



## **Planning Commission Meeting Agenda**

**Monday, May 11, 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, Roll Call, 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 March 9, 2026.](#)**

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

**5. Public Hearings**

**A. Short Term Rental Ordinance Discussion**

*Recommendation: Review the attached draft Short Term Rental Ordinance, direction from Council and provide recommendations back to the City Council.*

**B. Amend Safety Element of the City of Sutter Creek's General Plan**

*Recommendation: For the Commission to review the amended Safety Element, hold a public hearing, and do the following:*

*1. Recommend the City Council find the Project is exempt from CEQA per Section 15061(b)(3); and*

*2. Recommend the City Council approve the proposed General Plan Amendment to incorporate the new Local Hazard Mitigation Plan into the Safety Element as presented.*

**C. Approve Site Plan Permit for 11821 Sweet Pea Way (APN: 040-020-107)**

*Recommendation: Approve Site Plan as presented.*

**6. Adjournment**



## 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](http://www.cityofsuttercreek.org)

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### 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.**

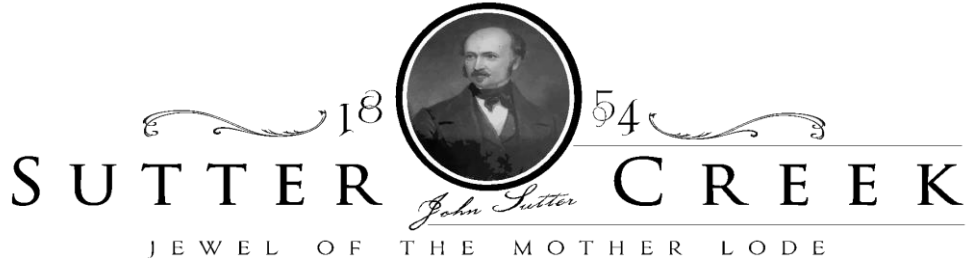
**AYES:** Chair Mulvey, Vice Commissioner Baggett, and Commissioners Hansen, Kirkley, and Trudgen

**NOES:** None

**ABSENT:** None

**8. Adjournment**

Chair Mulvey adjourned the meeting at 6:38 PM.



**STAFF REPORT**

**TO: PLANNING COMMISSION**  
**MEETING DATE: MAY 11, 2026**  
**FROM: ERIN VENTURA, CONTRACT PLANNER**  
**SUBJECT: SHORT TERM RENTALS**

**RECOMMENDATION:**

Staff recommends that the Planning Commission review the attached draft Short Term Rental Ordinance and provide feedback.

**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. To date the City has 19 valid short term rentals permits:

- 12 active short-term rentals:  
290 Gopher Flat, 70 Broad, 44 Badger Street, 70 Gopher Flat Rd, 31 Badger, 225 Patricia Ln, 193 Badger, 60 Randolph, 86 Barney Lane, 64 Eureka Street, 171 China Gulch Rd, 335 Sutter Crest E,
- Inactive: 90 Boston Alley, 40 Mountain View Dr, 39 Elm Street, 44 Opal Street, 70 Hayden Alley
- Currently for sale: 85 Broad Street and 30 Bryson Drive

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](#)

What came out of those meetings, is the attached draft ordinance. The City Council has requested that the Planning Commission review the ordinance and make recommendations on the following:

#### Maximum number of STR permits

- 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.
- 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.

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

#### **Question for the Commission: Does that number seem appropriate?**

#### 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.

#### **Question for the Commission:**

- **Does the Planning Commission have concerns with a 50-50 split of permits?**

#### 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 wait list procedure established before that happens.

#### **Question for the Commission:**

- **Should the applications on the waitlist be reviewed based on the order they were received?**
- **Should the applications on the waiting list be reviewed competitively annually?**

Other ordinance requirements that the Planning Commission should review are the annual review and every three-year renewal procedure.

**Annual Review:** Staff will review the file to make sure all information is still accurate, they have a business license and are submitting their TOTs forms. This review will also include if there have been any complaints filed.

**3 Year Renewal:** In addition to the information reviewed in the annual review, the Planning Commission will review the rental history to determine if they should be renewed. If the property owner is holding onto a permit and not renting their property their permit may be revoked.

**Question for the Commission:**

- **Does that seem appropriate?**

**NEXT STEPS:**

Staff recommends that the Planning Commission review the draft ordinance and provide comments to staff. Depending on the outcome of the meeting, staff will either bring the draft back to the Planning Commission for review and recommendation to the City Council or bring a recommendation from the Planning Commission to the City Council.

**ATTACHMENTS:**

1. Draft Ordinance
2. Short Term Rental Map
3. Hotel Map
4. Short Term Rentals and Hotel Map

**CHAPTER 6.44      SHORT-TERM RENTALS**

**Section 6.44.010      Title of Ordinance**

This Chapter shall be referred to as the "Short-term Rental Ordinance."

**Section 6.44.020      Purpose**

- A. The purpose of this Chapter is to establish regulations for the use of privately-owned, residential dwellings or accessory structures as short-term rentals that maintain neighborhood compatibility, preserve long-term housing, protect historic resources, support our tourism industry and ensure economic benefits through Transient Occupancy Tax (TOT) collection.
  
- B. This Chapter is not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants, and restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short-term rental purposes.

**Section 6.44.030      Definitions**

- A. For purposes of this Chapter, the following words and phrases shall have the following meanings:
  - 1. "Applicable laws, rules and regulations" means any laws, rules, regulations and codes (whether local, state or federal) pertaining to the use and occupancy of a privately-owned dwelling unit as a short-term rental.
  - 2. "Applicant" means the owner of the short-term rental unit or the owner's authorized agent or representative, referred to within as an "operator."
  - 3. "City Manager" means that person acting in the capacity of the City Manager of the City of Sutter Creek or his or her designee.
  - 4. "Good neighbor brochure" means a document prepared by the City that summarizes the general rules of conduct, consideration, and respect, including without limitation provisions of the Sutter Creek Municipal Code and other applicable laws, rules, or regulations, pertaining to the use and occupancy of short-term rental units.
  - 5. "Local contact person" means the person designated by the owner or the operator who shall be available 24 hours per day, seven days per week for the purpose of: (1) responding within 60 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit; and (2) taking remedial action to resolve any such complaints. The local contact person may be the owner or operator.
  - 6. "Non-Owner-Occupied STR" means a property operating as a short-term rental without an on-site owner, which functions more like commercial lodging.

7. "Operator" means the owner or the designated agent or representative of the owner who is responsible for compliance with this Chapter
8. "Owner" means the person(s) or entity(ies) that hold(s) legal and/or equitable title to a short-term rental unit.
9. "Owner-Occupied STR" means a property where the owner resides on-site in the primary dwelling, an accessory dwelling unit (ADU), or rents out individual rooms.
10. "Property" means a residential legal lot on which a short-term rental unit is located.
11. "Responsible person" means an occupant of a short-term rental unit who is at least 21 years of age and who is legally responsible for ensuring that all occupants of the short-term rental unit and their guests comply with all applicable laws, rules, and regulations pertaining to the use and occupancy of a short term rental unit.
12. "Short-term rental unit" means a privately-owned residential dwelling, such as, but not limited to, a single-family detached or multiple-family attached unit, condominium, duplex, or any portion of such dwellings, and accessory structure rented for occupancy for dwelling, lodging, or sleeping purposes for any period of 30 consecutive days or fewer. A short-term rental unit does not include a hotel, motel, bed and breakfast, or other business in which rooms are rented as the principal use of a building devoted to lodging.
13. "Short-term rental permit" means a permit that allows the use of a privately-owned, residential dwelling or accessory structure as a short-term rental unit pursuant to the provisions of this Chapter.
14. "Transient" for purposes of this Chapter means any person who seeks to rent or who does rent a short-term rental unit for a period of 30 consecutive days or fewer.

**Section 6.44.040 Prohibitions**

- A. No person shall operate a short-term rental unit unless there is a short-term rental permit in effect for that unit.
- B. No person shall operate a short-term rental unit without the consent of the property owner.
- C. No individual accessory dwelling unit shall operate as a short-term rental unit.

**Section 6.44.050 Review of Applications**

- A. The owner or operator is required to obtain a short-term rental permit from the City, pursuant to the provisions of this Chapter, before renting any short-term rental unit to any transient.
- B. The permit application must be presented to and approved by the Planning Commission at a public hearing before any short-term rental to any transient commences. The application for

the permit shall be presented to the Planning Commission only after staff has determined the application includes all the documentation and information required by Section 6.44.060 and the applicable fees have been paid.

- C. A short-term rental permit shall be reviewed, by staff, on an annual basis based on the anniversary of the original permit issuance.
- D. A short-term rental permit shall be renewed every 3 years by the City to review performance and compliance. The application to renew the permit must be submitted no fewer than 60 days before expiration of the permit and shall include all the information and documentation required by Section 6.44.060. The City Manager, or his or her designee, shall make the decision whether to renew any permit based on his or her determination that the owner or operator has complied with the standards stated in Section 6.44.070 during the duration of the short-term rental.
- E. 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.
- F. Permits must remain active; failure to demonstrate rental activity through regular TOT filings for a specified period will result in the permit being deemed inactive and automatically voided.

**Section 6.44.060      Application and Fees**

- A. The owner or operator must submit the following information on a short-term rental permit application form provided by the City:
  - 1. The name, address, and telephone number of the owner of the short-term rental unit;
  - 2. The name, address, and telephone number of the operator, if the owner will not directly provide for the short-term rental;
  - 3. The name, address, and 24-hour telephone number of the local contact person;
  - 4. The address of the proposed short-term rental unit;
  - 5. A site plan showing the size and location of the parcel, placement of existing and proposed structures with dimensions from property lines and other structures; parking area; driveways
  - 6. A floor plan identifying the number of bedrooms proposed for use;
  - 7. A copy of the House Rules
  - 8. Proof of Liability Insurance

- 9. Acknowledgement that the operator has received and reviewed the good neighbor brochure and will provide the brochure to all transients;
- 10. A copy of a transient occupancy registration permit issued under Section 4.16.060 of this Code;
- 11. A completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.);
- 12. A business license issued in accordance with Chapter 6.04 of this Code.

B. Together with the information and documentation required by the preceding paragraph, the applicant at the time of application shall pay the fee for establishment or renewal of the short-term rental unit. The City Council shall establish the fees for establishment or renewal of short-term rental units by resolution. Such fees must cover the costs of processing and reviewing the application in addition to the enforcement of the terms, conditions, and standards of this Chapter.

C. Short-term rental permits are not transferrable. Within 14 days of a change of property ownership, change of operator, or any other change in material facts pertaining to the information contained in the short-term rental permit, the new proposed owner or operator shall submit an application and requisite application fee for a new short-term rental permit, which must be obtained prior to continuing to rent the subject unit as a short-term rental.

**Section 6.44.050      Maximum Number**

- A. There will be no limit on the number of Owner-Occupied STR within the City.
- B. Non-Owner-Occupied STR permits will be limited as follows:
  - 1. Units within the Historic District
    - a. XXX
  - 2. Units outside the Historic District:
    - a. XXX

**Section 6.44.070      Standards for All Short-Term Rentals**

A. Unless an owner intends to directly provide for the short-term occupancy of a short-term rental unit, the owner shall designate an operator who shall ensure compliance with the requirements of this Chapter on behalf of the owner. Notwithstanding the foregoing, the owner shall not be relieved from any personal responsibility for compliance with the requirements of this Chapter and shall be subject to any applicable remedies for noncompliance, regardless of whether such noncompliance was committed by the operator

or the occupants of the short-term rental unit or their guests.

- B. The owner or operator shall use reasonably prudent business practices to ensure that the short-term rental unit is used in a manner that complies with all applicable laws, rules, and regulations pertaining to the use and occupancy of the subject short-term rental unit, including this Chapter.
- C. The maximum number of overnight guests for a short-term rental unit shall not exceed the limitations stated below, except that children under the age of 4 shall not be counted for purposes of calculating this limitation so long as the children sleep in the same bedroom as at least one of their parents or legal guardians. Additional daytime guests are allowed between the hours of 7:00 a.m. and 10:00 p.m., subject to the limitations described below.

Number of Bedrooms	Total of Overnight Occupants	Total Daytime Occupants (Including Number of Overnight Occupants)
Studio	2	4
1	2	4
2	4	6
3 or more	6	8

- D. A short-term rental unit shall not change the residential character of the outside appearance of the residence, either by the use of colors, materials, lighting, or any advertising mechanism.
- E. The owner or operator shall satisfy the off-street parking requirements of Chapter 18.48.030 of this Code.
- F. Overnight guests of the short-term rental unit may not utilize more than three off-street parking spaces for each overnight stay in the unit.
- G. Occupants of the short-term rental unit shall comply with all standards and regulations stated in Chapter 10.50 of this Code concerning noise.
- H. The owner or operator shall provide each occupant of the short-term rental unit with the following information prior to occupancy of the unit and shall post such information in a prominent location within the unit:
  1. The contact information for the operator, with 24-hour availability;
  2. The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this Chapter;
  3. Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;
  4. A copy of the Chapter 10.50 of this Code concerning noise; and

- H. Notification that the occupant or owner may be cited or fined by the City for violations of this Code. While a short-term rental unit is rented, the owner, operator, or local contact person shall be available 24 hours per day, seven days per week for the purpose of responding within 60 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.
- I. The owner, operator, or local contact person shall use reasonably prudent business practices to ensure that the occupants and/or guests of the short-term rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the short-term rental unit.
- J. Prior to occupancy of a short-term rental unit, the owner or operator shall obtain the name, address, and a copy of a valid government identification of the responsible person and require such responsible person to execute a formal acknowledgement that he or she accepts responsibility for compliance by all occupants of the short-term rental unit and their guests with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental unit.
- K. The owner, operator, or local contact person shall upon notification that the responsible person and/or any occupant and/or guest of the short-term rental unit has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term unit, promptly respond within 60 minutes and appropriate manner to immediately halt or prevent a recurrence of such conduct by the responsible person and/or any occupants and/or guests.
- L. Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the City's authorized waste hauler on scheduled trash collection days. The owner or operator shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapter 9.08 of this Code.
- M. The owner or operator shall post the current short-term rental permit number on or in any advertisement appearing in any newspaper, magazine, brochure, trade paper, website, etc., that promotes the availability or existence of a short-term rental unit.
- N. The owner shall ensure that the short-term rental unit is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.
- O. The owner shall ensure that all applicable transient occupancy taxes required for the short-term rental are timely paid and paid in accordance with Chapter 4.16 of this Code.
- P. The owner or operator shall not allow any conferences, weddings, fundraisers, or similar gatherings at the short-term rental dwelling unit.
- Q. Posting Permit. The short-term rental permit shall be posted in a conspicuous place on the inside of the premises near the front door at all times the unit is being rented.

