

620 Benjamins Ct
Santa Rosa, California 95409-3234
November 25, 2025

Zoning Administrator
City of Santa Rosa Planning & Economic Development
100 Santa Rosa Ave, Room 3
Santa Rosa, CA 95404

Re: Request for formal public hearing
Pham Assisted Living
635 Benjamins Rd, CA 95409

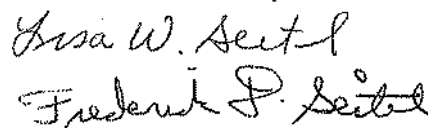
Dear Administrator,

Per the Notice of Public Meeting we received in the mail, we are requesting a more formal public hearing of the MUP for the above-named project. We believe this is warranted because we have concerns about the size of the proposed facility especially given the parcel size of approximately 0.43 acres. There is no indication that sufficient parking is being planned to accommodate staff, visitors, residents, and delivery vehicles for a facility with 15 beds, and to accommodate a flag lot driveway. We note the road serving the lot (Benjamins Rd) is a narrow country road with no on-street parking in the immediate area.

It is unclear how a 15-bed facility can be classified as a single-family residence. It will not fit well with the general neighborhood which consists primarily of parcels zoned RR-40 and RR-20 with single-family residences.

A 15-bed facility raises additional concerns about appropriate health services licensing and the safety plans associated with such a facility, especially evacuations in case of emergencies such as wildfires. We have additional unanswered concerns.

Sincerely,

The block contains two handwritten signatures in black ink. The first signature is 'Lisa W. Seitel' and the second is 'Frederick D. Seitel'. Both are written in a cursive, flowing style.

Lisa W. Seitel
Frederick D. Seitel
(Homeowners)

12/1/25

To the Attention of:

Zoning Administrator / Hana Michaelson – Project Planner

City of Santa Rosa, CA

100 Santa Rosa Avenue, Santa Rosa, CA 95404

Statement Opposing - Pham Assisted Living Facility Proposed / MUP for 635 Benjamins Rd, Santa Rosa, CA 95409

Zoning Application Requestor: Gunnar Vega, Archilogix

City File No.: PLN25-0206

Dear Chair/Council & Members of the Zoning Administration for the City of Santa Rosa, CA.

My name is Jay Giles, my wife Sheri and I reside at 623 Benjamins Rd, Santa Rosa, CA 95409. We are writing to respectfully Oppose the proposed Zoning, Project and MUP for : Pham assisted living facility planned for 635 Benjamins Rd, submitted under File No. PLN25-0206 by Gunnar Vega of Archilogix.

1. Incompatibility With the Existing Neighborhood

The proposed use is not consistent with the character, density, or established zoning pattern of our neighborhood. The applicant is presenting the facility as a single-family residence, yet the plans show a 15-bedroom structure—far beyond what is typical or appropriate for a true single-family home. Benjamins Rd is composed entirely of standard single-family residences, and the zoning was established specifically to maintain a low-density residential environment.

A 15-bedroom high-occupancy assisted living facility would introduce a commercial-level operation into a strictly residential area, creating a land-use imbalance and establishing a precedent that threatens the long-term residential integrity of our neighborhood.

2. Increased Traffic, Parking Demand, and Commercial Activity

A facility of this size would generate significantly more traffic than a standard residence. Employee shift changes, care providers, deliveries, transportation services, and support vehicles would all increase traffic volume. Parking overflow would likely spill into the street, creating congestion and safety concerns for neighbors, children, and pedestrians.

3. Likely Increase in Emergency Response Calls

Assisted living facilities routinely require emergency medical services. A facility of this scale could result in increased ambulance traffic, sirens, and emergency personnel activity—conditions incompatible with the quiet, single-family character of Benjamins Rd.

4. Precedent-Setting Impact on Local Residential Zoning

Allowing a large, institutional-scale care facility to be treated as a “single-family residence” would weaken residential zoning protections citywide. This decision may encourage similar high-occupancy operations in neighborhoods specifically zoned for low-density residential living, ultimately altering the character of Santa Rosa’s residential communities.

