

RESOLUTION NO. INSERT ZA RESO NO.

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT TO ALLOW CONSTRUCTION OF A SWIMMING POOL AND SPA FOR THE PROPERTY LOCATED AT 3619 CRESCENT CIRCLE, SANTA ROSA, APN: 173-600-016, FILE NO. PLN25-0456

WHEREAS, the Project consists of a Minor Hillside Development Permit to allow construction of a new swimming pool and spa with associated patio area, retaining walls, drainage, erosion-control improvements, and pool equipment in the rear yard of an existing single-family residence at 3619 Crescent Circle; and

WHEREAS, the property is designated Low Density Residential by the General Plan, is located within the Fir Ridge Planned Development, PD 72-001L, Lot 16, and is developed with an existing single-family residence; and

WHEREAS, the Santa Rosa Zoning Administrator has completed review of the Minor Hillside Development Permit application to allow the proposed Project described above; and

WHEREAS, the Minor Hillside Development Permit approval to allow the proposed Project is based on the project description and official approved exhibit dated received April 6, 2026; and

WHEREAS, the matter has been properly noticed as required by Section 20-32.060.E.2.a and no request for a public hearing has been received.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Section 20-32.060.F, the Zoning Administrator of the City of Santa Rosa finds and determines that:

1. Site planning minimizes the visual prominence of the hillside development by taking advantage of existing site features for screening, including tree clusters, depressions in topography, setback hillside plateau areas, and other natural features, in that the Project is located in the rear yard of an existing single-family residence, below the ridgeline and not readily visible from Crescent Circle. The proposed pool, spa, patio area, retaining walls, and pool equipment are located within the developed residential yard area, and proposed landscaping, including screening around the pool and spa area, will further reduce visibility from adjacent properties; and
2. Site development minimizes alteration of topography, drainage patterns, and vegetation on land with slopes of 10 percent or more, in that the Project is limited to residential accessory improvements in the rear yard of an existing single-family residence, is designed to follow the existing grade to the extent feasible, incorporates retaining walls to limit grading disturbance, and is located in an area that does not require removal of existing trees. The Project has been conditioned to limit grading to the pool, spa, patio area, retaining walls, drainage improvements, erosion-control improvements, pool equipment, and related improvements shown on the approved plans; and

3. Site development does not alter slopes of 25 percent or more except in compliance with Section 20-32.020.B, in that the Project site contains limited areas of slope of 25 percent or greater, those areas will remain undisturbed, and the approved improvements are limited to the areas shown on the approved plans. The Project has been conditioned to limit grading and disturbance to the approved improvement areas and to comply with applicable grading, drainage, erosion-control, and building permit requirements; and
4. Project grading respects natural features and visually blends with adjacent properties, in that the proposed retaining walls with engineered footings are located around the pool area and are designed to step with the natural descent of the slope rather than create a large, uniform cut or flat pad. Disturbed areas not approved for hardscape, retaining walls, pool equipment, or related improvements are conditioned to be revegetated with appropriate plant materials to the maximum extent feasible; and
5. Building pad location, design, and construction avoids large areas of flat pads and building forms will be stepped to conform to site topography, in that the Project does not include construction of a new residence or building pad. The proposed pool, spa, patio area, retaining walls, and associated improvements are designed as residential accessory improvements that step with and respond to the existing hillside grade; and
6. The proposed Project complies with the City's Design Guidelines, in that the Project is sited within the rear yard of an existing single-family residence, avoids ridgeline development, limits visual prominence from public street view, incorporates retaining walls that respond to the slope, and includes landscape screening to reduce visibility from neighboring properties. The Project therefore implements hillside design principles by minimizing visual impacts, limiting disturbance, and fitting the accessory improvements into the existing site conditions; and
7. The proposed Project complies with the requirements of Chapter 20-32 and all other applicable provisions of the Zoning Code, in that a Minor Hillside Development Permit is required for proposed development on portions of a site with slopes of 10 percent or greater, and the Project has been reviewed for consistency with the applicable Minor Hillside Development Permit findings. The Project consists of residential accessory improvements associated with an existing single-family residence and has been conditioned to comply with applicable grading, drainage, erosion-control, building, landscaping, and Engineering Development Services requirements; and
8. The proposed Project is consistent with the General Plan and any applicable specific plan, in that the property is designated Low Density Residential by the General Plan and is developed with an existing single-family residence. The proposed swimming pool, spa, patio area, retaining walls, pool equipment, and related site improvements are residential accessory improvements customarily associated with and subordinate to the existing single-family residential use. The Project does not change the residential use of the property and is consistent with the Low Density Residential land use designation and the Fir Ridge Planned Development, PD 72-001L; and
9. The establishment, maintenance, or completion of the Project will not, under the circumstances of the particular case, be detrimental to the public health, safety, or general welfare, in that the Project consists of residential accessory improvements associated with an existing single-family residence. The Project has been reviewed by Building, Engineering,

and Planning staff and has been conditioned to comply with applicable grading, drainage, structural, erosion-control, landscape, and building permit requirements; and

10. The Project has been reviewed in compliance with the California Environmental Quality Act (CEQA), in that the Project is categorically exempt pursuant to CEQA Guidelines Section 15301, Existing Facilities, which applies to the minor alteration of existing public or private structures involving negligible or no expansion of existing or former use, because the Project consists of residential accessory improvements associated with an existing single-family residence and would not change the existing residential use of the property. The Project is also categorically exempt pursuant to CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures, which applies to the construction and location of limited numbers of new, small facilities or structures and the installation of small new equipment and accessory structures, because the proposed swimming pool, spa, patio area, retaining walls, drainage improvements, erosion-control improvements, and pool equipment are accessory to the existing single-family residence. None of the exceptions to the use of categorical exemptions set forth in CEQA Guidelines Section 15300.2 apply.

