



**Zoning Administrator  
Regular Meeting Minutes - Final**

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Thursday, July 18, 2024

10:30 AM

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**1. CALL TO ORDER**

Zoning Administrator Toomians called the meeting to order at 10:33 a.m.

**2. APPROVAL OF MINUTES**

2.1 June 6, 2024 - Draft Minutes

Approved as submitted.

**3. PUBLIC COMMENT**

ZA Toomians opened the public comment period at 10:33 a.m.

Kiergan Peig spoke to enter a comment into the record, also submitted in writing.

ZA Toomians closed the public comment period at 10:37 a.m.

**4. ZONING ADMINISTRATOR BUSINESS**

**4.1 STATEMENT OF PURPOSE**

ZA Toomians read aloud the Statement of Purpose.

**4.2 ZONING ADMINISTRATOR REPORTS**

None.

**5. CONSENT ITEM(S)**

None.

**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

Planner Hartman Presented.

Members of the applicant team responded to ZA inquiries.

ZA Toomians opened the public comment period at 10:43 a.m.

Derek Stefan spoke against this item.

Paul Zief spoke against this item.

Trinity Winslow spoke against the item.

Judy McNiel spoke against the item.

ZA Toomians closed the public comment period at 10:55 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED RESOLUTION NO. ZA-2024-019, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A HEALTH/FITNESS FACILITY WITH EXTENDED HOURS OF OPERATION AND MINOR DESIGN REVIEW FOR THE EXTERIOR MODIFICATIONS OF THE EXISTING COMMERCIAL BUILDING FOR THE PROPERTY LOCATED AT 551 SUMMERFIELD ROAD, SANTA ROSA, APN: 013-284-011, FILE NO. PRJ23-018 (CUP23-063 & DR23-036)**

The meeting stood in recess for 5 minutes.

**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

ZA Toomians continued this item to a date uncertain.

**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

Planner Briscoe presented.

ZA Toomians opened and closed the public comment period at 11:05 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED RESOLUTION NO. ZA-2024-025, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A GOVERNMENT OFFICE FOR THE PROPERTY LOCATED AT 3080-A19 MARLOW ROAD SANTA ROSA, APN: 036-021-038, FILE NO. CUP24-018**

**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

Planner Hartman presented.

ZA Toomians opened and closed the public comment period at 11:11 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED RESOLUTION NO. ZA-2024-026, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR CONSTRUCTION OF ACCESSORY STRUCTURES, INCLUDING RETAINING WALLS, A POOL HOUSE AND POOL FOR THE PROPERTY LOCATED AT 4004 SPLIT RAIL COURT, SANTA ROSA, APN: 173-800-006, FILE NO. HDP23-006**

**7. ADJOURNMENT**

ZA Toomians adjourned the meeting at 11:13 a.m.

**Approved on: August 1, 2024**

**/S/ MARK KOLARIK, Recording Secretary**