



City of Santa Rosa

Virtual Meeting - See Agenda
for Participation

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT JANUARY 6, 2022

**PURSUANT TO GOVERNMENT CODE SECTION 54953(e) AND THE
RECOMMENDATION OF THE HEALTH OFFICER OF THE COUNTY OF
SONOMA, THE ZONING ADMINISTRATOR WILL BE PARTICIPATING IN
THIS MEETING VIA ZOOM WEBINAR.**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE VIRTUALLY AT
WWW.ZOOM.US/JOIN OR BY TOLL FREE TELEPHONE (877) 853-5257;
USING MEETING ID:873 0491 5451**

**PUBLIC ACCESSING THE MEETING THROUGH ZOOM CAN PROVIDE
COMMENTS DURING THE PUBLIC COMMENT PERIODS. 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 (VIRTUAL MEETING)

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 Planning and Economic Development Director and has the responsibility and authority to conduct public hearings and to take action on applications for all administrative

permits and approvals issued by the Department. A determination or decision by the Zoning Administrator may be appealed to the Design Review Board, Cultural Heritage Board, Planning Commission, or City Council as applicable to the decision.

3.2 ZONING ADMINISTRATOR REPORTS

4. SCHEDULED ITEM(S)

- 4.1 HARRIS POOL HILLSIDE DEVELOPMENT PERMIT, CEQA Exempt Project - HILLSIDE DEVELOPMENT - 1838 HAPPY VALLEY - HDP21-008

BACKGROUND: Minor Hillside Development Permit to construct swimming pool and deck area in area of 10 percent slope or greater.

PROJECT PLANNER: Conor Mckay

Attachments: [Site Plan](#)
[Staff Presentation](#)
[Resolution](#)
[Revised Resolution - Updated 1.3.2022](#)

- 4.2 GUTSCH SHED DESIGN REVIEW, CEQA Exempt Project - Minor Design Review - 3754 Paxton Place - DR21-046

BACKGROUND: Minor Design Review proposal to allow the construction of a shed less than 12 feet in height located two feet from the side property line where a 10-foot side setback would otherwise be required.

PROJECT PLANNER: Conor Mckay

Attachments: [Elevations](#)
[Site Plan](#)
[Staff Presentation](#)
[Resolution](#)
[Revised Resolution - Updated 1.3.2022](#)

- 4.3 FRANCES FENCE PERMIT, CEQA Exempt Project - MINOR

CONDITIONAL USE PERMIT - 1448 GLENBROOK DR - CUP21-012

BACKGROUND: Minor Conditional Use Permit to legalize the existing 6-foot solid wood fence along the North East property line and permit modification as proposed along the South East corner.

PROJECT PLANNER: Mike Maloney

Attachments: [Project Plans](#)
[Staff Presentation](#)
[Resolution](#)
[Revised Resolution - Updated 12.30.2021](#)

4.4 SAMMY SMOKE SHOP, CEQA Exempt Project - CONDITIONAL USE PERMIT - 2350 SANTA ROSA AVE, #D - CUP21-070

BACKGROUND: Retail tobacco store that sells tobacco products, tobacco paraphernalia, California lottery tickets, hats, t-shirts, soda, candy and cigars. The Project qualifies for a Class 1 categorical exemption under California Environmental Quality Act (CEQA) Guidelines Section 15301.

PROJECT PLANNER: Adam Ross

Attachments: [Floor plan](#)
[Neighborhood map](#)
[Project description](#)
[Site Plan](#)
[Sonoma County Health Letter](#)
[Tobacco Retailer Map](#)
[Staff Presentation](#)
[Revised Staff Presentation - Updated 12-30-21 - 11:57am](#)
[Resolution](#)
[Revised Resolution - Updated 12.30.2021](#)

5. ADJOURNMENT

Zoning Administrator

JANUARY 6, 2022

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.