

CITY OF SANTA ROSA  
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
STAFF REPORT FOR PLANNING COMMISSION  
**SEPTEMBER 14, 2023**

**PROJECT TITLE**

Coffey Park Self-Storage

**ADDRESS/LOCATION**

3240, 3262, 3300 Coffey Ln.

**ASSESSOR'S PARCEL NUMBER**

034-011-074 (3300 COFFEY LANE)

034-011-077 (3282 COFFEY LANE)

034-011-076 (3240 COFFEY LANE)

**PROJECT SITE ZONING**

Light Industrial (IL)

**APPLICATION DATE**

December 12, 2021

**PROJECT PLANNER**

Michael Wixon

**PROJECT TITLE**

Coffey Lane Mini-Storage

**APPLICANT**

Ed Boersma, Cubix

**PROPERTY OWNER**

Post Street Realty Group, LLC

**FILE NUMBER**

PRJ21-034 (DR20-043 & CUP21-101)

**GENERAL PLAN DESIGNATION**

Light Industry (LI)

**APPLICATION COMPLETION DATE**

July 21, 2023

**RECOMMENDATION**

Approve CUP for Off-Site Parking

**APPLICANT**

Ed Boersma, Cubix

Agenda Item #10.2  
For Planning Commission Meeting of: September 14, 2023

CITY OF SANTA ROSA  
PLANNING COMMISSION

TO: CHAIR WEEKS AND MEMBERS OF THE PLANNING COMMISSION

FROM: MICHAEL WIXON, CONTRACT PLANNER  
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

SUBJECT: COFFEY PARK SELF STORAGE - CONDITIONAL USE PERMIT -  
3282 COFFEY LANE – PRJ21-034 (CUP21-101 & DR20-043)

AGENDA ACTION: RESOLUTION TO APPROVE

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RECOMMENDATION

The Planning and Economic Development Department recommends that Planning Commission, by resolution, approve the Conditional Use Permit to allow off-site parking of 25 spaces at 3300 Coffey Lane for the Coffey Park Self Storage Project at 3282 and 3240 Coffey Lane. The Coffey Park Self Storage Project is a proposed two-story self-storage building consisting of 69,832 square feet of floor area.

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EXECUTIVE SUMMARY

The Coffey Lane Self Storage Project is a proposal to construct a two-story self-storage building consisting of 69,832 square feet of floor area with a 900 square-foot office on a 1.3-acres, with 25 off-site parking spaces immediately to the north. Access to the 25 off-site parking spaces will be from Coffey Lane, a 2-lane regional arterial road.

The other entitlements for the project include a Major Design Review for the self-storage facility and a future Lot Line Adjustment to accommodate the proposed bioretention basin and drive aisle near the southeast corner of the proposed self-storage building. A self-storage facility is permitted as a use by right in the Light Industrial Zone. Therefore, a Conditional Use Permit is not required for the self-storage use at this location.

BACKGROUND

1. Project Description

A Conditional Use Permit is required for off-site parking pursuant to Zoning Code §20-36-070.A.1, which states, “parking may be located on a parcel in the vicinity of the parcel served subject to a recorded covenant running with the land, recorded by the owner of the parking facility, guaranteeing that the required parking will be maintained exclusively for the use or activity served for the duration of the use or activity.”

The proposed project is a Conditional Use Permit to allow the off-site parking of twenty-five (25) spaces for the Coffey Park Self Storage Project, a proposed two-story self-storage building having a total of 69,832 square feet of area. The 25 off-site parking spaces will be located on the parcel immediately north of the proposed self-storage building (see Figures 1 and 2 below). The 25 off-site parking spaces are located on a parcel which is fully developed as a light industrial center. The applicant has a secured parking agreement to allow the off-site parking for the new project (see Attachment 8).

A Design Review application has been submitted for the development of the self-storage project, which will be considered by the Design Review Board (DRB) following the action of the Planning Commission for the Conditional Use Permit (currently the project is scheduled to be consider by the DRB on October 5, 2023).



