

**RESOLUTION NO. INSERT ZA RESO NO.**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA  
APPROVING MINOR DESIGN REVIEW FOR TO CONSTRUCT A 1,764 SF ADDITION  
FOR THE PROPERTY LOCATED AT 1255 FULTON ROAD SANTA ROSA, APN: 034-  
700-013, FILE NO. PLN25-0106**

WHEREAS, the Santa Rosa Zoning Administrator has completed review of the Minor Design Review application to allow the proposed project described above; and

WHEREAS, the Minor Design Review approval to allow the proposed project is based on the project description and official approved exhibit date stamp received April 11, 2025; and

WHEREAS, the matter has been properly noticed as required by Section 20-52.030.H.2.a and no request for a public hearing has been received;

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 20-52.030.I, the Zoning Administrator of the City of Santa Rosa finds and determines that:

1. The design and layout of the proposed development is of superior quality, and is consistent with the General Plan, any applicable specific plan, applicable Zoning Code standards and requirements, the City's Design Guidelines, architectural criteria for special areas, and other applicable City requirements (e.g., City policy statements and development plans). The parcel, near the Western boundaries of the City, is designated Very-Low Residential by the General Plan, and the parcel already contains a meeting facility. The expansion is to the existing structure and the approved use;
2. The design is appropriate for the use and location of the proposed development and achieves the goals, review criteria and findings for approval as set forth in the Framework of Design Review. The proposed addition is located on the southern side of the parcel, maximizing privacy for adjacent homes. The neighborhood in which the proposed addition is located complies with the City's Design Guidelines by including and accommodating civic uses such as a house of worship;
3. The design and layout of the proposed development will not interfere with the use and enjoyment of neighboring existing or future developments. The proposed addition has similar architectural features as the existing fellowship hall, such as roof pitch and siding;
4. The architectural design of the proposed development is compatible with the character of the surrounding neighborhood. The proposed addition matches the ranch-style architecture of the existing fellowship hall, which is consistent with the structures visible along Fulton Road;
5. The design of the proposed development will provide a desirable environment for its occupants, visiting public, and its neighbors through the appropriate use of

materials, texture, and color and would remain aesthetically appealing and be appropriately maintained. The proposed addition incorporates Ranch-Style architecture, which is consistent with the main architectural style of the existing building;

6. The proposed development will not be detrimental to the public health, safety, or welfare or materially injurious to the properties or improvements in the vicinity. The project was reviewed by Building, Engineering, and Fire, and no issues were raised;
7. The project has been found in compliance with the California Environmental Quality Act (CEQA). Pursuant to CEQA Guidelines Section 15303, the project is categorically exempt because the proposed project is the construction of a new small structure.

This entitlement would not be granted but for the applicability and validity of each and every one of the below conditions and that if any one or more of the below conditions is invalid, this entitlement would not have been granted without requiring other valid conditions for achieving the purposes and intent of such approval. The approval of the project is contingent upon compliance with all the conditions listed below. Use shall not commence until all conditions of approval have been complied with. Additional permits and fees are/may be required. **It is the responsibility of the applicant to pursue and demonstrate compliance.**

#### **Conditions of Approval**

1. Comply with all conditions as specified in the Engineering Development Services Exhibit A, November 6, 2025, attached hereto and incorporated herein.
2. No signs are approved as part of the Project. Signs will require separate Planning and Building permits.
3. Comply with all applicable federal, state, and local codes. Failure to comply may result in issuance of a citation and/or revocation of approval.
4. Comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval.
5. All landscaping must be continuously maintained in a healthy and attractive condition, free of weeds and debris, in accordance with the approved plans. Dead and dying plant materials shall be replaced with healthy specimens as necessary.

This Minor Design Review is hereby approved on December 4, 2025. If conditions have not been met or if work has not commenced within 24 months from the approval date, this approval shall automatically expire and be invalid unless an application for extension is filed prior to expiration. This approval is subject to appeal within ten calendar days from the date of approval.

APPROVED: \_\_\_\_\_  
CONOR MCKAY, ZONING ADMINISTRATOR

Attachment 1 – Engineering Development Services Exhibit “A,” dated November 6, 2025

**CITY OF SANTA ROSA, CALIFORNIA  
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT  
ENGINEERING DEVELOPMENT SERVICES DIVISION**

**EXHIBIT "A"  
November 6, 2025**

**First Samoan Christian Church Addition  
1255 Fulton Road  
PLN25-0106**

- I. Applicant's engineer shall obtain the current City Design and Construction Standards and the Community Development Department's Standard Conditions of Approval dated August 27, 2008 and comply with all requirements therein unless specifically waived or altered by written variance by the City Engineer.
- II. Per City Code Section 18-12.015 (C), all properties including commercial and industrial parcels shall be subject to public improvement requirements when the value of any proposed building or site improvement exceeds \$200,000.00. A formal review of the valuation will commence during review of the building permit application. If the valuation is determined to be above the \$200,000 threshold, the project may be required to install or modify public improvements such as sidewalks, curb and gutter, pedestrian ramps, driveway approaches, planter strips and bike lanes. Additional right-of-way and easement dedications may also be required to support the current or future expansion of the roadway in order to meet adopted City Standards, General Plan requirements or area specific plans. Contact the Engineering Division of the Planning and Economic Development Department at 707-543-3200 to discuss specific requirements.
- III. In addition, the following summary constitutes the recommended conditions of approval on the subject application/development based on the plans submitted/ date stamped received **November 6, 2025**.

