



AGENDA

CAPITOLA PLANNING COMMISSION

Thursday, August 7, 2014 – 7:00 PM

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

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. Approval of Draft Planning Commission minutes from July 17, 2014 meeting.

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.

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. 127 Monterey Ave #14-056 APN: 035-244-03

Conditional Use Permit and Design Permit for the remodel of a Historic Resource located in the CV (Central Village) zoning district.

This project is located in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Craig French, applied: 04/22/14

Representative: Dennis Diego AIA (Architect)

B. 111 Central Ave #14-099 APN: 036-112-08

Design Permit for a second story addition and Variance for the required parking at the existing Single Family Residence in the R-1 (Single-Family Residential) Zoning District. This project is in the Coastal Zone and requires a Coastal Development Permit, which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Property Owner: Anh Do

Representative: Devlin Jones, filed 6/24/14

6. DIRECTOR'S REPORT

A. Standard Conditions for Commercial Uses

B. Community Development Department Work Plan Update

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT

Adjourn to the next Planning Commission on Thursday, September 4, 2014 at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

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 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 one hundred forty two dollar (\$142.00) 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 7:00 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. Agendas are also available at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday meeting. 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.

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**DRAFT MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, JULY 17, 2014
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

Chairperson Ortiz 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, Mick Routh, Linda Smith and TJ Welch and Chairperson Gayle Ortiz.

2. ORAL COMMUNICATIONS

- A. Additions and Deletions to Agenda - None
- B. Public Comment - None
- C. Commission Comment

Commissioner Graves noted he has heard a lot of questions from merchants about other merchants' outdoor sales and signs. He asked about the Village tripod sign program including how many permits and fees have been issued and collected. Community Development Director Rich Grunow responded that City Council addressed Village signs last year and made some modifications. There has been only one application, which was withdrawn. Regarding enforcement of both signs and outside merchandise, the City Council direction to staff was that enforcement be handled on a complaint basis rather than proactively. Commissioner Graves noted that citizens are often reluctant to be the "bad guy" and report violations.

- D. Staff Comments - None

3. APPROVAL OF MINUTES

- A. **June 5, 2014, Draft Planning Commission Minutes**

A motion to approve the June 5, 2014, meeting minutes was made by Commissioner Graves and seconded by Commissioner Smith.

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

4. CONSENT CALENDAR

- A. **528 Capitola Avenue #14-094 APN: 035-094-29**

Sign Permit for a new wall sign to be located at the Dignity Health Medical Group located at 528 Capitola Avenue on a parcel that is located within two zoning districts including CN (Commercial Neighborhood) and R-1 (Single-Family Residential) Zoning District.

This project is in the Coastal Zone, but does not require a Coastal Development Permit. Environmental Determination: Categorical Exemption

Property Owner: Harold LaFont

Representative: Bob Deschamps (Pro Signs Inc.), filed: 6/17/14

A motion to approve project application #14-094 for a sign permit with the following conditions and findings was made by Commissioner Smith and seconded by Commissioner Routh:

CONDITIONS

1. The property is located at 528 Capitola Avenue on the corner of Capitola Avenue and Beverly Avenue. There is no monument sign on the site. The new sign application is for wall sign facing Beverly Avenue. The sign will be 35 square feet. The proposed halo illumination is not approved within this application.
2. The proposed halo illumination on the new wall sign facing Beverly Avenue has not been approved within this application due to possible impacts of lighting and visual clutter on adjacent residential properties.
3. Prior to installation of a new sign, the applicant must obtain a permit from the Community Development Department and Building Department.
4. Prior to operation of a new business, the applicant shall obtain a business license from the City of Capitola.
5. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and installation of the sign 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.
6. The application shall be reviewed by the Planning Commission upon evidence of non-compliance with conditions of approval or applicable municipal code provisions.

FINDINGS

A. 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 sign is allowed in the CN Zoning District. Conditions of approval have been included to ensure the sign will secure the purpose of the Zoning Ordinance and General Plan.

B. The application will maintain the character and integrity of the neighborhood.

Planning Department Staff and the Planning Commission have reviewed the sign and determined that the sign complements the building form. The sign maintains the character and integrity of the neighborhood within the City of Capitola. The proposed internal lighting has not been approved due to possible impact on adjacent property owners. 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 a sign 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, Routh, Smith and Welch and Chairperson Ortiz. No: None. Abstain: None

**B. 2000 Wharf Road and Parcel Adjacent to 809 Bay Avenue #14-096
APNs: 035-021-42; 035-371-01; and 035-371-02**

Coastal Development Permit application and Tree Removal Permit for the Soquel Pump Station Force Main Replacement project. The project runs on either side of and under Soquel Creek from property adjacent to Peery Park through the Rispin property to Clares Street.

This project is in the Coastal Zone and requires a Coastal Development Permit, which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Mitigated Negative Declaration

Applicant: Santa Cruz County Sanitation District

Property Owners: Santa Cruz County Sanitation District and City of Capitola

Representative: Rachel Lather, filed: 06/17/14

This item was pulled from the Consent Agenda by Commissioner Graves and heard at the start of Public Hearings.

Commissioner Graves noted as he read the proposed mitigation it appeared that the County has not decided precisely what it is going to do since it references two types of pipes and sizes. He expressed concern about granting a mitigated declaration for an incomplete EIR and asked for clarification. He also noted a specific concern of preserving the large sandstone rock in the vicinity that is home to many steelhead. He added he is in general supportive of the project.

Rachel Lather spoke on behalf of the County. She explained the project is designed to minimize any chance of fracking under the creek and will be 40 feet underground at the creek and rock. The project engineer explained that the EIR references two types of pipe to allow bids using either one. Although they sound like different sizes, the interior diameter is the same and meets the required pressure rating.

Commissioners expressed concern about potential slurry contamination from fracking. The contractor will have a contingency plan in place that requires work to stop and immediate action to prevent spread should there be any slurry.

Commissioner Ortiz opened the public hearing.

Kate Arietta voiced concerns about hours of operation and noise.

Ms. Lather noted the contractors will observe construction hours of 7:30 a.m. to 5 p.m. for most of the project. The County is requesting an exception for the approximately five-day period when it will be pulling the pipe through, which requires a 24-hour operation. It is working with the nearby sleep center to coordinate timing of sleep studies.

At the Clares and Wharf end, the project requires open cut construction for about a two-week period during regular construction hours. For the 24-hour work period, they can install a fence and noise barrier curtain 8- to 40-feet high to push sound away from nearby two-story apartment buildings.

Chairperson Ortiz noted the creek is a natural amphitheater and often more people are affected because sound carries. The applicant and staff noted mitigation measures call for the contractor to have a noise complaint line and address concerns on a case-by-case basis. Hotel vouchers are available if needed.

Commissioners asked for extensive outreach and a live person monitoring the complaint line as a condition of approval.

In response to questions about traffic impact on the Wharf Road side, the applicant explained that part of Clares will be closed, but no property access will be blocked and the intersection should not be impacted.

Ms. Arrieta requested residents be sent a letter with plenty of information ahead of time and asked for early construction of any noise barriers.

The public hearing was closed.

Commissioners directed staff to work on noticing and noise abatement with the County.

A motion to approve project application #14-096 for a Coastal Development Permit and a Tree Removal Permit with the following conditions and findings was made by Commissioner Graves and seconded by Commissioner Smith:

CONDITIONS:

1. The project approval consists of a Coastal Development Permit to replace a sewer main currently located under the Soquel Creek with approximately 1,200 linear feet of a new transmission pipeline extending from the Soquel Pump Station on Bay Avenue to Clares Street and improvements to the existing pump station.
2. A time schedule and phasing plan shall be submitted to and approved by the City of Capitola Public Works Director prior to commencement of the project. The phasing plan shall include the work schedule, including what months of the year the construction will take place, construction hours, and traffic control plan.
3. The proposed extended hours for construction require an exemption for public health and safety which is approved by the Public Works Director and/or the City Manager. At the time of exemption request, a noise mitigation plan must be submitted to the City. The noise mitigation plan shall include details of a highly visible onsite sign with 24-hour contact information, public noticing delivered to residents within 500 feet of the property line of the project, installment of sound shields prior to construction, all mitigation included in the mitigated negative declaration, and response times for questions/complaints.
4. Two (2) weeks prior to the commencement of construction, all residents and property owners within 500 feet of the affected properties shall be noticed of the future construction and expected duration of the construction and noise. During the period of nighttime construction, a representative must be available 24 hours a day to answer calls from the public. The contact information for the representative with phone number must be included on the notice. The City must approve the details of the noticing and point of contact prior to the notice being mailed. If there is a noise complaint, noise metering should be conducted within the time specified in the noise mitigation plan.
5. Required easements shall be documented and recorded prior to commencement of the project.
6. The applicant shall be responsible for obtaining the necessary approvals for Riparian Exception from the County of Santa Cruz, Encroachment Permit from the California Department of Transportation, a Coastal Development Permit from the City of Capitola, and a Lake and Streambed Alteration permit from the California Department of Fish and Wildlife.

7. All mitigations measures proposed within the mitigated negative declaration for the project must be adhered to.
8. The existing landscaping and trees adjacent to the Soquel Creek Pump Station will be removed to construct the flow meter room. The four trees to be removed shall be replaced with 8 new trees in accordance with the City of Capitola tree replanting requirements.

COASTAL FINDINGS

- A. **The application, subject to the conditions imposed, will secure the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.**

Zoning Ordinance and General Plan

The project secures the purposes of the Zoning Ordinance and General Plan by replacing a vital utility line (sewer line force main) that is in need of replacement in order to prevent leaks and provide service to the city's existing uses.

Local Coastal Plan

D. Findings Required. 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:

- 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:

(D) (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.

(D) (2) (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 build-out. 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;

- Public access and recreation will not be impacted.

(D) (2) (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;

- No portion of the project is located along the shoreline or beach. The purpose of the project is to replace an existing sewer lines.

(D) (2) (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);

- The proposed project will be within property owned by the Santa Cruz County Sanitation District, City owned parcels of land, and the city owned right-of-ways.

(D) (2) (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;

- While temporary delays will occur on certain city streets, the project will not impede the ability of the public to access the shoreline.

(D) (2) (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.

- While temporary delays will occur on certain city streets, the project will not impede the ability of the public to access the shoreline.

(D) (3) (a – c) 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 access way on the subject land.

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

(D) (4) (a – f) 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;

b. Topographic constraints of the development site;

c. 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.

- No Management Plan is required; therefore these findings do not apply

(D) (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

(D) (6) Project complies with visitor-serving and recreational use policies;

Policy 17, Pg. 15 of the 1989 City General Plan, states that, “Areas designated as visitor serving and/or recreational shall be reserved for visitor support services or recreational uses. Permissible uses include, but are not limited to hotels, motels, hostels, campgrounds, food and drink service establishments, public facilities, public beaches, public recreation areas or parks, and related rental and retail establishments. Residential uses are also permitted on dual designated visitor-serving/residential parcels; specifically, a portion of the El Salto Resort, and in the Village area. Development can be accomplished through private or public means”.

- The project complies with visitor-serving and recreational use policies in that it replacing and upgrading an existing public facility that provides utility service to existing visitor serving and/or recreational uses.

(D) (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 will not permanently affect public or private parking, pedestrian access, or alternate mean of transportation as the construction will be temporary with nearly all of the resulting infrastructure being located underground.

(D) (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 was reviewed by the City Public Works Director, as the majority of the work will be taking place underground within City owned property and the City of Capitola right of way. The work in the right of way will meet the applied street design guidelines and standards.

(D) (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;

- No public landmarks are affected by the project. Impacts on views are temporary, limited to the presence of construction equipment and disturbance during work, as the improvements are largely underground. Therefore, the project will not block or detract from public views to and along Capitola’s shoreline.

(D) (10) Demonstrated availability and adequacy of water and sewer services;

- The project is replacement of an existing sewer service, therefore this finding does not apply.

(D) (11) Provisions of minimum water flow rates and fire response times;

- The project is replacement of an existing sewer service, therefore this finding does not

apply.

(D) (12) Project complies with water and energy conservation standards;

- The project is replacement of an existing sewer service, therefore this finding does not apply.

(D) (13) Provision of park dedication, school impact, and other fees as may be required;

- The project is replacement of an existing sewer service, therefore this finding does not apply.

(D) (14) Project complies with coastal housing policies, and applicable ordinances including condominium conversion and mobile home ordinances;

- The project is replacement of an existing sewer service, therefore this finding does not apply.

(D) (15) Project complies with natural resource, habitat, and archaeological protection policies;

- A Mitigated Negative Declaration has been prepared and will be adopted by the applicant. The proposed mitigation measures ensure that the project complies with the natural resource, habitat and archaeological protection policies.

(D) (16) Project complies with Monarch butterfly habitat protection policies;

- A Mitigated Negative Declaration has been prepared and found that the project site does not support the habitat suitable for overwintering by monarch butterflies.

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

- The project will comply with all applicable erosion control measures.

(D) (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 project complies with hazard protection policies and applies mitigation measures.

(D) (19) All other geological, flood and fire hazards are accounted for and mitigated in the project design;

- The project is located underground and will not be a cause for a fire hazard.

(D) (20) Project complies with shoreline structure policies;

- The proposed development is not located on the shoreline and therefore does not require compliance with shoreline structure policies.

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

- The project is replacement of an existing sewer service, therefore this finding does not apply.

(D) (22) Conformance to requirements of all other city ordinances, zoning requirements, and project review procedures;

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

(D) (23) Project complies with the Capitola parking permit program as follows:

- The project is replacement of an existing sewer service, therefore this finding does not apply.

B. The application will maintain the character and integrity of the neighborhood.

The project involves replacement of an existing sewer service that will be placed underground, therefore the character and integrity of the neighborhood will be maintained.

C. A Mitigated Negative Declaration has been prepared and adopted for this project based upon the completion of an Initial Study.

An Initial Study was prepared and circulated per CEQA requirements, and a Mitigated Negative Declaration with mitigation measures addressing potential impacts will be adopted based on the determination that the project will not have a significant effect on the environment.

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

5. PUBLIC HEARINGS

A. 1440 41st Avenue #14-075 APN: 0034-111-50

Amendment to Master Sign Program (Four Starr Center) to allow an additional Verizon sign on the building located at 1440 41st Avenue in 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: Richard Starr

Representative: Chris Merrell (Northwest Signs), filed: 5/20/14

Assistant Planner Ryan Safty presented the staff report. He noted the existing master sign program allows one sign for tenants. The proposed change to allow two applies only to corner location expansions.

In response to code reference that allows two signs at locations on a corner, Chairperson Ortiz questioned whether this change is considering a parking lot equivalent to a second street. Planner Safty replied that was not the intent.

Chairperson Ortiz opened the public hearing. There was no public comment.

Commissioner Graves said he anticipated this request and agreed that within the center you cannot see a Verizon sign.

Chairperson Ortiz is not in favor of having two signs visible from one direction of the public roadway but none from another. She worries about the precedent for other master sign programs along 41st Avenue and a proliferation of duplicate signs.

A motion to approve project applications #14-075 to amend the Master Sign Program with the following conditions and findings was made by Commissioner Graves and seconded by Commissioner Routh:

CONDITIONS

1. All future signs at 1440 41st Avenue shall comply with the Master Sign Program. Individual sign permits may be issued by the Community Development Director or designee.
2. Prior to installation of a new sign, the applicant must obtain a permit from the Community Development Department and Building Department.
3. Prior to operation of a new business, the applicant shall obtain a business license from the City of Capitola.
4. Part 'C' of the Four Starr Center's MSP shall be amended to say, "Tenants on end-cap spaces facing 41st Avenue who expand their premises into contiguous adjacent units may be permitted, at Landlord's sole discretion, to have one additional sign on the 41st Avenue side. The sign along 41st Avenue must be oriented on the diagonal elevation facing 41st Avenue. The second sign must be located in the original location above the door to the second suite. Such signs shall meet the requirements and specifications set forth herein."

FINDINGS

A. 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 amendment is allowed in the CC Zoning District. Future sign applications will comply with the requirements of the Master Sign Program. Conditions of approval have been included to ensure that future signs for the commercial suites are consistent with the Master Sign Program, Zoning Ordinance, and General Plan.

B. 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 amended Master Sign Program complements the building form. The MSP establishes requirements for future signs that will maintain the character and integrity of this commercial center 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, Routh, and Welch. No: Commissioner Smith and Chairperson Ortiz. Abstain: None.

B. 1649 41st Avenue #14-076 APN: 304-151-09

Sign Permit for new monument sign with LED lettering at the Shell Gas Station, located in the CC (Community Commercial) Zoning District.

This project is not in the Coastal Zone and does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Peninsula Petroleum LLC

Representative: Hillary McClurg, filed 5/21/14

Senior planner Katie Cattan presented the staff report. She noted that the requirement for opaque or wood background in the current sign ordinance is out-of-date for today's signage. While staff has recommended denial of the application pending the zoning ordinance update, should the Commission consider approval staff would recommend language limiting such lighting to gasoline monument signs within the CC zoning district and prohibiting motion.

Commissioner Graves confirmed that the square footage of the logo proposed for the canopy is smaller than that of the existing lettering, which allows that element to be approved at staff level.

Chairperson Ortiz opened the public hearing.

Hillary McClurg represented the applicant. She explained the proposed changes are a Shell requirement of all franchisees. Shell agreed to keep the pecten shell logo size within the height of the canopy. She noted that the requested LED on the monument sign reduces the carbon footprint and is safer for employees that have to change the pricing.

The public hearing was closed.

Commissioner Smith agreed with staff that the impact of digital elements does require significant thought, but gas station pricing is moving in that direction.

