



Design Review Committee Meeting Agenda

Tuesday, October 13, 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

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.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, persons requiring accommodations to participate in this meeting should contact the City Clerk at 707-267-5647 or azambrano@cityofsuttercreek.org at least three business days before the meeting. The City will make reasonable efforts to accommodate requests received with less notice.

- 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 Minutes of August 10, 2026](#)**

[Recommendation: Approval of Minutes](#)

5. Design Clearance Applications

A. 140 Hanford Street – Design Clearance for Exterior Improvements

Consideration of proposed exterior improvements to an existing building at 140 Hanford Street.

Recommendation: Review the plans as presented and provide direction on the application for design clearance.

6. Adjournment



Design Review Committee Meeting Minutes

Monday, August 10, 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

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

Chair Susan Peters called the regular meeting to order at 5:00 p.m.

PRESENT: Chair Susan Peters and Committee Members Sandi Baracco, Sharyn Brown, and Shirla Lopez

ABSENT: Vice Chair John Otto

STAFF: Contract Planner Erin Ventura, City Manager Tom DuBois, and Interim City Clerk Alejandra Zambrano

2. Pledge of Allegiance to the Flag

Chair Susan Peters led the Pledge of Allegiance.

3. Public Forum

There were no public comments.

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 Minutes of July 8, 2026

Recommendation: Approval of Minutes

**Committee Member Baracco moved to approve the Design Review Committee minutes of July 8, 2026.
Committee Member Brown seconded the motion.**

AYES: Peters, Baracco, Brown, Lopez

NOES: None

ABSTAIN: None

ABSENT: Otto

MOTION CARRIED (4-0-1)

5. Design Clearance Applications

A. 110 Spanish Street - Design Clearance for exterior improvements to an existing home Zoning: R-1

Approve Design Clearance for exterior improvements at 110 Spanish Street- Applicant Grau Construction

The Committee reviewed the proposed exterior improvements, including the roofing material and stair design. The Committee discussed using a non-glare, powder-coated finish for the metal roof and placing the stairs underneath the front porch, consistent with the submitted sketch.

Committee Member Brown moved to approve the Design Clearance as presented, with the condition that the metal roof have a non-glare finish. Committee Member Baracco seconded the motion.

AYES: Peters, Baracco, Brown, Lopez

NOES: None

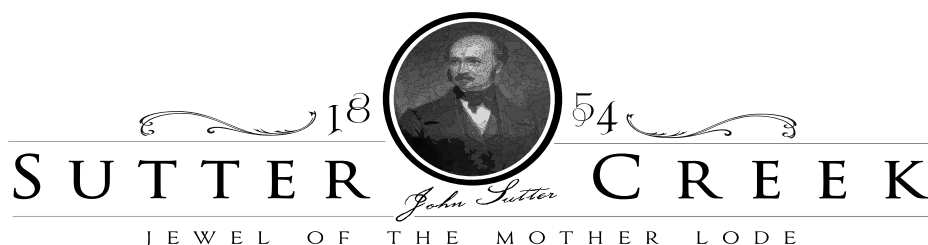
ABSTAIN: None

ABSENT: Otto

MOTION CARRIED (4-0-1)

6. Adjournment

Chair Peters adjourned the meeting at 5:13 p.m.



DATE: October 13, 2026

TO: Design Review Committee

FROM: Erin Ventura, Contract Planner

RE: 140 Hanford Street (Sutter Trading Post)- Design Clearance for a proposed shed
 APN: 018-061-015
 Zoning: C-2
 Design Standard District: Historic District
 Applicant: Sabrina Sabbaghain

RECOMMENDATION:

Approve a Design Clearance for exterior improvements to an existing building located at 140 Hanford Street.

