

RESOLUTION NO. INSERT ZA RESO NO.

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR CONSTRUCTION OF A NEW SINGLE-FAMILY DWELLING AND POOL FOR THE PROPERTY LOCATED AT 3606 TILLMONT WAY, SANTA ROSA, APN: 173-300-011, FILE NO. PLN25-0318

WHEREAS, the Santa Rosa Zoning Administrator has completed review of the Minor Hillside Development Permit application to allow the proposed project described above; and

WHEREAS, the Minor Hillside Development Permit approval to allow the proposed project is based on the project description and official approved exhibit date stamp received November 5, 2025; and

WHEREAS, the proposed project was scheduled before the Zoning Administrator on December 18, 2025. On December 16, 2025, a request for public hearing was received and the item was continued to January 15, 2026, a date certain, to allow for re-noticing; and

WHEREAS, the matter has been properly noticed as a public hearing pursuant to the City Code Chapter 20-66, as requested by the public.

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 20-32.060.F, the Zoning Administrator of the City of Santa Rosa finds and determines that:

1. Site planning minimizes the visual prominence of the hillside development by taking advantage of existing site features for screening including tree clusters, depressions in topography, setback hillside plateau areas, and other natural features in that the proposed dwelling will be appropriately placed on the flattest portions of the sloped hillside. Some of the existing native trees will be preserved, and additional trees will be planted for further screening of the home; and
2. Site development minimizes alteration of topography, drainage patterns, and vegetation on land with slopes of 10 percent or more in that the project conforms to existing site topography as much as possible. The steepest-sloped area of the site is along Tillmont way, where the driveway is proposed to be placed; and
3. Site development does not alter slopes of 25 percent or more except in compliance with Section 20-32.020.B (Applicability-Limitation on hillside development) in that the project site has minimal slopes of 25 percent or more, and the majority of the land with a slope greater than 25 percent will remain undisturbed; and
4. Project grading respects natural features and visually blends with adjacent properties in that minimal grading is proposed and some of the existing native vegetation will be retained. City staff has conditioned the project to provide replacement trees that must have the potential to grow into Heritage Trees; and
5. Building pad location, design, and construction avoids large areas of flat pads and building forms will be stepped to conform to site topography in that the location of

the proposed single-family minimizes the expansion of flat area and is utilizing landscaping to screen structures from the downhill direction; and

6. The proposed project complies with the City's Design Guidelines in that the proposed single-family dwelling location and design is sensitive to site features, protects a portion of the native vegetation and minimizes grading on the site; and
7. The proposed project complies with the requirements of this Chapter and all other applicable provision of this Zoning Code in that the parcel is zoned as Planned Development (PD 98-002), which is intended for single-family residential development. The project has been reviewed in compliance with the Policy Statement and Zoning Code Standards including setbacks, building height, and lot coverage; and
8. The proposed project is consistent the General Plan and any applicable specific plan in that the site is designated Very Low Residential, which accommodates rural and hillside development within the Urban Growth Boundary and is intended for detached single-family dwellings; and
9. The establishment, maintenance, or operation of the use will not under the circumstances of the particular case be detrimental to the public health, safety, or general welfare in that City staff, including Fire, Building, Planning, and Engineering have reviewed the project, and no concerns or issues were raised; and
10. The project has been found in compliance with the California Environmental Quality Act (CEQA). Pursuant to CEQA Guidelines Section 15303, the project is categorically exempt from CEQA because the proposed project consists of one single-family dwelling.

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. Comply with all applicable federal, state, and local codes. Failure to comply may result in issuance of a citation and/or revocation of approval.
2. Comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval.
3. The project is subject to the building codes, fire codes, and local ordinances in effect at time of the building permit application.
4. Comply with conditions of approval on Engineering Development Services Exhibit A, dated November 19, 2025, attached hereto and incorporated herein.
5. Grading shall be limited to roadways, driveways, garage pads, and understructure areas including accessory structures such as swimming pools.

6. All grading shall be designed to blend into the natural contours of the site. Slope grading and contour grading techniques shall be utilized. All disturbed areas shall be revegetated with native plants to the maximum extent possible.
7. All landscaping must be continuously maintained in a healthy and attractive condition, free of weeds and debris, in accordance with the approved plans. Dead and dying plant materials shall be replaced with healthy specimens as necessary.
8. All tree removal shall be done in compliance with the Tree Ordinance, City Code Chapter 17-24. At least three (3) of the proposed replacement trees must have the potential to grow into Heritage Trees.

