



## **Design Review Committee Meeting Agenda**

**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)**

---

**The City of Sutter Creek Design Review Committee Meeting will be available in person and LIVE on YouTube at <https://www.youtube.com/@CityofSutterCreek>.**

**You can also watch the meeting on Zoom (please note Zoom participation is only available for viewing.**

<https://us02web.zoom.us/j/81391466458?pwd=4jXmBm1AP5bEbiID3iDwuxk4GpreRY.1>

**Or Dial by phone:** 301 715 8592 Webinar ID: 816 8589 0182 Passcode: 186036

*Unless stated otherwise on the agenda, every item on the agenda is exempt from review under the California Environmental Quality Act ("CEQA") per CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.*

---

- 1. Call to Order and Establish a Quorum for Regular Meeting**
- 2. Pledge of Allegiance to the Flag**
- 3. Public Forum**

*Any person may address the Committee regarding matters not on the agenda and within their purview.*

- 4. Consent Agenda**

*Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Committee or the Public.*

- A. [Design Review Committee Special Meeting Minutes of November 20, 2025](#)**

*[Recommendation: Approve Special Meeting Minutes of November 20, 2025](#)*

## 5. Consent Agenda

*Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Committee or the Public.*

- A. [121 Handford Street- Design Clearance for a new fueling canopy and architectural enhancements to the existing building located at 121 Hanford Street.](#)
- B. [2026 Schedule of Meetings for the City of Sutter Creek's Design Review Committee \(DRC\)](#)  
*[Recommendation: Approve 2026 Schedule of Meetings for DRC.](#)*

## 6. Adjournment



## Design Review Committee Special Meeting Minutes

Thursday, November 20, 2025 at 12:30 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)

---

The City of Sutter Creek Design Review Committee Meeting is available to view on YouTube at <https://www.youtube.com/@CityofSutterCreek>.

---

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

The meeting was called to order at 12:36 PM by Chair Susan Peters.

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

Absent: Sandi Baracco

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 Minutes of October 14, 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 Brown and Lopez

**NOES:** None

**ABSENT:** Committee Member Baracco

**ABSTAIN:** None

**MOTION CARRIED 4-0, with one (1) absent.**

5. **Design Clearance Applications**

A. Applicant: Heather Westaby

Recommendation: Review plans as presented and provide application direction for Design Clearance. Approve Design Clearance for 12 single family residential units located at 110-165 Bryson Court.

Contract Planner Ventura presented the agenda item before the Committee, and responded to questions and requests for inquiries from the Committee.

The Committee discussed the application. The applicant and her representative were present, discussed her intentions regarding the project, and responded to questions and requests for inquiries from the Committee.

City Manager Dubois and Contract Planner Ventura provided a brief background regarding the project's history, which provided additional information and clarification for the Committee.

**Motion made by Vice Chair Otto, second by Committee Member Brown. Motion passed to approve the application.**

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

**NOES:** None

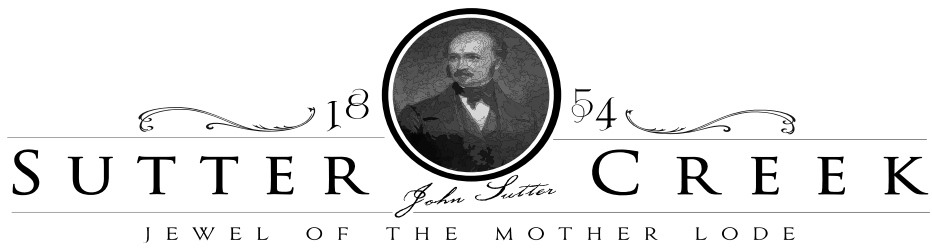
**ABSENT:** Committee Member Baracco

**ABSTAIN:** None

**MOTION CARRIED 4-0, with one (1) absent.**

6. **Adjournment**

Chair Peters adjourned the meeting at 1:02pm



DATE: January 12, 2026

TO: Design Review Committee

FROM: Erin Ventura, Contract Planner

RE: 121 Hanford Street (Sutter Trading Post)- Design Clearance for a proposed shed  
 APN: 018-122-038  
 Zoning: C-2  
 Design Standard District: Historic District  
 Applicant: Charanjit Singh

**RECOMMENDATION:**

Conditionally approve a Design Clearance for a new fueling canopy and architectural enhancements to the existing building located at 121 Hanford Street.

