

REGULAR MEETING
Wednesday, June 11, 2025

TOUR 3:00 PM
MEETING 4:00 PM

CALL TO ORDER AND ROLL CALL – TOUR

The following Commission members were present for the tour: Mel Ahlborn, Erin Allen, Stefan Karapetkov, Michael LePage, and Stephanie Locke

The following Commission members were absent: None

TOUR OF INSPECTION

Item A: DS 24298 (Gonzales): Southeast Corner Santa Fe Street & 5th Avenue

Item B: DS 24083 (Dyas): Southwest corner of Santa Fe Street & 5th Avenue

Item C: DS 25071 (Morsello): Northeast corner of Santa Fe Street and 8th Avenue

CALL TO ORDER AND ROLL CALL - CHAMBERS

The following Commission members were present: Mel Ahlborn, Erin Allen, Stefan Karapetkov, Michael LePage, and Stephanie Locke

The following Commission members were absent: None

PUBLIC APPEARANCES

The following members of the public appeared before the Commission: None

ANNOUNCEMENTS

None

CONSENT AGENDA

Item 1: Monthly Activity Report: May 2025

Item 2: May 14, 2025 Regular Meeting Minutes

Item 3: DS 24289 (Your Golden Key No 1 LLC): Consideration of a Final Design Study (DS 24289) and associated Coastal Development Permit for the demolition of an existing approximately 1800-square-foot, one-story single-family residence, inclusive of a 200-square-foot garage, and the construction of a 2435-square-foot, two-story single-family residence, inclusive of a 200-square-foot attached garage, located on 13th Avenue 2 southeast of Mission Street in the Single-Family Residential (R-1)

District. APN: 010-161-018-000

Proposed CEQA Action: Find the project categorically exempt from environmental review pursuant to CEQA Guidelines Section 15302 and that none of the exceptions pursuant to Section 15300.2 can be made in this case

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: None

Chair LePage closed the meeting for public comment.

It was moved by Chair LePage and seconded by Commissioner Locke to approve the consent agenda.

The motion passed by the following roll call vote:

AYES:	Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES:	Commission Member(s): None
ABSTAINED:	Commission Member(s): None
ABSENT:	Commission Member(s): None

ORDERS OF BUSINESS

Item 4: Capital Improvement Program (CIP) General Plan Consistency

Anna Ginette, Director of Community Planning and Building, presented a summary of the Capital Improvement Program, noting it's part of the City budget and requires the Planning Commission to find consistency with individual projects and the General Plan. An anticipated CEQA action was noted, indicating that CEQA would be applied to projects.

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: None

Chair LePage closed the meeting for public comment.

Commissioner Locke asked about Item 8, the Picadilly Restroom Design, as it's on restaurant property, saying she hopes the City will assist with improvements due to the desperate need for public restrooms.

The Commission supported fire station upgrades and the Police and Public Works building, which has been on the list for a long time. Sidewalks and shoreline stairs repairs were also highlighted as important.

Commissioner Ahlborn questioned the detail of Item 9, ADA Upgrades, and staff clarified they relate to City facilities, based on a 2018 study.

It was moved by Commissioner Locke and seconded by Commissioner Allen to approve a resolution finding that the General Plan Consistency Determination is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378 and that the Capital Improvement Plan (CIP) is consistent with the City's General Plan.

The motion passed by the following roll call vote:

AYES:	Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES:	Commission Member(s): None

ABSTAINED: Commission Member(s): None

Item 5: Discussion and direction from the Planning Commission to staff on roofing materials, including but not limited to metal roofs

Jacob Olander, Associate Planner, provided an update on the roofing discussion, noting increased applications for alternative materials due to fire concerns and style changes.

The current Design Guidelines deem metal, plastic, and glass roofs inappropriate in all neighborhoods. Due to growing concerns for insurance coverage, standing seam metal roofs are regularly being brought to the Planning Commission for review. Current Commission apprehensions about alternative roofing materials include high-contrast roofs, the modern farmhouse look, vertical standing seams, and incongruity with the Design Guidelines. However, precedents exist where deviations from the Design Guidelines were approved if they met Design Objectives outlined in the Zoning Ordinance, Title 17.

Associate Planner Olander sought direction on staff-level approvals for alternative roofing materials, proposing adoption of an updated roofing policy to the City Council or approval with changes. To reduce public frustration and establish clear standards, staff would continue approving like-material re-roof permits (e.g. wood for wood, slate for slate) and expand approvals to include alternative materials that meet Design Objectives. Roofing materials to remain not approvable at the staff-level include non-earth tone metal, high-contrast shingles, PVC on second stories, non-drought resistant green roofs, and corrugated plastic.

