

**RESOLUTION NO. INSERT ZA RESO NO.**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA  
APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW VEHICLE  
SERVICES – MAJOR REPAIR/BODY WORK FOR THE PROPERTY LOCATED AT 0  
WILJAN COURT, SANTA ROSA, APN: 043-134-017, FILE NO. PLN25-0042**

WHEREAS, a Minor Conditional Use Permit application was submitted to the Planning and Economic Development Department on March 14, 2025; and

WHEREAS, the Santa Rosa Zoning Administrator has completed review of the Minor Conditional Use Permit application to allow the proposed use for the project described above; and

WHEREAS, the Minor Conditional Use Permit approval to allow the proposed use is based on the project description and official approved exhibit date stamp received June 27, 2025; and

WHEREAS, on August 7, 2025, the Santa Rosa Design Review and Preservation Board will hold a public hearing to consider all evidence and reports offered, and take action on the request for Major Design Review to allow the construction of the 13,925 square foot metal building for the proposed Vehicle Services – Major Repair/Body Work use for the property located at Wiljan Ct, Santa Rosa, Assessor's Parcel No. 043-134-017; and

WHEREAS, the matter has been properly noticed as required by Section 20-52.050.E.2.a and no request for a public hearing has been received;

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 20-52.050.F, the Zoning Administrator of the City of Santa Rosa finds and determines that:

1. The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Zoning Code and the City Code. The project site is located within the Light Industrial (IL) zoning district, which allows Vehicle Services – Major Repair/Body Work with an approved Minor Conditional Use Permit. The proposed project meets all development standards for the IL district as set forth by the Zoning Code, as well as standards for Vehicle Services uses; and
2. The proposed use is consistent with the General Plan and any applicable specific plan in that the project site is within the Light Industry General Plan land use designation, which is intended to accommodate uses such as auto repair, manufacturing/assembly with minor nuisances, and services with large space needs. Furthermore, the project is within the Roseland Area/Sebastopol Road Specific Plan area; the proposed use supports goals and policies of the Specific Plan by expanding the range of services offered by the existing business; and
3. The design, location, size and operating characteristics of the proposed use would be compatible with the existing and future land uses in the vicinity in that the proposed use is an expansion of the existing auto dealership and service center on the adjacent parcel.

The proposed use is compatible with other light industrial uses surrounding the project site; and

4. The site is physically suited for the type, density, and intensity of the proposed use including access, utilities, and the absence of physical constraints in that the site currently serves as a parking lot for the dealership and vehicle service center on the adjacent parcel, and the remaining parking would be adequate to support the new use. Furthermore, the service center would be accessed from Corby Lane, and there are existing utilities available to serve the use; and
5. Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located. The service center will not be open to the general public, and the use will not have any adverse impacts on traffic circulation around the site;
6. The project has been found in compliance with the California Environmental Quality Act (CEQA). The project is exempt from further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15183 (Projects Consistent with a Community Plan, General Plan, or Zoning), as the project is consistent with the development density and use described in the City of Santa Rosa General Plan 2050, for which an Environmental Impact Report (EIR) was certified on June 5, 2025 (State Clearinghouse No. 2023020166), and the Roseland Area/Sebastopol Road Specific Plan, for which an EIR was certified on October 18, 2016 (State Clearinghouse No. 2016012030). There are no project-specific effects peculiar to the site or the project that were not previously analyzed, and no new information has emerged that would require additional environmental review. Therefore, no further CEQA documentation is required; and

This entitlement would not be granted but for the applicability and validity of each and every one of the below conditions and that if any one or more of the below conditions is invalid, this entitlement would not have been granted without requiring other valid conditions for achieving the purposes and intents of such approval. The approval of the project is contingent upon compliance with all the conditions listed below. Use shall not commence until all conditions of approval have been complied with. Additional permits and fees are/may be required. **It is the responsibility of the applicant to pursue and demonstrate compliance.**

#### Conditions of Approval

1. Obtain building permits for the proposed project.
2. Comply with all conditions as specified in the Engineering Development Services Exhibit A, dated July 31, 2025, attached hereto and incorporated herein.
3. Construction hours shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 6:00 p.m. Saturdays. No construction is permitted on Sundays and holidays.
4. No exterior signs are approved with this permit. A separate sign permit is required.
5. There shall be no sales of Tobacco without a valid Tobacco Retail License and authorization from the City of Santa Rosa.