BACKGROUND:

	<u>Requirements for Design Clearance:</u>	<u>Proposed:</u>	<u>Design Criteria met:</u>	<u>Recommendations, if any to meet Design Clearance:</u>
Zoning	C-2	C-2	Yes	
District:	Historic District			
Lot Size:	--	.54	yes	
Set Back requirements:				
Front	5'	NA		
Side	5'	NA		
Rear	10'	NA'		
Lot coverage	85%	--		
Are there existing historic features?		No	--	
Structure Type	Commercial	Commercial	--	
Max Building height	35 Ft.		--	

DISCUSSION:

The applicant, Sabrina Sabbaghain, requests design clearance for exterior improvements to an existing commercially used building. The previous business has since relocated, and the applicant is proposing to make façade changes to the exterior of the building. The footprint of the building is not changing.

The existing building is a two story building with painted wood siding. The siding has been damaged. The applicant is proposing to replace the wood siding with a warm colored stone veneer and dark wood

trim. They are also proposing to replace the existing roof with a non-reflective brown metal roof. The project also includes the upgrades to the existing windows and entry door.

The applicant provided the following renderings:



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 muted brown metal roof which is consistent with the City's Design Standards.

2.3.10 Colors. The proposed color is consistent with the Design Guidelines.

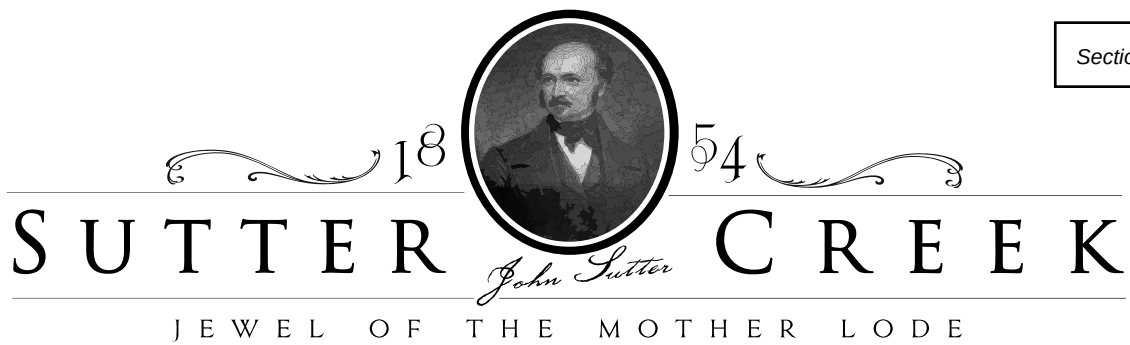
3.4 Additional Design Standards for Commercial Structures in the Historic Zone

3.4.2 Exterior Finishes and Color Schemes

The design standards suggest a mix of wood and masonry exteriors for commercial buildings within the Historic District. The applicant is proposing a thin stone veneer for the building.

The colors proposed for the building are consistent with the Design Guidelines, as is the roof material and color.

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



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

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

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

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

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

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

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

City of Sutter Creek Design Review Application

For Commercial Projects Within the Historic District

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

DATE: September 22, 2026

TO: **DESIGN REVIEW COMMITTEE**

FROM: Sabrina Sabbaghian

REVIEWED and SUBMITTED BY: _____

Project Address: 140 Hanford Street, Sutter Creek, CA 95685

#	Design Standard Reference	Description	Design Criteria Requirements:	Existing:	Proposed:	Has design criteria been met? Y/N?	Recommendations, if any to meet Design Criteria:
1.		Zoning		Commercial zoning	No change		
2.		District:	Historic	Historic District	No change		
3.		Lot Size:	N/A	Existing parcel	No change		
4.		Set Back requirements:		Existing building setbacks; dimensions not in inspection	No change		
5.		Front	25'	Existing setback; unmeasured	No change		
6.		Side	5'	Existing setback; unmeasured	No change		
7.		Rear	10'	Existing setback; unmeasured	No change		
8.		Siting:		Existing building location	No change		
9.		Lot coverage		Existing footprint	No change		
10.		Are there existing historic features?		Limited historical design significance per City planning consultant	Retain building form; preserve any identified historic features		
11.		Structure Type		Wood-sided gable building	Exterior remodel; retain building		
12.		Max Building height	35'	Existing building height; measurement pending	No change to height		