Request for Denial

We respectfully ask the Council/Board/Planning/Zoning to DENY this Zoning Request/ MUP. In order to protect the long-term integrity, safety, and livability of our neighborhood.

Thank you for your time and thoughtful consideration.

Sincerely,

Jay Giles & Sheri Giles
623 Benjamins Rd
Santa Rosa, CA 95409
Phone: (707) 481-9232

From: [Michaelson, Hana](#)
To: "SHERRY DORTCH"
Subject: RE: [EXTERNAL] 635 Benjamins rd
Date: Friday, December 5, 2025 9:24:00 AM
Attachments: [image001.png](#)

Hello Sherry,

Thank you for your email regarding the Minor Conditional Use Permit (MUP) for the 15-bed Community Care Facility at 635 Benjamins Road.

I shared your message with the applicant team, who confirmed that the “open trench” referenced is part of a permitted PG&E gas meter location project currently in progress and being managed by Russell Norman at Alpine Design, a dry utilities consultant. They also indicated that the house located behind the proposed project has not been used as a short-term rental.

Traffic: Please see the response from the Traffic Division, "Under the California Environmental Quality Act, cities must determine whether a proposed project has the potential to cause significant environmental impacts related to transportation. This determination must be based, to the extent possible, on factual data and scientific methods of analysis. The City has two documents that outline how traffic impacts of proposed development are evaluated: the Traffic Operational Guidelines and the Vehicle Miles Traveled (VMT) Guidelines Final Draft. These documents determine how City staff calculate the projected number of new trips to a development site, along with many other transportation considerations."

"City transportation staff found that the proposed development at 635 Benjamins Road would not cause a significant increase in traffic because it does not exceed the threshold in these guidelines, which is more than 110 daily trips or more than 50 trips during the AM or PM peak hour. City staff still reviews all development applications such as this one, to ensure there is adequate site distance, frontage improvements, parking, and any other condition critical to ensuring safe operations on and off the site."

Parking: The proposed 5 parking spaces comply with the Zoning Code requirements for a 15-bed Community Care Facility ([Table 3-4, Section 20-36.040](#)):

TABLE 3-4—AUTOMOBILE AND BICYCLE PARKING REQUIREMENTS BY LAND USE TYPE		
Land Use Type:	Number of Parking Spaces Required	
	Vehicle	Bicycle
Community care facility—7 or more clients	1 space for each 3 beds	As determined by MUP or CUP.

Please note, due to a written request for a More Formal Public Hearing, this item was moved to the Zoning Administrator meeting on December 18, 2025, at or after 10:30 am. Address: Conference Room (First Floor) - 637 First Street, Santa Rosa. New noticing, including an updated postcard mailer, signage and a newspaper ad, are in process.

Thank you,

Hana Michaelson (she/her) | **Contract Planner**

Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404

Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

Coming soon in 2025, the Planning, Building, and Engineering Divisions of the City of Santa Rosa's Planning and Economic Development Department will fully transition to an online application submittal process through the Accela Citizen Access platform. Learn more about the Online Permitting System [here](#), and more information will be coming soon!



From: SHERRY DORTCH <sunshineconstr@sbcglobal.net>

Sent: Tuesday, December 2, 2025 7:29 AM

To: Michaelson, Hana <HMichaelson@srcity.org>

Subject: [EXTERNAL] 635 Benjamins rd

Hana,

We are very concerned about this commercial building coming across the street from us. You are calling it residential home. How can that be when it is a business with 15 bedrooms and 15 bathrooms. There are lots of children on this road everyday goin to and from school. this is going to cause a lot of traffic and concerns for safety. The ambulance will be here often with noise and speeding. There is not enough room or parking for this type of facility. Plus the added delivery trucks and employees. We are a country road and would like to stay that way.

