



City of Santa Rosa

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

ZONING ADMINISTRATOR REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED JULY 17, 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 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 ZA - Draft Minutes - 06-05-2025

Attachments: [ZA - Draft Minutes - 06-05-2025](#)

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 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 - 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: Susie Murray, Supervising 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.

(THIS ITEM WAS CONTINUED FROM JUNE 5 TO JULY 17 AND IS

BEING CONTINUED TO AUGUST 7, 2025)

**6.2 PUBLIC MEETING - WOLFF PROPERTY FENCE REPLACEMENT -
CONDITIONAL USE PERMIT - 2056 DENNIS LN - CUP24-050**

BACKGROUND: Minor Conditional Use Permit for a 6' fence in the front yard setback, replacing the existing wood fence. The project is exempt from the California Environmental Quality Act (CEQA).

PLANNER: Hana Michaelson, Contractor 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 construction of a 6-foot fence within the front-yard setback at 2056 Dennis Lane.

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

**6.3 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR A
RESIDENTIAL FENCE LOCATED WITHIN THE CORNER-SIDE
SETBACK AT 4040 SHADOWHILL DRIVE, SANTA ROSA, CA; FILE
NO. PLN25-0203**

BACKGROUND: This is a proposal for a 7-foot-tall residential wood fence, located within the corner-side setback. 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 Conditional Use Permit to allow construction of a 7-foot wood fence within the corner-side setback at 4040 Shadowhill

Drive.

Attachments: [Attachment 1 - Location Map](#)
[Attachment 2 - Disclosure Form](#)
[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.