



2550 Ventura Avenue
Santa Rosa, CA 95403

p: (707) 565-1900
f: (707) 565-1017

Scott Orr
Director

Michelle Arellano
Administration

Nathan Quarles
Engineering and Construction

Cecily Condon
Planning

Steve Mosiurchak
Fire Marshal

April 2, 2026

To: Interested Agencies

The following application has been filed with the Sonoma County Permit and Resource Management Department.

File Number: UPE26-0013
Applicant Name: Sara Mitchell
Owner Name: MITCHELL OWEN & J MITCHELL SARA
Site Address: 4588 & 4584 Pressley Rd., Santa Rosa
APN: 049-101-053
Zoning: RR B6 15/5 (Ac/DU)/Ac MIN, OAK SR

Project Description: Use Permit for a live/work landscape construction administration office with two employees other than residents of the property. No materials, equipment or vehicles related to the landscape business will be stored on site, as the live/work use will be limited to strictly administrative work. Proposed hours of operation are Monday through Friday, 8:00am to 5:00pm on a 5 acre parcel.

We are submitting the above application for your review and recommendation. Additional information is on file in this office.

Responses to referrals should include a combination of any or all of the following details:

- (1) Statement of any environmental concerns or uncertainties your agency may have with the project.
- (2) Comments you wish to make regarding the merits of the project.
- (3) Identification of any missing information or application submittals that will preclude you from providing conditions and mitigations for this project in the future.
- (4) Your proposed conditions of approval and/or mitigations for this project.

After reviewing this application, please respond to the planner with your *marked* response below:

- Conditions will be provided and no further information is necessary.
- Conditions will be provided and additional information is necessary.
- Comments and/or concerns.
- No comments or conditions.

Responsible agencies under CEQA are requested to indicate whether permits will be required for this project.

Your comments will be appreciated by April 16, 2026, and should be sent to the attention of:

UPE26-0013, Alisa Rossetti (Alisa.Rossetti@sonomacounty.gov). The Project Planner can also be reached at (707) 565-2605. **If no response is received by April 16, 2026, it will be assumed that no comments or conditions will be provided.**

Please send a copy of your comments to the applicant(s) or their representatives as indicated on the attached Planning Application.

- Fire Prevention
- Management Group
- Natural Resources
- Well & Septic
- Dist. 1 Director and Commissioners
- Regional Parks Dept
- Trans Authority/RCPA
- Transit/BPAC

- Local Fire District – Sonoma County FPD
- Recology Sonoma Marin (Disposal)
- Regional Water QCB: North Coast
- Sonoma MOAG

Planning Application

PJR-001

Application Type(s):

File # _____

- | | | | |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Admin Cert. Compliance | <input type="checkbox"/> Design Review Admin. | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Ag. or Timber Preserve/Contract | <input type="checkbox"/> Design Review Full | <input type="checkbox"/> Voluntary Merger | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Conditional Cert. of Compliance | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Ordinance Interpretation | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Cert. of Modification | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Second Unit Permit | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Coastal Permit | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Specific/Area Plan Amendment | |
| <input type="checkbox"/> Zoning Permit for: <u>PJR-053 LIVE/WORK USES</u> | | | |

By placing my contact information (name, address, phone number, email address, etc.) on this application form and submitting it to Sonoma County PRMD, I understand and authorize PRMD to post this application to the internet for public information purposes, including my contact information.

PRINT CLEARLY			
APPLICANT		OWNER (IF OTHER THAN APPLICANT)	
Name <u>Sara Mitchell</u>		Name	
Mailing Address <u>4584 Pressley Rd</u>		Mailing Address	
City <u>Santa Rosa</u>	State <u>CA</u>	Zip <u>95404</u>	City
Day Ph <u>(707) 480-8272</u>	Email <u>admin@mitchellandscapes.com</u>	Day Ph ()	Email
Signature <u>Sara Mitchell</u>	Date <u>3.5.26</u>	Signature	Date
Billing Responsible Party (At-Cost Only) <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other: _____			
OTHER PERSONS TO RECEIVE CORRESPONDENCE			
Name/Title <u>Owen Mitchell / owner</u>		Name/Title	
Mailing Address <u>4584 Pressley Rd</u>		Mailing Address	
City <u>Santa Rosa</u>	State <u>CA</u>	Zip <u>95404</u>	City
Day Ph <u>(415) 717-6214</u>	Email <u>owenmitchland@yahoo.com</u>	Day Ph ()	Email
PROJECT INFORMATION			
Address(es) <u>4588 Pressley Rd</u>		City <u>Santa Rosa</u>	
Assessor's Parcel Number(s)			
Project Description <u>Home office w/ 2 Non Resident employees. No clients will visit office. All storage of Materials is offsite. No signage will be visible</u>			
Acreage <u>5 acres</u>		Number of new lots proposed	
Site Served by Public Water? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Site Served by Public Sewer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
TO BE COMPLETED BY PRMD STAFF			
Planning Area	Supervisorial District	<input type="checkbox"/> Critical Habitat	<input type="checkbox"/> Urban Service
Current Zoning		<input type="checkbox"/> NPDES	<input type="checkbox"/> Williamson Act
General Plan Land Use		Specific/Area Plan	Groundwater <input type="checkbox"/> 1 / 2
Application resolve planning violation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Parcel Specific Policy	Availability <input type="checkbox"/> 3 / 4
Previous Files		Violation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject to CEQA <input type="checkbox"/> EX
Application accepted by		File No.	<input type="checkbox"/> YES
Approved by		Penalty application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Date	
		Date	



