

**ACTION MINUTES  
OF THE ZONING ADMINISTRATOR MEETING**

City Council Chambers  
809 Center Street  
Santa Cruz, CA 95060

February 17, 2016  
10:00 A.M. SESSION

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

Audience: Approx. 20

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.

The Zoning Administrator advised those in attendance, that the first two items would be continued indefinitely, and the items would be re-noticed and re-advertised.

**Public Hearings**

Old Business -None

New Business

**1. Adjacent to 523 Centennial CP15-0069 APN 004-224-01**  
Design Permit and Administrative Use Permit to install one wireless equipment cabinet, one electric meter panel, four RRU's, and two panel antennas on an existing utility pole within the public right of way adjacent to 523 Centennial in the R-1-5 zone district. (Environmental Determination: Categorical Exemption) (Ashley Woods filed: 5/12/2015) MF  
**Recommendation: That the Zoning Administrator continue to the Zoning Administrator Meeting of March 2, 2016, for proper public notification.**

The Zoning Administrator announced that the item would be continued due to a noticing error but would take public comment. He also announced that additional noticing would be provided, once the item was rescheduled.

Action Minutes

The public hearing was opened.

SPEAKING FROM THE FLOOR WITH CONCERNS:

Clarke Shultes

No one wished to speak. Because the item was being continued; the public hearing was left open.

ZONING ADMINISTRATOR ACTION: The Zoning Administrator continued the item indefinitely.

**2. Adjacent to 620 Columbia Street CP15-0070 APN 004-256-19**

Design Permit and Administrative Use Permit to install one wireless equipment cabinet, one electric meter panel, four RRU's, and two panel antennas on an existing utility pole within the public right of way adjacent to 620 Columbia. (Environmental Determination: Categorical Exemption) (Ashley Woods filed: 5/12/2015) MF

**Recommendation: That the Zoning Administrator deny the Administrative Use and Design Permits based on agenda report findings.**

The Zoning Administrator announced that this item would be continued indefinitely at the request of the applicant, but would take public comment. He also announced that additional noticing would be provided once the item was rescheduled.

The public hearing was opened.

SPEAKING FROM THE FLOOR WITH CONCERNS:

Alexandra Sanders

No one else wished to speak and the public hearing was closed. Because the item was being continued, the public hearing was left open.

ZONING ADMINISTRATOR ACTION: The Zoning Administrator continued the item indefinitely.

**3. 110 Cooper Street, Ste. 100B CP15-0191 APN 005-081-55,56**

Administrative Use Permit for a low-risk alcohol outlet (Pour Tap House) to occupy a ground floor commercial tenant space in a mixed-use building (office and commercial) in the CBD zone district. (Environmental Determination: Categorical Exemption) (Cooper House LLC filed: 11/9/2015) NC

**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.

Action Minutes

SPEAKING FROM THE FLOOR:

Chris Reno  
Scott Reno  
Matt Bradberry

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 110 Cooper St., subject to the findings and conditions contained in the staff report.

**4. 425 Cayuga Street CP15-0209 APN 010-141-06**

Administrative Use Permit to construct a two-story ADU less than 20 feet from the rear property line on a parcel located within the R-1-5/CZ-O zone district. (Coastal Permit Exclusion) (Environmental Determination: Categorical Exemption) (Nancy Rinkardt filed: 12/10/2015) 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.

SPEAKING FROM THE FLOOR:

Lisa Blatchley

SPEAKING FROM THE FLOOR WITH CONCERNS:

Anthony Goto and Mira Parfitt

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 425 Cayuga St., subject to the findings and conditions contained in the staff report; with condition No. 8 deleted.

**CONDITION NO. 8 WAS DELETED:**

- ~~8. 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

**5. 783 North Branciforte Avenue CP15-0212 APN 010-032-05**

Administrative Use Permit to construct a two-story addition to a detached garage to establish an Accessory Dwelling Unit on a parcel in the RL zone district. (Environmental Determination: Categorical Exemption) (James Trustees filed: 12/14/2015) NC

**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 Zoning Administrator noted, for the record that he reviewed plans and the planner’s suggested revisions for the deck dimensions.

The public hearing was opened.

**SPEAKING FROM THE FLOOR:**

Sherry Talmage

**SPEAKING WITH CONCERNS:**

JK Wynn

**CORRESPONDENCE RECEIVED WITH CONCERNS.**

Brian Argo

JK Wynn

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 783 N. Branciforte Ave., subject to the findings and conditions contained in the staff report; with modified condition No. 13, to allow the deck dimensions to be constructed as proposed.

**MODIFIED CONDITION NO. 13:**

13. Building plans shall show a modified second level deck design that minimizes noise impacts with the ~~reduction in size of deck and~~ provision of a deck screen. Details shall be submitted for review and approval by the Zoning Administrator.

**Adjournment—10:33AM**

The next Zoning Administrator meeting will be held on March 2, 2016 at 10:00 a.m. in the City Council Chambers.

**APPROVED:**

**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.