



## **Planning Commission Meeting Agenda**

**Monday, April 14, 2025 at 6:00 PM**

**33 Church Street, Sutter Creek, CA 95685**

**The Agenda can be found on the City's Website: [www.cityofsuttercreek.org](http://www.cityofsuttercreek.org)**

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**The City of Sutter Creek Planning Commission Meeting will be available via Zoom and in person.**

**Join Zoom meeting:**

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

**Please note: Zoom participation is only available for VIEWING the Council meeting.**

**\*Public Comment will not be taken from Zoom\***

**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.*

- 1. Call to Order and Establish a Quorum for Regular Meeting**
- 2. Pledge of Allegiance to the Flag**
- 3. Swearing In of New Commissioners**

**A. Swear in New Commissioners**

*Laura Damiani*

*Rob Trudgen*

- 4. 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.

**5. 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 10, 2025](#)**

[Recommendation: Approval of Minutes](#)

**6. Public Hearings**

**A. [CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL](#)**

[90 Boston Alley APN 018-132-017](#)

[1. Conduct a public hearing and receive public input, and](#)

[2. Find that the project is Categorically Exempt under Class 32 of the CEQA Guidelines; and](#)

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

**B. [CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL](#)**

[110 Gopher Flat Road APN 018-092-003](#)

[1. Conduct a public hearing and receive public input, and](#)

[2. Find that the project is Categorically Exempt under Class 32 of the CEQA Guidelines; and](#)

[3. Adopt Resolution 24-25-\\* approving a Conditional Use Permit for Pamela Lohman to operate a Short-Term Rental, , at 110 Gopher Flat Road, based on the proposed Findings and subject to the proposed Conditions of Approval.](#)

**C. [SITE PLAN PERMIT - 551 HWY 49- Italian Benevolent Society](#)**

[1. Conduct a public hearing and receive public input, and](#)

[2. Find that the project is Categorically Exempt under 15301 \(Existing\) CEQA Guidelines; and](#)

[3. Adopt Resolution 24-25-\\*\\* approving a Site Plan Permit for the Italian Benevolent Society to construct a 384 sf shed. \(APN: 044-020-086\)](#)

**D. [Discussion item only: Site Plan Permit process](#)**

**7. Adjournment**



## **Planning Commission Meeting Minutes**

**Monday, March 10, 2025 at 6:00 PM**

**33 Church Street, Sutter Creek, CA 95685**

**The Agenda can be found on the City's Website: [www.cityofsuttercreek.org](http://www.cityofsuttercreek.org)**

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**The City of Sutter Creek City Council Meeting was available via Zoom and in person.**

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

PRESENT: Commissioners Lisa Ryan, Thomas Bagget, Lucy Mulvey

ABSENT: Commissioner Mike Kirkley

STAFF: Tom DuBois, Erin Ventura

### **2. Pledge of Allegiance to the Flag**

The pledge of allegiance was led by Thomas Bagget

### **3. Public Forum**

### **4. Consent Agenda**

A. Planning Commission Minutes of Jan 13, 2025

*Recommendation: Approval of Minutes*

B. Sign Permit Application: 32 Main St.. Applicant: Josh McEwen

*Recommendation: Approval of sign application as submitted*

Motion to approve Consent Agenda by Commissioner Mulvey, seconded by Commissioner Ryan,

Motion Passed 3 - 0 , Commissioner Kirkley absent

### **5. Public Hearings**

**Item 5.C** moved up in the agenda:

Commissioner Baggett has to recuse himself from this agenda item as he owns property 2 doors down from the property before the commission.

The agenda item will be continued on April 14th when a quorum is present to hear the matter.

- A. Variance Application** for David and Kathy Ghormley requesting a reduction in front yard setback from 25' to 18' for an accessory structure located at 190 Mahoney Mill Road.

Planner Ventura gave an update regarding the staff report. The application received conditional approval from the Design Review Committee (DRC). The Planning Commission is looking at variance findings for setbacks. The property is large but the slope constrains available space.

Staff recommended granting the variance to change the setback with vegetative screening and obtain design clearance.

Commissioner Mulvey - The existing garage has no setback, and new space has setback and lower than roadway, so in support of the application.

Motion to approve the variance application by Commission Mulvey, Second by Commissioner Ryan  
Motion Passes 3 - 0, Commissioner Kirkley absent

- B. SITE PLAN PERMIT** - 551 HWY 49, The Taco Spot/Italian Benevolent Society

Planner Ventura - Applicant would like to build a metal shade structure. The structure was approved by DRC and Caltrans. It has a 30 foot setback from the road. The structure is ADA compatible. The application is consistent with the General Plan.

Commissioner Ryan - The design looks good and it will look better there.

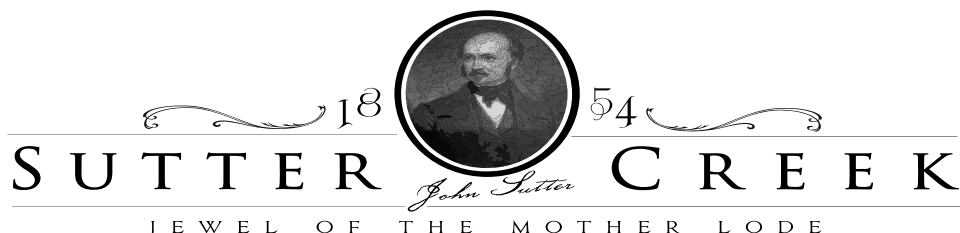
Commissioner Mulvey - There is a 30 foot setback, it has approval from DRC and Caltrans, I don't see any issues with the design.

Motion to approve the site plan permit by Commissioner Mulvey, Second by Commissioner Ryan  
Motion Passes 3 - 0 , Commissioner Kirkley absent

- C. CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL** – 90 Boston Alley, APN 018-132-017

Item continued to April 14, 2025

## 6. Adjournment at 6:14 PM



## STAFF REPORT

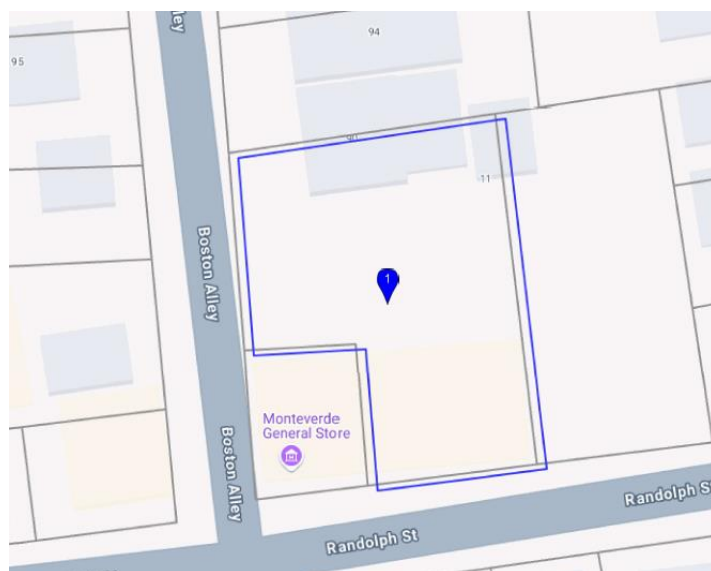
**TO:** PLANNING COMMISSION  
**MEETING DATE:** APRIL 14, 2025  
**FROM:** ERIN VENTURA, PLANNER  
**SUBJECT:** CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL  
 90 BOSTON ALLEY, SUTTER CREEK, APN 018-132-017

### RECOMMENDATION:

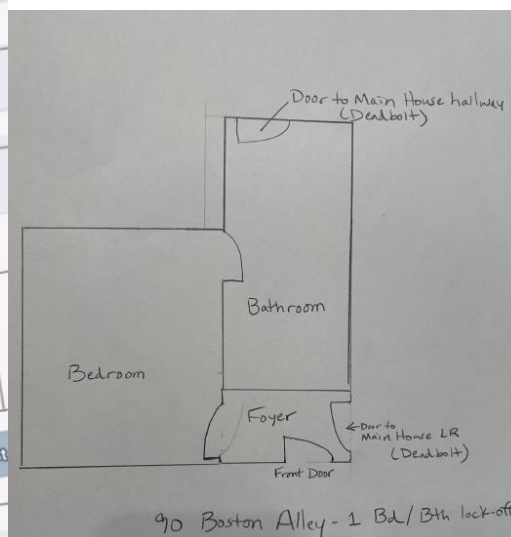
1. Conduct a public hearing and receive public input, and
2. Find that the project is Categorically Exempt under Class 32 of the CEQA Guidelines; and
3. Adopt Resolution 24-25-\* approving a Conditional Use Permit for Sandra Burns to operate a Short-Term Rental at 90 Boston Alley based on the proposed Findings and subject to the proposed Conditions of Approval.

