



# City of Santa Rosa

City Hall, Council Chamber  
100 Santa Rosa Ave  
Santa Rosa, CA

## Planning Commission Regular Meeting Minutes - Draft

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Thursday, April 11, 2024

4:30 PM

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### 1. CALL TO ORDER AND ROLL CALL

Chair Weeks called the meeting to order at 4:30 pm

**Present** 6 - Chair Karen Weeks, Vice Chair Vicki Duggan, Commissioner Charles Carter, Commissioner Patti Cisco, Commissioner Jeffrey Holton, and Commissioner Terrence Sanders

**Absent** 1 - Commissioner Julian Peterson

### 2. APPROVAL OF MINUTES

2.1 March 28, 2024 - Draft Minutes

Approved as submitted.

Chair Weeks opened and closed Public Comments at 4:31 p.m.

### 3. PUBLIC COMMENTS

Chair Weeks opened Public Comments at 4:32 p.m.

Duane De Witt spoke regarding the Veterans' Trail Grove & Healing Garden event and the housing around the Burbank Ave neighborhood.

Chair Weeks closed Public Comments at 4:35 p.m.

### 4. COMMISSION BUSINESS

#### 4.1 STATEMENT OF PURPOSE

Chair Weeks read aloud the Statement of Purpose.

#### 4.2 COMMISSIONER REPORTS

Chair Weeks mentioned the Santa Rosa Merit Awards is taking applications.

Chair Weeks opened and closed Public Comment at 4:36 p.m.

#### **4.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTIONS)**

None.

#### **5. DEPARTMENT REPORTS**

Staff Liaison Jones reported.

Staff responded to Board Member inquiries.

Chair Weeks opened Public Comment at 4:41 p.m.

Duane De Witt spoke in regards to the process of decision making within the committees.

Chair Weeks closed Public Comment at 4:44 p.m.

#### **6. STATEMENTS OF ABSTENTION BY COMMISSIONERS**

None.

#### **7. PRESENTATIONS**

##### **7.1 PRESENTATION - FEMA FLOOD RISK MAPPING PROJECT**

BACKGROUND: The Federal Emergency Management Agency, FEMA, is responsible for mapping the country's flood risk and helping communities develop strategies for improving resiliency. FEMA has identified the Santa Rosa Creek Watershed for a map update.

PRESENTED BY: Gabe Osburn, Director Planning and Economic Development Department

Santa Rosa Water Assistant Engineer, Flannery Banks presented.

Acting Chief Building Official, Jimmy Bliss presented.

Santa Rosa Utilities Communication Coordinator, Elise Miller presented.

Staff responded to Commissioner questions.

Chair Weeks opened the public meeting at 5:05 p.m.

Kim inquired about the impact on insurance and the influence FEMA has over them.

Duane De Witt asked to include other creeks in the FEMA mapping project.

Chair Weeks closed the public meeting at 5:08 p.m.

## **8. CONSENT ITEMS**

None.

## **9. REPORT ITEMS**

None.

## **10. PUBLIC HEARINGS**

- 10.1\*** PUBLIC HEARING - CONDITIONAL USE PERMIT FOR A NEW TELECOMMUNICATION TOWER - AT 2715 GIFFEN AVENUE - FILE NO. CUP23-004 (CONTINUED FROM MARCH 28, 2024)

BACKGROUND: The applicant is requesting approval of a Conditional Use Permit for the construction of an 85-foot-tall telecommunication tower with ground equipment and fencing. The project is exempt from the California Environmental Quality Act (CEQA).

PRESENTED BY: Suzanne Hartman, City Planner

Ex Parte Disclosures: None.

Senior Planner Murray presented.

Assistant City Attorney, Ashle Crocker provided additional information on the project.

Staff Liaison Jones provided additional information on the project.

Staff responded to Commissioner inquiries.

Applicant representatives made a presentation.

Applicant representatives responded to Commissioner inquiries.

Chair Weeks opened public comment at 5:42 p.m.

Kim Kelley spoke in opposition of the project.

Roberta Valdez spoke in opposition of the project.

Sydney Cox spoke in opposition of the project.

Duane De Witt spoke in support of the project.

Jennifer Laporta spoke in opposition of the project.

Chair Weeks closed public comment at 5:58 p.m.

Staff and Applicant representatives responded to Commissioner inquiries.

