

**MINUTES**

**CAPITOLA PLANNING COMMISSION MEETING**

**THURSDAY, NOVEMBER 7, 2013**

**7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

Chairperson Routh called the Regular Meeting of the Capitola Planning Commission to order at 7 p.m.

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

Commissioners: Ron Graves, Gayle Ortiz, Linda Smith and TJ Welch, and Chairperson Mick Routh

**2. ORAL COMMUNICATIONS**

### Additions and Deletions to Agenda - None

## Public Comments - None

1. Commission Comments - None

**D.** Staff Comments - None

**3. APPROVAL OF MINUTES**

1. October 3, 2013, Regular Planning Commission Meeting

**A motion to approve the Oct. 3, 2013, meeting minutes was made by Commissioner Ortiz and seconded by Commissioner Welch.**

**The motion carried by the following vote: Aye: Commissioners Ortiz and Welch and Chairperson Routh. No: None. Abstain: Commissioners Graves and Smith.**

**4. CONSENT CALENDAR**

**A. 1066 41st Avenue      #12-094           APN: 034-711-001, 002, and 003**

Master Sign Program for three commercial units in the PD (Planned Development) Zoning District.  
Environmental Determination: Categorical Exemption  
Property Owner: Macquarie Capitola Villas, Inc., filed 7/18/12  
Representative: Steve Elmore

**A motion to approve project application #12-094 with the following conditions and findings was made by Commissioner Smith and seconded by Commissioner Ortiz:**

**CONDITIONS**

1. All signs shall comply with the Master Sign Program for 1066 41st Avenue. Individual sign permits may be issued by the Community Development Director or designee. Applicants must obtain Community Development Department and Building Department approval of new signs prior to installation.
2. The applicant shall obtain a business license prior to operating the business.
3. Prior to granting of final occupancy for commercial units, compliance with all conditions of approval associated with the commercial units at 1066 41st Avenue shall be demonstrated to the satisfaction of the Community Development Director.

# FINDINGS

1. **The application, subject to the conditions imposed, will secure the purposes of the Zoning Ordinance and General Plan.**

Planning Staff and the Planning Commission have reviewed the application and determined that the proposed Master Sign Program is allowed in the PD Zoning District and future sign applications will comply with the requirements of the Sign Ordinance. Conditions of approval have been included to ensure that future signs for the commercial suites are consistent with the Zoning Ordinance and General Plan.

1. **The application will maintain the character and integrity of the neighborhood.**

Planning Department Staff and the Planning Commission have reviewed the project and determined that the master sign program complements the building form and established requirements for future signs that will maintain the character and integrity of this mixed use area within the City of Capitola. 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.**

The proposed project involves signs for an existing commercial space. No adverse environmental impacts were discovered during project review by either the Planning Department Staff or the Planning Commission.

**The motion carried by the following vote: Aye: Commissioners Graves, Ortiz, Smith, and Welch and Chairperson Routh. No: None. Abstain: None.**

**5.** **PUBLIC HEARINGS**

**A.** **110 Lawn Way      #13-145      APN: 035-124-05**

Conceptual review for a second-story addition to a single-story home in the CV (Central Village) Zoning District.  
Environmental Determination: Categorical Exemption  
Owner: Norma Kettmann  
Representative: Gary Lindeke, filed: 10/11/13

Senior Planner Cattan presented the staff report and background on the conceptual review. She shared images of the property and the Lawn Way Historic District, noting it contains 22 units of which 17 are contributory. The subject property is a cinderblock non-contributory home rebuilt in the 1960s to fire specifications after the original home was condemned. It has one story with a roof deck.

The Central Village District Design Guidelines for Lawn Way specifically prohibit an increase in habitable area or additional stories, elements that are part of the remodel under consideration by the applicant. The initial proposal featured a full second-story addition, and an option of a story-and-a-half was also submitted to Architecture and Site Review. This option was favored by the committee’s historian, although she questioned the shed roof and deck.

Staff confirmed for commissioners that the guidelines are referenced in the zoning ordinance. The guidelines will be made available online if not already. The conceptual review is for guidance only; no action is required.

Chairperson Routh opened the public hearing and Gary Lindeke spoke for the applicant. He noted the property is unique in the Lawn Way district and that the home is not what the Kettmann family wanted to build when the original house was destroyed. The family still owns the property. He explained the Kettmanns hope to balance their desire for more space with a design complementing the historic style.

There were no other comments and the public hearing was closed.

Commissioner Graves said although he favors the second option over the existing home, he is concerned about ignoring the guidelines. Community Development Director Rich Grunow said the use of guidelines as opposed to ordinance process provides for some flexibility.

Commissioners Ortiz and Smith both spoke to maintaining the character and integrity of the historic district and asked if there is a way to support this application without setting precedents that could ripple through other structures. Commissioner Ortiz suggested asking for guidance from the state on maintaining a historic district. Commissioner Graves felt this matter is better handled locally.

Commissioner Welch noted the Village Guidelines include language acknowledging that some structures detract from the overall aesthetic and the City should take advantage of opportunities to improve these properties. He feels that directive could be applied to this project.

Other discussion included whether the existing roof deck was considered habitable or usable space and could be used to support the requested changes. The impact of FEMA flood requirements, and whether historic or FEMA concerns take precedence, was also raised. Staff noted the wall height of the existing home creates a higher roofline than adjoining homes. Commissioners in general favored the story-and-a-half option, but would prefer gables and roofline running the same direction as adjoining properties. Commissioner Ortiz asked the commissioners if they could make findings unique to the property to allow for an exception to the guidelines. No consensus of findings was made. They did not reach consensus on allowing cement fiber versus wood siding.

**6. DISCUSSION ITEMS**

**A. Review of Draft Conditions of Approval for Residential Projects**

Senior Planner Cattan presented the staff report. Commissioners supported the effort to be clear and specific, and offered the following:

* In #2 clarify the interior modifications portion to reflect that only work requiring a permit is included.
* Check the acronyms and perhaps clarify them for #4.
* For #6, final landscape plans should be part of the Planning Commission approval process whenever possible. Also add “required” irrigation systems.
* Add that landscaping must be installed or a bond posted prior to occupancy.
* Perhaps replace or add to #17 the statement “All conditions of approval must be met before occupancy is granted.”
* For #13, add construction vehicles on the public street must abide by parking limits and should not remain for the duration of the project.
* The Commission favors reviewing construction hours when code is updated (#14) and may also want to create different approval expiration times for residential and commercial projects (#18).
* Secondary Dwelling unit 2C & D, change description to Design Permit.
* In Secondary Dwelling unit, repeat #9 for water notification.

**7. DIRECTOR’S REPORT**

Staff took the question of sign code enforcement in the Central Village to the City Council on   
Oct. 24. Council elected to support complaint-based enforcement.

The General Plan Advisory Committee meets Nov. 12 for comments on the draft. The Planning Commission will have a joint meeting with City Council on Nov. 21.

**8. COMMISSION COMMUNICATIONS**

**A motion to appoint Commissioner Graves as the Planning Commission’s representative to the Traffic and Parking Commission was made by Commissioner Welch and seconded by Commissioner Ortiz.**

**The motion carried by the following vote: Aye: Commissioners Ortiz, Smith, and Welch and Chairperson Routh. No: None. Abstain: Commissioner Graves**

**9. ADJOURNMENT**

The Planning Commission adjourned the meeting at 8:42 p.m. to a Special Joint Meeting of the City Council and Planning Commission to be held on Thursday, Nov. 21, 2013, at 6 p.m. in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

Approved by the Planning Commission on Dec. 5, 2013.

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Linda Fridy, Minute Clerk