

City of Capitola Agenda

Mayor: Sam Storey
Vice Mayor: Dennis Norton
Council Members: Ed Bottorff
Stephanie Harlan
Michael Termini
Treasurer: Christine McBroom



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, SEPTEMBER 11, 2014

CITY HALL COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7:00 PM

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Stephanie Harlan, Dennis Norton, Ed Bottorff, Michael Termini, and Mayor Sam Storey

2. MOMENT OF SILENCE

A. Moment of silence in remembrance of the victims of the September 11th terrorist attacks.

3. PRESENTATIONS

A. Proclamation designating September as "Attendance Awareness" Month.

4. ADDITIONAL MATERIALS

Additional information submitted to the City Council after distribution of the agenda packet.

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Oral Communications allows time for members of the Public to address the City Council on any item not on the Agenda. Presentations will be limited to three minutes per speaker. 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. 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. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, September 11, 2014

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

City Council Members/City Treasurer/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration.

8. CONSENT CALENDAR

All items listed in the "Consent Calendar" 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 Council votes on the action unless members of the public or the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.

A. Consider approving the August 14, 2014, Regular City Council Meeting Minutes.

RECOMMENDED ACTION:

Approve Minutes.

B. Receive Planning Commission Action Minutes for the Regular Meeting of September 4, 2014.

RECOMMENDED ACTION:

Receive Minutes.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

General Government items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.

A. Receive Report on the Esplanade Park water conservation options.

RECOMMENDED ACTION:

Accept Report.

B. Consider the acceptance of artwork from the former Capitola Book Café.

RECOMMENDED ACTION:

City Council discretion to accept or reject donation.

C. Presentation of the Community Development Department Work Program.

RECOMMENDED ACTION:

Accept Presentation.

D. Consider an agreement with Community Action Board of Santa Cruz County, Inc. for an amount not to exceed \$30,000 for the Fiscal Year 2014/2015 Emergency Housing Assistance Program.

RECOMMENDED ACTION:

Authorize City Manager to execute an agreement in the amount of \$30,000.

10. ADJOURNMENT

Adjourn to the next Regular Meeting of the City Council on Thursday, September 25, 2014, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, September 11, 2014

Note: Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final” upon the City Council’s announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

Notice regarding City Council: The Capitola City Council meets on the 2nd and 4th Thursday of each month at 7:00 p.m. (or in no event earlier than 6:00 p.m.), in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City’s website: www.cityofcapitola.org and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk’s office at 831-475-7300.

Agenda Materials Distributed after Distribution of the Agenda Packet: Pursuant to Government Code §54957.5, materials related to an agenda item submitted after distribution of the agenda packet are available for public inspection at the Reception Office at City Hall, 420 Capitola Avenue, Capitola, California, 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 City Clerk’s office 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: City Council meetings are cablecast “Live” on Charter Communications Cable TV Channel 8 and are recorded to be rebroadcasted at 8:00 a.m. on the Wednesday following the meetings and at 1:00 p.m. on Saturday following the first rebroadcast on Community Television of Santa Cruz County (Charter Channel 71 and Comcast Channel 25). Meetings are streamed “Live” on the City’s website at www.cityofcapitola.org by clicking on the Home Page link “**Meeting Video**”. Archived meetings can be viewed from the website at anytime.

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City of Capitola Mayor's Proclamation

Designating the Month of September 2014
"Attendance Awareness Month"

WHEREAS, good attendance is essential to student achievement and graduation, and we are committed to dedicating our resources and attention to reducing chronic absenteeism rates, with a focus starting as early as kindergarten; and

WHEREAS, chronic absence - missing 10 percent or more of school for any reason including excused and unexcused absences, or just two or three days a month - is a proven predictor of academic trouble and dropout rates; and

WHEREAS, improving attendance and reducing chronic absence takes commitment, collaboration and tailored approaches to particular challenges and strengths in each community; and

WHEREAS, chronic absence predicts lower third-grade reading proficiency, course failure and eventual dropout, it weakens our communities and our local economy; and

WHEREAS, the impact of chronic absence hits low-income students and children of color particularly hard if they don't have the resources to make up for lost time in the classroom and are more likely to face systemic barriers to getting to school - such as unreliable transportation, lack of access to health care, unstable or unaffordable housing; and

WHEREAS, chronic absence exacerbates the achievement gap that separates low-income students from their peers, since students from low-income families are both more likely to be chronically absent and more likely to be affected academically by missing school. Absenteeism also undermines efforts to improve struggling schools, since it's hard to measure improvement in classroom instruction if students are not in class to benefit from them; and

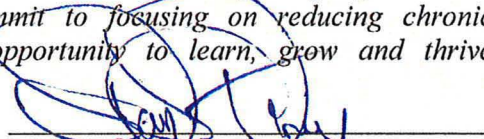
WHEREAS, schools and community partners can reach out more frequently to absent students to determine why they are missing school and what would help them attend more regularly; and

WHEREAS, schools and districts must do more to track, calculate and share the data on how many students are chronically absent so that we can deliver the right interventions to the right students; and

WHEREAS, all students - even those who show up regularly - are affected by chronic absence because teachers must spend time reviewing for students who missed lessons; and

WHEREAS, chronic absence can be significantly reduced when schools, parents and communities work together to monitor and promote good attendance and address hurdles that keep children from getting to school.

NOW, THEREFORE, BE IT RESOLVED, I, Sam Storey, Mayor of the City of Capitola, do hereby proclaim Capitola will stand with the nation in recognizing September as "Attendance Awareness Month." We hereby commit to focusing on reducing chronic absenteeism to give all children an equitable opportunity to learn, grow and thrive academically, emotional and socially.



Sam Storey, Mayor

Signed and sealed this 11th day of September 2014



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CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 11, 2014

FROM: OFFICE OF THE CITY CLERK

SUBJECT: MINUTES OF THE AUGUST 14, 2014, REGULAR COUNCIL MEETING

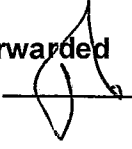
RECOMMENDED ACTION: Approve the subject minutes as submitted.

DISCUSSION: Attached for City Council review and approval are the minutes of the subject meeting.

ATTACHMENTS:

1. August 14, 2014, Regular Meeting Minutes.

Report Prepared By: Susan Sneddon, CMC
City Clerk

Reviewed and Forwarded
By City Manager: 

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**CAPITOLA CITY COUNCIL
REGULAR MEETING ACTION SUMMARY
THURSDAY, AUGUST 14, 2014**

**CLOSED SESSION – 6:00 PM
CITY MANAGER’S OFFICE**

Mayor Storey called the meeting to order at 6:00 PM. He announced the items to be discussed in Closed Session, as follows:

CONFERENCE WITH LEGAL COUNSEL–EXISTING LITIGATION [Govt. Code §54956.(9A)]

Rae Ellen Leonard vs. the City of Capitola et al. [United States District, Case #C13-3714]

CONFERENCE WITH REAL PROPERTY NEGOTIATOR [Govt. Code § 54956.8]

Property: New Brighton Middle School Gymnasium (City of Capitola, Owner)

City Negotiator: City Manager

Negotiating Parties: City of Capitola; Soquel Union Elementary School District

Under Negotiation: Real Property Sale

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code §54957.6]

Negotiator: Jamie Goldstein, City Manager

Employee Organizations: (1) Capitola Police Captains; and (2) Department Head Group.

LIABILITY CLAIMS [Govt. Code §54956.95]

Claimant: Anthony Lopez Ortiz

Agency claimed against: City of Capitola

Mayor Storey noted that there was no one in the audience; therefore, the City Council recessed at 6:05 p.m. to the Closed Session in the City Manager’s Office.

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7:00 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Stephanie Harlan, Dennis Norton, Ed Bottorff, Michael Termini, and Mayor Sam Storey

2. PRESENTATIONS

A. Presentation of a proclamation for September’s Childhood Cancer Awareness Month. [120-40] (Presentation received)

B. Presentation regarding a donation received from Ozzi Dog Park Inc. [120-40]

(Presentation continued to the September 11, 2014, City Council Meeting)

3. REPORT ON CLOSED SESSION

City Attorney Barisone stated that the City Council discussed the four items listed on the Closed Session Agenda. Mr. Barisone reported Rae Ellen Leonard vs. the City of Capitola et al. case has been settled subject to the confirmation by the District Court; the City Council and the Successor Agency have agreed to pay \$59,000 and \$88,500, respectively. City Manager Goldstein provided an update regarding real property negotiations for the New Brighton Middle School Gymnasium. In addition, Mr. Goldstein reported on labor negotiations with the Capitola Police Captains and

Item #: 8.A. Attach 1.pdf

CAPITOLA CITY COUNCIL ACTION SUMMARY – Thursday, August 14, 2014

the Department Head Group. Mr. Barisone stated that the Council received a report regarding the Anthony Lopez Ortiz tort claim, which is on the Council's regular meeting Consent Calendar this evening.

4. **ADDITIONAL MATERIALS** (none provided)
5. **ADDITIONS AND DELETIONS TO AGENDA**
6. **PUBLIC COMMENTS**

Brian Peoples, Aptos High School Rail-to-Trail Club representative, spoke on the benefits of the proposed Santa Cruz County Rail and Trail plan.

Sandy Erickson, 117 Cabrillo Street, stated her disappointment in the Council approving a City measure at a Special City Council meeting held on July 31, 2014. She also commented on the need for a sidewalk along Park Avenue.

7. **CITY COUNCIL / CITY TREASURER / STAFF COMMENTS**

City Treasurer McBroom noted that in the Check Register (**Item 8.C.**) a \$200,000 payment was made for a retaining (flood) wall resulting in the City's Emergency Fund being reduced from \$784,000 to \$584,000.

Council Member Termini stated that he attended the Criminal Justice Council of Santa Cruz County meeting; issues regarding elementary school student absences were discussed.

Council Member Norton commented on the City's Personalized Brick Program in the Village. He requested a Safe Routes to School Study timeline be provided to the Council.

Council Member Harlan stated that the City's Art and Wine Festival, Begonia Festival, and the Historical Museum are in need of volunteers.

Mayor Storey stated that he received a letter from participants that attended the recent Rod and Custom Class Car Show; the letter stated appreciation for Police Chief Escalante's assistance in taking care of some of their personal items they left behind on the sidewalk.

8. **CONSENT CALENDAR**

Council Member Norton requested that **Item 8.C.** regarding the approval of City Check Register Reports be pulled for discussion.