**BACKGROUND:**

	<b><u>Requirements for Design Clearance:</u></b>	<b><u>Proposed:</u></b>	<b><u>Design Criteria met:</u></b>	<b><u>Recommendations, if any to meet Design Clearance:</u></b>
<b>Zoning</b>	C-2	C-2	Yes	
<b>District:</b>	Historic District			
<b>Lot Size:</b>	--	.62	yes	
<b>Set Back requirements:</b>				
<b>Front</b>	5'	NA		
<b>Side</b>	5'	NA		
<b>Rear</b>	10'	NA'		
<b>Lot coverage</b>	85%	--		
<b>Are there existing historic features?</b>		No	--	
<b>Structure Type</b>	Canopy	Canopy	--	
<b>Max Building height</b>	35 Ft.		--	

**DISCUSSION:**

The applicant, Charanjit Singh, requests design clearance to construct a new fueling canopy and modify the existing building on site. During removal of the underground fuel tank, the existing canopy was

damaged and could not be reinstalled. As a result, the applicant proposes a new canopy and associated building modifications.

The proposed color scheme includes clay barrel-style roof tiles in a terracotta or reddish-brown earth tone with a matte, non-reflective finish; white to off-white painted fascia and soffits; and painted support columns matching the canopy trim.

The scope of this request is limited to the fueling canopy and existing building. Any future signage changes or installation of above-ground fuel tanks would require separate review and approval.

### Design Standards

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

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

### 2.3. General Building Design Standards

2.3.4 Roofs and Rooflines. The applicant is proposing a tile roof which is not consistent with the City's Design Standards.

*- Staff recommends the Committee conditional approval of the application with an alternative roof material*

2.3.10 Colors. The proposed color is in keeping with the style of the existing buildings and will blend in.

Staff recommend that the Design Review Committee approve the proposed application with the above-mentioned condition.

## Project Title

Sutter Trading Post Fuel Canopy Replacement

## Project Location

APN: 018-122-038-000

Address: 121 Hanford, Sutter Creek, CA

## Applicant

Name: Charanjit Singh

Email: [cjsingh@apxconsult.net](mailto:cjsingh@apxconsult.net)

Phone: 209-559-9530

## 1. Project Summary

This document proposes the replacement and architectural enhancement of the existing fuel canopy and associated site improvements at the Sutter Trading Post fuel and convenience store. The intent of the project is to modernize the facility while maintaining compatibility with the historic and rural character of Sutter Creek, consistent with the City of Sutter Creek Design Standards.

The project focuses on improved architectural quality, safer site circulation, and visual cohesion between the fueling area and the primary retail structure.

This submission and all accompanying illustrations, renderings, and conceptual materials are provided for illustrative and preliminary planning purposes only. The intent of this submittal is to demonstrate general design compliance with applicable City and County Design Standards and to confirm the feasibility of the proposed improvements.

This illustrative review is requested solely to support due diligence, escrow progression, and project planning. Final construction documents, engineered plans, and permit-ready drawings will be submitted following property acquisition.

## 2. Existing Site Conditions

The subject property is an existing operating fueling station and convenience store. The site includes a paved fueling forecourt, multiple fuel dispensers, a single-story commercial building, and a canopy structure. The canopy lacks architectural detailing and does not fully reflect the character encouraged in the City's design guidelines.

No expansion of the building footprint or fueling capacity is proposed as part of this application.

## 3. Proposed Improvements

The project proposes the following improvements:

- Replacement of the existing fuel canopy
- Introduction of an architecturally detailed canopy roof form
- Updated finishes and materials for visual consistency
- Improved lighting and pedestrian clarity within the fueling area

All improvements are limited to the existing developed area of the site.

#### 4. Fuel Canopy Design and Architecture

The proposed fuel canopy design incorporates a low-profile, pitched roof with tile roofing to reflect traditional architectural forms found within Sutter Creek. This approach is consistent with Design Standards encouraging roof articulation, non-flat roof forms, and materials that complement historic building styles.

Structural columns are positioned to minimize visual clutter and are finished in neutral tones to blend with the overall site design.

#### 5. Materials and Finishes

Roofing: Decorative tile roof consistent with historic and rural architectural references

Columns: Painted columns with smooth finish

Canopy Underside: Flush-mounted, recessed lighting fixtures

Signage: Integrated and scaled signage consistent with sign ordinance requirements

Materials have been selected to avoid high reflectivity and excessive contrast, consistent with design standard guidance on visual compatibility.

#### 6. Lighting Design

Under-canopy lighting is designed to provide adequate illumination for safety while minimizing glare and light spillover. Lighting levels and fixture placement are consistent with design standards related to pedestrian comfort, safety, and dark-sky considerations.

