



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED MAY 16, 2024

**EFFECTIVE IMMEDIATELY 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 May 2, 2024 - Draft Minutes

Attachments: [May 2, 2024 - Draft Minutes](#)

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 HEARING - CONDITIONAL USE PERMIT FOR THE CLUB AT FLAMINGO GLOBAL COURT AT 2777 4TH STREET, FILE NO. CUP23-066

BACKGROUND: A Minor Conditional Use Permit to allow the continued operation of a Health Club (sports and active recreation facility), including the conversion of two tennis courts into eight pickleball courts. Proposed hours of Pickleball Play will be from 9:00 am to 7:00 pm during summer months and 9:00 am to sundown in winter.

PROJECT PLANNER: Monet Sheikhali

Attachments: [Attachment 1 - Project Narrative](#)
[Attachment 2 - Noise letter](#)
[Attachment 3 - Health Club Permit History](#)
[Attachment 4 - Public Correspondence](#)
[Attachment 5 - Late Correspondence as of May 4, 2024](#)
[Attachment 6 - Late Correspondence as of May 15, 2024](#)
[Attachment 7 - Late Correspondence as of May 16, 2024](#)
[Resolution](#)
[Presentation](#)
[REVISED Presentation as of May 15, 2024](#)

- 6.2** PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT AND DESIGN REVIEW FOR PLANET FITNESS LOCATED AT 551 SUMMERFIELD ROAD, FILE NOS. PRJ23-018 (CUP23-063, DR23-036) - **A PUBLIC HEARING HAS BEEN REQUESTED. THIS**

ITEM IS BEING CONTINUED TO JUNE 6, 2024

BACKGROUND: A Minor Conditional Use Permit and Minor Design Review to allow the operation of a Fitness/Health Facility (Planet Fitness), with minor exterior modifications to the front of the existing commercial building. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

6.3 PUBLIC MEETING - DESIGN REVIEW FOR EXTERIOR FACADE CHANGES AT 1150 CODDINGTOWN, FILE NO. DR24-003

BACKGROUND: Exterior facade changes (changes to windows & doors and exterior wall materials) to existing 4800 square foot building to facilitate combining two suites into one. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

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

6.4 PUBLIC MEETING - TIPSYP TACO CANTINA - CONDITIONAL USE PERMIT - 505 MENDOCINO AVE - CUP23-034 - APPLICATION WITHDRAWN

BACKGROUND: Proposed night club.

PROJECT PLANNER: Susie Murray

7. ADJOURNMENT

Zoning Administrator

- FINAL-REVISED

MAY 16, 2024

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.

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.