- A. Consider approving the July 24, 2014, Regular City Council Meeting Minutes, and the July 31, 2014, Special City Council Meeting Minutes.
- B. Receive Planning Commission Action Minutes for the Regular Meeting of August 7, 2014. [740-50]
- C. Approval of City Check Register Reports dated July 18, 2014; July 25, 2014; and August 1, 2014. [300-10]
- D. Adoption of **Resolution No. 3998** amending the City's Bail Schedule to add new fines. [390-20]
- E. Consider denying liability claim of Anthony Lopez Ortiz in the amount of \$200 and forward to the City's liability insurance carrier. [Claims Binder]
- F. Receive the Third Quarter Sales Tax Report. [330-70/390-70]
- G. Consider an agreement with Carolyn Flynn for professional services related to Affordable Housing Programs, grant writing, and grant management. 500-10 A/C: Flynn, Carolyn]

CAPITOLA CITY COUNCIL ACTION SUMMARY – Thursday, August 14, 2014

- ACTION** Motion made by Council Member Termini, seconded by Council Member Bottorff, to approve Items 8.A., 8.B., 8.D., 8.E., 8.F., and 8.G. The motion carried unanimously.
- ACTION** Motion made by Council Member Norton, seconded by Council Member Harlan, to approve Item 8.C. regarding the approval of City Check Register Reports with the exception of the payment to Santa Cruz Regional 911 which he opposes. The motion carried with the following vote: AYES: Council Members Harlan, Norton, Bottorff, Termini, and Mayor Storey. NOES: None. ABSENT: None. ABSTAIN: None.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Presentation by Santa Cruz Regional 9-1-1 General Manager Dennis Kidd regarding the budget, cost allocation, and services. [420-30]
Presentation was provided.
- B. Consider an agreement with Soquel Union Elementary School District related to the transfer of title to the New Brighton Middle School Gym, the City's recreation fees and the Jade Street Community Center. [235-10/330-10/500-10 A/C: Soquel Union Elementary School District]
Jacques Bertrand, 601 Monterey Avenue, stated that he supports the proposed agreement between the City and the School District.
Council Member Norton stated a substitute motion to approve a Resolution authorizing the reconveyance of real property and the execution of Grant Deed to transfer title of the New Brighton Middle School Gymnasium to the School District with the condition that the August 8, 2014, letter from the School District Superintendent (Attachment 3 to the staff report) be accepted by the School District Board of Trustees confirming that the March 26, 1982, Community Center Lease between the School District and the City allows the City to remain in possession of the Community Center through the end of the term of the Lease, which is March 25, 2032. Motion failed for lack on a second motion.
- ACTION** Motion made by Council Member Bottorff, seconded by Council Member Termini, to adopt Resolution No. 3999 authorizing the City Manager to execute an agreement with the Soquel Union Elementary School District (School District) to transfer the title of the New Brighton Middle School Gymnasium (Gymnasium) to the School District, and make a one-time payment of \$65,000 for Gymnasium property maintenance. The motion carried with the following roll call vote: AYES: Council Members Harlan, Norton, Bottorff, Termini, and Mayor Storey. NOES: None. ABSENT: None. ABSTAIN: None.
- ACTION** Motion made by Council Member Termini, seconded by Council Member Norton, to accept and file a letter from the School District which clarifies that the City of Capitola (City) may continue to use the Community Center until 2032; and request that the School District Board of Trustees accept the August 8, 2014, letter from Henry Castaniada (School District Superintendent) to the City, confirming that the March 26, 1982, Community Center Lease (Lease) between the School District and the City allows the City to remain in possession of the Community Center through the end of the term of the Lease, which is March 25, 2032. The motion carried with the following roll call vote: AYES: Council Members Harlan, Norton, Bottorff, Termini, and Mayor

CAPITOLA CITY COUNCIL ACTION SUMMARY – Thursday, August 14, 2014

Storey. NOES: None. ABSENT: None. ABSTAIN: None.

- C. Consider a Resolution establishing Department Heads' and Chief of Police's Compensation and Benefits Plan effective August 15, 2014. [600-10]
Sandy Erickson, 117 Cabrillo Street, asked about the employees' accrual of vacation time.

ACTION Motion made by Council Member Norton, seconded by Council Member Termini, to adopt Resolution No. 4000 establishing the Department Heads' and Chief of Police's Compensation and Benefits Plan effective August 15, 2014. The motion carried unanimously.

- D. Consider a loan agreement and approve a budget amendment to fund the Successor Agency's share of the settlement regarding the Leonard litigation. [330-10/500-10/780-40 A/C: City/Successor Agency]
David Meeks, Soquel resident, requested the reasoning for the closure of the Nob Hill/Peery Park restrooms.

Sandy Erickson, 117 Cabrillo Street, suggested providing a public notice regarding the closure of the Nob Hill/Peery Park restrooms.
ACTION Motion made by Council Member Termini, seconded by Council Member Norton, to a loan agreement and approve a budget amendment to fund the Successor Agency's share of the settlement regarding the Leonard litigation; and for staff to communicate with Santa Cruz County requesting that the Nob Hill/Peery Park restrooms be brought up to ADA compliance. The motion carried unanimously.

10. ADJOURNMENT

Mayor Storey adjourned the meeting at 8:58 PM to the next Regular Meeting of the City Council on Thursday, September 11, 2014, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

Sam Storey, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk



**ACTION SUMMARY MINUTES
CAPITOLA PLANNING COMMISSION
THURSDAY, SEPTEMBER 4, 2014
7 P.M. CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioners: Ron Graves, Mick Routh, Linda Smith and TJ Welch and Chairperson Gayle Ortiz

2. ORAL COMMUNICATIONS

- A. Additions and Deletions to Agenda
- B. Public Comments
- C. Commission Comments
- D. Staff Comments

3. APPROVAL OF MINUTES

- A. August 7, 2014, Draft Planning Commission Minutes

ACTION: Approved 4-0, 1 Abstention

4. CONSENT CALENDAR – No items

5. PUBLIC HEARINGS

- A. **111 Central Ave #14-099 APN: 036-112-08**

Design Permit for a second-story addition and Variance for the required parking at the existing single-family residence in 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: Anh Do

Representative: Devlin Jones, filed 6/24/14

ACTION: Continued to the meeting of Oct. 2, 2014, 5-0

- B. **306 Riverview Avenue #14-120 APN: 035-172-13**

Design Permit, Variance for reduction to 10% front yard open space requirement, and Coastal Development Permit for a new single-family residence located in the CV (Central Village) 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: Arthur Lin, applied: 08/17/14
Representative: Dennis Norton

ACTION: Approved 4-1

C. 203 Central Avenue #14-040 APN: 036-111-08

Design Permit, Variance for rear-yard setback, fire pit in front yard, and parking width, Conditional Use Permit, and Coastal Development Permit for a second-story addition to a historic resource located in 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: Douglas Satzger
Representative: Richard Emigh, filed 3/13/14

ACTION: Continued to the meeting of Nov. 6, 2014, 5-0

6. DIRECTOR'S REPORT

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT

Adjourned at 9:55 p.m. to the next Planning Commission meeting Thursday, Oct. 2, 2014, at 7 p.m., in the Capitola City Council Chambers, 420 Capitola Ave., Capitola, California.



CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 11, 2014

FROM: DEPARTMENT OF PUBLIC WORKS

SUBJECT: ESPLANADE PARK WATER CONSERVATION OPTIONS

RECOMMENDED ACTION: Accept report and provide direction to staff on water conservation options at Esplanade Park.

BACKGROUND: Included in the current year Capital Improvement Program is \$30,000 for development of water conservation improvements at Esplanade Park. The focus of the project has been on determining if the water from the outdoor shower could be recycled and used to irrigate the lawn areas in the park. To date staff has had the shower water analyzed for salinity and also installed a flow meter on the showers.

The results of the salinity test show moderately high salt levels, measured as conductivity. At the measured levels the salt content would not be ideal but should suffice for irrigating a lawn in this environment.

The flow meter results over a 43 day period from the end of July to early September 2014 show an average usage of 86 gallons per day or 600 gallons per week (Attachment 2). Staff estimates the water requirements for the lawn areas in the park as follows:

Location	Area	Est. Weekly water reqmt	% of shower water
	sq ft	gallons	
Along beach	1800	1500	249%
By showers	680	630	105%
Upper Park	2600	2430	403%
	5080	4560	756%

Based on these estimates, recycling the shower water could provide enough to only irrigate the small lawn next to the showers. Unfortunately this is the lowest used lawn area in the park and would be most easily replaced by other lower water use landscaping. Based on the current Soquel Creek Water District rates, reusing 600 gallons of water weekly would only reduce our water costs at the park approximately \$250 per year. On top of the actual financial savings, there would be a public relations benefit of being able to advertise that the water at the showers is being reused.

DISCUSSION: Based on this analysis, staff has prepared five options for the discussion purposes:

1. Water Recycling System: Retrofit existing irrigation system to feed from existing discharge location of shower water. The system would need to be augmented with potable water and include backflow protection. Estimated Cost: \$20,000 plus design and permitting costs.

Item #: 9.A. Staff Report.pdf

AGENDA STAFF REPORT September 11, 2014
Esplanade Park Water Conservation Options Report

2. Remove Lawns: Remove all existing lawns and replace with either artificial grass surface or other permeable material such as porous concrete or pavers. The two lawns in the lower portion of the park, along the beach and by the showers, are heavily used by all park users. Traditional landscaping with plants and mulch would not work in these locations. The grass area on the upper park, has more options, but is also used by visitors by lying down and other activities. The estimated cost to place artificial grass in just the area along the beach is \$10,000.
3. Mixed System: The quantity of shower water appears to be enough to water the lawn area by the showers, at least during the summer season. A small recycle system could be set up to capture and irrigate this system. Augmentation with potable water may be necessary in non summer months. A smaller system may be built for \$10,000 - \$15,000. The other lawn areas would still need to be addressed.
4. Keep Existing Systems: The water use at the showers is lower than anticipated and may not justify the cost of building a recycling system. Based on current proposals being considered by Soquel Creek Water District, it is likely that the lawns in the park can be designated as a "functional use" and potentially receive a water allocation to continue to irrigate them. This option may cause some public relations issues if water restrictions force most other parties to remove lawn areas.
5. Park Redesign: The existing configuration of trees, lawns, and hardscape in the park may not be optimal based on the multiple uses in the park. For example, the existing myoporum trees, while providing shade, also block key views of the bandstand. Over the years there have been various discussions among staff and others about redesigning the park. This may be an opportunity to consider such an effort.

In consideration of these and other options, the Council should keep in mind that the lawns in the lower park need replacement every 5-10 years due to the heavy use and sand build up. Staff has no experience with artificial lawns, but certainly there will be maintenance issues with them and periodic replacement will most likely be required for them as well.

