



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 AUGUST 13, 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 - July 23, 2026.

Attachments: [Draft Minutes - July 23, 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

5. CONSENT ITEM(S)

None.

6. SCHEDULED ITEM(S)

6.1* PUBLIC MEETING - COMMUNITY CARE FACILITY EXPANSION - MINOR CONDITIONAL USE PERMIT - 2364 MELBROOK WAY - PLN25-0637

BACKGROUND: Minor Conditional Use Permit to allow the expansion of an existing Residential Care Facility for the Elderly (RCFE) from six residents to nine residents at 2364 Melbrook Way. RCFE with six or fewer residents are allowed by right in all residential zoning districts, while facilities with seven or more residents require approval of a Minor Conditional Use Permit. The project involves the construction of three new bedrooms. The project is categorically exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301,

Existing Facilities.

PROJECT PLANNER: Hana Michaelson, Senior Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use permit to allow the expansion of an existing Residential Care Facility for the Elderly from six beds to nine beds at 2364 Melbrook Way.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Narrative](#)
[Attachment 4 - Project Plans](#)
[Attachment 5 - State License RCFE](#)
[Resolution](#)
[Exhibit A](#)
[Presentation](#)
[Updated Presentation \(Uploaded 8/11/2026\)](#)
[Late Correspondence \(Uploaded 8/11/2026\)](#)

6.2* PUBLIC MEETING - DRIVE-THROUGH COFFEE SHOP WITH
EXTENDED HOURS OF OPERATION AND ASSOCIATED SITE
IMPROVEMENTS - MINOR CONDITIONAL USE PERMIT AND MINOR
DESIGN REVIEW - 2249 SANTA ROSA AVENUE - PLN26-0049

BACKGROUND: Minor Conditional Use Permit and Minor Design Review to allow extended hours of operation for a drive-through coffee shop and associated building and site improvements at an existing developed commercial site with drive-through service. The project includes landscaping, exterior building modifications, pedestrian access improvements and reconfiguration of the existing drive-through lane. The project is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Sections 15301 and 15303.

PROJECT PLANNER: Suzanne Hartman, 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 and Minor Design Review to allow a drive-through restaurant (7 Brew Coffee) with extended hours of operation, modifications to the existing building and drive-through, and associated site improvements, at 2249 Santa Rosa Avenue.

Attachments: [Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Narrative](#)
[Attachment 4 - Project Plans](#)
[Attachment 5 - Transportation Assessment](#)
[Resolution 1](#)
[Exhibit A](#)
[Exhibit B](#)
[Resolution 2](#)
[Exhibit A](#)
[Exhibit B](#)
[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 (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.