



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL SEPTEMBER 7, 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, 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**

10:30 A.M. - REGULAR SESSION

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 August 3, 2023 - Draft Minutes

Attachments: [Draft Minutes](#)

2.2 August 17, 2023 - Draft Minutes

Attachments: [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 MEETING - CONTINUATION OF NON-CONFORMING USE - CONDITIONAL USE PERMIT - 1365 KOWELL - CUP23-006

BACKGROUND: Converting from warehouse use approved under UP 88-0065 to artisan/craft product manufacturing. Proposed use would be conditioned to comply with the City's Noise Ordinance which prohibits excessive noise generation that would result in a nuisance to the surrounding neighborhood. No on-site sale of products or large-scale deliveries of materials or products would occur. Commercial use has been continuous since 1937, when building was constructed. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Conor McKay, Senior Planner

Attachments: [Attachment 1 - Site History and Supporting Documents](#)
[Attachment 2 - Project Description](#)
[Attachment 3 - Floor Plan](#)
[Attachment 4 - Preliminary Transportation Impact Study](#)
[Attachment 5 - Tax Records and Neighbor Comments](#)
[Resolution](#)
[REVISED Resolution as of 9.6.23](#)
[Late Correspondence as of 9.6.23](#)

6.2 PUBLIC MEETING - DEL SECCO FENCE - CONDITIONAL USE
PERMIT - 1451 FULTON RD - CUP23-024

BACKGROUND: Build fence on east side of property facing Fulton Rd. Approximately 10ft from sidewalk/property line encroaching into 20 ft Set back. Fence to consist of 2' x 2' x 4' precast concrete block. This size fence is necessary due to the elevation change during the widening project. Attached pictures show loss of privacy after tree line removed, elevation change and a temporary 6 ft fence installed. After fence installed, east side will be planted with shrubbery. Plan description included with application. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

Attachments: [Attachment 1 - Project Description](#)
[Attachment 2 - Site Plan](#)
[Resolution](#)
[REVISED Resolution as of 9.6.23](#)
[ADDED Presentation as of 9.6.23](#)
[ADDED Public Correspondence as of 9.6.23](#)
[Late Correspondence as of 9.6.23](#)

6.3 PUBLIC MEETING - WINDOW MODIFICATIONS - LANDMARK
ALTERATION - 642 OAK ST - LMA23-002

BACKGROUND: Exterior changes to existing structure to include (2) windows in the east side to be removed and infilled with matching siding to the existing, removing (1) existing patio door and replace with a new window, and replace (1) window with a new sliding door. Material proposed are vinyl for the windows and door and siding to be redwood or cedar. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

Zoning Administrator

- FINAL

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Attachments: [Attachment 1 - Application Forms](#)
[Attachment 2 - Plans Set](#)
[Resolution](#)

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.