



City Council Meeting Agenda

Monday, March 03, 2025 at 6:00 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 City Council Meeting will be available via Zoom and in person.

Join Zoom meeting:

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

Please note: Zoom participation is only available for VIEWING the Council meeting.

Public Comment will not be taken from Zoom

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**

At this time, the public is permitted to address the City Council on items not appearing on the agenda. Comments may not exceed 5 minutes. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The City Council may respond to statements made or questions asked or may request Staff to report back at a future meeting on the matter. The exceptions under which the City Council may discuss and/or take action on items not appearing on the agenda are contained in Government Code §54954.2. Public comment on any item listed below shall be limited to five minutes, unless additional time is permitted by the Mayor/Council.

4. City Manager's Report

This section is an opportunity to provide Council members with a brief status update on staff activities. No action is expected to be taken by the Council.

5. Presentations

A. [Proclamation Recognizing Mary Ann Solbrig For Her Contributions to the City of Sutter Creek](#)

B. Amador County Recreation Agency Update

Presentation by Michael Rock, General Manager

6. Approval of Minutes

A. [City Council Minutes of Feb 18, 2025 Special Meeting](#)

[Recommendation: By motion approve minutes as presented.](#)

B. [City Council Minutes of Feb 18, 2025 Regular Meeting](#)

[Recommendation: By motion approve minutes as presented.](#)

7. Consent Agenda

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

A. [FY22 POA Salary Schedule Revision to resolve CalPERS Audit](#)

[Motion to approve FY22 POA payscale in proper formatting](#)

B. [Updated Pool Management Agreement between City of Sutter Creek and ACRA](#)

[Approve City Manager to sign update to previous pool agreement accounting for increased labor costs, addition of swim lessons, addition of snack shack](#)

8. Ordinances and Public Hearing

9. Administrative Agenda

A. [Joint Session of the Planning Commission and the City Council](#)

[Information item for discussion](#)

B. [Sutter Creek Housing Element Annual Progress Report 2024](#)

[Motion to accept and approve the report for submittal to HCD](#)

C. [Prescreening 150 Home Project Proposed in Gold Rush](#)

[Information item to review project proposed within the Gold Rush Specific Plan area for council questions and comments](#)

10. Mayor and Council Member Reports

This section is to provide Council members an opportunity to present updates on their activities and to request items be placed on future agendas.

11. City Attorney's Report

This section provides an opportunity for the City Attorney to report on any activities or upcoming legislation of importance to the City. No action is expected to be taken by the Council.

12. Future Agenda Items

This section provides an opportunity for Council members to request items to be added to the agenda in the future with a majority Council vote.

13. Information and Correspondence

14. Closed Session

15. Report from Closed Session

16. Adjournment

The next regularly scheduled meeting is March 17, 2025

**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
RECOGNIZING MARY ANN SOLBRIG FOR HER DEDICATED SERVICE AND
HONORING HER CONTRIBUTIONS AND ACCOMPLISHMENTS ON BEHALF OF
SUTTER CREEK**

WHEREAS, Mary Ann was hired as a Part Time Account Clerk on July 6, 2021. During the last 4 years, Mary Ann’s job duties have taken many forms to satisfy the needs of City Hall, and she has performed them all in stride and with much success. She retired from Sutter Creek on February 27, 2025; and

WHEREAS, Mary Ann has been an integral piece of City Hall. Upon her hire, there were significant shifts in job duties around City Hall. Many building and planning responsibilities were passed on to City Hall staff, and through that adaptation, Mary Ann pushed through and learned many different tasks around the office to help support her peers; and

WHEREAS, Mary Ann is always eager to learn new tasks around the office. This aptitude for learning is a natural segway for cross training with other City Hall staff, which has been an enormous help in times where staff are absent or overwhelmed with other tasks. She has always been a reliable part of our team, willing to help when needed; and

WHEREAS, Mary Ann’s attention to detail and proficiency at her regular duties makes her a very efficient, accurate Account Clerk. The number of tasks she is able to get through as a part-time worker is nothing short of impressive – she is leaving behind a legacy of great work. She is honest when a mistake is made and is always willing to do what is necessary to rectify the issue. She is a self-sufficient worker who does not need to be reminded of deadlines or jobs that need to be completed. It is a breeze to work with her; and

WHEREAS, Mary Ann is always a friendly face to the public when she helps at the counter, and everyone she encounters has a pleasant experience in City Hall. Her customer service skills on the phone and at the counter are effortless and she is always willing to do whatever she can to assist citizens with their requests and needs; and

WHEREAS, Mary Ann’s tenure at Sutter Creek has garnered her admiration from staff and the citizens of the city, and she has upheld the high quality of service that we tirelessly try to maintain year after year.

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Claire Gunselman, on behalf of the City Council, Citizens, and Employees of the City of Sutter Creek, do hereby issue this Proclamation to Mary Ann Solbrig and her unwavering dedication to the city of Sutter Creek. Mary Ann will be deeply missed by her co-workers, council and the public. However, we are very excited for her to have the time to spend more time enjoying her hobbies and being with her loving family.

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor



Special City Council Meeting Minutes

Tuesday, February 18, 2025 at 3:00 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 City Council Meeting was available via Zoom and in person.

IN ATTENDANCE: Riordan, Gunselman, Feist, Swift

ABSENT: Sierck

STAFF: DuBois, LaFontaine, Peters, O'Connell, Cole

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

Meeting called to order by Mayor Gunselman

2. Pledge of Allegiance to the Flag

Led by Mayor Gunselman

3. Public Forum

None

4. Administrative Agenda

A. City Manager Introduction to Priority Setting Session

City Manager DuBois reviewed the agenda

B. Council Self Evaluation Discussion

Mayor Gunselman led a discussion on Council self evaluation.

CM Gunselman

Getting items a week in advance which helps. Spreads out asking questions

Open to new ideas - thinks we're pretty good, can be tricky sometimes.

Do well listening to each other.

Try not to introduce new complex items

CM Riordan

Trying to avoid adding new items each week

Packet a week ahead of time is a plus

CM Swift

Agrees with comments on behavior, appreciates it

CM Feist

Working with county, most of the property tax goes to them

CM Sierk joined via zoom at 3:17 PM

C. City Challenges and Priorities Discussion

Review existing priorities and discuss changing/editing/adding for 2025

Streets - good progress. Well on way to being complete. ACTC opportunities, grants will be part of it.

Two years before we can apply benefits of sales tax. CIP is good.

LaFontaine - Big roads or more little roads?

Budget - major steps, new tax here as well, ERP

Dan - cost cutting, Jim - PD options, Claire - feels like we made the most progress,

Wastewater plant - Off the list in a couple of years, getting it done in 5-7 years, lots of things that could go wrong, unknowns can kill a project.

Claire - trigger points, fixing things we don't need, other entities. Water board involved.

Dan - Sewer rate increase, all worked together.

Economic development - County tourism, partner with them. Tourism

Susan - wine industry risk, tasting rooms - can we support them more? Younger audience, 20-40 yr olds

Wine on 49. Have some mixed use? Some apartments

Julia - important priority to keep going. work with BPA and County - how do we increase housing to keep people working here, not just commuters. Local employment opportunities working with the county.

Jim - advocating with state reps, ranked low as business friendly. Try to change that. Be responsive and process is streamlined.

Dan - stick with 4. Round out, add some performance metrics.

Susan - wants to add as subtext economic developments - trails, things for people to do.

Julia - Keep them, sensible growth in staged progress. Roads - bike / ped safety. Recreational opportunities for economic development.

Workforce development - sustainable budget, more on cost cutting and innovation

Add bike / ped to street

Trails - recreation.

Add some subtext. Leave as is

PUBLIC -

Craig Baracco - Econ dev is a priority, Housing is needed, population growth, working on small tax base, customer base, employer base.

Wastewater - Wicklow way specific plan, adjacent to Martell service district, part of ARSA, quite large, hundreds homes, more commercial, coming back to county in the second half of this year.

