



Planning Commission Meeting Agenda

Monday, December 08, 2025 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

The City of Sutter Creek City Council 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. 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 Regular Meeting Minutes of October 14, 2025](#)**

[Recommendation: Approval of Minutes](#)

5. **Administrative Agenda**
 - A. [Sign Permit- 1 Prosperity Court](#)
6. **Public Hearings**
7. **Adjournment**



Planning Commission Meeting Minutes

Monday, October 14, 2025 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

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

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

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

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

PRESENT: Commissioner Thomas Baggett, Commissioner Laura Damiani, Commissioner Lucy

Mulvey, and Commissioner Robert Trudgen

ABSENT: Chair Michael Kirkley

STAF: Contract Planner Erin Ventura and City Manager Tom DuBois

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

2. Pledge of Allegiance to the Flag

Acting Chair Baggett led the Pledge of Allegiance.

3. Public Forum

Zero (0) public comments were received.

4. Consent Agenda

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

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

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

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

6. Public Hearings

A. Variance Hearing for 244 Oak Court

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

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

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

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

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

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

Commission Comment Section

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

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

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

7. Adjournment

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

STAFF REPORT

TO: PLANNING COMMISSION
MEETING DATE: DECEMBER 8, 2025
FROM: ERIN VENTUA, PLANNING CONSULTANT
SUBJECT: SIGN PERMIT APPROVAL
1 PROSPERITY COURT (Amador Community College Foundation)
APN 044-020-041

RECOMMENDATION:

Approve the sign permit application for 1 Prosperity Court, for a sign over the entrance of the building with the following condition:

If the sign is illuminated, the light source shall not be visible from the adjacent public way.

BACKGROUND:

Amador Community College Foundation submitted an application for a Sign Permit (Exhibit A) for 1 Prosperity Court, Sutter Creek. The building is located in the Amador Economic Prosperity Center.

They are requesting approval of one sign. The sign will be installed over the entrance to the building on the roof.

See Table 1 for proposed sign checklist.

Table 1. Proposed Sign Checklist

Site	1 Prosperity Court (044-020-041)
Building Plan	N/A
Lot Size	1.56 acres / 67,953 sq. ft.
Zoning	I-1 Light Industrial
General Plan Land Use Designation	I- Industrial
Main Street Historic District	No
Historic District	No
Building Frontage in Lineal Feet	-----
Sign Preparer	Jamie Danes
Code Section	15.16 – Signs
15.16.080 – Signs in commercial and industrial zones	
A. Frontage length: 30 feet (approximately)	Proposed: 17.5 sq. ft., Allowed: 48 sq. ft.
Property Owner Approval	Yes

DISCUSSION:

The sign as presented meets the Code requirements.

Section 5, Item A.

Table 2 Sign Specifications				
Sign Type	Measurements	Sq. ft.		Total sq. ft.
Wall Sign	30"x 84" =	17.5 sf	Single Sided	17.5
			Total Square Feet	17.5

ENVIRONMENTAL:

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

BUDGET IMPACT:

None.

* * * *

**EXHIBIT A
1 PROSPERITY COURT**

Section 5, Item A.

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

RECEIVED:
FEE PAID: 11/24/25
OK # 2180

\$100

Submission Requirements

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

SIGN PERMIT APPLICATION

Page 1 of 9

Project Applicant: Amador Community College Foundation
Project Address: # 1 Prosperity Sutter Creek
Phone: 209-27-8239 **Email:** gardnerant@gmail.com
APN: 02882
2009-925-528-9705
044-020-041

Is this located in the Historic District? Yes No
If yes, please see checklist for Design Review
Is this located in the Historic Corridor? Yes No
Commercial Industrial

Property Owner: Jackson Rancheria **Phone:** 800-922-9766
Name: Jackson Rancheria **Email:** _____
Mailing Address: 12222 New York Ranch Rd
City: Jackson CA **State:** CA **Zip:** 95642

Is this person the project contact? If not, please specify who the contact person is.
Name: Jamie Parker
Mailing Address: 12222 New York Ranch Rd
Phone: _____ **Email:** _____

SIGNS TO BE PREPARED BY: _____
BUILDING FRONTAGE @ PRIMARY ENTRANCE: _____ in LINEAL FEET
EXISTING SIGNS: TO BE UTILIZED FOR THIS BUSINESS: (INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)

PROPOSED SIGNS: FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING:
(CHECK EACH BOX UPON COMPLETION)

Sign design: 30" x 84" Type of Materials to be used: _____
(Attached lettering and graphics, drawn to scale) (briefly describe)

Total signage requested: 12' Sq.Ft. Method of attachment: _____

Total allowable signage: _____ Sq.Ft. Total number of sides: 1
(Per Sign Ordinance)

Location of sign(s): _____ Colors: white
(Including letters, graphics, & background)

I hereby certify that I am the Owner of the business applying for this Sign Permit (or the Owner's authorized representative) and agree to abide by the requirements of the Sutter Creek Sign Ordinance as codified in Chapter 15.16 of the Sutter Creek Municipal Code.

Kate Decker 11/21/25
APPLICANT'S SIGNATURE DATE
ACCF Founding Board Member
PROPERTY OWNER SIGNATURE DATE

PLANNING COMMISSION ACTION:
APPROVED: DENIED: MEETING DATE: _____

