



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Final

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Thursday, October 5, 2023

10:30 AM

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### 1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:56 a.m.

### 2. APPROVAL OF MINUTES

2.1 September 7, 2023 - Draft Minutes

September 7, 2023 Draft Minutes

Approved as submitted.

### 3. PUBLIC COMMENT

None.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

Zoning Administrator 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 - JM & IC LLC - CONDITIONAL USE PERMIT -  
3075 COFFEY LN, SUITE B - CUP23-013

BACKGROUND: Minor Conditional Use Permit for a cannabis commercial cultivation (Type 4) within a 3,033 sf of an existing building, Suite B. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhali

Planner Hartman presented.

**Zoning Administrator McKay opened and closed the public comment period at 11:04 a.m.**

**Zoning Administrator McKay approved Item 6.1, JM & IC LLC, Resolution No. ZA-2023-048.**

**6.2 PUBLIC MEETING - DISH WIRELESS COLLOCATION OF EQUIPMENT - DESIGN REVIEW - 4900 HWY 12 - DR23-001**

BACKGROUND: Collocation (addition) of three new antennas and six remote radio units (RRUs) on an existing telecommunications tower, disguised as a pine tree; and, a 35-square-foot expansion of the existing fenced equipment enclosure installation to accommodate new associated ground equipment, with two access gates. The total height of the tower will increase 10-feet, with a total height of 99-feet. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Kristinae Toomians

**Planner Candelario presented.**

**Zoning Administrator McKay opened and closed the public comment period at 11:11 a.m.**

**Staff responded to Zoning Administrator inquiries.**

**Zoning Administrator McKay approved Item 6.2, Dish Wireless Collocation of Equipment, Resolution No. ZA-2023-049.**

**6.3 PUBLIC MEETING - BURGER KING EXTERIOR MODIFICATIONS - DESIGN REVIEW - 741 STONY POINT RD - DR23-006**

BACKGROUND: Existing modifications to an existing Burger King and adding a second drive thru lane to the existing single drive thru. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

**Planner Bisla presented.**

**Zoning Administrator McKay opened the public comment period at 11:20 a.m.**

**Zoning Administrator McKay closed the public comment period at 11:22 a.m.**

**Applicant representatives responded to Zoning Administrator inquiries.**

**Zoning Administrator McKay approved Item 6.3, Burger King Exterior Modifications, Resolution No. ZA-2023-050.**

**6.4 PUBLIC MEETING - WINDOW MODIFICATIONS - LANDMARK ALTERATION - 642 OAK ST - LMA23-002**

BACKGROUND: Exterior changes to existing structure to include two (2) windows in the east side to be removed and infilled with matching siding to the existing, and replacement of doors and windows. Material proposed are fiberglass for the windows and door and siding to be redwood or cedar. The project is categorically exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla

**Planner Bisla presented.**

**Zoning Administrator McKay opened and closed the public comment period at 11:28 a.m.**

**Zoning Administrator McKay approved Item 6.4, Window Modifications, Resolution No. ZA-2023-047.**

**7. ADJOURNMENT**

**Zoning Administrator McKay adjourned the meeting at 11:31 a.m.**

Approved on: November 2, 2023

S/Mark Kolarik