The owner is currently illegally renting to home in back as a short term rental. If this is how he is going to work I do not trust him. He has lied to all the n neighbors. There has been an open trench down the side of the property for months now. Please reconsider this

Danny & Sherry Dortch

Sunshine Construction

707-974-4569

sunshineconstr@sbcglobal.net

Michaelson, Hana

From: Michaelson, Hana
Sent: Thursday, December 4, 2025 3:06 PM
To: Elizabeth Allan
Subject: RE: [EXTERNAL] 635 Benjamins Road project

Hello Elizabeth,

Per the Traffic Division:

"The ITE Trip Generation manual (the national standard for estimating trip generation of proposed development) indicates that a facility with 15 beds would result in a maximum of 62.1 trips per weekday, 3.6 of them being during the AM peak hour and 5.1 of them being in the PM peak hour. The City does not require any proposed development to provide a traffic study unless this ITE Trip Generation Manual tells us that the total number of trips a day would exceed 110, or over 50 AM or PM peak hours."

Thank you,

Hana Michaelson (she/her) | Contract Planner Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404 Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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-----Original Message-----

From: Michaelson, Hana
Sent: Wednesday, December 3, 2025 1:01 PM
To: 'Elizabeth Allan' <e_a_dewald@yahoo.com>
Subject: RE: [EXTERNAL] 635 Benjamins Road project

Hello Elizabeth,

I have forwarded your email to our Traffic Division and will provide a response as soon as it is received.

Please note, due to a written request for a More Formal Public Hearing, this item has been moved to the Zoning Administrator meeting on December 18, 2025, at or after 10:30 am. Address: Conference Room (First Floor) - 637 First Street, Santa Rosa. New noticing, including an updated postcard mailer, signage and a newspaper ad, are in process.

Thank you,

Hana Michaelson (she/her) | Contract Planner Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404 Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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-----Original Message-----

From: Elizabeth Allan <e_a_dewald@yahoo.com>
Sent: Wednesday, December 3, 2025 9:05 AM
To: Michaelson, Hana <HMichaelson@srcity.org>
Subject: Re: [EXTERNAL] 635 Benjamins Road project

Where was the traffic study done? A majority of people who use Benjamins as a way to get into the neighborhood tend to come from Middle Rincon and not Montecito. I can stand in my driveway and count at least 10 cars in a 5 minute time frame during commuting time.

Thank you,
Elizabeth

> On Nov 20, 2025, at 5:03 PM, Michaelson, Hana <HMichaelson@srcity.org> wrote:

>

> Hello Elizabeth,

>

> Thank you for your email regarding the Minor Conditional Use Permit (MUP) for the 15-bed Community Care Facility at 635 Benjamins Road. I've attached the project application materials for your review.

>

> Pursuant to Zoning Code Section 20-22.030, Table 2-2

(<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fecode360.com%2F42980667&data=05%7C02%7CHMichaelson%40srcity.org%7Ccb1aa8737c2340e4d44b08de328e1d3b%7C0d511985462e4402a0b038e1dadf689e%7C1%7C0%7C639003783112861458%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIlIAoiIXaW4zMilslkFOIjoITWFpbCIsIlldUljoyfQ%3D%3D%7C80000%7C%7C%7C&sdata=8RxL6zmBMmYVZjWIWxAFG%2BLdrcZfK%2Bn%2BSol16gbLGRE%3D&reserved=0>), Community Care Facilities with six or fewer clients are permitted by right in all residential zoning districts and do not require a permit. Facilities with seven or more clients require an approved MUP.

>

> Regarding traffic, please see the response from the Traffic Division: "Under the California Environmental Quality Act, cities must determine whether a proposed project has the potential to cause significant environmental impacts related to transportation. This determination must be based, to the extent possible, on factual data and scientific methods of analysis. The City has two documents that outline how traffic impacts of proposed development are evaluated: the Traffic Operational Guidelines and the Vehicle Miles Traveled (VMT) Guidelines Final Draft. These documents determine how City staff calculate the projected number of new trips to a development site, along with many other transportation considerations.

>

> City transportation staff found that the proposed development at 635 Benjamins Road would not cause a significant increase in traffic because it does not exceed the threshold in these guidelines, which is more than 110 daily trips or more than 50 trips during the AM or PM peak hour. City staff still reviews all development applications such as this one, to ensure there is adequate site distance, frontage improvements, parking, and any other condition critical to ensuring safe operations on and off the site."

