



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL SEPTEMBER 5, 2024

**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 1, 2024 - Draft Minutes

Attachments: [August 1, 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 MEETING - LANDMARK ALTERATION PERMIT FOR TWO GATES ALONG THE DRIVEWAY AT 310 CARRILLO STREET; FILE NO. LMA23-009

(A HEARING WAS REQUESTED FOR THIS ITEM. IT HAS BEEN CONTINUED TO A DATE UNCERTAIN AND THE ITEM WILL BE RE-NOTICED ONCE A HEARING DATE IS SET.)

BACKGROUND: Legalize one six-foot redwood gate and construct a second behind it along the driveway (in the side yard). The project is exempt for the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

RECOMMENDATION: Continue to a date uncertain.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Narrative](#)
[Attachment 3 - Site Plan](#)
[Attachment 4 - Fence Details & Photos](#)
[Attachment 5 - Public Correspondence](#)
[Resolution](#)
[Presentation](#)

- 6.2 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT TO COVERT THE EXISTING STRUCTURE INTO A SINGLE-FAMILY DWELLING, AT 1645 HUMBOLDT STREET; FILE NO. CUP24-003

(THIS ITEM HAS BEEN CONTINUED TO A DATE UNCERTAIN. THE ITEM WILL BE RE-NOTICED ONCE A NEW MEETING DATE IS SET.)

BACKGROUND: The applicant is proposing to make Conversion of legal non-conforming structure to create a single-family dwelling home. Previous approval CUP17-079 expired 12/21/19. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Mike Janusek

RECOMMENDATION: Continue to a date uncertain.

6.3 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR EXTENDED HOURS OF OPERATION FOR HOTWORX SANTA ROSA, A 24-HOUR HEALTH/FITNESS FACILITY AT 1415 FULTON ROAD, #221; FILE NO. CUP24-028

BACKGROUND: The applicant is requesting to operate a 24-hour gym. The health/fitness facility is permitted by right, but a Minor Conditional Use Permit for extended hours of operation is necessary to stay open 24 hours a day. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhal

RECOMMENDATION: Approval.

Attachments: [Attachment 1 - Building Permit Plans Resolution 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.

Zoning Administrator

- FINAL

SEPTEMBER 5, 2024

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.