM

## VICINITY MAP




## PROJECT INFORMATION

OVERALL SCOPE OF WORK IS TO PROVIDE A TENANT IMPROVEMENT TO AN EXISTING PROFESSIONAL MEDICAL OFFICE BUILDING TO PROVIDE A NEW WELLNESS CENTER WITH MEDICAL, BEHAVIORAL HEALTH, CHIROPRACTIC AND OPTHALMOLOGY 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' AND ASSOCIATED ENTRY ELEMENTS TO REMAIN AS IS.

## CONDITIONS OF APPROVAL

IF A SIGN OF HISTORIC OCCUPANCY OR USE OF THE SITE IS DISCOVERED DURING GRADING OR BUILDING CONSTRUCTION, ALL SUCH ACTIVITIES WILL COME TO AN IMMEDIATE HALT AND THE CITY, THE CHAIRPERSON, JACKSON RANCHERIA AND THE NORTH CENTRAL INFORMATION CENTER OR THE STATE OFFICE OF HISTORIC PRESERVATION WILL BE PROMPTLY NOTIFIED OF THE DISCOVERY.

## PROJECT DATA

| | |
|---|---|
| SITE ADDRESS: | MACT SUTTER CREEK<br>321 OLD HWY 49<br>SUTTER CREEK, CA, 95685 |
| APN: | 018-010-025 |
| BUILDING AREA: | 4,890 SQ. FT. |
| PROJECT AREA: | 3,954 SQ. FT. |
| CONSTRUCTION: | VB |
| OCCUPANCY TYPE: | B |
| SPRINKLERED: | NO |
| NUMBER OF FLOORS: | ONE |
| ZONING: | C-2 COMMERCIAL |
| PROPOSED USE: | PROFESSIONAL MEDICAL OFFICE - NO CHANGE |
| PARKING REQUIRED: | ONE PER 300 SQ. FT. = 4,890/ 300 = 17 STALLS |
| PARKING PROVIDED: | 45 STALLS |
| LICENSURE: | OUTPATIENT PRIMARY CARE CLINIC LICENSED PURSUANT TO HEALTH AND SAFETY CODE SECTION 1200 TO BE REVIEWED, APPROVED, AND INSPECTED PER TITLE 24 OSHPD 3 REQUIREMENTS. OHPD 3 CERTIFICATION FORM TO BE PROVIDED BY AUTHORITY HAVING JURISDICTION.<br><br>NOTE: NO OVERNIGHT STAY ALLOWED IN THIS FACILITY |

## SHEET INDEX


**ARCHITECTURAL**

| | |
|---|---|
| A001 | COVER SHEET |
| A100 | OVERALL EXISTING & DEMOLITION SITE PLAN |
| A101 | OVERALL SITE PLAN |
| A200 | OVERALL FLOOR PLANS |
| A400 | OVERALL EXISTING ROOF PLAN |
| A500 | DEMOLITION EXTERIOR ELEVATIONS |
| A501 | DEMOLITION EXTERIOR ELEVATIONS |
| A502 | OVERALL EXTERIOR ELEVATIONS |
| A503 | OVERALL EXTERIOR ELEVATIONS |

**CIVIL**

| | |
|---|---|
| C1 | EXISTING TOPOGRAPHY |
| C2 | GRADING AND DRAINAGE PLAN |



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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

| | DATE | DESCRIPTION |
|---|---|---|

SHEET DETAILS
DRAWN BY: NK
CHECKED BY: HR
COPYRIGHT: © RED INC

SHEET TITLE
COVER SHEET

SHEET NUMBER
A001


\\WRIGHT2\Users\Heather\Documents\23040_Sutter Creek TI_Central_R23_2_hmreet310.rvt
1/22/2024 12:23:18 AM
IF THIS SHEET IS NOT 30"x42", IT HAS BEEN RESIZED - DO NOT SCALE
0 1/4" 1/2" 1" 2"

1 OVERALL EXISTING & DEMOLITION SITE PLAN

1" = 10'-0"

**SITE DATA:**

| | | |
|---|---|---|
| SITE LOCATION: | | 321 OLD HIGHWAY 49<br>SUTTER CREEK, CA 95685 |
| ZONING: | | C-2 - COMMERCIAL |
| SITE AREA: | | ± 35,845 S.F. OR 0.81 ACRES |
| LANDSCAPE: | ±7,362 S.F. OR 20.5% | |
| HARDSCAPE: | ±23,592 S.F. OR 65.8% | |
| BUILDING FOOTPRINT: | ±4,890 S.F. OR 13.7% | |

**BUILDING DATA:**

| | | |
|---|---|---|
| PROFESSIONAL MEDICAL OFFICE: | | ±4,890 S.F. |
| WELLNESS CENTER: | ±3,954 S.F. | |
| SUITE "A": | ±936 S.F. | |

**PARKING ANALYSIS:**

PARKING REQUIRED:

EXISTING BUILDING:

MEDICAL OFFICE BUILDING:
1 SPACE PER 300 SF
(4,890 SF/ 300 SF) = 17

**TOTAL REQUIRED PARKING:** **17**

**PARKING PROVIDED:**

EXISTING: 46
VAN ACCESSIBLE: 01

**TOTAL PARKING PROVIDED:** **46**

## KEYNOTES

1. PROPERTY LINE PER DIRECTOR'S DEED ASSOCIATED WITH PROPERTY
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 REMAIN - REPLACE DAMAGED POLE
11. EXISTING MONUMENT SIGN TO REMAIN. UPDATE TENANT SIGNAGE TO MATCH EXISTING
12. EXISTING ACCESSIBLE PARKING SIGNAGE TO REMAIN
13. EXISTING PARKING LAYOUT AND ASPHALT PAVING TO REMAIN UNLESS OTHERWISE NOTED
14. EXISTING WHEEL STOPS TO REMAIN - REPLACE DAMAGED OR MISSING WHEELSTOPS
15. EXISTING LANDSCAPE TO BE PRUNED, TRIMED, AND CLEANED UP
16. EXISTING WALKWAY TO REMAIN. SUITE 'A' AND ASSOCIATED ELEMENTS OUT OF SCOPE
17. EXISTING RAMP TO REMAIN. SUITE 'A' AND ASSOCIATED ELEMENTS OUT OF SCOPE
18. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
19. EXISTING LIGHT POLE TO REMAIN
20. EXISTING TRASH ENCLOSURE TO REMAIN
21. EXISTING MECHANICAL UNITS AND PAD TO REMAIN
22. DASHED LINE INDICATES EXTENT OF EXISTING ASPHALT TO BE CUT AND REMOVED – SEE CIVIL PLANS
23. EXISTING WHEELSTOP TO BE REMOVED
24. EXISTING LANDSCAPE TO BE REMOVED AS SHOWN
25. DASHED LINE INDICATES EXTENT OF EXISTING ASPHALT TO BE REMOVED FOR NEW LANDSCAPE BORDER
26. EXISTING NON-COMPLIANT CONCRETE STEPS AND HANDRAILS TO BE REMOVED
27. EXISTING NON-COMPLIANT CONCRETE RAMP TO BE REMOVED
28. DASHED LINE INDICATES EXTENT OF EXISTING LANDSCAPING TO BE REMOVED AS SHOWN
29. PORTION OF EXISTING BRICK CURB TO BE REMOVED AS SHOWN
30. PROTECT TREE TRUNKS AND ROOTS AT AREA OF NEW WORK

## SITE LEGEND

- EXISTING PROPERTY LINE
- EXISTING FENCE AT PROPERTY LINE
- EXISTING BUILDING
- EXISTING LIGHT POLE
- INDICATES ACCESSIBLE PATH OF TRAVEL
- INDICATES LOCATION OF FIRE LANE/RED CURB


RED INC ARCHITECTS

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MACT HEALTH BOARD, INC.
Mariposa Amador Calaveras Tuolumne
A Non-Profit Tribal Corporation

