



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Final

---

Thursday, August 21, 2025

10:30 AM

---

### 1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:34 a.m.

### 2. APPROVAL OF MINUTES

#### 2.1 Draft Minutes - May 15, 2025

ZA McKay approved the minutes as submitted, with no public comment.

#### 2.2 Draft Minutes - August 7, 2025

ZA McKay approved the minutes as submitted, with no public comment.

### 3. PUBLIC COMMENT

Janice Karrman spoke about an item that came before the City Council.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

ZA McKay read the Statement of Purpose aloud.

#### 4.2 ZONING ADMINISTRATOR REPORTS

None.

### 5. CONSENT ITEM(S)

None.

### 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.

Planner Briscoe presented.

The applicant presented.

Janice Karrman spoke in favor of the project.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2025-040, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW THE OPERATION OF A PERSONAL SERVICE USE OF A TATTOO SHOP, FOR THE PROPERTY LOCATED AT 1542 SEBASTOPOL ROAD, SANTA ROSA, APN: 125-141-026, FILE NO. PLN25-0112"**

**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.

Planner Briscoe presented.

Janice Karrman spoke about tree removal oversight.

Applicant presented.

Staff responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2025-041, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR WEST AVENUE APARTMENT RENOVATIONS FOR THE PROPERTY LOCATED AT 1400 WEST AVENUE, SANTA ROSA, APN: 125-351-027, FILE NO. PLN25-0130"**

**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.

Planner Briscoe presented.

Applicant presented.

Janice Karrman spoke in favor of the project.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO.  
ZA-RES-2025-042, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA  
ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A  
SECOND HAND STORE FOR THE PROPERTY LOCATED AT 3620 AND  
3616 INDUSTRIAL DRIVE, SANTA ROSA, APN: 015-690-020, FILE NO.  
PLN25-0239"**

## **7. ADJOURNMENT**

ZA McKay adjourned the meeting at 11:01 a.m.

**Approved on: 10/2/2025**

**/S/ MARK KOLARIK, Recording Secretary**