Figure 1: Aerial Image – Source: City GIS Aerial, Sept. 2022



Figure 2: Street View Image – Looking East from Coffey Lane. Source: Google Maps.

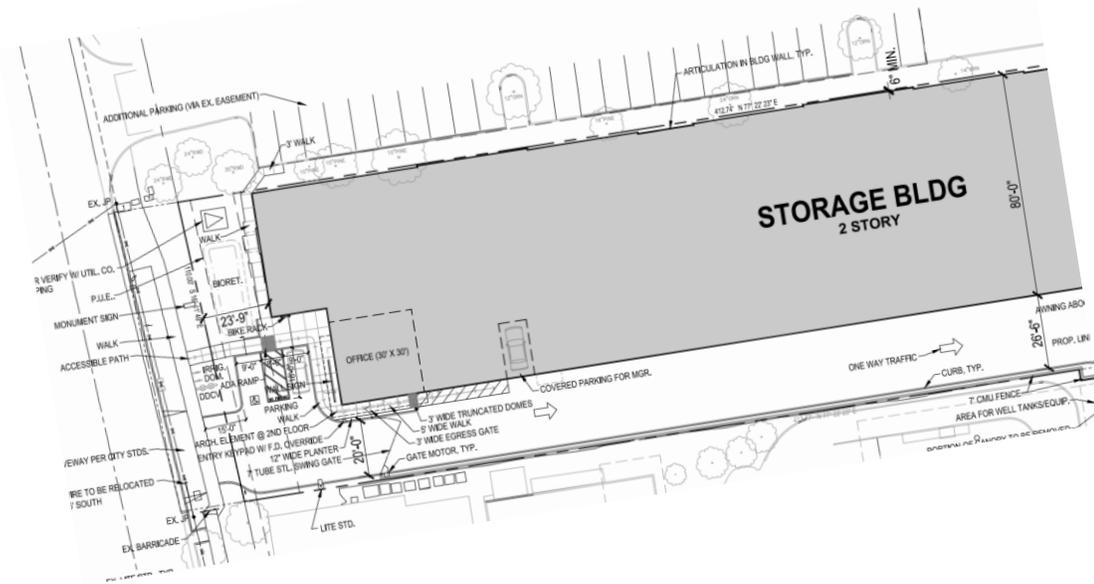


Figure 3: Partial Site Plan – Source: Cubix Construction Site Plan, June 2023

2. Surrounding Land Uses

North: Pine Creek Business Park  
South: Piner Plaza  
East: California Tire and Wheel; Empire Flooring; Pine Creek Business Park and Piner Creek;  
West: Empire Industrial Park (Pacific Connection Catering and Event Design, Fermenter’s Warehouse); City of Santa Rosa Fire Station 3; and, Asien’s Appliance Store

3. Existing Land Use – Project Site

As shown above in Figures 1-3, the off-site parking spaces are part of a larger industrial park for Deposition Sciences and several other tenants of the Pine Creek Business Park. The parking spaces are along the south side of the 3.3 acre parcel at 3300 Coffey Lane, immediately adjacent and contiguous with the undeveloped parcel for the proposed self-storage building at 3282 Coffey Lane. The off-site parking spaces have all of the typical features of a developed parking lot, including paved drive aisles and parking spaces, landscaping, lighting, and sidewalk access along Coffey Lane.

4. Project History

A pre-application meeting was held in November 2019, at which time the applicant received input from staff of several City departments/divisions including Building, Fire, Engineering, and Planning. Following the pre-application meeting, the following actions have occurred:

December 19, 2019	A Concept Review Application was submitted. The application was later withdrawn in September 2020 in favor of a Design Review application.
September 21, 2020	Applicant submits formal design review project application and plans (DR20-043).
December 22, 2021	Applicant submits Conditional Use Permit application for off-site parking (CUP21-101)
July 27, 2023	Both applications were deemed complete

ANALYSIS

1. General Plan

The [General Plan](#) addresses issues related to the physical development and growth of Santa Rosa and guides the City's planning and zoning functions. The project area is designated as having a Light Industrial land use, which allows appropriate uses such as auto repair, bulk or warehoused goods, general warehousing, manufacturing/assembly with minor nuisances, home improvement retail, landscape materials retail, freight or bus terminals, research oriented industrial, accessory offices, and employee-serving commercial uses, and services with large space needs, such as health clubs; professional office buildings are not permitted.

