



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED NOVEMBER 20, 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 ZA-Minutes-2025-07-17

Attachments: [Draft ZA-Minutes-2025-07-17](#)

2.2 Draft ZA-Minutes-2025-10-02

Attachments: [Draft ZA-Minutes-2025-10-02](#)

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 will be 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)

6. SCHEDULED ITEM(S)

6.1 PUBLIC MEETING - MINOR DESIGN REVIEW FOR A METAL FENCE AND A WOOD FENCE WITH ENTRY GATES AT 730 BENNETT VALLEY ROAD, SANTA ROSA, CA; FILE NO. PLN25-0509

BACKGROUND: The applicant proposes to remove the existing chain-link fence and construct a new 6-foot-tall metal fence and a 6-foot-tall wood fence on the front and corner-side of the subject property. The project is 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 Design Review Permit to allow construction

of two 6-foot-tall fences, located at 730 Bennett Valley Road.

Attachments: [Attachment 1 - Consent Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Project Plans](#)
[Attachment 4 - Site Photos](#)
[Attachment 5 - Disclosure Form \(Uploaded 11.19.2025\)](#)
[Resolution](#)
[Presentation](#)

6.2 PUBLIC MEETING - EXTRACT SOLUTIONS DISTRO 25 - PLANNING RECORD - 1201 CORPORATE CENTER PKWY - PLN25-0297

BACKGROUND: Minor Conditional Use Permit to add Commercial Cannabis Distribution to the approved Cannabis Manufacturing. The project is exempt from the California Environmental Quality Act (CEQA).

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 Cannabis Distribution at 1201 Corporate Center Parkway.

Attachments: [Attachment 1 - DISCLOSURE STATEMENT \(1\)](#)
[Attachment 2 - Location map](#)
[Attachment 3 - Site Plan](#)
[Attachment 4 - Draft Trip Generation Study for 1201 Corporate Center Parkway](#)
[Attachment 5 - ES Minor CUP \(Distro\) Corp Centr Narrative](#)
[Attachment 6 - Odor Mitigation Plan - Copy \(3\)](#)
[Attachment 7 - 1201 Corporate Ctr Pkwy Trip Gen Study \(L\)](#)
[Attachment 8 - DISCLOSURE STATEMENT \(Uploaded 11.19.2025\)](#)
[Resolution](#)
[Presentation](#)

7. ADJOURNMENT

Zoning Administrator

- FINAL-REVISED

NOVEMBER 20, 2025

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.