



**Design Review and Preservation Board
Regular Meeting Minutes - Final**

Thursday, August 7, 2025

4:30 PM

1. CALL TO ORDER AND ROLL CALL

Chair Jones-Carter called the meeting to order at 4:31 p.m.

Present 5 - Chair Melanie Jones-Carter, Board Member Ingrid Anderson, Board Member Sher Ennis, Board Member Drew Fagent, and Board Member Mike Schwartz

Absent 2 - Vice Chair Adam Sharron, and Board Member Drew Weigl

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

None.

3. APPROVAL OF MINUTES

3.1 Draft Minutes - June 5, 2025.

Approved as submitted.

4. PUBLIC COMMENTS

Chair Jones-Carter opened public comment.

Janice Karrman provided comments regarding artwork.

Chair Jones-Carter closed public comment.

5. BOARD BUSINESS

5.1 STATEMENT OF PURPOSE

Chair Jones-Carter read aloud the Statement of Purpose.

5.2 BOARD MEMBER REPORTS

None.

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

Chair Jones-Carter appointed Board Member Fagent.

Chair Jones-Carter opened public comment.

Janice Karrman asked for clarification on the appointment.

Chair Jones-Carter closed public comment.

6. DEPARTMENT REPORTS

None.

7. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

None.

8. CONSENT ITEM(S)

None.

9. SCHEDULED ITEM(S)

9.1 UPDATES TO TELECOMMUNICATIONS ORDINANCE

BACKGROUND: In January 2025, the Planning & Economic Development Department started working with BBK consultants on a comprehensive update to the City's Wireless Telecommunications Ordinance. The proposed revisions will bring the City into alignment with State and Federal regulations and will include improved design standards for the various types of telecommunication facilities.

RECOMMENDATION: The Planning & Economic Development Department recommends that the Design Review and Preservation Board provide input on design standards for telecommunications facilities.

Presented by: Amy Nicholson, Supervising Planner, and Suzanne Hartman, City Planner.

Amy Nicholson, Supervising Planner; Suzanne Hartman, City Planner; and Bennett Givens of Best Best & Krieger presented.

Board Members provided comments and feedback.

Staff and Bennett Givens responded to Board Member inquiries.

Chair Jones-Carter opened public comment.

Janice Karrman provided comments.

Chair Jones-Carter closed public comment.

9.2* PUBLIC HEARING - HANSEL FORD SERVICE BUILDING MAJOR DR -
PLANNING RECORD - 0 WILJAN CT - PLN25-0042

BACKGROUND: The applicant proposes to construct a new 13,925 square-foot metal building with 14 service bays for major engine and transmission repair/rebuilding and general servicing of large commercial vehicles. The approximately 23-foot-tall building will also include a break room, restrooms, a small office, and a fluids room. The 1.45-acre parcel is one of three parcels that form the Hansel Ford dealership site and currently consists of a paved parking lot which serves the dealership building to the east.

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Design Review and Preservation Board, by resolution, approve Major Design Review for the Hansel Ford Service Building, a new 13,925 square-foot metal building with 14 commercial vehicle service bays.

Presented By: Sachnoor Bisla, City Planner

No Ex Parte Disclosures.

Sachnoor Bisla, City Planner, presented.

Staff and applicant representatives responded to Board Member inquiries.

Chair Jones-Carter opened the Public Hearing at 6:05 p.m.

Janice Karrman provided comments.

Chair Jones-Karrman closed the Public Hearing at 6:06 p.m.

A motion was made by Board Member Schwartz, seconded by Board Member Anderson, to waive the reading of the text and adopt:

RESOLUTION NO. DRPB-RES-2025-001 ENTITLED: RESOLUTION OF THE DESIGN REVIEW AND PRESERVATION BOARD OF THE CITY OF SANTA ROSA GRANTING DESIGN REVIEW APPROVAL FOR THE HANSEL FORD SERVICE BUILDING, LOCATED AT 0 WILJAN COURT, ASSESSOR'S PARCEL NO. 043-134-017, FILE NO. PLN25-0042

Yes: 5 - Chair Jones-Carter, Board Member Anderson, Board Member Ennis, Board Member Fagent and Board Member Schwartz

Absent: 2 - Vice Chair Sharron and Board Member Weigl

10. ADJOURNMENT

Chair Jones-Carter adjourned the meeting at 6:07 p.m.

Approved on: August 21, 2025

/s Jack Reynolds, Recording Secretary