



# City of Santa Rosa

637 1st St, Large  
Conference Room  
Santa Rosa, CA 95404

## ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED DECEMBER 18, 2025

10:30 A.M. - REGULAR SESSION

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 LARGE CONFERENCE ROOM,  
FIRST FLOOR, LOCATED AT 637 FIRST ST., SANTA ROSA.

Public Comment may be made live, in-person, during the meeting in the  
Large Conference Room at 637 1st Street or submitted in advance via  
email at [Planning@srcity.org](mailto:Planning@srcity.org) by 12:00 pm the Wednesday before the  
Zoning Administrator Meeting. Any written correspondence will be  
included in the agenda before the meeting begins.

THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE VIA  
ZOOM BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/81252770461](https://srcity-org.zoom.us/j/81252770461), OR  
BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 812 5277 0461.

10:30 A.M.

### 1. CALL TO ORDER

### 2. APPROVAL OF MINUTES

2.1 Draft Minutes - May 1, 2025

**Attachments:** [Draft Minutes - May 1, 2025](#)

2.2 Draft Minutes - May 15, 2025

**Attachments:** [Draft Minutes - May 15, 2025](#)

2.3 Draft Minutes - December 4, 2025

**Attachments:** [Draft Minutes - December 4, 2025](#)

### **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 Zoning Administrator. The public may comment on agenda items when the item is called. Each speaker is allowed up to three minutes.

### **4. ZONING ADMINISTRATOR BUSINESS**

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

The Zoning Administrator is appointed by the Director of the Planning and Economic Development Department and has the responsibility and authority to conduct public meetings and hearings, and to act on applications for minor or reduced review authority projects or entitlements (land use permits). A determination or decision by the Zoning Administrator may be appealed to the appeal body, including the Design Review and Preservation Board, Planning Commission, or City Council, as applicable to the decision.

#### **4.2 ZONING ADMINISTRATOR REPORTS**

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

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

#### **6.1 PUBLIC HEARING - PHAM ASSISTED LIVING - PLANNING RECORD - 635 BENJAMINS RD - PLN25-0206**

**BACKGROUND:** Minor Conditional Use Permit (MUP) for a 15-bed Community Care Facility in a proposed 15-bedroom single-family residence. The project is exempt from the California Environmental Quality Act (CEQA).

**PROJECT PLANNER:** Hana Michaelson, Contract Planner

**RECOMMENDATION:** It is recommended by the Planning and Economic Development Department that the Zoning Administrator

approve a Minor Conditional Use Permit to allow a 15-bed Community Care Facility at 635 Benjamins Road.

**Attachments:** [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map 635 Benjamins Road](#)  
[Attachment 3 - Project Narrative](#)  
[Attachment 4 - Project Plans](#)  
[Attachment 5 - Public Comments](#)  
[Resolution](#)  
[Staff Presentation](#)  
[Applicant Presentation](#)

**6.2 PUBLIC MEETING - MINOR HILLSIDE DEVELOPMENT PERMIT FOR CONSTRUCTION OF A SINGLE-FAMILY DWELLING AND POOL AT 3606 TILLMONT WAY, SANTA ROSA, CA; FILE NO. PLN25-0318**

BACKGROUND: The applicant proposes to construct a new 4,472-square-foot single-family dwelling with a pool, located within portions of the site with a slope of 10 percent or greater, at 3606 Tillmont Way. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Hillside Development Permit to allow construction of a single-family dwelling with a pool, located at 3606 Tillmont Way.

**THIS ITEM IS BEING CONTINUED TO A DATE CERTAIN, OF JANUARY 15, 2026, BECAUSE A PUBLIC HEARING HAS BEEN REQUESTED. NEW NOTICING WILL BE SENT OUT PRIOR TO THE NEXT MEETING.**

**7. ADJOURNMENT**

**Zoning Administrator**

**- FINAL-REVISED**

**DECEMBER 18, 2025**

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*In compliance with Zoning Code Section 20-62, the decision of the Zoning Administrator 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.*

*The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs, or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternate formats, are available by contacting the Recording Secretary at 707-543-4663 (TTY Relay at 711). Requests 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 Zoning Administrator 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 Department, Room 3, City Hall, 100 Santa Rosa Ave, during normal business hours.*