

**ACTION MINUTES  
OF THE ZONING ADMINISTRATOR MEETING**

City Council Chambers  
809 Center Street  
Santa Cruz, CA 95060

February 15, 2017  
10:00 A.M. SESSION

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

Audience:           7

Eric Marlatt, Zoning Administrator, called the meeting to order at 10:03 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. 146 Oxford Way                           CP16-0232                           APN 004-191-26  
Design permit for a first and second story addition (970 square feet) to an existing house on a substandard lot in the R-1-5/CZ-O zone district. (Environmental Determination: Categorical Exemption) (Danielle Becks & Tyler Gee, owner/filed: 11/23/16) CS  
**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the 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.

Action Minutes

The public hearing was opened.

SPEAKING FROM THE FLOOR:

Caroline Leites

Ms. Leites noted that the material and color board was submitted prior to the hearing.

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 146 Oxford Way, subject to the findings and conditions contained in the staff report.

**2. 218 Chico Avenue**

**CP16-0244**

**APN 003-261-20**

Design Permit and Coastal Permit to construct a 180 square foot, first floor addition onto an existing two-story, single-family residence located on a substandard parcel in the R-1-5/CZ-O/SP-O zone district. (Environmental Determination: Categorical Exemption) (ABRAMS DOUGLAS CARLTON & RACHEL, owner/filed: 12/14/16) 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:

Rennie Boyd

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 218 Chico Ave., subject to the findings and conditions contained in the staff report.

**3. 716 Monterey St.**

**CP15-0213**

**APN 004-168-01**

Minor Land Division and Coastal Permit to divide a 10,000 square foot lot into two lots in the R-1-5/CZ-O zone district. (Environmental Determination: Categorical Exemption) (KRESSMAN F W III & M A TRUSTEE, owner/filed: 12/16/15) SH

*This project requires a Coastal Permit which is not appealable to the California Coastal Commission.*

**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the Minor Land Division 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:

Patrick Bosch

SPEAKING FROM THE FLOOR WITH CONCERNS:

Sharon Morentin

CORRESPONDENCE RECEIVED WITH CONCERNS:

Sharon Morentin

Kristine Kamandulis

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 716 Monterey St., subject to the findings and conditions contained in the staff report; with revised conditions #13; #16 and #18.

**REVISED CONDITIONS #13; #16 & added condition #18:**

13. The parcel map shall clearly indicate the size, species, and accurate location of all existing trees on the property and shall identify which trees are heritage trees to be protected and preserved. The street improvements shall not impact existing heritage trees at the site. **A note shall be included on the non-title page of the recorded parcel map indicating that** the property owner shall obtain the advice of a private arborist and notify the City Arborist if the willow tree on Parcel B requires pruning of more than 25 percent of the crown.
16. **A note shall be included on the non-title page of the recorded parcel map indicating that** plans submitted for building permit issuance on Parcel B shall include a **drainage plan and a** geotechnical report **with** detailed foundation and grading plans that clearly show that the proposed foundation and excavation will not conflict with the city sewer line.
18. **Prior to recordation of the parcel map, the applicant shall obtain a building permit to construct a covered parking space with a driveway on lot A that meets Zoning Ordinance requirements.**

**4. 303 Auburn Street CP16-0225 APN 003-181-15**

Design Permit to construct a second-floor addition to an existing two-story residence resulting in a dwelling that exceeds 3,000 square feet in an R-1-5 zone district. (Coastal Permit exclusion) (D JACOBS, owner/filed: 11/21/16) NC

**Recommendation: That the Zoning Administrator acknowledges the environmental determination and approves the 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:**

Jim Stroupe

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 303 Auburn St., subject to the findings and conditions contained in the staff report; with revised Agenda Report finding #4 and added condition #13.

**REVISED AGENDA REPORT FINDING #4:**

- 4. Where a site plan abuts, or is in close proximity to, uses other than that proposed, the plan shall take into account its effect on other land uses. Where a nonresidential use abuts or is in close proximity to a residential use, the effect of the site plan should maintain the residential quality of adjacent or nearby areas.**

The proposed residential addition is in a residential neighborhood, **but adjacent to an industrial zone district to the north. A condition of approval requires new windows to meet General Plan noise standards.**

**ADDED CONDITION #13:**

- 13. Final building plans shall include manufacturer's specifications or other documentation confirming that the second floor windows include STC ratings that meet General Plan noise exposure standards for single-family residential uses included in Figure 2 of Chapter 8.**

## Adjournment—10:36am

The Zoning Administrator meeting of March 1, 2017, is cancelled. The next regularly scheduled Zoning Administrator meeting will be held on March 15, 2017 at 10:00 a.m. in the City Council Chambers.

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.

**APPROVED:**

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**ERIC MARLATT, ZONING ADMINISTRATOR**