



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Draft

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Thursday, January 15, 2026

10:30 AM

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### 1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:30 a.m.

### 2. APPROVAL OF MINUTES

2.1 Draft Minutes - December 18, 2025

ZA McKay approved the draft minutes as submitted.

### 3. PUBLIC COMMENT

Janice Karrman asked questions about the pool approval and development process.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

ZA McKay read the Statement of Purpose aloud.

#### 4.2 ZONING ADMINISTRATOR REPORTS

Zoning Administrator McKay announced that effective February 1, 2026, the Zoning Administrator meetings will be relocating to the City Council Chambers, located at 100 Santa Rosa Avenue, and the regular days for the meetings will change from the 1st and 3rd Thursdays of the month to the 2nd and 4th Thursdays of the month, maintaining the same start time of 10:30 a.m. The change in days of the month is necessitated by availability of the City Council Chambers.

### 5. CONSENT ITEM(S)

None.

### 6. SCHEDULED ITEM(S)

6.1 PUBLIC HEARING - 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

**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.

Planner Hartman presented.

Applicant representative presented.

Janice Karrman reaffirmed her question about pools and the development process.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-001, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR CONSTRUCTION OF A NEW SINGLE-FAMILY DWELLING AND POOL FOR THE PROPERTY LOCATED AT 3606 TILLMONT WAY, SANTA ROSA, APN: 173-300-011, FILE NO. PLN25-0318"**

**6.2 PUBLIC MEETING - MINOR CONDITIONAL PERMIT APPLICATION FOR A CHILD DAY CARE CENTER, LOCATED AT 4042 SEBASTOPOL ROAD, SANTA ROSA, CA; FILE NO. PLN25-0151**

**BACKGROUND:** The applicant proposes to operate a child day care center (Little Legends Learning Center) within portions of an existing church, located at 4042 Sebastopol Road. The project is exempt from the California Environmental Quality Act (CEQA).

**PROJECT PLANNER:** Suzanne Hartman

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 child day care center at 4042 Sebastopol Road.

Planner Hartman presented.

Applicant presented.

Janice Karrman spoke in favor of the project.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-002, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A CHILD DAY CARE CENTER FOR THE PROPERTY LOCATED AT 4042 SEBASTOPOL ROAD, SANTA ROSA, APN: 035-093-045, FILE NO. PLN25-0151"**

### **RECESS**

The meeting recessed at 10:51 a.m. and the meeting resumed at 10:55 a.m.

#### **6.3 PUBLIC MEETING - NEW IN-GROUND POOL - PLANNING RECORD - 595 MONTCLAIR DR - PLN25-0224**

BACKGROUND: Minor Hillside Permit for a new in ground gunite swimming pool (576sq.ft) in the rear yard. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a minor Hillside Development to allow an in-ground pool at 595 Montclair Drive.

Planner Hartman presented on behalf of Planner Briscoe.

Janice Karrman asked for more details about the project.

The applicant responded to public comment.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-003, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR AN IN-GROUND POOL FOR THE PROPERTY LOCATED AT 595 MONTCLAIR DR SANTA ROSA, APN: 153-310-002, FILE NO. PLN25-0224"**

**6.4 PUBLIC MEETING - 3773 BOULDER POINT (POOL) - PLANNING RECORD - 3773 BOULDER POINT PL - PLN25-0371**

**BACKGROUND:** Minor Hillside Development Permit for the installation of an inground pool at 3773 Boulder Point. This project is exempt from the California Environmental Quality Act (CEQA).

**PROJECT PLANNER:** Jandon Briscoe

**RECOMMENDATION:** It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a minor Hillside Development to allow an inground pool at 3773 Boulder Point Place.

Planner Hartman presented on behalf of Planner Briscoe.

The applicant thanked the Planner and responded to ZA inquiries.

Janice Karrman asked for further details about the project.

The applicant responded to public comment.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-004, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR AN IN-GROUND POOL FOR THE PROPERTY LOCATED AT 3773 BOULDER POINT SANTA ROSA, APN: 173-450-004, FILE NO.**

**PLN25-0361"**

## **7. ADJOURNMENT**

Zoning Administrator McKay adjourned the meeting at 11:09 a.m.

**Approved on:**

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**Mark Kolarik, Recording Secretary**