>

> Your email has been included in the public comment record. Attendance at the Zoning Administrator public meeting is always recommended, as comments cannot be accepted via Zoom; however, if you are unable to attend, emailed comments will also be included in the public record.

>

> Thank you,

>

From: [Michaelson, Hana](#)
To: "April Wertz"
Subject: RE: [EXTERNAL] Project: Proposed Pham Assisted Living Facility at 635 Benjamins Road
Date: Thursday, December 4, 2025 3:17:00 PM
Attachments: [image001.png](#)

Hello April,

Thank you for your email regarding the Minor Conditional Use Permit (MUP) for the 15-bed Community Care Facility at 635 Benjamins Road. Please note, due to a written request for a More Formal Public Hearing, this item has been moved to the Zoning Administrator meeting on December 18, 2025, at or after 10:30 am. Address: Conference Room (First Floor) - 637 First Street, Santa Rosa. New noticing, including an updated postcard mailer, signage and a newspaper ad, are in process.

Pursuant to Zoning Code Section 20-22.030, Table 2-2 (<https://ecode360.com/42980667>), Community Care Facilities with six or fewer clients are permitted by right in all residential zoning districts and do not require a permit. Facilities with seven or more clients require an approved MUP. Regarding the project's parking, the proposed 5 parking spaces comply with the Zoning Code requirements for a 15-bed Community Care Facility ([Table 3-4, Section 20-36.040](#)):

TABLE 3-4—AUTOMOBILE AND BICYCLE PARKING REQUIREMENTS BY LAND USE TYPE		
Land Use Type:	Number of Parking Spaces Required	
	Vehicle	Bicycle
Community care facility—7 or more clients	1 space for each 3 beds	As determined by MUP or CUP.

Your email has been included in the public comment record. Attendance at the Zoning Administrator public meeting is always recommended, as comments cannot be accepted via Zoom; however, if you are unable to attend, emailed comments will also be included in the public record.

Thank you,

Hana Michaelson (she/her) | Contract Planner

Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404
Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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From: April Wertz <LittleVelvetWing@comcast.net>
Sent: Tuesday, December 2, 2025 2:30 PM
To: Michaelson, Hana <HMichaelson@srcity.org>
Subject: [EXTERNAL] Project: Proposed Pham Assisted Living Facility at 635 Benjamins Road

Dear Ms. Hana Michaelson,

This email is about the proposed Assisted Living Facility on 635 Benjamins Road in Santa Rosa. We live near the proposed site and believe this would be a bad addition to the neighborhood. Benjamins Road is small and has virtually no street

parking. This area is meant for single family homes and a building this size far exceeds that. The proposed 4 regular and 1 handicap parking spots is not sufficient for 15 resident bedrooms, staff and any additional visitors or emergency vehicles. Benjamins Road is already in disrepair and the extra traffic this facility would bring will only make it worse. Furthermore, Benjamins Road has almost no sidewalk access for current residents. Hopefully, this proposal will not get passed.

Thank you for your time,

April & Sean Wertz
707-756-2519

Sent from my iPhone

From: [Michaelson, Hana](#)
To: "Laura Ell"
Subject: RE: [EXTERNAL] Pham Assisted Living 635 Benjamins Rd 95409
Date: Monday, December 1, 2025 10:51:00 AM
Attachments: [Attachment 4 - Project Plans.pdf](#)
[image002.png](#)

Hello Laura,

Thank you for your email regarding the Minor Conditional Use Permit (MUP) for the 15-bed Community Care Facility at 635 Benjamins Road. I've attached project application materials for your review.

Pursuant to Zoning Code Section 20-22.030, Table 2-2 (<https://ecode360.com/42980667>), Community Care Facilities with six or fewer clients are permitted by right in all residential zoning districts and do not require a permit. Facilities with seven or more clients require an approved MUP.