#### 7. Site Circulation and Pedestrian Access

The fueling layout maintains clear vehicular circulation patterns while providing defined pedestrian paths between the fuel dispensers and the store entrance. These improvements align with design standards emphasizing safe vehicle-pedestrian interaction and clear site organization.

#### 8. Conformance with Design Standards

The proposed project is consistent with the intent of the City of Sutter Creek Design Standards, including but not limited to:

- Architectural compatibility with surrounding development
- Use of traditional roof forms and materials
- Minimization of visual impacts from commercial elements
- Enhanced site safety and usability

The project represents an overall aesthetic improvement over existing conditions.

#### 9. Landscaping and Site Enhancements

Minor landscape enhancements are proposed where feasible to soften paved areas and improve the overall appearance of the site. Plant materials will be drought-tolerant and consistent with local water conservation policies.

#### 10. Signage

Signage associated with the project will comply with applicable size, placement, and illumination standards. No new pole signage or off-site advertising is proposed.

**11. Conclusion and Justification**

The proposed improvements enhance the visual quality, safety, and functionality of an existing commercial site while remaining consistent with adopted design standards. The project represents reinvestment in the community and supports long-term viability of the site without intensifying use.

**Attachments**

- 1. Conceptual Fuel Canopy Rendering

**Signature**

Applicant / Representative: Charanjit Singh

Date: January 5, 2026

# SUTTER CREEK TRADING POST

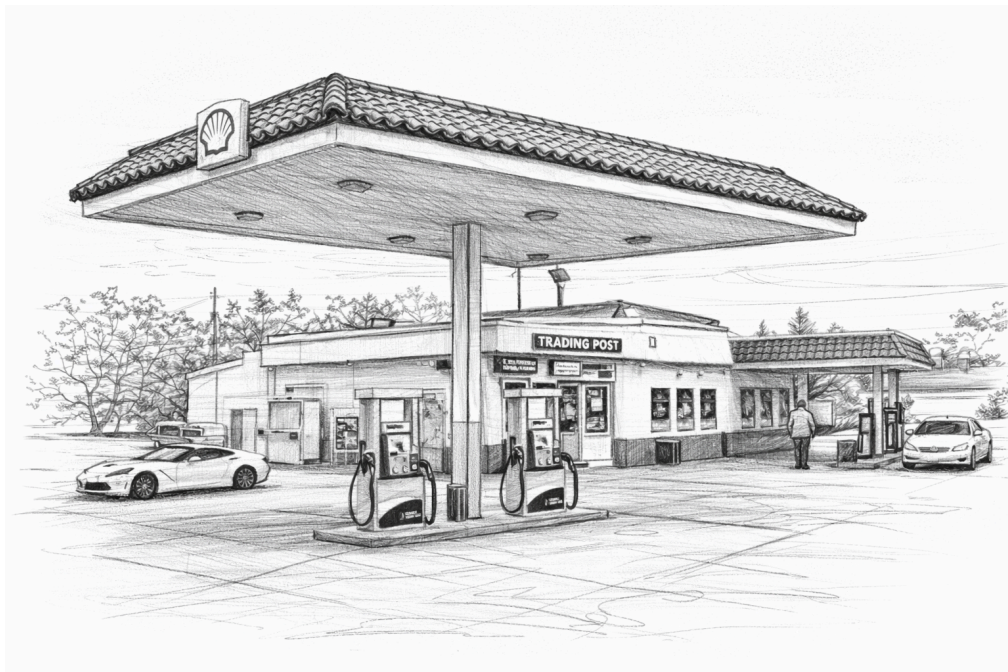
121 Hanford Street, Sutter Creek, California

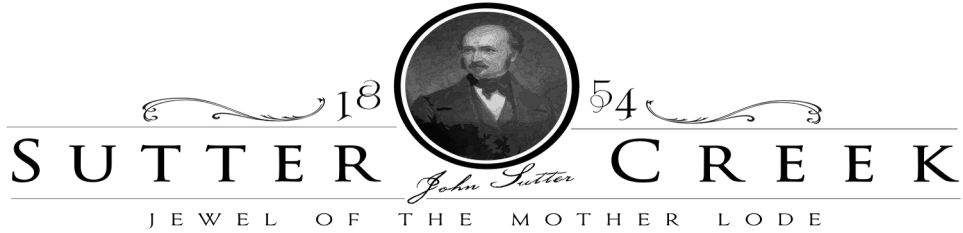
Exhibit A	Existing Conditions – Current Site Configuration
Exhibit B	Proposed Improvements – Architectural & Canopy Enhancements

