

**CITY COUNCIL A G E N D A**

**MONDAY, MARCH 20, 2023**

**7:00 P.M. Regular Session**

**33 Church Street, Sutter Creek CA 95685**

**The Agenda can be found on the City's Website: [www.cityofsuttercreek.org](http://www.cityofsuttercreek.org)**

THE CITY OF SUTTER CREEK CITY COUNCIL MEETING WILL BE AVAILABLE VIA ZOOM AND  
IN PERSON.

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

*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

Meeting ID: 956 852 0224

Public comment will be accepted by email at [info@cityofsuttercreek.org](mailto:info@cityofsuttercreek.org). All emails must be received prior  
to the start of the meeting.

**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. CLOSED SESSION-None**

**7:00 P.M. 2. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING**

**3. PLEDGE OF ALLEGIANCE TO THE FLAG**

**4. INTRODUCTION OF INTERIM CITY MANAGER**

**5. REPORT FROM CLOSED SESSION - None**

**6. 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.*

**7. PRESENTATIONS**

- \* A. Erin Ventura- Overview of Planning Grants
- \* B. Tim Murphy- Sutter Creek Community Benefit Foundation update on the Historic Grammar School

**8. CONSENT AGENDA**

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

- A. City Council Minutes of March 6, 2023 and March 14, 2023.  
*Recommendation: By motion approve minutes as presented.*
- B. Warrants  
*Recommendation: By motion approve warrants as presented.*
- C. Final Map Cramer Hills  
*Recommendation: Adopt Resolution 22-23-\* approving the Final Parcel Map 2861.*
- D. Planning Services contract with Hauge Brueck  
*Recommendation:*
  - 1) Adopt Resolution 22-23-\* entering into a contract with Hauge Brueck Associates, LLC (HBA) for On-Call Planning Services and applicant reimbursable planning services and;
  - 2) Adopt Resolution 22-23-\* extending the contract with Hauge Brueck Associates, LLC (HBA) for grant related planning work.
- E. Adopt Resolution 22-23-\* accepting and approving the General Plan 2022 Annual Progress Report

**9. INFORMATION/CORRESPONDENCE**

- \* A. Monthly Police Report
- \* B. Monthly Public Works Report
- \* C. Monthly Building Report
- \* D. Treasurer's Reports
- \* E. Monthly Administrative Services Report
- \* F. Monthly Finance Department Report
- \* G. Monthly Engineer's Report
- \* H. Monthly Planning Report
- \* I. City Park Water Usage
- \* J. Public Communications

**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. ORDINANCES & PUBLIC HEARING- None.**

**12. ADMINISTRATIVE AGENDA**

\* A. Proposed City Council meeting calendar for 2023

\* B. Amador County Community Cleanup

*Recommendation:* Approve \$1,000 to support County-wide clean-up day.

**13. 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.*

**14. CITY ATTORNEY'S REPORT**

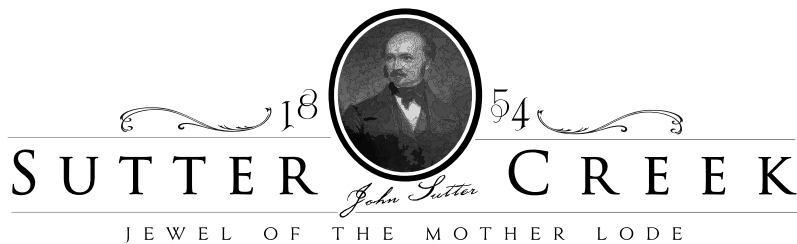
*This section provides an opportunity for the City Attorney to report on any activities or upcoming legislation of importance to the City. No action is expected to be taken by the Council*

**15. 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.*

**16. ADJOURNMENT**

**The next regularly scheduled meeting is MONDAY, APRIL 3rd 7:00 P.M**



**MEETING DATE: MARCH 20, 2023**

**TO: CITY OF SUTTER CREEK CITY COUNCIL**

**FROM: ERIN VENTURA, PLANNING CONSULTANT**

**SUBJECT: PLANNING GRANT UPDATES AND PROGRESS**

**RECOMMENDATION:**

This report is for informational purposes only.

**BACKGROUND:**

The City of Sutter Creek was awarded two planning grants by the State of California.

1. SB2
  - a. \$160,000, one time
  - b. Awarded 10/17/19
  - c. Funding and technical assistance to local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.
2. LEAP (Local Early Action Planning)
  - a. \$65,000, one time
  - b. Awarded 10/16/20
  - c. Provides over-the-counter grants complemented with technical assistance to local governments for the preparation and adoption of planning documents, and process improvements that:
    - i. Accelerate housing production.
    - ii. Facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment.

The deadline for submitting invoices for reimbursement from the State is September 30, 2023.

The funding can be used for a variety of projects that will accelerate the production of housing. Some of the eligible activities are General Plan updates, Housing Element updates, Zoning Ordinance amendments, and required environmental analyses.

The City completed some updates to the General Plan in 2019, which has created some inconsistencies between the General Plan and Zoning Ordinance. In addition to inconsistency between the General Plan and Zoning Ordinance, there are additional State mandates that have not been codified. The following are the changes based on the General Plan and State mandates:

1. The Agricultural Zone was changed to the Residential Ranchette Zone, and the Limited Multiple Family Dwelling Zone (R-3) and the Multiple Family Dwelling Zone (R-4) were consolidated.
2. Public Service (PS) Zone added.

3. The maximum development densities set forth in the General Plan were incorporated into the zoning districts.
4. The commercial and industrial uses allowed in the commercial zones and industrial zones were modified for consistency with the General Plan.

As noted, the Zoning Code is also proposed to be amended to comply with disability access and fair housing laws, as well as recent changes in State Law related to housing. On these subjects, the following changes are proposed:

1. Chapter 18.58 was added to establish a procedure for making requests for reasonable accommodation in land use, zoning, and building regulations, in compliance with Federal Fair Housing Amendments Act of 1988 (42 U.S.C. §§ 3601 et seq.) and the California Fair Employment and Housing Act (Cal. Gov't Code §§ 12955 et seq.).
2. Chapter 18.61 was added to incorporate State requirements for accessory dwelling units and junior accessory dwelling units (Government Code Section 65852.2).
3. Chapter 18.62 was added to incorporate State Density Bonus Law (California Government Code Title 7, Division 1, Chapter 4.3, Sections 65915, et seq.).
4. Definitions were amended to be consistent with State Law.
5. Single-family zones were amended to include residential care facilities with six or fewer clients as a single-family use.
6. "Family daycare homes" were added as a permitted use in all zoning districts where residential use is allowed, as required by Health and Safety Code Section 1596.78.
7. "Emergency shelters" were added as a "by-right" use in C-2, as required by Government Code Sections 65582, 65583(a), and 65589.5, and regulations related to such facilities were added to the Zoning Code.
8. "Low barrier navigation centers" were added as a "by-right" use in mixed use and nonresidential zones that permit multifamily use, as required by Government Code Section 65662.
9. Section 18.12.060 was added to incorporate Government Code Section 65583, which requires that the City treat transitional housing as a residential use of property subject only to those restrictions that apply to other residential dwellings of the same type in the same zone, and to incorporate Government Code Section 65651, which requires that the City allow permanent supportive housing, by right, in areas zoned for multifamily and mixed use. Corresponding changes were made to the zoning districts.
10. Senior housing was re-defined to comply with State Law, and changes were made to ensure that senior housing is treated the same as other residential use in the underlying zoning district.
11. Single family zones were amended to permit employee housing for six or fewer employees as a single-family structure, as required by Health and Safety Code Section 17021.5.

In Fall of 2022 the City held a public workshop regarding proposed changes to the Zoning Ordinance. In the workshop the above amendments were presented, in addition to staff- and property owner-initiated changes.

To date, the City has completed a draft update to the Zoning Ordinance, with the changes proposed from the Fall 2022 workshop, including Zoning Map amendments and completed a draft Circulation Element. Approximately \$131,000 of the \$225,000 of grant money has been expended.

**NEXT STEPS:**

As time is the biggest constraint at this point, the Planning Commission will continue to work on the required changes to the Zoning Ordinance. Once they have reviewed all the changes, a recommendation will be brought to the City Council for review and adoption. Also, over the next six months, staff will complete the required environmental analysis for the projects. At this time a full Environmental Impact Report has been proposed. Staff believe that a Mitigated Negative Declaration may be suitable and will reduce the amount of time needed to complete it.

**CEQA:**

The City will need to prepare the required environmental documents for the code update and Circulation Element.

**BUDGET IMPACT:**

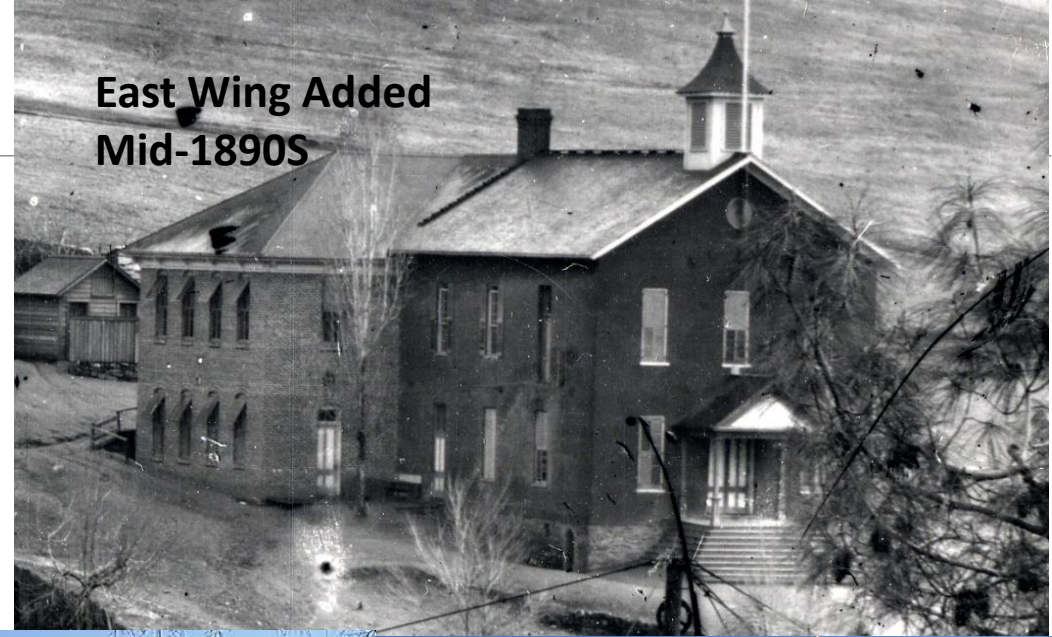
The City has been awarded grant money through SB2 and LEAP to cover the cost of the projects. Given the scope of this project, staff will be closely monitoring expenditures to ensure that the work does not exceed the amount of remaining grant funds.

# ***HISTORIC SUTTER CREEK GRAMMAR SCHOOL RESTORATION PROJECT 2022 UPDATE***

**Original 2-room  
School 1871-1895**



**East Wing Added  
Mid-1890S**



**Mid-1970'S Pre-restoration**



**1986 Post SC WOMENS  
CLUB Restoration**



**2022**



*Sutter Creek Grammar School*

# *BACKGROUND*

---

The school served as many as 300 students in grades 1-8 from 1871 until 1956 when it was deemed obsolete and unsafe.

The school building was registered as a National Historic Site in 1976 through the efforts of the Sutter Creek Woman's Club as part of a major 10 year renovation project.

The building is owned by the Amador County Unified School District (ACUSD) and leased to the City of Sutter Creek through a 30 year no-cost lease agreement which was established in 2013.

The purpose of the lease is to allow the City to oversee the restoration of the site for public use. The City is responsible for maintenance and repairs to the building and site as well as utility and liability costs.

The Sutter Creek Community Benefit Foundation (SCCBF) is responsible for the funding and implementation of the restorations.

# *THE CITY/SCCBF 2014 WORKPLAN CONSISTED OF FOUR MAJOR PHASES*

---

## 1. ELIMINATION OF EXISTING PUBLIC HAZARDS

- Remove the rotted fire escape and front stairs, complete interior fire safety improvements, clean the attic

## 2. PREVENTION OF FURTHER DETERIORATION

- Repair roof leaks, drainage systems, and install fire and intrusion alarm systems

## 3. IMPROVEMENTS TO ALLOW LIMITED RE-USE OF SELECTED AREAS

- Restore ADA access, service HVAC, restore first floor restrooms, and refinish wood floors

## 4. IMPROVEMENTS TO ALLOW FULL ACCESS

- Renovate the kitchen, upgrade the second floor restrooms, repair and/or replace windows and install new solar blinds in three rooms

# *INVENTORY OF MAJOR RECENT IMPROVEMENTS*

---

- Cupola and front porch have been restored
- The front steps and sidewalks have been replaced
- The south entrance has been rebuilt
- The attic has been cleaned and insulated
- Fire and intrusion alarm systems have been installed
- Interior doors, locks and signage have been brought up to fire code
- The entire interior has been repaired, refinished and repainted
- The second level floors have been refinished
- All restrooms have been updated/repared
- A warming kitchen has been constructed
- All 17 west wing windows are replaced, and east wing windows restored as needed.
- Solar blinds have been installed to control heat
- The east entrance has been restored
- The school flag pole/flag was replaced and restored to the original location

## *CURRENT STATUS*

---

- The local community has donated over \$200,000 in support of the project.
- Four of the six rooms, including the renovated kitchen, were made available for general public use by the fall of 2019.
- One room remains as a workshop, museum archive and storage area.
- One room contains a museum designed to document and preserve our local history, educate the public and serve as a resource for local historical research.

# *CURRENT PROJECTS and PLANS*

---

The SCCBF plans to continue fundraising for the museum, additional window repair/replacements, refinishing of the lower level floors, as well as other more major improvements such as significant exterior painting of wood trim and walls including masonry repairs.

Since the City acts as the “landlord” of the school, there are two potential projects SCCBF encourages the City to consider:

1. The early 1980’s HVAC system is very inadequate and inefficient to the point that it interferes with the utility and “rentability” of several rooms. Since this is considered a maintenance/upgrade rather than a restoration, this is an issue for the City to consider.
2. Similarly, access to WIFI would increase the attractiveness of the building for tenants looking for a meeting or small conference site and is critical to the full realization of the museum educational and research program plans.

# LONG RANGE PLANS....

---

SCCBF is committed to the long-term support and development of the site. SCCBF is also very interested in expanding public participation in educational programs, through the museum; such as a “Local History Club” for students as well as the general public, a digital historical document/photo/map archive and potentially a formal local history school curriculum.

SCCBF is very interested in working more closely with the ACUSD regarding issues of access, landscaping and to consider opportunities for some level of utilization by the district of the restored rooms for special occasions, such as awards ceremonies, and age appropriate lectures on local history.

# THIS PROJECT HAS BEEN THE MAJOR FOCUS OF SCCBF SINCE 2014

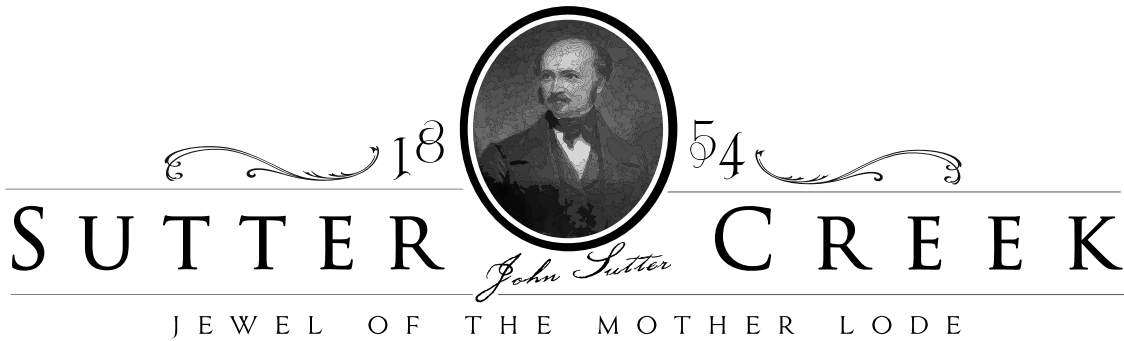
---

The improvements would not have been possible without the strong public support , commitment by the SCCBF Board, City, and Native Sons of the Golden West, Parlor #17.

Special recognition is due to the core group of volunteers, including:

- Frank Cunha
- Rick McCombs
- Rick Champlin
- Sharyn Brown
- Tim Murphy

and to Lisa Klosowski for bringing the need for this project to the City Council's attention in 2013.



**CITY COUNCIL MINUTES  
MONDAY, MARCH 6, 2023**

THIS MEETING WAS CONDUCTED IN-PERSON AT 33 CHURCH STREET,  
**THE PUBLIC WAS ABLE TO VIEW FROM HOME:**

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

**or**

Dial by phone:

301-715-8592

Meeting ID: 956 852 0224

**1. CLOSED SESSION- None.**

**7:00 P.M.**

**2. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING**

Council members Present:

Feist, Peters, Sierk, Swift and Gunselman

Staff Present:

Derek Cole

Karen Darrow

Jodi Steneck

**3. PLEDGE OF ALLEGIANCE TO THE FLAG**

**4. REPORT FROM CLOSED SESSION- None.**

**5. PUBLIC FORUM**

Mike Kirkley of Sutter Creek asked about the Comcast box that is going in on Elm St.

Mayor Gunselman explained that they currently have limited information on that issue and will seek clarity from the City Engineer.

**6. PRESENTATIONS**

A. Proclamation for City Manager Gedney

*Recommendation: Mayor Gunselman will read the Proclamation Honoring City Manager Amy Gedney.*

Mayor Gunselman read the proclamation.

Council member Swift expressed his appreciation for Ms. Gedney's efforts and devotion to her job and noted that she will be greatly missed.

Council member Peters concurred with Council member Swift remarks and added that the City was in poor shape financially when Ms. Gedney got here and through a steady grueling process she was able to turn it around. He noted that the city will be able to reap the benefits from what she did for a long time.

**7. INFORMATION/CORRESPONDENCE**

**A. Annual Wastewater 2022 Report**

*Recommendation: For information only.*

Council member Peters noted that the Public Works crew does a good job keeping a very old secondary plant operating within the guidelines and should be commended for it.

**8. MAYOR AND COUNCIL MEMBER REPORTS**

Council member Sierk reported that the review of the ACRA Executive Director is ongoing and that she would like to schedule a Marketing meeting with the new Interim City Manager.

Council member Peters reported that ACTC OWP is being updated and moving towards adoption and that the RTIP is in motion as an update item for 2024 adoption.

Mayor Gunselman noted that she looked into the Signal Service bill for the Grammar School and realized it is much more costly than when the service started and has asked Jodi Steneck to look into it. She also noted that there might be some opportunities for the Sutter Creek Community Benefit Foundation to apply for grant money through a PG&E audit process for the Grammar School.

Mayor Gunselman also noted that the Sutter Creek Community Benefit Foundation will once again be hosting Ms. Irene Perbal at the Grammar School on March 11<sup>th</sup> so that she can continue her story.

**9. CONSENT AGENDA**

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

**A. City Council Minutes of City Council Minutes of February 6, 2023 and February 14, 2023**

*Recommendation: By motion approve minutes as presented.*

**B. Warrants**

*Recommendation: By motion approve warrants as presented.*

Council member Peters suggested a PG&E audit for the auditorium to see if there is an opportunity to reduce the power costs.

**C. Termination of COVID-19 Emergency Declaration**

*Recommendation: Adopt Resolution 22-23-\* Terminating the Declaration of an Emergency Affecting the Public Health and Safety Due to the Novel Coronavirus (COVID-19) Pandemic.*

**M/S Council member Peters/Sierk to approve Consent Items A, B & C with minor edits to the February 14, 2023 minutes and the Item C Resolution.**

**AYES:** Feist, Peters, Sierk, Swift and Gunselman

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED**

**D. Final Map Cramer Hills**

*Recommendation: Adopt Resolution 2022-23-\* approving the Final Parcel Map 2861.*

**M/S Council member Peters/Feist to continue Item D to the next meeting with City Engineer Ospital present.**

**AYES:** Feist, Peters, Sierk, Swift and Gunselman

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED**

**E. Planning Services contract with Hauge Brueck**

*Recommendation:*

- 1) Adopt Resolution 22-23-\* entering into a contract with Hauge Brueck Associates, LLC (HBA) for On-Call Planning Services and applicant reimbursable planning services and;
- 2) Adopt Resolution 22-23-\* extending the contract with Hauge Brueck Associates, LLC (HBA) for grant related planning work.

**M/S Council member Sierk/Peters to continue Item E (1 & 2) to the next meeting with Erin Ventura of Hauge Brueck Associates present for contract clarification.**

**AYES:** Feist, Peters, Sierk, Swift and Gunselman

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED**

**F. Employment Agreement for Interim City Administrator.**

*Recommendation: Adopt Resolution 22-23-\* Authorizing the Mayor to execute an Employment Agreement for Interim City Administrator Services.*

City Attorney Cole reported that the Interim City Manager contract is for an annual salary of \$145,600.00, which is \$70 per hour as an exempt, non-benefitted employee for as long as she is here.

Mike Kirkley asked if the intent is to roll the interim into a permanent position and asked if there will be a CalPERS issue.

City Attorney Cole noted that he did not foresee a CalPERS issue.

Council member Peters commented that the initial contract term ends at the end of the fiscal year and noted that it is very important to ensure an overlap period between the Interim and Permanent City Manager and suggested amendments to the professional development section.

**M/S Council member Peters/Swift to Adopt Resolution 22-23-32 Authorizing the Mayor to execute an Employment Agreement, for Interim City Administrator Services, as amended.**

**AYES:** Feist, Peters, Sierk, Swift and Gunselman

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIED**

**10. ORDINANCES & PUBLIC HEARINGS- None.**

**11. ADMINISTRATIVE AGENDA**

**A. PARS Trust**

*Recommendation: For information and staff direction.*

Jodi Steneck, Accounting Supervisor and Mitch Barker with PARS reviewed the proposed investment strategies.

Council member Peters suggested that it was appropriate for this item to be presented to the Finance Committee first and then come to the Council with a recommendation from the Committee.

Jodi Steneck noted that she will add it to upcoming Finance Committee agenda.

**12. FUTURE AGENDA ITEMS**

Council member Sierk requested:

- 1- A meeting calendar
- 2- Cemetery Rd situation
- 3- Gopher Flat Update

Council member Feist asked if the Amador Polar Bears had reached out to the City to use the pool and asked about the status of outdoor dining permits.

**13. CITY ATTORNEY'S REPORT- None.**

**14. CITY MANAGER'S REPORT- None.**

**15. ADJOURNMENT**

The meeting was adjourned at 7:48 p.m.

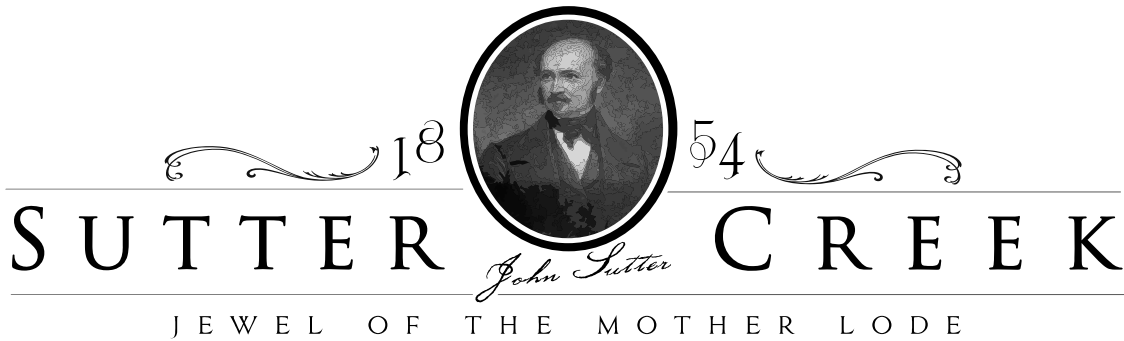
---

Claire Gunselman, Mayor

---

Karen Darrow, City Clerk

Date Approved:



**SPECIAL MEETING OF THE CITY COUNCIL  
MINUTES  
TUESDAY, MARCH 14, 2023**

- 5:00 P.M.**
- 1. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING**  
Council members Present: Peters, Sierk, Swift and Gunselman  
Absent: Feist  
  
Staff Present:  
Karen Darrow  
Sandra Spelliscy
  - 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
  - 3. PUBLIC FORUM-None.**
  - 4. CLOSED SESSION**  
A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
  - 5. REPORT FROM CLOSED SESSION**  
**M/S Council member Peters/Swift to recognize that the effective date of Amy Gedney's resignation as a city employee was March 6, 2023.**  
**AYES:** Peters, Sierk, Swift and Gunselman  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Feist  
**MOTION CARRIED**
  - 6. ADJOURNMENT**  
The meeting was adjourned at 6:05 p.m.

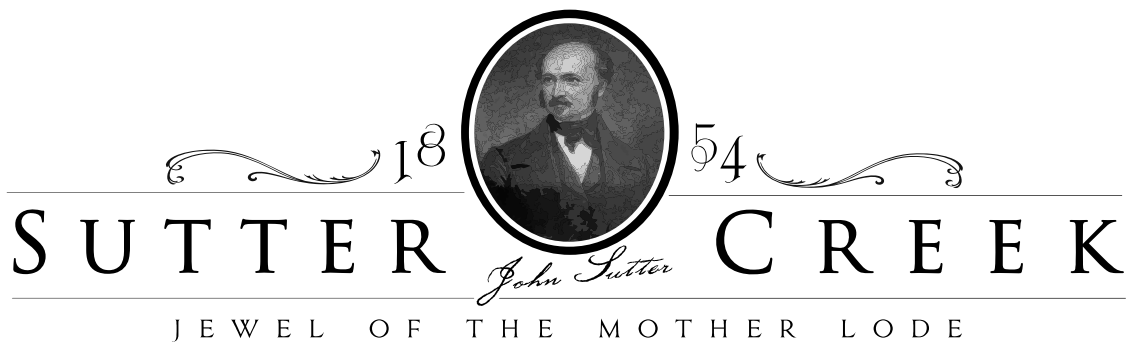
---

Claire Gunselman, Mayor

---

Karen Darrow, City Clerk

Date Approved:



---

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**MEETING DATE:** MARCH 20, 2023  
**FROM:** JODI ARROYOS, ACCOUNT TECHNICIAN  
**SUBJECT:** WARRANTS TO BE PAID

---

**RECOMMENDATION:**

Attached you will find a current list of warrants to be paid.

**BUDGET IMPACT:**

Current list of warrants to be paid is \$47,695.28

6500 BUENA VISTA RD \*\*\* VENDOR.: ACE02 (ACES WASTE SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
668476	20 YD DB HAUL CHARGE	03-23	03/01/23	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	20 YD DB HAUL CHARGE	10 67060 1510		1	984.08	984.08
		( Sewer M&O Sludge Sewer Treatment )				
				Invoice Extension ---->		984.08
				Vendor Total ----->		984.08

208 MASON STREET \*\*\* VENDOR.: ALP01 (ALPHA ANALYTICAL LABORATORIES, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
STMTFEB23	FEBRUARY 2023 STATEMENT	03-23	02/28/23	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2023 STATEMENT	10 52020 1510		1	632.00	632.00
		( Sewer M&O Supplies - Lab Sewer Treatment )				
				Invoice Extension ---->		632.00
				Vendor Total ----->		632.00

ATTN: FLEX ACCT ADMIN \*\*\* VENDOR.: AME13 (AMERICAN FIDELITY ASSURANCE COMPANY)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
03312023	FLEX PREMIUM-FEB & MAR 2023	03-23	02/28/23	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FLEX PREMIUM-FEB & MAR 2023	01 41040 1020		1	148.00	148.00
		( General Fund Employee Benefi City Clerk )				
0002	FLEX PREMIUM-FEB & MAR 2023	07 41040 1020		1	2.00	2.00
		( Cemetery Employee Benefi City Clerk )				
0003	FLEX PREMIUM-FEB & MAR 2023	80 41040 1020		1	50.00	50.00
		( Effluent Disp. Employee Benefi City Clerk )				
				Invoice Extension ---->		200.00
				Vendor Total ----->		200.00

80 FULLEN ST \*\*\* VENDOR.: BOI02 (Heidi A Boitano)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
03012023	Lease-Prkg lot Marketing	03-23	03/01/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	Lease-Prkg lot Marketing	01 68012 1150		1	2915.46	2915.46
		( General Fund Lease-Prkg lot Marketing )				
				Invoice Extension ---->		2915.46
				Vendor Total ----->		2915.46

175 SUTTER HILL RD \*\*\* VENDOR.: CAM05 (CAMPBELL CONSTRUCTION GEN. ENGINEERING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
3689	WALK ON BARK	03-23	02/20/23	N N N	-Unknown Discount Trm	20200

REPORT.: Mar 14 23 Tuesday  
RUN...: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 002  
ID #: PY-IP  
CTL.: SUT

175 SUTTER HILL RD \*\*\* VENDOR.: CAM05 (CAMPBELL CONSTRUCTION GEN. ENGINEERING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	WALK ON BARK			10 55085 1130	1	77.30	77.30
				( Sewer M&O Weed Control Parks & Recreat )			
					Invoice Extension ---->		77.30

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
3695	COLD PATCH	03-23	02/28/23	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	COLD PATCH			03 55060 1120	1	427.50	427.50
				( Streets/Sidewal Patching Streets/Roads )			
					Invoice Extension ---->		427.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
I-000120	AUGER ONE MAN	03-23	02/01/23	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	AUGER ONE MAN			10 67015 1520	1	64.69	64.69
				( Sewer M&O O&M Blg/Structu Sewer Collectio )			
					Invoice Extension ---->		64.69
					Vendor Total ----->		569.49

559 MAIN STREET \*\*\* VENDOR.: CAR07 (CARBON COPY, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
616769	COPIER MAINTENANCE	03-23	02/24/23	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	COPIER MAINTENANCE			01 53020 6100	1	29.23	29.23
				( General Fund Equipmt Maint. Central Servies )			
0002	COPIER MAINTENANCE			10 53020 6100	1	29.23	29.23
				( Sewer M&O Equipmt Maint. Central Servies )			
					Invoice Extension ---->		58.46
					Vendor Total ----->		58.46

PO BOX 60533 \*\*\* VENDOR.: COM16 (COMCAST BUSINESS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
63480223	INTERNET CITY HALL	03-23	02/27/23	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	INTERNET CITY HALL			01 60014 6100	1	79.01	79.01
				( General Fund Internet Servic Central Servies )			
0002	INTERNET CITY HALL			10 60014 6100	1	79.00	79.00
				( Sewer M&O Internet Servic Central Servies )			
					Invoice Extension ---->		158.01
					Vendor Total ----->		158.01

3755 Washington Blvd. \*\*\* VENDOR.: COR01 (Corbin Willits Systems, Inc.)  
Suite 204

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 14 23 Tuesday  
RUN....: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 003  
ID #: PY-IP  
CTL.: SUT

3755 Washington Blvd. \*\*\* VENDOR.: COR01 (Corbin Willits Systems, Inc.)  
Suite 204

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
C302151	FINANCIAL SOFTWARE	03-23	02/15/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FINANCIAL SOFTWARE	01 60013 1050		1	256.86	256.86
		( General Fund Network Svcs Co Finance )				
0002	FINANCIAL SOFTWARE	03 60013 1050		1	14.27	14.27
		( Streets/Sidewal Network Svcs Co Finance )				
0003	FINANCIAL SOFTWARE	10 60013 1050		1	299.67	299.67
		( Sewer M&O Network Svcs Co Finance )				
0004	FINANCIAL SOFTWARE	59 60013 1050		1	57.08	57.08
		( Building Facili Network Svcs Co Finance )				
0005	FINANCIAL SOFTWARE	80 60013 1050		1	85.62	85.62
		( Effluent Disp. Network Svcs Co Finance )				
						-----
					Invoice Extension ---->	713.50
						-----
					Vendor Total ----->	713.50
						=====

PO BOX 31001-2265 \*\*\* VENDOR.: FOR07 (FORWARD, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
61562	SLUDGE	03-23	03/07/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SLUDGE	10 67060 1510		1	1047.66	1047.66
		( Sewer M&O Sludge Sewer Treatment )				
						-----
					Invoice Extension ---->	1047.66
						-----
					Vendor Total ----->	1047.66
						=====

P.O. BOX 101630 \*\*\* VENDOR.: HUN04 (HUNT & SONS, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
5823	FUEL	03-23	02/28/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FUEL	01 52012 1060		1	839.34	839.34
		( General Fund Fuel Police Dept )				
0002	FUEL	01 52012 1130		1	278.57	278.57
		( General Fund Fuel Parks & Recreat )				
0003	FUEL	10 52012 1510		1	274.60	274.60
		( Sewer M&O Fuel Sewer Treatment )				
0004	FUEL	03 52012 1120		1	82.22	82.22
		( Streets/Sidewal Fuel Streets/Roads )				
						-----
					Invoice Extension ---->	1474.73
						-----
					Vendor Total ----->	1474.73
						=====

