



Planning Commission Meeting Minutes

Monday, April 14, 2025

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 Planning Commission Meeting was available via Zoom and in person.

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

Present: Planning Commissioners Trudgen, Mulvey, Kirkley, Baggett, Damiani

Absent: none

Staff: City Manager - Tom DuBois, Contract City Planner - Erin Ventura, City Clerk - Aaron Wolcott

2. Pledge of Allegiance to the Flag

The Pledge of Allegiance was led by Chair of the Meeting, Michael Kirkley

3. Swearing In of New Commissioners

A. Swear in New Commissioners

Laura Damiani and Rob Trudgen were sworn in as new Planning Commissioners by the City Clerk.

4. Public Forum

5. Consent Agenda

A. Planning Commission Minutes of March 10, 2025

Motion to approve the minutes from March 10, 2025, as presented, by Baggett, seconded by Mulvey

AYES: Commissioners Trudgen, Mulvey, Kirkley, Baggett, Damiani

NOES:

MOTION CARRIED 5-0

6. Public Hearings

A. CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL

90 Boston Alley APN 018-132-017

1. Conduct a public hearing and receive public input, and

2. Find that the project is Categorically Exempt under Class 32 of the CEQA Guidelines; and

3. Adopt Resolution 24-25-* approving a Conditional Use Permit for Sandra Wilson to operate a Short-Term Rental, a room within the existing house, at 90 Boston Alley based on the proposed Findings and subject to the proposed Conditions of Approval.

Commissioner Baggett recused himself due to a conflict of interest (home within 300 feet of applicant). Contract City Planner, Erin Ventura explained that the application was continued from the previous meeting due to a lack of quorum. The application is for a short term rental.

Commissioners asked how many Short Term Rentals this would bring the city to, and the answer was that this would be number 19.

Commissioner Kirkley questioned if this particular rental should count against the city's total number as it is only a room in the existing house.

Commissioners also expressed surprise that there were not additional checks required of homes before permitting. The City Manager explained that this was previously taken to the City Council and direction given regarding expectations for permitting.

Motion by Mulvey to find the project categorically exempt under CEQA Guidelines Class 32 and adopt Resolution 24-25-10 approving the Conditional Use Permit at 90 Boston Alley, seconded by Trudgen

AYES: Commissioners Trudgen, Mulvey, Kirkley, Damiani

NOES:

RECUSED: Baggett

MOTION CARRIED 4-0

B. CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL

110 Gopher Flat Road APN 018-092-003

- 1. Conduct a public hearing and receive public input, and**
- 2. Find that the project is Categorical Exempt under Class 32 of the CEQA Guidelines; and**
- 3. Adopt Resolution 24-25-* approving a Conditional Use Permit for Pamela Lohman to operate a Short-Term Rental, , at 110 Gopher Flat Road, based on the proposed Findings and subject to the proposed Conditions of Approval.**

A public hearing was held for the applicant to operate a two-bedroom house as a short-term rental. Commissioner Mulvey raised a concern that the applicant did not list a local contact in their application as required. Commissioner Kirkley agreed that this was problematic.

Public comments from two local residents raised concerns about the applicant's out-of-area residence and the current management of the property.

Commissioner Baggett raised a concern about density of Short Term rentals but noted that this would require a change in ordinance for the city.

Motion by Mulvey to do a continuance of the 110 Gopher Flat application until a local contact is provided with the application, seconded by Baggett

AYES: Commissioners Trudgen, Mulvey, Kirkley, Damiani, Baggett

NOES:

MOTION CARRIED 5-0

C. SITE PLAN PERMIT - 551 HWY 49- Italian Benevolent Society

- 1. Conduct a public hearing and receive public input, and**
- 2. Find that the project is Categorically Exempt under 15301 (Existing) CEQA Guidelines; and**
- 3. Adopt Resolution 24-25-** approving a Site Plan Permit for the Italian Benevolent Society to construct a 384 sf shed. (APN: 044-020-086)**

A public hearing was held for a Site Plan Permit to construct a 384 sq ft shed for storage on the property. Commissioner Mulvey noted that the shed is not visible and within expected parameters.

Motion by Baggett to find the project categorically exempt under CEQA Guidelines Class 32 and adopt Resolution 24-25-11 approving the Site Plan Permit for 551 HWY 49, seconded by Trudgen

AYES: Commissioners Trudgen, Mulvey, Kirkley, Baggett, Damiani

NOES:

MOTION CARRIED 5-0

D. Discussion item only: Site Plan Permit process

A discussion was held regarding the current process for Site Plan Permits, with potential consideration of staff-level approvals for certain applications while still requiring a public hearing. Commissioners felt that little would be gained by changing the current process. No action was taken.

7. Adjournment - adjourned at 6:47

Minutes Approved: May 12, 2025