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

| DATE | DESCRIPTION |
|---|---|

SHEET DETAILS

| | |
|---|---|
| DRAWN BY: | SC |
| CHECKED BY: | HR |
| COPYRIGHT: | © RED INC |

SHEET TITLE

OVERALL EXISTING & DEMOLITION SITE PLAN

SHEET NUMBER

A100




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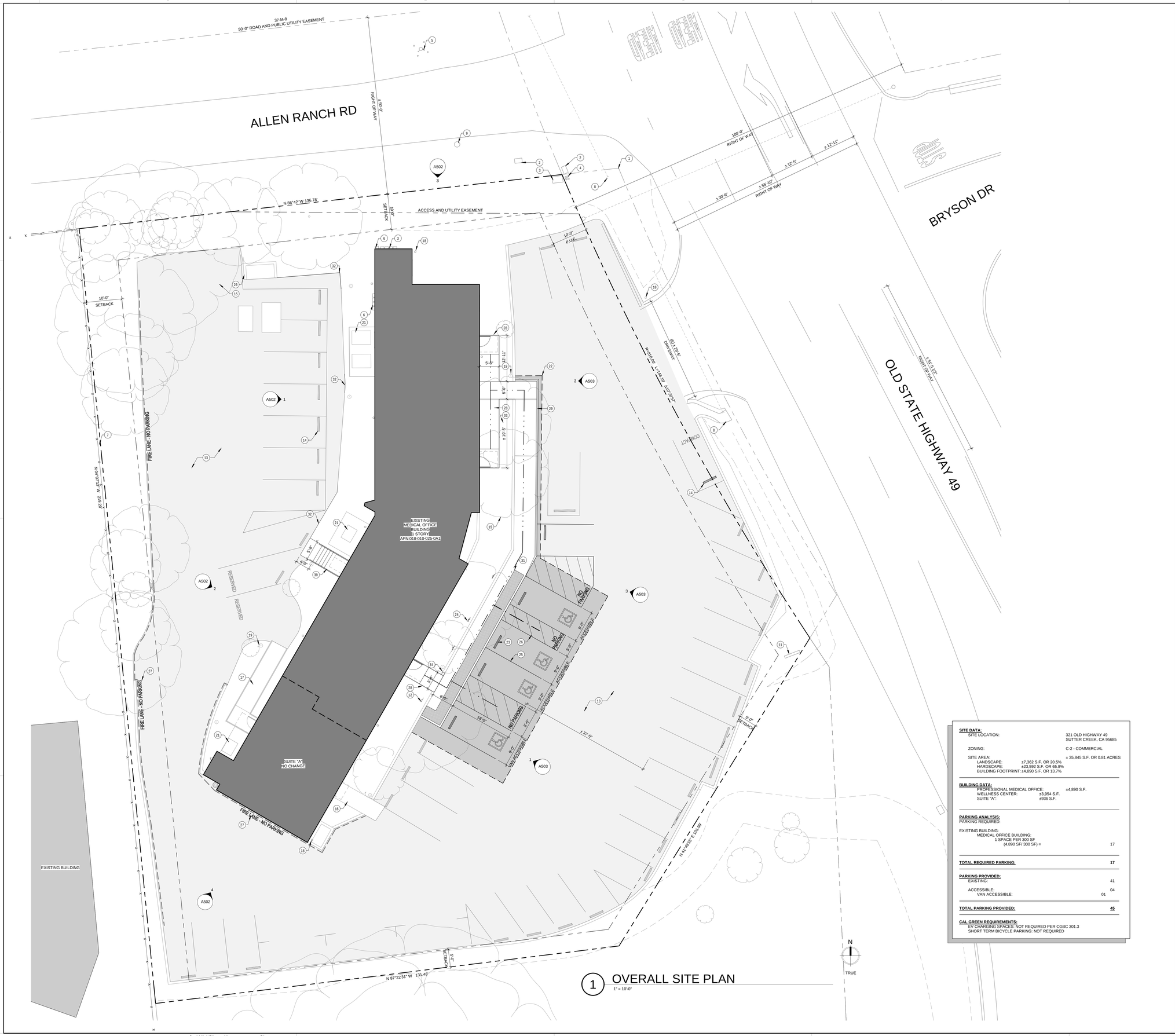
0 1/4" 1/2" 1" 2"




1 OVERALL SITE PLAN
1" = 10'-0"

**SITE DATA:**
SITE LOCATION: 321 OLD HIGHWAY 49, SUTTER CREEK, CA 95685
ZONING: C-2 - COMMERCIAL
SITE AREA: ± 35,845 S.F. OR 0.81 ACRES
LANDSCAPE: ±7,362 S.F. OR 20.5%
HARDSCAPE: ±23,592 S.F. OR 65.8%
BUILDING FOOTPRINT: ±4,890 S.F. OR 13.7%

**BUILDING DATA:**
PROFESSIONAL MEDICAL OFFICE: ±4,890 S.F.
WELLNESS CENTER: ±3,954 S.F.
SUITE "A": ±936 S.F.

**PARKING ANALYSIS:**
PARKING REQUIRED:

EXISTING BUILDING:
MEDICAL OFFICE BUILDING:
1 SPACE PER 300 SF
(4,890 SF/ 300 SF) = 17

**TOTAL REQUIRED PARKING: 17**

**PARKING PROVIDED:**
EXISTING: 41
ACCESSIBLE: 04
VAN ACCESSIBLE: 01

**TOTAL PARKING PROVIDED: 45**

**CAL GREEN REQUIREMENTS:**
EV CHARGING SPACES: NOT REQUIRED PER CGBC 301.3
SHORT TERM BICYCLE PARKING: NOT REQUIRED

## KEYNOTES

1. PROPERTY LINE PER DIRECTOR'S DEED ASSOCIATED WITH PROPERTY
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 REMAIN - REPLACE DAMAGED POLE
11. EXISTING MONUMENT SIGN TO REMAIN. UPDATE TENANT SIGNAGE TO MATCH EXISTING
12. EXISTING ACCESSIBLE PARKING SIGNAGE TO REMAIN
13. EXISTING PARKING LAYOUT AND ASPHALT PAVING TO REMAIN UNLESS OTHERWISE NOTED
14. EXISTING WHEEL STOPS TO REMAIN - REPLACE DAMAGED OR MISSING WHEELSTOPS
15. EXISTING LANDSCAPE TO BE PRUNED, TRIMED, AND CLEANED UP
16. EXISTING WALKWAY TO REMAIN. SUITE 'A' AND ASSOCIATED ELEMENTS OUT OF SCOPE
17. EXISTING RAMP TO REMAIN. SUITE 'A' AND ASSOCIATED ELEMENTS OUT OF SCOPE
18. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
19. EXISTING LIGHT POLE TO REMAIN
20. EXISTING TRASH ENCLOSURE TO REMAIN
21. EXISTING MECHANICAL UNITS AND PAD TO REMAIN
22. DASHED LINE INDICATES EXTENT OF NEW ASPHALT PAVING – SEE CIIVL PLANS
23. PROVIDE CONCRETE WHEELSTOPS AS SHOWN
24. PROVIDE ACCESSIBLE PARKING SIGNAGE PER CBC 11B-502.6
25. PROVIDE 4" WIDE PAINTED PARKING STALL STRIPING
26. PROVIDE PAVING SURFACE STRIPING AS SHOWN - FOR HATCHED LINES: 3'-0" ON CENTER - FOR TEXT: 12" HIGH LETTERING MINIMUM – TYPICAL UNLESS OTHERWISE NOTED
27. PROVIDE RED FIRE LANE MARKINGS ON CURBS AND EDGE OF ASPHALT AS SHOWN. MARKINGS SHALL HAVE 'FIRE LANE - NO PARKING' STENCILED IN 4 INCH HIGH WHITE LETTERING WITH 3/4 INCH STROKES OF INTERVALS OF NOT LESS THAN 50 FEET
28. PROVIDE SLOPED CONCRETE WALKWAY PER CBC 11B-403.3. PROVIDE CLEAR AND LEVEL LANDINGS AT DOORWAYS PER CBC 11B-404.2.4.4 – SEE CIVIL PLANS
29. PROVIDE GUARD RAIL AT +42" AFG WHERE CURB HEIGHT EXCEEDS 7" - SEE CIVIL PLANS
30. PROVIDE STEPS AND HANDRAILS PER CBC 11B-504
31. PROVIDE 3' WIDE TRUNCATED DOMES AS SHOWN PER CBC 11B-250.1 EXCEPTION 4
32. ADJUSTED LANDSCAPE BORDER - PROVIDE NEW GROUND COVER TO MATCH EXISTING
33. PROTECT TREE TRUNKS AND ROOTS AT AREA OF NEW WORK
34. PROVIDE BRICK CURB EXTENSION TO MATCH EXISTING

## SITE LEGEND

- EXISTING PROPERTY LINE
- EXISTING FENCE AT PROPERTY LINE
- EXISTING BUILDING
- EXISTING LIGHT POLE
- INDICATES ACCESSIBLE PATH OF TRAVEL
- INDICATES LOCATION OF FIRE LANE/RED CURB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MODESTO, CA 95354
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WWW.REDINCARCHITECTS.COM


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MACT HEALTH BOARD, INC.
Mariposa Amador Calaveras Tuolumne
A Non-Profit Tribal Corporation

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

| △ | DATE | DESCRIPTION |
|---|---|---|

SHEET DETAILS
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CHECKED BY: HR
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SHEET TITLE
OVERALL SITE PLAN

SHEET NUMBER
A101

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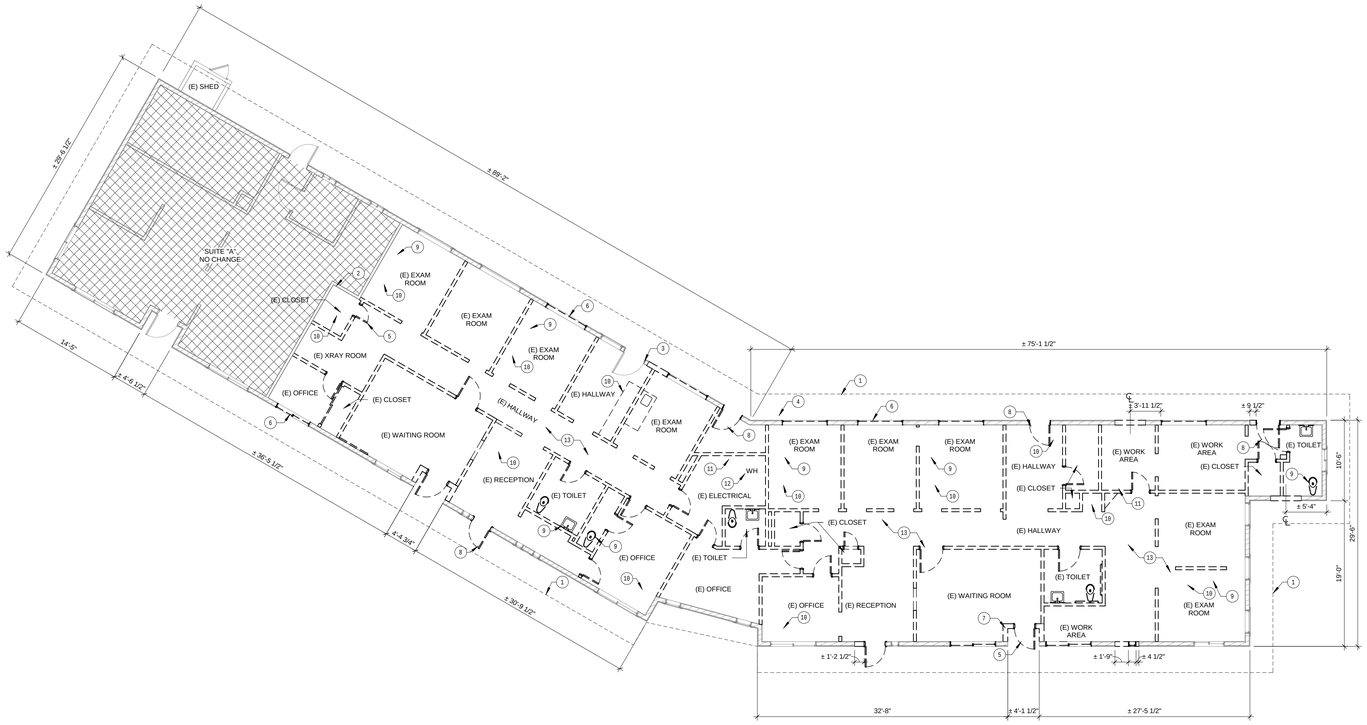


