



**FINAL MINUTES  
CAPITOLA PLANNING COMMISSION  
SPECIAL MEETING  
MONDAY, JUNE 27, 2016  
6:30 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

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

Commissioner Linda Smith: Absent, Commissioner Gayle Ortiz: Absent, 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 - None**

**C. Commission Comments**

Commissioner Westman visited house overlooking village. Wants commissioners to be aware of whether or not conditions will be easy to enforce on access to rooftops. Recent solar installation project with mansard roof is utilized as a rooftop deck. This creates enforcement issues for staff in the future. Not a code enforcement request but reminder when reviewing applications.

**D. Staff Comments - None**

**3. APPROVAL OF MINUTES**

**A. Planning Commission Minutes for the Special Meeting of May 16, 2016**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	TJ Welch, Edward Newman
<b>SECONDER:</b>	Susan Westman, Commissioner
<b>AYES:</b>	Newman, Welch, Westman
<b>ABSENT:</b>	Smith, Ortiz

**B. Planning Commission Minutes for the Special Meeting of May 19, 2016**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	TJ Welch, Edward Newman
<b>SECONDER:</b>	Susan Westman, Commissioner
<b>AYES:</b>	Newman, Welch, Westman
<b>ABSENT:</b>	Smith, Ortiz

**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

Planner Cattan provided an overview for the review of redlines for the draft zoning code. The Planning Commission requested the following modifications to redlines:

Chapter 17.20.040 Development Standards- Mixed Use Neighborhood. Table 17.20-4:

Planning Commission Direction: Change footnote number 4 to “The Planning Commission may reduce front, side, and rear setbacks when a parcel is surrounded by commercial properties.”

Chapter 17.24.030.E Capitola Mall Redevelopment.

Planning Commission Direction: Change to “The City may require the preparation and approval of a Specific Plan for a major redevelopment of the Capitola Mall, as determined by the Community Development Director.”

Commissioner Welch brought up discussion on parking in the village tied to fire marshal determination of occupancy. No changes requested.

Chapter 17.24.030 Development Standards – Industrial Zone – Table 17.24-3

Planning Commission Directions: Change open space for industrial zone to say “Up to 5%, as determined by the permit approval process.”

Table 17.72-1 Landscaping Open Space in Industrial Zone

Planning Commission Directions: Change open space for industrial zone to say “Up to 5%, as determined by the permit approval process.”

Chapter 17.52.020.A.3 Accessory Structures. Separation between main structure and accessory structure is related to fire code and regulated through building permit.

Planning Commission Direction: Within 020.A.3 remove “and a building permit”. Sentence should be “A Design Permit is required for an accessory structure ...”

Chapter 17.60.010.B. Fence Design Permit.

Planning Commission Direction: Change as follows:

- “B. Design Permit. The Planning Commission may allow fences and walls that deviate from height, placement, and material standards with the approval of a Design Permit. The Planning Commission may approve a deviation to a fence standard provided that the deviation will not result in a significant adverse impact for neighboring properties or the community at large only when one or more of the following apply:
1. Unique circumstances exist on the site, such as a property line abutting a highly trafficked public street or path or historic use of screening for the property; and/or
  2. The deviation is necessary for the reasonable use and enjoyment of the property.”

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>
<b>MOVER:</b>	TJ Welch, Susan Westman
<b>SECONDER:</b>	Edward Newman, Commissioner
<b>AYES:</b>	Newman, Welch, Westman
<b>ABSENT:</b>	Smith, Ortiz

**Next: 7/21/2016 6:00 PM**

**5. DIRECTOR'S REPORT**

Community Development Director Grunow updated the Commission that a settlement meeting on Capitola Rd house. Property owner has until September 30 to complete house, otherwise the City may access the property and complete the improvements. They still need to finish roof and landscaping, interior work and fence. Main focus is on getting the exterior done.

**6. ADJOURNMENT**

Approved by the Planning Commission at the special meeting of July 21, 2016.