



# City of Santa Rosa

637 1st St, Large  
Conference Room  
Santa Rosa, CA 95404

## **ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED APRIL 4, 2024**

**EFFECTIVE IMMEDIATELY ALL PUBLIC COMMENTS WILL BE  
PROVIDED IN PERSON OR VIA EMAIL IN ADVANCE OF THE MEETINGS.**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY  
ATTENDING IN-PERSON FROM THE LARGE CONFERENCE ROOM,  
FIRST FLOOR, LOCATED AT 637 FIRST ST., SANTA ROSA (IT IS  
RECOMMENDED THAT SOCIAL DISTANCING BE OBSERVED).**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE VIA  
ZOOM BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/83660078523](https://srcity-org.zoom.us/j/83660078523), OR  
BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 836 6007 8523**

### **10:30 A.M. - REGULAR SESSION**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF MINUTES**

2.1 March 21, 2024 - Draft Minutes

**Attachments:** [March 21, 2024 - Draft Minutes](#)

#### **3. PUBLIC COMMENT**

This is the time when any person may address matters not listed on this agenda, but which are within the subject matter of the jurisdiction. The public may comment on agenda items when the item is called. Each speaker is allowed three minutes.

#### **4. ZONING ADMINISTRATOR BUSINESS**

##### **4.1 STATEMENT OF PURPOSE**

The Zoning Administrator is appointed by the Director of the Planning and Economic Development Department and has the responsibility and authority to conduct public meetings and hearings, and to act on

applications for minor or reduced review authority projects or entitlements (land use permits). A determination or decision by the Zoning Administrator may be appealed to the appeal body, including the Design Review Board, Cultural Heritage Board, Planning Commission, or City Council, as applicable to the decision.

## **4.2 ZONING ADMINISTRATOR REPORTS**

### **5. CONSENT ITEM(S)**

### **6. SCHEDULED ITEM(S)**

- 6.1** PUBLIC MEETING - CONDITIONAL USE PERMIT PERSONAL SERVICES (RESTRICTED) FOR XICAN STUDIO, AT 100 BURT STREET, #K - FILE NO. CUP23-080

BACKGROUND: Tattoo studio including a retail sales accessory use. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe, City Planner

**Attachments:** [Attachment 1 - Site Plan](#)  
[Presentation](#)  
[Resolution](#)

- 6.2** PUBLIC MEETING - CONDITIONAL USE PERMIT AND DESIGN REVIEW FOR EXTERIOR WORK AND SITE IMPROVEMENTS FOR ARCO AT 2500 GUERNEVILLE RD, FILE NO PRJ24-004

BACKGROUND: Exterior modifications to replace fuel canopies, remove exterior decorative tile and patch with stucco, remove dome and rosettes, install new exterior lights, and new paint for an existing gas station. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe, City Planner

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Neighborhood Context Map](#)  
                              [Attachment 3 - Site photos](#)  
                              [Attachment 4 - Plans](#)  
                              [Resolution](#)  
                              [REVISED Presentation as of 4/2/2024](#)

**6.3**            PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR  
MOBILE VENDING (COMPASS USA FOOD TRUCK) AT 1165  
MONTGOMERY DR, FILE NO. CUP23-023

BACKGROUND: The addition of a mobile food truck at Providence Hospital. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Project Description](#)  
                              [Attachment 3 - Site Plan Drawing](#)  
                              [Attachment 4 - Food Truck Plans](#)  
                              [Attachment 5 - Policy Statement](#)  
                              [Resolution](#)  
                              [Presentation](#)

**6.4**            PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR A  
WAREHOUSE USE AT 240 BARHAM AVE, FILE NO. CUP23-069

BACKGROUND: Use as a warehouse for the storage of books, posters, records, furniture and paperwork for music management and book publishing endeavors. No regular business hours, no employees, or public access. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

**Zoning Administrator**

**- FINAL-REVISED**

**APRIL 4, 2024**

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**Attachments:**    [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Narrative](#)  
[Attachment 3 - Site Plan](#)  
[Resolution](#)  
[Presentation](#)

## **7. ADJOURNMENT**

*In compliance with Zoning Code Section 20-62, the decision of the Zoning Administrator is final unless an appeal is filed on a City Appeal Form (<https://srcity.org/DocumentCenter/Index/173>) and associated fees, as noted on the City's Fee Schedule (<https://srcity.org/DocumentCenter/View/16129/Planning--Economic-Development-Department-Fee-Schedule?bidId=>) , are paid within 10 calendar days of the action. The time limit will extend to the following business day where the last day falls on a day that the City is not open for business.*

*The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs, or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternate formats, are available by contacting the Recording Secretary at 707-543-3226 (TTY Relay at 711). Requests should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.*

*Any writings or documents provided to the Zoning Administrator prior to this meeting regarding any item on this agenda are available for public review at <https://santa-rosa.legistar.com/Calendar.aspx> or in person at the Planning and Economic Development Department, Room 3, City Hall, 100 Santa Rosa Ave, during normal business hours.*