The 25 off-site parking spaces were developed as an accessory component of the Pine Creek Industrial Park for tenants. At this time, the 25 parking spaces within the Pine Creek Industrial Park are additional parking over and above the minimum parking needed for the tenants of the industrial park, as determined by a more detailed parking analysis provided below, in Section 2. Zoning.

The following goals and policies are pertinent to this application:

<b>Land Use and Livability</b>	
<b>LUL-I-1:</b> <i>Provide a range of commercial services that are easily accessible and attractive, that satisfies the needs of people who live and work in Santa Rosa and that also attracts a regional clientele.</i>	Consistent. The proposed project would support the development of self-storage services accessible to those who live and/or work in Santa Rosa with direct access to a regional 2-lane arterial road.
<b>LUL-J</b> <i>Maintain the economic vitality of business parks and offices, and Santa Rosa's role as a regional employment center.</i>	Consistent. The proposed project would maintain more than adequate parking for the existing Pine Creek Office Park tenants and also support the development of self-storage services
<b>LUL-J-1</b> <i>Maintain an adequate supply of employment centers in a variety of locations and settings to ensure the city's continued economic vitality.</i>	Consistent. The proposed project would not alter the existing supply of employment centers within the City of Santa Rosa.
<b>LUL-J-2</b> <i>Maintain space in business parks for distribution and research uses, not for primarily office uses. Avoid the intrusion of office uses that could diminish the economic vitality of business parks.</i>	Consistent. The proposed project would not diminish the economic vitality of the existing business park because it will maintain an adequate supply of parking for existing and future uses.
<b>LUL-K</b> <i>Protect industrial land supply</i>	Consistent. The 25-parking spaces are

<i>and ensure compatibility between industrial development and surrounding neighborhoods.</i>	not located next to a residential area and are within an existing office park.
<b>LUL-K-1</b> <i>Require industrial development adjacent to residential areas to provide buffers, and institute setback, landscaping, and screening requirements intended to minimize noise, light, and glare and other impacts</i>	See above.
<b>EV-D</b> <i>Maintain the economic vitality of the downtown, business parks, offices and industrial areas.</i>	Consistent. The use of 25 off site parking spaces for the development of the Coffey Park Self Storage Project will promote economic vitality in a light industrial area.

2. Zoning

The [Zoning Code](#) implements the goals and policies of the General Plan by classifying and regulating the use of land and structure development within the City.

**Zoning Classification:** The 25 off-site parking spaces are zoned IL (Light Industrial). All areas surrounding the 25 parking spaces are also zoned Light Industrial. Further, with the exception of the proposed Coffey Park Self Storage Project, all surrounding parcels have been developed with uses permitted in the Light Industrial Zone. As noted above, the 25 off-street parking spaces were initially developed as an accessory use for the Pine Creek Industrial Park, which is located at 3300 Coffey Lane. As such, the parking is permitted in the LI Zone and there are no compatibility issues with the surrounding uses.

**Self-Storage Required Parking:** The Zoning Code requires 2 parking spaces for a manager or caretaker unit, 1 of which must be covered, and a minimum of 5 customer parking spaces located adjacent or in close proximity to the manager’s unit. In this case, the project does not include a caretaker or manager unit and, therefore, a minimum of five parking spaces is required; no bike parking is required for a self-storage use. The Coffey Park Self Storage project proposes a total of two parking space on-site, one ADA parking space and one standard parking space. The project also proposes the use of 25 off-site parking spaces, for a total of 27 parking spaces overall. The applicant has also provided bike parking for the self-storage use, although not required. The parking provided is well in excess of the minimum number of parking spaces required for the self-storage use. The project includes a condition of approval to ensure that the recorded parking easement in Attachment 8 will have revised language such that the parking is guaranteed to be maintained exclusively for the self-storage use

for its duration (**see Attachment A, Condition 5-DOUBLE CHECK AFTER CARO REVISES**).

