

City of Capitola

Planning Commission Meeting Minutes

Thursday, December 05, 2024 – 5:00 PM



City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Chairperson: Courtney Christiansen

Commissioners: Paul Estey, Gerry Jensen, Susan Westman, Peter Wilk

1. **Roll Call and Pledge of Allegiance** - *The meeting was called to order at 5:00 PM. In attendance: Commissioners Estey, Westman, Wilk, Jensen, and Chair Christiansen.*

2. **Additions and Deletions to the Agenda** - *The Deputy City Clerk announced that erratum attachments to Items 6A and 6B were distributed as additional materials.*

3. **Oral Communications**

- *Goran Klepic*

4. **Planning Commission/Staff Comments**

Commissioner Wilk requested that the next Planning Commission consider architectural design standards for development projects; advocated for municipal guidelines to help future development applicants; and provided comments about his experience as a Planning Commissioner.

Commissioner Jensen provided comments about his experience as a Planning Commissioner.

Director Herlihy announced that the Highway 1 onramp at Bay Street is expected to open by the end of this year. Director Herlihy also announced that tree removal permits have been issued for removal of eucalyptus trees along Park Avenue, and that Park Avenue will be closed from 8:30 AM to 4:00 PM December 12th through 20th for the work to be completed.

5. **Consent Calendar**

A. **Approval of September 5th, 2024 Planning Commission Meeting Minutes**

B. **Approval of October 3rd, 2024 Planning Commission Meeting Minutes**

C. **4750 Jewel Street**

Project Description: Application #24-0345. APN: 034-064-03. Design Permit for the demolition of an existing single-family residence and the construction of a new single-family residence. The project is located within the R-1 (Single-Family Residential) zoning district. This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Recommended Action: Consider Application #24-0345 and approve the project based on the attached Conditions and Findings for Approval.

Motion to approve Consent Calendar Items 5A and 5C: Commissioner Wilk

Second: Commissioner Westman

Voting Yea: 5-0

Motion to approve Consent Calendar Item 5B: Westman

Second: Wilk

Voting Yea: 4-0-1 (Estey - Abstain)

Planning Commission Meeting Minutes – December 05, 2024

6. Public Hearings

A. 4825 Opal Street

Project Description: Application #24-0148. APN: 034-064-23. Design Permit and Accessory Dwelling Unit (ADU) Permit for the demolition of an existing residence and construction of a new single-family residence and attached ADU. The project is located within the R-1 (Single-Family Residence) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Recommended Action: Consider Application #24-0148 and approve the project based on the Conditions and Findings for Approval.

Associate Planner Sesanto presented the staff report.

Public Comments:

- **Cove Britton**

The Commission requested clarification regarding the application's square footage and discussed the application.

Motion to approve Application #24-0148 based on the Conditions and Findings of

Approval: Commissioner Wilk

Second: Commissioner Estey

Voting Yea: 5-0

B. 4855 Opal Street

Project Description: Application #24-0149. APN: 034-064-24. Design Permit and Accessory Dwelling Unit (ADU) Permit for the demolition of an existing residence and construction of a new single-family residence and attached ADU. The project is located within the R-1 (Single-Family Residence) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Recommended Action: Consider Application #24-0149 and approve the project based on the Conditions and Findings for Approval.

Associate Planner Sesanto presented the staff report.

Public Comment:

- **Cove Britton**

The Commission discussed the overall square footage allowance and the application.

Motion to approve Application #24-0149 based on the Conditions and Findings of

Approval: Commissioner Westman

Second: Commissioner Jensen

Voting Yea: 5-0

C. 709 Riverview Drive

Project Description: Application #24-0429. APN: 035-042-28. Design Permit, Coastal Development Permit, Tree Removal Permit for a new two-story residence and attached Accessory Dwelling Unit (ADU) within the R-1 (single-family) zoning district. This project is in

Planning Commission Meeting Minutes – December 05, 2024

the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Recommended Action: Staff recommends the Planning Commission approve application #24-0429 based on the Findings and Conditions of Approval.

Commissioner Wilk recused himself due to a conflict of interest.

Senior Planner Froelich presented the staff report.

Public Comment:

- ***Brad Suchomel***
- ***Dennis Norton***
- ***Mario Beltramo***

The Commission discussed the impacts of canopy size and root size relating to the tree removal requested in the application.

Motion to approve Application #24-0429 based on the Conditions and Findings of Approval: Commissioner Estey

Motion amended to recommend that condition number 16 be removed; that a tree removal permit not be issued until the building permit is issued; and to include staff's recommended condition regarding landscaping: Commissioner Westman

Amendment Accepted: Commissioner Estey

Second: Commissioner Westman

Voting Yea: 4-0-1 (Wilk - Abstain)

D. Chapter 12.12 Community Tree and Forest Management

Project Description: Chapter 12:12 Community Tree and Forest Management Ordinance overview and discussion.

Recommended Action: Accept the presentation on Chapter 12:12 Community Tree and Forest Management and provide feedback on the existing ordinance.

Director Herlihy presented the staff report.

The Planning Commission discussed possible updates and changes to the tree ordinance.

7. Director's Report

Director Herlihy provided a presentation of all projects reviewed by the Planning Commission in 2024; recognized Chair Christensen for her work this year; and reminded the Planning Commission to complete a survey for the City's Strategic Plan Project.


The City Clerk advised the Planning Commission that the next City Council meeting will be held on December 12th, where new Council Members will be sworn in and Planning Commissioners appointed. The City Clerk also announced that there will be a joint Onboarding City Council and Planning Commission Meeting on January 16th.

Director Herlihy announced that the first Planning Commission meeting of 2025 will be held on January 22nd.

8. Adjournment - The meeting adjourned at 6:50 PM. The next Planning Commission meeting will take place on January 16, 2025, at 5:30 PM.

Planning Commission Meeting Minutes – December 05, 2024

ATTEST:

Signed by:

AEDCBA218FC44C8...

Rosie Wyatt, Acting Deputy Clerk