



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL APRIL 17, 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

2.1 Draft Minutes - April 3, 2025

Attachments: [Draft Minutes - April 3, 2025](#)

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 - MINOR DESIGN REVIEW FOR A PARKING LOT EXPANSION AT 1455 CORPORATE CENTER PARKWAY; FILE NO. DR24-030

BACKGROUND: This is a proposal to expand the existing parking lot and install new outside lighting. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhali, Senior Planner

RECOMMENDATION: The Planning and Economic Development Department recommends that the Zoning Administrator, by resolution, approve a Minor Design Review permit for the property located at 1455 Corporate Center Pkwy

Attachments: [Attachment 1 - Disclosure Form](#)
 [Attachment 2 - Location Map](#)
 [Attachment 3 - Site Plan](#)
 [Attachment 4 - CEQA Consistency Analysis](#)
 [Attachment 5 - CTS ITP Application & Studies](#)
 [Resolution](#)
 [Presentation](#)

6.2 PUBLIC MEETING - MINOR DESIGN REVIEW FOR THE ADDITION
 OF A MAINTENANCE SHOP AT 2375 HARDIES LANE; FILE NO.
 DR24-050

BACKGROUND: This is a proposal to construct a new, sprinklered maintenance shop, as an accessory use to the existing archives warehouse and will be connected to the existing building by a canopy roof. The exterior of the shop is designed to match the adjacent existing building in material, color and details. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator grant Minor Design Review to allow the addition of a maintenance shop at 2375 Hardies Lane.

Attachments: [Attachment 1 - Disclosure Form](#)
 [Attachment 2 - Location Map](#)
 [Attachment 3 - Project Plans](#)
 [Resolution](#)
 [Presentation](#)

6.3 PUBLIC MEETING - MINOR LANDMARK ALTERATION PERMIT FOR
 EXTERIOR CHANGES AT 335 & 343 COLLEGE AVENUE; FILE NO.
 LMA24-009

BACKGROUND: This is a proposal to construct a carport addition at 335 College Avenue and replace three windows at 343 College Avenue.

This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Hana Michaelson, Contract Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Landmark Alteration to allow window replacement at 335-337 College Avenue and a carport addition 343 College Avenue.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Location Map](#)
[Attachment 3 - Project Narrative](#)
[Attachment 4 - Project Plans](#)
[Attachment 5 - TR24-058 Tree Permit Resolution](#)
[Presentation](#)

6.4 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR A MEETING FACILITY (CHURCH), INCLUDING A PARKING REDUCTION, AT 3410 INDUSTRIAL DRIVE; FILE NO. PLN25-0025

BACKGROUND: Thrive Church is proposing to operate a church, including a parking reduction to accommodate Sunday services and special holiday events. This project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Hana Michaelson, Contract Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use Permit to allow the operation of Thrive Church including a parking reduction at 3410 Industrial Drive.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Project Location Map](#)
[Attachment 3 - Project Narrative](#)
[Attachment 4 - Project Plans](#)
[Attachment 5 - Parking Analysis \(Revision Requested\)](#)
[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 707-543-4663 (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.