



**FINAL MINUTES
CAPITOLA PLANNING COMMISSION
SPECIAL MEETING
THURSDAY, OCTOBER 6, 2016
6 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioner Linda Smith: Present, Commissioner Gayle Ortiz: Present, Commissioner Edward Newman: Present, Chairperson TJ Welch: Present, Commissioner Susan Westman: Present.

2. ORAL COMMUNICATIONS

A. Additions and Deletions to Agenda

Staff announced the decision to continue the discussion of the wireless facilities portion of the zoning code to the next month's meeting. This change is due to a request from Verizon, which will also grant the City an extension on the legal settlement timeline requiring passage of an update.

B. Staff Comments

Community Development Director Rich Grunow reported in response to commissioners' questions that the city attorney had no concerns with adding parcels to the vacation rental overlay since the ordinance itself has been in place for decades.

Another question regarded requiring a business license for homes rented for 30 days or more. The attorney said that while the City can require one, our policy has not been to require these, in part because it is difficult to enforce and determine what homes are being rented and for what purpose. Commissioners asked how this is different from apartment complexes, but those are easily identified as ongoing businesses. Commissioners also asked about requiring a second business license for transient properties that advertise both separately and through a property manager. It is hard to determine who has posted the listing.

3. APPROVAL OF MINUTES

A. Planning Commission Minutes for the Special Meeting of Sept. 1, 2016

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	Gayle Ortiz, Commissioner
AYES:	Smith, Ortiz, Newman, Welch, Westman

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	Gayle Ortiz, Commissioner
AYES:	Smith, Ortiz, Newman, Welch, Westman

4. PUBLIC HEARINGS

A. Zoning Code Update All Properties within Capitola

Continuation of Comprehensive Update to the City of Capitola Zoning Code (Municipal Code Chapter 17).

The Zoning Code serves as the Implementation Plan of the City's Local Coastal Program and therefore must be certified by the Coastal Commission.

Environmental Determination: Addendum to the General Plan Update EIR

Property: The Zoning Code update affects all properties within the City of Capitola.

Representative: Katie Cattan, Senior Planner, City of Capitola

Molly Ording, resident, spoke to a letter she sent requesting a slower review process of the update in a format that is easily understood by the general public. She also addressed vacation rental concerns, noting her family rents its Depot Hill home for two to three months in the summer and she would not object to being required to have a business license. Commissioner Smith asked if she would feel the same if using a property management company, and in that instance Ms. Ording feels the company should hold the license.

An attorney for Verizon addressed the wireless components. He said the company is generally pleased with the proposed changes and has provided comments related to state and federal law. He also asked staff and the commission to consider how to permit temporary facilities brought in following an emergency, often called "Cell on Wheels."

The commission supported continuing this discussion until November.

Director Grunow updated the commission on recent City Council review of the code update, which is moving well following a special meeting October 1. Staff does not expect adoption this year. The best option would be to get final recommendation and direction from the current commission and council, with a polished draft release and final vote in early 2017.

Commissioner Westman asked that when the public sees the draft, there is a way to highlight changes. She confirmed with Director Grunow that only items that the commission has not considered are required to come back to it for review after council action.

Commissioner Ortiz noted that extending the public discussion into 2017 may overlap with public meetings regarding the new library.

Chairperson Welch prefers getting a full draft to review at this point rather than having a lot of separate discussion come back to new commissioners and council members that have not been part of the process.

Commissioner Westman also wants maps included when referenced. Senior Planner Katie Cattan explained that most areas are covered by the local coastal program and the Coastal Commission has exerted its control over those maps. There are no digital copies available, only those created in the 1970s, and reproduction is difficult.

Commissioner Newman expressed concern about losing a lot of ground by holding several additional public hearings.

RESULT:	CONTINUED [UNANIMOUS]	Next: 11/3/2016 6:00 PM
MOVER:	Susan Westman, Commissioner	
SECONDER:	Linda Smith, Commissioner	
AYES:	Smith, Ortiz, Newman, Welch, Westman	

5. ADJOURNMENT

Approved by the Planning Commission at the special meeting of November 3, 2016.

Linda Fridy, Minutes Clerk