



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL NOVEMBER 2, 2023

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 August 3, 2023 - Draft Minutes

Attachments: [August 3, 2023 - Draft Minutes](#)

2.2 August 17, 2023 - Draft Minutes

Attachments: [August 17, 2023 - Draft Minutes](#)

2.3 October 5, 2023 - Draft Minutes

Attachments: [October 5, 2023 - 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 MEETING - NEW FENCE WITHIN FRONT AND CORNER-SIDE SETBACKS - 3496 SPRING CREEK DR - FILE NO. CUP22-065

BACKGROUND: Legalize an existing 6-foot-7-inch solid wood fence with 7 inches of lattice, located within the 20-foot front yard setback and the 15-foot side-corner setback. The development has been found in compliance with the California Environmental Quality Act and qualifies for a categorical exemption.

PROJECT PLANNER: Suzanne Hartman, City Planner

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Applicant Findings](#)
[Attachment 3 - Plan Set](#)
[Attachment 4 - Site Photos](#)
[Resolution](#)
[Presentation](#)

6.2 PUBLIC MEETING - TESLA VEHICLE STORAGE - 3300 & 3304

INDUSTRIAL DR - FILE NOS. PRJ23-005 (CUP23-035 & DR23-018)

BACKGROUND: The project includes a proposal to develop two vacant lots totaling 1.28-acres into a vehicle storage parking facility. Improvements will include a fence, gates, lighting and landscaping. The development has been found in compliance with the California Environmental Quality Act and qualifies for a categorical exemption.

PROJECT PLANNER: Amy Nicholson, Supervising Planner

Attachments: [Attachment 1 - Site Plan](#)
[Attachment 2 - Civil Plan Set](#)
[Attachment 3 - Landscape Plan](#)
[Resolution 1](#)
[Resolution 2](#)
[Exhibit A - Resolution 2](#)
[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.

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.