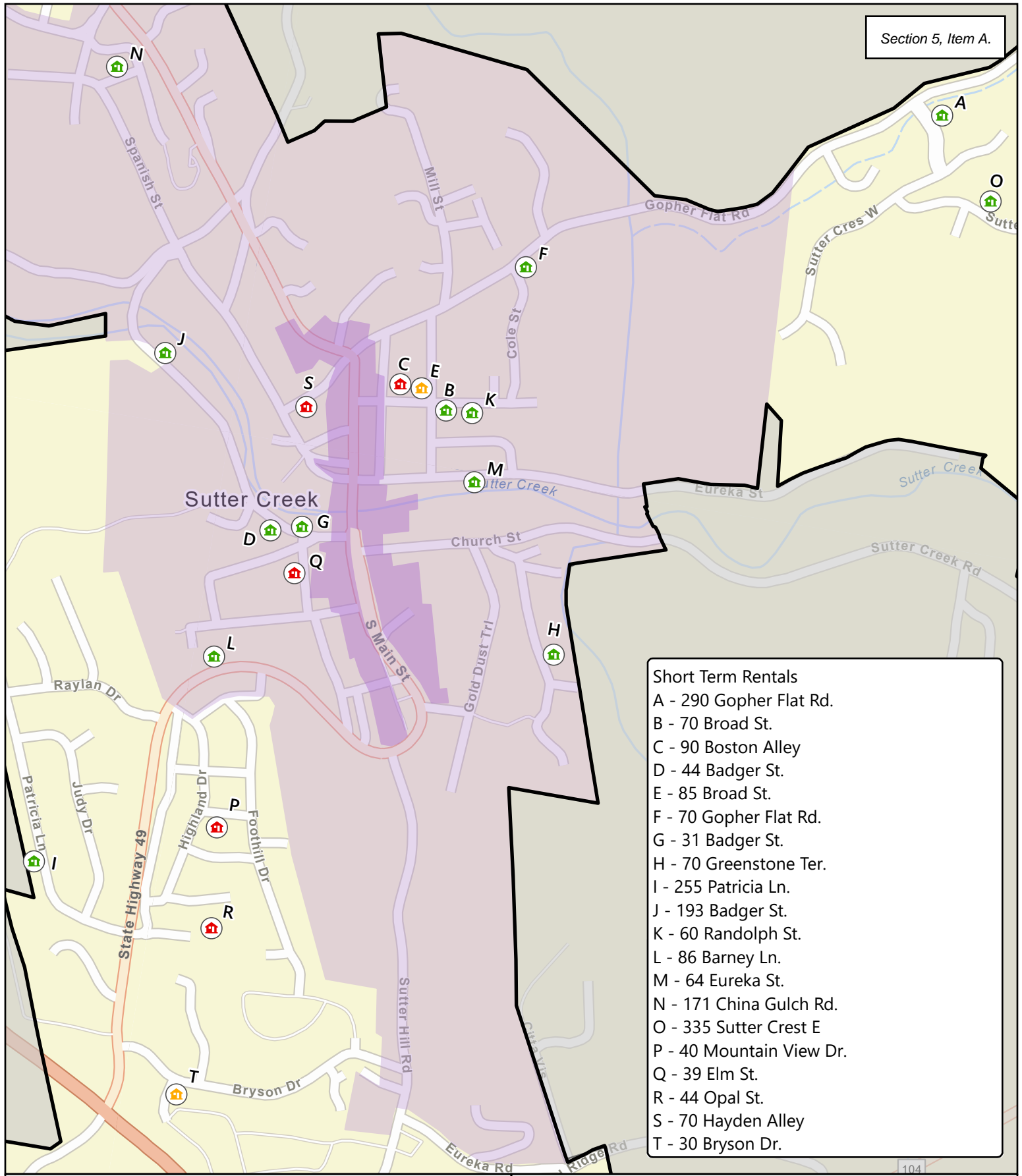
- R. Advertising Requirements. All advertisements for short-term rentals shall include the city's short-term rental permit number and the maximum permitted overnight occupancy as stated on the approved short-term rental permit.
- S. The Planning Commission shall have the authority to impose additional conditions on the use of any short-term rental unit to ensure that any potential secondary effects unique to the subject short-term rental unit are avoided or adequately mitigated.

#### **Section 6.44.080 TOT Accounting and Audit Procedures**

- A. Gross vs. Net Revenue Calculations. TOT is calculated on the Gross Rent charged to the guest (including cleaning and pet fees), not the Net Payout received by the host.
- B. Host Liability. Operators remain legally responsible for remitting TOT, even if they utilize a platform's voluntary collection services; hosts are liable for all back taxes if the platform fails to remit.
- C. Blocked Dates Affidavit. Hosts claiming "0 occupancy" for blocked calendar dates must sign an Affidavit of Non-Rental Use detailing the reasons (e.g., personal use, maintenance) to prevent tax evasion.
- D. Audit Authority. The City is authorized to conduct audits using tools such as online calendar evidence, platform gross earnings reports, redacted federal tax returns (Schedule E or C), bank statements, and water usage data.
- E. Burden of Proof. If a host fails to provide verifiable records, the City Finance Department has the authority to estimate the tax due based on external data, which becomes final and binding.

#### **Section 6.44.090 Violations**

- A. A violation of any provision of this Chapter by any occupant, owner, or operator shall constitute grounds for modification, suspension, or revocation of the short-term rental permit.
- B. Whenever any owner or operator fails to comply with any provision of this Chapter, the City, after giving the operator or owner ten days written notice specifying the time and place of a hearing before the Planning Commission, and requiring him to show cause why the short term rental permit should not be modified, suspended, or revoked, may modify, suspend, or revoke the permit held by the operator or owner.
- C. The City may enforce this Chapter, including the terms and conditions of any permit granted under this Chapter, by any means provided for in Chapter 1.16 of this Code or by any other means authorized by law.



- Short Term Rentals**
- A - 290 Gopher Flat Rd.
  - B - 70 Broad St.
  - C - 90 Boston Alley
  - D - 44 Badger St.
  - E - 85 Broad St.
  - F - 70 Gopher Flat Rd.
  - G - 31 Badger St.
  - H - 70 Greenstone Ter.
  - I - 255 Patricia Ln.
  - J - 193 Badger St.
  - K - 60 Randolph St.
  - L - 86 Barney Ln.
  - M - 64 Eureka St.
  - N - 171 China Gulch Rd.
  - O - 335 Sutter Crest E
  - P - 40 Mountain View Dr.
  - Q - 39 Elm St.
  - R - 44 Opal St.
  - S - 70 Hayden Alley
  - T - 30 Bryson Dr.

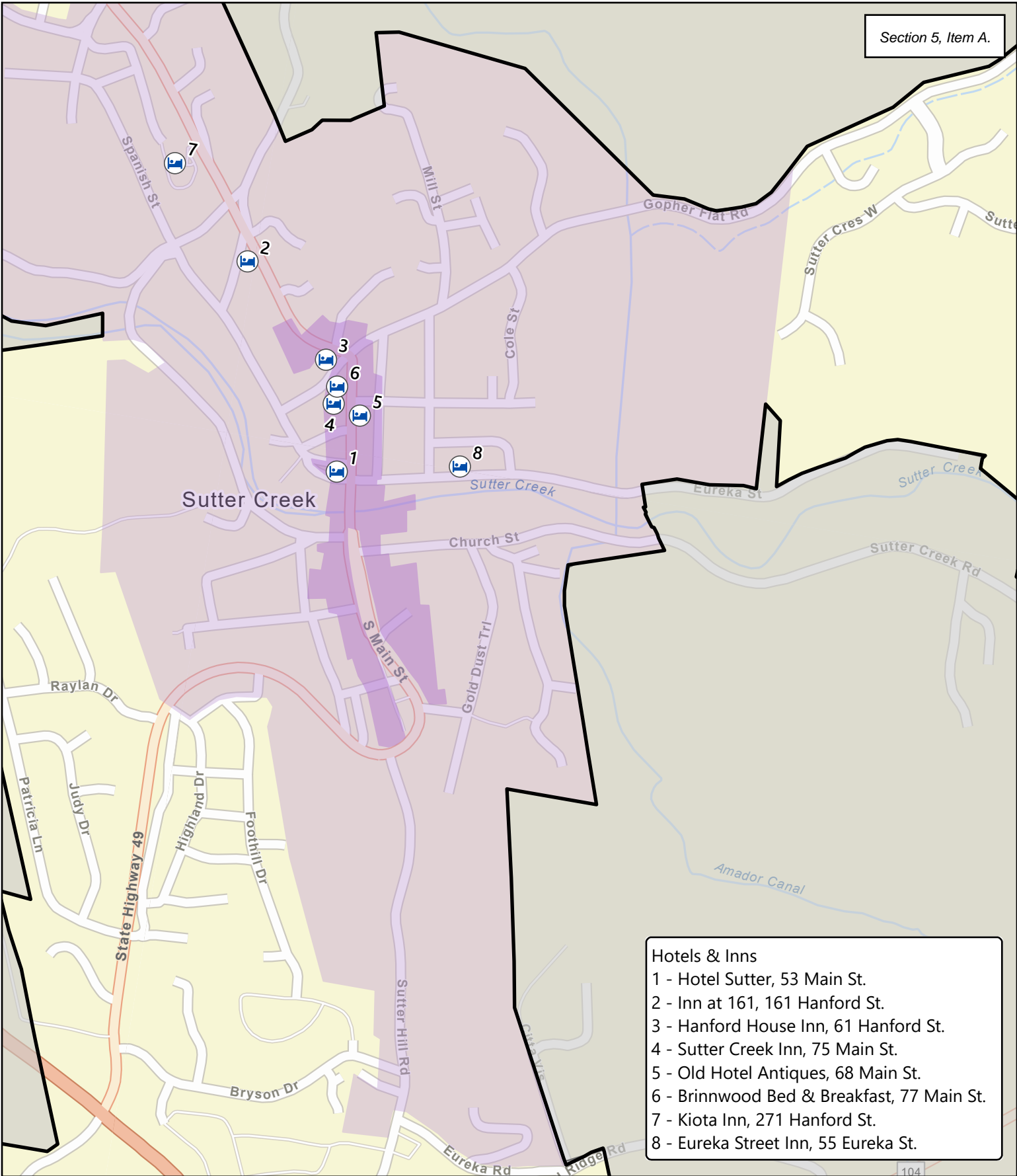
Sutter Creek City Limits	<b>Short Term Rentals</b>
Main Street Historic District	Active
Historic District	For Sale
	Inactive

N

0 375 750 1,500 Feet

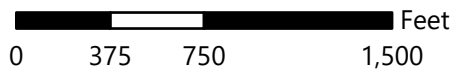
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Historic District boundaries are approximate.