Option No. 3, the mixed system with a combination of artificial turf and water recycling, appears to provide the biggest benefit. Staff recommends that the Council discuss this and other options, while providing direction to staff to gather further information.

FISCAL IMPACT: Dependent on direction of Council.

ATTACHMENTS:

1. Esplanade Park Map
2. Water Use Data

Report Prepared By: Steven Jesberg
Public Works Director

Reviewed and Forwarded
By City Manager: 

ASJG

Esplanade Park Lawn Areas



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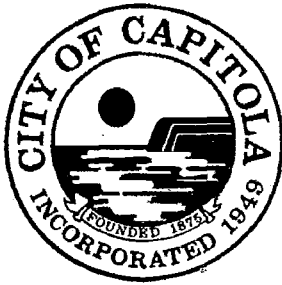
Esplanade Park Shower Water Use Data

Day	Date	Days	Meter Reading	Gallons	Average/Day	
Tuesday	7/22/2014	0	0	0		
Thursday	7/24/2014	2	177	177	88.50	Morning Readings
Tuesday	7/29/2014	5	722	545	109.00	
Wednesday	7/30/2014	1	788	66	66.00	
Thursday	7/31/2014	1	879	91	91.00	
Friday	8/1/2014	1	983	104	104.00	
Monday	8/4/2014	3	1359	376	125.33	
Friday	8/8/2014	5	1768	409	81.80	
Monday	8/11/2014	3	2084	316	105.33	
Monday	8/18/2014	7	2643	559	79.86	
Monday	8/25/2014	7	3001	358	51.14	
Tuesday	9/2/2014	8	3703	702	87.75	
Totals		43		3703	86.12	= 602.81 Gallons per week

Location	Area sq ft	Est. Weekly water requirement* gallons	% of shower water
Along beach	1800	1500	249%
By showers	680	630	105%
Upper Park	2600	2430	403%
	5080	4560	756%

* Estimate is based on 1.5 inches per week

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CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 11, 2014

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: CONSIDERATION OF CAPITOLA BOOK CAFÉ ART DONATION

RECOMMENDED ACTION: Accept or reject the application for donation of artwork submitted by the Capitola Book Café (Café), for 13 paintings created by the artist Gene Holtan.

BACKGROUND: Recently, the Capitola Book Café which was located on 41st Avenue in the Kings Plaza closed. Gayle Ortiz, a local community member worked with the owners of the Café to preserve the artwork which was located on the walls of the Café. The artist, Gene Holtan, was commissioned by the owners of the Café in the early 1990's to create the paintings. The paintings are originals, the medium is oil stick and acrylic. The City Council proclaimed on March 13, 2014, to be "Capitola Book Café Day" and at that time the Café owners offered to donate the artwork to the City for future display.

DISCUSSION: The Capitola Municipal Code, Section 2.58.090, "Application procedure for acceptance of public art donated to the City and Section 2.58.100 "Review of application for acceptance of public art donated to the City" govern the process for acceptance of donated art (attached).

In summary, an application for the donation is to be submitted to the City with the following information: pictures of the donation, evidence of value, and an agreement from the artist. The Art and Cultural Commission (Commission) will convene an art selection panel to review the art and make a recommendation to the City Council. The City Council will make the final decision to accept or reject the donation.

The Commission convened a panel on August 12, 2014 to discuss the application. The Commission considered the requirements set forth in the Capitola Municipal Code and the Art and Cultural Master Plan. Upon consideration, the Commission recommended acceptance of the donation. The artist was contacted and in his opinion he has no ownership of the paintings and therefore does not feel it is necessary to sign any agreement and did not assign a value. The attached donation form is signed by the former owners of the Café.

FISCAL IMPACT: Limited future maintenance and installation costs. The value is unknown.

ATTACHMENT:

1. Capitola Municipal Code
2. Samples of the artwork and artist information
3. Art Agreement

Report Prepared By: Lisa G. Murphy
Administrative Services Director

**Reviewed and Forwarded
by City Manager:** 

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Chapter 2.58
FUNDING THE PUBLIC ART PROGRAM

2.58.090 Application procedure for acceptance of public art donated to the city.

An application for the donation of public art to the city shall be submitted to the art and cultural commission and shall include:

A. Preliminary sketches, photographs, models or other documentation of sufficient descriptive clarity to indicate the nature of the proposed public art;

B. An appraisal or other evidence of the value of the proposed public art, including acquisition and installation costs;

C. A written agreement executed by or on behalf of the artist who created the public art which expressly waives his or her rights under the California Art Preservation Act or other applicable law;

D. Other information as may be required by the art and cultural commission to adequately evaluate the proposed donation of public art. (Ord. 869 § 1, 2004)

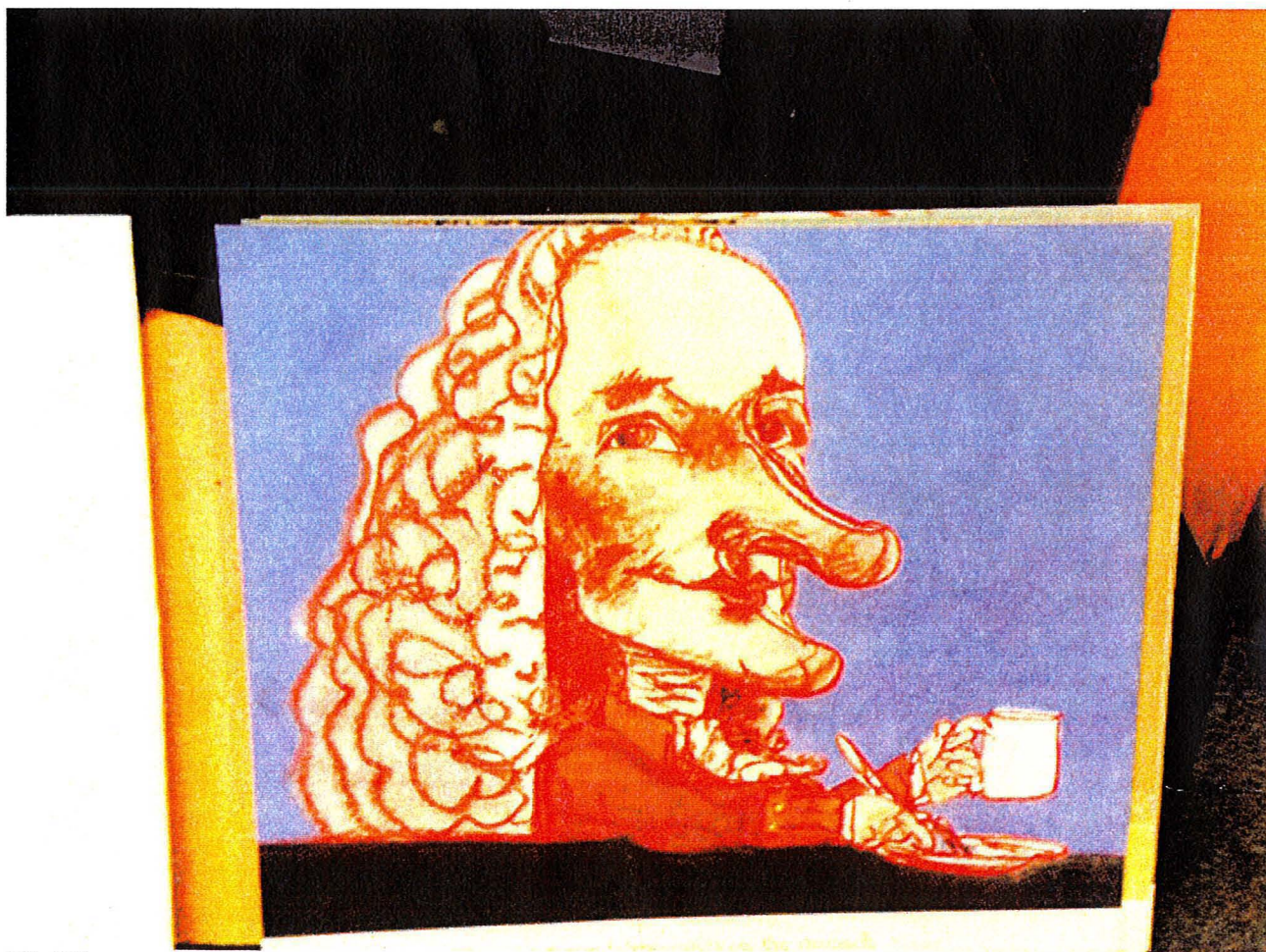
2.58.100 Review of application for acceptance of public art donated to the city.

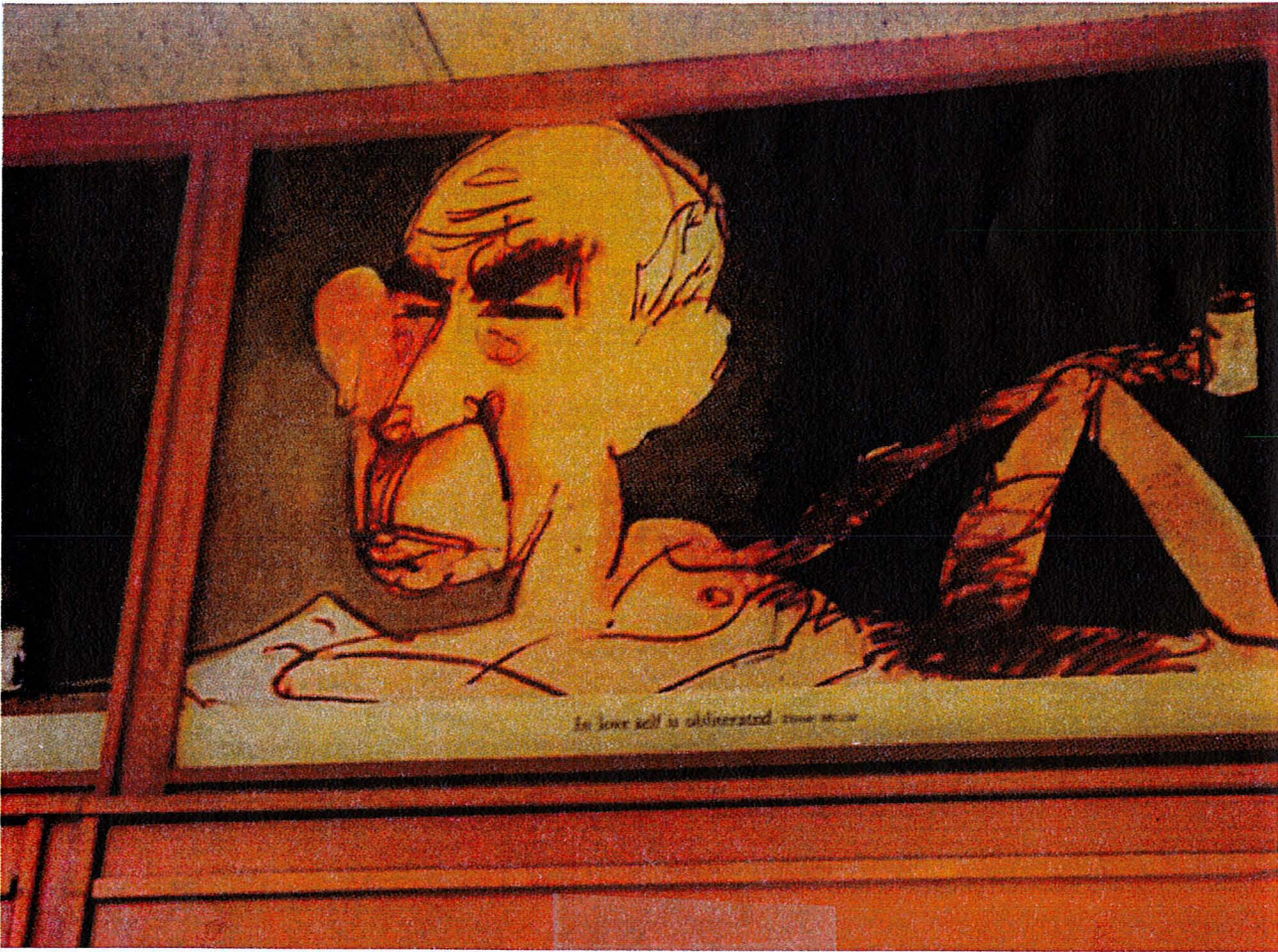
A. The art and cultural commission shall convene an art selection panel to review the proposed public art, using adopted public art evaluation criteria.

