



**Zoning Administrator
Regular Meeting Minutes - Final**

Thursday, November 20, 2025

10:30 AM

1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:31 a.m.

2. APPROVAL OF MINUTES

2.1 Draft ZA-Minutes-2025-07-17

ZA McKay approved the July 17, 2025 draft minutes.

2.2 Draft ZA-Minutes-2025-10-02

ZA McKay approved the October 2, 2025 draft minutes.

3. PUBLIC COMMENT

None.

4. ZONING ADMINISTRATOR BUSINESS

4.1 STATEMENT OF PURPOSE

ZA McKay read aloud the Statement of Purpose.

4.2 ZONING ADMINISTRATOR REPORTS

None.

5. CONSENT ITEM(S)

None.

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.

Planner Hartman presented.

There was no public comment.

Staff responded to ZA inquiries.

ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2025-046, ENTITLED:

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR A 6-FOOT-TALL METAL FENCE AND A 6-FOOT-TALL WOOD SIDE-YARD FENCE WITH ENTRY GATES, FOR THE PROPERTY LOCATED AT 730 BENNETT VALLEY ROAD, SANTA ROSA, APN: 009-333-008, FILE NO. PLN25-0509"

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.

Supervising Planner Sheikhali presented.

Applicant presented.

There was no public comment.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO.
ZA-RES-2025-047, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA
ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW
CANNABIS DISTRIBUTION FOR THE PROPERTY LOCATED AT 1201
CORPORATE CENTER PARKWAY SANTA ROSA, APN: 035-133-026, FILE
NO. PLN25-0297"**

7. ADJOURNMENT

ZA McKay adjourned the meeting at 10:42 a.m.

Approved on: December 4, 2025

/S/ Mark Kolarik, Recording Secretary