



City of Santa Rosa

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

Zoning Administrator Regular Meeting Minutes - Draft

Thursday, December 18, 2025

10:30 AM

1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:32 a.m.

2. APPROVAL OF MINUTES

2.1 Draft Minutes - May 1, 2025

ZA McKay approved the draft minutes as submitted.

2.2 Draft Minutes - May 15, 2025

ZA McKay approved the draft minutes as submitted.

2.3 Draft Minutes - December 4, 2025

ZA McKay approved the draft minutes as submitted.

3. PUBLIC COMMENT

Janica Karrman spoke about public infrastructure, including roadways and bike lanes.

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 HEARING - 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.

Planner Michaelson presented.

Applicant representative presented.

Applicant presented.

Emily Silva spoke against the project with traffic concerns.

Elizabeth spoke against the project due to parking and traffic concerns.

Jane Doe #1 spoke against the project due to traffic concerns.

John Doe #1 spoke against the project due to traffic concerns.

Rich Gardner spoke against the project due to parking and traffic infrastructure concerns.

Jane Doe #2 spoke against the project due to parking and traffic infrastructure concerns.

Isaac Marstal spoke against the project due to street and traffic infrastructure concerns.

John Doe #2 spoke against the project due to traffic infrastructure

concerns.

Fred Seitel spoke against the project on zoning grounds and with traffic infrastructure concerns.

Janice Karrman spoke against the project due to traffic infrastructure and evacuation concerns.

Nick Allen spoke against the project due to landscape inefficiency and traffic concerns.

Mike Ferria spoke against the project due to density, parking, and traffic infrastructure concerns.

Doug Smith spoke against the project due to parking and traffic infrastructure concerns.

Lisa Seitel spoke against the project due to parking, habitation, evacuation, and traffic infrastructure concerns.

Jane Doe #3 asked questions about the project.

Carol Behlke spoke against the project due to density and water use concerns.

Jay Giles spoke against the project due to density, water use, and size concerns.

Lindsay Lawson spoke against the project due to density and traffic infrastructure concerns.

Applicant Pham spoke in favor of the project due to community need.

Rodney spoke against the project due to density concerns.

John Doe #3 spoke against the project due to density concerns.

Ricky Kotel spoke against the project due to neighborhood impact concerns.

Staff and Applicant team responded to public comments.

Applicant team responded to ZA inquiries.

Santa Rosa Fire Marshal Lowenthal responded to public comments and ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION
ZA-RES-2025-051, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A 15-BED COMMUNITY CARE FACILITY FOR THE PROPERTY LOCATED AT 635 BENJAMINS ROAD, SANTA ROSA, APN: 183-240-040, FILE NO. PLN25-0206"

6.2 PUBLIC MEETING - MINOR HILLSIDE DEVELOPMENT PERMIT FOR CONSTRUCTION OF A SINGLE-FAMILY DWELLING AND POOL AT 3606 TILLMONT WAY, SANTA ROSA, CA; FILE NO. PLN25-0318

BACKGROUND: The applicant proposes to construct a new 4,472-square-foot single-family dwelling with a pool, located within portions of the site with a slope of 10 percent or greater, at 3606 Tillmont Way. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Hillside Development Permit to allow construction of a single-family dwelling with a pool, located at 3606 Tillmont Way.

THIS ITEM IS BEING CONTINUED TO A DATE CERTAIN, OF JANUARY 15, 2026, BECAUSE A PUBLIC HEARING HAS BEEN

**REQUESTED. NEW NOTICING WILL BE SENT OUT PRIOR TO THE
NEXT MEETING.**

This item was continued to a date certain, of January 15, 2026.

7. ADJOURNMENT

Zoning Administrator McKay adjourned the meeting at 12:32 p.m.