6. Comply with all applicable federal, state, and local codes. Failure to comply may result in issuance of a citation and/or revocation of approval.
7. Comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval.

This Minor Conditional Use Permit is hereby approved on August 7, 2025, for the duration of the use provided that conditions are complied with and that the use has commenced within 24 months from the approval date. The approval is subject to appeal within ten calendar days from the date of approval.

APPROVED: \_\_\_\_\_  
AMY NICHOLSON, ZONING ADMINISTRATOR

Attachments

Exhibit “A”, Engineering Development Services, dated July 31, 2025.

**DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT  
ENGINEERING DEVELOPMENT SERVICES**

**EXHIBIT "A"  
July 31, 2025**

**Hansel Ford Service Building  
0 Wiljan Court  
PLN25-0042**

- I. Developer's engineer shall obtain the current City Design and Construction Standards and the Engineering Development Services 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. Per City Code Section 18-12.015 (C), all properties including commercial and industrial parcels shall be subject to public improvement requirements when the value of any proposed building or site improvement exceeds \$200,000.00. A formal review of the valuation will commence during review of the building permit application. If the valuation is determined to be above the \$200,000 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/reports dated June 27, 2025:

**PUBLIC STREET IMPROVEMENTS**

1. An Encroachment Permit shall be obtained prior to issuance of the building permit. Any improvements proposed or required, within the public right shall be reviewed and approved with the Encroachment Permit application. Only Construction plans submitted with the Encroachment Permit Application are final plans and shall be approved for construction. Contact Engineering Development Services at 543-3200, located at 100 Santa Rosa Avenue, Room 5, as soon as possible to begin Encroachment Permit application processing. Encroachment Permit application processing may take 4-6 weeks. Submit plans prepared by a licensed civil engineer showing all work in the public right of way, or in public easements, including all work on public utilities (water meter boxes, sewer lateral cleanouts, backflow devices, etc.)

2. All public and private sidewalk shall maintain a continuous ADA accessible surface a minimum of 4-feet wide. Concrete sidewalk shall transition to match the existing grades to adjacent properties.

## **TRAFFIC**

3. New services (electrical, telephone, cable or conduit) to new structures shall be installed underground. As applicable, the applicant shall underground overhead utilities along the project frontage and if any conflict with proposed structures per City code at their sole expense.
4. Provide sufficient line of sight so a vehicle exiting the project shall not impede or cause the oncoming traffic on Wiljan Court to radically alter their speed, based on Table 201.1 of the Caltrans' Highway Design Manual. Tree canopies shall be maintained at least 7-feet off the ground and landscaping shall be maintained at maximum 36" height within the stopping site. Install "No parking" signs and paint the curbs red within the site distance areas.
5. Avoid installation of any physical features (signs, landscaping, mailboxes, etc.) along the Wiljan Court frontage of the parcel within the traffic site distance triangles. Landscaping shall be maintained to be no more than 36" in height for low vegetation and tree canopies shall be maintained at 7-feet minimum height along the site triangle by the owner.
6. Comply with current standards for parking lot and accessible stall dimensions and signage. Submit an on-site sign and striping plan for the new parking lot improvements at first review. Submit parking lot and street lighting plans for review and approval. Lighting shall meet minimum lighting requirements.
7. The project Applicant shall be responsible for repairing/removing any debris, damage, or deterioration occurring to existing local streets and/or private driveways as a direct result of construction activity related to installation of the improvements (grading, street construction, utility installation, etc.). Required repair shall involve patching, cleaning, sealing, or overlaying affected areas as appropriate to return Wiljan Court to as good as condition as it was in prior to construction. If the project Applicant does not act prudently in a timely manner, the City shall, at its discretion, perform the correction and charge the owner/subdivider for all costs and overhead incurred.