B. Upon recommendation of the art selection panel, the public art application shall be reviewed by the art and cultural commission.

C. Following the review, the art and cultural commission shall forward the public art application to the city council, which shall have the sole authority to accept, reject or conditionally accept the donation. (Ord. 869 § 1, 2004)

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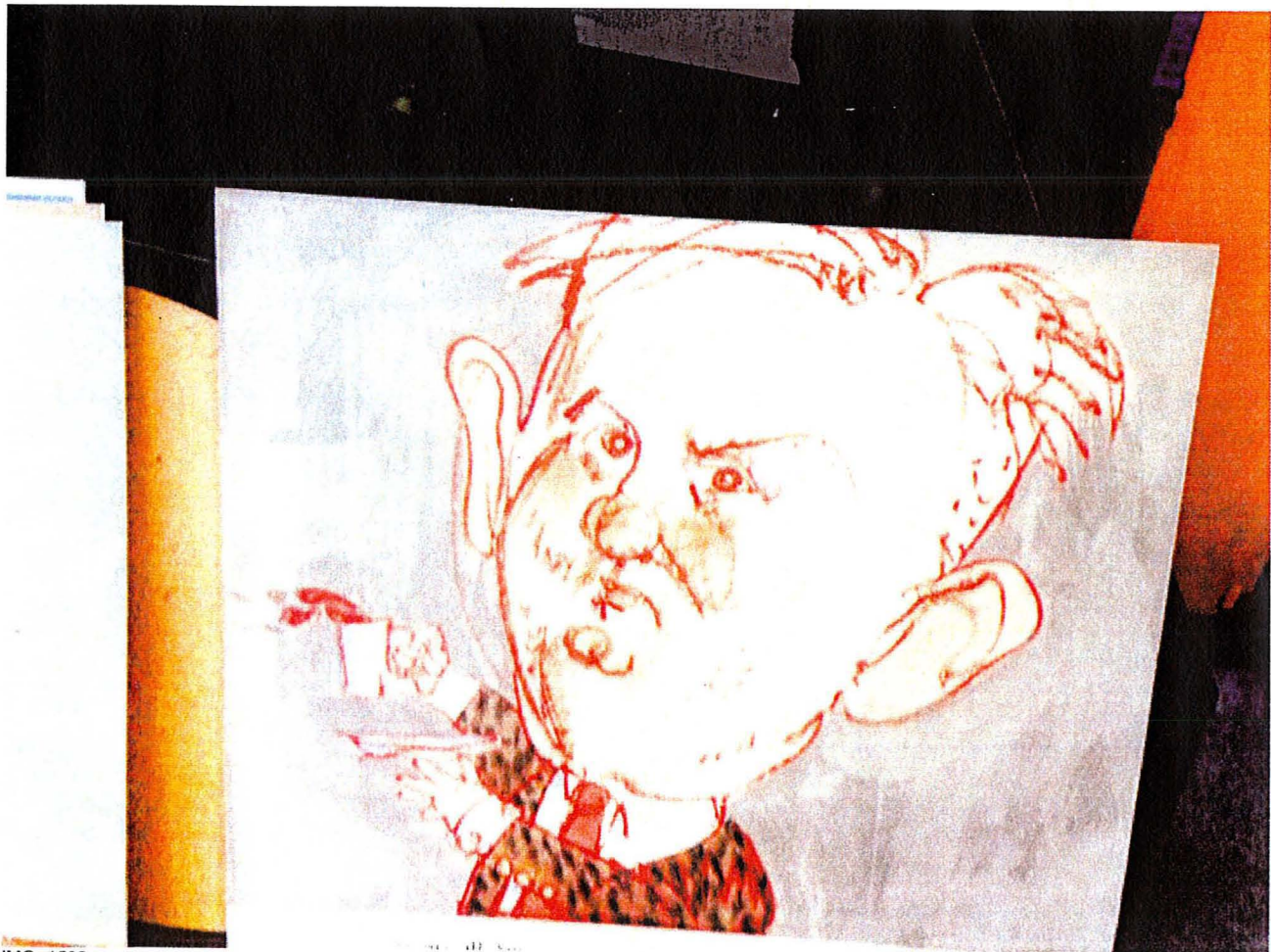




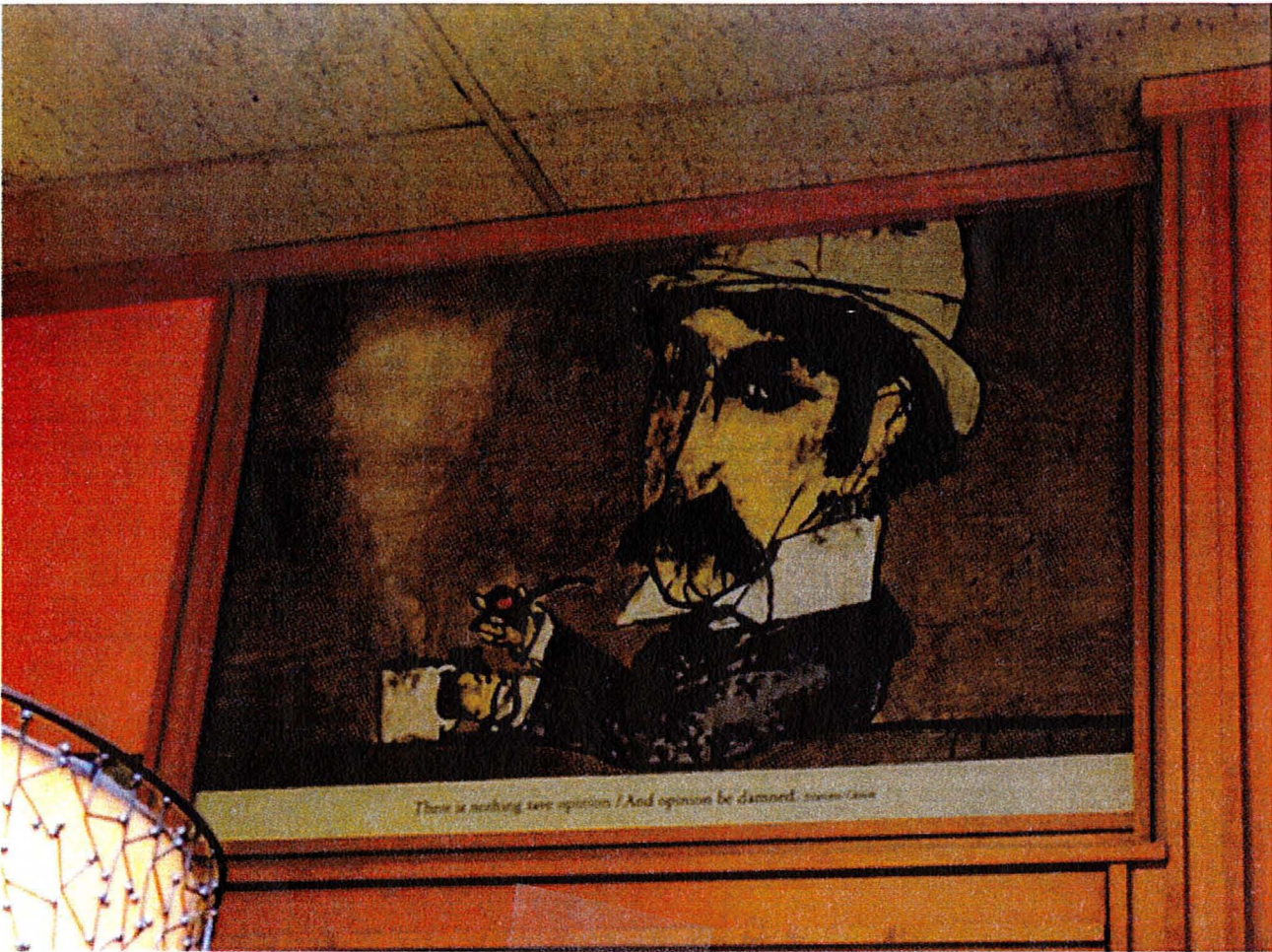


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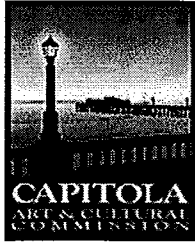
Bio of artist who painted the Capitola BookCafe contributed art.

The following information was provided by Marla Novo, Curator of Collections for the Santa Cruz Museum of Art & History. 429-1964 ext. 7019.