LIVE / WORK USES

PJR-053

LIVE WORK AFFIDVIT

Name Sara Mitchell Phone 707.480.8272

Full Mailing Address 4584 Pressley Rd Santa Rosa, CA 95404

Full Site Address 4584/4588 Pressley Rd Santa Rosa, CA 95404

Assessor's Parcel Number _____ File Number _____

This is to acknowledge that I, Sara Mitchell,

in applying for a live/work use permit pursuant to Section 26-88-122 of the Sonoma County Code, do hereby agree to abide by and conform to the Live/Work Development Standards and Operating Requirements set forth in 26-88-122 and all other provisions of the Sonoma County Code pertaining to the conduct of live/work uses, a copy of which has been supplied to me. I hereby also acknowledge that the approval of this live/work permit shall in no way permit any activity contrary to the Sonoma County Code, or any activity which would constitute a nuisance under state or local law. I further acknowledge that it is my responsibility, as property owner and/or applicant, to ensure that the conduct of this live/work use is not contrary to any covenant, code or restriction which may govern the property on which the live/work use will be conducted, which property address is referenced above.

Signature Sara Mitchell Date 3.5.2026

More information and form instructions:
sonomacounty.ca.gov/PRMD/Instructions-and-Forms/PJR-053-Live-Work-Uses

To Whom It May Concern,

This letter is submitted to describe the current use of the property and the proposed addition of limited home office use within the existing Accessory Dwelling Unit (ADU).

The property is currently used as a private residential property. It includes a legally permitted Accessory Dwelling Unit (ADU). The proposed home office will be located within the ADU and will occupy an existing room measuring approximately 16 feet by 10 feet (160 square feet). No new structures, additions, or exterior modifications to the property are proposed as part of this request.

The proposed use is a small administrative office for a landscape construction business. The office will primarily be used for administrative tasks such as scheduling, project coordination, accounting, and other routine business operations. There will be two non-resident employees who will work in the office on a part-time basis. At no time will more than two employees be present in the office in addition to the property resident.

The intensity of the use will remain low and consistent with a residential setting. The office will operate during normal daytime business hours, generally between approximately 8:00 a.m. and 5:00 p.m., Monday through Friday. The two non-resident employees will work part-time hours and will not necessarily be present simultaneously on a daily basis.