100 Academy Dr \*\*\* VENDOR.: JAC01 (Brusatori Enterprises Inc)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
33761	PD VEHICLE REPAIRS	03-23	02/23/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PD VEHICLE REPAIRS	01 67009 1060		1	2959.84	2959.84
		( General Fund Vehicle Maintna Police Dept )				
						-----
					Invoice Extension ---->	2959.84
						-----
					Vendor Total ----->	2959.84
						=====

REPORT.: Mar 14 23 Tuesday  
RUN...: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 004  
ID #: PY-IP  
CTL.: SUT

PO BOX 530970

\*\*\* VENDOR.: LOW01 (LOWE'S BUSINESS ACCOUNT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
STMT0223	FEBRUARY 2023 STATEMENT	03-23	02/17/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2023 STATEMENT	01 53015 1130		1	324.17	324.17
		( General Fund Repair/Maint Parks & Recreat )				
0002	FEBRUARY 2023 STATEMENT	59 53015 1130		1	619.72	619.72
		( Building Facili Repair/Maint Parks & Recreat )				
0003	FEBRUARY 2023 STATEMENT	03 55060 1120		1	415.79	415.79
		( Streets/Sidewal Patching Streets/Roads )				
0004	FEBRUARY 2023 STATEMENT	80 53015 1600		1	246.44	246.44
		( Effluent Disp. Repair/Maint Effluent )				
0005	FEBRUARY 2023 STATEMENT	10 67050 1510		1	664.59	664.59
		( Sewer M&O O & M-Sewer Plt Sewer Treatment )				
0006	FEBRUARY 2023 STATEMENT	01 52010 1130		1	74.70	74.70
		( General Fund Gen. Supplies Parks & Recreat )				
0007	FEBRUARY 2023 STATEMENT	01 67009 1130		1	214.58	214.58
		( General Fund Vehicle Maintna Parks & Recreat )				
0008	FEBRUARY 2023 STATEMENT	01 69070 1510		-1	20.00	-20.00
		( General Fund PayChex & Bank Sewer Treatment )				
0009	FEBRUARY 2023 STATEMENT	01 69070 1130		-1	20.00	-20.00
		( General Fund PayChex & Bank Parks & Recreat )				
0010	FEBRUARY 2023 STATEMENT	01 54010 1130		1	240.54	240.54
		( General Fund Small Equipment Parks & Recreat )				
		Invoice Extension ---->				2760.53

Vendor Total -----> 2760.53  
=====

C/O MIDAMERICA  
P.O. BOX 24927

\*\*\* VENDOR.: MID04 (AUL HEALTH BENEFIT TRUST)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
2NDQTR23	APR TO JUN 2023 RETIREE CONTRIBUTIONS	03-23	03/01/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	APR TO JUN 2023 RETIREE CONTRIBUTIONS	01 41040 6100		1	472.50	472.50
		( General Fund Employee Benefi Central Servies )				
0002	APR TO JUN 2023 RETIREE CONTRIBUTIONS	10 41040 6100		1	472.50	472.50
		( Sewer M&O Employee Benefi Central Servies )				
		Invoice Extension ---->				945.00

Vendor Total -----> 945.00  
=====

P.O. Box 509

\*\*\* VENDOR.: MID05 (MidAmerica Admin & Retirement Solutions)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
MAR21341	ADMIN FEE OCT-DEC-2022	03-23	02/28/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	ADMIN FEE OCT-DEC-2022	01 41040 6100		1	225.00	225.00
		( General Fund Employee Benefi Central Servies )				
		Invoice Extension ---->				225.00

Vendor Total -----> 225.00  
=====

P.O. Box 4432

\*\*\* VENDOR.: MOT12 (Mission IT Solutions)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
1190	IT SERVICES	03-23	02/28/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	IT SERVICES	80 60013 1600		1	1472.76	1472.76
		( Effluent Disp. Network Svcs Co Effluent )				

REPORT.: Mar 14 23 Tuesday  
RUN....: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 005  
ID #: PY-IP  
CTL.: SUT

P.O. Box 4432

\*\*\* VENDOR.: MOT12 (Mission IT Solutions)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description					
0002	IT SERVICES	10	60013	1510	1	225.00
						225.00
						( Sewer M&O Network Svcs Co Sewer Treatment )
0003	IT SERVICES	01	60013	1020	1	254.69
						254.69
						( General Fund Network Svcs Co City Clerk )
0004	IT SERVICES	07	60013	1020	1	3.44
						3.44
						( Cemetery Network Svcs Co City Clerk )
0005	IT SERVICES	80	60013	1020	1	86.05
						86.05
						( Effluent Disp. Network Svcs Co City Clerk )
0006	IT SERVICES	01	60013	1040	1	527.74
						527.74
						( General Fund Network Svcs Co City Manager )
0007	IT SERVICES	10	60013	1040	1	351.83
						351.83
						( Sewer M&O Network Svcs Co City Manager )
0008	IT SERVICES	80	60013	1040	1	293.19
						293.19
						( Effluent Disp. Network Svcs Co City Manager )
Invoice Extension ---->						3214.70

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
1210 MONTHLY IT SERVICES		03-23	03/01/23	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	MONTHLY IT SERVICES			01 60013 1060	1	150.00	150.00
				( General Fund Network Svcs Co Police Dept )			
0002	MONTHLY IT SERVICES			01 60013 6100	1	525.45	525.45
				( General Fund Network Svcs Co Central Servies )			
0003	MONTHLY IT SERVICES			10 60013 6100	1	525.45	525.45
				( Sewer M&O Network Svcs Co Central Servies )			
						Invoice Extension ---->	1200.90
						Vendor Total ----->	4415.60

PO Box 997300

\*\*\* VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
02200223	MONTEVERDE STORE	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	MONTEVERDE STORE	17 66014 1720			1	11.96	11.96
( M.V.Store Trust PG&E Utilities MonteVerde Muse )							
Invoice Extension ---->						11.96	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
12900223	WWTP OUTSIDE LIGHTS	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	WWTP OUTSIDE LIGHTS			10 66014 1510	1	9.45	9.45
				( Sewer M&O PG&E Utilities Sewer Treatment )			
					Invoice Extension ---->		9.45

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
16050223	LIFT STATION	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	LIFT STATION			10 66014 1510	1	63.35	63.35
				( Sewer M&O PG&E Utilities Sewer Treatment )			
					Invoice Extension ---->		63.35

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
27340223	VISITOR CENTER	03-23	02/26/23	N N N	A-NET30 FROM INVOICE		20200
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount

REPORT.: Mar 14 23 Tuesday  
 RUN....: Mar 14 23 Time: 11:12  
 Run By.: Jodi Arroyos

City of Sutter Creek  
 Invoice/Pre-Paid Check Audit Trail  
 Batch C30314 - 11:12

PAGE: 006  
 ID #: PY-IP  
 CTL.: SUT

PO Box 997300

\*\*\* VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	VISITOR CENTER				81 66014 1155	1 196.61 196.61
					( Visitor Center PG&E Utilities Visitor Center )	
					Invoice Extension ---->	196.61

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No		
42950223	ADMIN BUILDING	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200		
Line	Description				G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	ADMIN BUILDING				01 66014 1040	1	95.76	95.76
					( General Fund PG&E Utilities City Manager )			
0002	ADMIN BUILDING				10 66014 1040	1	63.84	63.84
					( Sewer M&O PG&E Utilities City Manager )			
0003	ADMIN BUILDING				80 66014 1040	1	53.20	53.20
					( Effluent Disp. PG&E Utilities City Manager )			
0004	ADMIN BUILDING				01 66014 1020	1	157.46	157.46
					( General Fund PG&E Utilities City Clerk )			
0005	ADMIN BUILDING				07 66014 1020	1	2.13	2.13
					( Cemetery PG&E Utilities City Clerk )			
0006	ADMIN BUILDING				80 66014 1020	1	53.19	53.19
					( Effluent Disp. PG&E Utilities City Clerk )			
0007	ADMIN BUILDING				80 66014 1020	1		.00
					( Effluent Disp. PG&E Utilities City Clerk )			
					Invoice Extension ---->			425.58

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
44590223	AUDITORIUM & CITY HALL	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	AUDITORIUM & CITY HALL	59	66014	1130	1	2634.79	2634.79
		( Building Facili PG&E Utilities Parks & Recreat )					
0002	AUDITORIUM & CITY HALL	01	66014	1060	1	564.60	564.60
		( General Fund PG&E Utilities Police Dept )					
0003	AUDITORIUM & CITY HALL	01	66014	1050	1	203.26	203.26
		( General Fund PG&E Utilities Finance )					
0004	AUDITORIUM & CITY HALL	03	66014	1050	1	11.29	11.29
		( Streets/Sidewal PG&E Utilities Finance )					
0005	AUDITORIUM & CITY HALL	59	66014	1050	1	45.17	45.17
		( Building Facili PG&E Utilities Finance )					
0006	AUDITORIUM & CITY HALL	10	66014	1050	1	237.13	237.13
		( Sewer M&O PG&E Utilities Finance )					
0007	AUDITORIUM & CITY HALL	80	66014	1050	1	67.75	67.75
		( Effluent Disp. PG&E Utilities Finance )					
		Invoice Extension ---->					
		3763.99					

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
45850223	HWY 104/BOWERS DR	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	HWY 104/BOWERS DR	03	66014	1120	1	80.23	80.23
		( Streets/Sidewal PG&E Utilities Streets/Roads )					
		Invoice Extension ---->					80.23

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
56240223	COMMUNITY BUILDING GAS	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	COMMUNITY BUILDING GAS			59 60014 1130	1	420.02	420.02
				( Building Facili Internet Servic Parks & Recreat )			
				Invoice Extension ---->			420.02

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
66480223	WWTP	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount

PO Box 997300

\*\*\* VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	WWTP				10 66014 1510 ( Sewer M&O PG&E Utilities Sewer Treatment )	1 1525.74 1525.74
					Invoice Extension ---->	1525.74

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
77120223	WWTP OFFICE	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	WWTP OFFICE				10 66014 1510 ( Sewer M&O PG&E Utilities Sewer Treatment )	1 127.35 127.35
					Invoice Extension ---->	127.35

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
78130223	PUBLIC RESTROOMS	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	PUBLIC RESTROOMS				01 66014 1130 ( General Fund PG&E Utilities Parks & Recreat )	1 32.36 32.36
					Invoice Extension ---->	32.36

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
82130223	COMMUNITY BLDG	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	COMMUNITY BLDG				59 66014 1130 ( Building Facili PG&E Utilities Parks & Recreat )	1 547.23 547.23
					Invoice Extension ---->	547.23

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
82990223	LITTLE LEAGUE PARK	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	LITTLE LEAGUE PARK				01 66014 1130 ( General Fund PG&E Utilities Parks & Recreat )	1 3.72 3.72
					Invoice Extension ---->	3.72

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
95900223	HISTORICAL GRAMMAR SCHOOL	03-23	02/26/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	HISTORICAL GRAMMAR SCHOOL				59 66014 1130 ( Building Facili PG&E Utilities Parks & Recreat )	1 1807.73 1807.73
					Invoice Extension ---->	1807.73
					Vendor Total ----->	9015.32

2940 ADVANTAGE WAY

\*\*\* VENDOR.: PEA01 (PEACE OFFICERS RESEARCH ASSOCIATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
393555	PEACE OFFICERS QUARTERLY UNION DUES	03-23	03/01/23	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	PEACE OFFICERS QUARTERLY UNION DUES				01 21709 ( General Fund P/R - PORAC Dues )	1 165.00 165.00
					Invoice Extension ---->	165.00

REPORT.: Mar 14 23 Tuesday  
RUN...: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 008  
ID #: PY-IP  
CTL.: SUT

2940 ADVANTAGE WAY \*\*\* VENDOR.: PEA01 (PEACE OFFICERS RESEARCH ASSOCIATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

Vendor Total -----> 165.00  
=====

PO BOX 981022 \*\*\* VENDOR.: PIT04 (PITNEY BOWES GLOBAL FINANCIAL SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

87580223	COPIER LEASE	03-23	02/23/23	N N N	A-NET30 FROM INVOICE	20200
----------	--------------	-------	----------	-------	----------------------	-------

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COPIER LEASE	01 53025 1050		1	76.84	76.84
		( General Fund Equipmt Leases Finance )				
0002	COPIER LEASE	03 53025 1050		1	4.27	4.27
		( Streets/Sidewal Equipmt Leases Finance )				
0003	COPIER LEASE	10 53025 1050		1	89.64	89.64
		( Sewer M&O Equipmt Leases Finance )				
0004	COPIER LEASE	59 53025 1050		1	17.08	17.08
		( Building Facili Equipmt Leases Finance )				
0005	COPIER LEASE	80 53025 1050		1	25.61	25.61
		( Effluent Disp. Equipmt Leases Finance )				

Invoice Extension ----> 213.44

Vendor Total -----> 213.44  
=====

C/O FIVE STAR BANK \*\*\* VENDOR.: POR01 (PORAC Legal Defense Fund)  
2400 DEL PASO RD, SUITE 100  
INVOICE-TYPE DESCRIPTION

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
710873	LEGAL DEFENCE FUND PD	03-23	03/02/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LEGAL DEFENCE FUND PD	01 21709		1	214.50	214.50
		( General Fund P/R - PORAC Dues )				

Invoice Extension ----> 214.50

Vendor Total -----> 214.50  
=====

P.O. BOX 7523 \*\*\* VENDOR.: SEI01 (SEIU Local 1021)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
022023	FEBRUARY 2023 UNION DUES	03-23	03/01/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2023 UNION DUES	01 21730		1	360.08	360.08
		( General Fund P/R - S.C. Employees Assoc. )				

Invoice Extension ----> 360.08

Vendor Total -----> 360.08  
=====

11751 SWEET PEA WAY \*\*\* VENDOR.: SIE23 (SIERRA SEPTIC SERVICES, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
3288	GRAVITY BOX RENTAL	03-23	03/01/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	GRAVITY BOX RENTAL	10 67060 1510		1	4500.00	4500.00
		( Sewer M&O Sludge Sewer Treatment )				

Invoice Extension ----> 4500.00

REPORT.: Mar 14 23 Tuesday  
RUN....: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 009  
ID #: PY-IP  
CTL.: SUT

11751 SWEET PEA WAY \*\*\* VENDOR.: SIE23 (SIERRA SEPTIC SERVICES, INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->					4500.00 =====

PO BOX 597 \*\*\* VENDOR.: SIG01 (SIGNAL SERVICE)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
366396 HISTORIC GRAMMAR SCHOOL BURGLAR ALARM REPAIR	03-23	02/13/23	N N N	-Unknown Discount Trm	20200
Line Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount
0001 HISTORIC GRAMMAR SCHOOL BURGLAR ALARM REPAIR	59 67015 1130		1	250.76	250.76
( Building Facili O&M Blg/Structu Parks & Recreat )					
Invoice Extension ---->					250.76
Vendor Total ----->					250.76 =====

PO BOX 35146 \*\*\* VENDOR.: THA02 (THATCHER COMPANY - LB1106)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50108779 Supplies - Chem Sewer Tre	03-23	02/23/23	N N N	-Unknown Discount Trm	20200
Line Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount
0001 Supplies - Chem Sewer Tre	10 52015 1510		1	3382.99	3382.99
( Sewer M&O Supplies - Chem Sewer Treatment )					
Invoice Extension ---->					3382.99
Vendor Total ----->					3382.99 =====

P.O. BOX 209047 \*\*\* VENDOR.: TRA04 (TRANSUNION RISK & ALTERNATIVE)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
6598FEB23 PD PERSON SEARCH	03-23	03/01/23	N N N	-Unknown Discount Trm	20200
Line Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount
0001 PD PERSON SEARCH	01 52010 1060		1	75.00	75.00
( General Fund Gen. Supplies Police Dept )					
Invoice Extension ---->					75.00
Vendor Total ----->					75.00 =====

Attn: Accounts Receivable \*\*\* VENDOR.: ULIO1 (Uline )

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
159977333 JANITORIAL SUPPLIES	03-23	02/14/23	N N N	-Unknown Discount Trm	20200
Line Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount
0001 JANITORIAL SUPPLIES	01 67020 1130		1	1552.98	1552.98
( General Fund Janitorial Parks & Recreat )					
Invoice Extension ---->					1552.98
Vendor Total ----->					1552.98 =====

REPORT.: Mar 14 23 Tuesday  
RUN....: Mar 14 23 Time: 11:12  
Run By.: Jodi Arroyos

City of Sutter Creek  
Invoice/Pre-Paid Check Audit Trail  
Batch C30314 - 11:12

PAGE: 010  
ID #: PY-IP  
CTL.: SUT

PO Box 9004

\*\*\* VENDOR.: USA01 (USA BlueBook)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
281902	SSMP-COLLECTION SYSTEM PARTS	03-23	02/27/23	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SSMP-COLLECTION SYSTEM PARTS	10 67010 1520		1	1648.36	1648.36
( Sewer M&O O&M Equipment Sewer Collectio )						
Invoice Extension ---->						1648.36

Vendor Total -----> 1648.36

2295 Bella Vista Drive

\*\*\* VENDOR.: VIO01 (VIOLICH/SORACCO)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
MAR23LOT	Lease-Prkg lot Marketing	03-23	03/01/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	Lease-Prkg lot Marketing	01 68012 1150		1	540.00	540.00
( General Fund Lease-Prkg lot Marketing )						
Invoice Extension ---->						540.00

Vendor Total -----> 1040.00

206 Peek Street

\*\*\* VENDOR.: WEA01 (Weatherby, Reynolds, Fritson)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
39635	ENGINEERING	03-23	01/31/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	ENGINEERING	10 61025 1115		1	5010.00	5010.00
( Sewer M&O Engineering Engineering )						
0002	92 RIDGE RD-JRDC	10 55065 1115 141		1	135.00	135.00
( Sewer M&O E&P Reimb Engr. Engineering )						
Invoice Extension ---->						5145.00

Vendor Total -----> 5145.00

PO BOX 160

\*\*\* VENDOR.: \H005 (RICHARD HESS )

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
000C30301	MQ CUSTOMER REFUND FOR HES0001	03-23	03/03/23	N N N N	Z-IMMEDIATE PAY	20200

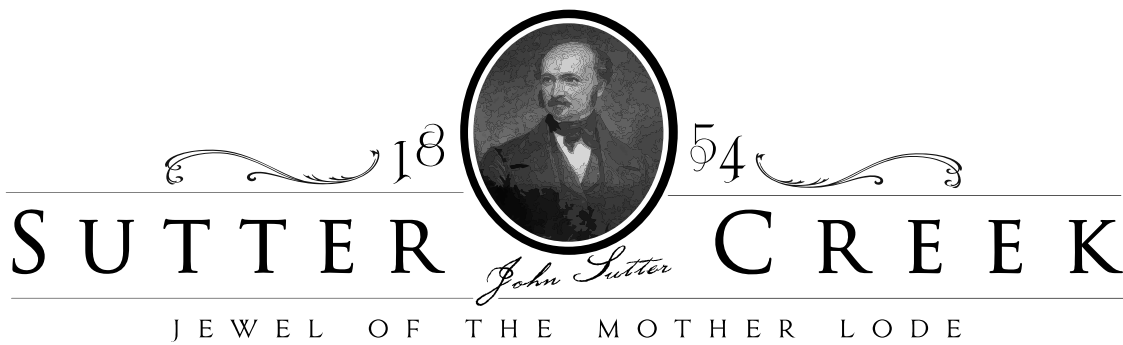
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MQ CUSTOMER REFUND FOR HES0001	10 22800		1	72.49	72.49
( Sewer M&O A/P - Utility Refunds )						
Invoice Extension ---->						72.49

Vendor Total -----> 72.49

\*\* Total Invoices -----> 47695.28

\*\* Total Checks -----> .00

\*\*\* Total Purchases ---> 47695.28




---

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**DATE:** MARCH 20, 2023  
**FROM:** MATT OSPITAL, CITY ENGINEER  
**SUBJECT:** CRAMER HILL, LLC PARCEL MAP NO. 2861

---

**RECOMMENDATION:**

Adopt Resolution 2022-23-\* approving the Final Parcel Map 2861.

**DISCUSSION:**

Parcel Map No. 2861 for Cramer Hill, LLC has been reviewed by City staff for technical accuracy and compliance with Planning Commission Resolution No. 17-18-07 Conditions of Approval. The map is technically correct and in conformance with Chapter 17.20 Final Maps of the City Code and deemed acceptable for submittal to the City Council for approval and acceptance of the access and public utility area dedicated in fee.

Condition of Approval #5 required dedication of a 65-foot-wide right of way for the David Drive Extension. A request from the owner was made to reduce the proposed right of way width to 50 feet, as some of the proposed lots would not meet the minimum building area for setback requirements. I along with other City staff supported the decision to reduce the width to 50 feet right of way based on the findings that the map substantially conforms to the tentative map.

Building Permits for any of the new parcels shown in Parcel Map No. 2861 shall meet the CCR's as referenced in Document 2022-0010318, Amador County Records.

All building and impacts fees are to be paid at building permit issuance, including for Amador County Recreation Agency fee.

Local Traffic Mitigation Fees collected shall be utilized for improvements to Raylan Drive.

Each new residential dwelling shall contribute, in addition to the local traffic mitigation fees, an additional traffic mitigation fee of \$1,000 per dwelling unit to be used for improvement to Raylan Drive.

**BUDGET IMPACT:**

None.

#1045

Staff Report-Approval of Map-2023-02-22.docx

**RESOLUTION 22-23-\***

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SUTTER CREEK  
APPROVING PARCEL MAP NO. 2861  
FOR  
CRAMER HILL LLC**

**WHEREAS**, City Planning Commission did by Resolution No. 17-18-07 approve a Tentative Map for creation of four parcels within the City of Sutter Creek; and

**WHEREAS**, time extensions for the approved tentative map have been processed and approved in accordance with City Code; and

**WHEREAS**, the City Engineer has certified Parcel Map 2861 complies with Tentative Map Conditions of Approval and found to be technically correct.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Council of the City of Sutter Creek approves Parcel Map 2861 in accordance with Chapter 17.20 of City Code, and

**BE IT FURTHER RESOLVED** offers of dedication set forth on Parcel Map No. 2861 for:

1. Public Utility Easements
2. Public Facility Easements
3. Ten foot (10') wide walking path
4. Slope Maintenance Easement
5. Right of Way for David Drive fronting lots 52A, 52B, 52C, and 52D

Which are hereby accepted, and

**BE IT FURTHER RESOLVED** all other offers of dedication are hereby rejected at this time but remain offered in perpetuity, and

**BE IT FURTHER RESOLVED** development on parcels of this map shall comply with the following: -

1. All building and impacts fees are to be paid at building permit issuance, including to Amador County Recreation Agency.
2. Local Traffic Mitigation Fees collected shall be utilized for improvements to Raylan Drive.
3. Each new residential dwelling shall contribute, in addition to the local traffic mitigation fees, an additional traffic mitigation fee of \$1,000 per dwelling unit to be used for improvement to Raylan Drive, and

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to record this Parcel Map 2861 in a timely manner.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 20th day of March, 2023 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

**ATTEST:**

---

**Claire Gunselman, Mayor**

---

**Karen Darrow, City Clerk**

PARCEL MAP No. 2861
BOUNDARY LINE ADJUSTMENT

for

CRAMER HILL, LLC,
a California Limited Liability Company
2016-0010167

BEING DIVISION OF PARCEL 52 PER 52-M-100
ALSO BEING A PORTION OF THE NW 1/4 SECTION 7, T. 6 N., R. 11 E., M. D. M.
CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA



February, 2023

OWNER'S CERTIFICATE

THE UNDERSIGNED HEREBY CERTIFY THAT THEY ARE THE OWNERS OF REAL PROPERTY SHOWN
HEREON AS THE SUBDIVISION AND THAT THEY DO HEREBY CONSENT TO THE PREPARATION AND
RECORDATION OF THIS MAP AND HEREBY IRREVOCABLY AND IN PERPETUITY OFFER FOR DEDICATION
TO THE CITY OF SUTTER CREEK ACCESS EASEMENTS, PUBLIC UTILITY EASEMENTS, 10' WIDE WALKING
PATH, SLOPE MAINTENANCE EASEMENT AND RIGHT-OF-WAY FOR DAVID DRIVE.

CRAMER HILL, LLC,
a California Limited Liability Company
by Adam Allen, Managing Member

HAZEL A. JOYCE
Beneficiary per 2016-0010168

JAMES HERYFORD
Beneficiary per 2021-0013842

YVONNE HERYFORD
Beneficiary per 2021-0013842

NOTARY'S STATEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF
THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE
TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF

ON, BEFORE ME, NOTARY PUBLIC,
PERSONALLY APPEARED
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE
NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT
HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY
HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR ENTITY UPON BEHALF OF
WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

SIGNATURE: NAME:

COUNTY: COMM. EXP.:

NOTARY'S STATEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF
THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE
TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF

ON, BEFORE ME, NOTARY PUBLIC,
PERSONALLY APPEARED
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE
NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT
HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY
HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR ENTITY UPON BEHALF OF
WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

SIGNATURE: NAME:

COUNTY: COMM. EXP.:

CITY CLERK'S CERTIFICATE

I, KAREN DARROW, HEREBY CERTIFY THAT THE CITY COUNCIL OF SUTTER CREEK, CALIFORNIA,
HAS REVIEWED AND APPROVED THIS PARCEL MAP No. 2861 BY RESOLUTION No.
ON 202 AND HEREBY ACCEPTS ALL OFFERS OF DEDICATION
SHOWN HEREON FOR PUBLIC UTILITY EASEMENTS, PUBLIC FACILITY EASEMENTS, 10' WIDE
WALKING PATH, SLOPE MAINTENANCE EASEMENT AND RIGHT-OF-WAY FOR DAVID DRIVE
FRONTING LOTS 52A, 52B, 52C AND 52D BUT REJECTS AT THIS TIME THE PORTION OF DAVID
DRIVE THROUGH PARCEL 53, ADJUSTED PARCEL 54 AND PARCEL 56. SAID RIGHT-OF-WAY
MAY REMAIN SUBJECT TO ACCEPTANCE BY RESOLUTION OF THE CITY COUNCIL AT ANY LATER
TIME.

DATE:

KAREN DARROW
SUTTER CREEK CITY CLERK

NOTARY'S STATEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF
THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE
TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF

ON, BEFORE ME, NOTARY PUBLIC,
PERSONALLY APPEARED
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE
NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT
HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY
HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR ENTITY UPON BEHALF OF
WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

SIGNATURE: NAME:

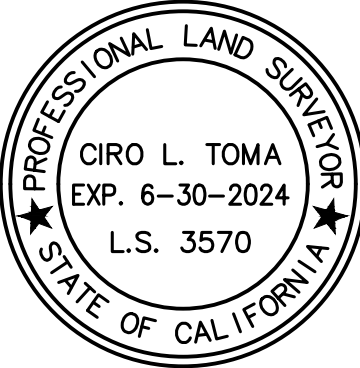
COUNTY: COMM. EXP.:

SURVEYOR'S STATEMENT

THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A
FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT
AND LOCAL ORDINANCE AT THE REQUEST OF ADAM ALLEN IN SEPTEMBER OF 2016. I HEREBY
STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED
TENTATIVE MAP, THAT THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE
POSITIONS INDICATED, AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY
TO BE RETRACED.

DATE:

CIRO L. TOMA P.L.S. 3570
MY LICENSE EXPIRES 6-30-2024



CITY ENGINEER'S STATEMENT

I HAVE EXAMINED THIS PARCEL MAP. THE SUBDIVISION AS SHOWN HEREON IS
SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, IF ANY, AND ANY
APPROVED ALTERATIONS THERETO. ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND
OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE
MAP, IF ANY, HAVE BEEN COMPLIED WITH. I AM SATISFIED THE MAP IS TECHNICALLY
CORRECT.

DATE:

ROARK WEBER R.C.E. 22295
SUTTER CREEK ASSOCIATE CITY ENGINEER
MY LICENSE EXPIRES 9-30-2023



RECORDER'S STATEMENT

FILED THIS DAY OF, 202 AT M.
IN BOOK OF MAPS AND PLATS AT PAGE AT THE REQUEST OF
THE SUTTER CREEK CITY CLERK.

FEE:

INSTRUMENT No.:

KIMBERLY L. GRADY
AMADOR COUNTY RECORDER

BY: DEPUTY

# PARCEL MAP No. 2861

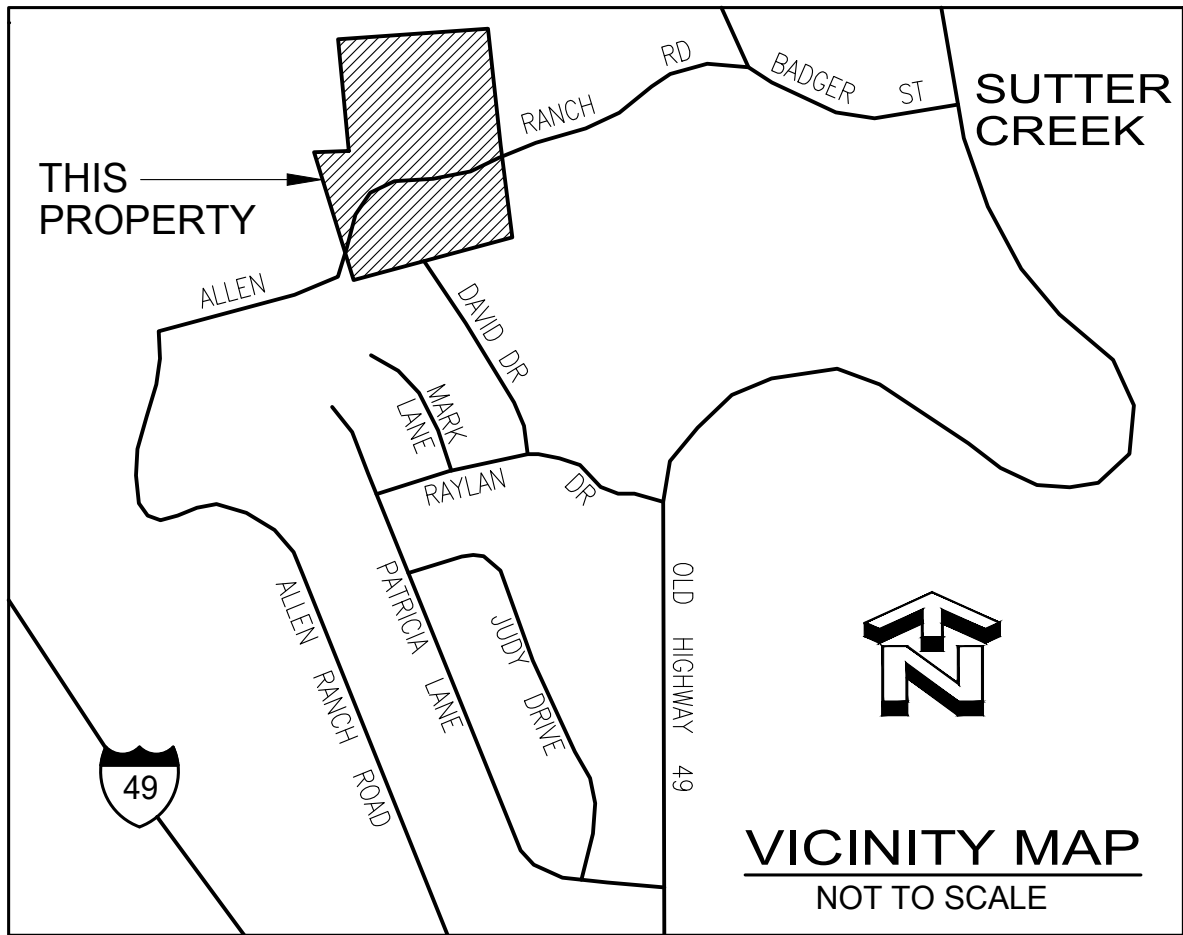
## BOUNDARY LINE ADJUSTMENT

for  
**CRAMER HILL, LLC,**  
 a California Limited Liability Company  
 2016-0010167

BEING DIVISION OF PARCEL 52 PER 52-M-100  
 ALSO BEING A PORTION OF THE NW 1/4 SECTION 7, T. 6 N., R. 11 E., M. D. M.  
 CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA



February, 2023



**NOTES and LEGEND**

- DENOTES 3/4" REBAR WITH PLASTIC CAP STAMPED PLS 3570 SET ON THIS SURVEY
- DENOTES FOUND 5/8" REBAR TAGGED RCE 7442 PER 52-M-100
- DENOTES FOUND 5/8" REBAR WITH 1-1/2" ALUMINUM CAP STAMPED LS 3488 PER 52-M-100
- DENOTES FOUND IRON PIPE TAGGED LS 3488 PER 52-M-100
- DENOTES FOUND 1/2" REBAR TAGGED LS 2902 PER 52-M-100
- DENOTES A CALCULATED POINT ONLY, NOTHING FOUND OR SET
- DENOTES ACCESS AND PUBLIC UTILITY AREA DEDICATED IN FEE TITLE HEREON TO THE CITY OF SUTTER CREEK.
- DENOTES 10' WIDE WALKING PATH AREA DEDICATED IN FEE TITLE HEREON TO THE CITY OF SUTTER CREEK
- DENOTES SLOPE MAINTENANCE EASEMENT AREA OFFERED TO THE CITY FOR MAINTENANCE PURPOSES
- DENOTES ACCESS AND PUBLIC UTILITY EASEMENT AREAS OFFERED FOR DEDICATION HEREON TO THE CITY OF SUTTER CREEK, AS WELL AS THE "DAVID DRIVE EXTENSION PHASE II" AREA WHICH WAS PREVIOUSLY DEDICATED PER 2023-0000409, ALL OF WHICH ARE REJECTED AT THIS TIME BUT MAY BE ACCEPTED AT A LATER DATE.
- DENOTES RIGHT-OF-WAY
- (1) DENOTES RECORD DATA PER 52-M-100
- CL CENTERLINE OR DISTANCE TO CENTERLINE
- RW RIGHT-OF-WAY OR DISTANCE TO RIGHT-OR-WAY
- PUE PUBLIC UTILITY EASEMENT
- BSL BUILDING SETBACK LINE
- UTE UNDERGROUND UTILITY EASEMENT
- NOTE 1: ORIGINAL ALIGNMENT OF 50' ACCESS AND PUE AS SHOWN ON 52-M-100 ACROSS PARCEL 52 AND A PORTION OF PARCEL 51 IS REALIGNED AS SHOWN ON SHEET 3 OF THIS PARCEL MAP.
- NOTE 2: DEVELOPMENT OF THESE PARCELS IS CONSTRAINED BY "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR PROPERTY KNOWN AS CRAMER HILL EAST" RECORDED IN DOCUMENT 2002-0015138.

