



City of Santa Rosa

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

Zoning Administrator Regular Meeting Minutes - Draft

Thursday, August 7, 2025

10:30 AM

1. CALL TO ORDER

Zoning Administrator Nicholson called the meeting to order at 10:30 a.m.

2. APPROVAL OF MINUTES

2.1 Draft ZA - Minutes - 2025-02-26

APPROVED AS SUBMITTED

2.2 Draft ZA - Minutes - 2025-03-12

APPROVED AS SUBMITTED

2.3 Draft ZA - Minutes - 2025-03-19

APPROVED AS SUBMITTED

3. PUBLIC COMMENT

None.

4. ZONING ADMINISTRATOR BUSINESS

4.1 STATEMENT OF PURPOSE

ZA Nicholson 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 HOTEL AND RESIDENTIAL USE (MIXED USE) AT 620 7TH STREET, SANTA ROSA, CA; FILE NO. CUP22-009

BACKGROUND: This is a proposal that will allow designated residential units at The Art House, located at 620 7th Street, to be rented for shorter term stays as a Hotel Use (Mixed-Use). The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Conor McKay, Senior Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Conditional Use Permit to allow a Mixed-Use Development, comprised of Multifamily Residential and Hotel uses, at The Art House, 620 7th Street.

Planner Susie Murray presented.

The applicant corrected details of the project.

The Zoning Administrator and Planner will clarify the conditions on the project as not having a frontage on Humboldt St.

ZONING ADMINISTRATOR NICHOLSON APPROVED AS AMENDED RESOLUTION NO. ZA-RES-2025-037, ENTITLED:

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A MIXED-USE DEVELOPMENT, INCLUDING MULTIFAMILY RESIDENTIAL AND HOTEL USES, FOR THE ART HOUSE LOCATED AT 620 7TH STREET, SANTA ROSA, ASSESSOR'S PARCEL NO: 009-025-011, FILE NO. CUP22-009"

6.2 PUBLIC MEETING - MINOR DESIGN REVIEW FOR A NEW LOBBY BUILDING AT 3555 ROUND BARN BLVD, SANTA ROSA, CA; FILE NO. DR24-051

BACKGROUND: This is a proposal for construction of a new lobby building. The project is exempt from the California Environmental Quality Act (CEQA).

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 a new lobby building with landscaping at 3555 Round Barn Boulevard.

Planner Hartman presented.

Applicant representative presented.

No public comment.

Staff responded to ZA inquiries.

ZONING ADMINISTRATOR NICHOLSON APPROVED RESOLUTION NO. ZA-RES-2025-038, ENTITLED:

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR NEW LOBBY BUILDING WITH LANDSCAPING FOR THE PROPERTY LOCATED AT 3555 ROUND BARN BOULEVARD, SANTA ROSA, APN: 173-020-005, FILE NO. DR24-051"

6.3 PUBLIC MEETING - HANSEL FORD SERVICE BUILDING MINOR CUP - PLANNING RECORD - 0 WILJAN CT - PLN25-0042

BACKGROUND: New Commercial Truck Service building for Hansel Ford with 14 service bays. Major and Minor Repair/Body Work. Services will include major engine and/or transmission repair and/or rebuilding along with general servicing of large trucks. CEQA Exempt Project.

PROJECT PLANNER: Sachnoor Bisla, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a Minor Conditional Use Permit for Vehicle Services-Major Repair/Body Work at the proposed Hansel Ford Service Building, located at 0 Wiljan Court.

Planner Bisla presented.

Applicant representative commented.

No public comments.

Staff responded to ZA inquiries.

ZONING ADMINISTRATOR NICHOLSON APPROVED RESOLUTION NO. ZA-RES-2025-039, ENTITLED:

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW VEHICLE SERVICES – MAJOR REPAIR/BODY WORK FOR THE PROPERTY LOCATED AT 0 WILJAN COURT, SANTA ROSA, APN: 043-134-017, FILE NO. PLN25-0042"

6.4 PUBLIC MEETING - CONDITIONAL USE PERMIT FOR OPERATING TATTOO SHOP - PLANNING RECORD - 1542 SEBASTOPOL RD - PLN25-0112 (THIS ITEM IS BEING CONTINUED TO THE AUGUST 21, 2025 ZONING ADMINISTRATOR 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 X Tattoo shop at 1542 Sebastopol Road.

This item was continued to a date certain, of August 21, 2025, at 10:30 a.m. No new noticing will be sent.

7. ADJOURNMENT

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

Approved on:

MARK KOLARIK, Recording Secretary