

**ACTION MINUTES
OF THE ZONING ADMINISTRATOR MEETING**

City Council Chambers
809 Center Street
Santa Cruz, CA 95060

Mach 6, 2013
10:00 A.M. SESSION

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

Audience: 13

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 \$500, 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. | 1453 High Street | CP12-0190 | APN 002-014-39 |
| | Design Permit to construct a 384 square-foot detached workshop building on a lot with an existing house and accessory dwelling unit; total square footage will exceed 4,000 square feet. The project site is located in the R-1-10 zone district. (Environmental Determination: Categorical Exemption) (MacKenzie, Helen S. L., Trustee, owner/filed: 11/15/2012) | | |
| | | | MF |

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. The Cal-Relay system number: 1-800-735-2922.

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Recommendation: That the Zoning Administrator acknowledge the environmental determination and approve the Design Permit based on the Findings noted in the staff report and Conditions of Approval listed in Exhibit "A".

The Zoning Administrator summarized the report.

The public hearing was opened.

SPEAKING FROM THE FLOOR:

Dave McClure

CORRESPONDENCE RECEIVED WITH CONCERNS:

Percy and Carmen Chirinos

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 1453 High St., subject to the findings and conditions contained in the staff report; with added conditions 21, 22 and 23.

ADDED CONDITONS 21, 22 AND 23:

- 21. The applicant and contractor who obtains a building permit for the project shall be required to sign the following statement at the bottom of these conditions, which will become conditions of the building permit:

“I understand that the subject permit involves construction of a building (project) with an approved Design Permit. I intend to perform or supervise the performance of the work allowed by this permit in a manner which results in a finished building with the same level of detail, articulation, and dimensionality shown in the plans submitted for building permits. I hereby acknowledge that failure to construct the building as represented in the building permit plans, may result in delay of the inspections process and/or the mandatory reconstruction or alteration of any portion of the building that is not in substantial conformance with the approved plans, prior to continuation of inspections or the building final.”

Signature of Building Contractor

Date

- 22. All refuse and recycling activities during construction shall be done in accordance with Chapter 6.12 of the Santa Cruz Municipal Code. Be aware that private companies offering refuse or debris box services are not allowed to operate within the City limits, except under certain limited circumstances detailed in Chapter 6.12.160.

- 23. Prior to issuance of a building permit the applicant shall record a land use agreement memorializing the fact that the detached accessory structure is intended to be non-habitable.

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2. 207 Park Place CP12-0202 APN 007-285-01
Design Permit to remove a tree and construct a two-story dwelling and Demolition/Conversion Permit to convert an existing dwelling into a detached garage on a substandard lot in the RTD zone district. (Coastal Permit Exclusion) (Environmental Review: Categorical Exemption) (Habitat for Humanity SC County, owner/filed: 12/4/2012) MF
Recommendation: That the Zoning Administrator acknowledge the environmental determination and approve the Design Permit and Demolition/Conversion Permit based on the Findings noted in the staff report and Conditions of Approval listed in Exhibit "A".

The Zoning Administrator summarized the report.

The public hearing was opened.

SPEAKING FROM THE FLOOR:

David Foster

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 207 Park Pl., subject to the findings and conditions contained in the staff report; with revised condition 16 (bullet item 2 and striking bullet item 6), and adding conditions 20 and 21.

REVISED CONDITION 16 (bullet item 2 and striking bullet item 6):

16. Public Works Department requirements include, but are not limited to the following:

- Indicate location of the sanitary sewer lateral on the plans. Lateral shall be SDR 26 from property line to the main per City standard lateral and trench details. Provide sewer cleanout capped with a popper in the sidewalk for sanitary sewer lateral per City standard detail. Include notes and City Standard Details 1 and 2 of 23 on the plans.
- Show locations of all existing and proposed underground utilities and points of connection for sewer lateral, gas, and water lines on the plans, as deemed acceptable by the Public Works Department.
- When providing new electrical service to a parcel, it shall be undergrounded. Indicate the location and the point of connection to the nearest Pacific Gas & Electric (PG&E) facility for the underground power to the property.
- All drainage shall be captured and contained prior to entering the City right-of-way and cannot sheet flow over the sidewalk or driveway approach. All drain lines entering the public right-of-way shall

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remain within the lateral projections of the property lines and shall not encroach in front of adjacent property frontages. Show drain inlets on the private property side connect to curb drains per City standard detail. Include notes and City Standard Detail 10 of 23 on the plans.