Pine Creek Industrial Park Required Parking: The Zoning Code requires a total of 255 parking spaces for the current tenants within the Pine Creek Industrial Park. The Pine Creek Industrial Park contains a total of 144,066 square feet of gross floor area. Generally, the project would require a total of 205 parking spaces at a rate of 1 parking space for every 700 square feet. However, based upon the current occupancy of the building, the Zoning Code requires a total of 255 parking spaces as shown in the most recent building permit for the site (see B23-2497). The Pine Creek Industrial Park has a total of 306 developed parking spaces, which includes 10 ADA parking spaces. The allocation of 25 parking spaces for the Coffey Park Self-Storage Project maintains 281 parking spaces for the industrial park tenants, well above the minimum required parking. The use of 25 parking spaces for an adjacent self-storage use does not create any parking availability issues for the Pine Creek Industrial Park.

Off-Site Parking Requirements: The Zoning Code requires the review authority must review and approve each parking facility or project to assure that the proposed parking facility is designed to meet the City's standards. As it relates to the location of a parking facility and parking spaces, all required off-street parking must be located on the same parcel as the uses served; except with Conditional Use Permit approval, parking may be located on a parcel in the vicinity of the parcel served subject to a recorded covenant running with the land, recorded by the owner of the parking facility, guaranteeing that the required parking will be maintained exclusively for the use or activity served for the duration of the use or activity.

The 25 off-site parking spaces are located adjacent to and contiguous with the site to be developed with the proposed Coffey Park Self-Storage Project. A short walkway, between 3-4 feet wide, near Coffey Lane will provide access between the parcels to the proposed self-storage building. The applicant has a recorded easement for the use of the 25 off-site parking spaces, as provided in the attachments to this report, which will be revised as noted above.

### 3. Conditional Use Permit

The 25-off-site parking spaces is permitted with a Conditional Use Permit, as noted above. In addition to the criteria for off-site parking, the Planning Commission may only approve a Conditional Use Permit after first finding all of the following:

- 1.) The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Zoning Code and the City Code;

- 2.) The proposed use is consistent with the General Plan and any applicable specific plan;
- 3.) The design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity;
- 4.) The site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints;
- 5.) Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located; and
- 6.) The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).

As documented herein within this report and as shown in attached draft resolution, staff finds that the project complies with each of the above noted Conditional Use Permit findings.

#### 4. Public Improvements

Coffey Lane is a two-lane regional arterial road with Class II bike lanes, sidewalks, and a landscape strips on each side. All public improvements required for the Pine Creek Office Park have been installed along the frontage of 3300 Coffey Lane, no new public improvements are needed. However, full improvements will be needed for the parcel frontage of 3282 Coffey Lane. The conditions of approval will tie the use of the 25 off-site parking spaces to the development of the self-storage project, which will have requirements to install full public improvements along Coffey Lane.

#### FISCAL IMPACT

Approval of the Project will not have an effect on the General Fund.

#### ENVIRONMENTAL IMPACT

#### **15332. IN-FILL DEVELOPMENT PROJECTS**

Every discretionary action by the City requires environmental review pursuant to the California Environmental Quality Act (CEQA). However, the CEQA Guidelines include a list of certain categories of projects that have been determined to not have a significant effect on the environment, also known as Categorical Exemptions. If a project falls within one of these classes, it is exempt from the provisions of CEQA, and no further

environmental review is required unless one of the exceptions to the exemptions applies

This project is Categorically Exempt pursuant to Class 32. The Class 32 "Infill" Categorical Exemption (CEQA Guideline Section 15332), hereafter referred to as the "Class 32 Exemption," exempts infill development within urbanized areas if it meets certain criteria. A Class 32 Exemption consists of infill projects that are consistent with the General Plan and zoning requirements. A Class 32 Exemption is not intended for projects that would result in any significant traffic, noise, air quality, or water quality impacts. A Class 32 Exemption may apply to residential, commercial, industrial, and/or mixed-use project. A Class 32 Exemption applies to a project characterized as in-fill development meeting all the conditions described below:

General Plan and Zoning Consistency: As discussed in this report above, the project site is designated as having a Light Industrial in the Santa Rosa General Plan 2035. The development of the vacant area at 3282 and 3240 Coffey Lane and the use of 25-off-site parking spaces at 3300 Coffey Lane for the Coffey Park Self Storage Project is consistent with the City's General Plan 2035 policies for the reasons noted above in this report. Further, the Pine Creek Office Park has already been developed consistent with the Santa Rosa General Plan.