Tourism - design guidelines for development, design review committee, wants the county to have design review standards, not going there yet. Considering it in the next few months. Sutter Creek has a stake in urging the county to adopt design standards to make it more attractive. County agreed to consider as part of a legal settlement with the Conservancy.

D. Operations and Performance Management Discussion

Legal

Like to be more proactive on Code enforcement

Planning

Costs to develop - is it excessive?

Quantify number of handouts, when produced, how distributed

Reduction in processing time.

Finance

Front desk, metrics taking some things off of finance.

Public Works

Maintenance vs New Projects - Parks - does it look good. Breakdown between maintenance and capital. 25% to do overall improvements.

Do people contribute to the overall? Siloed vs incentivized to do things out of there lane.

Can we limit time spent on ARSA

Calendar list - annual checklist. Keep quantifying when things are done. Checklist,

Dan Lafontaine commented that deal with a lot of emergencies, more communication because things are fluid. Team puts out fires

Susan - Do we have a checklist? Haver list of team activities, background list.

Julia - Some monthly metrics? more seasonal list in Dan's head. Useful for evaluations.

Susan - checklist, just note what didn't get done if there is an emergency.

Dan - Some opportunity for reporting using MMS stats

Claire - If people are hit by truck, are things documented? Figuring some things out, documenting things is important.

Jim - work more with fire district on weed abatement.

POLICE

Chief O'Connell requested that Council do a ride along to see activity at night.

Presented daily activities, discussed mutual aid. Directed enforcement as needed.

20 places where they go, checklist? Have a daily log. Not a lot of free time, want them on the streets.

Low collisions - safe drivers, and car stops

Dispatch costs - smaller amount is for car computers. linked to county services.

Complaints - calls to PD office are going unanswered for days. Have 6 volunteers - trying to get them to answer the phones.

Julia - What is difference in total incidents vs officer initiated? Difference is calls for service.

Susan - app to connect the phone to turn into a text. don't want to use their personal phone for work. Have one patrol phone. Route voicemail to the one phone. Also goes to sergeant and Chief via email.

Response times - single officer, depending on situation do not wait for backup

Goals

Like to increase staffing - wants +1 officer and 3 reserves.

Track wellness - walk and weights.

Improve service to community - maintain response time

Julia - like a substitute teacher? Reserves not compensated. If they take a shift, then they are paid.

Dan - Already 4 x better than county, not sure response time needs to be improved. Legally have to be 24 x 7? Jim answered that is ip to Derek. Things don't stop at 6PM.

Claire - Wants to respond more quickly to non-emergency issues. Paying for community police.
Want to call our department for help.

Susan - has to be a way to get calls to people in the field. Call back with blocked numbers

Claire - Traffic, can't have great effect on traffic control. Should we consider alternative staffing
- more staff during day and less at night?

Chief - Other agency won't be cheaper

Dan - IS our budget percentage of police costs of general fund normal for cities our size? Like
answer later.

Julia - look at the trend of PD costs, close to 50% of GF. Up from 45% Concerned about trend.

Want to be more visible during day time.

IF we grow and have a need, then increase staff.

Dan - Many small cities seem to be working with County.

Susan - Data stops in monthly reports - concern about racial profiling. Gets reported to state.

E. Council Advocacy Discussion

Council discussed helping with fundraising efforts, meeting with state officials, county, etc.

5. Adjournment

ADjourned at 5:25 PM

The next regularly scheduled meeting is at 6 PM today.



City Council Meeting Minutes

Tuesday, February 18, 2025 at 6:00 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 City Council Meeting was available via Zoom and in person.

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

PRESENT:

Riordan, Gunselman, Swift, Feist

Treasurer Runquist

ABSENT:

Sierck

STAFF:

DuBois, LaFontaine, Peters, Cole

Meeting called to Order

2. Pledge of Allegiance to the Flag

Pledge led by Mayor Gunselman

3. Public Forum

Lottie Tone - Requested that ACRA provide enrichment programs for school age kids. Day care is not enrichment. Have 3 school age grandkids, 1 that lives in Sutter Creek. The 2 that live elsewhere have a plethora of enrichment choices all summer long - 1-2 week camps, sports, music, art, dancing, science, STEM, etc. Families drive large distances to provide summer activities for their kids. Would like to see ACRA provide these activities.

Craig Lambert - 40 Nickerson St - Walking path that is his driveway, put in driveway and retaining wall, public walking easement. Upper neighborhood uses it extensively, Now eroding and is a danger, undermining the rock wall. Bringing to our attention to fix. Pathways are important. Dirt is a nuisance on his driveway. Requested that the city divert water off pathway.

4. City Manager's Report

Will discuss walking path with ACRA for potential funding, priority on our CIP.

Note agenda changes - ACRA presentation moving to Mar 3 meeting (next meeting)

Future agenda item was mistitled - is an administrative information item tonight.

5. Presentations

- A. Amador County Recreation Agency Update - CONTINUED to next meeting

6. Approval of Minutes

- A. City Council Minutes of Feb 3, 2025

Change Previous rate study from 2022 to 2024 - Riordan comment.

Recommendation: By motion approve minutes as presented with correction.

Motion Riordan, Second Feist

4-0-2 (Swift, Sierk)

7. Consent Agenda

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

- A. Capital Improvement Plan

Revised CIP with minor revisions requested by Council at the Jan 6 meeting, for final approval

The changes made are as follows:

Updated Page 38 for Police Car Fleet to be consistent with other pages as pointed out by CM

Riordan. Added pages 146 & 147 in Appendix for estimates for Amelia St. and Boston/Randolph

intersections. For Parks projects, the Bryson bathroom was made the first priority, and the walking trail the second priority.

Change path information from Highland or Patricia to Nickerson

- B. Transaction and Use Tax Oversight Committee Policy

Approve the policy as documented from the Jan 21, 2025 Council Meeting

PUBLIC - Oversight Committee

Martin Ryan - supports the policy

Motion Riordan, Second Swift

Consent Calendar passed Passed 4 - 0 - with Sierck absent

8. Administrative Agenda Item

This section provides an opportunity for Council members to request items to be added to the agenda in the future with a majority Council vote.

A. Wastewater Update

Information Item for discussion and comment

Staff presented an update on progress in wastewater planning.

Mayor Gunselman mentioned that Council moved in 2017 to proceed with the plant if possible.

Several council members asked clarifying comments and appreciated the update.

9. Mayor and Council Member Reports

CM Feist - ACT marketing business district will return to county supervisors.

CM Riordan - Kathleen met with Dan on the marketing district, ACTC - \$1.5M RTMF funds that were fronted to Bowers Street improvements based on initial Gold Rush are being discussed. Discussion on ACTC expectations on repayment from prior developer,

Mayor Gunselman - annual planning meeting at 3PM was productive.

10. City Attorney's Report

No report

11. Future Agenda Items

None

12. Information and Correspondence

A. January City Engineering Report

B. Public Works Staff Report Jan 2025

C. January 2025 Finance Department Report

D. January 2025 Cash Flow Report

E. January 2025 Revenue Report

F. January 2025 Expense Report

G. Jan Treasury Report

H. Planning Update

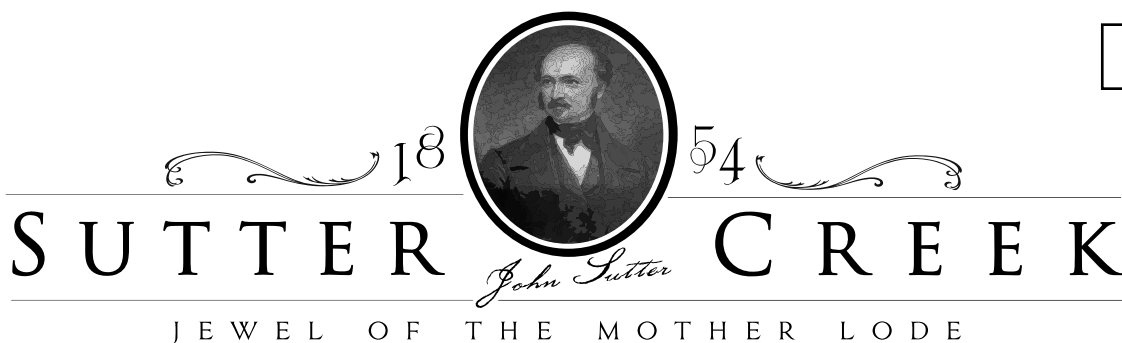
I. PD Report

CM swift requested that the finance reports showing building permits report that income as fees rather than revenue.