### BACKGROUND:

Property owner, Sandra Burns, submitted an application for a Conditional Use Permit (Exhibit A) to use a single bedroom and bathroom in the existing house as a short term rental. The house is located at 90 Boston Alley. The bedroom and bathroom are separated from the main house by two deadbolted doors.

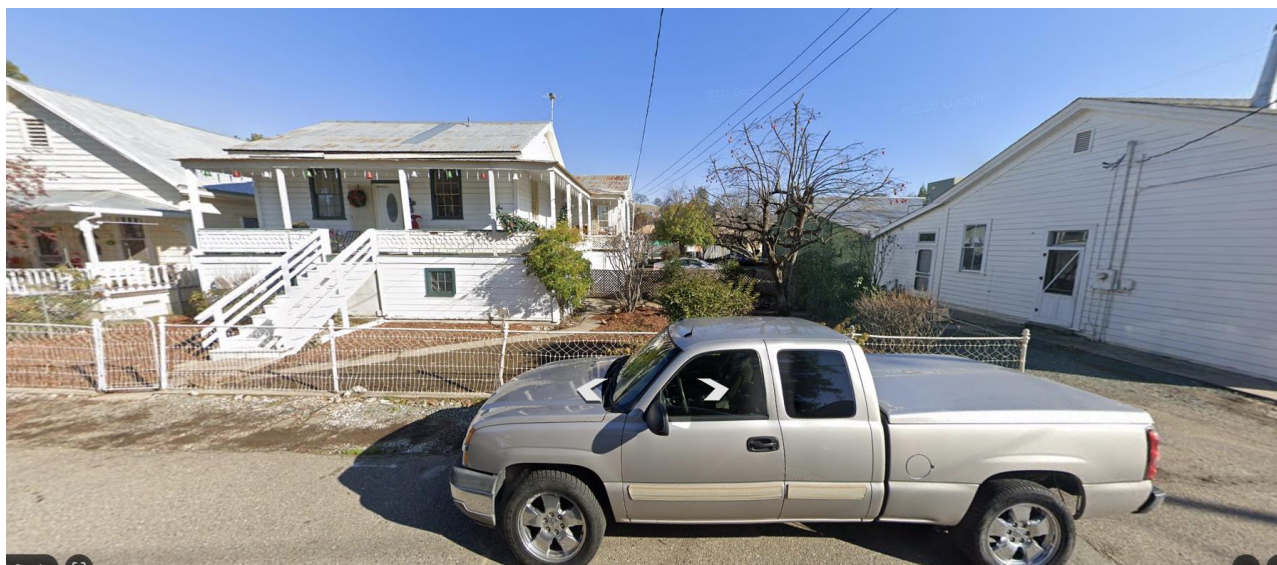


**Figure 1: Location Map**



**Figure 2: Floor Plan**

|                                                                                                                                                                                                                           |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Site Location                                                                                                                                                                                                             | 90 Boston Alley (APN 018-132-017)   |
| Building Plan                                                                                                                                                                                                             | 1 bedroom, 1 bath in existing house |
| Lot size                                                                                                                                                                                                                  | 11,325 Sq. Ft.                      |
| Zoning                                                                                                                                                                                                                    | R1 (Single Family Residential)      |
| General Plan Land Use Designation                                                                                                                                                                                         | RSF (Residential Single Family)     |
| Main Street Historic District                                                                                                                                                                                             | No                                  |
| Historic District                                                                                                                                                                                                         | Yes                                 |
| Parking Required per Municipal Code Section 18.48.030 Parking Requirements by Land Use, Transient occupancy. The requirement is one (1) space for each guest room plus one (1) space for each five (or less) guest rooms. | 1 spaces required.                  |



**Figure 3: Street View**

### **DISCUSSION:**

During the Council meeting on November 25, 2019, the Council instructed staff to keep track of the number of approved short-term rentals and to report back when the total reached twenty. Currently, there are eighteen active short-term rentals. In Fall of 2024, we returned to the City Council to discuss short term rentals and if they felt there needed to be any changes. At this time no additional changes to the ordinance are recommended and we will provide an update as the City receives more applications.

### **General Plan and Zoning**

The home is located in a single-family Residential Zone (R-1). Short-term rental units are functionally equivalent to Bed and Breakfast Inns. Bed and Breakfast Inns are permitted in any zone upon securing a Conditional Use Permit. (Municipal Code Section 18.60.020(B)).

Parking

The home has a driveway that can accommodate an additional car.

California Environmental Quality Act (CEQA) Guidelines

This use qualifies for a Categorical Exemption under Class 32 (In-Fill Development Projects)

Staff recommends the following conditions of approval:

1. Maintain the exterior appearance of the vacation rental unit compatible with the single-family residence.
2. Maintain one (1) off-street parking space that is available for use by vacationing families.
3. Maintain a valid City of Sutter Creek Business License.
4. Provide the City with proof of insurance.
5. Provide the City with a Site Plan and Floor Plan for the short-term rental.
6. Pay the monthly Transient Occupancy Tax to the City of Sutter Creek.
7. Provide a completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) It is the owner's responsibility to ensure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.
8. The maximum number of overnight guests for a short-term rental unit shall not exceed two persons per bedroom, except that children under the age of four 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., with the maximum daytime guests not to exceed two persons per bedroom plus four.
9. Occupants of the short-term rental unit shall comply with all standards and regulations stated in Chapter 10.50 of this Code concerning noise.
10. 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:
  - A. The contact information for the operator, with 24-hour availability.
  - B. The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this permit;
  - C. Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;

- D. A copy of the Chapter 10.50 of this Code concerning noise; and
  - E. Notification that the occupant or owner may be cited or fined by the City in accordance with this Code.
11. 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.
  12. 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.
  13. 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 is legally responsible 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.
  14. 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. Failure of the owner, and/or operator to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term rental unit within 60 minutes and appropriate manner shall be subject to all administrative, legal, and equitable remedies available to the City.
  15. The owner, operator, or local contact person shall report to the City Manager the name, violation, date, and time of disturbance of each person involved in *any* disorderly conduct activities, disturbances, or other violations of any applicable law, rule, or regulation pertaining to the use and occupancy of the subject short-term unit.
  16. 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 the City's Municipal Code.
  17. 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. In addition, the failure of the owner or operator to satisfy any of its obligations and requirements of Chapter 4.16 concerning transient occupancy taxes shall be an independent basis for modification, suspension, or revocation of any permit issued under this Chapter.

18. 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.
19. 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.
20. This is a non-transferrable permit.

**RESOLUTION 24-25-**  
**A RESOLUTION OF THE PLANNING COMMISSION OF**  
**THE CITY OF SUTTER CREEK APPROVING**  
**A CONDITIONAL USE PERMIT FOR**  
**SANDRA BURNS**  
**90 BOSTON ALLEY, SUTTER CREEK, CA 95685**  
**APN 018-132-017**

**WHEREAS**, the Planning Commission of the City of Sutter Creek did on Monday, April 14, 2025, held a public hearing on a Conditional Use Permit for SANDRA BURNS for Vacation Rental Use of a bedroom and bathroom located within the single family residence at 90 Boston Alley, Assessor Parcel No. 018-132-017 after properly noticing said hearing; and

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

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 32 Categorical Exemption under CEQA.

**NOW, THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Sutter Creek hereby approves a Conditional Use Permit for Sandra Burns based on the following Findings:

1. The proposed use of the property is essential or desirable to the public convenience or welfare because it will provide an important tourist-related service to the community.
2. The proposed use is in compliance with the Sutter Creek General Plan goals, policies, and Residential Single-Family Land Use designation.
3. The proposed use will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone – One Family Dwelling.
4. The proposed use would not be detrimental to public health, safety or general welfare because appropriate conditions of approval have been attached to the project.
5. The proposed use of the property implements the Sutter Creek General Plan and the purposes of the Planning Title, because the General Plan and Zoning Ordinance recognize the importance of providing visitor lodging to promote and encourage commercial activity in the community.

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

1. Maintain the exterior appearance of the vacation rental unit compatible with the single-family residence and detached accessory structure.

2. Maintain one (1) off-street parking space available for use by vacationing families.
3. Maintain a valid City of Sutter Creek Business License.
4. Provide the City with proof of insurance.
5. Provide the City with a Site Plan and Floor Plan for the short-term rental.
6. Pay the monthly Transient Occupancy Tax to the City of Sutter Creek.
7. Provide a completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) It is the owner's responsibility to ensure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.
8. The maximum number of overnight guests for a short-term rental unit shall not exceed two persons per bedroom, except that children under the age of four 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., with the maximum daytime guests not to exceed two persons per bedroom plus four.
9. Occupants of the short-term rental unit shall comply with all standards and regulations stated in Chapter 10.50 of this Code concerning noise.
10. 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:
  - A. The contact information for the operator, with 24-hour availability;
  - B. The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this permit;
  - C. Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;
  - D. A copy of the Chapter 10.50 of this Code concerning noise; and
  - E. Notification that the occupant or owner may be cited or fined by the City in accordance with this Code.
11. 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.
12. 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.