Gene Holtan

Gene Holtan (1930-) was born in the Canadian province of Saskatchewan. He began his artistic training at the Provincial Institute of Technology and Art (now the Alberta College of Art & Design), and after a year, moved on to the Art Center School of Los Angeles. After school, Holtan launched a successful career in illustration. His drawings and caricatures appeared in ads and articles for such publications as the *Ladies' Home Journal*, *Good Housekeeping*, *The New York Times*, and the San Francisco-based liberal magazine, *Ramparts*, which aligned especially well with Holtan's political beliefs and artistic talent. Holtan later moved his home and studio from Southern California to the Beach Hill neighborhood of Santa Cruz with his partner, fellow artist and potter Elizabeth Sanchez. The two artists collaborated on several projects, most notably the prized collector's item *The Geography of Home*, and had a joint exhibition in 1994 at the Eloise Pickard Smith Gallery. Over the years, Holtan has expanded his repertoire from commercial illustration to include painting, printmaking, typography, pottery, and book illustration for such titles as the classic children's book *Black and Blue Magic* by Zilpha Keatley Snyder, and Todd Newberry's *The Ardent Birder: On the Craft of Birdwatching*. Holtan currently resides in Oakland.

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CITY OF CAPITOLA
420 Capitola Ave.
Capitola Ca. 95010 (831) 475-7300

The City of Capitola, Art & Cultural Commission (hereinafter "Commission") is dedicated to developing its cultural environment through a rich and vibrant public art program.

DEED OF GIFT

Name: _____ Home # _____

Address: _____ Work # _____

City: _____ Fax # _____

State: _____ Zip Code: _____ Email: _____

Description of Gift:

This Deed of Gift represents an agreement between the City and the Donor(s) named hereon. Any variation from the terms and conditions noted hereon must be submitted in writing to the Administrative Services Director for approval.

The Donor received no goods or services in consideration of this gift.

The gift listed above is hereby accepted by the City subject to the following conditions:

- Donated items become the property of the City and shall be recorded as an unrestricted gift. The City reserves the right to manage this property in accordance with its collections policy. Exhibition of any object cannot be assured. Gifts to the City are deductible from taxable income in accordance with the provisions of the federal income tax laws. It is the responsibility of the Donor to establish the value of the gift.
- Acceptance of the donation by the City means that it is a valuable addition to the City's collection.
- Items accepted by the City become the sole property of the City and are not returnable.

Item #: 9.B. Attach 3.pdf

- Unless otherwise stated in writing, the City will consider all items listed on this Deed of Gift as an unrestricted donation without any limiting conditions. The City may use this gift in a manner deemed to be in its best interests. Acceptance of this gift does not imply public display at any City facility.
- Attribution, dates, value and other information shown are as given by the Donor entering into this Agreement. The City makes no representations in this regard.
- The City holds the right to sell, trade or dispose of any gifts at such time that it deems appropriate.
- Donor hereby releases, discharges and holds the City of Capitola and the Art & Cultural Commission harmless from any and all claims which Donor, or Donor's heirs and assigns, may at any time have or assert relative to the manner in which the City chooses to use, or decline to use, the donated item(s) and from any other claims which Donor, or Donor's heirs or assigns, might at any time assert arising in any fashion from the performance of this Agreement or in any respect with regard to the donated item(s) by either the City of Capitola, or their respective employees, agents, officials or board members. Donor hereby acknowledges that in accepting the donated item(s), the City has made no representation or warranty as to the use or disposition of the donated item(s) and acknowledges that this Agreement does not obligate the City to put the donated item(s) to any particular use.

I have read and understand the conditions as stated above. With these understandings in mind, I declare that I have full and legal right to transfer custody and ownership of the artifact(s) listed in this Deed of Gift. I hereby transfer this custody and ownership, willingly and without reservation, to the City of Capitola. In doing so, I understand and warrant that I also have legal title/ownership and disposal rights of all copyright, trademark and associated rights pertaining to the donated artifact(s). I have delivered, and hereby freely and irrevocably give, the artifact(s) described above, together with all copyright, trademark and associated rights, to the City. I certify that I have read and agree to the terms and conditions for donations set forth in this form, and that the artifact(s) being donated are my personal property not otherwise secured to a third party. I do hereby irrevocably and unconditionally give and transfer to the City all right, title, and interest to the subject art(s).

Donor: _____ Date: _____

(print and sign)

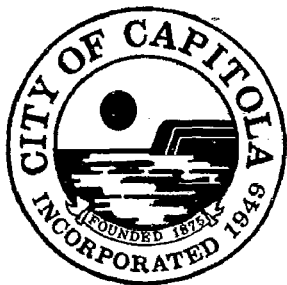
I acknowledge receipt of the object(s) described below on behalf of the City of Capitola.

Curator: _____ Date: _____

(print and sign)

This Gift is Given in Memory of: _____

Revised 8/25/2014



CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 11, 2014

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: COMMUNITY DEVELOPMENT DEPARTMENT WORK PROGRAM

RECOMMENDED ACTION: Staff recommends the City Council accept the presentation.

BACKGROUND: The Community Development Department (CDD) is responsible for administering the City's building, current planning, advance planning, affordable housing, and code enforcement programs. The purpose of this report is to present CDD's work program to the City Council, including ongoing projects and activities, future projects, and planned operational improvements.

DISCUSSION: CDD has experienced significant change over the past three years, including termination of redevelopment, the resultant loss of redevelopment funds and staff, and a high degree of staff turnover in the Planning Division. CDD has since stabilized, with appointments of a new Community Development Director, Senior Planner, and a ½-time Assistant Planner. During the past year, CDD has been primarily focused on maintaining its core business operations and completing the General Plan Update. Now that the General Plan Update has been adopted, staff is charting a course to complete other important City initiatives.

The CDD work program is based on the City's continuing commitment to providing high quality and efficient customer service while balancing community, environmental, and economic interests. The work program described herein is organized by the Department's core functions: building; current planning; advance planning; code enforcement; affordable housing; grant preparation and administration; and process and operational improvements. Each function is outlined below with corresponding projects and initiatives. A comprehensive list of projects is included as Attachment 1.

Department Overview

The CDD includes the Planning and Building Divisions and operates with an approximate annual budget of \$695,000. The CDD includes 4.5 full-time staff, with 2.5 positions in Planning and two in Building. The Department is also supported by a part-time contract planner to help administer affordable housing programs and grant management. To help manage workload peaks, CDD also supplements its in-house staff with contract employees, as needed, to help process discretionary project applications in a timely manner.

The Building Division provides plan check and building inspection services to promote safe construction and public welfare through compliance with the California Building Code and City Ordinances. The Division is also responsible for enforcing building permit violations, maintaining City codes, and overseeing the City's Green Building Program.

Item #: 9.C. Staff Report.pdf

AGENDA STAFF REPORT SEPTEMBER 11, 2014 COMMUNITY DEVELOPMENT DEPARTMENT WORK PROGRAM

The Planning Division is responsible for processing discretionary permit applications; preparing and updating long-range planning documents; administering the City's affordable housing programs; enforcing the Zoning Code; preparing and managing grants; and assisting with planning and development of City initiated projects.

Building

The Building Division issued 410 building permits with a total valuation over \$17 million in Fiscal Year 2013-2014, which is comparable to Fiscal Year 2012-2013, when 403 permits were issued for an \$11 million valuation. The increased building valuation in Fiscal Year 2013-2014 is largely attributable to the Toyota dealership project.

In addition to its daily building permit responsibilities, the Division is currently working on deploying a new and improved building permit tracking software system and will pursue the following longer-term projects:

- Obtain ADA accessibility certification for the City's Building Inspector;
- Update the Green Building Ordinance in conjunction with the Zoning Code update;
- Develop additional customer service handouts, FAQs, instructions, etc.;
- Develop a web-based building permit cost calculator to enable customers to estimate permit costs from home;
- Improve website content to include additional resources and customer guidance.

Current Planning

Current Planning activities consist of processing discretionary permit applications, providing information and guidance to the public at the service counter, and planning and permitting City-initiated projects. In Fiscal Year 2013-2014, the Planning Division issued 185 permits, including 52 which required public hearings before the Planning Commission and/or the City Council, which was a modest increase from Fiscal Year 2012-2013, when 166 permits were issued, 48 of which required a public hearing. The majority of the City's discretionary permits consist of single-family residences, tree removals, signs, fences, and commercial tenant improvements.

CDD currently has two major discretionary projects in process, the Monarch Cove Hotel and a condo conversion application for the Antigua Apartments, which requires a General Plan Amendment, a Local Coastal Program (LCP) Amendment, Municipal Code Amendments, and a Tentative Map. Potential future projects include the Village Hotel, a new and expanded library, redevelopment of the City Hall property, Rispin Mansion improvements, and relocation of the Capitola Mall Transit Center.

Advance Planning

The City embarked on a multi-year effort in 2010 to complete updates to its General Plan, Zoning Code, LCP, and prepare a Climate Action Plan (CAP). The City Council adopted the General Plan Update on June 26, 2014; however, work on the Zoning Code, LCP, and CAP is ongoing and will require significant staff time and resources to complete. Work on the Zoning Code and CAP will continue through the end of this fiscal year. The LCP update must be adopted by the Coastal Commission and will likely require an additional 9-15 months following City Council adoption.

AGENDA STAFF REPORT SEPTEMBER 11, 2014
COMMUNITY DEVELOPMENT DEPARTMENT WORK PROGRAM

CDD is also currently working with the Finance Department and a consultant to restructure the permit fee schedule in a cost neutral manner. The objective of this effort is to provide customers with more cost certainty while maintaining current permit revenues. To accomplish this goal, CDD will propose to convert many deposit accounts to flat fees, eliminate obsolete fees, and reduce initial deposit costs where appropriate. A revised fee structure will be presented to the City Council this fall.

The City's Housing Element must be updated by December, 2015. During the next 2-3 months, CDD will issue a request for proposals to solicit interest from qualified planning firms to assist with preparation of the Housing Element Update.

The time and effort required to complete the Zoning Code, LCP, CAP, and Housing Element, in addition to ongoing current planning and code enforcement responsibilities, will fully consume available staff resources through the foreseeable future. Longer term, CDD intends to implement action items contained in the General Plan Update (Attachment 2), including development of a Historic Resource Preservation Program, new residential and commercial design guidelines, and updates to the Subdivision and Noise Ordinances.

The CAP will also include numerous action items which will need to be completed, including public outreach and education and ordinance amendments to promote sustainability, improved energy and water efficiency, and solid waste reduction.

Code Enforcement

The City currently administers a primarily complaint-based code enforcement program, unless a code violation is observed which presents a life and safety hazard. The Building Division handles code issues related to building permits and the Planning Division responds to zoning compliance issues. CDD routinely has several simultaneous and active code enforcement cases. Although the majority of code enforcement customers are cooperative and readily correct code issues, those who are more resistant often place significant demands on staff resources.

