



City of Santa Rosa

City Hall, Council
Chamber,
100 Santa Rosa Avenue
Santa Rosa, CA 95404

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED JUNE 25, 2026

10:30 A.M. - REGULAR SESSION

MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY
ATTENDING IN-PERSON FROM 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 WEBINAR BY VISITING
[HTTPS://SRCITY-ORG.ZOOM.US/J/89296520356](https://srcity-org.zoom.us/j/89296520356), OR BY DIALING
877-853-5257 AND ENTERING WEBINAR ID: 892 9652 0356;

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
City Hall Council Chamber, 100 Santa Rosa Ave or submitted in advance
via email at Planning@srcity.org by 12:00 p.m. the Wednesday before
the Zoning Administrator Meeting. Any written correspondence will be
included in the agenda before the meeting begins.

10:30 A.M.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 Draft Minutes - May 28, 2026.

Attachments: [Draft Minutes - May 28, 2026](#)

2.2 Draft Minutes - June 04, 2026.

Attachments: [Draft Minutes - June 04, 2026](#)

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 Zoning Administrator. The public may comment on agenda items when the item is called. Each speaker is allowed up to 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

None.

5. CONSENT ITEM(S)

None.

6. SCHEDULED ITEM(S)

6.1* PUBLIC MEETING - ASHWANI BEDI RESIDENCE - HILLSIDE DEVELOPMENT - 3716 SKYFARM DR - HDP22-001

BACKGROUND: Construct a new two-story, 6,640-square-foot single-family residence with associated basement, garage, driveway, grading, drainage, and retaining wall improvements. CEQA: Categorically Exempt pursuant to CEQA Guidelines Sections 15303

and 15304.

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 Hillside Development Permit to allow construction of a new two story single-family residence at 3716 Skyfarm Drive.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Plans \(3\)](#)
[Attachment 4 - Policy Statement 72-001F](#)
[Resolution](#)
[Staff Presentation](#)
[Late Correspondence \(Uploaded 06-24-2026\)](#)

6.2* PUBLIC MEETING - MINOR HILLSIDE DEVELOPMENT PERMIT FOR A SWIMMING POOL, SPA, AND ASSOCIATED SITE IMPROVEMENTS AT 3619 CRESCENT CIRCLE; FILE NO. PLN25-0456

BACKGROUND: Minor Hillside Development Permit to allow construction of a new in-ground swimming pool and spa with associated patio area, retaining walls, drainage, erosion-control improvements, and pool equipment in the rear yard of an existing single-family residence at 3619 Crescent Circle. The Project is categorically 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, by resolution, approve a Minor Hillside Development Permit to allow a swimming pool, spa, and associated site improvements within sloped areas of 10 percent or greater, located at 3619 Crescent Circle.

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

6.3* PUBLIC MEETING - SUNNY CAFE FOOD VENDOR - PLANNING
RECORD - 3230 COFFEY LN - PLN26-0179

BACKGROUND: Minor Conditional Use Permit to allow operation of Sunny Cafe, a mobile food vending facility, on an improved private property developed with an existing gas station, convenience store, and car wash at 3230 Coffey Lane. The mobile food vendor would operate Monday through Friday from 10:00 a.m. to 8:00 p.m. Restroom access, parking, and a small customer seating area are provided on-site. No permanent site improvements are proposed. The Project is categorically exempt from CEQA pursuant to CEQA Guidelines Sections 15304(e) and 15311.

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 Sunny Cafe, a mobile food vending facility, to operate at 3230 Coffey Lane.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Site Plan](#)
[Resolution](#)
[Staff 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.

Zoning Administrator

- FINAL-REVISED

JUNE 25, 2026

The City of Santa Rosa does not discriminate against individuals (including member(s) of a legislative body) 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) 543-4694 (TTY Relay at 711) or [TCorrales@srcity.org]. The e-mail subject line should read "ADA Accommodation Request" or "Language Assistance" and the email should include your name, address, telephone number, and a description of the request. If the request is received at least seven (7) business days prior to the board meeting, the copy shall be provided no later than two (2) business days prior to the board meeting. Meeting information can also be accessed via the internet at <http://srcity.org>.

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.