BASIS OF BEARINGS IS REFERRED TO THE WEST LINE OF PARCEL 52 AS SHOWN ON 52-M-100, THE BEARING OF WHICH IS S 19°23'23" E.

THE FOLLOWING EASEMENTS NOTED IN PRELIMINARY REPORT ORDER No. P-429900 PREPARED BY PLACER TITLE COMPANY, INC. AND DATED JANUARY 6, 2023 AFFECT THIS PROPERTY (SEE SAID REPORT SCHEDULE B FOR COMPLETE LIST OF EXCEPTIONS):

ITEM 6	46-OR-165	10' POLE LINE EASEMENT (NOT PLOTTABLE)
ITEM 7	47-OR-127	RIGHT-OF-WAY (NOT PLOTTABLE)
ITEM 8	252-OR-546	SEWER LINE EASEMENT
ITEM 9	52-M-100	DEDICATIONS, CONDITIONS, EASEMENTS, NOTES, PROVISIONS
ITEM 10	2002-0015138	CC and R'S AND EASEMENTS
ITEM 11	NO REFERENCE	ROAD/STREET/ALLEY/HIGHWAY RIGHTS OF THE PUBLIC
ITEM 12	2003-0016492	ACCESS/PUE/DRAINAGE/SEWER/PARK/INCIDENTALS PER 2002-0015138


**NOTES and LEGEND**  
(SEE SHEET 2 FOR NOTES AND LEGEND)

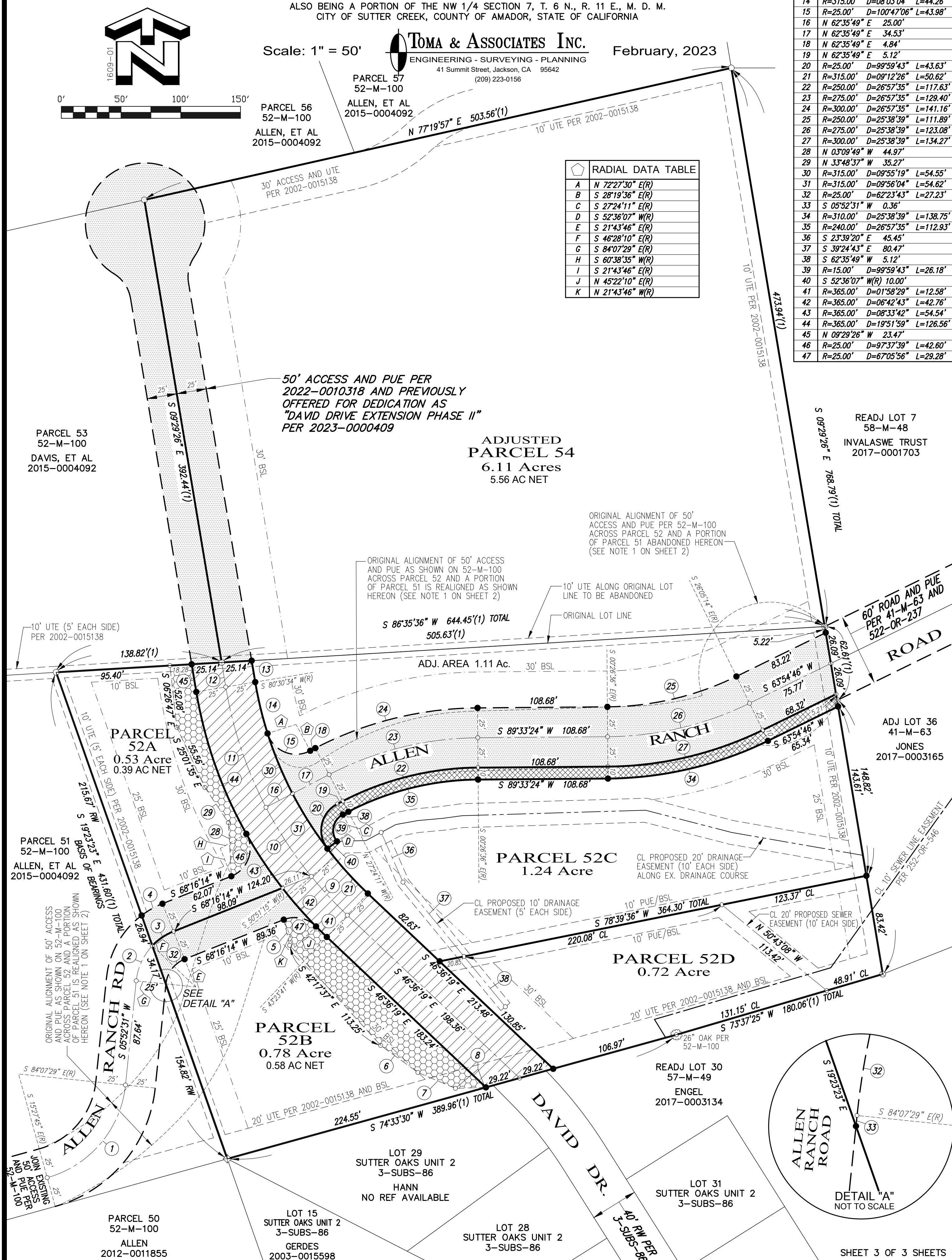
BEING DIVISION OF PARCEL 52 PER 52-M-100  
ALSO BEING A PORTION OF THE NW 1/4 SECTION 7, T. 6 N., R. 11 E., M. D. M.  
CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA

 **TOMA & ASSOCIATES INC.**  
ENGINEERING - SURVEYING - PLANNING  
41 Summit Street, Jackson, CA 95642  
(209) 223-0156

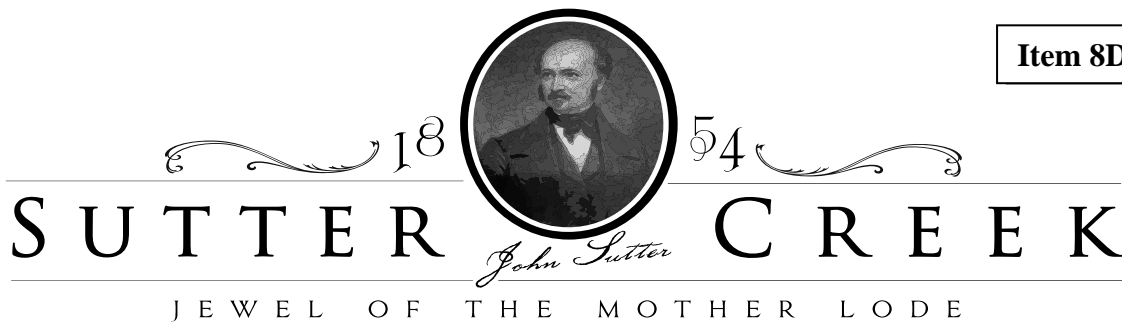
February, 2023

○	DATA TABLE		
1	$R=90.00^{\circ}$	$D=68^{\circ}39'44''$	$L=107.85^{\circ}$
2	$R=50.00^{\circ}$	$D=37^{\circ}39'19''$	$L=32.86^{\circ}$
3	$R=50.00^{\circ}$	$D=24^{\circ}44'24''$	$L=21.59^{\circ}$
4	$R=75.00^{\circ}$	$D=15^{\circ}19'38''$	$L=20.06^{\circ}$
5	$S\ 12^{\circ}58'03''\ E$	$22.06^{\circ}$	
6	$S\ 54^{\circ}00'51''\ E$	$38.45^{\circ}$	
7	$S\ 67^{\circ}01'59''\ E$	$34.12^{\circ}$	
8	$N\ 88^{\circ}08'59''\ E$	$25.51^{\circ}$	
9	$R=340.00^{\circ}$	$D=07^{\circ}27'35''$	$L=44.27^{\circ}$
10	$R=340.00^{\circ}$	$D=11^{\circ}41'11''$	$L=69.35^{\circ}$
11	$R=340.00^{\circ}$	$D=17^{\circ}58'07''$	$L=106.63^{\circ}$
12	$N\ 09^{\circ}29'26''\ W$	$20.81^{\circ}$	
13	$N\ 09^{\circ}29'26''\ W$	$18.14^{\circ}$	
14	$R=315.00^{\circ}$	$D=08^{\circ}03'04''$	$L=44.26^{\circ}$
15	$R=25.00^{\circ}$	$D=100^{\circ}47'06''$	$L=43.98^{\circ}$
16	$N\ 62^{\circ}35'49''\ E$	$25.00^{\circ}$	
17	$N\ 62^{\circ}35'49''\ E$	$34.53^{\circ}$	
18	$N\ 62^{\circ}35'49''\ E$	$4.84^{\circ}$	
19	$N\ 62^{\circ}35'49''\ E$	$5.12^{\circ}$	
20	$R=25.00^{\circ}$	$D=99^{\circ}59'43''$	$L=43.63^{\circ}$
21	$R=315.00^{\circ}$	$D=09^{\circ}12'26''$	$L=50.62^{\circ}$
22	$R=250.00^{\circ}$	$D=26^{\circ}57'35''$	$L=117.63^{\circ}$
23	$R=275.00^{\circ}$	$D=26^{\circ}57'35''$	$L=129.40^{\circ}$
24	$R=300.00^{\circ}$	$D=26^{\circ}57'35''$	$L=141.16^{\circ}$
25	$R=250.00^{\circ}$	$D=25^{\circ}38'39''$	$L=111.89^{\circ}$
26	$R=275.00^{\circ}$	$D=25^{\circ}38'39''$	$L=123.08^{\circ}$
27	$R=300.00^{\circ}$	$D=25^{\circ}38'39''$	$L=134.27^{\circ}$
28	$N\ 03^{\circ}09'49''\ W$	$44.97^{\circ}$	
29	$N\ 33^{\circ}48'37''\ W$	$35.27^{\circ}$	
30	$R=315.00^{\circ}$	$D=09^{\circ}55'19''$	$L=54.55^{\circ}$
31	$R=315.00^{\circ}$	$D=09^{\circ}56'04''$	$L=54.62^{\circ}$
32	$R=25.00^{\circ}$	$D=62^{\circ}23'43''$	$L=27.23^{\circ}$
33	$S\ 05^{\circ}52'31''\ W$	$0.36^{\circ}$	
34	$R=310.00^{\circ}$	$D=25^{\circ}38'39''$	$L=138.75^{\circ}$
35	$R=240.00^{\circ}$	$D=26^{\circ}57'35''$	$L=112.93^{\circ}$
36	$S\ 23^{\circ}39'20''\ E$	$45.45^{\circ}$	
37	$S\ 39^{\circ}24'43''\ E$	$80.47^{\circ}$	
38	$S\ 62^{\circ}35'49''\ W$	$5.12^{\circ}$	
39	$R=15.00^{\circ}$	$D=99^{\circ}59'43''$	$L=26.18^{\circ}$
40	$S\ 52^{\circ}36'07''\ W(R)$	$10.00^{\circ}$	
41	$R=365.00^{\circ}$	$D=01^{\circ}58'29''$	$L=12.58^{\circ}$
42	$R=365.00^{\circ}$	$D=06^{\circ}42'43''$	$L=42.76^{\circ}$
43	$R=365.00^{\circ}$	$D=38^{\circ}33'42''$	$L=54.54^{\circ}$
44	$R=365.00^{\circ}$	$D=19^{\circ}51'59''$	$L=126.56^{\circ}$
45	$N\ 09^{\circ}29'26''\ W$	$23.47^{\circ}$	
46	$R=25.00^{\circ}$	$D=97^{\circ}37'39''$	$L=42.60^{\circ}$
47	$R=25.00^{\circ}$	$D=67^{\circ}05'56''$	$L=29.28^{\circ}$

	RADIAL DATA TABLE
A	N 72°27'30" E(R)
B	S 28°19'36" E(R)
C	S 27°24'11" E(R)
D	S 52°36'07" W(R)
E	S 21°43'46" E(R)
F	S 46°28'10" E(R)
G	S 84°07'29" E(R)
H	S 60°38'35" W(R)
I	S 21°43'46" E(R)
J	N 45°22'10" E(R)
K	N 21°43'46" W(R)



SHEET 3 OF 3 SHEETS



---

**STAFF REPORT**

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**MEETING DATE:** MARCH 20, 2023

**FROM:** ERIN VENTURA

**SUBJECT:** HAUGE BRUECK ASSOCIATES, LLC CONTRACT

---

**RECOMMENDATIONS:**

- 1) Adopt Resolution 22-23-\* entering into a contract with Hauge Brueck Associates, LLC (HBA) for On-Call Planning Services and applicant reimbursable planning services and;
- 2) Adopt Resolution 22-23-\* extending the contract with Hauge Brueck Associates, LLC (HBA) for grant related planning work.

**BACKGROUND:**

The City has contracted with HBA for various planning related work for the last the (10) years. HBA has provided both on call planning services for the City, which is paid for out of the General Fund, and also applicant-initiated work. Applicant-initiated work is paid for by the applicant, having no financial impact on the City. HBA has more recently been working on grant funded projects for the City, specifically the Zoning and Development code updates and the accompanying environmental review.

**DISCUSSION:**

The contract for on call planning services has expired, and staff is recommending that the City enter into a new contract with HBA for on call planning services and applicant reimbursable planning services. Previous the City had two separate contracts for those services. The recommend term of the contract is eighteen (18) months, January 1, 2023 to June 30, 2024.

In 2019, the City entered into an agreement with HBA to update the Zoning Code. The work is in process and will be wrapping up this year. All eligible expenses will be reimbursed through grant funding. All grant related reimbursable work must be completed and invoiced to the State by September 2023.

**RESOLUTION 22-23-\***

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK  
APPROVING A CONTRACT WITH HAUGE BRUECK ASSOCIATES, LLC (HBA)  
FOR ON-CALL PLANNING SERVICES AND APPLICANT REIMBURSEABLE  
PLANNING SERVICES FOR AN EIGHTEEN MONTH TERM FROM JANUARY 1,  
2023 THROUGH JUNE 30, 2024 AND AUTHORIZING THE CITY MANAGER TO  
EXECUTE THE CONTRACTS**

**WHEREAS**, the City has contracted for over ten years with Hauge Brueck Associates, LLC for planning services; and

**WHEREAS**, The City of Sutter Creek had two separate contracts for on-call planning services and applicant reimbursable services with Hauge Brueck Associates, LLC and wishes to combine them into one contract; and

**WHEREAS**, the existing contract for on-call planning services expired in on June 30, 2019 and the applicant reimbursable services contract expired in on June 30, 2019; and

**WHEREAS**, new a contract is required to continue the planning services provide by Hauge Brueck Associates LLC; and

**WHEREAS**, the long-term relationship between Hauge Brueck Associates LLC for on-call planning services and applicant reimbursable project expenses are charged at reduced rates; and

**WHEREAS**, applicants will be required to reimburse the City of Sutter Creek for any incurred planning related fees; and

**NOW THEREFORE BE IT RESOLVED**, the City Council does hereby authorize the City Manager to execute a single contract, as outlined in Attachment A, with Hauge Brueck Associates LLC for on-call planning services and applicant reimbursable planning services for a term of eighteen (18) months.

The foregoing resolution was duly passed and adopted this 20th day of March, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Claire Gunselman, Mayor

ATTEST:

---

Karen Darrow, City Clerk

**CITY OF SUTTER CREEK  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES  
ON-CALL STAFF**

This Agreement is made and entered on January 1, 2023 and ends June 30, 2024 by and between the City of Sutter Creek, a municipal corporation of the State of California (hereinafter "CITY") and Hauge Brueck Associates, LLC (hereinafter "HBA").

**RECITALS**

WHEREAS, Robert Brueck and Erin Ventura, associates of HBA, are experienced in providing city planning, permitting, public outreach and environmental consulting services and are experienced working with the City of Sutter Creek on planning, permitting, public outreach and environmental projects; and

WHEREAS, CITY requires on-call staff planning services in support of the Planning Department, the Planning Staff may, from time to time, require expert advice, interpretation of regulation, and consultant staff to meet deadlines, prepare reports and analysis, and attend and facilitate meetings.

WHEREAS, CITY desires to engage HBA to render project planning consulting services for said planning staff assignments and HBA represents that HBA possesses the professional qualification to provide such consulting services.

CITY and HBA agree to enter into this AGREEMENT for the performance of on-call consulting services on the terms and conditions stated in this AGREEMENT.

NOW, THEREFORE, in consideration for the promises set forth herein, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

## **ARTICLE I**

### **SCOPE OF SERVICES AND TERM**

#### **1.1 General Scope of Services**

Upon receipt of written authorization from CITY, HBA at HBA's sole cost and expense (to be reimbursed as provided in this Agreement) and to the satisfaction of CITY, shall perform on-call services (Services) set forth by individual City requests for applicant reimbursable and non-applicant reimbursable services. Services may include, but are not limited to:

- a. General consultation with City staff;
- b. Peer review of planning and environmental documents;
- c. Staff to the City Council, Planning Commission, and Design Review Committee;
- d. Preparation of staff reports and coordination with City staff and the public;
- e. Outreach and public involvement activities;
- f. Review of site plans for residential and commercial projects;
- g. Review of conditional use, encroachment, and sign permits;
- h. Review of lot adjustment maps, tentative subdivision maps, and final subdivision maps;
- i. Preparation of documents supporting permit review;
- j. Preparation of General Plan amendments;
- k. Preparation of Municipal Code amendments;
- l. Management of mitigation monitoring programs;
- m. Preparation of planning and environmental reports;
- n. Preparation of CEQA compliance documents; and
- o. Geographic Information Systems support.

Each assignment shall be tracked separately to document the Services performed, schedule for completion, and cost including labor and any subcontractors, and expenses both direct and indirect, but shall otherwise be governed by the terms and conditions of this Agreement.

#### **1.2 Term**

The term of this Agreement runs through the fiscal year ending on June 30, 2024 or until such time as it is terminated pursuant to the provisions in Article V of this Agreement.

## **ARTICLE II**

### **RESPONSIBILITIES OF CONSULTANT**

#### **2.1 Control and Payment of Subordinates**

CITY retains HBA on an independent contractor basis and HBA is not an employee of CITY. The personnel performing the Services under this Agreement on behalf of HBA shall be under HBA's exclusive direction and control. HBA shall pay wages, salaries, and other amounts due such personnel in connection with their performance of services under this Agreement and as required by law. HBA shall be responsible for reports and obligations with respect to such personnel, including, but not limited to social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

## **2.2 Conformance to Applicable Requirements**

All work prepared by HBA shall be subject to the approval of CITY.

## **2.3 Standard of Care: Licenses**

HBA shall perform the Services under this Agreement in a skillful and competent manner. HBA shall be responsible to CITY for any errors or omissions in its execution of this Agreement. HBA represents and warrants to CITY that it has all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. HBA further represents and warrants that it shall keep in effect all such licenses, permits, and other approvals during the term of this Agreement.

## **2.4 Representatives**

HBA assigns Erin Ventura as its Representative who shall coordinate Services. The HBA Representative shall be available to the CITY at mutually agreeable and reasonable times. HBA may appoint another person as an HBA Representative upon written notice to CITY. The City Manager shall act as CITY's Representative for purposes of carrying out this Agreement.

## **2.5 Accounting Records**

HBA shall maintain complete and accurate records with respect to costs and expenses incurred under this Agreement. Such records shall be clearly identifiable. HBA shall allow an authorized representative of CITY, during normal business hours, to examine, audit, and make transcripts of copies of such records. HBA shall allow inspection by CITY of work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

# **ARTICLE III FEES AND PAYMENTS**

## **3.1 Compensation**

HBA shall receive compensation for Services rendered under this Agreement at the rates set forth in the attached Exhibit A, Schedule of Hourly Billing. Total compensation through the term of the Agreement shall be tracked and reported in each monthly progress report.

## **3.2 Payment of Compensation**

HBA shall provide to CITY a monthly progress report that indicates work completed, work to be completed, issues with resolution, and hours of service rendered. CITY shall, within 30 days of receiving such statement from HBA, review the statement and pay all approved charges thereon.

## **3.3 Reimbursement for Expenses**

HBA shall be reimbursed for expenses when authorized in writing by CITY.

## **ARTICLE IV**

### **INDEMNIFICATION AND INSURANCE**

#### **4.1 Indemnification**

HBA shall defend, indemnify, and hold the CITY, its officials, officers, employees, and agents free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, in any manner arising out of or incident to any negligent acts, omissions, or willful misconduct of HBA arising out of or in connection with HBA's negligent performance of this AGREEMENT, including without limitation the payment of attorneys' fees. Further, HBA shall defend at its own expense, including attorneys' fees, CITY, its officials, officer, employees, and agents in any legal action based upon such negligent acts, omissions, or willful misconduct. The indemnity obligations of HBA contained in the foregoing sentences or anywhere else within this Agreement shall not be applicable to any liability whatsoever, including, without limitation, claims, losses, damages, or other costs of any nature, that are based upon, occasioned, or attributable to any injury, default, or damage arising from any negligent act, error, or omission or willful misconduct of CITY, its servants or agents, or persons from whom it has assumed responsibility in the performance or purported performance of this Agreement, from and against which CITY shall indemnify, defend, and hold HBA harmless.

#### **4.2 Insurance**

HBA shall obtain and shall require its subcontractors to obtain insurance of the types and in the amounts described below and satisfactory to CITY.

##### **4.2.1 Commercial General Liability Insurance**

HBA shall maintain occurrence version commercial general liability insurance of equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

##### **4.2.2 Business Automobile Liability Insurance**

HBA shall maintain business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned and hired automobiles.

##### **4.2.3 Professional Liability Insurance**

HBA shall maintain errors and omissions liability insurance with a limit of not less than \$1,000,000 each claim. Such insurance shall be maintained for a minimum of three years following completion of the Services.

##### **4.2.4 Workers' Compensation Insurance**

HBA shall maintain workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1, 000,000 per accident.

#### **4.3 Additional Insured's**

Such insurance shall name CITY, its officials, officers, employees, agents, and consultants, as Insured's with respect to performance of Services. Such insured status shall contain no special limitations in the scope of its protection to the above-listed Insured's. All Professional Liability insurance shall be primary with respect to any insurance or self-insurance programs covering CITY, its officials, officers, employees, agents, and consultants and shall contain standard separation of Insured's provisions.

#### **4.4 Certificates of Insurance**

HBA shall, prior to commencement of the Services, furnish to CITY properly executed certificates of insurance, and certified copies of endorsements and policies, which shall clearly evidence all insurance required in this Section. HBA shall not allow such insurance to be canceled, expire, or be materially reduced in coverage except on 30 days prior to written notice to CITY.

#### **4.5 Term of Coverage**

HBA shall maintain all insurance required by this Agreement from the time Services commence until Services are completed, except as may be otherwise required by this Article. HBA shall replace any policies, certificates, and endorsements for any insurance expiring prior to completion of the Services.

#### **4.6 Licensed Insurer**

HBA shall place all insurance with insurers licensed to do business in California.

### **ARTICLE V TERMINATION**

#### **5.1 Notice of Termination**

CITY may, by written notice to HBA, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to HBA of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. HBA shall discontinue all Services affected within seven (7) days of receipt of such notice, unless otherwise instructed by CITY in writing.

##### **5.1.1 Termination For Convenience**

If termination is for the convenience of the CITY, HBA shall be paid for Services performed through the date of termination, upon receipt of written documentation by CITY. Such payment shall include a pro-rated amount of profit, if applicable, but no amount shall be paid for anticipated profit on unperformed services.

##### **5.1.2 Termination for Cause**

If termination is due to HBA's failure to fulfill its obligations under this Agreement, HBA shall be compensated for Services that have been completed and accepted by CITY. HBA shall be liable to CITY to make satisfactory any unsatisfactory work received from HBA, which at CITY's reasonable discretion must be revised, in part or in whole, to complete Services. In no event shall HBA be liable to CITY or any third party for consequential, special, indirect, or incidental damages or lost revenue or profits in connection with this Agreement.

#### **5.2 Procurement of Similar Services**

In the event this Agreement is terminated in whole or in part as provided by this Article, CITY may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

#### **5.3 Work Product**

If this agreement is terminated as provided in Section 5.1 of this Agreement, or at the time that HBA completes the work required under this Agreement, CITY may require HBA to provide all finished or unfinished documents,

data, studies, drawings, reports, etc., prepared by HBA in connection with the performance of Services under this Agreement.

## **ARTICLE VI GENERAL PROVISIONS**

### **6.1 Entire Agreement**

This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements. This Agreement may be modified only by writing and when signed by both parties.

### **6.2 Successors and Assigns**

This Agreement shall be binding on the successors and assigns of the parties, and shall not be assigned by HBA without the prior written consent of CITY.

### **6.3 Subcontracts**

HBA shall not subcontract any portion of the work required by this Agreement without prior written approval of CITY. All approved subcontracts, if any, shall be accompanied by a written instrument. Such instrument shall contain an express assumption by the subcontractor of all conditions and terms and covenants contained in this Agreement.

### **6.4 Equal Opportunity Employment**

HBA represents that it is an equal opportunity employer and shall not discriminate against an employee or applicant for employment with HBA on the basis of race, color, religion, national origin, ancestry, sex, or age.

### **6.5 Attorney's Fees**

If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and costs of suits.

### **6.6 Governing Law**

This Agreement shall be governed by and construed with the laws of the State of California.

### **6.7 Time of Essence**

Time is of the essence for each and every provision of this Agreement.

### **6.8 Right to Employ Other Consultants**

CITY reserves right to employ other consultants in connection with Services.

### **6.9 Delivery of Notices**

All notices permitted, or required under this Agreement, shall be deemed made when delivered to the applicable parties representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

CITY:  
City of Sutter Creek  
18 Main Street  
Sutter Creek, CA 95685  
Attention: City Manager

CONSULTANT:  
Hauge Brueck Associates, LLC  
3606A Greystone Drive  
Austin, TX 78731  
Attention: Robert Brueck, Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid, return receipt requested, and addressed to the party at its applicable address.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement on the date first herein above written.

CITY

---

City of Sutter Creek

CONSULTANT: Hauge Brueck Associates, LLC

By: 

---

Robert Brueck, Manager

**EXHIBIT A**  
**SCHEDULE OF HOURLY BILLING**

**HAUGE BRUECK ASSOCIATES, LLC**  
**2023 RATE SCHEDULE**

CLASSIFICATION	HOURLY BILLING RATE
ASSOCIATE I	\$40
ASSOCIATE II	\$50
ASSOCIATE III	\$70
ASSOCIATE IV	\$80
ASSOCIATE V	\$100
ASSOCIATE VI	\$110
ASSOCIATE VII	\$120
ASSOCIATE VIII	\$140
ASSOCIATE IX	\$160
ASSOCIATE X	\$180
ASSOCIATE XI	\$200
ASSOCIATE XII	\$220

- Rate schedule updated annually
- Hourly billing rates include labor and overhead (e.g., office space, office supplies, computers, phones, and incidentals).
- Mileage billed at IRS rates.
- Other direct costs (ODC) billed at actual cost plus 10% (e.g., printing, travel and subcontractors).

HBA Associates are assigned the following classifications:

Robert Brueck	Associate XI
Erin Ventura	Associate IX
Connor Hinton (GIS)	Associate VI
Heidi Johnstone	Associate IV

**RESOLUTION 22-23-\***  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF SUTTER CREEK EXTENDING THE AGREEMENT WITH**  
**HAUGE BRUECK ASSOCIATES, LLC (HBA) FOR GRANT RELATED PLANNING**  
**SERVIVCES**

**WHEREAS**, the City has contracted for over ten years with Hauge Brueck Associates, LLC (HBA) for planning services; and

**WHEREAS**, the City adopted Resolution 2020-2021-05 entering into a contract with HBA to update its Zoning Code as a result of receiving an SB2 grant; and

**WHEREAS**, the purpose of the SB2 grants are to align the City with State standards to reduce the time and cost required to prepare housing applications, reduce the time to process housing applications, reduce the need and cost for preparing special traffic studies, and to streamline the City's development review process; and

**WHEREAS**, with the SB2 funds, the City intends on updating its Zoning Code and Zoning Map, adopting a Development Code and completing a traffic analysis used for a General Plan and Circulation Plan update; and

**WHEREAS**, the three projects will also include the appropriate CEQA documentation; and

**NOW THEREFORE BE IT RESOLVED**, the City Council hereby authorizes the City Manager to execute Amendment #2 between the City of Sutter Creek and Hauge Brueck Associates, LLC outlined in Attachment B, extending the contract for grant related planning services.

**BE IT FURTHER RESOLVED**,

The foregoing resolution was duly passed and adopted this 20th day of March, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Claire Gunselman, Mayor

\_\_\_\_\_  
Karen Darrow, City Clerk

**CONTRACTING SERVICES AGREEMENT BETWEEN  
CITY OF SUTTER CREEK AND HAUGE BRUECK ASSOCIATES LLC,  
TO UPDATE THE ZONING CODE  
AMENDMENT 3**

This AMENDMENT 3 to the Agreement dated August 20, 2019 is made and entered on February 22, 2023 by and between the City of Sutter Creek, a municipal corporation of the State of California (hereinafter "CITY") and Hauge Brueck Associates, LLC (hereinafter "HBA").

Amendment 3 extends the Agreement Term of Services (Section 1.1) to end on December 31, 2023. Amendment 3 updates the Scope of Work in Attachment A to clarify that an EIR will be prepared for the zoning code, development standards and circulation element. No other changes to the scope of work or budget are proposed.

Amendment 3 updates the address and contact for Contractor Notices (Section 10.10) as follows:

Hauge Brueck Associates, LLC  
Attn: Robert Brueck, Manager  
3606A Greystone Drive  
Austin, TX 78731

No other changes are made to the terms of the Agreement dated August 20, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment 3 on the date first herein above written.

CITY

\_\_\_\_\_  
City of Sutter Creek

CONSULTANT: Hauge Brueck Associates, LLC

By: \_\_\_\_\_

  
Robert Brueck, Manager

CONTRACTING SERVICES AGREEMENT BETWEEN THE CITY OF SUTTER CREEK  
AND HAUGE BRUECK ASSOCIATES LLC, TO UPDATE THE ZONING CODE DATED  
AUGUST 20, 2019, AMENDMENT # 3 DATED FEBRUARY 22, 2023

THIS AGREEMENT for services was entered into by and between the City of Sutter Creek, a municipal corporation in the State of California (hereinafter referred to as “City”), and Hauge Brueck Associates LLC (hereinafter referred to as “Contractor”) as of August 20, 2019 and is amended on February 22, 2023.

