



Planning Commission Meeting Agenda

Tuesday, October 13, 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

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.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, persons requiring accommodations to participate in this meeting should contact the City Clerk at 707-267-5647 or azambrano@cityofsuttercreek.org at least three business days before the meeting. The City will make reasonable efforts to accommodate requests received with less notice.

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 August 10, 2026](#)

[Recommendation: Approval of Minutes](#)

5. Administrative Agenda

- A. [Sign Permit - 54 Main Street \(Bespoke Perfume Bar\)](#)

- B. [Short Term Rental Ordinance Discussion](#)

[Staff recommends that the Planning Commission hold a discussion regarding policies for a proposed Short Term Rental Ordinance and provide feedback and options to the City Council.](#)

6. Adjournment



Planning Commission Meeting Minutes

Monday, August 10, 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 and Establish a Quorum for Regular Meeting

The meeting was called to order at 6:00 p.m.

PRESENT: Vice Chair Thomas Baggett, Commissioner Meredith Hansen, and Commissioner Michael Kirkley

ABSENT: Chair Lucy Mulvey and Commissioner Robert Trudgen

STAFF: City Manager DuBois, Contract City Planner Erin Ventura, and Interim City Clerk Alejandra Zambrano

2. Pledge of Allegiance to the Flag

Vice Chair Baggett led the pledge of allegiance.

3. Public Forum

There was no public comment on items not listed on the agenda.

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 July 8, 2026

Recommendation: Approval of Minutes

B. Sign Permit- 460 Highway 49, Suite H Smylie's Barber Lounge

Recommendation: Approval of Sign Permit.

Commissioner Kirkley moved to approve the Consent Agenda, seconded by Commissioner Hansen.

AYES: Baggett, Hansen, Kirkley

NOES: None

ABSTAIN: None

ABSENT: Mulvey, Trudgen

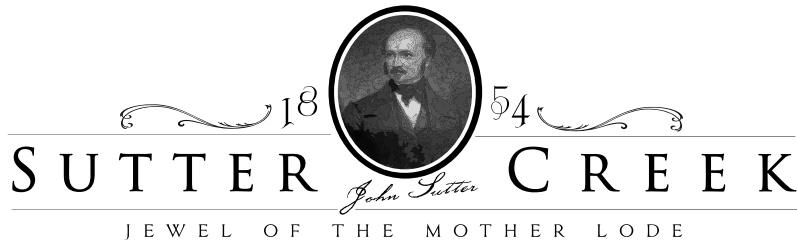
MOTION CARRIED (3-0-2)

5. Public Hearings

None.

6. Adjournment

Vice Chair Baggett adjourned the meeting at 6:02 p.m.



STAFF REPORT

TO: PLANNING COMMISSION

MEETING DATE: OCTOBER 13, 2026

FROM: ERIN VENTURA, PLANNING CONSULTANT

SUBJECT: SIGN PERMIT APPROVAL
54 MAIN STREET- BESPOKE PERFUME BAR
APN 018-161-006

RECOMMENDATION:

Approve the sign permit application for 54 Main Street (Bespoke Perfume Bar)), for a double sided 16"x 24") = 2.66 sq. ft.) 5.33Sign Permit sq. ft. sign.

BACKGROUND:

Melissa Ramer, submitted an application for a Sign Permit (Exhibit A) for 54 Main Street, Sutter Creek. They are proposing a new hanging sign. The business has since relocated to the second floor of the building.

See Table 1 for the proposed sign checklist.

Table 1. Proposed Sign Checklist

Site	54 Main Street (018-161-006)
Building Plan	N/A
Lot Size	.12 acres / 5,227 sq. ft.
Zoning	DTC- Downtown Commercial
General Plan Land Use Designation	DTC- Downtown Commercial
Main Street Historic District	Yes
Historic District	No
Building Frontage in Lineal Feet	43
Sign Preparer	Day Dream Designs
Code Section	15.16 – Signs,
15.16.070 – Signs in Historical District	
A. Frontage length: 43 feet	Proposed: 2.6 sq. ft., Allowed: 16 sq. ft.
	Total Proposed: 5.3 sq. ft., Allowed: 25 sq. ft.
Property Owner Approval	Yes

DISCUSSION:

The sign as presented meets the Code requirements.

Section 5, Item A.

