



Planning Commission Meeting Minutes

Monday, March 09, 2026 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

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

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

The meeting was called to order at 6:00 PM.

PRESENT: Chair Michael Kirkley, Vice Chair Thomas Baggett, and Commissioners Meredith Hansen, Lucy Mulvey, and Robert Trudgen

ABSENT: None

STAFF: City Manager DuBois, Contract City Planner Erin Ventura and City Clerk Pam Caronongan

2. Pledge of Allegiance to the Flag

Chair Kirkley led the Pledge of Allegiance.

3. Public Forum

Zero (0) public comment was received.

4. Annual Election of Planning Commission Chair and Vice Chair

A. Election of Chair

Recommendation: *Nominate and elect Planning Commission Chair.*

Commissioner Mulvey was nominated for Commission Chair.

Motion made by Commissioner Baggett, seconded by Commissioner Kirkley. **Motion passed 5-0 to elect Commissioner Mulvey as Planning Commission Chair.**

AYES: Commissioners Baggett, Hansen, Mulvey, Kirkley, and Trudgen

NOES: None

ABSENT: None

B. Election of Vice Chair

Recommendation: *Nominate and elect Planning Commission Vice Chair.*

Commissioner Baggett was nominated for Commission Vice Chair.

Motion made by Chair Mulvey, seconded by Commissioner Hansen. **Motion passed 5-0 to elect Commissioner Baggett as Planning Commission Vice Chair.**

AYES: Chair Mulvey, and Commissioners Baggett, Hansen, Kirkley, and Trudgen
NOES: None
ABSENT: None

5. Consent Agenda

A. Planning Commission Regular Meeting Minutes of February 9, 2026

Recommendation: *Approval of Minutes*

Motion made by Vice Chair Baggett, seconded by Commissioner Trudgen. **Motion passed 4-0 (with 1 abstention) to approve all Consent Agenda items.**

AYES: Chair Mulvey, Vice Chair Baggett, and Commissioners Hansen and Trudgen
NOES: None
ABSENT: None
ABSTAIN: Commissioner Kirkley

6. Public Hearings

A. Proposal for 12 single family homes at 110-165 Bryson Court

Recommendation: *Staff recommends the following:*

1. *Receive report from staff; and*
2. *Conduct a public hearing and receive public comment; and*
3. *Continue discussion and find that the project is Categorical Exempt under Section 15332 Class 32, Infill Development Projects of the California Environmental Quality Act (CEQA) Guidelines and instruct staff to file a Notice of Exemption; and*
4. *Adopt **Resolution 25-26-xx** approving a Site Plan Permit and a Use Permit for the construction of 12 single family homes located at 110-165 Bryson Court (APNs 018-324-001 – 018-324-022) within the R-3 zoning district.*

Contract City Planner Ventura provided the report before the Commission, and responded to inquiries and requests for clarification from the Commission. The applicant was also present to address any questions that the Commission would need.

Zero (0) public comments were received.

Motion made by Vice Chair Baggett, seconded by Commissioner Trudgen. **Motion passed 5-0 to adopt Resolution No. 25-26-xx (officially Resolution No. 25-26-04 upon adoption) approving the Site Plan Permit and a Use Permit for the construction of 12 single family homes located at 110-163 Bryson Court (APNs 018-324-001 to 018-324-022) within the R-3 Zoning District.**

AYES: Chair Mulvey, Vice Commissioner Baggett, and Commissioners Hansen, Kirkley, and Trudgen
NOES: None
ABSENT: None

B. Public Hearing regarding Short-Term Rental (STR) Permits for 44 Opal Street and 70 Hayden Avenue

Recommendation: Staff recommends the following action:

1. Receive report from staff; and
2. Open the public hearing and receive public comment; and
3. Consider the revocation of the STR Permits issued for 44 Opal Street and 70 Hayden Avenue pursuant to the Conditions of Approval outlined in **Planning Commission Resolution No. 12-13-12** and **Planning Commission Resolution No. 15-16-08** due to failure to comply with required reporting and operational provisions.

Contract City Planner Ventura provided the report before the Commission. Contract City Planner Ventura stated that the owners of 44 Opal Street and 70 Hayden Avenue (the STR permittees) reached out to the City via correspondence, explained the reason for non-compliance, and stated that they will work with the City to bring the permits back to compliance.

City Manager DuBois and Contract City Planner Ventura responded to inquiries and requests for clarification from the Commission.

Consensus from the City Council was that the STR permittees be given the opportunity to bring themselves back and maintain compliance. This meant that the permittees would have to report all (or no) activities every quarter, with the City monitoring for compliance for the next three months. Should the permittees fail to comply, their permits will be revoked.

Zero (0) public comments were received.

Motion made by Commissioner Kirkley, seconded by Vice Chair Baggett. **Motion passed 5-0 directing staff to work with the permittees of 44 Opal Street and 70 Hayden Avenue and to monitor their reporting activities. Staff was further directed to revoke the permits should the permittees fail to comply.**

AYES: Chair Mulvey, Vice Commissioner Baggett, and Commissioners Hansen, Kirkley, and Trudgen
NOES: None
ABSENT: None

7. Administrative Agenda

A. 2025 Housing Community Development (HCD) Annual Progress Report

Recommendation: Review and provide recommendation to Council to approve

Contract City Planner Ventura provided the report before the Commission. City Manager DuBois and Contract City Planner Ventura responded to inquiries and requests for clarification from the Commission. The applicant was also present to address any questions that the Commission would need.

Contract City Planner Ventura and City Manager DuBois shared the following with the Commission:

1. Countywide Housing Working Group continues to meet
2. Design Review Committee (DRC) continues work on analyzing projects, particularly in the Historical District
3. Danko Supportive Housing, City assisting for them to obtain grant funding

4. Water and Wastewater infrastructure
5. Nexus Study and the updating of the Master Fee Schedule.

Contract City Planner Ventura advised the Commission that the report needs to be submitted to the State by April 1, 2026.

The Commission accepted the HCD Annual Progress Report.

Zero (0) public comments were received.

Motion made by Vice Chair Baggett, seconded by Commissioner Kirkley. **Motion passed 5-0 recommending that the City Council approve the 2025 HCD Annual Progress Report for submission to the State.**

AYES: Chair Mulvey, Vice Commissioner Baggett, and Commissioners Hansen, Kirkley, and Trudgen

NOES: None

ABSENT: None

8. Adjournment

Chair Mulvey adjourned the meeting at 6:38 PM.

Minutes Approved: May 11, 2026



Pam Caronongan, MMC, City Clerk