

# City of Capitola

## Planning Commission Meeting Minutes

### Wednesday, January 25, 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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*Notice of Continuance of Public Hearing: Notice is hereby given that the public hearing originally scheduled for the City of Capitola Planning Commission regular meeting of January 19, 2023 (Agenda Items 4A – 517 Oak Drive Permit Number 22-0394, and 5A – 4401 & 4525 Capitola Road Permit Number 22-0244) has been continued by the Planning Commission to January 25, 2023 at 7:00 PM in accordance with Government Code Section 54955.1.*

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

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

***The meeting was called to order at 7:00 PM.***

***In attendance: Commissioners Estey, Jensen, Wilk, and Vice Chair Christiansen.***

***Absent: Chair Westman***

#### 2. New Business - None

#### 3. Oral Communications

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

*Four public comments related to the public hearing were received and distributed to the Commission.*

##### B. Public Comments - None

##### C. Commission Comments - None

##### D. Staff Comments

*Community Development Director Herlihy reminded Planning Commissioners of the Joint Workshop of the City's Advisory Bodies on January 31, 2023, at 5 PM. She also advised the Commissioners of the removal of a tree in the City Hall parking lot.*

#### 4. Consent Calendar

##### A. 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

Property Owner: Michael & Sara Moore

Representative: Michael & Sara Moore, Filed: 10.20.22

***Motion to approve the Consent Calendar made by Commissioner Wilk***

**Seconded by Commissioner Jensen  
4-0-1 (Westman - Absent)**

**5. Public Hearings**

**A. 4401 & 4525 Capitola Road**

**Permit Number: #22-0244**

**APN: 034-123-05 & 034-124-18**

Continued from January 19, 2023 - Design Permit, Conditional Use Permit, Density Bonus, and Coastal Development Permit request for a 36-unit, 100% affordable housing project on an approximate 0.81-acre site on the northeast corner of Capitola Road and 44th Avenue. The project includes a mix of 1-bedroom, 2-bedroom and 3-bedroom apartment units, configured in two 3-story buildings. The project includes a density bonus request pursuant to California Government Code sections 65915 – 65918.

Environmental Determination: Categorical Exemption 15332 - In-fill Development

Applicant: CRP Affordable Housing & Community California, LLC

**Brian Froelich, Senior Planner, presented the staff report.**

**Commissioner Comments Included:**

*Commissioner Wilk inquired about the tree coverage requirement for the project, Public Works and Police input on the project, and Capitola resident priority. Staff clarified that the project exceeds the tree coverage requirement, and that Capitola residents may apply but cannot receive priority due to the Fair Housing Act.*

*Commissioner Jensen inquired about the public hearing noticing for this project. Staff clarified that the public hearing was noticed in the Santa Cruz Sentinel and that postcards including information were sent to residents. The site was posted with a sign with public hearing information. The continuance date was also posted in the newspaper. Commissioner Jensen also inquired about the proposed building height.*

*Commissioner Estey inquired about the project's proximity to the Transit Center at Capitola Mall and allowances related to a Transit oriented development. Commissioner Estey also inquired about the noticing requirements for the project and staff responded that all applicable government codes were followed.*

**Garrett Bascom, Project Manager, and Robert Lindley, Project Architect, spoke on behalf of CRP Affordable Housing & Community Development (Project Applicant).**

**Public comments were received from the following individuals opposed to the project:**

- |                           |                       |                            |
|---------------------------|-----------------------|----------------------------|
| <i>Paula Bradley</i>      | <i>Melody Nickham</i> | <i>Kathleen Schelhorse</i> |
| <i>Michelle Hendersen</i> | <i>Shane Milhorn</i>  | <i>TJ Welch</i>            |
| <i>Phillip Cross</i>      | <i>Mick Routh</i>     | <i>Ed Bottorff</i>         |
| <i>Cynthia</i>            | <i>Erin Bernal</i>    |                            |

**Public comment was received from the following individual in support of the project:**

*Kalisha Webster*

**Commissioner Comments:**

*Commissioner Wilk inquired about appeal of the Planning Commission's decision, thanked speakers for their comments, and mentioned the role of the Planning Commission in conjunction with state and local regulations.*

*Commissioner Jensen thanked community members for their comments and expressed concerns about noticing. He expressed interest in continuing the item.*

*Commissioner Estey also expressed interest in continuing the item and mentioned concerns about noticing and the City's role in California density housing laws.*

*Commissioner Wilk recommended if a continuance is issued, that direction to staff should be provided to conduct a safety study to evaluate resident concerns on traffic impacts.*

*Vice Chair Christiansen echoed Commissioner Wilk's thoughts and requested that a parking management plan be created to address parking concerns.*

**Motion to continue the item by Commissioner Jensen.**

**Request for clarification by Commissioner Wilk to include specific actions for the continuance.**

**Commissioner Jensen amended the motion to continue the item so that staff can conduct a safety review for traffic and ensure the 300-foot noticing requirement is accurately distributed.**

**Seconded by Commissioner Estey.**

**3-1-1 (Commissioner Wilk - Nay, Chair Westman - Absent)**

**6. Director's Report**

*Community Development Director Herlihy presented an update on staff response to the storm.*

**7. Commission Communications**

*Commissioner Wilk welcomed new commissioners.*

*Commissioner Jensen requested that questions from members of the public relating to Item 5A be addressed and shared. He also thanked staff for their efforts on storm cleanup.*

**8. Adjournment - Adjourned at 9:35 PM to the next regularly scheduled meeting on February 2, 2023, at 7 PM.**

**ATTEST:**

  
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Julia Moss, City Clerk