



# City of Santa Rosa

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

## Planning Commission Regular Meeting Minutes - Final

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Thursday, December 12, 2024

4:30 PM

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### 1. CALL TO ORDER AND ROLL CALL

Chair Weeks called the meeting to order at 4:30 p.m.

**Present** 6 - Chair Karen Weeks, Vice Chair Vicki Duggan, Commissioner Patti Cisco, Commissioner Aaron Pardo, Commissioner Julian Peterson, and Commissioner Terrence Sanders

**Absent** 1 - Commissioner Charles Carter

### 2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

None.

### 3. APPROVAL OF MINUTES

3.1 November 14, 2024 - Draft Minutes.

Approved as submitted.

Chair Weeks opened and closed public comment at 4:31 p.m.

### 4. PUBLIC COMMENTS

Chair Weeks opened and closed public comment at 4:32 p.m.

### 5. COMMISSION BUSINESS

#### 5.1 STATEMENT OF PURPOSE

Chair Weeks read aloud the Statement of Purpose.

#### 5.2 COMMISSIONER REPORTS

Chair Weeks reminded Commissioners to check their emails.

Chair Weeks opened and closed public comment at 4:35 p.m.

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

None.

### 6. DEPARTMENT REPORTS

Deputy Director Jones reported.

Chair Weeks opened and closed public comment at 4:37 p.m.

## **7. STATEMENTS OF ABSTENTION BY COMMISSIONERS**

Commissioner Sanders announced recusal from item 11.2 due to owning a property in a Historic District.

## **8. PRESENTATIONS**

None.

## **9. CONSENT ITEMS**

None.

## **10. REPORT ITEMS**

None.

## **11. PUBLIC HEARINGS**

### **11.1 PUBLIC HEARING - STATE LEGISLATION ZONING CODE TEXT AMENDMENT**

BACKGROUND: The purpose of the State Legislation Zoning Code text amendment is to ensure the City Code remains in compliance with any State laws which preempt local regulations. In 2023 and 2024, the State of California adopted legislative bills that impact how local governments process housing development projects and regulate shared parking. This text amendment includes modifications to the City's Zoning Code related to Accessory Dwelling Units, Density Bonuses, Shared Parking and eliminates the requirement for rezoning for General Plan consistency for housing projects. This Zoning Code text amendment is exempt from the requirements of the California Environmental Quality Act (CEQA).

PRESENTED BY: Amy Nicholson, Supervising Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Planning Commission, by resolution, recommend that the City Council adopt a Zoning Code text

amendment to amend City Code Chapter 20-31(Density Bonus and Other Incentives), Section 20-12.020 (Zoning Code Rules of Interpretation), Section 20-36.050 (Adjustments to Parking Requirements), and Section 20-42.130 (Accessory Dwelling Units) as described in Attachment 1.

Senior Planner Nicholson presented.

Staff representatives responded to Commissioner inquiries.

Chair Weeks opened and closed the Public Hearing at 5:02 p.m.

**A motion was made by Commissioner Cisco, seconded by Vice Chair Duggan, to waive reading of the text and adopt**

**RESOLUTION NO. PC-2024-026 ENTITLED: RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA ROSA RECOMMENDING TO CITY COUNCIL A ZONING CODE TEXT AMENDMENT TO ENSURE MUNICIPAL CODE CONSISTENCY WITH STATE LAW - FILE NUMBER REZ24-004**

**The motion carried by the following vote:**

**Yes:** 6 - Chair Weeks, Vice Chair Duggan, Commissioner Cisco, Commissioner Pardo, Commissioner Peterson and Commissioner Sanders

**Absent:** 1 - Commissioner Carter

## **11.2 PUBLIC HEARING - LANDMARK ALTERATION PROCESS IMPROVEMENTS AND CULTURAL HERITAGE BOARD AND DESIGN REVIEW BOARD CONSOLIDATION**

**BACKGROUND:** The proposed project includes recommendations to amend the Santa Rosa Zoning and Municipal Codes and the Processing Review Procedures for Owners of Historic Properties. The proposed amendments are two-fold: 1) streamline and enhance the Landmark Alteration Permit process for properties located in the City's eight Preservation Districts and for properties designated as local landmarks; and 2) consolidate the Cultural Heritage Board and Design Review Board duties and composition into a single Design Review and Preservation Board, in order to provide a more streamlined process,

enhance the City's preservation efforts, and better allocate City resources.

PRESENTED BY: Jessica Jones, Planning Deputy Director

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Planning Commission, by resolution, recommend to the City Council adoption of Zoning and Municipal Code amendments to (1) address streamlining and process improvements for the Landmark Alteration Permit process, and (2) consider consolidation of the duties and composition of the Cultural Heritage Board and Design Review Board into a single Design Review and Preservation Board.

Deputy Director Jones presented.

Chair Weeks opened the Public Hearing at 5:33 p.m.

Brian Meuser spoke in support of the item.

Sher Ennis spoke in opposition of the fee's.

Denise Hill spoke in support of the item.

Chair Weeks closed the Public Hearing at 5:43 p.m.

Staff representatives responded to Commissioner inquiries.

**A motion was made by Commissioner Cisco, seconded by Vice Chair Duggan, to waive reading of the text and adopt**

**RESOLUTION NO. PC-2024-027 ENTITLED: RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA ROSA MAKING FINDINGS AND DETERMINATIONS AND RECOMMENDING TO CITY COUNCIL ADOPTION OF ZONING AND MUNICIPAL CODE TEXT AMENDMENTS TO ADDRESS STREAMLINING AND PROCESS IMPROVEMENTS FOR THE LANDMARK ALTERATION PERMIT PROCESS, AND CONSOLIDATION OF THE DUTIES AND COMPOSITION OF THE CULTURAL HERITAGE BOARD AND DESIGN REVIEW BOARD INTO A SINGLE DESIGN REVIEW AND PRESERVATION BOARD**

**The motion carried by the following vote:**

**Yes:** 5 - Chair Weeks, Vice Chair Duggan, Commissioner Cisco,  
Commissioner Pardo and Commissioner Peterson

**Absent:** 1 - Commissioner Carter

**Recused:** 1 - Commissioner Sanders

**12. ADJOURNMENT**

Chair Weeks adjourned the meeting at 6:02 p.m.

Approved on: February 27, 2025

s/ Madeline Brown, Recording Secretary