13. 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 is legally responsible 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.
14. 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. Failure of the owner, and/or operator to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term rental unit within 60 minutes and appropriate manner shall be subject to all administrative, legal, and equitable remedies available to the City.
15. The owner, operator, or local contact person shall report to the City Manager the name, violation, date, and time of disturbance of each person involved in *any* disorderly conduct activities, disturbances, or other violations of any applicable law, rule, or regulation pertaining to the use and occupancy of the subject short-term unit.
16. 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 the City's Municipal Code.
17. 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. In addition, the failure of the owner or operator to satisfy any of its obligations and requirements of Chapter 4.16 concerning transient occupancy taxes shall be an independent basis for modification, suspension, or revocation of any permit issued under this Chapter.
18. 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.

19. 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.
20. This is a non-transferrable permit.

**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on this Monday the 14<sup>h</sup> day of April, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Michael Kirkley, Chairman

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Mason Peters, Deputy City Clerk

# CITY OF SUTTER CREEK

## Initial Registration of Hotel, Inn, Vacation Rental or B&B

Finance Department, 18 Main Street, Sutter Creek, CA 95685

**Telephone: (209) 267-5647**

In accordance with Chapter 4.16 of the Sutter Creek Municipal Code, a copy of which is attached to this application, all hotel, inn, vacation rentals and bed and breakfast owners must register with the City of Sutter Creek. This process does not eliminate the requirements to obtain other licenses and/or permits required under other laws by the City of Sutter Creek or any other agency.

Name of Owner

Sandra Burns

Name of Hotel

\_\_\_\_\_

Address of Hotel

90 Boston Alley

Anticipated Start Date

March 1, 2025

Number of Rooms

Total = 2 bedrooms

/Cottage - 1 bdrm, 1 bth,  
lvg. room, dinin-  
g room, Kitchen  
house - 1 bdrm, 1 bth lockoff

CONTACT INFORMATION IF DIFFERENT THAN ABOVE:

Name / Title of Person to Receive Notices:

1. <https://www.youtube.com/watch?v=9t3333333333> 9/14/2020 10:00:00 AM

Business Mailing Address:

P.O. Box 1410 SC, CA 95685

The signature of the individual (HOTEL, INN, or VACATION RENTAL OWNER) shown below, indicates under penalty of perjury that the information submitted on this form is true and correct. Further, it is acknowledged that a current copy of Chapter 4.16 Transient Occupancy Tax – Sutter Creek Municipal Code has been received, read, and understood. Further, it is understood by the HOTEL OPERATOR that the Tax Administrator has established a monthly requirement for the submittal and reporting of all Transient Occupancy Taxes. The person who has signed below represents that they are authorized to execute this application.

  
SIGNATURE

SIGNATURE

January 6, 2025  
DATE

DATE \_\_\_\_\_

Sandra Burns  
PRINTED NAME

PRINTED NAME \_\_\_\_\_

Owner  
TITLE

TITL E

805/423-2718  
PHONE NUMBER

PHONE NUMBER \_\_\_\_\_

City of Sutter Creek

18 Main Street

Sutter Creek, CA 95685

209-267-5647

www.cityofsuttercreek.org

RECEIVED:

Section 6, Item A.

FEE PAID:

RECEIVED

JAN 06 2025

City of Sutter Creek

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

CONDITIONAL USE PERMIT APPLICATION

Page 1 of 1

Project Applicant:

Sandra Burns

Project Address:

90 Boston Alley, SC 95685

Phone:

(805) 423-2718

Email: micjanhan@icloud.com

APN:

018-132-017-000

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

If yes, please see checklist for Design Review.

Property Owner:

Name:

Sandra Burns

Mailing Address:

P.O. Box 1140

City:

Sutter Creek

State:

CA

Zip:

95685

Phone:

(805) 423-2718

Email: micjanhan@icloud.com

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

Name:

Yes!

Mailing Address:

Phone:

Email:

Description of work to be performed: (please provide a detailed description using the back if necessary)

This is being submitted as part of an application to register my property as an Airbnb.

Decription of Property:

Single family home with cottage behind it.

Proposed Use of Property:

Short-term rental (s): \*Cottage (1bd/1bth) AND front 1bd/bth in main house.

\*Intermittent ST rental - May rotate w/ longer term rental.

Describe how land is being used currently on adjacent parcels

North:

Private residence.

East:

Vacant lot

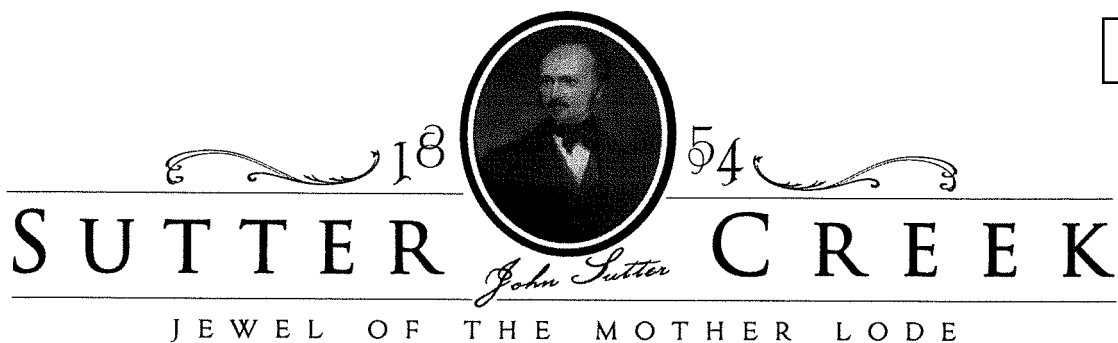
South:

My barn (next door to Monteverde Museum)

West:

Commercial properties

Additional Information:



## Short-Term Vacation Rental Safety Compliance

As a condition of the Conditional Use Permit the Owner/Operator certifies that the rental property will be and will remain in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws. It is the property Owner's responsibility to know and comply with these laws, as they may change during the life of the permit.

By signing, the property Owner certifies that the rental property will meet all safety standards required by law.

*The issued Conditional Use Permit is a privilege and violating the conditions more than three (3) times will result in the City revoking the permit.*

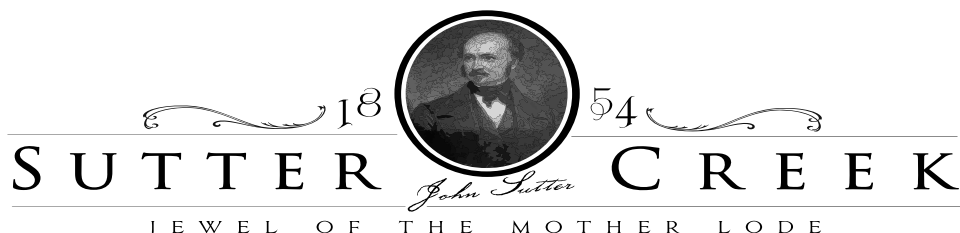
Sandra Burns  
Owner Name

January 6, 2025  
Date

Sandra Burns  
Owner Signature

90 Boston Alley, SC, CA 95685  
Property Address





## STAFF REPORT

**TO:** PLANNING COMMISSION  
**MEETING DATE:** APRIL 14, 2025  
**FROM:** ERIN VENTURA, PLANNER  
**SUBJECT:** CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL  
 110 GOPHER FLAT, SUTTER CREEK, APN 018-092-003

### RECOMMENDATION:

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

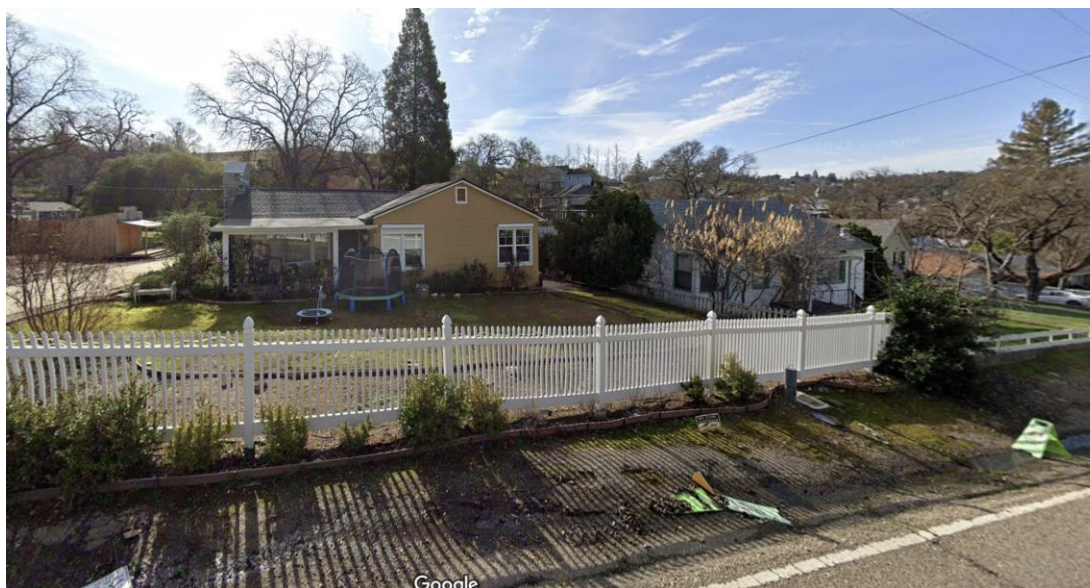
### BACKGROUND:

Property owner, Pamela Lohman, submitted an application for a Conditional Use Permit (Exhibit A) to use an existing single-family home as a part time short term rental. The house is located at 110 Gopher Flat Road.