The project site is zoned IL – Light Industrial. The proposed off-site use of 25 parking spaces at 3300 Coffey Lane in support of the development of a future self-storage building and use at 3282 and 3240 Coffey Lane is a conditionally permitted use pursuant to [SRMC §20-36.070.A](#). The development of the vacant area at 3282 Coffey Lane for a self-storage use is permitted by right without the requirement of a Conditional Use Permit when not adjacent to a residential area per [SRMC §20-24.030, Table 2-10](#). However, a Design Review application must be approved by the Design Review Board prior to construction of the project for the intended use. The project is conditioned to comply with all applicable City Ordinances and regulations of the SRMC.

Project Area: The development of the vacant area at 3282 and 3240 Coffey Lane for a self-storage building and the off-site use of 25 existing parking spaces at 3300 Coffey Lane is entirely within City of Santa Rosa jurisdiction. The project area is no more than five acres and is substantially surrounded by urban uses, with uses permitted in the Light Industrial zoning district on all sides.

Habitat Value: The project area at 3282 Coffey Lane has no value as habitat for endangered, rare, or threatened species as determined by a Biological Assessment prepared by Dr. Laurence Stromberg, following a site visit on February 20, 2017, and given the project areas at 3240 and 3300 Coffey Lane are developed with urban features including asphalt and concrete parking areas, driveways, walkways, ornamental vegetation, outdoor lights, and structures.

The proposed project would remove two (2) Canyon Oak trees of less than 8-in Dbh and 10-inches Dbh, but the removal of trees would not be considered a significant impact under CEQA because, although the removal of these two trees have the potential to impact nesting bird species if present at the time of removal, the project

must comply with all applicable Federal laws and regulations, which would include adherence to the Federal Migratory Bird Treaty Act and the State Fish and Game Code. As a result, the project would have a less than significant impact on endangered, rare, or threatened species or their habitat and therefore, satisfies criteria (c) for a Class 32 Exemption.

Traffic: In 2020, Senate Bill 743 established a change in the metric to be applied in determining traffic impacts associated with development projects. Rather than the delay-based criteria associated with Level of Service (LOS) analysis, the change in total Vehicle Miles Traveled (VMT) as a result of a new project is currently the basis for determining CEQA impacts with respect to transportation and traffic.

An Updated Focused Traffic Study, prepared by W-Trans on February 7, 2022, concluded that the project would have a less-than-significant impact on VMT. Both the City and the California Governor’s Office of Planning and Research (OPR) Technical Advisory Guidelines specify that local-serving retail criteria allow projects below a certain size be “screened” from quantitative VMT analysis. The Updated Study concludes, *“Since the proposed project functions more as a retail-type use than an employment-based or residential use, is local-serving, and fills a need that is currently under-served in this part of the City of Santa Rosa, it is reasonable to conclude that the VMT impact would be less-than-significant.”*

The Updated Study also indicates that the project would be expected to generate an average of 111 trips daily, including 7 trips during the morning peak hour and 10 trips during the evening peak hour, concluding, *“the project would be expected to generate fewer than 250 trips daily and fewer than 50 peak hour trips, an operational analysis is not required under the City’s guidelines.”*

Noise: The project will be required to implement the Performance Standards listed in [SRMC §20-30.090](#) to address construction noise. By limiting the hours of construction activity with a standard condition of approval, temporary construction noise impacts would be less than significant. Long term operation of the project would not result in machinery and equipment noise in exceedance of the City standards, measured at nearby property lines. Project-related traffic would not result in ambient noise level increases along streets in the project area beyond those already analyzed in the City’s General Plan 2035 EIR. Ground-borne vibrations generated by the project during short-term construction activities and during long-term operation would be less than significant. The project would not expose persons working in the project area to excessive noise. The project is conditioned to comply with the City’s Noise Ordinance, including any noise during construction.