Commissioner Welch does not have a problem with the proposal. LED is cleaner and the other option is not as aesthetically pleasing. He feels non-moving LED for gas stations could be appropriate at this time.

Chairperson Ortiz clarified that architectural illumination such as the canopy band is not regulated under signs, but could be considered under a design permit if the applicant wishes to challenge the staff denial. The applicant noted they are on a tight schedule to implement the required changes and they do have options for denials.

A motion to approve project application #14-076 for a Sign Permit with the following conditions and findings was made by Chairperson Ortiz and seconded by Commissioner Welch:

CONDITIONS

1. The project approval consists of a new monument sign at the Shell Gas Station and replacement of existing Shell lettering within the Canopy. The new monument sign is limited to the existing sign size of 96 square feet. No increase in the height, width, or size of the monument sign is allowed. The Shell logo is allowed to replace the Shell lettering in the canopy. The red internally illuminated band around the canopy was not approved by the Planning Commission.

2. Digital LED lettering is allowed within the approval. The image on the LED sign shall not be animated or moving at any time. The installed sign must match the plans reviewed and approved by the Planning Commission on July 17, 2014. Any significant modifications to the size or exterior appearance of the approved design 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. Prior to installation of a new sign, the applicant must obtain a permit from the Community Development Department and Building Department.

FINDINGS

A. The application, subject to the conditions imposed, will maintain the character and aesthetic integrity of the subject property and the surrounding area.

Community Development Department Staff and the Planning Commission have reviewed the monument sign. The proposed monument sign maintains the character and aesthetic integrity of the subject property and the surrounding CC (Community Commercial) Zoning District and the surrounding area. The property is not located close to residential uses or within an area dominated by historic resources. LED lettering is appropriate in the CC zone limited to gasoline pricing within service station monument signs.

B. The application, subject to the conditions imposed, will reasonably prevent and reduce the sort of visual blight which results when signs are designed without due regard to effects on their surroundings.

Community Development Department Staff and the Planning Commission have reviewed the project. The project will not cause visually blight. The Digital LED lettering within the sign provides a practical, clean solution for displaying changing gasoline prices. Although appropriate for gas pricing, digital LED lettering is not appropriate for monument signs for other uses within the CC zoning district.

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, Routh, Smith and Welch and Chairperson Ortiz. No: None. Abstain: None

6. DIRECTOR'S REPORT

Staff is moving forward with the Zoning Ordinance update work plan and finalizing interview and survey questions. Commissioners will be contacted about participation on panels.

7. COMMISSION COMMUNICATIONS

Commissioner Routh asked about the status of the home on Capitola Road that has exceeded acceptable limits for completion. Director Grunow said staff continues to work with the property owner.

Commissioner Smith said she will not be able to attend the August meeting.

Commissioner Ortiz asked if anyone could identify the series of four short blasts that neighbors have been hearing in the Riverview area. It was suggested that it could be a sewer alarm.

8. ADJOURNMENT

Commissioner Ortiz adjourned the meeting at 8:32 p.m. to the regular meeting of the Planning Commission to be held on Thursday, August 7, 2014, at 7 p.m. in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

Approved by the Planning Commission on August 7, 2014.

Linda Fridy, Minute Clerk



STAFF REPORT

TO: PLANNING COMMISSION

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

DATE: AUGUST 7, 2014

SUBJECT: **127 Monterey Ave #14-056 APN: 035-244-03**
Conditional Use Permit and Design Permit for the remodel of a Historic Resource located in the CV (Central Village) zoning district.
This project is located in the Coastal Zone but does not require a Coastal Development Permit.
Environmental Determination: Categorical Exemption
Property Owner: Craig French, applied: 04/22/14
Representative: Dennis Diego AIA (Architect)

APPLICANT PROPOSAL

The applicant has submitted an application for a Design Permit and Conditional Use Permit for modifications to a historic resource located at 127 Monterey Avenue. The project is located in the CV (Central Village) Zoning District and within the Six Sisters - Lawn Way National Historic District. The applicant is proposing to change the use from commercial to residential with modifications to internal layout and exterior façades of the building. No addition to the structure is proposed. Modifications to a historic resource require approval of a Conditional Use Permit and Design Permit by the Planning Commission.

BACKGROUND

In 1911, a tract of summer cottages designed by Architect Edward L. Van Cleeck were built along East/West Lawn Way and North Lawn Way. The City of Capitola established the Lawn Way/Six Sisters Historic District in 1987. The Capitola Architectural/Historical Inventory describes the Lawn Way as "a series of one-story cottages once associated with Camp Capitola (that) line 'Lawn Way' which led to and from the resort's grand hotel, Hotel Capitola." The home at 127 Monterey Avenue is located within the historic district boundary and is a contributing structure. The structure has served multiple uses including residential (1911-1948 and 1950-1985), commercial (1986 – present), and for one year City Hall (1949).

Architecture and Site Review Committee

On July 9, 2014, the Architectural and Site Review Committee reviewed the design permit application.

- Historian Carolyn Swift noted the many modifications made to the structure over the years including change of use. She complimented the proposed renovations.
- Home Designer Derek Van Alstine complimented the proposed renovations.
- Landscape Architect Craig Waltz did not request any modifications to the plan.
- City Public Works Director Steve Jesberg requested that future drainage be discharged to the lawns rather than the alley way.
- City Building Official Mark Wheeler provided the applicant information on fire sprinkler requirements for the change of use.

Site and Structural Data

The project conforms with all CV (Central Village) Zoning standards, except for the existing non-conforming parking, as follows:

Floor Area Ratio (FAR)		
Lot Size	841 sq. ft.	
Proposed Square Footage		
Existing House	726 sq. ft.	
Proposed House	726 sq. ft. No Change	
Building Height		
	CV District	Proposed
Residential	27'-0"	17 ft high. No change
Parking		
	Required	Proposed
Residential (up to 1,500 sq. ft.)	2 spaces total	None. No changes

DISCUSSION

The applicant is proposing to convert the historic structure at 127 Monterey Avenue from commercial back to residential. To accommodate the change of use to residential, the applicant is proposing modifications to the internal layout of the structure and minor changes to the exterior of the structure. Beyond the modifications to accommodate the use, the applicant is also making changes to rehabilitate the existing building to incorporate features that once existed and were lost.

The structure at 127 Monterey has been modified from its original form and materials. The original building had a front porch oriented to Monterey Avenue. By 1947, the front porch was enclosed as evidenced in photos from the year City Hall was located within the structure. The entrances and front porch were modified further over the years to the current configuration of a non historic addition with an ADA accessible ramp leading to the front door along Monterey Avenue.

The majority of the exterior modifications to the structure will occur within the non-historic portions of the structure, including the front porch enclosure along Monterey Avenue and the connective element between 127 Monterey Avenue and the adjacent property at 104 Lawn Way. Within these areas, the applicant is proposing changes to the current window and door configuration to compliment the historic scale and character of the original structure while providing light and privacy in appropriate areas. The modifications to the original structure include reintroduction through replication of the roof collar ties and bargeboard ends within the south and north gables. Also, the window on the south elevation oriented toward Lawn Way will replicate the original in location, size, material, and muntin pattern on the south elevation oriented toward Lawn Way. The plans also include the introduction of a post in between the ribbon of new windows that span the historic porch and recent addition. This post creates a visual element to exposes the conventional structural framing and form that existed within the original structure.

Modifications to historic resources must comply with the Secretary of Interior Standards for rehabilitation. The City contracted Leslie Dill of Archives and Architecture to review the proposal for consistency with the standards. During Ms. Dill’s initial review, she requested that the following modifications be made to the plan originally submitted:

- Original configurations of the notched bargeboard ends be restored if possible when the collar ties are added (Standard 3).

- The new focal window on the south elevation replicate the placement, size, material, and muntin pattern of the historic window (Standard 5).
- The proposed section of wainscoting to replace the commercial entry door either match the brick or be otherwise differentiated from the historic cladding (Standard 9).
- It is recommended that the proposed windows near the southeast corner of the south (front) elevation be divided into two units that are on either side of the former corner post location (Standard 9).
- The proposed bedroom window near the northwest corner of the north elevation be revised to provide the appearance of conventional structural framing beneath the roof support. (Standard 9)

The Architect modified the plans to incorporate the suggested modifications to the plans. On July 23, 2014, Leslie Dill made findings that the proposed rehabilitation to the historic resource at 127 Monterey Avenue complies with the Secretary of Interior Standards for rehabilitation. (Attachment B)

Central Village Design Guidelines

The development standards for the Central Village zoning district are set forth in the Central Village Design Guidelines. The City of Capitola adopted the Central Village guidelines to promote excellence of development and maintain the unique character of Capitola Village. The Central Village District Design Guidelines include general guidelines for all projects within the Village and four guidelines specific to the Lawn Way Residential Overlay District. The guidelines for the Lawn Way Residential Overlay District are underlined, followed by staff analysis:

1. The residential use and character of the area shall be maintained. There shall be no conversion from residential to commercial for any structure which faces onto Lawn Way.
Complies: The use is being converted back to residential and will maintain the residential character of the district. Although commercial conversion to residential are not allowed within the CV district, this structure may be converted due to the location within the Lawn Way district.
2. No structure shall increase the habitable area of the existing unit. The height of the structure shall not be increased to add additional stories to the structure.
Complies: No addition is proposed to the structure.
3. The public sidewalk right-of-way shall be maintained in its present configuration.
Complies: There will be no changes to the public sidewalk.
4. Garbage cans, utilities and other outside storage areas to the rear of the Lawn Way structures shall be enclosed and screened from public view.
Complies: Garbage cans are stored in the alleyway. There is some natural vegetation that screens the alleyway on the side of 127 Monterey. The standard condition of approval for shielding garbage and recycling is included as condition #18. Condition #18 states "Upon receipt of certificate of occupancy, garbage and recycling containers shall be shielded and placed out of public view on non-collection days."

CEQA REVIEW

Section 15331 of the CEQA Guidelines exempts projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. This project involves a restoration and remodel of an existing historic resource located in the CV (central village) zoning district. The project conforms with the Secretary of the Interior's Standards for Rehabilitation. No adverse environmental impacts were discovered during review of the proposed project.

RECOMMENDATION

Staff recommends the Planning Commission **approve** project application #14-056 based on the following Conditions and Findings for Approval.

CONDITIONS

1. The project approval consists of rehabilitation of an existing historic resource locate at 127 Monterey Avenue. No addition to the existing structure is proposed. Modifications to the windows, doors, and decorative features are included in the proposal. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on August 7, 2014, 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 and potentially a review by the Historic Architect for continued conformance with the Secretary of Interior standards.
6. All exterior materials shall be installed according to the approved set of plans. The replacement window on the south elevations shall be a true divided light wood window to replicate historic location, size, materials, and muntin pattern of historic window evidenced in photo. Exterior materials include: wood trim, wood shingles, wood siding, wood windows, and brick wainscot.
7. Prior to issuance of building permit, all Planning fees associated with permit #14-056 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 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 (PCRs) 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 section 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 shielded and placed out of public view on non-collection days.

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, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the rehabilitation of the historic structure. The project secures the purpose statement of the CV (Central Village) Zoning Districts and carries out the objectives of the Zoning Ordinance, General Plan and Local Coastal Plan.
- B. **The application will maintain the character and integrity of the neighborhood.**
Community Development Department Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the rehabilitation of the historic structure. The proposed modifications will maintain the character and integrity of the neighborhood and the

Lawn Way/Six Sisters Historic District. The proposed design will enhance the home's architectural appearance and historic integrity.

C. **This project is categorically exempt under Section 15331 of the California Environmental Quality Act and is not subject to Section 753.5 of Title 14 of the California Code of Regulations.**

Section 15331 of the CEQA Guidelines exempts projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. This project involves a restoration and remodel of an existing historic resource located in the CV (central village) zoning district. The project conforms with the Secretary of the Interior's Standards for Rehabilitation. No adverse environmental impacts were discovered during review of the proposed project.

ATTACHMENTS

Attachment A: Plans

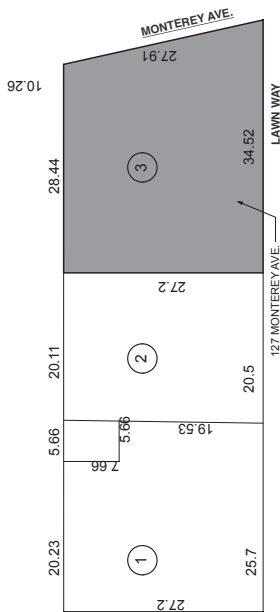
Attachment B: Findings for compliance with Secretary of Interior Standards for Rehabilitation.

Attachment C: Historic Photos



SHEET INDEX
 A0.0 COVER SHEET
 A2.1 PROPOSED FLOOR PLAN & ELEVATIONS

- A2.2 PHOTOGRAPHS
- A3.1 EXISTING ELEVATIONS
- A3.2 EXISTING ELEVATIONS REFERENCE PLAN & ELEVATIONS (FROM 1986 ALTERATIONS)**



PARCEL MAP
 SCALE 1/8" = 1'-0"



VICINITY MAP

PROJECT DATA

1. PROJECT LOCATION: 127 MONTEREY AVENUE
CAPITOLA, CA, 95010
 2. APRN: 035-244-03
 3. PROJECT DESCRIPTION: Convert use from retail to residential. The original historic use of the building was residential. Remodel windows, relocate (1) original window opening (2) windows in existing openings and add (4) new windows.
- GENERAL BUILDING DATA**
4. ZONING AREA: CV CENTRAL VILLAGE
 5. CONSTRUCTION TYPE: VB
 6. EXISTING AREA & OCCUPANCY - 7267 S.F. COMMERCIAL

- PROPOSED:**
 RESIDENTIAL
 REMODEL
 NEW PORCH
 50 S.F.
- EXISTING:**
 28 X 30 = 856 SF
 726 SF
 OTHER(SPECIFY):
 50 S.F. PORCH

STANDARDS FOR REHABILITATION OF HISTORIC BUILDING

1. The intent of the proposed changes is to follow the rehabilitation standards set forth in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

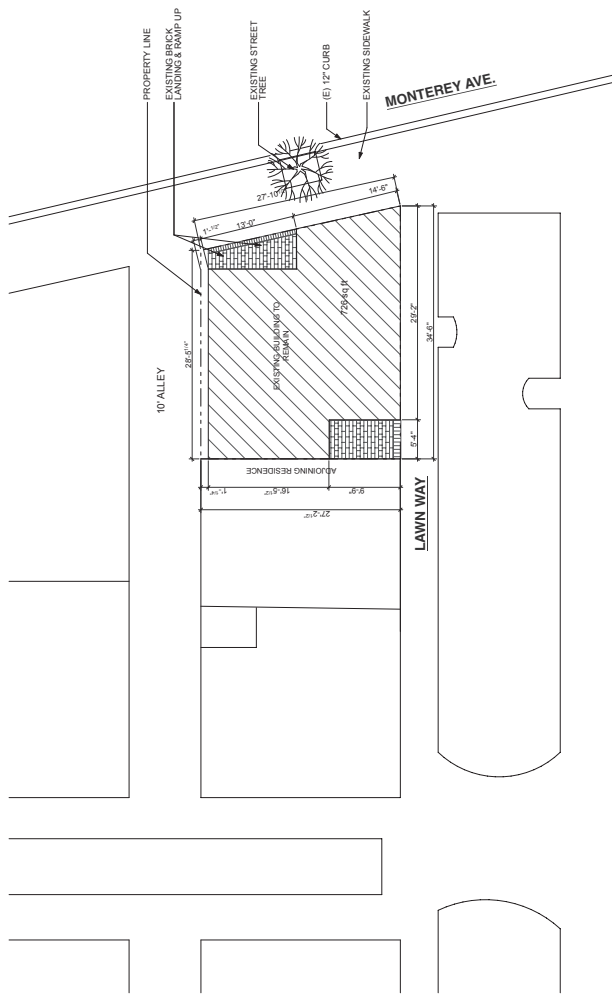
CAPITOLA COTTAGE
 127 Monterey Ave
 Capitola, CA, 95010

REVISIONS	DESCRIPTION	DATE
1	APPROXIMATE SET	1/1/21
2	REV. 1	1/1/21
3	REV. 2	1/1/21

DRAWN BY: MW
 CHECKED BY: DD
 © 2014

COVER SHEET

A0.0



SITE PLAN
 SCALE 1/8" = 1'-0"

dda

dennis dietz
ARCHITECT A
500 CHESTNUT ST. SUITE
1000 SAN FRANCISCO, CA
94102 TEL: 415.774.8888
FAX: 415.774.8888



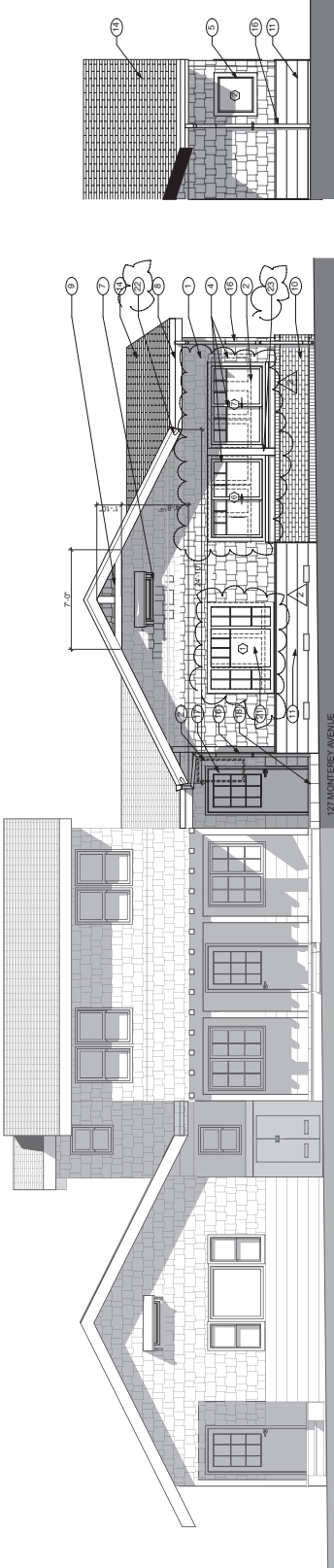
CAPITOLA COTTAGE
127 Monterey Ave
Capitola, CA, 95010

