

RESOLUTION NO. INSERT ZA RESO NO.

RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING MINOR DESIGN REVIEW FOR BUILDING MODIFICATIONS, DRIVE-THROUGH RECONFIGURATION, LANDSCAPING, PEDESTRIAN ACCESS IMPROVEMENTS, AND ASSOCIATED SITE IMPROVEMENTS FOR A DRIVE-THROUGH COFFEE SHOP AT 2249 SANTA ROSA AVENUE, APN: 043-062-015, FILE NO. PLN26-0049

WHEREAS, on January 26, 2026, a Minor Design Review application was submitted to the Planning and Economic Development Department for building modifications, drive-through reconfiguration, landscaping, pedestrian access improvements, and associated site improvements for a drive-through coffee shop at 2249 Santa Rosa Avenue (Project); and

WHEREAS, the proposed Project consists of building modifications, drive-through reconfiguration, landscaping, pedestrian access improvements, and associated site improvements for a drive-through coffee shop on an existing developed commercial site with existing drive-through service; and

WHEREAS, on August 13, 2026, the Zoning Administrator approved a Minor Conditional Use Permit to allow extended hours of operation for the drive-through coffee shop; and

WHEREAS, the Santa Rosa Zoning Administrator has completed review of the Minor Design Review application to allow the proposed Project described above; and

WHEREAS, the Minor Design Review approval is based on the project description and approved exhibits date-stamped received June 8, 2026, and EDS Exhibit received dated July 21, 2026; and

WHEREAS, the matter has been properly noticed as required by Section 20-52.030.H.2.a and the notice stated that the Zoning Administrator would decide whether to approve or deny the Minor Design Review application on August 13, 2026, unless a public hearing was requested in writing before that date; and

WHEREAS, no timely request for a public hearing was received before the noticed decision date; and

WHEREAS, the Zoning Administrator considered the application, staff analysis, approved exhibits, public comments, if any, and all evidence in the record before taking action on the application;

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 20-52.030.I, the Zoning Administrator of the City of Santa Rosa finds and determines that:

1. The design and layout of the proposed development is of superior quality and is consistent with the General Plan, applicable Zoning Code standards and requirements, the City's Design Guidelines, and other applicable City requirements, in that the Project would modify an existing developed commercial site developed with a KFC restaurant with drive-through service for use as a drive-through coffee shop. The Project site has a General Plan land use designation of Retail and Business Services, which allows retail and service enterprises, offices, and restaurants. The Project includes building modifications, drive-through reconfiguration, landscaping, pedestrian access improvements, bicycle parking, lighting, parking, trash enclosure improvements, and associated site improvements. The Project is consistent with General Plan Goal 2-5, which supports a business-friendly, diverse, and sustainable economy through the attraction of new business and the expansion, retention, and support of existing business, and Action 2-8.1, which supports a range of business and commercial services that are easily accessible and attractive and satisfy the needs of people who live and work in Santa Rosa. The Project includes drive-through service and designated pull-forward/order pickup spaces to support on-site queue management and reduce the potential for vehicle queues to affect Santa Rosa Avenue, Commercial Court, public sidewalks, driveways, drive aisles, emergency access, or accessible routes. As conditioned, the Project will maintain commercial use of an existing developed site, provide pedestrian access from the public sidewalk to the building, maintain bicycle parking, implement the approved Queue Management Plan, and install and maintain landscaping and site improvements consistent with the approved plans; and
2. The design is appropriate for the use and location of the proposed development and achieves the goals, review criteria, and findings for approval set forth in the Framework of Design Review, in that the Project would adapt an existing drive-through restaurant site for a drive-through coffee shop along the Santa Rosa Avenue commercial corridor. The site is located near other commercial, service, lodging, and drive-through uses and has existing access from Santa Rosa Avenue and Commercial Court. The Project design maintains commercial use of an existing developed site while improving site circulation, landscaping, pedestrian access, bicycle parking, and exterior building design. The Project has been conditioned to provide lighting, bicycle parking, and a safe and accessible pedestrian route, supporting the Design Guidelines' direction that commercial projects provide direct and safe pedestrian access and consider pedestrians, cyclists, and transit riders as part of the overall site design; and
3. The design and layout of the proposed development will not interfere with the use and enjoyment of neighboring existing or future developments, in that the Project is located on an existing developed commercial site and would replace the existing drive-through restaurant use with a drive-through coffee shop. The site is surrounded by commercial and service uses, including an existing drive-through restaurant in the immediate vicinity, auto-oriented commercial uses, and lodging. Vehicle access would continue to be provided from Santa Rosa Avenue and Commercial Court, and the Project has been conditioned to implement the approved Queue Management Plan so that drive-through queues do not block Santa Rosa Avenue, Commercial Court, public sidewalks, driveways, drive aisles needed for emergency access, or required accessible routes. The proposed landscaping, lighting, pedestrian access, bicycle parking, and site maintenance conditions will further support compatibility with nearby uses and maintain the appearance and function of the site; and