**PARCEL AND EASEMENT DEDICATIONS**

1. All dedication costs shall be borne by the Applicant or property owner, including preparation of any legal descriptions, plats, title reports, and deeds that are necessary. Legal descriptions and plats ("R" sheets) shall be prepared by a registered Land Surveyor or Civil Engineer licensed to practice Land Surveying in the State of California and approved by the City Engineer. City forms are available at the City of Santa Rosa Planning and Economic Development Department, Engineering Development Services Division, Room 5, City Hall.
2. **Fulton Road** shall be dedicated as a Modified Parkway along the entire project frontage including a 2-foot wide Right-of-Way (ROW) dedication a for a half ROW of 45-feet, a 13-foot wide Public Utility Easement, and 5.5-feet wide sidewalk easement.

3. **Greenvale Court** shall be dedicated and improved as a Modified Minor Street along the entire project frontage including a varying Right-of-Way (ROW) dedication for a half ROW of 20-feet, a 13-feet wide Public Utility Easement, and 5.5-feet wide sidewalk easement.

## **PUBLIC STREET IMPROVEMENTS**

4. An Encroachment Permit shall be obtained prior to issuance of the building permit. Any improvements proposed or required, within the public right shall be reviewed and approved with the Encroachment Permit application. Only Construction plans submitted with the Encroachment Permit Application are final plans and shall be approved for construction. Contact Engineering Development Services at 543-3200, located at 100 Santa Rosa Avenue, Room 5, as soon as possible to begin Encroachment Permit application processing. Encroachment Permit application processing may take 4-6 weeks. Submit plans showing all work in the public right of way, or in public easements, including all work on public utilities (water meter boxes, sewer lateral cleanouts, backflow devices, etc.)
5. Private structures such as permanent fences and BMPS etc., shall not encroach into public utility easements unless approved under a variance by the City Engineer.

## **TRAFFIC**

6. New services (electrical, telephone, cable or conduit) to new structures shall be installed underground.
7. Applicant shall coordinate, and where necessary, pay for the relocation of any power poles or other existing public utilities, as necessary.
8. Provide sufficient line of sight so a vehicle exiting the project shall not impede or cause the oncoming traffic on Fulton Road and Greenvale Court to radically alter their speed, based on Table 405.1A of the Caltrans' Highway Design Manual. Tree canopies shall be maintained at least 7-feet off the ground and landscaping shall be maintained at maximum 36" height within the stopping site. Install "No parking" signs and paint the curbs red within the site distance areas.
9. Avoid installation of any physical features (signs, landscaping, mailboxes, etc.) along the Fulton Road and Greenvale Court frontages of the parcel within the traffic site distance triangles. Landscaping shall be maintained to be no more than 36" in height for low vegetation and tree canopies shall be maintained at 7-foot minimum height along the site triangle by the owner.
10. Comply with current standards for parking lot and accessible stall dimensions and signage. Submit an on-site sign and striping plan for the new parking lot

improvements at first review. Submit parking lot and street lighting plans for review and approval. Lighting shall meet minimum lighting requirements.

11. The project Applicant shall be responsible for repairing/removing any debris, damage, or deterioration occurring to existing local streets and/or private driveways as a direct result of construction activity related to installation of the improvements (grading, street construction, utility installation, etc.). Required repair shall involve patching, cleaning, sealing, or overlaying affected areas as appropriate to return Fulton Road and Greenvale Court to as good as condition as it was in prior to construction. If the project Applicant does not act prudently in a timely manner, the City shall, at its discretion, perform the correction and charge the owner for all costs and overhead incurred.

## **BUILDING**

12. Provide a geotechnical investigation and soils report with the building permit application. The investigation shall include subsurface exploration and the report shall include grading, drainage, paving and foundation design recommendations.
13. Obtain building permits for the proposed project.

## **PRIVATE DRIVEWAY IMPROVEMENTS**

14. The applicant shall install traffic control signing and striping in the private driveway and parking lot including 1. Directional traffic striping 2. ADA compliant parking lot stall signing and striping. 3. ADA compliant access(es) to the buildings from the public sidewalk.
15. Onsite lighting of the private parking lot shall meet minimum city standards requirements for safety and acceptable luminary standards.
16. A soils and geologic report shall be provided with the building a submitted for review.
17. Maximum grade difference at project boundary to offsite property shall be less than 1 feet vertically, unless reviewed and approved by the City Engineer.
18. Submit grading and drainage plans which shall show all proposed and existing paved areas and join grades.

## **WATER AND WASTEWATER**

19. Demand fees shall be required and shall be determined after review of the building permit application. Submit the type of use in each portion of the building and the square footage of each usage type with the building permit application. Unless otherwise approved through a deferral agreement, water, irrigation and

sewer demand processing and meter installation fees shall be paid prior to the issuance of any Building Permit. The applicant may contact Water Engineering Services to determine estimated fees and shall be determined at first Building Plan review.

## **FIRE**

20. Fire service features for buildings, structures and premises shall comply with all City adopted building standards, California Code of Regulations Title 24 Building Standards and Santa Rosa City Code.
21. Project shall comply with requirements found in Santa Rosa Fire Department Standard Fire Safety During Construction, Demolition, or Alteration
22. The following are a list of **deferred plan submittal** items that will be required by the Fire Department - additional items may be called out based on design needs.
  - a. Fire Sprinkler System
  - b. Fire Alarm System

## **RECREATION AND PARKS**

23. If dead or dying street trees are present in the frontage, new street trees shall be planted by the developer.
24. Property owners shall be responsible for the irrigation and maintenance of the street trees.



11/6/2025

CLEVE GURNEY, PE – DEPUTY DIRECTOR DEVELOPMENT SERVICES