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Zoning Administrator Record of Action

Action Date: April 9, 2026
Appeal Status: Filing period closed; no appeal

AGENDA ITEM 3
File No.: UPE25-0052
Staff: Katerina Mahdavi
Applicant: Sonoma Timberworks, LLC
Owner: Sonoma Timberworks, LLC
Prior Agenda: N/A, no prior hearing
CEQA Status: Exempt under CEQA Sections 15301 and 15303
Proposal: Use Permit request to allow a 6-foot-tall new solid wood fence within the front yard setback and a 7-foot-tall existing solid wood fence within the rear yard setback and a 6-foot-tall existing solid wood fence with 2 feet of lattice within the side yard setback on a 0.38-acre parcel.
Recommend: Find the project exempt from the California Environmental Quality Act (CEQA) and approve the Use Permit subject to conditions of approval.
Location: 20391 Hwy 116, Monte Rio
APN: 094-125-004
District: Five
Zoning: K (Recreation and Visitor-Serving Commercial District), with combining districts for F2 (Floodplain) LG/116/RRC (Local Guidelines for Highway 116 and Russian River Scenic Corridor) SR (Scenic Resources) VOH (Valley Oak Habitat).

ZONING ADMINISTRATOR ACTION

Environmental Determination

- ☒ Exempt from the California Environmental Quality Act per §15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures)

Project Decision

- ☒ Approved subject to attached Findings and Conditions
☐ with modification (see Comments)
☒ Subject to 10-day appeal period, ending April 20, 2026

ZONING ADMINISTRATOR

Derik Michaelson, Planner III
for the Director

April 21, 2026
Date

MODIFICATION

☒ N/A ☐ Findings ☐ Conditions ☐ Revisions to return

COMMENTS

n/a

ZONING ADMINISTRATOR FINDINGS

1. **General Plan Consistency.** The project is consistent with the General Plan land use designation of RVSC (Recreation and Visitor Serving Commercial) and the goals, objectives, policies and programs of the General Plan because:
 - a. Permitted uses within this land use designation include accessory commercial structures consistent with the assigned density.
 - b. The subject fencing is accessory to the primary commercial land use.
2. **Zoning Consistency.** The fences are consistent with the Recreation and Visitor-Serving Commercial base zoning district. The fences are accessory structures which are incidental and compatible with the primary commercial use of the parcel.
 - a. Accessory structures, including fences, are allowed within the Recreation and Visitor-Serving zoning district and are therefore permitted within the Floodplain Combining District.
 - b. The project is consistent with the Scenic Resources Combining District as the subject fences are associated with an existing structure and compliance with the setback would render the parcel unbuildable.
 - c. The subject fences are compatible with the neighborhood character and existing vegetation softens the appearance of the existing fences.
 - d. The project is consistent with the Valley Oak Habitat Combining District as no trees are proposed for removal.
3. **Environmental Determination.** The project is categorically exempt from the California Environmental Quality Act under Section 15301 Existing Facilities and Section 15303 New Construction or Conversion of Small Structures, of the CEQA Guidelines. Section 15301 provides for the permitting of existing private structures in which no expansion of the structure or use are proposed. Section 15303 allows for the construction of accessory structures, including fences. No exceptions listed under Section 15300.2 apply.
4. **Public Health, Safety, and General Welfare.** The establishment, maintenance or operation of the uses for which this application is made will not, under the circumstances of this particular case, be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such use, nor be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the area. The particular circumstances in the case are:
 - a. The proposed and existing fences do not impede access or evacuation routes.
 - b. The design of the fences is visually compatible with the character of the neighborhood.

ATTACHMENTS

1. Final Conditions of Approval

SONOMA COUNTY ZONING ADMINISTRATOR

Conditions of Approval

Staff: Katerina Mahdavi
Applicant: Sonoma Timberworks, LLC
Owner: Sonoma Timberworks, LLC
Address: 20391 Hwy 116, Monte Rio

Date: April 9, 2026
File No: UPE25-0052
APN: 094-125-004

Project Description: Use Permit to construct a 6-foot-tall solid wood fence within the front yard setback and allow an existing 7-foot-tall solid wood fence within the rear yard setback and a 6-foot-tall solid wood fence with 2 feet of lattice within the side yard setback on a 0.38-acre parcel.