4. The architectural design of the proposed development is compatible with the character of the surrounding neighborhood, in that the Project is located within an established commercial corridor and would continue the commercial and drive-through service pattern already present on and near the site. The building design incorporates façade articulation, building modulation, stucco siding, metal canopies, glazing, and a simple, bold exterior color palette appropriate for a small commercial drive-through coffee shop. The Project includes landscaping and site improvements that soften views of the drive-through aisle and parking areas, improve the appearance of the developed site, and maintain compatibility with surrounding commercial development along Santa Rosa Avenue; and
5. The design will provide a desirable environment for occupants, visitors, and neighbors through the appropriate use of materials, texture, and color, and will remain aesthetically appealing and appropriately maintained, in that the Project includes durable exterior materials, façade articulation, metal canopies, glazing, pedestrian-scale improvements, landscaping, lighting, and site maintenance requirements. The approved plans and conditions require landscaping to be installed and continuously maintained in a healthy, attractive, clean, and functional condition, and require exterior lighting to comply with applicable outdoor lighting standards; and
6. The proposed development will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity, in that the Project has been reviewed by City departments and conditioned to comply with applicable standards related to site design, circulation, access, lighting, landscaping, and operations. The Traffic Memo prepared by Fehr & Peers, dated July 7, 2026, evaluated queuing, vehicle miles traveled, trip generation, site operations, and parking. The Project has been conditioned to implement the approved Queue Management Plan at all times and to revise the plan if recurring queueing, circulation, or access conflicts occur; and
7. The proposed Project has been reviewed in compliance with the California Environmental Quality Act. The Project is categorically exempt pursuant to CEQA Guidelines Section 15301, Existing Facilities, in that the Project involves the permitting and minor alteration of an existing developed commercial site previously occupied by a drive-through restaurant, including building modifications, drive-through reconfiguration, landscaping, parking, pedestrian access, lighting, and associated site improvements, with negligible or no expansion of the existing or former commercial use. The Project is also categorically exempt pursuant to CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures, in that the Project includes a small commercial structure not exceeding 2,500 square feet in floor area and does not involve the use of significant amounts of hazardous substances. None of the exceptions to the use of a categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

This approval is granted based on the applicability and validity of the conditions of approval set forth below. If any condition is determined to be invalid, this approval would not have been granted without the imposition of other conditions necessary to achieve the purposes and intent of this approval. The Project shall comply with all conditions of approval and shall be constructed, operated, and maintained in substantial compliance with the approved project description, plans, and exhibits. Additional permits and fees may be required. **It is the**

responsibility of the applicant to obtain all required permits and demonstrate compliance with the conditions of approval.

Conditions of Approval

1. Obtain building permits for the proposed project prior to start of any work. The building permit must be finalized prior to occupancy.
2. Provide a geotechnical investigation and soils report with the building permit application. The investigation shall include subsurface exploration and the report shall include grading, drainage, paving and foundation design recommendations.
3. Ensure the trash enclosure area has the appropriate receptacles for trash, green waste, and recycling.
4. Provide (with your building permit application) the completed storm water LID determination worksheet.
5. Ensure all protected, heritage, and street trees near the property line with trunks on adjacent properties but drip lines or root zones on the subject property are properly notated on the plans, and provisions are specified to ensure compliance with the City of Santa Rosa Tree Ordinance. <https://ecode360.com/42965883#42965883>
6. Ensure a mop sink is provided for the proposed occupancy.
7. Provide CALGreen documentation with the permit application.
8. Provide evidence of County Health Department approval with your building permit application.
9. Provide your project J number (from the Bay Area Air Quality District) with your building permit application.
10. The Project shall be constructed and maintained in substantial compliance with the approved exhibits, project description, and supporting materials dated June 8, 2026, except as modified by these conditions of approval.
11. The Project shall comply with all applicable federal, state, and local laws, codes, ordinances, standards, policies, and fees in effect at the time of building permit, encroachment permit, grading permit, occupancy, or other applicable permit review. Failure to comply may result in issuance of a citation, modification, or revocation of approval.
12. Before commencing the approved work, the applicant shall obtain all applicable approvals, permits, clearances, and inspections from City departments and outside agencies, including building, grading, encroachment, Fire Department, Water, Engineering Development Services, Environmental Health, and other agency approvals, as applicable.

