



# City of Santa Rosa

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

## **ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED AUGUST 7, 2025**

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

**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.**

**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](mailto: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.**

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

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

**2.1** Draft ZA - Minutes - 2025-02-26

**Attachments:** [Draft ZA - Minutes - 2025-02-26](#)

**2.2** Draft ZA - Minutes - 2025-03-12

**Attachments:** [Draft ZA - Minutes - 2025-03-12](#)

**2.3** Draft ZA - Minutes - 2025-03-19

**Attachments:** [Draft ZA - Minutes - 2025-03-19](#)

### **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 HOTEL AND RESIDENTIAL USE (MIXED USE) AT 620 7TH STREET, SANTA ROSA, CA; FILE NO. CUP22-009**

**BACKGROUND:** This is a proposal that will allow designated residential units at The Art House, located at 620 7th Street, to be rented for shorter term stays as a Hotel Use (Mixed-Use). The project is exempt from the California Environmental Quality Act (CEQA).

**PROJECT PLANNER:** Conor McKay, Senior Planner

**RECOMMENDATION:** It is recommended by the Planning and

Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Conditional Use Permit to allow a Mixed-Use Development, comprised of Multifamily Residential and Hotel uses, at The Art House, 620 7th Street.

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Location Map](#)  
                              [Attachment 3 - Project Description](#)  
                              [Attachment 4 - PC Reso 11322-11323](#)  
                              [Attachment 5 - Zoning Clearance Description \(ZC18-0404\)](#)  
                              [Attachment 6 - Public Correspondence](#)  
                              [Attachment 7 - Public Comment](#)  
                              [Resolution](#)  
                              [Presentation](#)

**6.2**        PUBLIC MEETING - MINOR DESIGN REVIEW FOR A NEW LOBBY BUILDING AT 3555 ROUND BARN BLVD, SANTA ROSA, CA; FILE NO. DR24-051

BACKGROUND: This is a proposal for construction of a new lobby building. The project is exempt from the California Environmental Quality Act (CEQA).

PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Design Review Permit to allow construction of a new lobby building with landscaping at 3555 Round Barn Boulevard.

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Location Map](#)  
                              [Attachment 3 - Project Plans](#)  
                              [Attachment 4 - Public Comments Received](#)  
                              [Resolution with Exhibit A](#)  
                              [Presentation](#)

**6.3**        PUBLIC MEETING - HANSEL FORD SERVICE BUILDING MINOR CUP

- PLANNING RECORD - 0 WILJAN CT - PLN25-0042

BACKGROUND: New Commercial Truck Service building for Hansel Ford with 14 service bays. Major and Minor Repair/Body Work. Services will include major engine and/or transmission repair and/or rebuilding along with general servicing of large trucks. CEQA Exempt Project.

PROJECT PLANNER: Sachnoor Bisla, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Conditional Use Permit for Vehicle Services-Major Repair/Body Work at the proposed Hansel Ford Service Building, located at 0 Wiljan Court.

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Neighborhood Context Map](#)  
[Attachment 3 - Project Narrative](#)  
[Attachment 4 - Project Plans](#)  
[Attachment 5 - Landscape & Irrigation Plan](#)  
[Attachment 6 - Photo Renderings](#)  
[Attachment 7 - Consistency with GP EIR Analysis](#)  
[Resolution](#)  
[Presentation](#)

**6.4 PUBLIC MEETING - CONDITIONAL USE PERMIT FOR OPERATING TATTOO SHOP - PLANNING RECORD - 1542 SEBASTOPOL RD - PLN25-0112 (THIS ITEM IS BEING CONTINUED TO THE AUGUST 21, 2025 ZONING ADMINISTRATOR MEETING)**

BACKGROUND: A Minor Conditional Use permit to allow the operation of a tattoo studio with regular, daytime hours and operations; no modifications on exterior of building needed. Small, independently owned and operated studio with under 10 employees. In compliance with all CA standards of care for body art professionals including blood-borne pathogens training. Exempt Project.

PROJECT PLANNER: Jandon Briscoe, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a Minor Conditional Use Permit to allow the operation of X Tattoo shop at 1542 Sebastopol Road.

## **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.*