



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL JANUARY 15, 2026

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 First Street or submitted in advance via
email at 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/89296520356](https://srcity-org.zoom.us/j/89296520356), OR
BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 892 9652 0356.**

10:30 A.M.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 Draft Minutes - December 18, 2025

Attachments: [Draft Minutes - December 18, 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 - 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

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.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Plans](#)
[Attachment 4 - Landscape Plan](#)
[Attachment 5 - Public Comments](#)
[Resolution](#)
[Presentation](#)

6.2 PUBLIC MEETING - MINOR CONDITIONAL PERMIT APPLICATION FOR A CHILD DAY CARE CENTER, LOCATED AT 4042 SEBASTOPOL ROAD, SANTA ROSA, CA; FILE NO. PLN25-0151

BACKGROUND: The applicant proposes to operate a child day care center (Little Legends Learning Center) within portions of an existing church, located at 4042 Sebastopol Road. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a Minor Conditional Use Permit to allow a child day care center at 4042 Sebastopol Road.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Plans](#)
[Attachment 4 - Trip Generation Study](#)
[Resolution](#)
[Presentation](#)

6.3 PUBLIC MEETING - NEW IN-GROUND POOL - PLANNING RECORD - 595 MONTCLAIR DR - PLN25-0224

BACKGROUND: Minor Hillside Permit for a new in ground gunite swimming pool (576sq.ft) in the rear yard. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a minor Hillside Development to allow an in-ground pool at 595 Montclair Drive.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Site Plan](#)
[Resolution](#)
[Presentation](#)

6.4 PUBLIC MEETING - 3773 BOULDER POINT (POOL) - PLANNING RECORD - 3773 BOULDER POINT PL - PLN25-0371

BACKGROUND: Minor Hillside Development Permit for the installation of an inground pool at 3773 Boulder Point. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a minor Hillside Development to allow an inground pool at 3773 Boulder Point Place.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Landscape plans](#)
[Attachment 4 - Slope analysis](#)
[Attachment 5 - Pool Relocation](#)
[Resolution](#)
[Presentation](#)

7. ADJOURNMENT

Zoning Administrator

- FINAL

JANUARY 15, 2026

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 (including member(s) of a legislative body) 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) or mkolarik@srcity.org. The e-mail subject line should read "ADA Accommodation Request" or "Language Assistance" and the email should include your name, address, telephone number, and a description of the request. If the request is received at least seven (7) business days prior to the board meeting, the copy shall be provided no later than two (2) business days prior to the board meeting. Meeting information can also be accessed via the internet at <http://srcity.org>.

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.