



# City of Santa Rosa

City Hall, Council  
Chamber  
100 Santa Rosa Ave  
Santa Rosa, CA

## PLANNING COMMISSION REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED OCTOBER 10, 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 COUNCIL CHAMBERS LOCATED AT  
100 SANTA ROSA AVENUE (IT IS RECOMMENDED THAT SOCIAL  
DISTANCING BE OBSERVED).**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE AT:**

**1. [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE  
"IN PROGRESS" LINK TO VIEW;**

**2. VIA ZOOM BY VISITING  
[HTTPS://SRCITY-ORG.ZOOM.US/J/82970108050](https://srcity-org.zoom.us/j/82970108050), OR BY DIALING  
877-853-5257 AND ENTERING WEBINAR ID: 829 7010 8050;**

**3. COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99; AND**

**4. VIA YOUTUBE AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

**IN THE EVENT A PLANNING COMMISSIONER  
PARTICIPATES REMOTELY BASED ON JUST CAUSE  
OR EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449,  
THE PLANNING COMMISSION WILL ALSO  
ALLOW FOR PUBLIC COMMENT THROUGH  
THE ZOOM LINK OR DIAL-IN NUMBER ABOVE.**

**4:30 P.M. - REGULAR SESSION**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)**

To consider and take action on any request from a Board Member to participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 54953(f)).

### **3. APPROVAL OF MINUTES**

3.1 September 12, 2024 - Draft Minutes

**Attachments:** [September 12, 2024 - Draft Minutes](#)

### **4. PUBLIC COMMENTS**

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.

### **5. COMMISSION BUSINESS**

#### **5.1 STATEMENT OF PURPOSE**

The Planning Commission is charged with carrying out the California Planning and Zoning Laws in the City of Santa Rosa. Duties include implementing of plans, ordinances and policies relating to land use matters; assisting in writing and implementing the General Plan and area plans; holding public hearings and acting on proposed changes to the Zoning Code, Zoning Map, General Plan, tentative subdivision maps, and undertaking special planning studies as needed.

#### **5.2 COMMISSIONER REPORTS**

#### **5.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTIONS)**

None.

### **6. DEPARTMENT REPORTS**

### **7. STATEMENTS OF ABSTENTION BY COMMISSIONERS**

### **8. PRESENTATIONS**

None.

## 9. CONSENT ITEMS

None.

## 10. REPORT ITEMS

None.

## 11. PUBLIC HEARINGS

- 11.1\*** PUBLIC HEARING - APPEAL OF THE ZONING ADMINISTRATOR'S DECISION TO APPROVE A MINOR CONDITIONAL USE PERMIT FOR A HEALTH/FITNESS FACILITY - AT 551 SUMMERFIELD ROAD - FILE NO. PRJ23-018 (CUP23-063)

BACKGROUND: Appeal of the Zoning Administrator's decision, approving a Minor Conditional Use Permit to allow a health/fitness facility with extended hours of operation at 551 Summerfield Road. The project is exempt from the California Environmental Quality Act (CEQA).

RECOMMENDATION: It is recommended by the Zoning Administrator and the Planning and Economic Development Department that the Planning Commission, by resolution, deny the Appeal and uphold the Zoning Administrator's approval of a Minor Conditional Use Permit for a Health/Fitness Facility located at 551 Summerfield Road. The Zoning Administrator's action on the exterior design of the facility was not appealed.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Project Description](#)  
[Attachment 4 - Trip Generation Assessment](#)  
[Attachment 5 - Existing Site Photos](#)  
[Attachment 6 - Plan Set](#)  
[Attachment 7 - ZA-2024-019](#)  
[Attachment 8 - ZA Meeting Public Correspondence](#)  
[Attachment 9 - Appeal Application](#)  
[Attachment 10 - Appellant Presentation](#)  
[Attachment 11 - Public Comments Received as of October](#)  
[ADDED Attachment 12 - Signed Petition \(Uploaded 10-10-](#)  
[Resolution](#)  
[Presentation](#)  
[Late Correspondence \(Uploaded 10-10-2024\)](#)

## 12. ADJOURNMENT

\*Ex parte communication disclosure required.

*In compliance with Zoning Code Section 20-62, the decision of the Planning Commission 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 on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by contacting the Board Secretary at 707-543-4646 (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 a majority of the Planning Commission 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.*