



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 7/8/2025

To: Sonoma County Board of Supervisors
Department or Agency Name(s): County Administrator's Office
Staff Name and Phone Number: Christel Querijero, 707-565-2431 and Yoan Vivas, 707-565-2431
Vote Requirement: 4/5th
Supervisorial District(s): Third District

Title:

South Santa Rosa Specific Plan - Request for Contribution from District 3 District Formation Funds

Recommended Action:

- A) Authorize a one-time exception to the District Formation Fund guidelines to support efforts that facilitate independent incorporation or annexation of unincorporated areas to existing cities.
- B) Approve the use of \$50,000 from District Formation Funds previously allocated to District 3 for a grant to support South Santa Rosa Area Specific Plan development, with the intent of facilitating potential annexation of the area into the City of Santa Rosa, and delegate authority to the District 3 Supervisor to execute grant agreement.

Executive Summary:

This item seeks the Board's approval to allow a one-time exception to the District Formation Fund guidelines to support efforts aimed at facilitating the independent incorporation of unincorporated communities or their annexation into existing cities.

This item also requests the Board's approval to allocate \$50,000 from the District Formation Fund previously allocated to District 3 for a grant to the City of Santa Rosa to support South Santa Rosa Specific Plan development. This planning effort, led by the City of Santa Rosa in partnership with the County of Sonoma, will establish a unified vision for land use, infrastructure, and environmental analysis for a 1,900-acre area, approximately 1,400 acres of which lie within unincorporated Sonoma County. Funding would help close a budget gap in the planning process and support opportunities for the potential future annexation of the unincorporated area into the City of Santa Rosa.

Discussion:

The District Formation Fund was established in 1986 and initially used for various water/sewer projects. On April 16, 2019, the Board approved revisions to the County's Community Investment Fund Program Policy, including allocating \$175,000 each year from Transient Occupancy Tax revenue to support District Formation activities. This policy recognizes that rural areas of Sonoma County experience increasing needs for municipal services. According to the County's current policy, District Formation funds may be used for professional services to establish Special Districts that will enable communities to provide self-generated funding to address municipal challenges.

The City of Santa Rosa and the County of Sonoma have partnered on the development of the South Santa Rosa

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Specific Plan, which will guide future land use, circulation, and infrastructure improvements across both incorporated and unincorporated areas in the region. In June 2023, the City received a \$1.2 million grant from the Metropolitan Transportation Commission/Association of Bay Area Governments (MTC/ABAG), with a resolution of support from the County.

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6106988&GUID=5F6E0446-3CA4-4829-BC40-81AD58B4B736&Options=&Search=>>

The planning area encompasses approximately 1,900 acres, of which roughly 1,400 acres fall within unincorporated Sonoma County. This includes the City's Mendocino Avenue/Santa Rosa Avenue Corridor Priority Development Area (PDA) and the County's South Santa Rosa Avenue PDA. The collaboration between the City and County is critical to aligning infrastructure investments, promoting environmental sustainability, and coordinating economic development strategies that span jurisdictional boundaries.

In early 2024, the City initially contracted with 4Leaf, Inc. to develop the Specific Plan and the accompanying Environmental Impact Report (EIR), but the agreement was terminated by the City due to performance issues.

On March 3, 2025, the Santa Rosa City Council approved a new contract with Dyett & Bhatia, the runner-up from the original competitive request for proposal process. However, the updated project budget exceeds available grant funding by \$99,692.62. To help close this funding gap, the City submitted a letter (Attachment A) formally requesting a \$50,000 contribution from the County. **The City will support any remaining funding gap.**

On May 3, 2022, the Board approved allocating \$152,500 to District 3 from the District Formation Fund. <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=5567425&GUID=61AE1D3D-5F7B-434E-AD4C-B44C89C64B42&Options=&Search=>> Supervisor Coursey requests approval to use \$50,000 from District 3's allocation and to grant a one-time exception to the Fund's guidelines to support efforts that facilitate independent incorporation or annexation of unincorporated areas. If approved, \$50,000 will be appropriated from the District 3's balance, leaving a remaining balance of \$102,500.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

July 11, 2023: District Formation Updates

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6277619&GUID=5E06EA53-DF41-4D83-ABEF-E3EA486AFE41&Options=&Search=>>

April 4, 2023: Resolution in Support of the City of Santa Rosa's Metropolitan Transportation Commission Grant Application for South Santa Rosa Specific Plan

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6106988&GUID=5F6E0446-3CA4-4829-BC40-81AD58B4B736&Options=&Search=>>

May 3, 2022: District formation activities for unincorporated areas in north, south and central Sonoma County <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=5567425&GUID=61AE1D3D-5F7B-434E-AD4C->

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April 16, 2019: Transient Occupancy Tax Policy

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=3916843&GUID=C59D0C40-53DC-43EC-9B1D-913574BDFDA0&Options=&Search=>>

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$50,000		
Additional Appropriation Requested			
Total Expenditures	\$50,000		
Funding Sources			
General Fund/WA GF	\$50,000		
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$50,000		

Narrative Explanation of Fiscal Impacts:

No new funds are requested. On April 16, 2019, the Board approved revisions to the County’s Community Investment Fund Program Policy, including allocating \$175,000 each year from Transient Occupancy Tax revenue to support District Formation activities. On May 3, 2022, the Board approved allocating \$152,500 to District 3. This request would allocate \$50,000 of these District 3 funds to this project.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
N/A			

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment A - South Santa Rosa Specific Plan - Cost Sharing Request

Attachment B - Grant Agreement for Funding of South Santa Rosa Specific Plan (SSRSP)

Related Items “On File” with the Clerk of the Board:

N/A