Regarding traffic, please see the response from the Traffic Division: "Under the California Environmental Quality Act, cities must determine whether a proposed project has the potential to cause significant environmental impacts related to transportation. This determination must be based, to the extent possible, on factual data and scientific methods of analysis. The City has two documents that outline how traffic impacts of proposed development are evaluated: the Traffic Operational Guidelines and the Vehicle Miles Traveled (VMT) Guidelines Final Draft. These documents determine how City staff calculate the projected number of new trips to a development site, along with many other transportation considerations."

"City transportation staff found that the proposed development at 635 Benjamins Road would not cause a significant increase in traffic because it does not exceed the threshold in these guidelines, which is more than 110 daily trips or more than 50 trips during the AM or PM peak hour. City staff still reviews all development applications such as this one, to ensure there is adequate site distance, frontage improvements, parking, and any other condition critical to ensuring safe operations on and off the site."

Regarding parking, the proposed 5 parking spaces for the project meet the zoning code requirement for a 15-bed Community Care Facility ([Table 3-4, Section 20-36.040](#))

TABLE 3-4—AUTOMOBILE AND BICYCLE PARKING REQUIREMENTS BY LAND USE TYPE		
Land Use Type:	Number of Parking Spaces Required	
	Vehicle	Bicycle
Community care facility—7 or more clients	1 space for each 3 beds	As determined by MUP or CUP.

Per the applicant's Project Description (see p. 1 of the attached Project Plans): "The facility will operate 24 hours per day, seven days per week. With the number of employees per shift AM Shift (6:00 a.m.–2:00 p.m.): 2–3 caregivers, plus 1 administrator (on site during weekdays). PM Shift (2:00 p.m.–10:00 p.m.): 2–3 caregivers. Overnight Shift (10:00 p.m.–6:00 a.m.): 2 caregivers. Scheduled 6:30 a.m.–2:30 p.m., Monday through Friday. Residents are admitted by appointment only. Family members and visitors will utilize on-site parking and access the building through the primary entrance. Visitation will generally occur between 9:00a.m. and 7:00 p.m. The facility does not anticipate the use of dedicated shuttles or buses. Periodic third-party transportation providers, such as standard passenger vans for medical appointments or resident outings, may access the site. The driveway and on-site parking are sufficient to accommodate these vehicles. Routine deliveries of supplies, food service, and medical/healthcare items will occur via standard delivery trucks during normal business hours (8:00 a.m.–6:00 p.m.)."

Your email has been included in the public comment record. Attendance at the Zoning Administrator public meeting is always recommended, as comments cannot be accepted via Zoom; however, if you are unable to attend, emailed comments will also be included in the public record.

Thank you,

Hana Michaelson (she/her) | Contract Planner

Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404

Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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From: Laura Ell <lauraell23forever@gmail.com>

Sent: Friday, November 28, 2025 1:01 PM

To: Michaelson, Hana <HMichaelson@srcity.org>

Subject: [EXTERNAL] Pham Assisted Living 635 Benjamins Rd 95409

Good Afternoon,

I am writing in regards to the application for the Assisted Living at 635 Benjamins Rd out in Rincon Valley. I'm not able to make the Notice of Public Meeting regarding this application so I hope this letter is sufficient.

Benjamins road can not deal with more traffic let alone parking. We have little parking as it is and we have morning and afternoon traffic from the public elementary school let alone all the speeding on our county road. We are a small and quiet community and we would like it to stay that way.

Thank you for your time and consideration.

Laura Ell

710 Benjamins Rd, Santa Rosa, CA 95409

From: [Michaelson, Hana](#)
To: [Nancy Gardner](#)
Subject: RE: [EXTERNAL] 635 Benjamins Rd /FileNo. PLN25-0206
Date: Monday, December 1, 2025 12:18:00 PM

Hello Nancy,

I wanted to share the responses from the Applicant of PLN25-0206, Kim Pham, to your email regarding the type of facility and the type of care, as well as experience operating community care facilities:

“This is not a drug rehab facility, mental health facility, or any type of treatment center. It is a small Residential Care Facility for the Elderly (RCFE) licensed by the State of California. Our residents are older adults who need help with activities of daily living (ADLs) such as bathing, grooming, toileting, medication management, meals, and general day-to-day support.