This approval is granted based on the applicability and validity of the conditions of approval set forth below. If any condition is determined to be invalid, this approval would not have been granted without the imposition of other valid conditions necessary to achieve the purposes and intent of this approval. The Project is subject to compliance with all conditions of approval and shall be constructed in accordance with the approved plans. Additional permits and fees may be required. **It is the responsibility of the applicant to obtain all required permits and demonstrate compliance with the conditions of approval.**

Conditions of Approval

1. Comply with all applicable federal, state, and local codes. Failure to comply may result in issuance of a citation and/or revocation of approval.
2. Comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval.
3. Building permit plans shall be substantially consistent with the approved Minor Hillside Development Permit plans. Any proposed changes to the location, height, or extent of retaining walls; grading limits; drainage improvements; pool equipment location; or landscape screening shall be reviewed by the Planning and Economic Development Department prior to building permit issuance to determine whether additional planning review is required.
4. Grading shall be limited to the swimming pool, spa, patio area, retaining walls, drainage improvements, erosion-control improvements, pool equipment, and related improvements shown on the approved plans.
5. All grading shall be designed and constructed to blend with the natural contours of the site to the maximum extent feasible and shall be limited to the areas shown on the approved plans. Slope grading and contour grading techniques shall be utilized to the maximum extent feasible. All disturbed areas not approved for hardscape, retaining walls, pool equipment, drainage improvements, erosion-control improvements, or related

improvements shall be revegetated with appropriate plant materials prior to final inspection.

6. Landscape screening shall be installed around the swimming pool, spa, patio area, and retaining walls to reduce visibility from neighboring properties, consistent with the approved plans. Required landscaping shall be installed prior to final inspection and shall be continuously maintained in a healthy and attractive condition. Dead or dying plant materials shall be replaced with healthy specimens as necessary.
7. Obtain all required building and construction permits for the Project prior to commencement of work.
8. Comply with the conditions of approval in Engineering Development Services Exhibit A, dated May 5, 2026, attached hereto and incorporated herein.

This Minor Hillside Development Permit is hereby approved on June 25, 2026. This approval shall automatically expire 24 months from the approval date unless the approval is exercised or an extension of time is approved in compliance with Zoning Code Section 20-54.050. This approval is subject to appeal within ten calendar days from the date of approval.

APPROVED: _____
CONOR MCKAY, ZONING ADMINISTRATOR

Attachment 1 – Engineering Development Services Exhibit “A,” dated May 5, 2026

**CITY OF SANTA ROSA, CALIFORNIA
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT ENGINEERING
DEVELOPMENT SERVICES DIVISION**

**EXHIBIT "A"
MAY 5, 2026**

**SWAN POOLS INGROUND POOL
3619 CRESCENT CIRCLE
PLN25-0456 (HILLSIDE DEVELOPMENT)**

- I. Applicant's engineer shall obtain the current City Design and Construction Standards and the Engineering Division of the Planning & Economic Development Department's Standard Conditions of Approval dated August 27, 2008 and comply with all requirements therein unless specifically waived or altered by written variance by the City Engineer.
- II. **The approval of this project shall be subject to the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of the building permit review and approval. Per City Code Section 18-12.015 (C), all residential additions are subject to public improvement requirements when the value of any proposed building or site improvement exceeds \$100,000.00. A formal review of the valuation will commence during review of the building permit application. If the valuation is determined to be above the \$100,000 threshold, the project may be required to install or modify public improvements such as sidewalks, curb and gutter, pedestrian ramps, driveway approaches, planter strips and bike lanes. Additional right-of-way and easement dedications may also be required to support the current or future expansion of the roadway in order to meet adopted City Standards, General Plan requirements or area specific plans. Contact the Engineering Division of the Planning and Economic Development Department at 707-543-3200 to discuss specific requirements.**
- III. In addition, the following summary constitutes the recommended conditions of approval on the subject application/development based on the plans stamped received April 6, 2026.

STORM WATER COMPLIANCE

1. Note on the plans submitted with the building permit application that "no debris, soil, silt, bark, slash, sawdust, rubbish, cement or concrete washings, oil or petroleum products, or other organic or earthen material from any construction or associated activity of whatever nature, shall be allowed to enter into or be placed where it may be washed by rainfall into the storm drain system. When operations are complete, any excess material or debris shall be removed from the work area."

2. As applicable, the developer's engineer shall comply with all requirements of the latest edition of the Regional Storm Water Low Impact Development (LID) Technical Design Manual.
3. As applicable, the developer's engineer shall comply with the City's [Drainage & LID Submittal Letter of Guidance](#) dated September 25, 2024, available on the City's Engineering Forms webpage: <https://www.srcity.org/3827/Engineering-Forms>.

GRADING

4. All drainage flows from improved areas and roof drainage leaders shall be directed to existing onsite drainage features. No concentrated flows outside of existing approved onsite drainage features will be allowed to cross property lines (California Plumbing Code 2025 §1101.2). All surface drainage from unimproved slopes shall reflect predevelopment conditions and sheet flow across property lines. Drainage plans shall be reviewed and approved under the building permit application.

BUILDING

5. Obtain building permits for the proposed project.
6. Provide a geotechnical report, structural calculations, and retaining wall details for the proposed work as part of the building permit application.

WATER AND WASTEWATER

7. Water Department conditions will be determined at the time of building permit review.
8. If the project proposes the addition or modification of landscaping, landscape and irrigation plans in conformance with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Resolution No. 4028, on October 27, 2015, shall be submitted with the building permit application.

 5/5/2026

FLANNERY BANKS, SUPERVISING ENGINEER, EDS