



**FINAL MINUTES  
CAPITOLA PLANNING COMMISSION  
SPECIAL MEETING  
THURSDAY MAY 5, 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: Present.

**2. ORAL COMMUNICATIONS**

**A. Additions and Deletions to Agenda**

None

**B. Public Comments**

Following commission concerns that some items in the packet may not be appearing online, Richard Lippi noted he has had more success using the Chrome web browser for video viewing.

**C. Commission Comments**

None

**D. Staff Comments**

None

**3. APPROVAL OF MINUTES**

**A. Planning Commission Minutes of the Special Meetings of April 18 and April 21, 2016.**

<b>RESULT:</b>	<b>ACCEPTED [4 TO 0]</b>
<b>MOVER:</b>	Susan Westman, Commissioner
<b>SECONDER:</b>	Gayle Ortiz, Commissioner
<b>AYES:</b>	Ortiz, Newman, Welch, Westman
<b>ABSTAIN:</b>	Smith

**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

Standards for parking were brought back to discuss modest increases in use, particularly in the Central Village by takeout restaurants. Senior Planner Katie Cattan noted that expansions and enlargement provisions to address only additional requirements apply only to commercial

space, but in residential uses a project must meet parking based on overall size. She offered examples of how proposed changes would impact parking requirements for small restaurants. More options would be to allow parking exceptions up to 20 percent for existing restaurant uses within the current space or further decrease required parking.

Commissioner Westman said there is a desire to allow some expansion and would support either the decrease or exception. Commissioner Ortiz confirmed that expansions could be through either a remodel or taking over adjacent space. Planner Cattan noted the Coastal Commission does not support more intense use without additional parking. Commissioner Smith confirmed that current parking standards are the same for retail and a takeout restaurant, but a sit-down restaurant requires more spaces. The discussion focused on exceptions for existing uses rather than adding more leased space.

Commissioner Newman described the Village parking history as a “disaster,” with many restaurants expanding without providing more parking. “Extra” spaces from a count of public spaces in the Village years ago allowed expansions without a strict accounting. The vast majority of properties in the Village rely solely on public parking. He feels tying parking requirements to properties in this area does not reflect the reality of historic uses and is therefore inappropriate.

Planner Cattan also asked if the Commission favored requiring new restaurants meet full parking requirements, rather than merely provide spaces for the intensification of use. Several commissioners want to maintain a balance of retail and dining commercial uses and supported the change.

The discussion then focused on working through the proposed changes to the zoning code regarding signage. Specific recommendations follow.

Among the broader policy discussions, commissioners noted the correspondence from Ow Properties asking for ease and flexibility. Staff has encouraged a master sign program to address these concerns at King’s Plaza and finds that option works well for multi-tenant shopping centers in general.

The commission does not agree with City Council support for sidewalk signs in the Village, but if they are allowed there should be no limit for reasons of fairness. They should not be permitted in any other zone.

Commissioners also had concerns about what may be regulated for window signs and agreed that the amount of coverage is more appropriate than trying to address other aspects, settling on 30 percent. They also did not want to distinguish between interior and exterior applications.

The commission recommends that standards be listed for each zoning district for ease of use.

Commissioners supported one sign for each road frontage for all sign types.

They asked for guidance on setting specific brightness levels for sign lighting. They were open to allowing digital signs in parking garages similar to standards for gas pricing and wish to exempt city signs from regulations. They would consider neon but it would require a public hearing by the commission for a permit.

They also acknowledged that gas stations often have signs for additional products, such as propane sales or ATMs that violate code and discussed ways to accommodate those.

Commissioner Westman suggested that Auto Plaza Drive dealerships should have separate standards for more frequent temporary signs and allowances for signs on poles, flags, and balloons that are prohibited elsewhere. The other commissioners supported this change.

Commissioners Smith and Ortiz noted that they will be away for upcoming May meetings and requested that discussion of the historic preservation sections be scheduled for times when they would both be present.

Planner's notes for specific code language:

Added: 17.76.020. C.1 Expansions and Enlargements. Discuss options to allow existing restaurants modest expansions within existing building footprint.

Planning Commission Direction: Current draft states "Additional parking is required to serve only the expanded or enlarged area". Allow an exception for expansion of dining area up to 20% of the existing floor area of the business" Expansions include modification of internal layout to expand dining area, additions to restaurant within the existing footprint of the building, and new outdoor dining areas."

(Note: Commissioner Newman did not support the modification.)

