



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED AUGUST 1, 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 July 18, 2024 - Draft Minutes

Attachments: [July 18, 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 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

Attachments: [Attachment 1 - 1611 Manzanita Site Plan](#)
[Attachment 2 - 1611 Manzanita Floor Plan](#)
[Attachment 3 - STR Permit 3-22-2023 \(SVR21-100\)](#)
[Attachment 4 - STR Renewal Permit 3-22-2024 \(SVR24-060\)](#)
[Attachment 5 - 1st Citation 12-14-2023](#)
[Attachment 6 - 2nd Citation 3-19-2024](#)
[Attachment 7 - 3rd Citation 5-14-2024](#)
[Attachment 8 - Community Correspondence](#)
[Attachment 9 - Late Correspondence as of July 31, 2024](#)
[Attachment 10 - Late Correspondence as of August 1, 2024](#)
[Resolution](#)
[Presentation](#)

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

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Narrative](#)
[Attachment 3 - Project Plans](#)
[Attachment 4 - Public Correspondence](#)
[Resolution](#)
[Presentation](#)

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

Attachments: [Attachment 1 - Disclosure Statement](#)
[Attachment 2 - Site Plan & Fence Design](#)
[Attachment 3 - Location Map](#)
[Resolution](#)
[Presentation](#)

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

Attachments: [Attachment 1 - 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.

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.