



Planning Commission Meeting Agenda

Monday, July 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 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 this 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.

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

2. Pledge of Allegiance to the Flag

3. Public Forum

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

4. Consent Agenda

Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Commission or the Public.

A. [Planning Commission Minutes of June 9, 2025](#)

[Recommendation: Approval of Minutes](#)

B. [59 Main Street- Sign Permit for La Mesa Vineyards](#)

5. Public Hearings

6. Adjournment



Planning Commission Meeting Minutes

Monday, June 09, 2025 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

www.cityofsuttercreek.org

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

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

The meeting was called to order by Thomas Baggett. Commissioners Robert Trudgen, Lucy Mulvey, Thomas Baggett and Laura Damiani were present. Michael Kirkley was absent.

2. Pledge of Allegiance to the Flag

The pledge of allegiance was led by Commissioner Baggett.

3. Public Forum

No members of the public came forward to address the commission.

4. Consent Agenda

- A. Planning Commission Minutes of May 12, 2025

Motion to approve the Consent Agenda, by Mulvey, seconded by Trudgen.

AYES: Trudgen, Mulvey, Baggett, Damiani

NOES:

ABSENT: Kirley

MOTION CARRIED 4-0

5. Public Hearings

- A. A. CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL

70 Broad Street APN 018-163-001

Contract City Planner, Erin Ventura provided a short summary of the application, explaining that the applicant was previously approved for a short-term rental (STR) by the County and was only recently informed that she needed to re-register with the City and pay transient occupancy tax to the City.

The applicant, Brandi Oneto, explained that she screens all those who stay at the home and that most people who stay there do so for the old-town feel.

No member of the public came forward during public comment.

Commissioner Mulvey stated that from her perspective the application meets all of the requirements and she had no problems with the application.

Commissioner Baggett said that he also saw no major issues, but the application does bring the number of STRs in the City to 20, which was a target for review set by the City Council.

Ventura explained that the number was not fixed in stone by Council but rather a benchmark for review.

Commissioner Baggett sought clarification regarding what point houses go off the list of STRs if they aren't being used as such? Ventura said that would be after one year.

Commissioner Damiani requested that the resolution be amended to declare a CEQA Class 1 exemption instead of Class 32. She also stated that it would be better for applicants to complete conditions 5-7 as part of the application process in the future and requested whether conditions 17-19 could be removed from the list of conditions and stated separately. Ventura agreed that conditions 5-7 could be in the application checklist going forward but stated that conditions 17-19 were needed in the conditions of approval still.

Motion to approve the CUP for a STR at 70 Broad Street with a CEQA Class 1 exemption by Mulvey, seconded by Trudgen.

AYES: Trudgen, Mulvey, Baggett, Damiani

NOES:

ABSENT: Kirley

MOTION CARRIED 4-0

B. A. CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL

290 Gopher Flat Road APN 040-200-001

1. Conduct a public hearing and receive public input, and
2. Find that the project is Categorical Exempt under Class 32 of the CEQA Guidelines; and
3. Adopt Resolution 24-25-* approving a Conditional Use Permit for Brandi Oneto to operate a Short Term Rental at 290 Gopher Flat Road based on the proposed Findings and subject to the proposed Conditions of Approval.

Contract City Planner, Erin Ventura, explained that the short-term rental had been operating under approval from the County for a year and a half. Recently they were told to reregister with the City and the City has collected the transient occupancy tax from the County.

During public comment a resident expressed concerns that noise from the property could affect the neighborhood. Another resident also raised similar concerns and was concerned about the potential impact to home values in the neighborhood if too many short-term rentals were operating in the neighborhood. The applicant, Brandi Oneto, explained that the home is her primary residence and that if there is noise it is probably her own family. She stated that the home is only used as a short-term rental a few times a year.

Commissioner Mulvey stated that, like the first application, she did not see anything in the code to suggest that there was anything wrong with the application.

Commissioner Baggett requested that City Council be informed that the target of 20 STRs in Sutter Creek had been reached.

Motion to approve the CUP for STR at 290 Gopher Flat Road, by Mulvey, seconded by Trudgen.