REVISIONS	MARK	DESCRIPTION	DATE
1	A	ISSUE FOR PERMITS	02/07/14
2	B	REV. 1	02/07/14
3	C	REV. 2	02/07/14

DRAWN BY: MW
CHECKED BY: DD
02/04

PROPOSED PLAN
& ELEVATIONS

A2.1

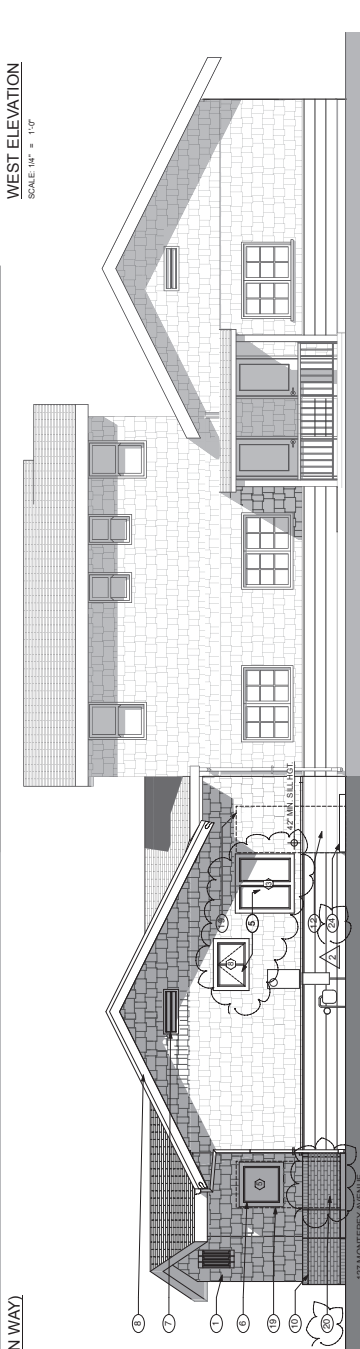


SOUTH ELEVATION (LAWN WAY)
SCALE: 1/4" = 1'-0"

WEST ELEVATION
SCALE: 1/4" = 1'-0"

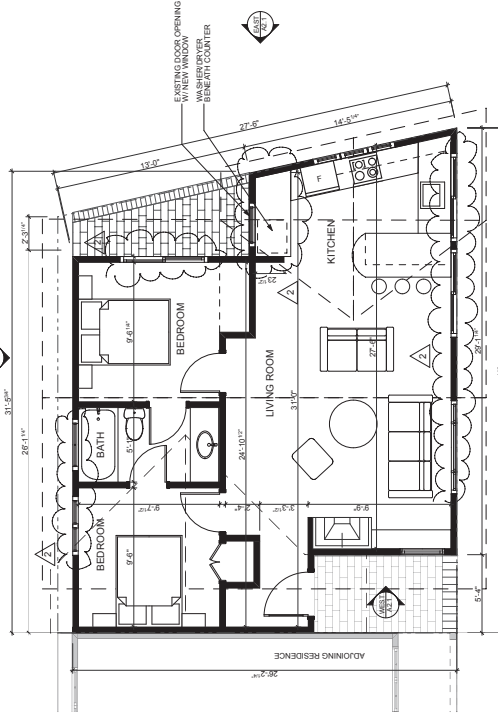
ELEVATION NOTES

- EXISTING SHINGLE SIDING TO REMAIN. TO BE PAINTED WHITE.
- WINDOWS INSTALLED IN 1988 ALTERATIONS (UNLESS NOTED) TO BE REMOVED.
- SEE REFERENCE PLAN SHEET 1, (1988 ALTERATIONS)
- REMOVE EXISTING WINDOW CASINGS (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.



NORTH ELEVATION (ALLEY)
SCALE: 1/4" = 1'-0"

EAST ELEVATION (MONTEREY AVENUE)
SCALE: 1/4" = 1'-0"



PROPOSED FLOOR PLAN
SCALE: 1/4" = 1'-0"

NOTE: FOR EXISTING FLOOR PLAN SEE REFERENCE SHEET 1 OF 1988 ALTERATIONS

NOTE: ALL WOOD TRIM, WOOD SIDING, AND WOOD SHINGLE TO BE PAINTED WHITE.
* ALL WINDOWS TO HAVE NEW 1 X 4 WOOD TRIM DETAIL TO MATCH ORIGINAL (HISTORIC) DETAIL AND SHALL BE WOOD WITH WHITE FINISH METAL CLAD EXTERIOR

WINDOW SCHEDULE	SIZE
1	3'-0" X 4'-0"
2	3'-0" X 4'-0"
3	3'-0" X 4'-0"
4	5'-6" X 2'-5"
5	6'-0" X 4'-0"
6	6'-0" X 4'-0"
7	6'-0" X 4'-0"
8	3'-6" X 2'-5"
9	6'-0" X 4'-0"

dda

dennis diego
ARCHITECT AIA

500 CHESTNUT ST. SUITE 175
SAN DIEGO, CA 92101
858.459.7566 FAX: 427.7566



Item #: 5.A. 127 Monterey Ave Plans.pdf

CAPITOLA COTTAGE

127 Monterey Ave
Capitola, CA, 95010

REVISIONS	NO.	DESCRIPTION
WORK	1	ISSUANCE SET
A	1	REV. 1
A	2	REV. 2

DRAWN BY: MW
CHKD BY: DD
© 2014

PHOTOGRAPHS

A2.2



EXISTING SITE PHOTO



EXISTING SITE PHOTO



LAWN VIEW



EXISTING SITE PHOTO

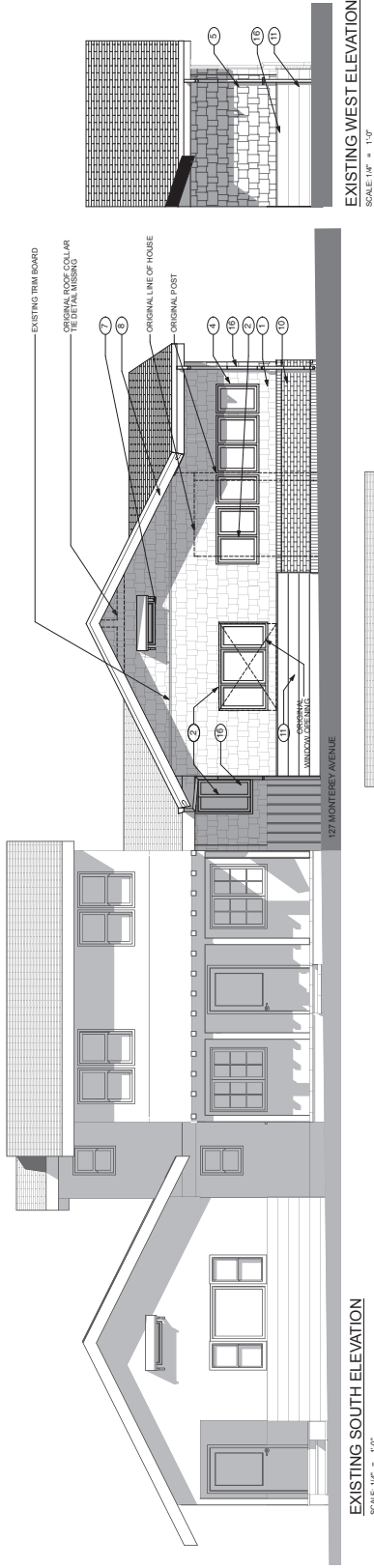


EXISTING SITE PHOTO

SEE ELEVATION NOTES SHEET A2.1 FOR LABELS

dda

dennis dietz
ARCHITECT A
500 CHESTNUT ST. SUITE
1000
SAN FRANCISCO, CA
94102
831.659.7566 FAX: 422.7111



- ELEVATION NOTES**
- EXISTING SHINGLE SIDING TO REMAIN. TO BE PAINTED WHITE.
 - NEW 1/2\"/>

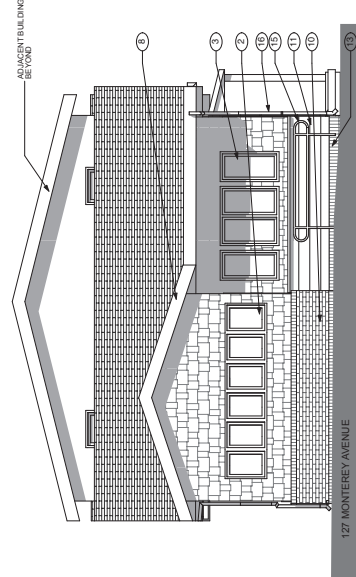
EXISTING SOUTH ELEVATION
SCALE 1/4" = 1'-0"



EXISTING NORTH ELEVATION
SCALE 1/4" = 1'-0"



HISTORIC PHOTOGRAPH



EXISTING EAST ELEVATION
SCALE 1/4" = 1'-0"

- NOTE:**
- ALL WOOD TRIM, WOOD SIDING, AND WOOD SHINGLE TO BE PAINTED WHITE.
 - ALL WINDOWS TO HAVE NEW 1 X 4 WOOD TRIM DETAIL TO MATCH ORIGINAL HISTORIC DETAIL AND SHALL BE WOOD WITH WHITE FINISH METAL CLAD EXTERIOR.

CAPITOLA COTTAGE
127 Monterey Ave
Capitola, CA, 95010

REVISIONS	DESCRIPTION	DATE
1	MARKING	4/20/17
2	MARKING	5/17/17
3	REV. 2	7/17/17

DRAWN BY: MW
CHKD BY: DD
© 2014

EXISTING
ELEVATIONS

A3.1

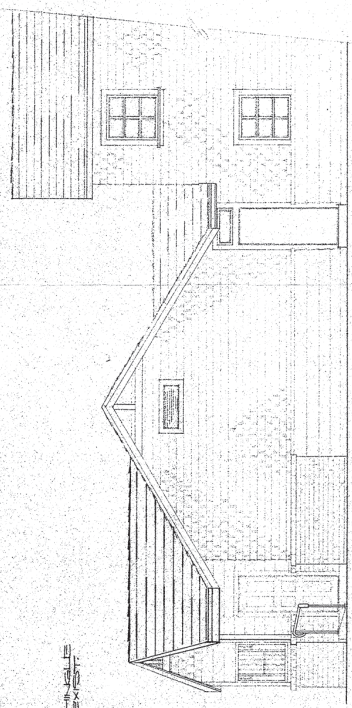
DOUG G. MESSINI, ARCHITECT AIA
 4315 CAPITOLA ROAD, CAPITOLA, CALIFORNIA 95010
 PHONE: 475-5841

PROPOSED RETAIL SHOP
 127 MONTEREY AVE
 SAN JUAN COUNTY, CALIFORNIA

1/2/14
 2/20/14

DATE
 SHEET

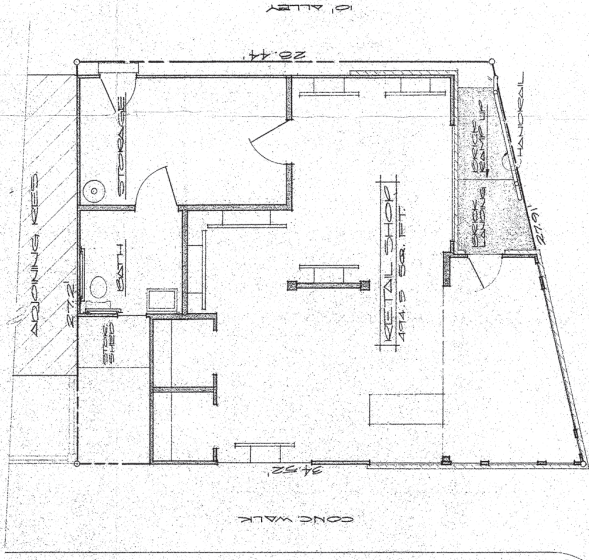
FOR REFERENCE ONLY



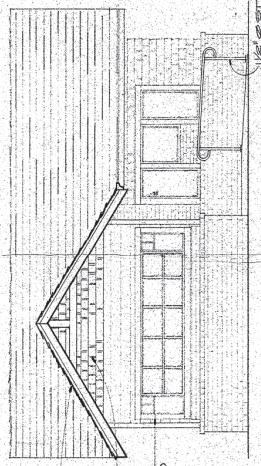
NORTH ELEVATION



SOUTH ELEVATION



SITE/FLOOR PLAN



EAST ELEVATION

PROJECT DATA
 SITE AREA: 856 SQ. FT.
 GROSS BLDG. AREA: 725 SQ. FT.
 NET SHOP AREA: 414.3 SQ. FT.



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SECRETARY OF THE INTERIOR'S STANDARDS REVIEW

**PROPOSED REHABILITATION PROJECT
of a
Contributor to the Six Sisters – Lawn Way Historic District,
a National Register-Listed Historic District**

Project Title:
Capitola Cottage
127 Monterey Avenue, Capitola
(Parcel Number 035-244-03)
Capitola, Santa Cruz County
California

For:

City of Capitola
Attn: Katie Cattan, AICP, Senior Planner
Community Development Department
420 Capitola Avenue
Capitola, CA 95010

Prepared by:

ARCHIVES & ARCHITECTURE, LLC
PO Box 1332
San Jose, CA 95109
408.369.5683 Vox
408.228.0762 Fax

Leslie A. G. Dill, Partner and Historic Architect

June 26, 2014
July 23, 2014 Revised

INTRODUCTION

Executive Summary

The proposed project meets the *Secretary of the Interior's Standards for Rehabilitation* (Standards). The analysis is described more fully in the report below.

Report Intent

Archives & Architecture, LLC (A&A), was retained by City of Capitola Community Development Department to conduct a Secretary of the Interior's Standards Review of a proposed commercial-to-residential modification at a historic house that is identified as a contributing structure to the National Register-listed "Six Sisters – Lawn Way Historic District" in downtown Capitola, California. A&A was asked to review the exterior elevations, plans, and site plan of the project to determine if the proposed project is in compliance with the *Secretary of the Interior's Standards for Rehabilitation* (Standards). The Standards are understood to be a common set of guidelines for the review of historic buildings and are used by many communities during the environmental review process to determine the potential impact of a project on an identified resource.

Qualifications

Leslie A. G. Dill, Partner of the firm Archives & Architecture, has a Master of Architecture with a certificate in Historic Preservation from the University of Virginia. She is licensed in California as an architect. Ms. Dill is listed with the California Office of Historic Preservation as meeting the requirements to perform identification, evaluation, registration, and treatment activities within the professions of Historic Architect and Architectural Historian in compliance with state and federal environmental laws. The Northwest Information Center utilizes the criteria of the National Park Service as outlined in 36 CFR Part 61.

Review Methodology

Leslie Dill reviewed the National Register Nomination Forms, dated January 1987, and pertinent sections of the Draft Context Statement, from 2004, provided by the City of Capitola. The City also provided a reference copy of the retail shop plans from 1986. An historic photograph was included within the architectural plans, which served as an excellent resource. Ms. Dill then reviewed the proposed planning application submittal design, electronically forwarded as a set of sheets (A0.0, A2.1, A2.2, and A3.1), dated April 17, 2014, from the architect, Dennis Diego, Architect, AIA, according to the Standards. Ms. Dill listed minor suggestions in report form; these were reviewed by the applicant and discussed at a meeting in Capitola, and the design was subsequently revised. This revised report is an evaluation of the drawing set forwarded electronically and dated July 17, 2014.

Disclaimers

This report addresses the project plans in terms of historically compatible design of the exterior design only. The Consultant has not undertaken and will not undertake an evaluation or report on the structural conditions or other related safety hazards that might or might not exist at the site and building, and will not review the proposed project for structural soundness or other safety concerns. The Consultant has not undertaken analysis of the site to evaluate the potential for subsurface resources.

PROJECT DESCRIPTION:

Character of the Existing Resource

The National Register nomination for the historic district includes the following information: "...Six Sisters-Lawn Way Historic District encompasses 16 building, including four duplexes and one triplex situated around a cross-axial village green known as Lawn Way. The one and two-story buildings are

primarily of frame construction with weatherboard and wood shake exteriors. Architecturally, the district incorporates two distinct building types—late nineteenth-century, two-story Victorian apartments which look out onto the ocean, and early twentieth century, primarily one-story, gable-front cottages, which face onto and line Lawn Way... The cottages lining Lawn Way are uniform in scale and character but diverse in detail, texture and fenestration. While the exterior walls are all flush with the public walkways, creating an uninterrupted and formal regiment of structures, there is a mix of wide overhanging eaves and no eaves, of weatherboard and wood shingle siding and of recessed, chamfered and flush doorways. Most of these structures were built between 1910 and 1914...” The nomination describes the block as, “...a single building consisting of three separate sections, creating a symmetrical composition. Built ca. 1910-1914.” House #21 (the subject property) is described as: “One-story, former wood-frame residence with wood shingle siding above weatherboard trim; this end unit now houses a shop. The medium-pitched gable faces (East) Lawn Way and has wide overhanging eaves with plain bargeboards. Most of this unit’s windows and the brick and frame southeast corner of the building are modern additions.”