## **BUILDING**

8. Obtain a building permit for the proposed project.

9. Provide a geotechnical investigation and soils report with the building permit application. The investigation shall include subsurface exploration and the report shall include grading, drainage, paving and foundation design recommendations.
10. A detectable warning is required at the flush transition from the vehicular way/access aisle to the exterior walk. There must be at least 3' beyond the detectable warning as part of the circulation path without truncated domes. This may affect the design of the stormwater treatment train and/or walk:

#### **PRIVATE DRIVEWAY IMPROVEMENTS**

11. Onsite lighting of the private parking lot shall meet minimum city standards requirements for safety and acceptable luminary standards.
12. A soils and geologic report shall be provided with the building plans submitted for review. The report shall address the new pavement sections within the parking lot for adequacy to City codes.
13. Maximum grade difference at project boundary to offsite property shall be less than 1 feet vertically, unless reviewed and approved by the City Engineer.
14. Any offsite drainage entering the site shall be either conveyed through the site, via a private drainage system with accompanying easements dedicated to the upstream property owners or accepted into the private drainage and LID system for the project. The final LID design shall address the acceptance of any offsite flows.
15. Submitted grading and drainage plans shall show typical and specific cross-sections at all exterior property lines and interior lot lines indicating the adjacent elevations at the join grades to adjacent parcels including graded slopes, swales, fences, retaining walls and sound walls as applicable.

#### **PUBLIC STORM DRAINAGE**

16. Other agency permits, as required to complete the project, shall be obtained by the Applicant at the Applicant's sole expense.
17. Public storm drainage shall be designed to City of Santa Rosa Design and Construction Standards and Sonoma Water current 2020 flood management design manual standards by a licensed Civil Engineer. All storm water run-off shall be collected via an underground drainage system and discharged to the nearest public downstream facility possessing adequate capacity to accept the

run-off. Preliminary and final storm drain hydrology and hydraulic design reports as approved by the Sonoma Water or a designated agent shall be provided to the City of Santa Rosa for the city file prior to encroachment permit issuance. Provide engineering calculations of adequacy for the downstream storm drain connections for project flow volumes. Upsize any storm drainage facilities that do not have adequate capacity to the approval of the City Engineer.

18. Drainage patterns shall follow the Regional Master Drainage Plan as depicted in the current master drainage studies available for the local area as provided by Sonoma Water. Changes/diversions to the contributory drainage areas for regional water sheds are not permitted without City Engineer review and approval.
19. As applicable, all drainage flows from offsite shall be intercepted at the property line and conveyed through a private system to discharge into the public right of way. Onsite storm drain design shall be reviewed and approved by the City Building Official. Regional Public storm drain design shall be reviewed and approved by Sonoma Water for compliance with County and City design standards.
20. All onsite storm drain inlets shall be labeled per the City standard detail 409 - "DRAINS TO CREEK" or an approved equal.
21. Contractor shall not use the sanitary sewer system or storm drainage system to release construction water from the site unless they have a valid discharge permit to do so. Application for Industrial construction water discharge permit can be obtained from the City of Santa Rosa Environmental Compliance Department. Contact Renae Gundy at 707-543-4368.
22. Any existing storm drain stub outs to the property that shall not be used shall be abandoned at the main per City Design Standards.
23. Drainage from landscape areas are not allowed to cross over curb or sidewalk and are to outlet to a street or drainage channel through City Standard curb drains or other acceptable means.
24. Lot drainage and private storm drain facilities shall be approved by the Chief Building Official's designated representative. All private drainage facilities shall be privately owned and maintained.
25. All offsite storm drain work and coordination with any adjacent neighbors to the project, and all off site construction and or access easements as needed to

construct the project shall be obtained at the sole cost of the applicant prior to entitlement.