Table 2 Sign Specifications				
Sign Type	Measurements	Sq. ft.		Total sq. ft.
Aluminum/composite White, pink, purple. Hanging above walkway	16" x 24" =	2.66 sf	Double sided	5.33 sf
			Total Square Feet	5.33 sf

The proposed sign will serve Bespoke Perfume Bar, a second floor business located on Main Street within the Downtown Commercial Zoning District. The business is located in an existing building. The double-sided sign will hang from chains on the second floor balcony. The applicant also has a previously approved sign at the street level.

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.

* * *

City of Sutter Creek
18 Main Street
Sutter Creek, CA 95685
209-267-5647
www.cityofsuttercreek.org

RECEIVED: 8/13/16
FEE PAID: _____

Submission Requirements

- 1- Application*
 - 2- Sketch or Image of Sign(s)*
 - 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

SIGN PERMIT APPLICATION

Page 1 of 9

Project Applicant: Bespoke Testame Ink

Project Address: 54 Main St. 2nd Floor Sutter Creek, CA 95685

Phone: _____

Email: _____

APN: _____

Is this located in the Historic District? Yes ☐ No ☒

If yes, please see checklist for Design Review.

Is this located in the Historic Corridor? Yes ☒ No ☐

Commercial ☒ Industrial ☐

Property Owner: Datu Dossan

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Is this person the project contact? If not, please specify who the contact person is. NO

Name: Melissa Ramer

Mailing Address: _____

Phone: _____

Email: _____

SIGNS TO BE PREPARED BY: Day Dream Designs

BUILDING FRONTAGE @ PRIMARY ENTRANCE: 3 in LINEAL FEET

EXISTING SIGNS: TO BE UTILIZED FOR THIS BUSINESS: (INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)

we have one sign at street level. This sign will be on balcony

PROPOSED SIGNS: FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING:

(CHECK EACH BOX UPON COMPLETION)

☐ Sign design: attached
(Attached lettering and graphics, drawn to scale)

☐ Type of Materials to be used HDU
(briefly describe)

☐ Total signage requested: 2.67 Sq.Ft.

☐ Method of attachment: anchor chain

☐ Total allowable signage: 16 Sq.Ft.
(Per Sign Ordinance)

☐ Total number of sides: 2

☐ Location of sign(s): Balcony

☐ Colors: white, gold, pink, purple
(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.

PROPERTY OWNER SIGNATURE

DATE

DATE

PLANNING COMMISSION ACTION:

APPROVED: ☐

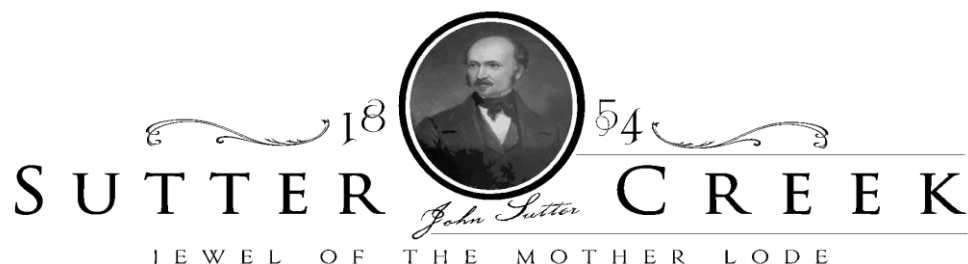
DENIED: ☐

MEETING DATE: _____









STAFF REPORT

TO: PLANNING COMMISSION
MEETING DATE: OCTOBER 13, 2026
FROM: ERIN VENTURA, CONTRACT PLANNER
SUBJECT: SHORT TERM RENTAL DISCUSSION

RECOMMENDATION:

Staff recommends that the Planning Commission hold a discussion regarding policies for a proposed Short Term Rental Ordinance and provide feedback and options to the City Council.

BACKGROUND

In November 2019, the City began updating its Short-Term Rental (STR) Ordinance. At that time, the Ordinance was not adopted. Since then, the staff has been tracking permits and keeping the City Council up to date on short term rental activity. This count includes permitted STRs that are allowed by right in the commercial zones. To date the City has 17 valid short term rentals permits:

- 10 active short-term rentals: 44 Badger Street, 70 Gopher Flat Rd, 31 Badger, 193 Badger, 60 Randolph, 86 Barney Lane, 64 Eureka Street, 171 China Gulch Rd, 335 Sutter Crest E, 68 Main Street.
- Inactive: 90 Boston Alley, 40 Mountain View Dr, 39 Elm Street, 225 Patricia Ln, 290 Gopher Flat, 70 Broad St, 85 Broad St.