13. Adjournment

Meeting adjourned at 6:47PM

The next regularly scheduled meeting is March 3, 2025



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: MARCH 3, 2025
FROM: CITY MANAGER DUBOIS
SUBJECT:

RECOMMENDATION:

Approve the formatting of the FY2022 POA Salary Schedule.

BACKGROUND:

The City received notification of a CalPERS audit from FY2022, prior to current staff joining the city. Because it has been years since there was an updated MOU and salary changes had been done through side letters for several years, CalPERS raised several questions about vacation and payrates. All questions have been answered satisfactorily except demonstrating that the FY22 Pay scale was adopted by Council correctly

Pay scales must show the date the pay scale covers and the revision/adoption date on the pay scale itself. While we had minutes with all this information, CalPERS decided this was insufficient.

To correct the issue, CalPERS agreed the current council can retroactively adopt the FY22 pay scale and the issue will be closed

DISCUSSION:

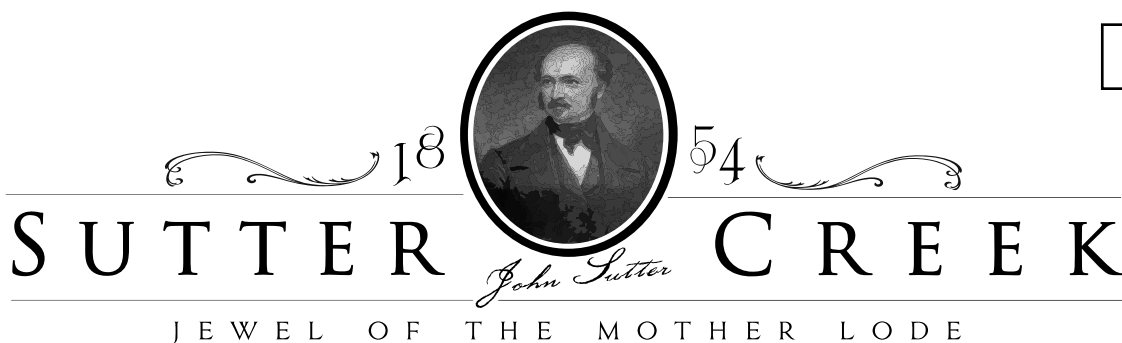
Staff recommends council approve the FY2022 Pay scale as attached.

BUDGET IMPACT:

This will have no impact other than saving staff time from continuing to respond to questions about past practices

ATTACHMENT:

Correctly formatted pay scale is attached.



**Formal Salary Schedule
For Fiscal Year 2021-2022
between CITY OF SUTTER CREEK and
CITY OF SUTTER CREEK POLICE OFFICERS ASSOCIATION**

The following salary schedule is the official pay scale for police officers employed by City of Sutter Creek for July 1, 2021 through June 30, 2022:

	Step 1	Step 2	Step 3	Step 4	Step 5
Police Officer	\$26.15	\$27.45	\$28.82	\$30.27	\$31.78
Police Sergeant	\$31.01	\$32.56	\$34.18	\$35.89	\$37.69

This agenda item formalizes this salary schedule for CalPERS Public Employee Retirement Law purposes. The revision date of this salary schedule is March 3, 2025.

Tom DuBois, City Manager

Claire Gunselman, Mayor

~~ATTACHMENT "A"~~

POOL MANAGEMENT AGREEMENT (Agreement) between the City of Sutter Creek, a California municipal corporation and the Amador County Recreation Agency for the provision of general oversight of the pool, lessons, lifeguards, & scheduling of the pool operations located at the 330 Spanish Street, Sutter Creek.

AGREEMENT TO PROVIDE SERVICES

Agreement made, effective as of ~~May~~June 5 ~~20~~24, by and between the City of Sutter Creek, a public entity organized and existing under the laws of State of California, with its principal office located at 18 Main Street in Sutter Creek, 95685, Amador County, California, referred to in this Agreement as "City," and the Amador County Recreation Agency, of 10877 Conductor Blvd. Suite 100 Sutter Creek, Amador County, California, 95685, referred to in this agreement as "Agency."

RECITALS

A. City wishes to contract with Agency to provide staffing (lifeguards), scheduling, oversight and management (EXHIBIT A) at the swimming pool in Sutter Creek, located at 330 Spanish Street, Sutter Creek, California.

B. Agency is ready, willing, and able to provide such services as may be required by City.

In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, the parties agree as follows:

SECTION ONE.

SERVICES

A. Agency understands and agrees that it shall provide the above-referenced services to City under and pursuant to this Agreement on a weekly or as-needed basis as City, in its sole discretion, shall request from Agency.

B. Agency will hire, schedule, and supervise all lifeguards, pool management, and program personnel. The parties recognize that all such staff shall be employees of Agency and not of City.

C. Lifeguard classifications applicable to services to be provided under and pursuant to this agreement shall be limited to those classifications set forth by Exhibit A, which Exhibit may be revised from time to time by mutual agreement between the parties and which Exhibit is attached to this Agreement and, by this reference, made a part of this Agreement.

D. Agency will provide fingerprinting services, and qualification research and determination on all lifeguard staff.

E. City is and shall remain responsible for the primary maintenance of the pool, which includes pumps and filters, facilities and the application of the proper pool chemicals.

F. Agency employees shall ensure that pool deck area is clear of any pool equipment when pool is open for use.

G. Agency employees will be responsible for the required daily chlorine and PH testing.

H. Agency employees will be responsible for daily cleaning and restocking of the bathrooms.

I. City will be responsible for supplying bathroom supplies including paper towels, toilet paper, soap and cleaning agents.

J. Agency employees will be responsible for vacuuming the pool on a weekly time schedule or more often if it is required.

K. Agency employees will be responsible for filling out the Daily Checklist, included in this agreement as EXHIBIT B.

L. Agency recognizes that City is the leaseholder of the pool and any additional programs using the pool must be approved by the City.

M. Agency recognizes that summer camps held in the pool can impact the enjoyment of the facilities by residents and will do its best to minimize those impacts. Camp counselors will be responsible for managing the behavior of campers; lifeguards are there to serve all pool users.

SECTION TWO.

COMPENSATION

For services provided under and pursuant to this Agreement and the written requests of City, Agency shall be compensated as provided below:

A. Subject to the limitation on total compensation set forth in paragraph (C) below, all staff costs including a 10% administration fee and direct labor costs of lifeguards in providing services under and pursuant to this Agreement.

B. Provided Agency is in compliance with paragraph (C) below, the Agency shall be paid upon invoice for providing the staff, oversight and management of staff, and pool scheduling.

C. The total cost for services under this agreement shall not exceed forty thousand dollars (\$40,000) for the Term of this Agreement. No compensation shall be paid in addition to this amount without the prior written approval of the City Manager, provided the additional compensation requested is within his contracting authority, or the City Council, if the requested increase exceeds the City Manager's contracting authority. At any time during this Agreement, should Agency anticipate that \$40,000 will not allow it to provide all City-requested services through the end of the Term of this Agreement, Agency shall promptly advise the City Manager in writing of that fact and of the anticipated compensation it believes will be necessary to provide services through the end of the Term. At no time shall services be provided under this agreement if the provision of such services would cause the compensation owed to Agency to exceed the amount set forth in this agreement or any additional amount authorized by the City Manager or City Council.