Added: 17.76.020.B.1 Replacing existing uses in Village. Discuss option to apply the standards of B.1. to restaurants.

Planning Commission Direction: Conversions of any space from another land use to restaurants should be required to provide parking for the entire amount of parking required by the code, without a "credit" of the parking demand of the existing use. Make restaurants subject to same standard as 17.76.020.B.1 instead of B.2.

Added: Within parking table for restaurant use add the description of "Dining and/or drinking"

Added: Chapter 17.80 Signs. Discussion on signs in the Mixed Use Village.

Planning Commission Direction: Create a separate subchapter for sign standards in the Mixed Use Village.

Added: Chapter 17.80 Signs. City Installed Signs

Planning Commission Direction: Add exemption that City installed signs do not require permits within all zoning district. There is a section exempting VS, CF, and P/OS but the exemption should be Citywide.

Added: Chapter 17.80.030.B Permit Requirements – Sign Permits.

Planning Commission Direction: Add all signs in the Mixed Use Village require Planning Commission approval.

#30. Chapter 17.80.030.B Signs Allowed Without Permits. A. Types of Signs. Discussion on flags.

Planning Commission Direction: Remove #3 a and b for Flags.

#31. Chapter 17.80.060.F Digital Display. Discuss possible use in parking garage to show available number of parking spaces.

Planning Commission Direction: Exempt city installed signs. Create allowance within parking garages similar to gas station allowance

Added: Chapter 17.80.030.B Signs Allowed Without Permits. A. Types of Signs. Discussion on restaurant menu signs.

Planning Commission Direction: Modify #12 to add "Restaurant menu signs, with a maximum area of 3 square feet attached to building."

#32. Chapter 17.80.070.C.1. Discuss illumination and neon signs.

Planning Commission Direction: Modify 17.80.070.C.1 to read "Non-residential signs may be internally or externally illuminated. Internal illumination is permitted only when the portion of the sign that appears illuminated is primarily the sign lettering, registered trademark, or logo. Add this standard to 17.80.090.B.7.C Do not allow internal illumination in the Mixed Use Village.

Do not prohibit neon signs. Modify so all neon signs require Planning Commission approval.

Added: Chapter 17.80.070.D.1. Edit

Planning Commission Direction. Reword 17.80.070.D.1 to “Except for interior windows signs, all permanent signs shall...”

Reword 17.80.070.D.1 to “The design of signs, including its shape, features, materials, colors, and textures, shall be compatible with the design character of the development or use it identifies and will not have an adverse effect on the character and integrity of the surrounding area.”

Added: Chapter 17.80.070.F.1.b. Exceptions for signs in the public right-of-way. Return with staff clarification on whether or not this standard is necessary.

Staff Clarification: This exception is necessary to carry out City Council Policy Number I -17 for Capitola Village Street Banner Program policy. The policy allows nonprofit groups, public and governmental agencies, and public information campaigns to display promotional street banners for charitable, educational, arts, community, and public interest activities, regulations, and events. Banners under this policy may be displayed only at the Capitola Avenue/Riverview Drive and Monterey Avenue/Park Place intersections.

Added: Chapter 17.80.80 Standards for Specific Types of Signs and 17.80.090 Sign Standards for zoning Districts

Planning Commission Direction: Combine these two sections so it is easier for the user. After each standard have a table that states the specifics for the zone. The back and forth is confusing.

Added: Chapter 17.80.80 Standards for Specific Types of Signs

Planning Commission Direction: Sign Standards for Center Identification Signs and Directory Signs are missing from this section. Add Center Identification Sign Standards. Make sure to include that one freestanding sign per frontage. More specifically, if there is a monument sign along the frontage a center identification sign is not allowed. Add Directory Sign standards to reflect the existing code. .

Added: Chapter 17.80.080.A. Awning Signs

Planning Commission Direction: In the MU-V and MU-N: Awning signs only allowed on Valance. Anything beyond requires Planning Commission approval.

In the CR and CC district: Specify either/or. An awning may have signage in either the valance or the sign face. Not both. To go beyond the limits within the sign valance or sign face, Planning Commission approval is required.

Added: Chapter 17.80.080.B. Monument Signs

Planning Commission Direction: The setbacks for monument signs may be in conflict with the CR zone. Review 17.24.030B and make sure they are not in conflict.

4 tenant max for administrative permit. Can go beyond with PC approval. This allowance will have to be noted within the section on what the Planning Commission can approve.

Increase max area of Monument Sign in MU-N to 16 ft. Keep MU-V at 12 feet.

