



# 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, December 21, 2023

10:30 AM

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### 1. CALL TO ORDER

Zoning Administrator Murray called the meeting to order at 10:30 a.m.

### 2. APPROVAL OF MINUTES

2.1 November 16, 2023 - Draft Minutes

Minutes were previously approved on December 7, 2023.

### 3. PUBLIC COMMENT

Public comment was opened at 10:31 a.m.

David Zedrick spoke against the proposed Outdoor Storage and Commissary Kitchen, CUP23-036

Cliff Wiggum spoke against the proposed Outdoor Storage and Commissary Kitchen, CUP23-036

Public comment was closed at 10:39 a.m.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 4.1 STATEMENT OF PURPOSE

Zoning Administrator Murray read aloud the Statement of Purpose.

#### 4.2 ZONING ADMINISTRATOR REPORTS

Zoning Administrator Murray reported.

### 5. CONSENT ITEM(S)

Zoning Administrator Murray clarified Zoning Code Section 20-36-070(A)(1).

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**5.1 ZONING CODE INTERPRETATION 23-001 - SECTION 20-36.070(A)  
(1)**

BACKGROUND: The Zoning Administrator will consider (clarify) a Zoning Interpretation concerning the level of Conditional Use Permit, minor or major, required for parking located offsite in the vicinity of the parcel served. The project is exempt from the California Environmental Quality Act (CEQA).

Zoning Administrator Murray clarified Zoning Code Section 20-36-070(A)(1).

**6. SCHEDULED ITEM(S)**

**6.1 PUBLIC MEETING - NEW ABOVE GROUND STORAGE TANK AND CANOPY - DESIGN REVIEW - 3965 OCCIDENTAL RD - DR23-032**

BACKGROUND: Minor Design Review to install a new 8,000-gallon, aboveground fuel storage tank, new fuel dispensing piping equipment and dispenser units, upgrade the electrical system, and install a new tank monitor unit. The proposed project proposes constructing a new 26' x 37' steel framed canopy over the fueling area. The canopy height is 19'-6" to the top of the canopy fascia. The project will remove and dispose of the existing 5,000-gallon underground fuel storage tank and remove and dispose of all associated fuel dispensing facilities, structures, piping, electrical conduits, equipment, fitting, and amenities. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhali

Planner Sheikhal presented.

Zoning Administrator Murray opened and closed the public comment period at 10:47 a.m.

Applicant and Planner responded to Zoning Administrator inquiries.

**ZONING ADMINISTRATOR MURRAY APPROVED WITH ADDED  
CONDITIONS RESOLUTION NO. ZA-2023-064, ENTITLED:**

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**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR A NEW STEEL FRAME CANOPY AND ABOVEGROUND FUEL STORAGE TANK FOR THE PROPERTY LOCATED AT 3965 OCCIDENTAL ROAD SANTA ROSA, APN: 035-062-003, FILE NO. DR23-032**

**6.2 PUBLIC MEETING - PORTABLE MRI TRAILER AND PAD - DESIGN REVIEW - 2285 CHALLENGER WAY - DR23-034**

BACKGROUND: Minor Design Review for a new portable MRI trailer on a concrete pad in the parking lot for the VA clinic. A total of 8 parking stalls will be covered without the need for parking replacement, as the site already has more than the required parking spaces for the existing clinic. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Monet Sheikhal

Planner Sheikhal and Applicant presented.

Zoning Administrator Murray opened the public comment period at 10:53 a.m.

Zoning Administrator Murray closed the public comment period at 10:54 a.m.

**ZONING ADMINISTRATOR MURRAY APPROVED WITH CONDITIONS  
RESOLUTION NO. ZA-2023-065, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR A PORTABLE MRI TRAILER ON A CONCRETE PAD IN THE PARKING LOT FOR THE PROPERTY LOCATED AT 2285 CHALLENGER WAY, SANTA ROSA, APN: 035-112-039, FILE NO. DR23-034**

**6.3 PUBLIC MEETING - OUTDOOR STORAGE AND COMMISSARY KITCHEN, OPEN DURING TRANSITIONAL HOURS - CONDITIONAL USE PERMIT - 100 SEBASTOPOL ROAD - CUP23-036**

BACKGROUND: Minor Conditional Use Permit application for outdoor storage for mobile food vendors and an indoor food preparation and storage area. The hours of operation are from 8am - 10pm. This project

is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

Planner Hartman requested this item be continued to a date uncertain.

