

Planning Commission Meeting Minutes

Monday, October 14, 2025 at 6:00 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 Planning Commission meeting is available on YouTube at:

<https://www.youtube.com/live/JSTrpeQ4bY8>

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

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

PRESENT: Commissioner Thomas Baggett, Commissioner Laura Damiani, Commissioner Lucy Mulvey, and Commissioner Robert Trudgen

ABSENT: Chair Michael Kirkley

STAF: Contract Planner Erin Ventura and City Manager Tom DuBois

Due to Chair Kirkley's absence, Commissioner Baggett served as Acting Chair.

2. Pledge of Allegiance to the Flag

Acting Chair Baggett led the Pledge of Allegiance.

3. Public Forum

Zero (0) public comments were received.

4. Consent Agenda

A. Planning Commission Draft Meeting Minutes of September 8, 2025

Regarding Consent Agenda Item A (Planning Commission Draft Meeting Minutes of September 8, 2025) Commissioner Damiani provided feedback regarding modifications for the September 8, 2025 draft meeting minutes.

Motion made by Commissioner Damiani, seconded by Commissioner Trudgen. **Motion passed 4-0 to approve all Consent Agenda items with modifications provided by the Commission regarding Consent Agenda Item A.**

AYES: Commissioner Baggett, Commissioner Damiani, Commissioner Mulvey, and
Commissioner Trudgen
NOES: None
ABSENT: Chair Kirkley
ABSTAIN: None
RECUSED: None

6. Public Hearings

A. Variance Hearing for 244 Oak Court

1. Conduct a public hearing and receive public input, and
2. Adopt **Resolution 2025-2026*** approving the variance request for 244 Oak Court..

Commissioner Mulvey recused from Public Hearing Agenda Item A since she lives next to the property.

Contract Planner Ventura presented the report regarding the applicant's variance request before City Council, and responded to inquiries and requests for clarification from City Council.

Mr. Troy Fine, the applicant, explained to the City Council regarding his efforts in fitting a garage in the design / plans. It was ultimately determined that fitting a garage would not work, and that the car port is "Plan B" for the applicant.

Motion made by Commissioner Trudgen, seconded by Commissioner Damiani. **Motion passed 3-0, with one (1) recusal and one (1) absence to adopt Resolution 25-26* thereby approving a request for a front yard setback variance for 244 Oak Court (Pinelli).**

AYES: Commissioner Baggett, Commissioner Damiani, and Commissioner Trudgen
NOES: None
ABSENT: Chair Kirkley
ABSTAIN: None
RECUSED: Commissioner Mulvey

Commission Comment Section

The Commission agreed to have a discussion regarding the following items:

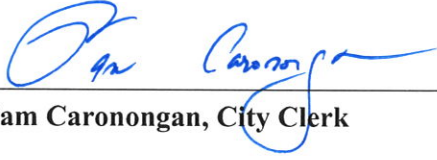
1. Decision-making and the appeals processes - particularly in regards to short-term rentals.
2. Providing approved/adopted Planning Commission minutes for City Council on City Council agenda items previously considered and recommended before Planning Commission.
3. Orientation / Training for Planning Commissioners.
4. Clearly delineating between the Municipal Code and staff findings/recommendations on the Planning Commission reports.

City Manager Dubois and Contract Planner Ventura provided their respective feedback as well as addressed inquiries and requests for clarification from the Commissioners. City Manager Dubois informed the Commission regarding a possible upcoming City Council agenda item for City Council to consider a Citywide moratorium on short-term rentals.

7. Adjournment

The meeting was adjourned at 6:47 p.m.

Meeting Minutes Approved on December 8, 2025

A handwritten signature in blue ink, appearing to read "Pam Caronongan", is written over a horizontal line.

Pam Caronongan, City Clerk