



# City of Santa Rosa

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

## **ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL OCTOBER 2, 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](mailto: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-2025-09-18

**Attachments:** [Draft ZA-Minutes-2025-09-18](#)

### **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 public may comment on agenda items when the item is called. Each speaker is allowed 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 - 425 HUMBOLDT APARTMENT PROJECT**

BACKGROUND: The applicant is requesting to modify the approved construction hours for a seven-story building that will feature 299 residential units. The current construction hours are from 8:00 A.M. to 6:00 P.M. on weekdays (Monday through Friday) and from 9:00 A.M. to 6:00 P.M. on Sundays. The applicant proposes to change these hours to 7:00 A.M. to 7:00 P.M. on weekdays and to 8:00 A.M. to 6:00 P.M. on Sundays. The application has been filed by Tom Robertson. File No. PLN25-0395

**THE APPLICATION FOR THIS ITEM HAS BEEN WITHDRAWN.**

### **6.2 PUBLIC MEETING - MINOR DESIGN REVIEW FOR A STEEL FENCE AND GATES AT 533 MENDOCINO AVE, SANTA ROSA, CA; FILE NO. PLN25-0242**

BACKGROUND: This is a proposal for construction of a new 6-foot-tall steel parameter fence, a 6-foot-tall rolling gate at the rear of the subject

property and 7-foot-tall entry gates. 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 a 6-foot-tall steel fence and rolling gate, as well as a 7-foot-tall entry gate, at 533 Mendocino Avenue.

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Location Map](#)  
                              [Attachment 3 - Project Plans](#)  
                              [Resolution](#)  
                              [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 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.*