



Planning Commission Meeting Minutes

Tuesday, October 13, 2026 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

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

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

The meeting was called to order at 6:00 p.m. by Chair Lucy Mulvey.

PRESENT: Chair Lucy Mulvey and Commissioners Michael Kirkley and Robert Trudgen

ABSENT: Vice Chair Thomas Baggett and Commissioner Meredith Hansen

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

2. Pledge of Allegiance to the Flag

Chair Mulvey led the Pledge of Allegiance.

3. Public Forum

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

4. Consent Agenda

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

A. Planning Commission Minutes of August 10, 2026

Recommendation: Approval of Minutes.

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

AYES: Mulvey, Kirkley, Trudgen

NOES: None

ABSTAIN: None

ABSENT: Baggett, Hansen

MOTION CARRIED 3-0

5. Administrative Agenda

A. Sign Permit - 54 Main Street (Bespoke Perfume Bar)

Recommendation: Approval of the sign permit application.

The Commission reviewed the proposed hanging sign for Bespoke Perfume Bar, a second-floor business at 54 Main Street. The staff report described a double-sided sign measuring 16 by 24 inches per side, with a total sign area of approximately 5.33 square feet, to hang from the second-floor balcony. The Commission discussed the sign location and compliance with the allowable sign area.

Commissioner Kirkley moved to approve the sign permit for 54 Main Street (Bespoke Perfume Bar), seconded by Chair Mulvey.

AYES: Mulvey, Kirkley, Trudgen

NOES: None

ABSTAIN: None

ABSENT: Baggett, Hansen

MOTION CARRIED 3-0

A suggestion was made to consider allowing staff approval of sign permits.

B. Short Term Rental Ordinance Discussion

Recommendation: Hold a discussion regarding policies for a proposed Short Term Rental Ordinance and provide feedback and options to the City Council.

Contract City Planner Ventura presented the staff report regarding proposed short-term rental (STR) policies. The report identified 17 valid STR permits, consisting of 10 active and seven inactive rentals. The Commission discussed permit review, waitlist procedures, the maximum number of permits, and the distribution of permits throughout the City.

B. Short Term Rental Ordinance Discussion

Recommendation: Hold a discussion regarding policies for a proposed Short Term Rental Ordinance and provide feedback and options to the City Council.

Contract City Planner Ventura presented the staff report regarding proposed short-term rental (STR) policies, including current rental activity, permit review, waitlist procedures, permit limits, and geographic distribution.

Permit Review

The Commission discussed annual permit review, quarterly monitoring of rental activity, and minimum rental activity requirements when a waiting list exists. Discussion included addressing prolonged inactivity, potentially rescinding permits after four consecutive quarters without occupancy or an acceptable explanation, and providing a warning after the third quarter.

Other topics included nonreporting, complaint volume, serious violations, and whether permits could transfer upon the sale of a property.

Waitlist Protocol

The Commission discussed a hybrid waitlist approach and minimum rental activity thresholds, including Scenario B's threshold of 25 rental nights per year.

Discussion also addressed properties temporarily used as long-term rentals and how a waiting list could affect their ability to resume short-term rental use.

Maximum Number of STR Permits

The Commission discussed the housing units included in calculating a percentage-based permit cap, a proposed cap of 2% of the City's housing units, and the use of standard rounding rules.

Distribution of Permits Throughout the City

The Commission discussed geographic allocation of permits, including a possible 50–50 split between properties within and outside the Historic District, as well as an approach without a geographic split.

Discussion included commercial and residential properties on Main Street, counting permits allowed by right toward the citywide cap, parking requirements, consistent application of operating requirements, complaint handling, and the concentration of STRs.

Next Steps

The process discussed was to return a draft ordinance to the Planning Commission before consideration by the City Council.

6. Adjournment

Chair Mulvey adjourned the meeting at 6:55 p.m.