AGENDA
CAPITOLA PLANNING COMMISSION
Thursday, July 15, 2021 – 7:00 PM

Chairperson       Mick Routh
Commissioners     Courtney Christiansen
                  Ed Newman
                  Susan Westman
                  Peter Wilk

NOTICE OF REMOTE ACCESS ONLY:

In accordance with the current Order from Santa Cruz County Health Services and Executive Order regarding social distancing, the Planning Commission meeting will not be physically open to the public and in person attendance cannot be accommodated.

To watch:
2. Spectrum Cable Television channel 8
3. Zoom Meeting (link and phone numbers below)

To participate remotely and make public comment:
1. Send email:
   a. As always, send additional materials to the Planning Commission via planningcommission@ci.capitola.ca.us by 5 p.m. the Wednesday before the meeting and they will be distributed to agenda recipients.
   b. During the meeting, send comments via email to publiccomment@ci.capitola.ca.us
      ▪ Identify the item you wish to comment on in your email’s subject line. Emailed comments will be accepted during the Public Comments meeting item and for General Government / Public Hearing items.
      ▪ Emailed comments on each General Government/ Public Hearing item will be accepted after the start of the meeting until the Chairman announces that public comment for that item is closed.
      ▪ Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
      ▪ Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
      ▪ Emails received by publiccomment@ci.capitola.ca.us outside of the comment period outlined above will not be included in the record.

2. Zoom Meeting (Via Computer or Phone)
   a. Please click the link below to join the meeting:
      ▪ https://us02web.zoom.us/j/89016172021?pwd=STUyaWg4OXNIUGdja1VTSHJuOGhjQT09 (link is external)
      ▪ If prompted for a password, enter 060975
      ▪ Use participant option to “raise hand” during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
   b. Dial in with phone:
Before the start of the item you wish to comment on, call any of the numbers below. If one is busy, try the next one

- 1 669 900 6833
- 1 408 638 0968
- 1 346 248 7799
- 1 253 215 8782
- 1 301 715 8592
- 1 312 626 6799
- 1 646 876 9923

Enter the meeting ID number: **890 1617 2021**

When prompted for a Participant ID, press #

Press "*6 on your phone to “raise your hand” when the Chairman calls for public comment. It will be your turn to speak when the Chairman unmutes you. You will hear an announcement that you have been unmuted. The timer will then be set to 3 minutes.
1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. ORAL COMMUNICATIONS
   A. Additions and Deletions to Agenda
   B. Public Comments
      *Short communications from the public concerning matters not on the Agenda.
      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.
   C. Commission Comments
   D. Staff Comments

3. APPROVAL OF MINUTES
   A. Planning Commission - Regular Meeting - May 6, 2021 7:00 PM
   B. Planning Commission - Regular Meeting - Jun 3, 2021 7:00 PM

4. CONSENT CALENDAR
   *All matters listed under “Consent Calendar” are considered by the Planning Commission to be routine and 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 Planning Commission votes on the action unless members of the public or the Planning Commission request specific items to be discussed for separate review. Items pulled for separate discussion will be considered in the order listed on the Agenda.*
   
   A. Tree Removal in Cherry Avenue Right-of-Way #21-0167
      Tree Removal Application for the removal of one date palm tree located within the MU-V (Mixed-Use Village) zoning district. The date palm is located adjacent to 102 Cherry Avenue at the East end of Cherry Avenue between Cherry Avenue and Monterey Avenue.
      Note: Request to Continue to September 2, 2021.
      This project is in the Coastal Zone but does not require a Coastal Development Permit.
      Environmental Determination: Categorical Exemption
      Property Owner: City of Capitola
      Representative: Pacific Gas & Electric, Filed: 06.22.21
B. 4855 Topaz Street #19-0288 APN: 034-065-21
Design Permit for a new attached garage on an existing nonconforming single-family residence and a new attached Accessory Dwelling Unit (approved ministerially) located within the R-1 (Single-Family Residential) zoning district.
This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.
Environmental Determination: Categorical Exemption
Property Owner: Randall and Allison Epperson
Representative: Scott Hicks, Filed: 06.14.2019

5. PUBLIC HEARINGS

Public Hearings are intended to provide an opportunity for public discussion of each item listed as a Public Hearing. The following procedure is as follows: 1) Staff Presentation; 2) Public Discussion; 3) Planning Commission Comments; 4) Close public portion of the Hearing; 5) Planning Commission Discussion; and 6) Decision.

A. 4875 Opal Street #21-0076 APN: 034-064-12
Design Permit for the construction of a new single-family residence on a vacant lot located within the R-1 (Single-Family Residential) zoning district.
This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.
Environmental Determination: Categorical Exemption
Property Owner: DRVO Builders
Representative: Dennis Norton, Filed: 03.30.21

B. SB2 Pre-Approved ADU Program Overview
Introduction to SB2 Pre-Approved Accessory Dwelling Unit (ADU) Program.
Representative: Matt Orbach, Associate Planner, City of Capitola
Applicant: City of Capitola

6. DIRECTOR’S REPORT

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT
APPEALS: The following decisions of the Planning Commission can be appealed to the City Council within the (10) calendar days following the date of the Commission action: Conditional Use Permit, Variance, and Coastal Permit. The decision of the Planning Commission pertaining to an Architectural and Site Review Design Permit can be appealed to the City Council within the (10) working days following the date of the Commission action. If the tenth day falls on a weekend or holiday, the appeal period is extended to the next business day.

All appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk. An appeal must be accompanied by a five hundred dollar ($500) filing fee, unless the item involves a Coastal Permit that is appealable to the Coastal Commission, in which case there is no fee. If you challenge a decision of the Planning Commission in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.

Notice regarding Planning Commission meetings: The Planning Commission meets regularly on the 1st Thursday of each month at 7 p.m. in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The Planning Commission Agenda and complete Agenda Packet are available on the Internet at the City's website: www.cityofcapitola.org. Need more information? Contact the Community Development Department at (831) 475-7300.

Agenda Materials Distributed after Distribution of the Agenda Packet: Materials that are a public record under Government Code § 54957.5(A) and that relate to an agenda item of a regular meeting of the Planning Commission that are distributed to a majority of all the members of the Planning Commission more than 72 hours prior to that meeting shall be available for public inspection at City Hall located at 420 Capitola Avenue, Capitola, 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 Community Development Department 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: Planning Commission meetings are cablecast “Live” on Charter Communications Cable TV Channel 8 and are recorded to be replayed on the following Monday and Friday at 1:00 p.m. on Charter Channel 71 and Comcast Channel 25. Meetings can also be viewed from the City's website: www.cityofcapitola.org.
1. ROLL CALL AND PLEDGE OF ALLEGIANCE
   Chair Routh called the meeting to order at 7 P.M. Commissioners Christiansen, Newman, Westman, Wilk, and Chair Routh were present remotely.

2. ORAL COMMUNICATIONS
   A. Additions and Deletions to Agenda
      Community Development Director Herlihy stated additional materials were added on item 4b.
   B. Public Comments
   C. Commission Comments
      Commissioner Newman stated the Taqueria on the Esplanade has not complied with the conditions of their conditional use permit. Director Herlihy stated staff will send a courtesy warning letter noting the conditional use permit could be brought for review by the Planning Commission if they do not comply.
   D. Staff Comments

3. APPROVAL OF MINUTES
   A. Planning Commission - Regular Meeting - Apr 1, 2021 7:00 P.M.

      MOTION: Approve the minutes.

      RESULT: APPROVED [4 TO 0]
      MOVER: Peter Wilk
      SECONDER: Courtney Christiansen
      AYES: Ed Newman, Peter Wilk, Mick Routh, Courtney Christiansen
      ABSTAIN: Susan Westman

4. PUBLIC HEARINGS
   A. 2110 41st Avenue #21-0149 APN: 034-221-16
      Application for a Monument Sign, Design Permit, and Conditional Use Permit amending application #20-0460 for the Master Car Wash, a car washing facility, located at 2110 41st Avenue in the C-R (Regional Commercial) Zoning District.
      This project is outside of the Coastal Zone and does not require a Coastal Development Permit.
      Environmental Determination: Categorical Exemption
      Property Owner: David Karsan
      Representative: Bill Kempf, Architect, Filed: 04.15.2021
      Associate Planner Matt Orbach presented the staff report.

      Todd Creamer, the project’s engineer, explained the drainage plan in response to questions from the Commission.

      Susan Walton, a nearby resident, stated her concerns regarding her quality of life once the business reopens. Specifically, she was concerned about privacy, increased load on the
retaining wall, trash, lighting, and remedies in the event of the business' non-compliance with the conditions of approval.

Bill Kempf, the project’s architect, addressed Ms. Walton’s concerns. Commissioner Routh stated the Commission’s role in addressing future non-compliance.

Assistant Planner Sean Sesanto read an email from Ia Walton in which she stated her concern of the proposed trees blocking sunlight to her property.

The Commission discussed hours of operation and the possibility of the business owner working with neighbors to determine the appropriate tree species for tree screen in rear landscape area.

MOTION: Approve the application for a sign, design permit, and conditional use permit with the following conditions and findings:

CONDITIONS
1. The project approval consists of an updated Conditional Use Permit, Design Permit, and Sign Permit at 2110 41st Avenue (Master Car Wash). The previously approved permit #20-0460 will become void upon approval of #20-0149. The maximum Floor Area Ratio for the 25,090-square-foot property is 1.5 (37,635 square feet). The total FAR of the project is 0.12 with a total of 3,088 square feet, compliant with the maximum FAR within the zone. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on May 6, 2021, except as modified through conditions imposed by the Planning Commission during the hearing.

2. Prior to construction, a building permit shall be secured for any new construction or modifications to structures authorized by this permit. Final building plans shall be consistent with the plans approved by the Planning Commission. All construction and site improvements shall be completed according to the approved plans.

3. At time of submittal for building permit review, the Conditions of Approval must be printed in full on the cover sheet of the construction plans.

4. At time of submittal for building permit review, Public Works Standard Detail SMP STRM shall be printed in full and incorporated as a sheet into the construction plans. All construction shall be done in accordance with the Public Works Standard Detail BMP STRM.

5. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.

6. Prior to issuance of building permit, all Planning fees associated with permit #21-0149 shall be paid in full.

7. Prior to issuance of a building permit, the applicant must provide documentation of plan approval by the following entities: Santa Cruz County Sanitation Department, Santa Cruz Water Department, and Central Fire Protection District.

8. Prior to issuance of building permits, a drainage plan, grading, sediment and erosion control plan, shall be submitted to the City and approved by Public Works. The plans...
shall be in compliance with the requirements specified in Capitola Municipal Code Chapter 13.16 Storm Water Pollution Prevention and Protection.

9. Prior to issuance of building permits, the applicant shall submit a stormwater management plan to the satisfaction of the Director of Public Works which implements all applicable Post Construction Requirements (PCRs) and Public Works Standard Details, including all standards relating to low impact development (LID).

10. Prior to any land disturbance, a pre-site inspection must be conducted by the grading official to verify compliance with the approved erosion and sediment control plan.

11. Prior to any work in the City road right of way, an encroachment permit shall be acquired by the contractor performing the work. No material or equipment storage may be placed in the road right-of-way.

12. During construction, any construction activity shall be subject to a construction noise curfew, except when otherwise specified in the building permit issued by the City. Construction noise shall be prohibited between the hours of nine p.m. and seven-thirty a.m. on weekdays. Construction noise shall be prohibited on weekends with the exception of Saturday work between nine a.m. and four p.m. or emergency work approved by the building official. §9.12.010B

13. Prior to a project final, all cracked or broken driveway approaches, curb, gutter, or sidewalk shall be replaced per the Public Works Standard Details and to the satisfaction of the Public Works Department. All replaced driveway approaches, curb, gutter or sidewalk shall meet current Accessibility Standards.

14. Prior to issuance of a Certificate of Occupancy, compliance with all conditions of approval shall be demonstrated to the satisfaction of the Community Development Director. Upon evidence of non-compliance with conditions of approval or applicable municipal code provisions, the applicant shall remedy the non-compliance to the satisfaction of the Community Development Director or shall file an application for a permit amendment for Planning Commission consideration. Failure to remedy a non-compliance in a timely manner may result in permit revocation.

15. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code section 17.156.080.

16. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.

17. Upon receipt of certificate of occupancy, garbage and recycling containers shall be placed out of public view on non-collection days.

18. Property owner shall install a 6-foot-tall solid wood fence along the rear property line.

19. The applicant, property owner(s), and their successors (as applicable, Indemnitor) shall defend, indemnify, and hold harmless the City and its agents, officers, and employees from any third-party claim, action, or proceeding against the City or its, agents, officers
or employees arising from or related to Conditional Use Permit #21-0149 for 2110 41st Avenue, including but not limited to an action to attack, set aside, void or annul Conditional Use Permit #21-0149 for 2110 41st Avenue. Such indemnification shall include, but not be limited to, an award of costs and attorney’s fees incurred by the City in its defense. The City shall promptly notify Indemnitor of any such challenge.

20. Property owner shall work with City Staff and the neighboring property owners at 2109 and 2113 Derby Avenue to identify appropriate tree species for tree screen in rear landscape area.

CONDITIONAL USE PERMIT FINDINGS

A. The proposed use is allowed in the applicable zoning district.
   The use is not listed in Table 17.24-1 under CMC §17.24.020. However, the use has been approved multiple times under conditional use permit #87-116, #03-087, #06-050, and #20-0460.

B. The proposed use is consistent with the general plan, local coastal program, zoning code, and any applicable specific plan or area plan adopted by the city council.
   With a CUP and the proposed conditions of approval, the proposed use is consistent with the general plan, local coastal program, and zoning code.

C. The location, size, design, and operating characteristics of the proposed use will be compatible with the existing and planned land uses in the vicinity of the property.
   Upon compliance with the following conditions of approval, the use is compatible with the existing land uses in the vicinity of the property. Condition of Approval #19 requires a 6-foot-tall solid wood fence along the rear property line between the subject property and the residential development at 2109 and 2113 Derby Avenue to mitigate potential negative noise impacts from the car wash use.

D. The proposed use will not be detrimental to the public health, safety, and welfare.
   City Staff, the Architecture and Site Review Committee, and the Planning Commission have all reviewed the project. The applicant provided engineering analysis which demonstrates the revised circulation system does not result in increased surcharge loads to the existing wall. Furthermore, the analysis concludes the additional mitigation of removing an existing shed and stormwater improvements will reduce the current load and hydrostatic pressure. The proposed use will not be detrimental to the public health, safety, and welfare.

E. The proposed use is properly located within the city and adequately served by existing or planned services and infrastructure.
   The proposed use is located along the 41st Avenue commercial corridor, which is within the City of Capitola and adequately served by existing services and infrastructure.

