



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 21, 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 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 Minutes - May 15, 2025

Attachments: [Draft Minutes - May 15, 2025](#)

2.2 Draft Minutes - August 7, 2025

Attachments: [Draft Minutes - August 7, 2025](#)

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 - CONDITIONAL USE PERMIT FOR OPERATING TATTOO SHOP - PLANNING RECORD - 1542 SEBASTOPOL RD - PLN25-0112

(THIS ITEM WAS CONTINUED FROM THE AUGUST 7, 2025, REGULAR 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 a Tattoo shop at 1542 Sebastopol Road.

Attachments: [Attachment 1 - Disclosure form](#)
 [Attachment 2 - Location Map](#)
 [Attachment 3 - Site Plan](#)
 [Resolution - Original Agenda Version](#)
 [Resolution - Redline Version](#)
 [Resolution - Final Version](#)
 [Presentation](#)

6.2 PUBLIC MEETING - WEST AVENUE APARTMENTS RENOVATIONS -
 PLANNING RECORD - 1400 WEST AVE - PLN25-0130

BACKGROUND: Exterior renovations to an existing building due to water damage. Applicant is proposing to remove balconies. Exempt Project: 15301 and 15183

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 Design Review to allow apartment renovations at 1400 West Avenue.

Attachments: [Attachment 1 - DISCLOSURE STATEMENT](#)
 [Attachment 2 - Site Plan](#)
 [Resolution](#)
 [Presentation](#)

6.3 PUBLIC MEETING - PICK OF THE LITTER/FORGOTTEN FELINES
 OF SONOMA COUNTY - - 3620 INDUSTRIAL DR - PLN25-0239

BACKGROUND: This is a Second-Hand Store proposal. A staffed donation station will manage drop-offs, traffic, and safety. Items will be sorted, cleaned, and in an on- priced site warehouse. We manage waste proactively with twice-weekly garbage pickup. Illegal dumping is

addressed immediately. Retail operations will run daily from 8:00 AM to 8:00 PM. Exempt Project : 15301, 15183

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 a second-hand store at 3616 and 3620 Industrial Drive.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Updated Site Plan](#)
[Resolution](#)
[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.

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.