Affordable Housing

With termination of redevelopment in 2011, the City lost its primary funding source for affordable housing and its Redevelopment and Housing Planner position. Notwithstanding, the City continues to provide funding for affordable housing activities, including the Security Deposit and Emergency Assistance Programs. In addition, CDD monitors affordable housing loans executed prior to 2011, the sales of inclusionary units and enforces regulatory agreements with four of the City's mobile home parks, including certifications to ensure prospective buyers meet applicable income and asset limits.

CDD is also responsible for ongoing monitoring of the City's affordable housing commitments. For two decades, the City provided financial assistance to help four mobile home parks become resident-owned, and provided substantial funding for other affordable housing projects such as The Dakota and Bay Avenue Senior Apartments. The City also made individual housing loans to lower-income residents, including approximately 75 Rehabilitation loans, 50 small loans to assist lower-income mobile home park residents purchase shares in resident-owned cooperatives, and approximately 20 First-Time Homebuyer loans. Currently, CDD works with the Finance Department to monitor 70 outstanding housing loans. Through the Inclusionary Ordinance, 14 resale and income restricted units were created. CDD monitors sales as well as ongoing owner residency.

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AGENDA STAFF REPORT SEPTEMBER 11, 2014
COMMUNITY DEVELOPMENT DEPARTMENT WORK PROGRAM

Grant Preparation and Administration

CDD prepares, manages, and administers the majority of City grant programs. In recent years, CDD successfully obtained grant monies to help pay for the Bay Avenue Senior Apartments, the Local Hazard Mitigation Plan, and the General Plan Update. Recently, the City was awarded a \$383,000 grant to help fund park improvements at the Rispin Mansion and submitted a CDBG application to fund a Residential Rehabilitation and Mortgage Assistance Programs.

Process and Operational Improvements

CDD intends to implement a number of process and operational improvements to enhance customer service, efficiency, and consistency with the planning process. Unlike other projects and programs which typically have a defined start and completion, process improvements are continual, ongoing efforts to enhance organizational performance. Accordingly, it is expected the Department will always have opportunities for improvement and will continually seek a better way to conduct our business and serve the public.

Currently, staff is working on developing a Permit Processing Guide to help customers understand the discretionary permit process and associated time and costs. Staff is also working on developing a Conditions of Approval Manual to help inform the public, customers, and decision-makers of typical conditions placed on various permit types while also ensuring consistency between applications.

Some of the longer-term process and operational improvements include:

- Improve the CDD portion of the City's website to include comprehensive list of applications, guidance documents, useful links and information, permits on-file, etc.;
- Develop applicant guidance documents for various permit types, frequently asked questions, etc.
- Develop internal operating procedures and checklists for discretionary permit processing and affordable housing programs to improve accuracy and consistency;
- Prepare comprehensive affordable housing guidelines to document all of the City's programs, administration, and locations of affordable units;
- Develop CEQA guidelines, including thresholds of significance, to improve consistency, transparency, and to streamline the environmental review process.

FISCAL IMPACT: None.

ATTACHMENTS:

1. CDD Project List
2. General Plan Update Action Items

Report Prepared By: Richard Grunow
Community Development Director

Reviewed and Forwarded
By City Manager: _____

CATEGORY	PROJECT/PROGRAM	DESCRIPTION	SCHEDULE	STATUS & NEXT STEPS	FUNDING
ADVANCE PLANNING	ZO Update	Comprehensive Zoning Code Update	Active	Initiate Stakeholder Interviews and Public Survey	GPU maintenance fee + grants, GF
	LCP Update	Update LCP to incorporate new zoning code	Ongoing	Pending Zoning Code Update	GPU maintenance fee + grants, GF
	Climate Action Plan	Create City's first CAP to reduce Capitola's GHG emissions in accordance with state requirements	Active	Finalize list of potential reduction measures, present to Commission on Environment	GP maintenance fee + grants, GF
	Housing Element	Update Housing Element per state requirements.	Due December 2015 (begin work in fall 2014)	Issue Consultant RFP	GP maintenance fees, GF
	Residential and Commercial Design Guidelines	Update Central Village and 41st Ave design guidelines and incorporate into new comprehensive residential and commercial guidelines	Following ZO Update	Identify funding sources, hire consultant, identify public outreach process	GP maintenance fees, possible grants, GF
	Historic Preservation Ordinance and/or Guidelines	Create procedures and protocols for reviewing proposals to alter/demo potentially historic structures. Survey and ID of important structures. Consider "in lieu" type program, incentives, etc.	Following ZO Update	Identify funding sources, research other agency regs, hire consultant, identify public outreach process	GP maintenance fees, grants, GF
	Green Building Ordinance	Update ordinance pursuant to state requirements. Consider updating similar to Santa Cruz model.	Concurrent with Zoning Code Update and CAP	Identify potential code changes, present to COE	GP Maintenance Fees + Green Building Fees
	Condo Conversion Ordinance	Applicant submitted request to revise selected sections of condo conversion regulations.	TBD	Determine necessary changes, engage public. If current applicant withdraws, combine with subdivision ordinance update	Applicant funded - or - TBD
	Landscape Ordinance	Update ordinance to be aligned with water district requirements and to encourage/require improved water efficiency	TBD	Identify necessary changes, discuss with Soquel Creek and Santa Cruz water depts	CDD work program
	Tree Ordinance	Revise ordinance to clarify intent and process, make more user friendly, update in accordance with GPU	TBD	Identify potential code changes, engage stakeholders, present to COE	GP Maintenance Fees + Green Building Fees
	Fee Ordinance Update	Revise ordinance to flat fee structure	Fall 2014	Finalize proposed fee structure, present to City Council	CDD work program
	Subdivision Ordinance Update	Bring into conformance with state law, resolve inconsistencies	TBD	Determine necessary changes, engage public.	GP Maintenance Fees
	Sidewalk Sales - Code Clean-up	Address with new ZO, establish process, standards, conditions, fees, etc.	Concurrent with Zoning Code Update		GP Maintenance Fees
	Shared Parking for Mixed-Use	Housing Element Action Item	Concurrent with Zoning Code Update, unless needed sooner for HE Update	Traffic & Parking Commission, PC hearing (if done independently from ZO update)	CDD work program
	Child Care Facilities	Housing Element Action Item	Concurrent with Zoning Code Update, unless needed sooner for HE Update	PC hearing (if done independently from ZO update)	CDD work program
	Noise Ordinance	Update Noise Ordinance with standards for operational noise, construction noise, temporary noise, enforcement, etc. (GP Action Item)	TBD	Research other agency ordinances, discuss with noise specialists/consultants, identify funding	General Plan Maintenance Fees, other?
	CEQA Guidelines	Develop City CEQA Guidelines, procedures, and thresholds of significance	TBD	Research other agency guidelines, stakeholder outreach, ID funding	TBD
	Approved Tree List	Develop approved tree list for street trees, replacement trees, environmentally sensitive areas, etc.	TBD	Work with stakeholders and arborist to develop draft tree list, present to PC (and CC?)	General Plan Maintenance Fees, Green Building Fees
	TIF Program	Develop Transportation Impact Fee Program	2015	Work with PW to develop draft program	TBD
Housing Ordinance Update	General Update, including nexus study for in-lieu fees. Also - prohibit renting of inclusionary units	TBD	Research other agencies, work with City Attorney regarding nexus studies, discuss with PC/CC and stakeholders, draft proposal	TBD	

CATEGORY	PROJECT/PROGRAM	DESCRIPTION	SCHEDULE	STATUS & NEXT STEPS	FUNDING
	Housing Element Action Items	Adopt/Implement various action items in 2015-2023 Housing Element	Following HE Update adoption	Pending HE adoption	GP Maintenance Fees
	Climate Action Plan Action Items	Adopt/Implement various action items in CAP	Following CAP adoption	Pending CAP adoption	GP Maintenance Fees
CITY PROJECTS	Library	Develop design and location for new/expanded library	2015	possible county bond vote in 2015; Library subcommittee meetings ongoing	reserved redevelopment monies, regional funding
	Rispin Property	Restore Rispin grounds, landscaping, fountain, etc. EIR likely required for historic resources	Summer 2014?	Council direction, develop project description, RFP for design and EIR preparer	TBD
	City Hall Site Redevelopment	Explore opportunities to redevelop or relocate City Hall	TBD	City Council authorization to proceed, develop options, public outreach	TBD
	Capitola Mall Transit Center	Work with mall and METRO to relocate transit center	TBD	Mall submitted plans to METRO for review, awaiting response	reserved redevelopment monies
CURRENT PLANNING	Monarch Cove Hotel	41-room hotel in depot hill	summer/fall 2014	Prepare responses to EIR comments	Developer Deposit
	Village Hotel	Hotel at former Capitola Theater site	TBD, Applicant intends to submit after GP and prior to ZO/LCP update adoption	Applicant needs to submit	Developer Deposit
	Antigua Condo Conversion (Dodds)	15-unit condo conversion, requires GP Amendment, LCP amendment, Muni Code Amendment, TM, etc	TBD/Applicant	Applicant to submit additional information	Developer Deposit
PROCESS IMPROVEMENTS	Standard Conditions	Develop standard conditions for various permit types	Winter 2013 - 2014	PC hearing	CDD work program
	Standard Permit Findings	Develop standard permit findings for all permit types, also create new and improved findings in conjunction with new ZO	Spring/Summer 2015 & concurrent with ZO update	Draft standard findings	GPU maintenance fees
	Permit Tracking Software Update	Implement improved building and permit tracking software	Summer 2014	Vendor selected, install and implement	IT Fund
	Planning and Building Filing System	Reduce, digitize, organize, and catalog planning and building files.	TBD	Identify and allocate resources (intern, temp service, etc)	CDD work program
	Applicant Guidance, FAQs, etc	Create permit process guide, FAQs, applicant info handouts	Fall 2014		CDD work program
	Planning and Housing Procedures	Develop procedures for permit processing, CEQA, Coastal, housing programs & administration, hearing prep, noticing, etc	Ongoing	Develop list of procedures, ID leads, create templates	CDD work program
	PC Staff Report Template Revisions	Develop improved and more detailed staff report template	Winter 2014	Research other agency staff reports for examples, develop template	CDD work program
	CDD & Building Website	update website content, upload and catalog digital documents, develop permit cost calculator, more customer service tools and guidance	Fall/Winter 2014?	Develop list of updates, draft narratives, create tools, links, etc.	CDD work program
	Develop Permit Review Checklists	Create checklists for various permit types to ensure that all issues are considered & addressed and submittals meet minimum standards	Winter-Spring 14-15	develop list of necessary reviews, submittal requirements, create templates	CDD work program
	Affordable Housing Guidelines	Create comprehensive guidelines which document all of the City's affordable housing programs, how they're administered, where affordable units are located and what provisions apply, etc.	Spring 2015	Draft guidelines	CDD work program

