

RESOLUTION NO. INSERT ZA RESO NO.

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR LANDMARK ALTERATION PERMIT FOR EXTERIOR CHANGES AND ADDITION OF AN ACCESSORY STRUCTURE FOR THE PROPERTIES LOCATED AT 335 & 343 COLLEGE AVENUE, SANTA ROSA, APN 180-750-050, 180-750-049, FILE NO. LMA24-009.

WHEREAS, the Santa Rosa Zoning Administrator has completed review of the Minor Landmark Alteration (LMA) Permit application to allow the proposed project described above; and

WHEREAS, the Minor Landmark Alteration Permit approval to allow a carport addition at 335 College Avenue, and the replacement of three windows at 343 College Avenue, is based on the project Design Concept Narrative, dated March 18, 2025, and project plans dated April 4, 2025; and

WHEREAS, the matter has been properly noticed as required by Section 20-58.020.D.2.a and no request for a public hearing has been received;

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 20-58.060.F, the Zoning Administrator of the City of Santa Rosa finds and determines that:

1. The proposed exterior changes are consistent with applicable zoning standards except as directed by Zoning Code Section 20-12.020 in that the Ridgway Preservation District allows minor building renovations, including window replacements, and new accessory structures, like carports, with approval of a Minor Landmark Alteration Permit; the General Commercial (CG) zoning district allows residential uses and accessory structures; and the project has been reviewed in compliance with applicable development standards; and
2. The proposed exterior changes implement the General Plan and any applicable specific plans in that the single-hung windows with wood trim are in keeping with the historic character of the original structure and surrounding area; the proposed carport addition, located at the rear of the site, is designed to minimize visual impact on the property's historic buildings; and the proposed project implements General Plan Policy HP-B which encourages the preservation of Santa Rosa's historic structures and neighborhoods. The site is not located within a specific plan area; and
3. The proposed exterior changes are consistent with the original architectural style and details of the building. The proposed project includes replacement of the existing sliding vinyl and metal windows with single-hung wood windows that are consistent with the architectural period of onsite structures, and the materials proposed for the carport are consistent in color and materials with existing historic buildings on site; and

4. The proposed exterior changes are compatible with any adjacent or nearby landmark structures or preservation district structures that have been identified as contributors to the Ridgway Preservation District. The proposed exterior changes implement common window design and materials found in the Ridgway Preservation District, and the carport is designed with a low-slope, wood frame, metal roof, and is not readily visible from the public right-of-way; and
5. The proposed exterior changes are consistent and/or compatible with the textures, materials, fenestration, decorative features and details of the time period of the building's construction in that the design, color, material, and trim of both the replacement windows and carport addition complement and are consistent with the structure and surrounding buildings; and
6. The proposed exterior changes will not destroy or adversely affect important architectural features. The proposed wood replacement windows are consistent with single/double hung windows found throughout the preservation district. The carport is not attached and, therefore, will not adversely impact any architectural feature. Neither area of change is readily visible from the public right-of-way, and
7. The proposed exterior changes are consistent with applicable Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (2017 Revision) in that the replacement windows are consistent with design elements found within the preservation district, and the carport, while designed with materials that are compatible with the surrounding structures, is not readily visible from the public right-of-way; and
8. The project has been reviewed in compliance with the California Environmental Quality Act (CEQA):
 - Pursuant to CEQA Guidelines Section 15301, Existing Facilities, the project is categorically exempt from CEQA because it involves minor exterior modifications to an existing structure.
 - Pursuant to CEQA Guidelines Section 15303, New Construction of Small Structures, the project is categorically exempt from CEQA because it involves the construction of a carport addition.

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. Plans submitted for building permit shall be the same as the plans approved by the Zoning Administrator, dated April 4, 2025.
2. Comply with conditions of approval listed in the Engineering Development Services Exhibit A, dated February 11, 2025, attached hereto and incorporated herein.
3. Construction hours shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 4:00 p.m. Saturday. No construction is permitted on Sunday and/or holidays. Construction hours shall apply to all noise generating activities including deliveries, music, employee vehicles, etc.
4. Comply with all applicable federal, state, and local codes. Failure to comply may result in issuance of a citation and/or revocation of approval.
5. Comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval.
6. Prior to Building Permit application submittal, plant seven Japanese maple trees in 24-inch box planters to mitigate the 2024 unpermitted removal of Sycamore trees. The replacement trees shall be appropriately staked and maintained in good health. Code Enforcement will conduct a site visit to verify that this condition has been met. Contact Code Enforcement at 707-543-1174 to schedule an inspection when trees have been planted.

