



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED NOVEMBER 7, 2024

**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 (IT IS
RECOMMENDED THAT SOCIAL DISTANCING BE OBSERVED).**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE VIA
ZOOM BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/83660078523](https://srcity-org.zoom.us/j/83660078523), OR
BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 836 6007 8523**

10:30 A.M. - REGULAR SESSION

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 Draft Minutes - October 17, 2024

Attachments: [Draft Minutes - October 17, 2024](#)

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 public may comment on agenda items when the item is called. Each speaker is allowed 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 Board, Cultural Heritage 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 MEETING - MINOR CONDITIONAL USE PERMIT FOR A RESIDENTIAL AT 3496 SPRING CREEK DRIVE, FILE NO. CUP22-071

BACKGROUND: The project proposes to legalize a 6-foot, 7-inch-tall wood fence that is located within the 15-foot corner-side setback. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Description](#)
[Attachment 3 - Plan Set](#)
[Resolution](#)
[Presentation](#)

6.2 PUBLIC MEETING - CONDITIONAL USE PERMIT FOR A MOBILE FOOD VENDOR (MOMO MAN) AT 1750 SANTA ROSA AVENUE; FILE NO. CUP24-033

BACKGROUND: The application is proposing a Mobile Food Vendor, Momo Man. The proposed hours of operation are 11:00am-9:00pm, Monday-Sunday. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Universal Planning Application](#)
[Attachment 3 - Site Plan](#)
[Attachment 4 - Restroom Agreement](#)
[Attachment 5 - Truck Photos](#)
[Presentation](#)
[Resolution](#)

6.3 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR PURA VIDA RECOVERY SERVICES, A COMMUNITY CARE FACILITY, AT 6701 MONTECITO BOULEVARD, FILE NO. CUP24-040

BACKGROUND: The project proposes the operation of an 8-bed Community Care Facility at an existing residence. The property currently operates a 6-bed Community Care Facility, and the operator is requesting to add two beds. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhal

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Plan](#)
[Resolution](#)
[Presentation](#)

6.4 PUBLIC MEETING - PURA VIDA RECOVERY SERVICES MINOR CONDITIONAL USE PERMIT - 1506 RONNE DR - CUP24-041

A HEARING HAS BEEN REQUESTED FOR THIS ITEM. IT WILL BE CONTINUED TO A DATE CERTAIN, OF DECEMBER 5, 2024. NEW NOTICING WILL BE SENT.

BACKGROUND: Minor Conditional Use Permit for proposed 8-bed Community Care Facility.

PROJECT PLANNER: Hana Michaelson

6.5 PUBLIC MEETING - HILLSIDE DEVELOPMENT PERMIT FOR EXTERIOR CHANGES IN SLOPED AREAS AT 3605 KELSEY

KNOLLS, FILE NO. HDP24-001

BACKGROUND: The project proposes to construct a concrete terrace, stairs, retaining walls, and a new water feature in front yard where the slope is greater than ten percent. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

Attachments: [Attachment 1 - location map](#)
[Attachment 2 - Arch Dwgs](#)
[Attachment 3 - Civil Dwgs](#)
[Attachment 4 - Disclosure Form](#)
[Resolution](#)
[Presentation](#)

6.6 PUBLIC MEETING - HILLSIDE DEVELOPMENT PERMIT FOR A RESIDENTIAL STRUCTURE AT 3731 DEAUVILLE PLACE, FILE NO. HDP24-003

BACKGROUND: The project proposed to build a new home that exceeds the size of the home that was lost in 2017 Tubbs Fire. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

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

7. ADJOURNMENT

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.

Zoning Administrator

- FINAL-REVISED

NOVEMBER 7, 2024

The City of Santa Rosa does not discriminate against individuals 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 707-543-3226 (TTY Relay at 711). Requests should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.

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.