



**City Council  
Regular Meeting Minutes - Final**

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Tuesday, August 19, 2025

12:00 PM

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**1. CALL TO ORDER AND ROLL CALL**

Mayor Stapp called the meeting to order at 12:02 p.m.

**Present:** 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**Absent:** 1 - Vice Mayor Eddie Alvarez

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

**3. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

**PUBLIC COMMENTS:**

Duane De Witt spoke on Item 3.2 and encouraged more affordable rental residential housing and affordable housing opportunities for veterans.

Paul Paradis, Bayhill Ventures, spoke on Item 3.2.

Matt Skelton, The Grupe Company, spoke on Item 3.2.

Berah McSwain, LH Housing, spoke on Item 3.2.

Mayor Stapp announced that Item 3.4 is continued to a date uncertain and Item 13.12 is continued to the September 30, 2025 regular meeting.

**Mayor Stapp recessed the meeting to closed session at 12:15 p.m. to discuss Items 3.1 through 3.3 as listed on the agenda.**

**Vice Mayor Alvarez joined the meeting at approximately 1:00 p.m.**

**3.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: one potential case.

**This item was received and filed.**

**3.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Government Code Section 54956.8)**

Property: 730 3rd Street, APN 009-072-044  
Agency Negotiator: Jill Scott, Real Property Negotiator  
Negotiating Parties: LH GPM LLC; The Grupe Company & Visionary Home Builders of California, Inc.: Bayhill Ventures, LLC  
Under Negotiations: Price and terms of payment.

**This item was received and filed.**

**3.3 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)**

Lucan Bohanan vs. City of Santa Rosa  
Sonoma County Superior Court Case No. 24CV02519

**This item was received and filed.**

**3.4 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)**

Cindy Gemignani, as Conservator of the Estate of Daryl W. Titus, et al.  
vs. City of Santa Rosa, et al.  
Sonoma County Superior Court Case No. SCV-270898

**This item was continued to a date uncertain.**

**Mayor Stapp adjourned closed session at approximately 2:30 p.m. and reconvened to regular session at 4:00 p.m.**

**4. STUDY SESSION - NONE.**

**5. ANNOUNCEMENT OF ROLL CALL (IF NEEDED)**

**Present:** 7 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**6. REPORT, IF ANY, ON STUDY AND CLOSED SESSIONS**

Teresa Stricker, City Attorney, reported that by six affirmative votes (Alvarez absent) Council directed the City Attorney to initiate litigation on behalf of the City and that there was no other reportable action from closed session.

## 7. PROCLAMATIONS/PRESENTATIONS

### 7.1 PROCLAMATION - WOMEN'S EQUALITY DAY

Attachments: [Proclamation](#)

Council Member Rogers read and presented the proclamation to Melanie Jones-Carter, Vice Chair on the Commission on the Status of Women in Sonoma County.

Melanie Jones-Carter thanked Council for the proclamation and acknowledged the Commission on the Status of Women's ongoing advocacy and policy work addressing issues impacting women and girls.

#### PUBLIC COMMENTS:

Duane De Witt spoke in support of the proclamation.

### 7.2 PRESENTATION - COUNTY OF SONOMA PRESENTATION OF PROPERTY TAX INFORMATION FOR THE CITY OF SANTA ROSA

Attachments: [Presentation](#)

Alan Alton, Chief Financial Officer introduced Deva Proto, Sonoma County Clerk-Recorder-Assessor, and Rhiannon Yeager, Deputy Chief Assessor, presented and answered questions from Council.

Vice Mayor Alvarez left the dais at approximately 4:15 p.m.

No public comments were made.

## 8. STAFF BRIEFINGS

### 8.1 CAPITAL IMPROVEMENT PROGRAM STATUS UPDATE

Staff will provide an update of projects currently in the Capital

Improvement Program. No action will be taken except for possible direction to staff.

Attachments: [Presentation](#)

Dan Hennessey, Director - Transportation and Public Works, and Christa Siegenthaler, Deputy Director - Engineering Services, presented and answered questions from Council.

#### PUBLIC COMMENTS:

Duane De Witt spoke in support of Director Hennessey's efforts for advancing neighborhood improvements and urged continued focus on road safety and infrastructure.

Janice Karrman requested pedestrian safety improvements near Calistoga Road and expressed support for recent city progress on road safety.

Peter spoke on the Capital Improvement Program and emergency services funding concerns and proposed using vacant trailers and sustainable programs to support the homeless.

## 9. CITY MANAGER'S/CITY ATTORNEY'S REPORTS

Maraskeshia Smith, City Manager, reported on an upcoming transportation resource fair at Taylor Mountain Elementary and thanked the Council for its support during recent difficult events.

### 9.1 REPORT OF SETTLEMENTS AND ACTIVE LITIGATION

The City Attorney will report on all settlements authorized by Council in closed session that were finalized in July 2025, which includes but may not be limited to all settlements requiring the City to pay more than \$50,000. The City Attorney will also provide a summary of pending litigation against the City.

Attachments: [Litigation Report](#)

City Attorney Stricker reported there was one settlement over \$50,000 which was previously authorized by Council in closed session that was finalized in the month of July, Wallace Francis vs.

City of Santa Rosa with a settlement amount of \$151,000 and release of all claims. The caseload remains constant with 35 litigation matters, with trial dates assigned to more than half of those matters.

No public comments were made.

## **10. STATEMENTS OF ABSTENTION/RECUSAL BY COUNCIL MEMBERS**

There were no statements of abstention/recusal.

## **11. MAYOR'S/COUNCIL MEMBERS' REPORTS**

Council Member Rogers provided a brief report on meetings and community events attended.

Mayor Stapp provided a brief report on the success of the Sonoma County Fair held in Santa Rosa and on the recent Sonoma County Mayor's and Councilmembers Association (SCMCA) meeting.

Council Member Okrepkie also acknowledged long serving radio personality Steve Jaxon.

