



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED MAY 15, 2025

**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).**

**Public Comment may be made live, in-person, during the meeting in the
Large Conference Room at 637 1st Street or submitted in advance via
email at Planning@srcity.org by 12:00 pm the Wednesday before the
Zoning Administrator Meeting. Any written correspondence will be
included in the agenda before the meeting begins.**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE VIA
ZOOM BY VISITING [HTTPS://SRCITY-ORG.ZOOM.US/J/81252770461](https://srcity-org.zoom.us/j/81252770461), OR
BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 812 5277 0461.**

10:30 A.M. - REGULAR SESSION

- 1. CALL TO ORDER**
- 2. APPROVAL OF 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 and Preservation 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 - MINOR CONDITIONAL USE PERMIT FOR A MOBILE FOOD VENDING FACILITY AT 500 SEBASTOPOL ROAD; FILE NO. CUP24-057

BACKGROUND: This is a proposal to operate a mobile food truck in front of Tacos Al Carbon, an existing restaurant. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use Permit to allow Mobile Food Vending at 500 Sebastopol Road.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Description](#)
[Attachment 4 - Site Plan](#)
[Resolution](#)
[Presentation](#)
[Resolution REVISED \(Uploaded 05.12.2025\)](#)

6.2 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT AND

MINOR DESIGN REVIEW PERMIT FOR A MINOR VEHICLE SERVICES FACILITY AT 4362 HWY 12, SANTA ROSA, CA; FILE NO. PRJ24-022

BACKGROUND: This is a proposal for a new car wash. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve:

- a Minor Conditional Use Permit to operate a Minor Vehicle Services Facility; and
- a Minor Design Review Permit to construct a new commercial building

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Description](#)
[Attachment 4 - Project Plans](#)
[Attachment 5 - Transportation Impact Study](#)
[Attachment 6 - Noise Study](#)
[Attachment 7 - Public Comments](#)
[Resolution 1](#)
[Resolution 2](#)
[Presentation](#)
[Resolution 1 REVISED \(Uploaded 05.12.2025\)](#)

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.

Zoning Administrator

- FINAL-REVISED

MAY 15, 2025

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 707-543-4663 (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.