EXHIBIT A



EXHIBIT B





### Design Review Application

#### SITE INFORMATION:

121 Hanford Street, Sutter Creek, CA	018-122-038-000
Site Address	Assessor's Parcel Number (APN)
C2 Commercial	.62
Current Zoning Information	Lot Size
NA	NA
Existing Square Footage	Proposed Square Footage

#### PROPERTY OWNER INFORMATION:

John Arditto Trust	
First and Last Name	Phone Number
121 Hanford Street	Sutter Creek, CA
Address	City/State/Zip
ardittoranches@yahoo.com	
Email Address	

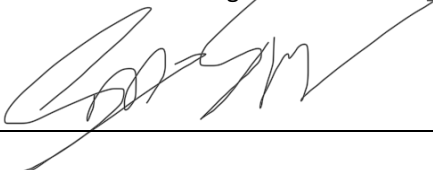
A property owner's representative can sign if the property owner provides a consent letter.

#### APPLICANT REPRESENTATIVE INFORMATION:

Charanjit Singh	209-559-9530
First and Last Name	Phone Number
PO BOX 1623	San Andreas, CA 95249
Address	City/State/Zip
CJSINGH@APXCONSULT.NET	
Email Address	

#### Project Description:

The Sutter Trading Post Fuel Canopy Replacement project proposes the removal and replacement of the existing fuel canopy at the operating fuel and convenience store. The purpose of the project is to modernize the fueling area through improved architectural design, enhanced safety, and better visual integration with the existing site, while remaining compatible with the historic and rural character of Sutter Creek.

	1/07/2026
Signature	Date



**STAFF REPORT**

**TO: DESIGN REVIEW COMMITTEE (DRC)**  
**MEETING DATE: JANUARY 12, 2026**  
**FROM: PAM CARONONGAN, CITY CLERK**  
**SUBJECT: 2026 SCHEDULE OF DESIGN REVIEW COMMITTEE (DRC) MEETINGS**

**RECOMMENDATION**

Approve the 2026 Schedule of Design Review Committee Meetings.

**BACKGROUND AND DISCUSSION**

Staff presents before the Committee the draft 2026 Schedule of Meetings for the City of Sutter Creek’s Design Review Committee (DRC).

Staff requests for the Commission to approve the attached 2026 Schedule of Meetings. The Committee’s regular meetings are scheduled on the second Monday of every month starting at 5:00 PM.

Please note that for October 2026, the regular meeting is tentatively scheduled for Tuesday, October 13, 2026 since Monday, October 12, 2026 is Columbus Day / Indigenous People’s Day.

**ENVIRONMENTAL CONSIDERATION**

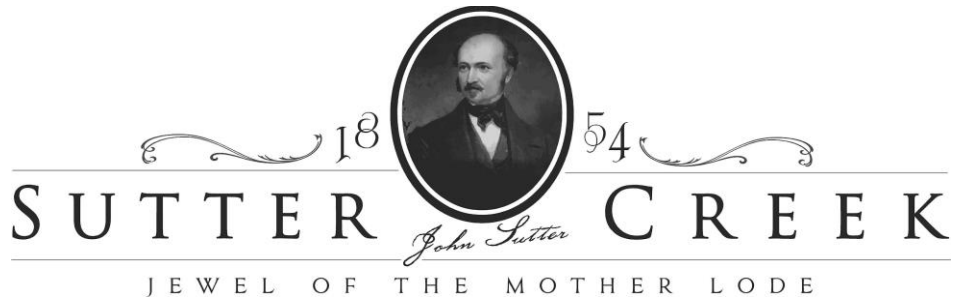
The action of developing the 2026 Schedule of Design Review Committee (DRC) Meetings document is “not a project,” can be seen with certainty that there is no possibility that this activity has a significant effect on the environment, and is therefore not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (also known as the CEQA General Rule).

**BUDGET IMPACT**

None.

**ATTACHMENTS**

- 1. 2026 Schedule of Design Review Committee (DRC) Meetings



**City of Sutter Creek – Design Review Committee (DRC)  
2026 Schedule of Meetings**

Design Review Committee regular meetings are held on the second Monday of every month starting at 5:00 PM. If the second Monday of a particular month falls on a holiday observed by the City of Sutter Creek, the normally-scheduled regular meeting for that month will be held Tuesday - the day after the holiday - at 5:00 PM.

2026 MEETING DATES
January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 8, 2026
July 13, 2026
August 10, 2026
September 14, 2026
October 13, 2026 (Tuesday)
<i>(October 12, Monday, is Columbus Day / Indigenous People’s Day)</i>
November 9, 2026
December 14, 2026