



City of Santa Rosa

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

Zoning Administrator Regular Meeting Minutes - Draft

Thursday, December 4, 2025

10:30 AM

1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:31 a.m.

2. APPROVAL OF MINUTES

2.1 Draft November 20, 2025 Minutes

ZA McKay approved the draft minutes as submitted.

3. PUBLIC COMMENT

Citizen spoke against the proposed Pham Assisted Living project.

Lisa Sidel spoke against the proposed Pham Assisted Living project.

Fred Sidel spoke against the proposed Pham Assisted Living project.

David Brine spoke against the proposed Pham Assisted Living project.

4. ZONING ADMINISTRATOR BUSINESS

4.1 STATEMENT OF PURPOSE

ZA McKay read the Statement of Purpose aloud.

4.2 ZONING ADMINISTRATOR REPORTS

None.

5. CONSENT ITEM(S)

None.

6. SCHEDULED ITEM(S)

6.1 PUBLIC MEETING - PHAM ASSISTED LIVING - PLANNING RECORD - 635 BENJAMINS RD - PLN25-0206

BACKGROUND: Minor Conditional Use Permit (MUP) for a 15-bed Community Care Facility in a proposed 15-bedroom single-family residence. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Hana Michaelson, Contract Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use Permit to allow a 15-bed Community Care Facility at 635 Benjamins Road

THIS ITEM IS BEING CONTINUED TO A DATE CERTAIN, OF DECEMBER 18, 2025, DUE TO A PUBLIC HEARING BEING REQUESTED. NEW NOTICING, INCLUDING SIGNAGE AND A NEWSPAPER AD, WILL BE CONDUCTED.

This item was continued to a date certain of December 18, 2025.

6.2 PUBLIC MEETING - DANOFF RESIDENCE - 3911 FLINTRIDGE - HILLSIDE- PLANNING RECORD - 3911 FLINTRIDGE- PLN25-0282.

BACKGROUND: Hillside Development Permit Application for a one-story single-family dwelling with attached garage. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Hana Michaelson, Contract Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Hillside Development Permit to allow construction of a single-family residence at 3911 Flintridge Drive.

Planner Michaelson presented.

Applicant spoke in favor of the project's presentation.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION
ZA-RES-2025-048, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR THE PROPERTY LOCATED AT 3911 FLINTRIDGE DRIVE, SANTA ROSA, APN: 173-760-031, FILE NO. PLN25-0282"

**6.3 PUBLIC MEETING - FIRST SAMOAN CHRISTIAN CHURCH ADDITION
- PLANNING RECORD - 1255 FULTON RD - PLN25-0106**

BACKGROUND: Minor Design Review to construct a new 1764 sf addition (sanctuary building to house three offices and two restrooms) to the existing building. This project is exempt from the California Environmental Act (CEQA).

PROJECT PLANNER: Jandon Briscoe, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a Minor Design Review to allow a new sanctuary building at 1255 Fulton Rd.

Planner Briscoe presented.

Applicant presented.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION
ZA-RES-2025-049, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR TO CONSTRUCT A 1,764 SF ADDITION FOR THE PROPERTY LOCATED AT 1255 FULTON ROAD SANTA ROSA, APN: 034-700-013, FILE NO. PLN25-0106"

**6.4 PUBLIC MEETING - FUSION HEALING - PLANNING RECORD - 2308
SUNDANCE ST - PLN25- 0352**

BACKGROUND: Minor Conditional Use Permit for a Home occupation for a massage therapist and manual therapy. Hours of operation

Mon-Fri 10:00 am to 5:00 pm. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a Minor Conditional Use Permit to allow a Home Occupation at 2308 Sundance Street.

Planner Briscoe presented.

Applicant presented.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION
ZA-RES-2025-050 AS AMENDED, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A HOME OCCUPATION MINOR CONDITIONAL USE PERMIT FOR THE FUSION HEALING, AN IN-HOME MASSAGE ESTABLISHMENT, FOR THE PROPERTY LOCATED AT 2308 SUNDANCE STREET SANTA ROSA, APN: 152-163-015, FILE NO. PLN25-0352"

7. ADJOURNMENT

ZA McKay adjourned the meeting at 11:06 a.m.

Approved on:

MARK KOLARIK, Recording Secretary