### **PUBLIC COMMENTS:**

Peter spoke on Mayor's report on the SCMCA meeting topics and on Sonoma Clean Power.

Esmerelda Aparicio Sanchez spoke on housing discrimination based on credit score and what Council can do to help.

## **11.1 MAYOR'S/COUNCIL MEMBERS' SUBCOMMITTEE AND LIAISON REPORTS (AND POSSIBLE COUNCIL DIRECTION TO BOARD REPRESENTATIVE ON PENDING ISSUES, IF NEEDED)**

### **11.1.1 Council Subcommittee Reports**

Council Member Okrepkie provided a brief report on the Economic Development Subcommittee.

Mayor Stapp provided a brief report on the recent Long Term

Financial Planning and Audit Subcommittee meeting.

**11.1.2 Sonoma County Transportation Authority/Regional Climate Protection Authority (SCTA/RCPA)**

Council Member Okrepkie noted that the Sonoma County Transportation Authority/Regional Climate Protection Authority has updated the name to Sonoma County Transportation and Climate Authorities and requested the Council agenda be updated to reflect this change.

**11.1.3 Sonoma County Water Agency (SCWA) - Water Advisory Committee**

**11.1.4 Association of Bay Area Governments (ABAG)**

**11.1.5 Sonoma County Agricultural Preservation and Open Space District Advisory Committee**

**11.1.6 Sonoma Clean Power Authority (SCPA)**

**11.1.7 Zero Waste Sonoma (formerly known as Sonoma County Waste Management Agency (SCWMA))**

**11.1.8 Groundwater Sustainability Agency (GSA)**

**11.1.9 Sonoma County Homeless Coalition**

**11.1.10 Renewal Enterprise District (RED)**

**11.1.11 Public Safety Subcommittee**

**11.1.12 Other**

**Mayor Stapp moved to Item 14 on the agenda.**

**14. PUBLIC COMMENT ON NON-AGENDA MATTERS**

Troy Warren spoke on ADU construction at his residence and delays being experienced.

Duane De Witt expressed gratitude to the Recreation and Parks department for their work saving the Roseland Neighborwood from fires and the clearing of fire-prone ground cover and brush.

Robert Coppock spoke regarding the official compliant submitted to

the Santa Rosa Police department, department failures, and drug dealers.

Peter Alexander spoke to urge public awareness and action on law enforcement limits, trafficking, and systemic issues, emphasizing community power and spiritual renewal.

Alexa Forrester spoke regarding the recent fatal pedestrian accident and urged urgent action on street safety, emphasizing the need to prioritize lives over traffic speed.

Victoria Yanez, Homeless Action!, spoke on the Homeless Action! initiatives and urged the Council to take a public stand against the mistreatment of unhoused individuals and emphasized the need for compassion and accountability.

#### LATE CORRESPONDENCE

**Attachments:** [Late Correspondence \(Uploaded 08-19-2025\)](#)

## 16. PUBLIC HEARINGS

**Mayor Stapp took Items 16.2 and 16.3 ahead of Item 16.1 on the agenda.**

### 16.2 PUBLIC HEARING - PLACEMENT OF ANNUAL STORM WATER ENTERPRISE CHARGES ON THE SONOMA COUNTY PROPERTY TAX ROLL

**BACKGROUND:** The City of Santa Rosa is required under the federal Clean Water Act to obtain and comply with a National Pollutant Discharge Elimination System (NPDES) and Waste Discharge Requirements for Discharges from the Municipal Separate Storm Sewer Systems (Storm Water Permit). To comply with permit requirements and to control and reduce flooding, property damage, erosion, and storm water quality degradation in the City, the Council, in 1996, added Title 16 to the City Code, which created a Storm Water Enterprise and Utility (“Storm Water Enterprise”) as an agency of the City. Under Title 16, the City Council is authorized to prescribe and collect charges (special assessments) for the services and facilities of the Enterprise. The Council’s intention to collect the Storm Water Enterprise charges on the

Sonoma County Property Tax Roll was stated in Resolution 22880, adopted in 1996, which levied the annual charges. The amount of the annual charges of the Storm Water Enterprise for fiscal year 2025-26 were adopted by the Santa Rosa City Council on June 17, 2025. This action only considers the manner in which the annual charges will be collected and not the amount of the fee.

RECOMMENDATION: It is recommended by the Board of Public Utilities and Santa Rosa Water that the Council, by resolution, adopt by 2/3 vote the Storm Water Enterprise Charge Report and approve placement of the Storm Water Enterprise charges on the Sonoma County Property Tax Roll, to be collected by the Sonoma County Auditor-Controller-Treasurer-Tax Collector at the same time and in the same manner as Sonoma County property taxes are collected, unless those charges do not meet the County minimum of \$10 and/or parcel owner contact information is known to be incorrect.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Storm Water Enterprise Charge Report](#)  
                          [Resolution](#)  
                          [Presentation](#)  
                          [Public Hearing Notice](#)

Nick Lynn, Research and Program Coordinator and Claire Myers, Storm Water & Creeks Manager, presented.

**Mayor Stapp opened the public hearing at 5:31 p.m.**

Duane De Witt spoke on signage near the creeks.

Janice Karrman spoke on insurance rates post-fire and FEMA flood mapping.

Esmerelda spoke on the item and the water quality.

Ventura Longoria spoke on the work at the creek near his home and the need for continued attention for creek maintenance.

