

# City of Capitola

## Planning Commission Meeting Minutes

### Thursday, July 18, 2024 – 6:00 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 6:00 PM. In attendance, Commissioners Estey, Westman, Wilk, Vice Chair Jensen and Chair Christiansen.

#### 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

Commissioner Westman commented on a recent application that denied a proposal for a financial services business in a retail location, and requested staff to look into modifying the code to prevent this type of application denial in the future.

#### 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.*

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A. Approval of June 6, 2024, Planning Commission Meeting Minutes

**B. 604 Escalona Drive**

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**Project Description:** Application #24-0165. APN: 036-141-24. Design Permit and Coastal Development Permit for an Accessory Dwelling Unit (ADU) above an existing garage within the R-1 (single-family) zoning district.

Environmental Determination: Categorical Exemption

**Recommended Action:** Staff recommends the Planning Commission approve application #24-0165 based on the Findings and Conditions of Approval.

**C. 720 Hill Street**

**Project Description:** Application #24-0257. APN: 036-011-28. Two-year entitlement extension request pursuant to section 17.156.080 of the Zoning Ordinance for the Design Permit, Conditional Use Permit, and Tree Removal Permit #21-0122 for the 42-room hotel project located in the Community Commercial (CC) Zoning District.

Environmental Determination: Categorical Exemption

**Recommended Action:** Staff recommends the Planning Commission approve the two-year extension requested under application #24-0257.

**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. 316 A Capitola Avenue**

**Project Description:** Application #24-0133. APN: 035-181-23. Conditional Use Permit for Trestles Restaurant to include the sale of distilled spirits (Type 47 License). The restaurant is located within the MU-V (Mixed-Use Village) zoning district.

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

Environmental Determination: Categorical Exemption

**Recommended Action:** Consider Application #24-0133 and approve the project based on the attached Conditions and Findings for Approval.

Commissioner Wilk recused himself from Item 6A due to the proximity of his residence to this project.

Associate Planner Sesanto presented the staff report.

Vice Chair Jensen asked if staff received any public comment on this project. Associate Planner Sesanto confirmed that staff received no comments.

Chair Christiansen opened and closed the public hearing with no public comment.

Commissioners Westman and Estey, along with Chair Christiansen voiced their support of the application.

Motion: Commissioner Westman

Seconded: Vice Chair Jensen

Voting Yea: 4-0

Abstaining: Commissioner Wilk

**B. 2155, 2165, 2175 41<sup>st</sup> Avenue**

**Project Description:** Application #24-0258 Master Sign Program application for the retail center in the Regional Commercial (C-R) zoning district.

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Environmental Determination: Categorical Exemption

**Recommended Action:** Staff recommends the Planning Commission approve application #24-0258 based on the Conditions and Findings of Approval.

Senior Planner Froelich presented the staff report.

Commissioner Estey questioned the details of the applicant and ownership groups, wanting to ensure both were in agreement with the proposal, and Senior Planner Froelich confirmed that they are.

Applicant representative Bryce Berryessa spoke to the Commission regarding certain aspects of the proposal and stated opposition to the condition of requiring raised lettering on the two shield signs.

Chair Christiansen opened and closed the public hearing with no comments.

Commissioner Westman commented on the monument sign, the additional shield signs on the building facade, and supported the applicants request to move forward without the condition of requiring raised lettering on the two shield signs.

Commissioner Wilk questioned the history of the master sign program, stating that many signs up and down 41st Ave don't contain raised lettering - Senior Planner Froelich offered an explanation for this and stated that while some

Commissioner Estey also agreed to remove the condition of the raised sign lettering.

Commissioner Wilk also questioned why the applicant was required to construct two shield signs despite the possibility that another tenant could come in and eventually occupy the second shield sign. He ultimately recommended removing that condition as well. Finally, he also recommended removing the wood topping on the monument sign and limiting the tenant's requirements in the landscape plan.

Chair Christiansen questioned why the building owner was not responsible for ensuring compliance with the Master Sign Program, and Director Herlihy provided an explanation.

Vice Chair Jensen also supported removing the requirement to use raise lettering.

Commissioner Estey, Wilk, and staff discussed the additional shield sign containing artwork.

Motion to approve with modifications: Commissioner Wilk

Seconded: Commissioner Estey

Voting Yea: 5-0

**C. 720 Hill Street**

**Project Description:** Application #24-0156. APN: 036-011-28. Proposed Tentative Parcel Map to split the existing 3.82-acre lot into two lots. The proposed lot sizes are 1.158 acres and 1.924 acres. The property is located within the C-C (Community Commercial) zoning district. This project is not in the Coastal Zone

Environmental Determination: Categorical Exemption

**Recommended Action:** Staff recommends the Planning Commission approve the two-lot subdivision requested under application #24-0156.

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Senior Planner Froelich noted a correction to the project description on the agenda - the existing lot is 3.082 acres - and presented the staff report.

Chair Christiansen opened and closed the public hearing with no comments.

Motion: Commissioner Wilk

Seconded: Vice Chair Jensen

Voting Yea: 5-0

**7. Director's Report**

Director Herlihy provided the Commission with updates regarding Planning Commission Meeting Minutes procedure, the closure of the south bound ramp of Bay Ave and Highway 1, the Capitola Village Suites sign compliance, the status of the 6th Cycle Housing Element preliminary approval and upcoming adoption process, asked for confirmation to hold a special meeting on Aug 8th, and provided a preview of the Special Meeting next week on July 23 and other future meetings, and asked Commissioners to put placeholders on dates for potential meetings on Aug 29th and September 19th. Secondly, she reminded the Commission of two community events - July 31st and the September 25th Wharf Grand Opening.

**8. Adjournment – Adjourn to the next regularly scheduled meeting of the Planning Commission on August 15, 2024 at 6:00 PM.**

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The meeting was adjourned at 7:03 PM.

Signed by:  
  
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