**A motion was made by Commission Holton, seconded by Commissioner Cisco, to waive the reading of the text and adopt:**

**RESOLUTION NO. PC-2024-005 ENTITLED: RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA ROSA MAKING FINDINGS AND DETERMINATIONS AND APPROVING A CONDITIONAL USE PERMIT FOR A NEW WIRELESS TELECOMMUNICATIONS FACILITY- LOCATED AT 2715 GIFFEN AVENUE - FILE NUMBER CUP23-004**

**The motion carried the following vote:**

**Yes:** 6 - Chair Weeks, Vice Chair Duggan, Commissioner Carter, Commissioner Cisco, Commissioner Holton and Commissioner Sanders

**Absent:** 1 - Commissioner Peterson

**10.2\*** PUBLIC HEARING - DUTTON MEADOWS SUBDIVISION TIME  
EXTENSION - Exempt Project - ONE YEAR TIME EXTENSION  
REQUEST 2650, 2666, & 2684 DUTTON MEADOW; 1112 & 1200  
HEARN AVENUE- EXT23-0009

BACKGROUND: A request for a one-year Time Extension for an approved Tentative Subdivision Map and Conditional Use Permit for a 137-unit small-lot subdivision on an 18.4-acre site.

PRESENTED BY: Kristinae Toomians, Senior Planner

Ex Parte Disclosures: None.

Project Planner Toomians presented.

Chair Weeks opened the Public Hearing at 6:22 p.m.

Duane De Witt spoke in opposition of the project.

Robin Miller spoke in support of the project.

Chair Weeks closed Public Hearing at 6:28 p.m.

**A motion was made by Vice Chair Duggan, seconded by Commissioner Carter, to waive the reading of the text and adopt:**

**RESOLUTION NO. PC-2024-006 ENTITLED: RESOLUTION OF THE  
PLANNING COMMISSION OF THE CITY OF SANTA ROSA GRANTING A  
ONE-YEAR EXTENSION OF TIME FOR THE DUTTON MEADOWS  
SUBDIVISION LOCATED AT 2650, 2666, 2684 DUTTON MEADOWS, 1112  
& 1200 HEARN AVENUE, ASSESSOR'S PARCEL NUMBERS  
043-071-007, -022, -023 & 043-191-016, -024 - FILE NUMBER EXT23-0008  
& EXT23-0009**

**The motion carried the following vote:**

**Yes:** 6 - Chair Weeks, Vice Chair Duggan, Commissioner Carter,  
Commissioner Cisco, Commissioner Holton and Commissioner  
Sanders

**Absent:** 1 - Commissioner Peterson

**10.3\*** PUBLIC HEARING - JOHN POL ANNEXATION PREZONING,  
EXEMPT PROJECT - ANNEXATION PRE-ZONING - 5817 HWY 12  
- ANX23-001

BACKGROUND: A request to Pre-zone a parcel developed with three single-family dwellings within the County jurisdiction, to RR-20-SR-RC (Rural Residential) Zoning District to facilitate annexation to the City of Santa Rosa.

PRESENTED BY: Kristinae Toomians, Senior Planner

Ex Parte Disclosures: None.

Project Planner Toomians presented.

Staff responded to Commissioner inquiries.

Chair Weeks opened the Public Hearing at 6:36 p.m.

Steve Sharp spoke in support of the project.

Chair Weeks closed the Public Hearing at 6:37 p.m.

**A motion was made by Commission Sanders, seconded by Commissioner Carter, to waive the reading of the text and adopt:**

**RESOLUTION NO. PC-2024-007 ENTITLED: RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA ROSA RECOMMENDING THAT THE CITY COUNCIL PREZONE THE PROPERTY LOCATED AT 5817 HIGHWAY 12 TO THE RURAL RESIDENTIAL-SCENIC ROAD-RESILIENT CITY (RR-20-SR-RC) ZONING DISTRICT, ASSESSOR'S PARCEL NUMBER 031-090-041 - FILE NUMBER ANX23-001**

**The motion carried the following vote:**

**Yes:** 6 - Chair Weeks, Vice Chair Duggan, Commissioner Carter, Commissioner Cisco, Commissioner Holton and Commissioner Sanders

**Absent:** 1 - Commissioner Peterson

## **11. ADJOURNMENT**

Chair Weeks adjourned the meeting at 6:41 p.m.

Approved on:

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Krystal Camp, Recording Secretary