



# City of Santa Rosa

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

## Zoning Administrator Regular Meeting Minutes - Draft

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Thursday, May 28, 2026

10:30 AM

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### 1. CALL TO ORDER

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

### 2. APPROVAL OF MINUTES

2.1 Draft Minutes - May 14, 2026.

Approved as submitted.

### 3. PUBLIC COMMENT

None.

### 4. ZONING ADMINISTRATOR BUSINESS

#### 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 - 3273 AIRWAY DRIVE NEW ORNAMENTAL FENCE - MINOR DESIGN REVIEW - PLN25-0576

BACKGROUND: Minor Design Review for a new 6-foot-high black ornamental fence to enclose a playground area for the Sierra School of Sonoma County. The playground is proposed in place of an existing five-space parking lot. The project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15303(e).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for Minor Design Review to allow a new 6-foot ornamental fence to enclose a playground area at 3273 Airway Drive.

Ex Parte Disclosure: None.

Project Planner Jandon Briscoe presented.

Zoning Administrator McKay opened and closed the public hearing at 10:34 a.m.

Project Planner and Applicant responded to Zoning Administrator inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED THE RESOLUTION NO. ZA-RES-2026-021, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR DESIGN REVIEW FOR AN ORNAMENTAL FENCE FOR THE PROPERTY LOCATED AT 3273 AIRWAY DR, SANTA ROSA, APN: 015-670-024, FILE NO. PLN25-0576**

**6.2\*** PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT AND MINOR DESIGN REVIEW FOR AN OUTDOOR STORAGE AREA WITH EXTENDED AND TRANSITIONAL HOURS OF OPERATION AT 2728 GIFFEN AVENUE AND ASSOCIATED PARCELS ALONG GIFFEN AVENUE, LOMBARDI LANE, AND NORTHPOINT PARKWAY; FILE NO. PLN25-0638

BACKGROUND: Minor Conditional Use Permit and Minor Design Review for an outdoor storage area with extended and transitional hours of operation from 5:00 a.m. to 7:00 p.m. The project includes multiple storage areas for mechanical equipment and related materials, screened by black vinyl-coated chain-link fencing with black privacy slats. The operation will take place on multiple parcels and is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use permit and Minor Design Review to allow an outdoor storage area with extended and transitional hours of operations and new perimeter fencing at 2728 Giffen Avenue and associated parcels.

Ex Parte Disclosure: None.

Project Planner Suzanne Hartman presented.

Project Planner and Applicant representatives responded to Zoning Administrator inquiries.

Zoning Administrator opened public comment.

Kim Kelly spoke in opposition of the project.

Janice Karrman spoke in opposition of the project.

Roberta Valdez spoke in opposition of the project.

Kathy Niece spoke in opposition of the project.

Zoning Administrator closed public comment.

Project Planner and Applicant representatives responded to additional Zoning Administrator inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED THE RESOLUTION NO. ZA-RES-2026-022, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW AN OUTDOOR STORAGE AREA WITH AN EXTENDED AND TRANSITIONAL HOURS OF OPERATION FOR THE PROPERTY LOCATED AT 2728 GIFFEN AVENUE, SANTA ROSA, APN: 010-450-019, 010-450-024, 010-450-025,**

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**035-610-016, 035-610-017, 035-610-023, FILE NO. PLN25-0638**

**ZONING ADMINISTRATOR MCKAY APPROVED AS AMENDED THE RESOLUTION NO. ZA-RES-2026-023, ENTITLED:**

**RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR DESIGN REVIEW FOR AN OUTDOOR STORAGE AREA WITH FENCING AT THE PROPERTY LOCATED AT 2728 GIFFEN AVENUE, SANTA ROSA, APN: 010-450-019, 010-450-024, 010-450-025, 035-610-016, 035-610-017, 035-610-023, FILE NO. PLN25-0638**

- 6.3\*** PUBLIC MEETING - MINOR DESIGN REVIEW FOR MODIFICATIONS TO AN EXISTING WIRELESS TELECOMMUNICATIONS FACILITY, INCLUDING REMOVAL OF AN EXISTING ROOFTOP CROSS STRUCTURE, INSTALLATION OF A NEW SCREENED ROOFTOP ANTENNA STRUCTURE, AND ASSOCIATED GROUND-LEVEL EQUIPMENT AT 2323 MONTGOMERY DRIVE; FILE NO. PLN26-0001. **(THIS ITEM IS BEING CONTINUED TO THE JUNE 25, 2026 ZONING ADMINISTRATOR MEETING BECAUSE A PUBLIC HEARING HAS BEEN REQUESTED. NEW NOTICING WILL BE SENT PRIOR TO THE NEXT MEETING.)**

BACKGROUND: Minor Design Review for modifications to an existing wireless telecommunications facility at 2323 Montgomery Drive. The project includes removal of an existing rooftop cross structure containing three antennas, installation of a new screened rooftop antenna structure containing nine antennas, and associated ground-level equipment modifications. The rooftop screening will be painted to match the existing building, and ground-level equipment will be screened by an existing wall. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Jandon Briscoe

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a resolution for Minor Design Review to allow modifications to an existing wireless telecommunications facility, including replacement rooftop antenna screening and associated ground-level equipment modifications at 2323 Montgomery Drive.

## **7. ADJOURNMENT**

Zoning Administrator McKay adjourned the meeting at 11:11 a.m.

**Approved on:**

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**Tara Corrales**  
**Recording Secretary**