**Figure 1: Location Map**

|                                                                                                                                                                                                                 |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Site Location                                                                                                                                                                                                   | 110 Gopher Flat Road (APN 018-092-003) |
| Building Plan                                                                                                                                                                                                   | 2 bedrooms, 2 bath                     |
| Lot size                                                                                                                                                                                                        | 19,602 Sq. Ft.                         |
| Zoning                                                                                                                                                                                                          | R1 (Single Family Residential)         |
| General Plan Land Use Designation                                                                                                                                                                               | RSF (Residential Single Family)        |
| Main Street Historic District                                                                                                                                                                                   | No                                     |
| Historic District                                                                                                                                                                                               | Yes                                    |
| Parking Required per Municipal Code Section 18.48.030 Parking Requirements by Land Use, Transient occupancy. The requirement is one (1) space for each guest room plus one (1) space for each five guest rooms. | 2 spaces required.                     |



**Figure 3: Street View**

### **DISCUSSION:**

During the Council meeting on November 25, 2019, the Council instructed staff to keep track of the number of approved short-term rentals and to report back when the total reached twenty. Currently, there are eighteen active short-term rentals and two applications on the agenda this evening. In Fall of 2024, we returned to the City Council to discuss short term rentals and if they felt there needed to be any changes. At this time no additional changes to the ordinance are recommended and we will provide an update as the City receives more applications.

### General Plan and Zoning

The home is located in a single-family Residential Zone (R-1). Short-term rental units are functionally equivalent to Bed and Breakfast Inns. Bed and Breakfast Inns are permitted in any zone upon securing a Conditional Use Permit. (Municipal Code Section 18.60.020(B).

Parking

The home has a driveway that can accommodate more than two cars.

California Environmental Quality Act (CEQA) Guidelines

This use qualifies for a Categorical Exemption under Class 32 (In-Fill Development Projects)

Staff recommends the following conditions of approval:

1. Maintain the exterior appearance of the vacation rental unit compatible with the single-family residence.
2. Maintain two (2) off-street parking space that is available for use by vacationing families.
3. Maintain a valid City of Sutter Creek Business License.
4. Provide the City with proof of insurance.
5. Provide the City with a Site Plan and Floor Plan for the short-term rental.
6. Pay the monthly Transient Occupancy Tax to the City of Sutter Creek.
7. Provide a completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) It is the owner's responsibility to ensure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.
8. The maximum number of overnight guests for a short-term rental unit shall not exceed two persons per bedroom, except that children under the age of four 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., with the maximum daytime guests not to exceed two persons per bedroom plus four.
9. Occupants of the short-term rental unit shall comply with all standards and regulations stated in Chapter 10.50 of this Code concerning noise.
10. 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:
  - A. The contact information for the operator, with 24-hour availability.
  - B. The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this permit;
  - C. Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;

- D. A copy of the Chapter 10.50 of this Code concerning noise; and
  - E. Notification that the occupant or owner may be cited or fined by the City in accordance with this Code.
11. 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.
  12. 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.
  13. 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 is legally responsible 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.
  14. 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. Failure of the owner, and/or operator to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term rental unit within 60 minutes and appropriate manner shall be subject to all administrative, legal, and equitable remedies available to the City.
  15. The owner, operator, or local contact person shall report to the City Manager the name, violation, date, and time of disturbance of each person involved in *any* disorderly conduct activities, disturbances, or other violations of any applicable law, rule, or regulation pertaining to the use and occupancy of the subject short-term unit.
  16. 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 the City's Municipal Code.
  17. 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. In addition, the failure of the owner or operator to satisfy any of its obligations and requirements of Chapter 4.16 concerning transient occupancy taxes shall be an independent basis for modification, suspension, or revocation of any permit issued under this Chapter.

18. 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.
19. 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.
20. This is a non-transferrable permit.

**RESOLUTION 24-25-**  
**A RESOLUTION OF THE PLANNING COMMISSION OF**  
**THE CITY OF SUTTER CREEK APPROVING**  
**A CONDITIONAL USE PERMIT FOR**  
**PAMELA LOHMAN**  
**110 GOPHER FLAT ROAD, SUTTER CREEK, CA 95685**  
**APN 018-092-003**

**WHEREAS**, the Planning Commission of the City of Sutter Creek did on Monday, April 14, 2025, held a public hearing on a Conditional Use Permit for PAMELA LOHMAN for Vacation Rental Use of a single family residence at 110 Gopher Flat Road, Assessor Parcel No. 018-092-003 after properly noticing said hearing; and

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

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 32 Categorical Exemption under CEQA.

**NOW, THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Sutter Creek hereby approves a Conditional Use Permit for Pamela Lohman based on the following Findings:

1. The proposed use of the property is essential or desirable to the public convenience or welfare because it will provide an important tourist-related service to the community.
2. The proposed use is in compliance with the Sutter Creek General Plan goals, policies, and Residential Single-Family Land Use designation.
3. The proposed use will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone – One Family Dwelling.
4. The proposed use would not be detrimental to public health, safety or general welfare because appropriate conditions of approval have been attached to the project.
5. The proposed use of the property implements the Sutter Creek General Plan and the purposes of the Planning Title, because the General Plan and Zoning Ordinance recognize the importance of providing visitor lodging to promote and encourage commercial activity in the community.

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

1. Maintain the exterior appearance of the vacation rental unit compatible with the single-family residence and detached accessory structure.

2. Maintain two (2) off-street parking spaces available for use by vacationing families.
3. Maintain a valid City of Sutter Creek Business License.
4. Provide the City with proof of insurance.
5. Provide the City with a Site Plan and Floor Plan for the short-term rental.
6. Pay the monthly Transient Occupancy Tax to the City of Sutter Creek.
7. Provide a completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) It is the owner's responsibility to ensure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.
8. The maximum number of overnight guests for a short-term rental unit shall not exceed two persons per bedroom, except that children under the age of four 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., with the maximum daytime guests not to exceed two persons per bedroom plus four.
9. Occupants of the short-term rental unit shall comply with all standards and regulations stated in Chapter 10.50 of this Code concerning noise.
10. 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:
  - A. The contact information for the operator, with 24-hour availability;
  - B. The maximum number of overnight occupants and the maximum number of daytime occupants as permitted under this permit;
  - C. Trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the property;
  - D. A copy of the Chapter 10.50 of this Code concerning noise; and
  - E. Notification that the occupant or owner may be cited or fined by the City in accordance with this Code.
11. 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.
12. 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.

13. 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 is legally responsible 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.
14. 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. Failure of the owner, and/or operator to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term rental unit within 60 minutes and appropriate manner shall be subject to all administrative, legal, and equitable remedies available to the City.
15. The owner, operator, or local contact person shall report to the City Manager the name, violation, date, and time of disturbance of each person involved in *any* disorderly conduct activities, disturbances, or other violations of any applicable law, rule, or regulation pertaining to the use and occupancy of the subject short-term unit.
16. 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 the City's Municipal Code.
17. 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. In addition, the failure of the owner or operator to satisfy any of its obligations and requirements of Chapter 4.16 concerning transient occupancy taxes shall be an independent basis for modification, suspension, or revocation of any permit issued under this Chapter.
18. 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.



19. 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.
20. This is a non-transferrable permit.