## 1 OVERALL EXISTING AND DEMOLITION FLOOR PLAN

1/8" = 1'-0"

TRUE

## 2 OVERALL FLOOR PLAN

1/8" = 1'-0"

TRUE

# KEYNOTES

1 OUTLINE OF ROOF EAVE ABOVE
2 EXISTING WALL TO REMAIN
3 EXISTING DOOR TO REMAIN
4 EXISTING LEAN-TO SHED TO REMAIN
5 EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED
6 EXISTING WINDOW AND FRAME ASSEMBLY TO BE REMOVED
7 EXISTING WALL TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISHES
8 EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISHES
9 EXISTING PLUMBING TO BE REMOVED
10 EXISTING CABINETRY TO BE REMOVED
11 EXISTING ELECTRICAL TO BE REMOVED
12 EXISTING WATER HEATER TO BE REMOVED
13 EXISTING FLOOR FINISH TO BE REMOVED FROM RAISED FLOOR - TYPICAL

# WALL LEGEND

EXISTING EXTERIOR WOOD WALL
EXTERIOR WOOD WALL INFILL FRAMING
TYPICAL INTERIOR STUD WALL
INDICATES EXISTING WALL TO BE REMOVED


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| SUBMITTAL DATE: | 01/22/24 |

PROJECT REVISIONS

| | DATE | DESCRIPTION |
|---|---|---|

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OVERALL FLOOR PLANS

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A200


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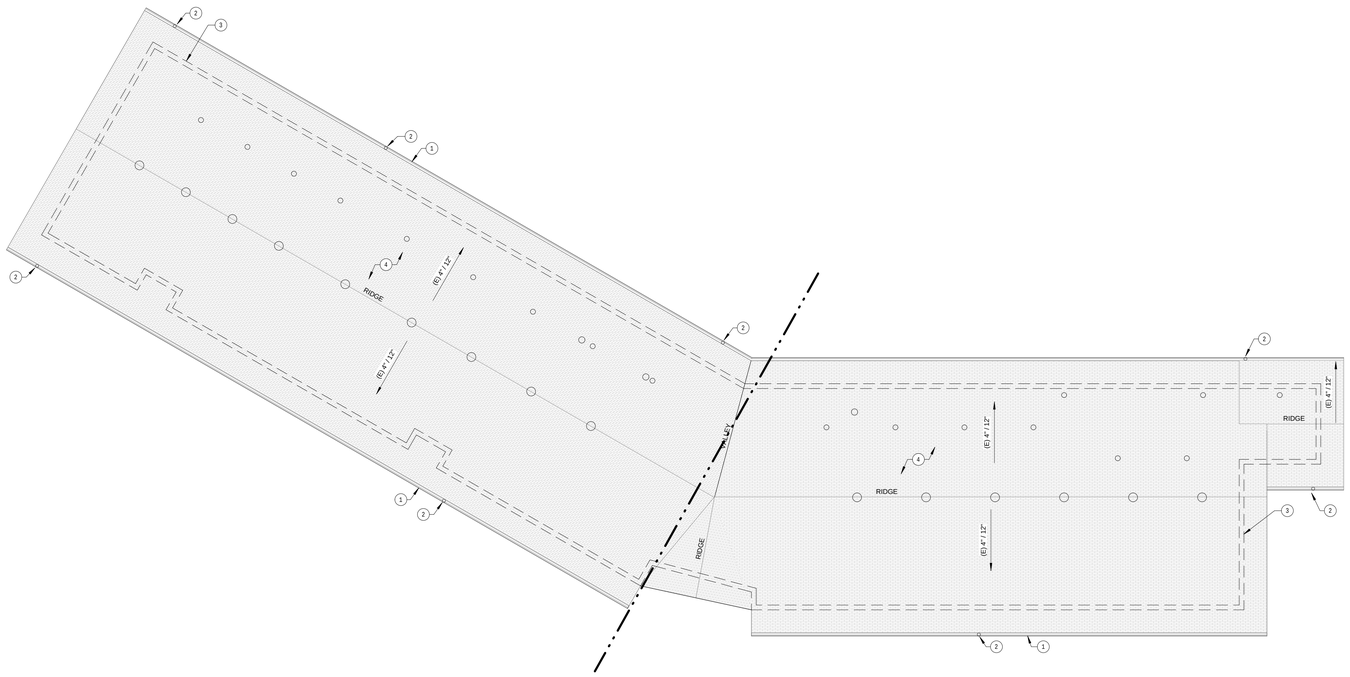


1 OVERALL EXISTING ROOF PLAN

1/8" = 1'-0"

N
TRUE

# KEYNOTES

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

RED INC ARCHITECTS

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SUBMITTAL #

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SUTTER CREEK

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

PROJECT DETAILS

| | |
|---|---|
| RED PROJECT NO: | 23040 |
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PROJECT REVISIONS

| | DATE | DESCRIPTION |
|---|---|---|

SHEET DETAILS

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|---|---|
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SHEET TITLE

OVERALL EXISTING ROOF PLAN

SHEET NUMBER

A400

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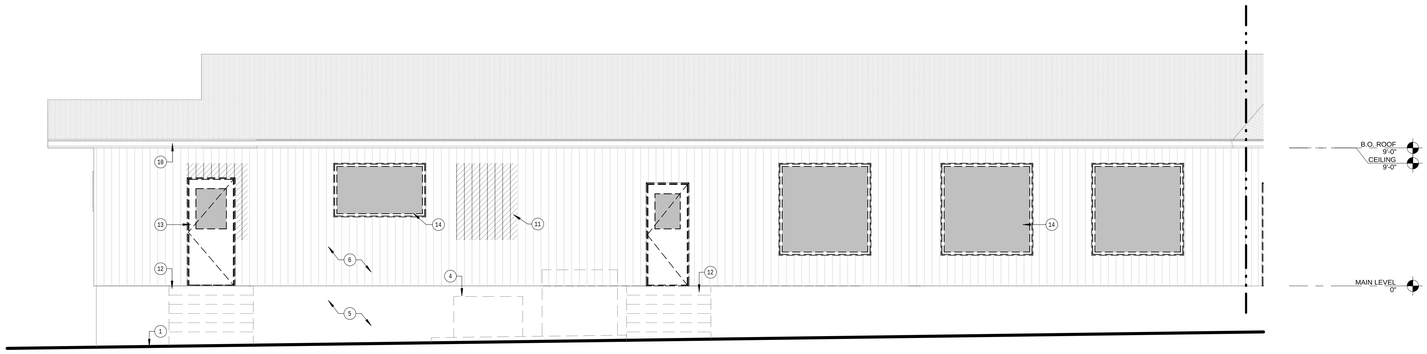
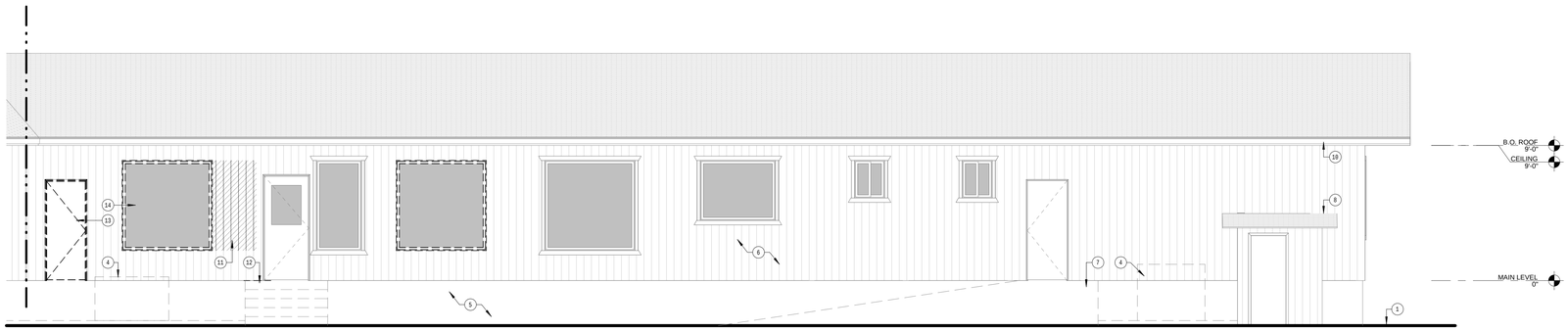
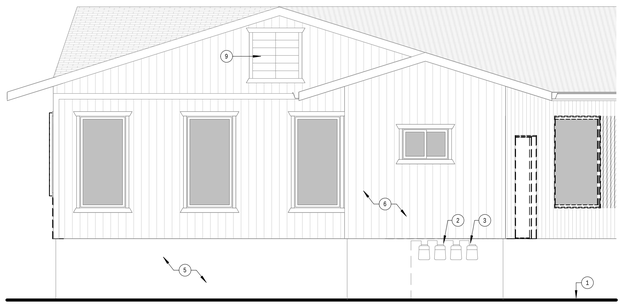


