

City of Capitola

Planning Commission Meeting Agenda

Thursday, October 05, 2023 – 6:00 PM



City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

Teleconference Location – Hospitality Suite, 5 7130 Kuhio Hwy, Hanalei,
HI 96714

Chairperson: Susan Westman

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

Please review the Notice of Remote Access for instructions on participating in the meeting remotely. The Notice of Remote Access is at the end of the agenda.

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.

All matters listed on the Regular Meeting of the Capitola Planning Commission Agenda shall be considered as Public Hearings.

1. Roll Call and Pledge of Allegiance

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

2. Oral Communications

A. Additions and Deletions to the Agenda

Additional Materials Item 5C – HCD letter, Santa Cruz YIMBY letter

Additional Materials Item 5D – one email

B. Public Comments

Please review the Notice of Remote Access for instructions. This item is for 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. August 17, 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. Modifications to Permit #22-0140 for the Blanket CDP for Street Dining Decks in Capitola’s Central Village

Permit Number: 22-0140

Location: Up to 25 public parking spaces in the Central Village

Modifications to the Blanket Coastal Development Permit for Capitola’s prototype street dining decks which may be utilized by Eating and Drinking Establishments in the Central Village to review CDP recertifications programmatically rather than individually.

Environmental Determination: Categorically Exempt

Property Owner: City of Capitola

B. 511 Escalona Drive

Permit Number: #23-0404

APN: 036-125-02

Design Permit Amendment to modify the previously approved exterior appearance of a two-story, single-family dwelling and attached Accessory Dwelling Unit (ADU), located within the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Christine Meserve

Representative: Valerie Hart, Filed: 09.08.23

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. 421 Riverview Avenue

Permit Number: #22-0216

APN: 035-132-04

Design Permit to construct a detached garage with a second story ADU. The application includes a Variance request for the required front setback for detached garages, two ADU deviations for the ADU required second-story front setback and privacy mitigations, and an exception to exceed driveway width. The project is located within the R-1 (Single-Family Residential) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Property Owner: Steve Owens

Representative: Dennis Norton, Filed: 06.01.22

B. 1435 41st Avenue – Best Western

Permit Number: #23-0397

APN: 034-151-51

Conditional Use Permit Amendment to add five guestrooms by converting double-bay suites to standard guestrooms. The conversion is entirely internal, adds no floor area, and results in 59 total guestrooms. The proposal complies with required parking standards and is located in the C-C (Community Commercial) zoning district.

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

Environmental Determination: Categorically Exempt 15301 – Existing Facilities

Property Owner: Capitola By-the-Sea Inn & Suites, LLC

Representative: Nielsen Architects, Filed: 09.05.2023

C. Citywide Housing Element Update

Permit Number: 23-0019

APN: Citywide

Housing Element Update 6th Cycle

Environmental Determination: Pending

Property Owner: City of Capitola

Representative: Bret Stinson, RRM Design and Veronica Tam, VTA, Inc.

D. Color and Materials

Topic: Color and Materials for single family projects that require a Design Permit

6. Director's Report

7. Commission Communications

8. Adjournment

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/UCJqSsB5qgoS7CcD8lq9Yw1g/videos>

To Join Zoom Application or Call in to Zoom:

- Meeting link:
<https://us02web.zoom.us/j/84769092900?pwd=anpWVWIQamFzT3BGUm54QStJWtdwQT09>
- 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 your hand”. The moderator will unmute you

Appeals: The following decisions of the Planning Commission can be appealed to the City Council within the (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 submitted in 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 6 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. 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.