

SUBDIVISION COMMITTEE REPORT  
June 18, 2025

**CODDINGTOWN SUBDIVISION  
PARCEL MAP WAIVER**

**Project Description**

The project involves the subdivision of a 2.82-acre lot into five (5) separate parcels. The property is currently developed with commercial buildings and uses.

LOCATION.....1100 Coddington Center

APN.....012-490-055

GENERAL PLAN LAND USE .....Transit Village Mixed-Use

ZONE CLASSIFICATION

EXISTING .....Transit Village Mixed (TV-M-SA)

PROPOSED.....Transit Village Mixed (TV-M-SA)

OWNER/APPLICANT .....Lois Coddington

ADDRESS.....1300 Coddington Center

ENGINEER/SURVEYOR .....Ralph Thomas

ADDRESS.....200 4<sup>th</sup> Street  
Santa Rosa, CA 95401

REPRESENTATIVE .....Ralph Thomas

ADDRESS.....200 4<sup>th</sup> Street, Suite 300  
Santa Rosa, CA 95401

FILE NUMBER .....CC24-004

CASE PLANNER .....Suzanne Hartman

PROJECT ENGINEER.....Jesus McKeag

COMMISSION REP.....Charles Carter

## **Background**

On October 31, 2024, an application for a Parcel Map Waiver was submitted to Planning and Economic Development.

On June 6, 2025, a Public Hearing Notice was mailed

## **Conditions of Approval**

The following summary constitutes the recommended conditions of approval on the subject application/development based on the approved exhibit labeled Certificate of Compliance stamped received February 13, 2025:

1. 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.
2. The approval of this project shall be subject to the latest adopted ordinances, resolutions, policies and fees adopted by the City Council at the time of the building permit review and approval.

## **Engineering Conditions**

### **MAPPING AND PRIVATE EASEMENT DEDICATION**

3. A Certificate of Compliance shall comply with all currently adopted ordinances, resolutions, and policies of the City of Santa Rosa and the State Subdivision Map Act.
4. All costs associated with the Certificate of Compliance, plan, easement, plat, legal description, and/or support document preparation shall be the sole responsibility of the developer.
5. Prior to recordation of a Certificate of Compliance for the resulting parcels, all public and common infrastructure conditioned in the subdivision committee report for the parcel map waiver shall be installed to the satisfaction of the City Engineer.
6. The applicant's Engineer or Surveyor shall evaluate the need for existing and proposed easements (including but not limited to cross-lot drainage, utilities, ingress/egress, parking and landscape easements). The easements shall be shown on a subdivision map or submitted to the City for review as separate instruments in the form of a legal description and plat prior to recording the Certificate of Compliance. Separate instruments granting rights to the City shall include the City's grant form. Separate instruments granting rights between private properties shall be

in the form of a declaration. Easements or declarations between private properties shall include provisions for maintenance. Maintenance declarations referencing easements shown on the subdivision map shall be recorded contemporaneously with the map. These documents may be subject to review by the City Attorney's office. Conformed copies of the recorded documents shall be provided to the Planning & Economic Development Department for the city file prior to recordation of the Certificate of Compliance.

7. The Applicant shall submit a subdivision map or plats and legal descriptions for the proposed parcels to Engineering Development Services after approval of the Parcel Map Waiver request in order to continue processing the Certificate of Compliance application.
8. This is a Certificate of Compliance Minor Subdivision creating 5 lots and 0 common ownership parcels. The formation of a Commercial Association, responsible for ownership and maintenance of common area and common site improvements, is not required for this subdivision.

## **PUBLIC STREET IMPROVEMENTS**

9. An Encroachment Permit shall be obtained prior to issuance of a building permit. Any improvements proposed or required, within the public right-of-way shall be reviewed and approved with the Encroachment Permit application. Only Construction drawings submitted with the Encroachment Permit Application are final drawings 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 drawings showing all work in the public right of way, including public easements and all work on public utilities (water meter boxes, sewer lateral cleanouts, backflow devices, etc.).

