



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL JULY 6, 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 - BOYS' AND GIRLS' CLUB PARKING LOT IMPROVEMENTS AND ROOF MODIFICATIONS, CEQA EXEMPT PROJECT - MINOR DESIGN REVIEW - 1011 HAHMAN DR - DR22-014

BACKGROUND: Exterior remodel and site improvements for existing Boys' and Girls' Club which includes alteration of parking lot, new windows, and addition of a vaulted ceiling.

PRESENTED BY: Jandon Briscoe

Attachments: [Attachment 1 - Project Plans](#)
[Resolution](#)
[Exhibit A](#)
[Presentation](#)

- 5.2 PUBLIC MEETING - SECURITY FENCE, EXEMPT PROJECT - DESIGN REVIEW - 1760 PINER RD - DR22-049

BACKGROUND: Install 285 ft. of chain link fence at rear of shopping center - proposed fence is 8 ft tall

PRESENTED BY: Jandon Briscoe

Attachments: [Attachment 1 - Project Plans](#)
[Attachment 2 - Site Photos](#)
[Resolution](#)
[REVISED Resolution as of 7.5.23](#)
[Presentation](#)
[REVISED Presentation as of 7.5.23](#)
[Late Correspondence as of 7.5.23](#)

5.3 PUBLIC MEETING - BUILDING MATERIALS SUPPLY - EXEMPT PROJECT - MINOR DESIGN REVIEW - 910 FRESNO AVE - DR21-041

BACKGROUND: Tenant improvement including demolition of portions of main structure and ancillary structures, construction of both interior and exterior structures and property frontage improvements. CE19-0670. Standard Conditions of Approval from BLDG, EDS, FIRE should be warranted.

PRESENTED BY: Mike Wixon

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Plans](#)
[Attachment 3 - Alcazar Residence Improvement Plans](#)
[Attachment 4 - Biological Resource Assessment](#)
[Attachment 5 - ADDED Site Plan as of 7.5.23](#)
[Resolution](#)
[REVISED Resolution as of 7.5.23](#)
[Exhibit A](#)
[Presentation](#)
[Late Correspondence as of 7.5.23](#)

5.4 PUBLIC MEETING - THE DUNGEON, EXEMPT PROJECT - MINOR CONDITIONAL USE PERMIT - 452 B STREET - CUP23-005

BACKGROUND: The applicant is seeking a minor conditional user permit to allow for additional personal services (body piercing) at The Dungeon.

PRESENTED BY: Suzanne Hartman

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

5.5 PUBLIC MEETING - TESLA SIGN VARIANCE, EXEMPT PROJECT -
SIGN VARIANCE - 3286 AIRWAY DRIVE - SI23-001

BACKGROUND: Tesla is seeking a Sign Variance to allow for a second monument sign and to exceed the 100-square-foot maximum signage requirement.

PRESENTED BY: Suzanne Hartman

Attachments: [Attachment 1 - Property Owner Consent Form](#)
[Attachment 2 - Plan Set](#)
[Resolution](#)
[REVISED Resolution as of 7.5.23](#)
[Presentation](#)
[REVISED Presentation as of 7.5.23](#)
[Late Correspondence as of 7.5.23](#)

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.