



**Zoning Administrator  
Regular Meeting Minutes - Draft**

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Thursday, November 7, 2024

10:30 AM

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**1. CALL TO ORDER**

Zoning Administrator Toomians called the meeting to order at 10:30 a.m.

**2. APPROVAL OF MINUTES**

2.1 Draft Minutes - October 17, 2024

No public comment.

ZA Toomians approved the October 17, 2024 - Draft Minutes as submitted.

**3. PUBLIC COMMENT**

ZA Toomians opened and closed the public comment period at 10:31 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 MEETING - MINOR CONDITIONAL USE PERMIT FOR A RESIDENTIAL AT 3496 SPRING CREEK DRIVE, FILE NO. CUP22-071

BACKGROUND: The project proposes to legalize a 6-foot, 7-inch-tall wood fence that is located within the 15-foot corner-side setback. The

project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

Planner Hartman presented.

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

ZA Toomians closed the public comment period at 10:38 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED AS SUBMITTED  
RESOLUTION NO. ZA-2024-036, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A 6-FOOT, 7-INCH-TALL WOOD FENCE WITHIN THE 15-FOOT CORNER-SIDE YARD SETBACK FOR THE PROPERTY LOCATED AT 3496 SPRING CREEK DRIVE, SANTA ROSA, APN: 013-214-020, FILE NO. CUP22-067"**

**6.2 PUBLIC MEETING - CONDITIONAL USE PERMIT FOR A MOBILE FOOD VENDOR (MOMO MAN) AT 1750 SANTA ROSA AVENUE; FILE NO. CUP24-033**

BACKGROUND: The application is proposing a Mobile Food Vendor, Momo Man. The proposed hours of operation are 11:00am-9:00pm, Monday-Sunday. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

Planner Bisla presented.

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

**ZONING ADMINISTRATOR TOOMIANS APPROVED AS SUBMITTED  
RESOLUTION NO. ZA-2024-037, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW MOBILE FOOD VENDING FOR THE PROPERTY LOCATED AT 1750 SANTA ROSA AVENUE, SANTA ROSA, APN: 038-131-023, FILE NO. CUP24-033"**

**6.3 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR PURA VIDA RECOVERY SERVICES, A COMMUNITY CARE FACILITY, AT 6701 MONTECITO BOULEVARD, FILE NO. CUP24-040**

BACKGROUND: The project proposes the operation of an 8-bed Community Care Facility at an existing residence. The property currently operates a 6-bed Community Care Facility, and the operator is requesting to add two beds. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhal

Planner Sheikhal presented.

ZA Toomians opened and closed the public comment period at 10:47 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED AS SUBMITTED RESOLUTION NO. ZA-2024-038, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW AN EIGHT-BED COMMUNITY CARE FACILITY FOR THE PROPERTY LOCATED AT 6701 AND 6705 MONTECITO AVENUE, SANTA ROSA, APN: 181-160-008, FILE NO. CUP24-040"**

**6.4 PUBLIC MEETING - PURA VIDA RECOVERY SERVICES MINOR CONDITIONAL USE PERMIT - 1506 RONNE DR - CUP24-041**

**A HEARING HAS BEEN REQUESTED FOR THIS ITEM. IT WILL BE CONTINUED TO A DATE CERTAIN, OF DECEMBER 5, 2024. NEW NOTICING WILL BE SENT.**

BACKGROUND: Minor Conditional Use Permit for proposed 8-bed Community Care Facility.

PROJECT PLANNER: Hana Michaelson

**This item has been continued to a date certain, of December 5, 2024, because a public hearing was requested. New noticing will be sent out.**

**6.5 PUBLIC MEETING - HILLSIDE DEVELOPMENT PERMIT FOR**

EXTERIOR CHANGES IN SLOPED AREAS AT 3605 KELSEY  
KNOLLS, FILE NO. HDP24-001

BACKGROUND: The project proposes to construct a concrete terrace, stairs, retaining walls, and a new water feature in front yard where the slope is greater than ten percent. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe  
Planner Briscoe presented.

ZA Toomians opened and closed the public comment period at 10:52 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED AS SUBMITTED  
RESOLUTION NO. ZA-2024-040, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR A NEW CONCRETE TERRACE AND NEW STUCCO WALLS ALONG THE PERIMETER FOR THE PROPERTY LOCATED AT 3605 KELSEY KNOLLS SANTA ROSA, APN: 173-300-003, FILE NO. HDP24-001"**

**6.6** PUBLIC MEETING - HILLSIDE DEVELOPMENT PERMIT FOR A  
RESIDENTIAL STRUCTURE AT 3731 DEAUVILLE PLACE, FILE NO.  
HDP24-003

BACKGROUND: The project proposed to build a new home that exceeds the size of the home that was lost in 2017 Tubbs Fire. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe  
Planner Briscoe presented.

ZA Toomians opened the public comment period at 10:57 a.m.

ZA Toomians closed the public comment period at 11:00 a.m.

**ZONING ADMINISTRATOR TOOMIANS APPROVED AS SUBMITTED  
RESOLUTION NO. ZA-2024-041, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR THE DEAUVILLE REBUILD FOR THE PROPERTY LOCATED AT 3731 DEAUVILLE PLACE, SANTA ROSA, APN: 173-640-020, FILE NO. HDP24-003"**

## **7. ADJOURNMENT**

**ZA TOOMIANS ADJOURNED THE MEETING AT 11:02 A.M.**

**Approved on:**

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**MARK KOLARIK,  
Recording Secretary**