26. If flows exceed street capacity, flows shall be collected via an underground drainage system (with minimum 15" diameter and maximum 72" diameter pipe sizes) and discharged to the nearest approved downstream facility possessing adequate capacity to accept the runoff, per the City's design requirements. Such runoff systems shall be placed within public street right-of-way wherever possible.
27. Private drainage systems are to be connected to a public system from a private field inlet located behind the sidewalk and or through a minimum 15-inch RCP or HDPE storm drainpipe through the public right-of-way, public utility easement or storm drain easement to a public drainage structure. No blind connections are permitted into public storm drain system. Public storm drains shall be shown on the plans in a design profile. Install a city standard storm drain structure at any change of pipe size, pipe grade or pipe direction.
28. For purposes of leak detection and maintenance access, no reinforced concrete shall be designed over publicly maintained storm water drainpipe facilities. Unreinforced concrete shall be allowed under special circumstances such as crosswalks. Storm drain inlets shall be located outside of the concrete area. Storm drainage facilities in the private road and private driveway shall be maintained by the lot owner.

#### **STORM WATER COMPLIANCE (SWLID)**

29. The Applicant's engineer shall comply with all requirements of the latest edition of the City Standard Urban Storm Water Low Impact Development Plan (SWLID) Guidelines. Final onsite Improvement Plans shall incorporate all SWLID Best Management Practices (BMP's) and shall be accompanied by a Final Onsite Storm Water Mitigation Plan which shall address the storm water quality and quantity. Final Improvement Plans shall be accompanied by a maintenance agreement or comparable document to assure continuous maintenance in perpetuity of the SWLID BMP's and shall include a maintenance schedule.
30. Perpetual maintenance of SWLID Best Management Practices (BMP's) shall be the responsibility of the lot owner. The Lot owner shall be responsible for performing and documenting an annual inspection of the BMP's on their respective properties. The annual reports shall be retained by the Lot owner for a period of the latest five years and shall be made available to the City upon request.

31. After the SWLID BMP improvements have been constructed, the Applicant's Civil Engineer or qualified professional is to prepare and sign a written certification that they were constructed and installed as required. Written certification of SWLID BMP's is to be received by the City prior to issuance of occupancy. The maintenance schedule and the Final SUSMP are to be included as part of the owners' records. All BMP's shall be maintained, replaced, and repaired by the lot owner unless an agreement is accepted in writing by the City Engineer.
32. The SWLID "Declaration of Maintenance" document shall be recorded prior to Building permit issuance.
33. BMP's and private drainage facilities shall be located outside of Public Utility easements and/or utility easements.
34. The Civil Engineering plans shall show sufficient construction details and dimensions of each BMP device on the drawings, so the BMP may be replaced in the future. Landscape plans and civil plans shall be coordinated with the approved SUSMP report and show the BMP locations clearly to prevent them from being filled in with landscape materials. The landscape and civil plans shall be updated to reflect the final BMP locations, shapes, sizes and construction dimensions to install the BMP features per the final construction.
35. No debris, soil, silt, sand, 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 completed, any excess material or debris shall be removed from the work area.
36. As applicable, where bio-retention basins are installed, then transformers, meter boxes, cleanouts, fire hydrants, etc. shall be located without conflict with the basins. Locations of infrastructure shall be reviewed during plan check. Each trench crossing shall extend the length of a BMP basin by 5 additional linear feet. Locations of infrastructure should be present on the plans and shall be reviewed during plan check.
37. All offsite work resulting in new impervious area (sidewalk, driveways, pedestrian ramps, etc.) shall be treated by LID BMPs sized for all tributary flows. Treatment offsets may be considered and shall be approved by the Stormwater department and if required, the Regional Water Board prior to building permit issuance.