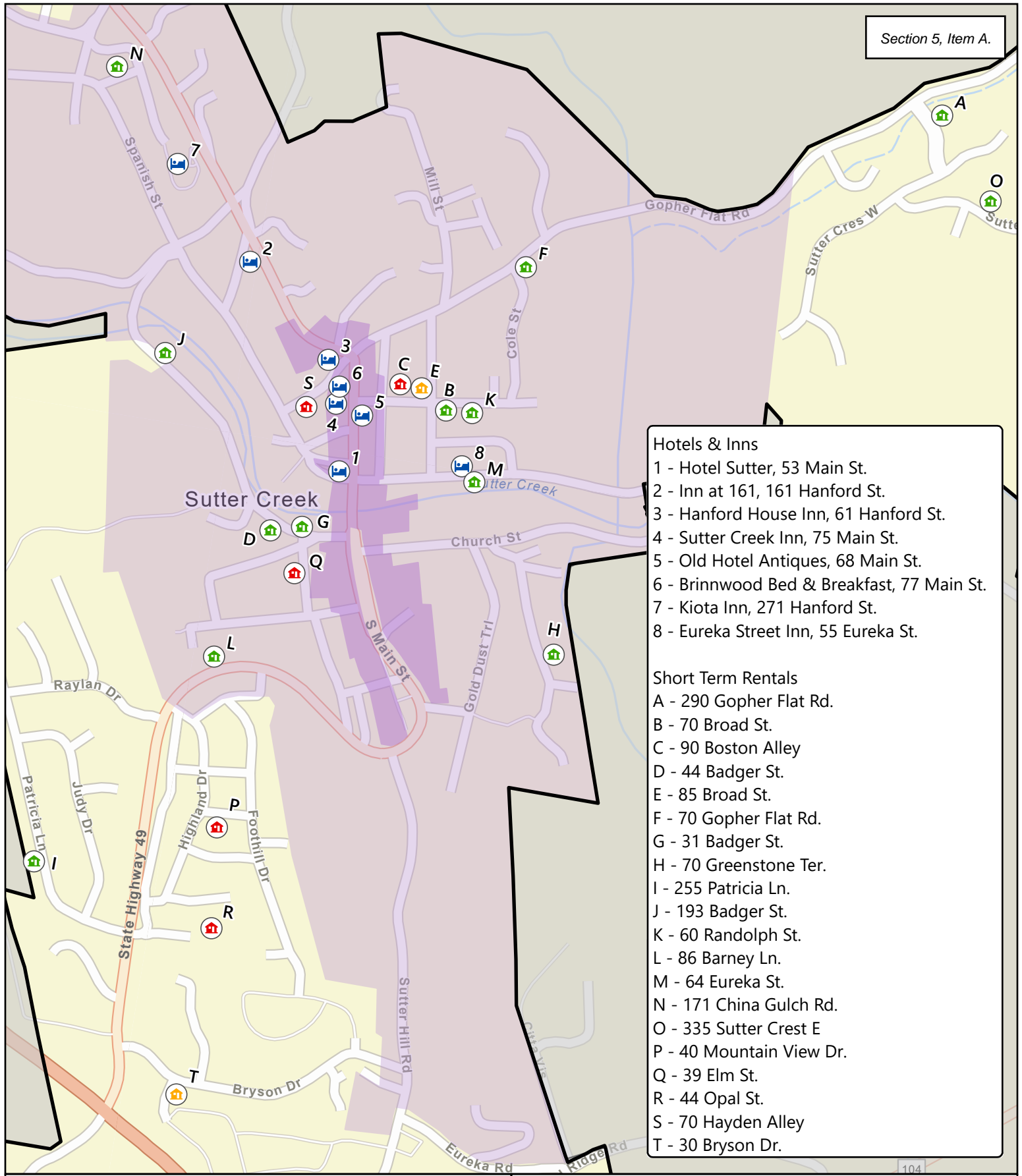


- Hotels & Inns**
- 1 - Hotel Sutter, 53 Main St.
  - 2 - Inn at 161, 161 Hanford St.
  - 3 - Hanford House Inn, 61 Hanford St.
  - 4 - Sutter Creek Inn, 75 Main St.
  - 5 - Old Hotel Antiques, 68 Main St.
  - 6 - Brinnwood Bed & Breakfast, 77 Main St.
  - 7 - Kiota Inn, 271 Hanford St.
  - 8 - Eureka Street Inn, 55 Eureka St.

- Sutter Creek City Limits
- Main Street Historic District
- Historic District
- Hotels & Inns



Historic District boundaries are approximate.



- Hotels & Inns**
- 1 - Hotel Sutter, 53 Main St.
  - 2 - Inn at 161, 161 Hanford St.
  - 3 - Hanford House Inn, 61 Hanford St.
  - 4 - Sutter Creek Inn, 75 Main St.
  - 5 - Old Hotel Antiques, 68 Main St.
  - 6 - Brinnwood Bed & Breakfast, 77 Main St.
  - 7 - Kiota Inn, 271 Hanford St.
  - 8 - Eureka Street Inn, 55 Eureka St.
- Short Term Rentals**
- A - 290 Gopher Flat Rd.
  - B - 70 Broad St.
  - C - 90 Boston Alley
  - D - 44 Badger St.
  - E - 85 Broad St.
  - F - 70 Gopher Flat Rd.
  - G - 31 Badger St.
  - H - 70 Greenstone Ter.
  - I - 255 Patricia Ln.
  - J - 193 Badger St.
  - K - 60 Randolph St.
  - L - 86 Barney Ln.
  - M - 64 Eureka St.
  - N - 171 China Gulch Rd.
  - O - 335 Sutter Crest E
  - P - 40 Mountain View Dr.
  - Q - 39 Elm St.
  - R - 44 Opal St.
  - S - 70 Hayden Alley
  - T - 30 Bryson Dr.

Sutter Creek City Limits	<b>Short Term Rentals</b>
Main Street Historic District	Active
Historic District	For Sale
Hotels & Inns	Inactive

N

Feet

0      375      750      1,500

Historic District boundaries are approximate.




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**TO:** PLANNING COMMISSION

**MEETING DATE:** MAY 11, 2026

**FROM:** ERIN VENTURA, PLANNING CONSULTANT

**SUBJECT:** GENERAL PLAN SAFETY ELEMENT AMENDMENT

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### **RECOMMENDATION**

Staff recommends that the Planning Commission review the amended Safety Element, and do the following:

1. Consider and discuss the item before them;
2. Open the public hearing;
3. Gather public comment;
4. Close the public hearing;
5. Recommend the City Council find the Project is exempt from CEQA per Section 15061(b)(3);
6. Recommend the City Council approve the proposed General Plan Amendment to incorporate the Local Hazard Mitigation Plan into the Safety Element as presented; and
7. Adopt **Planning Commission Resolution No. 25-26-xx**, thereby memorializing the Commission's recommendations.

### **BACKGROUND**

In late 2024 and 2025, City staff worked with the County to identify hazards and potential mitigations in preparation of the drafting of a Countywide Local Hazard Mitigation Plan (LHMP). The updated LHMP is in compliance with AB2140, which enables the City to qualify for additional funding in the event of an emergency.

### **DISCUSSION**

In April 2026, the City Council adopted the LHMP. To complete the process of adoption, it must be incorporated into the City's General Plan Safety Element.

The meeting materials from the City Council can be reviewed in the following links below:

1. [April 6, 2026 City Council Meeting](#) (Item 7B - Consent Agenda)
2. [May 4, 2026 City Council Meeting](#) (Item 7B - Consent Agenda)

The link above for the April 6, 2026 City Council meeting provides access to the LHMP which includes the Appendices and Annex E (the City of Sutter Creek Annex).

Any amendments to the General Plan must first be reviewed by the Planning Commission then recommended to the City Council. See attached Draft Safety Element, which incorporates the LHMP.

**CEQA**

The Sutter Creek General Plan Environmental Document was adopted in April 2011 (SCH No. 2012062034).

Staff recommends that the Planning Commission recommend that the City Council determine that the project is exempt from CEQA under Section 15061 where the amendment is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

**ATTACHMENTS**

1. Draft Resolution 25-26-XX
2. Draft Safety Element

**RESOLUTION 25-26-XX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUTTER CREEK, RECOMMENDING THAT THE CITY COUNCIL AMEND THE SAFETY ELEMENT OF THE GENERAL PLAN TO ADOPT THE 2025 AMADOR COUNTY LOCAL HAZARD MITIGATION PLAN (LHMP) INCLUDING APPENDICES AND ANNEX E (CITY OF SUTTER CREEK ANNEX) BY REFERENCE**

**WHEREAS**, the City of Sutter Creek is committed to reducing risks from natural and human-made hazards to protect the lives, property, and economy of the community; and

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 (DMA 2000) requires a Local Hazard Mitigation Plan (LHMP) for eligibility for federal hazard mitigation grants; and

**WHEREAS**, on April 6, 2026, the City Council adopted the LHMP via Resolution No. 25-26-21; and

**WHEREAS**, on May 4, 2026, the City Council adopted the revisions to Resolution No. 25-26-21 and reaffirmed its adoption of the LHMP via Resolution No. 25-26-21 (Revised); and

**WHEREAS**, California Government Code Sections 65302 and 65302.6 (AB 2140) encourage the incorporation of the LHMP into the Safety Element of the General Plan to maximize eligibility for State funding Assistance; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on May 11, 2026 regarding the proposed General Plan Amendment to the Safety Element; and

**WHEREAS**, the proposed amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3).

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Sutter Creek hereby finds, determines, and resolves as follows:

SECTION 1. Incorporation of Recitals. The foregoing recitals are true and correct and are incorporated into this resolution.

SECTION 2. General Plan Amendment. The Planning Commission recommends that the City Council amend the Safety Element of the City of Sutter Creek General Plan, to read as follows:

*"In 2006, the state adopted Assembly Bill (AB) 2140 which added provisions specifying what is to be included in a Local Hazard Mitigation Plan (LHMP) and requiring a linkage between a local jurisdiction's LHMP and the Safety Element of their General Plan. AB 2140 requires a jurisdiction to adopt the LHMP into the Safety Element of the General Plan in order to be fully eligible for disaster relief funding under the California Disaster Assistance Act. AB 2140 can be met by either including the LHMP language specific to AB 2140 as part of the Safety Element or to incorporate the LHMP by reference into the Safety Element*

of the General Plan.

Amador County has a current LHMP which includes an assessment of the County’s risk and vulnerability related to natural and other identified hazards and a comprehensive mitigation strategy which includes actions and projects designed to mitigate or reduce the impacts of those hazards and to increase community resiliency. This LHMP has been formally adopted and incorporated by reference into the Safety Element of the General Plan.

To further meet the requirements of AB 2140, the City adopts and incorporates by reference the most current LHMP as part of this Safety Element to the General Plan which should be consulted when addressing known hazards to ensure the general health and safety of people within the City."

**SECTION 3. Findings.** The Planning Commission finds that the proposed amendment to the Safety Element is internally consistent with other elements of the General Plan, including the Land Use Element, and promotes the public health, safety, and welfare of the community.

**SECTION 4. Recommendation.** The Planning Commission recommends that the City Council adopt the proposed amendment to the Safety Element of the General Plan.

**PASSED, APPROVED, AND ADOPTED** this 11<sup>th</sup> day of May, 2026.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Lucy Mulvey, Chair - Planning Commission**

**ATTEST**

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**Pam Caronongan, MBA, MMC - City Clerk**

## 8 Safety Element

### 8.1 Introduction

#### 8.1.1 Statutory Requirements

California Government Code Section 65302(g) requires that general plans include a “safety element for the protection of the community from any unreasonable risks associated with the effects of seismically induced surface rupture, ground shaking, ground failure, tsunami, seiche, and dam failure; slope instability leading to mudslides and landslides; subsidence, liquefaction, and other seismic hazards identified pursuant to Chapter 7.8 (commencing with Section 2690) of Division 2 of the Public Resources Code, and other geologic hazards known to the legislative body; flooding; and wildland and urban fires. The safety element shall include mapping of known seismic and other geologic hazards. It shall also address evacuation routes, military installations, peakload water supply requirements, and minimum road widths and clearances around structures, as those items relate to identified fire and geologic hazards.”

The Government Code requires consultation with the State Department of Conservation, California Emergency Management Agency, and Department of Forestry and Fire Protection with respect to earthquake and geologic hazards, emergency preparedness, and State responsibility areas of fire protection.

In 2006, the state adopted Assembly Bill (AB) 2140 which added provisions specifying what is to be included in a Local Hazard Mitigation Plan (LHMP) and requiring a linkage between a local jurisdiction’s LHMP and the Safety Element of their General Plan. AB 2140 requires a jurisdiction to adopt the LHMP into the Safety Element of the General Plan in order to be fully eligible for disaster relief funding under the California Disaster Assistance Act. AB 2140 can be met by either including the LHMP language specific to AB 2140 as part of the Safety Element or to incorporate the LHMP by reference into the Safety Element of the General Plan.

Amador County has a current LHMP which includes an assessment of the County’s risk and vulnerability related to natural and other identified hazards and a comprehensive mitigation strategy which includes actions and projects designed to mitigate or reduce the impacts of those hazards and to increase community resiliency. This LHMP has been formally adopted and incorporated by reference into the Safety Element of the General Plan.

To further meet the requirements of AB 2140, the City adopts and incorporates by reference the most current LHMP as part of this Safety Element to the General Plan which should be consulted when addressing known hazards to ensure the general health and safety of people within the City.

#### 8.1.2 City’s Purpose

The City’s purpose in assuring the General Plan maintains and implements an adequate General Plan Safety Element is to protect property and the health and safety of persons living in or visiting the City.

#### 8.1.3 Format

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The Sutter Creek General Plan Safety Element addresses the following subjects in order:

- Earthquakes
- Other Geologic Hazards
- Dam Failure
- Flooding
- Wildland and Urban Fires
- Evacuation and Emergency Preparedness
- Hazardous Materials
- Aviation

The hazards associated with each of these subjects are assessed in General Plan Volume III, Setting and Background Reports. Section 8.2 lists goals, objectives, policies, and implementation measures that are intended to improve and/or maintain health and safety as well as the protection of private property over the 20-year planning period.

### 8.1.4 Recommendations for Emergency Preparedness

Recommendations regarding evacuation and emergency preparedness are:

- Prepare and practice flood and fire evacuation procedures in identified hazard areas;
- Coordinate major natural disasters response with the City of Amador City, City of Jackson, and the County of Amador;
- Require emergency plans of public service providers serving the City;
- Emergency water, power supplies, and communication networks should be available and ready for use;
- Establish mechanisms to call up police reserve.

## 8.2 Goals, Objectives, Policies, and Implementation Measures

### 8.2.1 Goal

**Goal S-1:** The goal of the City of Sutter Creek Safety Element is to improve and/or maintain services, facilities, and regulations that will ensure the long-term health and safety of persons and private property in the City.

### 8.2.2 Objectives, Policies, and Implementation Measures

The following lists of objectives, policies, and implementation measures are intended to achieve this goal. The lists are categorized to match the format of the preceding text.