Added: Chapter 17.80.080.C and 17.80.090. Wall Signs

Planning Commission Direction: Keep max area in MU-V at 0.5 sf per linear foot of storefront.

Increase MU-N to 1 sf per linear foot of storefront.

Max area is 36 square feet otherwise requires Planning Commission approval.

Add corner lot standard of two signs.

Added: Chapter 17.80.080.D and 17.80.090.C Projecting Signs

Planning Commission Direction: Add Commercial standards to Industrial Zoning District.

Decrease Maximum area to 8 sf in the commercial and industrial zoning districts.

Added: Chapter 17.80.080.E Gas and Service Station Signs

Planning Commission Direction: Allow gas station to list services within permitted signs for propane and ATMs to avoid all the additional small a-frame signs that do not comply with code. Create a standard for the new gas station sign like 1 square foot to advertise ATM and 1 Square foot to advertise propane. These signs must be attached to a sign or structure.

Added: Chapter 17.80.080.F Window Signs

Planning Commission Direction: Remove maximum of 1 sign per window.  
Modify 17.80.090.B.2.h.1 to 30% of window

Added: Chapter 17.80.080.G.13.Central Village Sidewalk Sign

Planning Commission Direction. Remove 30 maximum in village. 17.80.080.G.13.

Added: Chapter 17.80.090.A.4. Edit to emphasize compatibility

Planning Commission Direction: Add J “The signs will not have a significant adverse effect on the character and integrity of the surrounding area.”

Added: Chapter 17.80.090.A.4.F Internal Illumination in Village

Planning Commission Direction: Specify that internal illumination is not allowed in the village. Backlit signs are allowed. Only allowed in MU-N. Add specific lighting restricts for maximum lumens or foot-candles for all illuminated signs.

Added: Chapter 17.80.090.B.5 Auto dealership signs.

Planning Commission Direction: Elaborate on the allowances within the dealerships for more frequent temporary sign permits, signs on light poles throughout the autoplaza, etc.

Added: Chapter 17.80.090.B.6. Low Visibility Areas. Definition

Planning Commission Direction: Define Low Visibility Areas

Added: 17.80.090.B.7.C

Planning Commission Direction: to read “Non-residential signs may be internally or externally illuminated. Internal illumination is permitted only when the portion of the sign that appears illuminated is primarily the sign lettering, registered trademark, or logo

Added: Chapter 17.80.090 A4 and B7 and C4 Design Standards

Planning Commission Direction: Add zone name in title. Design Standards for Commercial, Design Standards for MU-N, etc.

Added: Chapter 17.80.090.D: Visitor Serving

Planning Commission Direction: This should not apply to VS overlay. Clarify only in Visitor Serving not in Overlay. As noted previously, signs installed by the City are exempt citywide. Reference in beginning of chapter and remove.

Added: Table 17.80.1: Temporary Sign Standards.

Planning Commission Direction:

1. Delete Small Commercial Signs within Use Restriction delete “non-residential uses only” and write in Auto dealerships on Auto plaza drive only. Create a row for Auto Dealers that allows these signs and allows balloon. Increase frequency of allowance.
2. Remove Balloon Signs
3. Under Construction Site Signs- Residential change Use Restrictions to Residential Uses only.
4. For Construction Site Signs both residential and non-residential – change maximum duration to state “to certificate of occupancy”
5. For Construction Site Signs non-residential and for sale lease and rent sign non-residential – require that the signs are smaller in the Central Village.
6. For Sale, Lease, and Rent Signs, Non-residential specify 1 per property on site and revise maximum duration to state “180 days; director may approve extensions” remove 90 days.
7. For open house add allowance that 1 on property and one on a different private property with the consent of private property owner.

Added: Chapter 17.80.130.F.1: Master Sign Program

Planning Commission Direction: Remove “color” and remove provided that the signs contribute to a consistent visual theme within the property.

Added: Chapter 17.80.140. Non-conforming signs. A. Continuation

Planning Commission: Add to continuation that if there is a remodel (more than 50%) the non-conforming sign must come into compliance.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 5/16/2016 6:30 PM</b>
<b>MOVER:</b>	Susan Westman, Commissioner	
<b>SECONDER:</b>	Gayle Ortiz, Commissioner	
<b>AYES:</b>	Smith, Ortiz, Newman, Welch, Westman	

**5. ADJOURNMENT**

Approved by the Planning Commission at the special meeting of May 16, 2016.

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Linda Fridy, Minutes Clerk