A palette of earth tones was presented for consideration. Samples of galvanized aluminum, stainless steel, and zinc were provided to the Commission. Copper roof shingles remain prohibited.

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: Adam Jeselnick

Chair LePage closed the meeting for public comment.

The Commissioners raised concerns about synthetic materials, referring to the mimicking of natural projects, potential environmental impacts, and setting a precedent for further use of plastic exterior materials. Previous Fire Marshal comments were referenced that during a fire, the entire site would be a hazmat site regardless of roof material, as all materials outgas. They spoke to a change in the definition of authenticity, stating it needs to be broadened, moving bias away from the wood shingle look, as many materials mimic shingles. They acknowledged fire danger and insurance needs as the primary driver for the discussion.

The Commission gave direction to Staff to research specific synthetic materials for environmental factors, to include warranty, useful life, sustainability, recyclability, off-gassing, and microplastics. Staff proposed the Commission recommend adoption of the current draft policy to City Council, with continued research and future updates, and suggested adding language to tie the policy to Design Objectives, clarifying that deviations may be acceptable if they align with those objectives.

The earth tone palette was discussed. The Commission agreed that staff has the expertise to identify inappropriate colors. Lighter hues from the palette were questioned but generally accepted due to the natural aging of wood shake.

It was moved by Chair LePage and seconded by Commissioner Ahlborn to approve a resolution recommending the City Council adopt a Roofing Material Policy applicable citywide with additions to reference the design objectives and make findings to justify

approved materials and deviations; add an analysis of toxicity, recyclability, and lifespan; and to include a non-approvable roofing list consisting of PVC on second stories, corrugated plastic, and high contrast colors.

The motion passed by the following roll call vote:

AYES: Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES: Commission Member(s): None
ABSTAINED: Commission Member(s): None

PUBLIC HEARINGS

Item 6: DS 25017 (Hobbs): Consideration of a Concept Design Study (DS 25017) for the demolition of an existing 1,111-square-foot one-story single-family residence, and construction of a new 1,795-square-foot one-story single-family residence inclusive of a 224-square-foot detached garage located at Santa Rita Street 3 northeast of 1st Avenue in the Single-Family Residential (R-1) District. APN: 009-146-029-000
RECOMMENDED FOR CONTINUANCE.

Proposed CEQA Action: Consideration and/or continuance of a Concept Design Study is "not a project" pursuant to section 15378 of the CEQA Guidelines.

Evan Kort, Senior Planner, recommended the item for continuance because the story poles were not installed.

Adam Jeselnick, Architect for the project, confirmed the scheduling conflict with the story pole contractor and late notification for pole installation due to a related land use matter at the City/County boundary and requested continuance to the next regular meeting.

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: None

Chair LePage closed the meeting for public comment.

It was moved by Chair LePage and seconded by Commissioner Locke to continue Item 6: DS 25017 (Hobbs) to the next regular Planning Commission meeting.

The motion passed by the following roll call vote:

AYES: Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES: Commission Member(s): None
ABSTAINED: Commission Member(s): None

Item 7: DS 24298 (Gonzales): Consideration of a Concept Design Study (DS 24298) for a 134-square-foot addition to an existing 1,244-square-foot one-story single-family residence, as well as a 457-square-foot second story Accessory Dwelling Unit addition located at the southeast corner of 5th Avenue and Santa Fe Street in the Single-Family Residential (R-1) District. APN: 010-038-017-000

Proposed CEQA Action: Consideration and/or continuance of a Concept Design Study is "not a project" pursuant to section 15378 of the CEQA Guidelines.

Evan Kort, Senior Planner, presented the project involving a 134 sq ft addition to an existing 1,244 sq ft single-story family residence and a 457 sq ft second-story ADU. The property has a parking

variance from 1999. Staff recommended not accepting the Design Study and continuing the hearing with direction from the Commission.

Four of seven findings for concept acceptance were not met. The project does not conform to zoning standards, conflicts with General Plan goals and policies, has issues with the 6-foot setback from significant trees, and has issues with plate height, mass, and bulk. A solution involving counting underfloor area as floor area was discussed but has not yet been applied.

The Forest and Beach Commission approved the removal of Tree #12, one of 15 oak trees on site, finding sufficient coverage would remain and preempt future conflicts. Staff's opinion was that this supports Concept Finding #2 but not #7, as #7 requires an "imminent or reasonably foreseeable threat" rather than potential.

Neighbor correspondence noted a discrepancy in square footage, questioned the ADU allowance, and identified potential privacy impacts from the second-story deck.