D. Agency will handle the collection and payment processing of all user fees related to the pool, including as an example, pool passes, swim lessons, and private party rentals

E. ACRA will provide lifeguards as part of this agreement for a private July 4 City event. City will collect and retain the fees for this private event. Annual pool passes will not be valid for this event.

SECTION THREE.

PAYMENT

All pool revenue will be paid to City less the cost of services in this Section Two. Payment pursuant to this Agreement shall be due upon invoice, subject to the terms and conditions of Section Two. A “camper swim charge” per camper per week will be included in revenues (Rates in Attachment A). Agency will invoice the City the difference if costs exceed revenues or remit the revenue in excess of costs. Invoices will include detailed breakdown of revenue by and costs by type.

ACRA will operate a snack shack. Net revenues from items provided by ACRA will go to ACRA. Net revenue from any items provided by the City will go to the City.

SECTION FOUR.

AGENCY-PROVIDED STAFF

Agency-provided staff who perform services for City under and pursuant to this Agreement shall be bound by the provisions of this Agreement and Agency shall, at the request of City, furnish to City satisfactory evidence to that effect.

SECTION FIVE.

AGENCY REPRESENTATION

Agency represents and warrants that Agency and its Agency-supplied workers have the right to perform the services required under and pursuant to this Agreement without violation of obligations to others, and that Agency and its Agency-supplied workers have the right to disclose to City all information transmitted to City in the performance of services under and pursuant to this Agreement, and Agency agrees that any information submitted to City, whether patentable or not, may be used fully and freely by City.

SECTION SIX.

DURATION AND TERMINATION

A. This Agreement shall become effective for the summer recreation season of 2025~~4~~ (i.e., June 5~~4~~, 2025~~4~~ through September 2, 2025~~4~~). In addition, this Agreement may be terminated pursuant to the following:

1. Immediately upon death or incapacity of any person employed or supplied by Agency who, in the sole opinion of City, was essential for the successful performance of Agency's obligation under and pursuant to this Agreement; or
 2. By either party, with or without cause at any time, upon thirty days prior written notice.
- B. The obligations of Agency under Sections Five and Six above shall survive any expiration or termination of this Agreement.

SECTION SEVEN.

INDEPENDENT CONTRACTOR

The status of Agency is that of an independent contractor and not of an agent or employee of City and, as such, Agency shall not have the right or power to enter into any contracts, agreements, or any other commitments on behalf of City.

SECTION EIGHT.

INSURANCE AND INDEMNITY

Agency shall maintain in full force and effect, and upon the request of City, shall furnish evidence satisfactory to City that Agency maintains the following insurance coverage:

A. Comprehensive general liability insurance in the minimum amount of \$2,000,000 combined single limit that will cover any and all losses to City property, property of third parties, or personal injuries, including death, caused by the acts or omissions of agency.

B. Agency will carry Workers' Compensation and Employer's Liability Insurance in accordance with applicable law.

C. Indemnity. Each party shall indemnify, defend and hold harmless the other party, to the extent allowed by law and in proportion to fault, against any and all third-party liability for claims, demands, costs or judgment (direct, incidental, or consequential) involving bodily injury, personal injury, death, property damage or other costs and expenses (including reasonable attorneys' fees, costs and expenses) arising or resulting from the acts or omissions of its own officers, agents, employees or approval volunteers carried out pursuant to this Agreement.

SECTION NINE.

ASSIGNMENT

The rights and obligations of Agency under this Agreement are personal to Agency and may not be assigned or transferred to any other person, firm, corporation, agency, or other entity without the prior, express, and written consent of City.

SECTION TEN.

ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

SECTION ELEVEN.

NOTICES

Any notice provided for or concerning this Agreement shall be in writing and be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

SECTION TWELVE.

GOVERNING LAW

It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of California.

SECTION THIRTEEN

MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

SECTION FOURTEEN.

NO WAIVER

The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

In witness of the above, each party to this Agreement has caused it to be executed on the date indicated below.

City of Sutter Creek

Amador County Recreation Agency

By: Tom DuBois, City Manager

By: Michael Rock, ~~Interim~~ General Manager

Date: _____, 20254

Date: _____, 20254

EXHIBIT A

The scope of work includes a notation of wage increases as of April 1, 20254.

1. The hiring and supervision of lifeguard staff by Agency. All lifeguards will hold the following certificates:

- Mandatory completion of Title 22 Lifeguard Training, CPR & First Aid Certificates
- Water Safety Instructor (WSI) is an optional certificate, and is not required to be held to perform lessons.

Hourly Rates:

- Beginning Lesson Teacher: \$16.5000 per hour to \$17.006-50 per hour depending on experience.
 - First year Lifeguard with proper certification. (Lifeguard I): \$16.5000 per hour
 - Experienced Lifeguard with proper certification and two to five years' experience (Lifeguard II): \$17.50 per hour
 - Lead Lifeguard: \$18.5000 per hour
Pool Managers are responsible for direct supervision of deck staff, scheduling and facility opening & closing, deposit of gate revenue.
 - Administrative fee Additional 10% of total labor costs
2. ACRA will provide staffing, scheduling and implementation of lessons and special events at the pool, (provided lifeguards are available and properly trained for such lessons or events) in accordance with the requests of City as provided for in Section One of this Agreement.

3. Hours of Operation – ACRA will operate the pool seven days per week with recreational swim from 12 – 7 PM and lap swim from 11am – noon, and 7-8PM. Swim Lessons will be scheduled before 11 AM. The pool will be closed to the public on July 4, 2024 for a City event. ACRA will notify the City whenever it is unable to operate the pool and the reason for the closure. The City will notify ACRA whenever it needs to close the pool for immediate maintenance or safety reasons.

4. For the 20254 season, Swim passes costs will be:

Family Season Pass	\$189
Family Monthly Pass	\$13003
Individual Season Pass	\$71

Individual Monthly Pass	\$52
Season Lap Swim Pass	\$65
Monthly Lap Swim Pass	\$45
Water Aerobics per class	\$11
Daily Children and Seniors	\$5
Daily Adult	\$6
Daily Lap Swim	\$5
Daily Night Swim	\$5

~~Swim Class~~ ~~X~~

~~Private Party rate~~ ~~X~~

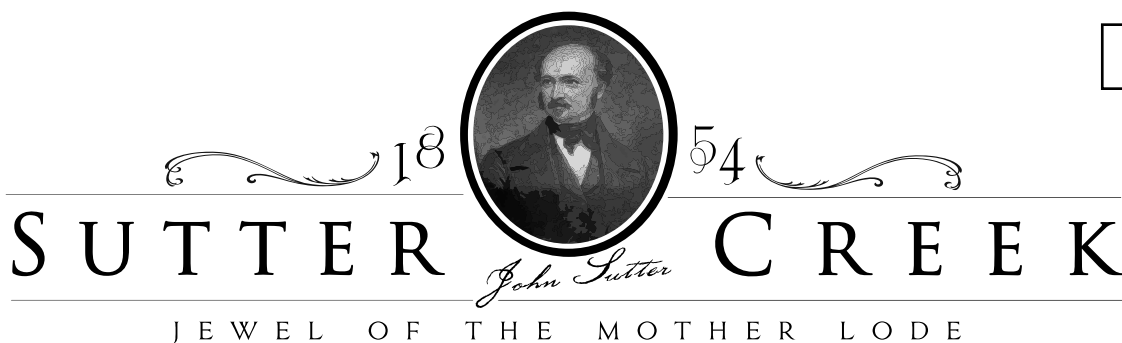
Camper Swim Charge \$5 per week per camper

Group Swim Lessons (1 week) \$40 (\$46 for Ione Residents)

Group Swim Lessons (2 Weeks) \$70 (\$80.50 for Ione Residents)

Private Swim Lessons (1 Week) \$85 (\$97.75 for Ione residents)

Parent and Tot Class (2 Weeks) \$50 (\$57.50 for Ione Residents)



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: MARCH 3, 2025
FROM: CITY MANAGER DUBOIS
SUBJECT: JOINT SESSION PLANNING COMMISSION AND CITY COUNCIL

RECOMMENDATION:

This is an information item – no action required.