**Mayor Stapp closed the public hearing at 5:37 p.m.**

**A motion was made by Council Member Okrepkie, seconded by Council Member MacDonald, to waive reading of the text and adopt**

**RESOLUTION NO. RES-2025-137 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING AND ADOPTING "REPORT FOR PROPOSAL TO PLACE STORM WATER AND DRAINAGE CHARGES ON SONOMA COUNTY PROPERTY TAX ROLL FOR COLLECTION WITH COUNTY PROPERTY TAXES - FISCAL YEAR 2025-2026".**

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

**Yes:** 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**Absent:** 1 - Vice Mayor Eddie Alvarez

**16.3 PUBLIC HEARING - SUBMITTAL OF SUBSTANTIAL AMENDMENT TO THE HOME INVESTMENT PARTNERSHIPS - AMERICAN RESCUE PLAN (HOME-ARP) ALLOCATION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; AND APPROVAL OF SECOND AMENDMENT TO GRANT AGREEMENT WITH CATHOLIC CHARITIES HOME-ARP PROGRAM**

**BACKGROUND:** The proposed action will authorize the submittal of the Substantial Amendment to the City of Santa Rosa's (City) HOME-ARP Allocation Plan to HUD. On April 30, 2025, HUD notified the City of an additional \$4,095 in HOME-ARP funding, increasing the total allocation to \$2,741,528. The Substantial Amendment also includes the reallocation of \$100,000 from City Administration and Planning to subrecipient Supportive Services and Non-Profit Operating Costs, aligning with the City's original intent to prioritize funds for programs that prevent and address homelessness.

The proposed action will also approve a Second Amendment with Catholic Charities increasing the agreement by \$104,095 for a revised total of \$1,719,539 for the period January 1, 2024, through June 30, 2026. All funding changes are within the Federal HOME-ARP program allocation and have no impact on the General Fund.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Council, by resolution: 1) authorize submittal of the Substantial Amendment to the HOME

Investment Partnerships - American Rescue Plan (HOME-ARP) Allocation Plan (Substantial Amendment) to the U.S. Department of Housing and Urban Development (HUD); 2) accept and appropriate additional HOME-ARP funds in the amount of \$4,095 and reallocate \$100,000 in HOME-ARP funds from City Administration and Planning to subrecipient Supportive Services and Non-Profit Operating Costs; 3) authorize the City Manager or their designee to execute, in a form approved by the City Attorney, any forms or documents required by HUD to implement the HOME-ARP funds; 4) authorize the Chief Financial Officer to increase appropriations in a net amount of \$4,095; 5) approve a Second Amendment to Grant Agreement with Catholic Charities of the Diocese of Santa Rosa DBA Catholic Charities of Northwest California HOME-ARP Program (Second Amendment) to increase the amount of the agreement by \$104,095 for a total of \$1,719,539 for the period January 1, 2024 to June 30, 2026; and 6) authorize the Director of Housing and Community Services to execute the Second Amendment.

**Attachments:**    [Staff Report](#)  
[Attachment 1 - Substantial Amendment to the HOME-ARP Plan](#)  
[Resolution - HOME-ARP Substantial Amendment](#)  
[Resolution - HOME-ARP 2nd Amendment](#)  
[Exhibit A -Second Amendment to Grant Agreement](#)  
[Public Hearing Notice](#)  
[Presentation](#)

Koy Stewart, Program Specialist and Kelli Kuykendall, Manager, presented.

**Mayor Stapp opened the public hearing at 5:46 p.m.**

Victoria Yanez spoke in support of homeless services, but requested additional review of grievance processes of those who provide services.

Esmerelda spoke in opposition to Item 16.3.

**Vice Mayor Alvarez returned to the dais at 5:49 p.m.**

**Mayor Stapp closed the public hearing at 5:52 p.m.**

**A motion was made by Council Member Bañuelos, seconded by Council**

**Member MacDonald, to waive reading of the text and adopt**

**RESOLUTION NO. RES-2025-138 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AUTHORIZING SUBMITTAL OF SUBSTANTIAL AMENDMENT TO THE HOME INVESTMENT PARTNERSHIPS - AMERICAN RESCUE PLAN ALLOCATION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND INCREASE APPROPRIATIONS IN HOME-ARP FUND 2269.**

**AND**

**RESOLUTION NO. RES-2025-139 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING THE SECOND AMENDMENT TO GRANT AGREEMENT FOR THE HOME INVESTMENT PARTNERSHIP - AMERICAN RESCUE PLAN PROGRAM WITH CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA DBA CATHOLIC CHARITIES OF NORTHWEST CALIFORNIA IN THE AMOUNT OF \$1,719,539 FOR THE PERIOD JANUARY 1, 2024 TO JUNE 30, 2026.**

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

**Yes:** 7 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**16.1\*\* PUBLIC HEARING - APPEAL OF PLANNING COMMISSION DENIAL OF THE ELM TREE STATION PROJECT**

**BACKGROUND:** On December 17, 2021, Conditional Use Permit and Design Review applications for the Elm Tree Station project (Project) were submitted. The Project includes the construction of a gas station with six gas pumps and four electric charging stations, and a 3,448-square-foot general retail space with an 806-square-foot, one-bedroom apartment above located at 874 N Wright Road. The Project also includes the construction of an additional 432-square-foot general retail use and park-like amenities, including patio/trellis area, benches and picnic area, and a bike path that would traverse the eastern and southern boundaries of the project site from the Joe Rodota Trail to North Wright Road. On September 13, 2022, the City Council adopted Ordinance No. ORD-2022-10, which amended the Zoning Code to prohibit new gas station land uses. The ordinance

included an exemption for any existing applications deemed complete for processing on or before the effective date of the ordinance. Because the Project was deemed complete on December 17, 2021 it is exempt from the ordinance prohibiting new gas stations. While City staff had recommended approval of the Conditional Use Permit, on April 10, 2025, the Planning Commission unanimously denied the application. On April 21, 2025, pursuant to City Code Chapter 15-24, the applicant appealed the decision of the Planning Commission. City staff's position on the findings for granting approval have not changed; as such, the action before the Council includes two options: 1) accept the Appeal and approve the Conditional Use Permit, or 2) Deny the Appeal and uphold the Planning Commission's denial.

