



City of Santa Rosa

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

Zoning Administrator Regular Meeting Minutes - Draft

Thursday, April 3, 2025

10:30 AM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

2.1 Draft Minutes - March 20, 2025

ZA McKay approved the March 20, 2025 Draft Minutes as submitted.

ZA McKay opened and closed the public comment period at 10:32 a.m.

3. PUBLIC COMMENT

None.

4. ZONING ADMINISTRATOR BUSINESS

4.1 STATEMENT OF PURPOSE

ZA 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 - 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.

Planner Briscoe presented.

ZA McKay opened and closed the public comment period at 10:35 a.m.

The applicant spoke in support of the Planner.

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED
RESOLUTION NO. ZA-RES-2025-020, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW AND MINOR PARKING REDUCTION FOR THE BLENTECH EXPANSION FOR THE PROPERTY LOCATED AT 2899 DOWD DRIVE SANTA ROSA, APN: 943-134-030, FILE NO. DR24-045"

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.

Planner Michaelson presented.

The applicant presented.

ZA McKay opened the public comment period at 10:48 a.m.

Nyla Blaire spoke against the project.

Meryl Azar spoke against the project.

Orlene Curla spoke against the project.

Sydney spoke against the project.

Staff and applicant responded to ZA inquiries.

ZA McKay closed the public comment period at

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED
RESOLUTION NO. ZA-RES-2025-021, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR COLLOCATION (TWO WIRELESS CARRIERS ON ONE FACILITY) INCLUDING NEW ANTENNAS, GROUND EQUIPMENT, AND LEASE AREA EXPANSION FOR THE PROPERTY LOCATED AT 1350 BENNETT VALLEY ROAD, SANTA ROSA, APN: 009-371-010, FILE NO. DR25-007"

**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.

Planner Bisla presented.

ZA McKay opened and closed the public comment period at 11:13 a.m.

Staff responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED
RESOLUTION NO. ZA-RES-2025-022, ENTITLED:**

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR MASAMIGOS MERCADO FOR THE PROPERTY LOCATED AT 2970 SANTA ROSA AVENUE, SANTA ROSA, APN: 044-280-079, FILE NO. DR24-009"

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.

Planner Hartman presented.

ZA McKay opened the public comment period at 11:23 a.m.

ZA McKay closed the public comment period at 11:26 a.m.

A member of the public spoke requested modifications to the project.

Applicant responded to public comment and ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED
RESOLUTION NO. ZA-RES-2025-023, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA
ROSA APPROVING A MINOR HILLSIDE DEVELOPMENT PERMIT FOR
CONSTRUCTION OF A 600-SQUARE-FOOT DETACHED WOOD DECK FOR
THE PROPERTY LOCATED AT 3591 BLACKHAWK CIRCLE, SANTA ROSA,
APN: 173-590-005, FILE NO. HDP24-010"**

**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.

Planner Hartman presented.

Applicant presented.

ZA McKay opened the public comment period at 11:35 a.m.

ZA McKay closed the public comment period at 11:36 a.m.

**ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED
RESOLUTION NO. ZA-RES-2025-024, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA
ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW**

CONSTRUCTION OF A SIX-FOOT FENCE (FIVE FEET SOLID, WITH 12 INCHES OPEN WOOD DECORATIVE DESIGN) WITHIN THE CORNER-SIDE SETBACK FOR THE PROPERTY LOCATED AT 2115 SLATER STREET, SANTA ROSA, APN: 180-330-008, FILE NO. CUP24-054"

7. ADJOURNMENT

ZONING ADMINISTRATOR MCKAY ADJOURNED THE MEETING AT 11:37 A.M.

Approved on:

MARK KOLARIK, Recording Secretary