Summary of the Proposed Project

The proposed project, as presented in the current set of architectural drawings noted above, includes the rehabilitation of the subject house, including the replacement of non-historic windows and doors, the restoration of some historic trim, and the reconfiguration of the space from retail use into a single-family residence.

SECRETARY’S STANDARD’S REVIEW:

The *Secretary of the Interior’s Standards for Rehabilitation* (Standards), originally published in 1977, and revised in 1990, include ten standards that present a recommended approach to repair, while preserving those portions or features that convey a resource’s historical, cultural, or architectural values.

Accordingly, Standards states that, “Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values”. Following is a summary of the review with a list of the Standards and associated analysis for this project:

Analysis

1. **“A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.”**

Analysis: The building has been a retail shop and is being converted back to a single-family residence, its historic use.

2. **“The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.”**

Analysis: The parts of the property proposed for removal are not identified as historically significant. The spatial relationships and spaces embodied in the historic design are not adversely impacted by the proposed minor demolition and new construction.

3. **“Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other historic properties, will not be undertaken.”**

Analysis: One proposed alteration is the restoration of the roof collar ties and notched bargeboard ends. This restoration is based on historic photographic and physical evidence. It is appropriate that only the original gable end include the historic detail, and that the east gable not have the detail. This simplified bargeboard design differentiates the addition from the historic house (See Standard 9). The features being restored would not be considered conjectural features.

There are no other alterations are proposed that might be mistaken for original features.

4. **“Changes to a property that have acquired historic significance in their own right will be retained and preserved.”**

Analysis: For this report, it is understood that no existing changes to the building(s) have acquired historic significance in their own right.

5. **“Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.”**

Analysis: The original windows of the historic house were not preserved in previous alterations. The replacement of the focal window unit near the southwest corner at the south elevation is an opportunity to restore the original scale and size and configuration, and this is proposed. The original unit can be identified in the historic photograph, and the size should be apparent within the historic wood frame. This window will also restore the symmetrical placement of the focal window at 106 Lawn Way. The restored window is compatible with the Standards in that the new window unit replicates the location, size, material, and muntin pattern of the historic window.

All other historic materials and features are proposed for preservation, including siding and trim.

6. **“Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.”**

Analysis: The project plans include a general note that addresses this project as a historic preservation project, calling attention to the Standards.

7. **“Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.”**

Analysis: No chemical treatments are shown as proposed in this project. It is recommended that all proposed preservation treatments (e.g., epoxy wood consolidant and paint preparation techniques), be identified prior to submittal of the building permit drawing set.

8. **“Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.”**

Analysis: Archeological resources are not evaluated in this report.

9. **“New additions, exterior alterations or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.”**

Analysis: Although there are no new additions planned, the proposed project will alter previously constructed additions. The proposed alterations are compatible with this standard in that they reinforce the differentiation and compatibility between the original cottage and the previous addition and porch enclosure.

The eastern portion of the building is an addition, and is proposed to remain both differentiated and compatible with the original house design. The brick wainscoting that wraps the existing addition, including the portion of brick wainscoting that extends to the west in front of the former recessed porch, provides this differentiation, including the proposed brick wainscoting at the north elevation (at the closure of the existing commercial doorway). The existing addition remains compatible due to its use of similar shingle cladding above the wainscoting, the scale of the windows and trim, and the scale of the brick pattern with respect to the size and scale of the original materials. As noted above, the gable end trim will remain slightly differentiated from the original historic design.

The windows near the southeast corner of the south (front) elevation are in a ribbon that spans the historic porch and the recent addition. The proposed design includes a window post in the former porch post location that divides the ribbon into two units and expresses the former southeast corner of the house. This visual element appropriately emphasizes the conventional structural framing beneath the roof support. The ribbon of small transom windows, above the new windows at the former recessed porch area and the recent addition, provide a rhythm and scale to the composition that is compatible with the historic house and neighborhood. The paired windows at the former porch also provide visual balance for the focal window unit being restored in its off-center historic location.

The high accent windows proposed for the east façade gable end are part of the existing addition. These are appropriately differentiated in the gable-height placement and compatible in scale and size with the overall composition of the house.

The non-original windows within the historic east wall are not proposed for alteration.

The north side wall has no extant windows. On this wall it is appropriate to add new windows where they do not present a sense of false historicism, are differentiated and are compatible. The small amount of siding that will be removed is a repetitive character-defining feature, and its removal does not adversely impact the original composition. The proposed paired unit and the high accent windows share the differentiated vocabulary of single-lite windows from the other proposed new and existing windows at the east addition. The size and shape of the windows is compatible with the historic windows, and in-scale with the overall design. The placement of the

windows also visually preserves the historic house corner as a conventionally framed wall beneath the end of the historic gable.

The new front door has the scale and size that is compatible with the original house. Because it is a new door in an added area of the house (the hyphen), it is also acceptable that it not match or restore any particular design.

- 10. “New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”**

Analysis: The essential form and integrity of the historic property would be maintained in this project.

Conclusion

The proposed design is compatible with the *Secretary of the Interior’s Standards for Rehabilitation*.



127 Monterey Ave

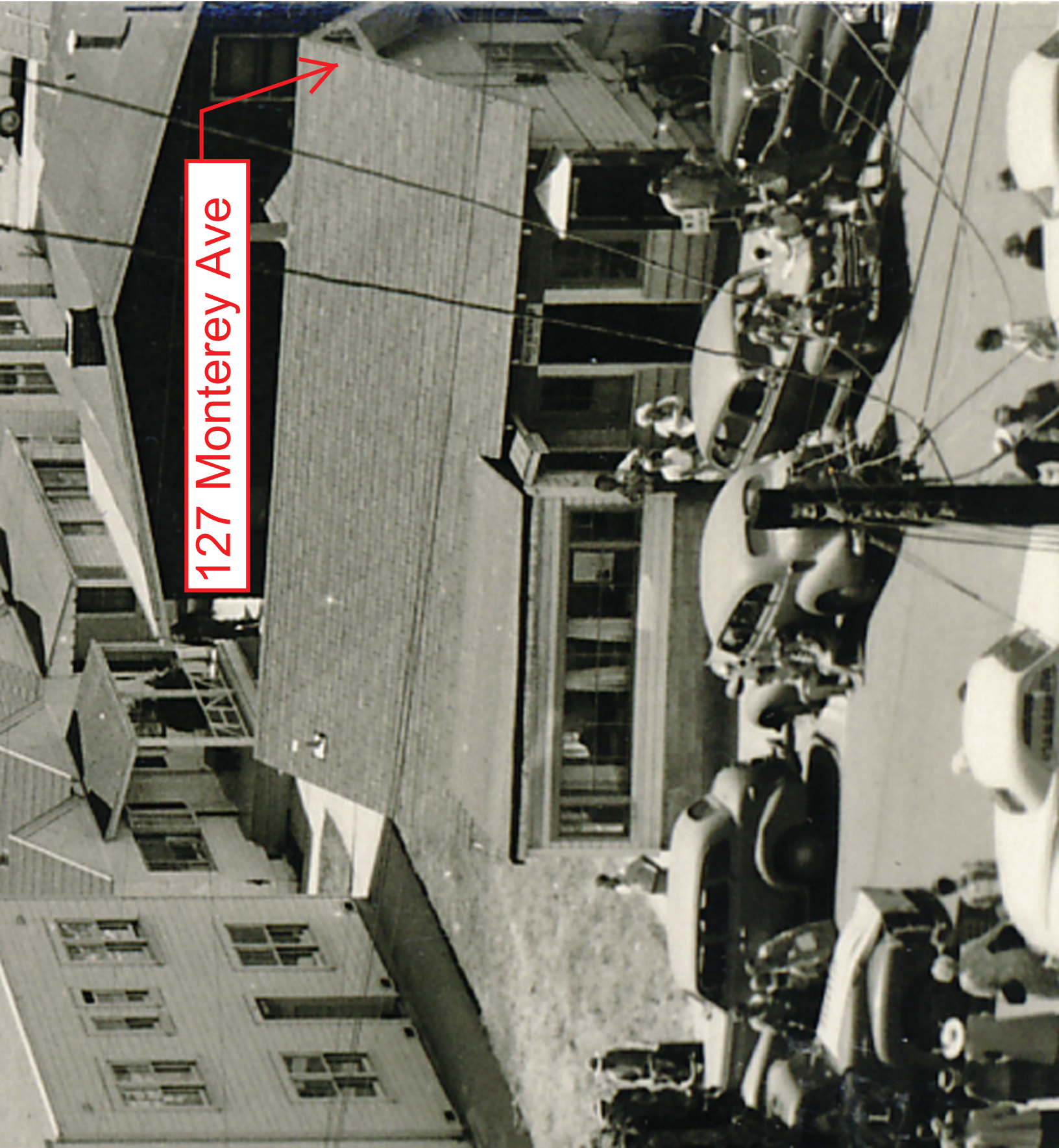
127 Monterey Ave →

CITY OF CAPITOLA
MAYOR • CLERK • TREASURER

140

POLICE DEPARTMENT
POLICE COURT





127 Monterey Ave

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STAFF REPORT

TO: PLANNING COMMISSION

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

DATE: AUGUST 7th, 2014

SUBJECT: **111 Central Ave #14-099 APN: 036-112-08**

Design Permit for a second story addition and Variance for the required parking at the existing Single Family Residence in the R-1 (Single-Family Residential) Zoning District. This project is in the Coastal Zone and requires a Coastal Development Permit, which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Property Owner: Anh Do

Representative: Devlin Jones, filed 6/24/14

APPLICANT PROPOSAL

The applicant has submitted a Design Permit, Variance, and Coastal Development Permit application for a 565 square-foot addition to the second story of an existing, single-family home located at 111 Central Avenue. The project is located in the R-1 (Single-Family) Zoning District. A second story addition to a home requires approval of a design permit by the Planning Commission. The applicant is also requesting a variance to the onsite parking requirement.

BACKGROUND

- On July 9th, 2014, the Architectural and Site Review Committee reviewed the application. City Architect Representative, Derek Van Alstine, encouraged the applicant to work with staff in resolving the FAR and to pursue a variance for the parking.
- City Historian Representative, Carolyn Swift, had no comment on the proposal.
- City Landscape Architect Representative, Craig Waltz, recommended the applicant pursue a variance for parking so as to preserve the existing Maple Tree on site.
- City Building Official, Mark Wheeler, advised the applicant that the second floor walls need 1-hour applications.
- City Public Works Official, Steve Jesberg, stated that he would like to see one downspout directed to a landscaped area, as well as permeable pavement used for the driveway if it is extended to provide the additional parking spot.
- City Staff Planner, Ryan Safty, explained that the application exceeded the maximum Floor Area Ratio and that the parking requirement was not met within the onsite parking. Planner Safty explained that the applicant could reduce to the floor area of the home to 2000 square feet to comply with parking onsite.

The applicant amended the plans to comply with the maximum floor area of ratio of 53% (2,120 sf). The applicant decided to apply for a variance to parking rather than bring the floor area of the home down to 2000 square feet.

Site and Structural Data

The proposal is non-conforming with the parking standards within the R-1 (Single Family) Zoning District. The applicant is requesting a variance from these standards.

Floor Area Ratio (FAR)		
Lot Size		4,000 sq. ft.
Maximum FAR Allowed	53%	2,120 sq. ft.
Proposed FAR	53%	2,120 sq. ft.
Proposed Square Footage		
Existing 1st Floor Area		866 sq. ft.
Existing Garage		258 sq. ft.
Existing 2nd Floor Area		431 sq. ft.
Proposed 2nd Floor Addition		565 sq. ft.
Total Living Area		2,120 sq. ft.
	Floor Area	2,120 sq. ft.
Set Back		
	R-1 District	Proposed
Front	15'	20'
Front Garage	20'	20'
Rear	20% depth of lot: 20'	20'
Side Yard	10% width of lot: 4'	4'(L) + 4'(R)
Building Height		
	R-1 District	Proposed
Residential	25'-0"	23'-5"
Parking		
	Required	Proposed
Residential (2,001 sq. ft. – 2,600 sq. ft.)	3 spaces total Minimum 1 covered 2 uncovered	2 spaces total 1 covered 1 uncovered

DISCUSSION

The applicant is proposing a 565 square foot addition to the second story of the existing home. The second story addition consists of a new master bedroom and bathroom, an office, and a bedroom. The plan also calls for a bathroom remodel on the first floor and to enclose the existing single-car garage. These two modifications are internal and do not increase the building's FAR. In addition, the applicant would like to replace the existing 90 square feet front entrance deck (on the southern side of the home) with 245 square feet of concrete pavers, and replace the existing 140 square feet rear yard deck with a 365 square feet lpe deck to accommodate a hot tub and gazebo. The deck is not calculated as a part of the FAR due to the fact that it is less than thirty inches in height (§17.15.100.C.5). The gazebo will be 9'-6" in height and will provide shade to the 49 sq ft hot tub. The gazebo is setback 8' from the rear property line. (Attachment A) The proposal conforms with all applicable zoning regulations.

The exterior of the residence currently includes 12" redwood horizontal lap-siding that is brown in color and a composition shingle roof of similar color. The applicant is proposing to reuse and refinish the existing redwood lap siding along the exterior of the home. The second story additions will contain dark-gray smooth stucco finish with a ½" aluminum screed to break up the façade. The front, right (north), and left (south) elevations use a combination of the redwood lap siding and the gray stucco to add more architectural character to the home. The front façade's second story windows will be

replaced with two black aluminum, double-pane windows to match the existing. In addition, the existing garage door will be replaced with a garage door with opec glass panels and the existing steel entry gate will be replaced to match the new garage door. The applicant is proposing metacrilic roofing for the front façade, with a down spout running from it down to splash blocks and erosion resistant vegetation. (Attachment A)

Parking

The proposed 565 square foot addition will create a 2,120 sq ft home. Per Capitola Municipal Section 17.15.130, “for residences two thousand one to two thousand six hundred square feet three spaces are required, one of which must be covered.” The application currently only proposes 2 parking spaces; one of which is covered by the garage and the other uses the existing 20’ x 10’-6” driveway. Per Capitola Municipal Code Section 17.15.130.E, “no additional square footage exceeding 10 percent of the existing gross floor area may be added to an existing single-family residential unit, unless minimum parking requirements are met.” In order to create the one additional uncovered parking spot, the applicant would need to widen the driveway to the south and remove one of the front yard Maple Trees. Due to the desire to preserve the tree, the applicant has decided to apply for a variance to the parking requirement rather than decrease the square footage of the home by an additional 120 square feet. The reduction of the 120 square feet to the proposal would reduce the parking requirement to two spots, which they currently meet on site.

Variance

Pursuant to §17.66.090, the Planning Commission, on the basis of the evidence submitted at the hearing, may grant a variance permit when it finds:

- A. That because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of this title is found to deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification;
- B. That the grant of a variance permit would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situated.

There is an existing 18-inch diameter maple tree in the front yard. (Attachment B) The maple tree is located 4 feet to the side of existing driveway. To accommodate the required third parking space onsite, the maple tree must be removed. The applicant would like to preserve the tree. The applicant could comply with the municipal code by either: removing the tree and planting two new trees on the property or by removing 120 square feet of the addition. Staff is unable to make findings to support the variance due to the applicant’s ability to remedy the code issue through the planting of two new trees. Staff recommends requiring parking onsite and planting two replacement trees, as can be seen in Condition # 2.

CEQA REVIEW

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% of the existing structure or more than 2,500 square feet, whichever is less. This project involves a 565 square foot addition to an existing home located in the single family residential (R-1) zoning district. No adverse environmental impacts were discovered during review of the proposed project.

RECOMMENDATION

Staff recommends the Planning Commission **approve** project application #14-099 less the variance to the parking requirement, based on the following Conditions and Findings for Approval.

CONDITIONS

1. The project approval consists of construction of a 565 square-foot addition to an existing single family home. The maximum Floor Area Ratio for the 4,000 square foot property is 53% (2,120 square feet). The total FAR of the home with new addition is 53% with a total of 2,120 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 August 7th, 2014, except as modified through conditions imposed by the Planning Commission during the hearing.
2. The site plan must be modified to include three onsite parking spaces. If the existing maple tree is removed, two new trees must be planted consistent with the requirements of the Capitola Tree Ordinance.
3. 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
4. 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.
5. 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.
6. 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 shall require Planning Commission approval.
7. Prior to issuance of building permit, a final landscape plan shall be submitted and approved by the Community Development Department. Landscape plans shall reflect the Planning Commission approval and shall identify type, size, and location of species and details of irrigation systems.
8. Prior to issuance of building permit, all Planning fees associated with permit #14-099 shall be paid in full.
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).

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 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.
16. 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.
17. 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.
18. 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.
19. Upon receipt of certificate of occupancy, garbage and recycling containers shall be placed out of public view on non-collection days.

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, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the addition to the single family home. The project conforms to the development standards of the R-1 (Single Family Residence) zoning district. Conditions of approval have been included to carry out the objectives of the Zoning Ordinance, General Plan and Local Coastal Plan.

B. The application will maintain the character and integrity of the neighborhood.

Community Development Department Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the addition to the single family home. The project conforms to the development standards of the R-1 (Single Family Residence) zoning district. Conditions of approval have been included to ensure that the project maintains the character and integrity of the neighborhood. The proposed addition to the single-family residence compliments the existing single-family homes in the neighborhood in use, mass and scale, materials, height, and architecture.

C. This project is categorically exempt under Section 15301(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 an addition to an existing single-family residence in the R-1 (single family residence) Zoning District. Section 15301 of the CEQA Guidelines exempts minor additions to existing single-family residences in a residential zone.