DESIGN PERMIT FINDINGS

A. The proposed project is consistent with the general plan, local coastal program, and any applicable specific plan, area plan, or other design policies and regulations adopted by the city council.
   Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have reviewed the project. The proposed modifications to the site layout and building design comply with the development standards of the C-R (Regional Commercial) District. The project secures the purpose of the General Plan, and Local
Coastal Program, and design policies and regulations adopted by the City Council.

**B. The proposed project complies with all applicable provisions of the zoning code and municipal code.**

Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have reviewed the application for modifications to the site layout and building design. The project complies with all applicable provisions of the zoning code and municipal code.

**C. The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).**

Section 15301 of the CEQA Guidelines exempts the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The proposed project involves site modifications for an existing car wash involving a negligible expansion of the existing use within the C-R (Regional Commercial) zoning district. No adverse environmental impacts were discovered during review of the proposed project.

**D. The proposed development will not be detrimental to the public health, safety, or welfare or materially injurious to the properties or improvements in the vicinity.**

Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have reviewed the project. The proposed modifications to the site layout and building design will not be detrimental to the public health, safety, or welfare or materially injurious to the properties or improvements in the vicinity.

**E. The proposed project complies with all applicable design review criteria in Section 17.120.070 (Design review criteria).**

The Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have reviewed the application. The proposed modifications to the site layout and building design comply with all applicable design review criteria in Section 17.120.070.

**SIGN PERMIT FINDINGS**

**A. The proposed signs are consistent with the general plan, local coastal program, zoning code, and any applicable specific plan or area plan adopted by the city council.**

Community Development Staff and the Planning Commission have reviewed the project. The proposed monument sign complies with the development standards of the C-R (Regional Commercial) zoning district.

**B. The proposed signs comply with all applicable standards in Chapter 17.80 (Signs).**

Community Development Staff and the Planning Commission have reviewed the application for the new monument sign. The proposed monument sign complies with the standards in Chapter 17.80 (Signs).

**C. The proposed sign will not adversely impact the public health, safety, or general welfare.**

Community Development Department Staff and the Planning Commission have reviewed the sign application and determined that the proposed monument sign will not have adverse impact on public health, safety, or general welfare.
D. The number, size, placement, design, and material of the proposed signs are compatible with the architectural design of buildings on the site. Community Development Department Staff and the Planning Commission have reviewed the sign application and determined that the proposal is compatible with the architectural design of the buildings on the site.

E. The proposed signs are restrained in character and no larger than necessary for adequate identification. Community Development Department Staff and the Planning Commission have reviewed the sign application and determined that the proposed monument sign is restrained in character and no larger than necessary for adequate identification.

F. This project is categorically exempt under Section 15311(a) of the California Environmental Quality Act and is subject to Section 753.5 of Title 14 of the California Code of Regulations. Section 15311(a) of the CEQA Guidelines exempts the construction of on-premise commercial signs. This project involves a new monument sign within the C-R (Regional Commercial) zoning district. No adverse environmental impacts were discovered during review of the proposed project.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS
A. This project is categorically exempt under Section 15301 of the California Environmental Quality Act and is not subject to Section 753.5 of Title 14 of the California Code of Regulations. Section 15301 of the CEQA Guidelines exempts the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The proposed project involves site modifications for an existing car wash involving a negligible expansion of the existing use. No adverse environmental impacts were discovered during project review by Planning Staff or the Planning Commission.

RESULT: APPROVED AS AMENDED [UNANIMOUS]
MOVER: Ed Newman
SECONDER: Susan Westman
AYES: Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

B. 527 Capitola Avenue #21-0126 APN: 035-093-02
Appeal of an administrative approval of a tree removal application located within the CN (Neighborhood Commercial) zoning district. This project is in the Coastal Zone but does not require a Coastal Development Permit. Environmental Determination: Categorical Exemption Property Owner: Shelly Lawrie Appellant: Robert Edgren, Filed: 03.24.2021

Assistant Planner Sean Sesanto presented the staff report. Shelly Lawrie, the property owner and respondent, stated her opposition to the appeal because of the danger the tree poses to her, people on neighboring properties and the public sidewalk, and the structure on the neighboring property.
Emily Buchbinder, the neighboring property owner at 525 Capitola Avenue, stated that her office and employees were at risk from tree failure, her elderly clients were at risk from the sidewalk damage caused by the tree roots, and the arborist she hired had recommended the tree be removed.

Robert Edgren, the appellant, stated his arguments in support of appeal: (1) he personally felt the tree was healthy; (2) he solicited verbal feedback from an arborist who felt there were feasible alternatives to removal; (3) the Commission should table the item until an independent arborist is hired to assess the tree; and (4) the tree provides public benefit and is an asset to the community.

Lilane Molda, a co-owner of the subject property at 525 Capitola Avenue, stated that she feels the tree should be removed for safety reasons and to protect public and private property.

Commissioner Newman stated he felt this tree was near the end of its expected natural life and that its removal seemed appropriate with the planting of a new tree.

Commissioner Westman concurred with Commissioner Newman’s assessment, except that she felt the replacement tree should be a larger variety than the proposed crepe myrtle. Commissioner Westman also felt the cost of administrative tree appeals should be lower and that the public notice signs should be larger.

Commissioner Wilk felt the City should create a heritage tree list, but that the proposed removal and replacement tree was reasonable based on the tree removal ordinance.

Chair Routh expressed concern regarding tree removals in recent years and suggested the City hire an arborist prior to a decision.

MOTION: Deny the appeal and uphold the administrative approval based on the following conditions and findings:

**FINDINGS**

A. The removal of the tree is in the public interest with respect to the condition of the tree. The tree has poor structure, with three co-codominant leaders rather than one main stem which could lead to the failure of one or more leads. The tree shows evidence of a boring-insect infestation, which weakens the structural integrity of the tree.

B. The tree poses a safety concern without mitigation. The tree poses safety concerns with respect to the failure of one or more co-dominant leaders.

C. The removal of the tree is in the public interest with respect to unreasonable existing and potential property damage. The removal of the tree is in the public interest due to significant root damage to the properties of 527 Capitola Avenue and 525 Capitola Avenue. The tree has the potential to cause further unreasonable property damage or interference with existing power lines should one or more of the co-dominant leaders fail.

D. There are no feasible alternatives to tree removal that secure the purposes of the Community Tree and Forest Management Ordinance.
The Planning Commission reviewed the application and staff review and found that there are no feasible alternatives to tree removal that could be implemented that would stop existing property damage or reduce risk to life and property without seriously harming or killing the tree.

RESULT: APPROVED [3 TO 2]
MOVER: Ed Newman
SECONDER: Peter Wilk
AYES: Courtney Christiansen, Ed Newman, Peter Wilk,
NAYS: Mick Routh, Susan Westman

5. DIRECTOR'S REPORT
Community Development Director Herlihy updated the Commission on the Coastal Commission’s revisions to the zoning code/Local Coastal Plan update, the SB2 grant, and the Inclusionary Housing Ordinance update.

6. COMMISSION COMMUNICATIONS
Commissioner Westman requested information on the requirements for the installation of generator systems in residential neighborhoods.

7. ADJOURNMENT
The meeting was adjourned at 8:43 P.M. to the next regular meeting of the Planning Commission on June 3, 2021.

Approved by the Planning Commission

_____________________________________
Edna Basa, Clerk to the Commission
1. ROLL CALL AND PLEDGE OF ALLEGIANCE
Chair Routh called the meeting to order at 7 P.M. Commissioners Christiansen, Newman, Westman, Wilk, and Chair Routh were present remotely.

2. ORAL COMMUNICATIONS
   A. Additions and Deletions to Agenda
   B. Public Comments
   C. Commission Comments
   D. Staff Comments

Community Development Director Herlihy updated the Commission on the Coastal Commission’s scheduled certification of the zoning code. She also provided answers to the Commission following Commissioner Westman’s request for information at the May 6, 2021, meeting regarding the installation of generator systems in residential neighborhoods. In response to Director Herlihy’s comments, Commissioner Westman stated her questions were satisfactorily answered, and a discussion on additional regulations on the subject can be tabled until the next zoning code update.

3. CONSENT CALENDAR
   A. 723 El Salto Drive #21-0155 APN: 036-143-35
      Coastal Development Permit for the construction of a fence on a residential property located within the R-1/VS (Single-Family Residential/Visitor Serving) zoning district.
      This project is in the Coastal Zone and does not require a Coastal Development Permit.
      Environmental Determination: Categorical Exemption
      Property Owner: Doug Dodds
      Representative: Jennifer Cosgrove, Filed: 04.16.21

      MOTION: Approve the Coastal Development Permit with the following conditions and findings:

      CONDITIONS
      1. The project approval consists of a Coastal Development Permit for a new metal fence along the bluff at 723 El Salto Drive. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on June 3, 2021, except as modified through conditions imposed by the Planning Commission during the hearing.

      2. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.
3. There shall be no use of heavy machinery on the bluff. All work must be done manually or with hand-held tools. Any vegetation that is removed or irreparably harmed in the process of fence installation shall be replaced with new vegetation or mulch to prevent exposed soil and erosion.

4. Prior to construction, the defunct section(s) of fence located on the seaward side of the proposed fence shall be removed to the extent which is safely possible.

5. In the event blufftop erosion compromises the fence, all affected fencing shall be removed at the sole expense of the property owner.

6. Prior to construction, the applicant is required to submit an erosion control plan and maintenance plan which demonstrates that the project will not contribute to accelerated erosion or adversely impact bluff stability.

7. All work shall be completed per the plans approved by the Planning Commission and the erosion control plan shall be strictly followed. Erosion control and sediment management devices shall be installed and inspected by City Public Works prior to initiating work.

8. During construction, any construction activity shall be subject to a construction noise curfew, except when otherwise specified in the building permit issued by the City. Construction noise shall be prohibited between the hours of nine p.m. and seven-thirty a.m. on weekdays. Construction noise shall be prohibited on weekends with the exception of Saturday work between nine a.m. and four p.m. or emergency work approved by the building official. §9.12.010B

9. Upon evidence of non-compliance with conditions of approval or applicable municipal code provisions, the applicant shall remedy the non-compliance to the satisfaction of the Community Development Director or shall file an application for a permit amendment for Planning Commission consideration. Failure to remedy a non-compliance in a timely manner may result in permit revocation.

10. This permit shall expire 24 months from the date of issuance. The applicant shall have construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code section 17.81.160.

11. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.

FINDINGS

A. The application, subject to the conditions imposed, will secure the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan. Community Development Department Staff and the Planning Commission have all reviewed the project. The project secures the purposes of the R-1 (Single Family Residence) Zoning District. The Coastal Development Permit secures the purposes of the Zoning Ordinance, including Chapter 17.54 for fence standards, the General Plan and Local Coastal Plan.

B. The application will maintain the character and integrity of the neighborhood.
Community Development Department Staff and the Planning Commission have reviewed the application for a new fence at 723 El Salto Drive. The project will maintain the character and integrity of the neighborhood.

C. This project is categorically exempt under Section 15303(e) of the California Environmental Quality Act and is not subject to Section 753.5 of Title 14 of the California Code of Regulations.

This project involves construction of a new fence in the R-1 (single-family residence) Zoning District. Section 15303 of the CEQA Guidelines exempts new construction of small accersory structures including garages, carports, patios, swimming pools, and fences.

COASTAL FINDINGS

D. Findings Required.

1. A coastal permit shall be granted only upon adoption of specific written factual findings supporting the conclusion that the proposed development conforms to the certified Local Coastal Program, including, but not limited to:
   a. A statement of the individual and cumulative burdens imposed on public access and recreation opportunities based on applicable factors identified pursuant to subsection (D)(2) of this section. The type of affected public access and recreation opportunities shall be clearly described;
   b. An analysis based on applicable factors identified in subsection (D)(2) of this section of the necessity for requiring public access conditions to find the project consistent with the public access provisions of the Coastal Act;
   c. A description of the legitimate governmental interest furthered by any access conditioned required;
   d. An explanation of how imposition of an access dedication requirement alleviates the access burdens identified.

   • The proposed development conforms to the City’s certified Local Coastal Plan (LCP). The specific, factual findings, as per CMC Section 17.46.090(D) are as follows:

2. Require Project-Specific Findings. In determining any requirement for public access, including the type of access and character of use, the city shall evaluate and document in written findings the factors identified in subsections (D)(2)(a) through (e), to the extent applicable. The findings shall explain the basis for the conclusions and decisions of the city and shall be supported by substantial evidence in the record. If an access dedication is required as a condition of approval, the findings shall explain how the adverse effects which have been identified will be alleviated or mitigated by the dedication. As used in this section, “cumulative effect” means the effect of the individual project in combination with the effects of past projects, other current projects, and probable future projects, including development allowed under applicable planning and zoning.
   a. Project Effects on Demand for Access and Recreation. Identification of existing and open public access and coastal recreation areas and facilities in the regional and local vicinity of the development. Analysis of the project’s effects upon existing public access and recreation opportunities. Analysis of the project’s cumulative effects upon the use and capacity of the identified access and recreation opportunities, including public tidelands and beach resources, and upon the capacity of major coastal roads from subdivision, intensification or cumulative buildout. Projection for the anticipated demand and need for increased coastal access and recreation opportunities for the public. Analysis of the contribution of the project’s cumulative effects to any such
projected increase. Description of the physical characteristics of the site and its proximity to the sea, tideland viewing points, upland recreation areas, and trail linkages to tidelands or recreation areas. Analysis of the importance and potential of the site, because of its location or other characteristics, for creating, preserving or enhancing public access to tidelands or public recreation opportunities;

- The proposed project is located at 723 El Salto Drive. The fence is not located in an area with coastal access. The fence will not have an effect on public trails or beach access.

b. Shoreline Processes. Description of the existing shoreline conditions, including beach profile, accessibility and usability of the beach, history of erosion or accretion, character and sources of sand, wave and sand movement, presence of shoreline protective structures, location of the line of mean high tide during the season when the beach is at its narrowest (generally during the late winter) and the proximity of that line to existing structures, and any other factors which substantially characterize or affect the shoreline processes at the site. Identification of anticipated changes to shoreline processes at the site. Identification of anticipated changes to shoreline processes and beach profile unrelated to the proposed development. Description and analysis of any reasonably likely changes, attributable to the primary and cumulative effects of the project, to: wave and sand movement affecting beaches in the vicinity of the project; the profile of the beach; the character, extent, accessibility and usability of the beach; and any other factors which characterize or affect beaches in the vicinity. Analysis of the effect of any identified changes of the project, alone or in combination with other anticipated changes, will have upon the ability of the public to use public tidelands and shoreline recreation areas;

- The proposed project is located along 723 El Salto Drive. No portion of the project is located along the shoreline or beach.

c. Historic Public Use. Evidence of use of the site by members of the general public for a continuous five-year period (such use may be seasonal). Evidence of the type and character of use made by the public (vertical, lateral, blufftop, etc., and for passive and/or active recreational use, etc.). Identification of any agency (or person) who has maintained and/or improved the area subject to historic public use and the nature of the maintenance performed and improvements made. Identification of the record owner of the area historically used by the public and any attempts by the owner to prohibit public use of the area, including the success or failure of those attempts. Description of the potential for adverse impact on public use of the area from the proposed development (including but not limited to, creation of physical or psychological impediments to public use);

- There is not a history of public use on the subject lot.

d. Physical Obstructions. Description of any physical aspects of the development which block or impede the ability of the public to get to or along the tidelands, public recreation areas, or other public coastal resources or to see the shoreline;

- The proposed project is located on private property on 723 El Salto Drive. The project will not block or impede the ability of the public to get to or along the tidelands, public recreation areas, or views to the shoreline.
e. Other Adverse Impacts on Access and Recreation. Description of the development’s physical proximity and relationship to the shoreline and any public recreation area. Analysis of the extent of which buildings, walls, signs, streets or other aspects of the development, individually or cumulatively, are likely to diminish the public’s use of tidelands or lands committed to public recreation. Description of any alteration of the aesthetic, visual or recreational value of public use areas, and of any diminution of the quality or amount of recreational use of public lands which may be attributable to the individual or cumulative effects of the development.

