



## City of Santa Rosa

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

### **ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED APRIL 3, 2025**

**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 (IT IS  
RECOMMENDED THAT SOCIAL DISTANCING BE OBSERVED).**

**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. - REGULAR SESSION**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF MINUTES**

**2.1** Draft Minutes - March 20, 2025

**Attachments:** [Draft Minutes - March 20, 2025](#)

#### **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 Board, Cultural Heritage 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 - DESIGN REVIEW FOR THE BLENTECH BUILDING EXPANSION AT 2899 DOWD DRIVE; FILE NO. DR24-045

BACKGROUND: This is a proposal to add a 75' x 60' addition (4,500 square feet) to the manufacturing facility. The expansion will be of the same pre-engineered construction as the existing factory. 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 Design Review to allow an addition at 2899 Dowd Drive.

**Attachments:** [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Project Plans](#)  
[Attachment 4 - Elevations](#)  
[Resolution](#)  
[Presentation](#)

**6.2** PUBLIC MEETING - DESIGN REVIEW TO ADD ANTENNAS TO AN EXISTING TELECOMMUNICATION FACILITY AT 1350 BENNETT VALLEY ROAD; FILE NO. DR25-007

BACKGROUND: Collocation of twelve new panel antennas on an existing 75-foot “monopine tower” facility, with no increase in tower height; 400 square-foot expansion of existing wooden-fenced equipment enclosure; and installation of 30kW diesel generator with 190-gallon fuel tank on a new 5-foot by 10-foot concrete pad. This project is exempt from CEQA.

PROJECT PLANNER: Hana Michaelson, Contractor

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator grant Minor Design Review to allow collocation of equipment on an existing telecommunication facility with new antennas, ground equipment, and lease area expansion at 1350 Bennett Valley Road.

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Project Location Map](#)  
                              [Attachment 3 - Project Narrative](#)  
                              [Attachment 4 - Project Plans](#)  
                              [Attachment 5 - Zoning Propagation Map](#)  
                              [Attachment 6 - EME Report](#)  
                              [Attachment 7 - Photo Simulations](#)  
                              [Attachment 8 - Noise Study](#)  
                              [Resolution](#)  
                              [Presentation](#)

**6.3** PUBLIC MEETING - MASAMIGAS MERCADO - DESIGN REVIEW - 2970 SANTA ROSA AVE - DR24-009

BACKGROUND: Create a 4,380 sf second floor addition, remove awning and install new metal trellis, path of travel, landscaping, stucco repair and painting. CEQA Exempt Project

PROJECT PLANNER: Sachnoor Bisla, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Design Review to allow the expansion and remodel for Masamigas Mercado at 2970 Santa Rosa Avenue.

**Attachments:**   [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Project Description](#)  
[Attachment 4 - Project Plans](#)  
[Attachment 5 - Materials Sheet](#)  
[Attachment 6 - Transportation Impact Study](#)  
[Resolution](#)  
[Presentation](#)

**6.4**      PUBLIC MEETING - HILLSIDE DEVELOPMENT PERMIT FOR A NEW DECK AT 3591 BLACKHAWK CIRCLE; FILE NO. HDP24-010

BACKGROUND: The applicant proposes to construct a 600-square-foot wood deck at the rear yard of the single-family residence. 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 resolution for a Minor Hillside Development Permit to allow a 600 square foot wood deck at 3591 Blackhawk Circle.

**Attachments:**   [Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Plan Set](#)  
[Attachment 4 - Policy Statement](#)  
[Attachment 5 - Late Correspondence \(uploaded 04/02/2025\)](#)  
[Resolution](#)  
[Presentation](#)

**6.5**      PUBLIC MEETING - NEW FENCE - MINOR CONDITIONAL USE

**PERMIT - 2115 SLATER STREET - CUP24-054**

**BACKGROUND:** The applicant proposes to construct a 5-foot, 12-inch-tall wood fence within the corner-side setback. Landscaping is proposed to be placed in front of the fence. CEQA Exempt Project.

**PROJECT PLANNER:** Suzanne Hartman, 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 construction of a wood fence within the corner-side setback at 2115 Slater Street.

**Attachments:**    [Attachment 1 - Disclosure Form](#)  
                              [Attachment 2 - Location Map](#)  
                              [Attachment 3 - Plan Set](#)  
                              [Attachment 4 - Policy Statement](#)  
                              [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.*