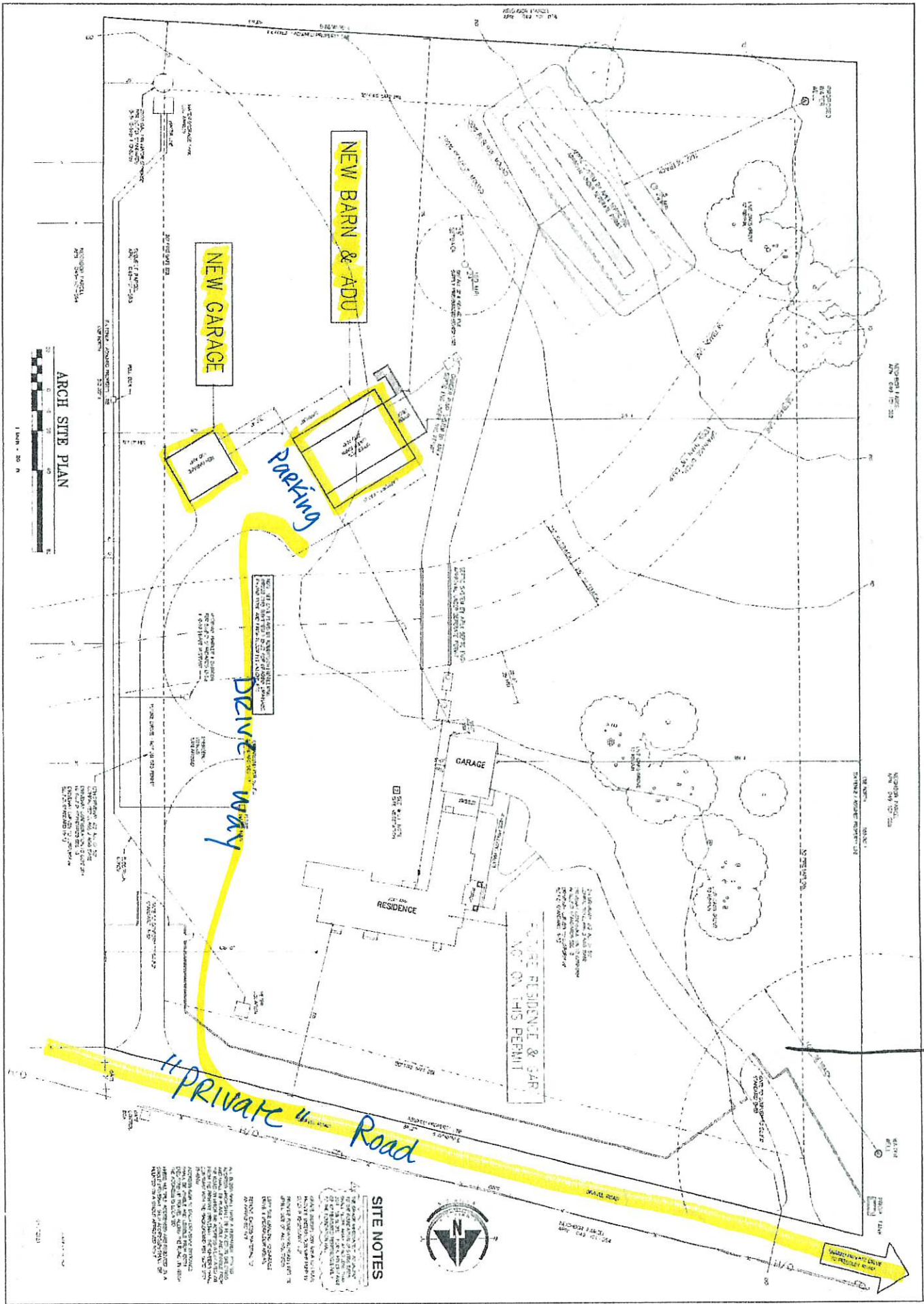
No clients, customers, or members of the public will visit the property as part of the business operations. All meetings with clients occur off-site, electronically, or at project locations. The office is strictly administrative in nature.

The proposal will result in minimal changes to the existing conditions of the property. Specifically:

- **Structures:** No new structures, additions, or exterior alterations are proposed. The office will utilize an existing room within the ADU.
- **Traffic:** The only anticipated traffic change will be the arrival and departure of up to two employees. This equates to approximately two to four additional vehicle trips per day.
- **Noise:** The proposed use will generate no measurable increase in noise beyond typical residential levels. Office activities will consist of computer work, phone calls, and administrative tasks.
- **Site Appearance:** There will be no visible changes to the property. No exterior business signage, advertising, equipment storage, or commercial activity will be visible from the street or neighboring properties.

All work will occur indoors within the designated office space. No materials, equipment, or vehicles related to the business will be stored on site beyond what is typical for residential use.

At this time, no expansion of the proposed home office use is planned. The intent is to maintain a small administrative workspace that supports the business operations while remaining compatible with the residential character of the neighborhood.



ARCH SITE PLAN

1 inch = 20 feet

Gate & Key pad Location



SITE NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF SANTA ROSA PLANNING DEPARTMENT PERMITS AND ORDINANCES.

2. THE PROPOSED NEW BARN AND ADU SHALL BE CONSTRUCTED ON THE 1.5 ACRES OF THIS PERMIT.

3. THE PROPOSED NEW GARAGE SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

4. THE PROPOSED DRIVEWAY SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

5. THE PROPOSED PARKING SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

6. THE PROPOSED PRIVATE ROAD SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

7. THE PROPOSED LANDSCAPING SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

8. THE PROPOSED UTILITY LINES SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

9. THE PROPOSED FENCE SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

10. THE PROPOSED GATE AND KEY PAD SHALL BE CONSTRUCTED ON THE 0.5 ACRES OF THIS PERMIT.

KADELLO & LARSEN
ARCHITECTS & DESIGNERS
0001 CONDE LANE, WINDSOR, CA (707) 888-2600



NEW BARN W/ ADU ABOVE, & DETACHED GARAGE FOR
OWEN & SARA MITCHELL
4630 PHENSLEY RD, SANTA ROSA, CA AP 040-101-053

DATE	1/11/23
BY	AL
CHECKED	
APPROVED	

SHEET
A7