**RECOMMENDATION:** It is recommended by the Planning and Economic Development Department that the Council consider the recommendations of the Planning Commission and City Staff and either 1) by two resolutions, accept the Appeal and adopt an Addendum to the Elm Tree Station Initial Study/Mitigated Negative Declaration and approve the Conditional Use Permit for the Elm Tree Station Project; or 2) by one resolution, deny the Appeal and uphold the Planning Commission's denial of the Conditional Use Permit for the Elm Tree Station Project.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Project Description](#)  
[Attachment 4 - Plans](#)  
[Attachment 5 - Traffic Impact Study](#)  
[Attachment 6 - Addendum to Traffic Impact Study](#)  
[Attachment 7 - Trip Generation and Trip Length](#)  
[Attachment 8 - Water Quality Control Board Section 401 Cert.](#)  
[Attachment 9 - Health Risk Assessment](#)  
[Attachment 10 - Greenhouse Gas Emissions Memo](#)  
[Attachment 11 - Communication from BAQQMD](#)  
[Attachment 12 - Biological Resources Analysis 2012](#)  
[Attachment 13 - Environmental Noise Study](#)  
[Attachment 14 - Arborist Report](#)  
[Attachment 15 - Climate Action Plan Checklist](#)  
[Attachment 16 - Army Corps Verification](#)  
[Attachment 17 - Gas Station Ban Ordinance, ORD-2022-010 . V2](#)  
[Attachment 18 - Resolution PC-2022-020](#)  
[Attachment 19 - IS-MND and MMRP, August 26, 2013](#)  
[Attachment 20 - Stormwater LID](#)  
[Attachment 21 - Public Correspondence](#)  
[Attachment 22 - Prior Gas Station ZC Regulations](#)  
[Attachment 23 - PD 0435](#)  
[Attachment 24 - Planning Commission Staff Report](#)  
[Attachment 25 - Appeal Form](#)  
[Attachment 26 - Draft PC Approval Resolution 1 - Addendum and MMRP with Exhibit A](#)  
[Attachment 27 - Draft PC Approval Resolution 2 - CUP with Exhibit A](#)  
[Attachment 28 - Adopted Resolution of Denial - PC-RES-2025-007 - signed](#)  
[Attachment 29 - Correspondence](#)  
[Draft Council Resolution of Approval 1](#)  
[Exhibit A](#)  
[Draft Council Resolution of Approval 2](#)  
[Exhibit A](#)  
[Draft Council Resolution of Denial](#)  
[Presentation \(City\)](#)  
[Presentation \(Applicant\)](#)  
[Public Hearing Notice](#)  
[Late Correspondence \(Uploaded 08-19-2025\)](#)  
[Late Correspondence \(Uploaded 08-20-2025\)](#)  
[Late Correspondence \(Uploaded 08-22-2025\)](#)

Mayor Stapp called for Ex-parte disclosures by Council.

Council Member Rogers met with the appellant and CONGAS.

Council Member Okrepkie met with the appellant and the organization in opposition to the application and visited the site and

had nothing further to disclose.

Council Member Fleming met with the applicant and the appellant.

Vice Mayor Member Alvarez met with the applicant and received e-mails with both parties and residents of District 7. Mayor Stapp met with the applicant and opponents of the application and had nothing further to disclose.

Council Member Bañuelos met with the appellant and CONGAS, and watched the Planning Commission meeting.

City Attorney Stricker suggested that each council member make a statement or affirm that everything discussed in ex parte is contained in the materials and that all decisions will be based on evidence in the record. All council members affirmed this statement.

Conor McKay, Senior Planner, presented and answered questions from Council.

Planning Commission Chair Karen Weeks presented and answered questions from Council.

**Mayor Stapp opened the public hearing at 6:20 p.m.**

Jean Kapolchok, and Martin Hirsch, appellant/applicant representatives, presented and answered questions from Council.

**PUBLIC COMMENT:**

Katie Rutkowski spoke in opposition to the gas station and in support of denying the appeal and upholding the decision of the Planning Commission.

Ali spoke in opposition to the gas station and expressed concerns of the health and environmental impacts of the project.

Jack James spoke in opposition to the gas station as it poses a threat to our entire community, supports denying the appeal, and upholding the decision of the Planning Commission.

Derek spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Tyler spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Woody Hastings spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Alexa Forrester, Bikeable Santa Rosa, spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Laura Gonzalez spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Holly Pierce spoke in opposition to the project and in support of denying the appeal and upholding the decision of the Planning Commission.

Wayne Yamagishi spoke in opposition to the gas station.

Teri Shore, Sierra Club Sonoma Group, spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Cate Steane spoke in support of denying the appeal, upholding the decision of the Planning Commission and future liability if the station is approved.

Karina Konezny spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Susan Lamont spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Rick Theis spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Attila Naan spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Sher Ennis spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Laura Neigh, 350 Bay Area, spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Sandeep Sharma spoke in support of the gas station.

Jagvir Singh spoke in support of the gas station and stated the project is convenient and great for the community.

Kyle Bettencourt spoke in support of the gas station.

Vanessa Perez spoke in support of the gas station and that it is not just a gas station.

Carla spoke in support of the gas station.

Matt Callaway, Sonoma County Conservation Action, spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Nicole Sauer spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Laurel Chambers spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Jenny Blaker spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Laurie-Ann Barbour read a letter in support of denying the appeal and upholding the decision of the Planning Commission.

Joe Boswell spoke in support of the gas station.

Kevin Mary spoke in support of the gas station.

Janice Karrman spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Chris Thompson spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Tom A spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Raj spoke in support of the gas station.

Marla S read a letter from Annie Fowler in support of denying the appeal and upholding the decision of the Planning Commission.

Duane De Witt spoke in support of denying the appeal and upholding the decision of the Planning Commission.

June B spoke in support of denying the appeal and upholding the decision of the Planning Commission.

Ariel spoke in support of denying the appeal and upholding the decision of the Planning Commission.