In addition to STR permits, the City also had eight hotel/inn establishments.

- **8 hotel/inn establishments:** Hotel Sutter; Inn at 161; Hanford House Inn; Sutter Creek Inn; Old Hotel Antiques; Brinnwood Bed & Breakfast; Kiota Inn; Eureka Street Inn.

See attached location maps.

The City currently has a moratorium in place on Short Term Rental Permits. At the April 20, 2026 meeting of the City Council, the ordinance was extended for another 10 months. This will give the Planning Commission and City Council time to finalize a new permanent ordinance.

DISCUSSION:

The City Council held discussions regarding a Short Term Rental Ordinance on the following dates (recordings linked below):

- [February 2, 2026](#)
- [March 2, 2026](#)
- [March 16, 2026](#)
- [April 20, 2026](#)

Additionally the Planning Commission held a meeting on May 11, 2026 to discuss the changes to the ordinance. The recording from that meeting can be found [here](#).

At the May 2026 meetings, staff brought a draft ordinance and requested the Planning Commission review and make recommendations back to Council on the following:

1. Permit review
2. Waitlist protocol
3. Maximum number of STR permits
4. Distribution of permits throughout the City

Permit Review

Staff and council discussed a light-touch annual review and a more in depth review on a three year cycle before renewing a permit. Based on feedback given so far, STRs would be reviewed annually, and be at risk of losing their permit for serious violations.

If there is a wait list, and permits are held by units that are not rented for a minimum number of nights per year, those units will be at risk of losing their permit. Staff will analyze the number of rental nights per year to judge if any units are significantly underperforming. Exceptions would be made for remodeling or other reasons a property was not rented for a period of time.

Waitlist protocol

“Waiting List. STR permit applications shall be reviewed on a first-come, first-serve basis with a waiting list for new STR permits once all authorized STR permits are issued.”

Based on the number of permits we currently have issued; we are less than halfway to the proposed maximum. The City does anticipate the cap being met in the future and needs to have a waitlist procedure established before that happens.

Staff sees two options here:

1. Chronological- first come/first serve
2. Hybrid- chronological plus hosted priority.

If the Planning Commission recommends option 2, Hybrid- chronological plus hosted priority, a threshold will need to be established, for example a minimum of 30 nights rented per year.

Policy Parameter	Scenario A:	Scenario B:	Scenario C:
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Nights Rented Per Year to be “Active”	10	25	50

Are there other factors that should be considered in scoring permit during the annual review process?

Maximum number of STR permits

To assist the Commission in formulating specific advisory recommendations without re-opening established Council policy, staff has structured three percentage-based policy scenarios. Utilizing a percentage-based cap ensures the permit limit automatically adjusts over time as Sutter Creek's total housing stock expands.

- The City Council recommends the total number of STR permits be limited to approximately 35 and that a cap be established as a percentage versus a number.
 - o The Planning Commission should only be considering a percentage, not a hard number based on Council direction.
- There are approximately 1,404 residential dwelling units within the City. This number includes multifamily and mobile homes.
 - o The draft ordinance only prohibits ADUs from being rented as STRs.

$$35/1,404 = 0.0249 \times 100 = 2.5\%$$

Policy Parameter	Scenario A:	Scenario B:	Scenario C:
Citywide Percentage Cap	1.8% of total housing stock	2.1% of total housing stock	2.5% of total housing stock
Total Permit Equivalent	25 Maximum Permits	30 Maximum Permits	35 Maximum Permits
Growth Buffer Above Active	+15 permits above 10 active units	+20 permits above 10 active units	+25 permits above 10 active units

Of the above scenarios, which seems most appropriate for the City?

Distribution of permits throughout the City

The ordinance was drafted to divide the city into two districts, within the Historic District and outside of the Historic District. See attached maps.

- The City Council recommends the City be divided into ‘Within the Historic District’ vs. ‘Outside of the Historic District’, with 50% of STR permitted in each district.

The recommended Council policy is to divide the city, they are open to how it should be split. The scenarios below provide some examples of how it may be done.

