



## City of Santa Rosa

City Hall, Council  
Chamber  
100 Santa Rosa Ave  
Santa Rosa, CA 95404

### DESIGN REVIEW BOARD REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED APRIL 18, 2024

**EFFECTIVE IMMEDIATELY ALL PUBLIC COMMENTS WILL BE PROVIDED IN PERSON OR VIA EMAIL IN ADVANCE OF THE MEETINGS.**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY ATTENDING IN-PERSON FROM THE COUNCIL CHAMBERS LOCATED AT 100 SANTA ROSA AVENUE (IT IS RECOMMENDED THAT SOCIAL DISTANCING BE OBSERVED).**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE AT:**

**1. [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE "IN PROGRESS" LINK TO VIEW;**

**2. VIA ZOOM BY VISITING, [HTTPS://SRCITY-ORG.ZOOM.US/J/85018452834](https://srcity-org.zoom.us/j/85018452834) OR BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 850 1845 2834;**

**3. COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99; AND**

**4. VIA YOUTUBE AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

#### **4:30 P.M. - REGULAR SESSION**

**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVAL OF MINUTES**

**2.1** January 18, 2024 - Draft Minutes

**Attachments:** [January 18, 2024 - Draft Minutes](#)

**2.2** January 25, 2024 - Draft Minutes

**Attachments:** [January 25, 2024 - Draft Minutes](#)

### **3. PUBLIC COMMENT**

This is the time when any person may address matters not listed on this agenda, but which are within the subject matter of the jurisdiction. The public may comment on agenda items when the item is called. Each speaker is allowed three minutes.

### **4. BOARD BUSINESS**

#### **4.1 STATEMENT OF PURPOSE**

Zoning Code Chapter 20-52.030 F. Project Review. The review authority shall consider the location, design, site plan configuration, and the overall effect of the proposed project upon surrounding properties and the City in general. Review shall be conducted by comparing the proposed project to the General Plan, any applicable specific plan, applicable Zoning Code standards and requirements, consistency of the project within the City's Design Guidelines, architectural criteria for special areas, and other applicable City requirements (e.g., City policy statements and development plans).

#### **4.2 BOARD MEMBER REPORTS**

#### **4.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTIONS)**

Vice Chair Elections

### **5. DEPARTMENT REPORTS**

This time is reserved for City staff to provide a briefing on issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for consideration.

### **6. STATEMENTS OF ABSTENTION**

### **7. CONSENT ITEM(S)**

None.

### **8. SCHEDULED ITEM(S)**

- 8.1\*** PUBLIC HEARING - DESIGN REVIEW PERMIT FOR A NEW TELECOMMUNICATION TOWER - AT 2715 GIFFEN AVENUE - FILE

NO. DR23-038

BACKGROUND: The applicant is requesting approval of a Design Review Permit for the construction of an 85-foot-tall (monopine) telecommunication tower with ground equipment, surrounded by a 6-foot-tall CMU wall. The project is exempt from the California Environmental Quality Act (CEQA).

PRESENTED BY: Suzanne Hartman, City Planner

**Attachments:** [Staff Report](#)  
[Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Project Narrative](#)  
[Attachment 4 - Plan Set](#)  
[Attachment 5 - Biological Assessment](#)  
[Attachment 6 - EME Report](#)  
[Attachment 7 - Coverage Maps](#)  
[Attachment 8 - Photo Simulations](#)  
[Attachment 9 - Alternative Site Analysis](#)  
[Attachment 10 - Applicant Presentation](#)  
[Attachment 11 - Public Correspondence received as of April 18, 2024](#)  
[Resolution](#)  
[Exhibit A](#)  
[Presentation](#)  
[Late Public Correspondence as of April 18, 2024](#)  
[Late Correspondence received as of April 18, 2024](#)

## 9. ADJOURNMENT

\*Ex parte communication disclosure required.

*In compliance with Zoning Code Section 20-62, the decision of the Design Review Board is final unless an appeal is filed on a City Appeal Form (<https://srcity.org/DocumentCenter/Index/173>) and associated fees, as noted on the City's Fee Schedule (<https://srcity.org/DocumentCenter/View/16129/Planning--Economic-Development-Department-Fee-Schedule?bidId=>), are paid within 10 calendar days of the action. The time limit will extend to the following business day where the last day falls on a day that the City is not open for business.*

## **Design Review Board**

**- FINAL-REVISED**

**APRIL 18, 2024**

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The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by request by contact the Recording Secretary at 707-543-4645 (TTY Relay at 711) and should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.

*Any writings or documents provided to the Design Review Board prior to this meeting regarding any item on this agenda are available for public review at <https://santa-rosa.legistar.com/calendar.aspx> or in person at the Planning and Economic Development, Room 3, City Hall, 100 Santa Rosa Ave, during normal business hours.*