**Mayor Stapp closed the public hearing at 8:17 p.m.**

**A motion was made by Council Member Rogers, seconded by Council Member MacDonald, to waive reading of the text and adopt**

**RESOLUTION NO. RES-2025-140 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ADOPTING AN ADDENDUM TO THE ELM TREE STATION INITIAL STUDY/MITIGATED NEGATIVE**

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**DECLARATION FOR THE ELM TREE STATION PROJECT, LOCATED AT 874 N WRIGHT ROAD - ASSESSOR'S PARCEL NUMBER (APN) 034-063-001 - FILE NUMBER PRJ21-033.**

**AND**

**RESOLUTION NO. RES-2025-141 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ACCEPTING AN APPEAL AND MAKING FINDINGS AND DETERMINATIONS AND APPROVING A CONDITIONAL USE PERMIT FOR A GAS STATION, TWO GENERAL RETAIL LAND USES, ONE APARTMENT UNIT, AND OUTDOOR AMENITIES - LOCATED AT 874 N WRIGHT ROAD - FILE NUMBER CUP21-100.**

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

**Yes:** 5 - Mayor Mark Stapp, Vice Mayor Eddie Alvarez, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**No:** 2 - Council Member Caroline Bañuelos, and Council Member Victoria Fleming

**Mayor Stapp recessed the meeting at 8:48 p.m. and reconvened at 9:00 p.m.**

**Mayor Stapp returned to Item 11.2.1 on the agenda.**

## **11.2 BOARD, COMMISSION & COMMITTEE APPOINTMENTS**

### **11.2.1 CHAIRPERSON APPOINTMENT FOR BOARDS, COMMISSIONS, AND COMMITTEES**

Mayor will announce a chair for the Board of Parks and Recreation, and recommends that the Council, by motion, approve the selection.

**Attachments:** [Attachment 1 - Council Policy 000-06](#)

Mayor Stapp announced Carole Quandt as the chair for the Board of Parks and Recreation.

**PUBLIC COMMENTS:**

Duane De Witt spoke on the item.

**A motion was made by Council Member Okrepkie, seconded by Council Member Rogers, to approve Mayor Stapp's selection of Carol Quandt as**

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**the chair for the Board of Parks and Recreation. The motion carried by the following vote:**

**Yes:** 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**Absent:** 1 - Vice Mayor Eddie Alvarez

## 12. APPROVAL OF MINUTES

12.1 August 5, 2025, Regular Meeting Minutes.

Attachments: [Draft Minutes](#)

No public comments were made.

**Approved as submitted.**

## 13. CONSENT ITEMS

PUBLIC COMMENTS:

Duane Dewitt spoke on Item 13.3, 13.4, 13.5, 13.8, 13.13, 13.15, 13.16, and 13.17.

### Approval of the Consent Agenda

**A motion was made by Council Member MacDonald, seconded by Council Member Rogers, to waive reading of the text and adopt Consent Items 13.1 through 13.11, with 13.7 as amended, and 13.13 through 13.17. The motion carried by the following vote:**

**Yes:** 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**Absent:** 1 - Vice Mayor Eddie Alvarez

13.1 MOTION - RESPONSES TO THREE 2024-2025 GRAND JURY REPORTS

RECOMMENDATION: It is recommended by the City Manager, Housing and Community Services, and the Planning and Economic Development Department that the Council, by motion, authorize the Mayor to execute formal responses to three Sonoma County 2024-2025 Grand Jury Reports, "*Local Fees, Local Subsidies: Fees and subsidies cause local*

*pain,” “Animal Services in Sonoma County: Separate and Not Equal,” and “Who Can Afford to Live in Sonoma County? A Tale of Two Cities.”*

**Attachments:**    [Staff Report](#)  
[Attachment 1 - Response to GJ Report Form Local City Fees](#)  
[Attachment 2 - Response to GJ Report Form Animal Services](#)  
[Attachment 3 - Response to GJ Report Form Housing](#)  
[Attachment 4 - Letter to Presiding Judge](#)

**This Consent - Motion was approved.**

**13.2        RESOLUTION - BID AWARD APPROVAL - MOBILE MODULAR BUILDING TO MOBILE MODULAR MANAGEMENT CORPORATION**

RECOMMENDATION: It is recommended by the Fire and Finance Departments that the Council, by resolution, approve issuance of a Purchase Order to Mobile Modular Management Corporation, Livermore, California for the purchase of one mobile modular building in the amount of \$132,271.50.

**Attachments:**    [Staff Report](#)  
[Resolution](#)  
[Exhibit A - Bid Response](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-142 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA BID AWARD APPROVAL - MOBILE MODULAR BUILDING TO MOBILE MODULAR MANAGEMENT CORPORATION**

**13.3        MOTION - CONTRACT AWARD - SOUTH DAVIS NEIGHBORHOOD PARK PLAY AREA REVITALIZATION**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, award Contract Number C02215, South Davis Neighborhood Park Play Area Revitalization, in the amount of \$1,498,794.50 to the lowest responsible bidder, Hanford Applied Restoration & Conservation of Petaluma, California, approve a 15% contract contingency, and authorize a total contract amount of \$1,723,613.67. The sources of funds are the Parks Bond Act Per Capita Grant and Zone 2 - Park Development Impact Fees. No City General Fund money is included in this project.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Location Map](#)  
                          [Attachment 2 - Summary of Bids](#)

**This Consent - Motion was approved.**

**13.4            MOTION - CONTRACT AWARD - KAWANA SPRINGS COMMUNITY PARK GARDEN**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion: 1) consent to the withdrawal of the bid of S2SERM LLC of San Ramon, California, on Contract Number C02393, Kawana Springs Community Park Garden; and 2) award the contract in the amount of \$1,568,283.00 to the lowest responsive and responsible bidder, Ghilotti Bros, Inc. of San Rafael, California; approve a 10% contract contingency; and authorize a total contract amount of \$1,725,111.30. The source of funds is Capital Improvement Fund; no City General Fund money is included in this project.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Location Map](#)  
                          [Attachment 2 - Summary of Bids](#)  
                          [Attachment 3 - S2SERM LLC Relief of Bid](#)