ATTACHMENTS

- A. Project Plans
- B. Coastal Findings
- C. Photos of Existing Maple Tree

**Report Prepared By: Ryan Safty
Assistant Planner**

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 650-229-4231
 APN# 36-112-08



GITE & LANDSCAPE
 PLAN & JOB DATA

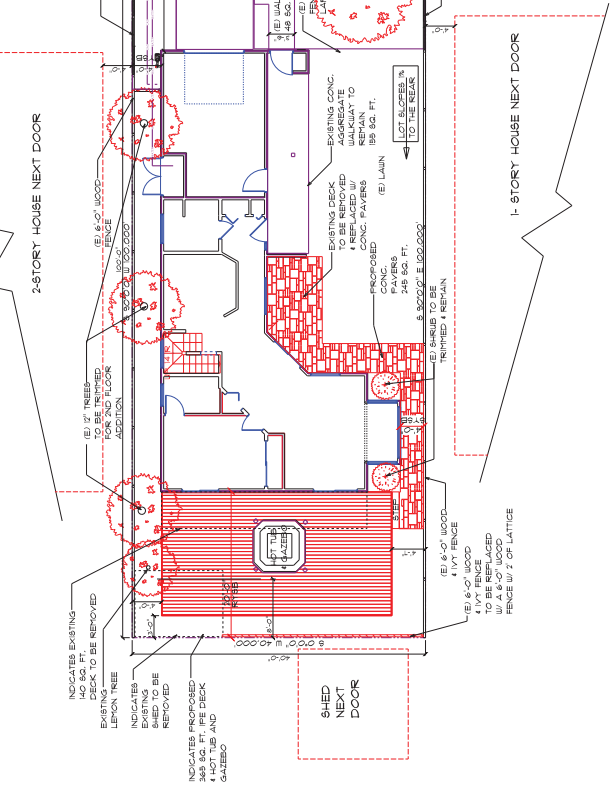
DATE: 7/16/2014
 SHEET NO.
 SP-1
 JOB NO. 09012-06

APN *	36-112-08
OWNER	DOUG PURDY & ANH DO 111 CENTRAL AVE CAPITOLA, CA. 95010
SITE ADDRESS	111 CENTRAL AVE
ZONED	RM
PROJECT DESCRIPTION	INTERIOR REMODEL TO INCLUDE A NEW BATHROOM ADDITION, DINING AREA, AND A 545 SQ. FT. 2ND FLOOR BEDROOM, OFFICE REPOSITION AND A MASTER BEDROOM AND BATHROOM ADDITION AND INCLUDE EXISTING GARAGE/ CARPORT.
WATER SOURCE	SOCIAL WATER DIST.
SEWAGE DISPOSAL	GREEN WASTE OF SANTA CRUZ COUNTY
ELECTRIC SERVICE	PG&E
TELEPHONE SERVICE	PACIFIC BELL
PARCEL SIZE	4000 SQ. FT.
GROSS BUILDING AREA	EXISTING LOWER FLOOR AREA 848 SF EXISTING UPPER FLOOR AREA 431 SF NEW LOWER FLOOR AREA 200 SF EXISTING UTILITY ROOM 200 SF PROPOSED TOTAL UPPER FLOOR AREA 936 SF TOTAL BUILDING FOOT PRINT (UNCHANGED) 1024 SF
LOT COVERAGE	100% 4000 SF = 28%
FAR 93% ALLOWED	846-284-0494 = 210 SQ. FT.
(E) IMPERVIOUS SURFACES	BUILDING FOOT PRINT, DRIVEWAY & WALKWAYS = 1834 SQ. FT.
(E) IMPERVIOUS LOT COVERAGE	20748-1851041834/4000-98%
(N) IMPERVIOUS LOT COVERAGE (UNCHANGED)	20748-1851041834/4000-38%

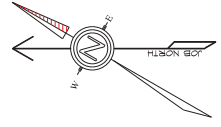
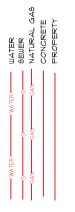
TABLE OF CONTENTS	
1.	SP-1 SITE & LANDSCAPE PLAN JOB DATA
2.	ALI EXISTING 1ST & 2ND FLOOR PLANS
3.	ALI EXISTING ELEVATIONS
4.	ALI NEW 1ST & 2ND FLOOR PLANS
5.	ALI NEW ELEVATIONS
6.	

FIRE PROTECTION NOTES

NOTE:
 THESE PLANS ARE IN COMPLIANCE WITH
 2010 CALIFORNIA RESIDENTIAL CODE
 2010 CALIFORNIA MECHANICAL CODE
 2010 CALIFORNIA FIRE CODE BUILDING CODE
 2010 CALIFORNIA FIRE CODE BUILDING CODE
 2010 CALIFORNIA ELECTRIC CODE
 2010 CALIFORNIA GREEN BUILDING STANDARDS CODE
 AND DISTRICT ATTENDMENT.
 OCCUPANCY CLASSIFICATION R-3 - S.F.D.
 BUILDING TYPE V-B
 FIRE RATED REQUIRED FLOOR JOIST GPM.
 APPROX. 125 FT. FROM THE PROJECT
 UNSPRINKLED



SITE & LANDSCAPE PLAN
 SCALE 1" = 8'-0"



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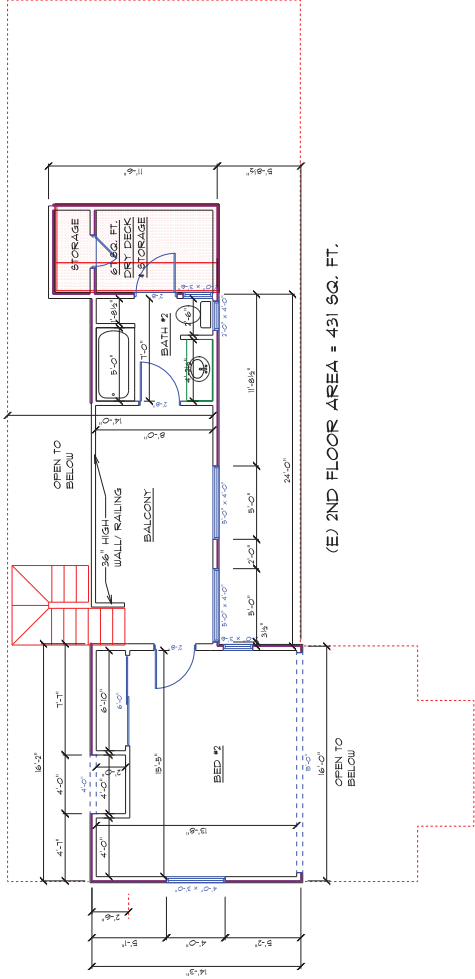
EXISTING
 FLOOR PLANS

DATE 7/16/2014

SHEET NO.

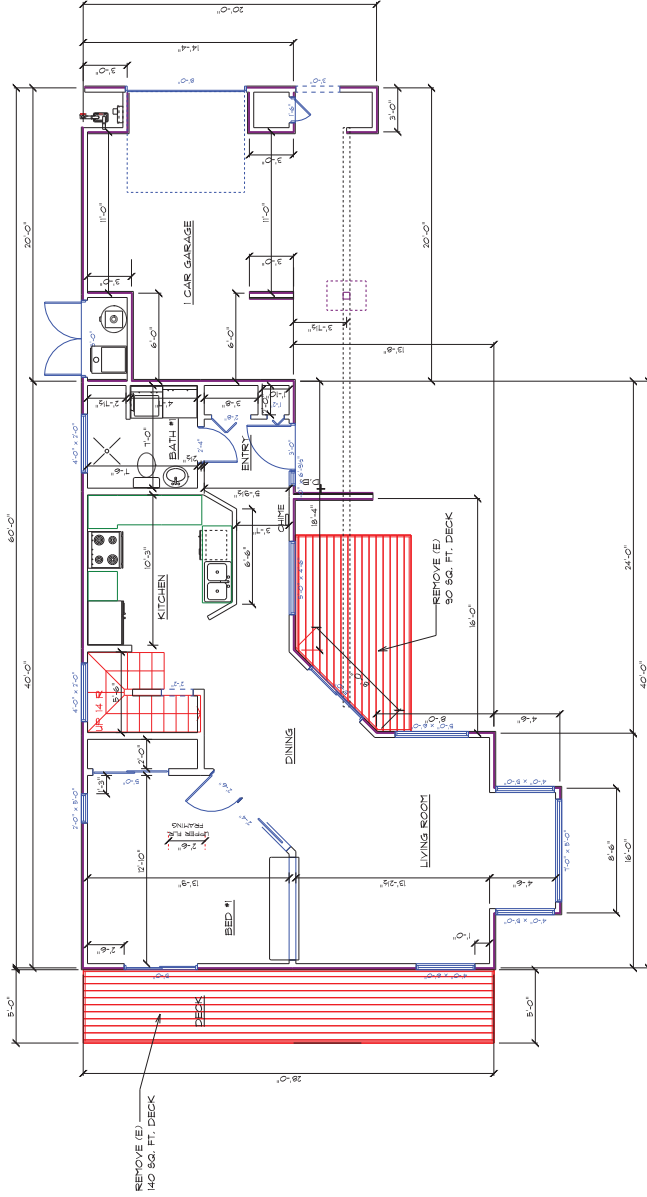
A-1

JOB # 02014-06



EXISTING UPPER FLOOR PLAN

SCALE 1/4" = 1'-0"



EXISTING LOWER FLOOR PLAN

SCALE 1/4" = 1'-0"

- (E) 1ST FLOOR AREA 846 SQ. FT.
- (E) GARAGE/CARPORIT 258 SQ. FT.
- (E) UTILITY ROOM 20 SQ. FT.

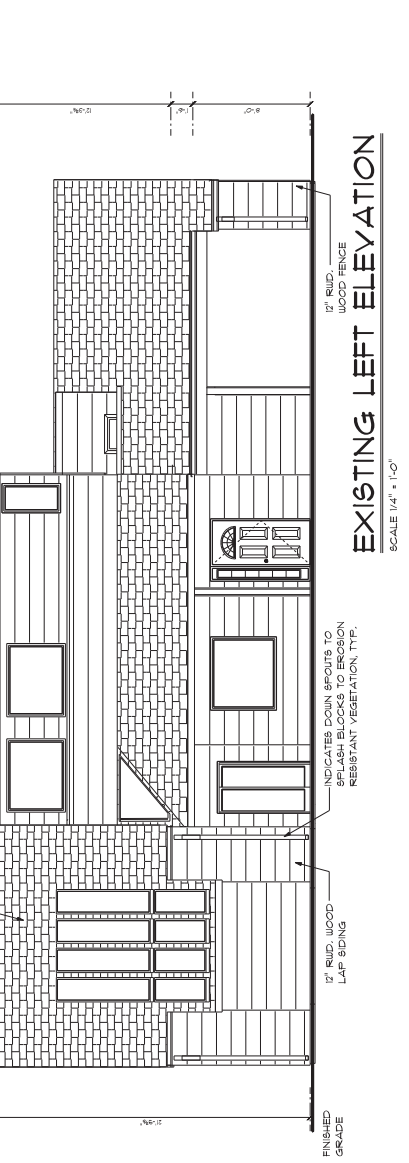
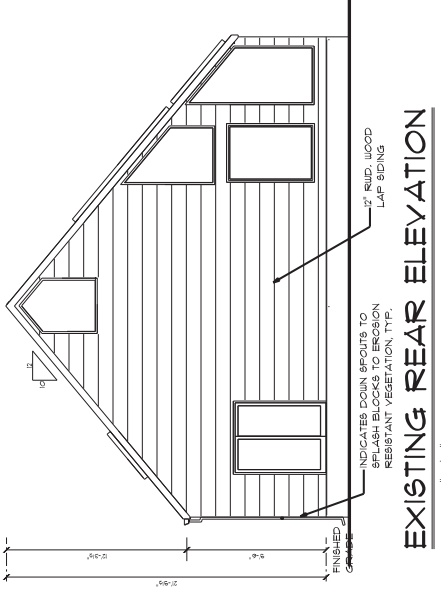
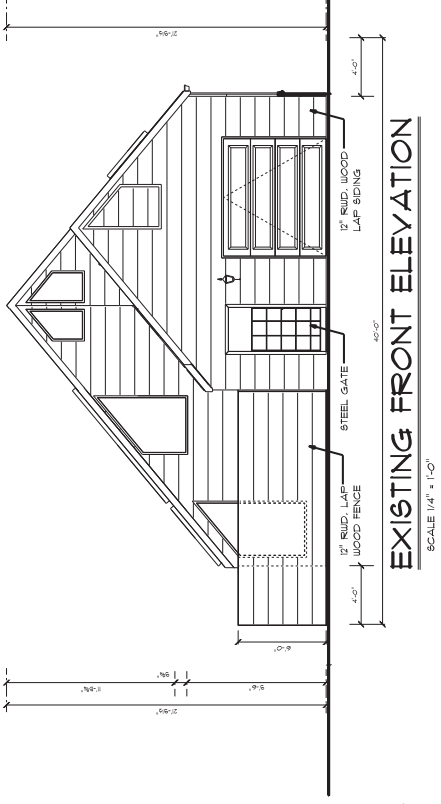
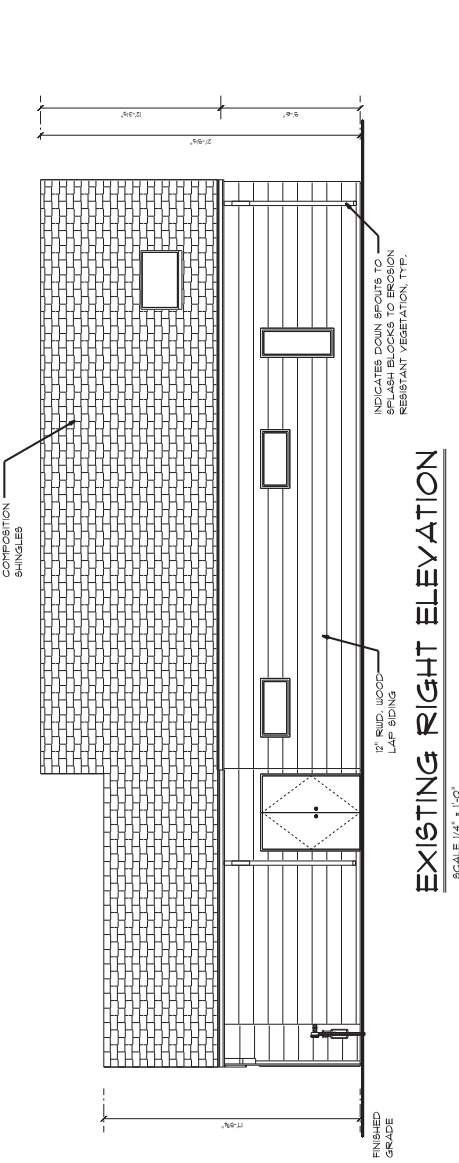
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 APN# 36-112-08



EXISTING ELEVATIONS

DATE 7/16/2014
 SHEET NO. A-2
 JOB # C0204-06



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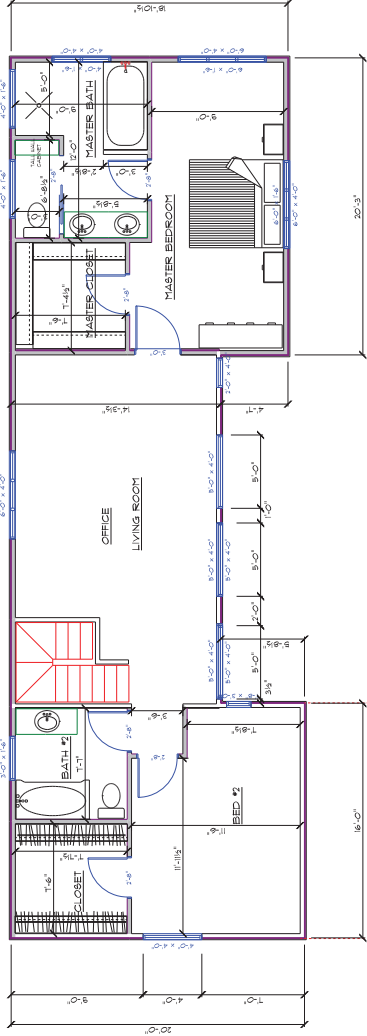


PROPOSED
 FLOOR PLANS

DATE 7/16/2014

SHEET NO.
 A-3

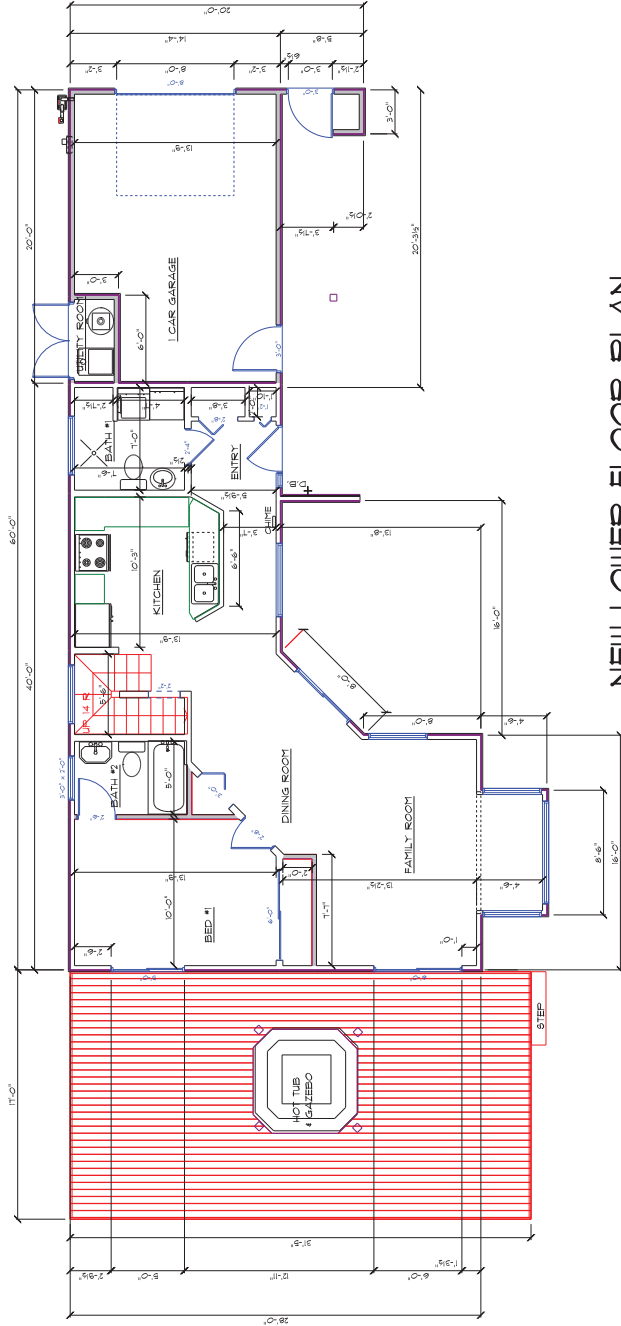
JOB # C020406



NEW UPPER FLOOR PLAN

PROPOSED 2ND FLOOR AREA = 996 SQ. FT.

