



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Draft

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Thursday, May 15, 2025

10:30 AM

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### 1. CALL TO ORDER

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

### 2. APPROVAL OF MINUTES

None.

### 3. PUBLIC COMMENT

None.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

Zoning Administrator 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 - MINOR CONDITIONAL USE PERMIT FOR A MOBILE FOOD VENDING FACILITY AT 500 SEBASTOPOL ROAD; FILE NO. CUP24-057

BACKGROUND: This is a proposal to operate a mobile food truck in front of Tacos Al Carbon, an existing restaurant. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use Permit to allow Mobile Food Vending at 500 Sebastopol Road.

Planner Bisla presented.

ZA McKay opened and closed the public comment period at 10:36 a.m.

Staff responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2025-031, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A MOBILE FOOD FACILITY WITH EXTENDED HOURS OF OPERATION FOR THE PROPERTY LOCATED AT 500 SEBASTOPOL ROAD, SANTA ROSA, APN: 125-162-024, FILE NO. CUP24-057"**

**6.2 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT AND MINOR DESIGN REVIEW PERMIT FOR A MINOR VEHICLE SERVICES FACILITY AT 4362 HWY 12, SANTA ROSA, CA; FILE NO. PRJ24-022**

BACKGROUND: This is a proposal for a new car wash. 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 approve:

- a Minor Conditional Use Permit to operate a Minor Vehicle Services Facility; and
- a Minor Design Review Permit to construct a new commercial building

Planner Hartman presented.

ZA McKay opened the public comment period at 10:45 a.m.

Janice Karmann asked a question about the project.

Staff responded to public comment.

ZA McKay closed the public comment period at 10:47 a.m.

Applicant and representatives responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO.  
ZA-RES-2025-032, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A MINOR VEHICLE SERVICES FACILITY FOR THE PROPERTY LOCATED AT 4362 HIGHWAY 12, SANTA ROSA, APN: 032-010-068, FILE NO. PRJ24-022"**

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO.  
ZA-RES-2025-033, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR CONSTRUCTION OF A NEW VEHICLE SERVICES FACILITY WITH LANDSCAPING FOR THE PROPERTY LOCATED AT 4362 HIGHWAY 12 SANTA ROSA, APN: 032-010-068, FILE NO. PRJ24-022"**

## **7. ADJOURNMENT**

Zoning Administrator McKay adjourned the meeting at 10:57 a.m.

Approved on:

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MARK KOLARIK, Recording Secretary