



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Final

---

Thursday, April 17, 2025

10:30 AM

---

### 1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:31 a.m.

### 2. APPROVAL OF MINUTES

#### 2.1 Draft Minutes - April 3, 2025

ZA McKay opened and closed the public comment period at 10:31 a.m.

ZA McKay approved the April 3, 2025 Draft Minutes as submitted.

### 3. PUBLIC COMMENT

None.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

ZA McKay read the Statement of Purpose aloud.

#### 4.2 ZONING ADMINISTRATOR REPORTS

None.

### 5. CONSENT ITEM(S)

None.

### 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 Sheikhal, 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

Planner Sheikhal presented.

ZA McKay opened and closed the public comment period at 10:35 a.m.

Staff responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED  
RESOLUTION NO. ZA-RES-2025-025, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA GRANTING MINOR DESIGN REVIEW FOR THE EXPANSION OF AN EXISTING PARKING LOT AND INSTALLATION OF NEW LIGHTING FOR THE PROPERTY LOCATED AT 1455 CORPORATE CENTER PARKWAY, SANTA ROSA, ASSESSORS PARCEL NO.: 035-530-044, FILE NO. DR24-030"**

**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.

Planner Briscoe presented.

ZA McKay opened and closed the public comment period at 10:42 a.m.

Staff responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED  
RESOLUTION NO. ZA-RES-2025-026, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA  
ROSA GRANTING MINOR DESIGN REVIEW THE ADDITION OF A  
MAINTENANCE SHOP FOR AT 2375 HARDIES LANE SANTA ROSA, APN:  
041-021-084, FILE NO. DR24-050"**

**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.

Planner Michaelson presented.

ZA McKay opened and closed the public comment period at 10:50 a.m.

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED  
RESOLUTION NO. ZA-RES-2025-027, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA**

---

**ROSA APPROVING A MINOR LANDMARK ALTERATION PERMIT FOR EXTERIOR CHANGES AND ADDITION OF AN ACCESSORY STRUCTURE FOR THE PROPERTIES LOCATED AT 335 & 343 COLLEGE AVENUE, SANTA ROSA, APN 180-750-050, 180-750-049, FILE NO. LMA24-009."**

**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.

Planner Michaelson presented.

ZA McKay opened the public comment period at 10:56 a.m.

Janice Karmann asked a question about the project.

ZA McKay closed the public comment period at 10:57 a.m.

Applicant responded to public comment.

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED RESOLUTION NO. ZA-RES-2025-028, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A MEETING FACILITY (THRIVE CHURCH) INCLUDING A PARKING REDUCTION AT THE PROPERTY LOCATED AT 3410 INDUSTRIAL DRIVE, SANTA ROSA, APN: 015-650-042, FILE NO. PLN25-0025"**

**7. ADJOURNMENT**

**ZONING ADMINISTRATOR MCKAY ADJOURNED THE MEETING AT 10:58  
A.M.**

Approved on: 5/1/2025

/S/ MARK KOLARIK, Recording Secretary