## **WATER AND WASTEWATER**

38. Demand fees shall be required and shall be determined after review of the building permit application. Water, irrigation and sewer demand processing and meter installation fees shall be paid prior to the issuance of any Building Permit. The applicant may contact Water Engineering Services at [watereng@srcity.org](mailto:watereng@srcity.org) to determine estimated fees and shall be determined at first Building Plan review.
39. Water services shall be provided per Section X of the Water System Design Standards. commercial buildings and irrigation uses shall be metered separately. A separate irrigation service shall be provided for landscaping. Meter locations and configurations shall be reviewed during first plan review of Encroachment Permit.
40. The Fire Department requires fire sprinklers in all structures. The water services and meters shall be sized to meet fire protection, domestic and irrigation uses. A dedicated fire protection service per City Standard detail no. 880 shall be installed. A double check detector valve shall be installed at each connection point to the public system. Fireline detector check locations shall be determined with the plan check phase of the Improvement Plans. Submit flow calculations to the Engineering Development Services Division during the Public Improvement plans review phase concurrent with the first plan check phase of the Building Plans to determine adequate sizing.
41. Install onsite private sewer laterals with a sewer clean out per City Standard Detail No. 513 to the sewer main to serve the lot. Sewer laterals are owned and maintained by the lot owner to the main.
42. All irrigation services shall be protected with a reduced pressure backflow device per City Standard 876. Backflow additions or upgrades shall be required as part of the building permit review. The location of all existing or proposed backflow devices shall be shown on the utility plan submitted with the building permit application.
43. If additions or modifications to the existing landscaping are proposed under the building permit application, a dedicated irrigation meter shall be installed to serve the existing or proposed landscaping if one does not already exist.
44. Any water or sewer services that will not be used shall be abandoned at the main.
45. Any additions or modifications to the existing landscaping shall be consistent with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Ordinance 4051, on December 1, 2015. Landscape plans will be

reviewed during the building permit stage to determine compliance with the ordinance.

46. No plumbing for landscape irrigation or any other use shall cross lot lines without an easement or recorded merger in place.

## **FIRE**

47. Fire service features for buildings, structures and premises shall comply with all City adopted building standards, [California Code of Regulations Title 24 Building Standards](#) and [Santa Rosa City Code](#).
48. [Project shall comply with requirements found in Santa Rosa Fire Department Standard Fire Safety During Construction, Demolition, or Alteration](#)
49. Storage or use of any hazardous materials at the site will require a Hazardous Materials Inventory Statement to be submitted to the California Environmental Reporting System (CERS). Materials in excess of permit amounts will require a Hazardous Materials Management Plan to be submitted to the Fire Department for review and approval and may require payment of Hazardous Material Use or Hazardous Waste Generator fees.
50. The Fire Department Connection (FDC) for the sprinkler systems will be required within 100 feet of a fire hydrant.
51. Hydrant spacing for this commercial project shall comply with current Fire Department standards: maximum 300 feet on center. A hydrant shall be located within 100 feet of the Fire Department Connection (FDC) supplying the building sprinkler system. Fire Hydrants and FDC's should be located a minimum of 40 feet from structures served.
52. A Fire Flow test shall be performed prior to delivery of combustible materials.
53. Required Fire Department access roads shall be signed "No Parking – Fire Lane" per current Fire Department standards.
54. The following are a list of **deferred plan submittal** items that will be required by the Fire Department - additional items may be called out based on proposed use(s) of commercial spaces:
  - a. Private Underground Fire Main
  - b. Fire Sprinkler System
  - c. Fire Pump (to be determined)

- d. Fire Sprinkler Monitoring
- e. Solar Photovoltaic Power System (to be determined)
- f. Spray Booth (if installed)

## **RECREATION & PARKS**

- 51. If dead or dying street trees are present in the frontage, new street trees shall be planted by the developer.
- 52. Property owners shall be responsible for the irrigation and maintenance of the street trees and the maintenance of the planter strips in front of and alongside of their project for perpetuity.



7/31/2025

CLEVE GURNEY, PE – DEPUTY DIRECTOR DEVELOPMENT SERVICES