

**ACTION MINUTES  
OF THE ZONING ADMINISTRATOR MEETING**

City Council Chambers  
809 Center Street  
Santa Cruz, CA 95060

December 21, 2016  
10:00 A.M. SESSION

Staff Present: Eric Marlatt, Zoning Administrator  
Rachel Grothe, Associate Planner  
Clara Stanger, Associate Planner  
Linda Miranda, Recording-Secretary

Audience: 6

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 indicated that item two, 140 Averitt St., was not required to obtain an Administrative Use Permit or needing a public hearing. He stated that there have been recent changes to State Law prohibiting cities, to process use permits for accessory dwelling. The City Council recently adopted code in response to State Law.*

**Public Hearings**

Old Business -

New Business

1. 107 Nevada Street                      CP16-0038                      APN 004-274-46  
Conditional Fence Permit to allow for the installation of a five foot six inch maximum height fence in the exterior side yard on a lot in the R-1-5 Zone District. (Environmental Determination: Categorical Exemption) JOHN GAMMAN, owner/filed: 2/24/16. CS  
**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the Conditional Fence 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:

John Gamman

CORRESPONDENCE RECEIVED WITH CONCERNS:

David Plumlee

*The Zoning Administrator indicated, for the record, that he had read the correspondence.*

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 107 Nevada St., subject to the findings and conditions contained in the staff report; with revised condition #9 and added condition #10.

**REVISED CONDITION #9 & ADDED CONDITON #10:**

9. The driveway gate and **portion of fence in the 20-foot clear corner-triangle along the east property line shall include a solid wood material not to exceed 3 ½ feet in height with an additional 18 inches see through wire tab material above.** shall be reduced to a maximum height of three and a half feet in the 20-foot clear corner triangle on the northeast side of the property.
10. **Prior to commencement of construction of the fence(s) the applicant shall trim all vegetation above 3 ½ feet in height within the clear vision area/clear corner triangle at the intersection of Nevada and Laguna Streets. The clear vision area/clear corner triangle shall be maintained by the applicant.**

**This item no longer requires an Administrative Use Permit or public hearing, due to recent changes in State Law.**

2. 140 Averitt Street CP16-0178 APN 002-222-19  
Administrative Use Permit to demolish existing garage and construct a detached two-story Accessory Dwelling Unit above a garage on a site with a single-family dwelling in the R-1-5 zone district. (Environmental Determination: Categorical Exemption) SHIRLEE J THORNE ETAL, owner/filed: 9/6/16. NC  
**Recommendation: That the Zoning Administrator acknowledges that the project was advertised in error and that it does not require an Administrative Use Permit or public hearing.**

The Zoning Administrator summarized the report.



**ZONING ADMINISTRATOR ACTION:** The Zoning Administrator acknowledged the environmental determination and approved the project at 504 Wilkes Circle, subject to the findings and conditions contained in the staff report; with removal of condition #10.

**REMOVAL OF CONDITION #10:**

~~10. Plans for building permit submittal shall show the removal of the closet from the second floor office.~~

**Adjournment—11:10am**

The regularly scheduled Zoning Administrative meeting for January 4, 2016, is cancelled. The next regularly scheduled Zoning Administrator meeting will be held on, January 18, 2017 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.