

**ACTION MINUTES  
OF THE ZONING ADMINISTRATOR MEETING**

City Council Chambers  
809 Center Street  
Santa Cruz, CA 95060

June 15, 2016  
10:00 A.M. SESSION

Staff Present: Eric Marlatt, Zoning Administrator  
Linda Miranda, Recording-Secretary

Audience: Approximately 15 members of the audience

Eric Marlatt, Zoning Administrator, called the meeting to order at 10:01 a.m. in the Council Chambers of City Hall. He welcomed members of the public to the meeting and read a list of the items to be heard at this morning's meeting, describing the procedures to be followed for the public hearing. He also informed those in attendance of their right to appeal any of the decisions of the Zoning Administrator, noting that appeals must be filed within ten calendar days of the meeting date. He noted all appeals must be filed in the Planning Department along with the appeal fee of \$514, unless the project is appealable to the California Coastal Commission.

**Call to Order** by Zoning Administrator Eric Marlatt

**Oral Communications—None**

**Announcements** - No action shall be taken on these items.

**Public Hearings**

Old Business - None

New Business

**1. 117 Pennsylvania Avenue**

**CP16-0088**

**APN 010-118-19**

Administrative Use Permit for a detached two story ADU located less than 20 feet from the rear property line on a lot in the R-1-5 zone district. (Environmental Determination: Categorical Exemption) (Bryan and Janet Loehr, owner/filed: 04/21/2016)CC

**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the Administrative Use Permit per the findings noted in the staff report and the Conditions of Approval, listed as Exhibit "A".**

The Zoning Administrator summarized the report.

The public hearing was opened.

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SPEAKING FROM THE FLOOR:

Bryan Martin

No one wished to speak and the public hearing was closed.

**ZONING ADMINISTRATOR ACTION:** The Zoning Administrator acknowledged the environmental determination and approved the project at 117 Pennsylvania Ave. subject to the findings and conditions contained in the staff report.

**2. 242 Berkeley Way**

**CP16-0083**

**APN 009-211-45**

Administrative Use Permit and Design Permit to construct a detached three car garage and workshop with a second-story accessory dwelling unit less than 20 feet from the rear property line on a lot with an existing single-family residence, resulting in 5,070 square feet of floor area on a lot in the R-1-5 zone district. (Environmental Determination: Categorical Exemption) (Geordie Holbert and Lisa Hindman, owner/filed: 04/14/2016)CC

**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the Administrative Use Permit and Design Permit per the findings noted in the staff report and the Conditions of Approval, listed as Exhibit "A".**

The Zoning Administrator summarized the report.

The public hearing was opened.

SPEAKING FROM THE FLOOR:

Doug Silveira

SPEAKING FROM THE FLOOR WITH CONCERNS:

Ed Silveira

Robert Krebs

Helen Nunberg

CORRESPONDENCE RECEIVED WITH CONCERNS:

Jeanette Williams

Ed Silveira

No one else wished to speak and the public hearing was closed.

**ZONING ADMINISTRATOR ACTION:** The Zoning Administrator acknowledged the environmental determination and approved the project at 242 Berkeley Way, subject to the findings and conditions contained in the staff report.

**3. 1147 East Cliff Drive**

**CP16-0057**

**APN: 010-273-10**

Design Permit and Coastal Permit to construct an addition to an existing single family dwelling and to construct an additional unit on an R-L/CZ-O/SP-O zoned parcel. (Environmental determination: Categorical Exemption) (STONE JEFFREY TODD & ELIZABETH, owner/filed: 03/16/16) SH

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

**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the Design Permit and Coastal Permit per the findings noted in the staff report and the Conditions of Approval, listed as Exhibit "A".**

The Zoning Administrator summarized the report.

The public hearing was opened.

SPEAKING FROM THE FLOOR:

Clarke Schultes

SPEAKING FROM THE FLOOR WITH CONCERNS:

Catharine Gunderson

Serena Wagner

Robert Guzley

CORRESPONDENCE RECEIVED WITH CONCERNS:

Reza (last name, not noted)

Katherine Gunderson

Serena Wagner

Kim Dowling

No one else wished to speak and the public hearing was closed.

**ZONING ADMINISTRATOR ACTION:** The Zoning Administrator acknowledged the environmental determination and approved the project at 1147 East Cliff Dr., subject to the findings and conditions contained in the staff report; with revised condition 21 and added condition 23 and revised findings 5, 7 and 17.

