



## **Design Review Meeting Minutes**

**Monday, January 12, 2026 at 5:00 PM**

**33 Church Street, Sutter Creek, CA 95685**

**The Agenda can be found on the City's Website: [www.cityofsuttercreek.org](http://www.cityofsuttercreek.org)**

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### **1. Call to Order and Establish a Quorum for Regular Meeting**

The meeting was called to order at 5:00 PM by Chair Susan Peters.

Present: Chair Susan Peters, Vice Chair John Otto, and Committee Members Sandi Baracco, Sharyn Brown, and Shirla Lopez

Absent: None

Staff: Contract Planner Erin Ventura, City Manager Tom DuBois, and City Clerk [Pam Caronongan](#)

### **2. Pledge of Allegiance to the Flag**

Chair Peters led The Pledge of Allegiance.

### **3. Public Forum**

Zero (0) public comment was made.

### **4. Consent Agenda**

#### **A. Design Review Committee Special Meeting Minutes of November 20, 2025**

*Recommendation: Approve Special Meeting Minutes of November 20, 2025*

**Motion made by Vice Chair Otto, second by Committee Member Brown. Motion passed to approve all items on the Consent Agenda.**

**AYES:** Chair Peters, Vice Chair Otto, and Committee Members Baracco, Brown and Lopez

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED 5-0.**

**5. Administrative Agenda**

**A. 121 Handford Street- Design Clearance for a new fueling canopy and architectural enhancements to the existing building located at 121 Hanford Street.**

Contract Planner Ventura presented the agenda item before the Committee. City Manager DuBois and Contract Planner Ventura responded to questions and requests for inquiries from the Committee. Applicant CJ Singh also provided his statement as well as responses to Committee questions.

The Committee discussed the application with the applicant, particularly the canopy’s design and roofing material. The Committee expressed favoring the “flat roof” canopy design using materials such as corrugated metal. Per the applicant, there would be three pumps - two under the new canopy, one under the old canopy.

The applicant expressed that he is open to follow any recommendations provided by the City and the Committee.

**Motion made by Vice Chair Otto, second by Committee Member Barraco. Motion to “table” this application until more information is presented for Committee consideration.**

**AYES:** Vice Chair Otto  
**NOES:** Chair Peters, and Committee Members Baracco, Lopez, and Brown  
**ABSENT:** None  
**ABSTAIN:** None  
**MOTION FAILED (1-4).**

**Motion made by Chair Peters, second by Committee Member Barraco. Motion to approve the design for the gas station as presented, with the canopy materials using corrugated metal; and with direction for staff to work with the applicant regarding the canopy materials and other matters that could be handled administratively.**

**AYES:** Chair Peters, and Committee Member Barraco, Brown, and Lopez  
**NOES:** Vice Chair Otto  
**ABSENT:** None  
**ABSTAIN:** None  
**MOTION CARRIED (4-1).**

**B. 2026 Schedule of Meetings for the City of Sutter Creek's Design Review Committee (DRC)**

*Recommendation: Approve 2026 Schedule of Meetings for DRC.*

The Committee briefly reviewed the Schedule of Meetings, with consensus to approve it as presented by staff.

**6. Adjournment**

Chair Peters adjourned the meeting at 5:43pm.

**Minutes Approved:** May 11, 2026

A handwritten signature in blue ink that reads "Pam Caronongan". The signature is fluid and cursive, with the first name "Pam" and last name "Caronongan" clearly legible.

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**Pam Caronongan, MMC, City Clerk**