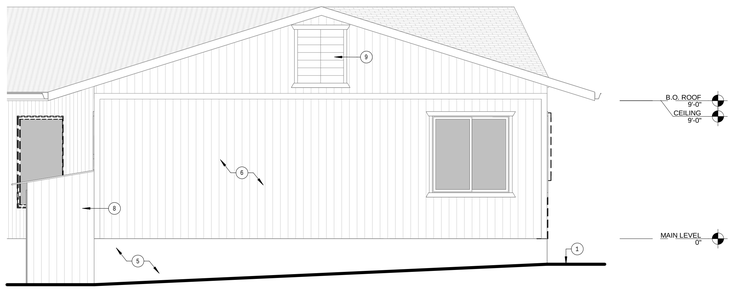

1 PARTIAL NORTHWEST WING
1/4" = 1'-0"




2 PARTIAL SOUTHWEST WING
1/4" = 1'-0"



3 NORTH WING
1/4" = 1'-0"

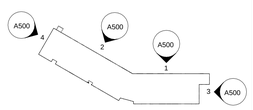



4 SOUTH WING
1/4" = 1'-0"

## KEYNOTES

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 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 SHED TO REMAIN
9. EXISTING ATTIC VENT LOUVER TO REMAIN - PAINT TO MATCH ADJACENT SURFACE
10. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
11. EXTENT OF WALL DEMOLITION OR MODIFICATION SHOWN HATCHED - SEE DEMOLITION FLOOR 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 AND FINISHES
14. EXISTING WINDOW TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISHES

## KEY PLAN

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SUBMITTAL #

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PROJECT DETAILS

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

PROJECT REVISIONS

| | DATE | DESCRIPTION |
|---|---|---|

SHEET DETAILS

| | |
|---|---|
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| CHECKED BY: | HR |
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SHEET TITLE

DEMOLITION EXTERIOR ELEVATIONS

SHEET NUMBER

A500

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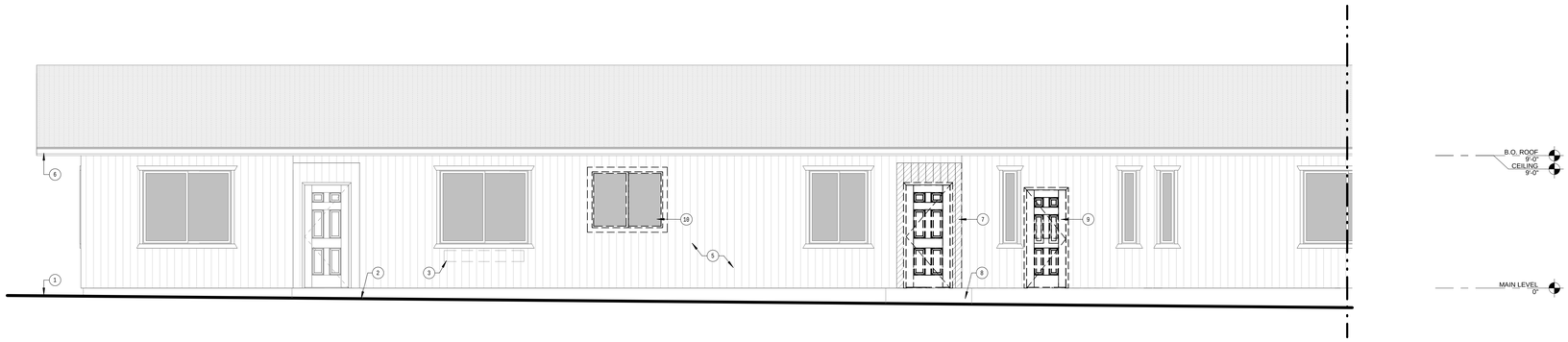
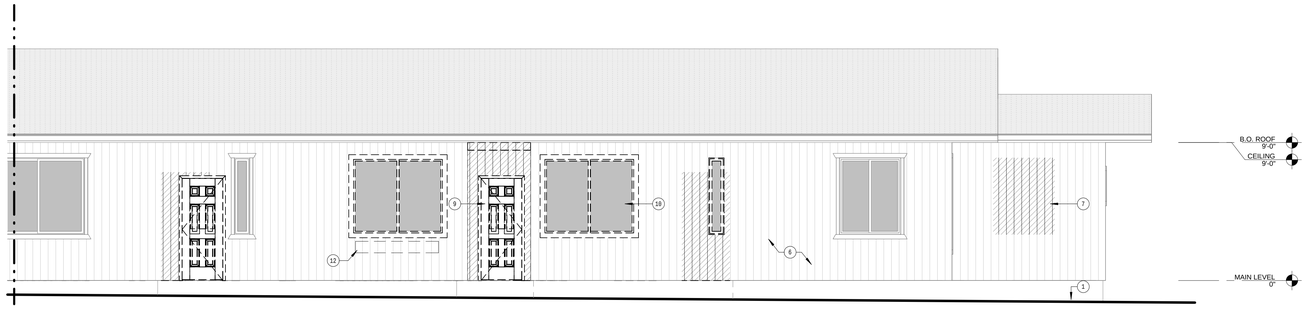
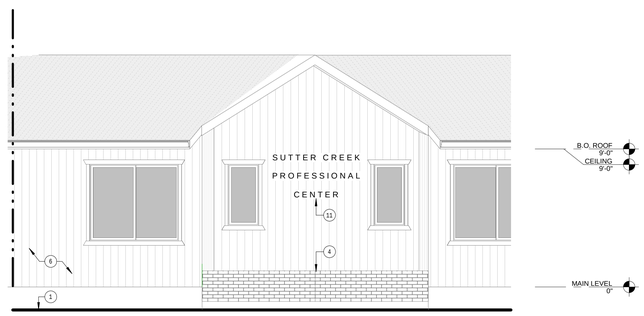



1 PARTIAL SOUTHEAST WING
1/4" = 1'-0"




2 PARTIAL NORTHEAST WING
1/4" = 1'-0"

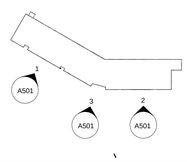



3 PARTIAL EAST WING
1/4" = 1'-0"

# KEYNOTES

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 PAINT FINISH
6. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
7. EXTENT OF WALL DEMOLITION OR MODIFICATION SHOWN HATCHED - SEE DEMOLITION FLOOR PLAN
8. EXISTING NON-COMPLIANT CONCRETE RAMP TO BE REMOVED
9. EXISTING DOOR AND FRAME ASSEMBLY TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISHES
10. EXISTING WINDOW TO BE REMOVED - PREP FOR NEW INFILL FRAMING AND FINISHES
11. EXISTING SIGNAGE TO BE REMOVED - CLEAN AND PATCH WALL FOR NEW PAINT FINISH
12. EXISTING TENANT SIGNAGE TO BE REMOVED - CLEAN AND PATCH WALL FOR NEW PAINT FINISH

## KEY PLAN

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Mariposa Amador Calaveras Tuolumne
A Non-Profit Tribal Corporation

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

| | DATE | DESCRIPTION |
|---|---|---|

SHEET DETAILS

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| CHECKED BY: | HR |
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SHEET TITLE

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SHEET NUMBER

A501



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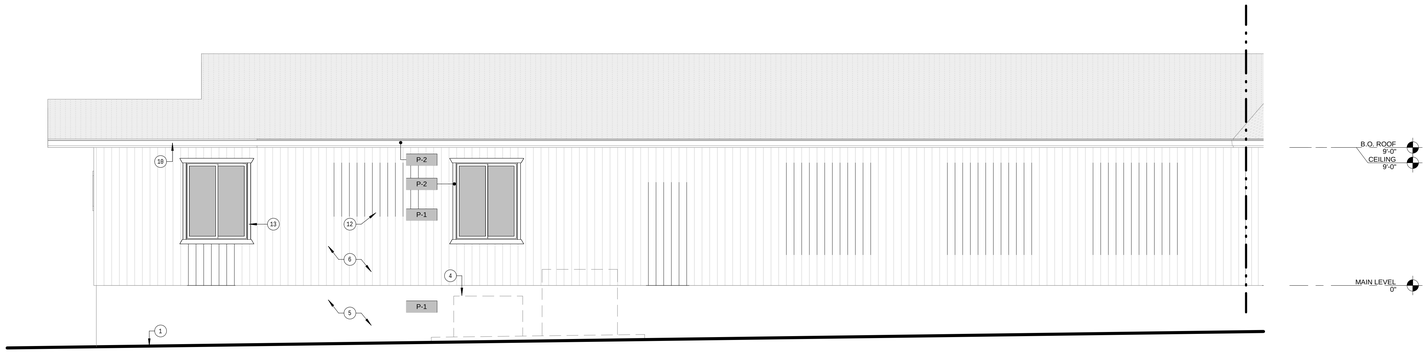


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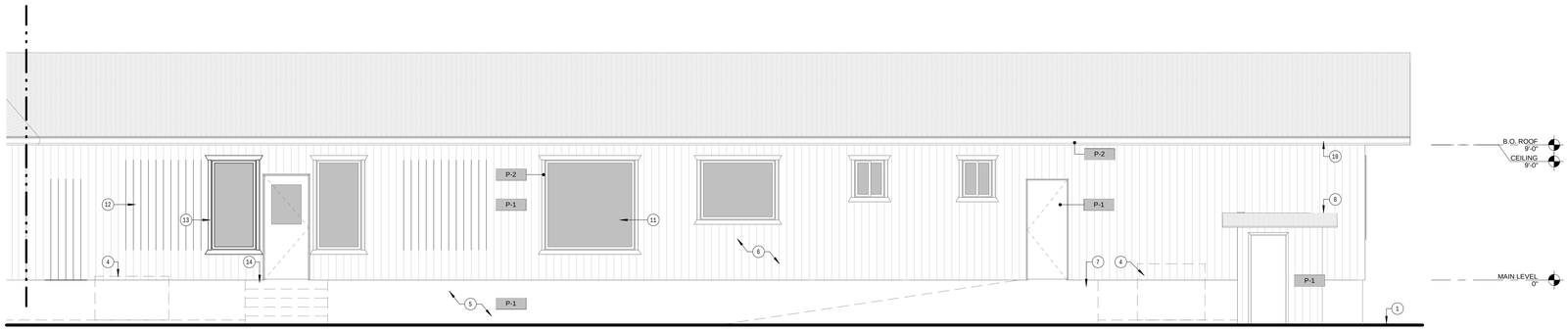
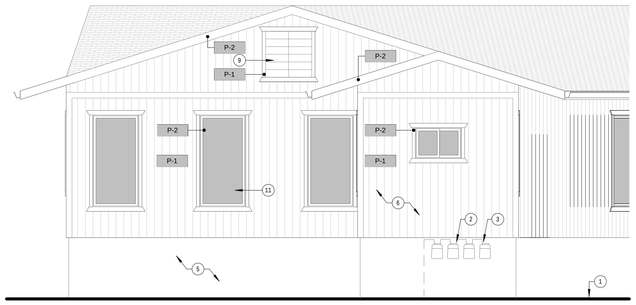
1/4" = 1'-0"




