



City of Santa Rosa

Virtual Meeting - See Agenda
for Participation

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL SEPTEMBER 15, 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: 851 5063 6666.

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. CONSENT ITEM(S)

5. SCHEDULED ITEM(S)

5.1 PUBLIC HEARING - MINOR CONDITIONAL USE PERMIT - 505 SANTA ROSA AVE

BACKGROUND: A Minor Conditional Use Permit to allow Mobile Food Vending (El Roy's Express Mex Inc.) with proposed hours of operation from 10 am - 12 am, daily. File No. CUP22-027

Project Planner: Mike Wixon

Attachments: [Attachment 1 - Project Plans](#)
[Attachment 2 - Project Description](#)
[Attachment 3 - Staff Presentation](#)
[Attachment 4 - Public Correspondence](#)
[Staff Presentation](#)
[Resolution](#)

5.2 PUBLIC HEARING - CONDITIONAL USE PERMIT - 101 BROOKWOOD AVE AND 884 & 1000 2ND STREET

BACKGROUND: The project proposes to construct an approximately 93,270-square foot, four-story medical office building and a six-level parking garage. The required entitlements include Design Review and a minor Conditional Use Permit. File No. PRJ21-024 (CUP21-088)

Project Planner: Susie Murray

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Neighborhood Context & Location Map](#)
[Attachment 3 - Project Narrative](#)
[Attachment 4a - Project Plans \(part 1\)](#)
[Attachment 4b - Project plans \(part 2\)](#)
[Attachment 5 - Consistency Analysis - DSASP](#)
[Attachment 6 - Consistency Analysis - Creek Master Plan](#)
[Attachment 7 - Traffic & Parking Analysis](#)
[Attachment 8 - Consistency with Plan Bay Area 2040](#)
[Attachment 9 - Tree Inventory](#)
[Attachment 10 - Public Correspondence](#)
[Staff Presentation](#)
[Resolution](#)

5.3 PUBLIC MEETING - HILLSIDE DEVELOPMENT - 3796 SAINT ANDREWS DR

BACKGROUND: Construct 4850 sf single-story, 4 bedroom, 3.5 bath residence with attached two-car garage, shop and daylight basement on downslope lot. Main and lower level decks and patios at rear of residence. Total 5845 sf for residence, garage, porch and decks. File No. HDP22-010

Project Planner: Sachnoor Bisla

Attachments: [Attachment 1 - Project Plans](#)
[Attachment 2 - Slope Analysis Map](#)
[Attachment 3 - Color Plan](#)
[Exhibit A](#)
[Staff Presentation](#)
[Resolution](#)

5.4 PUBLIC MEETING - CONDITIONAL USE PERMIT - 1331 GUERNEVILLE RD

BACKGROUND: The proposed project is a new body art facility (tattoo shop) named Creative Ink. The space would consist of 4-6 artists and

offer different sized tattoos that can be completed in one hour, half day, or full day sessions. The project proposes working hours of Monday through Saturday, 10 a.m. to 8 p.m. File No. CUP22-039

Project Planner: Sachnoor Bisla

Attachments: [Attachment 1 - Project Plans Presentation Resolution](#)

6. 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.