Draft Conditions of Approval

Staff:	Ken Compton	**Date:**	July 7, 2026
Applicant:	Two Rock Fire Department	**File No.:**	UPE23-0046
Owner:	Two Rock Fire Department Et Al	**APN:**	022-140-017
Address:	7599 Valley Ford Road, Petaluma		

Project Description: Request for a Use Permit for the Two Rock Volunteer Fire Company (Two Rock VFC, aka "Two Rock Fire Department") to designate an existing essential services garage as a public safety facility (fire station), as defined in Sonoma County Zoning Code, internal tenant improvements to construct a new ADA compliant restroom, updated signage to reflect annexation into the Gold Ridge Fire District, a public agency, associated site improvements including a 2,000 gallon septic storage tank, base station radio antenna collocated on gable roof, and new solid wood fencing along the rear of the property, and up to six (6) community events per year with a maximum attendance of 20 persons. This Use Permit modifies issued permit File No. UPE18-0068 and supersedes all previous approvals.

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

GENERAL:

1. CEQA Filing Fee. Within five working days after project approval, the applicant shall pay a mandatory Notice of Exemption Environmental Document Filing Fee of $50.00 (or latest fee in effect at the time of payment) for County Clerk processing. The fee will be charged against the project At-Cost deposit account and billed to the applicant, unless the applicant requests an alternate payment method, such as a check made out to the Sonoma County Clerk and submitted to Permit Sonoma in advance of the fee due date.

2. Condition Compliance Fee. Prior to planning approval on applicable development permits associated with the use, the applicant/operator shall pay a Condition Compliance Review Fee of $3,723.00 (or other amount consistent with the adopted fee ordinance in effect at that time). This "At Cost" fee is a minimum deposit. Staff hours billed related to condition compliance is charged on an actual cost basis. Should the actual costs exceed the remaining deposit, the applicant/operator shall be responsible for the additional costs accrued.

3. Permit Processing and Development Fees. This "At Cost" entitlement is not vested until all permit processing costs and development fees are paid in full. No development permits (e.g. building, grading) shall be issued until all permit processing costs and development fees are paid in full.

PERMIT SONOMA WELL AND SEPTIC DIVISION:

4. Prior to vesting the use permit and/or issuance of the building permit, the applicant must demonstrate that construction can meet the Onsite Wastewater Treatment System Manual by obtaining an issued SEP Holding Tank Permit. The holding tank must meet same Technical Details and Procedure in the Technical Bulletin for Holding tank and Policy 8-1-1.

5. Prior to vesting the use permit and/or issuance of the building permit, applicant must obtain a finaled SEP permit for the proposed holding tank.

6. The landowner or operator must maintain a pumping contract with a licensed septic pumping company to ensure regular service of the holding tank. Service records shall be maintained and provided for Permit Sonoma review upon request.

7. In the event that there is evidence of contamination, pollution, or surfacing wastewater, the landowner or operator must promptly address the specific issue prior to resuming operation of the facility.

8. The landowner or operator are responsible for ensuring that the drinking water supply for the facility is potable and safe for tenants and employees.

PERMIT SONOMA NATURAL RESOURCES DIVISION:

9. Prior to operation, water conservation measures proposed in the project Water Use Report, dated October 10, 2023, shall be implemented and maintained. This includes installation of low-flow fixtures in the proposed restroom and maintenance of the existing 5,000-gallon rainwater catchment tank.

PERMIT SONOMA FIRE PREVENTION DIVISION:

10. Prior to any construction, or changes in use of existing building or facilities, applicable Fire Code construction permits required by Chapter 1, Division II of the California Fire Code as adopted and amended by Sonoma County Fire Safety Ordinance shall be obtained from the Sonoma County Fire Prevention Division.

11. Owners and Operators shall provide evidence to Sonoma County Fire that the fire service features for buildings, structures and premises will comply with the California Fire Code as adopted and amended by Sonoma County Fire Safety Ordinance. Including but not limited to: fire apparatus access roads; access to building openings and roofs; premises identification and road naming; gate access & key boxes; fire protection water supplies; and building features.

    a. Access Roads: minimum emergency access is required to provide safe access for emergency fire equipment and civilian evacuation concurrently, and to allow unobstructed traffic circulation during a wildfire or other emergency.
    b. Building Features: Fire sprinklers and fire alarm system may be required based on existing and new use.