- The proposed project is located on private property that will not impact access and recreation. The project does not diminish the public’s use of tidelands or lands committed to public recreation nor alter the aesthetic, visual, or recreational value of public use areas.

3. Required Findings for Public Access Exceptions. Any determination that one of the exceptions of subsection (F)(2) applies to a development shall be supported by written findings of fact, analysis and conclusions which address all of the following:
   a. The type of access potentially applicable to the site involved (vertical, lateral, bluff top, etc.) and its location in relation to the fragile coastal resource to be protected, the agricultural use, the public safety concern, or the military facility which is the basis for the exception, as applicable;
   b. Unavailability of any mitigating measures to manage the type, character, intensity, hours, season or location of such use so that agricultural resources, fragile coastal resources, public safety, or military security, as applicable, are protected;
   c. Ability of the public, through another reasonable means, to reach the same area of public tidelands as would be made accessible by an accessway on the subject land.

- The project is not requesting a Public Access Exception, therefore these findings do not apply.

4. Findings for Management Plan Conditions. Written findings in support of a condition requiring a management plan for regulating the time and manner or character of public access use must address the following factors, as applicable:
   a. Identification and protection of specific habitat values including the reasons supporting the conclusions that such values must be protected by limiting the hours, seasons, or character of public use;

- The project is located in a residential area without sensitive habitat areas.

b. Topographic constraints of the development site;

- The project is located on a flat lot.

c. Recreational needs of the public;

- The project does not impact the recreational needs of the public.

d. Rights of privacy of the landowner which could not be mitigated by setting the project back from the access way or otherwise conditioning the development;

e. The requirements of the possible accepting agency, if an offer of dedication is the mechanism for securing public access;
f. Feasibility of adequate setbacks, fencing, landscaping, and other methods as part of a management plan to regulate public use.

5. **Project complies with public access requirements, including submittal of appropriate legal documents to ensure the right of public access whenever, and as, required by the certified land use plan and Section 17.46.010 (coastal access requirements);**
   - No legal documents to ensure public access rights are required for the proposed project.

6. **Project complies with visitor-serving and recreational use policies;**

   **SEC. 30222**
   The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry.
   - The project involves the construction of a new fence on a residential lot of record.

   **SEC. 30223**
   Upland areas necessary to support coastal recreational uses shall be reserved for such uses, where feasible.
   - The project involves the construction of a new fence on a residential lot of record.

   c) Visitor-serving facilities that cannot be feasibly located in existing developed areas shall be located in existing isolated developments or at selected points of attraction for visitors.
   - The project involves the construction of a new fence on a residential lot of record.

7. **Project complies with applicable standards and requirements for provision of public and private parking, pedestrian access, alternate means of transportation and/or traffic improvements;**
   - The project involves the construction of a new fence. The project complies with applicable standards and requirements for provision for parking, pedestrian access, alternate means of transportation, and/or traffic improvements.

8. **Review of project design, site plan, signing, lighting, landscaping, etc., by the city’s architectural and site review committee, and compliance with adopted design guidelines and standards, and review committee recommendations;**
   - The project complies with the design guidelines and standards established by the Municipal Code.

9. **Project complies with LCP policies regarding protection of public landmarks, protection or provision of public views; and shall not block or detract from public views to and along Capitola’s shoreline;**
• The project will not negatively impact public landmarks and/or public views. The project will not block or detract from public views to and along Capitola’s shoreline.

10. Demonstrated availability and adequacy of water and sewer services;
• Not applicable.

11. Provisions of minimum water flow rates and fire response times;
• Not applicable.

12. Project complies with water and energy conservation standards;
• Not applicable.

13. Provision of park dedication, school impact, and other fees as may be required;
• Not applicable.

14. Project complies with coastal housing policies, and applicable ordinances including condominium conversion and mobile home ordinances;
• The project does not involve a condo conversion or mobile homes.

15. Project complies with natural resource, habitat, and archaeological protection policies;
• Conditions of approval have been included to ensure compliance with established policies.

16. Project complies with Monarch butterfly habitat protection policies;
• The project is outside of any identified sensitive habitats, specifically areas where Monarch Butterflies have been encountered, identified and documented.

17. Project provides drainage and erosion and control measures to protect marine, stream, and wetland water quality from urban runoff and erosion;
• Conditions of approval have been included to ensure compliance with applicable erosion control measures.

18. Geologic/engineering reports have been prepared by qualified professional for projects in seismic areas, geologically unstable areas, or coastal bluffs, and project complies with hazard protection policies including provision of appropriate setbacks and mitigation measures;
• The proposed fence itself is lightweight, will not contribute to erosion, and has been situated further back from the cliff to be in line with the neighboring fence. The project will reestablish a barrier between the edge of the cliff and use of land, thereby mitigating risks to life from falling or standing in areas with heightened risk of slope failure. The project will also reduce risks of erosion and slope failure.
by limiting human use, disturbance, and load. Conditions of approval have been included to ensure the project compliance with applicable erosion control measures and mitigate falling hazards.

19. All other geological, flood and fire hazards are accounted for and mitigated in the project design;
   • Conditions of approval have been included to ensure the project complies with geological, flood, and fire hazards and are accounted for and will be mitigated in the project design.

20. Project complies with shoreline structure policies;
   • The proposed project is not located along a shoreline.

21. The uses proposed are consistent with the permitted or conditional uses of the zoning district in which the project is located;
   • This use is an allowed use consistent with the R-1 zoning district.

22. Conformance to requirements of all other city ordinances, zoning requirements, and project review procedures; and
   • The project conforms to the requirements of all city ordinances, zoning requirements, and project development review and development procedures.

23. Project complies with the Capitola parking permit program as follows:
   a. The village area preferential parking program areas and conditions as established in Resolution No. 2596 and no permit parking of any kind shall be allowed on Capitola Avenue.
   b. The neighborhood preferential parking program areas are as established in Resolution Numbers 2433 and 2510.
   c. The village area preferential parking program shall be limited to three hundred fifty permits.
   d. Neighborhood permit areas are only in force when the shuttle bus is operating except that:
      i. The Fanmar area (Resolution No. 2436) program may operate year-round, twenty-four hours a day on weekends,
      ii. The Burlingame, Cliff Avenue/Grand Avenue area (Resolution No. 2435) have year-round, twenty-four hour per day "no public parking."
   e. Except as specifically allowed under the village parking program, no preferential residential parking may be allowed in the Cliff Drive parking areas.
   f. Six Depot Hill twenty-four minute “Vista” parking spaces (Resolution No. 2510) shall be provided as corrected in Exhibit A attached to the ordinance codified in this section and found on file in the office of the city clerk.
   g. A limit of fifty permits for the Pacific Cove parking lot may be issued to village permit holders and transient occupancy permit holders.
   h. No additional development in the village that intensifies use and requires additional parking shall be permitted. Changes in use that do not result in additional parking demand can be allowed and exceptions for onsite parking as allowed in the land use plan can be made.
• The project site is not located within the area of the Capitola parking permit program.

RESULT: APPROVED [UNANIMOUS]
MOVER: Susan Westman
SECONDER: Ed Newman
AYES: Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

4. PUBLIC HEARINGS
A. 1650 41st Avenue #21-0079 APN: 034-111-19
Conditional Use Permit Amendment to change the allowed retail alcohol sale of beer and wine to include the sale of distilled spirits for off-site consumption at a Chevron gas station located within the CC (Community Commercial) zoning district.
This project is in the Coastal Zone but does not require a Coastal Development Permit.
Environmental Determination: Categorical Exemption
Property Owner: Chevron USA
Representative: Steve Rawlings Filed: 04.26.21
Assistant Planner Sesanto presented the staff report. Steve Rawlings, the applicant and Chevron Corporation’s consultant, concurred with the staff recommendation and their conditions and findings. Mr. Rawlings stated that Chevron Corporation implemented policies and procedures in addition to investing in employee training to ensure proper operation of the business.

MOTION: Approve the Conditional Use Permit Amendment with the following conditions and findings:

CONDITIONS
1. The project approval consists of a second Amendment to a Conditional Use Permit for an existing self-service gas station and 2,945 square foot mini mart with the sale of alcohol at 1650 41st Avenue. The proposed amendment is approved as indicated on the final plans reviewed and approved by the Planning Commission on June 3, 2021, except as modified through conditions imposed by the Planning Commission during the hearing. The conditions of approval from the original 1988 Conditional Use Permit and the first amendment of the CUP approved 2004, continue to apply.
2. Any significant modifications to the size or exterior appearance of the structure (i.e. windows, materials, colors, etc.) must be approved by the Planning Commission. Similarly, any significant change to the use itself, or the site, must be approved by the Planning Commission.
3. The application shall be reviewed by the Planning Commission upon evidence of non-compliance with conditions of approval or applicable municipal code provisions.
4. The mini mart and gas services shall be permitted to be open 24 hours a day, seven days a week.
5. The sale of alcohol shall be permitted for off-site consumption. The sale of alcoholic mini bottles is prohibited.

6. Final building plans shall indicate that the trash enclosure will be made of a sturdy solid masonry material, compatible with the building materials and colors and with trash receptacles screened from view. Receptacles shall be provided for recycled materials as well as trash or rubbish. The design of the trash enclosure shall be submitted to the Community Development Department prior to, or in conjunction with, building permit submittal.

7. No roof equipment is to be visible to the general public. Any necessary roof screening is to match the color of the building as closely as possible. Plans for any necessary screening shall be submitted to the Community Development Department prior to, or in conjunction with, building permit submittal.

8. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.

9. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code section 17.81.160.

10. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.

**FINDINGS**

A. The application, subject to the conditions imposed, will secure the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan. Community Development Department Staff and the Planning Commission have reviewed the application and determined that the applicant may be granted a Conditional Use Permit for the sale of distilled spirit alcohol within the CC (Community Commercial) Zoning District. The use meets the intent and purpose of the district. Conditions of approval have been modified to ensure that the use is consistent with the Zoning Ordinance and General Plan.

B. The application will maintain the character and integrity of the neighborhood. Community Development Department Staff and the Planning Commission have reviewed the proposed use and determined that the use complies with the applicable provisions of the Zoning Ordinance and maintain the character and integrity of this area of the City. Conditions of approval have been included to carry out these objectives.

C. This project is categorically exempt under Section 15301 of the California Environmental Quality Act and is not subject to Section 753.5 of Title 14 of the California Code of Regulations. This project involves an existing commercial space with the additional use of off sale distilled spirits. No adverse environmental impacts were discovered during project review by either the Community Development Department Staff or the Planning Commission.
D. The use is consistent with the General Plan and will not be detrimental to the health, safety, peace, morals, comfort and general welfare of the neighborhood and the City. The applicant is not proposing an increase in the size of the existing gas station and retail area. The existing retail sale of beer and wine will remain with the addition of the sale of distilled spirits. With the restriction on the sale of alcoholic mini bottles, the sale of distilled spirits for retail sale will not be detrimental to the surrounding neighborhood or the City.

RESULT: APPROVED [UNANIMOUS]
MOVER: Ed Newman
SECONDER: Courtney Christiansen
AYES: Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

5. DIRECTOR’S REPORT
Director Herlihy updated the Commission on the potential development of a new boutique hotel at 720 Hill Street, the City’s progress on ADU prototypes and policies, the Inclusionary Housing Ordinance, and the City’s enforcement of the sign ordinance.

6. COMMISSION COMMUNICATIONS
In response to an appellant’s comments following a hearing at a previous meeting, Commissioner Newman stated that he had reviewed his previous statements and agreed with the appellant that the Commission has the ability to impose conditions when reviewing an appeal, but he did not believe that this would have changed the outcome of the vote to deny the appeal.

Chair Routh requested information regarding the Wharf project’s proposed public bathrooms. Director Herlihy stated that she will provide further details after she confers with the Public Works department.

7. ADJOURNMENT
The meeting was adjourned at 7:27 P.M. to the next regular meeting of the Planning Commission on July 15, 2021.

Approved by the Planning Commission

__________________________
Edna Basa, Clerk to the Commission
TO: PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT
DATE: JULY 15, 2021
SUBJECT: Tree Removal in Cherry Avenue Right-of-Way #21-0167

Tree Removal Application for the removal of one date palm tree located within the MU-V (Mixed-Use Village) zoning district. The date palm is located adjacent to 102 Cherry Avenue at the East end of Cherry Avenue between Cherry Avenue and Monterey Avenue.
Note: Request to Continue to September 2, 2021.
This project is in the Coastal Zone but does not require a Coastal Development Permit.
Environmental Determination: Categorical Exemption
Property Owner: City of Capitola
Representative: Pacific Gas & Electric,Filed: 06.22.21

BACKGROUND
On July 7, 2021, the applicant, PG&E, requested the tree removal permit be continued to a future hearing to give their team time to research additional options that may be available to potentially satisfy public concerns.

RECOMMENDATION
Staff recommends the Planning Commission continue application #21-0167 to the September 2, 2021, meeting.

