



City of Santa Rosa

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

Zoning Administrator Regular Meeting Minutes - Draft

Thursday, July 9, 2026

10:30 AM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

2.1 Draft Minutes - June 25, 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 HEARING - WIRELESS FACILITY MODIFICATION - MINOR DESIGN REVIEW - 2323 MONTGOMERY DRIVE - PLN26-0001

BACKGROUND: Minor Design Review to allow modification of an existing rooftop wireless telecommunications facility, including removal of an existing rooftop cross structure containing three antennas, installation of a new screened rooftop structure containing six antennas,

resulting in a net increase of three antennas, and associated ground-level equipment modifications including six remote radio units. The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 and 15303.

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: The Planning and Economic Development Department recommends that the Zoning Administrator approve a resolution approving a Minor Design Review to allow modifications to an existing wireless telecommunications facility, including replacement rooftop antenna screening for nine antennas, resulting in a net increase of six antennas, and associated ground-level equipment modifications, at 2323 Montgomery Drive.

Ex Parte Disclosure: None.

Project Planner Jandon Briscoe presented.

Zoning Administrator McKay opened the public hearing at 10:36 a.m.

Sydney Cox spoke in opposition to the project.

Richard Boyd spoke in opposition to the project.

Zoning Administrator McKay closed the public hearing at 10:42 a.m.

ZONING ADMINISTRATOR MCKAY APPROVED AS SUBMITTED THE RESOLUTION NO. ZA-RES-2026-028, ENTITLED:

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR A ROOFTOP WIRELESS FACILITY MODIFICATION, INCLUDING REMOVAL OF AN EXISTING ROOFTOP CROSS STRUCTURE CONTAINING THREE ANTENNAS, INSTALLATION OF A NEW SCREENED ROOFTOP STRUCTURE

CONTAINING SIX ANTENNAS, RESULTING IN A NET INCREASE OF THREE ANTENNAS, INCLUDING SIX REMOTE RADIO UNITS, AND ASSOCIATED GROUND-LEVEL EQUIPMENT MODIFICATIONS, FOR THE PROPERTY LOCATED AT 2323 MONTGOMERY DRIVE, SANTA ROSA, APN: 013-400-001, FILE NO. PLN26-0001

6.2* PUBLIC MEETING - COMMUNITY CARE FACILITY - 7 OR MORE CLIENTS - 170 SOTOYOME STREET - PLN26-0098

BACKGROUND: Minor Conditional Use Permit to convert an existing office building to a Residential Care Facility for the Elderly, classified under the Zoning Code as a Community care facility. The facility would include 15 resident beds and one overnight staff bed. The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.

PROJECT PLANNER: Sheila Wolski

RECOMMENDATION: The Planning and Economic Development Department recommends that the Zoning Administrator, by resolution, approve a Minor Conditional Use Permit to allow a 15-bed Community Care Facility at 170 Sotoyome Street.

Ex Parte Disclosure: None.

Project Planner Sheila Wolski presented.

Zoning Administrator opened and closed public comment.

ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED THE RESOLUTION NO ZA-RES-2026-029, ENTITLED:

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW CONVERSION OF AN EXISTING OFFICE BUILDING TO A 15-BED COMMUNITY CARE FACILITY FOR THE ELDERLY FOR THE PROPERTY LOCATED AT 170 SOTOYOME STREET, SANTA ROSA, ASSESSOR'S PARCEL NO. 009-172-009, FILE NO. PLN26-0098

7. ADJOURNMENT

Zoning Administrator McKay adjourned the meeting at 10:52 a.m.

Approved on:

Tara Corrales
Recording Secretary