### 8.2.3 Earthquakes

**Objective S-1.1:** To minimize possible threat to life or property due to earthquakes.

**Policy S-1.1.1:** State building code requirements pertaining to earthquake safety for seismic Zone 3 shall be applied to new construction and remodeling projects that require a building permit.

### 8.2.4 Other Geologic Hazards

**Objective S-1.2:** To minimize possible threat to life or property due to geological hazards such as soils-related damage or hazards and mine-related hazards.

**Policy S-1.2.1:** Site-specific soils investigations will be required for construction projects when and wherever there is concern for soils-related hazards.

**Policy S-1.2.2:** Development proposals involving the creation of more than four lots, parcels, or units shall be required to investigate the potential for mine collapse and other mine-related hazards in parts of the City known or suspected of being underlain by mine shafts, drifts, or vents.

**Policy S-1.2.3:** Mine hazards such as vent, drift, or shaft openings should be plugged, covered, fenced, signed, and/or otherwise managed to protect public health and safety.

**Policy S-1.2.4:** Site-specific soils investigations will be required to evaluate the health risk from proposed projects within or adjacent to mine waste materials. Schools, day care centers, hospitals, and residential subdivisions should not be located in areas where hazardous materials are present in mine waste materials.

**Policy S-1.2.5:** Records concerning mining activities within the planning area should be collected and maintained at City Hall for reference and use by the City and developers.

**Implementation Measure S-1.2.5.1:** The City shall maintain a record of mining activities within the city. Target date: Short-term and Ongoing.

**8.2.5 Flooding and Dam Failure**

**Objective S-1.3:** To minimize possible threat to life or property due to flooding.

**Policy S-1.3.1:** Building and planning permit applications proposing improvements within the FEMA/FIRM map Zones ‘A’ or ‘AE’ shall comply with the City’s flood plain management ordinance.

**Policy S-1.3.2:** The City of Sutter Creek and County of Amador should require new development projects within the Sutter Creek drainage area to control peak flow runoff such that post-development discharge rates are not greater than pre-development discharge rates, ensuring new development does not significantly add to flooding hazards.

**Implementation Measure S-1.3.2.1:** The City shall consult with the County of Amador about General Plan Policy S-1.3.2, which concerns peak flow runoff from new development within the Sutter Creek drainage area but outside of City jurisdiction. Target date: Ongoing

**Policy S-1.3.3:** The County of Amador should give the City of Sutter Creek the opportunity to review development projects within the Sutter Creek drainage area to ensure flood hazards within the City are not increased.

**Implementation Measure S-1.3.3.1:** The City shall consult with the County of Amador about General Plan Policy S-1.3.3, which concerns review of development projects within the Sutter Creek drainage area. Target date: Ongoing

**Policy S-1.3.4:** Reduce the extent of flooding that threatens existing developed areas within the City.

**Implementation Measure S-1.3.4.1:** The City shall continue to identify flood hazards and funding to correct the hazards. Target date: Intermediate-term

**8.2.6 Wildland and Urban Fires**

**Objective S-1.4:** To minimize possible threat to life or property due to wildland and urban fires.

**Policy S-1.4.1:** The Sutter Creek Fire District shall be asked by the City to review development plans, land division projects, and planned developments to ensure compliance with fire suppression and prevention requirements.

**Policy S-1.4.2:** New development shall ensure there is sufficient water supply and facilities for fire suppression units in the event of a wildland fire.

**Policy S-1.4.3:** Looped water systems shall be installed within new developments, where feasible, and new water systems shall provide for adequate pressure and volumes at each hydrant installed.

**Policy S-1.4.4:** In new developments there shall be sufficient access for emergency vehicles and evacuation of residents. Two or more routes of access should be provided, preferably on different sides of the development.

**Policy S-1.4.5:** Roads in wildland fire areas ~~shall~~ should be well marked and homes ~~shall~~ should have addresses in plain view.

**Policy S-1.4.6:** New roadways shall comply with City standards.

**Policy S-1.4.7:** Vehicular access ~~shall~~ should be provided to within 150 feet of a structure.

**Policy S-1.4.8:** Buildings in urban-wildland interface areas shall comply with California Department of Forestry and Fire Protection recommendations on defensible space.

**Implementation Measure S-1.4.8.1:** The City, in cooperation with the Fire Protection District, shall prepare a Fire Safe Plan for the City’s consideration and adoption. Target date: Short Term

**Policy S-1.4.9:** Property owners in the Main Street Historic District should become organized to plan for and fund a program to reduce or eliminate the threat of urban fire.

**Implementation Measure S-1.4.9.1:** The City and/or Fire District shall facilitate property owners in fulfillment of this objective by sponsoring educational programs as well as efforts to obtain grants, special districts formation, or other funding mechanisms. Target date: Short-term

**8.2.7 Evacuation and Emergency Preparedness**

**Objective S-1.5:** To minimize possible threat to life or property through evacuation and emergency preparedness.

**Policy S-1.5.1:** The County Office of Emergency Services should complete an upgrade of the County’s Emergency Management Plan making the document more usable by jurisdictions involved.

**Implementation Measure S-1.5.1.1:** The City should urge the County to accomplish this objective. The document should address the recommendations of General Plan Task Force #3 as listed within the

previous text. City departments and other public service agencies should be directed to actively cooperate and provide their own emergency plans in the effort. Target date: Short-term

**Policy S-1.5.2:** Coordinated interagency emergency drills should be conducted on a regular basis, especially in hazard areas identified in this plan.

**Implementation Measure S-1.5.2.1:** Drills should be coordinated with the County Office of Emergency Services. Target date: Short-term and Ongoing.

**Policy S-1.5.3:** Major developments and large commercial or industrial activities should have their own emergency plans and periodic drills.

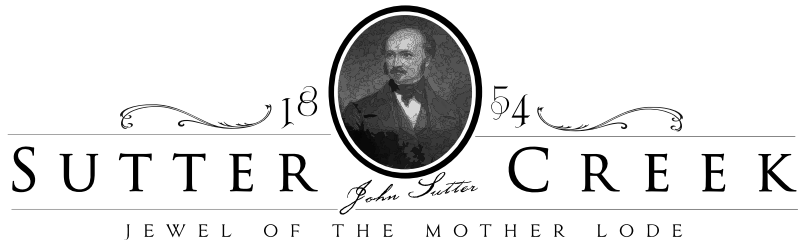
### 8.2.8 Hazardous Materials

**Objective S-1.6:** To minimize possible threat to life or property due to hazardous materials.

**Policy S-1.6.1:** The City of Sutter Creek adopts and incorporates by reference the *Household Hazardous Waste Element* prepared by the Countywide AB 939 Committee.

**Policy S-1.6.2:** The City shall review industrial and commercial development projects that involve the transportation, storage and/or use of hazardous materials and insure steps are taken to protect public health and safety.

**Policy S-1.6.3:** The City Building Inspector will screen non-residential building permits to determine the proposed use of hazardous materials and refer such proposed uses to appropriate State and local agencies as necessary.



**TO:** CITY OF SUTTER CREEK PLANNING COMMISSION

**MEETING DATE:** MAY 11, 2026

**FROM:** ERIN VENTURA, PLANNING CONSULTANT

**SUBJECT:** SITE PLAN PERMIT- 11821 SWEET PEA WAY (APN: 040-020-107)

**RECOMMENDATION:**

1. Conduct a public hearing and receive public input, and
2. Find that the project is Categorically Exempt under Section 15332 Class 32, Infill Development Projects of the CEQA Guidelines and instruct staff to file a Notice of Exemption; and
3. Adopt Resolution 25-26-\*\* approving a Site Plan Permit for The Campbell Corporation to construct an industrial development based on the proposed Findings and subject to the proposed Conditions of Approval for APN 040-020-107.

**BACKGROUND AND PROJECT DESCRIPTION:**

The applicant, The Campbell Corporation, is proposing to develop a previous vacant 4.87 acre lot within the Heavy Industrial (I-2) zoning district. The development proposal includes the construction of an approximately 5,000 sf steel shop building, an approximately 2,000 sf covered concrete pad, and additional site improvements such as fencing, lighting, and onsite circulation and parking.

The site will be used as a heavy equipment servicing and repair facility, along with an area leased to Bozeman Trailers, who sell lowbed trailers B2B. Additionally, the site will have area which will be leased to businesses for the storage of heavy equipment.

Site Improvements

The site was previously cleared, rough graded, and some site improvements completed. This was all done prior to the property being annexed into the City. As part of the initial development of the property, a storm water detention basin was installed. Utilities were also stubbed to the site.

The site is accessed off of Sweet Pea Way, which is located off Ridge Road. The site will have a main driveway access on the Northeast side of the site and emergency access on the south end of the site.

**Table 1. Relevant Summary of Proposed Site**

Description	Proposed	Meets Requirements?
Site	11821 Sweet Pea Way	-
Building Plan	5,000 sf steel building, 2,000 sf covered concrete pad	Yes
Lot Size	4.87 acres	Yes

Description	Proposed	Meets Requirements?	Section 5, Item C.
Zoning	I-2	Yes	
General Plan Land Use Description	Heavy Industrial	Yes	
Is this in the Main Street Historic District?	No	-	
Historic District?	No	-	
Parking	7 parking spaces	Per SC Code 5 spaces are required.	
Access	Sweet Pea Way, Ridge Road	Yes	
Fencing	Perimeter black metal fencing	Yes	
Trees and Landscaping per 13.24.120	None	Yes.	

**Map 1. Aerial Photo**



# SITE PLAN FOR SITE PLAN PERMITTING THE CAMPBELL CORPORATION

11821 SWEET PEA WAY, SUTTER CREEK  
AMADOR COUNTY, CALIFORNIA

APRIL, 2026









**APPLICANT:**  
The Campbell Corporation  
49 Ridge Road, Suite C  
Sutter Creek, CA 95865  
(916) 340-4459

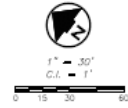
**PREPARED BY:**  
DELTA ENGINEERING, INC.  
Robin D. Peters, P.E. RCCE No. 55604  
41 Main Street  
Jackson, CA 95842  
(209) 225-1441

### SITE PLAN FEATURES

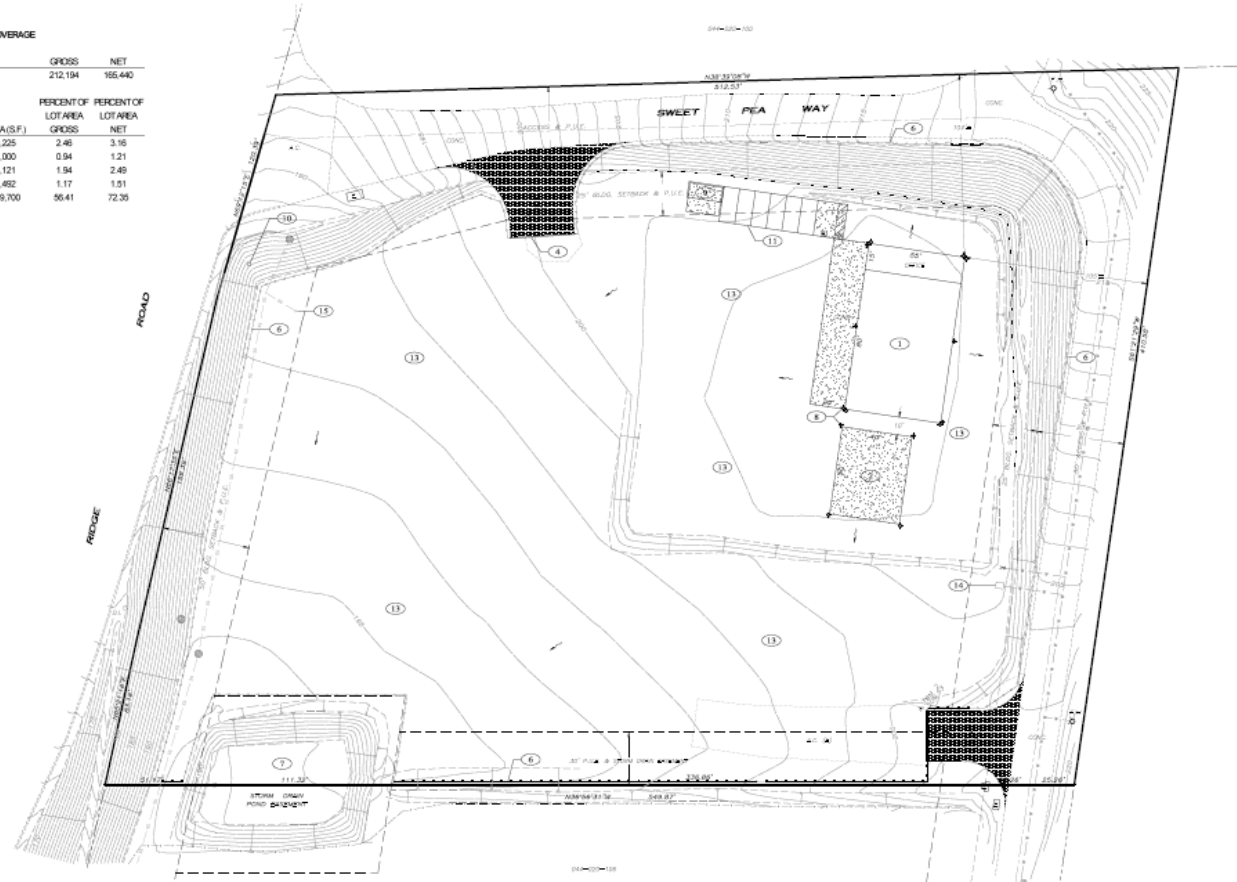
- 1 NEW 5,000+ S.F. STEEL SHOP BUILDING W/ OFFICE & CONCRETE APRON
- 2 NEW 2,000+ S.F. CONCRETE PAD, COVERED
- 3 NEW PRIMARY ENCROACHMENT TO SWEET PEA WAY
- 4 SECURITY GATE • TYPE TO BE DETERMINED
- 5 EMERGENCY ENCROACHMENT W/ GATE
- 6 SECURITY FENCING (NEW), 6' TALL CHAIN LINK W/ STEEL POSTS & 3 WIRE TOP
- 7 STORMWATER DETENTION BASIN W/ MITERED DISCHARGE & EMERGENCY OVERTFLOW EXISTING
- 8 SECURITY LIGHTING, BUILDING-MOUNTED LED DAY/NIGHT, SUELLED & DOWNCAST APPROX. 1.0 FC ILLUMINANCE
- 9 TRASH ENCLOSURE • 8' X 16' X 6' HIGH CONCRETE BLOCK W/ STUCCO FINISH
- 10 POLE-MOUNTED SIGN, SHOWN SCHEMATICALLY, REQUIRES SEPARATE PERMITTING
- 11 PASSENGER VEHICLE PARKING, FIVE (5) SPACES REQUIRED; SEVEN (7) SPACES SHOWN
- 12 ASPHALT OR CONCRETE PAVEMENT
- 13 ROLLED & COMPACTED AGGREGATE BASE
- 14 POTABLE WATER POINT OF CONNECTION
- 15 SANITARY SEWER POINT OF CONNECTION

