



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL JULY 18, 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 June 6, 2024 - Draft Minutes

Attachments: [June 6, 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 - MINOR CONDITIONAL USE PERMIT AND MINOR DESIGN REVIEW FOR PLANET FITNESS LOCATED AT 551 SUMMERFIELD ROAD, FILE NO. PRJ23-018 (CUP23-063, DR23-036)

BACKGROUND: A Minor Conditional Use Permit and Minor Design Review to allow the operation of a Fitness/Health Facility (Planet Fitness) with extended hours of operation and with minor exterior modifications to the front of the existing commercial building. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

RECOMMENDATION: Approval

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Description](#)
[Attachment 3 - Trip Generation Assessment](#)
[Attachment 4 - Existing Site Photos](#)
[Attachment 5 - Plan Set](#)
[Resolution](#)
[Presentation](#)

6.2 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR A MOBILE VENDING USE AT 1011 COLLEGE AVENUE, FILE NO. CUP24-015

BACKGROUND: A Minor Conditional Use Permit for Great Savor Mobile Food Kitchen, a mobile food truck, proposed to operate seven

days per week at 1011 College Avenue. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: Approval

Attachments: [Attachment 1 - Site Plan](#)
[Attachment 2 - Trailer Layout](#)
[Resolution](#)
[Presentation](#)

6.3 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR US ARMED FORCES RECRUITING CENTER AT 3080 MARLOW ROAD, #A19, FILE NO. CUP24-018

BACKGROUND: A Minor Conditional Use Permit to operate a recruiting office for the US Military Service Branch. Proposed hours of operation are Monday through Friday from 7:00 a.m. to 7:00 p.m. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: Approval

Attachments: [Attachment 1 - Site Plan](#)
[Resolution](#)
[Presentation](#)

6.4 PUBLIC MEETING - HILLSIDE DEVELOPMENT PERMIT FOR ACCESSORY STRUCTURES LOCATED AT 4004 SPLIT RAIL COURT, FILE NO. HDP23-006

BACKGROUND: A Hillside Development Permit to allow for the construction of a pool house, pool and retaining wall. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

RECOMMENDATION: Approval

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Proposed Landscape Design](#)
[Attachment 3 - Plan Set](#)
[Attachment 4 - Concept Grading Plan](#)
[Attachment 5 - Slope Overlay](#)
[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.