

**FINAL MINUTES
CAPITOLA PLANNING COMMISSION
SPECIAL MEETING
MONDAY, APRIL 18, 2016
6 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**



1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioner Linda Smith: Present, Commissioner Gayle Ortiz: Present, Commissioner Edward Newman: Present, Chairperson TJ Welch: Present, Commissioner Susan Westman: Arrived 6:30 p.m.

2. ORAL COMMUNICATIONS

A. Additions and Deletions to Agenda

Community Development Director Grunow noted an additional handout for the zoning code update.

B. Public Comments

C. Commission Comments

Commissioner Ortiz asked for an update on Harbor Lights public art on the hotel. Planner Cattan explained the building permit is active. The owner is working on hiring an artist for the mural. It will not need to go through public art process because the owner paid the public art fee.

Commissioner Ortiz asked for an update on Orchard Supply. Senior Planner Katie Cattan explained she has been out on the site. The contractor will paint an area on the sidewalk to identify the approved area for outdoor display. This should bring everything into compliance. Commissioner Ortiz noted an outdoor display by the garden center. She suggested they should update the permit to include this area and it would likely be favorable. She noted that the sending and receiving area should be kept orderly. Planner Cattan will follow up with the contractor.

Commissioner Ortiz asked a question regarding over-the-counter building permits and if the City looks at water use and irrigation. Community Development Director Rich Grunow explained it is not an requirement of the code in the R-1. This is something that can be considered in the zoning code update. Commission Ortiz explained the need to encourage water efficiency. Commissioner Newman added that during the General Plan update the public indicated it would rather this be done through educational efforts rather than regulations. Chairperson Welch suggested utilizing money from the Green Building fund.

Commissioner Ortiz announced an invitation to Vision Capitola, Wednesday, April 20, from 7-9 p.m. at Jade Street Community Center. The next meeting is the following Wednesday, same place and time.

Chairperson Welch asked for an update on the vacation rental sweep. Director Grunow stated that the City is now at 100 percent compliance with the code enforcement effort.

D. Staff Comments

None

3. APPROVAL OF MINUTES

A. Planning Commission Special Meeting Minutes of March 17, 2016

Commissioner Smith noted the following edit: Page 16 of packet on the 4th paragraph should state “It should be available online, but it should not be a requirement of the code.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	Gayle Ortiz, Commissioner
AYES:	Smith, Ortiz, Newman, Welch
ABSENT:	Westman

4. PUBLIC HEARINGS

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

Continuation of 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

Staff provided an overview of the draft zoning code issues. The commission discussed each item and provided the following recommendations: The number listed coincides with the discussion item in attachment 3 for the meeting. Discussion items that were added during the meeting are prefaced with “added”.

8. Chapter 17.20.030 – Page 20-4. Development Standards Table 17.20-2 – Development Standards in the Mixed Use Zoning Districts. Change Mixed Use Neighborhood (MU-N) minimum parcel size to 3,200 square feet; minimum parcel width to 40 feet; and minimum parcel depth to 80 feet. Add note that these standards apply only to new parcels within a subdivision application.
13. Chapter 17.24 - Commercial and Industrial Zoning Districts Land Use Table and Auto related uses. No change to draft code. Keep Vehicle Repair and Vehicle Sales and Rental as a conditional use in the Community Commercial (CC) and Regional Commercial (CR) zones and as a permitted use within the Industrial (I) zone.

Chapter 17.24 - Commercial and Industrial Zoning Districts. Land use Table and Drive-thru. Change: Limit drive-thru to Regional Commercial (CR) zone only. Prohibit from Community Commercial (CC) Zone.

Added: Chapter 17.28.030 - Visitor Serving Land Use Regulation Table 17.28-1: Permitted Land Uses in the Visitor Serving Zoning Districts Within the VS-SB (Shadow Brook), the reference to footnote [4] should be removed.

Added: Chapter 17.28.030 - Visitor Serving Land Use Regulation Table 17.28-1: Permitted Land Uses in the Visitor Serving Zoning Districts Change footnote [11] to state two days.

14. Chapter 17.36 – Planned Development Zoning District. Request discussion of PD.
Change: Modify process. Remove requirement of a preliminary development plan. Replace with a required conceptual review that is more informal. Within the conceptual review, require noticing, review by Planning Commission, and review by City Council. The rest of the process should remain as proposed.

Add standard of 20,000 sf minimum parcel size threshold to qualify for PD.

Additional Staff Note: A separate section must be created in the code for Conceptual Reviews outlining purpose, process, and noticing.

15. Chapter 17.36.040.G - Page 36-4 - Substantial Public Benefit Defined Staff provided redline changes to better define substantial benefit, method to quantify substantial benefits, and improve descriptions of the options. The redlines were acceptable to the Planning Commission. Redlines will be incorporated into draft code.

16. Chapter 17.40.20.1.3(a-f) –Affordable Housing Design Standards – Pedestrian Orientation. More restrictive than multifamily zone. Remove 17.40.020.1.3 Pedestrian Orientation

17. Chapter 17.40.20.1.5 – Page 40-6 - Affordable Housing Open Space. No change to 17.40.020.1.5 Common Open Space

Added: Chapter 17.40.030 Vacation Rental Use Overlay Zone. Development and Operations Standards. Change: Replace proposed Development and Operations Standards with the updated development and operations standards provided during the Planning Commission meeting.

Within the permit revocation standard, change to clarify that CDD determination can be appealed to PC.

Remove "or for a greater time period as established by the Community Development Director."

Clarify that Vacation Rental is prohibited outside the TRO district.

Future meeting Dates: The Commissioners agreed that the dates for May will be identified at the April 21st meeting.

Motion: Continue the hearing to the special meeting of April 21· 2016.

RESULT:	CONTINUED [UNANIMOUS]	Next: 4/21/2016 6:00 PM
MOVER:	TJ Welch, Chairperson	
SECONDER:	Gayle Ortiz, Commissioner	
AYES:	Smith, Ortiz, Newman, Welch, Westman	

5. ADJOURNMENT

Approved by the Planning Commission at the May 5, 2016, special meeting.