Action Item Number	Action Description	Status/Schedule	Responsible Party
LU-1.1	Develop Commercial and Residential Design Guidelines	TBD	CDD
LU-1.2	Require new development projects on Kennedy Drive to make physical improvements that enhance visual qualities of the area	Ongoing Effort	CDD
LU-2.1	Make regular updates to the Historic Structures List as new information becomes available	Ongoing Effort	CDD
LU-2.2	Continue to work with schools, public agencies, and community organizations through Capitola Historical Museum Curator and museum archives	Ongoing Effort	CDD
LU-2.3	Develop Historic Preservation Guidelines	TBD	CDD
LU-2.4	Establish local register of historic resources and a historic district on Depot Hill	Complete in conjunction with Historic Preservation Program	CDD
LU-2.5	Develop comprehensive Historic Preservation Program	TBD	CDD
LU-5.1	Review development applications with City appointed design review group	Ongoing Effort	CDD
LU-6.1	Pursue opportunities to increase entertainment and recreational opportunities in the Village, particularly those with a connection to the natural environment and coastal setting	Ongoing Effort	CDD
LU-6.2	Continue to enforce the residential overlay zone in the Village	Ongoing Effort	CDD
LU-7.1	Update Village Design Guidelines	TBD	CDD
LU-7.2	Develop a program to provide alternative parking arrangements for visitor-serving uses in the Village	Ongoing Effort	CDD, PW
LU-7.3	Allow Hotels in Village to apply for additional FAR	Ongoing Policy	CDD
LU-8.1	Work with Capitola Mall and METRO to relocate transit center	Underway, METRO to evaluate proposal	CDD, PW, CM

	Identify funding sources for infrastructure improvements to stimulate investment and redevelopment of Capitola Mall and provide urban amenities attractive to residential and mixed-use development	Ongoing Effort	CDD, CM
LU-8.2			
LU-8.3	Update 41st Avenue Design Guidelines	TBD	CDD
LU-9.1	Enhance auto plaza visibility from 41st Ave	Concurrent with zoning update	CDD
	Amend ZO to allow more prominent signage for auto plaza	Concurrent with zoning update	CDD
LU-9.2			
	Allow Increased FAR for qualifying projects along 41st Ave corridor	Ongoing Policy	CDD
Lu-9.3			
	Amend ZO to require PC findings that proposed non-retail uses on 41st Ave will not detract from economic vitality	Concurrent with zoning update	CDD
LU-9.4			
	Prepare a study to examine optimal socio-economic mix of retail and office/professional uses on 41st Ave	TBD	CDD
LU-9.4			
	Explore opportunities to install medians on Bay Ave where left turn movements would not be restricted	Ongoing Effort	CDD, PW
LU-10.1			
	Study feasibility of roundabout at Bay Ave/Capitola Ave	Grant funds approved for study	PW
LU-10.2			
LU-10.3	Prepare a streetscape master plan for Bay Ave	TBD	CDD, PW
	Design, approve, finance, & construct parking structure on Beach and Village Parking Lot #1 property	Ongoing Effort	CDD, PW, CM
LU-11.1			
	Evaluate possibility of using new parking structure to host special events	Following completion of parking structure	CDD, PW, CM
LU-11.2			
	Develop a phased plan to convert Beach and Village Parking Lot #2 to open space, park, or other public use	TBD	CDD, PW, CM
LU-11.3			
	Actively seek grant funding to enhance public access to and enjoyment of natural open spaces on the Rispin Property	Grant awarded, planning underway	CDD, PW
LU-12.1			

LU-12.2	Prepare a feasibility study to evaluate potential improvements for the wharf, including issues relating to access, restrooms, public safety, maintenance, parking, signage, and sea-level rise	TBD, actively seeking grant opportunities	CDD, PW, CM
LU-12.3	Implement a plan to construct a multi-use park, natural open spaces, and recreational improvements at the McGregor Property	Plans approved, contract negotiations underway	PW
LU-12.4	Consider adjusting parking regulations in the wharf area to increase access for residents	TBD	PW
LU-13.1	Pursue all available grant opportunities to improve existing parks and recreational facilities	Ongoing Effort	CDD, PW
LU-13.2	Identify improvements needed to fill gaps in the City's sidewalk system and incorporate improvements into CIP program	Ongoing Effort	CDD, PW
LU-13.3	Continue to clean and improve the maintenance of the beach. Develop program to continue to provide adequate public facilities such as restrooms, showers, and drop-off locations for beach-goers	Ongoing Effort	PW
LU-14.1	Maintain existing trails and pathways	Ongoing Effort	PW
LU-14.2	Cooperate with RTC to encourage connections with regional trails such as Monterey Bay Sanctuary Scenic Trail	Ongoing Effort	CDD, PW
LU-14.3	Explore opportunities to increase coastal recreational activities in Capitola, particularly those that support environmental stewardship of marine & coastal environment	Ongoing Effort	CDD, PW
OSC-1.1	Amend City's purchasing policy to prioritize green business practices and local businesses	TBD	CDD, CM
OSC-1.2	Form partnerships with local schools and community organizations to support programs aimed at teaching young people about environmental stewardship	TBD	CDD
OSC-2.1	Implement strategies in the Climate Action Plan	Following CAP adoption	CDD

OSC-2.2	Update the Climate Action Plan as required by state law	Ongoing Effort	CDD
OSC-4.1	Implement measures in the CAP intended to promote renewable energy and alternative fuels	Following CAP adoption	CDD
OSC-4.2	Support the creation of the Monterey Bay Community Choice Aggregation	Ongoing Effort	CDD
OSC-4.3	Amend the Tree Protection Ordinance to allow solar access and passive solar design in new and existing development	Following zoning update	CDD
OSC-5.1	Periodically review and update development codes and regulations to promote energy efficient technologies	Concurrent with zoning update and CAP	CDD
OSC-5.2	Periodically review and update green building ordinance to ensure effectiveness relative to Title 24. Consider repealing green building ordinance if redundant with Title 24	Ongoing Effort	CDD
OSC-5.3	Continue to make energy improvements to City facilities to maintain certification from the Monterey Bay Green Business Program	Ongoing Effort	CDD, PW, CM
OSC-6.1	Pursue grant funding to develop a marketing strategy to attract new eco-tourism businesses to Capitola	Ongoing Effort	CDD, CM
OSC-7.1	Develop a native riparian plant list for landscaping along creeks and in wetlands	TBD	CDD
OSC-8.1	Develop a priority list and timeline for public stormwater drainage infrastructure improvements for all neighborhoods of Capitola	TBD	PW
OSC-8.2	Identify funding sources to upgrade existing inadequate stormwater facilities and address on-site retention of contaminants	TBD	PW
OSC-8.3	Update Capitola's stormwater pollution prevention program as necessary to be consistent with state requirements	Ongoing Effort	PW

OSC-9.1	Evaluate opportunities to develop and implement a greywater reclamation system for landscaping and other potable water uses for domestic, commercial, and industrial consumers. Encourage households and new developments to implement greywater systems	TBD	CDD, PW
OSC-9.2	Establish water conservation goals for City buildings and operations	Following CAP adoption	CDD, PW, CM
OSC-9.3	Cooperate with water district efforts to require water efficiency audits at point of sale for commercial and residential properties and the use of water conserving plumbing fixtures in all new development	Ongoing Effort	CDD
OSC-9.4	Encourage water districts to develop incentive programs for the use of drought-tolerant landscaping and recycled water for landscaping	Ongoing Effort	CDD
OSC-9.5	Cooperate with the Soquel Creek Water District to identify and implement measures to prevent salt water intrusion	Ongoing Effort	CDD, PW, CM
OSC-10.1	Pursue opportunities that become available to use undeveloped City properties or parkland for urban agriculture uses, such as community gardens and farmers markets.	Ongoing Effort	CDD, CM
OSC-10.2	Amend the City's purchasing policies to encourage the use of foods grown in Santa Cruz County at City events	TBD	CDD, CM
OSC-11.1	Identify and implement financial incentives to households and businesses to reduce the volume of solid waste sent to landfills	TBD	CDD, CM
OSC-11.2	Evaluate the feasibility of adopting a restaurant food waste reduction program or ordinance. Based on the results, adopt such a program or ordinance, as appropriate	TBD	CDD, CM

OSC-11.3	Encourage the use of recycled asphalt pavement for commercial and community parking lots	Ongoing Effort	CDD, PW
OSC-11.4	Amend the City's purchasing policies to promote the use of reusable, returnable, recyclable, and repairable goods	TBD	CDD, CM
MO-1.1	Work with the Santa Cruz RTC, County of Santa Cruz, and Caltrans to seek funding to support local mobility programs	Ongoing Effort	CDD, PW
MO-1.2	Participate with RTC, AMBAG, and County to create and implement programs to coordinate multi-modal transportation needs, including the Regional Transportation Plan, Metropolitan Transportation Plan, and the Monterey Bay Sanctuary Scenic Trail Master Plan	Ongoing Effort	CDD, PW
MO-1.3	Coordinate with Caltrans to create improvements to Hwy 1 over- and under-passes including roadway configuration, signal timing, and pedestrian/bike safety and access	Pending Caltrans progress	CDD, PW
MO-2.1	Develop a set of minimum and preferred Complete Streets standards that can be referenced when retrofitting existing roadways	TBD	CDD, PW
MO-2.2	Incorporate Complete Streets projects as part of the City's CIP program	Ongoing Effort	PW
MO-2.3	Establish by local ordinance the ability to require dedication or IODs for streets, alleys, and additional land as may be necessary to provide bicycle paths, and/or local transit facilities	TBD	CDD, PW
MO-2.4	Establish a safe routes to schools program	Program currently being pursued by school districts	PW
MO-3.1	Monitor traffic volumes and vehicle speeds on local streets in residential neighborhoods as new development is proposed. Consider installing traffic calming measures if cut-through traffic increases as a result of adjacent development	Ongoing Effort	CDD, PW

