

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 THE EXPANSION OF AN EXISTING RESIDENTIAL CARE FACILITY FOR THE ELDERLY FROM SIX RESIDENTS TO NINE RESIDENTS AT 2364 MELBROOK WAY, SANTA ROSA, APN: 014-212-003, FILE NO. PLN25-0637

WHEREAS, on January 26, 2026, an application for a Minor Conditional Use Permit (MUP) was submitted to the Planning and Economic Development Department requesting approval to expand an existing Residential Care Facility for the Elderly (RCFE) located at 2364 Melbrook Way from six residents to nine residents; and

WHEREAS, the existing facility operates under a license issued by the California Department of Social Services, Community Care Licensing Division, for a Residential Care Facility for the Elderly serving elderly residents aged 60 and over, with a licensed capacity of six residents; and

WHEREAS, the proposed facility would provide 24-hour non-medical residential care and general supervision for elderly residents, including assistance with activities of daily living, medication management, and structured activities, and the use would remain residential in nature; and

WHEREAS, the MUP approval is based on the project description and official exhibit received by the Planning and Economic Development Department on April 16, 2026, and on the applicant's representation that the facility will operate in a residential manner with limited visiting hours, daytime deliveries, no large group or commercial events, and residential-scale transportation and parking activity; and

WHEREAS, under Zoning Code Section 20-22.030, Table 2-2, the proposed facility is classified as a Residential Care Facility and, as further defined in Section 20-70.020, is a Residential Care Facility for the Elderly (RCFE). RCFE's serving six or fewer residents are allowed by right in residential zoning districts, while RCFE's serving seven or more residents require MUP approval; and

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

WHEREAS, the Zoning Administrator has completed review of the MUP application, project description, official exhibit, and applicable development standards for the proposed expansion of the existing RCFE; and

NOW, THEREFORE, BE IT RESOLVED that in accordance with Zoning Code 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 has been conditioned to comply with all other applicable provisions of the Zoning Code and City Code. The project site is located in the R-1-6 (Single-Family Residential) zoning district. RCFE's with six or fewer clients are permitted in the R-1 district, and facility's with seven or more clients

require approval of a MUP. The existing six-bed facility is therefore allowed by right, and the requested increase to nine beds requires MUP approval. The project provides three parking spaces as required under Chapter 20-36, Parking and Loading Standards, and the project is exempt from the spacing and overconcentration requirements of Zoning Code Section 20-42.060(C)(1) and (C)(2) because it is an age-restricted care facility for qualifying residents; and

2. The proposed use is consistent with the General Plan and any applicable specific plan, in that the project site is designated Low Density Residential by Santa Rosa General Plan 2050. The proposed use is residential in character and would allow an existing RCFE to expand from six residents to nine residents, providing additional housing and supportive care for elderly residents within an established residential neighborhood. The project is consistent with General Plan policies supporting complete neighborhoods, housing opportunities for a range of residents, and community health, including:

LAND USE AND ECONOMIC DEVELOPMENT

Policy 2-2.1: Support development of complete neighborhoods, especially in Areas of Change, ensuring they offer convenient, equitable access to goods and services needed to support daily life, such as healthy food, recreation, active transportation infrastructure, and transit.

HOUSING ELEMENT

Goal H-1: Encourage the development of housing to meet the needs of all Santa Rosa residents.

Program H-38: Ensure that regulations contained in the Santa Rosa Zoning Code provide development standards, parking requirements, and use allowances that facilitate the development of housing for all income groups. Residential Care Facilities: Allow residential care facilities, regardless of size, in all zones that permit residential uses of the same type, in accordance with the City's revised definition of family.

Housing Element Policy 4-2: Promote housing opportunities for all people regardless of race, color, sex, national origin, religion, sexual orientation, disability, family status, marital status, income, ancestry, or other barriers that can prevent access to housing.

HEALTH, EQUITY, ENVIRONMENTAL JUSTICE, AND PARKS

Policy 6-2.2: Encourage community, social, and emotional health — the ability to understand and manage emotions and to form social connections and relationships — including by addressing inequities due to race and income.

The requested MUP implements these goals, policies, and programs by allowing a small expansion of an existing state-licensed residential care use that provides housing, supervision, and supportive services for elderly residents in a residential setting, while maintaining compatibility with the surrounding neighborhood through conditions of approval.

