



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL SEPTEMBER 19, 2024

**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**
- 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 - MINOR CONDITIONAL USE PERMIT FOR A CHILD DAY CARE CENTER FOR STORYBROOK VILLAGE PRESCHOOL LOCATED AT 4295 MONTGOMERY DRIVE, FILE NO. CUP24-026

BACKGROUND: Storybrook Village Preschool provides a year-round, day care program serving children 18-months to 6-years of age. Proposed hours of operation are Monday-Friday, 7:30 am to 5:00 pm, and will service a maximum of 24 children. The existing structure was originally designed as a preschool and no modifications are proposed. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe, City Planner

RECOMMENDATION: Approval

Attachments: [Attachment 1 - Site Plan](#)
[Attachment 2 - Floorplan](#)
[Attachment 3 - Preschool Daily Schedule](#)
[Attachment 4 - Circulation and Safety Plan](#)
[Attachment 5 - CUP24-026 Disclosure Formpdf](#)
[Resolution](#)
[Presentation](#)

- 6.2 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT AND MINOR DESIGN REVIEW FOR A NEW ROOF-MOUNTED TELECOMMUNICATIONS FACILITY, LOCATED AT 3562 ROUND BARN CIRCLE; FILE NO. PRJ24-008 (CUP24-021, DR24-014)

BACKGROUND: The applicant proposes to construct a new roof-mounted telecommunications facility, located atop of the existing three-story Vista Clinic Pharmacy building. The camouflaged design of the facility shall be screened from public view. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: Approval

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Plans](#)
[Attachment 3 - Photo Simulations](#)
[Attachment 4 - Project Narrative](#)
[Attachment 5 - EME Report](#)
[Attachment 6 - Alternative Site Analysis](#)
[Attachment 7 - Zoning Propagation Map](#)
[Resolution](#)
[Staff Presentation](#)

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.