Prepared By: Sean Sesanto
TO: PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT
DATE: JULY 15, 2021
SUBJECT: 4855 Topaz Street #19-0288 APN: 034-065-21

Design Permit for a new attached garage on an existing nonconforming single-family residence and a new attached Accessory Dwelling Unit (approved ministerially) located within the R-1 (Single-Family Residential) zoning district. This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.
Environmental Determination: Categorical Exemption
Property Owner: Randall and Allison Epperson
Representative: Scott Hicks, Filed: 06.14.2019

APPLICANT PROPOSAL
The applicant is proposing to demolish an existing 291-square-foot attached garage and construct a new 282-square-foot attached garage and a new 630-square-foot attached accessory dwelling unit (ADU) located at 4855 Topaz Street within the R-1 (Single-Family Residential) zoning district. This application was deemed complete on May 12, 2021, and is vested under the prior zoning code. The current zoning code came into effect on June 21, 2021.

BACKGROUND
On May 26, 2021, the Architectural and Site Review Committee reviewed the application and provided the applicant with the following direction:

Public Works Representative, Danielle Uharriet: informed the applicant that several standard conditions of approval related to stormwater, drainage and erosion control, and encroachments will be added to the conditions of approval for the project.

Building Official, Robin Woodman: inquired about whether the gas fireplace was the heat source for the ADU or if there a separate heating source. The applicant confirmed that there will be another heating source.

Local Architect, Frank Phantom: had no comments.

Associate Planner, Matt Orbach: had no comments.

Following the Architecture & Site Review Committee meeting, no changes were made to the plans.
Development Standards
The following table outlines the zoning code requirements for development in the R-1 Zoning District. The project complies with all applicable development standards.

<table>
<thead>
<tr>
<th>R-1 (Single Family Residential) Zoning District</th>
</tr>
</thead>
</table>

### Development Standards

#### Building Height

<table>
<thead>
<tr>
<th>R-1 Regulation</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 ft.</td>
<td>23 ft.</td>
<td>23 ft.</td>
</tr>
</tbody>
</table>

#### Floor Area Ratio (FAR)

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Size</td>
<td>4,000 sq. ft.</td>
<td>4,000 sq. ft.</td>
</tr>
<tr>
<td>Maximum Floor Area Ratio</td>
<td>54% (Max 2,160 sq. ft.)</td>
<td>54% (Max 2,160 sq. ft.)</td>
</tr>
<tr>
<td>First Story Floor Area</td>
<td>1,019 sq. ft.</td>
<td>1,640 sq. ft.</td>
</tr>
<tr>
<td>Second Story Floor Area</td>
<td>516 sq. ft.</td>
<td>516 sq. ft.</td>
</tr>
<tr>
<td>TOTAL FAR</td>
<td>38% (1,535 sq. ft.)</td>
<td>53.9% (2,156 sq. ft.)</td>
</tr>
</tbody>
</table>

#### Yards

<table>
<thead>
<tr>
<th></th>
<th>R-1 Regulation</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Yard 1st Story</td>
<td>15 ft.</td>
<td>17 ft. 10 in.</td>
<td>17 ft. 10 in.</td>
</tr>
<tr>
<td>Front Yard 2nd Story &amp; Garage</td>
<td>20 ft.</td>
<td>20 ft. 5 in.</td>
<td>20 ft. 5 in.</td>
</tr>
<tr>
<td>Side Yard 1st Story</td>
<td>Lot width: 50 ft.</td>
<td>4 ft. 10 in. (East)</td>
<td>4 ft. 10 in. (East)</td>
</tr>
<tr>
<td></td>
<td>5 ft. min.</td>
<td>5 ft. (West)</td>
<td>5 ft. (West)</td>
</tr>
<tr>
<td>Side Yard 1st Story - ADU</td>
<td>4 ft. min.</td>
<td>N/A</td>
<td>4 ft. (West)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>24 ft. (East)</td>
</tr>
<tr>
<td>Side Yard 2nd Story</td>
<td>Lot width: 50 ft.</td>
<td>4 ft. 10 in. (East)</td>
<td>4 ft. 10 in. (East)</td>
</tr>
<tr>
<td></td>
<td>7 ft. 6 in. min</td>
<td>17 ft. (West)</td>
<td>17 ft. (West)</td>
</tr>
<tr>
<td>Rear Yard 1st Story</td>
<td>Lot depth: 80 ft.</td>
<td>35 ft 10 in. (Primary Residence)</td>
<td>35 ft 10 in. (Primary Residence)</td>
</tr>
<tr>
<td></td>
<td>16 ft. min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard 1st Story - ADU</td>
<td>4 ft. min.</td>
<td>N/A</td>
<td>5 ft. 3 in.</td>
</tr>
<tr>
<td>Rear Yard 2nd Story</td>
<td>Lot depth: 80 ft.</td>
<td>35 ft 10 in.</td>
<td>35 ft 10 in.</td>
</tr>
<tr>
<td></td>
<td>16 ft. min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encroachments (list all)</td>
<td>Existing nonconforming first- and second-story east side setbacks.</td>
<td></td>
<td></td>
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</tbody>
</table>

### Parking

<table>
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<tr>
<th></th>
<th>Required</th>
<th>Existing</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Residential (from 1,501 up to 2,000 sq. ft.) and ADU</td>
<td>3 spaces total</td>
<td>2 spaces total</td>
<td>3 spaces total</td>
</tr>
<tr>
<td></td>
<td>1 covered</td>
<td>1 covered</td>
<td>1 covered</td>
</tr>
</tbody>
</table>
The existing residence at 4855 Topaz Street is a nonconforming, two-story, single-family residence. The lot is located in the Jewel Box neighborhood and is surrounded by one- and two-story single-family homes.

The applicant is proposing to demolish the existing 291-square-foot attached garage and construct a new 282-square-foot attached garage and a new 630-square-foot attached accessory dwelling unit (ADU). The new garage is located closer to the front of the lot to accommodate the new attached ADU addition off the back of the home. The proposed design includes a new pitched roof over the garage to match the existing residence and composition shingles. The new attached garage and attached ADU have horizontal siding to match the existing single-family residence.

Nonconforming
The existing structure is located within the first- and second-story east side setback. The existing structure does not comply with the setback regulations of the zoning code and therefore is a legal non-conforming structure. Pursuant to Capitola Municipal Code (CMC) §17.72.070, if proposed structural alterations to an existing non-complying structure exceed 80% of the present fair market value of the structure, the proposed structural alterations may not be made. The applicant has submitted a construction cost breakdown demonstrating that the proposed structural alterations are 55% of the present fair market value of the structure, so the alterations are permissible (Attachment 2).

Accessory Dwelling Unit
The application includes a new attached ADU. The attached ADU is located in the north-west corner of the lot and will cover approximately half of the back yard. The ADU includes one bedroom, one bathroom, and an open living room, dining room, and kitchen area. The entrance is off the side yard, with no internal connection to the main home or backyard. The unit complies with the requirements for “Units subject to full review standards” in Capitola Municipal Code (CMC) §17.99.060(A), therefore the unit has been approved ministerially.

Landscaping
The front yard is currently almost fully paved other than a small landscaping strip along the front property line, a small landscaping strip adjacent to the front of the residence, and the area around the base of the two trees in the front yard. The applicant is required to add one parking space for the ADU. Due to the existing site constraints the parking space for the ADU will be in the front setback. CMC §17.74.080(C)(1)(c)(ii) requires that parking for an ADU in the front setback shall be a “ribbon” or “Hollywood” design with two parallel strips of pavement. The paving strips shall be no wider than two and one-half feet each and shall utilize permeable paving such as porous concrete/asphalt, open-jointed pavers, and turf grids. Unpaved areas between the strips shall be landscaped with turf or low-growing ground cover. To comply with this standard, the applicant is proposing to add a strip of “turf or low growing ground cover” in
between the two proposed paver strip areas. A landscape plan is required prior to issuance of a building permit under Condition of Approval #6.

**CEQA**
Section 15301(e) of the CEQA Guidelines exempts additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less. The proposed additions add 621 square feet (41%) of floor area, so this exemption applies. No adverse environmental impacts were discovered during project review by Planning Department Staff.

**RECOMMENDATION**
Staff recommends the Planning Commission consider application #19-0288 and approve the application with the following Conditions and Findings for Approval.

**CONDITIONS OF APPROVAL**
1. The project approval consists of demolition of an existing 291-square-foot attached garage, construction of a 282-square-foot attached garage, and a new 630-square-foot attached accessory dwelling unit (approved ministerially under CMC §17.99.050(B)). The maximum Floor Area Ratio for the 4,000-square-foot property is 54% (2,160 square feet). The total FAR of the project is 53.9% with a total of 2,156 square feet, compliant with the maximum FAR within the zone. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on July 15, 2021, except as modified through conditions imposed by the Planning Commission during the hearing.

2. Prior to construction, a building permit shall be secured for any new construction or modifications to structures authorized by this permit. Final building plans shall be consistent with the plans approved by the Planning Commission. All construction and site improvements shall be completed according to the approved plans.

3. At time of submittal for building permit review, the Conditions of Approval must be printed in full on the cover sheet of the construction plans.

4. At time of submittal for building permit review, Public Works Standard Detail SMP STRM shall be printed in full and incorporated as a sheet into the construction plans. All construction shall be done in accordance with the Public Works Standard Detail BMP STRM.

5. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.

6. Prior to issuance of building permit, a landscape plan shall be submitted and approved by the Community Development Department. The landscape plan can be produced by the property owner, landscape professional, or landscape architect. Landscape plans shall reflect the Planning Commission approval and shall identify type, size, and location of species and details of any proposed (but not required) irrigation systems.

7. Prior to issuance of building permit, all Planning fees associated with permit #19-0288 shall be paid in full.
8. Prior to issuance of a building permit, the applicant must provide documentation of plan approval by the following entities: Santa Cruz County Sanitation Department, Soquel Creek Water District, and Central Fire Protection District.

9. Prior to issuance of building permits, a drainage plan, grading, sediment and erosion control plan, shall be submitted to the City and approved by Public Works. The plans shall be in compliance with the requirements specified in Capitola Municipal Code Chapter 13.16 Storm Water Pollution Prevention and Protection.

10. Prior to issuance of building permits, the applicant shall submit a stormwater management plan to the satisfaction of the Director of Public Works which implements all applicable Post Construction Requirements (PCR) and Public Works Standard Details, including all standards relating to low impact development (LID).

11. Prior to any land disturbance, a pre-site inspection must be conducted by the grading official to verify compliance with the approved erosion and sediment control plan.

12. Prior to any work in the City road right of way, an encroachment permit shall be acquired by the contractor performing the work. No material or equipment storage may be placed in the road right-of-way.

13. During construction, any construction activity shall be subject to a construction noise curfew, except when otherwise specified in the building permit issued by the City. Construction noise shall be prohibited between the hours of nine p.m. and seven-thirty a.m. on weekdays. Construction noise shall be prohibited on weekends with the exception of Saturday work between nine a.m. and four p.m. or emergency work approved by the building official. §9.12.010B

14. Prior to a project final, all cracked or broken driveway approaches, curb, gutter, or sidewalk shall be replaced per the Public Works Standard Details and to the satisfaction of the Public Works Department. All replaced driveway approaches, curb, gutter or sidewalk shall meet current Accessibility Standards.

15. Prior to issuance of a Certificate of Occupancy, compliance with all conditions of approval shall be demonstrated to the satisfaction of the Community Development Director. Upon evidence of non-compliance with conditions of approval or applicable municipal code provisions, the applicant shall remedy the non-compliance to the satisfaction of the Community Development Director or shall file an application for a permit amendment for Planning Commission consideration. Failure to remedy a non-compliance in a timely manner may result in permit revocation.

16. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code §17.81.160.

17. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.
18. Upon receipt of certificate of occupancy, garbage and recycling containers shall be placed out of public view on non-collection days.

DESIGN PERMIT FINDINGS

A. The project, subject to the conditions imposed, secures the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.
Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the project. The proposed demolition of an existing 291-square-foot attached garage and construction of a 282-square-foot attached garage complies with the development standards of the Single-Family Residential District.

B. The project will maintain the character and integrity of the neighborhood.
Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the application for a remodel of an existing single-family residence. The design of the new attached garage, with horizontal siding and a composition shingle roof with the roof pitch matching the roof pitch on the primary residence, will fit in nicely with the existing neighborhood. The project will maintain the character and integrity of the neighborhood.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS

A. This project is categorically exempt under Section 15301(e) of the California Environmental Quality Act and is subject to Section 753.5 of Title 14 of the California Code of Regulations.
Section 15301(e) of the CEQA Guidelines exempts additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less. The proposed additions add 621 square feet (41%) of floor area, so this exemption applies. No adverse environmental impacts were discovered during project review by Planning Department Staff.

ATTACHMENTS:

1. 4855 Topaz Street - Full Plan Set - 05.06.2021
2. 4855 Topaz Street - Construction Cost Breakdown - 80% - 05.12.2021

Prepared By: Matt Orbach
Associate Planner
# 4855 Topaz Street - New Garage + New Attached ADU
### CONSTRUCTION COST BREAKDOWN PER Section 17.72.070

## Existing Building Costs:

<table>
<thead>
<tr>
<th>Existing Residence:</th>
<th>1244 square feet</th>
<th>$ 248,800.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 200.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Garage:</th>
<th>291 square feet</th>
<th>$ 26,190.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 90.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Deck:</th>
<th>0 square feet</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 25.00 square foot</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Existing Value:** $ 274,990.00

**80% of Total Existing Value:** $ 219,992.00

## New Construction Costs:

<table>
<thead>
<tr>
<th>New Conditioned Space:</th>
<th>630 square feet</th>
<th>$ 126,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 200.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Garage:</th>
<th>282 square feet</th>
<th>$ 25,380.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 90.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New deck/porch:</th>
<th>0 square feet</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 25.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total New Construction Value:** $ 151,380.00

## Remodel Costs: (50% of "new construction" costs)

<table>
<thead>
<tr>
<th>Remodel Conditioned Space:</th>
<th>0 square feet</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 100.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remodel Garage:</th>
<th>0 square feet</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 45.00 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remodel Deck:</th>
<th>0 square feet</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 12.50 square foot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Remodel Value:** $ -

**Total Construction/Remodel Cost:** $ 151,380.00

**% of Existing Value:** 55%
STAFF REPORT

TO: PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT
DATE: JULY 15, 2021
SUBJECT: 4875 Opal Street #21-0076 APN: 034-064-12

Design Permit for the construction of a new single-family residence on a vacant lot located within the R-1 (Single-Family Residential) zoning district. This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption
Property Owner: DRVO Builders
Representative: Dennis Norton, Filed: 03.30.21

APPLICANT PROPOSAL
The applicant is proposing to construct a new 1,834-square-foot single-family residence on a vacant lot located at 4875 Opal Street in the R-1 (Single-Family Residential) zoning district. The application complies with all development standards of the R-1 zone. The project was submitted prior to new zoning code taking effect on June 10, 2021, and therefore was reviewed under the previous code.