**This Consent - Motion was approved.**

**13.5            MOTION - CONTRACT AWARD - TRAFFIC SIGNALIZATION AT HEARN AVENUE AND BURBANK AVENUE**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, award Contract Number C02319, Traffic Signalization at Hearn Avenue and Burbank Avenue, in the amount of \$690,070 to the lowest responsible bidder, Mike Brown Electric Company of Cotati, California, approve a 10% contract contingency in the amount of \$69,007, and authorize the City Manager or designee to execute the Contract and any change orders in a total contract amount of \$759,077. No City General Fund money is included in this project.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Location Map](#)  
                          [Attachment 2 - Summary of Bids](#)

**This Consent - Motion was approved.**

**13.6 MOTION - CONTRACT AWARD FOR THE 2025 PAVEMENT PREVENTATIVE MAINTENANCE**

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, award Contract Number C02496, 2025 Pavement Preventative Maintenance, in the amount of \$1,986,605.50 to the lowest responsible bidder, Pavement Coatings Co. of Sacramento, California, approve a 10% contract contingency, and authorize a total contract amount of \$2,185,266.05. The source of funds is the Capital Improvement Fund. No City General Fund money is included in this project.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Location Map](#)  
                          [Attachment 2 - Summary of Bids](#)

**This Consent - Motion was approved.**

**13.7 RESOLUTION - APPROVAL OF NEW MASTER PROFESSIONAL SERVICE AGREEMENTS AND AUTHORIZATION TO EXECUTE PROJECT WORK ORDERS UNDER THE AGREEMENT**

RECOMMENDATION: It is recommended by the Transportation and Public Works, Water, and Planning and Economic Development Departments that the Council, by resolution: 1) approve ninety-six (96) Master Professional Services Agreements for the twenty-three (23) scopes of services categories provided by the departments; 2) authorize the City Manager or delegee to make non-substantive changes to the Master Professional Services Agreements, subject to approval by the City Attorney, and execute the Master Professional Services Agreements; and 3) authorize the Director of Transportation and Public Works or delegee to execute and make non-substantive changes to the Project Work Orders under the established Master Professional Services Agreements. This item has no impact on current fiscal year budget.

**Attachments:**    [Staff Report](#)  
                          [Resolution](#)  
                          [Resolution Redline \(Uploaded 8-19-2025\)](#)  
                          [Final Revised Resolution \(Uploaded 8-19-2025\)](#)  
                          [Exhibit A – MPSA Scope of Services](#)  
                          [Exhibit B – MPSA Agreement Form](#)

**This Consent - Resolution was adopted as amended.**

**RESOLUTION NO. RES-2025-143 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA 1) APPROVING NINETY-SIX (96) MASTER PROFESSIONAL SERVICES AGREEMENTS FOR THE TWENTY-THREE (23) SCOPES OF SERVICES CATEGORIES PROVIDED BY THE DEPARTMENTS; 2) DELEGATING AUTHORITY TO CERTAIN STAFF TO EXECUTE THE MASTER PROFESSIONAL SERVICES AGREEMENTS; 3) DELEGATING AUTHORITY TO CERTAIN STAFF TO EXECUTE PROJECT WORK ORDERS ISSUED UNDER MASTER PROFESSIONAL SERVICES AGREEMENTS**

- 13.8** RESOLUTION - ESTABLISHING SPEED LIMITS TO REDUCE VEHICLE SPEEDS TO BETWEEN 25-40 MILES PER HOUR ON 29 STREET SEGMENTS CITYWIDE

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by resolution, establish radar enforceable speed limits that reduce vehicle speeds to between 25-40 miles per hour on 29 street segments throughout the City.

Attachments: [Staff Report](#)  
[Attachment 1 - Vicinity Map](#)  
[Resolution](#)

**This Consent - Resolution was approved.**

**RESOLUTION NO. RES-2025-144 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ESTABLISHING RADAR ENFORCEABLE SPEED LIMITS THAT REDUCE VEHICLE SPEEDS TO BETWEEN 25-40 MILES PER HOUR ON 29 STREET SEGMENTS THROUGHOUT THE CITY**

- 13.9** RESOLUTION - APPROVAL OF PURCHASE ORDER UNDER THE SOURCEWELL CONTRACT (042021-MOT) TO MOTOROLA SOLUTIONS, INC. TO EQUIP THREE FIRE DEPARTMENT APPARATUS

RECOMMENDATION: It is recommended by the Fire Department that the Council, by resolution: 1) approve use of Sourcewell Contract (Contract Number 042021-MOT) with Motorola Solutions, Inc. of Farmers Branch, Texas to issue a purchase order for Motorola radios, equipment, and installation in an amount not to exceed \$128,065.70 to equip three apparatus with portable radios and one apparatus with a mobile radio system; and 2) authorize the City Manager to negotiate and execute any necessary agreement(s) to complete the purchase.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Sourcewell Contract 042021](#)  
                          [Attachment 2 - Quote From Motorola Solutions](#)  
                          [Resolution](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-145 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AUTHORIZING A PURCHASE ORDER FOR RADIOS, ACCESSORIES, AND INSTALLATION FROM MOTOROLA SOLUTIONS, INC. IN AN AMOUNT NOT TO EXCEED \$128,065.70 UNDER THE SOURCEWELL CONTRACT (CONTRACT NUMBER 42021-MOT) FOR EQUIPPING THREE FIRE APPARATUS WITH MOBILE RADIO SYSTEMS AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE ANY NECESSARY AGREEMENT(S) TO COMPLETE THE PURCHASE**

**13.10**            RESOLUTION - PARKING AGREEMENT BETWEEN THE CITY OF SANTA ROSA AND 425 HUMBOLDT, LLC FOR THE USE OF PARKING GARAGE 3

RECOMMENDATION: It is recommended by the Parking Division of the Finance Department that the Council, by resolution, approve a Parking Agreement with 425 Humboldt, LLC, Los Altos, California to obtain permits at Garage 3 located at 735 5th Street for residential parking in connection with a proposed multi-family, mixed-use development project consisting of 299 units to be located at 425 Humboldt Street.