### LEGEND

-  A.C. PAVEMENT SURFACE - NEW
-  CONCRETE SURFACE - NEW
-  SECURITY FENCING - NEW
-  PROPERTY BOUNDARY
-  RUNOFF FLOW DIRECTION
-  BUILDING-MOUNTED SECURITY LIGHT
-  UNDERGROUND WATER
-  UNDERGROUND SANITARY SEWER



OVERALL LOT AREA (S.F.)	LOT COVERAGE		
	GROSS	NET	
	212,194	165,440	
ENCLOSED BUILDINGS	PERCENT OF LOT AREA		
	AREA (S.F.)	GROSS	NET
COVERED EQUIPMENT BAY	5,225	2.46	3.16
ASPHALT CONCRETE	2,000	0.94	1.21
CONCRETE	4,121	1.94	2.49
CONCRETE	2,462	1.17	1.51
AGGREGATE BASE	119,700	56.41	72.39



VICINITY MAP  
NOT TO SCALE

SHEET 1 OF 1  
REVISED 04-15-26

**DELTA ENGINEERING, INC.**  
ENGINEERING LAND DEVELOPMENT  
PLANNING ENVIRONMENTAL PERMITTING  
41 MAIN STREET JACKSON, CA 95842  
209-225-1441 #90DELTAENGINEERING.COM

**DISCUSSION:**

The project site is situated in an area with other industrial used and within very close proximity to the Amador County Airport. Surrounding uses include RV storage and residential to the north (across Ridge Road), building materials storage to the east, the Amador County Airport to the south, and Sweet Pea Septic and material storage to the east.

General Plan: The Project site is designated “I” Industrial on the Land Use Diagram. The “I” Industrial land use designation is applied to lands most suitable for manufacturing or light industrial activities. The site is not within a Planned Development overlay zone, and therefore heavy industrial uses are allowed.

- Minimum parcel or lot size is 40,000 square feet.
  - The Project parcel is approximately 212,194 square feet (2.06 acres) in compliance with the land use standard.
- Maximum lot coverage of 90%.
  - The Project coverage is below the maximum coverage standard with about 5% coverage.

**LOT COVERAGE**

		GROSS	NET
OVERALL LOT AREA (S.F.)		212,194	165,440
		PERCENT OF LOT AREA GROSS	PERCENT OF LOT AREA NET
	AREA (S.F.)		
ENCLOSED BUILDINGS	5,225	2.46	3.16
COVERED EQUIPMENT BAY	2,000	0.94	1.21
ASPHALT CONCRETE	4,121	1.94	2.49
CONCRETE	2,492	1.17	1.51
AGGREGATE BASE	119,700	56.41	72.35

- Maximum building height is 50 feet.
  - The Project proposes the structures to be just over 25’.

Zoning: The Project site is designated “I-2” ([Heavy Industrial](#)) on the Zoning Map. The I-2 Zone is designated for the City’s most intense industrial uses. Repair and overhaul and storage of heavy equipment is permitted uses in the I-2 Zone. The project complies with all development standards.

Design Standards: The application is not with the Historic District and therefore was not reviewed by the Design Review Committee. They are proposing a steel shop building in a tan color, with red brick trim. The building is simple in form but does include a varied roofline and windows to break up the elevations. The style is in keeping with the surrounding uses.

Parking: The Sutter Creek Municipal code does not explicitly have heavy equipment service and storage as a listed use. General manufacturing and industrial requires 1 space for every 1,000 sf of floor area and warehouses and storage facilities require 1 space for every 2,000 sf of floor area. Staff categorizes this site as general manufacturing and industrial, therefore 5 parking spaces are required.

The applicant is proposing 7 parking spaces. The site can accommodate additional parking as needed.

Fencing: The applicant is proposing fence the entire property with a 6' 8" tall security fence and gate. The fence will have 3 wire across the top. This is consistent with other fencing in the area and allowed within the municipal code.



Access: Main access to the project is off of Sweet Pea Way, with emergency access located off Sweet Pea Way at the southside of the site.

Landscaping: The site was previously cleared and the applicant is not proposing any landscaping at this time,

California Environmental Quality Act (CEQA) Guidelines: This project qualifies for a Categorical Exemption under Section 15332, Class 32 (In-fill Development Projects), of the California Environmental Quality Act (CEQA) Guidelines. The project complies with the CEQA Categorical Exemption criteria, discussed below:

- a) The Project is consistent with the Sutter Creek General Plan, Zoning, and applicable regulations.
- b) The Project occurs within Sutter Creek’s city limits on a 4.87 acre site, which is less than the five acre criteria, and the site is substantially surrounded by urban uses, including other industrial uses.
- c) The project site has no value as critical habitat for endangered, rare, or threatened species.

**REFERRALS:**

The initial application package was referred to City staff and affected agencies. The City received comments back from the following departments or agencies:

- CalTrans
- City Engineering Department
- City's Sewer Engineer
- PG&E
- Amador County Environmental Health

The comments received have either been incorporated into the proposal or included as Conditions of Approval.

Staff recommends approval of the Site Plan application as presented, with the following Findings and Conditions of Approval:

**FINDINGS:**

Site Plan

Pursuant to Section [18.50 \(Site Plan Review\)](#), all development within the I-2 zoning district is required to obtain Site Plan approval. The applicant has submitted the necessary materials and plans to satisfy the submittal requirements for Site Plan review.

In order for the Planning Commission to grant approval of the Site Plan permit, they must make the following findings:

- A. The proposed site development is essential or desirable to the public convenience or welfare;
- B. The proposed site development will not impair the integrity and character of the area in which it is located, or the zoning district;
- C. The proposed site development will insure that adequate public utilities and services are provided so that the project would not be detrimental to public health, safety, or general welfare;

**RECOMMENDATION:**

Staff recommends approval of the Site Plan application as presented, based on the following Findings and with the following Conditions of Approval:

- A. The proposed site development is essential or desirable to the public convenience or welfare;

*The project will construct a 5,000 sf steel building which will house a heavy equipment business. The development makes efficient use of previously roughly developed lot and contributes to the local economy through sales tax, which supports the public convenience and general welfare.*

- B. The proposed site development will not impair the integrity and character of the area in which it is located, or the zoning district;

*The proposal is consistent with the allowable uses within the I-2 zoning district and surrounding used.*

- C. The proposed site development will insure that adequate public utilities and services provided so that the project would not be detrimental to public health, safety, or general welfare;

*All necessary public improvements have previously been installed, including street improvements, drainage facilities, and utility stub-outs. The development will not be detrimental to public health, safety, or general welfare.*

**CONDITIONS OF APPROVAL:**

1. Applicant shall pay the \$50.00 CEQA Notice of Exemption (NOE) filing fee to the Amador County Recorder.
2. Applicant shall comply with Section 18.06.090 and 18.06.100 of the Zoning Code regarding the 12-month period to implement the Project and/or Extension of time.
3. Applicant must obtain a Business License.
4. Any proposed signs, must first receive approval from the Planning Commission, prior to installation.

**Sewer**

5. A connection fee for one (1) ESFU will be required to be paid prior to the granting of occupancy for the building. Water usage will be monitored and any connection or monthly charges generated above one (1) ESFU will be applied to the account in the future.
6. All cleaning of solvents used for parts, tools, and wash-up shall be contained within a recycling system. The system shall not be discharged into the site's sewer system. The system shall be serviced by a business licensed to do so.
7. The business shall install a sand-oil separator and a drainage collection system to collect all washdown water from the service and repair bays. If washdown areas are to be located outside of the building, the areas must be covered so that no rainwater is allowed to enter the system. Oil absorption pads shall be used within the sand-oil separator.

**Building/Engineering**

8. All parking spaces, aisles, and approach lanes must be paved per Sutter Creek Municipal Code Section 18.48.050.
9. A grading, utility, and improvement plan shall be prepared by a licensed professional for review and approval by the City Engineer.
10. Approval must be received from the franchise trash hauler that the trash enclosure design meets their standards.
11. Provide verification that the storm water retention pond is sized for increased runoff due to the proposed improvements.

**Amador County Environmental Health**

12. Comply with all CUPA regulations, including obtaining a permit if the following thresholds are met:
  - a. More than 200 cubic feet of compressed gas
  - b. More than 500 pounds of a solid
  - c. More than 55 gallons of hazardous liquid.

**Attachments:**

1. Application
2. Plans
3. Resolution No. 25-26-XX Approving a Site Plan Permit for 11821 Sweet Pea Way

City of Sutter Creek  
18 Main Street  
Sutter Creek, CA 95685  
209-267-5647

RECEIVED: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_

www.cityofsuttercreek.org

**Submission Requirements**

- 1- Application\*
  - 2- Map\*
  - 3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall*)
- \*All documentaion must be submitted via the application portal on the City website*

**SITE PLAN APPLICATION**

Page 1 of 8

**Project Applicant:**

Name: THE CAMPBELL CORPORATION Phone: 916-340-4469  
 Mailing Address: 60 Ridge Road, Suite C, Sutter Creek CA 95685 Email: \_\_\_\_\_  
 City: Sutter Creek State: CA Zip: 95685

**Property Owner:**

Name: Joshua Gilliam Phone: 916-340-4469  
 Mailing Address: 60 Ridge Road, Suite C, Sutter Creek CA 95685 Email: josh@campbell-forest.com  
 City: Sutter Creek State: CA Zip: 95685

Is this person the project contact? If not, please specify who the contact person is. Yes

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Project Location:**

APN: 044-020-107-000  
 Project Address: 11821 Sweet Pea Way, Sutter Creek, CA 95685

Is this located in the Historic District? Yes  No   
*If yes, please see checklist for Design Review.*

Deed References (book and page): 2024-0007052 Parcel 4 of PM 60M98

General description of location: South side of Ridge Road approximately 0.46 miles east of highway 49

Zoning District: I2: Heavy Industrial General Plan Land Use Designation: I: Industrial

**Applicant certification, signature(s), and agreement to pay application processing costs.**

I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting Certificate of Compliance approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.