This home is not comparable to Parkview, Santa Rosa Post Acute, or any skilled-nursing or medical facility. Those are large institutional settings. In contrast, our project is a single-story, residential-scale home designed to blend into the neighborhood and operate like a home, not a medical center. We do not provide rehab, mental-health treatment, or skilled nursing. Our staff consists of caregivers, a chef, and an administrator.

Regarding experience, both Hau and I are licensed RCFE administrators, trained and certified to operate a residential care home. I will be overseeing daily operations full-time. Hau brings over 20 years of experience as a Firefighter/EMT, including extensive hands-on work responding to senior-related emergencies.

We also have a deep family support system involved in the business. Several of our family members currently work in large institutional senior-care communities such as Sunrise Senior Living and Atria. They bring decades of combined experience in dementia care, assisted living operations, and resident support. Their insight from these big-box settings helps us create a much smaller, more personal, home-like environment while still maintaining high standards of care.

Our goal is to create a peaceful, dignified home for older adults in need of support, and to operate as respectful members of the neighborhood and the broader Santa Rosa community.”

Thank you,

Hana Michaelson (she/her) | Contract Planner

Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404

Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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From: Nancy Gardner <rgard22816@aol.com>
Sent: Friday, November 21, 2025 3:14 PM
To: Michaelson, Hana <HMichaelson@srcity.org>
Subject: Re: [EXTERNAL] 635 Benjamins Rd /FileNo. PLN25-0206

Hana

What type of facility is this? i know the bottom of page says elderly but it doesn't seem like that's it. Is it a drug rehab, mental issues or is it a regular elderly for rehab etc.? Kind of like a Parkview over on Montgomery drive or Santa Rosa Post acute. How much experience does the appicate have running a assisted living facility? Does he own one now?

Nancy

In a message dated 11/21/2025 10:19:03 AM Pacific Standard Time, HMichaelson@srcity.org writes:

Hello Nancy,

If you have additional questions, you are welcome to reach out to me.

Thank you,

Hana Michaelson (she/her) | Contract Planner
Planning and Economic Development Department |100 Santa Rosa Ave, Room 3 |
Santa Rosa, CA 95404
Tel. (707) 543-4665 | Fax (707) 292-0963| hmichaelson@srcity.org

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-----Original Message-----

From: NANCY GARDNER <rgard22816@aol.com>
Sent: Thursday, November 20, 2025 9:28 PM
To: Michaelson, Hana <HMichaelson@srcity.org>
Subject: Re: [EXTERNAL] 635 Benjamins Rd /FileNo. PLN25-0206

Thanks Hana for your email, I'll try to it up and share with the neighbors. Hopefully it's ok if I cal you or email any questions.

Nancy Gardner

Sent from my iPhone

> On Nov 20, 2025, at 3:29 PM, Michaelson, Hana <HMichaelson@srcity.org> wrote:

>

> Hello Nancy,

>

> Thank you for your phone call and email regarding the Minor Conditional Use Permit for the 15-bed Community Care Facility at 635 Benjamins Road. Pursuant to Zoning Code Section 20-22.030, Table 2-2 (<https://ecode360.com/42980667>), Community Care Facilities with six or fewer clients are permitted by right in all residential zoning districts and do not require a permit. Facilities with seven or more clients require an approved Minor Conditional Use Permit.

>

> I've attached the project application materials for your review. Your email has also been included in the public comment record. Attendance at the Zoning Administrator public meeting is always recommended, as comments cannot be accepted via Zoom; however, if you are unable to attend, emailed comments will also be included in the public record.