**Attachments:**    [Staff Report](#)  
                          [Resolution](#)  
                          [Exhibit A - Parking Agreement](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-146 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING A PARKING AGREEMENT BETWEEN THE CITY OF SANTA ROSA AND 425 HUMBOLDT, LLC FOR THE USE OF PARKING GARAGE 3**

**13.11**            RESOLUTION - APPROVAL OF THE SALE OF THE SURPLUS PARCEL LOCATED AT 0 COFFEY LANE (APN 058-033-014)

RECOMMENDATION: It is recommended by Real Estate Services that the Council, by resolution: 1) approve the sale of the surplus parcel located at 0 Coffey Lane (Assessor's Parcel Number 058-033-014); and

2) authorize the City Manager or designee to execute all documents necessary to complete the disposition, subject to approval as to form by the City Attorney.

Attachments:    [Staff Report](#)  
                          [Resolution](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-147 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING THE SALE OF THE SURPLUS PARCEL LOCATED AT 0 COFFEY LANE (APN 058-033-014)**

- 13.12**    RESOLUTION - APPROVAL OF THE SALE OF SURPLUS PARCELS LOCATED AT 5740 MONTECITO AVENUE AND 0 FOUNTAINGROVE PARKWAY (APNs 181-010-025, -026 AND -027) **(THIS ITEM HAS BEEN CONTINUED TO THE SEPTEMBER 30, 2025, REGULAR MEETING)**

RECOMMENDATION: It is recommended by Real Estate Services that the Council, by resolution: (1) Approve the sale of the surplus parcels located at 5740 Montecito Avenue and 0 Fountaingrove Parkway (Assessor's Parcel Numbers 181-010-025, 181-010-026 and 181-020-027) (collectively, the "Property"); and (2) Authorize the City Manager or designee to execute all documents necessary to complete the disposition.

**This item was continued to the September 30, 2025, regular meeting.**

- 13.13**    RESOLUTION - APPROVAL OF THE SALE OF SURPLUS PARCELS LOCATED AT 970, 980, 988, 992, AND 996 STONY POINT ROAD (APNs 125-131-064, 125-131-060, 125-131-058, 125-131-061, AND 125-131-057)

RECOMMENDATION: It is recommended by Real Estate Services that the Council, by resolution: 1) approve the sale of the surplus parcels located at 970, 980, 988, 992, and 996 Stony Point Road (Assessor's Parcel Numbers 125-131-064, 125-131-060, 125-131-058, 125-131-061, and 125-131-057) (collectively, the "Property"); and 2) authorize the City Manager or designee to execute all documents necessary to complete the disposition, subject to approval as to form by the City Attorney.

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**Attachments:**    [Staff Report](#)  
                              [Resolution](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-148 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING THE SALE OF SURPLUS PARCELS LOCATED AT 970, 980, 988, 992, and 996 STONY POINT ROAD (APNs 125-131-064, 125-131-060, 125-131-058, 125-131-061, AND 125-131-057) AND DELEGATING AUTHORITY TO THE CITY MANAGER OR DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE DISPOSITION**

- 13.14**      RESOLUTION - PROFESSIONAL SERVICES AGREEMENT- MECA CONSULTING, INC. - FOR PHASE I, II, AND III ENVIRONMENTAL SITE ASSESSMENT SERVICES

RECOMMENDATION: It is recommended by Real Estate Services that the Council, by resolution, approve Professional Services Agreement Number F003061 with MECA Consulting, Inc., a California corporation, dba Millennium Consulting Associates (“Millennium”), Pleasanton, California, for Phase I, II and III Environmental Site Assessment Services for the City Hall Complex, for a total amount not to exceed \$133,897.41.

**Attachments:**    [Staff Report](#)  
                              [Resolution](#)  
                              [Exhibit A](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-149 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING PROFESSIONAL SERVICES AGREEMENT NUMBER F003061 WITH MECA CONSULTING, INC. FOR PHASE I, II, AND III ENVIRONMENTAL SITE ASSESSMENT SERVICES FOR CITY HALL COMPLEX**

- 13.15**      RESOLUTION - MEMORANDUM OF UNDERSTANDING WITH THE BURBANK HOUSING MANAGEMENT CORPORATION FOR AFTER-SCHOOL ENRICHMENT AND RECREATION PROGRAMS

RECOMMENDATION: It is recommended by the Recreation Division that the Council, by resolution: 1) approve a Memorandum of Understanding with Burbank Housing Management Corporation for the Recreation Division to provide services for after-school enrichment and recreation programs; and 2) authorize the Director of Housing and

Community Services or designee to negotiate, execute, and administer, subject to approval as to form by the City Attorney.

**Attachments:** [Staff Report](#)  
[Resolution](#)  
[Exhibit A - Memorandum of Understanding with Burbank Housing Management Corporation](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-150 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH BURBANK HOUSING MANAGEMENT CORPORATION FOR AFTER-SCHOOL ENRICHMENT AND RECREATION PROGRAMS AND AUTHORIZE THE DIRECTOR OF HOUSING AND COMMUNITY SERVICES TO EXECUTE**

**13.16** RESOLUTION - REVISIONS TO CITY COUNCIL MANUAL OF PROCEDURES AND PROTOCOLS

RECOMMENDATION: It is recommended by the City Clerk and City Attorney that the Council, by resolution, approve revisions to the City Council Manual of Procedures and Protocols.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Redline Changes to Manual of Procedures and Protocols](#)  
[Resolution](#)  
[Exhibit A](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-151 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA REVISING CITY COUNCIL MANUAL OF PROCEDURES AND PROTOCOLS**

**13.17** RESOLUTION - ACCEPTANCE OF FUNDING AWARD FROM THE CALIFORNIA HIGHWAY PATROL (CHP) CANNABIS TAX FUND GRANT PROGRAM FY25/26

RECOMMENDATION: It is recommended by the Police Department that the Council, by resolution: 1) accept grant funds in the amount of \$498,245.30 from the California Highway Patrol through the Cannabis Tax Fund Grant Program FY 25/26; 2) authorize the City Manager or designee to execute award documents and any additional documents for administration of the grant; and 3) appropriate \$498,245.30 of grant funds to a project key.