Joshua Gilliam  
Printed Name

*Joshua Gilliam*  
Signature

April 6th, 2025  
Date

**ENVIRONMENTAL INFORMATION**

1. Describe Project: We intend to build a heavy equipment service and repair facility and offer our services to the public. We also intend to lease assembly and display space to Bozeman Trailers who will sell lowbed trailers B2B. Moreover, we intend to lease space to businesses for heavy equipment storage. A final use is leasing heavy equipment to businesses.
2. Existing use of property(ies): It is currently rough graded land. There are no structures or uses.
3. Will grading occur on slopes of 10% or more? No. It is already graded.
4. Will any springs or wet areas be affected as a result of this project? No
5. Estimated length of proposed roads and driveways: Approximately 700 L.F
6. Estimated type and amount (acreage or number) of vegetation to be disturbed for grading, roads, driveways, building sites, or other alteration. (Examples: Approx. 1 acre of Manzanita and other Brush to be cleared for building pads; over 100 small shrubs and oak trees to be cleared, etc.):  
The site has already been cleared of vegetation. No further impact projected.
7. Project description: Use space below and/or attach additional sheets giving project description in sufficient detail to allow adequate evaluation of potential effects.
  - a. Proposed facilities: Shop for Service and Repair; Covered Pad for Heavy Equipment Repair. Office.
  - b. Building Sizes: Shop: 80' x 55'; Office: 55' x 15' Covered Pad: 50' x 40' (see attached elevations)
  - c. Access: Sweet Pea Way via two (2) encroachments
  - d. Parking: Seven spaces to accommodate employees and customers.
  - e. Water Source: Amador Water Agency
  - f. Estimated Water Consumption: Approximately 750 CF per month
  - g. Method of Sewage Disposal: City of Sutter Creek
  - h. Nature of Business: Heavy Equipment Service and Repair
  - i. Estimated Daily Volume of Traffic: 10 vehicles
  - j. Estimated Number of Employees: 2
  - k. Estimated Energy Consumption: Minimal
  - l. Percentage of lot to be covered by buildings/paving: 4.4 / 3.9 (NET AC.)
  - m. Construction schedule: Construction will begin within 90 days of receiving all permitting
  - n. Any historical/archaeological features on property: No
  - o. Other (please explain): \_\_\_\_\_
8. Describe special circumstances of the project or project site which may result in problems or adverse environmental effects. (Example: steep slopes, drainages, noisy equipment, hazardous access, lack of services.): No negative special circumstances projected

9. Indicate mitigation measures which may lessen problems or adverse environmental effects (including energy conservation) to be incorporated into project to eliminate or reduce adverse effects):  
An existing storm-water detention basin will mitigate storm-water runoff impacts. We will also add solar as part of the  
the initial build in order to reduce demands on the public grid
- 
10. Describe most logical alternatives to project and how these alternatives would change the problems or effects discussed in items 13 and 14 above (include the alternative of “no project”): \_\_\_\_\_  
Proposed uses are consistent with General Plan and zoning designations and the proposed site plan is consistent with  
the municipal code.
-

# SITE PLAN FOR SITE PLAN PERMITTING THE CAMPBELL CORPORATION

11821 SWEET PEA WAY, SUTTER CREEK  
AMADOR COUNTY, CALIFORNIA

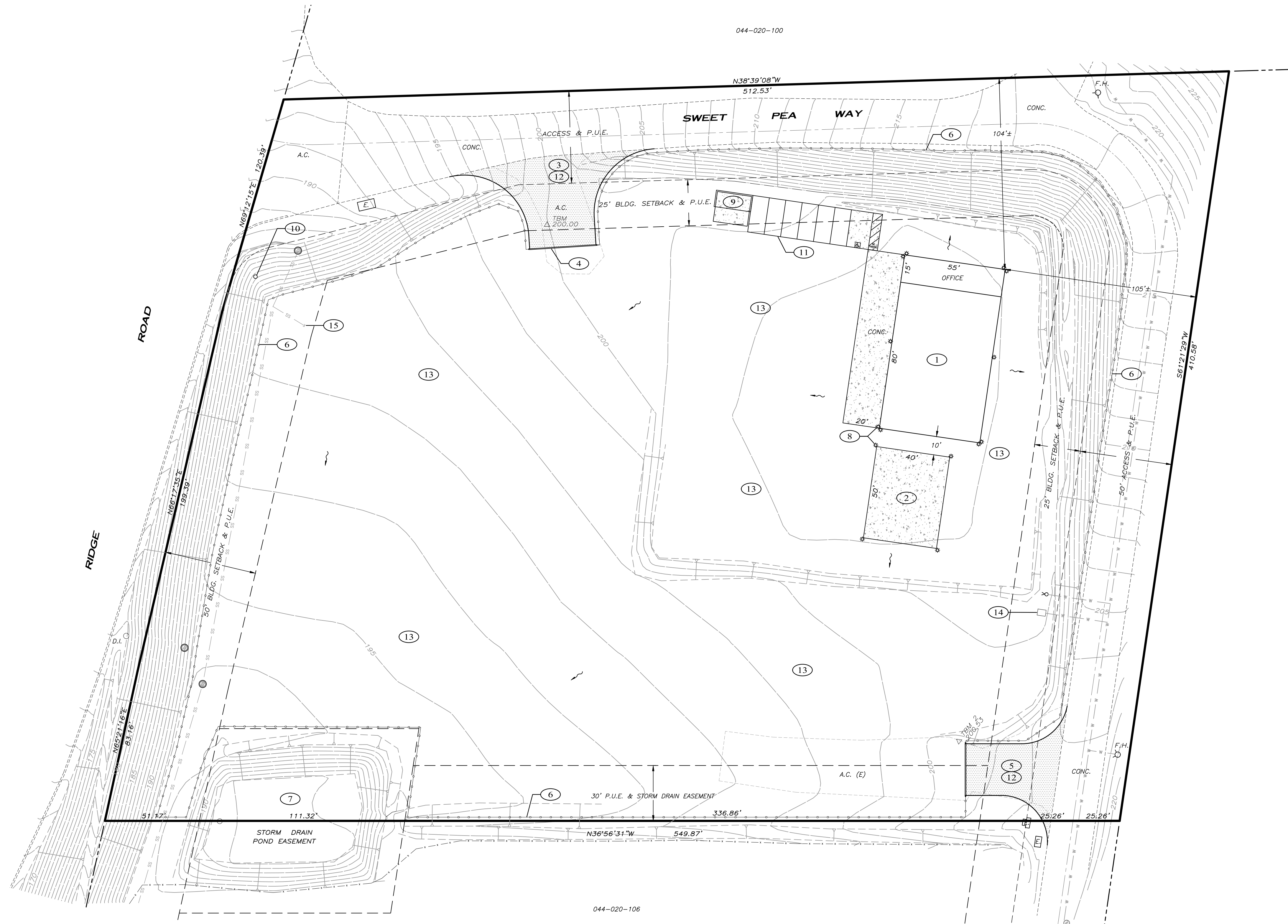
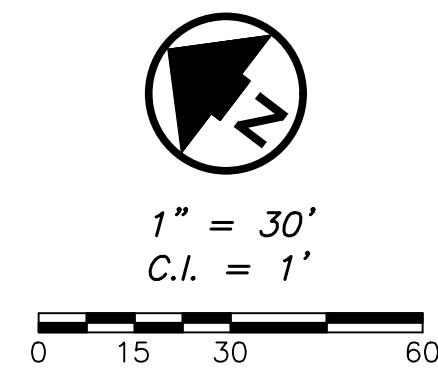
APRIL, 2026

**APPLICANT:**

The Campbell Corporation  
60 Ridge Road, Suite C  
Sutter Creek, CA 95685  
(916) 340-4469

**PREPARED BY:**

DELTA ENGINEERING, INC.  
Robin D. Peters, P.E. RCE No. 58604  
41 Main Street  
Jackson, CA 95642  
(209) 223-1441

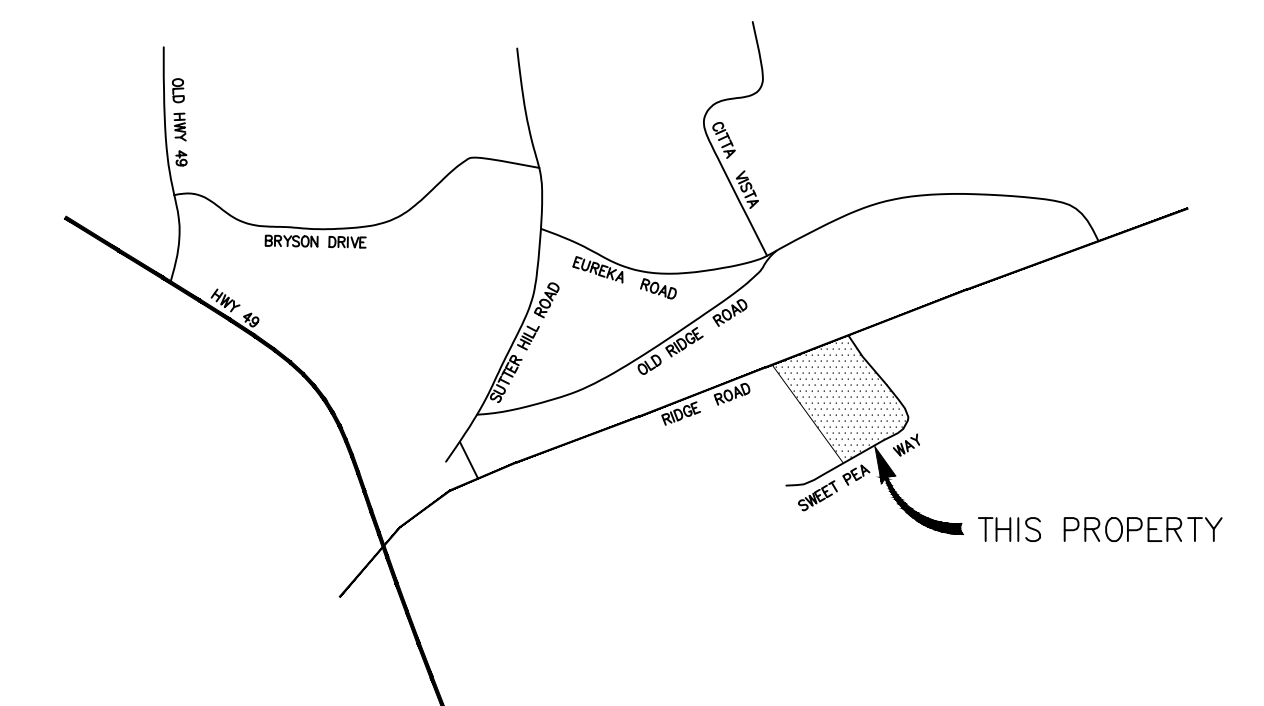


**SITE PLAN FEATURES**

- ① NEW 5,000± S.F. STEEL SHOP BUILDING W/ OFFICE & CONCRETE APRON
- ② NEW 2,000± S.F. CONCRETE PAD, COVERED
- ③ NEW PRIMARY ENCROACHMENT TO SWEET PEA WAY
- ④ SECURITY GATE - TYPE TO BE DETERMINED
- ⑤ EMERGENCY ENCROACHMENT W/ GATE
- ⑥ SECURITY FENCING (NEW), 6-8" TALL CHAIN LINK W/ STEEL POSTS & 3 WIRE TOP
- ⑦ STORMWATER DETENTION BASIN W/ METERED DISCHARGE & EMERGENCY OVERFLOW (EXISTING)
- ⑧ SECURITY LIGHTING, BUILDING-MOUNTED LED DAY/NIGHT, SHIELDED & DOWNCAST APPROX. 1.0 FC ILLUMINANCE.
- ⑨ TRASH ENCLOSURE - 8' X 18' X 6' HIGH CONCRETE BLOCK W/ STUCCO FINISH;
- ⑩ POLE-MOUNTED SIGN, SHOWN SCHEMATICALLY. REQUIRES SEPARATE PERMITTING
- ⑪ PASSENGER VEHICLE PARKING, FIVE (5) SPACES REQUIRED; SEVEN (7) SPACES SHOWN
- ⑫ ASPHALT OR CONCRETE PAVEMENT
- ⑬ ROLLED & COMPACTED AGGREGATE BASE
- ⑭ POTABLE WATER POINT OF CONNECTION
- ⑮ SANITARY SEWER POINT OF CONNECTION

**LEGEND**

- A.C. PAVEMENT SURFACE - NEW
- CONCRETE SURFACE - NEW
- SECURITY FENCING - NEW
- PROPERTY BOUNDARY
- RUNOFF FLOW DIRECTION
- BUILDING-MOUNTED SECURITY LIGHT
- UNDERGROUND WATER
- UNDERGROUND SANITARY SEWER



VICINITY MAP  
NOT TO SCALE

CAMPBELL CORPORATION SITE PLAN - 11821 SWEET PEA WAY, SUTTER CREEK - #260016

**DELTA ENGINEERING, INC.**  
ENGINEERING LAND DEVELOPMENT  
PLANNING ENVIRONMENTAL PERMITTING  
41 MAIN STREET JACKSON, CA 95642  
209-223-1441 INFO@DELTAENGINEERINGINC.COM



AC DRAFTING  
DRAFTING CONSULTANT  
13471 MARKO LN.  
PINE GROVE, CA 95665  
209-559-3997

24-MAR-2026

A.P.N. 000-000-000-000

Project: PROPOSED SHOP & OFFICE W/ CARPORT

Owner: JOSH GILLIAM

PROJECT NUMBER:  
00-00-00-000

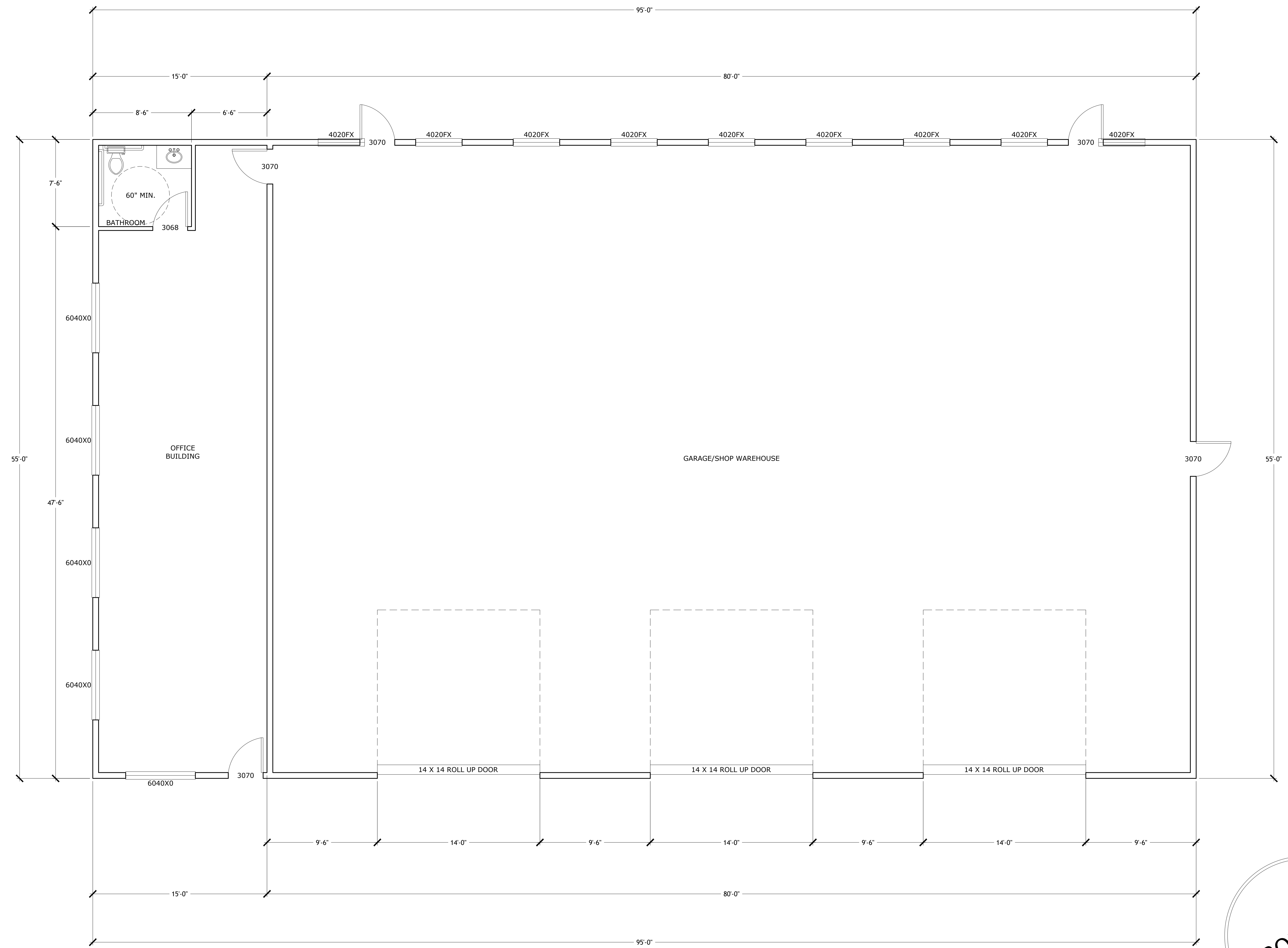
REVISIONS



DRAWN BY: ACH  
CHECKED BY:

PROPOSED SHOP  
SCALE: 1/4" = 1'-0"

SHEET:  
**A1**  
1 OF 5



**PROPOSED**



AC DRAFTING  
DRAFTING CONSULTANT  
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PINE GROVE, CA 95665  
209-559-3997

24-MAR-2026

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Project: PROPOSED SHOP & OFFICE W/ CARPORT

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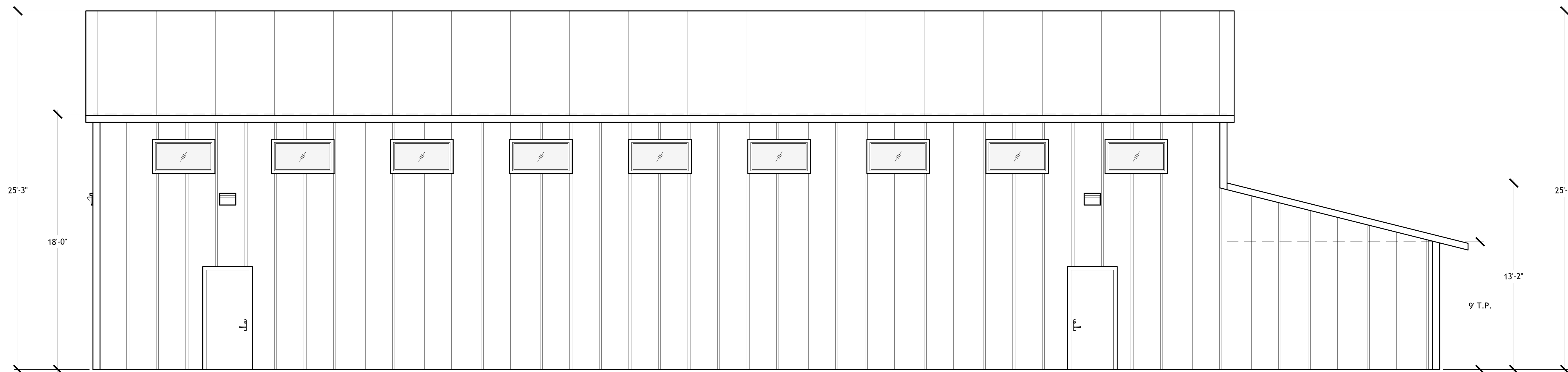
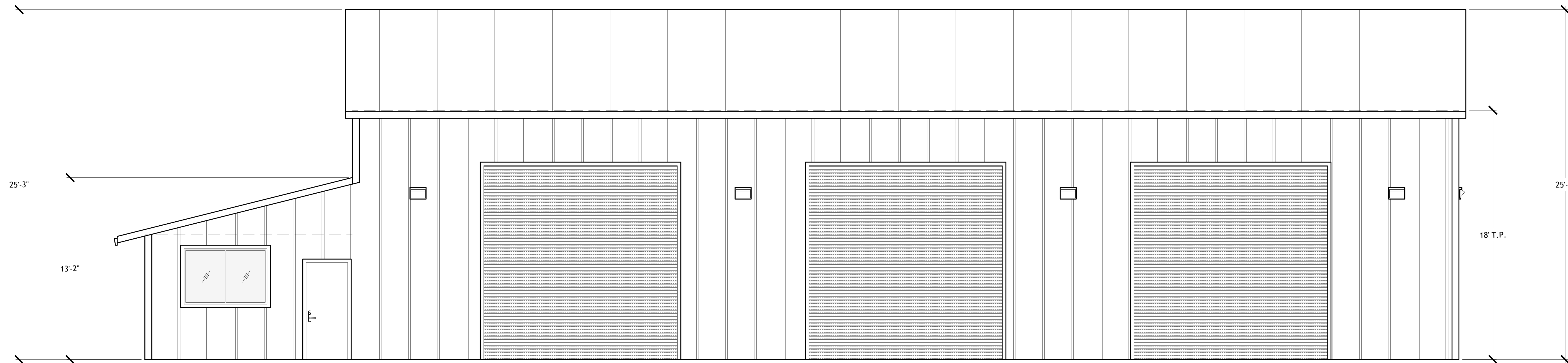
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REVISIONS	
A	

DRAWN BY: ACH  
CHECKED BY:

FRONT & REAR ELEVATION  
SCALE: 1/4" = 1'-0"

SHEET:  
**A2**  
2 OF 5





AC DRAFTING  
DRAFTING CONSULTANT  
13471 MARKO LN.  
PINE GROVE, CA 95665  
209-559-3997

24-MAR-2026

A.P.N. 000-000-000-000

Project: PROPOSED SHOP & OFFICE W/ CARPORT

Owner: JOSH GILLIAM

PROJECT NUMBER:  
00-00-00-000

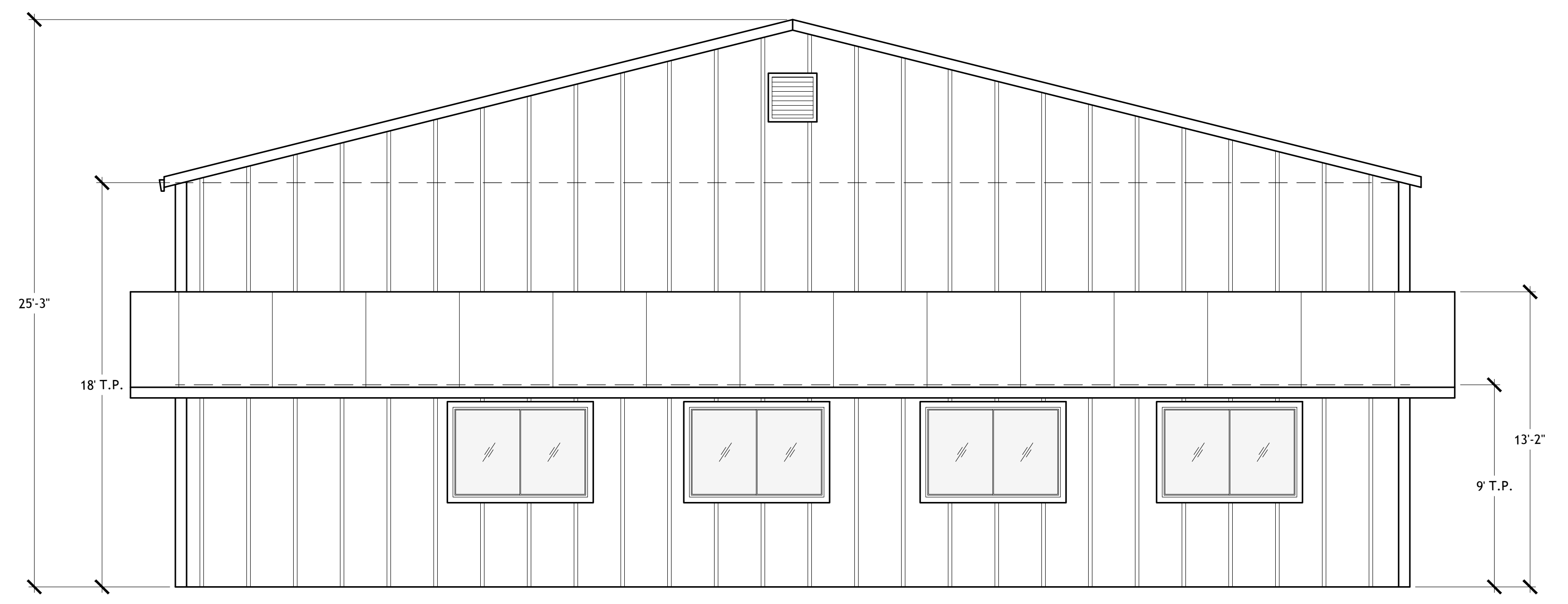
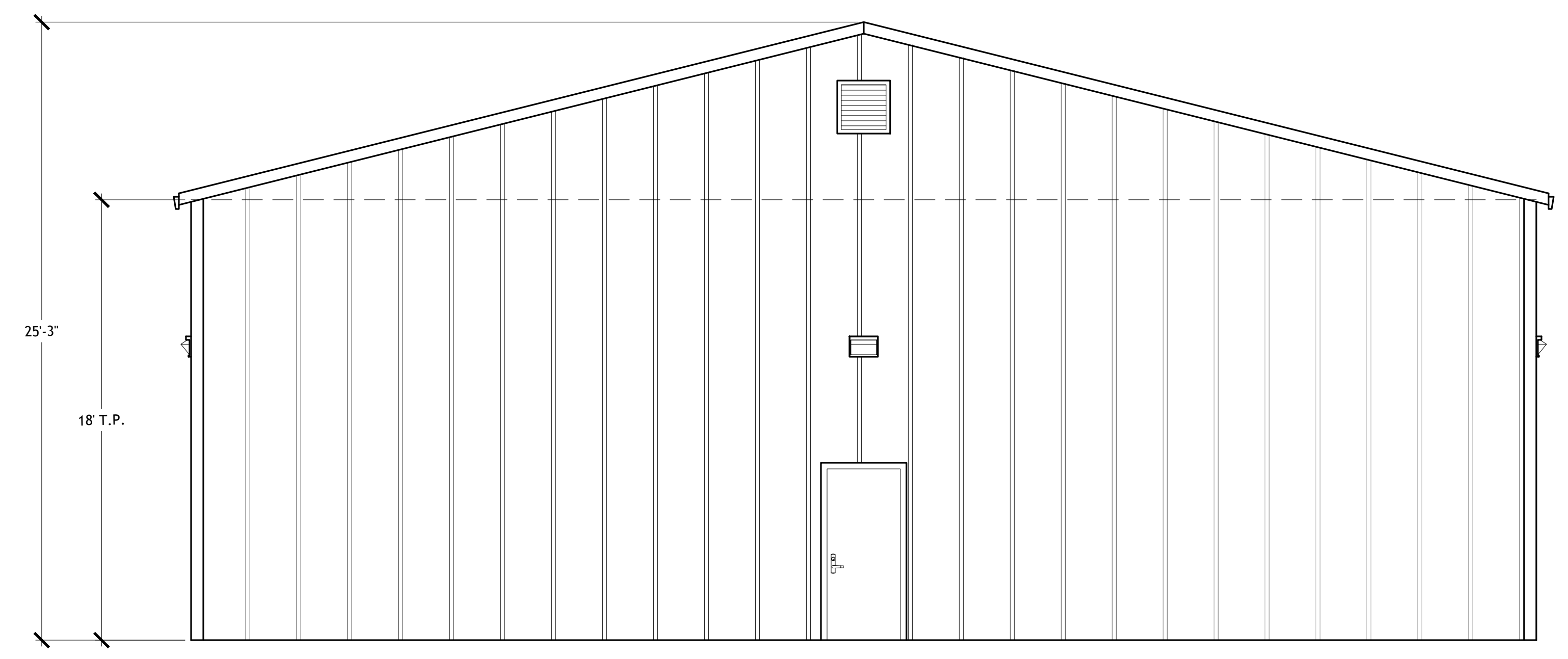
REVISIONS



DRAWN BY: ACH  
CHECKED BY:

LEFT & RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"

SHEET:  
**A3**  
3 OF 5



TOTAL SQ. FT: 2,000 SQ. FT.