BACKGROUND
On June 23, 2021, the Architectural and Site Review Committee reviewed the application and provided the applicant with the following direction:

Public Works Representative, Danielle Uharriet: provided comments for the building permit stage regarding the new curb cut.

Building Department Representative, Robin Woodman: stated that the external wall on the east elevation is less than five feet from the property line and would require a higher fire rating. She suggested the applicant redesign to move the wall further from the property line.

Assistant Planner, Sean Sesanto: stated that the applicant would need to provide a color and materials board and discussed corrections to setbacks and driveway width on the site plan and landscape plan. Mr. Sesanto noted that the second-story windows and second-story deck appear to have been designed to minimize privacy impacts on adjacent lots.

Following the Architectural and Site review meeting, the applicant submitted a color and materials board and revised the site plan. The landscape plan was not updated to reflect the
modification to the site plan. Staff included condition of approval #6 which notes the discrepancy between the landscape plan and site plan and requirement to follow the site plan, requiring an updated landscape plan which reflects the site plan approved by the Planning Commission prior to issuance of a building permit (Condition #6).

**Development Standards**
The following table outlines the zoning code requirements for development in the R-1 Zoning District. The new single-family residence complies with all development standards of the R-1 zone.

<table>
<thead>
<tr>
<th>Development Standards</th>
<th>Building Height</th>
<th>Floor Area Ratio (FAR)</th>
<th>Yards</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R-1 Regulation</td>
<td>Existing</td>
<td>Proposed</td>
<td>Proposed</td>
</tr>
<tr>
<td><strong>Building Height</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 ft.</td>
<td>24 ft. 1 in.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Floor Area Ratio (FAR)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Size</td>
<td>3,280 sq. ft.</td>
<td>3,280 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max. Floor Area Ratio</td>
<td>56% (Max 1,837 sq. ft.)</td>
<td>55.9% (Max 1,834 sq. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Story Floor Area</td>
<td>N/A</td>
<td>1,250 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Story Floor Area</td>
<td>N/A</td>
<td>568 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decks, Covered Ext. Space</td>
<td>N/A</td>
<td>166 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deck Exception</td>
<td>N/A</td>
<td>-150 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FAR</td>
<td>N/A</td>
<td>1,834 sq. ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Yards</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard 1st Story</td>
<td>15 ft.</td>
<td>20 ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard 2nd Story &amp; Garage</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard 1st Story</td>
<td>10% lot width</td>
<td>Lot width 41 ft. 4 ft. 1 in.</td>
<td>North: 4 ft. 10 in. South: 6 ft. 2 in.</td>
<td></td>
</tr>
<tr>
<td>Side Yard 2nd Story</td>
<td>15% of width</td>
<td>Lot width 41 ft. 6 ft. 2 in.</td>
<td>North: 4 ft. 10 in. South: 6 ft. 2 in.</td>
<td></td>
</tr>
<tr>
<td>Rear Yard 1st Story</td>
<td>20% of lot depth</td>
<td>Lot depth 80 ft. 16 ft.</td>
<td>18 ft.</td>
<td></td>
</tr>
<tr>
<td>Rear Yard 2nd Story</td>
<td>20% of lot depth</td>
<td>Lot depth 80 ft. 16 ft.</td>
<td>33 ft. 2 in.</td>
<td></td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential (from 1,501 up to 2,000 sq. ft.)</td>
<td>2 spaces total 1 covered 1 uncovered</td>
<td>3 spaces total 1 covered 2 uncovered</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
The existing property at 4875 Opal Street is a vacant flat lot within the Jewel Box neighborhood, surrounded by one- and two-story single-family residences, near the corner of 49th Avenue and Opal Street. Adjacent to the subject property is 503 49th Avenue, a corner lot consisting of one small, unoccupied cottage. 503 49th Avenue is a separate legal lot which is also under review under a separate application.

The applicant is proposing to construct a new two-story residence oriented toward Opal Street. The proposed residence has articulation in the massing with a recessed front door, stacked bay windows on the first and second story, and a second story deck above the garage creating a step in the second floor. The craftsman architecture is characterized by the mix of horizontal siding and accents of vertical board-and-batten siding within the bay windows and along the east elevation, a combination of gabled and Dutch gable roof ends, traditional rafters and braces, and standing seam metal roof and awnings. The rear elevation includes large sliding glass doors that lead out to a patio partially covered by a 30 feet wide arbor.

Parking
The proposed 1,834-square-foot residence is required to have two on-site parking spaces, one of which must be covered. The proposal includes three full-size parking spaces; one in the garage and two in the driveway.

Landscape
The current landscape plan includes two sango kaku trees. The applicant is requesting a modification to the tree planting, but was unable to modify the plan prior to Planning Commission review. The applicant would like to plant one Japanese maple and one sango kaku tree. The two trees will secure the goal of fifteen percent canopy coverage for new residential construction projects, pursuant to CMC §12.12.190(C). As noted earlier, the landscape plan does not match the site plan in terms of setbacks and driveway width. Staff included condition of approval #6 which notes the modification to the trees and discrepancy in the setbacks and driveway width.

CEQA
§15303(a) of the CEQA Guidelines exempts one single family residence, or a second dwelling unit in a residential zone. No adverse environmental impacts were discovered during review of the proposed project.

RECOMMENDATION
Staff recommends the Planning Commission review the application and approve project #21-0076 based on the following Conditions of approval and Findings.

CONDITIONS OF APPROVAL
1. The project approval consists of construction of a new 1,834-square-foot single-family residence. The maximum Floor Area Ratio for the 3,280 square foot property is 56% (1,837 square feet). The total FAR of the project is 55.9% with a total of 1,834 square feet, compliant with the maximum FAR within the zone. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on July 15, 2021, except as modified through conditions imposed by the Planning Commission during the hearing.

2. Prior to construction, a building permit shall be secured for any new construction or modifications to structures authorized by this permit. Final building plans shall be consistent with the plans approved by the Planning Commission. All construction and site improvements shall be completed according to the approved plans.
3. At time of submittal for building permit review, the Conditions of Approval must be printed in full on the cover sheet of the construction plans.

4. At time of submittal for building permit review, Public Works Standard Detail SMP STRM shall be printed in full and incorporated as a sheet into the construction plans. All construction shall be done in accordance with the Public Works Standard Detail BMP STRM.

5. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.

6. The landscape plan included in the application does not match the site plan related to required setbacks and driveway width. Prior to issuance of building permit, the landscape plan shall be submitted and approved by the Community Development Department. The landscape plan can be produced by the property owner, landscape professional, or landscape architect. Landscape plans shall reflect the site plan approved by the Planning Commission and shall identify type, size, and location of species and details of any proposed (but not required) irrigation systems.

7. Prior to issuance of building permit, all Planning fees associated with permit #21-0076 shall be paid in full.

8. Prior to issuance of building permit, the developer shall pay Affordable housing in-lieu fees as required to assure compliance with the City of Capitola Affordable (Inclusionary) Housing Ordinance.

9. Prior to issuance of a building permit, the applicant must provide documentation of plan approval by the following entities: Santa Cruz County Sanitation Department, Soquel Creek Water District, and Central Fire Protection District.

10. Prior to issuance of building permits, a drainage plan, grading, sediment and erosion control plan, shall be submitted to the City and approved by Public Works. The plans shall be in compliance with the requirements specified in Capitola Municipal Code Chapter 13.16 Storm Water Pollution Prevention and Protection.

11. Prior to issuance of building permits, the applicant shall submit a stormwater management plan to the satisfaction of the Director of Public Works which implements all applicable Post Construction Requirements (PCRs) and Public Works Standard Details, including all standards relating to low impact development (LID). Submit plan details and specifications of the pervious and semi-pervious pavers; and artificial turf installation.

12. Prior to any land disturbance, a pre-site inspection must be conducted by the grading official to verify compliance with the approved erosion and sediment control plan.

13. Prior to any work in the City road right of way, an encroachment permit shall be acquired by the contractor performing the work. No material or equipment storage may be placed in the road right-of-way.
14. During construction, any construction activity shall be subject to a construction noise curfew, except when otherwise specified in the building permit issued by the City. Construction noise shall be prohibited between the hours of nine p.m. and seven-thirty a.m. on weekdays. Construction noise shall be prohibited on weekends with the exception of Saturday work between nine a.m. and four p.m. or emergency work approved by the building official. §9.12.010B

15. Prior to issuance of building permits, the applicant shall submit plans detailing all improvements or modifications that impact or interface with the public right of way. At a minimum these details will include the limits of any existing or proposed curb drains, ADA compliant driveway approach, or any other modification to the curb/gutter/sidewalk. The extent of all improvements or modifications shall be limited to those areas fronting the property boundary and shall not impact the frontage of adjacent parcels.

16. Prior to a project final, all cracked or broken driveway approaches, curb, gutter, or sidewalk shall be replaced per the Public Works Standard Details and to the satisfaction of the Public Works Department. All replaced driveway approaches, curb, gutter or sidewalk shall meet current Accessibility Standards.

17. Prior to issuance of a Certificate of Occupancy, the applicant shall demonstrate compliance with the tree planting requirements for new development with 2 trees to be planted on the property. Required replacement trees shall be of the same size, species and planted on the site as shown on the approved plans unless otherwise approved by the Community Development Director.

18. Prior to issuance of a Certificate of Occupancy, compliance with all conditions of approval shall be demonstrated to the satisfaction of the Community Development Director. Upon evidence of non-compliance with conditions of approval or applicable municipal code provisions, the applicant shall remedy the non-compliance to the satisfaction of the Community Development Director or shall file an application for a permit amendment for Planning Commission consideration. Failure to remedy a non-compliance in a timely manner may result in permit revocation.

19. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code section 17.81.160.

20. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.

21. Upon receipt of certificate of occupancy, garbage and recycling containers shall be placed out of public view on non-collection days.

22. Prior to issuance of building permits, the building plans must show that the existing overhead utility lines will be underground to the nearest utility pole.

**DESIGN PERMIT FINDINGS**

A. The project, subject to the conditions imposed, secures the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.
Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the project. The proposed single-family residence complies with the development standards of the Single-Family Residential District. Specifically, all of the requirements of Capitola Municipal Code §17.99.050 have been met. The project secures the purpose of the Zoning Ordinance, General Plan, and Local Coastal Plan.

B. The project will maintain the character and integrity of the neighborhood.
Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the application for the new single-family residence. The design of the home with horizontal siding, accent vertical board-and-batten siding, gabled and Dutch gable roof ends, and a standing seam metal roof will fit in nicely with the existing neighborhood. The project will maintain the character and integrity of the neighborhood.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS

A. This project is categorically exempt under Section 15303(a) of the California Environmental Quality Act and is subject to Section 753.5 of Title 14 of the California Code of Regulations.
Section 15303(a) of the CEQA Guidelines exempts one single-family residence in a residential zone. This project involves the construction of a new single-family residence within the R-1 (Single-Family Residential) zoning district. No adverse environmental impacts were discovered during review of the proposed project.

COASTAL FINDINGS

D. Findings Required.

1. A coastal permit shall be granted only upon adoption of specific written factual findings supporting the conclusion that the proposed development conforms to the certified Local Coastal Program, including, but not limited to:
   a. A statement of the individual and cumulative burdens imposed on public access and recreation opportunities based on applicable factors identified pursuant to subsection (D)(2) of this section. The type of affected public access and recreation opportunities shall be clearly described;
   b. An analysis based on applicable factors identified in subsection (D)(2) of this section of the necessity for requiring public access conditions to find the project consistent with the public access provisions of the Coastal Act;
   c. A description of the legitimate governmental interest furthered by any access conditioned required;
   d. An explanation of how imposition of an access dedication requirement alleviates the access burdens identified.

   • The proposed development conforms to the City’s certified Local Coastal Plan (LCP). The specific, factual findings, as per CMC Section 17.46.090(D) are as follows:

2. Require Project-Specific Findings. In determining any requirement for public access, including the type of access and character of use, the city shall evaluate and document in written findings the factors identified in subsections (D)(2)(a) through (e), to the extent applicable. The findings shall explain the basis for the conclusions and decisions of the city and shall be supported by substantial evidence in the record. If an access dedication is required as a condition of
approval, the findings shall explain how the adverse effects which have been identified will be alleviated or mitigated by the dedication. As used in this section, “cumulative effect” means the effect of the individual project in combination with the effects of past projects, other current projects, and probable future projects, including development allowed under applicable planning and zoning.

a. Project Effects on Demand for Access and Recreation. Identification of existing and open public access and coastal recreation areas and facilities in the regional and local vicinity of the development. Analysis of the project’s effects upon existing public access and recreation opportunities. Analysis of the project’s cumulative effects upon the use and capacity of the identified access and recreation opportunities, including public tidelands and beach resources, and upon the capacity of major coastal roads from subdivision, intensification or cumulative buildout. Projection for the anticipated demand and need for increased coastal access and recreation opportunities for the public. Analysis of the contribution of the project’s cumulative effects to any such projected increase. Description of the physical characteristics of the site and its proximity to the sea, tideland viewing points, upland recreation areas, and trail linkages to tidelands or recreation areas. Analysis of the importance and potential of the site, because of its location or other characteristics, for creating, preserving or enhancing public access to tidelands or public recreation opportunities;

- The proposed project is located at 4875 Opal Street. The home is not located in an area with coastal access. The home will not have an effect on public trails or beach access.

b. Shoreline Processes. Description of the existing shoreline conditions, including beach profile, accessibility and usability of the beach, history of erosion or accretion, character and sources of sand, wave and sand movement, presence of shoreline protective structures, location of the line of mean high tide during the season when the beach is at its narrowest (generally during the late winter) and the proximity of that line to existing structures, and any other factors which substantially characterize or affect the shoreline processes at the site. Identification of anticipated changes to shoreline processes at the site. Identification of anticipated changes to shoreline processes and beach profile unrelated to the proposed development. Description and analysis of any reasonably likely changes, attributable to the primary and cumulative effects of the project, to: wave and sand movement affecting beaches in the vicinity of the project; the profile of the beach; the character, extent, accessibility and usability of the beach; and any other factors which characterize or affect beaches in the vicinity. Analysis of the effect of any identified changes of the project, alone or in combination with other anticipated changes, will have upon the ability of the public to use public tidelands and shoreline recreation areas;

- The proposed project is located along an inset street at 4875 Opal Street. No portion of the project is located along the shoreline or beach.

c. Historic Public Use. Evidence of use of the site by members of the general public for a continuous five-year period (such use may be seasonal). Evidence of the type and character of use made by the public (vertical, lateral, blufftop, etc., and for passive and/or active recreational use, etc.). Identification of any agency (or person) who has maintained and/or improved the area subject to historic public use and the nature of the maintenance performed and improvements made. Identification of the record owner of the area historically used by the public and any attempts by the owner to
prohibit public use of the area, including the success or failure of those attempts. Description of the potential for adverse impact on public use of the area from the proposed development (including but not limited to, creation of physical or psychological impediments to public use);

- There is not a history of public use on the subject lot.

d. Physical Obstructions. Description of any physical aspects of the development which block or impede the ability of the public to get to or along the tidelands, public recreation areas, or other public coastal resources or to see the shoreline;

- The proposed project is located on private property on 4875 Opal Street. The project will not block or impede the ability of the public to get to or along the tidelands, public recreation areas, or views to the shoreline.

e. Other Adverse Impacts on Access and Recreation. Description of the development’s physical proximity and relationship to the shoreline and any public recreation area. Analysis of the extent of which buildings, walls, signs, streets or other aspects of the development, individually or cumulatively, are likely to diminish the public’s use of tidelands or lands committed to public recreation. Description of any alteration of the aesthetic, visual or recreational value of public use areas, and of any diminution of the quality or amount of recreational use of public lands which may be attributable to the individual or cumulative effects of the development.