Prior to commencing the use, evidence must be submitted to the file that all of the following conditions have been met.

GENERAL:

1. The Zoning Administrator decisions shall be final on the tenth (10th) day after final Zoning Administrator action unless an appeal is taken.
2. This "At Cost" entitlement is not vested until all permit processing costs and development fees are paid in full.

PLANNING:

3. This application is approved based on the application materials, project description, and site plan submitted to this Department on September 12, 2025, November 3, 2025, and April 2, 2026, and subject to compliance with the following Conditions of Approval.
4. This use shall be constructed, maintained, and operated in conformance with all applicable county, state, and federal statutes, ordinances, rules, and regulations. A violation of any applicable statute, ordinance, rule or regulation shall be a violation of the Use Permit, subject to revocation or modification.
5. All grading and building permits confirm plans involving ground disturbing activities shall include the following notes:

"If paleontological resources or prehistoric, historic or tribal cultural resources are encountered during ground-disturbing work, all work in the immediate vicinity shall be halted and the operator must immediately notify Permit Sonoma– Project Review staff of the find. The operator shall be responsible for the cost to have a qualified paleontologist, archaeologist or tribal cultural resource specialist under contract to evaluate the find and make recommendations to protect the resource in a report to Permit Sonoma. Paleontological resources include fossils of animals, plants or other organisms. Prehistoric resources include humanly modified stone, shell, or bones, hearths, firepits, obsidian and chert flaked-stone tools (e.g., projectile points, knives, choppers), midden (culturally darkened soil containing heat-affected rock, artifacts, animal bone, or shellfish remains), stone milling equipment, such as mortars and pestles, and certain sites features, places, cultural landscapes, sacred places and objects with cultural value to a California Native American tribe. Historic resources include all by-products of human use greater than fifty (50) years of age including, backfilled privies, wells, and refuse pits; concrete, stone, or wood structural elements or foundations; and concentrations of metal, glass, and ceramic refuse.

If human remains are encountered, work in the immediate vicinity shall be halted and the operator shall notify Permit Sonoma and the Sonoma County Coroner immediately. At the same time, the

operator shall be responsible for the cost to have a qualified archaeologist under contract to evaluate the discovery. If the human remains are determined to be of Native American origin, the Coroner must notify the Native American Heritage Commission within 24 hours of this identification so that a Most Likely Descendant can be designated and the appropriate measures implemented in compliance with the California Government Code and Public Resources Code.”

6. Any proposed modification, alteration, and/or expansion of the use authorized by this use permit shall require the prior review and approval of Permit Sonoma or the Zoning Administrator, as appropriate. Such changes may require a new or modified Use Permit if warranted.
7. The Director of Permit Sonoma is hereby authorized to modify these conditions for minor adjustments to respond to unforeseen field constraints provided that the goals of these conditions can be safely achieved in some other manner. The Applicant must submit a written request to Permit Sonoma demonstrating that the conditions are infeasible due to specific constraints (e.g. lack of property rights) and shall include a proposed alternative measure or option to meet the goal or purpose of the condition. Permit Sonoma shall consult with affected departments and agencies and may require an application for modification of the approved permit. Changes to conditions that may be authorized by Permit Sonoma are limited to those items that are not adopted standards or were not adopted as mitigation measures or that were not at issue during the public hearing process. Any modification of the permit conditions shall be documented with an approval letter from Permit Sonoma and shall not affect the original permit approval date or the term for the expiration of the permit.
8. This permit may be subject to revocation or modification by the Planning Commission if: (a) the Commission finds that there has been noncompliance with any of the conditions or (b) the Commission finds that the use for which this permit is hereby granted constitutes a nuisance. Any such revocation shall be preceded by a public hearing noticed and heard pursuant to Section 26-92-120 and 26-92-140 of the Sonoma County Code.