EXHIBIT A  
SCOPE OF WORK – AMENDMENT 3

---

This Scope of Work is to perform tasks implementing the California SB2 Grant and LEAP Grant. The work includes preparation of the Code of Ordinance update, preparation of Development Standards, support of the Circulation Element update and a City Wide Master Environmental Impact Report. This amendment 3 extends the contract term through December 31, 2023. This amendment clarifies that an EIR will be prepared for the zoning code, development standards and circulation element. No other changes are included.

**Code of Ordinances**

The following tasks will update Title 18 of the Sutter Creek Municipal Code (Zoning Ordinance) to be consistent with the General Plan and support to the consulting teams preparing the City Development Standards and Circulation Element Update funded by the 2019 SB 2 Grant. The zoning map prepared with the General Plan Land Use Diagram update will be updated as part of this project. ~~Because this code update implements the General Plan, a Mitigated Negative Declaration supplementing the General Plan IS/ND is assumed as the appropriate CEQA process.~~

**PHASE 1:  
POLICY AND REGULATORY AUDIT**

The purpose of this first phase is to establish a solid baseline for the successful update of the Zoning Ordinance including a full assessment of the implementation strategies contained within the Sutter Creek General Plan and an analysis of issues significant to the community. This will entail a review of the Zoning Ordinance to identify areas of inconsistency or insufficiency. This phase involves staff meetings, data collection and review, analysis of the General Plan and Zoning Ordinance, meetings with key community stakeholders and public workshops.

**Task 1.1 General Plan and Zoning Code Audit**

At the outset of the project the City will provide HBA with the annotated Zoning Code compiled by City Staff over the past few years.

CONTRACTING SERVICES AGREEMENT BETWEEN THE CITY OF SUTTER CREEK  
AND HAUGE BRUECK ASSOCIATES LLC, TO UPDATE THE ZONING CODE DATED  
AUGUST 20, 2019, AMENDMENT # 3 DATED FEBRUARY 22, 2023

A memo will be sent to the Planning Commission and City Council requesting input on items to be addressed in the Zoning Code based on their experience.

A review of the General Plan will be completed to identify policies and implementation strategies that require updating the zoning code to ensure consistency.

Zoning related issues important to the community will be identified through the review of relevant plans, policies, and regulations adopted by the City. Zoning issues will be reviewed in the annotated Zoning Code maintained by the City staff.

This review will assess the adequacy of the existing Zoning Code in compliance with state and federal laws. The review will assess the appropriateness of the Zoning Code in terms of:

- Structure and organization;
- Regulatory purpose;
- Processing and procedural streamlining;
- Compliance with adopted plans and policies;
- Existing zoning districts, allowed uses, and development standards;
- General development standards; and
- Special use provisions.

The City adopted the General Plan update in July 2019. The update includes conversion of eight parcels along Hanford Street from C-2 Commercial to R-4 Multiple Family Residential and from RSF Residential Single Family to RH Residential High Density. The R-4 Zone allows multifamily uses by right with site plan review to assure compliance with City standards. The Zoning Map will be updated in compliance with the General Plan Land Use Designation Diagram. The General Plan created a Public Service land use designation that requires modification of the Zoning Code to include a PS Public Service zone. The General Plan added an Environmental Justice Element and the Zoning Code will be modified to be consistent with the General Plan. The Zoning Code will be updated to meet current State regulations and to be consistent with the General Plan. The current Zoning Code includes development standards that will be removed and placed in the new Development Standards to reduce duplication of standards and have clear division between zoning and development standards. A Zoning Code Checklist will be created to streamline the application preparation and review process.

The General Plan identifies areas where additional development standards are needed to fully implement the policies contained within the document (e.g. ridgeline preservation, public service designation, revised residential allowances

CONTRACTING SERVICES AGREEMENT BETWEEN THE CITY OF SUTTER CREEK  
AND HAUGE BRUECK ASSOCIATES LLC, TO UPDATE THE ZONING CODE DATED  
AUGUST 20, 2019, AMENDMENT # 3 DATED FEBRUARY 22, 2023

within industrial and service areas, development standards, etc.). Specific zoning code language will be crafted to implement the relevant General Plan policies. Development standards in the Zoning Code or required by the General Plan will be identified to be placed in the new Development Standards document. New and revised definitions will be created to ensure the Zoning Code reflects current terminology and uses and provides adequate definition to avoid confusion or misinterpretation. The new definitions will be incorporated into the General Plan Glossary, Volume II and summarized, as appropriate, in the Zoning Code.

*Deliverables: Summary Report of Task 1.1.*

**PHASE 2:  
PREPARE DRAFT ZONING CODE**

The purpose of this phase is to establish a code outline and standard format, then prepare component pieces of the Zoning Code for staff and attorney review and review by the City's Planning Commission and City Council.

**Task 2.1 Update Zoning Code Development Standards and Definitions**

An administrative draft revision to the Zoning Code will be prepared. The administrative draft will accomplish the following:

- Establish clear and specific development regulations for all land use districts;
- Assist the consultant preparing the Development Standards in identifying the standards removed from the Zoning Code and incorporated into the Development Standards. Provide input to the consultant on additional development standards appropriate for the City of Sutter Creek.
- Review existing standards, including Design Standards, to assure they are current, complete, and appropriate for the City of Sutter Creek.
- Achieve consistency with the General Plan, state and federal laws;
- Describe the program and process under which development applications will be reviewed;
- Present the code in a format that is reader-friendly and executable;
- Include sufficient graphic support for regulations.

*Deliverables: Camera-ready copy of the Administrative Draft Zoning and electronic copies for posting to the City's website.*

**Task 2.2 Joint Public Workshop to Review of Draft Zoning Code**

A noticed joint Planning Commission, City Council, and public workshop will be conducted to understand key issues associated with the project and review the recommended changes identified in Task 1.1 and Draft Zoning Code. This workshop format allows for individual conversations with interested members of

CONTRACTING SERVICES AGREEMENT BETWEEN THE CITY OF SUTTER CREEK  
AND HAUGE BRUECK ASSOCIATES LLC, TO UPDATE THE ZONING CODE DATED  
AUGUST 20, 2019, AMENDMENT # 3 DATED FEBRUARY 22, 2023

the public. Input will be collected through written comments made by the participants.

*Deliverables: One electronic copy of the direction received from the City Council and Planning Commission will be prepared for posting to the City's website and distribution to the Planning Commission and City Council.*

*Meetings: Joint public workshop with the City Council and Planning Commission.*

**PHASE 3:**  
**PUBLIC HEARING DRAFT ZONING CODE AND CEQA PROCESS**

**Task 3.1 Incorporate Directed Amendments to Draft Documents**

Upon completion Phase 2 Tasks, the Draft Zoning Code text will be modified in accordance with direction from the City Manager and City Attorney, the Planning Commission, and the City Council. This amended document will form the project description and product for the CEQA review.

**Task 3.2 Prepare Initial Study / Negative Declaration**

An EIR Initial Study will be prepared in accordance with CEQA tiering off the General Plan IS/ND. The EIR Initial Study will evaluate all potential environmental impacts associated with proposed text and map amendments. ~~It is assumed that the Initial Study findings will result in the preparation of a Negative Declaration.~~

*Deliverables: One electronic copy for City distribution and 15 electronic copies for OPR along with the OPR Summary Form.*

**Task 3.3 Public Notification and Circulation**

The final environmental documents will be prepared, noticed and circulated, including all supporting documentation. ~~Documents shall include, but are not limited to, Notice of Intent to Adopt and Initial Study.~~

**Task 3.4 Review Hearings**

Public Hearings by the Planning Commission and City Council will be held on the Draft Zoning Ordinance, Zoning District Map, and CEQA documents. At the conclusion of Phase 3 hearings, the City Council will direct staff to incorporate changes into the Final Zoning Code.

*Deliverables: One staff report for Planning Commission and one draft staff report for City Council*

*Meetings: One public hearing with Planning Commission and one public hearing with City Council*

**PHASE 4:  
ADOPTION AND PUBLICATION**

**Task 4.1 Prepare Final Draft Zoning Code, and CEQA Documents**

At the conclusion of Phase 3 the Final Zoning Code will be prepared for adoption.

*Deliverables: One (1) electronic copy for distribution.*

**Task 4.2 Public Notification, Circulation, and Response to Inquiries**

The public will be notified, and project documents circulated. Staff will be available during the circulation period to answer draft document questions.

*Deliverables: Public Hearing notices as required for City distribution.*

**Task 4.3 Planning Commission Hearing**

Staff will generate a staff report and attend a public hearing of the Planning Commission for recommendation and adoption of the Final Zoning Code and CEQA documents.

*Deliverables: Staff report for Planning Commission*

*Meetings: One public hearing with Planning Commission*

**Task 4.4 Planning Commission Draft Zoning Code**

A revised draft Zoning Code will be created based on comments and direction from the Planning Commission hearing.

*Deliverables: Draft Zoning Ordinance*

**Task 4.5 City Council Hearing**

A final Zoning Code and CEQA document will be prepared and public hearing held to consider adoption of the zoning code.

*Deliverables: Final draft zoning code*

*Meetings: One public hearing with City Council*

**Task 4.6 Final Zoning Code Document**

The final version of the Zoning Code will be prepared based on input from the City Council.

*Deliverables: One camera-ready original of the document. One set of Word files and one set of PDF files.*

### **Development Code**

The City currently has development standards embedded in the zoning code, General Plan, or located in separately adopted standards. A Development Code will be created that consolidates standards in one document that will be internally consistent with the General Plan. A Development Code checklist will be created to streamline the application preparation and review process. The Development Code and Development Code Checklist will reduce the time required by the City to review application compliance and confirm compliance with City standards. The Code will provide applicants with consistent and clear documentation of the requirements of the City. Public engagement will be conducted in the adoption of the Development Code. The appropriate CEQA documentation will be prepared.

### **Circulation Element Assistance**

HBA will provide assistance and peer review in the preparation of the Circulation Element being prepared by GHD.

### **Environmental Impact Report**

The City of Sutter Creek is proposing two projects that align the City with State standards, reduce the time and cost required to prepare housing applications, reduce the time to process housing applications, reduce the need and cost for preparing special traffic studies, and to streamline the City's development review process. The projects are: Update the General Plan/Environmental Impact Report Setting Sections to reflect the existing setting and to Prepare the City Wide Environmental Impact Report that will be used in the adoption of the SB2 Grant projects; Zoning Code Update, Development Code, and Circulation Element Update.

#### **General Plan / Environmental Impact Report Settings**

With the adoption of the City of Sutter Creek General Plan update the General Plan requires that future environmental documentation utilize the General Plan Setting Sections and that for each new environmental document, the General Plan Settings will be updated to reflect the project specific information. By updating the General Plan Setting Sections the effort required to prepare future environmental documents for housing projects will be streamlined to focus new information on project/site specific information. The Setting Sections will be updated to comply with current state guidance for General Plans and Environmental Documents. The updated setting sections will reduce the time required by the applicant and City to prepare and review the appropriate environmental documentation. The City Wide setting sections will provide applicants with current, consistent and clear documentation for use in their environmental documents. Public engagement will be conducted in the adoption of the General Plan Setting Sections

CONTRACTING SERVICES AGREEMENT BETWEEN THE CITY OF SUTTER CREEK  
AND HAUGE BRUECK ASSOCIATES LLC, TO UPDATE THE ZONING CODE DATED  
AUGUST 20, 2019, AMENDMENT # 3 DATED FEBRUARY 22, 2023

### City Wide Environmental Impact Report

The updated City Wide Environmental Impact report will tier from existing certified environmental documents and supplement the environmental analysis as appropriate. With a certified City Wide EIR future housing projects will tier from this EIR focusing on environmental topics that have the potential to have new significant impacts. The City Wide EIR will provide applicants with current, consistent and clear documentation for use in their environmental documents. Public engagement will be conducted in the certification of the City Wide Environmental Impact Report.

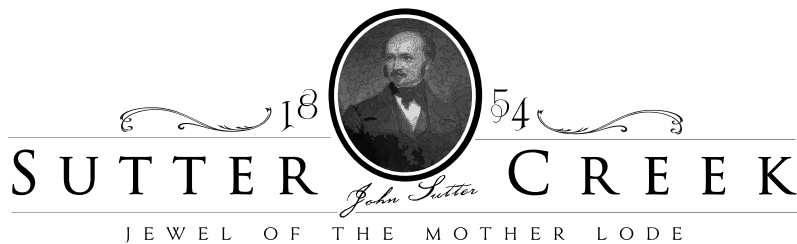
### Estimated Budget

Estimated Hours and Fees			
Task	Total Labor	Total ODCs	Fee Estimate (rounded to nearest 100)
Code of Ordinances	\$45,206	\$350	<b>\$45,600</b>
Development Code	\$42,000	\$1,000	<b>\$43,000</b>
Circulation Element Assistance (included in City Wide EIR)	\$0	\$0	<b>\$0</b>
City Wide EIR	\$64,000	\$1,000	<b>\$65,000</b>
<b>Totals</b>	<b>\$151,206</b>	<b>\$2,350</b>	<b>\$153,600</b>
NOTE: Amendments highlighted in blue.			
		Original Contract	\$40,000
		Amendment 1	\$5,600
		Amendment 2	\$108,000
		Total	\$153,600

CONTRACTING SERVICES AGREEMENT BETWEEN THE CITY OF SUTTER CREEK  
AND HAUGE BRUECK ASSOCIATES LLC, TO UPDATE THE ZONING CODE DATED  
AUGUST 20, 2019, AMENDMENT # 3 DATED FEBRUARY 22, 2023

## Estimated Schedule

		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
<b>1)</b>	<b>Code of Ordinances (SB2)</b>												
	1.1) Draft Zoning Code												
	1.2) Zoning Code Public Engagement												
	1.2.a) Public Workshop- Definitions			3/6/23									
	1.2.b) Public Workshop			3/13/23									
	1.2.c) Public Workshop			3/20/23									
	1.2.d) Public Workshop			3/27/23									
	1.3) Final Zoning code				Staff works on draft								
	1.4) Adoption of Zoning Code				Zoning, Dev Standard complete end of April				*Public Hearing Notice	CC meeting to adopt 7/3/2023			
<b>2)</b>	<b>Development Standards (SB2)</b>												
	2.1) Draft Development Code												
	2.2) Development Code Public Engagement												
	2.3) Final Development code and CEQA												
	2.4) Adoption of Development Code												
<b>3)</b>	<b>Circulation Element (SB2)</b>												
	3.1) Draft Circulation Setting												
	3.2) Draft Circulation Element												
	3.3) Final Circulation Element & CEQA												
	3.4) Adoption of Circulation Element												
<b>4)</b>	<b>CEQA</b>												
	4.1) Draft Update Setting Sections		Start these now										
	4.2) Public Review Setting Sections												
	4.3) Final Updated Setting Sections												
	4.4) Draft EIR				Prepare analysis starting	late April							
	4.5) Draft Mitigation Program												
	4.6) Public Review DEIR & Mitigation							Start Public Review (45 Days)					
	4.7) Final EIR								Respond to comments	9/5/23 CC adopts final EIR			
	4.8) Final Mitigation Program												



**MEETING DATE:** MARCH 20, 2023  
**TO:** THE HONORABLE MAYOR AND MEMEBERS OF THE CITY COUNCIL  
**FROM:** ERIN VENTURA, PLANNING CONSULTANT  
**SUBJECT:** SUTTER CREEK GENERAL PLAN 2022 ANNUAL PROGRESS REPORT

---

**RECOMMENDATION:**

1. Adopt Resolution 22-23-\* accepting and approving the General Plan 2022 Annual Progress Report

**BACKGROUND:**

Government Code Section 65400 mandates that certain cities and all 58 counties submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) by April 1 of each year.

The Annual Progress Report (APR) provides local legislative bodies with information regarding the implementation of the General Plan for their city or county. 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. Therefore, the APR should provide enough information for decision makers to assess how the General Plan was implemented during the 12-month reporting period - either calendar year or fiscal year. More specifically, APRs explain how land use decisions relate to adopted goals, policies, and implementation measures of the General Plan. The APRs should provide enough information to identify necessary "course adjustments" or modifications to the General Plan and means to improve local implementation.

**DISCUSSION:**

Staff prepared the Sutter Creek General Plan APR for the year 2022. The Planning Commission reviewed the report at their March 13, 2023 meeting and recommends the City Council accept the General Plan 2022 Annual Report by resolution and authorize staff to submit the report to the State. The Sutter Creek General Plan APR 2022 is attached (Exhibit A).

The City Council is directed to focus on the following sections of the APR:

- Section 5 – Housing Element Reporting (HCD required tables)
- Section 8 – Priorities for Land Use Decision Making
- Section 10 – 2022 Planning Activities
- Appendix A – Evaluation of General Plan Implementation Measures
- Appendix B – Housing Element Program Evaluation
- Appendix D – Additional Content

**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.

\* \* \* \*

**ATTACHMENT A**

**Sutter Creek General Plan 2022 APR**

**RESOLUTION 22-23-\***

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF SUTTER CREEK RECOMMENDING APPROVAL OF  
THE GENERAL PLAN 2022 ANNUAL PROGRESS REPORT**

**WHEREAS**, Section 65300 et seq. of the California Government Code requires each county to adopt a comprehensive, long-term general plan for the physical development of each county; and

**WHEREAS**, on the 15th day of July 2019, the City Council adopted an update to the Sutter Creek General Plan by Resolution No. 19-20-01; and

**WHEREAS**, Government Code Section 65400 mandates that the City submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) by April 1 of each year; and

**WHEREAS**, on March 13, 2023, the Sutter Creek Planning Commission conducted its public meeting and following the public comment and discussion, recommended the City Council approve and accept the Sutter Creek General Plan 2022 Annual Progress Report; and

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Sutter Creek hereby:

1. Approves and accepts the General Plan 2022 Annual Progress Report, as amended March 20, 2023;
2. Designates the Sutter Creek Planning Department, 18 Main Street, Sutter Creek, California, as the location and custodian of the documents and materials constituting the record of proceedings upon which this decision and resolution are based; and
3. Authorizes City staff to submit the General Plan 2022 Annual Progress Report to the Governor's Office of Planning and Research and the Housing and Community Development Department.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 20th day of March, 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**THE CITY OF SUTTER CREEK**

---

**Claire Gunselman, Mayor**

**ATTEST:**

---

**Karen Darrow, City Clerk**

**CITY OF SUTTER CREEK**  
**GENERAL PLAN AND HOUSING ELEMENT**  
**ANNUAL PROGRESS REPORT**  
**FOR 2022**

City:	City of Sutter Creek
Mailing Address:	18 Main Street Sutter Creek, CA 95685
Contact Person:	Sandra Spelliscy
Title:	City Manager
Phone:	(209) 267-5647
E-mail:	spelliscy@cityofsuttercreek.org

Reporting Period: 2022  
March 20, 2023

Submitted to:  
**Department of Housing and Community Development**  
Division of Housing Policy Development  
P.O. Box 952053  
Sacramento, CA 94252-2053

-and-

**Governor's Office of Planning and Research**  
P.O. Box 3044  
Sacramento, CA 95812-3044

## 1 Introduction

California law [Government Code Section 65400(a)(2)] requires jurisdictions to submit to their legislative bodies an annual report on the Status of the general plan and progress toward its implementation. The Planning Agency, who is responsible for investigating and recommending reasonable and practical means for implementing the general plan or elements of the general plan, submits the annual report to the Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD) each year after it is endorsed or adopted by the legislative body, the City Council.

The intent of this law is to ensure that the jurisdiction's general plan directs all land use decisions and that it remains an effective guide for current and future development. The annual report process gives each jurisdiction the opportunity to review Plan policies, standards and guidelines with an objective, global view. The Sutter Creek General Plan includes the mandatory elements, Land Use, Circulation, Housing, Conservation and Open Space, Noise, and Safety, and the following four additional elements: Parks and Recreation, Public Services and Facilities, Historic, and Environmental Justice.

The Planning Commission and City Council oversee the effectiveness and relevancy of the General Plan, and its implementation activities, through this annual review.

## 2 Table of Contents

1. Introduction
  2. Table of Contents
  3. Acceptance
  4. Measures Associated with General Plan Implementation
  5. Housing Element Reporting
  6. Compliance with California's General Plan Guidelines
  7. Date of the last General Plan Update
  8. Priorities for Land Use Decision Making
  9. Goals, Policies, Objectives, Standards Modified in 2022
  10. 2022 Planning Activities
- 
- |            |  |
|------------|--|
| Appendix A | Evaluation of General Plan Implementation Measures |
| Appendix B | Housing Element Annual Report                      |
| Appendix C | Housing Element Reporting Tables                   |
| Appendix D | Additional Content                                 |
| Appendix E | Resolution of Acceptance                           |

## 3 Acceptance

The Planning Commission reviewed the General Plan Annual Progress Report 2022 (APR) on March 13, 2023 and recommended the City Council accept the 2022 APR. The City Council received the Planning Commission recommendation on the General Plan APR 2022 and accepted the report on March 22, 2023. The City Council Resolution is provided in Appendix E.

## 4 Measures Associated with General Plan Implementation

With the exception of the Housing Element, the City updated its General Plan in July 2019, and this annual report reflects the revised goals, policies and implementation measures of the 2019 General Plan update.

The General Plan implementation measures status evaluation is provided in Appendix A and B. In summary, 71 measures have been implemented, 27 measures are partially implemented, and 35 measures have not been implemented. Of these totals, the Housing Element has 19 measures implemented, of which 1 is complete, 4 measures partially implemented, and 6 measures that have not been implemented. Since the General Plan was updated in 2019, no course adjustments have been recommended at this time as the measures will be implemented at a later date as need or funding arises. This evaluation (Appendix A and B) is included in the General Plan Appendix A, Future Considerations. The Joint Housing Element Update was initiated in 2021 and will be completed in 2022. HCD considers the City's current Housing Element out of compliance as the update deadline and grace period for the 6<sup>th</sup> cycle has passed.

## **5 Housing Element Reporting**

Housing Element Reporting tables are attached in Appendix C.

## **6 Compliance with California's General Plan Guidelines**

The Sutter Creek General Plan includes the seven required elements: Land Use, Circulation, Housing, Conservation and Open Space, Noise, and Safety. The General Plan has three additional elements: Public Services and Facilities Element, Historic Element, Parks and Recreation Element, and Environmental Justice Element. The City has reviewed the implementation measures in each of the elements to gauge the progress made in 2022 towards implementing the General Plan, provided in Appendix A and B.

## **7 Date of the Last General Plan Update**

A General Plan Update was adopted on July 15, 2019. Each of the elements, with the exception of the Housing Element, was updated and an Environmental Justice Element was added. The Land Use Diagram was digitized and updated to achieve consistency with the zoning map, reflect the correct usage of the parcel, and achieve planning consistency. The update included growth projections, and tribal consultation occurred under AB 52 and AB 18. The Housing Element was adopted on June 1, 2015 and not modified with the July 2019 General Plan update and will be updated in 2023 through a joint process with the County. Starting in 2020, an update to the Circulation Element was initiated. An updated Circulation Element was prepared in 2021 with adoption anticipated in 2023 when the environmental document is completed. Additionally, Amador County prepared an updated Local Hazard Mitigation Plan in 2020, which the City adopted by reference into the Safety Element on February 16, 2021.

## **8 Priorities for Land Use Decision Making**

The City of Sutter Creek Design Standards and Historic Districts boundaries were adopted on January 19, 2016. The purpose of the 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.

The City staff prepared a draft update of the Sign Ordinance as directed by the Planning Commission. The Planning Commission conducted public meetings on the Sign Ordinance in the fourth quarter of 2013. The Planning Commission forwarded a recommendation on the updated Sign Ordinance to the City Council in the last half of 2014. A two-member committee was assigned, by the City Council in 2015, to complete the draft document. The draft will be presented for review and approval by the City Council at a future date.

## 9 Goals, Policies, and Objectives Modified in 2021

The Sutter Creek General Plan goals, objectives, policies and implementation measures were not modified in 2022. An update to the Circulation Element was begun in 2020, with adoption anticipated in 2023 following the completion of the appropriate CEQA documentation. A joint workshop of the Planning Commission and City Council on the Final Draft Circulation Element update was held on June 21, 2021.

## 10 2022 Planning Activities

### Planning Activities

- City staff prepared the annual progress report for 2021, which was approved by the City Council in March of 2022.
- One (1) residential construction building permit, an attached accessory dwelling unit was issued in 2022. No manufactured residential building permits, multi-family or senior apartment complex building permits, industrial construction building permits, or new commercial construction building permits were issued in 2022.
- Seven (7) sign permits, one (1) site plan permit, two (2) conditional use permits, three (3) temporary use permit, six (6) home occupation permits, and one (1) variances were processed in 2022.
- Two (2) vesting tentative subdivision map applications were received in 2019 (Broadmeadows Estates and Panner Creek Estates) that required CEQA documentation that was initiated in 2020, but not completed by the applicant. It is anticipated those applications will go forward in 2023.
- One (1) vesting tentative parcel map, General Plan Amendment, and Zoning amendment application that was received in 2020 (175 Sutter Hill Road, Campbell) for one parcel designated Commercial was approved in 2021. A CEQA IS/ND was adopted in 2021 and the land use on a portion of the property changed to RE Residential Estate. The Final Map has yet to be submitted.
- One (1) Specific Plan project was discussed with City staff. This Specific Plan would replace the Gold Rush Ranch Specific Plan, but a complete application was not submitted in 2022. This was an ongoing conversation from 2021.
- Two planning grants that were received in 2020 continued to be implemented in 2022. The SB 2 Planning Grant was awarded in 2020 to update the Zoning Code and Circulation Element and create Development Standards. The HCD LEAP grant was awarded in 2020 to address completion of an EIR for the work completed under the SB 2 Planning Grant, which would help streamline development in the City.
- City activities that implement the General Plan and are referenced later in this APR include:
  - The City purchased the Knight Foundry in 2017. The Knight Foundry Alliance continues renovation/restoration of the building while conducting monthly tours for the public. The Knight Foundry Alliance is a non-profit organization whose mission is to “protect, preserve, and restore the Knight Foundry’s historic structures, features and operations in order to convey its local and regional importance as a unique 19<sup>th</sup> century industrial facility.”

### General Plan Amendments

- The City updated the General Plan in 2019. No additional changes occurred in 2022.
- The City of Sutter Creek prepared the Draft General Plan Circulation Element. The Circulation Element will be completed in 2023, along with an update of the supporting data in the General Plan Volume III Setting.

### **Major Development Applications**

- Progress was, previously made on an application for an annexation, variance, pre-zone, General Plan land use designation amendment, and vesting tentative map for a 10-lot subdivision (Broadmeadows Estates) and an application for a 38-lot subdivision vesting tentative map (Panner Creek Estates), both initially received in 2019. An administrative Draft Mitigated Negative Declaration was prepared for both applications as they are both segments of a larger subdivision development and located adjacent to each other. The applications and CEQA document were reviewed by the City and it was determined that the applications and environmental analysis contained deficiencies in regard to stormwater management and circulation. Meetings were held with the applicant to discuss the required changes and submittals. The applicant did resubmit the materials in 2021, but outstanding issues remained, and additional submittals are anticipated in 2023.
- Discussion between staff and the landowner regarding a potential new Specific Plan for the Gold Rush Ranch area occurred in 2021; however, no application was submitted or preliminary details and drawings provided in 2021. The application remains incomplete and staff anticipates an application is likely to be re-submitted in 2023.

## APPENDIX A Evaluation of General Plan Implementation Measures

### Land Use Element

<p><b>LU-1.1.1.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall evaluate General Plan consistency when considering project applications and, if the project is not consistent, advise applicants that the project may be denied if a General Plan amendment is not processed and approved first or concurrently.</p> <p>Implemented and Ongoing. The City has established a consistency checklist in 2019 to be used for analyzing project applications.</p> <p>None. Continue to analyze on a project-by-project basis.</p>
<p><b>LU-1.1.3.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall advise the County of Amador regarding General Plan Policy LU-1.1.3 when changes are proposed outside of the City's planning area north of State Route 104/Ridge Road.</p> <p>Not Implemented and Ongoing. No proposals to this effect have been processed.</p> <p>None.</p>
<p><b>LU-1.1.4.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall advise the County of Amador regarding General Plan Policy LU-1.1.4 when urban development is proposed within the City's planning area.</p> <p>Not Implemented and Ongoing. No proposals to this effect have been processed.</p> <p>None.</p>
<p><b>LU-1.1.5.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>Prior to the annexation of lands to the City, an applicant shall submit a plan demonstrating the feasibility of providing services and facilities to the area proposed for annexation, that intended development will not have a negative economic impact on the City or its citizens, that the development will not have significant environmental impacts after mitigation unless the City makes findings of overriding considerations, and that the project will conform to the goals, policies, and standards of the General Plan</p> <p>Implemented and Ongoing.</p> <p>None. Continue to analyze on a project-by-project basis.</p>
<p><b>LU-2.1.1.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City Planner shall provide the state required Annual Progress Report (APR) to the Planning Commission and City Council on the status of the General Plan and the progress in carrying out its objectives, policies, implementation measures, and mitigation monitoring program. This APR should precede an annual State of the City budget report to ensure funding is budgeted appropriately each year to implement and maintain the General Plan. The City Planner shall annually review the General Plan's land use data and assumptions concerning growth and development as well as the General Plan's goals, objectives, policies, standards, and programs, and update as needed.</p> <p>Implemented and Ongoing. This 2022 APR implements this measure for year 2022.</p> <p>None.</p>

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

<p><b>LU-2.1.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>Table 4-3, “Building Intensities and Population Densities”, generally shows the new zones that are needed and generally those that need amendment. The Building Intensities Population Densities shall be updated appropriately when the General Plan is updated.</p> <p>Implemented. The Table was updated with the 2019 General Plan Update. Updates may occur in the future as amendments are adopted.</p> <p>None.</p>
<p><b>LU-2.1.2.2:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall revise the zoning code when there is an amendment to the General Plan to ensure that “uses by right”, those uses that do not require local government review so long as they meet district standards and requirements, are consistent with the General Plan land use designation.</p> <p>Partially Implemented. The City is in the process of updating the Zoning Code (2022).</p> <p>None.</p>
<p><b>LU-2.1.3.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall review its subdivision ordinance as needed to ensure consistency with the General Plan. The City shall amend the subdivision ordinance as appropriate to ensure consistency with the General Plan.</p> <p>Partially Implemented and Ongoing. The Zoning Ordinance is in the process of being updated (2022).</p> <p>None.</p>
<p><b>LU-2.1.4.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>Existing land use data and projections that were collected in developing this Land Use Element should be put on a computer spreadsheet and maintained as building permits, planning permits, and new developments are approved and/or constructed. The building inspector and planning department shall work together to ensure that the land use database is maintained. This database is important to the long-term maintenance of the General Plan and the evaluation of individual projects pursuant to Policies LU-2.1.1 and LU-2.1.2.</p> <p>Implemented and ongoing. The Planning Staff began assembling land use data in a central location in 2012. As each new project is processed the database is updated. The City implemented portions of the GIS system and database in 2020.</p> <p>None. Continue to update the land use data and projections on a project-by-project basis. Update and maintain the citywide GIS system to record land use data.</p>
<p><b>LU-2.1.5.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City’s Improvement Standards is primarily an engineering document and is not formatted to overlap with the planning process. The document will need to be amended significantly to accept General Plan guidelines and standards and to ensure its consistency with the General Plan. The City shall maintain the adopted Design Standards separately from the Improvement Standards. The results of this effort provide the development community with written guidelines and standards regarding how to design projects for the City of Sutter Creek.</p> <p>Partially Implemented. The City’s Improvement Standards (May 2018) and the Design Standards (2016) were included in the General Plan Update Volume II. The Improvement Standards will be updated and Development Standards established concurrently with the Zoning Code update (2023).</p> <p>None.</p>

<p><b>LU-2.1.6.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall review General Plan growth and build-out projections during the Annual Progress Report to identify if an adjustment is needed. If needed, the City shall adjust the General Plan growth projection based on U.S Census population figures, updated California Department of Finance estimates and projections, General Plan amendments, and anticipated building permits. The City shall update the growth projection and build-out projection every five years during the Housing Element update, unless a different schedule applies pursuant to state law.</p> <p>Partially Implemented and Ongoing. Since the growth projections were recently updated with the General Plan Update (2019), the APR identifies no changes in 2022.</p> <p>None.</p>
<p><b>LU-3.1.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City should implement facilities plans to finance the provision of municipal facilities and services within industrial parks. The City should establish a research and development zone that can be applied to appropriate industrial areas.</p> <p>Not Implemented.</p> <p>None.</p>
<p><b>LU-3.1.3.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City should undertake a study to determine the feasibility of expanding the DTC area. Factors to consider include: demand for additional retail space; types of uses appropriate for the downtown area; traffic circulation and parking; and maintaining viability of the existing DTC area.</p> <p>Not Implemented.</p> <p>None.</p>