This Minor Hillside Development Permit is hereby approved on January 15, 2026. 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.

APPROVED: _____
CONOR MCKAY, ZONING ADMINISTRATOR

Attachment 1 – Engineering Development Services Exhibit “A,” dated November 19, 2025

**DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT
ENGINEERING DEVELOPMENT SERVICES**

**EXHIBIT "A"
November 19, 2025**

**3606 Tillmont Way Hillside Permit
3606 Tillmont Way
PLN25-0318**

- I. Applicant's engineer shall obtain the current City Design and Construction Standards and the Engineering Division of the Planning & Economic Development 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. **The approval of this project shall be subject to the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of the building permit review and approval. Per City Code Section 18-12.015 (C), all residential additions are subject to public improvement requirements when the value of any proposed building or site improvement exceeds \$100,000.00. A formal review of the valuation will commence during review of the building permit application. If the valuation is determined to be above the \$100,000 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 requirement**
- III. In addition, the following summary constitutes the recommended conditions of approval on the subject application/development based on the plans received November 12, 2025:

PUBLIC STREET IMPROVEMENTS

1. 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. Any improvements proposed or required, within the public right shall be reviewed and approved with the Encroachment Permit application. Only Construction plans submitted with the Encroachment Permit Application are final plans and shall be approved for construction. Contact Engineering Development Services at 543-3200, located at 100 Santa Rosa Avenue, Room 5, as soon as possible to begin Encroachment Permit application processing. Encroachment Permit application processing may take 4-6 weeks. Submit plans showing all work in the public right of way, or in public easements, including all work on public utilities (water meter boxes, sewer lateral cleanouts, backflow devices, etc.)

STORM WATER COMPLIANCE

1. 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.”

2. 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.
3. As applicable, the developer’s engineer shall comply with the City’s [Drainage & LID Submittal Letter of Guidance](#) dated September 25, 2024, available on the City’s Engineering Forms webpage: <https://www.srcity.org/3827/Engineering-Forms>.

GRADING

4. All drainage flows from improved areas and roof drainage leaders shall be directed to existing onsite drainage features. No concentrated flows outside of existing approved onsite drainage features will be allowed to cross property lines. All surface drainage from unimproved slopes shall reflect predevelopment conditions and sheet flow across property lines. Drainage plans shall be reviewed and approved under the building permit application.

BUILDING

5. Provide a geotechnical investigation and soils report with the building permit application. The investigation shall include subsurface exploration and the report shall include grading, drainage, paving and foundation design recommendations.
6. Obtain building permits for the proposed project.

WATER AND WASTEWATER

7. Water and sewer connection, processing and meter fees may be required and shall be determined during review of the building permit application. The applicant may contact the Water Engineering Services division at watereng@srcity.org to obtain a preliminary fee calculation. The fees referenced above do not apply to residential structures that are being rebuilt due to a natural disaster unless the previous units were served from a private well and septic system and the requested City connections are new.
8. The water lateral and water meter providing service to the parcel must be sized to support any additional water demand created by the project. If the proposed project requires the installation of an automatic fire sprinkler system, the existing water service and water meter may need to be upsized. The water service and meter size shall be determined based on flow calculations submitted with the building permit application.
9. If the project is proposing the installation of new plumbing fixtures and the extension of the onsite sewer system cannot meet minimum slope requirements, the project shall

incorporate an onsite private sewer lift pump system. Properties with sewage lift pumps are required to discharge to a City Standard 513 for one way lateral clean out, and City Standard 515 Discharge for Private Force Main.

10. A sewer cleanout per City Standard 513/513A shall be installed on the existing sewer lateral if one does not already exist. 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.
11. Water meters shall be installed per the publish design and construction standards in effect at the time of building permit submittal. Metering configurations will be reviewed under the building permit application.
12. The water services shall be protected with a double check valve backflow device per City Standard 875 if the project is required to install an automatic fire sprinkler system or if a booster pump and tank are incorporated into the project to increase water pressure . If a sewer ejector pump is required, a reduced pressure backflow device per City Standard 876 shall be installed.
13. If the project proposes the addition or modification of landscaping, landscape and irrigation plans in conformance with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Resolution No. 4028, on October 27, 2015, shall be submitted with the building permit application.



11/19/2025

CLEVE GURNEY, DEPUTY DIRECTOR, DEVELOPMENT SERVICES