Policy Parameter	Scenario A:	Scenario B:	Scenario C:
Geographic Split (Historic / Non-Historic)	60% Historic (21) / 40% Outer (14)	50% Historic (17 / 50% Outer (18)	40% Historic (14) / 60% Outer (21)

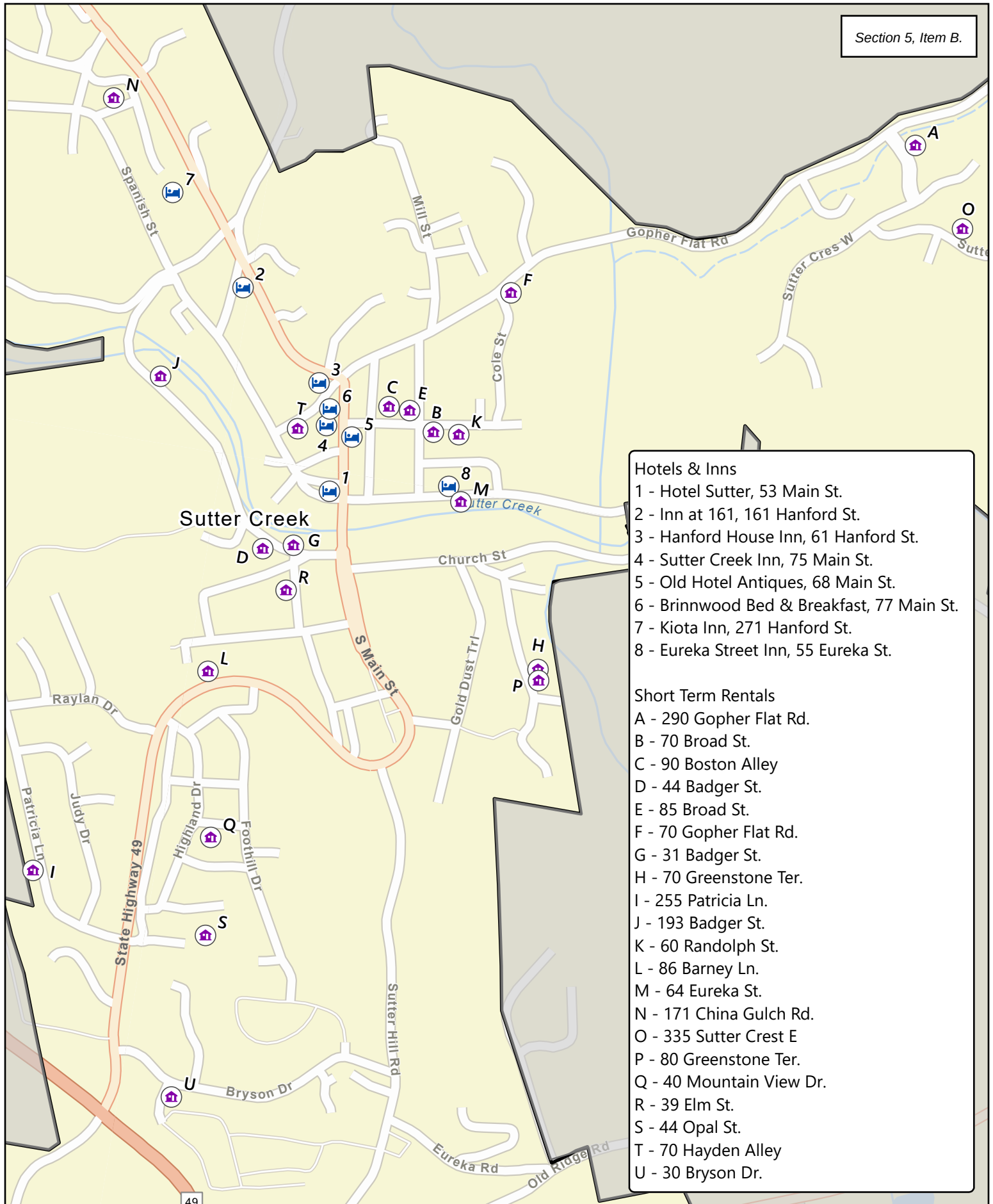
Additionally, there was discussion on STRs being located on Main Street. Any property on Main Street located within the Downtown Commercial (DTC) district is permitted, by right, to operate a STR. There are some homes located outside the DTC that would not be permitted to operate due to the parking requirement to provide dedicated off street parking. The block of homes on Main Street, between Nickerson Street and Worley Street may be able to meet the off-street parking requirement and therefore could apply for a STR permit.

NEXT STEPS:

Staff recommends that the Planning Commission review and provide comments to staff. If consensus can be made, staff will draft an ordinance for the City Council's review.

ATTACHMENTS:

1. Short Term Rental Map
2. Hotel Map
3. Short Term Rentals and Hotel Map



Sutter Creek City Limits Hotels & Inns Short Term Rentals



0 375 750 1,500 Feet

