

# City of Capitola Special Planning Commission Meeting Minutes



**Thursday, August 08, 2024 – 5:00 PM**

City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

**Chairperson:** Courtney Christiansen

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

The meeting was called to order at 5:03 PM. In attendance, Commissioners Westman, Wilk, and Chair Christiansen. Commissioner Jensen arrived at 5:08 PM and was in attendance for the remainder of the meeting. Commissioner Estey was absent.

## **2. Additions and Deletions to the Agenda**

None.

## **3. Oral Communications**

*Please review the section How to Provide Comments to the Planning Commission for instructions. Oral Communications allows time for members of the public to address the Planning Commission on any Consent Item on tonight's agenda or on any topic within the jurisdiction of the City that is not on the Public Hearing section of the Agenda. 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.*

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## **4. Planning Commission/Staff Comments**

Director Herlihy reminded the Commission and staff to speak clearly into the microphones throughout the meeting.

## **5. 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 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.*

Motion to approve the approve the item on the Consent Calendar: Commissioner Wilk

Seconded: Commissioner Westman

Voting Yea: 4-0

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Absent: Commissioner Estey

A. 1760 48th Avenue

**Project Description:** Permit #23-0497 Design Permit and Coastal Development Permit for the demolition of an existing residence and construction of a new single-story residence with an attached garage located within the R-1 (Single-Family Residential) zoning district.

The project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

**Recommended Action:** Staff recommends the Planning Commission approve application #23-0497 based on the following Conditions and Findings of Approval.

## 6. 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. Citywide Housing Element Re-Adoption

**Project Description:** Permit #23-019 for the Readoption of the City of Capitola 6<sup>th</sup> Cycle Housing Element which includes properties Citywide.

**Recommended Action:** Adopt a resolution recommending the City Council 1) adopt the Addendum to the General Plan Update Environmental Impact Report; and 2) adopt amendments to the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development, and direct staff to submit the Housing Element to the State of California for certification.

Director Herlihy introduced the consultant team and presented the staff report which summarized the process of developing the Housing Element up until conditional approval by the HCD on July 26, including details of the amendments that have been made.

Commissioners Westman and Jensen voiced their approval and thanked staff for their hard work.

Chair Christiansen opened the public hearing.

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Chair Christiansen closed the public hearing.

Motion to adopt a resolution.....: Commissioner Wilk

Seconded: Commissioner Jensen

Voting Yea: 4-0

## 7. Director's Report

Director Herlihy provided an update regarding the Bay Ave and Hill St Intersection Quick Build, providing general info on the project and directing the public to the website for more info.

Next, she informed the Commission that the drafts of the Zoning Code Updates that will be on next week's agenda have been published for public review and noticed to the public. Staff has been receiving public comment and are taking measures to direct the public to our website for more info.

Finally she let the Commission know what to expect on the agenda at the next City Council Meeting.

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The next Special Meeting of the Planning Commission will take place on Tuesday, August 27th, at 6:00 PM

- 8. Adjournment – Adjourn to the next regularly scheduled meeting of the Planning Commission on [DATE] at 6:00 PM.**

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The meeting was adjourned at 5:37 PM to the next regularly scheduled meeting of the Planning Commission on Thursday, August 15, at 6:00 PM.

Signed by:  
  
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