



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED DECEMBER 21, 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)

5.1 ZONING CODE INTERPRETATION 23-001 - SECTION 20-36.070(A) (1)

BACKGROUND: The Zoning Administrator will consider (clarify) a Zoning Interpretation concerning the level of Conditional Use Permit, minor or major, required for parking located offsite in the vicinity of the parcel served. The project is exempt from the California Environmental Quality Act (CEQA).

Attachments: [Zoning Code Interpretation](#)

6. SCHEDULED ITEM(S)

6.1 PUBLIC MEETING - NEW ABOVE GROUND STORAGE TANK AND CANOPY - DESIGN REVIEW - 3965 OCCIDENTAL RD - DR23-032

BACKGROUND: Minor Design Review to install a new 8,000-gallon, aboveground fuel storage tank, new fuel dispensing piping equipment and dispenser units, upgrade the electrical system, and install a new tank monitor unit. The proposed project proposes constructing a new 26' x 37' steel framed canopy over the fueling area. The canopy height is 19'-6" to the top of the canopy fascia. The project will remove and dispose of the existing 5,000-gallon underground fuel storage tank and remove and dispose of all associated fuel dispensing facilities, structures, piping, electrical conduits, equipment, fitting, and amenities. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhali

Attachments: [Attachment 1 - Site Plan](#)
[Resolution](#)
[Exhibit A](#)
[Presentation](#)

6.2 PUBLIC MEETING - PORTABLE MRI TRAILER AND PAD - DESIGN
REVIEW - 2285 CHALLENGER WAY - DR23-034

BACKGROUND: Minor Design Review for a new portable MRI trailer on a concrete pad in the parking lot for the VA clinic. A total of 8 parking stalls will be covered without the need for parking replacement, as the site already has more than the required parking spaces for the existing clinic. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhal

Attachments: [Attachment 1 - Site Plan](#)
[Resolution](#)
[Exhibit A](#)
[Presentation](#)
[Late Correspondence as of December 19, 2023](#)
[Late Correspondence as of December 20, 2023](#)

6.3 PUBLIC MEETING - OUTDOOR STORAGE AND COMMISSARY
KITCHEN, OPEN DURING TRANSITIONAL HOURS - CONDITIONAL
USE PERMIT - 100 SEBASTOPOL ROAD - CUP23-036

BACKGROUND: Minor Conditional Use Permit application for outdoor storage for mobile food vendors and an indoor food preparation and storage area. The hours of operation are from 8am - 10pm. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Description](#)
[Attachment 3 - Neighborhood Context Map](#)
[Attachment 4 - Plan Set](#)
[Resolution](#)
[Exhibit A](#)
[Presentation](#)

6.4 PUBLIC MEETING - MEDIC AMBULANCE SERVICE, INC -
CONDITIONAL USE PERMIT - 1269 CORPORATE CENTER PKWY,
#A - CUP23-057

BACKGROUND: The proposed facility will be the headquarters for Medic Ambulance's Sonoma County Division and will occupy an existing building suite. Crews will use this facility to pick up their ambulances for work shifts 24 hours a day, 7 days a week. Ambulances will be stored and parked inside the warehouse. Sirens will only be used when crews check out the ambulance to test and ensure they are working prior to departure. While there will be on-site offices, this site will not be a deployment center for ambulances to respond to calls with lights and sirens and will not contain a dispatch center. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Kristinae Toomians

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

6.5 PUBLIC MEETING - GARAGE WITH ADU - LANDMARK ALTERATION
- 628 WHEELER ST - LMA23-007

BACKGROUND: Demolish an existing detached garage and replace with new detached garage with an accessory dwelling unit above, located toward the rear of the lot. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Kristinae Toomians

Attachments: [Attachment 1 - Plans](#)
[Attachment 2 - Windshield Survey](#)
[Attachment 3 - Photos](#)
[Attachment 4 - Neighborhood Context](#)
[Attachment 5 - Paint Samples](#)
[Attachment 6 - Roof Sample](#)
[Attachment 7 - Public Correspondence](#)
[Resolution](#)
[Staff Presentation](#)

6.6 PUBLIC MEETING - LIVE/WORK - CONDITIONAL USE PERMIT - 405 CHINN ST - CUP23-040

BACKGROUND: Minor Conditional Use Permit application that proposes to convert existing office suites to a single residential unit and maintain one office suite to be used for an Office - Professional land use in a live/workspace. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Conor McKay

Attachments: [Attachment 1 - Site Aerial and Floor Plan](#)
[Resolution](#)

6.7 PUBLIC MEETING - MOBILE FOOD VENDING - CONDITIONAL USE PERMIT - 3011 SANTA ROSA AVENUE - CUP23-046

BACKGROUND: Minor Conditional Use Permit application that proposes to operate a mobile food vending land use from 11am - 7:30pm daily. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Conor McKay

Attachments: [Attachment 1 - Project Application Submittal](#)
[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.