BACKGROUND:

This session is an annual opportunity for the City Council and Planning Commission to discuss priorities, ask questions and share information.

During the January 13 Planning Commission meeting, planning commissioners shared comments and concerns about items coming to them including short term rentals, sign applications and housing developments. The attached information report to the Planning Commission summarizes their discussion.

On Feb 18, the City Council held its annual priority setting discussion. The Council reviewed progress against the 2024 priorities and agreed to keep those same priorities for 2025:

CITY PRIORITIES FOR 2025

1. Developing a comprehensive plan to maintain and improve **roadways** and executing against it
2. Running the city with a **sustainable budget** which considers revenue generation and cost cutting through efficiencies and innovation.
3. Addressing Sutter Creeks **wastewater treatment needs** including collection, treatment and disposal.
4. Nurturing **economic development** including tourism and local employment.

Council discussed challenges to fund infrastructure improvements including roads and wastewater infrastructure. Changes have been made to the budgeting process and a new financial software system is being integrated. Economic development remains a top priority. Council discussed that economic improvements requires some sensible growth of the city. Council went on to discuss objectives and performance metrics for the City and the various departments.

DISCUSSION:

Commissions and Council members should use this opportunity to have a meaningful discussion. The discussion should focus on general policy in relation to land use. Specific projects should not be discussed at this time.

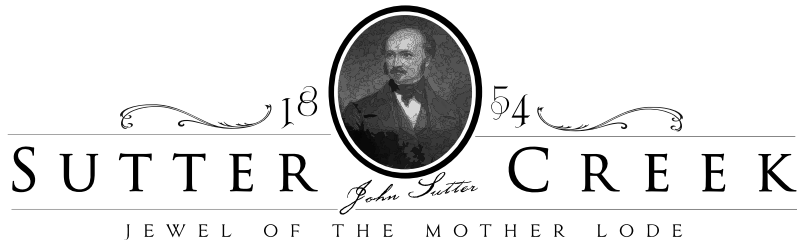
The Planning Commission in the last year has primarily reviewed specific projects in a quasi-judicial role. They can do more and take on an advisory role to Council on policy matters. Potential policy areas include:

- Implementation of programs in the housing element
- Feedback on ordinance update proposals including zoning map changes
- Policies on requested annexation into the City
- Other issues that may arise.

Council members should also share their policy priorities so that the Planning Commission can help the council by providing useful options and comments. Ultimately the Council is the primary decision-making body, it's best served by advice and options that supports the Council's efforts.

ATTACHMENT:

Report "PLANNING COMMISSION INPUT FOR JOIN COUNCIL SESSION"



TO: PLANNING COMMISSION

MEETING DATE: FEBUARY 10, 2025

FROM: ERIN VENTURA, PLANNING CONSULTANT

SUBJECT: PLANNING COMMISSION INPUT FOR JOIN COUNCIL SESSION

INFORMATION ITEM:

At the January 13, 2025 regular meeting of the Planning Commission, a discussion was held to prepare for the upcoming joint City Council – Planning Commission session on March 3. At that session City Council will share the annual 2025 City priorities and the two boards will be able to update each other, ask questions, and discuss issues in a public meeting. On January 13th, commissioners were asked to discuss concerns and issues they'd like to raise with Council. There was a discussion and each commissioner made comments. Those comments are summarized below and will be part of the March 3 Council packet. Please review and provide feedback if your comments are incomplete or in error via email to Erin Ventura.

Commissioner Kirkley:

- Would like to see a Zoning Map clean up, especially some of the C-2 zoned properties that cannot accommodate commercial uses
- Favors infill development but thinks impact fees are too high and are a constraint for small development ie: someone buying a vacant lot and building a house
- Is not in favor of annexation.

Commissioner Macon:

- Would like to revise the sign ordinance for them to be a staff level approval
- Short Term Rentals should continue to come to the PC
- Sees a need for smaller houses and encouraging more of a mix of housing types.
- Interested in community resources such as community living, smaller homes, and community gardens.

Commissioner Baggett:

- Appreciates the information and thoroughness of the staff reports.
- Agrees on zoning clean up
- Agrees that STR should come to PC
- Wants to be careful on prescreening as not to influence the planning commission prior to a complete application.
- Mentioned home occupation businesses
- Developer accountability

Commission Mulvey:

- Feels that development fees are too high
- Would like to see more environmental reports included in the packet

Commission Ryan

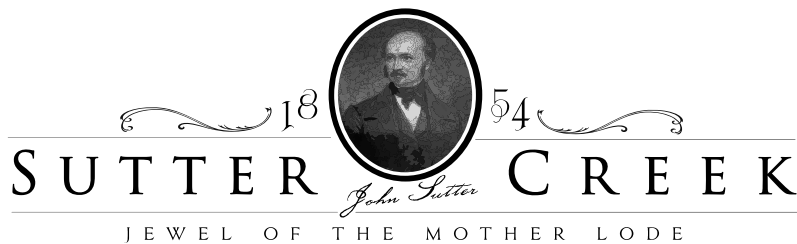
Section 9, Item A.

- Would like to have project reports when public notices are sent out.
- Would like to see commissioners receive all public notices so they are aware it was sent out.
- Felt the City should determine if STR rentals are active and consider revoking permits if not.

Public Comment

Susan Peters

- Jackson uses priority allocation process for large projects, submit projects over 10 lots first part of year, projects are scored by planning commission, and only top ones are processed.
- Housing Element calls for new and updated policies that the Planning Commission can review and provide feedback on prior to going to Council.



MEETING DATE: MARCH 3, 2025

TO: CITY COUNCIL/PLANNING COMMISSION

FROM: ERIN VENTURA, PLANNING CONSULTANT

SUBJECT: SUTTER CREEK HOUSING ELEMENT ANNUAL PROGRESS REPORT- 2024

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. This report provides information to the State, and the public, on the implementation of the Housing Element and progress toward our Regional Housing Needs Allocation (RHNA) 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.

DISCUSSION:

Staff prepared the Sutter Creek Housing Element APR for the year 2024. The 6th Cycle Housing Element was adopted at the end of 2023 and certified by the State in January 2025. Over the past year, progress has been made on several programs outlined in the Housing Element (see Table D). Below is a summary of key programs that staff worked on in 2024:

- **Program 1: Countywide Housing Working Group (CWHWG)**
 - The CWHWG held three meetings in 2024, covering the following topics:
 - Accessory Dwelling Units (ADUs)
 - Water Efficiency Landscape Ordinance
 - Growth Projections for AWA's Master Plan
- **Program 7: Historically Significant Structures**
 - The Design Review Committee (DRC) continues to review modifications to buildings within the Historic District.
- **Program 19: Water and Wastewater Infrastructure Capacity**
 - Collaboration with the Amador Water Agency (AWA) on growth projects to inform their Master Plan.

As staff availability and budget allow, additional programs will be implemented throughout the Housing Cycle. The main focus for 2025 will be to provide more resources and information to residents regarding ADUs and Junior ADUs (JADUs). Staff has also scheduled a meeting with Amador County Health to discuss assistance with the Smoke-Free Multi-Unit Housing Ordinance (Program 15B).

In 2024, the City permitted or entitled one unit (an ADU) and completed the same ADU (see Table A2). An application for 10 single-family residences (Broadmeadows Estates Subdivision) was denied. Additionally, the City granted an extension for the DANCO supportive housing project, which includes 45 very-low-income deed-restricted units. The City is on track to meet its RHNA goals for below-market-rate housing, provided the DANCO project receives funding and is completed.

The City is currently reviewing two subdivision applications, totaling 188 single-family homes. If approved, these projects will exceed the allocation for above-moderate-income housing for the 6th Cycle.

