



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL JUNE 15, 2023

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY
ATTENDING IN-PERSON FROM THE CONFERENCE ROOM (FIRST
FLOOR) LOCATED AT 637 FIRST STREET, SANTA ROSA (IT IS
RECOMMENDED THAT SOCIAL DISTANCING BE OBSERVED), OR VIA
ZOOM WEBINAR BY VISITING
[HTTPS://SRCITY-ORG.ZOOM.US/J/82874727915](https://srcity-org.zoom.us/j/82874727915), OR BY DIALING
877-853-5257 AND ENTERING WEBINAR ID: 828 7472 7915.**

**PUBLIC COMMENT MAY BE MADE LIVE DURING THE MEETING VIA
ZOOM, PHONE OR IN-PERSON FROM THE CONFERENCE ROOM.
ADDITIONAL INFORMATION RELATED TO MEETING PARTICIPATION IS
AVAILABLE AT [HTTPS://SRCITY.ORG/ZONINGADMIN](https://srcity.org/zoningadmin)**

**THE MEETING WILL BE LIVE-STREAMED AT
[HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

10:30 A.M. - REGULAR SESSION

1. CALL TO ORDER

2. 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.

3. ZONING ADMINISTRATOR BUSINESS

3.1 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.

3.2 ZONING ADMINISTRATOR REPORTS

4. CONSENT ITEM(S)

5. SCHEDULED ITEM(S)

- 5.1 PUBLIC MEETING - AUTO-BODY REPAIR AND PAINT SHOP WITH OFFICE SPACE, CEQA EXEMPT PROJECT, CONDITIONAL USE PERMIT - 3310 INDUSTRIAL DRIVE - CUP23-015

BACKGROUND: Caliber Collision - Auto-body repair and paint shop.

PROJECT PLANNER: Suzanne Hartman, City Planner

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Plan Set](#)
[Resolution](#)
[Presentation](#)

- 5.2 PUBLIC MEETING - GB2, LLC: FLOOR PLAN AMENDMENT, EXEMPT PROJECT - CONDITIONAL USE PERMIT - 2715 GIFFEN AVE - CUP23-026

BACKGROUND: Minor Modification to the originally approved floor plan under CUP22-003 (Microbusiness Type 12), the new floor area breakdown would be 494 sf of manufacturing, 8,864 sf of distribution, and 90 sf of nursery.

PROJECT PLANNER: Monet Sheikhali, Senior Planner

Attachments: [Attachment 1 - Project Narrative](#)
[Attachment 2 - Floor Plan](#)
[Resolution](#)
[Exhibit A](#)
[Presentation](#)

5.3 PUBLIC MEETING - CROZAT HILLSIDE, EXEMPT PROJECT -
HILLSIDE DEVELOPMENT - 3817 SKYFARM DR - HDP23-002

BACKGROUND: Project includes two retaining walls and a deck to be contiguous with pool. The deck provides cover for the pool equipment which is housed below the deck. The seating areas will be surfaces with pervious stone pavers and decomposed granite. Retaining walls will be concrete, and the deck will have a concrete surface and glass railing system. The backyard is mostly screened from existing oak trees, and visibility from the City's right of way is minimal.

PROJECT PLANNER: Jandon Briscoe, City Planner Trainee

Attachments: [Attachment 1 - Slope Analysis Exhibit](#)
[Attachment 2 - Crozat Revised Plans](#)
[Resolution](#)
[Presentation](#)

5.4 PUBLIC MEETING - LEGALIZE ADDITION, EXEMPT PROJECT -
LANDMARK ALTERATION - 818 MONROE ST - LMA23-001

BACKGROUND: Legalize 378 square foot addition at rear of the home. Work was done by previous owners in the 1970s.

PROJECT PLANNER: Jandon Briscoe, City Planner Trainee

Attachments: [Attachment 1 - Photos 818 Monroe Street](#)
[Attachment 2 - Site Plan](#)
[Resolution](#)
[Presentation](#)

6. 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.

Zoning Administrator

- FINAL

JUNE 15, 2023

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.