



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Draft

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Thursday, August 1, 2024

10:30 AM

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### 1. CALL TO ORDER

Zoning Administrator Toomians called the meeting to order at 10:31am.

### 2. APPROVAL OF MINUTES

#### 2.1 July 18, 2024 - Draft Minutes

ZA Toomians opened and closed public comment on the July 18, 2024 Draft Minutes at 10:32 a.m.

ZA Toomians approved the July 18, 2024 Draft Minutes as submitted.

### 3. PUBLIC COMMENT

ZA Toomians opened and closed the public comment period for non-agenda items at 10:31 a.m.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

ZA Toomians read the Statement of Purpose aloud.

#### 4.2 ZONING ADMINISTRATOR REPORTS

None.

### 5. CONSENT ITEM(S)

None.

### 6. SCHEDULED ITEM(S)

#### 6.1 PUBLIC HEARING - REVOCATION OF SVR24-060

BACKGROUND: Revocation of SVR24-060, a non-hosted Short-Term

Rental Permit for the property located at 1611 Manzanita Avenue. The property has received three violation citations within a one-year period, and per Zoning Code Section 20-48.080(C), upon a third verified violation of Zoning Code Chapter 20-48, Short-Term Rentals, within a 12-consecutive month period, a Short-Term Rental Permit will be subject to revocation proceedings. This item is exempt from the California Environmental Quality Act (CEQA).

PROJECT PRESENTER: Jessica Jones, Deputy Director of Planning

RECOMMENDATION: Revocation of SVR24-060

Deputy Director Jones recommended that Item 6.1 - Revocation of SVR24-060 be continued to a date certain, of August 29, 2024.

**ZONING ADMINISTRATOR TOOMIANS CONTINUED ITEM 6.1 -  
REVOCATION OF SVR24-060 TO A DATE CERTAIN, OF AUGUST 29, 2024.  
THIS ITEM WILL NOT BE RE-NOTICED AND WILL TAKE PLACE AT THE  
REGULAR MEETING LOCATION AND TIME. IT WILL NOT BE  
RESCHEDULED ANOTHER TIME.**

**6.2 PUBLIC MEETING - LANDMARK ALTERATION FOR THE  
SOMERVILLE GARAGE AND REMODEL AT 522 ORCHARD STREET;  
FILE NO. LMA23-006**

BACKGROUND: The project consists of an addition of a bathroom & covered patio to the rear of the existing home. It also includes a shop addition to the garage in the rear of the property including a loft & half-bath. Solar will be included on the right side of the garage roof. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

RECOMMENDATION: Approval

Planner Bisla presented.

ZA Toomians opened and closed the public comment period at 10:45 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED RESOLUTION NO.  
ZA-2024-028, ENTITLED:**

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**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR LANDMARK ALTERATION PERMIT FOR THE SOMERVILLE GARAGE AND REMODEL FOR THE PROPERTY LOCATED AT 522 ORCHARD STREET SANTA ROSA, APN: 009-051-014, FILE NO. LMA23-006"**

**6.3 PUBLIC MEETING - FENCE CONDITIONAL USE PERMIT FOR 2003 BRACKEN COURT; FILE NO. CUP23-081**

BACKGROUND: The proposed project is an eight-foot tall, wood fence with an alternative design that was constructed without benefit of permits. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: Approval

Planner Briscoe presented.

ZA Toomians opened and closed the public comment period at 10:53 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED RESOLUTION NO. ZA-2024-029, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A RESIDENTIAL FENCE MINOR CONDITIONAL USE PERMIT FOR AN EIGHT-FOOT, WOOD FENCE WITH AN ALTERNATIVE DESIGN, FOR THE PROPERTY LOCATED AT 2003 BRACKEN COURT, SANTA ROSA, APN: 173-590-008, FILE NO. CUP23-081"**

**6.4 PUBLIC MEETING - Exterior Update - DR24-006**

BACKGROUND: Remodel exterior of existing 4800 sf building with new facade, window/door systems and exterior wall materials. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: Approval

Planner Briscoe presented.

ZA Toomians opened and closed the public comment period at 10:57 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED RESOLUTION NO. ZA-2024-030, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR A POST OFFICE FAÇADE REMODEL FOR THE PROPERTY LOCATED AT 1000 CODDINGTOWN, SANTA ROSA, APN: 012-490-054, FILE NO. DR24-006"**

## **7. ADJOURNMENT**

Zoning Administrator Toomians adjourned the meeting at 10:57 a.m.

**Approved on:**

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**MARK KOLARIK, Recording Secretary**