



## **Planning Commission Meeting Agenda**

**Monday, January 12, 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](http://www.cityofsuttercreek.org)**

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**The City of Sutter Creek City Planning Commission meeting will be available in person and LIVE on YouTube at <https://www.youtube.com/@CityofSutterCreek>.**

**You can also watch the meeting on Zoom (please note Zoom participation is only available for viewing.**

<https://us02web.zoom.us/j/81391466458?pwd=4jXmBm1AP5bEbiID3iDwuxk4GpreRY.1>

**Or Dial by phone:** 301 715 8592 Webinar ID: 816 8589 0182 Passcode: 186036

***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.***

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- 1. Call to Order and Establish a Quorum for Regular Meeting**
- 2. Pledge of Allegiance to the Flag**
- 3. Public Forum**

*Discussion items only, no action to be taken. Any person may address the Commission at this time upon any subject within the jurisdiction of the Planning Commission; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent meeting. Please note – there is a five (5) minute limit per topic.*

- 4. 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 the Commission or the Public.*

- A. [Planning Commission Minutes of December 8, 2025](#)**

**[Recommendation: Approval of Minutes](#)**

**B. 18 Boston Alley - Sign Permit**

*Recommendation: Approve Sign Permit for 18 Boston Alley.*

**C. 2026 Schedule of Meeting for Planning Commission**

*Recommendation: Approve the 2026 Schedule of Meetings for the City of Sutter Creek's Planning Commission.*

**5. Public Hearings**

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**6. Adjournment**



## Planning Commission Meeting Minutes

Monday, December 8, 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](http://www.cityofsuttercreek.org)

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The City of Sutter Creek Planning Commission meeting is available on YouTube at:

[https://youtube.com/live/QXdcbTE\\_UXo](https://youtube.com/live/QXdcbTE_UXo)

### 1. Call to Order 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 Commissioner Lucy Mulvey

**ABSENT:** Commissioners Laura Damiani and Robert Trudgen

**STAFF:** Contract 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 comments were received.

### 4. Consent Agenda

A. Planning Commission Draft Meeting Minutes of October 14, 2025

Motion made by Vice Chair Baggett, seconded by Commissioner Mulvey. **Motion passed 3-0 to approve all Consent Agenda items.**

**AYES:** Chair Kirkley, Vice Chair Baggett, and Commissioner Mulvey

**NOES:** None

**ABSENT:** Commissioners Damiani and Trudgen

**ABSTAIN:** None

**RECUSED:** None

**5. Administrative Agenda**

**A. Sign Permit - 1 Prosperity Court**

Commissioner Mulrey recommended that if it is lit, that the lighting should be directed to the sign and the approval for the Sign Permit should indicate that. There was consensus to add this recommendation as a stipulation in the Sign Permit should it be approved by the Commission.

Motion made by Vice Chair Baggett, seconded by Commissioner Mulvey. **Motion passed 3-0, thereby approving the Sign Permit for 1 Prosperity Court with the recommended conditions as proposed above by the Commission.**

**AYES:** Chair Kirkley, Vice Chair Baggett, and Commissioner Mulvey

**NOES:** None

**ABSENT:** Commissioners Damiani and Trudgen

**ABSTAIN:** None

**RECUSED:** None

**6. Public Hearings**

None

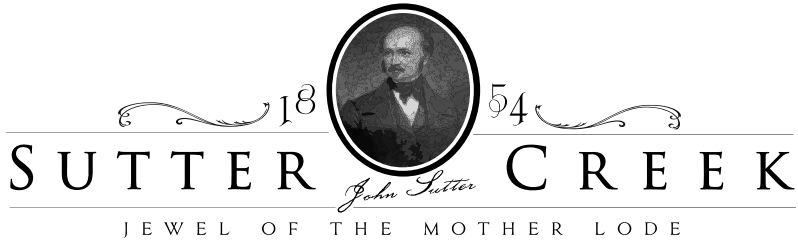
**7. Adjournment**

The meeting was adjourned at 6:05 p.m.

**Meeting Minutes Pending Approval on January 12, 2026**

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**Pam Caronongan, City Clerk**



**STAFF REPORT**

**TO: PLANNING COMMISSION**  
**MEETING DATE: JANUARY 12, 2026**  
**FROM: ERIN VENTUA, PLANNIGN CONSULTANT**  
**SUBJECT: SIGN PERMIT APPROVAL**  
**18 BOSTON ALLEY (Gold Country Modern Real Estate)**  
**APN 018-161-007**

**RECOMMENDATION:**

Approve the sign permit application for 18 Boston Alley, for a sign located on the exterior of the building.