### **Conservation and Open Space Element**

<p><b>COS-1.2.1.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>Adopt and maintain the City of Sutter Creek Development Standards to maintain and enhance the City's natural resources.</p> <p>Not Implemented. Development Standards are in the process of being developed. Volume II of the General Plan includes Conservation and Best Management Practices and Oak Woodland and Rare Plant Management Plan Requirements. As well as an Energy Action Plan (2015)</p> <p>None.</p>
<p><b>COS-1.3.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The preferred methods of preserving open space are through the use of a conservation easement or dedication to a conservation entity.</p> <p>Not Implemented.</p> <p>None.</p>
<p><b>COS-1.3.3.1:</b></p>	<p>The City shall develop and adopt standards for construction on unforested slopes in excess of 30% that will be integrated into and enforced through the Sutter Creek Development Standards. Until such standards are adopted, conditions of approval for new construction on unforested slopes in excess of 30 percent shall include the following:</p> <ul style="list-style-type: none"> <li>Grading on a single lot is no more than 25 percent of the gross lot area;</li> </ul>

<p>Status:</p> <p>Recommended Course Adjustment:</p>	<ul style="list-style-type: none"> <li>• Coverage by impervious surfaces is limited to 20 percent of the gross lot area;</li> <li>• Stormwater discharge rates shall not exceed pre-construction stormwater discharge rates; and</li> <li>• The quality of stormwater discharges shall be the same or better than the quality of pre-construction stormwater discharges.</li> </ul> <p>Partially Implemented. The City reviews projects on a case-by-case basis in compliance with Project Review and Subdivision Review procedures. Projects are reviewed for erosion control, water erosion, and secondary impacts on aesthetics. Projects are required to comply with current building codes and the State of California surface Water Pollution Prevention Plan requirements. Development Standards were in the process of being prepared.</p> <p>None.</p>
<p><b>COS-1.3.5.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall update the Design Standards to define design requirements or limitations near scenic ridgelines that ensure projects complement the existing natural landscape and skyline.</p> <p>Not Implemented.</p> <p>None.</p>
<p><b>COS-1.4.1.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>Best Management Practices described in Volume II, City of Sutter Creek Conservation Best Management Practices, should be considered in the master drainage plan and design standards. The master drainage plan and design standards should address cumulatively significant organic and inorganic pollutants.</p> <p>Not Implemented.</p> <p>To be included in the new Development Standards document (2023).</p>
<p><b>COS-1.4.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall actively participate in the review of upstream diversions of water from Sutter Creek and its tributaries located outside of the City limits to prevent negative impacts on the creek.</p> <p>Implemented. No diversions proposed in 2022.</p> <p>None.</p>
<p><b>COS-1.5.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>New development projects shall achieve at least 30% use of native landscape materials such as those on the California Native Plant Society's Calscape list of plants native to Sutter Creek.</p> <p>Implemented. Projects are reviewed on a case-by-case basis and applicants are directed to the Calscape website for plant listings.</p> <p>None.</p>
<p><b>COS-1.5.3.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>New development projects shall use recycled water where available and to the maximum extent feasible.</p> <p>Implemented. Projects are reviewed on a case-by-case basis; however, recycled water is typically not available.</p> <p>None.</p>
<p><b>COS-1.5.3.2:</b></p>	<p>The City shall work with the Amador Water Agency to encourage the use of recycled water.</p>

Status: Recommended Course Adjustment:	Not Implemented.  None.
<b>COS-1.7.1.1:</b>	<p>The City shall apply the “M-Mining” land use designation to lands on which uses must be regulated to avoid conflict with mineral exploration or extraction activities and/or lands that provide access to valuable mineral reserves (see Figure 4-1 and Table 4-1 in the Land Use Element). Land uses incompatible with mining generally require a high public or private investment in structures, land improvements, and landscaping and would prevent mining because of the higher economic value of the land and its improvements. Examples of such uses include:</p> <ul style="list-style-type: none"> <li>• High density residential</li> <li>• Low density residential with high unit value</li> <li>• Public facilities</li> <li>• Intensive industrial</li> <li>• Commercial</li> </ul> <p>Compatible land uses with mining generally require low public or private investment in structures, land improvements, and landscaping and allow mining because of the low economic value of the land and its improvements. Examples of such uses include:</p> <ul style="list-style-type: none"> <li>• Very low density residential (For example: e.g. 1 unit per 10 acres)</li> <li>• Recreation (public/commercial)</li> <li>• Agricultural</li> <li>• Silvicultural</li> <li>• Grazing</li> <li>• Open space</li> </ul>
Status:  Recommended Course Adjustment:	<p>Implemented. There are currently no lands designated M-Mining in the City limit. Lands designated M-Mining are located in the Planning Area and Sphere of Influence at the north end of the City.</p> <p>None.</p>
<b>COS-1.7.2.1:</b>	<p>The City shall actively participate in the review and oversight of mining activities in or near the City’s planning area in accordance with the provisions of CEQA and the Surface Mining Reclamation Act in order to ensure public health and safety and that the City’s environment is not degraded.</p>
Status: Recommended Course Adjustment:	<p>Implemented.</p> <p>None.</p>
<b>COS-1.8.1.1:</b>	<p>Develop, update, and implement as appropriate, City-wide grading standards to be adopted within the City’s Development Standards and utilizing the Gold Rush Ranch Specific Plan grading standards as a model.</p>
Status:  Recommended Course Adjustment:	<p>Not Implemented. Development Standards, including grading standards are in the process of being prepared.</p> <p>None.</p>

<p><b>COS-1.8.1.2:</b></p> <p>Status: Recommended Course Adjustment:</p>	<p>Until City-wide grading standards are adopted, the following standards shall be used:</p> <p>a. Roadways should be aligned along natural ridges or valleys, be curvilinear, and follow existing contours through implementation of landform grading standards;</p> <p>b. Grading should protect the existing skyline, oak trees, prominent hillsides, riparian corridors, and other topographically sensitive features and shall emulate the natural topography, which is the shape, height, and depth of the land surface using landform grading standards, where feasible;</p> <p>c. Grading for individual detached single-family home sites should be restricted to that necessary to develop the driveway and individual home site. Proposed grading should be subject to grading plan review at the time of individual lot development; and</p> <p>d. Oak trees should be retained unless it is demonstrated to be unfeasible or unreasonable.</p> <p>Implemented. Projects are reviewed on a case-by-case basis.</p> <p>None.</p>
<p><b>COS-1.8.2.1:</b></p> <p>Status: Recommended Course Adjustment:</p>	<p>The City Engineer should develop the erosion control guidelines that will more directly control wind and water erosion and the secondary impacts upon aesthetics, water quality, etc. The controls would be more specific than those that are presently contained in the CBC. The City of Sutter Creek Conservation Best Management Practices in Volume II contains an extensive list of detailed erosion control measures that could be used in said guidelines.</p> <p>Not Implemented. Development Standards, including erosion control guidelines are in the process of being prepared.</p> <p>None. Guidelines will need to be prepared, with the use of BMPs in Volume II in the interim.</p>
<p><b>COS-1.9.6.1:</b></p> <p>Status:</p>	<p>Until the tree ordinance is updated to address oak woodland management, Project applicants shall submit an Oak Woodland Management Plan based on the requirements described in Volume II, if the project affects oak woodland stands that have greater than 10 percent canopy coverage or that display historic canopy coverage greater than 10 percent and if the project affects 10 contiguous acres of oak woodland stands. The Oak Woodland Management Plan shall be prepared by independent professionals under the direction of the City and address the following aspects of managing oak woodlands:</p> <ol style="list-style-type: none"> <li>1. A description of oak woodland habitats proposed for removal and preservation;</li> <li>2. An inventory of trees proposed for removal and preservation in development areas; and</li> <li>3. Replanting locally-native trees, as needed.</li> </ol> <p>Implemented. Projects are reviewed on a case-by-case basis per the Oak Woodland Management Plan requirements.</p>

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

Recommended Course Adjustment:	None. Updates to the Tree Ordinance are still needed.
<b>COS-1.9.6.2:</b>	New developments affecting 10 contiguous acres of oak woodland stands that exhibit a greater than 10 percent canopy cover or that may have historically supported greater than 10 percent canopy cover, shall preserve oak woodland habitat for each acre removed due to the development project at a ratio provided in the applicable Oak Woodland Management Plan or until such time that preservation ratios are established in the tree ordinance.
Status:	Implemented. Projects are reviewed on a case-by-case basis per the Oak Woodland Management Plan requirements.
Recommended Course Adjustment:	None. Updates to the Tree Ordinance are still needed.
<b>COS-1.9.6.3:</b>	Update, maintain, and enforce the City tree ordinance, including the addition of standards applicable to oak woodlands, oak woodland management plans and their contents, and oak woodland mitigation.
Status:	Partially Implemented. Projects are reviewed on a case-by-case basis per the Oak Woodland Management Plan requirements.
Recommended Course Adjustment:	None. Updates to the Tree Ordinance are still needed.
<b>COS-1.10.3.1:</b>	The City shall develop incentives for buildings exceeding Title 24 Energy Efficiency Standards and new development projects that meet 70% of their energy needs from renewable sources.
Status:	Not Implemented.
Recommended Course Adjustment:	None. Incentives need to be developed.
<b>COS-1.10.4.1:</b>	Update the Design Standards and/or Municipal Code to include the use of shade trees, structures, cool pavement and cool roofs in new construction of structures, parking lots, and streets.
Status:	Not Implemented. The Code is currently in the process of being updated. No changes to the Design Standards were made in 2022.
Recommended Course Adjustment:	None.
<b>COS-1.10.5.1:</b>	Maintain and continue to update renewable-energy tools and information on the City's website.
Status:	Not Implemented.
Recommended Course Adjustment:	None.
<b>COS-1.11.1.1:</b>	<p>The City shall focus on the following tasks to reduce emissions from the City's operations:</p> <ul style="list-style-type: none"> <li>• Reducing usage of city owned vehicles and replacing those that are not fuel efficient, and change procurement policy to specify high fuel efficiency for each vehicle class.</li> <li>• Comprehensive energy efficiency retrofit of existing municipal buildings and facilities.</li> <li>• Establish a purchasing policy requiring new electrical equipment to be Energy Star, or similarly, rated.</li> <li>• Evaluate the potential to utilize solar renewable-energy systems to operate municipal facilities.</li> </ul>

<p>Status: Partially Implemented.</p> <p>Recommended Course Adjustment: None. Continue to implement.</p>	<ul style="list-style-type: none"> <li>• Include energy-efficiency provisions in City-released RFPs related to wastewater infrastructure.</li> <li>• Switch existing traffic signals and street lights from incandescent bulbs to Light Emitting Diodes (LEDs).</li> <li>• Install water efficient landscaping in areas managed by the City and establish municipal water consumption reduction goals.</li> <li>• Increase office recycling, e.g. paper, cardboard, cans, toner cartridges.</li> <li>• Participate in PG&amp;E's Phase II of Green Communities: Community-Wide Inventory.</li> <li>• Evaluate the potential to implement methane capture system to utilize digester gas for electricity and heating at the wastewater treatment plant, as well as solar energy systems.</li> </ul>
<p><b>COS-1.11.1.2:</b></p> <p>Status: Not Implemented. No update was prepared in 2022.</p> <p>Recommended Course Adjustment: None.</p>	<p>The City shall update, as appropriate, the City's Greenhouse Gas Inventory to track its progress in reducing Greenhouse Gas emission from the 2005 baseline inventory.</p>
<p><b>COS-1.11.1.3:</b></p> <p>Status: Implemented. The 2019 General Plan Update addressed greenhouse gas emissions.</p> <p>Recommended Course Adjustment: None.</p>	<p>The City shall update, as appropriate, the Goals, Policies, and Implementation Measures in the General Plan Land Use Element, Conservation Element, Circulation Element, Public Services and Facilities Element, and Parks and Recreation Element that reduce Greenhouse Gas emissions.</p>
<p><b>COS-1.11.1.4:</b></p> <p>Status: Not Implemented.</p> <p>Recommended Course Adjustment: None.</p>	<p>The City shall evaluate the feasibility of offering incentives for or requiring participation in the voluntary CALGreen water-efficiency measures.</p>

### Circulation Element

<p><b>C-1.1.1.1:</b></p> <p>Status: Implemented and Ongoing. Projects are reviewed on a case-by-case basis.</p> <p>Recommended Course Adjustment: None. Continue to implement.</p>	<p>As property is developed between Ridge Road and Shake Ridge Road, these development projects shall be required to dedicate and construct a collector road that will ultimately connect Ridge Road to Shake Ridge Road to the east of the City.</p>
<p><b>C-1.2.1.1:</b></p>	<p>A number of intersections in the Sutter Creek planning area have met one or more of the standard warrants for signals. Each of these intersections should be further evaluated as time progresses to determine if traffic signals should be installed. Installation of the signals should be programmed as long-term improvements only when and if fully justified.</p>

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

Status:	Implemented and Ongoing. Intersections are monitored regularly, and improvements added to the annual CIP, as needed.
Recommended Course Adjustment:	None. Continue to implement.
<b>C-1.3.2.1:</b>	Improve Gopher Flat Road and Main Street to city limits as funding is available. The street should be improved with curb, gutter, and sidewalk and be widened to provide two 12-foot travel lanes, bike lanes, and a center two-way, left turn lane wherever right-of-way is not constrained by existing buildings or other factors.
Status:	Partially Implemented. The improvements along Gopher Flat/Shake Ridge Road were a condition of approval for the Powder House Estates project. However, these improvements will not extend all the way to Main Street. Right of way and funding constraints prevent the completion of this project between Powder House Estates and Cole St. The City conditioned Powder House Estates to provide two walking trails through the project and across open space to connect the Gopher Flat Road corridor to Randolph St. and Cole St. The Powder House Estates Project is no longer an active project. This will be considered with future project review in this area.
Recommended Course Adjustment:	Gopher Flat Road has been improved with curb, gutter and sidewalk from Meadow Crest to just west of Manor Ct. Existing right of way on Gopher Flat Rd. from Meadow Crest eastward to Golden Hills Dr. is being considered for a sidewalk in order to meet the spirit of this policy and implementation measure. None. Continue to implement in the future.
<b>C-1.3.2.2:</b>	Provide a walkway for elementary school children on Spanish Street. Improve with curb, gutter, and sidewalks where not now provided between the school entrance and Main Street.
Status:	Partially Implemented. Improvements have been made up to Mahoney Mill Road, but do not extend to Main Street.
Recommended Course Adjustment:	None. Continue to implement as funding is available.
<b>C-1.3.2.3:</b>	Evaluate the appropriateness and feasibility of the designation of the following as one-way streets: Hayden Alley, Keyes Street, Randolph Street and Boston Alley. Limiting parking to one side of Randolph Street may eliminate the need for the street to become one way.
Status:	Not Implemented. These suggestions have been vetted several times with the citizens and interest holders. Thus far, size constraints with delivery trucks and school buses have prevented these suggestions from being implemented.
Recommended Course Adjustment:	None. Continue to implement in the future.
<b>C-1.3.2.4:</b>	Widen as appropriate and feasible Sutter Hill Road and Eureka-Sutter Hill Road to provide 12-foot travel lanes and five-foot paved shoulders.
Status:	Not Implemented.
Recommended Course Adjustment:	None. Continue to implement in the future.
<b>C-1.3.2.5:</b>	Improve the North Amelia Street and Spanish Street intersection. Amelia Street is misaligned through its intersection with Spanish Street. Realignment will require acquisition of right-of-way.
Status:	Not Implemented. North Amelia Street has not been realigned.

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

Recommended Course Adjustment:	None. Continue to implement in the future.
<b>C-1.3.3.1:</b>  Status: Recommended Course Adjustment:	The City shall review and update the City of Sutter Creek Capital Improvement Program and Funding Strategy. Implemented and Ongoing. The CIP is reviewed/updated annually None.
<b>C-1.4.1.1:</b>  Status: Recommended Course Adjustment:	Improve radius of curb returns as appropriate and feasible. Most intersections of side streets with Main Street in Sutter Creek should be improved by removing a 10-foot square section of the ten foot wide sidewalks on each side of an intersection and replacing the sidewalk with a 10-foot radius curb return and handicapped ramp. Partially Implemented. None.
<b>C-1.4.1.2:</b>  Status: Recommended Course Adjustment:	Construct turning and acceleration/deceleration lanes as appropriate and feasible. At intersections where turning movements from the minor street are significant (over 100 vehicles per hour during the peak hours of the day), the Level of Service (LOS) can be improved by adding separate turn lanes for the various turning and through movements. This measure is not practical in the Main Street Historic District. Traffic on the state highways can be expedited with turn pockets at intersections, a continuous median turning lane for mid-block turning movements, and acceleration and deceleration lanes at intersections. Implemented and Ongoing. None.
<b>C-1.4.1.3:</b>  Status: Recommended Course Adjustment:	Improve sight distance at intersections as appropriate and feasible. At locations where accident records show problems due to poor visibility, corrective measures should be taken. These measures might involve removal or lowering of plantings or fences and, in some cases, the removal of low tree branches where buildings cannot be moved; stop signs can help in these situations. Implemented and Ongoing. Problem intersections have been remedied with the suggested solutions. The City Council has taken measures to eliminate hazardous site conditions through parking restrictions in some locations. None. Continue to regularly review and implement remedies as appropriate.
<b>C-1.5.1.1:</b>  Status: Recommended Course Adjustment:	Adopted Plan Lines shall be incorporated into development plans to define specific requirements for dedicating the right-of-way for street purposes and to implement Circulation Element policies of the General Plan. Implemented and Ongoing. None. Continue to implement.
<b>C-1.6.1.1:</b>  Status: Recommended Course Adjustment:	Provide bus service to and from special events from local parking facilities. Charter bus service from the San Francisco Bay Area and Central Valley locations should be promoted for special events that are expected to draw large crowds. Partially Implemented. Covid-19 has discouraged large events from occurring. None. Continue to implement City-wide.

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

<p><b>C-1.6.1.2:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>Extend and add transit routes as demand dictates.</p> <p>Implemented and Ongoing. Transit routes have been extended and added to meet the demands of the City's population. Amador Regional Transportation System provides bus service one-quarter mile from designated routes, effectively providing access to public transportation for all of the City's residents</p> <p>None. Continue to implement.</p>
<p><b>C-1.6.1.3:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>Bus shelters and benches should be provided where demand warrants and their provision included as part of development approval requirements. New development projects should provide safe locations off the traveled way for busses to stop without impeding the flow of traffic.</p> <p>Implemented and Ongoing. Bus shelters and benches have been provided with new commercial development.</p> <p>None. Continue to implement.</p>
<p><b>C-1.6.1.4:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>Public transit facilities (bus stops, etc.) should be located near or incorporated into commercial and industrial projects employing more than 10 people provided there is not an adequate existing bus stop within 1/4 mile.</p> <p>Implemented and Ongoing. Bus shelters and benches have been provided with new commercial development.</p> <p>None. Continue to implement.</p>
<p><b>C-1.6.2.1:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>The City shall work with ACTC and ARTS to review and comment upon new projects that may generate or attract, individually or cumulatively, large or moderate volumes of traffic.</p> <p>Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
<p><b>C-1.7.1.1:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>The City shall encourage retail stores to provide delivery service and telephone and online shopping services. Some retail stores are instituting online ordering and delivery of goods to homes and business. This trend should be encouraged.</p> <p>Implemented and Ongoing. The City does not promote home deliveries; however, it is common for businesses to have mail order and web businesses. The City allows UPS and FedEx to park anywhere reasonable to facilitate deliveries.</p> <p>None. Continue to implement.</p>
<p><b>C-1.7.2.1:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>Implement the (pd) land use designation explained on Table LU-2 in the Land Use Element, which allows planned developments to include neighborhood commercial uses.</p> <p>Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
<p><b>C-1.8.1.1:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>The City encourages commercial development projects and employers to provide reserved parking spaces and vans for use by employees who carpool.</p> <p>Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
<p><b>C-1.8.1.2:</b></p>	<p>The City shall work with the Amador County Transportation Commission to encourage use of carpool parking at the Sutter Hill Transit Center.</p>

Status:	Implemented and Ongoing.
Recommended Course Adjustment:	None. Continue to implement.
<b>C-1.11.1.1:</b>	As traffic increases on some City streets, parking should be curtailed where parked vehicles encroach into the traveled way.
Status:	Partially Implemented. Parking along Church Street at the Park was modified to curtail encroachment on the street. Parking on the street is an effective traffic-calming device. In residential neighborhoods, safety is more important than LOS, and thus, street parking has not been discouraged. The City Council has taken measures to eliminate hazardous site conditions through parking restrictions in some locations
Recommended Course Adjustment:	None. Continue to implement.
<b>C-1.11.1.2:</b>	On-street parking is important to the business community and should be reserved for customers. Members of the business community should use the off-street lots.
Status:	Implemented. A parking plan has been developed and was adopted and implemented in 2019
Recommended Course Adjustment:	None. Continue to implement.
<b>C-1.11.1.3:</b>	Provide adequate parking for new and old development. Off-street parking should be required whenever new commercial buildings are constructed. Where downtown businesses cannot provide adequate off-street parking, in-lieu fees shall be charged. These fees should go toward purchase of land and construction of parking facilities located within the downtown commercial district or other appropriate locations. Due to the heavy tourist demand for parking on weekends, additional public off-street parking facilities should be added as land becomes available within walking distance of the historic commercial area. Available off-street spaces should be retained, and additional space developed as property becomes available. Parking structures can provide additional parking where land values are high and available land area is limited.
Status:	Partially Implemented. New development projects are reviewed using both the General Plan and California Environmental Quality Act (CEQA), both of which address parking. City ordinance requires payment of in-lieu fees where parking cannot be provided.
Recommended Course Adjustment:	None. Continue to implement. The City should evaluate and update its parking fees regularly to assure adequate funds are collected to construct new parking spaces in-lieu of on-site parking spaces.
<b>C-1.11.1.4:</b>	Where designated, post standard “No Parking” signs on streets and alleys in appropriate locations to ensure compliance and enforcement.
Status:	Implemented. Several of the narrower streets have no parking signs posted where parking is not feasible.
Recommended Course Adjustment:	None. Continue to implement.

### Public Services and Facilities Element

<b>PS-1.1.2.1:</b>	Development shall pay its fair share for services through Community Service District fees applied to property taxes following annexation into the City Community Services District.
--------------------	---

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

Status:	Not Implemented. The City Community Services District needs to be established and is proposed within the Development Standards under preparation.
Recommended Course Adjustment:	None. Establish the CSD and continue to implement.
<b>PS-1.2.4.1:</b>	The City shall oversee inclusion of AWA's Urban Water Management Plan into the City's Improvement Standards.
Status:	Implemented. AWA has adopted water system design standards. The City requires compliance with the AWA standards for building permits and project review
Recommended Course Adjustment:	None. Continue to implement.
<b>PS-1.3.5.1:</b>	The City shall implement Implementation Measure C-1.3.3.1 ensuring the City of Sutter Creek Capital Improvement Program and Funding Strategy addresses sewage collection and treatment as necessary.
Status:	Implemented and Ongoing. The CIP is reviewed/updated annually.
Recommended Course Adjustment:	None. Continue to implement.
<b>PS-1.4.5.1:</b>	Storm water mitigation for streets and parking areas shall focus on four areas: 1) ensuring stormwater discharge rates do not exceed pre-construction stormwater discharge rates; 2) promoting permeable landscapes to reduce stormwater surface flows; 3) preventing runoff contamination; and 4) allowing natural treatment of runoff in detention ponds or grass swales.
Status:	Implemented and Ongoing. Projects are reviewed on a case-by-case basis.
Recommended Course Adjustment:	None. Continue to implement.
<b>PS-1.4.6.1:</b>	The next large development to be considered after adoption of the General Plan Update that has the potential to add substantial storm runoff to Sutter Creek shall be required to provide for the master drainage plan (utilize CEQA mandatory findings of cumulative effect) and be partially reimbursed by subsequent developments.
Status:	Implemented and Ongoing. New major projects fully mitigate drainage.
Recommended Course Adjustment:	None. Continue to implement.
<b>PS-1.5.1.1:</b>	The City shall develop and adopt policies for diversion of total solid waste generated by the city.
Status:	Partially Implemented. The City actively participates in the County AB 939 Task Force's Source Reduction and Recycling Element and Household Hazardous Waste Element program.
Recommended Course Adjustment:	None. Develop and implement policies.
<b>PS-1.6.1.1:</b>	The City shall cooperate with the Amador County Unified School District in the development of a new elementary school site with public recreation facilities.
Status:	Not Implemented.
Recommended Course Adjustment:	None. Implement as needed
<b>PS-1.8.1.1:</b>	The Police Chief and/or an outside consultant on a regular basis should calculate the cost of facilities that would be needed to adequately serve projected demand and a timetable for which the facilities must be brought into use. The costs and time frame should be compared with projected revenues and,

<p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>if necessary, policies or plans for obtaining additional revenues should be adopted by the City Council.</p> <p>Implemented and Ongoing. An AB1600 study &amp; fee have been adopted. It became effective on April 17<sup>th</sup>, 2008. Police facilities were included in the study.</p> <p>None. Conduct regular evaluation of facilities costs and demands.</p>
<p><b>PS-1.8.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City will likely need to rely upon the services of an outside fiscal consultant to conduct the referenced study and prepare subsequent plan. To save costs, this project could be combined with an overall budget projection analysis and capital improvement program as is called for under the subject heading “Funding Public Services”</p> <p>Implemented and Ongoing. An AB1600 study and fee have been adopted, effective on April 17<sup>th</sup>, 2008</p> <p>None. Conduct regular evaluation of fees.</p>
<p><b>PS-1.9.1.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>New Subdivisions of five or more lots shall prepare and maintain a Fire Safe Plan.</p> <p>Implemented and Ongoing. Projects are reviewed on a case-by-case basis and are required to provide, if applicable.</p> <p>None. Continue to implement.</p>
<p><b>PS-1.9.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The 10-year plan should be drafted by the Sutter Creek Fire Protection District and portions that are relative to Sutter Creek should be adopted by the City Council.</p> <p>Not Implemented. The City does not currently have a 10-year fire protection service plan. The Amador Fire Protection District has formed a Community Facilities District, which encompasses all of the properties within the City.</p> <p>None. Continue to Implement.</p>
<p><b>PS-1.11.2.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>Utilities and telecommunications infrastructure shall be placed underground in rights-of-way that have been designated to accommodate utility and telecommunications networks.</p> <p>Implemented and Ongoing. Projects are reviewed on a case-by-case basis and are required to locate new infrastructure underground.</p> <p>None. Continue to implement.</p>
<p><b>PS-1.12.1.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The citywide capital improvement program and funding strategy shall include a provision for the maintenance of open space areas that may be acquired through implementation of the open space objectives, policies, and implementation measures contained within the General Plan.</p> <p>Implemented and Ongoing. The CIP is reviewed and updated annually.</p> <p>None. Continue to implement.</p>

### Safety Element

<p><b>S-1. 2.5.1:</b></p> <p>Status:</p> <p>Recommended Course Adjustment:</p>	<p>The City shall maintain a record of mining activities within the city.</p> <p>Partially Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
--	---

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

<p><b>S-1.3.2.1:</b></p> <p>Status: Recommended Course Adjustment:</p>	<p>The City shall consult with the County of Amador about General Plan Policy S-1.3.2, which concerns peak flow runoff from new development within the Sutter Creek drainage area but outside of City jurisdiction.</p> <p>Partially Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
<p><b>S-1.3.3.1:</b></p> <p>Status: Recommended Course Adjustment:</p>	<p>The City shall consult with the County of Amador about General Plan Policy S-1.3.3, which concerns review of development projects within the Sutter Creek drainage area.</p> <p>Partially Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
<p><b>S-1.3.4.1:</b></p> <p>Status:        Recommended Course Adjustment:</p>	<p>The City shall continue to identify flood hazards and funding to correct the hazards.</p> <p>Partially Implemented and Ongoing. The City has systematically applied for grants to eliminate flooding hazards. The Old Sutter Hill hazard elimination grant corrected problems in the southeast portion of the City and the Broad St. grant addresses issues in the eastern portion of the City. The City required the Sutter Crest East Subdivision to resolve all flooding related problems in its area; Golden Hills; Powder House; Lincoln Mine Estates; Bryson Dr. Cottages; Crestview; etc. The City improved the Main St. Bridge with grant funds to help eliminate flooding in the City Hall area. The City received a grant for improvement of the Badger St. Bridge. Construction improvements were completed in 2017, which should help eliminate flooding. The Main Street Bridge replacement project began in April 2018 and was completed in September 2019. No new improvements occurred in 2021.</p> <p>None. Continue to implement.</p>
<p><b>S-1.4.8.1:</b></p> <p>Status: Recommended Course Adjustment:</p>	<p>The City, in cooperation with the Fire Protection District, shall prepare a Fire Safe Plan for the City's consideration and adoption.</p> <p>Not Implemented.</p> <p>None. Continue to implement.</p>
<p><b>S-1.4.9.1:</b></p> <p>Status:        Recommended Course Adjustment:</p>	<p>The City and/or Fire District shall facilitate property owners in fulfillment of this objective by sponsoring educational programs as well as efforts to obtain grants, special districts formation, or other funding mechanisms.</p> <p>Not Implemented. A program to reduce or eliminate the threat of urban fire has not been planned for or funded by property owners in the Downtown Historic District. It should be noted, however, that this project has been suggested and while business owners are supportive of it, landowners have been resistant to the idea. The City continues to suggest such a program</p> <p>None. Continue to implement.</p>
<p><b>S-1.5.1.1:</b></p> <p>Status:</p>	<p>The City should urge the County to accomplish this objective. The document should address the recommendations of General Plan Task Force #3 as listed within the previous text. City departments and other public service agencies should be directed to actively cooperate and provide their own emergency plans in the effort.</p> <p>Implemented and Ongoing. The County updated the Local Hazard Mitigation Plan (LHMP) in 2020 and the City adopted the LHMP by reference into the</p>

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

Recommended Course Adjustment:	General Plan Safety Element in February 2021. The City also has a plan available at City Hall and works with the State Office of Emergency Services. None. Continue to implement as subsequent updates are completed.
<b>S-1.5.2.1:</b> Status:  Recommended Course Adjustment:	Drills should be coordinated with the County Office of Emergency Services. Implemented. The Office of Emergency Services conducts one or more drills each year None. Continue to implement.

**Noise Element**

<b>N-1.1.8.1:</b>  Status: Recommended Course Adjustment:	The City shall consult with the County Planning Commission, the County Airport Land Use Commission, and other agencies to reduce noise generated from sources outside the City's jurisdictions. Partially Implemented. None. Continue to implement.
<b>N-1.1.11.1:</b>  Status: Recommended Course Adjustment:	The City's Planning Department shall review public and private project plans and applications with respect to the policies and standards of the Noise Element. Implemented. Projects are reviewed on a case-by-case basis. None. Continue to implement.
<b>N-1.1.12.1:</b>  Status: Recommended Course Adjustment:	The City shall revise the design standards for collector and arterial city streets to incorporate noise attenuation features. Not Implemented. Design Standards are found in 2019 General Plan Update Volume II Include in the new Development Standards. Continue to implement on a case by case basis.
<b>N-1.1.13.1:</b>  Status: Recommended Course Adjustment:	Update the City noise regulations (Code Section 10.50) to be consistent with the noise element. Not Implemented. The Code is in the process of being updated 2020. None. Continue to implement.
<b>N-1.1.14.1:</b>  Status: Recommended Course Adjustment:	The Noise Element Contour Maps should be modified every five to ten years or if any new development warrants their amendment. Implemented. The contour maps are included in the 2019 General Plan Update Volume III. None. Continue to implement.

