

# City of Capitola

## Planning Commission Meeting Agenda

### Thursday, February 02, 2023 – 7:00 PM



City Council Chambers  
420 Capitola Avenue, Capitola, CA 95010

**Chairperson:** Susan Westman

**Commissioners:** Courtney Christiansen, Paul Estey, Gerry Jensen, Peter Wilk

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*All correspondence received prior to 5:00 p.m. on the Wednesday preceding a Planning Commission Meeting will be distributed to Commissioners to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Commissioners, nor be read by them prior to consideration of an item.*

#### 1. Roll Call and Pledge of Allegiance

Commissioners Paul Estey, Gerry Jensen, Peter Wilk, Courtney Christiansen, Susan Westman

#### 2. Oral Communications

##### A. Additions and Deletions to the Agenda

##### B. Public Comments

*Please review the Notice of Remote Access for instructions. Short communications from the public concerning matters not on the Agenda. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the Minutes. Members of the public may speak for up to three minutes, unless otherwise specified by the Chair. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue.*

##### C. Commission Comments

##### D. Staff Comments

#### 3. Approval of Minutes

A. January 25, 2023 - Planning Commission Meeting Minutes

#### 4. Consent Calendar

*All matters listed under "Consent Calendar" are considered by the Planning Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Planning Commission votes on the action unless members of the public or the Planning Commission request specific items to be discussed for separate review. Items pulled for separate discussion will be considered in the order listed on the Agenda.*

##### A. 524 Pilgrim Drive

**Permit Number: #22-0372**

**APN: 035-103-04**

Design Permit for a single story addition and remodel. The addition will both enclose the existing front porch, extend off the rear of the building, and includes a portion of the attic for a total increase of 379 square feet. The project requires Planning Commission review due to the proposed roof height exceeding 15 feet tall.

This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption 15301(e)

Property Owner: Udesch Naicker

Representative: Udesch Naicker, Filed: 08.22.22

## 5. Public Hearings

*Public Hearings are intended to provide an opportunity for public discussion of each item listed as a Public Hearing. The following procedure is as follows: 1) Staff Presentation; 2) Planning Commission Questions; 3) Public Comment; 4) Planning Commission Deliberation; and 5) Decision.*

### A. 203 Esplanade

**Permit Number: 23-0046**

**APN: 035-211-04**

Guidance on Emergency Coastal Development Permit and future Historic Alteration Permit for window replacement at Zelda's Restaurant

Environmental Determination: N/A

Property Owner: Jill Ealy, Zelda's Restaurant

Representative: Jill Ealy, Zelda's Restaurant

### B. 117 Saxon Avenue

**Permit Number: #22-0484**

**APN: 036-131-01**

Design Permit to legalize an internal attic conversion located in the R-1 (single-family) zoning district.

This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption 15301(a)

Property Owner: John Shenk

Representative: John Shenk, Filed: 10.18.22

### C. 1555 Lincoln Avenue

**Permit Number: #21-0561**

**APN: 034-041-13**

Design Permit, Historical Alteration Permit, and Variance for additions to a historic single-family residence and the demolition of a non-historic accessory structure within the R-1 (Single-Family Residential) zoning district.

This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption 15331 and 15332

Property Owner: Suzie Gleeson and Tara Zorovich

Representative: Peter Spellman

### D. 517 Oak Drive

**Permit Number: #22-0394**

**APN: 035-082-06**

Variance for the required parking dimensions to construct first-story additions without meeting current parking standards. The project is located in the R-1 (Single-Family Residential) zoning district.

The project is located in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption 15332

Property Owner: Michael & Sara Moore

Representative: Michael & Sara Moore, Filed: 10.20.22

**E. Citywide Housing Element**

**Permit Number: 23-0019**

**APN: Citywide**

Introduction to Housing Element Update

Environmental Determination: TBD

Property Owner: Citywide

Representative: Brett Stinson and Diane Bathgate, RRM Design Group; Veronica Tam, VTA, Inc.

**6. Director's Report**

**7. Commission Communications**

**8. Adjournment**

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**Notice of In-Person & Remote Access**

**Meetings are open to the public for in-person attendance at the Capitola City Council Chambers located at 420 Capitola Avenue, Capitola, California, 95010.**

**Other ways to Watch:**

Spectrum Cable Television channel 8

City of Capitola, California Youtube Channel:

<https://www.youtube.com/channel/UCJgSsB5qqoS7CcD8lq9Yw1g>

**To Join Zoom Application or Call in to Zoom:**

Meeting link:

<https://us02web.zoom.us/j/84769092900?pwd=anpWVWlQamFzT3BGUm54QStJWtdwQT09>

Or dial one of these phone numbers: **1 (669) 900 6833, 1 (408) 638 0968, 1 (346) 248 7799**

Meeting ID: **847 6909 2900**

Meeting Passcode: **379704**

**To make a remote public comment:**

Via Zoom Application: Use participant option to “raise hand”. The moderator will unmute you.

Via Zoom phone call: Dial **\*9** on your phone to “raise hand”. The moderator will unmute you.

**Appeals:** The following decisions of the Planning Commission can be appealed to the City Council within ten (10) calendar days following the date of the Commission action: Design Permit, Conditional Use Permit, Variance, and Coastal Permit. If the tenth day falls on a weekend or holiday, the appeal period is extended to the next business day.

All appeals must be in submitted writing on an official city application form, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk. An appeal must be accompanied by a five hundred dollar (\$500) filing fee, unless the item involves a Coastal Permit that is appealable to the Coastal Commission, in which case there is no fee. If you challenge a decision of the Planning Commission in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.

Notice regarding Planning Commission meetings: The Planning Commission meets regularly on the 1st Thursday of each month at 7 p.m. in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

**Agenda and Agenda Packet Materials:** The Planning Commission Agenda and complete Agenda Packet are available on the Internet at the City's website: [www.cityofcapitola.org/meetings](http://www.cityofcapitola.org/meetings). Need more information? Contact the Community Development Department at (831) 475-7300.

**Agenda Materials Distributed after Distribution of the Agenda Packet:** Materials that are a public record under Government Code § 54957.5(A) and that relate to an agenda item of a regular meeting of the Planning Commission that are distributed to a majority of all the members of the Planning Commission more than 72 hours prior to that meeting shall be available for public inspection at City Hall located at 420 Capitola Avenue, Capitola, during normal business hours.

**Americans with Disabilities Act:** Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the Community Development Department at least 24 hours in advance of the meeting at (831) 475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

**Televised Meetings:** Planning Commission meetings are cablecast "Live" on Charter Communications Cable TV Channel 8 and are recorded to be replayed on the following Monday and Friday at 1:00 p.m. on Charter Channel 71 and Comcast Channel 25. Meetings can also be viewed from the City's website: [www.cityofcapitola.org](http://www.cityofcapitola.org)