2 PARTIAL SOUTHWEST WING
1/4" = 1'-0"

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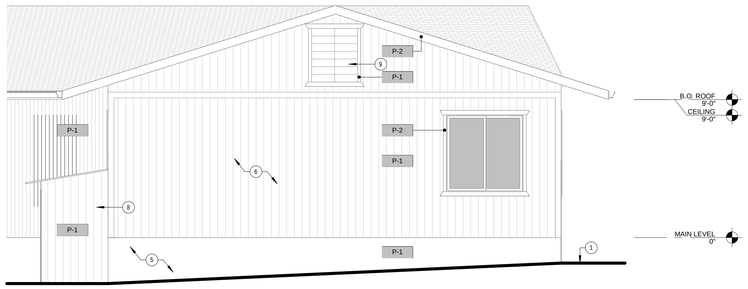
1/4" = 1'-0"




4 SOUTH WING
1/4" = 1'-0"

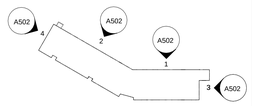
## KEYNOTES

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 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 SHED TO REMAIN
9. EXISTING ATTIC VENT LOUVER TO REMAIN - PAINT TO MATCH ADJACENT SURFACE
10. EXISTING GUTTER AND DOWNSPOUTS - FIELD VERIFY CONDITION - CLEAN AND FLUSH OUT AND PREP FOR NEW PAINT FINISH
11. EXISTING WINDOW TO REMAIN AS SHOWN - PROVIDE PRIVACY FILM AT ALL EXAM AND TREATMENT ROOMS - VERIFY FILM TYPE WITH OWNER
12. WALL INFILL - ALIGN FINISHES - EXTERIOR SIDING TO MATCH EXISTING
13. PROVIDE WINDOW TRIM TO MATCH EXISTING AT NEW WINDOWS - TYPICAL
14. PROVIDE STEPS AND HANDRAILS PER CBC 11B-504

## FINISH INDEX

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

## KEY PLAN

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| SUBMITTAL DATE: | 01/22/24 |

PROJECT REVISIONS

| | DATE | DESCRIPTION |
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SHEET DETAILS

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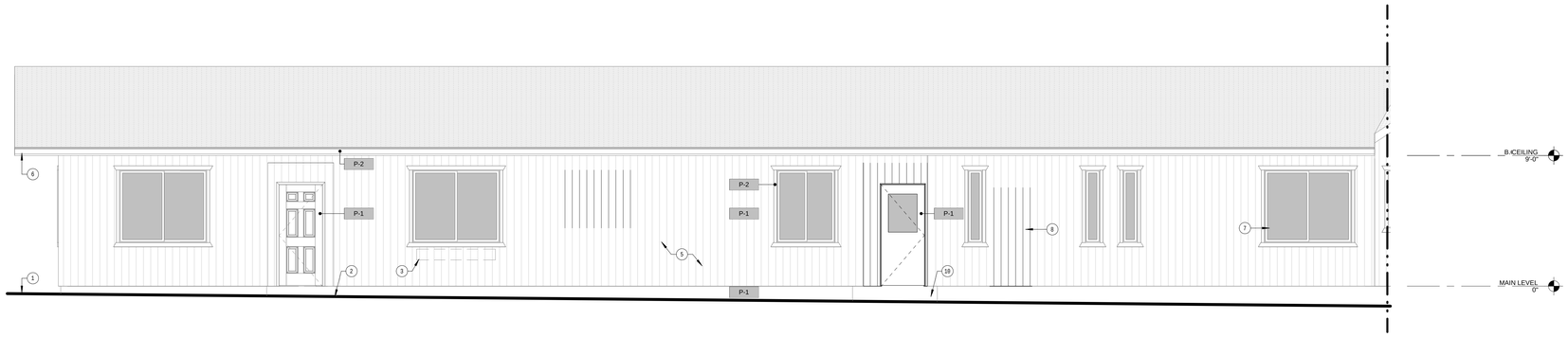
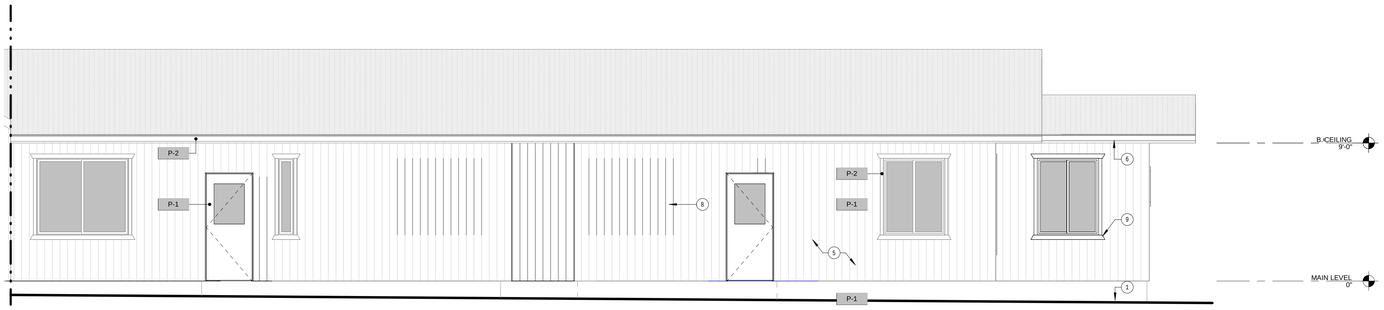



1 PARTIAL SOUTHEAST WING

1/4" = 1'-0"

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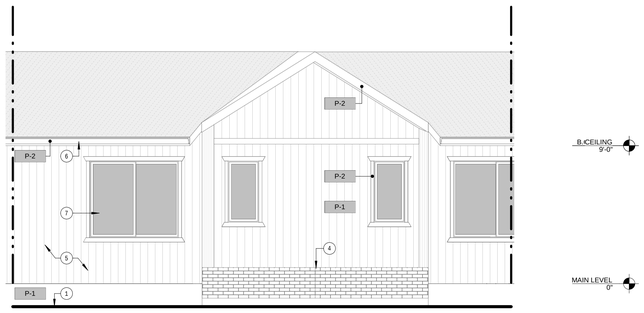


3 PARTIAL EAST WING

1/4" = 1'-0"

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8. WALL INFILL - ALIGN FINISHES - EXTERIOR SIDING TO MATCH EXISTING
9. PROVIDE WINDOW TRIM TO MATCH EXISTING AT NEW WINDOWS - TYPICAL
10. PROVIDE SLOPED CONCRETE WALKWAY PER CBC 11B-403.3. PROVIDE CLEAR AND LEVEL LANDINGS AT DOORWAYS PER CBC 11B-404.2.4 – SEE CIVIL PLANS

## FINISH INDEX

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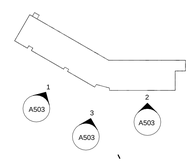
| P-1 | PAINT: MATCH EXISTING COLOR |
| P-2 | ACCENT PAINT: MATCH EXISTING COLOR |

## KEY PLAN

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| | DATE | DESCRIPTION |
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SHEET DETAILS

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## LEGEND

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| EP=500.66 | EX. EDGE OF PAVEMENT ELEVATION |
| P=500.66 | EX. A.C. PAVEMENT ELEVATION |
| R=500.66 | EX. RIM ELEVATION |
| C=500.66 | EX. CONCRETE ELEVATION |
| | EX. CURBING |
| EP | EX. EDGE OF PAVEMENT |
| S | EX. SANITARY SEWER LINE |
| MH | EX. MANHOLE |
| SD | EX. STORM DRAIN LINE |
| CB | EX. CATCH BASIN |
| DS | EX. DOWNSPOUT |
| W | EX. WATER LINE |
| W | EX. WATER METER |
| | EX. BACKFLOW PREVENTION DEVICE |
| ARV | EX. AIR RELIEF VALVE |
| JP | EX. JOINT POLE |
| | EX. POLE WITH GUY ANCHOR |
| OHP | EX. OVERHEAD LINES |
| | EX. SIGN |
| G | EX. GAS LINE |
| E | EX. ELECTRICAL BOX |
| G | EX. GAS METER |
| U | EX. UNKNOWN UTILITY BOX |
| T | EX. TELEPHONE PEDESTAL |
| | EX. SITE LIGHT |
| | EX. CHAIN LINK FENCE |
| | EX. TREE, SPREAD DRAWN TO SCALE |
| | EX. MASONRY WALL |
| | EX. BRICK CURBING |
| | EX. AREA OF CONCRETE |
| | EX. AREA OF ASPHALT PAVEMENT |
| | APPROX. AREA OF DEMOLITION |

SCALE: 1"=10'

## UTILITY LOCATIONS

1. EXISTING UNDERGROUND UTILITIES SHOWN ARE TAKEN FROM RECORD INFORMATION TO AID THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY THE LOCATIONS, BOTH VERTICAL AND HORIZONTAL, OF ALL EXISTING UNDERGROUND LINES AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR CONFLICTS PRIOR TO WORK.

