



City of Santa Rosa

City Hall, Council
Chamber
100 Santa Rosa Ave.
Santa Rosa, CA 95404

**DESIGN REVIEW AND PRESERVATION
BOARD
REGULAR MEETING AGENDA AND
SUMMARY REPORT - FINAL-REVISED
NOVEMBER 6, 2025**

4:30 P.M.

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY
ATTENDING IN-PERSON FROM THE COUNCIL CHAMBER LOCATED
AT 100 SANTA ROSA AVENUE, SANTA ROSA.**

THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE AT:

**1. [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE
"IN PROGRESS" LINK TO VIEW;**

**2. VIA ZOOM BY VISITING,
[HTTPS://SRCITY-ORG.ZOOM.US/J/89374460979](https://srcity-org.zoom.us/j/89374460979) , OR BY DIALING
877-853-5257 AND ENTERING WEBINAR ID: 893 7446 0979**

3. COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99; AND

4. VIA YOUTUBE AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)

**Public Comment may be made live, in-person, during the meeting in the
Council Chamber or submitted in advance via email at DRPB@srcity.org
by 5:00 p.m. the Wednesday before the Design Review and Preservation
Board Meeting. Any written correspondence may be included in the
agenda before the meeting begins.**

**IN THE EVENT A BOARD MEMBER PARTICIPATES REMOTELY BASED
ON JUST CAUSE OR EMERGENCY CIRCUMSTANCES PURSUANT TO
AB 2449, THE BOARD WILL ALSO ALLOW FOR PUBLIC COMMENT
THROUGH THE ZOOM LINK OR DIAL-IN NUMBER ABOVE.**

4:30 P.M.

1. CALL TO ORDER AND ROLL CALL

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

To consider and take action on any request from a Board Member to participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 54953(f)).

3. APPROVAL OF MINUTES

3.1 Draft Minutes - August 21, 2025.

Attachments: [Draft Minutes - August 21, 2025](#)

4. PUBLIC COMMENTS

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 up to three minutes.

5. BOARD BUSINESS

5.1 STATEMENT OF PURPOSE

The Design Review & Preservation Board serves as the City's authority on design review and historic/cultural preservation. The Board is charged with considering the location, design, site plan configuration, and the overall effect of proposed projects upon surrounding properties and the City in general, as well as considering proposed alterations to properties within the City's Preservations Districts and designated landmarks. The Board shall compare proposed projects to the General Plan, any applicable specific plan, applicable Zoning Code standards and requirements, consistency of the project within the City's Design Guidelines, architectural criteria for special areas, the Secretary of the Interior's Standards for the Treatment of Historic Properties, and other applicable City and State requirements.

5.2 BOARD MEMBER REPORTS

5.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTION)

6. DEPARTMENT REPORTS

This time is reserved for City staff to provide a briefing on issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for consideration.

7. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

8. CONSENT ITEM(S)

None.

9. SCHEDULED ITEM(S)

9.1* PUBLIC HEARING - ELM TREE STATION - DESIGN REVIEW - 874 N WRIGHT RD - DR21-069

BACKGROUND: Design Review of a gas station with six gas pumps and four electric charging stations, and a 3,448-square-foot general retail space with an 806-square-foot, one-bedroom apartment above. The proposed Project also includes the construction of an additional 432-square-foot general retail use and park-like amenities, including patio/trellis area, benches and picnic area, and a bike path that would traverse the eastern and southern boundaries of the project site from the Joe Rodota Trail to North Wright Road. The DRPB will be reviewing the Project's architecture and site layout. The City Council approved the Conditional Use Permit for the gas station and multifamily dwelling on August 19th, 2025. A Mitigated Negative Declaration was adopted on October 24, 2013. An Addendum to the Mitigated Negative Declaration was prepared and adopted by City Council on August 19th, 2025.

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Design Review and Preservation Board, by resolution, approve Design Review for the Elm Tree Station Project, which includes a gas station, two general retail land uses across two buildings, one apartment unit and a small park, for the property located at 874 N. Wright Road

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Presented By: Conor McKay, Senior Planner.

Attachments: [Staff Report](#)
[Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Description](#)
[Attachment 4 - Architectural Plans](#)
[Attachment 5 - CAP Checklist](#)
[Attachment 6 - Stormwater LID](#)
[Attachment 7 - Prior Gas Station ZC Regulations](#)
[Attachment 8 - PD 0435](#)
[Attachment 9 - City Council Resolution No. CC - RES-2025](#)
[Attachment 10 - City Council Resolution No. CC - RES-2025](#)
[Resolution](#)
[Resolution - Redlined \(Uploaded 11-4-2025\)](#)
[Resolution - Redlined \(Uploaded 11-6-25 2:10 pm\)](#)
[Resolution - Final \(Uploaded 11-4-2025\)](#)
[Resolution - Final \(Uploaded 11-6-25 2:10 pm\)](#)
[Presentation](#)
[Revised Presentation - \(Uploaded 11-6-25\)](#)
[Late Correspondence \(Uploaded 11-6-25\)](#)

10. ADJOURNMENT

*Ex parte communication disclosure required.

In compliance with Zoning Code Section 20-62, the decision of the Design Review and Preservation Board 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 on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by calling the Recording Secretary at (707) 543-3084 (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 Design Review and Preservation Board 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.

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