**ZONING ADMINISTRATOR MURRAY CONTINUED ITEM TO A DATE UNCERTAIN.**

**6.4 PUBLIC MEETING - MEDIC AMBULANCE SERVICE, INC -  
CONDITIONAL USE PERMIT - 1269 CORPORATE CENTER PKWY,  
#A - CUP23-057**

BACKGROUND: The proposed facility will be the headquarters for Medic Ambulance's Sonoma County Division and will occupy an existing building suite. Crews will use this facility to pick up their ambulances for work shifts 24 hours a day, 7 days a week. Ambulances will be stored and parked inside the warehouse. Sirens will only be used when crews check out the ambulance to test and ensure they are working prior to departure. While there will be on-site offices, this site will not be a deployment center for ambulances to respond to calls with lights and sirens and will not contain a dispatch center. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Kristinae Toomians

Planner Toomians presented.

Planner responded to Zoning Administrator inquiries.

Public comment was opened and closed at 11:10 a.m.

**ZONING ADMINISTRATOR MURRAY APPROVED AS SUBMITTED  
RESOLUTION ZA-2023-060, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA  
ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW  
MEDIC AMBULANCE SERVICE, INC, A PUBLIC SAFETY USE, FOR THE  
PROPERTY LOCATED AT 1269A CORPORATE CENTER PARKWAY,  
SANTA ROSA, APN: 035-133-025, FILE NO. CUP23-057**

**6.5 PUBLIC MEETING - GARAGE WITH ADU - LANDMARK ALTERATION**

- 628 WHEELER ST - LMA23-007

BACKGROUND: Demolish an existing detached garage and replace with new detached garage with an accessory dwelling unit above, located toward the rear of the lot. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Kristinae Toomians

Planner Toomians presented.

Applicant presented.

Applicant responded to Zoning Administrator inquiries.

Zoning Administrator Murray opened and closed the public comment period at 11:16 a.m.

**ZONING ADMINISTRATOR MURRAY APPROVED AS AMENDED  
RESOLUTION NO. ZA-2023-061, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR LANDMARK ALTERATION PERMIT TO ALLOW THE REMOVAL OF AN EXISTING DETACHED GARAGE AND THE CONSTRUCTION OF A NEW DETACHED GARAGE AND ACCESSORY DWELLING UNIT ABOVE, FOR THE PROPERTY LOCATED AT 628 WHEELER STREET SANTA ROSA, APN: 009-262-007, FILE NO. LMA23-007**

**6.6 PUBLIC MEETING - LIVE/WORK - CONDITIONAL USE PERMIT - 405 CHINN ST - CUP23-040**

BACKGROUND: Minor Conditional Use Permit application that proposes to convert existing office suites to a single residential unit and maintain one office suite to be used for an Office - Professional land use in a live/workspace. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Conor McKay

Planner McKay presented.

Applicant team presented.

Planner and Applicant responded to Zoning Administrator's inquiries.

Public comment period was opened at 11:27 a.m.

Art Alexander spoke neither for nor against, but to ask the Zoning Administrator a question to clarify what they had said.

Public comment period was closed at 11:29 a.m.

**ZONING ADMINISTRATOR MURRAY APPROVED AS SUBMITTED  
RESOLUTION ZA-2023-062, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA  
ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A  
LIVE/WORK LAND USE FOR THE PROPERTY LOCATED AT 405 CHINN  
STREET, SANTA ROSA, APN: 009-101-004, FILE NO. CUP23-040**

**6.7 PUBLIC MEETING - MOBILE FOOD VENDING - CONDITIONAL USE  
PERMIT - 3011 SANTA ROSA AVENUE - CUP23-046**

BACKGROUND: Minor Conditional Use Permit application that proposes to operate a mobile food vending land use from 11am - 7:30pm daily. This project is exempt from the California Environmentally Quality Act (CEQA).

PROJECT PLANNER: Conor McKay

Planner McKay presented.

Applicant team presented.

Planner and Applicant team responded to Zoning Administrator inquiries.

Zoning Administrator Murray opened and closed the public comment period at 11:41 a.m.

**ZONING ADMINISTRATOR MURRAY APPROVED WITH ADDED**

**CONDITIONS RESOLUTION NO. ZA-2023-063, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA  
ROSA APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE  
OPERATION  
OF A MOBILE FOOD VENDING LAND USE AT THE PROPERTY LOCATED  
AT 3011  
SANTA ROSA AVENUE, SANTA ROSA, APN: 125-121-027**

**7. ADJOURNMENT**

Zoning Administrator Murray adjourned the meeting at 11:42 a.m.

Approved on: January 18, 2024

S/ Mark Kolarik,  
Recording Secretary