Adam Jeselnick, Architect, spoke to his clients' objectives to add a third bedroom, upgrade the interior of the property, enlarge the kitchen, and maintain cottage character. He spoke to site constraints noting the property is on a corner lot with no existing covered parking and 52 trees, which includes trees in the right of way. The project aims to avoid impacts to 20 of 22 significant trees. Tree #12 is presently impacting the foundation and obstructing an exit, posing a safety issue. Tree #10 has a proposed bridge footing to avoid root impacts. The Architect explained that the existing non-conforming plate heights are due to topography. The proposed 8-foot first floor and 7-foot second floor plate heights exceed 18 feet in some areas, for an approximately 18-inch deviation. The solutions presented include counting underfloor area or lowering the ADU plate height by up to 6 inches. Approval was requested with conditions for ongoing consultation with staff and the City Forester for tree preservation and feedback on overall design.

Justin Ono, City Forester, clarified that the Forest and Beach Commission approved the removal of Tree #12 based on tree-related considerations and not overall development. Staff's recommendation was to deny the permit. The Commission's finding was based on "potential future conflicts," while Planning Commission finding #7 requires an "imminent or reasonably foreseeable threat".

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: None

Chair LePage closed the meeting for public comment.

The Commission discussed the project with a consensus that plate height needs to comply and that an 18-inch deviation is significant.

Commissioner Karapetkov supported the removal of Tree #12, viewing it as a cost-benefit to lose one healthy tree for a larger kitchen and ADU, given the more than 20 other trees on site.

Commissioners Locke and Allen did not support removal of a healthy tree for construction, given the Municipal Code requirements and the Forester's assessment. They questioned if the design could be reconfigured to avoid removal.

Commissioner Locke noted the applicant's stated intent to add a "third bedroom" to the house, clarifying the ADU is a standalone second unit.

It was moved by Chair LePage and seconded by Commissioner Locke to continue Item 7: DS 24298 (Gonzales) to a date uncertain.

The motion passed by the following roll call vote:

AYES:	Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES:	Commission Member(s): None
ABSTAINED:	Commission Member(s): None

Item 8: DS 24083 (Dyas): Consideration of a Track 1 Design Study (DS 24083) referral for the after-the-fact replacement of the existing wood windows with 100 Series Fibrex windows on a single-family residence located at the southwest corner of 5th Avenue and Santa Fe Street in the Single-Family Residential (R-1) District. APN: 010-092-001-000

Proposed CEQA Action: Find the project statutorily exempt from environmental review pursuant to CEQA Guidelines Section 15270

Jacob Olander, Associate Planner, presented the project for an after-the-act permit, as the Fibrex windows were installed at the property roughly six months prior. A previous Design Study, DS 23319 (Schneider), was approved by the Planning Commission as a deviation due to Fibrex's sustainable and innovative nature. At the time, the Commission preferred the 400 series; however, did not condition the project requiring installation of the 400 series windows. The Applicant submitted the Design Review application, pending the DS 23319 (Schneider) decision, and installed the windows before receiving Planning Commission approval.

Staff presented two resolutions, one for denial and one for approval, with a possible condition requiring the 400 series, instead of the 100 series windows that were installed.

Mike Marrah, contractor on behalf of the Applicant, showed the 100 series and 400 series Fibrex products to the Commission. He highlighted the benefits of Fibrex windows: sustainability (recycled product), Wildland-Urban Interface (WUI) compliance, value as a lower cost alternative, and ability to be painted. The contractor acknowledged that the windows were installed without a permit and claimed a "runner" or "third party" indicated preliminary approval based on the Schneider project, or an exemption form that they couldn't produce.

Chair LePage stressed that a Planning permit is always required and that the vendor, who should know this, put their client in a bad situation.

Mr. Marrah apologized for the misunderstanding, stating they want to work within the guidelines and improve due diligence.

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: None

Chair LePage closed the meeting for public comment.

The Commission supported both the 100 and 400 series Fibrex window products due to their appearance, energy efficiency, matte finish, no fading, and potential assistance in high fire zones. They voiced a strong concern over the lack of proper permits and due diligence by the vendor, emphasizing that it undermines the Planning Commission's authority and sends the wrong message.

Commissioner Karapetkov raised concerns about egress windows and fire safety, noting the benefits of following the process to ensure compliance. The Commission suggested conditioning the approval on Building Department review for egress requirements, but staff noted that it would be beyond the authority of the Planning Commission if there is no change in window opening size (i.e. building permits are not required in those cases). The Commissioners agreed the homeowner should not be penalized due to the confusion and vendor's error.