Air Quality: The project will be required to implement the Performance Standards listed in [SRMC §20-30.090](#) to address dust from short-term construction activities and/or long-term operations for odor and other air emissions. The project includes the following design features, as shown in the attachments to this report, intended to meet the requirements the City’s Climate Action Plan (CAP):

- i. The project would be all electric and would not include natural gas or natural gas plumbing.

- ii. The project would comply with 2022 CALGreen Tier 1 nonresidential measures.

Appendix E of the Climate Action Plan states that, “To be in compliance with the CAP, all measures denoted with an asterisk are required in all new development projects unless otherwise specified. If a project cannot meet one or more of the mandatory requirements, substitutions may be made from other measures listed at the discretion of the Community Development Director.” The CAP Checklist provided by the applicant and included as Attachment 8 demonstrates compliance with all provisions with an asterisk. Therefore, the project is in compliance with the City’s CAP.

Water Quality: The project is conditioned to incorporate all Low Impact Development (LID) Best Management Practices as part of the Initial Storm Water LID (SWLID) Report. The BC Engineering Group prepared an Initial SWLID Report, dated June 17, 2022, which included a hydrology study (see Attachment 8). The report demonstrates that the proposed project is designed to meet the City’s stormwater treatment and flow requirements. The proposed project includes stormwater quality treatment and infiltration through the construction of a series of bioretention basin with drains to existing storm water facilities. Ongoing BMP maintenance of the bioretention planter system will be assured with a covenant maintenance agreement that will be recorded with the City prior to issuance of building permits. Altogether, the project is in compliance with the NPDES Permit, the [City of Santa Rosa 2017 Storm Water Low Impact Development Technical Design Manual](#) and the [California Stormwater Quality Association \(CASQA\) BMP Handbooks](#). The project is just over 1 acre in area and therefore is required to submit a Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) to the State Water Resource Control Board (SWRCB). The implementation of these regulatory compliance measures will ensure that the proposed project will not cause a significant impact to water quality.

Utilities and Public Services: The Project site is located in an urban, developed area. The site can be adequately served by all required and necessary utilities and public services. It is also proximate to the existing Fire Station 3, operated by the City of Santa Rosa. City staff has reviewed the plans and conditions the project appropriately to insure adequate public services and utilities are provided.

In conclusion, the project meets the CEQA Class 32 Exemption criteria outlined in CEQA Guideline §15332 and no further environmental review is necessary.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

#### PUBLIC NOTIFICATION

The project was noticed as a public hearing per the requirements of [Chapter 20-66 of the City Code](#). Notification of this public hearing was provided by posting an on-site sign, publishing notice in a newspaper of general circulation, mailed notice to

surrounding property owners and occupants, electronic notice to parties that had expressed interest in projects taking place in this geographic area of Santa Rosa, and bulletin board postings at City Hall and on the City website. Pursuant to Government Code Section 65091, where necessary, the City of Santa Rosa has incorporated notice procedures to the blind, aged, and disabled communities. These procedures include audio amplifier/assistive listening device support at public meetings, closed captioning, and optical character recognition conversion of electronic notices.

### ISSUES

There are no unresolved issues remaining with the project.

### ATTACHMENTS

- Attachment 1 – Disclosure Form
- Attachment 2 – Location Map
- Attachment 3 – Neighborhood Context Map
- Attachment 4 – Project Description
- Attachment 5 – Architectural Plan Set
- Attachment 6 – Civil Plan Set and SWLID Report
- Attachment 7 – Landscape Plan
- Attachment 8 – Parking Easement
- Attachment 9 – CAP Checklist and CEQA Studies for Infill Exemption

Resolution with Attachment A - EDS Conditions of Approval Dated September 6, 2023

### CONTACT

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