This Minor Landmark Alteration Permit is hereby approved on April 17, 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. **It is the responsibility of the applicant to pursue and demonstrate compliance.**

APPROVED: _____
CONOR MCKAY, ZONING ADMINISTRATOR

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT
ENGINEERING DEVELOPMENT SERVICES

EXHIBIT "A"
2/11/25

College Square LLC Carports
COLLEGE AVE (327)
LMA24-009

- I. Developer's engineer shall obtain the current City Design and Construction Standards and the Engineering Development Services 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 stamped received 1-28-25:

PUBLIC STREET IMPROVEMENTS

1. It is recommended that any non-standard sidewalk sections and driveway approaches along the property's frontage be upgraded to the current standard in order to ensure a compliant path of travel within the public right-of-way or public easements and to mitigate any potential trip hazards. Per City Code Section 13-32.020, the abutting property owner shall maintain the sidewalk in a manner that avoids creating a dangerous situation for the property owner and any members of the public utilizing the corridor.

2. An encroachment permit shall be obtained from the Planning and Economic Development Department prior to performing any work within or adjacent to the public right-of-way.

STORM WATER COMPLIANCE

3. Note on the plans submitted with the building permit application that “no debris, soil, silt, bark, slash, sawdust, rubbish, cement or concrete washings, oil or petroleum products, or other organic or earthen material from any construction or associated activity of whatever nature, shall be allowed to enter into or be placed where it may be washed by rainfall into the storm drain system. When operations are complete, any excess material or debris shall be removed from the work area.”
4. As applicable, the developer’s engineer shall comply with all requirements of the latest edition of the City Storm Water Low Impact Development Technical Design Manual.

STORM DRAINAGE

5. Any needed drainage facilities and drainage easements shall be provided to the satisfaction of the City Engineer and shall be designed per the Sonoma County Water Agency’s Flood Control Design Manual and the City of Santa Rosa Design and Construction Standards at the developer’s expense.

BUILDING (from Building Division Memo dated 01-21-2025)

6. Obtain building permits for the proposed project.
7. Provide a geotechnical investigation and soils report with the carport building permit application.
8. Provide, with the building permit submittal for the carports, structural calculations, plans, and details for the proposed structure and foundation.
9. Specify, on the building permit plans, the proposed accessible route from the new accessible parking to the unit(s) served.
10. On the building permit submittal, specify whether the existing dwelling units are fully privately funded (California Building Code (CBC) chapter 11A applies for accessibility), or if any government programs are implemented and/or the units have been built on behalf of a government agency (CBC chapter 11B applies for accessibility).
11. Provide structural calculations and details for any enlarged window/door sizes at building E (lateral and vertical.)

12. Provide information on the building permit submittal for building E showing the uses of the rooms adjacent to the altered windows/doors (to ensure minimum sizes for light, ventilation, and emergency escape/rescue openings are provided).
13. Construction of any new ADU buildings will also require building permits (work currently grayed-out on plans and not included in the description of work, but still shown as “new” on the plans.)
14. Construction of any yards/fences extending into the alley will require an encroachment permit.
15. Fences over 7’ in height, and any gates require building permits.