- The proposed project is located on private property that will not impact access and recreation. The project does not diminish the public’s use of tidelands or lands committed to public recreation nor alter the aesthetic, visual, or recreational value of public use areas.

3. Required Findings for Public Access Exceptions. Any determination that one of the exceptions of subsection (F)(2) applies to a development shall be supported by written findings of fact, analysis and conclusions which address all of the following:
   a. The type of access potentially applicable to the site involved (vertical, lateral, bluff top, etc.) and its location in relation to the fragile coastal resource to be protected, the agricultural use, the public safety concern, or the military facility which is the basis for the exception, as applicable;
   b. Unavailability of any mitigating measures to manage the type, character, intensity, hours, season or location of such use so that agricultural resources, fragile coastal resources, public safety, or military security, as applicable, are protected;
   c. Ability of the public, through another reasonable means, to reach the same area of public tidelands as would be made accessible by an accessway on the subject land.

- The project is not requesting a Public Access Exception, therefore these findings do not apply.

4. Findings for Management Plan Conditions. Written findings in support of a condition requiring a management plan for regulating the time and manner or character of public access use must address the following factors, as applicable:
a. Identification and protection of specific habitat values including the reasons supporting the conclusions that such values must be protected by limiting the hours, seasons, or character of public use;
   - The project is located in a residential area without sensitive habitat areas.

b. Topographic constraints of the development site;
   - The project is located on a flat lot.

c. Recreational needs of the public;
   - The project does not impact the recreational needs of the public.

d. Rights of privacy of the landowner which could not be mitigated by setting the project back from the access way or otherwise conditioning the development;

e. The requirements of the possible accepting agency, if an offer of dedication is the mechanism for securing public access;

f. Feasibility of adequate setbacks, fencing, landscaping, and other methods as part of a management plan to regulate public use.

5. Project complies with public access requirements, including submittal of appropriate legal documents to ensure the right of public access whenever, and as, required by the certified land use plan and Section 17.46.010 (coastal access requirements);
   - No legal documents to ensure public access rights are required for the proposed project.

6. Project complies with visitor-serving and recreational use policies;

SEC. 30222
The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry.

   - The project involves a new single-family residence on a residential lot of record.

SEC. 30223
Upland areas necessary to support coastal recreational uses shall be reserved for such uses, where feasible.

   - The project involves a new single-family residence on a residential lot of record.

   c) Visitor-serving facilities that cannot be feasibly located in existing developed areas shall be located in existing isolated developments or at selected points of attraction for visitors.

   - The project involves a new single-family residence on a residential lot of record.
7. Project complies with applicable standards and requirements for provision of public and private parking, pedestrian access, alternate means of transportation and/or traffic improvements;
   - The project involves the construction of a new single-family residence. The project complies with applicable standards and requirements for provision for parking, pedestrian access, alternate means of transportation, and/or traffic improvements.

8. Review of project design, site plan, signing, lighting, landscaping, etc., by the city's architectural and site review committee, and compliance with adopted design guidelines and standards, and review committee recommendations;
   - The project complies with the design guidelines and standards established by the Municipal Code.

9. Project complies with LCP policies regarding protection of public landmarks, protection or provision of public views; and shall not block or detract from public views to and along Capitola’s shoreline;
   - The project will not negatively impact public landmarks and/or public views. The project will not block or detract from public views to and along Capitola’s shoreline.

10. Demonstrated availability and adequacy of water and sewer services;
    - The project is located on a legal lot of record with available water and sewer services.

11. Provisions of minimum water flow rates and fire response times;
    - The project is located 0.5 miles from the Central Fire Protection District Capitola Station. Water is available at the location.

12. Project complies with water and energy conservation standards;
    - The project is for a new single-family residence. The GHG emissions for the project are projected at less than significant impact. All water fixtures must comply with the low-flow standards of the Soquel Creek Water District.

13. Provision of park dedication, school impact, and other fees as may be required;
    - The project will be required to pay appropriate fees prior to building permit issuance.

14. Project complies with coastal housing policies, and applicable ordinances including condominium conversion and mobile home ordinances;
    - The project does not involve a condo conversion or mobile homes.

15. Project complies with natural resource, habitat, and archaeological protection policies;
• Conditions of approval have been included to ensure compliance with established policies.

16. **Project complies with Monarch butterfly habitat protection policies;**

• The project is outside of any identified sensitive habitats, specifically areas where Monarch Butterflies have been encountered, identified and documented.

17. **Project provides drainage and erosion and control measures to protect marine, stream, and wetland water quality from urban runoff and erosion;**

• Conditions of approval have been included to ensure compliance with applicable erosion control measures.

18. **Geologic/engineering reports have been prepared by qualified professional for projects in seismic areas, geologically unstable areas, or coastal bluffs, and project complies with hazard protection policies including provision of appropriate setbacks and mitigation measures;**

• Geologic/engineering reports have been prepared by qualified professionals for this project. Conditions of approval have been included to ensure the project applicant shall comply with all applicable requirements of the most recent version of the California Building Standards Code.

19. **All other geological, flood and fire hazards are accounted for and mitigated in the project design;**

• Conditions of approval have been included to ensure the project complies with geological, flood, and fire hazards and are accounted for and will be mitigated in the project design.

20. **Project complies with shoreline structure policies;**

• The proposed project is not located along a shoreline.

21. **The uses proposed are consistent with the permitted or conditional uses of the zoning district in which the project is located;**

• This use is an allowed use consistent with the Single-Family Residential zoning district.

22. **Conformance to requirements of all other city ordinances, zoning requirements, and project review procedures; and**

• The project conforms to the requirements of all city ordinances, zoning requirements, and project development review and development procedures.

23. **Project complies with the Capitola parking permit program as follows:**

a. The village area preferential parking program areas and conditions as established in Resolution No. 2596 and no permit parking of any kind shall be allowed on Capitola Avenue.
b. The neighborhood preferential parking program areas are as established in Resolution Numbers 2433 and 2510.

c. The village area preferential parking program shall be limited to three hundred fifty permits.

d. Neighborhood permit areas are only in force when the shuttle bus is operating except that:
   i. The Fanmar area (Resolution No. 2436) program may operate year-round, twenty-four hours a day on weekends,
   ii. The Burlingame, Cliff Avenue/Grand Avenue area (Resolution No. 2435) have year-round, twenty-four hour per day “no public parking.”

e. Except as specifically allowed under the village parking program, no preferential residential parking may be allowed in the Cliff Drive parking areas.

f. Six Depot Hill twenty-four minute “Vista” parking spaces (Resolution No. 2510) shall be provided as corrected in Exhibit A attached to the ordinance codified in this section and found on file in the office of the city clerk.

g. A limit of fifty permits for the Pacific Cove parking lot may be issued to village permit holders and transient occupancy permit holders.

h. No additional development in the village that intensifies use and requires additional parking shall be permitted. Changes in use that do not result in additional parking demand can be allowed and exceptions for onsite parking as allowed in the land use plan can be made.

   • The project site is not located within the area of the Capitola parking permit program.

ATTACHMENTS:

1. 4875 Opal Street - Plan Set
2. 4875 Opal Street - Color and Material Information

Prepared By: Sean Sesanto
1. Utilities found are based upon surface evident findings. Records of utilities were not utilized for this survey.

2. Trees shown are those of size significance. The site contains other trees under 6" and are not shown for map clarity. Tree classifications are to the best knowledge of the surveyor. An arborist must specify actual tree type.

3. Main structure and appurtenant structures are based upon the best efforts of the survey crew. Some elements may be missing and checks by the architect’s office will be necessary before design work.

Terms and abbreviations:
- FL: FLOWLINE
- TC: TOP OF CURB
- EP: EDGE OF PAVEMENT
- GS: GROUND SHOT
- BS: BUILDING SETBACK LINE

[Diagram of the area with various points and annotations]
DRIVEWAY SHALL BE ABLE TO SUPPORT WEIGHT OF EMERGENCY TRUCKS, UP TO 20 TONS. PROJECT SOILS ENGINEER TO INSPECT THE CONSTRUCTION OF THE DRIVEWAY.
STABILIZED CONSTRUCTION ENTRANCE NOTES:

1. Erosion control measures should be implemented in accordance with the approved erosion control plans and specifications.
2. Straw wattles should be installed at the construction site to prevent soil erosion and sedimentation.
3. Temporary concrete washout facility should be provided to control water runoff.

SEQUENCE OF CONSTRUCTION:

1. Install straw wattles at the construction site.
2. Construct temporary sediment basins to prevent soil erosion.
3. Construct a washout facility to control water runoff.
4. Ensure proper drainage to prevent water saturation.
5. Complete erosion and sedimentation control measures.

LEGEND:

- STRAW WATTLES

TEMPORARY COVER ON STOCKPILE

OPAL STREET (40' WIDE)
**DVRO BUILDERS**

4875 Opal Street, Capitola

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**Color Board**

**House Body:**
Sherwin Williams Pure White 7005

**House Trim:**
Sherwin Williams Inkwell 6992

**Garage Door:**
Mid-Wood Tone

**Roof:**
Slate Gray
STAFF REPORT

TO: PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT
DATE: JULY 15, 2021
SUBJECT: SB2 Pre-Approved ADU Program Overview

Introduction to SB2 Pre-Approved Accessory Dwelling Unit (ADU) Program.
Representative: Matt Orbach, Associate Planner, City of Capitola
Applicant: City of Capitola

PROJECT DESCRIPTION
The City of Capitola contracted Workbench and Metta Urban Design to create an Accessory Dwelling Unit (ADU) program including guidance documents and four prototype designs.

BACKGROUND
On November 22, 2019, the City Council adopted a resolution authorizing Staff to apply for a Senate Bill 2 (SB2) planning grant to develop objective design standards so that the City may more effectively process applications for projects subject to Senate Bill 35 (SB35) and develop guidance documents and pre-approved architectural plans for ADUs.

On March 11, 2020, the City Council adopted an update to the City’s ADU ordinance to reflect the State legislation which took effect on January 1, 2020.

On September 11, 2020, the City’s new ADU ordinance was certified by the Coastal Commission.

On September 24, 2020, the City Council authorized a sole source contract with Ben Noble Urban and Regional Planning to develop objective standards for Capitola’s zoning code with a portion of the SB2 Grant funding.

On February 8, 2021, the City published a request for proposals (RFP) to develop Capitola’s ADU program including guidance documents and prototype designs. The RFP was published for 28 days and the City received four proposals from qualified applicants. A committee composed of local architect Frank Phantom, Planning Commissioner Christiansen, Associate Planner Orbach, and Building Official Woodman reviewed the submittals and identified Workbench as the top applicant.

On May 13, 2021, the City Council authorized the City Manager to enter a contract with Workbench in the amount of $107,000 for the SB2 grant developing public outreach tools regarding ADUs and creating four ADU prototype building plans.
DISCUSSION
The SB2 grant funds were made available to jurisdictions to accelerate housing production. For the City of Capitola, this will be achieved by assisting property owners with ADU development. There are two main deliverables for Capitola’s SB2 ADU program. The first is to create guidance documents to inform the public and design professionals of Capitola’s ADU standards and the permitting process. The second deliverable is producing architectural and building plans for four ADU prototypes that would fit on a typical Capitola lot and will be available at no cost to Capitola residents. The prototypes will be developed to the point where they are building code compliant and only require approval of a building permit.

Guidance Documents
The deliverables related to the guidance documents include: a detailed, step-by-step ADU handbook; a quick-reference ADU brochure; the ADU application; an ADU checklist for plan submittal; a frequently asked questions (FAQ) list; public facing imagery (graphics); and an update to the text of the ADU page on the City website with links to the previously listed items. These deliverables will define the types of ADUs, provide illustrations showing what these building forms could look like on a typical Capitola lot, explain the new state regulations for ADUs by using illustrations and graphics to distill technical ordinances into more easily understood information, create content that describes the benefits of ADUs and direct users to external resources to excite and inspire property owners about adding an ADU to their property, present and explain the prototypical plans to help property owners identify the best option for their property, and guide property owners through the design and permitting process.

The guidance will be developed by Metta Urban Design with review and input from City Staff and the Planning Commission. Metta Urban Design is currently the Principal Urban Designer leading the creation of public materials for the City of Milpitas’s ADU program, which was also funded through an SB2 Planning Grant and was part of the City of Milpitas’s focus on accelerating the creation of ADUs.

ADU Prototypes
Staff will be working with the Workbench team to develop four detached ADU floor plans for homeowners that will include several architectural styles as well as options for different interior and exterior finishes. The plans will be designed to fit into a typical property in Capitola and will cover a range of sizes, from the minimum size of 220 square feet up to the maximum Limited Standards ADU size of 800 square feet.

Workbench plans to design ADU templates that include pre-designed options for flexibility, allowing each individual homeowner to choose a plan that best fits their site and personalize finishes to their individual liking without complicating the process. For example, front door locations, bedroom count, roof forms, and interior and exterior materials will all be available and easy to select. Their approach also includes assessing accessibility needs, energy efficiency, and environmental requirements at each stage of design to ensure thoughtful, functional, and comfortable finished buildings. The designs will be high in quality and simple/functional in design, with the goals of high energy-efficiency, long-lasting/durable materials, ease of construction, and human comfort always at the forefront of the design process. By integrating constrained options for homeowner choice within the standard plans, Capitola residents will have options that are best suited to their site and personalized. In tandem with the public outreach materials, the overarching goal is to help homeowners understand the process, from design to occupancy, of building an ADU, so that the residents of Capitola can be empowered to make informed decisions.
The project is currently in the information gathering and conceptual design phase. The Planning Commission will have the opportunity to review and provide input on the schematic and final designs. During the next step of schematic design review, the Commission will review the draft floor plans and exterior elevations for the four prototypes and provide feedback on any design changes they would like to see incorporated into the plans. Workbench will then make the recommended changes to the plans. The design process will continue through the fall, with Planning Commission and City Council review of the final designs tentatively scheduled for November 2021. Following approval of the architectural plans, the building plans for the approved designs will be created. The final project deliverables are tentatively scheduled for approval in March 2022.