**BACKGROUND:**

Gold Country Modern Real Estate submitted an application for a Sign Permit (Exhibit A) for 18 Boston Alley, Sutter Creek.

They are requesting approval of one sign. The sign will be wall mounted on the exterior of the building. The proposed sign will be muted earth tones. See attachment for rendering.

See Table 1 for proposed sign checklist.

**Table 1. Proposed Sign Checklist**

Site	18 Boston Alley
Building Plan	N/A
Lot Size	--
Zoning	DTC- Downtown Commercial
General Plan Land Use Designation	DTC- Downtown Commercial
Main Street Historic District	Yes
Historic District	Yes
Building Frontage in Lineal Feet	25ft
Sign Preparer	Merzlak Signs
Code Section	15.16 – Signs
15.16.080 – Signs in commercial and industrial zones	
A. Frontage length: 30 feet (approximately)	Proposed: 8.33 sq. ft., Allowed: 16 sq. ft.
Property Owner Approval	Yes

**DISCUSSION:**

The sign as presented meets the Code requirements.

Section 4, Item B.

<b>Table 2 Sign Specifications</b>				
<b>Sign Type</b>	<b>Measurements</b>	<b>Sq. ft.</b>		<b>Total sq. ft.</b>
Wall Sign	30" x 40"	8.33 sf	Single Sided	8.33 sf
			Total Square Feet	8.33 sf

**ENVIRONMENTAL:**

The project is Class 11 CEQA exempt based on section 15311(a) On-premise signs. No further environmental review is required.

**BUDGET IMPACT:**

None.

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**EXHIBIT A  
18 BOSTON ALLEY**

Section 4, Item B.

<b>City of Sutter Creek</b> 18 Main Street Sutter Creek, CA 95685 209-267-5647 www.cityofsuttercreek.org		RECEIVED: <u>12/22/25</u> FEE PAID: <u>\$100</u> <span style="font-size: small;">cash</span>
<b>Submission Requirements</b>		
1- Application* <input checked="" type="checkbox"/> 2- Sketch or Image of Sign(s)* <input checked="" type="checkbox"/> 3- Fees (Refer to current fee schedule. All Fees must be paid at City Hall) *All documentation must be submitted via the application portal on the City website		
<b>SIGN PERMIT APPLICATION</b>		
<i>Page 1 of 9</i>		
<b>Project Applicant:</b> <u>GOLD COUNTRY MODERN REAL ESTATE</u>		
Project Address: <u>18 BOSTON ALLEY, SUTTER CREEK, CA 95685</u>		
Phone: <u>209-425-4700</u>	Email: <u>Barry@BayAreaModern.com</u>	
APN: <u>018-161-007-000</u>	Is this located in the Historic District? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please see checklist for Design Review.	
	Is this located in the Historic Corridor? Yes <input type="checkbox"/> No <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/>	
<b>Property Owner:</b>		
Name: <u>JAY MICHEL</u>	Phone: <u>209-256-3658</u>	
Mailing Address: <u>75 MAIN STREET</u>	Email: <u>AddArtToYourLife@gmail.com</u>	
City: <u>SUTTER CREEK</u> State: <u>CA</u>	Zip: <u>95685</u>	
Is this person the project contact? If not, please specify who the contact person is.		
Name: <u>BARRY ADELMANN</u>		
Mailing Address: <u>2144 4TH STREET, LOWER SUITE, SAN RAFAEL, CA 94901</u>		
Phone: <u>415-378-8522</u> Email: <u>BARRY@BAYAREAMODERN.COM</u>		
SIGNS TO BE PREPARED BY: <u>Merzlak Signs (or similar licensed sign contractor)</u>		
BUILDING FRONTAGE @ PRIMARY ENTRANCE: <u>approximately 25 linear feet</u> in LINEAL FEET		
EXISTING SIGNS TO BE UTILIZED FOR THIS BUSINESS: (INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)		
PROPOSED SIGNS: FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING: (CHECK EACH BOX UPON COMPLETION)		
<input checked="" type="checkbox"/> Sign design: <u>Rectangular 30" x 40" wall-mounted sign identifying on-site business.</u> (Attached lettering and graphics, drawn to scale)	<input checked="" type="checkbox"/> Type of Materials to be used: <u>Flat, non-illuminated metal panel</u> (briefly describe)	
<input checked="" type="checkbox"/> Total signage requested: <u>8.33</u> Sq.Ft.	<input checked="" type="checkbox"/> Method of attachment: <u>Flush-mounted to exterior wall using concealed fasteners</u>	
<input checked="" type="checkbox"/> Total allowable signage: <u>16</u> Sq.Ft. (Per Sign Ordinance)	<input checked="" type="checkbox"/> Total number of sides: <u>One (1)</u>	
<input checked="" type="checkbox"/> Location of sign(s): <u>Exterior wall of building at 18 Boston Alley</u>	<input checked="" type="checkbox"/> Colors: <u>Muted earth-tone colors including deep wine/maroon, warm natural gold/wheat tones, and white.</u> (Including letters, graphics, & background)	
I hereby certify that I am the Owner of the business applying for this Sign Permit (or the Owner's authorized representative) and agree to abide by the requirements of the Sutter Creek Sign Ordinance as codified in Chapter 15.16 of the Sutter Creek Municipal Code.		
Designated by: <u>BARRY ADELMANN</u> BARRY ADELMANN APPLICANT'S SIGNATURE DATE		12/18/2025
Designated by: <u>Jay Michel</u> Jay Michel PROPERTY OWNER SIGNATURE DATE		12/18/2025
PLANNING COMMISSION ACTION: APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/> MEETING DATE:		