MO-3.2	Update and maintain coordinated signal timing on traffic corridors, particularly on 41st Ave	Ongoing Effort	PW
MO-3.3	Monitor traffic as new development is proposed or when increased traffic volumes are observed to ensure that planned improvements are scheduled prior to deterioration of LOS below desired standards	Ongoing Effort	CDD, PW
MO-3.4	Prepare and implement a transportation impact fee (TIF) Program	TBD	CDD, PW
MO-3.5	Finance circulation system improvements by using local revenues as a match to leverage state and federal funds	Ongoing Effort	CDD, PW
MO-4.1	Prepare a study and coordinate outreach with business stakeholders and the public to evaluate construction of a roundabout at Bay Ave/Capitola Ave	Anticipated to occur in FY 14-15	CDD, PW
MO-5.1	Develop parking management tools that discourage motorists from circling city streets in search of parking. Provide conspicuous signage, web-based applications, demand-based pricing, and/or other means to direct visitors to available parking areas	TBD	CDD, PW, PD
MO-6.1	Develop and implement a real-time "intelligent traffic management" system to inform motorists of parking availability	TBD	CDD, PW, PD
MO-6.2	When additional parking to serve the Village is provided in a new parking structure, initiate a study to assess the feasibility of converting existing parking on the Esplanade to publically accessible open space	TBD	CDD, PW
MO-6.3	Install additional bicycle parking (e.g., bike racks/bike boxes) in the Village to accommodate seasonal demand and special events	TBD	CDD, PW

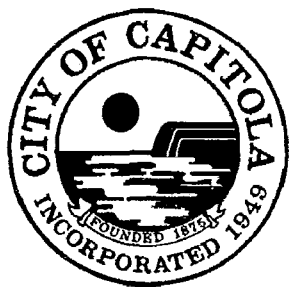
MO-6.4	Continue to maintain the Capitola Village/Beach parking program for Village users	Ongoing Effort	PW
MO-7.1	Work with METRO to continually assess and improve transit coverage by providing additional routes and increased service frequency	Ongoing Effort	CDD, PW, CM
MO-7.2	Work with Capitola Mall stakeholders and METRO to relocate transit station	Underway, METRO to evaluate proposal	CDD, PW, CM
MO-7.3	Improve existing bus stops to provide a safe and convenient access	Ongoing Effort	CDD, PW
MO-8.1	Maintain and update the Capitola Bicycle Transportation Plan as necessary	Ongoing Effort	CDD, PW
MO-8.2	Incorporate projects identified in Capitola's Bicycle Transportation Plan into the CIP program	Ongoing Effort	PW
MO-8.3	Actively participate in efforts to implement new bicycle pathways identified in the Monterey Bay Sanctuary Scenic Trail Master Plan. Ensure bicyclists can safely cross Soquel Creek	TBD	CDD, PW
MO-8.4	Establish City standards for intersection improvements, including front queuing zones, painted sharrow lanes, and bike detection signal systems	TBD	CDD, PW
MO-8.5	Work with Caltrans to ensure that any future modifications to Hwy 1 interchanges improve safety and convenience for bicyclists	TBD	CDD, PW
MO-9.1	Seek funding to expand and improve sidewalks, pathways, and other pedestrian facilities	Ongoing Effort	CDD, PW
MO-9.2	Identify and inventory significant obstacles and obstructions, such as utility poles, traffic signal control boxes, overgrown vegetation, and root damage on sidewalks. Eliminate or mitigate obstacles as funding becomes available.	TBD	CDD, PW
MO-9.3	Include and address sidewalk improvements in the CIP program	Ongoing Effort	PW

MO-9.4	Continue to implement the City's sidewalk maintenance program	Ongoing Effort	PW
SN-1.1	Enroll the City in FEMA's National Flood Insurance Program Community Rating System	TBD	CDD, PW
SN-1.2	Continue to work with County Public Works and County Flood Control District to 1) plan for improvements to stormwater facilities, 2) evaluate effectiveness of current policies and ordinances to ensure stormwater runoff does not contribute to flooding	Ongoing Effort	PW
SN-1.3	Develop accurate GIS maps of the City's drainage system	TBD	PW
SN-1.4	Review and revise the Safety Element as necessary to identify whether any new housing areas are prone to flood hazards	Ongoing Effort	CDD
SN-1.5	Regularly review the Land Use Element to account for new flood information	Ongoing Effort	CDD
SN-2.1	Identify funding sources to assist in necessary seismic upgrades to City facilities	Ongoing Effort	CDD, PW
SN-2.2	Work with Caltrans, RTC, and other agencies to ensure seismic safety and integrity of bridges and overpasses	Ongoing Effort	CDD, PW
SN-2.3	Periodically review the GP, ZO, Subdivision Ordinance, and Building Code to ensure geologic data and information relating to seismic hazards is current and accurate	Ongoing Effort	CDD
SN-2.4	Continue the un-reinforced masonry program to retrofit all remaining non-complying buildings seeking building permits	Ongoing Effort	CDD
SN-3.1	Cooperate with CA Dept of Forestry and Fire Protection to reduce significant fire threats resulting from invasive species such as eucalyptus groves which are not part of a protected habitat area (monarch butterflies)	Ongoing Effort	CDD, PW, CM

SN-3.2	Monitor the visibility of road signs and address markings of businesses and residences and address visibility to maximize fire response times	Ongoing Effort	CDD, PW, PD
SN-3.3	Coordinate with public safety providers to implement feasible improvements and/or access plans for roadways with identified fire and emergency access deficiencies	TBD	CDD, PW, PD
SN-4.1	Provide on-going trainings for appropriate City personnel in hazardous materials response and handling	Ongoing Effort	CM
SN-4.2	Review chapter 7.100 (hazardous materials) of the County Code (and incorporated into City's Muni Code) to determine whether these provisions remain appropriate for Capitola and amend them as needed	TBD	CDD
SN-5.1	Work with Santa Cruz County Emergency Services to periodically review the County-wide emergency response plan and revise as needed to ensure adequate disaster preparedness	Ongoing Effort	CDD, CM
SN-5.2	Continue to participate in Santa Cruz County Emergency Services preparedness exercises	Ongoing Effort	CM
SN-5.3	Continue to provide basic training for all City employees in disaster preparedness, first aid, and CPR	Ongoing Effort	CM
SN-5.4	Periodically provide disaster preparedness information to residents through City newsletters, e-notify, informational booths at events, newspaper articles, etc.	Ongoing Effort	CDD, CM
SN-5.5	Continue to study opportunities to relocate police, fire, and other first responders out of the flood zone	TBD	CDD, PD, PW, CM
SN-5.6	Periodically review Local Hazard Mitigation Plan and amend as needed to reflect changed conditions	Ongoing Effort	CDD, PW, PD

SN-7.1	Review, revise, and maintain Capitola's Noise Ordinance to ensure it effectively minimizes the community's exposure to noise	TBD	CDD
ED-1.1	Collaborate with the Capitola-Soquel Chamber of Commerce and Village BIA to conduct regular surveys of merchants to assess the needs and issues of locally owned and independent businesses	TBD	CDD, CM
ED-1.2	Support and participate in activities of business and tourism organizations to promote and disseminate Capitola's identity and offerings	Ongoing Effort	CDD, CM
ED-1.3	Study and monitor opportunities to establish new funding and financing mechanisms for infrastructure improvements benefitting merchants and property owners in Capitola's commercial areas, such as a business improvement district, assessment district, or CFD	Ongoing Effort	CDD, CM
ED-1.4	Actively partner with the Village BIA to maintain and activate public spaces in the Village	Ongoing Effort	CDD, CM
ED-2.1	Continue to participate in the Chamber of Commerce's Economic Development Committee	Ongoing Effort	CDD, CM
ED-2.2	Meet periodically with the Chamber of Commerce, Village BIA, and other groups to discuss strategies to attract and retain desired types of retailers.	Ongoing Effort	CDD, CM
ED-2.3	Study the possibility of establishing guidelines requiring fiscal impact analysis for larger development projects in key commercial areas of the City	TBD	CDD
ED-2.4	Ensure that infrastructure projects listed in the CIP program support Capitola's long-term vision for commercial and mixed-use areas, including the Village, 41st Ave corridor, and Bay Ave	Ongoing Effort	CDD, PW

ED-2.5	Identify ways to enhance the visibility from 41st Ave, including possible improvements to signage	Concurrent with zoning update	CDD
ED-3.1	Periodically review and update Capitola's Green Building Ordinance as a tool to support sustainable jobs and businesses in Capitola. Consider repealing Green Building Ordinance if it becomes redundant with Title 24	Ongoing Effort	CDD
ED-3.2	Utilize the Green Economy Matrix included in the Green Jobs report as a tool to guide City policy related to promotion of sustainable jobs in Capitola	Ongoing Effort	CDD, PW, CM



CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 11, 2014

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: COMMUNITY ACTION BOARD CONTRACT FOR THE EMERGENCY HOUSING ASSISTANCE PROGRAM

RECOMMENDED ACTION: Approve an agreement with the Community Action Board of Santa Cruz County, Inc. (CAB) to administer the Emergency Housing Assistance Program for Fiscal Year 2014-2015.

BACKGROUND: The City of Capitola has historically funded a number of programs to help provide and improve affordable housing in the community. Funding for the programs primarily came from the City's Redevelopment Housing Set-Aside Fund. In 2011, the State terminated redevelopment, ending the City's funding source for these programs, with the exception of the City's Mobile Home Rental Assistance Program.

On November 26, 2013 the City Council authorized a \$30,000 contract with CAB to administer the Emergency Housing Assistance Program for Fiscal Year (FY) 2013-2014. Housing Successor monies were used to fund the contract.

DISCUSSION: The Emergency Housing Assistance Program provides emergency, short-term housing payment assistance to lower-income families to prevent eviction or foreclosure leading to homelessness. The household must have no other funds available to make this payment, and must be below very low income limits, with either children or a disabled adult in the household. The program provides critical funding to keep families in their homes to prevent the high costs and issues associated with homelessness.

During the past nine months, a total of \$22,169 was spent to assist six Capitola households through the Emergency Housing Assistance Program. The remaining \$7,831 from the FY 13-14 contract has been carried over to the current budget cycle. If the City Council authorizes the request for \$30,000 of additional funding, a total of \$37,831 would be available to finance the program through June 30, 2015. A maximum of 25% of the contract value may be used for administrative purposes.

FISCAL IMPACT: Sufficient funds for this contract have been included in the Fiscal Year 2013-14 Housing Successor budget.

Funding for the Housing Successor is generated by repaid housing loans from the City's former Redevelopment Agency. The Housing Successor fund does not have a dependable annual revenue stream, and only receives revenue when loans are repaid. As a result, decisions regarding funding levels will need to be considered on a year-to-year basis, with the understanding that ongoing expenditures may not be possible.

Allocating limited funding to these programs does involve tradeoffs as fewer resources will be available to finance a larger affordable housing project in the future. In the past, the availability of funding has given the City the ability to opportunistically participate in a number of larger projects, including the Bay Avenue Senior Housing Project and numerous mobile home park acquisitions.

Report Prepared By: Richard Grunow
Community Development Director

Reviewed and Forwarded
By City Manager: 

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