**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on this Monday the 14<sup>h</sup> day of April, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Michael Kirkley, Chairman

---

Mason Peters, Deputy City Clerk

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

RECEIVED: 3.18.2025  
 FEE PAID: \$1200  
CC#149

**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

**CONDITIONAL USE PERMIT APPLICATION**

Page 1 of 1

**Project Applicant:** Pamela Lohman

Project Address: 110 Gopher Flat Rd, Sutter Creek, CA 95685

Phone: (209)660-3705

Email: pamela.lohman@sbcglobal.net

APN: 018-092-003-000

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

**Property Owner:**

Name: Pamela J. Lohman Trust Dated May 15, 2019

Mailing Address: 990 Queensdale Ave

City: Corona

State: CA

Zip: 92878

Phone: (209)660-3705

Email: pamela.lohman@sbcglobal.net

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

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of work to be performed:** (please provide a detailed desription using the back if necessary)

I would like to use my home as a short-term rental 50-75% of the year so that I can afford to keep my family home and be able to use it 25-50% of the year.

**Decription of Property:** single family home

**Proposed Use of Property:** live there 25-50% of the year. Rent it out 50-75% of the year as income in my retirement.

**Describe how land is being used currently on adjacent parcels**

North: street, empty lot

East: house

South: creek

West: house

**Additional Information:**

Click to search



Save Share



**7,000**  
Sutter Creek, CA 95685

**2** beds  
**2** baths  
**1,145** sqft

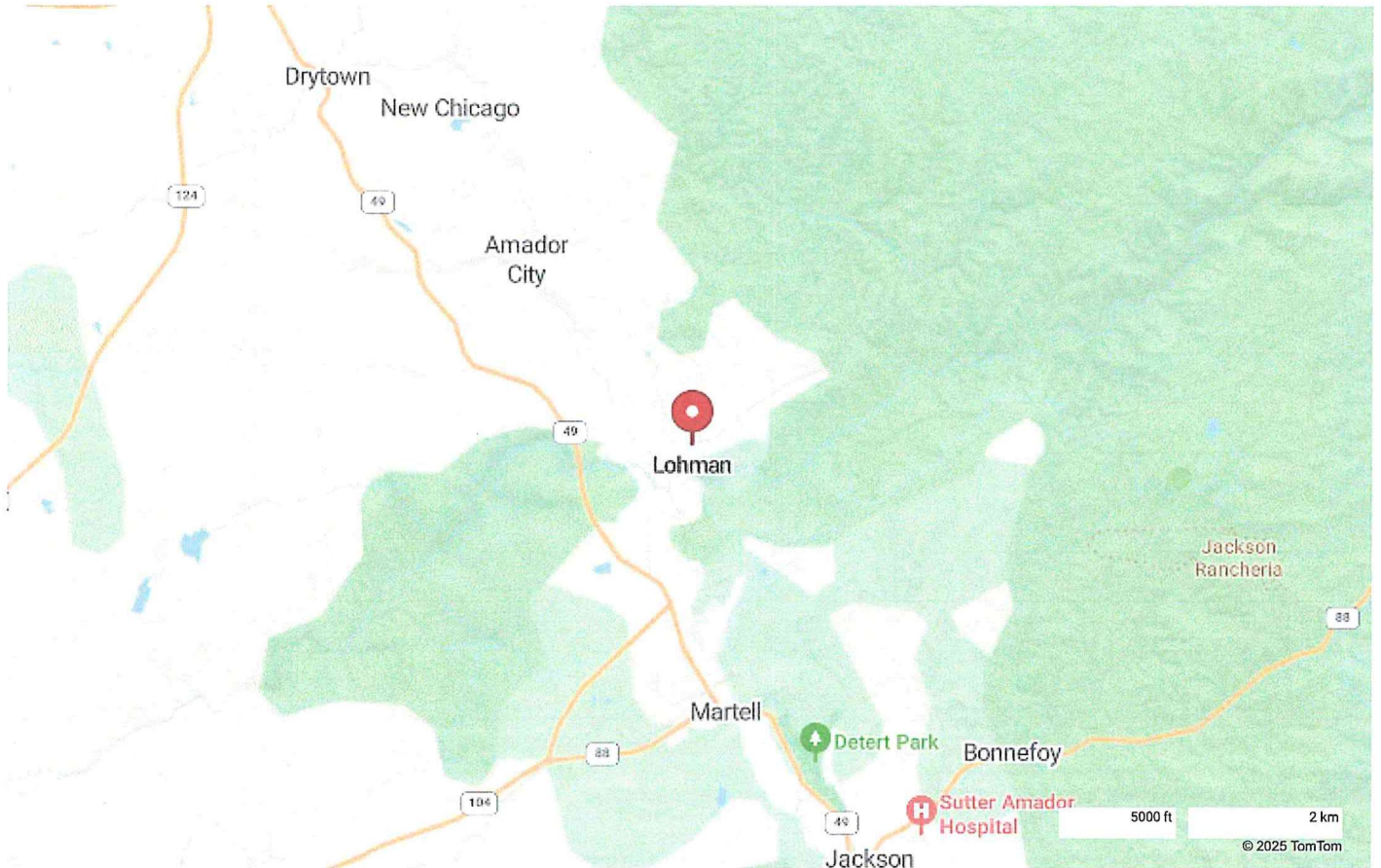
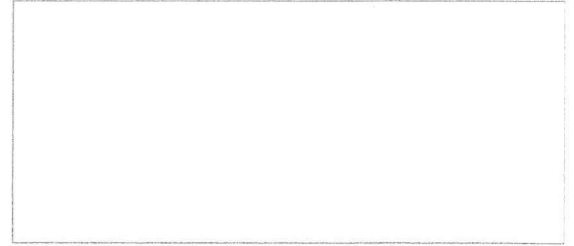
Claim this home

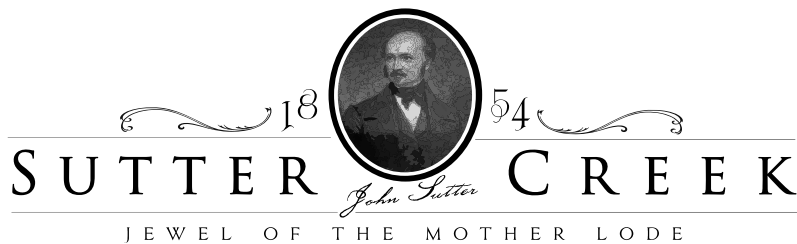
SingleFamily Built in 1954 0.45 Acres lot  
\$77,000 Zestimate® \$329/sqft \$-- HOA

## Lohman

**Address:** 110 Gopher Flat Rd, Sutter Creek, CA 95685

**Phone:** +1 209-267-5447





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

**MEETING DATE:** APRIL 14, 2025

**FROM:** ERIN VENTURA, PLANNING CONSULTANT

**SUBJECT:** SITE PLAN PERMIT, 551 HWY 49, ITALAIN BENEVOLENT SOCIETY (APN 044-020-086)

**RECOMMENDATION:**

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

**BACKGROUND:**

The applicant has submitted a Site Plan Permit application to construct a 16' by 24' shed, adjoined to the existing hall on the property, located at 551 Highway 49 in Sutter Creek (Italian Benevolent Society). The proposed shed is 384 sf and will be used to store tables and chairs.

The reason the applicant is required to obtain approval from the Planning Commission is because the property is located within the C-2 zoning district and they are constructing a building.

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

| Description                                   | Proposed             | Meets Requirements? |
|-----------------------------------------------|----------------------|---------------------|
| Site                                          | 551 Highway 49       | -                   |
| Building Plan                                 | 16' x 24' (384 sf)   | Yes                 |
| Lot Size                                      | .31 acres            | Yes                 |
| Zoning                                        | C-2                  | Yes                 |
| General Plan Land Use Description             | Commercial           | Yes                 |
| Is this in the Main Street Historic District? | No                   | -                   |
| Historic District?                            | No                   | -                   |
| Parking                                       | No impact to parking | -                   |
| Access                                        | Existing             | Yes                 |
| Fencing                                       | None proposed        | -                   |
| Trees and Landscaping per 13.24.120           | none                 | -                   |

