



## **City of Santa Rosa**

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

### **DESIGN REVIEW BOARD REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL OCTOBER 5, 2023**

**EFFECTIVE IMMEDIATELY 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 COUNCIL CHAMBERS LOCATED AT  
100 SANTA ROSA AVENUE (IT IS RECOMMENDED THAT SOCIAL  
DISTANCING BE OBSERVED).**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE AT:**

**1. [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE  
"IN PROGRESS" LINK TO VIEW;**

**2. VIA ZOOM BY VISITING,  
[HTTPS://SRCITY-ORG.ZOOM.US/J/86758454073](https://srcity-org.zoom.us/j/86758454073) OR BY DIALING  
877-853-5257 AND ENTERING WEBINAR ID: 867 5845 4073;**

**3. COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99; AND**

**4. VIA YOUTUBE AT  
[HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa).**

#### **4:30 P.M. - REGULAR SESSION**

**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVAL OF MINUTES**

None.

**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. BOARD BUSINESS**

##### **4.1 STATEMENT OF PURPOSE**

Zoning Code Chapter 20-52.030 F. Project Review. The review authority shall consider the location, design, site plan configuration, and the overall effect of the proposed project upon surrounding properties and the City in general. Review shall be conducted by comparing the proposed project to the General Plan, any applicable specific plan, applicable Zoning Code standards and requirements, consistency of the project within the City's Design Guidelines, architectural criteria for special areas, and other applicable City requirements (e.g., City policy statements and development plans).

##### **4.2 BOARD MEMBER REPORTS**

##### **4.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTIONS)**

None.

#### **5. DEPARTMENT REPORTS**

This time is reserved for City staff to provide a briefing on issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for consideration.

#### **6. STATEMENTS OF ABSTENTION**

#### **7. CONSENT ITEM(S)**

None.

#### **8. SCHEDULED ITEM(S)**

- 8.1\***      COFFEY PARK SELF STORAGE- MAJOR DESIGN REVIEW - 3282  
                 COFFEY LANE - DR20-014

BACKGROUND: Major Design Review for a proposed two-story

self-storage building with total square footage of 69,832. The project would also use twenty-five off-site shared parking spaces in an existing parking lot at 3300 Coffey Lane (located to the north) and will use an existing drive aisle and driveway at 3230 Coffey Lane (located to the south). (APNs: 034-011-074 (3300 Coffey Lane), 034-011-077 (3282 Coffey Lane), and 034-011-076 (3230 Coffey Lane). The project has been found categorically exempt from the provisions of the California Environmental Quality Act (CEQA).

PRESENTED BY: Michael Wixon, Contract Planner

**Attachments:** [Staff Report](#)  
[Attachment 1 - Disclosure Form](#)  
[Attachment 2 - Location Map](#)  
[Attachment 3 - Neighborhood Context Map](#)  
[Attachment 4 - Project Narrative](#)  
[Attachment 5 - Architectural Plan Set](#)  
[Attachment 6 - Civil Plan Set w Initial SWLID Report](#)  
[Attachment 7 - Landscape Plan](#)  
[Attachment 8 - Parking Easement](#)  
[Attachment 9 - CAP Checklist & CEQA Studies](#)  
[Resolution](#)  
[Exhibit A](#)  
[Presentation](#)

## 9. ADJOURNMENT

\*Ex parte communication disclosure required.

*In compliance with Zoning Code Section 20-62, the decision of the Design Review Board 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 on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by request by contact the Recording Secretary at 707-543-4645 (TTY Relay at 711) and should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.

**Design Review Board**

**- FINAL**

**OCTOBER 5, 2023**

---

*Any writings or documents provided to the Design Review Board 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, Room 3, City Hall, 100 Santa Rosa Ave, during normal business hours.*