



## City Council

Agenda Item # \_\_\_\_

November 17, 2014

To: Sutter Creek City Council  
From: Anders Hauge, Planning Consultant  
Subject: Sutter Creek Design Standards

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The package of documents attached to this staff report include:

- Draft Sutter Creek Design Standards dated November 3, 2014
  - The Sutter Creek Design Standards attached to this staff report reflect the Planning Commission Recommendations as accepted changes and the changes made by the City Council through November 3, 2014 are shown in legislative mode.
- Amendments to Chapter 2.40 (staff recommendations highlighted),
- Rescind Chapter 15.37,
- Rescind Chapter 18.29, and
- Draft Chapter 18.45 (staff recommendations in legislative mode).

### RECOMMENDATION:

1. City Council review the Design Standards page-by-page and direct staff on modifications.
2. City Council direct staff to prepare the appropriate documents for adoption.

### PURPOSE:

The purpose of the Sutter Creek Design Standards is to provide certainty and consistency for applicants wishing to make changes to their structure or lot. The Design Standards provide applicants with a streamlined process by enabling staff to review projects with defined standards.

### BACKGROUND:

The City Council received a recommendation from the Planning Commission to adopt the Design Standards. The City Council reviewed the issues identified by staff and directed staff on each issue at their meetings held on September 2, 2014, September 15, 2014, October 6, 2014, and November 3, 2014. The direction by the City Council included:

- Incorporate text in the Design Standards recognizing City approved project design standards including Gold Rush Ranch and Golf Resort and the Allen Ranch properties.
- Requested the Planning Commission continue their deliberation of the Districts Diagram and make their recommendation to the City Council. The Districts should have contiguous boundaries with land use and zoning designations. The Planning Commission recommendation was reviewed by the City Council at their meeting of November 4, 2014.
- Recognized that with the adoption of the Sutter Creek Design Standards the Technical Advisory Committee is no longer required and will be disbanded. Project review process will include, as appropriate; staff, Architectural Review Committee, the Planning Commission, and the City Council.
- Incorporate text that requires design clearance of changes to the exteriors of buildings, including painting, within the Downtown Historic District when the parcel is adjacent to Main Street (Downtown Main Street).
- Confirmed that the Design Standards are Standards, recognizing that text may be modified as subjective standards (guidelines), are further defined as objective standards.
- The chapter titles recommended by the Planning Commission be maintained.
- Modify the document title to “Sutter Creek Design Standards” recognizing the document includes standards addressing subjects other than architecture.
- Determined that the Design Standards are to be adopted and implemented with no testing period.
- Recommended adoption of a City Glossary. The Design Standards will include key terms from the City Glossary for easy reference.



- Requested staff to determine if the Allen Ranch subdivision is within the City limits. The staff has determined that the property is within the City limits. The site history includes the property being de-annexed and then being annexed into the City prior to the approval of the subdivision, which includes design standards, incorporated in the project CC&R's.
- Will provide staff and City Attorney direction after completing review of the Sutter Creek Design Standards. The City Attorney advised the City Council that the Design Standards may be included in Volume II of the General Plan and the implementing ordinance be incorporated in the Sutter Creek Code of Ordinances.

## DISCUSSION:

### Project Review Requirements:

- Current: The City reviews projects/signs in compliance with the following sections of the Code of Ordinances;
  - Historic Structures (Section 2.40)
  - Sign Permits (Section 15.16)
  - Special Building and Land Use Standards for Mesa De Oro and Surrounding Areas (Section 15.37)
  - Site Plan Review (Sections 15.38 and 18.50) *Note that these sections are essentially the same*
  - Subdivision Review (Title 17)
  - Variances (Section 18.52)
  - Zone Changes (Section 18.54)
  - Conditional Use Permits/Home Occupation Permits (Section 18.60)
  - Land Use Changes (General Plan Amendment)
- Proposed: The City reviews projects/signs in compliance with the following sections of the Code of Ordinances, changes shown in legislative mode:
  - Historic Structures (Section 2.40) (consistency modifications to clean text and remove duplications included in other code sections)
  - Sign Permits (Section 15.16)
  - Special Building and Land Use Standards for Mesa De Oro and Surrounding Areas (Section 15.37)
  - ~~Site Plan Review (Sections 15.38)~~ (removes duplicated Code included in Section 18.50)
  - Site Plan Review (Section 18.50)
  - Subdivision Review (Title 17)
  - Variances (Section 18.52)
  - Design Standards (Section 18.45) (added to consolidate design review procedures in one code section)
  - Sutter Creek Design Standards (Volume II of the General Plan – Standards and Area Plans)
  - Zone Changes (Section 18.54)
  - Conditional Use Permits/Home Occupation Permits (Section 18.60)
  - Land Use Changes (General Plan Amendment)
  - Grading Standards (to be added when directed by the City Council)

### Design Reviewers:

- Current: Design review is conducted by the Planning Staff, Technical Advisory Committee, Planning Commission, and City Council. Depending on the type of application, the review may be approved by the staff, Planning Commission, or City Council. Appeals may be made to the Planning Commission and City Council.
- Proposed: Design review is conducted by the Planning Staff, ~~Technical Advisory Committee~~ Architectural Review Committee, Planning Commission, and City Council. Depending on the type of application, the review may be approved by the staff, Architectural Review Committee, Planning Commission, or City Council. Appeals may be made to the Architectural Review Committee, Planning Commission and City Council.



#### Design Review Applicability:

- Current: The Design Standards (Section 15.38 Mandatory Standards) apply as follows:
  - Design review within R-3, R-4, commercial and industrial zones
    - New buildings
    - Reconstruction of buildings
    - Rehabilitation of buildings
    - Demolition of buildings
- Proposed: The Design Standards apply to every project in the City that requires either a **building permit** and/or a **planning entitlement**, or both, including (new requirements underlined):
  - Design review within all zones
    - New construction;
    - Alteration to the exterior of an existing structure;
    - Repair of exterior features on an existing structure, except when outside the Historic and Gateway Districts and the existing appearance is not changed;
    - Painting of structures within the Downtown Historic District on parcels adjacent to Main Street designated Downtown Main Street.
    - Addition to the exterior of an existing structure;
    - Moving an existing structure;
    - Demolition of an existing structure;
    - New subdivisions.
  - General Plan Amendments: Land Use Map LU3 must be modified to reflect the Districts Diagram designations.
  - Zoning Map Amendments: The HR Combining Zone designation on the Zoning Map must be removed. The underlying zones will remain.

#### **ACTIONS:**

Review the Sutter Creek Design Standards and direct staff to prepare the appropriate documents for adoption.