



# City of Santa Rosa

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

## ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL JULY 20, 2023

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY ATTENDING IN-PERSON FROM THE CONFERENCE ROOM (FIRST FLOOR) LOCATED AT 637 FIRST STREET, SANTA ROSA (IT IS RECOMMENDED THAT SOCIAL DISTANCING BE OBSERVED), OR VIA ZOOM WEBINAR BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/82874727915](https://srcity-org.zoom.us/j/82874727915), OR BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 828 7472 7915.**

**PUBLIC COMMENT MAY BE MADE LIVE DURING THE MEETING VIA ZOOM, PHONE OR IN-PERSON FROM THE CONFERENCE ROOM. ADDITIONAL INFORMATION RELATED TO MEETING PARTICIPATION IS AVAILABLE AT [HTTPS://SRCITY.ORG/ZONINGADMIN](https://srcity.org/zoningadmin)**

**THE MEETING WILL BE LIVE-STREAMED AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

**10:30 A.M. - REGULAR SESSION**

### **1. CALL TO ORDER**

### **2. 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.

### **3. ZONING ADMINISTRATOR BUSINESS**

#### **3.1 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.

### 3.2 ZONING ADMINISTRATOR REPORTS

#### 4. CONSENT ITEM(S)

#### 5. SCHEDULED ITEM(S)

- 5.1 PUBLIC MEETING - SINGLE-FAMILY RESIDENCE AND ATTACHED ADU, EXEMPT PROJECT - HILLSIDE DEVELOPMENT - 1964 COOPER DR - HDP22-009

BACKGROUND: Hillside Development Permit to construct a new split-level 2350 square foot single-family dwelling with an attached two-car garage and an attached 750 square foot lower level ADU.

PROJECT PLANNER: Mike Janusek, AICP, Contract Planner

**Attachments:** [Attachment 1 - Project Plans](#)  
[Attachment 2 - Colors & Materials Board](#)  
[Attachment 3 - Visual Analysis](#)  
[Resolution](#)  
[Exhibit A](#)  
[Presentation](#)

- 5.2 PUBLIC MEETING - TESLA VEHICLE SALES, EXEMPT PROJECT - MINOR CONDITIONAL USE PERMIT - 3286 AIRWAY DRIVE - CUP23-002

BACKGROUND: Tesla is seeking a Minor Conditional Use Permit to allow an auto gallery and minor vehicle repair services.

PROJECT PLANNER: Suzanne Hartman, City Planner

**Attachments:** [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Property Owner Consent Form](#)  
[Attachment 3 - TIS Study](#)  
[Attachment 4 - Site Plan](#)  
[Attachment 5 - Construction Floor Plan](#)  
[Resolution](#)  
[Presentation](#)

**5.3** PUBLIC MEETING - SONOMA STRENGTH ACADEMY, EXEMPT PROJECT - MINOR CONDITIONAL USE PERMIT - 1215 BRIGGS AVENUE - CUP23-018

BACKGROUND: Minor Conditional Use Permit to allow a health/fitness facility, Sonoma Strength Academy, at 1215 Briggs Avenue.

PROJECT PLANNER: Suzanne Hartman, City Planner

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

**5.4** PUBLIC MEETING - 3019 SANTA ROSA LLC, EXEMPT PROJECT - MINOR CONDITIONAL USE PERMIT - 3019 SANTA ROSA AVENUE - CUP23-027

BACKGROUND: Minor Conditional Use Permit to convert the existing garage to office space and storage space, located at 3019 Santa Rosa Avenue.

PROJECT PLANNER: Suzanne Hartman, City Planner

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Existing Garage Elevation Photos](#)  
[Attachment 3 - Site Plan](#)  
[Attachment 4 - ZA RES CUP20-051  
Resolution](#)  
[Exhibit A](#)  
[Presentation](#)

## 6. 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.*

*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.*