Public Outreach
The public outreach component of the project includes a survey to solicit input on the level of interest in building ADUs, size and architectural style preferences, and other relevant design questions. On June 22, the survey was posted on the City of Capitola website and the survey link shared on the City of Capitola Instagram and Facebook accounts. The survey will run until July 14, 2021. The survey results will be analyzed and discussed in the presentation of this item at the public hearing on July 15, 2021.

The public will also have the opportunity to make public comment during future Planning Commission meetings when the ADU prototypes will be reviewed at the schematic design phase and the final design phase, as outlined previously.

Workbench and Metta Urban Design
For Workbench, the principal architect for the project is Jamileh Cannon and the project manager on the ADU prototype development will be Brian Rubin. For Metta Urban Design, the project manager for the public outreach tool development will be Samantha Suter. Resumes for all Workbench and Metta Urban Design team members are included in Attachment 1.

Workbench is a woman-owned architecture and construction company based in Santa Cruz with expertise in ADU design and development. The Workbench proposal includes a subcontract with Samantha Suter, owner of Metta Urban Design, to assist with creating the ADU public outreach tools. Both have experience with ADUs, having recently created prototype ADU designs for the City of Seaside and currently working on an ADU toolkit for the City of Milpitas.

RECOMMENDATION
Staff recommends the Planning Commission accept staff’s presentation on the SB2 outreach and pre-approved ADU prototype program and provide feedback on the project.

ATTACHMENTS:
1. SB2 ADU Consultant Submittal - Workbench + Metta Urban Design

Prepared By: Matt Orbach
   Associate Planner
Public Outreach Tools and Prototype Designs for Accessory Dwelling Units

Prepared for: Matt Orbach, Associate Planner

RFP Issue Date: 2/8/2021

Attachment: SB2 ADU Consultant Submittal - Workbench + Metta Urban Design (SB2 Pre-Approved ADU Program Overview)
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March 8, 2021

City of Capitola
Mr. Matt Orbach, Associate Planner
420 Capitola Avenue
Capitola, CA 95010

Dear Mr. Orbach,

Thank you for providing us the opportunity to present our qualifications and proposal for the City of Capitola’s Prototype Designs for Accessory Dwelling Units initiative. We are honored and excited by the opportunity to work on this innovative and inspiring community project.

Workbench is a woman-owned architecture and construction company based in Santa Cruz, CA. We are proud to live, build, and participate in our community here on the Central Coast.

We are joined in our efforts for this project by Samantha Suter, owner of Metta Urban Design, another Santa Cruz-based, women owned firm. Sam has worked professionally in an urban design, planning and landscape architecture capacity for 15 years.

Collectively, our team has been contributing to the statewide effort to expedite the development of ADUs through our recent work in other California cities. Specifically, Workbench recently created prototype designs for Seaside, and MUD is developing an ADU Toolkit for the City of Milpitas, which was funded by SB2. Based on our experience, and our ongoing technical work and research, we know firsthand how beneficial ADUs can be. We know how to design and build them, and we know how to illustrate the rules and processes that guide homeowners. And, we are based in Santa Cruz, so as neighbors to Capitola, we have first-hand knowledge of the specific nuances and challenges posed by a coastal community. We are perfectly suited and excited for the potential to help the City of Capitola develop your ADU program.

Thank you for the opportunity and for your time in reviewing our proposal. We understand that there may be many firms submitting proposals for this project, and we appreciate your consideration.

If you have questions or require additional information along the way, please reach out to Jamileh directly at 415.730.2952.

Sincerely,

Jamileh Cannon, Tim Gordin and Samantha Suter

Founding Partners, Workbench and MUD
BUILT FROM
COLLABORATION

Workbench began as a collaboration. After developing decades of collective experience in the design and building of multi-family housing projects, architect Jamileh Cannon and construction superintendent Tim Gordin met while working on a 330 unit apartment project, connecting over their passion for building housing and building community. Brought together by shared values, they partnered to form Workbench.

Metta Urban Design LLC (MUD) is a Santa Cruz-based boutique, woman-owned design firm specializing in implementation-ready, community-oriented planning, urban design, and landscape architecture. Our work focuses on building strong communities through innovative yet implementable solutions, and include developing public-facing user guides explaining planning concepts, ADU toolkits, development handbooks, form-based codes, design standards, and street design manuals.

In all of our work, we are committed to providing exceptional graphics, high quality deliverables, and well managed projects. In every project we take on, stakeholder engagement and effective project materials is at the center. We excel in participatory planning, which means that we create a meaningful role for stakeholders throughout the project. Our past successes, both in planning and implementation, are largely based on this commitment to engaging the people who will be impacted by a project and integrating them into the planning process. We want to create vibrant places that benefit people and their environment, but beyond that, we aim to foster stewardship and community-building during the planning process so that the places where we work can continue to grow and flourish beyond the life of the project.

Our founding ethos: a shared desire to build for good, using design and construction to positively grow communities, enhance neighborhoods, and improve day-to-day life.

With a focus on ADUs, infill housing, and multi-family residential projects, our work supports our belief in the power of great design to create healthy homes, build personal interactions, and bring together communities.
QUALIFICATIONS

EXPERIENCED IN DESIGN AND DEVELOPMENT OF ADUS (TRADITIONAL AND GARAGE CONVERSIONS)

We got our start in ADUs, and have quickly become the local experts in the design, development, and building of these much-needed housing units. Our designers also function as project managers, coordinating with local planning departments and jurisdictions to get projects permitted and built, resulting in a deep understanding of the governing requirements. As one of our key product types, we have a strategic plan to make building ADUs simpler for our community: the continual development of standardized designs with the goal of creating nearly “plug-and-play” designs and offering educational resources through our website.

WE ARE EXPERIENCED IN THE 2020 ADU LAWS

We recently had the opportunity to work with a client in Capitola on the first garage conversion using the newly enacted 2020 ADU regulations. We worked closely with the City to coordinate this effort while they were coordinating and adopting their version of the codes with the Coastal Commission. In our partnership with the City of Seaside to develop their Pre-Approved ADUs we utilized the new 2020 ADU codes and we have also performed multiple feasibility studies for ADUs on multi-family lots within the Coastal Zone.

WE ARE EXPERIENCED WITH SB2 GRANT FUNDING

MUD is the Principal Urban Designer leading the creation of public materials for Milpitas’s ADU program. This project was funded through the SB2 Planning Grant and was part of the City of Milpitas’s focus on accelerating the creation of ADUs and their response to California’s 2020 ADU Laws. Materials are currently in draft form with an expected public release of Spring 2021.

STATEMENT OF QUALIFICATIONS

We're experienced in ADU DESIGN + BUILD

The first project for our growing business was an ADU, and in the years since, we've quickly made a name for ourselves in the field. Our dedicated ADU specialists keep our entire team educated on and involved with current ADU requirements and the industry’s most innovative ideas.

We're passionate about HOUSING

We believe housing of all sorts is needed to combat our current housing crisis: allowing our senior neighbors to age-in-place, creating space for our young citizens to stay in their hometown, resulting in smarter land use with less environmental impacts, and supporting the great diversity of communities that call the Central Coast home.

Experienced in Creating information for our Community

MUD was the Lead Urban Designer creating a public facing program that explains the neighborhood planning and community engagement process. Established an equitable approach to planning by articulating a measurable, data-driven and repeatable process. Created public facing materials and tools to help community organizations understand how to engage in Denver’s planning process.
STATEMENT OF APPROACH

OUR BIG IDEA - OFFERING HOMEOWNERS A CHOICE

Our big idea - to design a templated ADU that includes pre-designed options for flexibility, allowing each individual homeowner to choose a plan that best fits their site and personalize finishes to their individual liking, without complicating the process. And, to present materials to help homeowners understand the process, from design to occupancy, of building an ADU, so that the residents of Capitola can be empowered to make informed decisions.

The happiness of a home’s residents is the ultimate verdict on a design’s success. By integrating constrained options for homeowner choice within standard plans, we can offer ADUs to Capitola residents that are better suited to their site and feel highly personal to them.

WHAT THIS MEANS

Included in the working drawings for the 4 to 5 varying ADUs would be several pre-determined options. Homeowners could mix-and-match to build an ADU that is personal to them. This would include:

A. In addition to the base floorplans, creating reverse floorplan options. This would allow homeowners to easily modify our standard designs to address specific concerns such as privacy, solar orientation, and other site constraints.

B. Specifying up to three unique interior material packages. Materials would be chosen from easy-to-procure sources and consumer retailers.

C. Offering two exterior siding/roofing options. Working drawings would include details for each, allowing homeowners to better coordinate with the exterior finishes of their primary home or match their aesthetic preferences.

DESIGNING FOR ACCESSIBILITY AND EFFICIENCY AS A PRIORITY

Our prior work in ADUs has shown that ADA accessibility and universal design features can be beautifully integrated into small dwellings. Our approach includes assessing accessibility needs, energy efficiency, and environmental requirements at each stage of design to ensure a thoughtful, functional, and comfortable finished building. The designs will be high in quality and simple/functional in design, with the goals of high energy-efficiency, long-lasting/durable materials, ease of construction and human comfort always at the forefront of our process. The ADUs will meet universal design standards, if practical given site conditions. At a minimum, this includes wheelchair access at entryways, hallways, and doors; and appropriate grab bar backing in bathrooms.
SCOPE OF SERVICES

OVERVIEW OF THE WORK
With the City’s help, Workbench will determine what a typical Capitola property looks like: How large, what dimensions, where are the existing homes are placed within the lots etc. etc. Once established, we will critically examine what architectural responses will best accommodate as many parcels as possible.

We will develop a “telescoping” floor plan with a choose your own adventure for homeowners that will consist of different forms, sizes and finishes. These plans will be designed to fit into a typical property in Capitola and be flexible enough to accommodate atypical parcels.

The plans will be designed around the smallest unit size (studio) and can be incrementally increased to the largest unit. “Add ons” i.e bedrooms, will be either adjacent too or on top of the main living space, or baseline unit. This will allow residents to choose between single or double story options as well as number of bedrooms.

Ultimately, we will develop completed and approved construction document sets for a Studio, 1 Bedroom, 2 Bedroom and 3 Bedroom plan with flexibility for how to configure the bedrooms around a main living space. The 2 and 3 bedroom options will be designed for maximum flexibility for how the sit on the site as well as for a one or two story building.

In tandem with Workbenchs’ architectural design efforts, MUD will develop the supporting informational material as outlined in the RFP. This effort will include:

- Defining the types of ADUs (attached, detached, converted, and junior) and providing illustrations showing what these building forms look like on a typical Capitola lot.

- Explaining the new State regulations for ADUs by using illustrations and graphics to distill technical ordinances into more easily understood information.

- Creating content that describes the benefits of ADUs, showing case studies of how ADUs can be used, and direct users to more resources to excite and inspire property owners about adding an ADU to their property.

- Presenting and explaining the prototypical plans and helping property owners identify the best scenario for their property, taking into account lot conditions, size allotments, and resources.

- Guiding property owners through the design and permitting process. Identifying the steps in the review process, including expedited review using a preapproved plan, and the process for creating a custom design. Materials will also catalogue the requirements of a complete application with an easy to use checklist.

- Providing clear and simple answers to frequently asked questions.
THREE LOOKS, SAME FLOORPLAN

SEASIDE ADU
PRE-APPROVED ADUS BY WORKBENCH

Drawings shown are from the City of Seaside’s Pre-Approved ADU Plans.

All three ADUs are identical in plan with 530 square foot of net living space that includes one bedroom, one bathroom, and an exterior storage room. The homeowner has the opportunity to express their own style by choosing exterior form, material and color along with the interior finishes.

workbenchbuilt.com/seaside-preapproved-adu
ci.seaside.ca.us/740/ADU-Guide
STUDIO ADU
GARAGE CONVERSION

An under-utilized garage in Santa Cruz finds new life as a cheerful (and efficient) studio ADU. Workbench worked with the client to determine project feasibility, square footage potential, and architectural design.

By Workbench

CITY OF MILPITAS TOOLKIT

ADU TOOLKIT AND DEVELOPMENT HANDBOOK BY MUD

Samantha Suter with MUD is working as Principal Urban Designer leading the creation of public materials for Milpitas’s ADU program. This project was funded through the SB2 Planning Grant and was part of the City of Milpitas’s focus on accelerating the creation of ADUs and their response to California’s 2020 ADU Laws. Materials are currently in draft form with an expected public release of Spring 2021.

II. DEVELOPMENT REVIEW PROCESS

Development Review Process at a Glance

Applicant’s Responsibilities: Submit a complete application, including all required documents and fees, to the planning staff.

Planning Staff Responsibilities: Review the application and supporting materials; provide feedback to the applicant; determine if the development complies with the City’s regulations; obtain necessary approvals from City departments; and schedule the permitting process.

Homeowner/Applicant: Determine if an ADU is feasible, prepare an application, and ensure it meets all requirements.

City Departments, Other Entities: Technical Inspections, Safety, Fire & Police

Community Outreach: Notify community members and gather input on project feasibility.

Decision Makers: Planning Commission, City Council, etc.

Permitting & Pre-construction

Reviews Responsibilities: Submit all new buildings and development projects for review and approval.

City’s Responsibilities: Approve or deny the application based on review.

Community’s Responsibilities: Provide input on project feasibility and support or oppose the project.

Decision Makers’ Responsibilities: Approve or deny the application based on review.

Prototype Designs for Accessory Dwelling Units

City of Capitola
PORTFOLIO

VARIOUS WORKS

WESTIDE BACKYARD ADU
SANTA CRUZ, CA
860 SQUARE FEET

GARAGE TERRACE ADU
SANTA CRUZ, CA
325 SQUARE FEET

BUILDING HOUSING FOR OUR COMMUNITY

We got our start in ADUs, and have built our project portfolio to include a wide-range of residential work. With a focus on developing more housing through multi-family, infill, and ADU projects, we design spaces for neighbors to gather, families to grow, senior citizens to age-in-place comfortably, and communities to develop.
EXPERIENCED STRUCTURAL ENGINEER

CHAD TAYLOR - CM TAYLOR STRUCTURAL ENGINEERING, INC.