2. EXISTING UTILITIES ARE SHOWN AS THEY ARE BELIEVED TO EXIST FROM RECORDS SUPPLIED BY OTHERS. THE OWNER AND ENGINEER DO NOT ACCEPT RESPONSIBILITY FOR THEIR ACCURACY. PRIOR TO THE COMMENCEMENT OF WORK, THE CONTRACTOR SHALL HAVE EACH UTILITY COMPANY ACCURATELY LOCATE IN THE FIELD THEIR MAINS AND SERVICE LINES. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO PROTECT ALL EXISTING UTILITIES, SO THAT NO DAMAGE RESULTS TO THEM DURING THE PERFORMANCE OF THIS CONTRACT. CONTACT U.S.A. AT PH. 800-227-2600

3. PRIOR TO OPENING AN EXCAVATION, EFFORT SHALL BE MADE TO DETERMINE WHETHER UNDERGROUND INSTALLATION I.E., SEWER, WATER, FUEL, ELECTRIC LINES, ETC. WILL BE ENCOUNTERED AND IF SO, WHERE SUCH UNDERGROUND INSTALLATIONS ARE LOCATED. WHEN EXCAVATION APPROACHES THE APPROXIMATE LOCATION OF SUCH AN INSTALLATION, THE EXACT LOCATION SHALL BE DETERMINED BY CAREFUL PROBING OR HAND DIGGING AND WHEN IT IS UNCOVERED, ADEQUATE PROTECTION SHALL BE PROVIDED FOR THE INSTALLATION. ALL KNOWN OWNERS OF UNDERGROUND FACILITIES IN THE AREA CONCERNED SHALL BE ADVISED OF PROPOSED WORK AT LEAST 48 HOURS PRIOR TO THE START OF ACTUAL EXCAVATION.

811
Know what's **below.**
**Call** before you dig.

## TEMPORARY BENCHMARK

BEING A SURVEY SPIKE LOCATED APPROXIMATELY 65 FEET WEST AND 34 FEET NORTH OF THE BEGINNING OF THE SOUTHBOUND LEFT TURN LANES ON OLD ROUTE 49 NEAR THE INTERSECTION OF OLD ROUTE 49 AND HIGHWAY 49. LOCATION IS SHOWN GRAPHICALLY ON THESE PLANS. HORIZONTAL AND VERTICAL LOCATION ARE AS SHOWN ON THE TOPOGRAPHIC SURVEY TITLED "MACT HEALTH, SUTTER CREEK, TOPOGRAPHIC SURVEY" PREPARED BY ERIK OHLSON & ASSOCIATES DATED APRIL 27, 2021.
N 1903398.07', E 6403426.78', NAD83
ELEVATION = 1442.28', NAVD88

| REVISION | DATE | DESCRIPTION | BY |
|---|---|---|---|
| | | | |


ASSOCIATED ENGINEERING GROUP
4206 TECHNOLOGY DRIVE, SUITE 4, MODESTO, CA 95356
PHONE: (209) 545-3390 FAX: (209) 545-3875 www.assoceng.com


# EXISTING TOPOGRAPHY
## SUTTER CREEK M.A.C.T. MEDICAL OFFICE BUILDING
AMADOR CALIFORNIA


RYAN CARREL, R.C.E. 61619
JEFF SHELDON, R.C.E. 84078
REGISTERED PROFESSIONAL ENGINEER RYAN D. CARREL No.61619 CIVIL STATE OF CALIFORNIA


DRAWN BY: J.T.S.
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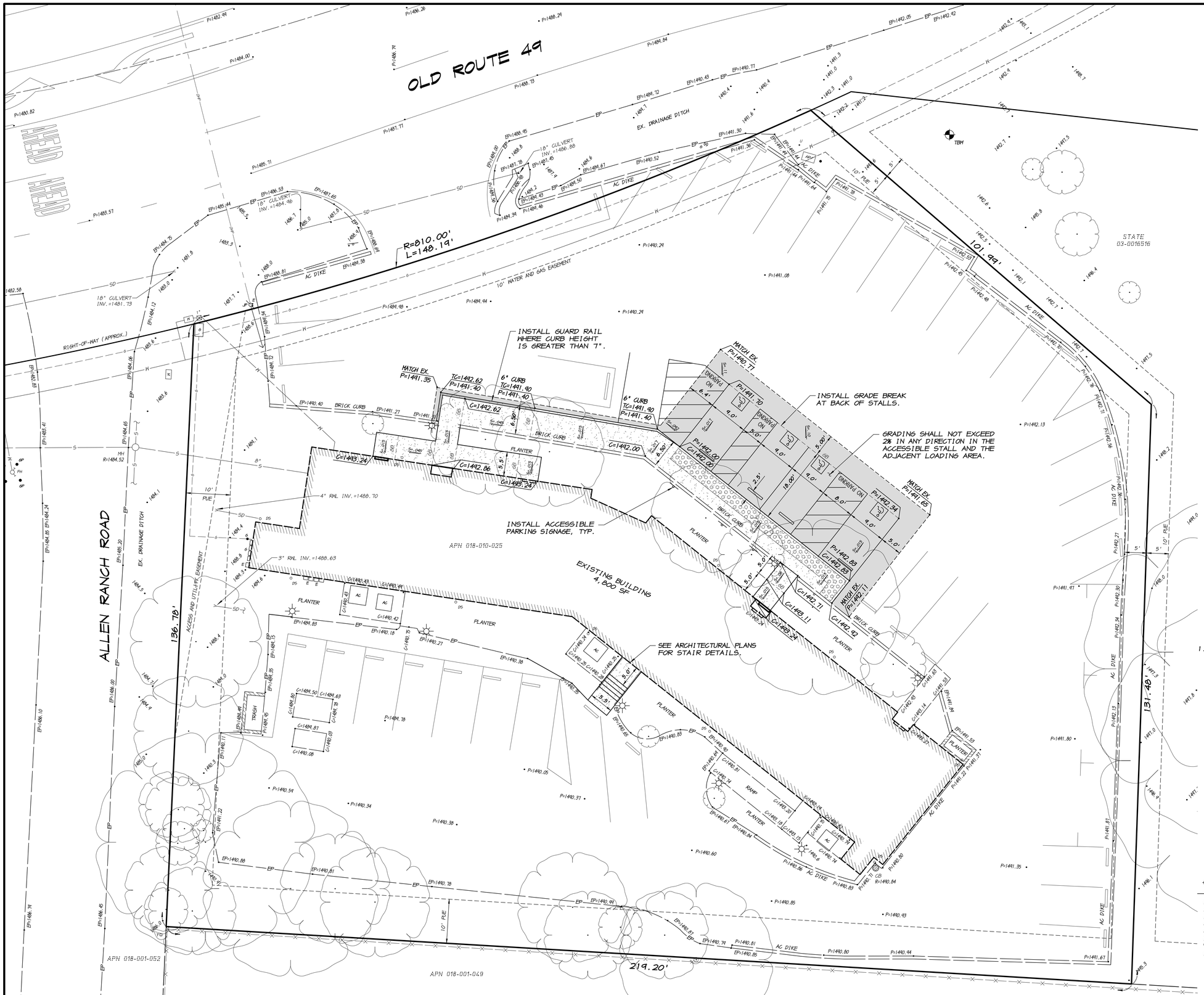
CHECKED: R.D.C.
JOB #: 1464-21

SHEET C1 OF 2




## LEGEND

- EX. GROUND ELEVATION
- EX. EDGE OF PAVEMENT ELEVATION
- EX. A.C. PAVEMENT ELEVATION
- EX. RIM ELEVATION
- EX. CONCRETE ELEVATION
- EX. CURBING
- EX. EDGE OF PAVEMENT
- EX. SANITARY SEWER LINE
- EX. MANHOLE
- EX. STORM DRAIN LINE
- EX. CATCH BASIN
- EX. DOWNSPOUT
- EX. WATER LINE
- EX. WATER METER
- EX. BACKFLOW PREVENTION DEVICE
- EX. AIR RELIEF VALVE
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- EX. POLE WITH GUY ANCHOR
- EX. OVERHEAD LINES
- EX. SIGN
- EX. GAS LINE
- EX. ELECTRICAL BOX
- EX. GAS METER
- EX. UNKNOWN UTILITY BOX
- EX. TELEPHONE PEDESTAL
- EX. SITE LIGHT
- EX. CHAIN LINK FENCE
- EX. TREE, SPREAD DRAWN TO SCALE
- EX. MASONRY WALL
- EX. BRICK CURBING
- TC=1493.25 PROP. TOP OF CURB ELEVATION
- C=1493.52 PROP. CONCRETE ELEVATION
- P=1493.52 PROP. A.C. PAVEMENT ELEVATION
- S=.016 PROP. SLOPE AND DIRECTION OF FLOW
- PROP. AREA OF 4" THICK CONCRETE
- PROP. AREA OF ASPHALT PAVING

SCALE: 1"=10'

## NOTES

1. THE CONTRACTOR SHALL INSTALL THE REQUIRED 5' MINIMUM DEPTH LANDINGS AT EACH DOOR AT A MAXIMUM SLOPE OF 2%, TYPICAL, AS PER THE BUILDING DEPARTMENT REQUIREMENTS.