- State and Federal storm water regulations require development and remodeling projects in the City to incorporate design standards and Best Management Practices (BMPs) in order to reduce storm water pollution and minimize the potential for erosion. Plans submitted for building permits shall demonstrate compliance with the requirements for single-family residential dwelling projects contained in Chapter 6 of the City's Best Management Practices Manual revised March 2012. The project shall comply with all Tier 1 Low Impact Development (LID) requirements stated in part 1 on page 4. The site plan shall contain all relevant notes and details. The applicant shall complete the checklist on pages 7 and 8, subject to review and approval by the Public Works Department. At a minimum, downspouts shall be disconnected from underground pipes or prohibited from directly flowing onto impervious surfaces and instead be redirected to landscaping or bioswales. Pervious walkway surfaces and driveways shall be installed where possible. Show all implemented LID measures on the plans.
- ~~The location of the sanitary sewer lateral shall be shown on the plans. Lateral shall be SDR 26 from property line to the main per City standard lateral and trench details. Provide sewer cleanout capped with a popper in the sidewalk for sanitary sewer lateral per City standard detail. Include notes and City Standard Details 1 and 2 of 23 on the plans.~~
- If re-using an existing sewer lateral or the portion from the property line to the main in the street, televise existing sewer lateral and provide a DVD to the City for evaluation of its condition prior to issuance of a building permit. Show on the site plan the point of connection of new sewer lateral with the existing lateral. Install new City standard sewer lateral cleanout in sidewalk per City standard detail. Include notes and City Standard Detail 2 of 23 on the plans. All connections to the City main require a separate street opening permit from the Department of Public Works prior to construction by a licensed General A contractor.
- Show locations of all existing and proposed underground utilities and points of connection for sewer lateral, gas, and water lines on the plans.
- A Traffic Impact Fee will be assessed by the Public Works Department and shall be paid prior to issuance of the building permit.

ADDED CONDITIONS 20 & 21:

20. The applicant and contractor who obtains a building permit for the project shall be required to sign the following statement at the bottom of these conditions, which will become conditions of the building permit:

“I understand that the subject permit involves construction of a building (project) with an approved Design Permit. I intend to perform or supervise the performance of the work allowed by this permit in a manner which results in a finished building with the same level of detail, articulation, and dimensionality shown in the plans submitted for building permits. I hereby acknowledge that failure to construct the building as represented in the building permit plans, may

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result in delay of the inspections process and/or the mandatory reconstruction or alteration of any portion of the building that is not in substantial conformance with the approved plans, prior to continuation of inspections or the building final.”

Signature of Building Contractor

Date

21. All refuse and recycling activities during construction shall be done in accordance with Chapter 6.12 of the Santa Cruz Municipal Code. Be aware that private companies offering refuse or debris box services are not allowed to operate within the City limits, except under certain limited circumstances detailed in Chapter 6.12.160.

3. 317 Highland Ave. CP12-0211 APN 001-181-16
Design Permit to remodel an existing house by converting a garage into a workshop and constructing two new second-story decks and an attached garage for a total of 3,748 square feet of floor area on a standard lot in the R-1-5 zone district. (Environmental Determination: Categorical Exemption) (Schindler, Fred & Mary A., H/W JT, owners/filed: 12/17/2012) JL
Recommendation: That the Zoning Administrator acknowledge the environmental determination and approve the Design Permit based on the Findings noted in the staff report and Conditions of Approval listed in Exhibit "A".

The Zoning Administrator summarized the report.

The public hearing was opened.

SPEAKING FROM THE FLOOR:

Fred Schindler

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 317 Highland Ave., subject to the findings and conditions contained in the staff report; with added condition 20.

ADDED CONDITION 20:

20. Prior to issuance of a building permit, the property owner shall file with the County Recorder a Land Use Agreement, containing a reference to the deed under which the property was acquired by the present owner, to establish the size and use of the dwelling as a single-family residence. A copy of the recorded Land Use Agreement shall be submitted to the Planning Department prior to the issuance of a building permit.

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4. 1315 Water Street CP13-0006 APN 009-253-09
Administrative Use Permit to establish a retail store with light manufacturing and assembly of handicrafts in an existing commercial building in the CC (Community Commercial) zone district. (Environmental Determination: Categorical Exemption) (Western Shore Company, owner/filed: 1/17/2013) JL
Recommendation: That the Zoning Administrator acknowledge the environmental determination and approve the Administrative Use Permit based on the Findings noted in the staff report and Conditions of Approval listed in Exhibit "A".

The Zoning Administrator summarized the report.

The public hearing was opened.

SPEAKING FROM THE FLOOR:

David Baer

Ken Defries

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 1315 Water St., subject to the findings and conditions contained in the staff report; striking condition 13.

STRIKING CONDITION 13:

- ~~13. All utilities and transformer boxes shall be placed underground or appropriately screened unless otherwise specified.~~

Adjournment—10:25am

The next Zoning Administrator meeting will be held on March 20, 2013 at 10:00 a.m. in the City Council Chambers.

APPROVED:

ERIC MARLATT, ZONING ADMINISTRATOR