**Attachments:**    [Staff Report](#)  
                          [Attachment 1 - Grant Award](#)  
                          [Resolution](#)

**This Consent - Resolution was adopted.**

**RESOLUTION NO. RES-2025-152 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ACCEPTING AN AWARD FOR \$498,245.30 FROM THE CALIFORNIA HIGHWAY PATROL (CHP) CANNABIS TAX FUND GRANT PROGRAM FY 25/26**

## **15. REPORT ITEMS**

- 15.1**        REPORT - REQUEST FOR SUMMARY VACATION OF TWO PUBLIC SERVICE EASEMENTS, LOCATED AT 4362 HIGHWAY 12, PARCEL NO. 032-010-068 (FILE NO. VAC24-001)

BACKGROUND: On October 16, 2024, the Planning and Economic Development Department received an application seeking a Summary Vacation of the Public Service Easements for utility (PUE) and emergency vehicle access (EVA) for the commercial property located at 4362 Highway 12. The EVA easement will be superseded by dedicating a new EVA easement from Highway 12 to serve the constructed self-storage facility. Since the development of the self-storage facility, a PUE along the entire lot frontage was dedicated in 2022 for public utility purposes including the future undergrounding of the overhead services along Highway 12. In addition, public water facilities have been relocated out of the existing PUE and fully encompassed within the dedicated PUE from 2022.

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Council, by resolution, approve a Summary Vacation of two Public Service Easements for the commercial property located at 4362 Highway 12.

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**Attachments:** [Staff Report](#)  
[Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Current ALTA Survey with Easements for Vacation Resolution](#)  
[Exhibit A - Legal description of Vacation of EVA](#)  
[Exhibit B - Plat for Vacation of EVA](#)  
[Exhibit C - Legal description of Vacation of Water Line Easement](#)  
[Exhibit D - Plat for Vacation of Water Line Easement](#)  
[Exhibit E - Engineering Development Services Conditions of Approval Presentation](#)

Suzanne Hartman, City Planner, presented.

No public comments were made.

**A motion was made by Council Member MacDonald, seconded by Council Member Rogers, to waive reading of the text and adopt RESOLUTION NO. RES-2025 153 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING SUMMARY VACATION OF TWO (2) PUBLIC SERVICE EASEMENTS FOR THE PROPERTY LOCATED AT 4362 HWY 12, ASSESOR'S PARCEL NO. 032-010-068; FILE NO. VAC24-001.**

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

**Yes:** 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**Absent:** 1 - Vice Mayor Eddie Alvarez

**15.2** REPORT - REQUEST FOR SUMMARY VACATION OF ONE EMERGENCY VEHICLE ACCESS EASEMENT, LOCATED AT 3901 HEATHFIELD PLACE, PARCEL NO. 173-490-035 (FILE NO. PLN25-0115)

**BACKGROUND:** On April 22nd, 2025, the Planning and Economic Development Department received an application seeking a Summary Vacation of the Emergency Vehicle Access Easement for emergency vehicle access for the residential property 3901 Heathfield Place. The subject easements have never been used for emergency vehicle access.

**RECOMMENDATION:** It is recommended by the Planning and Economic Development Department that the Council, by resolution,

approve a Summary Vacation of an Emergency Vehicle Access Easement for the residential property located at 3901 Heathfield Place.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Resolution](#)  
[Exhibit A - Legal Description of Vacation](#)  
[Exhibit B - Plat for Vacation of EVA](#)  
[Exhibit C - Engineering Conditions of Approval](#)  
[Presentation](#)

Jandon Briscoe, City Planner, presented.

No public comments were made.

**A motion was made by Council Member Fleming, seconded by Council Member Okrepkie, to waive reading of the text and adopt**

**RESOLUTION NO. RES-2025-154 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING SUMMARY VACATION OF AN EMERGENCY VEHICLE ACCESS EASEMENT FOR THE PROPERTY LOCATED AT 3901 HEATHFIELD PLACE, ASSESOR'S PARCEL NUMBER 173-490-035; FILE NO. PLN25-0115.**

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

**Yes:** 6 - Mayor Mark Stapp, Council Member Caroline Bañuelos, Council Member Victoria Fleming, Council Member Dianna MacDonald, Council Member Jeff Okrepkie, and Council Member Natalie Rogers

**Absent:** 1 - Vice Mayor Eddie Alvarez

## 17. WRITTEN COMMUNICATIONS

17.1 NOTICE OF FINAL MAP - Cherry Ranch Subdivision - For Council action.

**Attachments:** [Notice of Submittal](#)  
[Location Map](#)

No public comments were made.

**This item was received and filed.**

17.2 NOTICE OF FINAL MAP - Roseland Village - For Council action.

**Attachments:** [Notice of Submittal](#)  
[Location Map](#)

This item was received and filed.

## **18. PUBLIC COMMENT ON NON-AGENDA MATTERS**

No public comments were made.

## **19. ANNOUNCEMENT OF CONTINUED CLOSED SESSION ITEMS, RECESS TO CLOSED SESSION IN THE MAYOR'S CONFERENCE ROOM, RECONVENE TO OPEN SESSION, AND ANNOUNCEMENTS [IF NEEDED]**

## **20. ADJOURNMENT OF MEETING**

Mayor Stapp adjourned the meeting at 9:24 p.m. The next regularly scheduled meeting will be held on September 9, 2025, at a time to be set by the Mayor.

## **21. UPCOMING MEETINGS**

### **21.1 UPCOMING MEETINGS LIST**

**Attachments:** [Upcoming Meetings List](#)

**Approved on: September 9, 2025**

**/s/ Dina Manis, City Clerk**