12. Owners and Operators shall provide evidence to Sonoma County Fire that applicable Fire Code Operational Permits required by Chapter 1, Division II of the California Fire Code as adopted and amended by Sonoma County Fire Safety Ordinance will be obtained from Sonoma County Fire or the local fire code official.

13. Owners and Operators shall provide a written “Fire Safety and Evacuation Plan” (as required by Section 403 and 404 of the California Fire Code) to Sonoma County Fire for approval. This includes but not limited to medial trained staff, fire watch, crowd managers. This plan shall be re-evaluated at any time when requested in writing by the fire code official.

14. Prior to operation, the applicant/operator shall provide evidence to Sonoma County Fire Preventions and CUPA Division that the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials will be in accordance with Chapter 29 of the Sonoma County Code for Hazardous Materials Management.
    a. Provide CUPA Exemption form
    b. Provide CERS ID Number
    c. Contact Hazmat CUPA Division for inspection clearance 707-565-2024
    d. This is not required when the facility falls under exemptions allowed in code.

15. Owners and Operators shall provide evidence to Sonoma County Fire that demonstrates compliance with Chapter 49 of the California Fire Code and Chapter 13A as adopted and amended by Sonoma County Fire Safety Ordinance. *This condition may be met by obtaining County Fire approval of a fire protection plan prepared by a qualified individual.*

PERMIT SONOMA BUILDING DIVISION:

16. The applicant shall apply for and obtain a Building Permit from Permit Sonoma for each proposed structure and all associated site development. Construction inspections shall occur and the building permit finaled (or approved for occupancy) prior to occupancy of any structure.

17. The proposed plan set shall adhere to all applicable submittal requirements and guidelines, as outlined in the Permit Sonoma Nonresidential and Multifamily Housing Submittal Guidelines informational document.

18. Prior to initiation of the approved use, the project shall comply with the accessibility requirements set forth in the California Building Code, as determined by the Permit Sonoma Building Division.

19. Minimum plumbing facilities for the anticipated occupant loads shall be provided for all occupied areas, per the California Plumbing Code (CPC).

20. If, after Building Division approval, any changes to plans, drawings, documents or specifications required pursuant to any conditions herein specified occur, these changes shall be brought to the appropriate department for review and approval prior to any construction or improvements. Also, these changes shall be reviewed by all departments involved in the initial approval of the subject plans, drawings, documents, or specifications that are proposed for change.

PLANNING:

21. The approved project shall be operated in accordance with the proposal statement and site plans (dated January 29, 2024) located in File No. UPE23-0046 and as modified by these conditions of approval.

22. This Use Permit allows for the operation of the existing site and associated infrastructure as a public safety facility (fire station) and is inclusive of activities typical of the operation of the use including but not limited to meetings of staff and fire officials, maintenance of equipment, training activities, and dispatch of personnel and fire apparatus.

23. This Use Permit does not allow for permanent staffing of the public safety facility (fire station). Staff are anticipated to be present primarily between the hours of 7:00am to 10:00pm, Sunday through Saturday. Staff activity may occur at the facility at all hours, Sunday through Saturday, as needed, to facilitate emergency activities and response.

24. This Use Permit allows for up to six (6) community and educational events per calendar year with a maximum attendance of up to 20 people. No food service is allowed.

25. This Use Permit does not allow for regular overnight accommodation for fire personnel or members of the public. In the event of a County declared emergency, the facility may be temporarily used as a shelter for overnight accommodations.

26. The applicant/operator shall provide for a minimum of 11 parking spaces, including one accessible space, subject to review and approval by Project Review staff. The applicant/operator shall submit a parking plan for the proposed events held on the project site.

27. The proposed signage replacement shall conform to the general design included in the project proposal to match existing signage (approx. 30 square feet face) with colors including white, red, and gold-leaf lettering. Alterations to the approved signage shall require approval by Project Review staff prior to installation.

