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Sonoma County Planning Agency, Planning Commission & Board of Zoning Adjustments Combined Agenda

Permit Sonoma Hearing Room

2550 Ventura Ave.

Santa Rosa, CA 95403

PlanningAgency@sonoma-county.org

December 19, 2024

Meeting No.: 24-03

In-Person Meeting Information

Members of the public can attend the meeting in person at:

[Board of Supervisors Chambers](#)

[575 Administration Drive, Room 102A](#)

[Santa Rosa, CA 95403](#)

Webinar Information

Members of the public can watch or listen to the meeting by calling in or by using the Zoom application:

- **Zoom Webinar:** [Join Meeting >>](#)
<https://sonomacounty.zoom.us/j/98902458060?pwd=CLr3FxC3kEiae9GKy4ZHB3khnbWza.1>
- **Telephone:** 1 (669) 444-9171
- **Webinar ID:** 989 0245 8060
- **Passcode:** 577244

Roll Call

Commissioner District 1 Carr

Commissioner District 1 Freeman

Commissioner District 2 Reed

Commissioner District 2 Gilardi

Commissioner District 3 Ocaña

Commissioner District 3 Wiig

Commissioner District 4 McCaffery

Commissioner District 5 Koenigshofer

Commissioner District 5 Marquez

Staff Members

Cecily Condon, Permit Sonoma Division Manager
Tasha Levitt, Administrative Assistant
Jennifer Klein, Chief Deputy County Counsel

Disability Accommodation

If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please call (707) 565-1737 or email PlanningAgency@sonoma-county.org at least 72 hours in advance of the meeting to make arrangements.

Contributions

Pursuant to Government Code section 84308, members of the Planning Agency, Planning Commission, or Board of Zoning Adjustments (collectively "Planning Agency") are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the member of the Planning Agency received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Planning Agency who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a member of the Planning Agency since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Planning Agency member and may be made either in writing to the Clerk for the Planning Agency, Planning Commission, or Board of Zoning Adjustments, as the case may be, prior to the subject hearing or by verbal disclosure at the time of the hearing.

Materials

Available digitally through the link in the Agenda and on the Planning Agency website. You can also email PlanningAgency@sonoma-county.org or the project planner to request materials.

12:00 PM Roll Call, 2024 Commission Discussion.

Correspondence

Planning Commission/Board of Zoning Adjustments/ Board of Supervisors Actions

Commissioner Announcements

Public Appearances for Non-Agenda Items

Items scheduled on the Agenda

Planning Commission Topics of Discussion

Approval of Minutes:

- October 5, 2023 (Cornwall, Gilardi, Ocaña, Koenigshofer, McCaffery)
- October 19, 2023 (Wiig, Koenigshofer, McCaffery)
- December 21, 2023 (Carr, Gilardi, Wiig, Marquez, McCaffery)

Board of Zoning Adjustments Topics of Discussion

Approval of Minutes:

- *Item 3 ONLY* - March 23, 2023 (Carr, Reed, Koenigshofer, Deas)
- October 26, 2023 (Wiig, Koenigshofer, Deas)
- December 14, 2023 (Olmstead, Reed, Koenigshofer, McCaffery)
- December 28, 2023 (Reed, Koenigshofer, Carr)
- January 18, 2024 (Olmstead, Reed, Ocana, Koenigshofer, McCaffery)
- March 14, 2024 (Carr, Gilardi, Ocana, Koenigshofer, McCaffery)
- March 21, 2024 (Carr, Reed, Koenigshofer, McCaffery)
- March 28, 2024 (Carr, Gilardi, Koenigshofer, McCaffery)
- April 11, 2024 (Carr, Gilardi, Ocana, Koenigshofer, McCaffery)
- May 9, 2024 (Olmstead, Gilardi, Ocana, Koenigshofer, McCaffery)

Planning Agency Topics of Discussion

[View documents for all items listed digitally>>](#)

<https://share.sonoma-county.org/link/ru05axhkYwA/>

Please note, **no public hearings will be held, and no actions will be taken.**

- (At or after 1:05 PM) Workshop to review the Draft Community Engagement Plan and Draft General Plan Audit, and for the public and the Planning Agency to provide comments on both documents. This informational public meeting is not a formal public hearing and no final action will be taken.

Permit Sonoma Hearing Waiver Calendar

This calendar serves only to notify the public of hearing waiver projects. The projects listed below are not on the current agenda.

None

Public Appearances for Non-Agenda Items: Shortly after the hearing begins, the BZA invites public participation regarding the affairs of the County. Any person desiring to speak on any matter which is not scheduled on this agenda may do so. Comments may be limited to three minutes, or as imposed at the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the BZA commissioners.

Public Appearances for Agenda Items: PC hearings begin at 1:00 PM and are recorded. Agenda items begin on or after the time stated on the agenda. After a county staff project presentation and commission questions, the public hearing is then opened. The applicant may then give a 10-minute project presentation followed by public comments. The time limit for public comments is at the Chair’s discretion and is typically three minutes per speaker. Please state your name for the record when you are called upon. Questions raised by the public may be answered after all public comments are given. The Commission may request staff or the applicant to answer questions, and the applicant is given the opportunity to respond to any public comments. The public hearing is then closed, and no further public comments are received. The commissioners discuss the project and make a decision by motion and roll call vote.

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Hearing Waiver Calendar: The hearing waiver calendar lists projects proposed for public hearing waivers for informational purposes only. The listed items are not scheduled on the current or uncontested calendars. For more information on the hearing waiver item, contact the planner assigned to the project or fill out a ‘Request for Information’ card.

Uncontested Calendar: All items listed on the uncontested calendar are considered to be routine. The Chair will open the public hearing on all items simultaneously. If no one from the

public addresses the BZA, the hearing will be closed, and the items may be acted upon with a single majority vote.

Public Comments

Please follow the instructions below to submit a Public Comment in writing, email or in person via the hearing room. The BZA invites interested persons to submit comments which are entered into the permanent record. Written comments received prior to and during the hearing are distributed to the commissioners, staff, and are available to the public via the public copies link in the calendar section of this agenda. Written comments received after the package is made public may be read into the record.

Mail Public Comments: Address letters to: Permit Sonoma, 2550 Ventura Avenue, Attn: Planning Agency Secretary, Santa Rosa, CA 95403 and include the project number. **This is not the location of the hearing.**

Email Public Comments: Email comments to: PlanningAgency@sonoma-county.org. Please provide your name and the project number. It is advised to email comments (no later than the day before) prior to the hearing date to give commissioners and staff review time.

If you wish to speak on an item which appears on this agenda, please fill out a speaker card and drop it in the box near the staff table. You will be called by the Chair in the order received. Your name, will be announced when it's your turn to speak (1 public comment is allowed per person). The meetings are recorded and all in person testimony must be given through the microphone. Please state your name upon approaching the microphone. Each person may speak only once and is usually granted 3 minutes. Time limits are at the discretion of the Chair. Questions raised by the public are to be directed to the Commission. At the end of the hearing, the Commission may ask staff or the applicant to respond to any questions raised during the hearing.

If you wish to comment on a hearing waiver item, submit your comment directly to the assigned planner prior to the "last day for public comment" date listed for each item.

Please Be Respectful of others and the varying points of view. No clapping, booing, or speaking out of turn.

Please Be Courteous turn off cell phones and pagers while the meeting is in session.