SCALE 1/4" = 1'-0"



NEW LOWER FLOOR PLAN

(E) 1ST FLOOR AREA 846 SQ. FT.
 (E) GARAGE/CARPORT 758 SQ. FT.
 (E) UTILITY ROOM 20 SQ. FT.

SCALE 1/4" = 1'-0"

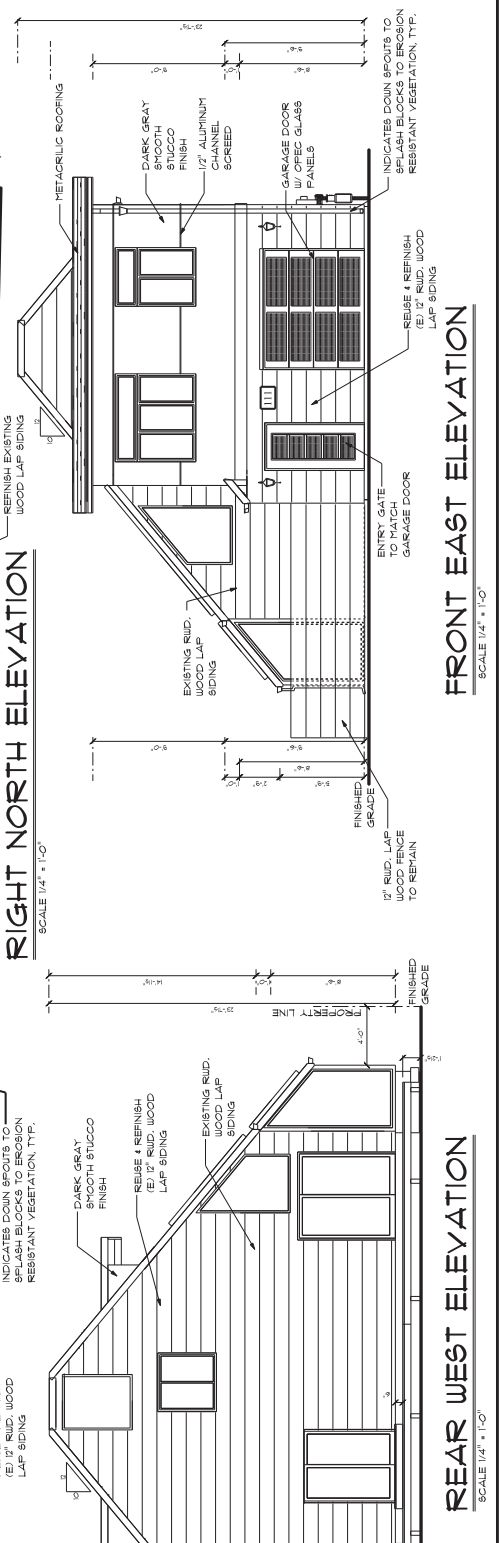
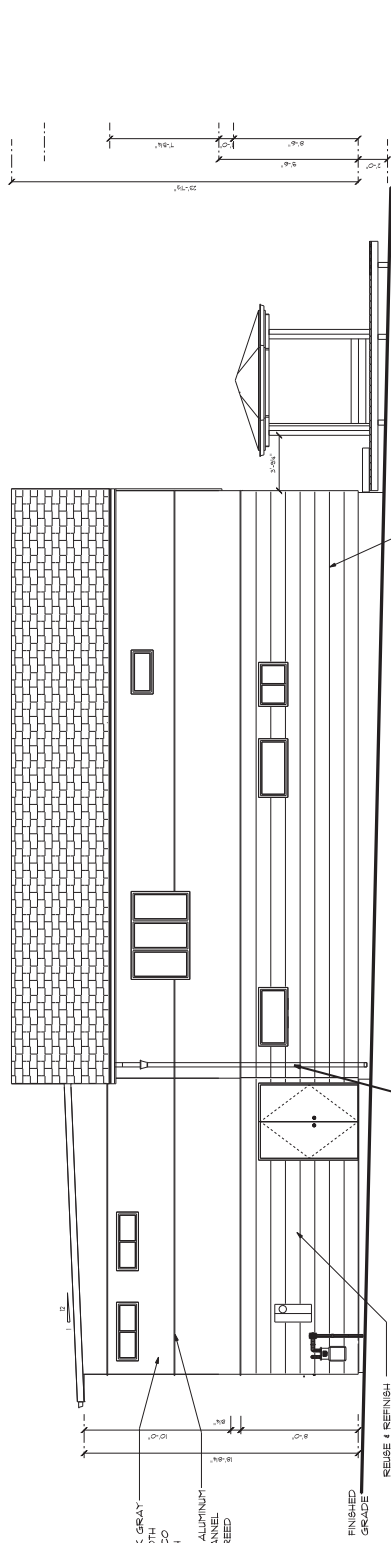
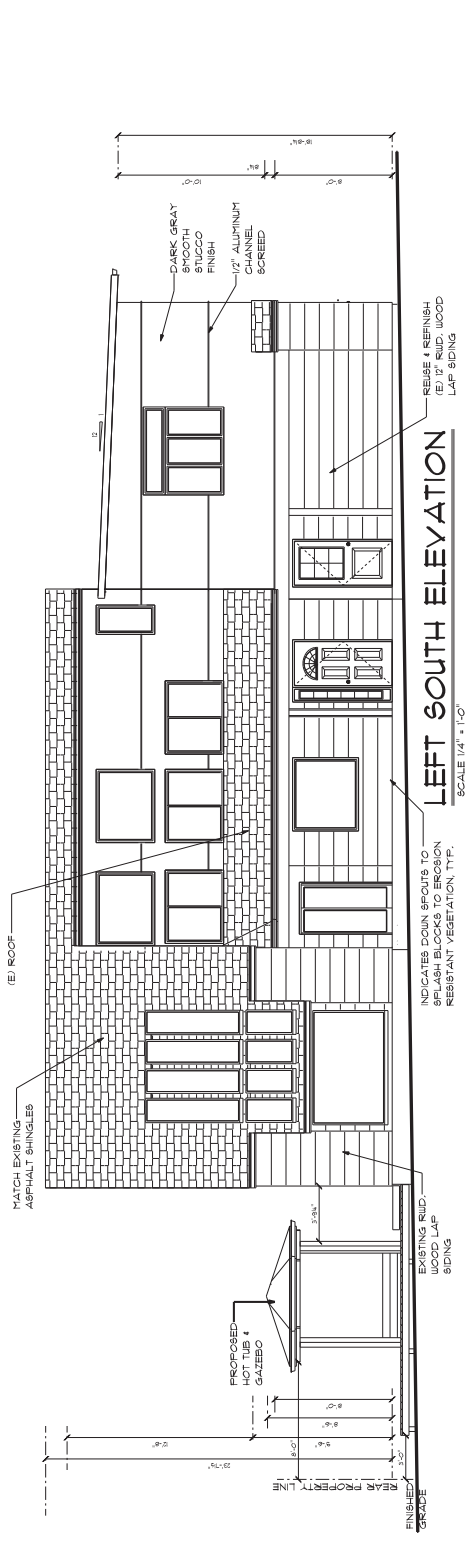
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NEW ELEVATIONS

DATE 7/16/2014
 SHEET NO. A-4
 JOB # 02014-06



LEFT SOUTH ELEVATION
 SCALE 1/4" = 1'-0"

RIGHT NORTH ELEVATION
 SCALE 1/4" = 1'-0"

FRONT EAST ELEVATION
 SCALE 1/4" = 1'-0"

REAR WEST ELEVATION
 SCALE 1/4" = 1'-0"

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PROJECT APPLICATION #14-099
111 CENTRAL AVENUE, CAPITOLA
ADDITION TO SINGLE FAMILY HOME

COASTAL FINDINGS

D. Findings Required. 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:

- 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:

(D) (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.

(D) (2) (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 build-out. 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 111 Central Avenue. The home is not located in an area with coastal access. The home will not have an effect on public trails or beach access.

(D) (2) (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 Central Avenue. No portion of the project is located along the shoreline or beach.

(D) (2) (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 history of public use on the subject lot.

(D) (2) (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 Central Avenue. 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.

(D) (2) (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.

(D) (3) (a – c) 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 access way on the subject land.

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

(D) (4) (a – f) 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 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.

(D) (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

(D) (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 single family home 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 single family home 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 single family home on a residential lot of record.

(D) (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 single family home. The project complies with applicable standards and requirements for provision for parking, pedestrian access, alternate means of transportation and/or traffic improvements.

(D) (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.

(D) (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.

(D) (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.

(D) (11) Provisions of minimum water flow rates and fire response times;

- The project is located within close proximity of the Capitola fire department. Water is

available at the location.

(D) (12) Project complies with water and energy conservation standards;

- The project is for a single family home. 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.

(D) (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.

(D) (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.

(D) (15) Project complies with natural resource, habitat, and archaeological protection policies;

- Conditions of approval have been included to ensure compliance with established policies.

(D) (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.

(D) (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.

(D) (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.

(D) (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.

(D) (20) Project complies with shoreline structure policies;

- The proposed project is not located along a shoreline.

(D) (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 zoning district.

(D) (22) Conformance to requirements of all other city ordinances, zoning requirements, and project review procedures;

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

(D) (23) Project complies with the Capitola parking permit program as follows:

- The project site is located within the area of the Capitola parking permit program.

Attachment B: Maple Tree



Attachment B: Maple Tree





STAFF REPORT

TO: PLANNING COMMISSION

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

DATE: AUGUST 7, 2014

SUBJECT: **Standard Conditions of Approval for Commercial Permits**
Planning Commission review of Standard Conditions of Approval.

DISCUSSION

Over the years, conditions of approval have been developed by City Staff and the Planning Commission to provide applicants with clarification of additional requirements that must be adhered to during the development process. These conditions have been commonly applied to applications but not formally reviewed by the Planning Commission as “standard” conditions of approval. All conditions of approval must be followed by the applicant from the time of application approval by Planning Commission through the issuance of a Certificate of Occupancy by the Building Official.

Conditions of approval are included for all types of applications reviewed by the Planning Commission, including: design permits, master sign programs, conditional use permits, condominium conversions, and planned developments. The focus of the Planning Commission discussion will be on *standard* conditions of approval of Design Permits and Conditional Use Permits for commercial additions and new construction. Standard conditions of approval are conditions applicable to all applications, unless there are extraordinary or unique circumstances. If additional circumstances exists which require mitigation or specific project conditions, special conditions of approval are added during the application review. As time permits, Staff will bring various standard conditions to the Planning Commission for review relative to other types of development applications (modifications to historic resources, subdivisions, etc.), with the ultimate objective of creating a comprehensive conditions of approval manual.

Staff reviewed the standard conditions of approvals typically applied to commercial design permits and commercial conditional use permits in Capitola. Some of the standard conditions have been edited to provide clarity of the process and remove redundancy. Additional language has been added to prevent undocumented changes in the field that deviate from the approved set of plans. An effort has been made to designate the appropriate City Department or Division responsible for review and approval of additional submittal requirements. Also, the order of conditions has been revised to better represent the order in which items must be completed. The draft standard conditions of approval are included as Attachment A.

Staff requests direction from the Planning Commission on recommended revisions.

ATTACHMENTS

Attachment A: Draft Conditions of Approval for commercial additions and new construction

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CONDITIONS

1. The project approval consists of a Conditional Use Permit Design Permit and Sign Permit for type of use, allow outdoor seating, and allow the sale of alcoholic beverages for the property located at insert address. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on date, 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. 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.
4. At time of submittal for building permit review, rooftop equipment must be shown on plans and not be visible to the general public. Any necessary roof screening is to match the color of the building. Rooftop equipment must be built within the allowable zone height. Plans for any necessary screening shall be submitted within the building permit submittal. Air-conditioning equipment and other roof top equipment shall fall within the allowable city permitted decibel levels.
5. 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.
6. At time of submittal for building permit review, all Planning fees associated with permit # shall be paid in full.
7. At time of submittal for building permit review, the applicant shall pay the appropriate fees in compliance with Chapter 2.58: Funding the Public Art Program. This is applicable to all non-residential projects with a total building permit valuation of at least two hundred fifty thousand dollars, excluding land acquisition.
8. At time of submittal for building permit review, a final landscape plan shall be submitted and approved by the Community Development Department. Landscape plans shall reflect the Planning Commission approval and shall identify type, size, and location of species and details of irrigation systems.
9. 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.
10. At time of submittal for building permit review, the applicant must provide documentation of plan approval by the following entities: Santa Cruz County Sanitation Department, Water District, and Central Fire Protection District.
11. At time of submittal for building permit review, a drainage plan, grading, sediment and erosion control plan, shall be submitted to the City and approved by Public Works. The

Item #: 6.A. Standard Conditions for Commercial.pdf

plans shall be in compliance with the requirements specified in Capitola Municipal Code Chapter 13.16 Storm Water Pollution Prevention and Protection.

12. At time of submittal for building permit review, 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).
13. At time of submittal for building permit review, the applicant shall indicate on such plans the area of trash enclosure and materials. The trash enclosure shall be made of sturdy solid masonry material, with trash receptacles screened from view and compatible with the color and materials of the project. The enclosure shall be maintained to provide a clean and sanitary area.
14. (If USE is loud) At time of submittal for building permit review, sound proofing must be included within the plans along shared walls to protect the adjacent commercial use from noise impacts of the **use**.
15. 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.
16. 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.
17. 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 9 PM and 7:30 AM 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
18. Prior to Certificate of Occupancy, the applicant shall obtain an updated business license from the City of Capitola prior to operating within the **new/expanded/converted** area.
19. Prior to granting of final occupancy, all landscape improvements and irrigation systems shall be installed. Subsequently, all landscaping must be maintained and non –maintenance will be a basis for review by the Planning Commission.
20. Prior to granting of final occupancy, all commercial uses with more than ten parking spaces shall provide for onsite bicycle parking. Bicycle racks must be capable of locking both the wheels and the frame of the bicycle and of supporting bicycles in an upright position.
21. Prior to granting of final occupancy, compliance with all conditions of approval shall be demonstrated to the satisfaction of the Community Development Director.
22. For the duration of active permit, delivery hours shall be limited to 7:30 AM to 8 PM to minimize noise impacts to neighboring residents. Delivery vehicles shall not be permitted to remain at idle during deliveries.

23. For the duration of active permit, the approved parking associated with the use permit must be maintained and the approved number of parking spaces may not decrease. Parking spaces shall be striped and maintained. Signage identifying employee parking shall also be provided.
24. For the duration of the active permit, the proposed landscaping in the landscape plan shall be maintained and well kept. Plants that fail to survive shall be replaced.
25. For the duration of active permit, the business owner is responsible for obtaining an entertainment permit from the Police Department prior to any amplified noise on the site. Single event or annual permits are available through the Police Department. An entertainment permit has not been approved within this application.
26. (If application includes a CUP for outdoor dining/seating/display) For the duration of active permit, the outdoor seating/dining/display is limited to the area identified on the plans as approved by the Planning Commission on date. This area may not be expanded without an amendment to the Conditional Use Permit. ADA access must be maintained within and around the designated outdoor seating/dining area.
27. (If application does not include a CUP for outdoor dining/seating/display) For the duration of active permit, no goods or services may be stored, displayed, and/or sold outside the commercial building. Outdoor seating, dining, and display is limited to specific zones and requires approval of a conditional use permit by the Planning Commission. A conditional use permit for the outdoor seating, dining, and/or display has not been approved within this application.
28. (If awning exists) For the duration of active permit, the awnings shall be replaced when they show signs of deterioration, as determined by the Community Development Department.
29. The application shall be reviewed by the Planning Commission upon evidence of non-compliance with conditions of approval or applicable municipal code provisions.
30. The conditional use permit will expire in the case where use and reliance on the conditional use permit has not been established within two years after the date of granting thereof. Any interruption or cessation beyond the control of the property owner shall not result in the termination of such right or privilege. A permit shall be deemed to have been "used" when actual substantial, continuous activity has taken place upon the land pursuant to the permit.

SIGNS

31. (if signs are included with the application) # signs have been approved by the Planning Commission. The signs include wall sign, monument sign, projecting sign, etc.. Signs must be built and installed consistent with the plans approved by the Planning Commission on date.
32. Sign illumination must comply with the standards of the sign ordinance and municipal code. No sign shall have an intensity of more than fifty foot-candles as measured from the ground level. Animated signs and moving lights are prohibited.
33. (If a sign violation exists) The existing **sign violation** must be removed prior to occupancy.