C M Taylor Structural Engineering, Inc. (CMTSE) was formed by Chad Taylor, a registered civil and structural engineer in the State of California with more than 20 years of professional experience, to provide high quality structural engineering services to architects, developers, contractors, and government agencies. The firm consists of principal engineer Chad Taylor and a small staff of technical and engineering specialists. CMTSE specializes in the structural engineering of buildings, bridges, amusement structures and other accessory/non-building structures. CMTSE uses the latest in state-of-the-art software including CAD, BIM, and other specialty structural engineering applications to provide efficient and cost-effective solutions to complex problems. CMTSE is located in and proud to be part of the community of Capitola, CA.

Chad was an invaluable partner to Workbench in the development of the City of Seaside Pre-Approved ADU.

DEDICATED ADU SPECIALISTS AND SUSTAINABILITY EXPERTS

ALI SCONTRINO (LEED AP), SIENA SHAW AND BRIAN RUBIN (CERTIFIED PASSIVE HOUSE DESIGNERS)

Workbench got our start in ADUs, and we're known in our hometown of Santa Cruz as the local experts. With each project, we have further refined our design-build model to bring creative collaboration and operational efficiencies into the process. Working together since our first build, Architectural Project Manager Siena and Construction Project Manager Ali are our resident experts across the entire ADU development, design, and construction cycle, sharing their experience and expertise with the rest of the Workbench team and bringing added value to our clients.

We are proud to have Certified Passive House (Passivhaus) Designers Brian Rubin and Siena Shaw on our architecture team at Workbench. Their expertise and internal advocacy has resulted in higher-quality designs, smarter and more efficient materials and systems choices, and energy-efficient, comfortable completed buildings. Workbench has included typical Passive House elements (such as HRV systems and continuous exterior insulation) on multiple ADUs and residential projects.
KEY PERSONNEL

JAMILEH CANNON
FOUNDING PARTNER AND PRINCIPAL ARCHITECT

As a licensed California Architect and seasoned construction manager, Jamileh directed over $150 million dollars worth of multi-family construction projects prior to founding Workbench.

She possesses the unique ability to easily marry the designers intent and the constraints of the building process, leading the Workbench team to design functional and beautiful buildings with a focus on constructability. A skilled project manager, she is able to facilitate smooth collaboration, has a robust financial understanding of the construction process, and a gifted ability to bring architectural plans to fruition.

NOTABLE PROJECTS AND MILESTONES

FOUNDER, WORKBENCH

THE DWELLINGS AT SOQUEL TOWNHOMES, SANTA CRUZ COUNTY
Principal Architect, Developer, and Builder for a pocket community of thirteen new townhomes, two newly-renovated existing homes, and common area amenities. Offers modern design, quality construction, and a ready-built neighborhood at affordable and market-rate prices. Estimated groundbreaking: Summer 2020

ALTA LAGUNA MIXED USE DEVELOPMENT, SAN FRANCISCO.
Project Director for 330 unit housing development on challenging urban hillside site. Project included five mixed-use buildings, rehabilitation of existing historic building, new 20,000 sf community garden, and extensive below-grade parking. With Build Group, Inc.

ALMA DEL PUEBLO, SANTA BARBARA
Project Manager for 38-unit ground-up project. Each of the five buildings is detailed differently and features one of three unique interiors packages, common amenity spaces, rooftop gardens, and below-grade parking. Ran extensive coordination efforts with the Owner, Subcontractors, utilities companies, government authorities, and municipal entities to bring the project to fruition.

DESIGNER, MICHELLE KAUFMANN DESIGNS (PRE-FAB)
In early career, worked as designer for prominent, vertically-integrated pre-fab design-build firm in San Francisco. Responsibilities included feasibility studies, site plans, construction documents, and interiors packages.

EXPERIENCE
Licensed Architect,
State of California
LIC# C33050

EDUCATION & CERTIFICATIONS
B.Arch.
Cal Poly San Luis Obispo

PERSONAL & COMMUNITY
Board Member,
Santa Cruz YIMBY

PRESS & SPEAKING
KSQD FM, 2019
Santa Cruz Sentinel, 2019
Santa Cruz Works, 2019
Good Times SC, 2018
Event Santa Cruz, 2018

Attachment: SB2 ADU Consultant Submittal - Workbench + Metta Urban Design (SB2 Pre-Approved ADU Program Overview)
TIM GORDIN
FOUNDING PARTNER AND GENERAL CONTRACTOR

Tim founded Workbench following over a decade of experience in large-scale residential construction, where he worked on multi-family housing projects as large as 1800 units. As a licensed General Contractor, he prides himself on knowing the details and sticking to the schedule; as a natural entrepreneur, he brings an “anything is possible” attitude and long-term vision to the table.

At Workbench, Tim has guided the construction and architecture teams in the firm’s ADU initiatives, leading to a finely-honed level of expertise and efficient internal operations. With a sharp focus on practicality and precise budgeting, Tim prides himself on knowing the details, sticking to the schedule, and completing quality builds within budget.

NOTABLE PROJECTS AND MILESTONES

FOUNDER, WORKBENCH

THE DWELLINGS AT SOQUEL TOWNHOMES, SANTA CRUZ COUNTY
Developer and General Contractor for a pocket community of thirteen new townhomes, two newly-renovated existing homes, and common area amenities. Offers modern design, quality construction, and a ready-built neighborhood at affordable and market-rate prices. Estimated groundbreaking: Summer 2020

ALTA LAGUNA MIXED USE DEVELOPMENT, SAN FRANCISCO.
Construction Superintendent for 330 unit housing development on challenging urban hillside site. Project included five mixed-use buildings, rehabilitation of existing historic building, new 20,000 sf community garden, and extensive below-grade parking. With Build Group, Inc.

CRESCENT VILLAGE BUILDINGS 1-5, SAN JOSE
Construction Superintendent on Irvine Company ground-up apartment community build. With Western National.

RIVER OAKS, SAN JOSE
Construction Superintendent for 438 unit, five-story wood frame building with 400,000 of elevated deck. With Western National.
KEY PERSONNEL

BRIAN RUBIN
DESIGNER AND PROJECT MANAGER
CERTIFIED PASSIVE HOUSE DESIGNER

Educated as both an Architect and Construction Project Manager, Brian received his Architecture License in the State of New York before moving closer to family in California and joining the Workbench team. A skilled project manager and designer, Brian holds extensive experience in commercial architecture, hospitality, and high-end residential projects.

A lover of both the natural and built environments, he finds the dense fabric of a city and the quiet of remote locations equally interesting and inspiring, working to bring the sensibility of both together with his refined design work.

NOTABLE PROJECTS AND MILESTONES

NET-ZERO PASSIVE HOUSE, CARMEL VALLEY CALIFORNIA
Architect and Project Manager at dimensionStyle, Ltd. Responsible for the design, documentation, and coordination of the new custom single family residence and observatory renovation. This all-electric home utilizes the key principles of a Passive House, reducing its demand for heating and cooling up to 90% and total energy demand by 70-80%; the key to minimizing carbon emissions.

VAIL PLAZA HOTEL, VAIL COLORADO
Job Captain at Zehren and Associates, Inc. Key member of architecture team for all phases of design and coordination of full-service hotel including 100 rooms; 50 fractional fee club units; 18 employee housing units; two restaurants; conference facilities; and an indoor-outdoor pool and spa.

ITALIAN FOOD CENTER, LITTLE ITALY NEW YORK
Lead Designer and Construction Project Manager at Beckman Studio Design Build. Renovation of 5,000 square foot, two-story restaurant with two bars, an open format kitchen with wood-burning brick pizza oven, public wine cellar, sidewalk cafe, and private dining rooms. Architectural elements included salvaged/upcycled materials and bespoke furniture/light fixtures.

FINDINGS SHOWROOM, SOHO NEW YORK
Lead Designer and Construction Project Manager at Beckman Studio Design Build. Responsible for design, fabrication, and renovation of an old loft building into a 10,000 square foot high-end showroom for prominent fashion designers. Space featured old growth wood floors and joists, steel columns and accent elements, custom-designed modular rack systems, cases and furniture.

EXPERIENCE
Architectural Designer
Project Manager

EDUCATION & CERTIFICATIONS
Licensed Architect, State of New York
Bachelor of Environmental Design (B.EnvD) University of Colorado
Advanced Graduate Certificate in Construction Management, New York University
Certified Passive House Designer Passive House Academy, New York, NY

PERSONAL & COMMUNITY
Designed and built 250 square foot Passive House on Wheel
Former Board Member, Passive House California
SAMANTHA SUTER
OWNER, PRINCIPAL/ RLA, LEED AP

Samantha Suter is an urban designer, landscape architect, and planner who has contributed to a variety of projects at every scale. She has worked professionally in an urban design, planning and landscape architecture capacity for 15 years, and she brings a fresh perspective to her work that encourages innovation, clarity, and community engagement.

Her experience is broad and her technical understanding ranges from regional transportation planning to form-based codes to landscape architecture, and she was worked for clients including large MPOs, private developers, and individual homeowners, however most of her clients are planning departments throughout the western United States. As a former public sector planner, Samantha understands the perspective of planning staff and uses that knowledge to support and lead her clients through a successful process. As a former senior project manager for a large design firm, Samantha's experience includes managing a multimillion-dollar placemaking study, and she has a proven track record of managing large teams through complex, high profile projects.

Samantha excels at taking complex ideas and presenting them in a way that people understand. This is how Samantha has been so successful as a professional urban designer and planner, and her work to build strong communities is what excites her most about her career. She emphasizes graphic storytelling in all of her work, and her illustrations have been cited nationwide as the standard for depicting the regulatory aspects of planning, including code and design standards, in a way that most people can understand. Most notably, Samantha overhauled the graphic style of Denver’s context-based zoning code which has receive wide acclaim throughout the country. Samantha teaches graduate students “Visualization for Planning” as an online class through the University of Colorado, and she mentors students in becoming better planners by creating effective, powerful visualizations. She is also developing a continuing education series through AICP for certified planners to maintain their credential by learning visualization techniques.

NOTABLE PROJECT

ADU Toolkit and Development Handbook, the City of Milpitas

Principal Urban Designer leading the creation of public materials for Milpitas’s ADU program. This project was funded through the SB2 Planning Grant and was part of the City of Milpitas’s focus on accelerating the creation of ADUs and their response to California’s 2020 ADU Laws. Materials are currently in draft form with an expected public release of Spring 2021.
KEY PERSONNEL

SIENA SHAW
DESIGNER AND PROJECT MANAGER
CERTIFIED PASSIVE HOUSE DESIGNER

As Workbench’s earliest employee, Siena’s deft hand and thoughtful approach were critical in organizing the operations of the architecture division of the growing firm. Her early work on Workbench ADUs have set the tone for the flourishing business, and she leads the architecture team as the resident expert on ADU requirements, functions, and designs.

A motivated, happy problem-solver, Siena also is a natural leader inside and outside of work. After working in residential design for the bulk of her career, her next professional goal is to pass the CSE.

NOTABLE PROJECTS AND MILESTONES

PROJECT MANAGER AND DESIGNER, ADUS AND MULTI-FAMILY
Project Designer for all Workbench ADUs designed and built to-date. Developed strong, positive rapport with consultants and city employees to get projects permitted for construction. Works with clients to integrate functional needs, universal design/ADA features, and energy efficient details and materials into architectural designs.

ARCHITECTURAL DESIGNER, NEW YORK PARKS DEPARTMENT
Independently developed Revit project template and standards for production drawings. Evaluated conditions of existing buildings, design solutions and produced drawing sets. Created presentations and applications for Landmarks Review.

SOLAR DECATHALON COMPETITION HOME
PARSONS/STEVENS INSTITUTE OF TECHNOLOGY

NYC RIVERSIDE PARK FIELDHOUSE, NEW YORK
Design and construction administration of renovated NYC Field House in Riverside Park. Collaborated on project design, code conformance and construction schedules. Participated in meetings with Manhattan Community Board 7, New York City Landmarks Department and New York City Department of Buildings. With The Design Workshop.
ALEXANDRA SKLAR
DESIGNER AND MATERIALS SOURCING SPECIALIST

Alexandra joined the Workbench team following over a decade of experience in product design, materials sourcing, and creative direction. She brings her robust experience in interiors and product specifications to the architecture team while also managing the firm’s marketing efforts. She holds a professional degree in Architecture and is currently working towards her professional license.

NOTABLE PROJECTS AND MILESTONES

MATERIALS LIBRARY, WORKBENCH
Manage research and identification of new building materials and finishes for the Workbench Architecture team.

PROJECT MANAGER, MARCH SAN FRANCISCO
Creative direction and head of marketing for preeminent San Francisco luxury housewares retailer. Projects included: dedicated shop-in-shop and kitchen within GOOP’s San Francisco store (located in Frank Lloyd Wright’s Morris Gallery); design-build of GOOP’s Los Angeles Test Kitchen; in-store community events; product development, and introduction of company’s Kitchen Design and Registry businesses.

HEAD BUYER, TERRAIN
Senior leadership role with national sister brand of Anthropologie. Inventive store format integrated multi-building retail selling space, wedding and events venue, plant nursery, and a full-service farm-to-table restaurant within a historic Amish barn and several vintage greenhouses on a three-acre site. Managed design research, product development, private-label initiatives, and finished goods sourcing for 3000 items and 1000 vendors (including home furnishings, housewares, textiles, garden, and antiques). Worked hand-in-hand with Urban Outfitters Inc. corporate architecture and operations teams as key member of new store opening team.

FURNITURE DEVELOPMENT, TERRAIN/TERRAIN GARDEN CAFES
Developed and sourced collection of outdoor furniture for flagship Terrain Garden Cafe locations in Westport, CT and Glen Mills, PA. Regularly worked with prominent furniture and lighting vendors on custom indoor and outdoor furnishings for retail sale in Terrain stores.

MARKET EDITOR, GARDEN DESIGN MAGAZINE
Former market editor for Garden Design Magazine. Identified emerging product trends and interviewed leading designers for print features.

EXPERIENCE
Designer
Product Design
Project Management

Extensive work and international travel relating to sourcing of raw materials, finished goods, and furnishings.

EDUCATION & CERTIFICATIONS
B.A., Architecture, Minor in City and Regional Planning, University of California, Berkeley
M.Arch. with Certificate in Real Estate Design and Development, University of Pennsylvania

PERSONAL & COMMUNITY
Guest speaking, Wharton School of Business and Lundquist College of Business (Oregon)
Elected Board Member, Graduate and Professional Students Association (Penn)
Published designer, stylist and art director