# GOLD COUNTRY MODERN

RESIDENTIAL REAL ESTATE

GOLDCOUNTRYMODERN.COM

209-425-4700

DRE 01836548



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**STAFF REPORT**

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**TO: PLANNING COMMISSION**

**MEETING DATE: JANUARY 12, 2026**

**FROM: PAM CARONONGAN, CITY CLERK**

**SUBJECT: 2026 SCHEDULE OF PLANNING COMMISSION MEETINGS**

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**RECOMMENDATION**

Approve the 2026 Schedule of Planning Commission Meetings.

**BACKGROUND AND DISCUSSION**

Staff presents before the Commission the draft 2026 Schedule of Meetings for the City of Sutter Creek’s Planning Commission.

Staff requests for the Commission to approve the attached 2026 Schedule of Meetings. The Commission’s regular meetings are scheduled on the second Monday of every month starting at 6:00 PM.

Please note that for October 2026, the regular meeting is tentatively scheduled for Tuesday, October 13, 2026 since Monday, October 12, 2026 is Columbus Day / Indigenous People’s Day.

**ENVIRONMENTAL CONSIDERATION**

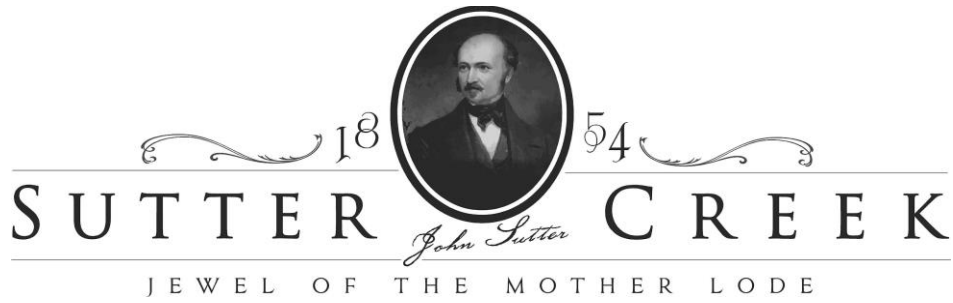
The action of developing the 2026 Schedule of Planning Commission Meetings document is “not a project,” can be seen with certainty that there is no possibility that this activity has a significant effect on the environment, and is therefore not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (also known as the CEQA General Rule).

**BUDGET IMPACT**

None.

**ATTACHMENTS**

1. 2026 Schedule of Planning Commission Meetings



**City of Sutter Creek – Planning Commission  
2026 Schedule of Meetings**

Planning Commission regular meetings are held on the second Monday of every month starting at 6:00 PM. If the second Monday of a particular month falls on a holiday observed by the City of Sutter Creek, the normally-scheduled regular meeting for that month will be held Tuesday - the day after the holiday - at 6:00 PM.

2026 MEETING DATES
January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 8, 2026
July 13, 2026
August 10, 2026
September 14, 2026
October 13, 2026 (Tuesday)
<i>(October 12, Monday, is Columbus Day / Indigenous People’s Day)</i>
November 9, 2026
December 14, 2026