## Historic Element

<p><b>H-1.1.1.1:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>The Design Review Committee will evaluate City Staff recommendations regarding a proposed project's conformance with the Design Standards and will either issue design clearance in concurrence with Staff recommendations, issue design clearance with modifications, or find a proposed project is not in conformance with the Design Standards and make recommendations to City Staff or the Planning Commission disapproving the applications.</p> <p>Implemented and Ongoing. Applicable projects are reviewed on a case-by-case basis.</p> <p>None. Continue to implement.</p>
<p><b>H-1.1.1.2:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>The committee should review the "Walking Tour of Historical Places of Interest" and consult other reliable sources to determine which buildings or structures are historically significant.</p> <p>Implemented and Ongoing. The City's promotion committee reviews the walking tour annually.</p> <p>None. Continue to implement.</p>
<p><b>H-1.1.1.3:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>The committee should recommend other policies and procedures for the citywide maintenance and enhancement of historic values including, possibly, a historic preservation ordinance, designation of the downtown area as a nationally registered historic place, participation in the National Historic Preservation program as a certified local government, and participation in the California Main Street program.</p> <p>Partially Implemented. According to the National Register, the Sutter Creek downtown has not been designated as a historic place at this time. Sutter Creek is not actively participating in the National Register program. Preservation and treatment of historical architectural features are included in the City's adopted Design Standards. The Design Review Committee ensures City-wide Design Standards are implemented. The Design Standards include a process for evaluating project compliance with the Design Standards.</p> <p>None. Continue to implement.</p>
<p><b>H-1.1.1.4:</b></p> <p>Status:</p> <p>Recommended</p> <p>Course Adjustment:</p>	<p>Documentation in compliance with the State of California and City of Sutter Creek regulations for removing or altering historic buildings, structures, objects and/or sites shall be required prior to the issuance of a building or demolition permit.</p> <p>Implemented and Ongoing.</p> <p>None. Continue to implement.</p>
<p><b>H-1.1.3.1:</b></p> <p>Status:</p>	<p>The City shall provide the North Central Information Center and historians or individuals knowledgeable about the City's history qualified to review development proposals in the City of Sutter Creek adequate information and time to review and comment upon major development proposals that have a potential to affect known or unknown cultural or historical resources.</p> <p>Implemented and Ongoing. Actions subject to CEQA are circulated for review and if resources are discovered during the analysis, the appropriate local, state, or federal parties are contacted.</p>

**City of Sutter Creek  
2022 Calendar Year General Plan Annual Progress Report**

Recommended Course Adjustment:	None. Continue to implement.
<b>H-1.1.4.1:</b>  Status: Recommended Course Adjustment:	Discretionary development project approvals shall contain the condition that sign of historic or prehistoric occupancy or use of the site that is discovered during grading or building activities will cause an immediate halt to such activities and the prompt notification of the City, the Chairperson, Jackson Rancheria and the North Central Information Center or the State Office of Historic Preservation. Implemented and Ongoing. None. Continue to implement.
<b>H-1.1.5.1:</b>  Status:  Recommended Course Adjustment:	Enforce and improve the historic overlay land use designations contained in the General Plan Land Use Element through the City's Design Standards. Implemented and Ongoing. Municipal Code Chapter 15-38 has been adopted and the historic overlay established in the Land Use Overlay Diagram. The Design Review Committee enforces City-wide Design Standards. The Design Standards include a process for evaluating project compliance with the Design Standards. None. Continue to implement.
<b>H-1.1.5.2:</b>  Status:  Recommended Course Adjustment:	The Design Review Committee should recommend to the City Council and Planning Commission a list of land uses deemed compatible with the intent of the historic districts. Implemented and Ongoing. The City currently has a list of land uses deemed compatible with the intent of the Downtown Historic District, based in the zoning code. General Plan Land Use Element Table 4-2 defines the historic district and district limits are depicted in General Plan Figure 4-2 Land Use Overlay Diagram. None. Continue to implement.

**Parks and Recreation Element**

<b>PR-1.1.2.1:</b>  Status: Recommended Course Adjustment:	New residential development will either dedicate land or pay an in-lieu fee for parkland (or a combination, at the option of the City) based upon a ratio of 5 acres per 1,000 residents anticipated in the development. Implemented and Ongoing. Fees are collected during the building permit process. None. Continue to implement.
<b>PR-1.1.2.2:</b>  Status:  Recommended Course Adjustment:	The City shall prepare and adopt a parks master plan and funding mechanism for construction and maintenance. Not Implemented. The City is in the process of establishing Development Standards and funding mechanisms. No Master Plan has been established. None. Continue to implement.
<b>PR-1.1.4.1:</b>  Status:	The City shall consult with the Amador County Unified School District about school recreational facilities remaining available for public use when not being occupied by school functions. Not Implemented. The City will be working with the District when a Parks Master Plan is developed.

**City of Sutter Creek**  
**2022 Calendar Year General Plan Annual Progress Report**

Recommended Course Adjustment:	None. Continue to implement.
<b>PR-1.1.5.1:</b>	The general purposes and features of a regional park/sports complex are described in the previous text, as are some general considerations for obtaining such a facility.
Status:	Not Implemented. A regional park/sports complex in the Sutter Hill/Martell Area has not been established. Such a regional park had been proposed for the Gold Rush Ranch Specific Plan Area
Recommended Course Adjustment:	None. Continue to implement.
<b>PR-1.1.6.1:</b>	The general purposes and definitions of community parks are described in the previous text. New community parks shall be acquired and constructed by dedications and Quimby ordinance in-lieu fees.
Status:	Implemented and Ongoing. Fees are collected during the building permit process.
Recommended Course Adjustment:	None. Continue to implement.
<b>PR-1.1.7.1:</b>	The general definition of neighborhood parks is contained in the previous text. New large residential development projects, containing at least 50 to 100 residential units, shall include neighborhood parks. Neighborhood parks may include private parks provided they are maintained and accessible to residents of the neighborhood being served for little or no gate fee.
Status:	Implemented and Ongoing. New developments are reviewed with consideration to the General Plan and California Environmental Quality Act. Parkland needs and requirements of the City are addressed at that time. Projects are reviewed on a case-by-case basis and applicable park dedication is required.
Recommended Course Adjustment:	None. Continue to implement.
<b>PR-1.1.7.2:</b>	Develop, and update as appropriate, City-wide standards for neighborhood parks to be adopted within the City's Development Standards, and establish a funding mechanism for ongoing maintenance of the parks.
Status:	Not Implemented. The City is in the process of preparing Development Standards and funding mechanisms.
Recommended Course Adjustment:	None. Continue to implement.
<b>PR-1.1.8.1:</b>	The general purposes and parameters for the Sutter Creek linear parkway are addressed in the previous text. The City could "seed" establishment of the parkway by using local volunteers to design and construct a part of the parkway on City-owned property near City Hall. The City could also sponsor a workshop of local business leaders and draw upon the direct experience of other communities whose commerce and tourism have improved due to similar park facilities.
Status:	Partially Implemented. The "gateway" project constructed at the intersection of Old Hwy. 49 and new Hwy. 49, that is City owned property, contains a meandering sidewalk that allows persons from that area to walk up to the bus stop and shopping center at the top of Sutter Hill Road. Other walkways/paths have been discussed in public workshops that will eventually be created and linked together to connect neighborhoods within the City.
	The City participated in the ACTC pedestrian/bicycle study and the ACRA park study. The Citywide trail system was included in these plans and adopted into the General Plan Update. This trail system connects extensively with each

<p>Recommended Course Adjustment:</p>	<p>neighborhood and planned neighborhood. Each new development will construct portions of the trail and the City has applied for grants to construct portions of the trail in established neighborhoods. The City has constructed the Nickerson Trail and is engaged in planning a trail from the footbridge downtown to the Central Eureka Mine. The current Circulation Element Update identifies pedestrian trail and bike path locations and improvement opportunities.</p> <p>None. Continue to implement.</p>
<p><b>PR-1.1.8.2:</b></p>	<p>Dedication of creekside greenways is a requirement contained in the Land Use Element that applies to new development projects along Sutter Creek and Gopher Gulch. As future development occurs, improvements in the creekside greenway zones should consist only of passive recreation facilities including bicycle paths, pedestrian trails, picnic areas, open space, and similar uses. Riparian habitat should be maintained as much as possible. New plantings should consist of native plants to the greatest extent possible. The following controls should also apply:</p>
<p><b>PR-1.1.8.2:</b></p>	<ol style="list-style-type: none"> <li>1. Urban structures and facilities such as houses, commercial and industrial buildings, and parking lots shall be prohibited;</li> <li>2. Filling shall be prohibited wherever feasible;</li> <li>3. The obstruction of stream flow by manmade facilities shall be prohibited; and</li> <li>4. The destruction of riparian vegetation should be prohibited except for flood control and public health and safety reasons.</li> </ol>
<p>Status:</p>	<p>Partially Implemented. The City reviews new projects and subdivisions adjacent to Sutter Creek and Gopher Gulch in compliance with project review and subdivision review procedures. Conditions of approval are applied to maintain existing habitat. To date, passive recreation facilities and/or dedication have not been required</p>
<p>Recommended Course Adjustment:</p>	<p>None. Continue to implement.</p>
<p><b>PR-1.1.9.1:</b></p>	<p>A general explanation of the interlinking pedestrian and bicycle trail network is provided in the previous text of this Element. The network is also addressed by objectives, policies, and implementation measures found within the Circulation Element, and depicted on the Circulation Diagram, Figure 6-1. The bicycle and pedestrian transportation plan shall study alternative designs and locations, and develop maps and diagrams for essential components of the network. The bicycle and pedestrian transportation plan should also address means to obtain needed trails in developed parts of the City. New developments should be required to provide for links to the system where necessary. Such links should not generally be considered a contribution to parklands dedication if it serves in-lieu of other pedestrian and bicycle facilities.</p>
<p>Status:</p>	<p>Implemented and Ongoing. The City studied alternative designs, locations, and means for acquiring trails. New developments are required to provide links to the pedestrian/ bicycle trails network. The City participated in the Amador Countywide Pedestrian and Bicycle Plan adopted in 2017. A Circulation Element Update is currently being prepared that identifies pedestrian trail and bike path locations and opportunities.</p>

Recommended Course Adjustment:	None. Continue to implement.
--------------------------------	------------------------------

### Environmental Justice Element

<b>EJ-1.1.1.1:</b>  Status:  Recommended Course Adjustment:	The City shall consider matters of community equity and environmental justice during the public project review process. Implemented. Consideration is given to projects during the review process on a case-by-case basis. None. Continue to implement.
<b>EJ-1.1.1.2:</b>  Status:  Recommended Course Adjustment:	The City shall modify the General Plan, zoning code, and zoning map to maintain environmental justice within the City and achieve equitable conditions throughout the City. Partially Implemented and Ongoing. The General Plan Update included the addition of environmental justice considerations and the Land Use Diagram reflects an equitable distribution of land uses. The Zoning code is currently being updated to ensure allowed uses are zoned appropriately. None. Continue to implement.

## APPENDIX B

### Review of Housing Element Programs

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<b>Joint City/County Programs</b>			
<b>Goal H-1: Provide adequate sites to encourage provision of affordable housing.</b>			
<p><b>Program H-1.1:</b> To ensure that there is a sufficient supply of multi-family- and single-family-zoned land to meet the regional housing needs allocation (RHNA), the County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will annually review their land inventory. Each jurisdiction will consider single-family-zoned, vacant infill lots for potential reuse and additional development of affordable second units, multi-family dwellings, and special needs housing.</p> <p><b>Responsibility:</b> Planning Department of each jurisdiction</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Annually</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	<p>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, <a href="http://www.cityofsuttercreek.org">www.cityofsuttercreek.org</a>. The inventory was updated at the time the Housing Element is updated.</p> <p>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 make the database available at the City Hall and Community Development counters.</p>	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-1.2:</b> The County and the cities of Ione, Jackson, Plymouth, and Sutter Creek will consider jointly pursuing funding through various state and federal programs or apply individually. The jurisdictions will consider jointly pursuing funding on an annual basis or pursue funding individually by submitting grant applications depending on the availability of funding. Local, state, and federal programs include:</p> <ul style="list-style-type: none"> <li>• BEGIN (federal)</li> <li>• CalHome Program (federal)</li> <li>• Community Development Block Grant (federal)</li> <li>• Multifamily Housing Program (federal)</li> <li>• Section 8 (federal)</li> <li>• State Homeownership Program (state)</li> <li>• Residential Energy Conservation (state)</li> <li>• Community Reinvestment Act (federal)</li> <li>• Mortgage Credit Certificate</li> <li>• Non-Profit Housing Development Corporation</li> </ul> <p><b>Responsibility:</b> Planning Department of each jurisdiction, Grants Coordinators</p> <p><b>Funding:</b> General Fund, Program Administration Funds (Housing Authority)</p> <p><b>Time Frame:</b> Annually, and as NOFAs are released</p> <p><b>Quantified Objective:</b> N/A</p>	<p style="text-align: center;">Not Implemented</p>	<p>The City has not actively pursued available funding due to limitations on staff availability to conduct the search.</p>	<p style="text-align: center;">Continue</p>

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-1.3:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek should promote the development of second unit dwellings by publicizing information at City Halls, the County Administration Center, and posting information on each jurisdiction's website. Each jurisdiction should provide information regarding permit requirements, changes in State law, and benefits of second unit dwellings to property owners and the community.</p> <p><b>Responsibility:</b> Planning Department of each jurisdiction</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Review and update annually</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	<p>The City's General Plan and regulations are posted on the City's website (<a href="http://www.cityofsuttercreek.org">www.cityofsuttercreek.org</a>) providing applicants with information on second dwelling units. The City provides links on the City website to the "housing and employment information" on the County website.</p> <p>Due to the changing nature of state law, grant funding, and the economy, the Planning staff does not maintain a packet of information that would quickly become outdated but works with each applicant to inform them of the options available for second unit dwellings. One Accessory Dwelling Unit was approved in 2022.</p>	Continue
<p><b>Program H-1.4:</b> The County and the cities of Lone, Jackson, Plymouth and Sutter Creek shall consider applying jointly or individually to use CDBG funding for the First-time Homebuyer Program.</p> <p><b>Responsibility:</b> Planning Department of each jurisdiction</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Apply annually</p> <p><b>Quantified Objective:</b> N/A</p>	Not Implemented	The City has not actively pursued available funding due to limitations on staff availability.	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-1.5</b> The County and the cities of Ione, Jackson, Plymouth and Sutter Creek will consider developing an Affordable Housing Trust Fund with funds that could be acquired from housing developers and or employers throughout the County. Funds could be collected from housing developers when new residential projects are built or new employers locating in the County when their workplaces are established. Once funds start being collected, the newly established Countywide Housing Committee comprised of a representative from each jurisdiction would develop a priority list for the use of these funds. Funds could be used to build new affordable housing or to rehabilitate existing housing.</p> <p>The jurisdictions would apply for matching funds from the Local Housing Trust Fund Matching Grant Program through the State Housing and Community Development Department (HCD).</p> <p><b>Responsibility:</b> City Manager, City Planner, County Planning, Planning Commission, Board of Supervisors and City Council</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Consider developing a trust fund by June 2016.</p> <p><b>Quantified Objective:</b> N/A</p>	Partially Implemented	<p>A Trust Fund or Countywide Housing Committee was not established in 2022.</p> <p>In Sutter Creek, this program is implemented on a case-by-case basis for major subdivisions. The most recent example of implementation of this program was the approval of the Gold Rush Ranch Specific Plan (GRRSP) in 2010. Public housing benefits provided by the GRRSP are highlighted in Chapter 3 of the Specific Plan including establishment of an affordable housing trust fund for the funding of affordable housing, administered by the City.</p>	Continue
<b>Goal H-2: Provide support for affordable and special-needs housing in Amador County.</b>			

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-2.1:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will consider working together or individually with nonprofits and for-profit housing development corporations specializing in housing for various special needs groups to accommodate housing that meets the needs of these groups.</p> <p>Each jurisdiction will work with nonprofit housing corporations to educate its citizens regarding the necessity of providing the affordable housing needed to support the job growth occurring throughout the County. Specifically, this information will focus on the need to provide affordable housing close to jobs in an effort to reduce the traffic and air quality impacts that result from long commutes.</p> <p>Programs will target community opposition to affordable housing projects in an effort to establish positive perceptions. Education will occur through public meetings, presentations to the community, and articles published in the local newspaper.</p> <p>Should the County and the cities successfully receive funding either jointly or individually, each jurisdiction will promote and publicize the availability of funding for loans and grants (when additional CDBG/HOME funds are acquired) through the local media, mailings to property owners in targeted areas, and mailings to local contractors and developers</p>	<p style="text-align: center;">Not Implemented</p>	<p>The City has not actively pursued available funding for affordable housing.</p>	<p style="text-align: center;">Continue</p>

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Responsibility:</b> City Council, Board of Supervisors, City/County Administrators, Planning, Engineering, and Finance Departments</p> <p><b>Funding:</b> State and Federal Grants</p> <p><b>Time Frame:</b> Annually</p> <p><b>Quantified Objective:</b> N/A</p>			
<p><b>Program H-2.2:</b> Assembly Bill (AB) 2634 requires the quantification and analysis of existing and projected housing needs of extremely low-income households. To facilitate housing for extremely low-income persons, the County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will prioritize funding and/or offer financial incentives or regulatory concessions to encourage the development or rehabilitation of single-room occupancy units and/or other units affordable to the extremely low-income, such as supportive and multi-family units.</p> <p><b>Responsibility:</b> Planning Departments</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> December 2015</p> <p><b>Quantified Objective:</b> N/A</p>	Not Implemented	No progress on this Program occurred in 2022.	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-2.3:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek shall consider working together or individually with the ATCAA to find suitable sites for transitional, supportive, and female heads of households housing. The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek shall consider working together to host an annual meeting with A-TCAA to insure that opportunities for transitional and special needs housing are implemented to the greatest extent possible.</p> <p><b>Responsibility:</b> Building Inspector, County Planning, City Planners, County Administrators and City Managers</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Ongoing with annual meetings</p> <p><b>Quantified Objective:</b> N/A</p>	Partially Implemented	<p>In June 2020, the County Homeless Task Force prepared data and a report identifying 4 potential sites for such housing. One site was in Martell (new construction), two in Jackson (hotel conversion), and one in Lone (Preston Castle conversion of caretaker units). The study did not identify appropriate locations in Sutter Creek. In January 2022, the City of Sutter Creek received an application from DANCO for a 46 unit permanent supportive housing complex. Progress on the application is anticipated in 2023.</p>	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<b>Goal 3: Support the conservation and rehabilitation of the existing housing stock and promote the reduction of energy use and the conservation of natural resources in the development of housing.</b>			
<p><b>Program H-3.1:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek shall consider surveying the conditions of housing stock jointly or individually to determine the number of housing units in need of rehabilitation and replacement.</p> <p>The jurisdictions should consider utilizing the survey results to pursue available funding sources to develop a countywide rehabilitation program (or continue with individual programs). The County and the Cities shall keep in contact with Department of Housing and Community Development for changes which will improve the chances of obtaining funding, including the availability of new programs.</p> <p><b>Responsibility:</b> Building and Planning Departments</p> <p><b>Funding:</b> CDBG, HOME, USFA Rural Housing Services fund</p> <p><b>Time Frame:</b> June 2016</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	<p>The Housing Element includes the results of the housing stock condition survey most recently updated in 2010.</p> <p>The City has not developed a rehabilitation program.</p> <p>The City requires that buildings meet code at the time of ownership change or at the time a building permit is requested. The City implemented a Community Development Block Grant (CDBG) for age-restricted and low-income occupants in 2008 and 2009.</p> <p>City staff reviews funding for potential programs on an annual basis to determine if the programs are available and if the City has the ability to implement the program.</p>	Continue
<p><b>Program H-3.2:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will enforce the State of California's Title 24 energy requirements. Title 24 energy requirements define construction standards that promote energy conservation. In addition, each jurisdiction will consider partnering with AC-TCA and ACES, Inc. (formerly Amador County Environmental Services) to promote energy conservation.</p>	Implemented	<p>The City collaborates with Pacific Gas and Electric (PG&amp;E) on installing energy-efficient lighting. In 2012 the City and PG&amp;E selected new standard energy-efficient lights to be used in the city.</p>	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p>Some measures the County and the cities could undertake jointly or individually to assist in the implementation of the A-TCAA program include providing brochures at public counters, providing brochures to senior centers, or applying for funds either jointly or individually to assist homeowners in undertaking weatherization projects in conjunction with government-assisted rehabilitation projects</p> <p><b>Responsibility:</b> Building, Planning and Engineering Departments</p> <p><b>Funding:</b> None required</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Quantified Objective:</b> N/A</p>		<p>The City provides a link to the PG&amp;E energy-efficiency website from the City's website.</p> <p>The City provides residents with the local PG&amp;E representative's contact information when an inquiry is made regarding energy efficiency.</p>	
<p><b>Program H-3.3:</b> The County and cities of Lone, Jackson, Plymouth, and Sutter Creek shall continue to support PG&amp;E's weatherization program as an important means of lowering housing costs and preserving housing affordability.</p> <p><b>Responsibility:</b> Building, Planning and Engineering Departments</p> <p><b>Funding:</b> None required</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	<p>The City collaborates with Pacific Gas and Electric (PG&amp;E) on installing energy-efficient lighting. In 2012 the City and PG&amp;E selected new standard energy-efficient lights to be used in the city.</p> <p>The City provides a link to the PG&amp;E energy-efficiency website from the City's website.</p> <p>The City provides residents with the local PG&amp;E representative's contact information when an inquiry is made regarding energy efficiency.</p>	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-3.4:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will consider partnering with Pacific Gas &amp; Electric (PG&amp;E) to promote energy saving programs by notifying home builders of the design tools offered by PG&amp;E and by posting a link on each jurisdiction's website to notify ratepayers of the variety of programs. The County and cities of Lone, Jackson, Plymouth, and Sutter Creek will also consider partnering with the California Alternate Rates for Energy (CARE), the Relief for Energy Assistance through Community Help (REACH) and the Family Electric Rate Assistance (FERA).</p> <p><b>Responsibility:</b> Building, Planning and Engineering Departments</p> <p><b>Funding:</b> None required</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	<p>The City provides a link to the PG&amp;E energy-efficiency website from the City's website.</p> <p>The City provides residents with the local PG&amp;E representative's contact information when an inquiry is made regarding energy efficiency.</p>	Continue
<b>Goal 4: Provide decent housing and quality of living environment for Amador County residents, regardless of age, race, religion, sex, marital status, ancestry, national origin, color, disability, or economic level.</b>			
<p><b>Program H-4.1:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek shall obtain information on fair housing laws from the Department of Housing and Community Development and have copies of the information available for the public on each jurisdiction's website, at City Halls, the County Administration Center, and the local library(ies).</p>	Implemented	<p>Fair housing information is available at the Planning Department and links to the fair housing laws are on the City's website. There is no library within the City limits.</p>	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<b>Responsibility:</b> Planning Departments <b>Funding:</b> General Fund <b>Time Frame:</b> 2014 <b>Quantified Objective:</b> N/A			
<b>Program H-4.2:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek shall refer housing discrimination complaints to the A-TCAA and the fair housing authority for Amador County. <b>Responsibility:</b> Planning Departments <b>Funding:</b> General Fund <b>Time Frame:</b> 2014-2019 <b>Quantified Objective:</b> N/A	Implemented	The Planning staff refers housing complaints to the Amador-Tuolumne Community Action Agency when appropriate.	Continue
<b>Goal 5: Reduce public and private constraints to housing production while providing an appropriate level of environmental review, as well as maintaining design and construction quality and fiscal responsibility.</b>			
<b>Program H-5.1:</b> The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will ensure that residential development projects are consistent with the goals and policies of their General Plans and that there is internal consistency between the Housing Element and the rest of the General Plan. Each jurisdiction will prepare a General Plan Annual Progress Report in compliance with State direction and provide it to City Councils and Board of Supervisors on progress toward meeting its goals, objectives, policies and programs. Monitoring will include an evaluation of the Housing Element objectives by the responsible agencies and departments, meeting timing and funding	Implemented	Residential development projects are reviewed for consistency with the goals and policies prior to approval.	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p>commitments for implementing actions, as well as the number of housing units provided or other measurable indicators achieved for each measure that has been put into place. The final reports will be submitted to OPR and HCD annually.</p> <p><b>Responsibility:</b> City/County Administrators, Planning, Public Works, Engineering, and Finance Departments, City Councils and Board of Supervisors</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Annually, 2015</p> <p><b>Quantified Objective:</b> N/A</p>		<p>The 2022 General Plan Annual Progress Report was prepared in January/February 2023. The 2021. General Plan Annual Progress Report was prepared in February 2022 and approved by the City Council in March 2022. The 2020 General Plan Annual Progress Report was prepared in January/February 2021 for submittal to OPR and HCD. The 2019 General Plan Annual Progress Report was prepared in January/February 2020 for submittal to OPR and HCD. The 2018 GP APR was prepared in March/April 2019 for submittal to OPR and HCD. The 2017 GP APR was prepared in March 2018 for submittal to OPR and HCD. The 2016 GP APR was prepared in April 2017 and submitted to OPR and HCD. The 2015 GP APR was prepared in June 2016 and submitted to OPR and HCD.</p>	
<p><b>Program H-5.2:</b> Complex permit processing procedures can be an obstacle in housing development, especially for affordable housing projects under tight timelines imposed by state and federal funding programs. The County and the cities of Ione, Jackson, Plymouth and Sutter Creek will minimize processing time for residential development permits, especially affordable residential projects and those that conform to respective jurisdiction's development requirements.</p>	<p>Implemented</p>	<p>City staff reviews application-processing procedures annually. In 2012, checklists were developed to assist applicants in meeting the City's requirements. The Planning Commission reviewed and agreed to the use of the recommended checklist. Checklists were updated in 2020.</p>	<p>Continue</p>

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p>The County and the cities of Lone, Jackson, Plymouth, and Sutter Creek will monitor the development processing/review procedures to minimize the time required for review. This reduction in time will reduce the cost to developers and may increase the housing production throughout the County. Each jurisdiction, on an annual basis, will review and update their processing/review procedures as necessary</p> <p><b>Responsibility:</b> City Manager, City Planners and County Planning</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Annually</p> <p><b>Quantified Objective:</b> N/A</p>		<p>The City has periodically reviewed the development fees. In 2013 the City established fee review as part of the annual budgeting process. No adjustments were made in 2022.</p>	
<p><b>Program H-5.3:</b> Pursue formation of a County Housing Task Force to consolidate countywide housing needs.</p> <p>Build on contacts with city managers, city planners, and County staff to reestablish a housing task force. The purpose of the task force would be to explore the joint county/cities housing element programs.</p> <p><b>Responsibility:</b> City Administrator, Cities and County Planning Departments, Public Works, Engineering, and Finance Departments, Planning Commission, City Council and Board of Supervisors.</p> <p><b>Funding:</b> General Fund</p>	Implemented	A County Housing Task Force was formed and meets monthly.	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Time Frame:</b> Establish in 2015 and meet biannually or as necessary.</p> <p><b>Quantified Objective:</b> N/A</p>			
<b>Sutter Creek Individual Programs</b>			
<p><b>Program H-1: Water and Sewer Hookups.</b> The City shall review and advise the Amador Water Agency on water and sewer hook-up fees for residential second unit dwellings to ensure the rates provide an incentive to the development of residential second unit dwellings.</p> <p><b>Responsibility:</b> Community Development Department</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Annually</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	<p>The Amador Water Agency (AWA) (<a href="http://www.amadorwater.org">http://www.amadorwater.org</a>) is responsible for setting water hook-up fees within the City of Sutter Creek. The City does not have the responsibility for establishing or enforcing water hook-up fees and thus does not have the ability to amend or reduce water rates. The City reviews the water rates and provides input on establishing reasonable rates.</p> <p>The City is responsible for establishing sewer hook-up fees. The City reviewed and updated its sewer rates in 2019 and was implemented in January 2020.</p>	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p><b>Program H-2: Application Processing Procedures.</b> The City shall review the application processing procedures annually to determine their effectiveness and recommend necessary amendments to the Planning Commission.</p> <p><b>Responsibility:</b> Community Development Department, Planning Commission</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Annually</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	City staff reviews application-processing procedures annually. In 2012, checklists were developed to assist applicants in meeting the City's requirements. The Planning Commission reviewed and agreed to the use of the recommended checklist. Checklists were updated in 2020 to improve electronic forms and improve clarity. This program will be continued.	Continue
<p><b>Program H-3</b> The City shall continue to annually review the City's development fees so that they represent a fair charge for review and processing of permit applications.</p> <p><b>Responsibility:</b> Community Development Department, City Council</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> Annually</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	The City has reviewed the development fees every two years.	Continue
<p><b>Program H-4: Planned Development.</b> The City shall 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. The City shall encourage clustering of units on small lots to reduce the cost of lots, housing construction, improvements, site preparation, and infrastructure. The City shall require that developers providing affordable housing units or</p>	Implemented	This program is implemented on a case-by-case basis for major subdivisions. The most recent example of implementation of this program was the approval of the Gold Rush Ranch Specific Plan (GRRSP) in 2010. Public housing benefits provided by the GRRSP are	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<p>lots in planned developments show how the lots or units will be made affordable to low- and very low-income households, and maintained as such, prior to approval of a development plan or tentative map for the project.</p> <p><b>Responsibility:</b> Community Development Department</p> <p><b>Funding:</b> Developer and General Fund</p> <p><b>Time Frame:</b> Ongoing</p> <p><b>Quantified Objective:</b> N/A</p>		<p>highlighted in Chapter 3 of the Specific Plan including:</p> <ul style="list-style-type: none"> <li>• Establishment of an affordable housing trust fund for the funding of affordable housing, administered by the City.</li> <li>• Development of a model home demonstration project for water-conserving landscapes and appliances, and energy efficiency.</li> </ul> <p>Chapter 4 of the Specific Plan, Development Concept and Land Use Plan includes:</p> <ul style="list-style-type: none"> <li>• Use of the Specific Plan land use designation to include clustering and small lots.</li> <li>• Requiring a minimum of 64 second dwelling units.</li> <li>• Requiring Attached Residential zoning at 8 to 15 dwelling units per acre located near the County Transit Center.</li> <li>• Requiring mixed-use at 15 to 20 dwelling units per acre located near the County Transit Center.</li> <li>• Requiring 70 homes affordable by design with the restricted price adjusted annually.</li> <li>• Mitigation measure to require compliance with identified low and</li> </ul>	

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
		moderate income affordable housing needs.	
<p><b>Program H-5: Density Bonus.</b> The City shall adopt a density bonus ordinance pursuant to State Government Code Section 65915, which requires local governments to grant a density bonus of at least 35 percent.</p> <p><b>Responsibility:</b> Community Development Department</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> June 2015</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented	This program is implemented on a case-by-case basis for major subdivisions. The most recent example of implementation of this program is approval of the GRRSP. A density bonus ordinance is proposed in the Zoning Code update (in progress for adoption in 2023). This program will be continued.	Continue
<p><b>Program H-6: Fee Waiver or Deferral.</b> The City shall review its fees imposed on development and identify those fees that could be waived or reduced for low- and moderate income housing developments on a case-by-case basis. The City shall review its subdivision, zoning, and building codes for unnecessary and costly requirements, which could be waived for low-income housing. The City shall ensure that proposed modifications will not create safety hazards, increase liability, or develop inconsistencies with the General Plan, City regulations or State law. The City shall amend its codes as necessary.</p> <p><b>Responsibility:</b> Community Development Department, City Council, Planning Commission</p> <p><b>Funding:</b> Developer and General Fund</p> <p><b>Time Frame:</b> Annually and with each development application</p>	Implemented	This program is implemented on a case-by-case basis for major subdivisions. The fees for the Gold Rush Ranch Specific Plan were waived in recognition of benefits to the City committed to by the Development Agreement, including new low- and moderate-income housing. An ordinance has not been adopted to reduce fees in recognition of the changing economy, changing regulations, and the desire to negotiate maximum benefits to the City during project review. An application checklist has been created to streamline the review process.	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<b>Quantified Objective:</b> N/A		The City Building Code provides opportunities for waiving requirements for low-income housing. The City has reviewed its subdivision, zoning, and building codes and has continued to find the requirements are necessary. This program will be continued.	
<p><b>Program H-7: Reasonable Accommodations.</b> The City shall review and amend its Municipal Code 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. The City shall create a public information brochure on reasonable accommodation for disabled persons and provide that information on the City's website.</p> <p><b>Responsibility:</b> Community Development Department, City Council</p> <p><b>Funding:</b> General Fund</p> <p><b>Time Frame:</b> June 2015</p> <p><b>Quantified Objective:</b> N/A</p>	Implemented/ Partially Complete	<p>The City has implemented this program through adoption of City Code Section 18.58 "Accommodation of Persons with Disabilities." No further amendment to the City Code was made in regard to SB 520. Updates to the Code are in progress for 2022.</p> <p>A brochure on reasonable accommodation for disabled persons was not created or provided on the City's website and this program will be continued.</p>	Continue
<p><b>Program H-8: Transitional and Supportive Housing.</b> The City shall review the General Plan Land Use Element and Zoning Ordinance to assure compliance with SB 2 requirements to allow transitional and supportive housing in zones that allow for residential housing.</p>	Complete; continue to review for modifications to state law	The City's Zoning Ordinance was updated to allow transitional housing in 2008. Ordinance 330 was created to allow transitional housing in the R4 zone. Updates to the Code are planned for 2022 in which transitional housing will also be allowed in the R-3, MU, and C-2 zones.	Continue and modify as requirements change

