City of Santa Rosa

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

Zoning Administrator
Regular Meeting Minutes - Final

Thursday, August 13, 2026 **10:30 AM**

1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:31 A.M.

2. APPROVAL OF MINUTES

2.1 Draft Minutes - July 23, 2026.

Approved as submitted.

3. PUBLIC COMMENT

None.

4. ZONING ADMINISTRATOR BUSINESS

None.

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 - COMMUNITY CARE FACILITY EXPANSION - MINOR CONDITIONAL USE PERMIT - 2364 MELBROOK WAY - PLN25-0637

BACKGROUND: Minor Conditional Use Permit to allow the expansion of an existing Residential Care Facility for the Elderly (RCFE) from six residents to nine residents at 2364 Melbrook Way. RCFE with six or

fewer residents are allowed by right in all residential zoning districts, while facilities with seven or more residents require approval of a Minor Conditional Use Permit. The project involves the construction of three new bedrooms. The project is categorically exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301, Existing Facilities.

PROJECT PLANNER: Hana Michaelson, Senior Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use permit to allow the expansion of an existing Residential Care Facility for the Elderly from six beds to nine beds at 2364 Melbrook Way.

Ex Parte Disclosure: None.

Project Planner Hana Michaelson presented.

Project Planner responded to Zoning Administrator inquiries.

Zoning Administrator McKay opened and closed public comment.

ZONING ADMINISTATOR MCKAY APPROVED AS SUBMITTED THE RESOLUTION NO. ZA-RES-2026-031, ENTITLED:

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW THE EXPANSION OF AN EXISTING RESIDENTIAL CARE FACILITY FOR THE ELDERLY FROM SIX RESIDENTS TO NINE RESIDENTS AT 2364 MELBROOK WAY, SANTA ROSA, APN: 014-212-003, FILE NO. PLN25-0637

6.2* PUBLIC MEETING - DRIVE-THROUGH COFFEE SHOP WITH EXTENDED HOURS OF OPERATION AND ASSOCIATED SITE IMPROVEMENTS - MINOR CONDITIONAL USE PERMIT AND MINOR DESIGN REVIEW - 2249 SANTA ROSA AVENUE - PLN26-0049

BACKGROUND: Minor Conditional Use Permit and Minor Design Review to allow extended hours of operation for a drive-through coffee shop and associated building and site improvements at an existing

developed commercial site with drive-through service. The project includes landscaping, exterior building modifications, pedestrian access improvements and reconfiguration of the existing drive-through lane. The project is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Sections 15301 and 15303.

PROJECT PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for a Minor Conditional Use Permit and Minor Design Review to allow a drive-through restaurant (7 Brew Coffee) with extended hours of operation, modifications to the existing building and drive-through, and associated site improvements, at 2249 Santa Rosa Avenue.

Ex Parte Disclosure: None.

Project Planner Suzanne Hartman presented.

Zoning Administrator McKay opened and closed public comment.

Project Planner and Applicant responded to Zoning Administrator inquiries.

ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED THE RESOLUTION NO. ZA-RES-2026-032, ENTITLED:

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW EXTENDED HOURS OF OPERATION FOR A DRIVE-THROUGH COFFEE SHOP AT 2249 SANTA ROSA AVENUE, APN: 043-062-015, FILE NO. PLN26-0049

ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED THE RESOLUTION NO. ZA-RES-2026-033, ENTITLED:

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR BUILDING MODIFICATIONS, DRIVETHROUGH RECONFIGURATION, LANDSCAPING, PEDESTRIAN ACCESS IMPROVEMENTS, AND ASSOCIATED SITE

IMPROVEMENTS FOR A DRIVETHROUGH COFFEE SHOP AT 2249 SANTA ROSA AVENUE, APN: 043-062-015, FILE NO. PLN26-0050

7. ADJOURNMENT

Zoning Administrator McKay adjourned the meeting at 10:52 A.M.

Approved on: August 27, 2026

/s/ Tara Corrales, Recording Secretary