



# City of Santa Rosa

City Hall, Council  
Chamber,  
100 Santa Rosa Avenue  
Santa Rosa, CA 95404

## Zoning Administrator Regular Meeting Minutes - Draft

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Thursday, February 26, 2026

10:30 AM

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### 1. CALL TO ORDER

Zoning Administrator Conor McKay called the meeting to order at 10:32 p.m.

### 2. APPROVAL OF MINUTES

2.1 Draft Minutes - February 12, 2026

Approved as submitted.

There were no public comments.

### 3. PUBLIC COMMENT

There were no public comments.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

Zoning Administrator Conor McKay read aloud the Statement of Purpose.

#### 4.2 ZONING ADMINISTRATOR REPORTS

None.

### 5. CONSENT ITEM(S)

None.

### 6. SCHEDULED ITEM(S)

6.1 PUBLIC MEETING - AMENDMENT TO FINAL DESIGN REVIEW-  
ZONING ADMINISTRATOR, MEADOWOOD RANCH - PLANNING  
RECORD - 2853 DUTTON MEADOW - PLN25-0389

BACKGROUND: The project involves a Minor Design Review to approve architectural modifications to previously approved residential

units within the Meadowood Ranch subdivision, located at 2853 and 2875 Dutton Meadow. The proposed modifications include changes to building elevations, materials, and color schemes for select single-family detached homes, attached duplexes, and accessory dwelling units. The proposed changes are limited to architectural appearance only and do not modify the approved subdivision layout, lot configuration, number of units, residential density, circulation, grading, or land use entitlements previously approved by the Planning Commission. All other aspects of the Meadowood Ranch project would remain unchanged. This project is exempt from the California Environmental Quality Act (CEQA).

Project Planner: Kristinae Toomians

**RECOMMENDATION:** It is recommended by the Planning and Economic Development Department that the Zoning Administrator, by resolution, approve a minor design review for architectural modifications to the previously approved residential units - Meadowood Ranch - located at 2853 and 2875 Dutton Meadow - File Number PLN25-0389

Project Planner Toomians presented.

Zoning Administrator opened and closed public comments.

Staff and Applicant representatives responded to Zoning Administrator questions.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-008, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR DESIGN REVIEW FOR ARCHITECTURAL MODIFICATIONS TO PREVIOUSLY APPROVED RESIDENTIAL UNITS – MEADOWOOD RANCH – LOCATED AT 2853 AND 2875 DUTTON MEADOW – FILE NUMBER PLN25-0389**

**6.2 PUBLIC MEETING - TRIPLEX DESIGN REVIEW & PARKING REDUCTION PLANNING PROJECT- 945 HENDLEY ST - PRJ23-011**

**BACKGROUND:** Minor Design Review for a single-story triplex with a three-car carport. The project also includes a Minor Conditional Use Permit to allow a reduction of five uncovered parking spaces. The

project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Hana Michaelson

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approves a Minor Design Review for a 2,230-square-foot triplex and a Minor Conditional Use Permit for a parking reduction of 5 visitor spaces at 945 Hendley Street.

Project Planner Michaelson presented.

Zoning Administrator opened and closed public comments.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-009, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA GRANTING MINOR DESIGN REVIEW FOR A NEW 3-UNIT MULTIFAMILY RESIDENTIAL PROJECT FOR THE PROPERTY LOCATED AT 945 HENDLEY STREET, SANTA ROSA, ASSESSORS' PARCEL NO. 009-316-026, FILE NO. PRJ23-011 (DR22-051)**

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2026-010, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A PARKING REDUCTION FOR THE PROPERTY LOCATED AT 945 HENDLEY STREET, SANTA ROSA, ASSESSORS' PARCEL NO. 009-316-026, FILE NO. PRJ23-011 (CUP23-044)**

## 7. ADJOURNMENT

Zoning Administrator Conor McKay adjourned the meeting at 10: 55 a.m.