WATER AND WASTEWATER

16. Water and sewer systems and appurtenances thereto shall be designed to serve the project in accordance with the City of Santa Rosa Design and Construction Standards and shall be constructed to the satisfaction of the City Engineer.
17. Demand fees may be required and shall be determined during review of the building permit application. Submit the type of use in each portion of the building (office, warehouse, lab, manufacturing, cultivation, etc.) and the square footage of each usage type with the building permit application. If the proposed use involves a cannabis growing operation, provide the number of plants and the estimated peak monthly water and sewer usage. The applicant may contact the Water Engineering Services division at (707)-543-4300 to obtain a preliminary fee calculation.
18. All irrigation and domestic water services shall be protected with a reduced pressure backflow device per City Standard 876. Backflow additions or upgrades shall be required as part of the building permit review. The location of all existing or proposed backflow devices shall be shown on the utility plan submitted with the building permit application.
19. The water service shall be sized to support any additional fire and domestic demand. If the building is not served by an automatic fire sprinkler system, it is possible that the proposed tenant improvement will require the installation of fire sprinklers within the building and a dedicated fire service per City Standard 880. All modifications to the existing water system shall be performed under an encroachment permit. The water service size shall be determined based on flow calculations submitted by the sprinkler designer.
20. Properties currently protected by automatic fire protection systems may have backflow devices on the dedicated fire service that do not meet current standards. All dedicated fire services shall be protected with a double detector check device per City Standard 880. Existing fire services protected by a single check device may require an upgrade per City Standard 880 as part of the tenant improvements. Contact Water Engineering Services at 707-543-4200 or email

watereng@srcity.org to determine the existing backflow type and to understand the specific requirements that will be placed on the building permit application. Any upgrades to the backflow device shall be installed under an encroachment permit.

21. If the project involves the addition of a new fire service or modifications to an existing service, an approved Fire permit for the onsite dedicated fire line shall be obtained prior to issuance of the encroachment permit for the backflow device. The onsite permit application and plan should be submitted to the Fire Department prior to applying for the encroachment permit.
22. A sewer cleanout per City Standard 513/513A must be installed on the sewer lateral. The location of the cleanout must be shown on the utility plan submitted with the building permit application. The type of cleanout and the placement shall be based on the depth of the existing lateral. The installation of the clean out must be performed under an encroachment permit.
23. If additions or modifications to the existing landscaping are proposed under the building permit application, a dedicated irrigation meter shall be installed to serve the existing or proposed landscaping if one does not already exist. The Director of Santa Rosa Water may approve a variance deferring the installation of the irrigation meter if special circumstances exist on the property that would result in the installation creating practical difficulties or unnecessary hardships.
24. If additional fire lines and water meters are required, Santa Rosa Water may require all individual existing and new water services to be consolidated and installed as a combination service per City Standard 870. Consolidation shall require the abandonment of any unused water services at the main. This determination will be made during review of the building permit application.
25. Any additions or modifications to the existing landscaping shall be consistent with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Ordinance 4051, on December 1, 2015. Landscape plans will be reviewed during the building permit stage to determine compliance with the ordinance.


FIRE

26. Construction permits associated with the tenant improvements shall comply with all adopted building standards as described in Title 24 and City Code.
27. If the building is not served by an automatic fire protection system, the installation of fire sprinklers will be required as part of the tenant improvement. Sprinklers will be required throughout the building. The project may be exempt from the installation of sprinklers if there is no proposed change in use or occupancy and the following criteria are met:
 - a. The proposal is altering 50% or less of the existing gross floor area of the building.

- b. The proposal involves the addition of 25% or less of the existing gross floor area of the building.
- c. The proposal includes both alterations and additions to the building footprint that total 50% or less of the existing gross floor area of the building.

To verify that the project is consistent with the above, contact the Fire Department at 707-543-3500.

- 28. When fire sprinklers are required as part of the tenement improvement, a hydrant must be located within 100' of the required Fire Department Connection (FDC). If a hydrant does not exist within this distance a new hydrant may be required.
- 29. All proposed vehicle gates and traffic calming devices shall be reviewed and approved under a separate construction permit submitted directly to the Fire Department. All required permits must be obtained prior to the construction of any gates or traffic calming devices.
- 30. Twelve inch illuminated building address characters shall be provided per Fire Department standards. An illuminated address directory monument sign shall be provided at each entrance to the property.
- 31. Storage or use of any hazardous materials at the site will require a Hazardous Materials Inventory Statement to be submitted to the Fire Dept. for review via the California Environmental Reporting System (CERS). Materials in excess of the permit amounts will require a Hazardous Materials Management Plan to be submitted to the Fire Dept. for review and approval and may require payment of annual Hazardous Material Use or Hazardous Waste Generator permit fees.



A. R. Jesús McKeag

PROJECT ENGINEER