AYES: Trudgen, Mulvey, Baggett, Damiani

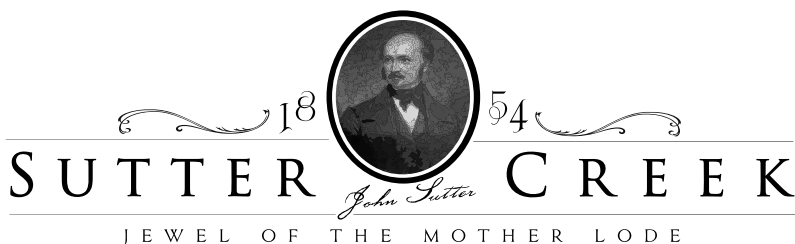
NOES:

ABSENT: Kirley

MOTION CARRIED 4-0

6. Adjournment

The meeting was adjourned at 6:41PM



STAFF REPORT

TO: PLANNING COMMISSION

MEETING DATE: JULY 14, 2025

FROM: ERIN VENTURA, PLANNING CONSULTANT

SUBJECT: SIGN PERMIT APPROVAL
59 MAIN STREET- LA MESA VINEYARDS
APN 018-154-004

RECOMMENDATION:

Approve the sign permit application for 59 Main Street (La Mesa Vineyard), for a double sided hanging sign (14.6 SF total) and a window sign (3.25 sf).

BACKGROUND:

La Mesa Vineyard, submitted an application for a Sign Permit (Exhibit A) for 59 Main Street, Sutter Creek. They are proposing a new hanging sign and a window sign.

See Table 1 for the proposed sign checklist.

Table 1. Proposed Sign Checklist

Site	59 Main Street (018-154-004)
Building Plan	N/A
Lot Size	.15 acres / 6,639 sq. ft.
Zoning	DTC- Downtown Commercial
General Plan Land Use Designation	DTC- Downtown Commercial
Main Street Historic District	Yes
Historic District	No
Building Frontage in Lineal Feet	40
Sign Preparer	---
Code Section	15.16 – Signs,
15.16.070 – Signs in Historical District	
A. Frontage length: 20 feet	Proposed: 7.3 sq. ft., Allowed: 16 sq. ft. Proposed: 3.25 sq. ft., Allowed: 16 sq. ft.
	Total Proposed: 17.85 sq. ft., Allowed: 25 sq. ft.
Property Owner Approval	Yes

DISCUSSION:

The sign as presented meets the Code requirements.

Section 4, Item B.

Table 2 Sign Specifications				
Sign Type	Measurements	Sq. ft.		Total sq. ft.
Fir Black wood, white letters Hanging above walkway	48" x 22" =	7.3 sf	Double sided	14.6 sf
Window Sign	Various	3.25		
			Total Square Feet	17.85 sf

The proposed sign will serve La Mesa Vineyard, a business located on Main Street within the Downtown Commercial Zoning District. The business is located in an existing building. The double-sided sign will hang over the walkway in front of the building. The applicant is also proposing a window sign.

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
59 MAIN STREET SIGN APPLICATION

Section 4, Item B.

\$100

City of Sutter Creek 18 Main Street Sutter Creek, CA 95685 209-267-5647 www.cityofsuttercreek.org	RECEIVED: 5-20-2025 FEE PAID: \$100 C# 3124
Submission Requirements	
1- Application* 2- Sketch or Image of Sign(s)* 3- Fees (Refer to current fee schedule. All Fees must be paid at City Hall) *All documentation must be submitted via the application portal on the City website	
SIGN PERMIT APPLICATION	
Page 1 of 9	
Project Applicant: LA MESA VINEYARDS	
Project Address: 59 MAIN STREET	
Phone: 650-218-5207	Email: Come@LAMESA.VINEYARDS.COM
APN: 018-154-004-000	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:	
Name: SUTTER HILL DEVELOPMENT COMPANY	Phone: 209-304-1940
Mailing Address: 50 CHURCH ST	Email: jpswift@gmail.com
City: SUTTER CREEK State: CA	Zip: 95685
Is this person the project contact? If not, please specify who the contact person is. Name: SWAN SWIFT	
Mailing Address: 59A MAIN STREET, SUTTER CREEK, CA 95685	
Phone: 209-304-1940 Email: jpswift@gmail.com	
SIGNS TO BE PREPARED BY: LA MESA VINEYARDS	
BUILDING FRONTAGE @ PRIMARY ENTRANCE: 20' to 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: _____ (Attached lettering and graphics, drawn to scale)	☒ Type of Materials to be used: ① WOOD, ALUMINUM LETTERS (briefly describe) ② WINDOW LETTERING
☐ Total signage requested: _____ Sq.Ft.	☒ Method of attachment: ① EXISTING METAL FRAME ② WINDOW GLASS
☐ Total allowable signage: _____ Sq.Ft. (Per Sign Ordinance)	☒ Total number of sides: ① 2 ② 1
☒ Location of sign(s): ① EXISTING SIGN IN FRONT OF GLASS WINDOW UNDER PORCH ② GLASS PANE	☒ Colors: BLACK WOOD BACKGROUND, WHITE LETTERS (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.	
APPLICANT'S SIGNATURE  DATE 5/11/25	
PROPERTY OWNER SIGNATURE  DATE 5/11/25	
PLANNING COMMISSION ACTION:	
APPROVED: ☐	DENIED: ☐
MEETING DATE:	