AC DRAFTING  
DRAFTING CONSULTANT  
13471 MARKO LN.  
PINE GROVE, CA 95665  
209-559-3997

24-MAR-2026

A.P.N. 000-000-000-000

Project: PROPOSED SHOP & OFFICE W/ CARPORT

Owner: JOSH GILLIAM

PROJECT NUMBER:  
00-00-00-000

REVISIONS



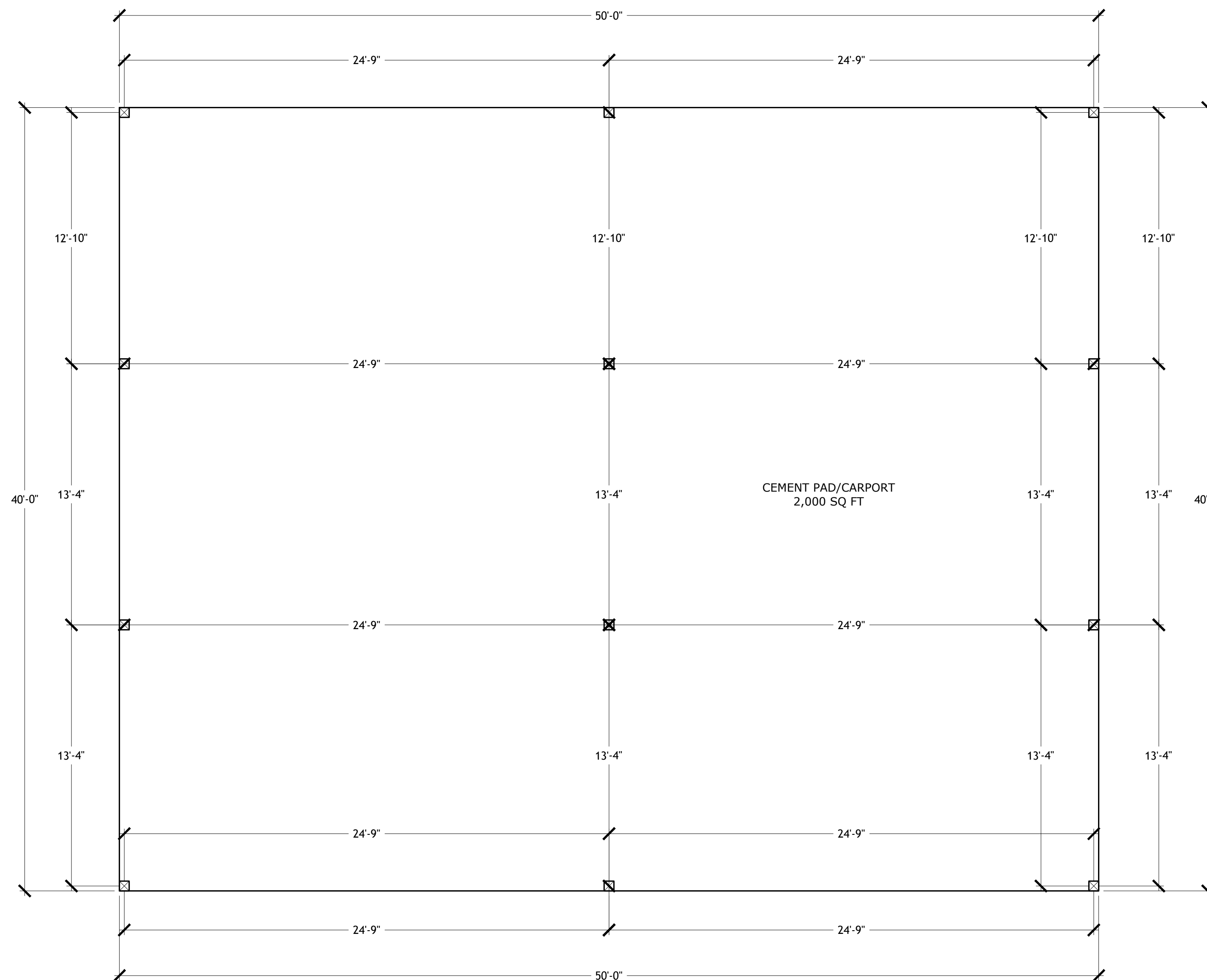
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CHECKED BY:

PROPOSED CARPORT  
SCALE: 1/4" = 1'-0"

SHEET:

A4

4 OF 5





AC DRAFTING  
DRAFTING CONSULTANT  
13471 MARKO LN.  
PINE GROVE, CA 95665  
209-559-3997

24-MAR-2026

A.P.N. 000-000-000-000

Project: PROPOSED SHOP & OFFICE W/ CARPORT

Owner: JOSH GILLIAM

PROJECT NUMBER:  
00-00-00-000

REVISIONS



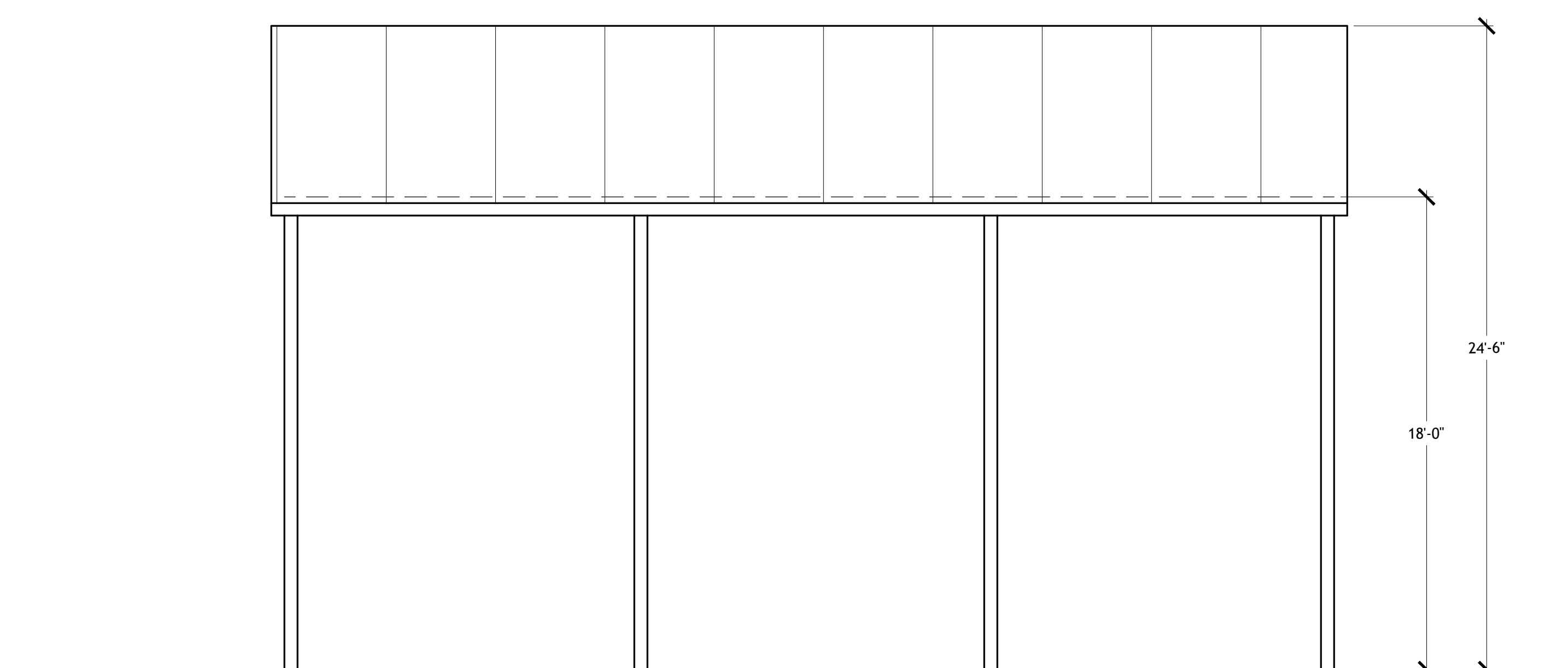
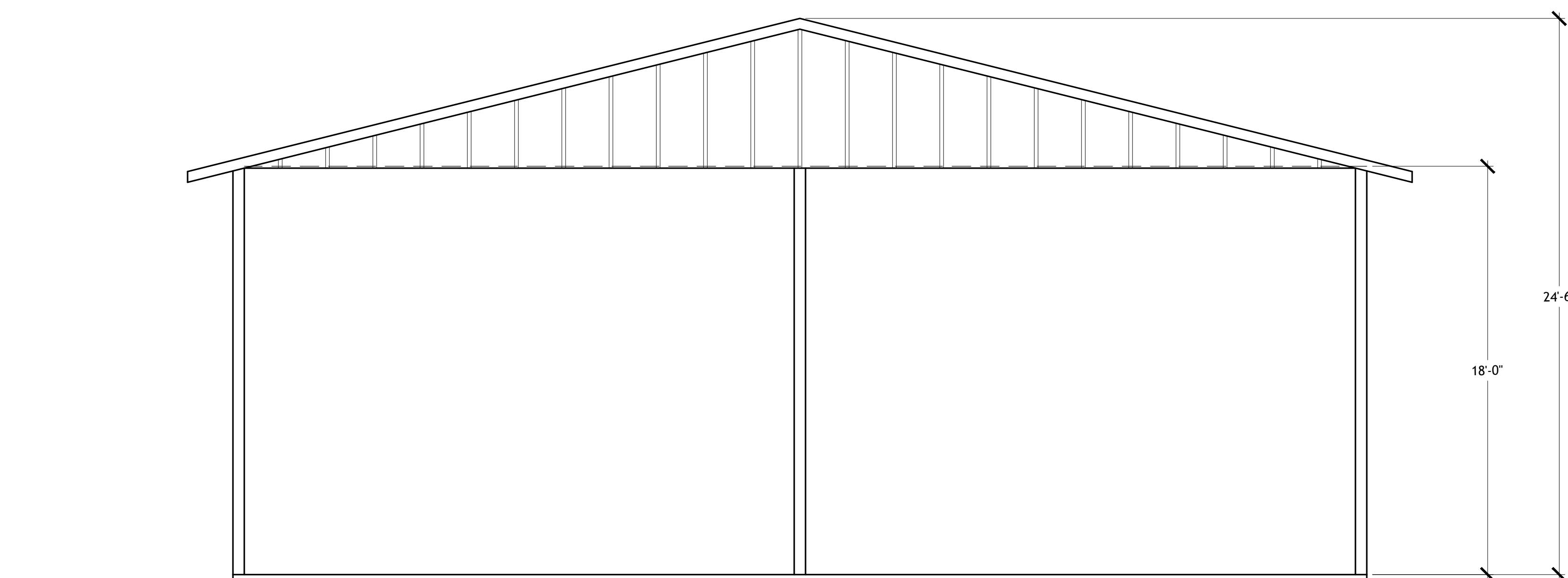
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CHECKED BY:

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LEFT & RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"

SHEET:

A5

5 OF 5



**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUTTER CREEK APPROVING THE SITE PLAN PERMIT FOR 11821 SWEET PEA WAY (APN 040-020-107)**

**WHEREAS**, on the Planning Commission of the City of Sutter Creek did on Monday May 11, 2026, hold a public hearing for a Site Plan application for the development of a 5,000 sf steel building, 2,000 sf covered concrete pad, and site improvements at 11821 Sweet Pea Way; and

**WHEREAS**, the Planning Commission did at the public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance, and at the close of the public hearing did deliberate; and

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 15332 (In-fill Development) Categorical Exemption under CEQA.

**NOW, THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Sutter Creek hereby approves a Site Plan Permit for 11821 SWEET PEA WAY (APN 040-020-107) based on the following Findings:

1. The proposed site development is essential or desirable to the public convenience or welfare;
2. The proposed site development will not impair the integrity and character of the area in which it is located, or the zoning district;
3. The proposed site development will insure that adequate public utilities and services are provided so that the project would not be detrimental to public health, safety, or general welfare;

**BE IT FURTHER RESOLVED** the Planning Commission hereby approves the Site Plan Permit, subject to the following Conditions of Approval:

1. Applicant shall pay the \$50.00 CEQA Notice of Exemption (NOE) filing fee to the Amador County Recorder.
2. Applicant shall comply with Section 18.06.090 and 18.06.100 of the Zoning Code regarding the 12-month period to implement the Project and/or Extension of time.
3. Applicant must obtain a Business License.
4. Any proposed signs, must first receive approval from the Planning Commission, prior to installation.

**Sewer**

5. A connection fee for one (1) ESFU will be required to be paid prior to the granting of occupancy for the building. Water usage will be monitored and any connection or monthly charges generated above one (1) ESFU will be applied to the account in the future.
6. All cleaning of solvents used for parts, tools, and wash-up shall be contained within a recycling system. The system shall not be discharged into the site’s sewer system. The system shall be serviced by a business licensed to do so.
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located outside of the building, the areas must be covered so that no rainwater is allowed to enter the system. Oil absorption pads shall be used within the sand-oil separator.

**Building/Engineering**

- 8. All parking spaces, aisles, and approach lanes must be paved per Sutter Creek Municipal Code Section 18.48.050.
- 9. A grading, utility, and improvement plan shall be prepared by a licensed professional for review and approval by the City Engineer.
- 10. Approval must be received from the franchise trash hauler that the trash enclosure design meets their standards.
- 11. Provide verification that the storm water retention pond is sized for increased runoff due to the proposed improvements.

**Amador County Environmental Health**

- 12. Comply with all CUPA regulations, including obtaining a permit if the following thresholds are met:
  - a. More than 200 cubic feet of compressed gas
  - b. More than 500 pounds of a solid
  - c. More than 55 gallons of hazardous liquid.

**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on Monday the 11th day of May, 2026 by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

**THE CITY OF SUTTER CREEK**

---

**Lucy Mulvey, Chairman**

**ATTEST:**

---

**Pam Caronongan, City Clerk**