It was moved by Chair LePage and seconded by Commissioner Locke to approve a resolution finding that the installation of Fibrex windows is a minor alteration to an existing property which qualifies as categorically exempt pursuant to CEQA Guidelines Section 15301 and none of the exceptions to the exemptions pursuant to Section 1300.2 can be made and approving Design Study DS 24083 (Dyas) for the installation of composite Fibrex windows at a single-family residence located at the southwest corner of 5th Avenue and Santa Fe Street in the Single-Family Residential (R-1) District. APN: 010-092-001-000

The motion passed by the following roll call vote:

AYES:	Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES:	Commission Member(s): None
ABSTAINED:	Commission Member(s): None

Item 9: DS 25071 (Morsello): Consideration of a Track 1 Design Study (DS 25071) referral for the replacement of the existing wood windows with 100 Series Fibrex windows on a single-family residence located at the northeast corner of Santa Fe Street and 8th Avenue in the Single-Family Residential (R-1) District. APN: 010-044-007-000

Proposed CEQA Action: Find the project statutorily exempt from environmental review pursuant to CEQA Guidelines Section 15270

Jacob Olander, Associate Planner, described DS 25071 (Morsello) as identical to the previous project, but for a different property. The current application is for eight windows to be replaced, but on the meeting tour, five of the windows were observed to be already installed.

Staff clarified that any exterior change requires a Design Study, even if exempt from a Building permit. A Notice of Authorized Work can be issued by the City for approved projects not requiring a Building Permit.

John Bellinger, contractor on behalf of the Applicant, confirmed the work was to be completed in two phases with five windows installed in March and three still waiting. The contractor again claimed a "no permit required" understanding for like-for-like replacements within the same opening but admitted no Design Review application was filed for the initial five windows. He reiterated his commitment to follow guidelines for future projects.

Chair LePage opened the meeting for public comment. The following members of the public appeared before the Commission: None

Chair LePage closed the meeting for public comment.

The Commissioners expressed frustration over the repeated after-the-fact situation and lack of adherence to permit processes.

The Commission noted that Fibrex windows can now be approved at a staff level going forward, streamlining the process if applicants follow proper procedures.

It was moved by Chair LePage and seconded by Commissioner Allen to approve a resolution finding that the installation of Fibrex window is a minor alteration to an existing property which qualifies as categorically exempt pursuant to CEQA Guidelines Section 15301 and none of the exceptions to the exemptions pursuant to Section 1300.2 can be made and approving Design Study DS 25071 (Morsello) for the installation of composite Fibrex windows at a single-family residence located at the northeast corner of 8th Avenue & Santa Fe Street in the Single-Family Residential (R-1) District. APN 010-044-007-000

The motion passed by the following roll call vote:

AYES: Commission Member(s): Ahlborn, Allen, Karapetkov, Locke, LePage
NOES: Commission Member(s): None
ABSTAINED: Commission Member(s): None

DIRECTORS REPORT

Anna Ginette, Director of Community Planning and Building, gave a report and answered questions of the Commission.

- **Fire Hazard Severity Zone Map Ordinance:** The second reading of the ordinance will be on the June 30, 2025 City Council agenda as a consent item.
- **Draft ADU Ordinance:** Staff is targeting a workshop for the Planning Commission in July 2025, with a draft ordinance potentially coming back in the Fall.
- **Wireless Communication Facility Ordinance:** The ordinance is scheduled for certification by the California Coastal Commission Friday, June 13, 2025; their staff report recommends no changes.
- **Housing Element Amendment:** The Housing Element Amendment has been sent to State HCD for friendly review. If revisions are required, the amendment will come back to the Planning Commission and City Council before being resubmitted to the State.
- **Objective Design Standards:** A consultant proposal was received, emphasizing capturing uniqueness and authenticity driven by material authenticity. A request was made to prioritize ADU standards.
- **City Permits:** The railings at Devendorf Park are being replaced. An Emergency Coastal Development Permit was requested for the 10th Avenue stairs replacement with work anticipated to begin in July 2025.
- **Upcoming Council Meetings:** The City Council will be discussing water at the July 1, 2025 regular meeting and the JP Pastor Appeal at the June 30, 2025 special meeting.

FUTURE AGENDA ITEMS

Item 10: Next Regular Meeting: July 9, 2025

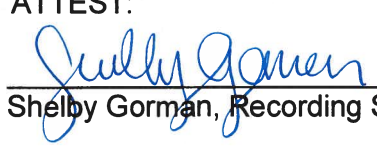
ADJOURNMENT

6:35 PM

APPROVED:


Michael LePage, Chair

ATTEST:


Shelby Gorman, Recording Secretary