

City of Capitola

Planning Commission Meeting Minutes

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

1. Roll Call and Pledge of Allegiance

The meeting was called to order at 7:00 PM. In attendance: Commissioners Estey, Jensen, Wilk, Christiansen, and Chair Westman.

2. Oral Communications

A. Additions and Deletions to the Agenda - None

B. Public Comments - None

C. Commission Comments

Commissioner Wilk spoke about residential application requirements regarding color and materials. Expressed interest in removing these requirements from application requirements.

Chair Westman apologized for her absence at the last meeting and requested that staff include Commissioner communications related to the continued item in the agenda packet.

D. Staff Comments

City Clerk Moss advised Commissioners of training requirements and reminded Commissioners that the Brown Act regulations will be changing shortly in compliance with the Governor's Emergency Declaration and AB361.

Community Development Director Herlihy provided an update on Item 5.1B, clarification on noticing requirements in the City's Municipal Code, and an update on outdoor parking.

3. Approval of Minutes

A. January 25, 2023 - Planning Commission Meeting Minutes

Motion to approve the January 25, 2023, meeting minutes: Commissioner Wilk

Seconded: Commissioner Estey

Voting Yea: Vice Chair Christiansen, Commissioner Estey, Commissioner Jensen, Commissioner Wilk

Abstaining: Chair Westman

4. Consent Calendar

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.

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Environmental Determination: Categorical Exemption 15301(e)

Property Owner/Representative: Udesch Naicker

Filed: 08.22.22

***Motion to approve the Consent Calendar: Commissioner Wilk,
Seconded: Vice Chair Christiansen
Voting Yea: Chair Westman, Vice Chair Christiansen, Commissioner Estey,
Commissioner Wilk
Abstaining: Commissioner Jensen***

5. Public Hearings

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/Representative: Jill Ealy, Zelda's Restaurant

Community Development Director Herlihy presented the staff report.

Planning Commissioners Wilk and Westman provided direction to staff and the applicant.

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/Representative: John Shenk

Filed: 10.18.22

City Planner Brian Froelich presented the staff report.

John Shenk, applicant, spoke in favor of staff's recommendation.

Commissioner Wilk spoke in opposition to Condition of Approval #13.

Vice Chair Christiansen agreed with Commissioner Wilk and inquired if frosted window have been required in the past. Staff responded affirmatively.

Commissioner Jensen inquired as to where similar conditions of approval have been required.

Motion to approve the permit with the removal of Condition of Approval #13:

Commissioner Wilk

Seconded: Vice Chair Christiansen

***Voting Yea: Chair Westman, Vice Chair Christiansen, Commissioner Jensen,
Commissioner Wilk***

Abstaining: Commissioner Estey

C. 1555 Lincoln Avenue

Permit Number: #21-0561

APN: 034-041-13

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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

City Planner Sean Sesanto presented the staff report.

Tara Zorovich, applicant, spoke in favor of staff's recommendation.

Motion to approve the permit: Commissioner Jensen

Seconded: Commissioner Estey

Voting Yea: Chair Westman, Vice Chair Christiansen, Commissioner Estey, Commissioner Jensen, Commissioner Wilk

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

City Planner Sean Sesanto presented the staff report.

Commissioner Wilk inquired about precedent for acceptance of variances based on lot size. Staff clarified that precedent exists in the Depot Hill neighborhood.

Michael Moore, Applicant, spoke in favor of staff's recommendation. Taylor Darling, Project Contractor, spoke in favor of staff's recommendation.

Motion to approve the permit: Commissioner Wilk

Seconded: Commissioner Jensen

Voting Yea: Vice Chair Christiansen, Commissioner Estey, Commissioner Jensen, Commissioner Wilk

Abstaining: Chair Westman

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.

Community Development Director Herlihy, and Bret Stinson, RRM Design, and Veronica Tam, Veronica Tam and Associates, presented the staff report.

Commissioner discussion included clarification on the "Commercial Corridor," RHNA allocation, community outreach efforts.


Public Speakers:

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John Mulry, resident, spoke about the possibility of a residential flex zone.

6. **Director's Report** - *Community Development Director Herlihy provided a reminder about meeting start time (6:00 PM).*
7. **Commission Communications** - *None*
8. **Adjournment** - *Adjourned at 9:19 PM to the next regularly scheduled meeting on March 2, 2023.*

ATTEST:

DocuSigned by:

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Julia Moss, City Clerk