811 Know what's below. Call before you dig.

## TEMPORARY BENCHMARK

BEING A SURVEY SPIKE LOCATED APPROXIMATELY 65 FEET WEST AND 39 FEET NORTH OF THE BEGINNING OF THE SOUTHBOUND LEFT TURN LANES ON OLD ROUTE 49 NEAR THE INTERSECTION OF OLD ROUTE 49 AND HIGHWAY 49. LOCATION IS SHOWN GRAPHICALLY ON THESE PLANS. HORIZONTAL AND VERTICAL LOCATION ARE AS SHOWN ON THE TOPOGRAPHIC SURVEY TITLED "MACT HEALTH, SUTTER CREEK, TOPOGRAPHIC SURVEY" PREPARED BY ERIK OHLSON & ASSOCIATES DATED APRIL 27, 2021.
N 1903398.07', E 6903426.78', NAD83
ELEVATION = 1442.28', NAVD88

| REVISION | DATE | DESCRIPTION | BY |
|---|---|---|---|
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# GRADING AND DRAINAGE PLAN
## SUTTER CREEK M.A.C.T. MEDICAL OFFICE BUILDING
AMADOR CALIFORNIA

RYAN CARREL, R.C.E. 61619
JEFF SHELDON, R.C.E. 84078

REGISTERED PROFESSIONAL ENGINEER RYAN D. CARREL No.61619 CIVIL STATE OF CALIFORNIA

DRAWN BY: J.T.S.
DATE: 1/19/24 9:40
SCALE: 1"=10'
DWG: 1464-ADA
CHECKED: R.D.C.
JOB #: 1464-21

SHEET C2 OF 2

**Item 5B**

| | |
|---|---|
| **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:<br>• Parcel 1 – 0.23 acre (10,167 square feet), 89.56’ lot frontage width<br>• Parcel 2 – 0.16 acre (7,013 square feet), 90.32’ lot frontage width |
| 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 A
# TENTATIVE PARCEL MAP #2871

## PARCEL MAP No.2871

FOR

MICHAEL E. BOYLE AND BARBARA L. BOYLE

BEING A PORTION OF SECTION 6, T.6N., R.11E., M.D.M. ALSO BEING ALL OF THAT PART OR PORTION OF LOT TWO(2) BLOCK 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, CALIFORNIA

SCALE 1"=20' SEPTEMBER 2023

DEED REFERENCE: INST.#2006 4540

### OWNERS STATEMENT:

THE UNDERSIGNED, BEING THE PARTY HOLDING A RECORD TITLE INTEREST IN THE LANDS SHOWN HEREON AS A SUBDIVISION, DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP.

MICHAEL E. BOYLE DATE:

BARBARA L. BOYLE DATE:

### NOTARY'S STATEMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____, A NOTARY PUBLIC,

PERSONALLY APPEARED MICHAEL E. BOYLE
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/ THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL:

NOTARY'S SIGNATURE | MY COMMISSION EXPIRES | COUNTY OF COMMISSION

NOTARY'S PRINTED NAME | COMMISSION NUMBER

### NOTARY'S STATEMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____, A NOTARY PUBLIC,

PERSONALLY APPEARED BARBARA L. BOYLE
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/ THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL:

NOTARY'S SIGNATURE | MY COMMISSION EXPIRES | COUNTY OF COMMISSION

NOTARY'S PRINTED NAME | COMMISSION NUMBER

### BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS THE SOUTH LINE OF PARCEL 1 AS SHOWN ON PARCEL MAP No.1818 FILED IN THE RECORDERS OFFICE IN BOOK 32 OF MAPS AND PLATS AT PAGE 2 BEING N62234'28"E

### CITY CLERK'S STATEMENT:

I, KAREN DARROW, HEREBY CERTIFY I AM OF THE CITY OF SUTTER CREEK, CALIFORNIA. THE CITY COUNCIL HAS REVIEWED THIS PARCEL MAP No.2871

ON _____, 2023.

DATE: _____

### MAP REFERENCES

| | |
|---|---|
| RECORD OF SURVEY | 12-M-91 |
| RECORD OF SURVEY | 52-M-66 |
| RECORD OF SURVEY | 7-M-54 |
| RECORD OF SURVEY | 4-M-89 |
| PARCEL MAP | 29-M-21 |
| PARCEL MAP | 32-M-2 |

### SURVEYOR'S STATEMENT:

THIS SURVEY WAS PREPAIRED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF BARBARA E. BOYLE IN SEPTEMBER OF 2023.
I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

GARY L. MILANO P.L.S.7386 DATE:

LICENSED LAND SURVEYOR
GARY L. MILANO
L.S. 7386
STATE OF CALIFORNIA

### CITY ENGINEER'S STATEMENT:

I HAVE EXAMINED THIS PARCEL MAP. THE SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, IF ANY, AND ANY APPROVED ALTERATIONS THERETO. ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, IF ANY, HAVE BEEN COMPLIED WITH. I AM SATISFIED THE MAP IS TECHNICALLY CORRECT. AS THE PROPER DESIGNATED OFFICIAL PURSUANT TO PLYMOUTH MUNICIPAL CODE SECTION 16.22.030, I HEREBY APPROVE THIS PARCEL MAP No.2871.

ROARK WEBBER R.C.E.22295 DATE:
CITY OF SUTTER CREEK ENGINEER

### RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____, 2023 AT _____.M. IN BOOK _____ OF MAPS AND PLATS AT PAGE _____ AT THE REQUEST OF THE SUTTER SREEK CITY CLERK.

FEE: _____ DOCUMENT No._____

KIMBERLY L. GRADY BY: _____
AMADOR COUNTY RECORDER DEPUTY

SHEET 1 OF 2

# PARCEL MAP No.2871

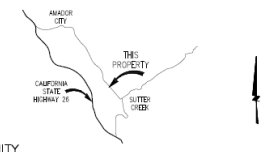
FOR

MICHAEL E. BOYLE AND BARBARA L. BOYLE

BEING A PORTION OF SECTION 6, T.6N., R.11E., M.D.M. ALSO BEING ALL OF THAT PART OR PORTION OF LOT TWO(2), BLOCK 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, CALIFORNIA

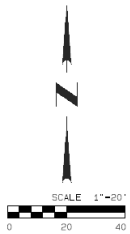
SCALE 1"=20' SEPTEMBER 2023

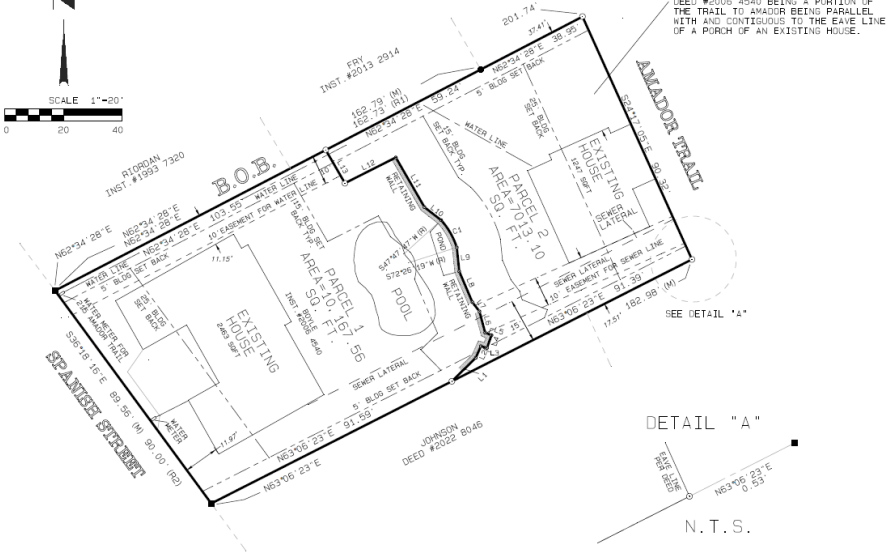
DEED REFERENCE: INST.#2006 4540




VICINITY

N.T.S.




**NOTE:**
THIS PORTION OF AMADOR TRAIL WAS ACQUIRED FROM THE CITY OF SUTTER CREEK PER PARCEL 3 AS DESCRIBED IN DEED #2006 4540 BEING A PORTION OF THE TRAIL TO AMADOR BEING PARALLEL WITH AND CONTIGUOUS TO THE EAVE LINE OF A PORCH OF AN EXISTING HOUSE.




## LINE / CURVE TABLE

| | | | | |
|---|---|---|---|---|
| L1 | N45°31'24"E | 11.39' | C1 | D=24°38'32" R=25.00' L=10.75' |
| L2 | N23°54'00"E | 4.30' | | |
| L3 | S73°57'23"E | 2.16' | | |
| L4 | N19°27'22"E | 4.60' | | |
| L5 | N68°24'53"W | 2.33' | | |
| L6 | N15°05'21"W | 7.45' | | |
| L7 | N37°30'59"W | 3.92' | | |
| L8 | N23°10'01"W | 11.36' | | |
| L9 | N05°52'27"W | 8.19' | | |
| L10 | N52°00'34"W | 7.20' | | |
| L11 | N29°58'59"W | 19.43' | | |
| L12 | S63°12'56"W | 19.36' | | |
| L13 | N29°58'59"W | 13.00' | | |

## LEGEND

| SYMBOL | DESCRIPTION |
|---|---|
| ⊙ | INDICATES 5/8" REBAR TAGGED L.S.7386 SET THIS SURVEY |
| ● | INDICATES 5/8" REBAR TAGGED L.S.3570 FOUND PER 32-M-2 |
| ■ | INDICATES FENCE CORNER |
| • | INDICATES CALCULATED POSITION NOTHING FOUND OR SET |

FENCE LINE

WATER LINE

SEWER LATERAL

RETAINING WALL

## DEED REFERENCES:

348-OR-30
23-OR-326
BOOK O-OR-273

## NOTES:

(R1) PARCEL MAP No.1818 32-M-02
(R2) DEED 2006 4540
(R) RADIAL BEARING

IT IS RECOMENDED THERE BE A BOUNDARY LINE AGREEMENT TO THE FENCE LINE ALONG THE SOUTHEASTERLY BOUNDARY BETWEEN JOHNSON AND BOYLE AS SHOWN HEREON.