Item #: 6.A. Standard Conditions for Commercial.pdf

34. (If no sign plans are submitted) The Planning Commission has not reviewed updated signs within this application. Prior to installation of any new signs, an application for a sign permit must be submitted to the Community Development Department and approved by the appropriate authority.



STAFF REPORT

TO: PLANNING COMMISSION

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

DATE: August 7, 2014

SUBJECT: **COMMUNITY DEVELOPMENT DEPARTMENT WORK PROGRAM**
Presentation on the Community Development Department Work Program

BACKGROUND

The Community Development Department (CDD) is responsible for administering the City's building, current planning, advance planning, affordable housing, and code enforcement programs. The purpose of this report is to present CDD's work program to the Planning Commission, including ongoing projects and activities, future projects, and planned operational improvements. Staff is not requesting any formal action from the Planning Commission; however, staff would appreciate the Commission's input on the work program and any projects they would like to see prioritized. Staff will subsequently present the work program to the City Council and will report any recommendations.

DISCUSSION

CDD has experienced significant change over the past three years, including termination of redevelopment, the resultant loss of redevelopment funds and staff, and a high degree of staff turnover in the Planning Division. CDD has since stabilized, with appointments of a new Community Development Director, Senior Planner, and a ½-time Assistant Planner.

During the past year, CDD has been in transition and has been primarily focused on maintaining its core business operations and completing the General Plan Update. Now that the General Plan Update has been adopted, staff is charting a course to complete other important City initiatives.

The CDD work program is based on the City's continuing commitment to providing high quality and efficient customer service while balancing community, environmental, and economic interests. The work program described herein is organized by the Department's core functions: building; current planning; advance planning; code enforcement; affordable housing; grant preparation and administration; and process and operational improvements. Each function is outlined below with corresponding projects and initiatives. A comprehensive list of projects is included as Attachment 1.

Department Overview

The CDD includes the Planning and Building Divisions and operates with an approximate annual budget of \$695,000. The Department includes 4.5 full-time equivalent staff, consisting of a Community Development Director, Senior Planner, Building Official, Building Inspector, and a ½-time Assistant Planner. The Department is also supported by a part-time contract planner to help administer the City's affordable housing programs and grant management. To help manage workload peaks, CDD also supplements its in-house staff with contract employees, as needed, to help process discretionary project applications in a timely manner.

Item #: 6.B. CDD Work Program - PC Staff Report.pdf

The Building Division provides plan check and building inspection services to promote safe construction and public welfare through compliance with the California Building Code and City ordinances. The Building Division is also responsible for enforcing building permit violations, maintaining City codes, and overseeing the City's Green Building Program.

The Planning Division is responsible for processing discretionary permit applications; preparing and updating long-range planning documents; administering the City's affordable housing programs; enforcing the zoning code; preparing and managing grants; and assisting with planning and development of City initiated projects.

Building

The Building Division issued 337 building permits with a total valuation over \$11 million in fiscal year 2013-14. In addition to its daily building permit responsibilities, the Division is currently working on deploying a new and improved building permit tracking software system and will pursue the following longer-term projects:

- Obtain ADA accessibility certification for the City's Building Inspector;
- Update the Green Building Ordinance in conjunction with the zoning code update;
- Develop additional customer service handouts, FAQs, instructions, etc.;
- Develop a web-based building permit cost calculator to enable customers to estimate permit costs from home;
- Expand and improve website content to include additional resources and customer guidance.

Current Planning

Current Planning activities consist of processing discretionary permit applications, providing information and guidance to the public at the service counter, and planning and permitting City initiated projects. In fiscal year 2013-14, the Planning Division issued 133 permits, including 52 which required public hearings before the Planning Commission and/or the City Council. The majority of the City's discretionary permits consist of single-family residences, tree removals, signs, fences, and commercial tenant improvements. Although CDD doesn't receive a high volume of complex and controversial projects, those that are submitted require significant staff time and resources.

CDD currently has two major discretionary projects in process, the Monarch Cove Hotel and a condo conversion application of the Antigua Apartments, which requires a General Plan Amendment, a Local Coastal Program (LCP) Amendment, Municipal Code Amendments, and a Tentative Map. Potential future projects include the Village Hotel, a new and expanded library, redevelopment of the City Hall property, Rispin Mansion improvements, and relocation of the Capitola Mall transit center.

Advance Planning

The City embarked on a multi-year effort in 2010 to complete updates to its general plan, zoning code, LCP, and prepare a Climate Action Plan (CAP). The City Council adopted the General Plan Update on June 26, 2014; however, work on the zoning code, LCP, and CAP are ongoing and will require significant staff time and resources to complete. Work on the zoning code and CAP will continue through the end of this fiscal year. The LCP update must be adopted by the Coastal Commission and will likely require an additional 9-15 months following City Council adoption.

CDD is also currently working with the Finance Department and a consultant to restructure the permit fee schedule in a cost neutral manner. The objective of this effort is to provide customers with more cost certainty while maintaining current permit revenues. To accomplish this goal, CDD will propose to convert many deposit accounts to flat fees, eliminate obsolete fees, and reduce initial deposit costs where appropriate. A revised fee structure will be presented to the City Council this fall.

The City's Housing Element must be updated by December, 2015. During the next 2-3 months, CDD will issue a Request for Proposals to solicit interest from qualified planning firms to assist with preparation of the Housing Element Update.

The time and effort required to complete the zoning code, LCP, CAP, and Housing Element, in addition to ongoing current planning and code enforcement responsibilities, will fully consume available staff resources through the foreseeable future. Longer term, CDD intends to implement action items contained in the General Plan Update (Attachment 2), including development of a historic resource preservation program, new residential and commercial design guidelines, and updates to the Subdivision and Noise Ordinances.

Once completed, the CAP will also include a number of action items which will need to be completed, including public outreach and education and ordinance amendments to promote sustainability, improved energy efficiency, decreased water consumption, and solid waste reduction.

Code Enforcement

The City administers a complaint-based code enforcement program, unless a code violation is observed which presents a life and safety hazard. The Building Division handles code issues related to building permits and the Planning Division responds to zoning compliance issues. CDD routinely has several simultaneous and active code enforcement cases. Although the majority of code enforcement customers are cooperative and readily correct code issues, those who are more resistant often place significant demands on staff resources.

Affordable Housing

With termination of redevelopment in 2011, the City lost its primary funding source for affordable housing and its Redevelopment and Housing Planner position. Notwithstanding, the City continues to provide funding for affordable housing activities, including the Security Deposit and Emergency Assistance Programs. In addition, CDD monitors affordable housing loans executed prior to 2011, the sales of inclusionary units and enforces regulatory agreements with four of the City's mobile home parks, including certifications to ensure prospective buyers meet applicable income and asset limits.

CDD is also responsible for ongoing monitoring of the City's affordable housing commitments. For two decades, with a combination of redevelopment funds and grants from CDBG and HOME funds, the City provided financial assistance to help four mobile home parks become resident-owned, and provided substantial funding for other affordable housing projects such as The Dakota and Bay Avenue Senior Apartments. The City also made individual housing loans to lower-income residents, including approximately 75 Rehabilitation loans, 50 small loans to assist lower-income mobile home park residents purchase shares in their new resident-owned cooperatives, and approximately 20 First-Time Homebuyer loans. Currently, CDD works with the Finance Department to monitor 70 outstanding housing loans. Through the Affordable Inclusionary Ordinance, 14 resale and income restricted units were created. CDD monitors unit sales as well as ongoing owner residency.

In February 2014, CDD applied for a new CDBG to fund a citywide Residential Rehabilitation and Mortgage Assistance Program. Grant awards will be announced this summer.

Grant Preparation and Administration

CDD prepares, manages, and administers the majority of City grant programs. In recent years, CDD successfully obtained grant monies to help pay for the Bay Avenue Senior Apartments, the Local Hazard Mitigation Plan, and the General Plan Update. Recently, the City was awarded a \$383,000 grant to help fund park improvements at the Rispin Mansion and submitted a CDBG application to fund affordable housing programs. Staff is actively seeking grant opportunities for a number of other projects, including improvements to the Stockton Avenue Bridge, relocation of emergency responders out of the flood and tsunami zones, and wharf improvements.

Process and Operational Improvements

CDD intends to implement a number of process and operational improvements over time to enhance customer service, transparency, efficiency, and consistency with the planning process. Unlike other projects and programs which typically have a defined start and completion, process and operational improvements are continual, ongoing efforts to enhance organizational performance. Accordingly, it is expected that the Department will always have opportunities for improvement and will continually seek a better way to conduct our business and serve the public.

Currently, staff is working on developing a Permit Processing Guide to help customers understand the discretionary permit process and associated time and costs. Staff is also working on developing a Conditions of Approval Manual to help inform the public, customers, and decision-makers of typical conditions placed on various permit types while also ensuring consistency between applications.

Some of the longer-term process and operational improvements include:

- Improve CDD website to include comprehensive list of applications, guidance documents, useful links and information, permits on-file, etc.;
- Develop applicant guidance documents for various permit types, frequently asked questions, etc.
- Develop internal operating procedures and checklists for discretionary permit processing and affordable housing programs to improve accuracy and consistency;
- Prepare comprehensive affordable housing guidelines to document all of the City's programs, administration, and locations of affordable units;
- Create improved Planning Commission staff report format to encourage thorough and consistent reports;
- Develop CEQA guidelines, including thresholds of significance, to improve consistency, transparency, and to streamline the environmental review process.

CEQA REVIEW

The CDD work program is not a project as defined by CEQA; therefore, CEQA review is not required.

RECOMMENDATION

Staff recommends the Planning Commission accept the presentation and offer comments.

Report Prepared By: Richard Grunow
Community Development Director

ATTACHMENTS

1. CDD Project List
2. General Plan Update Action Items

CATEGORY	PROJECT/PROGRAM	DESCRIPTION	SCHEDULE	STATUS & NEXT STEPS	FUNDING
ADVANCE PLANNING	ZO Update	Comprehensive Zoning Code Update	Active	Initiate Stakeholder Interviews and Public Survey	GPU maintenance fee + grants, GF
	LCP Update		Ongoing	Pending Zoning Code Update	GPU maintenance fee + grants, GF
	Climate Action Plan		Active	Finalize list of potential reduction measures, present to Commission on Environment	GP maintenance fee + grants, GF
	Housing Element	Update Housing Element per state requirements.	Due December 2015 (begin work in Fall 2014)	Issue Consultant RFP	GP maintenance fees, GF
	Residential and Commercial Design Guidelines	Update Central Village and 41st Ave design guidelines and incorporate into new comprehensive residential and commercial guidelines	Following ZO Update	Identify funding sources, hire consultant, identify public outreach process	GP maintenance fees, possible grants, GF
	Historic Preservation Ordinance and/or Guidelines	Create procedures and protocols for reviewing proposals to alter/demolish potentially historic structures. Survey and ID of important structures. Consider "in lieu" type program, incentives, etc.	Following ZO Update	Identify funding sources, research other agency regs, hire consultant, identify public outreach process	GP maintenance fees, grants, GF
	Green Building Ordinance	Update ordinance pursuant to state requirements. Consider updating similar to Santa Cruz model.	Concurrent with Zoning Code Update and CAP	Identify potential code changes, present to COE	GP Maintenance Fees + Green Building fees
	Condo Conversion Ordinance	Applicant submitted request to revise selected sections of condo conversion regulations.	TBD	Determine necessary changes, engage public. If current applicant withdraws, combine with subdivision ordinance update	Applicant funded - or - TBD
	Landscape Ordinance	Update ordinance to be aligned with water district requirements and to encourage/improve water efficiency	TBD	Identify necessary changes, discuss with Sequel Creek and Santa Cruz water depts	CDD work program
	Tree Ordinance	Revise ordinance to clarify intent and process, make more user friendly, allow removal if needed for solar access (GPU action item)	TBD	Identify potential code changes, engage stakeholders, present to COE	GP Maintenance Fees + Green Building Fees
	Fee Ordinance Update	Revise ordinance to flat fee structure	Fall 2014	Finalize proposed fee structure, present to City Council	CDD work program
	Subdivision Ordinance Update	Bring into conformance with state law, resolve inconsistencies	TBD	Determine necessary changes, engage public.	GP Maintenance Fees
	Sidewalk Sales - Code Clean-up	Address with new ZO, establish process, standards, conditions, fees, etc.	Concurrent with Zoning Code Update	Determine if code changes can be completed with zoning update prior to HE deadline	GP Maintenance Fees
	Shared Parking for Mixed-Use	Housing Element Action Item	Concurrent with Zoning Code Update, unless needed sooner for HE Update	Traffic & Parking Commission, PC hearing (if done independently)	CDD work program
	Child Care Facilities	Housing Element Action Item	Concurrent with Zoning Code Update, unless needed sooner for HE Update	PC hearing (if done independently)	CDD work program
	Noise Ordinance	Update Noise Ordinance with standards for operational noise, construction noise, temporary noise, enforcement, etc. (GP Action Item)	TBD	Research other agency ordinances, discuss with noise specialists/consultants, identify funding other?	General Plan Maintenance Fees,
	CEQA Guidelines	Develop City CEQA Guidelines, procedures, and thresholds of significance	TBD	Research other agency guidelines, stakeholder outreach, ID funding	TBD
	Approved Tree List	Develop approved tree list for street trees, replacement trees, environmentally sensitive areas, etc.	TBD	Work with stakeholders and arborist to develop draft tree list, present to PC (and CC?)	General Plan Maintenance Fees, Green Building Fees
	TIF Program	Develop Transportation Impact Fee Program	2015	Work with PW to develop draft program	TBD
	Housing Ordinance Update	General Update, including nexus study for in-lieu fees. Also - prohibit renting of inclusionary units	TBD	Research other agencies, work with City Attorney regarding nexus studies, discuss with PC/CC and stakeholders, draft proposal	TBD

Item #: 6.B. CDD Project List.pdf

CATEGORY	PROJECT/PROGRAM	DESCRIPTION	SCHEDULE	STATUS & NEXT STEPS	FUNDING	
CITY PROJECTS	Library	Develop design and location for new/expanded library	2015	possible county bond vote in 2015; Library subcommittee meetings ongoing	reserved redevelopment monies, county funding	
	Rispin Property	Restore Rispin grounds, landscaping, fountain, etc. EIR likely required for historic resources	Summer 2014?	Council direction, develop project description, RFP for EIR preparer	TBD	
	City Hall Site Redevelopment	Explore opportunities to develop current site with hotel, construct parking structure on upper parking lot, public use (park/open space on lower lot), and relocated city hall	TBD	City Council authorization to proceed, develop options, public outreach	TBD	
	Capitola Mall Transit Center	Work with mall and METRO to relocate transit center	TBD	Mall submitted plans to METRO for review, a waiting response	reserved redevelopment monies	
	Monarch Cove Hotel	41-room hotel in depot hill	summer/fall 2014	Prepare responses to EIR comments	Developer Deposit	
CURRENT PLANNING	Village Hotel	Hotel at former Capitola Theater site	TBD, Applicant intends to submit after GP and prior to ZO/LCP update adoption	Applicant needs to submit	Developer Deposit	
	Antigua Condo Conversion (Dodd's)	15-unit condo conversion, requires GP Amendment, LCP amendment, Muni Code Amendment, TM, etc	TBD/Applicant	Applicant to submit additional information	Developer Deposit	
	Standard Conditions	Develop standard conditions for various permit types	Winter 2013 - Winter 2014	PC hearing	CDD work program	
	Standard Permit Findings	Develop standard permit findings for all permit types, also create new and improved findings in conjunction with new ZO	Spring/Summer 2014 & concurrent with ZO update	Draft standard findings	GPU maintenance fees	
	Permit Tracking Software Update	Implement improved building and permit tracking software	Summer 2014?	Vendor selected, install and implement	IT Fund	
PROCESS IMPROVEMENTS	Planning and Building Filing System	Reduce, digitize, organize, and catalog planning and building files.	TBD	Identify and allocate resources (intern, temp service, etc)	CDD work program	
	Applicant Guidance, FAQs, etc	Create permit process guide, FAQs, applicant info handouts	Fall 2014			
	Planning and Housing Procedures	Develop procedures for permit processing, CEOA, Coastal, housing programs & administration, hearing prep, noticing, etc	Ongoing	Develop list of procedures, ID leads, create templates	CDD work program	
	PC Staff Report Template Revisions	Develop improved and more detailed staff report template	Winter 2014	Research other agency staff reports for examples, develop template	CDD work program	
	CDD & Building Website	update website content, upload and catalog digital documents, develop permit cost calculator, more customer service tools and guidance	Fall/Winter 2014?	Develop list of updates, draft narratives, create tools, links, etc.	CDD work program	
	Develop Permit Review Checklists	Create checklists for various permit types to ensure that all issues are considered & addressed and submittals meet minimum standards	Winter-Spring 14-15	develop list of necessary reviews, submittal requirements, create templates	CDD work program	
	Affordable Housing Guidelines	Create comprehensive guidelines which document all of the CITY's affordable housing programs, how they're administered, where affordable units are located and what provisions apply, etc.	Spring 2015	Draft guidelines	CDD work program	

