



City of Santa Rosa

637 1st St, Large
Conference Room
Santa Rosa, CA 95404

Zoning Administrator Regular Meeting Minutes - Draft

Thursday, May 15, 2025

10:30 AM

1. CALL TO ORDER

Zoning Administrator McKay called the meeting to order at 10:31 a.m.

2. APPROVAL OF MINUTES

None.

3. PUBLIC COMMENT

None.

4. ZONING ADMINISTRATOR BUSINESS

4.1 STATEMENT OF PURPOSE

Zoning Administrator McKay read the Statement of Purpose aloud.

4.2 ZONING ADMINISTRATOR REPORTS

None.

5. CONSENT ITEM(S)

None.

6. SCHEDULED ITEM(S)

6.1 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT FOR A MOBILE FOOD VENDING FACILITY AT 500 SEBASTOPOL ROAD; FILE NO. CUP24-057

BACKGROUND: This is a proposal to operate a mobile food truck in front of Tacos Al Carbon, an existing restaurant. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Sachnoor Bisla, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve a Minor Conditional Use Permit to allow Mobile Food Vending at 500 Sebastopol Road.

Planner Bisla presented.

ZA McKay opened and closed the public comment period at 10:36 a.m.

Staff responded to ZA inquiries.

ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO. ZA-RES-2025-031, ENTITLED:

"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A MOBILE FOOD FACILITY WITH EXTENDED HOURS OF OPERATION FOR THE PROPERTY LOCATED AT 500 SEBASTOPOL ROAD, SANTA ROSA, APN: 125-162-024, FILE NO. CUP24-057"

6.2 PUBLIC MEETING - MINOR CONDITIONAL USE PERMIT AND MINOR DESIGN REVIEW PERMIT FOR A MINOR VEHICLE SERVICES FACILITY AT 4362 HWY 12, SANTA ROSA, CA; FILE NO. PRJ24-022

BACKGROUND: This is a proposal for a new car wash. The project is exempt from the California Environmental Quality Act (CEQA).

PROJECT PLANNER: Suzanne Hartman, City Planner

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Zoning Administrator approve:

- a Minor Conditional Use Permit to operate a Minor Vehicle Services Facility; and
- a Minor Design Review Permit to construct a new commercial building

Planner Hartman presented.

ZA McKay opened the public comment period at 10:45 a.m.

Janice Karmann asked a question about the project.

Staff responded to public comment.

ZA McKay closed the public comment period at 10:47 a.m.

Applicant and representatives responded to ZA inquiries.

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO.
ZA-RES-2025-032, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA
ROSA APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW A
MINOR VEHICLE SERVICES FACILITY FOR THE PROPERTY LOCATED AT
4362 HIGHWAY 12, SANTA ROSA, APN: 032-010-068, FILE NO. PRJ24-022"**

**ZONING ADMINISTRATOR MCKAY APPROVED RESOLUTION NO.
ZA-RES-2025-033, ENTITLED:**

**"RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SANTA
ROSA APPROVING MINOR DESIGN REVIEW FOR CONSTRUCTION OF A
NEW VEHICLE SERVICES FACILITY WITH LANDSCAPING FOR THE
PROPERTY LOCATED AT 4362 HIGHWAY 12 SANTA ROSA, APN:
032-010-068, FILE NO. PRJ24-022"**

7. ADJOURNMENT

Zoning Administrator McKay adjourned the meeting at 10:57 a.m.

Approved on:

MARK KOLARIK, Recording Secretary