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<b>Responsibility:</b> Community Development Department, City Council, Planning Commission <b>Funding:</b> General Fund <b>Time Frame:</b> January 2015 <b>Quantified Objective:</b> N/A			
<b>Program H-9: Historically Significant Structures.</b> The City shall assist, as appropriate, in the rehabilitation and adaptive reuse of historically-significant structures. This shall include assisting private property owners of historically-significant structures in applying for and utilizing State and Federal assistance programs as appropriate. <b>Responsibility:</b> Community Development Department <b>Funding:</b> State and Federal funds <b>Time Frame:</b> Ongoing <b>Quantified Objective:</b> N/A	Implemented	The City Planning Department coordinates the rehabilitation and adaptive reuse of historically significant structures as appropriate. No historically significant residential structures have been processed since the last update of the Housing Element. The Sutter Creek Community Benefit Foundation is continuing improvements to the Old Sutter Creek Grammar School. This program will be continued	Continue
<b>Programs H-10: Allow for Residential Care Facilities per state law.</b> The Zoning Ordinance shall be amended to allow residential care facilities by right in residential zones for small facilities (six persons or fewer) and with a conditional use permit for large facilities (seven persons or more) consistent with state law <b>Responsibility:</b> Community Development Department, City Council, Planning Commission <b>Funding:</b> General Fund	Partially Implemented	Group dwellings are permitted within the R-4 and C-2 zones, as well as transitional housing, farm worker housing, and single room occupancy dwellings. No amendment to the Zoning Ordinance occurred. The Zoning Ordinance is in the process of being updated (2023).	Continue

Housing Program	Status	Accomplishments	Continue, Modify or Delete Program
<b>Time Frame:</b> January 2015 <b>Quantified Objective:</b> N/A			
<p><b>Programs H-11: Assisting “At-Risk” Units.</b> The City currently contains no deed-restricted units and therefore there are no “at-risk” units at this time. Should the City have any affordable units in the future, the City will contact all state and federal agencies that might provide affordable housing funds to determine whether any funding is available for future preservation of assisted housing developments. The City will work with not-for-profit housing providers to apply for affordable housing subsidies that may be available for this use, if necessary in the future.</p> <p><b>Responsibility:</b> City Planner</p> <p><b>Funding:</b> State and Federal Grants</p> <p><b>Time Frame:</b> As needed</p> <p><b>Quantified Objective:</b> N/A</p>	Not Implemented	Currently no deed-restricted or “at risk” units exist in the City of Sutter Creek.	Continue

## APPENDIX C

### Housing Element Reporting Tables

Table A Housing Development Applications Submitted																						
Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Notes		
1					2	3	4	5							6	7	8	9	10	11	12	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4.5+ ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted* (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*
Summary Row: Start Data Entry Below								0	0	0	0	1	3	0	4	0	0					
	018-121-032	237 Manor Ct	SFR/ADU	NA	SFD	O	3/2/2022					1	1		2			No	No	N/A	Approved	
	018-161-010	121 Allen Ranch Rd	Cult SFR	NA	SFD	O	6/1/2022						1		1			No	No	N/A	Approved	
	018-121-032	153 Badger Rad	Reid ADU	NA	ADU	O	8/1/2022						1		1			No	No	N/A	Approved	

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA, SFD, 2 to 4.5+ ADU, MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	0	0
	018-121-032	153 Badger Rad	Reid ADU		ADU	O										0
																0
																0

**City of Sutter Creek  
2022 Calendar Year General Plan Annual Progress Report**

**Table A2**

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units											
Project Identifier			Affordability by Household Incomes - Building Permits							8	9
Current APN	Street Address	Project Name*	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits
018-121-032	153 Badger Rad	Reid ADU	0	0	0	0	0	0	1	11/9/2022	1
											0
											0

**Table A2**

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units											
Project Identifier			Affordability by Household Incomes - Certificates of Occupancy							11	12
Current APN	Street Address	Project Name*	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units Issued Certificates of Occupancy or other forms of readiness
018-121-032	153 Badger Rad	Reid ADU	0	0	0	0	0	0	1	11/9/2022	1
											0
											0

**Table A2**

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units												
Project Identifier			Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			
Current APN	Street Address	Project Name*	13	14	15	16	17	18	19	20	21	
			How many of the units were Extremely Low Income?*	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)
018-121-032	153 Badger Rad	Reid ADU	0	N						0	0	

[illegible]

Note: There is nothing to report for Tables C, E, F, G and H. Table D is provided in Appendix B of this Annual Progress Report

[illegible]

**City of Sutter Creek  
2022 Calendar Year General Plan Annual Progress Report**

Jurisdiction	Sutter Creek		ANNUAL ELEMENT PROGRESS REPORT					Note: "+" indicates an optional field	
Reporting Period	2022	(Jan. 1 - Dec. 31)	Housing Element Implementation					Cells in grey contain auto-calculation formulas	
Planning Period	5th Cycle	06/30/2014 - 09/15/2021	(CCR Title 25 §6202)						
Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Sutter Creek			ANNUAL ELEMENT PROGRESS REPORT				Note: "+" indicates an optional field		
Reporting Period	2022		(Jan. 1 - Dec. 31)		Housing Element Implementation				Cells in grey contain auto-calculation formulas	
Planning Period	5th Cycle		06/30/2014 - 09/15/2021							
Table F										
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)										
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.										
Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA * Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the checklist here: <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>	
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*		
Rehabilitation Activity										
Preservation of Units At-Risk										
Acquisition of Units										
Mobilehome Park Preservation										
Total Units by Income										

**City of Sutter Creek  
2022 Calendar Year General Plan Annual Progress Report**

<b>Jurisdiction</b>	Sutter Creek		<b>NOTE:</b> This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.		Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
<b>Reporting Period</b>	2022	(Jan. 1 - Dec. 31)			
<b>Planning Period</b>	5th Cycle	06/30/2014 - 09/15/2021			
<b>ANNUAL ELEMENT PROGRESS REPORT</b>					
<b>Housing Element Implementation</b>					
<b>Table G</b>					
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of					
Project Identifier					
1		2		3	
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred
Intended Use for Site					
Summary Row: Start Data Entry Below					

<b>Jurisdiction</b>	Sutter Creek		<b>NOTE:</b> This table is meant to contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns		Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas	
<b>Reporting Period</b>	2022	(Jan. 1 - Dec. 31)				
<b>ANNUAL ELEMENT PROGRESS REPORT</b>						
<b>Housing Element Implementation</b>						
For Amador County jurisdictions, please format the APN's as follows: 999-999-999-999						
<b>Table H</b>						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Summary Table

<b>Jurisdiction</b>	Sutter Creek	
<b>Reporting Year</b>	2022	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	5th Cycle	06/30/2014 - 09/15/2021

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	0
Above Moderate		1
Total Units		1

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

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	0	0
2 to 4	0	0	0
5+	0	0	0
ADU	0	1	1
MH	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	1
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 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

Cells in grey contain auto-calculation formulas

March 13, 2023



## APPENDIX D

### Additional Content

a. Interagency or intergovernmental coordination efforts and identify areas for improvement. This may include participation in a regional blueprint or partnerships with State or Federal programs.

The City coordinated with FEMA on the Broad Street Drainage project, ACTC and Caltrans implementing road improvements in the City, Amador County for the Local Hazard Mitigation Plan, EPA and DTSC for the Central Eureka Mine Cleanup.

b. The implementation of mitigation measures from the General Plan Final Environmental Impact Report or Negative Declaration.

The General Plan's Final Negative Declaration relies on implementation of the General Plan Goals, Objectives, Policies, and Implementation Measures to avoid impacts or reduce impacts to a less than significant level. See the discussion of implementation compliance in Appendix A.

c. Equity planning considerations of the General Plan, such as impacts on particular ethnic or socioeconomic population groups (i.e., environmental justice issues).

The 2019 General Plan Update includes an Environmental Justice Element. Additional equity planning is not fiscally feasible at this time and Sutter Creek is not identified as an SB 535 Disadvantaged Community.

d. Promote infill development, reuse, and redevelopment particularly in underserved areas while preserving cultural and historic resources.

The cleanup of the Central Eureka Mine was completed, and a public park/picnic area has been established. The City supported the Sutter Creek Community Benefit Foundation to implement projects not fiscally feasible by the City.

e. Protect environmental and agricultural resources and other natural resources

The cleanup of the Central Eureka Mine was completed, and a public park/picnic area has been established. Projects are evaluated on a case-by-case basis to protect resources.

f. Encourage efficient development patterns

The City planning staff advised applicants during consultation on efficient development patterns for submittal of conditional use permits. The General Plan Land Use Diagram was updated in 2019 to ensure consistency with the zoning map, actual land use, and appropriate development patterns.

g. Economic development – Depending on the needs of your jurisdiction, this analysis could include information on the jobs to dwelling units ratio, tax revenues, demographics, census information, etc.

The City works with and provides funding to the Sutter Creek Business and Professional Organization to support economic development and tourism. The City supported efforts to expand outdoor dining along Main Street and continued to promote local shopping during the Covid-19 pandemic.

h. Monitoring long-term growth – For example: population growth, employment growth, land use development, and the provision of adequate supporting public services and infrastructure.

The city monitors long-term growth through monitoring building permits and coordination with Amador County, Amador Water Agency, ACTC, and ARSA. A GIS-based mapping system has been established to track infrastructure improvements and needs.

i. Identify and monitor customer service improvements and methods to encourage public involvement in planning activities.

The City retains the responsibility for building department services to improve responsiveness and speed. The City's Planning and Building Department website is maintained to provide current information and forms. Application checklists have been updated to improve electronic documentation and clarity. With restrictions on public gatherings and social distancing, the City conducted public meetings through Zoom and ensured notices and materials were placed on the

City's website. The City also began facilities improvements so that future public meetings could be recorded and broadcast.

j. Review and summarize grant administration for land use planning activities.

SB 2 grant funds are being used for the zoning code update, establishment of Development Standards and update the Circulation Element, and a LEAP grant is being used for a Citywide EIR to streamline future projects. These grants were awarded in 2020, with ongoing work conducted to revise the zoning code, prepare Development Standards, update the Circulation Element and prepare a Citywide EIR addressing those updates, with completion expected in 2023.

f. Provide a technology review such as implementation of Geographic Information Systems (GIS) or establishment of web sites.

The City continues to update its web site with additional City plans, regulations, forms, and documentation in 2022. A GIS database of the City has been established to track projects, infrastructure improvements, short-term improvement needs, and other land use data. As noted in item "I", the City also implemented technology improvements to allow for public meetings to be held online.

## **APPENDIX E**

### **Resolution**



# POLICE

## SUTTER CREEK

**TO:** Sandra Spelliscy, Interim City Manager

**FROM:** James O'Connell, Chief of Police

**DATE:** March 20, 2023

### DEPARTMENT INFORMATION January 2023

Monthly Statistics	
Calls For Service and Incidents	367
Traffic Stops	67
Officer Initiated Incidents	303
Business Checks	81
Vehicle/Pedestrian Checks	14
Total Officer Reports	16
Misdemeanor Arrests	1
Felony Arrests	1
Moving Citations	13
Parking Citations	1
Total	864

#### Downtown Foot Patrol:

During the month of January, SCPD continued to conduct daily foot patrol in the downtown area and average over 30 minutes, per officer each day.

#### Volunteer Service:

In addition, our dedicated Volunteers contributed over 18.5 hours of service, including citation and records processing, and responding to requests for collision reports.



# POLICE

## SUTTER GREEK

**TO:** Sandra Spelliscy, Interim City Manager

**FROM:** James O'Connell, Chief of Police

**DATE:** March 20, 2023

### DEPARTMENT INFORMATION February 2023

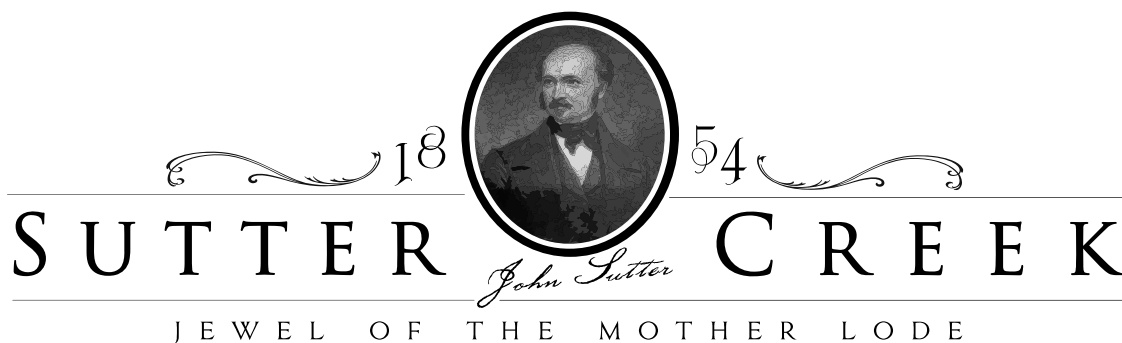
Monthly Statistics	
Calls for Service and Incidents	320
Traffic Stops	47
Officer Initiated Incidents	225
Business Checks	66
Vehicle/Pedestrian Checks	7
Total Officer Reports	28
Misdemeanor Arrests	5
Felony Arrests	1
Moving Citations	11
Parking Citations	0
Total	710

#### Downtown Foot Patrol:

During the month of February, SCPD continued to conduct daily foot patrol in the downtown area and average over 30 minutes, per officer each day.

#### Volunteer Service:

In addition, our dedicated Volunteers contributed over 10 hours of service, including citation and records processing, and responding to requests for collision reports.



### STAFF REPORT

**TO:** SANDRA SPELLISCY, INTERIM CITY MANAGER  
**MEETING DATE:** MARCH 20, 2023  
**FROM:** GEORGE ALLEN PUBLIC WORKS FOREMAN  
**SUBJECT:** PUBLIC WORKS DEPARTMENT REPORT FOR JANUARY 2023

Objective: The objective of this Staff Report is to provide a monthly status update regarding activities within the Public Works Department.

### Wastewater Treatment Plant Status:

The WWTP did meet all the effluent quality discharge requirements for the month of January.

**Table 1. Monthly Status of required reporting constituents.**

Constituent	Monthly Results	Monthly Limits
Monthly Influent Flow	28.383 MG. 0.916 mgd daily avg	.48mgd <sup>1</sup>
Effluent BOD, mg/L	22 mg/L	30 mg/l
Effluent Settleable Matter, mL/L	< 0.1 ml/L	0.5 ml/l
Effluent TSS, mg/L	12 mg/L	30 mg/l
Total Coliform, MPN	1.8 mpn	23 mpn
Sludge Wasted	18,625 gallons	
Rain	16.71 in.	37.52 in. YTD –26.42” Last YTD

<sup>1</sup> The .48 mgd is daily dry weather flow (May through October).

#### *Plant Compliance Issues:*

- The December 2022 report was electronically submitted to Regional Water Quality Control Board.
- The Regional Water Quality Control Board staff did a site visit of the Treatment Plant to see how it performed during the flooding at the beginning of the January.

#### *Operational Strategy Modifications:*

- The rag bin was hauled on January 13, 2023.
- A regular sludge wasting schedule was kept with a total of 18k gallons dewatered.

### Collection System Status:

#### *SSMP Activity*

Calls for service

- 1/30/23, 194 Lorinda Dr. private lateral issue.

### Service Requests

Responded to sixteen Service Requests in January.

- Three were for a facility issues;
- Three were for street issues;
- Four were for storm drain issues;
- Two were for sewer issues;
- Three were for waterway issues;
- And one park issue.

### **Effluent Disposal**

---

- The Regional Water Quality Control Board staff did a site visit of the ARSA system to see how it performed during the flooding at the beginning of the January.
- Moved the Irrigation system at Preston Reservoir to higher ground.
- Cleaned up multiple trees that came down across the ARSA right of ways
- Sending weekly updates to the Regional Board on reservoir levels and volumes.
- Daily flow checks and level readings.

### **Streets and City Right of Way.**

---

- Responded to a report of a failing storm drain on Gold Strike Ct.
- Responded to a report of a plugged and overflowing storm drain on Eureka Rd.
- Cleaned several City streets due to flood in early January.
- Cleaned the debris rack and Cole St. several times
- Campbell Construction temporary repair to Gold Strike Ct. to maintain flow through the culvert to prevent any more street damage.
- Ongoing storm drain cleaning due to storms.
- Ongoing roadside trash cleanup.
- Ongoing patching of numerous potholes.

### **Parks and Buildings**

---

- Ongoing cleaning of the Auditorium basement due to it being flooded on New Year's Eve
- Clean up of park areas due to the heavy storms.
- Ongoing set up and take down for the meeting in the Community Center.
- Ongoing cleanup of Community Center, Auditorium and Grammar School for the rentals.

### STAFF REPORT

**TO: SANDRA SPELLISCY, INTERIM CITY MANAGER**  
**MEETING DATE: MARCH 20, 2023**  
**FROM: GEORGE ALLEN PUBLIC WORKS FOREMAN**  
**SUBJECT: PUBLIC WORKS DEPARTMENT REPORT FOR FEBRUARY 2023**

Objective: The objective of this Staff Report is to provide a monthly status update regarding activities within the Public Works Department.

#### **Wastewater Treatment Plant Status:**

The WWTP did meet all the effluent quality discharge requirements for the month of February.

**Table 1. Monthly Status of required reporting constituents.**

Constituent	Monthly Results	Monthly Limits
Monthly Influent Flow	14.470 Mg. 0.517 mgd daily avg	.48mgd <sup>1</sup>
Effluent BOD, mg/L	14 mg/L	30 mg/l
Effluent Settleable Matter, mL/L	< 0.1 ml/L	0.5 ml/l
Effluent TSS, mg/L	14 mg/L	30 mg/l
Total Coliform, MPN	< 1.8 mpn	23 mpn
Sludge Wasted	39,809 gallons	
Rain	4.80 in.	41.56 in. YTD –26.42” Last YTD

<sup>1</sup> The .48 mgd is daily dry weather flow (May through October).

#### *Plant Compliance Issues:*

- The January 2023 monthly report and the 2022 annual report were electronically submitted to Regional Water Quality Control Board.
- Tesco Flow Controls did the annual flowmeter calibration for the Treatment Plant.

#### *Operational Strategy Modifications:*

- The rag bin was hauled on February 13, 2023.
- A regular sludge wasting schedule was kept with a total of 39k gallons dewatered.

#### **Collection System Status:**

##### *SSMP Activity*

##### *Calls for service*

- 2/3/2023 65 Hygrade Dr. plugged private lateral.
- 2/6/2023 140 Judy Dr. plugged City main.
- 2/10/2023 168 Lorinda Dr. plugged City main.
- 2/19/2023 55 Main St. plugged City main.
- 2/24/2023 83 Dennis St. plugged City main.

- 2/25/2023 55 Main St. plugged City main.
- 2/28/2023 Intersection of Old Rte. 49 and the blocked of end of pleasant Dr. plugged City Main.

#### Sewer System Cleaning and Maintenance.

For February 2023, there was 11,148 feet of sewer line cleaned. Total amount cleaned for 2023 is 11,148 feet.

### **Service Requests**

---

Responded to six Service Requests in February.

- One was for a street issue;
- One was for street light outage;
- Three were for sewer issues;
- And one park issue.

### **Effluent Disposal**

---

- Tesco Flow Controls did the annual flowmeter calibration on Bower irrigation and Henderson reservoir flowmeters.
- The Regional Water Quality Control Board staff did a site visit of the ARSA system to see how it performed during the flooding at the beginning of the January.
- Continued the cleaning up multiple trees that came down across the ARSA right of ways
- Sending weekly updates to the Regional Board on reservoir levels and volumes.
- Daily flow checks and level readings.

### **Streets and City Right of Way.**

---

- Stabilized the storm drain failure on Gold Strike Ct, inspected with City Engineer and contractor on the repairs that are still needed.
- Inspected with City Engineer and contractor on the repairs that are needed for failing storm drain on Eureka Rd.
- Cleaned several City streets due to flood in early January.
- Cleaned the debris rack and Cole St. several times
- Ongoing storm drain cleaning due to storms.
- Ongoing roadside trash cleanup.
- Ongoing patching of numerous potholes.

### **Parks and Buildings**

---

- Sierra Foothill Fire Extinguisher service did the annual service on the City's fire extinguishers
- Assisted Signal Service with the annual fire alarm inspection at the Historic Grammar School.

- With the help of Cal Fire Pine Grove camp, cleaned up multiple trees in the City Cemetery.
- Assisted Signal Service with repair of damaged door sensor for the alarm system at the Historic Grammar School.
- Ongoing cleaning of the Auditorium basement due to it being flooded on New Year's Eve
- Clean up of park areas due to the heavy storms.
- Ongoing set up and take down for the meeting in the Community Center.
- Ongoing cleanup of Community Center, Auditorium and Grammar School for the use as rentals.

January 2023 Building Permits Issued																			Item 9C	
Submitted	Prepared	Permit #	Issue Date	Final ( F ) or Expire Date	APN	Address	Owner	Contractor	Description	New Const Y/N	SQ FT	Commercial Valuation	Residential Valuation	Commerical Permit Fee	Residential Permit Fee	(WGA) Plan Check	SCFEF (Strong Motion)	SB 1473 Fee	Grand Total	
12/28/23	01/04/23	2023-JAN-01	1/5/23	7/5/23	018-253-019	200 Judy Dr.	Trevaskis, John & Tami	Determined by Owner	Addition	Y	192		23,174.00		509.82	331.38	3.01	1.00	\$ 845.21	
11/02/22	11/07/22	2023-JAN-02	1/11/23	7/11/23	018-134-005	114 Cole St.	Fuller, Jenny	EV Charging Solutions	Electrical				550.00		110.00		0.50	1.00	\$ 111.50	
01/17/23	01/17/23	2023-JAN-03	1/17/23	7/17/23	018-220-027	140 Greenstone Ter	Osborne, Katherine	All Sierra Roof	Re-roof				7,000.00		154.00		0.91	1.00	\$ 155.91	
01/17/23	01/17/23	2023-JAN-04	1/17/23	7/17/23	018-201-031	31 Nickerson St.	Orlandi, Trudy	All Sierra Roof	Re-roof				7,200.00		158.40		0.94	1.00	\$ 160.34	
01/05/23	01/06/23	2023-JAN-05	1/17/23	7/17/23	018-253-006	125 Jean Ct.	Turner, Shirley & Giles	Gilmore Home Services	HVAC				21,443.00		472.95		2.79	1.00	\$ 476.74	
01/12/23	01/18/23	2023-JAN-06	1/23/23	7/23/23	040-210-008	292 Sierra Ct.	Shaw, Janet	Amador Plumbing	Water Heater				4,600.00		110.00		0.60	1.00	\$ 111.60	
01/09/23	01/18/23	2023-JAN-07	1/24/23	7/24/23	044-020-026	340 Sutter Hill Rd.	Baxley, Jerry	V3 Electric	Solar				18,000.00		275.02	177.28	2.34	1.00	\$ 455.64	
01/23/23	01/24/23	2023-JAN-08	1/26/23	7/26/23	018-300-032	425 Sutter Hill Rd.	Carlson, Ron	Determined by Owner	Deck			8,000.00		176.00			2.24	1.00	\$ 179.24	
01/24/23	01/25/23	2023-JAN-09	1/26/23	7/26/23	018-063-004	201 Hanford St.	Ospital, Matthew & Roxar	Determined by Owner	Other			1,500.00		110.00			0.50	1.00	\$ 111.50	
01/18/23	01/24/23	2023-JAN-10	1/31/23	7/31/23	018-153-003	75 Main St.	Michel, Jay	Determined by Owner	Remodel			12,000.00		310.01		171.60	3.36	1.00	\$ 485.97	
										Totals		\$ 21,500.00	\$ 81,967.00	\$ 596.01	\$ 1,790.19	\$ 680.26	\$ 17.19	\$ 10.00	\$ 3,093.65	

February 2023 Building Permits Issued

Submitted	Prepared	Permit #	Issue Date	Final ( F ) or Expire Date	APN	Address	Owner	Contractor	Description	New Const Y/N	SQ FT	Commercial Valuation	Residential Valuation	Commerical Permit Fee	Residential Permit Fee	(WGA) Plan Check	In house Plan Check	SCFEF (Strong Motion)	SB 1473 Fee	Grand Total
01/04/23	01/06/23	2023-FEB-01	2/1/23	8/1/23	018-220-016	80 Greenstone Terrace	Flores, Micah	Good Guys Heating & Cooling	HVAC				6,550.00		145.30			0.85	1.00	\$ 147.15
01/17/23	01/18/23	2023-FEB-02	2/1/23	8/1/23	018-320-037	120 David Dr.	Nichols, John	Amador Plumbing	Water Heater				4,600.00		110.00			0.60	1.00	\$ 111.60
01/31/23	01/31/23	2023-FEB-03	2/1/23	8/1/23	040-200-003	310 Gopher Flat Rd.	Friedman Gramlich, K	Huft Home Services	HVAC				23,169.00		510.92			3.01	1.00	\$ 514.93
01/24/23	02/06/23	2023-FEB-04	2/6/23	F	040-220-079	232 Manor Ct.	Menges, Sally	Halls Electric Inc.	Generator				9,613.00		211.49	137.47		1.25	1.00	\$ 351.21
01/18/23	01/25/23	2023-FEB-05	2/7/23	8/7/23	018-161-003	60 Main St.	Newland, Russell	Grau Construction	Deck			12,000.00		264.00		171.60		1.56	1.00	\$ 438.16
02/06/23	02/16/23	2023-FEB-06	2/13/23	8/13/23	040-190-017	173 Ridgecrest Ct.	Walker, Tom & Debbi	Mountain Air	HVAC				18,775.00		413.05			2.44	1.00	\$ 416.49
02/16/23	02/16/23	2023-FEB-07	2/16/23	8/16/23	018-331-028	85 Bryson Dr.	Allan, Thomas	Powers Electric	Electrical				350.00		235.00			0.50	1.00	\$ 236.50
02/21/23	02/22/23	2023-FEB-08	2/22/23	8/22/23	040-210-021	278 Ursula Dr.	Roberts Trust	Jamen's Plumbing	Water Heater				2,350.00		110.00			0.50	1.00	\$ 111.50
01/20/23	02/15/23	2023-FEB-09	2/27/23	8/27/23	018-152-051	17 Clear Creek Way	Scott, Linda	Gold Rush Energy Solutions	Solar				24,140.00		275.02	177.28		3.14	1.00	\$ 456.44
02/07/23	02/27/23	2023-FEB-10	2/28/23	8/28/23	040-220-080	295 Meadowcrest Rd.	Dwyer, Rick	Prime Home Solutions	Solar				15,400.00		275.02	177.28		2.00	1.00	\$ 455.30
02/23/23	02/27/23	2023-FEB-11	2/28/23	8/28/23	018-300-033	460 Hwy 49 Suite J	Swift MB 2021 Invest	Determined by Owner	Electrical			1,000.00		298.00				0.50	1.00	\$ 299.50
										Totals		13,000.00	104,947.00	562.00	2,285.80	663.63	-	16.35	11.00	3,538.78

City of Sutter Creek  
City Treasurer's Report  
January 2023

Receipts & Disbursements Report

City's Checking Account

**Receipts**

Deposits	\$	413,461	
Reversal of Bank Charges		-	
Total			\$ 413,461

**Disbursements**

Accounts Payable	\$	183,440	
Payroll & Benefits		110,925	
Bank Charges		-	
Total			\$ 294,365

Net Amount of Investment Transfers \$ -

Recap of City Treasury

**Investments on Hand January 31, 2023**

		Market or Withdrawal Value	Rate of Return
	Bank of Marin Checking	\$ 1,627,954	0.01%
	Bank of Marin Money Market	\$ 11,572	0.07%
	Bank of Marin Money Market #2	\$ 2,035,601	0.35%
*	California State Treasurer's LAIF	\$ 1,586,809	2.07%
	Total	<u>\$ 5,261,936</u>	
	Total this month last year	\$ 4,665,084	
*	LAIF 1	\$ 58,346	
	LAIF 2	\$ 1,528,463	

The investment information provided in this report reflects the City's ability to meet expenditure requirements for the next six months. The investment portfolio is in compliance with the City's investment policy.

Victoria Runquist

2/15/2023

# City of Sutter Creek

## City Treasurer's Report

### February 2023

#### Receipts & Disbursements Report

City's Checking Account

##### Receipts

Deposits	\$	464,582	
Reversal of Bank Charges		-	
Total			\$ 464,582

##### Disbursements

Accounts Payable	\$	322,408	
Payroll & Benefits		107,305	
Bank Charges		-	
Total			\$ 429,713

Net Amount of Investment Transfers \$ -

#### Recap of City Treasury

Investments on Hand February 28, 2023

		Market or Withdrawal Value	Rate of Return
	Bank of Marin Checking	\$ 1,716,534	0.01%
	Bank of Marin Money Market	\$ 11,573	0.07%
	Bank of Marin Money Market #2	\$ 2,036,140	0.35%
*	California State Treasurer's LAIF	\$ 1,586,809	2.07%
	Total	<u>\$ 5,351,056</u>	
	Total this month last year	\$ 4,785,213	
*	LAIF 1	\$ 58,346	
	LAIF 2	\$ 1,528,463	

The investment information provided in this report reflects the City's ability to meet expenditure requirements for the next six months. The investment portfolio is in compliance with the City's investment policy.

Victoria Runquist

3/15/2023



**TO: SANDY SPELLISCY, INTERIM CITY MANAGER**

**MEETING DATE: MARCH 20, 2023**

**FROM: KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR**

**SUBJECT: ADMINISTRATIVE SERVICES JANUARY 2023 REPORT**

---

**RECOMMENDATION:**

For information.

**BACKGROUND:**

The Administrative Services Department encompasses a variety of functions on behalf of the City including Human Resources, Risk Management, the Office of the City Clerk and Public Engagement and Marketing.

Included is an overview of the activity within the Administrative Services department for the month of January 2023.

**DISCUSSION:**

**Risk Management**

- Review and oversight of one active Workers Comp claim and two ongoing liability claims.

**Human Resources**

- Personnel Audit- Annual Evaluation Schedule
- Coordinate recruitment for Administrative Analyst position

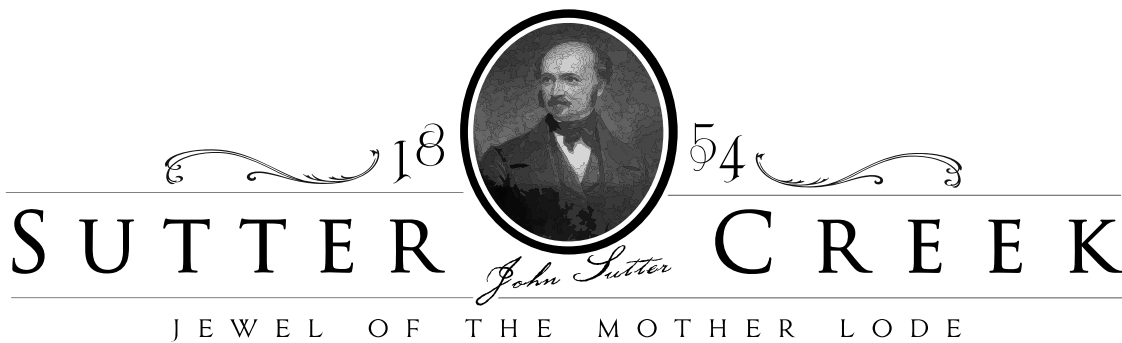
**City Clerk**

- 10-Public Record Request Responses and 19-Citizen Inquiries responses.
- Agenda preparation, minutes and follow up for:  
3-City Council, 1- workshop, 1- Planning Commission and 1- ARSA meeting
- Issued 2-Design Clearance permits, 2- sign permits and 1-CUP
- 2- Public Hearing Notices
- Update and review content for the City of Sutter Creek website.

**Public Engagement and Marketing**

- Crafted 3 social media marketing ads designed to reach specific target groups.
- Review and analyze previous season marketing.
- Planning for upcoming spring marketing effort.
- Attend Monthly SCBPA meeting

- Update and review content for Visit Sutter Creek website



---

## STAFF REPORT

**TO:** SANDRA SPELLISCY, INTERIM CITY MANAGER  
**MEETING DATE:** MARCH 20, 2023  
**FROM:** KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR  
**SUBJECT:** ADMINISTRATIVE SERVICES FEBRUARY 2023 REPORT

---

### RECOMMENDATION:

For information.

### BACKGROUND:

The Administrative Services Department encompasses a variety of functions on behalf of the City including Human Resources, Risk Management, the Office of the City Clerk and Public Engagement and Marketing.

Included is an overview of the activity within the Administrative Services department for the month of February 2023.

