



**FINAL MINUTES  
CAPITOLA PLANNING COMMISSION  
SPECIAL MEETING  
THURSDAY, MARCH 3, 2016  
6 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**A. Call to Order**

Commissioner Linda Smith: Present, Commissioner Gayle Ortiz: Present, Commissioner Edward Newman: Absent, Chairperson TJ Welch: Present, Commissioner Susan Westman: Present.

**2. ORAL COMMUNICATIONS**

**A. Additions and Deletions to Agenda**

There are no special meeting minutes to approve.

**B. Public Comments**

None

**C. Commission Comments**

Commissioner Ortiz announced the Capitola Branch Library will be holding a 16<sup>th</sup> birthday celebration March 26 at noon.

Commissioner Smith announced the Capitola Historical Museum's new exhibit, Photos by Ravnos, has opened. The official opening reception is March 19 at noon.

**D. Staff Comments**

None

**3. PUBLIC HEARINGS**

**A. Zoning Code Update                      All Properties within Capitola**

Comprehensive Update to the City of Capitola Zoning Code (Municipal Code Chapter 17)  
The Zoning Code serves as the Implementation Plan of the City's Local Coastal Program and therefore must be certified by the Coastal Commission.

Environmental Determination: Addendum to the General Plan Update EIR

Property: The Zoning Code update affects all properties within the City of Capitola.

Representative: Katie Cattan, Senior Planner, City of Capitola

Community Development Director Grunow noted staff has met individually with commissioners to begin the review of the first draft and collect individual edits. All suggested edits will be presented at the March 17 special meeting. Tonight's hearing will begin with discussion of 12 topics that did not have consensus during Planning Commission and City Council input hearing or new items that were not previously discussed. Staff is also asking for the commission's expectations for the recommendation hearing process including the speed and detail.

Commissioner Ortiz praised the process to date, but takes exception to the suggested current review approach, which she finds disjointed. She feels there are so many changes she would prefer work through sections from front to back.

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Commissioner Smith can appreciate the concern about a disjointed approach, but likes selecting "meaty" issues. Edits and minor comments can be handled at staff level.

Commissioner Westman agrees it helps to identify major issues but then wishes to go through all the sections. She also asked if the updated code will come back to the Planning Commission if the City Council makes significant changes.

Chairperson Welch also praised the efforts to date. He is not sure a front-to-back review will solve the "disjointed" issue since there are references throughout to other sections, but is willing to try if that is the preference of the commission.

Director Grunow said he will look at how to address back- and-forth with City Council.

Senior Planner Katie Cattan gave an overview of the layout of the code and then walked the commission through the 12 areas identified as significant changes:

1. Zoning Map modifications
2. Development Standards in Mixed Use Zones
3. Required Parking in the MU-N
4. Parking for Take-Out Eating Establishment
5. On-Site Parking Alternative(s)
6. Incentives for Community Benefits
7. Non-Conforming Structures
8. Permanent Outdoor Displays
9. Temporary Sidewalk Dining
10. Design Review Committee
11. Minor Modifications
12. Changes to Approved Projects

Chairperson Welch opened the meeting to public comment.

Ed Berwick, property owner in Riverview Terrace, spoke about the transient occupancy zone. He estimates 20 percent of homes are often vacant, and believes short-term rentals increase security in neighborhoods. He supports extending the TRO overlay district.

Peter Pethoe spoke to the Rispin Mansion and supports a hostel visitor serving use. He would like the Coastal Plan to update the number of hotels and support lower cost options.

Commissioner Smith verified that shared parking options can be both on- or offsite.

The commission also confirmed that an existing nonconforming lot of record does not affect the ability to develop to current standards, only to subdivide.

Commissioner Westman asked that the mixed use zones discussion be postponed for Commissioner Newman's participation.

Commissioner Ortiz asked why "village" is not spelled out in MU-V. Director Grunow explained this is the standard convention for naming zoning districts Commissioners asked for consistency and listing in the glossary.

Commissioner Westman requested that discussion of the village and neighborhood mixed use zones be separate.

**Zoning Map Modifications:** Commissioners supported changes/corrections noted by staff and requested additional labels:

Staff summary of Planning Commission Direction:

1. Add more labels on map for zoning districts to prevent confusion in closely related colors.
2. Bluff area extending from Monarch Cove Inn to Livermore Drive change from VR to P/OS
3. 3945 Melton Street. At request of owner keep current CC zoning. Remove proposed R-1 change.

