City of Santa Rosa

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

ZONING ADMINISTRATOR
REGULAR MEETING AGENDA AND
SUMMARY REPORT - FINAL-REVISED
SEPTEMBER 10, 2026

10:30 A.M. - REGULAR SESSION

MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY ATTENDING IN-PERSON FROM COUNCIL CHAMBER LOCATED AT 100 SANTA ROSA AVENUE, SANTA ROSA.

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

1. HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR. CLICK ON THE "IN PROGRESS" LINK TO VIEW;

2. VIA ZOOM WEBINAR BY VISITING HTTPS://SRCITY-ORG.ZOOM.US/J/89296520356, OR BY DIALING 877-853-5257 AND ENTERING WEBINAR ID: 892 9652 0356;

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

4. VIA YOUTUBE AT HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA

Public Comment may be made live, in-person, during the meeting in the City Hall Council Chamber, 100 Santa Rosa Ave or submitted in advance via email at Planning@srcity.org by 12:00 p.m. the Wednesday before the Zoning Administrator Meeting. Any written correspondence will be included in the agenda before the meeting begins.

10:30 A.M.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 Draft Minutes - August 27, 2026.

Attachments: Draft Minutes - August 27, 2026

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 Zoning Administrator. The public may comment on agenda items when the item is called. Each speaker is allowed up to 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)

None.

6. SCHEDULED ITEM(S)

6.1* PUBLIC MEETING - MINOR DESIGN REVIEW FOR A NEW DRIVE-THROUGH RESTAURANT BUILDING, LANDSCAPING AND ASSOCIATED SITE IMPROVEMENTS FOR THE PROPERTY LOCATED AT 131 COLLEGE AVENUE, SANTA ROSA, APN: 012-062-032. FILE NO. PRJ23-013

BACKGROUND: Minor Design Review to allow a new drive-through restaurant building. The project also includes landscaping, pedestrian access improvements, and a new drive-through lane. The project is categorically and statutorily exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Sections 15332 and 15183.

PROJECT PRESENTER: Suzanne Hartman, City Planner

RECOMMENDATION: The Planning and Economic Development Department recommends that the Zoning Administrator, by resolution, approve a Minor Design Review Permit to allow a new drive-through restaurant building with associated site improvements, at 131 College Avenue.

Attachments:
Attachment 1 - Disclosure Form
Attachment 2 - Location Map
Attachment 3 - Project Description
Attachment 4 - Project Plans
Attachment 5 - Vehicle-Miles Traveled, Trip Generation, an
Attachment 6 - Air Quality and Greenhouse Gas Analysis
Attachment 7 - Accoustical Analysis Report
Attachment 8 - Public Correspondence
Resolution
Exhibit A
Presentation
Late Correspondence (Uploaded 9-10-2026)

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 paic 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 (including member(s) of a legislative body) 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) 543-4694 (TTY Relay at 711) or tcorrales@srcity.org. The e-mail subject line should read "ADA Accommodation Request" or "Language Assistance" and the email should include your name, address, telephone number, and a description of the request. If the request is received at least seven (7) business days prior to the board meeting, the copy shall be provided no later than two (2) business days prior to the board meeting. Meeting information can also be accessed via the internet at http://srcity.org.

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.