>

> Thank you,

>

> Hana Michaelson (she/her) | Contract Planner Planning and Economic

> Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA

> 95404 Tel. (707) 543-4665 | Fax (707) 292-0963| hmichaelson@srcity.org

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>

>

> -----Original Message-----

> From: NANCY GARDNER <rgard22816@aol.com>

> Sent: Tuesday, November 18, 2025 3:40 PM
> To: Michaelson, Hana <HMichaelson@srcity.org>
> Subject: [EXTERNAL] 635 Benjamins Rd /FileNo. PLN25-0206
>
> Hi Hana,
>
> This is Nancy Gardner, left message about this project on voice mail. Can I get more
information about this project. I live at 648 Benjamins Rd.
>
> Nancy Gardner
> 707-696-7160
> Sent from my iPhone
> <Attachment 4 - Project Plans.pdf>

From: [Michaelson, Hana](#)
To: ["NANCY GARDNER"](#)
Cc: [Lindsay/Kyle. Lawson Neighbors Across From Mike And Carol](#); [Mike Faria](#)
Subject: RE: [EXTERNAL] 635 Benjamins Rd
Date: Thursday, December 11, 2025 3:36:00 PM
Attachments: [Approval Letter - MIN23-007 \(7\).pdf](#)

Hello Nancy,

The two-lot split (Urban Lot Split) at 635 Benjamins Road was reviewed and approved under California State Senate Bill 9 (SB 9). Please see the attached Approval Letter dated March 28, 2024 (File No. MIN23-007).

Effective January 1, 2022, SB 9 requires ministerial review and approval for qualifying projects to subdivide a single-family parcel into two parcels. SB 9 is state mandated, and in Santa Rosa, applies in the RR, R1, and Single-Family Planned Development zoning districts. SB 9 eliminates discretionary review, public hearings, and public noticing requirements, requiring applications to be considered ministerially, without discretionary review or hearings.

Pursuant to Government Code Sections 65852.21(A) and 66411.7, subds. (a), (b)(1)):

An application made under SB 9 must be considered ministerially, without discretionary review or a hearing. Ministerial review means a process for development approval involving no personal judgment by the public official as to the wisdom of carrying out the project. The public official merely ensures that the proposed development meets all the applicable objective standards for the proposed action but uses no special discretion or judgment in reaching a decision. A ministerial review is nearly always a "staff-level review." This means that a staff person at the local agency reviews the application, often using a checklist, and compares the application materials (e.g., site plan, project description, etc.) with the objective development standards, objective subdivision standards, and objective design standards.

For more information on SB 9, please visit the City's webpage: <https://www.srcity.org/3697/Senate-Bill-9>

Thank you,

Hana Michaelson (she/her) | Contract Planner
Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404
Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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-----Original Message-----

From: NANCY GARDNER <rgard22816@aol.com>
Sent: Thursday, December 11, 2025 2:55 PM
To: Michaelson, Hana <HMichaelson@srcity.org>
Cc: Lindsay/Kyle. Lawson Neighbors Across From Mike And Carol <lindsaylawson@att.net>; Mike Faria <19faria56@gmail.com>
Subject: [EXTERNAL] 635 Benjamins Rd

Hi Hana! We have some questions regarding the project and would like to talk with you.
One is that we found out that the owners possibly had applied for a lot split on their property and no one had been

notified of this of this even being processed. I pulled a property profile on this property and it looks like it hasn't been completed but then you have it split into two on your project proposal.

As far as I've known something like a lot split should have a public notice sent to surrounding property owners. No one received any!

Please give me a call or at least email me back. We are looking at fighting this project proposal on December 18, 2025. Now we feel that the City of Santa Rosa and the property owner has not been truthful to our neighborhood property owners.

Thank you
Nancy Gardner

Sent from my iPhone

From: [Michaelson, Hana](#)
To: [NANCY GARDNER](#)
Subject: RE: [EXTERNAL] 635 Benjamins Rd proposed project
Date: Friday, December 12, 2025 10:35:00 AM
Attachments: [Authority for land use and zoning decisions.pdf](#)

The Zoning Administrator is the review authority for the Minor Conditional Use Permit. See also attached Table 5-1 - Review Authority and the City's Zoning Administrator webpage: <https://www.srcity.org/1399/Zoning-Administrator>

Thank you,

Hana Michaelson (she/her) | Contract Planner
Planning and Economic Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA 95404
Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org

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-----Original Message-----

From: NANCY GARDNER <rgard22816@aol.com>
Sent: Friday, December 12, 2025 10:19 AM
To: Michaelson, Hana <HMichaelson@srcity.org>
Subject: Re: [EXTERNAL] 635 Benjamins Rd proposed project

Thank you for the information! Another question so after this zoning hearing where does it go from there within City approvals? Planning Commission? City Council?

