



Design Review Committee Meeting Agenda

Monday, May 11, 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.

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 January 12, 2026.](#)

[Recommendation: Approval of Minutes](#)

5. Design Clearance Applications

A. [Review and Approve Historical Sign at 40 Gold Dust Trail](#)

Recommendation: Approve a historical sign at 40 Gold Dust Trail (Kingdom Hall of Jehovah's Witnesses), which is located within the Historic District.

6. Adjournment



Design Review Meeting Minutes (DRAFT)

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

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).**

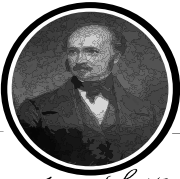
B. 2026 Schedule of Meetings for the City of Sutter Creek's Design Review Committee (DRC)

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.

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SUTTER CREEK

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DATE: May 11, 2026

TO: Design Review Committee

FROM: Erin Ventura, Contract Planner

RE: 40 Gold Dust Trail – Historical Sign
 Zoning: R-E
 Design Standard District: Historic District
 Applicant: JWCS Design

RECOMMENDATION:

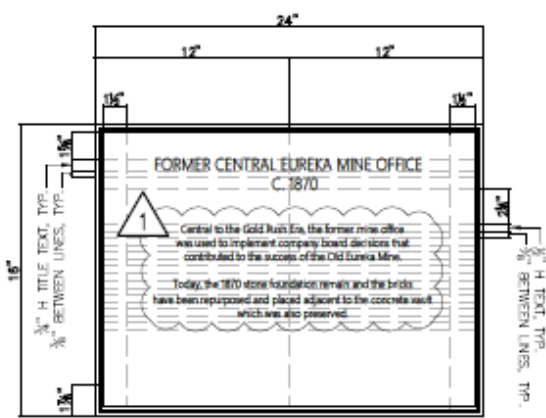
Approve a historical sign at 40 Gold Dust Trail (Kingdon Hall of Jehovah’s Witnesses), which is located within the Historic District.

BACKGROUND:

The applicant, JWCS Design, resubmitted an application for a Design Clearance for the structure located at 40 Gold Dust Trail. The application was approved at the August 11, 2025 DRC meeting. At that meeting, the DRC requested that the applicant come back with a historical sign for their review.

Here is what they are proposing:

PLAQUE DETAIL:



PLAQUE GENERAL NOTES

1. MANUFACTURER: INTERNATIONAL BRONZE PLAQUE COMPANY
2. BOARDER: DOUBLE LINE BORDER
3. FONT: PALOMINO
4. BACKGROUND COLOR: LIGHT OXIDE
5. WORDING:

"FORMER CENTRAL EUREKA MINE OFFICE
 C. 1870

Central to the Gold Rush Era, the former mine office was used to implement company board decisions that contributed to the success of the Old Eureka Mine.

Today, the 1870 stone foundation remains and its bricks have been repurposed and placed adjacent to the concrete vault which was also preserved."