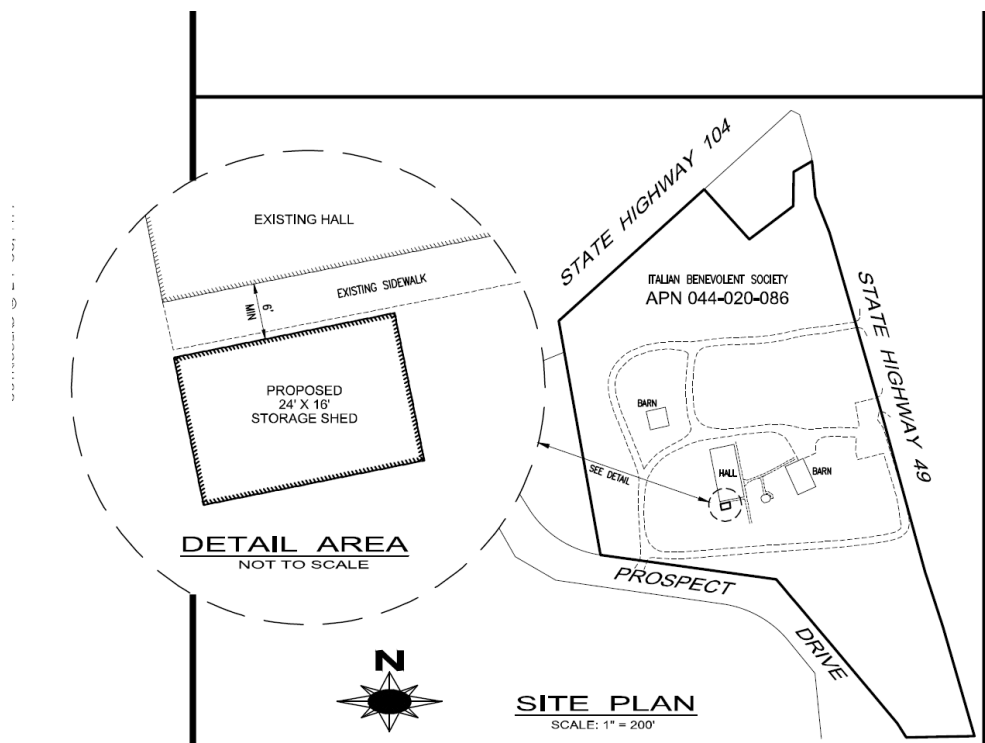


Map 1. Aerial Photo



#### DISCUSSION:

The proposed shed will be located next to an existing hall on the rear of the property. They are not proposing any electrical or plumbing.



General Plan: The use of the site is not changing and is consistent with the General Plan Land Use of Commercial.

Zoning: The site is zoned C-2 and the existing use is permitted. The proposed use is consistent with the uses of neighboring properties.

Parking: Not applicable.

Access: Access is off of Highway 49 from an existing driveway.

Landscaping: At this time the applicant is not changing the existing landscaping.

California Environmental Quality Act (CEQA) Guidelines: This application qualifies for a Categorical Exemption under 15301 (Existing Facilities).

---

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

**FINDINGS:**

1. The proposed use of the property is essential or desirable to the public convenience or welfare.
2. The proposed use is in compliance with the Sutter Creek General Plan goals, policies, and Commercial C-2 designation.
3. The proposed use will not impair the integrity and character of the zoning district because the use is consistent with activities within the C-2 Zone and the existing adjacent uses.
4. The proposed use would not be detrimental to public health, safety or general welfare because appropriate conditions of approval have been attached to the project.
5. The proposed use of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

**CONDITIONS OF APPROVAL:**

1. Obtain a building permit prior to starting construction.

**RESOLUTION 24-25-\***

**A RESOLUTION OF THE PLANNING COMMISSION OF  
THE CITY OF SUTTER CREEK APPROVING THE SITE PLAN  
FOR APN 044-020-086 AT 551 HIGHWAY 49**

**WHEREAS**, on the Planning Commission of the City of Sutter Creek did on Monday April 14, 2025, hold a public hearing for a Site Plan application for the construction of a 384 sf shed located at the Italian Benevolent Society, 551 Highway 49, Sutter Creek;

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

**WHEREAS**, the Planning Commission does find the proposal is exempt from environmental review as a Class 15301 (Existing Facilities) 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 APN 044-020-086 based on the following Findings:

1. The proposed use of the property is essential or desirable to the public convenience or welfare.
2. The proposed use is in compliance with the Sutter Creek General Plan goals, policies, and Commercial C-2 designation.
3. The proposed use will not impair the integrity and character of the zoning district because the use is consistent with activities within the C-2 Zone and the existing adjacent uses.
4. The proposed use would not be detrimental to public health, safety or general welfare because appropriate conditions of approval have been attached to the project.
5. The proposed use of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

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

1. Obtain a building permit prior to starting construction.

**PASSED AND ADOPTED** by the Planning Commission of the City of Sutter Creek on Monday the 14th day of April, 2025 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**THE CITY OF SUTTER CREEK**

**Michael Kirkley, Chairman**

**ATTEST:**

**Mason Peters, Deputy City Clerk**



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

www.cityofsuttercreek.org

RECEIVED: \_\_\_\_\_

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

### 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: MATT TOMA - TRUSTEE  
Mailing Address: P.O. Box 2132  
City: JACKSON State: CA

Phone: 209-969-0203

Email: MATT@TOMASURVEY.COM

Zip: 95642

#### Property Owner:

Name: ITALIAN BENEVOLENT SOCIETY  
Mailing Address: P.O. Box 2132  
City: JACKSON State: CA

Phone: 209-969-0203

Email: MATT@TOMASURVEY.COM

Zip: 95642

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### Project Location:

APN: 044-020-086  
Project Address: 551 STATE HWY. 49

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

If yes, please see checklist for Design Review.

Deed References (book and page): \_\_\_\_\_

General description of location: ITALIAN PICNIC GROUNDS -

SUTTER HILL

Zoning District: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

#### 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.

Printed Name MATT TOMA - TRUSTEE

Signature [Signature]

Date 02-07-25

**ENVIRONMENTAL INFORMATION**

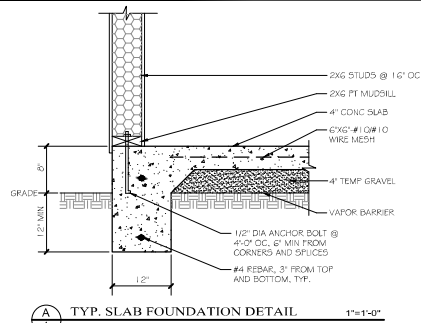
1. Describe Project: 16 x 24 SHED FOR STORAGE  
OF CHAIRS AND TABLES
2. Existing use of property(ies): ITALIAN PICNIC GROUNDS
3. Will grading occur on slopes of 10% or more? NO
4. Will any springs or wet areas be affected as a result of this project? NO
5. Estimated length of proposed roads and driveways: NONE
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.):  
NONE
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: STORAGE SHED
  - b. Building Sizes: 16' x 24'
  - c. Access: N/A
  - d. Parking: N/A
  - e. Water Source: N/A
  - f. Estimated Water Consumption: N/A
  - g. Method of Sewage Disposal: N/A
  - h. Nature of Business: PUBLIC EVENTS
  - i. Estimated Daily Volume of Traffic: N/A
  - j. Estimated Number of Employees: N/A
  - k. Estimated Energy Consumption: NONE
  - l. Percentage of lot to be covered by buildings/paving: 0.05% /
  - m. Construction schedule: AS SOON AS PERMIT IS ISSUED
  - 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.): NONE

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):

NONE

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"):

NONE

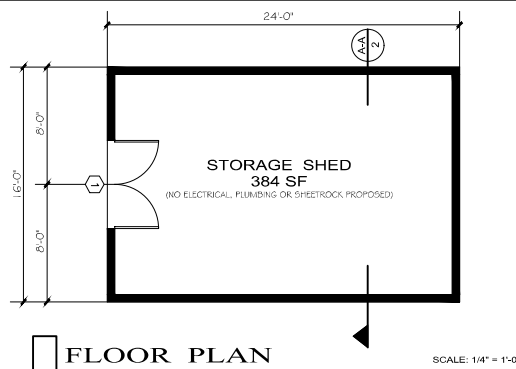
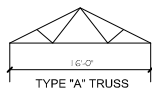