SHEET 2 OF 2

**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 INCHE 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 DEGREES35'10" EAST 38.18 FEET; THENCE, ALONG A LINE PARALLEL TO, AND CONTIGOUS TO, **THE EAVE LINE OF A PORCH OF AN EXISTING HOUSE,** SOUTH 23 DEGREE59'20" 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 KNOW 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:**

_____
**Karen Darrow, City Clerk**

**Item 5C**

SUTTER CREEK
JEWEL OF THE MOTHER LODE

| | |
|---|---|
| **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:<br>• Parcel 1 – 0.23 acre (10,128 square feet), 106.03' lot frontage width<br>• Parcel 2 – 0.20 acre (8,620 square feet), 74.58' lot frontage width |
| 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.

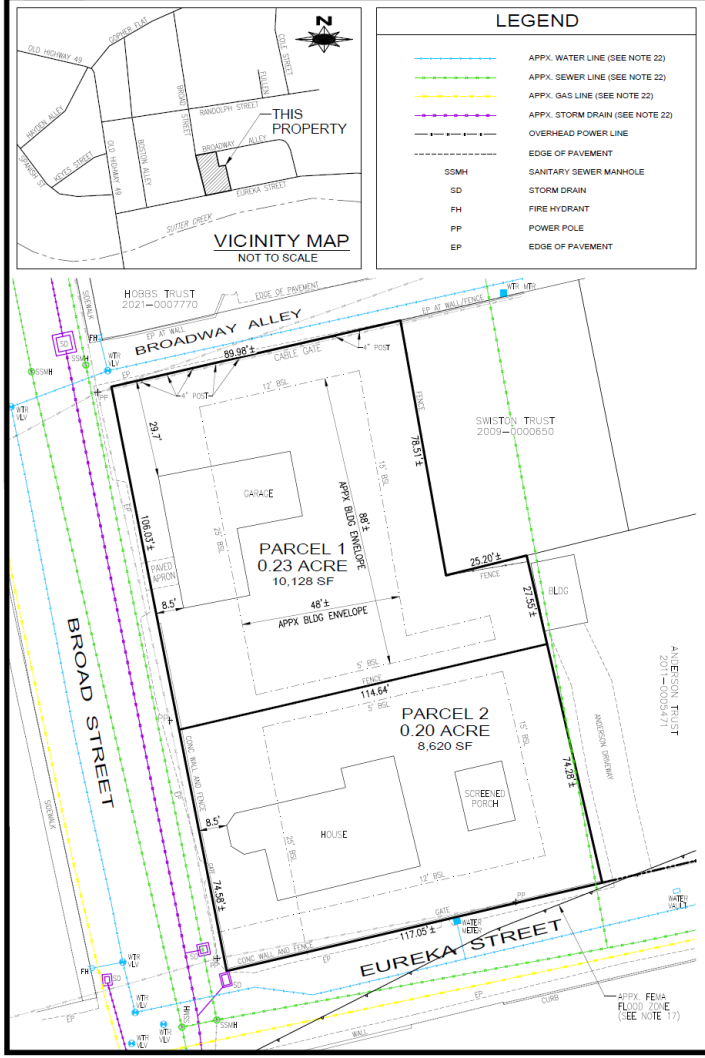
1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 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




VESTING
# TENTATIVE PARCEL MAP No. 2895
for

RANDI HEINRICH, Trustee of the
Guthrie Family Revocable Trust dated January 2, 2014
2023-0003055

BEING A PORTION OF LOT 18, BLOCK 10, SUTTER CREEK TOWNSITE
ALSO BEING A PORTION OF THE NE 1/4 SECTION 7, T. 6 N., R. 11 E., M. D. M.
CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA

Scale: 1" = 20'

TOMA & ASSOCIATES INC.
ENGINEERING - SURVEYING - PLANNING
41 Summit Street, Jackson, CA 95642
(209) 223-0156

August, 2023

## GENERAL NOTES AND STATEMENTS

1. RECORD OWNER: GUTHRIE FAMILY REVOCABLE TRUST dated January 2, 2014
ATTN: RANDI HEINRICH, Trustee
10114 SANDY GULCH COURT
STOCKTON, CA 95209
(209) 471-2362
2. SURVEYOR: TOMA and ASSOCIATES
LICENSED LAND SURVEYORS
41 SUMMIT STREET
JACKSON, CA 95642
(209) 223.0156
3. A.P.N.: 018-163-013
4. ZONING: "R-1" SINGLE FAMILY DWELLING
5. GENERAL PLAN: RSF RESIDENTIAL SINGLE FAMILY
6. DEED REFERENCE: 2019-0000722
7. PROPOSED USE: RESIDENTIAL
8. WATER: AMADOR WATER AGENCY (AWA)
9. SEWAGE DISPOSAL: CITY OF SUTTER CREEK
10. FIRE PROTECTION: SUTTER CREEK FIRE DEPARTMENT (SCFD)
11. SCHOOL: AMADOR COUNTY UNIFIED SCHOOL DISTRICT (ACUSD)
12. UTILITIES: POWER WILL BE SERVED BY PACIFIC GAS AND ELECTRIC (PG&E)
TELEPHONE WILL BE SERVED BY CURRENT AREA PROVIDER
13. EASEMENTS: PUBLIC UTILITY EASEMENTS WILL BE FIVE FEET ON EACH SIDE OF ALL INTERIOR LOT LINES AND TEN FEET ALONG THE EXTERIOR BOUNDARY OF THIS PROJECT.
14. SETBACKS: THERE WILL BE A TWENTY-FIVE FOOT BUILDING SETBACK FROM ALL ROAD RIGHT-OF-WAYS, A THIRTY FOOT BUILDING SETBACK FROM ALL SIDE LOT LINES AND A THIRTY FOOT BUILDING SETBACK FROM ALL REAR LOT LINES. DRAINAGE SETBACKS (IF NECESSARY) WILL BE TWENTY FEET ALONG ALL DRAINAGE COURSES.
15. SPECIAL DISTRICTS: CITY OF SUTTER CREEK, ACUSD, AWA, SCFD
16. PHASING: FINAL MAPS MAY BE SUBMITTED IN MULTIPLE FILINGS.
17. FLOOD ZONE: A VERY SMALL PORTION OF THE SE CORNER OF THIS PROJECT MAY LIE WITHIN AN AREA SUBJECT TO FLOOD WATER INUNDATION BY THE 100-YEAR FLOOD AND IS WITHIN ZONE "A" AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD RATE INSURANCE MAP FOR AMADOR COUNTY, CALIFORNIA DATED MAY 20, 2010.
PANEL 343 OF 700
MAP No.06005C0343F
18. MINIMUM LOT SIZE: MINIMUM LOT SIZE WILL BE 0.20 AC / 8620± SF. CH 18.16.070 MIN REQ = 7000 SF.
19. THE DEVELOPER PLANS TO CONSTRUCT ALL IMPROVEMENTS REQUIRED FOR THE CREATION OF LOTS AND FILING OF A FINAL MAP AS REQUIRED BY ALL APPLICABLE COUNTY CODES AND THE CONDITIONS OF APPROVAL OF THE TENTATIVE MAP.
20. THERE ARE NO PUBLIC AREAS OR SCENIC EASEMENTS PROPOSED ON THIS PROJECT.
21. THIS PROJECT DOES NOT LIE WITHIN 1000 FEET OF A MILITARY INSTALLATION, BENEATH A FLIGHT PATH OR WITHIN SPECIAL USE AIRSPACE.
22. UTILITY LOCATIONS ARE APPROXIMATE AND BASED ON A COMBINATION OF FIELD SURVEY FOR SURFACE FEATURES AND MAPS PROVIDED BY CITY OF SUTTER CREEK, AMADOR WATER AGENCY AND PG&E.
23. NO TREE REMOVAL PROPOSED ON THIS PROJECT. ANY FUTURE REMOVAL WILL BE ADDRESSED AT THE BUILDING PERMIT STAGE.
24. THE FOLLOWING EXCEPTIONS ARE NOTED IN PRELIMINARY REPORT ORDER No.0301-6988206 PREPARED BY FIRST AMERICAN TITLE COMPANY AND DATED JUNE 7, 2023 AS AFFECTING THIS PROPERTY (SEE SAID PRELIMINARY REPORT FOR COMPLETE LIST OF EXCEPTIONS):

| | |
|---|---|
| 2023-0003055 | AFFIDAVIT DEATH OF TRUSTEE |
| NO DOCUMENT REF | RIGHTS OF THE PUBLIC, COUNTY, CITY TO LAND LYING WITHIN BROAD STREET, BROADWAY ALLEY AND EUREKA STREET |

**EXHIBIT B**

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

**RECEIVED:**
**FEE PAID:**

**Submission Requirements**

1- Application*
2- Map*
3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall)*
**All documentaion must be submitted via the application portal on the City website*

**VARIANCE APPLICATION**

*Page 1of 4*

**Project Applicant:** GUTHRIE FAMILY REVOCABLE TRUST, ATTN: RANDI HEINRICH

Project Address: 40 BROAD ST, SUTTER CREEK, CA 95685

APN: 018-163-013

Is this located in the Historic District? Yes ☑ No ☐
*If yes, please see checklist for Design Review.*

Deed References (book and page): 2023-0003055

General description of location: 40 BROAD STREET AT THE INTERSECTION OF BROAD AND EUREKA STREETS

Zoning District: "R-1" SINGLE FAMILY DWELLING

General Plan Land Use Designation: RSF- RESIDENTIAL SINGLE FAMILY

**Property Owner:** GUTHRIE FAMILY REV, TRUST
Name: ATTN: RANDI HEINRICH
Mailing Address: 10114 SANDY GULCH CT
City: STOCKTON State: CA
Phone: (209) 471-2362
Email: randimae2014@gmail.com
Zip: 95209

Is this person the project contact? If not, please specify who the contact person is.
Name: TOMA & ASSOCIATES
Mailing Address: 41 SUMMIT ST., JACKSON, CA 95642
Email: gina@tomasurvey.com

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

1/5/2024
Date

Randi Heinrich
Signature

**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**

_____
**Michael Kirkley, Chairman**

**ATTEST:**

_____
**Karen Darrow, City Clerk**