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	
Jurisdiction Name	Sutter Creek
Reporting Calendar Year	2024
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.

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Jurisdiction	Sutter Creek	
Reporting Year	2024	(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	1
Above Moderate		0
Total Units		1

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	0	1	1
Mobile/Manufactured Home	0	0	0
Total	0	1	1

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	1	1
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	2
Number of Proposed Units in All Applications Received:	11
Total Housing Units Approved:	1
Total Housing Units Disapproved:	10

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 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 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	1	1
Discretionary	1	10

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	56
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Sutter Creek	
Reporting Year	2024	(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

[illegible]

Jurisdiction	Sutter Creek	
Reporting Year	2024	(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														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 12/31/2018-09/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	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	-	-	-	-	-	-	-	-	-	-	-	12
	Non-Deed Restricted		-	-	-	-	1	-	-	-	-	-	1	
Above Moderate		34	7	1	1	4	-	-	-	-	-	-	13	21
Total RHNA		74												
Total Units			7	1	1	4	1	-	-	-	-	-	14	60
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely low-Income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		8		-	-	-	-	-	-	-	-	-	-	8

*Extremely low-income housing 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

Jurisdiction	Sutter Creek	
Reporting Year	2024	(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																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		Sutter Creek	
Reporting Year		2024	(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. • Each jurisdiction shall annually evaluate 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 within six months, including a schedule to implement the alternative actions on a semi-annual basis (e.g., actions that each jurisdiction will implement at least two times each year) for the remainder of the planning period, to facilitate the implementation of relevant programs.	2/1/2024	The working group meet three times in 2024 5/13/24 8/12/24 12/19/24 On March 10, 2025 the working group will evaluate the effectiveness of the CHWG
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	The APR is reviewed annually during a public meeting of both the Planning Commission and the City Council.

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. ● 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 was 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 ● 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 May 2025 and submit the amended ADU and JADU provisions to HCD for review. •If HCD identifies any inconsistencies between State law and the updated ADU provisions, each jurisdiction shall amend its code to accommodate ADUs and JADUs consistent with the requirements of State law within 6 months of HCD review. • Housing Working Group to coordinate development of a Countywide web page by December 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. • Each jurisdiction shall provide technical and resource guides online, including lot split provisions per SB 9 by December 2023. • Each jurisdiction shall conduct outreach and education on ADU and SB 9 options and requirements to homeowners and Homeowners' Associations on an	Various	The Working Group has reviewed materials provided by Amador County for ADUs. Materials will be coordinated between jurisdictions and made available. Staff is currently working on informational materials to be presented to the Planning Commission for review and input.
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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). • 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. • By December 2025, assess each jurisdiction’s progress in ADU construction; evaluate incentives to further promote ADUs if construction goals are not met. • Sutter Creek: 5 ADUs/JADUs	Various	Planning staff will continue to pursue State funds. If funding is available staff will provide assistance to qualified homeowners.
Program 5: Affordable Housing Land Acquisition	Amador Countywide: • 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. Each Jurisdiction: • 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 2025.

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 Lone, Plymouth, and Sutter Creek, and 10 beds provided apiece in Jackson and the unincorporated County. - 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.	12/1/2027	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.

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. - 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. - 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. - 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. • Individual jurisdictions to continue to respond to code complaints as complaints are received. • Each jurisdiction’s Planning Department shall work with property owners, residents, and Homeowner Associations to ensure safe and decent housing. 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: 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 availability provides, the City will pursue funding.

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. • 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. • 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. • 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. • 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. • 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	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. • 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: 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. • 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: - o Technical Assistance: Provide technical assistance where feasible to public and non-profit agencies interested in purchasing and/or managing units at risk. - o Preservation Programs: Provide information to owners of at-risk properties regarding rehabilitation assistance and/or mortgage financing in exchange for extending affordability restrictions. - 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 • Retain all assisted multifamily housing (lone – 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: - o Identification of affected households by income, household size, and special housing needs - o Notification to households at least 6 months prior to a required move-out date. - o Assistance to all lower income and special needs households in identifying affordable housing opportunities.	12/1/2025	Not yet implemented
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Program 11: Preserve Multifamily and Mobile Home Opportunities	- o Moving costs to all affected households. - 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). - 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.	12/1/2025	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. • 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. • 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.	12/1/2023	Not yet implemented. Program 12 will be one the work plan for 2025
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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. 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.	12/1/2024	Not yet implemented.
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). • Update outreach program materials at least annually to reflect correct contacts and program information.	12/1/2024	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: - 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. - 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.	12/1/2023	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, including provisions for issuing a written decision within 30 days of the date of the application. o Criteria to be used in considering requests for reasonable accommodation. o Appeal procedure for denial of a request for reasonable accommodation. The procedure should establish that there is no fee for processing requests for reasonable accommodation or for appealing an adverse decision related to a request for reasonable accommodation. • All Jurisdictions: Create a public information brochure on reasonable accommodation for disabled persons and provide that information on each jurisdiction’s website.	12/1/2023	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: - o Consideration of a smoke-free ordinance, encouraging compliance through education, signage requirements, and property manager actions rather than police, fines, or evictions. - o Targeted education to landlords and tenants on the benefits of a smoke-free housing policy. - 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.	12/1/2024	Not yet implemented On March 10, 2025 the working group is meeting with Amador County Public Health to see how they can assist in helping the jurisdictions draft a Smoke Free MUH Ordinance.
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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. • 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. ● 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. ● 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. ● 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): 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.	7/1/2024	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). 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.	7/1/2024	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). o Persons with Disabilities - Group homes 7 or more persons (Amador County, Amador City, lone, 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. 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. o Farmworker Housing (Plymouth): Ensure that agricultural employee housing is allowed consistent with the requirements of Health and Safety code Section 17021.8.	7/1/2024	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. o Emergency Shelters: (Jackson): Revise to allow 25 beds within each emergency shelter.	7/1/2024	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. o Emergency Shelters (lone): 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.	7/1/2024	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.	7/1/2024	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	7/1/2024	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”.	7/1/2024	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). 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. 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.	7/1/2024	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. 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.	7/1/2024	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: - 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.	7/1/2024	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. • Review local code requirements annually to ensure that amendments are made where necessary to reduce impacts to life and property. • 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.

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. • 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. • 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..	12/1/2025	12/19/24 The working group met with AWA to assit with projections for AWA's Master Plan Update.
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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. • 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 2026. • 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 resources to support improvement and expansion of water and wastewater systems to accommodate the RHNA by December 2025. • The City of Lone shall develop a program to complete wastewater system improvements to expand its treatment capacity by 2024/2025 in order to accommodate its RHNA. • 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 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. • 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. • 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. • 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.	Ongoing	Not yet implemented
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Program 20: Partnerships with Affordable Housing Developers	● Annually meet with County representatives, developers, and major farmworker employers to discuss farmworker housing needs and to identify opportunities and potential applications for funding, with an objective of submitting at least two funding applications during the planning period for farmworker housing projects, including one new construction project and one rehabilitation project (rehabilitation may be existing housing primarily serving farmworkers or developing a rehabilitation loan/grant program targeted toward farmworker housing).	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.
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. • 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.	6/1/2023	Not yet implemented but planned for 2025.
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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. • In coordination with ATCAA, encourage low income homeowners or renters to apply for free energy audits and home weatherization through ATCAA by June 2023. - o Provide handouts at the public counter and website of each jurisdiction. - o Promote these programs through the senior centers for seniors seeking assistance with home maintenance.	6/1/2023	Not yet implemented but planned for 2025 if there is staff availability.
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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. • Provide information on the availability of the Housing Choice Voucher Program at each jurisdiction’s public counter and website by June 2023.	6/1/2023	Information is currently available on the City's Website.
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Program 24: Governmental Transparency	All jurisdictions to provide fiscal documents to ensure transparency pursuant to Government Code Section 65940 no later than December 2024: • 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.	12/1/2024	Not yet Implemented Documents will be added to the City's Website
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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. Housing Plan 35 • 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. • 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	Title 24 is required during the building permit review process.
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Program 25: Energy Conservation Initiatives	• Each jurisdiction to provide outreach and education to developers, architects, and residents on an ongoing basis at least annually to provide information on how to incorporate sustainability in project design, as well as in existing structures. • 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). • 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).. • 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.