## **STORM DRAINAGE**

10. Any needed drainage facilities and drainage easements shall be provided to the satisfaction of the City Engineer and shall be designed in accordance with Sonoma Water's Flood Management Design Manual and the City of Santa Rosa Design and Construction Standards at the developer's expense.

## **Building Conditions**

### **GRADING** (from Building Memo dated 4-01-2025)

11. Obtain building permits for any proposed alterations to the existing buildings required by the proximity of structures to the new property lines (as applicable.)

12. A future easement will be required for utilities that cross property lines if properties are sold to other owners.
13. Exterior walls within 30 feet of the property line are to be fire-resistant rated as required by CBC Table 705.5.

## **Water Department Conditions**

### **WATER AND WASTEWATER** (from the Water Department dated 5-7-25)

14. There is existing on-site private water and sewer piping that will result in need for private utility easements. Those easements shall be shown on the Parcel Map.
15. There was a recent Building Permit and Encroachment Permit related to improvements to 1150 Coddington Center building. The on-site water and sewer piping has changed from what is shown on the Tentative Map. This change should be reflected on the Parcel Map.
16. Future improvements to the other building could result in the requirement to eliminate cross lot piping.

The Subdivision Committee of the city of Santa Rosa, based upon the evidence presented and the records herein, hereby determines that the proposed 1100 Coddington Center Parcel Map Waiver, as hereinafter conditioned, complies with the requirements of Chapter 19 of the Santa Rosa City Code and the State Subdivision Map Act, based upon the following findings:

- A. That the proposed map is consistent with the General Plan and any applicable specific plans as specified in Government Code Sections 65451 and 66473.5. The General Plan land use designation is Transit Village Mixed-Use, which is intended to accommodate a well integrated mix of higher intensity residential, office and commercial uses within one-quarter mile of a transit facility. The site is already developed with commercial uses and no new development is proposed at this time.
- B. That the proposed subdivision meets the housing needs of the City and that the public service needs of the subdivision's residents are within the available fiscal and environmental resources of the City. The site is currently developed with commercial structures that provide uses to meet the needs of Santa Rosa residents.
- C. That the design of the proposed subdivision has, to the extent feasible, provided for future passive or natural heating or cooling opportunities in the subdivision. The site is currently developed with commercial structures/uses, and no new development is proposed at this time.

- D. That the proposed subdivision would not discharge waste into the City's sewer system that would result in violation of the requirements prescribed by the California Regional Water Quality Control Board.
- E. That the proposed subdivision is consistent with the City of Santa Rosa Design Guidelines and is determined to be of Superior Design. No new development is proposed as part of this subdivision.
- F. The project has been found in compliance with the California Environmental Quality Act (CEQA). The project is statutorily exempt from CEQA per section 15183 because it is consistent with the General Plan 2035 for which an Environmental Impact Report was certified by Council in 2009. There are no significant effects which are peculiar to the project or its site that were not analyzed in the prior EIR and cannot be substantially mitigated. The City has further determined that no exceptions to the exemptions apply, and there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances (CEQA Guidelines Section 15300.2.)
- G. This project is exempt from the Levine Act (Gov. Code Section 84308) which prohibits city officials from participating in certain decisions regarding licenses, permits, and other entitlements for use if the official has received a campaign contribution of more than \$250 from a party, participant, or agent of a party or participant in the previous 12 months. The Levine Act is intended to prevent financial influence on decisions that affect specific, identifiable persons or participants. For more information see the FPPC website: [www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html](http://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html)

The Subdivision Committee is a subordinate agency of the City of Santa Rosa Planning Commission and is empowered to act on behalf of the Commission. All actions by the Committee must be by unanimous vote or the matter under consideration is automatically referred to the Planning Commission.

Vote

	Yes	No	Continue
Gabe Osburn, Director Planning and Economic Development	_____	_____	_____
Amy Nicholson, Supervising Planner Planning and Economic Development	_____	_____	_____
Charles Carter, Planning Commissioner Santa Rosa Planning Commission	_____	_____	_____

**Action**

\_\_\_\_ Approved with conditions as set forth in this report.

\_\_\_\_ Denied (Include reason(s)):

\_\_\_\_ Continued.