



Design Review Committee Special Meeting Minutes

Thursday, November 20, 2025 at 12:30 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

**The City of Sutter Creek Design Review Committee Meeting is available to view on YouTube
at <https://www.youtube.com/@CityofSutterCreek>.**

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

The meeting was called to order at 12:36 PM by Chair Susan Peters.

Present: Chair Susan Peters, Vice Chair John Otto, and Committee Members Sharyn Brown, and Shirla Lopez

Absent: Sandi Baracco

Staff: Contract Planner Erin Ventura, City Manager Tom DuBois, and City Clerk [Pam Caronongan](#)

2. Pledge of Allegiance to the Flag

Chair Peters led The Pledge of Allegiance.

3. Public Forum

Zero (0) public comment was made.

4. Consent Agenda

A. Design Review Committee Minutes of October 14, 2025

Motion made by Vice Chair Otto, second by Committee Member Brown. Motion passed to approve all items on the Consent Agenda.

AYES: Chair Peters, Vice Chair Otto, and Committee Members Brown and Lopez

NOES: None

ABSENT: Committee Member Baracco

ABSTAIN: None

MOTION CARRIED 4-0, with one (1) absent.

5. **Design Clearance Applications**

A. Applicant: Heather Westaby

Recommendation: Review plans as presented and provide application direction for Design Clearance. Approve Design Clearance for 12 single family residential units located at 110-165 Bryson Court.

Contract Planner Ventura presented the agenda item before the Committee, and responded to questions and requests for inquiries from the Committee.

The Committee discussed the application. The applicant and her representative were present, discussed her intentions regarding the project, and responded to questions and requests for inquiries from the Committee.

City Manager Dubois and Contract Planner Ventura provided a brief background regarding the project's history, which provided additional information and clarification for the Committee.

Motion made by Vice Chair Otto, second by Committee Member Brown. Motion passed to approve the application.

AYES: Chair Peters, Vice Chair Otto, and Committee Members Brown, and Lopez

NOES: None

ABSENT: Committee Member Baracco

ABSTAIN: None

MOTION CARRIED 4-0, with one (1) absent.

6. **Adjournment**

Chair Peters adjourned the meeting at 1:02pm