Nancy
Sent from my iPhone

> On Dec 12, 2025, at 8:38 AM, Michaelson, Hana <HMichaelson@srcity.org> wrote:

>

> Hello Nancy,

>

> Yes, pursuant to state law, an Urban Lot Split under SB 9 is a ministerial review so there is no neighbor notification and no public hearings.

>

> Please also see the response from the Traffic Division, "Under the California Environmental Quality Act, cities must determine whether a proposed project has the potential to cause significant environmental impacts related to transportation. This determination must be based, to the extent possible, on factual data and scientific methods of analysis. The City has two documents that outline how traffic impacts of proposed development are evaluated: the Traffic Operational Guidelines and the Vehicle Miles Traveled (VMT) Guidelines Final Draft. These documents determine how City staff calculate the projected number of new trips to a development site, along with many other transportation considerations.

>

> City transportation staff found that the proposed development at 635 Benjamins Road would not cause a significant increase in traffic because it does not exceed the threshold in these guidelines, which is more than 110 daily trips or more than 50 trips during the AM or PM peak hour. City staff still reviews all development applications such as this one, to ensure there is adequate site distance, frontage improvements, parking, and any other condition critical to ensuring safe operations on and off the site."

>
> Hana Michaelson (she/her) | Contract Planner Planning and Economic
> Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA
> 95404 Tel. (707) 543-4665 | Fax (707) 292-0963 | hmichaelson@srcity.org
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coming soon!
>
>
>
> -----Original Message-----
> From: NANCY GARDNER <rgard22816@aol.com>
> Sent: Thursday, December 11, 2025 7:18 PM
> To: Michaelson, Hana <HMichaelson@srcity.org>
> Subject: Re: [EXTERNAL] 635 Benjamins Rd proposed project
>
> So now when someone splits their property they do not have to notice the property owners around that property?
Because no one was noticed and there was no notice in the paper or sign out front. Seems a little strange to me.
> Are you requesting that traffic study on this project.
>
> Nancy Gardner
> Sent from my iPhone
>
>> On Dec 11, 2025, at 5:09 PM, Michaelson, Hana <HMichaelson@srcity.org> wrote:
>>
>> Hello Nancy,
>>
>> As a follow-up to today's earlier email: The original lot at 635 Benjamins Road received approval for an SB 9
Urban Lot Split on March 28, 2024, with final map approval in October 2024. The former single-family lot is now
two legal parcels, and addressing is in progress. Please see the attached parcel map showing the new lots.
>>
>> Lot coverage in the RR zoning district is 40% (see attached PDF - Residential district general development
standards).
>>
>> Yes, frontage/street improvements will be required for the proposed project.
>>
>> Thank you,
>>
>> Hana Michaelson (she/her) | Contract Planner Planning and Economic
>> Development Department | 100 Santa Rosa Ave, Room 3 | Santa Rosa, CA
>> 95404 Tel. (707) 543-4665 | Fax (707) 292-0963 |
>> hmichaelson@srcity.org
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coming soon!
>>
>>
>>
>> -----Original Message-----
>> From: NANCY GARDNER <rgard22816@aol.com>
>> Sent: Monday, December 8, 2025 4:33 PM
>> To: Michaelson, Hana <HMichaelson@srcity.org>
>> Subject: [EXTERNAL] 635 Benjamins Rd proposed project

>>

>> Hana, I noticed the address is really for back property parcel so are they using both parcels for their proposal? Also can architect tell me what the building coverage is just on the front parcel and if there are city improvements the City is requiring them to do along Benjamins rd?

>>

>> Nancy Gardner

>> 707-696-7160

>> Sent from my iPhone

>> <Residential district general development standards (2).pdf> <Parcel

>> Map.pdf>

>