Action Item Number	Action Description	Status/Schedule	Responsible Party
LU-1.1	Develop Commercial and Residential Design Guidelines	TBD	CDD
LU-1.2	Require new development projects on Kennedy Drive to make physical improvements that enhance visual qualities of the area	Ongoing Effort	CDD
LU-2.1	Make regular updates to the Historic Structures List as new information becomes available	Ongoing Effort	CDD
LU-2.2	Continue to work with schools, public agencies, and community organizations through Capitola Historical Museum Curator and museum archives	Ongoing Effort	CDD
LU-2.3	Develop Historic Preservation Guidelines	TBD	CDD
LU-2.4	Establish local register of historic resources and a historic district on Depot Hill	Complete in conjunction with Historic Preservation Program	CDD
LU-2.5	Develop comprehensive Historic Preservation Program	TBD	CDD
LU-5.1	Review development applications with City appointed design review group	Ongoing Effort	CDD
LU-6.1	Pursue opportunities to increase entertainment and recreational opportunities in the Village, particularly those with a connection to the natural environment and coastal setting	Ongoing Effort	CDD
LU-6.2	Continue to enforce the residential overlay zone in the Village	Ongoing Effort	CDD
LU-7.1	Update Village Design Guidelines	TBD	CDD
LU-7.2	Develop a program to provide alternative parking arrangements for visitor-serving uses in the Village	Ongoing Effort	CDD, PW
LU-7.3	Allow Hotels in Village to apply for additional FAR	Ongoing Policy	CDD
LU-8.1	Work with Capitola Mall and METRO to relocate transit center	Underway, METRO to evaluate proposal	CDD, PW, CM

	Identify funding sources for infrastructure improvements to stimulate investment and redevelopment of Capitola Mall and provide urban amenities attractive to residential and mixed-use development	Ongoing Effort	CDD, CM
LU-8.2			
LU-8.3	Update 41st Avenue Design Guidelines	TBD	CDD
LU-9.1	Enhance auto plaza visibility from 41st Ave	Concurrent with zoning update	CDD
LU-9.2	Amend ZO to allow more prominent signage for auto plaza	Concurrent with zoning update	CDD
LU-9.3	Allow Increased FAR for qualifying projects along 41st Ave corridor	Ongoing Policy	CDD
LU-9.4	Amend ZO to require PC findings that proposed non-retail uses on 41st Ave will not detract from economic vitality	Concurrent with zoning update	CDD
LU-9.4	Prepare a study to examine optimal socio-economic mix of retail and office/professional uses on 41st Ave	TBD	CDD
LU-10.1	Explore opportunities to install medians on Bay Ave where left turn movements would not be restricted	Ongoing Effort	CDD, PW
LU-10.2	Study feasibility of roundabout at Bay Ave/Capitola Ave	Grant funds approved for study	PW
LU-10.3	Prepare a streetscape master plan for Bay Ave	TBD	CDD, PW
LU-11.1	Design, approve, finance, & construct parking structure on Beach and Village Parking Lot #1 property	Ongoing Effort	CDD, PW, CM
LU-11.2	Evaluate possibility of using new parking structure to host special events	Following completion of parking structure	CDD, PW, CM
LU-11.3	Develop a phased plan to convert Beach and Village Parking Lot #2 to open space, park, or other public use	TBD	CDD, PW, CM
LU-12.1	Actively seek grant funding to enhance public access to and enjoyment of natural open spaces on the Rispin Property	Grant awarded, planning underway	CDD, PW

LU-12.2	Prepare a feasibility study to evaluate potential improvements for the wharf, including issues relating to access, restrooms, public safety, maintenance, parking, signage, and sea-level rise	TBD, actively seeking grant opportunities	CDD, PW, CM
LU-12.3	Implement a plan to construct a multi-use park, natural open spaces, and recreational improvements at the McGregor Property	Plans approved, contract negotiations underway	PW
LU-12.4	Consider adjusting parking regulations in the wharf area to increase access for residents	TBD	PW
LU-13.1	Pursue all available grant opportunities to improve existing parks and recreational facilities	Ongoing Effort	CDD, PW
LU-13.2	Identify improvements needed to fill gaps in the City's sidewalk system and incorporate improvements into CIP program	Ongoing Effort	CDD, PW
LU-13.3	Continue to clean and improve the maintenance of the beach. Develop program to continue to provide adequate public facilities such as restrooms, showers, and drop-off locations for beach-goers	Ongoing Effort	PW
LU-14.1	Maintain existing trails and pathways	Ongoing Effort	PW
LU-14.2	Cooperate with RTC to encourage connections with regional trails such as Monterey Bay Sanctuary Scenic Trail	Ongoing Effort	CDD, PW
LU-14.3	Explore opportunities to increase coastal recreational activities in Capitola, particularly those that support environmental stewardship of marine & coastal environment	Ongoing Effort	CDD, PW
OSC-1.1	Amend City's purchasing policy to prioritize green business practices and local businesses	TBD	CDD, CM
OSC-1.2	Form partnerships with local schools and community organizations to support programs aimed at teaching young people about environmental stewardship	TBD	CDD
OSC-2.1	Implement strategies in the Climate Action Plan	Following CAP adoption	CDD

OSC-2.2	Update the Climate Action Plan as required by state law	Ongoing Effort	CDD
OSC-4.1	Implement measures in the CAP intended to promote renewable energy and alternative fuels	Following CAP adoption	CDD
OSC-4.2	Support the creation of the Monterey Bay Community Choice Aggregation	Ongoing Effort	CDD
OSC-4.3	Amend the Tree Protection Ordinance to allow solar access and passive solar design in new and existing development	Following zoning update	CDD
OSC-5.1	Periodically review and update development codes and regulations to promote energy efficient technologies	Concurrent with zoning update and CAP	CDD
OSC-5.2	Periodically review and update green building ordinance to ensure effectiveness relative to Title 24. Consider repealing green building ordinance if redundant with Title 24	Ongoing Effort	CDD
OSC-5.3	Continue to make energy improvements to City facilities to maintain certification from the Monterey Bay Green Business Program	Ongoing Effort	CDD, PW, CM
OSC-6.1	Pursue grant funding to develop a marketing strategy to attract new eco-tourism businesses to Capitola	Ongoing Effort	CDD, CM
OSC-7.1	Develop a native riparian plant list for landscaping along creeks and in wetlands	TBD	CDD
OSC-8.1	Develop a priority list and timeline for public stormwater drainage infrastructure improvements for all neighborhoods of Capitola	TBD	PW
OSC-8.2	Identify funding sources to upgrade existing inadequate stormwater facilities and address on-site retention of contaminants	TBD	PW
OSC-8.3	Update Capitola's stormwater pollution prevention program as necessary to be consistent with state requirements	Ongoing Effort	PW

OSC-9.1	Evaluate opportunities to develop and implement a greywater reclamation system for landscaping and other potable water uses for domestic, commercial, and industrial consumers. Encourage households and new developments to implement greywater systems	TBD	CDD, PW
OSC-9.2	Establish water conservation goals for City buildings and operations	Following CAP adoption	CDD, PW, CM
OSC-9.3	Cooperate with water district efforts to require water efficiency audits at point of sale for commercial and residential properties and the use of water conserving plumbing fixtures in all new development	Ongoing Effort	CDD
OSC-9.4	Encourage water districts to develop incentive programs for the use of drought-tolerant landscaping and recycled water for landscaping	Ongoing Effort	CDD
OSC-9.5	Cooperate with the Soquel Creek Water District to identify and implement measures to prevent salt water intrusion	Ongoing Effort	CDD, PW, CM
OSC-10.1	Pursue opportunities that become available to use undeveloped City properties or parkland for urban agriculture uses, such as community gardens and farmers markets.	Ongoing Effort	CDD, CM
OSC-10.2	Amend the City's purchasing policies to encourage the use of foods grown in Santa Cruz County at City events	TBD	CDD, CM
OSC-11.1	Identify and implement financial incentives to households and businesses to reduce the volume of solid waste sent to landfills	TBD	CDD, CM
OSC-11.2	Evaluate the feasibility of adopting a restaurant food waste reduction program or ordinance. Based on the results, adopt such a program or ordinance, as appropriate	TBD	CDD, CM

OSC-11.3	Encourage the use of recycled asphalt pavement for commercial and community parking lots	Ongoing Effort	CDD, PW
OSC-11.4	Amend the City's purchasing policies to promote the use of reusable, returnable, recyclable, and repairable goods	TBD	CDD, CM
MO-1.1	Work with the Santa Cruz RTC, County of Santa Cruz, and Caltrans to seek funding to support local mobility programs	Ongoing Effort	CDD, PW
MO-1.2	Participate with RTC, AMBAG, and County to create and implement programs to coordinate multi-modal transportation needs, including the Regional Transportation Plan, Metropolitan Transportation Plan, and the Monterey Bay Sanctuary Scenic Trail Master Plan	Ongoing Effort	CDD, PW
MO-1.3	Coordinate with Caltrans to create improvements to Hwy 1 over- and under-passes including roadway configuration, signal timing, and pedestrian/bike safety and access	Pending Caltrans progress	CDD, PW
MO-2.1	Develop a set of minimum and preferred Complete Streets standards that can be referenced when retrofitting existing roadways	TBD	CDD, PW
MO-2.2	Incorporate Complete Streets projects as part of the City's CIP program	Ongoing Effort	PW
MO-2.3	Establish by local ordinance the ability to require dedication or IODs for streets, alleys, and additional land as may be necessary to provide bicycle paths, and/or local tranist facilities	TBD	CDD, PW
MO-2.4	Establish a safe routes to schools program	Program currently being pursued by school districts	PW
MO-3.1	Monitor traffic volumes and vehicle speeds on local streets in residential neighborhoods as new development is proposed. Consider installing traffic calming measures if cut-through traffic increases as a result of adjacent development	Ongoing Effort	CDD, PW

MO-3.2	Update and maintain coordinated signal timing on traffic corridors, particularly on 41st Ave	Ongoing Effort	PW
MO-3.3	Monitor traffic as new development is proposed or when increased traffic volumes are observed to ensure that planned improvements are scheduled prior to deterioration of LOS below desired standards	Ongoing Effort	CDD, PW
MO-3.4	Prepare and implement a transportation impact fee (TIF) Program	TBD	CDD, PW
MO-3.5	Finance circulation system improvements by using local revenues as a match to leverage state and federal funds	Ongoing Effort	CDD, PW
MO-4.1	Prepare a study and coordinate outreach with business stakeholders and the public to evaluate construction of a roundabout at Bay Ave/Capitola Ave	Anticipated to occur in FY 14-15	CDD, PW
MO-5.1	Develop parking management tools that discourage motorists from circling city streets in search of parking. Provide conspicuous signage, web-based applications, demand-based pricing, and/or other means to direct visitors to available parking areas	TBD	CDD, PW, PD
MO-6.1	Develop and implement a real-time "intelligent traffic management" system to inform motorists of parking availability	TBD	CDD, PW, PD
MO-6.2	When additional parking to serve the Village is provided in a new parking structure, initiate a study to assess the feasibility of converting existing parking on the Esplanade to publically accessible open space	TBD	CDD, PW
MO-6.3	Install additional bicycle parking (e.g., bike racks/bike boxes) in the Village to accommodate seasonal demand and special events	TBD	CDD, PW

MO-6.4	Continue to maintain the Capitola Village/Beach parking program for Village users	Ongoing Effort	PW
MO-7.1	Work with METRO to continually assess and improve transit coverage by providing additional routes and increased service frequency	Ongoing Effort	CDD, PW, CM
MO-7.2	Work with Capitola Mall stakeholders and METRO to relocate transit station	Underway, METRO to evaluate proposal	CDD, PW, CM
MO-7.3	Improve existing bus stops to provide a safe and convenient access	Ongoing Effort	CDD, PW
MO-8.1	Maintain and update the Capitola Bicycle Transportation Plan as necessary	Ongoing Effort	CDD, PW
MO-8.2	Incorporate projects identified in Capitola's Bicycle Transportation Plan into the CIP program	Ongoing Effort	PW
MO-8.3	Actively participate in efforts to implement new bicycle pathways identified in the Monterey Bay Sanctuary Scenic Trail Master Plan. Ensure bicyclists can safely cross Soquel Creek	TBD	CDD, PW
MO-8.4	Establish City standards for intersection improvements, including front queuing zones, painted sharrow lanes, and bike detection signal systems	TBD	CDD, PW
MO-8.5	Work with Caltrans to ensure that any future modifications to Hwy 1 interchanges improve safety and convenience for bicyclists	TBD	CDD, PW
MO-9.1	Seek funding to expand and improve sidewalks, pathways, and other pedestrian facilities	Ongoing Effort	CDD, PW
MO-9.2	Identify and inventory significant obstacles and obstructions, such as utility poles, traffic signal control boxes, overgrown vegetation, and root damage on sidewalks. Eliminate or mitigate obstacles as funding becomes available.	TBD	CDD, PW
MO-9.3	Include and address sidewalk improvements in the CIP program	Ongoing Effort	PW

MO-9.4	Continue to implement the City's sidewalk maintenance program	Ongoing Effort	PW
SN-1.1	Enroll the City in FEMA's National Flood Insurance Program Community Rating System	TBD	CDD, PW
SN-1.2	Continue to work with County Public Works and County Flood Control District to 1) plan for improvements to stormwater facilities, 2) evaluate effectiveness of current policies and ordinances to ensure stormwater runoff does not contribute to flooding	Ongoing Effort	PW
SN-1.3	Develop accurate GIS maps of the City's drainage system	TBD	PW
SN-1.4	Review and revise the Safety Element as necessary to identify whether any new housing areas are prone to flood hazards	Ongoing Effort	CDD
SN-1.5	Regularly review the Land Use Element to account for new flood information	Ongoing Effort	CDD
SN-2.1	Identify funding sources to assist in necessary seismic upgrades to City facilities	Ongoing Effort	CDD, PW
SN-2.2	Work with Caltrans, RTC, and other agencies to ensure seismic safety and integrity of bridges and overpasses	Ongoing Effort	CDD, PW
SN-2.3	Periodically review the GP, ZO, Subdivision Ordinance, and Building Code to ensure geologic data and information relating to seismic hazards is current and accurate	Ongoing Effort	CDD
SN-2.4	Continue the un-reinforced masonry program to retrofit all remaining non-complying buildings seeking building permits	Ongoing Effort	CDD
SN-3.1	Cooperate with CA Dept of Forestry and Fire Protection to reduce significant fire threats resulting from invasive species such as eucalyptus groves which are not part of a protected habitat area (monarch butterflies)	Ongoing Effort	CDD, PW, CM

SN-3.2	Monitor the visibility of road signs and address markings of businesses and residences and address visibility to maximize fire response times	Ongoing Effort	CDD, PW, PD
SN-3.3	Coordinate with public safety providers to implement feasible improvements and/or access plans for roadways with identified fire and emergency access deficiencies	TBD	CDD, PW, PD
SN-4.1	Provide on-going trainings for appropriate City personnel in hazardous materials response and handling	Ongoing Effort	CM
SN-4.2	Review chapter 7.100 (hazardous materials) of the County Code (and incorporated into City's Muni Code) to determine whether these provisions remain appropriate for Capitola and amend them as needed	TBD	CDD
SN-5.1	Work with Santa Cruz County Emergency Services to periodically review the County-wide emergency response plan and revise as needed to ensure adequate disaster preparedness	Ongoing Effort	CDD, CM
SN-5.2	Continue to participate in Santa Cruz County Emergency Services preparedness exercises	Ongoing Effort	CM
SN-5.3	Continue to provide basic training for all City employees in disaster preparedness, first aid, and CPR	Ongoing Effort	CM
SN-5.4	Periodically provide disaster preparedness information to residents through City newsletters, e-notify, informational booths at events, newspaper articles, etc.	Ongoing Effort	CDD, CM
SN-5.5	Continue to study opportunities to relocate police, fire, and other first responders out of the flood zone	TBD	CDD, PD, PW, CM
SN-5.6	Periodically review Local Hazard Mitigation Plan and amend as needed to reflect changed conditions	Ongoing Effort	CDD, PW, PD

SN-7.1	Review, revise, and maintain Capitola's Noise Ordinance to ensure it effectively minimizes the community's exposure to noise	TBD	CDD
ED-1.1	Collaborate with the Capitola-Soquel Chamber of Commerce and Village BIA to conduct regular surveys of merchants to assess the needs and issues of locally owned and independent businesses	TBD	CDD, CM
ED-1.2	Support and participate in activities of business and tourism organizations to promote and disseminate Capitola's identity and offerings	Ongoing Effort	CDD, CM
ED-1.3	Study and monitor opportunities to establish new funding and financing mechanisms for infrastructure improvements benefitting merchants and property owners in Capitola's commercial areas, such as a business improvement district, assessment district, or CFD	Ongoing Effort	CDD, CM
ED-1.4	Actively partner with the Village BIA to maintain and activate public spaces in the Village	Ongoing Effort	CDD, CM
ED-2.1	Continue to participate in the Chamber of Commerce's Economic Development Committee	Ongoing Effort	CDD, CM
ED-2.2	Meet periodically with the Chamber of Commerce, Village BIA, and other groups to discuss strategies to attract and retain desired types of retailers.	Ongoing Effort	CDD, CM
ED-2.3	Study the possibility of establishing guidelines requiring fiscal impact analysis for larger development projects in key commercial areas of the City	TBD	CDD
ED-2.4	Ensure that infrastructure projects listed in the CIP program support Capitola's long-term vision for commercial and mixed-use areas, including the Village, 41st Ave corridor, and Bay Ave	Ongoing Effort	CDD, PW

ED-2.5	Identify ways to enhance the visibility from 41st Ave, including possible improvements to signage	Concurrent with zoning update	CDD
ED-3.1	Periodically review and update Capitola's Green Building Ordinance as a tool to support sustainable jobs and businesses in Capitola. Consider repealing Green Building Ordinance if it becomes redundant with Title 24	Ongoing Effort	CDD
ED-3.2	Utilize the Green Economy Matrix included in the Green Jobs report as a tool to guide City policy related to promotion of sustainable jobs in Capitola	Ongoing Effort	CDD, PW, CM