



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL DECEMBER 7, 2023

**EFFECTIVE IMMEDIATELY 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 November 16, 2023 - Draft Minutes

Attachments: [November 16, 2023 - 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 - FENCE WITHIN SIDE CORNER SETBACK - 4740 BADGER RD - FILE NO. CUP23-042

BACKGROUND: The project proposes to construct a 6-foot-tall wood fence within 15-foot side-corner setback. The project has been found in compliance with the California Environmental Quality Act and qualifies for a categorical exemption.

PROJECT PLANNER: Suzanne Hartman, City Planner

Attachments: [Attachment 1 - Disclosure Form](#)
 [Attachment 2 - Project Description](#)
 [Attachment 3 - Site Plan](#)
 [Attachment 4 - Floor Plan](#)
 [Attachment 5 - Existing Fence Elevations](#)
 [Attachment 6 - Proposed Fence Elevation](#)
 [Public Comments](#)
 [Staff Presentation](#)
 [Resolution](#)

6.2 PUBLIC MEETING - FOOD FOR THOUGHT FOOD BANK - CONDITIONAL USE PERMIT - 2351 CIRCADIAN WAY - CUP23-056

BACKGROUND: Food for Thought is requesting a Minor Conditional Use Permit to operate a warehouse and distribution land use to distribute medically tailored groceries and meals to individuals in Sonoma County with serious medical conditions. The operation would

consist of performing administrative work, sorting and organizing food, and preparing meals for distribution. The operation has been found in compliance with the California Environmental Quality Act and qualifies for a categorical exemption.

PROJECT PLANNER: Conor McKay, Senior Planner

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Plans](#)
[Attachment 3 - EDS Exhibit A](#)
[Attachment 4 - Draft Traffic Impact Study](#)
[Resolutions](#)

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.