13. The Project shall comply with the separately approved Minor Conditional Use Permit for extended hours of operation for the drive-through coffee shop at 2249 Santa Rosa Avenue, File No. PLN26-0049, approved by Zoning Administrator Resolution No. **INSERT ZA RESO NO..**
14. Any change to the approved Project, site plan, floor plan, parking/loading layout, pedestrian access, bicycle parking, exterior design, landscaping, lighting, trash enclosure, drive-through configuration, queue management design, or approved exhibits shall be submitted to the Planning and Economic Development Department for review before implementation. Additional review or approval may be required.
15. The operator shall comply with the approved Queue Management Plan, attached hereto as Exhibit B and incorporated herein by this reference, at all times. The drive-through lane is designed to hold a maximum of 12 vehicles, and the operator shall actively monitor the queue during peak hours. If the queue reaches 12 vehicles, employees shall implement the traffic management procedures described in the approved Queue Management Plan, including use of the designated pull-forward/order pickup spaces and internal on-site stacking areas. Drive-through queues shall be actively managed so that vehicles do not block Santa Rosa Avenue, Commercial Court, public sidewalks, driveways, drive aisles needed for emergency access, or required accessible routes. If the Planning and Economic Development Department determines that recurring queueing, circulation, or access conflicts are occurring, the operator shall submit a revised Queue Management Plan for review and approval by the Planning and Economic Development Department, in consultation with Transportation and Public Works, and shall implement any additional measures required to address the issue.
16. The pedestrian route from the public sidewalk on Santa Rosa Avenue to the building shall be installed and maintained in a safe, accessible, unobstructed, and functional condition. The pedestrian route shall not be blocked by vehicles, queueing, signs, trash/recycling containers, outdoor storage, or other obstructions.
17. Bicycle parking shall be provided and maintained in the location shown on the approved plans or as otherwise approved by the Planning and Economic Development Department. Bicycle parking shall remain accessible to customers and employees and shall not be removed or obstructed without prior Planning approval.
18. All landscaping, screening, fencing, exterior materials, trash enclosure improvements, pedestrian improvements, lighting, parking areas, drive aisles, and other site improvements shown on the approved plans shall be installed and continuously maintained in a healthy, attractive, clean, and functional condition. Dead or dying plant materials shall be replaced with healthy specimens as necessary.
19. Exterior lighting shall comply with Zoning Code Section 20-30.080, Outdoor Lighting. Lighting shall be shielded and directed to avoid glare, nuisance, or spillover onto adjacent properties or the public right-of-way, to the satisfaction of the Planning and Economic Development Department.

20. No signs are approved as part of this entitlement. A separate sign permit is required for all signs unless expressly exempt under the Zoning Code. Signage shown on the approved exhibits is conceptual only unless separately approved through a sign permit.
21. The trash and recycling enclosure shall be installed, screened, and maintained in substantial compliance with the approved plans. Trash, recycling, food waste, and other refuse shall be stored only within approved containers and enclosure areas and shall not be allowed to accumulate outside the enclosure.
22. The Project shall comply with City Graffiti Abatement Program Standards for Graffiti Removal pursuant to City Code Section 10-17.080.
23. The Project shall comply with City Code Chapter 21-08, Public Art, as applicable.
24. The Project shall comply with all conditions specified in Engineering Development Services Exhibit A, dated July 21, 2026, attached hereto and incorporated herein by this reference.
25. Address numbers shall be posted in a visible location and shall comply with City premises identification requirements, including size, contrast, and illumination where required.

This Minor Design Review is hereby approved on August 13, 2026. This approval shall automatically expire 24 months from the approval date unless the approval is exercised or an extension of time is approved before the expiration date in compliance with Zoning Code Section 20-54.050. This approval is subject to appeal within ten calendar days from the date of approval.

APPROVED: _____
CONOR MCKAY, ZONING ADMINISTRATOR

Exhibit A – Engineering Development Services Exhibit “A,” dated July 21, 2026
Exhibit B – Queue Management Plan