**REVISED CONDITION 21 AND ADDED CONDITION 23:**

21. Construction operations shall comply with the approved construction plan on-file with the Planning Department. The shared driveway shall remain open and accessible at all times. The proposed working hours of 8:00 a.m. to 5:00 p.m., ~~Saturday~~—~~Friday~~ **Monday-Saturday** shall be met.

- 23. Prior to issuance of a building permit the City Arborist shall visit the site and provide recommendations to ensure that any heritage trees in close proximity to the building development are retained.**

**REVISED AGENDA REPORT FINDINGS 5; 7; and 17:**

- 5. Be consistent with the Local Coastal Land Use Plan goal of providing visitor-serving needs as appropriate;**

**The General Plan/Local Coastal Program land use designation for the site is Low-Medium Density Residential.** The use of the project site will continue to be residential and the project will result in the development of one rental housing unit. Therefore, ~~visitor-serving needs for rental housing could be met through the development of an additional residential unit on the property.~~ **this finding does not apply.**

- 7. Protect trees and vegetation and sensitive wildlife habitat;**

**Planning Department Staff has visited the site and are of the opinion that no heritage trees will be removed to accommodate the proposed development. A condition of approval requires the arborist to provide recommendations to ensure that any heritage trees in close proximity to the development envelope are retained prior to issuance of a building permit.** ~~No trees are proposed for removal and no heritage trees exist on the parcel.~~ The project will not affect existing vegetation or sensitive wildlife habitat in that no such vegetation or habitats are known to exist on the site. Conditions of approval require the submittal of final landscaping plans for review and approval prior to building permit issuance.

- 17. The site plan shall be consistent with physical development policies of the General Plan, any required or optional element of the General Plan, any area plan or specific plan or other city policy for physical development. If located in the Coastal Zone, a site plan shall also be consistent with policies of the Local Coastal Program.**

The site plan is consistent with the physical development policies of the General Plan, which seek to enhance neighborhood character and quality and ensure compatibility of development. The proposed site plan has been designed to meet the site standards for the R-L zoning district and project is consistent with the design guidelines for development within the Seabright Area Plan. The existing residence will be maintained and upgraded by improving and adding onto the existing front porch, replacing the existing siding with cedar shingles, and replacing the existing windows with a uniform Craftsman style grid pattern. The project includes a 492 square foot, single story addition at the rear of the house to create a master bedroom suite and the addition of a 264 square foot, partially covered rear deck which provides more usable interior and exterior living space. In addition, the construction of a single-story, 672 square foot second residence provides additional rental housing stock and preserves the single-family street appearance of the site in that the unit will be buffered from the street view by the existing residence. The two units will be compatible in appearance in that both will have cedar shingle siding, and uniform Craftsman window grid patterns. Both units are one-story structures that are

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14-feet tall and 15-feet tall and will therefore not impact the light, air, and privacy of adjacent residences. The project site is located within the Coastal Appeals Zone and the project will not affect public access to the coast, public views of the sea, or natural habitats or natural resources, in that no public access easements are known to exist on or adjacent to the parcel, the parcel is surrounded by development and does not maintain a public view of the sea, the parcel is not mapped for natural resources or sensitive habitats, no **heritage** trees are proposed to be removed, and a cultural resources evaluation was submitted which indicates that there is no evidence of cultural resources at the site.

**Adjournment—11:40 a.m.**

The next Zoning Administrator meeting will be held on July 6, 2016 at 10:00 a.m. in the City Council Chambers.

**APPROVED:**

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**ERIC MARLATT, ZONING ADMINISTRATOR**

Any writing related to an agenda item for the open session of this meeting distributed to the Zoning Administrator less than 72 hours before this meeting is available for inspection at the City Planning Department, 809 Center Street, Room 107 or on the City's website [www.cityofsantacruz.com](http://www.cityofsantacruz.com). These writings will also be available for review at the Zoning Administrator meeting in the public review binder at the rear of the Council Chambers.

Appeals must be received by the Planning Department within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a five hundred fourteen dollar (\$514) filing fee, unless the item involves a Coastal Permit that is appealable to the California Coastal Commission, 725 Front St., Suite 300, Santa Cruz, CA 95060 in which case there is no fee.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at 420-5030 at least five days in advance so that we can arrange for such special assistance, or email [CityClerk@cityofsantacruz.com](mailto:CityClerk@cityofsantacruz.com). The Cal-Relay system number: 1-800-735-2922.