#### FOUNDATION NOTES

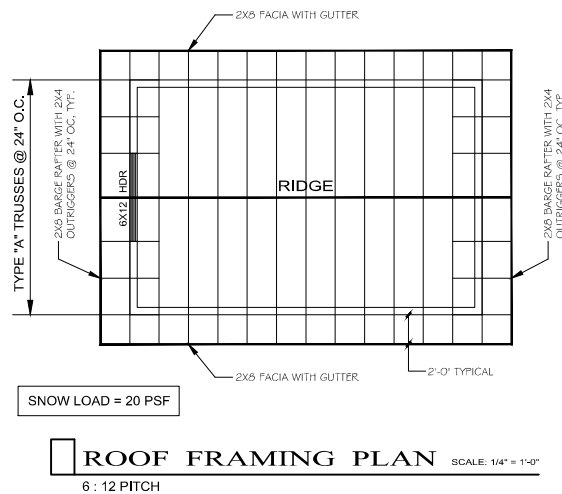
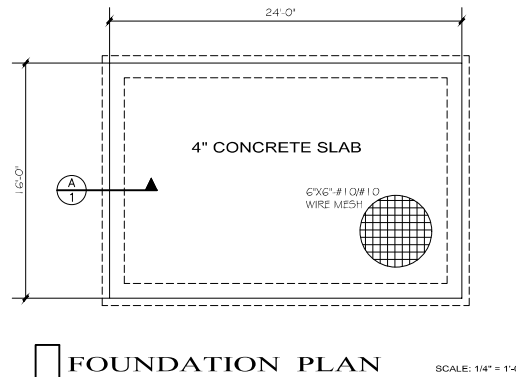
- ALL CONCRETE SHALL BE 2500 PSI MIN AT 5 DAYS WITH 5-SACK MIX.
- FOOTINGS SHALL BE 12" DEEP MIN. EMBEDDED INTO UNDISTURBED SOIL BELOW ADJACENT GRADE WITH A MINIMUM OF ONE #4 REBAR TOP AND BOTTOM CONTINUOUS, 3" CLEAR, UNLESS OTHERWISE NOTED.
- ROOF AND SURFACE DRAINAGE SHALL BE DIRECTED AWAY FROM FOOTINGS. BUILDING PADS SHALL BE GRADED 2% TOWARD APPROVED DRAINAGE FACILITIES, AND PROVISIONS SHALL BE MADE TO CONTROL AND DRAIN SURFACE WATER AROUND STRUCTURE.
- CONCRETE SLAB SHALL BE A MINIMUM OF 4" THICK WITH 2" X 6X10 #10 WELDED WIRE FABRIC, 18" MIN. LAP, 48" TIE, OVER 4" TEMPERED GRAVEL OVER APPD. VAPOR BARRIER, UNLESS OTHERWISE NOTED.
- WOOD TO EARTH SEPARATION SHALL BE 6" MINIMUM.
- ALL REINFORCING STEEL SHALL CONFORM TO ASTM A616 GRADE. REBAR SHALL BE GRADE 40 MIN., ASTM A615.
- ALL PAD FOOTINGS LARGER THAN 24" SQUARE SHALL HAVE #4 REBAR AT 2' O.C. EACH WAY, 3" CLEAR AT TOP AND BOTTOM. ALL ISOLATED OR SPREAD FOOTINGS SHALL BE REINFORCED WITH #4 REBAR AT 2' O.C. MIN. EACH WAY.
- ALL WOOD IN CONTACT WITH CONCRETE OR MASONRY SHALL BE FOUNDATION GRADE REDWOOD OR APPROVED TREATED AND MARKED DOUGLAS FIR.
- PROVIDE MIN. 5/8" X 10" ANCHOR BOLTS EMBEDDED 7" MIN. INTO FOUNDATION CONCRETE WITH A 48" MAXIMUM SPACING, 2 MIN. BOLTS PER SILL BOARD, AND 12" FROM ALL CORNERS AND SPICES. FOUNDATION PLATES OR SILLS SHALL HAVE PLATE WASHERS MIN. 2" X 2" X 3/4" THICK ON EACH ANCHOR BOLT.

#### ROOF FRAMING NOTES

- PROVIDE APPROVED SIMPSON 181 CLIPS AT ALL TRUSS/RAFTER TO TOP PLATBEAM CONNECTIONS.
- TRUSS/ROOF FRAMING SHALL BE PRE-ENGINEERED AND PRE-FABRICATED. MANUFACTURER SHALL SUBMIT ALL CALCULATIONS AND DETAILS FOR APPROVAL PRIOR TO FABRICATION.
- NO TRUSS MAY BE CUT OR ALTERED.
- CONNECTION HARDWARE SHALL BE SIMPSON ONLY. NO SUBSTITUTIONS.
- RAPERS, CEILING JOISTS AND TRUSSES SHALL BE Laterally SUPPORTED (BLOCKED) TO PREVENT ROTATION.
- PROVIDE MIN. DOUBLE 2X POSTS UNDER EACH END OF GIRDER OR HIP TRUSSES, UNLESS OTHERWISE NOTED, IF APPLICABLE.
- ALL FRAMING MATERIAL SHALL BE MINIMUM #2 DOUGLAS FIR.
- ALL EXTERIOR DOOR AND/OR WINDOW HEADERS SHALL BE 6" X 12" #1 DOUGLAS FIR. INTERIOR DOOR HEADERS, IF APPLICABLE, SHALL BE 4" X 12" #1 DOUGLAS FIR, UNLESS OTHERWISE NOTED. ALL 6X DOUGLAS SHALL BE #1 DOUGLAS FIR.
- ROOF SHEATHING SHALL BE MIN. 1/2" OSB APA RATED FOR 24" O.C. FRAMING. NAIL WITH 6d NAILS AT 6" O.C. AT PERIMETER AND AT 10" O.C. IN FIELD. INSTALL PERPENDICULAR TO FRAMING.
- ALL TOP PLATES SHALL BE LAPPED 48" MINIMUM.
- VALLEY FLASHING, IF APPLICABLE, SHALL BE NOT LESS THAN 0.0119" (0.48 mm) 26 GALV. SHEET GA CORROSION-RESISTANT MATERIAL INSTALLED OVER A MINIMUM OF 36" WIDE UNDERLAYMENT CONSISTING OF ONE LAYER OF No. 72 ASTM CAP SHEET RUNNING THE FULL LENGTH OF THE VALLEY.
- ROOFS SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTERS 7A AND 15 AND SHALL HAVE A ROOFING ASSEMBLY INSTALLED IN ACCORDANCE WITH ITS LISTING AND THE MANUFACTURERS INSTALLATION INSTRUCTIONS.
- WHERE THE ROOF PROFILE ALLOWS A SPACE BETWEEN THE ROOF COVERING AND ROOF DECKING, THE SPACES SHALL BE CONSTRUCTED TO PREVENT THE INTRUSION OF FLAMES AND SMOKES, BE FIRE STOPPED WITH APPD. MATERIALS AND/OR HAVE ONE LAYER OF No. 72 ASTM CAP SHEET INSTALLED OVER THE COMBUSTIBLE DECKING.
- EAVES AND SOFFITS SHALL MEET CURRENT 5FM REQUIREMENTS AND/OR SHALL BE PROTECTED BY IGNITION-RESISTANT MATERIALS OR NON-COMBUSTIBLE CONSTRUCTION ON THE EXPOSED UNDERSIDE.



| DOOR SCHEDULE | QTY | TYPE | COMMENTS        |
|---------------|-----|------|-----------------|
| 1             | 1   | SC   | DOUBLE EXTERIOR |



#### GENERAL NOTES

- ALL CONSTRUCTION SHALL CONFORM WITH THE LATEST ADOPTED EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE, COR. TITLE 24, AND THE STATE FIRE MARSHALL (SFM) APPROVED STANDARDS AND WILDLAND URBAN INTERFACE (WUI) APPROVED PRODUCT.
- CONSTRUCTION SHALL ALSO CONFORM TO THE LATEST ADOPTED EDITION OF THE CALIFORNIA ADMINISTRATION CODE, CALIFORNIA BUILDING CODE (CBC), CALIFORNIA RESIDENTIAL CODE (CRC), CALIFORNIA ELECTRICAL CODE (CEC), CALIFORNIA MECHANICAL CODE (CMC), CALIFORNIA PLUMBING CODE (CPC), CALIFORNIA ENERGY CODE, CALIFORNIA HISTORICAL BUILDING CODE, CALIFORNIA FIRE CODE, CALIFORNIA GREEN BUILDING STANDARDS CODE, CALIFORNIA REFERENCED STANDARDS CODE, ALONG WITH ALL OTHER APPLICABLE COUNTY AND/OR CITY ORDINANCE AND STATE LAWS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES, ERRORS OR OMISSIONS BEFORE COMMENCING CONSTRUCTION. NOTED DIMENSIONS SHALL SUPERCEDE SCALED DIMENSIONS.

#### CALIFORNIA ENERGY CODE (TITLE 24) NOTES

- BUILDING SHALL CONFORM WITH THE REQUIREMENTS OF TITLE 24 OF THE CALIFORNIA ADMINISTRATIVE CODE AND COMPLY WITH THE REGULATIONS SET FORTH BY THE CALIFORNIA ENERGY COMMISSION.
- EXTERIOR DOORS SHALL BE WEATHERSTRIPPED. ALL JOINTS AND PENETRATIONS SHALL BE CAULKED AND SEALED.
- NO GLAZING GLASS WINDOWS PROPOSED.

#### ELECTRICAL NOTES

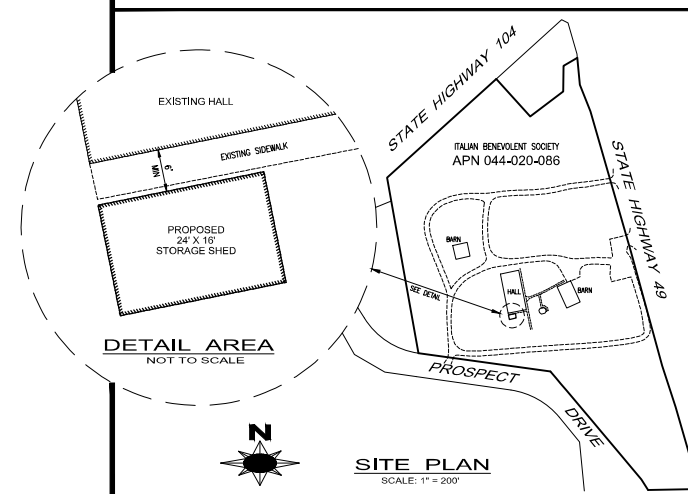
- NO ELECTRICAL FEATURES PROPOSED.