28. Proposed landscaping is subject to compliance with the Sonoma County Water Efficiency Landscape Ordinance (WELO) as required under Chapter 7D3 of the Sonoma County Building Code. A final landscape and irrigation plan with verification of Ordinance compliance from a qualified irrigation specialist shall be included with the Building Permit submittal for applicable

projects. Applicability criteria for specific project types is listed under Code Section 7D3-3. The applicant shall verify with Project Review staff completion of the work prior to final occupancy or operation of the use. Landscaping and irrigation shall be maintained at all times. Any dead and or dying plants shall be replaced immediately.

29. A Water Conservation Plan shall be submitted for all buildings and landscaping prior to building permit issuance, subject to Permit Sonoma review and approval. The Water Conservation Plan shall include all reasonably feasible measures to reduce water demand to the maximum extent feasible and enhance water resource recovery to maintain sustainable water supplies. Measures that must be evaluated include: installation of low-flow fixtures, best available conservation technologies for all water uses, rainwater and stormwater collection systems and graywater reuse. Landscaping plans must comply with the County Water Efficient Landscape Ordinance. Prior to Building Permit Issuance a Landscape Permit application shall be submitted for all new and rehabilitated landscapes, as required by the Water Efficient Landscape Regulations (Chapter 7D3 of the Sonoma County Building Code). Verification from a qualified irrigation specialist that landscaping plan complies with the County Ordinance shall be provided prior to building permit issuance. The measures in the plan shall be implemented by the applicant and verified by PRMD staff prior to Certificate of Occupancy or operation of the use.

30. All exterior lighting shall be “Dark-sky” compliant and fully shielded to avoid nighttime light pollution. Reference can be made to the International Dark Sky Association website for guidance on exterior lighting: www.darksky.org. All exterior lighting shall be downward facing, located at the lowest possible point to the ground to prevent spill over onto adjacent properties, glare, nighttime light pollution and unnecessary glow in the rural night sky. Light fixtures shall not be located at the periphery of the property and shall not wash out structures on any portions of the project site. Security lighting shall be put on motion sensors. Flood lights and uplights are not permitted. Luminaries shall have a maximum output of 1000 lumens per fixture. Total illuminance beyond the property line, created by simultaneous operation of all exterior lighting, shall not exceed 1.0 lux. Color temperature of exterior light sources shall be 3000 Kelvin or lower.

31. Parking lot surfaces, lighting, and exterior landscaping shall be maintained in good condition in compliance with the approved plans and conditions herein.

32. Construction of new or expanded non-residential development shall be subject to Workforce Housing Requirements pursuant to Section 26-89-045 of the Sonoma County Code. No grading or building permits shall be issued until Workforce Housing Requirements have been met. Internal tenant improvements within existing legal commercial buildings are not subject to Workforce Housing Requirements.

33. All construction-related work, including earthwork, grading, trenching, backfilling and compaction operations, shall be conducted in accordance with the Sonoma County Code Chapter 11. All construction activities shall meet the California Building Code regulations for seismic safety. Construction plans shall be subject to review and approval of Permit Sonoma prior to the issuance of a building permit. All work shall be subject to inspection by Permit Sonoma and must conform to all applicable code requirements and approved improvement plans prior to the issuance of a certificate to occupancy.

34. Building/grading permits for ground disturbing activities shall not be approved for issuance by Project Review staff until the notes included in these Conditions of Approval are printed on applicable building, grading and improvement plans. The applicant shall be responsible for notifying construction contractors about California Building Code regulations for seismic safety.

35. All grading and building permits 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 the Permit and Resource Management Department (PRMD) – 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 PRMD. 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 PRMD 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."

36. 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 approval, subject to revocation or modification.

37. The owner/operator and all successors in interest, shall comply with all applicable provisions of the Sonoma County Code and all other applicable local, state and federal regulations.

38. 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 staff, the Zoning Administrator, or the Planning Commission, as appropriate. Such changes may require a new or modified Use Permit and additional environmental review.

39. 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 PRMD demonstrating that the condition is 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, as appropriate . 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.

40. This permit shall 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.