The meeting was recessed to hold the regular Planning Commission meeting. It resumed following the adjournment of that meeting.

Staff confirmed the list of individual commission comments will be distributed ahead of the March 17 special meeting.

The commission chose to start with discussion of **Parking for Take-Out Eating Establishments**, which is currently subject to the “six-seat rule.”

Commissioner Westman completely supports a parking impact determination that is not seat-based. She would support a larger space than the proposed 160 square feet, and other commissioners agreed.

Staff summary of Planning Commission Direction:

1. Increase area accessible to the public for a takeout establishment from 160 square feet to 300 square feet

**On-Site Parking Alternatives:** Multi-family housing and commercial developments allow offsite parking with conditions. Commissioner Westman expressed concern that “reasonable distance” is too vague and would like to provide more guidance. Commissioner Ortiz suggested a difference between multi-family and commercial. Commissioners settled on approximately one-quarter mile for commercial and one-eighth of a mile for multi-family.

Commissioners favored capping the percentage of shared parking in mixed use developments at 25 percent in the multi-use districts, and wanted the term shared parking added to the glossary.

They supported the valet requirements and low demand land use findings.

Commissioners expressed concern about the Transportation Demand Management Plan, particularly enforcement once a business has opened. They questioned the likelihood of revoking a permit for a business and wanted the language warning of that possibility to be clear if an applicant applies for those allowances.

Regarding allowances for proximity to a Transit Center, Commissioners debated eliminating the option over concerns about the area it addresses and an implication that parking requirements can be reduced in already impacted neighborhoods. Some felt it could be a benefit to future development of the mall area.

Review of in-lieu parking fees was tabled until direction from the upcoming City Council discussion.

Staff summary of Planning Commission Direction:

1. 17.76.050.C. Off-Site Parking:
  - Change D.4 to delete reasonable distance standard and allow shared parking for multi-family residential uses within approximately 1/8 mile of and commercial uses within approximately ¼ mile of shared parking lot.
2. 17.76.050.D Shared Parking
  - Maximum limit to reduction in MU-V and MU-N is 25%.
  - Add definition for shared parking
  - Add definition for off-site parking
3. 17.76.060.E Valet Parking

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- Add allowance for a valet parking drop-off/pick-up area within the village that can be utilized by a private company to provide valet parking to any visitor of the village, not limited to a single business.
4. 17.76.060.F
    - No changes.
  5. 17.76.060.G Transportation Demand Management Plan
    - Edit #3 to replace “approved” to “submitted and reviewed by the Community Development Director...”
    - Edit #7 to specify that the use permit may be revoked, rather than the TDM Plan.
  6. 17.76.060.H Transit Center
    - Discussed removing 400 foot limit and add limit to mall property only.
    - Discussed inefficient transit operations
    - Request to revisit
  7. 17.76.060.I Fees in Lieu of Parking
    - Request to revisit after City Council discussion on March 24.

**Incentives for Community Benefits:** In response to commission concerns, staff suggested adding a map to clarify the area and language that a combination of items on the list may be required to qualify.

Staff summary of Planning Commission Direction:

1. 17.88.020. Strengthen language to clarify that all community benefits must go beyond what is currently required by the code.
2. 17.88.030. Add a map to show locations where community benefit may be applied.
3. 17.88.030. Explain that the list includes multiple options for allowable benefits and that multiple benefits may be combined. Also, add description that the community benefits must adequately balance the value of the incentive.

Commissioners resumed debate on the approach of public hearings going forward and were split over how much time and detail is conducive to involving the public. They will continue review of the identified topics at the March 17 special hearing and staff will present options for a complete review.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 3/17/2016 6:00 PM</b>
<b>MOVER:</b>	Gayle Ortiz, Commissioner	
<b>SECONDER:</b>	Susan Westman, Commissioner	
<b>AYES:</b>	Smith, Ortiz, Welch, Westman	
<b>ABSENT:</b>	Newman	

## 5. DIRECTOR'S REPORT

## 6. COMMISSION COMMUNICATIONS

## 7. ADJOURNMENT

Approved by the Planning Commission at the March 17, 2016, special meeting.

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Linda Fridy, Minutes Clerk