### DISCUSSION:

#### Human Resources

- Administer Mandatory Ethics Training
- Recruitment Administrative Analyst position
- Attend PACE JPA Quarterly Board Meeting

#### Risk Management

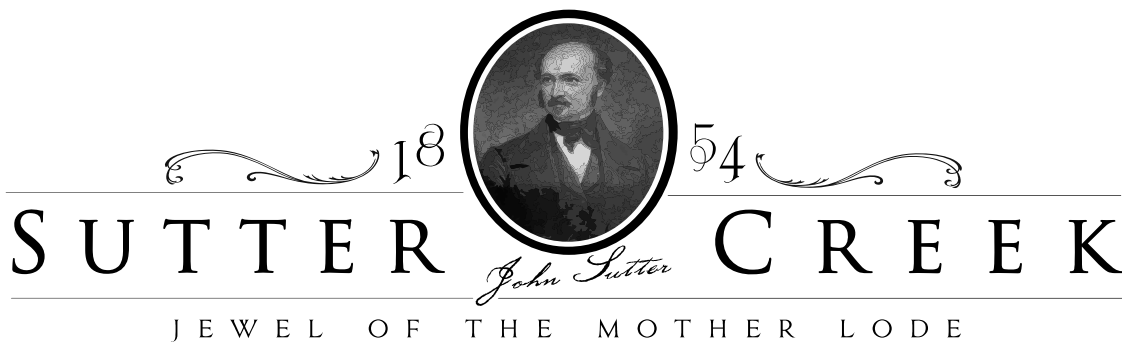
- Review and oversight of one active Workers Comp claims and two ongoing liability claims.

#### City Clerk

- 54-Public Record Request Responses and 11-Citizen Inquiries responses.
- Agenda preparation, minutes and follow up for:  
3-City Council, 2- DRC and 1-ARSA meeting.
- Issuance of 3 Design Clearance Permits
- Update and review content for the City of Sutter Creek website.

#### Public Engagement and Marketing

- Crafted 6 social media marketing ads designed to reach specific target groups.
- Preparation for upcoming spring marketing season.
- Transition website for Spring.



---

**TO: SANDRA SPELLISCY, INTERIM CITY MANAGER**  
**MEETING DATE: MARCH 20, 2023**  
**FROM: JODI STENECK, ACCOUNTING SUPERVISOR**  
**SUBJECT: FINANCE DEPT. JANUARY 2023 REPORT**

---

**RECOMMENDATION:**

Informational only.

**BACKGROUND:**

To provide information regarding the activities of the Finance Department for the month of January 2023.

**DISCUSSION:**

*Accounts Receivable*

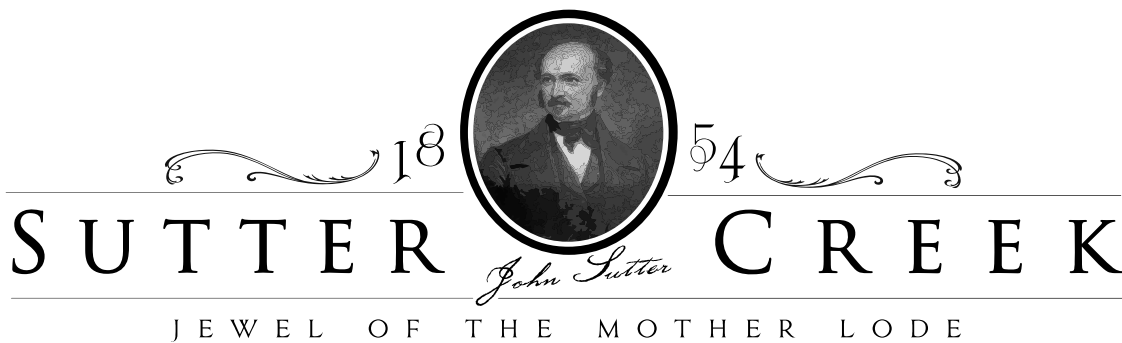
- Ten (10) Building Permits were issued in January for a fee total of \$3,094.
- Facility rental revenue for the month of January was \$3,493.50.
- TOT collected for December was \$15,180.
- Currently we have: 187 Sewer service customers enrolled in e-billing and 309 Sewer service customers are enrolled in auto pay.

*Accounts Payables*

- 53 Warrant checks were issued in the amount of \$183,440.02.
- Completed and mailed 1099-MISC and 1099-NEC tax documents.

*Miscellaneous*

- Account Clerk training in Business Licenses procedures.
- Created step-by-step online sewer instructions for sewer customers.
- Updated employee time allocations in worksheet for FY 2022-23.
- Attended the CSJVRMA Workshop.
- Completed the State Controllers Office Financial Transaction report for FY 2021-22.
- Completed and filed Sales & Use Tax return for Visitor Center for 2022.



---

**TO: SANDRA SPELLISCY, INTERIM CITY MANAGER**  
**MEETING DATE: MARCH 20, 2023**  
**FROM: JODI STENECK, ACCOUNTING SUPERVISOR**  
**SUBJECT: FINANCE DEPT. FEBRUARY 2023 REPORT**

---

**RECOMMENDATION:**

Informational only.

**BACKGROUND:**

To provide information regarding the activities of the Finance Department for the month of February 2023.

**DISCUSSION:**

*Accounts Receivable*

- Eleven (11) Building Permits were issued in February for a fee total of \$3,538.78.
- Facility rental revenue for the month of February was \$3,927.00.
- TOT collected for January was \$8,264.
- Currently we have; 189 Sewer service customers enrolled in e-billing and 310 Sewer service customers are enrolled in auto pay.

*Accounts Payables*

- 71 Warrant checks were issued in the amount of \$322,407.85.

*Annual Reports*

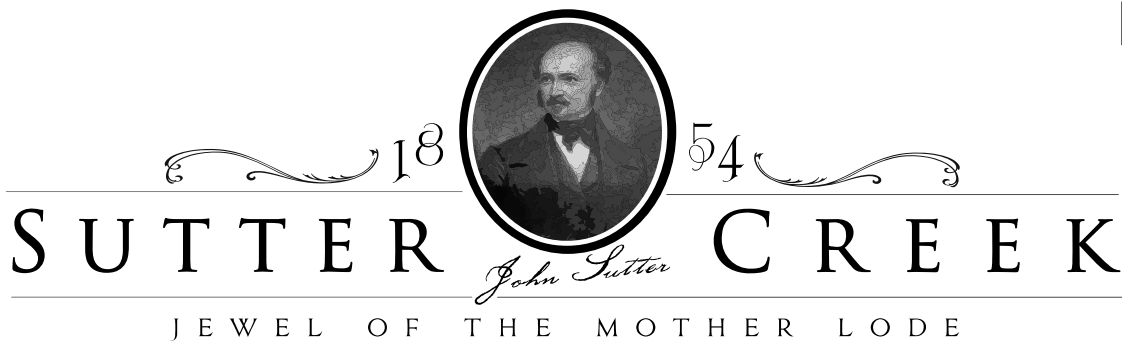
- Completed the 2022 SCO Annual Compensation Report

Included with this report is the monthly February Cash Balance Report

**2022-23**  
**Cash Balance Report**  
**for the month of February 2023**

<b>Funds</b>	<b>Beg. Balance</b>	<b>Cash In</b>	<b>Cash Out</b>	<b>Adj.</b>	<b>Balance</b>
01 - General Fund	24,152	241,615	144,247	(1,196)	120,324
39 -General Reserve	695,718	-	-	-	695,718
86 - General Savings	50,118	-	-	-	50,118
95 - General Operating Reserve	249,255	-	-	-	249,255
96 - General Capital Reserves	49,557	-	-	-	49,557
04 - Crestview Light District	4,250	-	86	-	4,164
07 - Cemetary	(11,275)	-	165	-	(11,440)
17 - Monteverde Store	(85)	-	192	-	(277)
29 - Swimming Pool	(45,754)	-	486	-	(46,240)
59 - Auditorium & Facility Rentals	(19,700)	6,820	12,278	(1,636)	(26,794)
03 - Streets and Sidewalks	(14,646)	-	7,757	(39)	(22,442)
91 - Road CIP	89,481	4,840	-	-	94,321
10 - Sewer M&O	1,025,592	130,089	118,787	38,608	1,075,502
11 - Sewer WCRF Hook up Fees	604,473	-	-	-	604,473
12 - Sewer Line Replacement	605,263	-	-	-	605,263
14 - Sewer Cap Reserves	1,083,761	-	-	-	1,083,761
15 - Sewer Debt Service	(10,755)	-	-	-	(10,755)
80 - Effluent Disposal	(261,066)	25,005	148,895	(91)	(385,047)
09 - HMGP Hazard Mitig. Grant Proj	1,214	-	-	-	1,214
19 - Knights Foundary Restore	2,957	-	-	-	2,957
20 - FEMA	9,162	-	10,237	-	(1,075)
28 - Public Safety/AB109, Grant	5,137	15,000	-	-	20,137
50 - COPS Fast Program	2,640	-	-	-	2,640
57 - First Time Home Buyers Grant	-	187,100	-	-	187,100
30-36 Traffic Mitigation Total	220,916	-	-	-	220,916
37 - Parking In Lieu	65,121	-	-	-	65,121
38 - Fire Service Fund	26,119	-	-	-	26,119
42 - AB1600	173,957	-	-	-	173,957
73 - Park Impact Fee	45,206	-	-	-	45,206
89 - Capital Improvement Projects	(293,784)	-	1,331	-	(295,115)
48 - Covid-19 American Recovery Act	573,773	-	-	-	573,773
81 - Visitor Center	(15,030)	940	2,170	-	(16,260)
87 - Refuse	3,346	-	-	-	3,346
88 - City Council Discretionary	21,440	-	-	-	21,440
92 - Pension Reserve	136,061	-	-	-	136,061
93 - Vehicle Cap Reserve	17,142	-	-	-	17,142
94 - Vacation Cash Out and Accruals	(184)	-	4,946	-	(5,130)

<b>Totals</b>	<b>5,113,532</b>	<b>611,409</b>	<b>451,577</b>	<b>35,646</b>	<b>5,309,010</b>
---------------	------------------	----------------	----------------	---------------	------------------




---

**TO:** Sandy Spelliscy, Interim City Manager  
**FROM:** Matt Ospital, PE City Engineer  
**SUBJECT:** Project Status Update  
**DATE:** March 13, 2023

---

Sandy, the following is a status update of all projects WGA is currently working on:

1. **Citywide CIP** – Preliminary cost estimates and exhibits have been completed and presented to the City Council. The engineering team has updated project worksheets and is ready for City review.
2. **Eureka Road Storm Drain Replacement Project** – City has received signed contract from Wunschel & Sons, Inc.
3. **Gold Strike Court Storm Drain Replacement Project** – City is awaiting a signed contract from Campbell Construction.
4. **Cramer Hills** – Final Map was on the 3/6 consent agenda, but Council tabled the item. Will need to go back to Council for City acceptance.
5. **Building Inspections/Plan Check** – Continuing building inspections on Tuesdays and Thursdays or as needed. Building plan check is being performed on a continual basis as plans are submitted.
6. **Bryson Park Upgrade** – Construction was substantially completed on November 18<sup>th</sup>. Due to the colder weather, court striping cannot be completed until Spring as recommended by the paint manufacturer.
7. **Gopher Flat Realignment** – Currently working on a new alignment to remove one of the road curves and possible widening. On hold due to Swift parcel findings.
8. **Development Standards** – Create new standards under the current planning grant the City received. Scope of grant included an EIR for the Zoning Ordinance update, circulation element, and the development standards. Grant has a deadline of 9/30/23.

## **Sutter Creek Community Development Projects as of 3/16/2023:**

### **City Projects**

#### **Zoning:**

Planning Commission holding a workshop on 3/20/23. Update to the City Council on 3/20/23

#### **Housing Element Update**

The comment period ended on 1/9/23. The Draft Housing Element is in HCD's hand for the 90-day review period.

#### **Development Standards**

Grant project to be spent by end of 2023. Staff is working with the Planning Commission on direction on this item.

#### **Circulation Element**

Draft completed by GHD, and reviewed by PC and CC, but has not adopted because CEQA has not been done. CEQA will be done with the Citywide environmental analyses. If the CC would like to adopt the Circulation Element before completing the Citywide EIR that is possible but will cost additional money and will not be grant funded.

#### **Citywide EIR**

Grant project to be spent by end of 2023. This may be reduced to a Mitigated Negative Declaration depending on the revised scope of the grant work products.

### **Applicant Projects**

#### **Broadmeadows and Panner Creek**

Staff are still waiting on a joint EIR from the applicant.  
There are concerns that water may be an issue.

#### **Gardella Deli next to church on 49 just south of Valley View**

No updates at this time. The applicant is working with CalTrans on reviewing access to the project. The applicant is also working on a Site Plan.

#### **Sutter Creek Ranch (Gold Rush Ranch Specific Plan)**

No updates

**DANCO Valley View and Bowers**

DANCO submitted a project update letter in Dec. 2022. They are still working with AWA on securing water.

**Hertzig site plan 12201 Eureka Rd.**

Staff is waiting on a response from the applicant.

**Weigand lot split Foothill Drive**

The applicant has reviewed the responses from the referrals and would like to proceed with the project.

**MACT 321 Old Hwy 49**

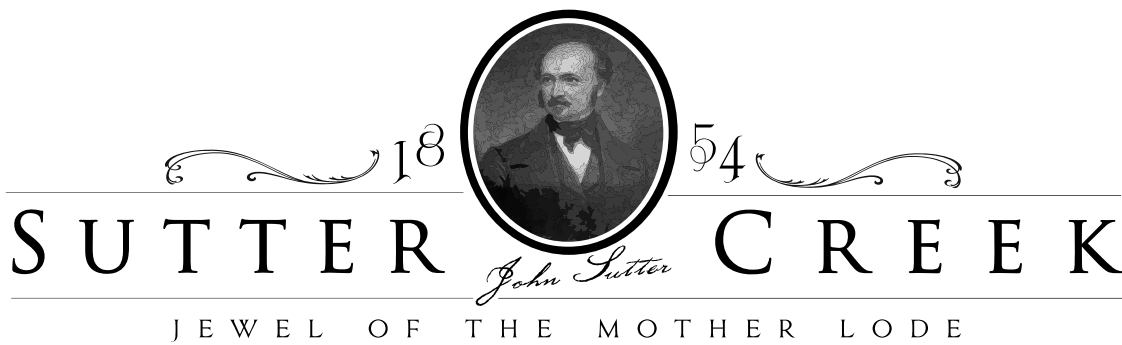
Staff meet with the applicant and is waiting for a revised site plan.

**Cramer Hills LLC- Tentative Map**

The Planning Commission approved an extension for the Tentative Map. The applicant is working with the City Engineer on the Conditions of Approval for the map and anticipates it will be finalized early 2023.

**92 Ridge Business Park Mini Storage**

The applicant has submitted for building permit.



---

**STAFF REPORT**

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**MEETING DATE:** MARCH 20, 2023  
**FROM:** JODI STENECK, ACCOUNTING SUPERVISOR  
**SUBJECT:** CLARIFICATION OF WATER RATES FOR CITY PARKS

---

**RECOMMENDATION:**

For information only.

**BACKGROUND:**

In February the staff provided a water use analysis for the parks in Sutter Creek but the Council had additional questions. The Amador Water Agency (AWA) invoices for the parks in Sutter Creek are contained attachments A, B and C, and show the meter size and costs per AWA. The forms are from the AWA website and I have added notes to designate which parks have what size meters and the cost of the Service Charge and the Debt Service with the total amount to the right of each sheet. This amount is with zero water consumption.

**DISCUSSION:**

As an added note, George Allen from Public Works reviews our water invoices before we process for payment and if any water consumption seems high then he investigates and/or resolves any issues immediately.

**BUDGET IMPACT:**

None

# Attachment A



Main Street Park & Median / Miners Bend

## AMADOR WATER AGENCY

RESIDENTIAL & COMMERCIAL – **July 1, 2022 - June 30, 2023**

### TREATED WATER

	Water Consumption		AWS	CAWP	Lake Camanche	LaMel
METER SIZE:	Service Charge	Per Unit	Debt Service	Debt Service	Debt Service	Debt Service
5/8 Inch	38.77	3.94	25.41	16.40	2.96	17.27
3/4 Inch	52.21		38.11	24.59	4.44	25.91
1 Inch	79.08		63.52	40.99	7.39	43.18
1-1/2 Inch	146.28		127.03	81.97	14.78	86.35
2 Inch	226.92		203.25	131.15	23.65	138.16
3 Inch	482.28		444.61	286.89		302.22
4 Inch	858.59		800.29	516.39		543.98
6 Inch	2,162.23		2,032.49	1,311.46		1,381.54
8 Inch	3,775.00		3,556.86	2,295.05		2,417.69
10 Inch	5,656.55		5,335.30			

Zero  
Water  
Consumption  
= \$64.18

### UNTREATED WATER

	Water Consumption					
METER SIZE:	Service Charge	Per Unit	Debt Service			
5/8 Inch	57.99	2.07	5.09			
3/4 Inch	78.62		7.63			
1 Inch	119.87		12.72			
1-1/2 Inch	223.02		25.43			
2 Inch	346.79		40.69			
3 Inch	738.73		88.99			
4 Inch	1,316.33		160.18			
6 Inch	3,317.32		406.81			

\*Rates subject to change

# Attachment B



## Bryson Park AMADOR WATER AGENCY

RESIDENTIAL & COMMERCIAL - **July 1, 2022 - June 30, 2023**

### TREATED WATER

Zero Water Consumption

	Water Consumption		AWS	CAWP	Lake Camanche	LaMel
METER SIZE:	Service Charge	Per Unit	Debt Service	Debt Service	Debt Service	Debt Service
5/8 Inch	38.77	3.94	25.41	16.40	2.96	17.27
3/4 Inch	52.21		38.11	24.59	4.44	25.91
1 Inch	79.08		63.52	40.99	7.39	43.18
1-1/2 Inch	146.28		127.03	81.97	14.78	86.35
2 Inch	226.92		203.25	131.15	23.65	138.16
3 Inch	482.28		444.61	286.89		302.22
4 Inch	858.59		800.29	516.39		543.98
6 Inch	2,162.23		2,032.49	1,311.46		1,381.54
8 Inch	3,775.00		3,556.86	2,295.05		2,417.69
10 Inch	5,656.55		5,335.30			

= \$142.60

### UNTREATED WATER

	Water Consumption					
METER SIZE:	Service Charge	Per Unit	Debt Service			
5/8 Inch	57.99	2.07	5.09			
3/4 Inch	78.62		7.63			
1 Inch	119.87		12.72			
1-1/2 Inch	223.02		25.43			
2 Inch	346.79		40.69			
3 Inch	738.73		88.99			
4 Inch	1,316.33		160.18			
6 Inch	3,317.32		406.81			

\*Rates subject to change

# Attachment C



## Church Park AMADOR WATER AGENCY

RESIDENTIAL & COMMERCIAL - **July 1, 2022 - June 30, 2023**

### TREATED WATER

	Water Consumption		AWS	CAWP	Lake Camanche	LaMel
METER SIZE:	Service Charge	Per Unit	Debt Service	Debt Service	Debt Service	Debt Service
5/8 Inch	38.77	3.94	25.41	16.40	2.96	17.27
3/4 Inch	52.21		38.11	24.59	4.44	25.91
1 Inch	79.08		63.52	40.99	7.39	43.18
1-1/2 Inch	* 146.28		* 127.03	81.97	14.78	86.35
2 Inch	226.92		203.25	131.15	23.65	138.16
3 Inch	482.28		444.61	286.89		302.22
4 Inch	858.59		800.29	516.39		543.98
6 Inch	2,162.23		2,032.49	1,311.46		1,381.54
8 Inch	3,775.00		3,556.86	2,295.05		2,417.69
10 Inch	5,656.55		5,335.30			

Zero  
Water  
Consumption

= \$273.31

### UNTREATED WATER

	Water Consumption					
METER SIZE:	Service Charge	Per Unit	Debt Service			
5/8 Inch	57.99	2.07	5.09			
3/4 Inch	78.62		7.63			
1 Inch	119.87		12.72			
1-1/2 Inch	223.02		25.43			
2 Inch	346.79		40.69			
3 Inch	738.73		88.99			
4 Inch	1,316.33		160.18			
6 Inch	3,317.32		406.81			

\*Rates subject to change



Karen Darrow &lt;kdarrow@cityofsuttercreek.org&gt;

---

**Sutter Creek Road Conditions**

---

**Peter Lilley** <pglilley@volcano.net>  
To: info@cityofsuttercreek.org

Wed, Mar 8, 2023 at 3:44 PM

Hi, I am contacting you about the state of conditions of some Sutter Creek city roads regarding numerous large and deep and possibly dangerous potholes and road breaking up, specifically Church St to the city east city limit which is very bad. Also Gopher Flat/ Shake Ridge RD to the east city limit,

And also Oro Madre Way by the Amador High School sports field is also quite serious in places and maybe dangerous to adults and children on bicycles.

Nearly in all cases as above, the city has repaired these roads recently within the last 2-3 months and now they are just as bad or worse. And maybe they should be resurfaced. I think you should get to these bad spots as soon as possible. I would appreciate hearing from you what your plans regarding these and possibly other roads in the city.

Regards

Peter Lilley.

Sutter Creek.



Karen Darrow <kdarrow@cityofsuttercreek.org>

---

**FW: Safety of the dam above town on Sutter Creek**

---

**spelliscy@cityofsuttercreek.org** <spelliscy@cityofsuttercreek.org>  
To: Karen Darrow <kdarrow@cityofsuttercreek.org>

---

**From:** Troy Mobley <troymobley767@yahoo.com>  
**Sent:** Monday, March 13, 2023 9:39 AM  
**To:** Amy Gedney <agedney@cityofsuttercreek.org>; info@wgainc.net  
**Subject:** Safety of the dam above town on Sutter Creek

Good morning over the weekend I went out for a walk up Eureka Street and was surprised at the logs and debris buildup in the damn above town. After thinking about it I have concerns about

1-Does this debris buildup cause a higher structural load on the dam then it was designed to take?

2-During this next storm, a.k.a. atmospheric river this week. If the debris buildup builds higher, if the damn failed would it pose a risk to life, and property in Sutter Creek?

3-has an engineer recently completed an on site inspection?

4-is there plans to cut up of the debris (logs) so they would flow down stream and mitigate the risk?

5-if the 20-30' logs flow downstream vs 5-10' chunks don't they pose a risk to walls and other structures downstream?

Please see attached photos to include the first one from Google earth a few years prior.



9:18 AM Mon Mar 13



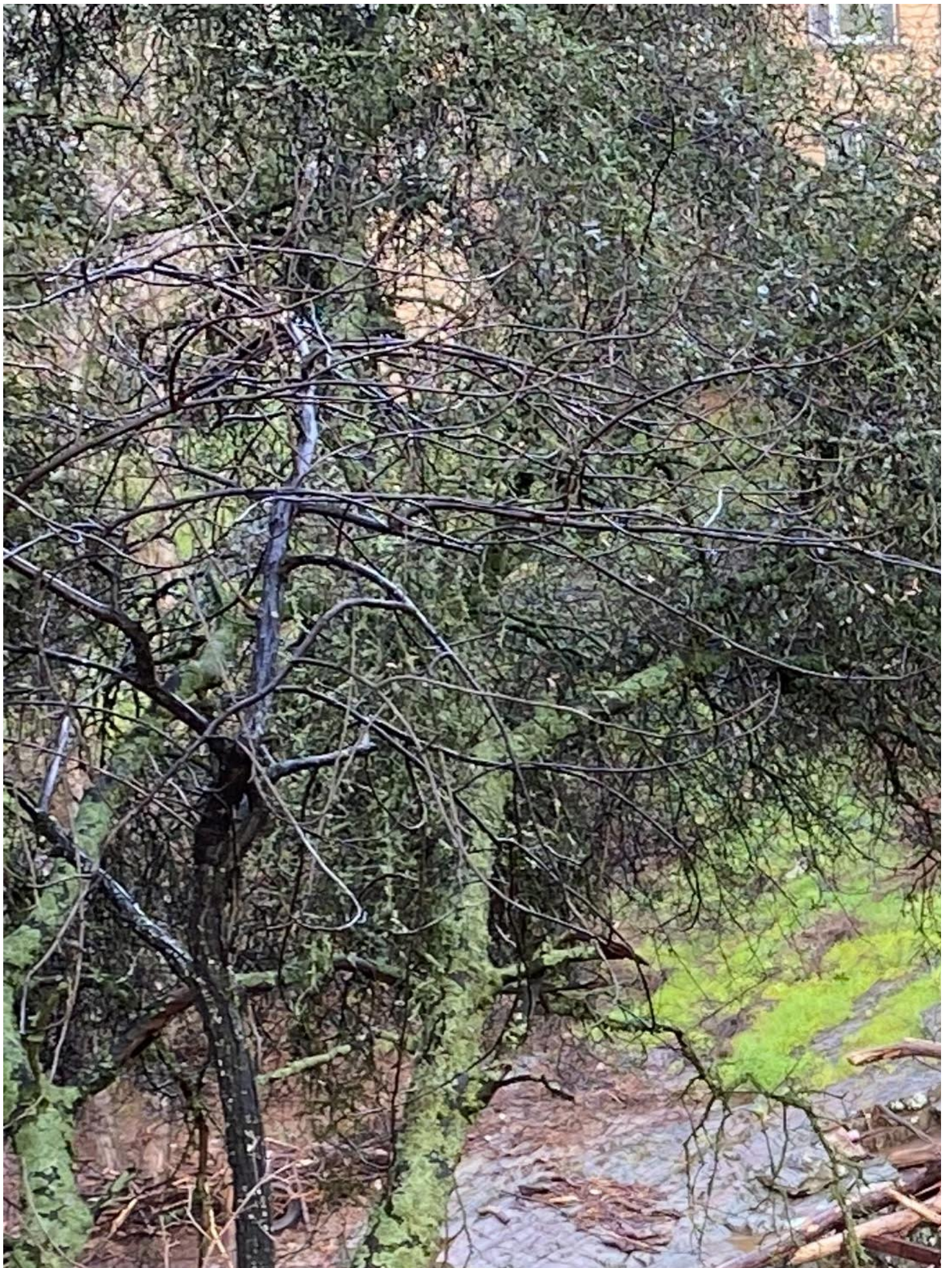
Sutter Creek











Thank you,

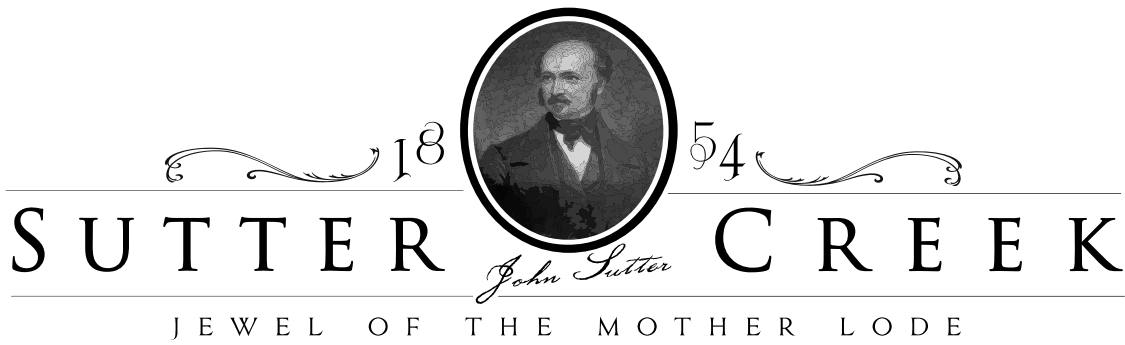
Troy Mobley

21, Clear Creek way

Sutter Creek, CA 95685

Cell 209-304-5203

[Sent from Yahoo Mail for iPad](#)



---

**STAFF REPORT**

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**MEETING DATE:** March 20, 2023  
**FROM:** Sandra Spelliscy, Interim City Manager  
**SUBJECT:** Proposed CC Meeting Calendar for Remainder of 2023

---

**RECOMMENDATION:** Discussion only.

**BACKGROUND:** The Interim City Manager has prepared a proposed meeting calendar for the remainder of 2023 to capture the Council's intention as to meeting dates and set out specific dates for anticipated agenda items/actions. Additional items will be added as identified.

**DISCUSSION:** Note recommendations for summer and winter recess dates.

**BUDGET IMPACT:** None

**ATTACHMENT:** Proposed meeting calendar

# City of Sutter Creek Meeting Calendar

**April 2023**

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
						1
2	3 CC meeting 7:00	4	5	6	7	8
9	10	11	12	13	14	15
16	17 CC meeting 7:00	18	19	20	21	22
23	24	25	26	27	28	29

# MAY 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
30	1 CC meeting 7:00 City Attorney annual review	2	3	4	5	6
7	8	9	10	11	12	13
14	15 1 <sup>st</sup> budget workshop 5:30 CC meeting 7:00	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Holiday	30	31			

# June 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5 2 <sup>nd</sup> budget workshop 5:30 CC meeting 7:00	6	7	8	9	10
11	12	13	14	15	16	17
18	19 CC meeting 7:00 Adoption of FY 23-24 budget	20	21	22	23	24
25	26	27	28	29	30	

July 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3 Summer Recess	4 Holiday	5	6	7	8
9	10	11	12	13	14	15
16	17 CC meeting 7:00	18	19	20	21	22
23	24	25	26	27	28	29

# August 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
30	31	1	2	3	4	5
6	7 CC meeting 7:00	8	9	10	11	12
13	14	15	16	17	18	19
20	21 CC meeting 7:00	22	23	24	25	26
27	28	29	30	31		

# September 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 Holiday	5 CC meeting 7:00	6	7	8	9
10	11	12	13	14	15	16
17	18 CC meeting 7:00	19	20	21	22	23
24	25	26	27	28	29	30

# October 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 CC meeting 7:00	3	4	5	6	7
8	9	10	11	12	13	14
15	16 CC meeting 7:00	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# November 2023

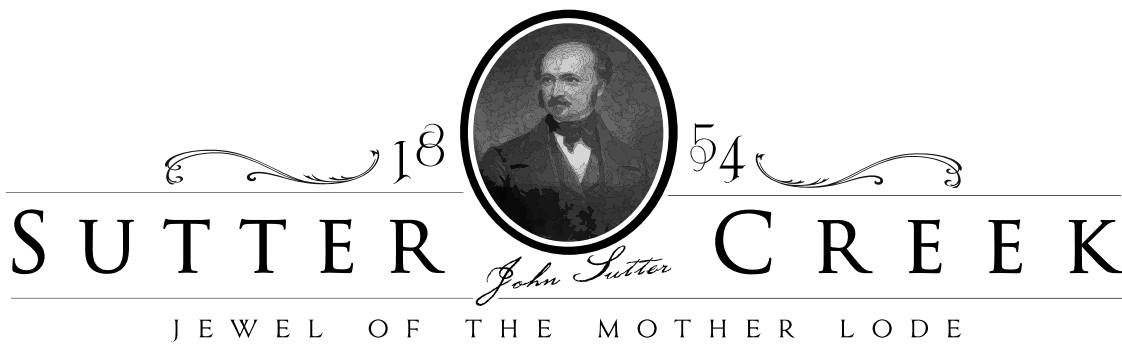
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6 CC meeting 7:00	7	8	9	10 Holiday	11
12	13	14	15	16	17	18
19	20 CC meeting 7:00	21	22	23 Holiday	24 Holiday	25
26	27	28	29	30		

# December 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 CC meeting 7:00	5	6	7	8	9
10	11	12	13	14	15	16
17	18 CC meeting 7:00	19	20	21	22	23
24	25 Holiday	26	27	28	29	30

# January 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1 Holiday	2 Winter Recess	3	4	5	6
7	8	9	10	11	12	13
14	15 CC Meeting 2024 Calendar Approval	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			




---

### STAFF REPORT

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**MEETING DATE:** March 20, 2023  
**FROM:** Sandra Spelliscy, Interim City Manager  
**SUBJECT:** Request for support, County Clean-up Day

---

**RECOMMENDATION:** Approve \$1,000 to support County-wide clean-up day. Date TBD.

**BACKGROUND:** The County is requesting \$2,000 in support. From Michelle Gallaher, County Code Enforcement Officer:

The funding will go towards the following: volunteers are provided breakfast, lunch, and safety gear (gloves, eye protection, safety vest) along with sunscreen, first aid, hand sanitizer, etc. Equipment such as traffic cones, a-frames, grabber (dozer), traffic control measures, signage, clean-up tools such as shovels, brooms, dust pans, etc. CHP presence for traffic control on highway. Advertising with banners, in the ledger paper, and at other events. We will have several groups there collecting materials, metal, e-waste, and tires, and will go towards labor costs to have the groups there collecting. Also, during the week of the clean up, I have a group of volunteers that will go collect items from seniors or disabled people who call in before the deadline and they are provided with food as well.

**DISCUSSION:** This was previously brought to the Council by Officer Gallaher and Supervisor Axe during a Public Comment period. The City of Jackson is providing \$2,000 in funding.

**BUDGET IMPACT:** The funds would come from the Beautification Fund under Marketing. The FY 22-23 Budget appropriated \$3,500 to that fund, and it has a current balance of \$3,000. If the Council approves this item, the remaining balance would be \$2,000.

**ATTACHMENTS:** None