[illegible]

Table A2

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

[illegible]

Table A2

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

[illegible]

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

[illegible]

Gold Rush Ranch Project Prescreening Meeting

City Council/Planning Commission

March 3, 2025

General Overview

What is a Project Prescreening Meeting?

A Project Prescreening Meeting is an information session to introduce a complex project to the City Council and/or Planning Commission, and the public.

Key details like location, design, and potential impacts and benefits to the community are often provided.

The meeting provides an opportunity to receive initial feedback before or during the initial phases of the application process. It is also an opportunity for staff to outline the entitlement process.

These meetings are also very helpful when the type of entitlement is not something that the decision makers see often.

A Project Prescreening Meeting is NOT formal action by the City Council or Planning Commission. And any comments made during the course of the meeting are not binding on the City or the applicant.

What is a Specific Plan

A Specific Plan is a planning document that implements the goals and policies of the General Plan. These plans contain detailed zoning, development standards and implementation measures which apply to a specific area in a city. Future projects located within a specified geographic area must adhere to the specific plan instead of the general plan.

A Specific Plan is a form of land use overlay. An easy way to understand overlays is to think of them as additional planning tools intended to address geographical region-specific issues that cannot be implemented through the general policies and land use designations found in the City's General Plan.

A Specific Plan contains development standards that differ from the City's general zoning ordinances.

A Specific Plan is an adopted element of the City's General Plan. Specific plans may redevelop/develop over time in phases or sometimes a building at a time.

CEQA- EIR

As part of the entitlement process, an environmental review must be conducted (CEQA).

When the Gold Rush Ranch Specific Plan was adopted, an Environmental Impact Report (EIR) was also certified for the entire project.

The following topics were studied in the EIR

- Population and Housing
- Public Services and Utilities
- Transportation and Circulation
- Air Quality
- Noise
- Soils and Geology
- Hydrology and Water Quality
- Public Safety and Hazards
- Biological Recourses
- Cultural and Paleontological Resources
- Visual Resources
- Land Use

CEQA- EIR

Once the EIR has been certified and the Specific Plan adopted, any development project, including subdivision or zone change, that is undertaken to implement and is consistent with the SP is exempt from additional CEQA review. An EIR doesn't expire.

However, an EIR includes many studies. As time passes, there may be a requirement to update certain studies. For example; an applicant may be required to update the biological assessment for a site or the base traffic conditions to see if there have been significant changes over time.

Development Agreement

A Development Agreement (DA) is a contract between a particular developer and a local entity that locks in regulations and policies for the project/area.

A Development Agreement details the developer's responsibilities and also gives the developer certainty for the development of their property.

A DA often lays out a schedule of dates and obligations.

A development agreement is not required.

Specific Plan Project Planning Commission / Council Role

A project submitted for approval under a Specific Plan must be evaluated based on the Specific Plan, not the City's General Plan

The Cities review bodies (planning commission and City Council) will act in quasi-judicial roles to review the project's compliance with the specific plan, any requested variances or other changes.

Each body must make specific findings in judging the project against the specific plan zoning and development standards.

Changes to zoning would require amending the specific plan overall.

Proposed Project

150 Homes in the Gold Rush Specific Plan Area

Background Information

- The Gold Rush Ranch Specific Plan (GRR-SP) was originally approved by the City in 2010.
 - A development application was initiated in the early 2000s
 - The EIR for the project was completed in 2009
 - The Developers and the City entered into a Development Agreement which expired in 2019
- Ownership of the property changed hands
- 2022 the applicant began discussing options to develop housing and/or a golf course.
- 2023 the applicant initially submitted an application for a new Specific Plan, then withdrew it
- August 2024 the applicant submitted an application for Phase 1A, 150 homes following the current specific plan.

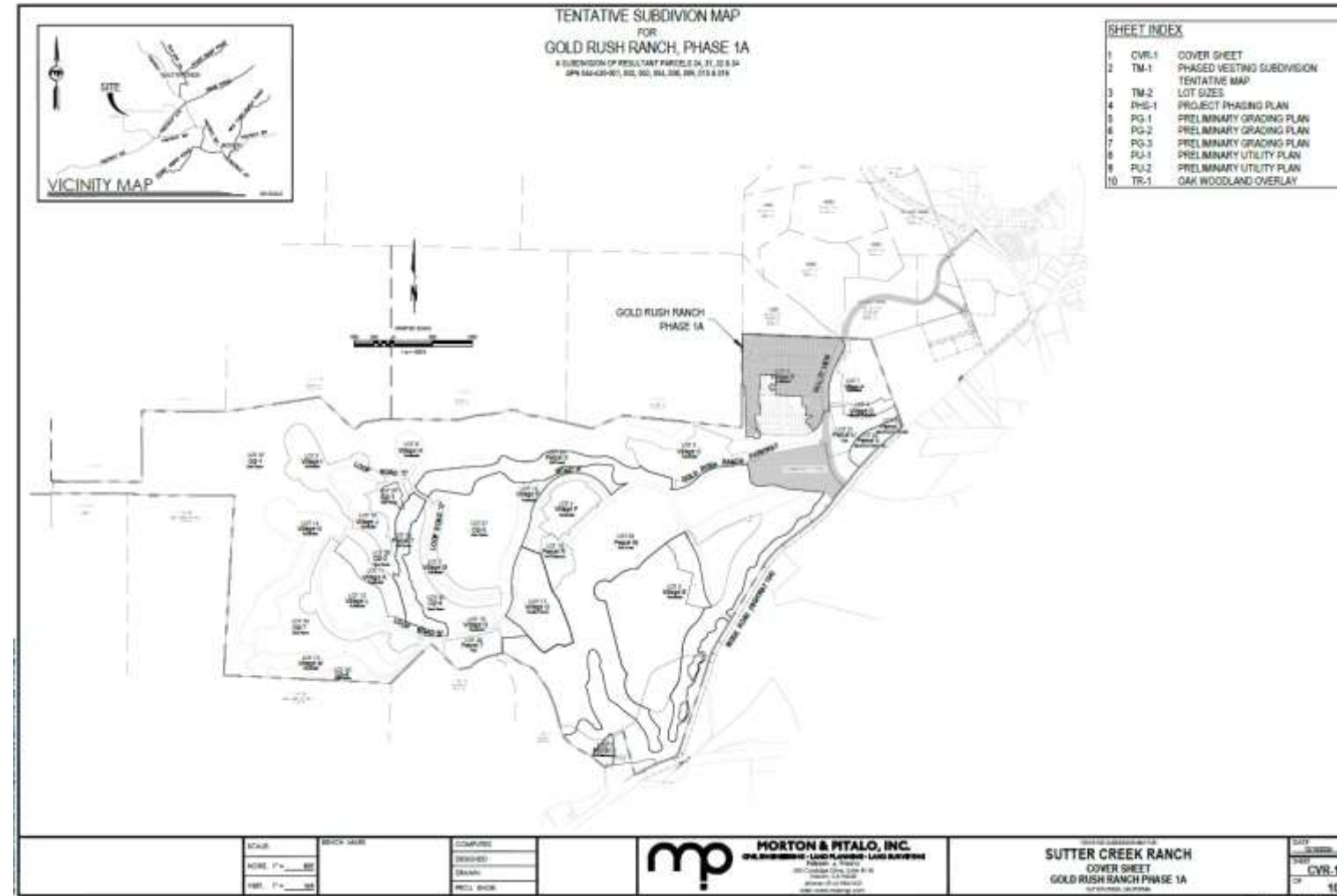


Project Overview:

Phase 1A – Portion of Village B

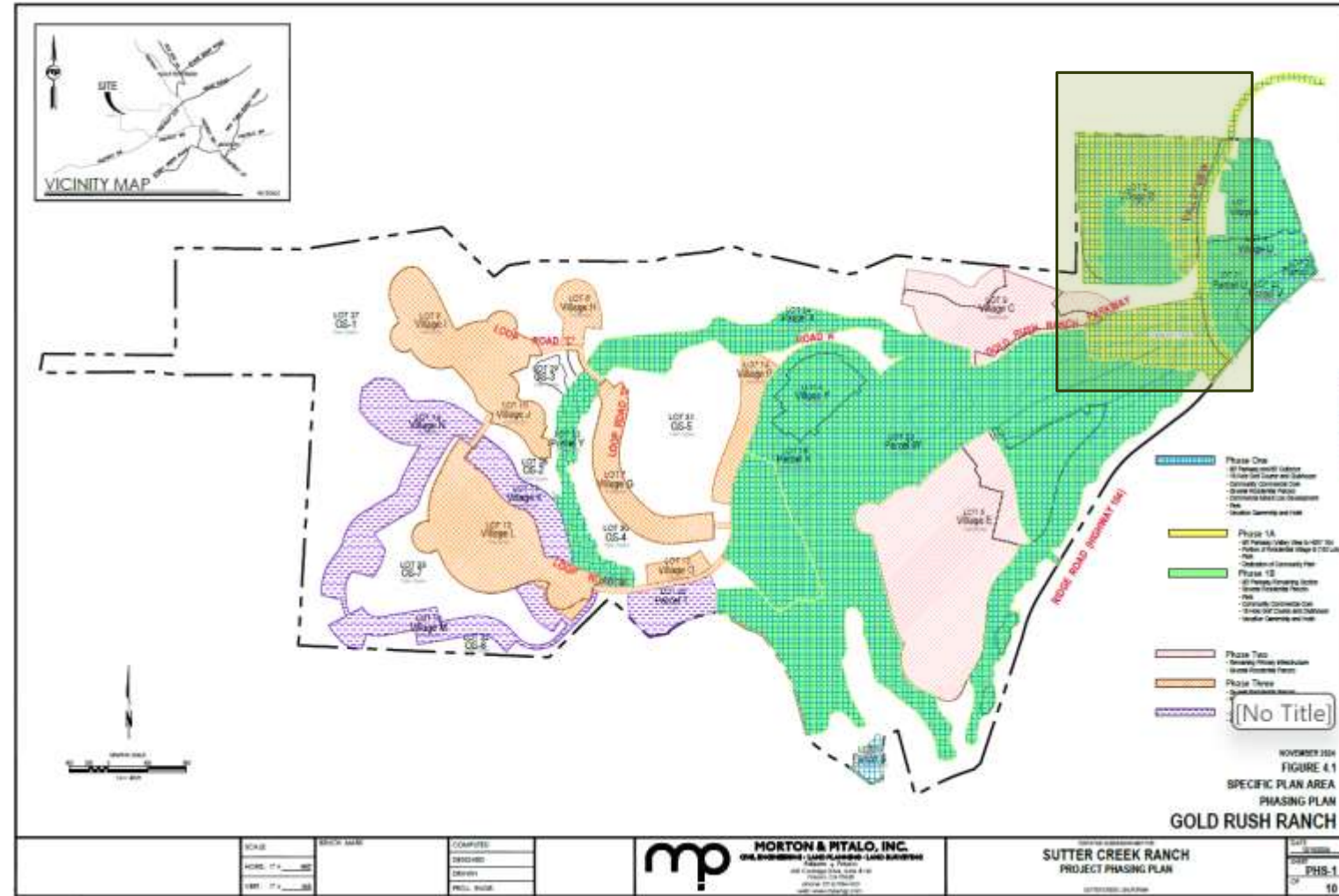
- Tentative Subdivision Map
- 150 Single Family Residential Lots
 - 5,000 sf- 17,189 sf
 - Average lot size 6,911 sf
- Neighborhood Park- .59 acres
- Community Park (dedication) 17 acres
- Extension of Valley View Way to Highway 104
- Water, wastewater, and sewer improvements
- 13.31 acres of tree canopy proposed for removal
 - Street Tree replacement program is included
 - At least 1 street tree per SFR
 - Retention of at least 2 acres for each 1 acre removed
- Current wastewater plant capacity is limiting project to 150 homes at this time.

Village B
in respect
to the whole
project area



Project Phasing

Original Phase 1	Proposed Phase 1A, 1B
80' Parkway & 60' collector roadway	80' Parkway – 1A 60' Collector-1B
Golf/Clubhouse	Phase 1B
8.4 mi of trails	Phase 1B
Commercial Uses	Phase 1B
Community Park	Phase 1A
Vacation homes and Hotel	Phase 1B
CFD	Phase 1A
Tertiary WWTP with +40% capacity	Recycled water pipeline – 1A Contribute to WWTP Phase 1B



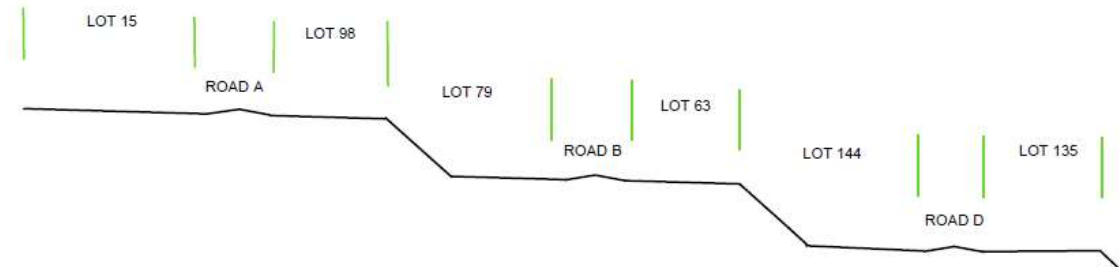
Key Considerations Benefits

- Housing
 - Significantly exceeds City's fair share of regional housing needs (RHNA)
 - Homes on smaller lots, may be more affordable
- Parks/Open Space
 - 0.59-acre neighborhood park
 - 17-acre community park
 - Funds for park improvements
- Infrastructure improvements
 - Recycled water customer - short and long term
 - CFD to cover operational costs and maintenance

Key Considerations Drawbacks

- Average Lot Size Requirement
 - Phase 1A Lot Size is 6900.
 - Total Village B will be 7000 sf after Phase 1B as required in specific plan
- Grading challenge
 - The SP identifies this area as a restricted grading area (Attachment H)
 - Individual residential lot grading shall be restricted to the driveway and individual home site.
 - Tree removal is limited to individual home building footprint.
 - Excessive manufactured slopes

Key Considerations Drawbacks: Grading



Key Considerations Open Issues

- ACTC RTMF Funds for Bowers Extension completed in 2013 totaled \$1,482, 127
 - Discussion started with ACTC Board on basis for repayment
 - Appears construction occurred after original Gold Rush development failed
 - Developer needs to update base traffic conditions
- Wastewater improvements – discussing pipeline and pump from wastewater to send recycled water to the property
 - Useful if no further development occurs
 - Useful if golf course is developed
- City needs additional funding for new WWTP
 - 150 homes could generate cash flow to enable rest of the project

Questions and Comments

Next Steps

- The applicants will consider the comments they heard this evening
- Staff, outside agencies and the applicants will continue to work together to ensure the Specific Plan is being followed.
- Additional information/studies may be required.

Next Steps- Cont.

- Once the application is deemed complete:
 - Planning Commission will review the Tentative Subdivision Map
 - Needs to make findings of compliance with the Specific Plan and hold a Public Hearing
 - The Planning Commission has the authority to approve Tentative Subdivision Maps
 - Once all map conditions have been met, the applicant will apply for a Final Map, which is approved by the City Council