3. The design, location, size, and operating characteristics of the proposed use would be compatible with existing and future land uses in the vicinity. The site currently operates as a six-bed RCFE, and the MUP would allow an increase to nine residents while maintaining the residential character of the use. The approved project description states that the facility will provide non-medical residential care, operate with residential-scale staffing, manage resident move-ins by appointment, limit visiting hours to 9:00 a.m. to 6:00 p.m., prohibit large group or commercial events, use residential-sized delivery vehicles during daytime hours, observe quiet hours from 8:00 p.m. to 7:00 a.m., and provide low-impact resident activities. The project has been conditioned to operate in substantial compliance with those representations, maintain applicable State licensing, comply with Building and Fire requirements before occupancy by more than six residents, provide required parking, and comply with the City's Noise Ordinance; 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. The proposed expansion would occur on a developed residential site with existing access and utility service. The project plans identify three on-site parking spaces for the nine-bed facility, consistent with the parking requirement of one space for every three beds under Zoning Code Section 20-36.040, Table 3-4. The City's Traffic Division reviewed the project and had no comments; 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 facility will provide non-medical residential care and general supervision for elderly residents and will be staffed 24 hours a day, seven days a week. The proposed use has been reviewed by Planning, Traffic, Engineering, Building, and Fire staff; no public health, safety, or welfare impacts requiring denial of the MUP were identified. The project has been conditioned to comply with applicable development, licensing, fire, building, parking, operational, and noise standards; and
6. The project has been found in compliance with the California Environmental Quality Act (CEQA). The project is categorically exempt pursuant to CEQA Guidelines Section 15301 (Class 1 - Existing Facilities) because it involves the operation, permitting, and minor alteration of an existing residential facility and related improvements, with negligible or no expansion in the nature or degree of the existing residential care use. The proposed building alterations and additions would not result in an increase of more than 50 percent of the floor area of the existing structure. The project does not involve development beyond the addition to the existing residential structure and related site improvements. None of the exceptions to the use of categorical exemptions set forth in CEQA Guidelines Section 15300.2 apply.

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 conditions listed below. The use shall not commence or expand beyond six residents until all applicable conditions of approval have been complied with, including required building, fire, and State licensing approvals. Additional permits and fees are/may be required. **It is the responsibility of the applicant to pursue and demonstrate compliance.**

General Conditions of Approval

1. The project shall be constructed, operated, and maintained in substantial compliance with the project description and official exhibit received by the Planning and Economic Development Department on April 16, 2026, except as modified by these conditions of approval.
2. This approval allows a Residential Care Facility for the Elderly serving up to nine residents at 2364 Melbrook Way. Any increase in resident capacity, change in the type of care, change to a medical or skilled nursing facility, or substantial change in operations shall require review and approval by the Planning and Economic Development Department and may require a new or amended land use permit.
3. The project shall comply with all conditions specified in Engineering Development Services Exhibit A, dated June 11, 2026, attached hereto and incorporated herein by this reference.

Building Division

4. Obtain all required building permits for proposed building alterations, additions, accessibility improvements, and any required occupancy classification change prior to construction and prior to occupancy by more than six residents. Plans submitted for building permit review shall demonstrate compliance with all applicable Building Code requirements for the proposed occupancy.
5. At the time of building permit application, provide the applicable Bay Area Air Quality Management District job number or clearance documentation for any demolition work requiring such documentation.

Fire Department

6. Comply with all applicable Fire Department requirements prior to occupancy by more than six residents, including any required occupancy classification change, fire alarm improvements, and fire sprinkler system upgrades.
7. If required by the Fire Department under Section 903.2.8 of the California Fire Code, an automatic fire sprinkler system designed in accordance with NFPA 13R shall be installed and approved prior to occupancy by more than six residents.

Planning Division

8. The building permit plans shall show that the proposed driveway widening required to accommodate the third on-site parking space complies with Zoning Code Section 20-36.080(E), including maintaining a minimum five-foot clearance between the nearest edge of the driveway apron or curb return and the nearest property line, fire hydrant centerline, utility pole, traffic signal, light standard, or similar obstruction.
9. Prior to occupancy by more than six residents, provide the Planning and Economic Development Department with documentation that the applicable State licensing agency has authorized operation of the facility for up to nine residents.

10. No exterior signs are approved with this permit. A separate sign permit is required for any proposed signage.
11. Maintain all licenses and approvals required by the California Department of Social Services, Community Care Licensing Division, or any successor or applicable State licensing agency, for operation of the approved nine-bed Residential Care Facility for the Elderly.

This Minor Conditional Use Permit is hereby approved on August 13, 2026. This approval shall automatically expire 24 months from the approval date unless the approval is exercised or an extension of time is approved before expiration 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