#### PLUMBING NOTES

- NO WATER/PLUMBING FEATURES PROPOSED.

#### ADDITIONAL NOTES

- NO GLAZING GLASS WINDOWS PROPOSED.
- EXTERIOR WALLS SHALL PROVIDE PROTECTION IN ACCORDANCE WITH 5FM REQUIREMENTS. EXTERIOR WALL TREATMENTS AND/OR WALL SHEATHING SHALL BE 5FM APPROVED, NON-COMBUSTIBLE, IGNITION-RESISTANT MATERIAL.
- NO SHEETROCK/INTERWALL PROPOSED.



| REVISIONS | BY |
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**TOMA & ASSOCIATES INC.**  
ENGINEERING - SURVEYING - PLANNING  
41 Summit Street, Jackson, CA 95842  
(209) 223-0156

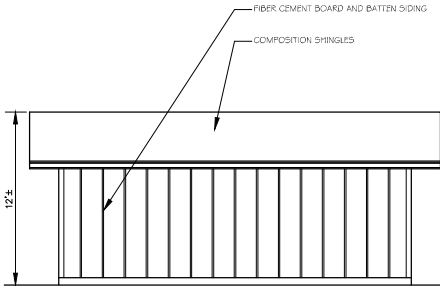
**STORAGE SHED**  
**ITALIAN BENEVOLENT SOCIETY**  
BEING A PORTION OF SECTION 18, T. 6 N., R. 1 E., M. D. M.  
CITY OF SUTTER CREEK, AMADOR COUNTY, CALIFORNIA

**SITE INFORMATION:**  
661 STATE HIGHWAY 49  
SUTTER CREEK, CA 95685  
APN 044-020-086  
**PREPARED FOR:**  
ITALIAN BENEVOLENT SOCIETY  
ATTN: MATT TOMA  
PO BOX 2132  
JACKSON, CA 95842  
(209) 969-0203  
**DATE:** 1-29-2025  
**SCALE:** NOTED  
**DRAWN BY:** GMM  
**JOB NO.:** 1302-01  
**SHEET**

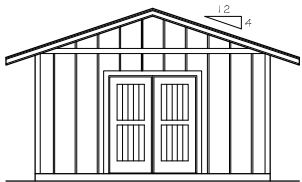
**1**  
OF 2 SHEETS

FRAMING NOTES

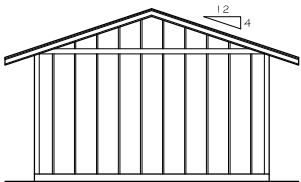
1. STUD WALLS SHALL BE FRAMED WITH THEIR WIDE DIMENSION PERPENDICULAR TO THE WALL. STUDS IN BEARING WALLS SHALL NOT EXCEED 10 FEET IN HEIGHT. STUDS IN NON-BEARING WALLS SHALL NOT EXCEED 14 FEET (2X4 STUDS) OR 20' (2X6 STUDS).
2. BEARING WALLS REQUIRE DOUBLE TOP PLATE WITH SPLICES LAPPED 48" MINIMUM AND NAILED WITH 16d NAILS @ 6" O.C.
3. ALL EXTERIOR WALLS AND MAIN CROSS STUD PARTITIONS, SPACED NOT MORE THAN 34" APART, ARE TO BE BRACED WITHIN 8 FEET OF EACH END AND EVERY 25 FEET OF LENGTH MEASURED FROM THE CENTER OF EACH BRACING PANEL. SOLID SHEATHING COMPRISING 25% OF THE WALL LENGTH OF THE EXTERIOR WALLS IS REQUIRED ON THE FIRST STORY WALLS OF A TWO STORY BUILDING WITH ALL JOINTS BLOCKED AND NAILED. THE MINIMUM WIDTH OF A WALL SECTION FOR BRACING IS 4 FEET. TYPICAL WALL BRACING SHALL BE 3/8" OSB PLYWOOD NAILED WITH 6d NAILS @ 6" O.C. AT PERIMETER AND @ 10" O.C. IN FIELD.
4. 2X4 WOOD FRAMED WALL: USE 2X4 STUDS @ 16" O.C. WITH DOUBLE TOP PLATE  
2X6 WOOD FRAMED WALL: USE 2X6 STUDS @ 16" O.C. WITH DOUBLE TOP PLATE
5. CRIPPLED WALL: USE 2X6 STUDS @ 16" O.C. WITH DOUBLE TOP PLATE AND 3/8" OSB PLYWOOD ON INSIDE SURFACE. MINIMUM STUD LENGTH IS 14".
6. WALL BRACING SHALL BE IN CONFORMANCE WITH CBC CHAPTER 6, 602.1.0.



NORTH/SOUTH



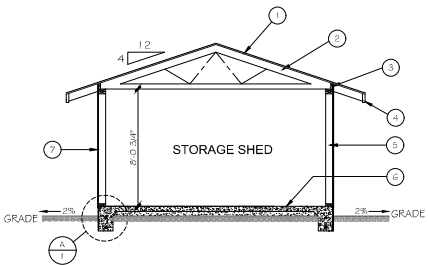
WEST



EAST

ELEVATIONS

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



FRAMING SECTION A-A

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

1. COMPOSITION ROOFING OVER 30# FELT OVER 1/2" MIN OSB SHEATHING
2. PRE-ENGINEERED TRUSS @ 24" O.C.
3. 2X6 BLOCKING WITH SPM APPROVED DAVE VENTS @ 6'-0" O.C.
4. 2X6 FASCIA WITH GUTTER
5. 2X6 EXTERIOR STUDS @ 16" O.C.
6. 4" CONCRETE SLAB WITH 6X6'-#10W10 WIRE MESH OVER 4" TEMP. GRAVEL
7. FIBER CEMENT BOARD AND BATTEN SIDING OVER TYVEK (OR EQUIV) OVER 3/8" MIN OSB NAILED WITH 6d NAILS @ 6" O.C. AT PERIMETER AND @ 10" O.C. IN FIELD OR AS PER MANUFACTURER SPECIFICATIONS

| REVISIONS | BY |
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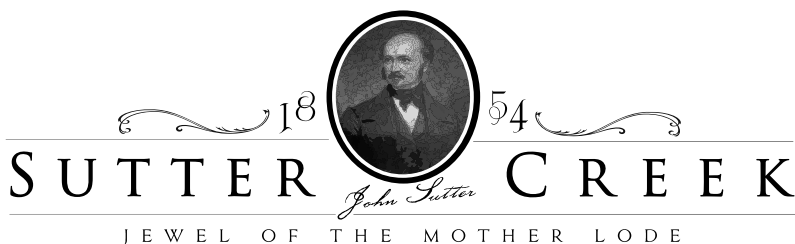
JOB NO.: 1302-01

SHEET

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OF 2 SHEETS

37




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**TO:** PLANNING COMMISSION

**MEETING DATE:** APRIL 14, 2025

**FROM:** ERIN VENTURA, PLANNING CONSULTANT

**SUBJECT:** SITE PLAN PERMITS- CHAPTER 18.50

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**BACKGROUND:**

The Sutter Creek Municipal Code, Chapter [18.50](#) Site Plans, requires that no building shall be constructed, reconstructed, rehabilitated or demolished on a parcel zoned R-3, C-1, C-2, DTC, MUC, I-1, or I-2 without first securing a Site Plan Permit.

A Site Plan permit is required for interior remodels, and the construction of any size building, including outbuildings.

Currently the permit fee for a Site Plan permit is a \$4,000 deposit.

It has been the practice of the City to bring all Site Plan permits to the Planning Commission for review but there is a provision in the code that allows the Community Development Director to approve Site Plan permits ([18.50.050](#)), following a public hearing.

A public hearing must be noticed 10 days prior to the hearing. A notice is sent to the newspaper and also to all property owners within 300 ft of the subject property. The public hearing noticing process is the same for the Planning Commission.

**DISCUSSION:**

Typically, all Site Plan applications are brought to the Planning Commission. In the last few months, we have had a few Site Plan applications that involve very minor projects, for example sheds.

Staff would like direction as to what type of projects the Planning Commission feels should be handled at staff level and which should be elevated to the Planning Commission. Site Plans reviewed by staff can be turned around quicker than those that require Planning Commission approval. The noticing costs remain the same, whether reviewed by staff or the Planning Commission.

Items that are approved at staff level that are located within the Historic District will still require Design Review Committee approval.

Also should staff consider a reduced deposit for Site Plan applications that will be reviewed by staff only?