**City of Sutter Creek
Design Review Application**

**For Commercial Projects
Within the Historic District**

13.		Roof pitch	In new construction, reflect historic style	Steep gable roof; exact pitch not documented	Retain existing roof pitch and dormer		
#	Design Standard Reference	Description	Design Criteria Requirements:	Existing:	Proposed:	Has design criteria been met? Y/N?	Recommendations, if any to meet Design Criteria:
14.		Style	National, shotgun, or Victorian, craftsman	Older two-story, gable-roofed retail building	Retain existing form; traditional exterior detailing		
15.	3.4.2	Exterior Finish and color scheme		Painted wood siding; deterioration and moisture damage	Warm natural thin stone veneer and dark wood trim		
16.	3.4.3	Doors	Consistent in shape and scale with building's style.	Red, wood-framed front entry door	Brown wooden door with glazing; retain existing door proportions		
17.	3.4.4	Windows	Match historic style with panes and trim.	Two windows flanking front door; aluminum/wood frames reported	Two 5 ft × 5 ft windows in existing flanking locations		
18.	3.4.5	Lighting	Match architecturally	Exterior lights	No change proposed		
19.	3.4.6	Fences	Wood picket, masonry, simple iron or wire or dry stacked stone	Existing 6-foot fence	No change		
20.	3.4.7	Mechanical Equipment		Window AC units and evaporative cooler	Remove visible window AC; equipment plan to be confirmed		
21.		Siding	Match historic style	Deteriorated siding	Natural thin stone veneer; dark wood trim		
22.		Roofing material	Match historic style	Corrugated metal over wood shake; rust and damaged panels	Non-reflective brown metal roof; profile TBD		

**City of Sutter Creek
Design Review Application**

**For Commercial Projects
Within the Historic District**

23.		Porches	Match the building in historic character	Existing small covered entrance/porch	Retain existing entrance and footprint	
24.		Does the structure blend as proposed?		Existing two-story building in Historic District	Natural thin stone, dark wood and muted brown roof	

Other Comments:

Proposed exterior remodel of the existing building at 140 Hanford Street to address widespread deterioration and wood rot affecting the exterior siding, along with replacement of the existing roof.

The proposed improvements include warm natural stone veneer, traditional wood detailing, and a non-reflective brown metal roof. The existing building footprint, height, roof form, and overall scale will remain unchanged.

Following preliminary correspondence with City Planning Consultant Erin Ventura, we understand that the building has limited historical design significance and that stone veneer may be an acceptable exterior finish, subject to the Design Review Committee's review of its appearance.

Our intention is to thoughtfully improve the existing building while respecting the historic character of Sutter Creek.

**City of Sutter Creek
Design Review Application**

Section 5, Item A.

**For Commercial Projects
Within the Historic District**

Other Comments (continued):

The proposed project is an exterior remodel of the existing building. We intend to retain the existing footprint, height, roof form, and overall building configuration. Proposed improvements include replacement of deteriorated exterior siding, installation of natural thin stone veneer, replacement of the existing roof, and updates to the existing windows and entry door.







Sabrina Victoria Lum

Venue Director

events@thehanfordgarden.com

925.640.6256

128 Hanford Street
Sutter Creek, CA 95685

As we devote our full attention to each celebration, kindly allow up to 48 hours for a reply. We appreciate your gracious patience.

On Wed, Sep 23, 2026 at 11:17 AM Holly Boehme <hboehme@cityofsuttercreek.org> wrote:
Hi Sabrina,

Thank you for your submittal. Can you please send photos of the building in its current state? This helps the Design Review Committee see the current state of the building and the proposed changes side by side.

Thanks,

Holly Boehme
City of Sutter Creek
18 Main St.