



# A G E N D A

## Scotts Valley Planning Commission

**Date: May 9, 2019**

**Time: 6pm**

|                                                                                                 |                                                                                                     |                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CITY OF SCOTTS VALLEY</b><br>1 Civic Center Drive<br>Scotts Valley, CA 95066<br>831-440-5630 | <b>MEETING LOCATION</b><br>City Council Chambers<br>1 Civic Center Drive<br>Scotts Valley, CA 95066 | <b>POSTING:</b> The agenda was posted on April 2, 2019, at City Hall, SV Senior Center, SV Library and on the Internet at <a href="http://www.scottsvalley.org">www.scottsvalley.org</a> . |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Appointed Officials</b>                                                                                                                        | <b>City Staff Members</b>                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Carlos Arcangeli, Chair<br>Rosanna Hererra, Vice Chair<br>Lori Gentile, Commissioner<br>David Hodgins, Commissioner<br>Chuck Maffia, Commissioner | Taylor Bateman, Community Development Director<br>Brenda Stevens, Associate Planner |

### **Notice regarding Planning Commission Meetings:**

The Planning Commission meets regularly on the 2<sup>nd</sup> Thursday of each month (unless otherwise noticed) at 6pm in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066.

### **Agenda and Agenda Packet Materials:**

The Planning Commission agenda is available for review the Friday before the Thursday meeting on the Internet at the City's website: [www.scottsvalley.org](http://www.scottsvalley.org) and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-Noon and 1-5pm. In accordance with AB 1344, such documents will be posted on the City's website at [www.scottsvalley.org](http://www.scottsvalley.org).

### **CALL TO ORDER**

(The Planning Commission Chair calls the meeting to order.)

### **PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

(The Planning Commission Chair leads the pledge of allegiance.)

### **ROLL CALL**

(Planning Department staff conduct roll call of the Planning Commission.)

**PUBLIC COMMENT TIME**

This is the opportunity for individuals to make and/or submit written or oral comments to the Commission on any items within the purview of the Commission, which are NOT part of the Agenda. No action on the item may be taken, but the Commission may request the matter be placed on a future agenda.

**ALTERATIONS TO CONSENT AGENDA**

(The Commission can remove or add items to the Consent Agenda.)

**CONSENT AGENDA**

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any items may do so raising their hand to be recognized by the Chair. These items will be acted upon in one motion unless they are removed from the consent agenda for discussion by the Commission.)

Approve the Action Meeting Minutes from the April 11, 2019 meeting.

**ALTERATIONS TO PUBLIC HEARING AGENDA**

(Commission can remove or add items to the Regular Agenda.)

**PUBLIC HEARING AGENDA**

(Persons wishing to speak on any item may do so by raising their hand to be recognized by the Chair.)

- 1. Address:** 1500 Green Hills Road // APN 024-261-06  
**Applicant:** Matt Valencia, Calvary Chapel Santa Cruz County  
**Property Owner:** Robert Slawinski  
**Planning Permit Application No.:** U19-001  
**Project Description:** Request to extend a 10-year Temporary Use Permit for the operation of a church in an 18,000 square foot existing office building located in the I-L zoning district.  
**Staff:** Brenda Stevens, Associate Planner, 440-5635 [bstevens@scottsvalley.org](mailto:bstevens@scottsvalley.org)  
and Jonathan Kwan, Associate Planner CSG Consultants

**ALTERATIONS TO REGULAR AGENDA**

(Commission can remove or add items to the Regular Agenda.)

**REGULAR AGENDA**

(Persons wishing to speak on any item may do so by raising their hand to be recognized by the Chair.)

- 2. Title:** Capital Improvement Program for FY 2019/2022 – FY 2023/2024  
Consistency Report with the City's General Plan  
**Address:** City-wide  
**Applicant:** City of Scotts Valley  
**Property Owner:** City of Scotts Valley  
**Project Description:** State law requires cities to adopt a Capital Improvement Program (CIP) to implement the cities' General Plan. The CIP is a list of the

proposed public works projects. The City's Public Works Department develops the CIP as a 5-year program and updates the program each year. By law, the Planning Commission must review the CIP for consistency with the General Plan.

**Staff Contact:** Daryl Jordan, Public Works Director, [djordan@scottsvalley.org](mailto:djordan@scottsvalley.org)  
438-5854

## **DISCUSSION ITEMS AND FUTURE AGENDA ITEMS**

(The Planning Commission or Community Development Director may request to schedule items on future agendas.)

## **WRITTEN COMMUNICATIONS – FOR INFORMATION ONLY**

(City Council Minutes or other items are provided if available.)

## **DIRECTOR UPDATES**

(The Community Development Director may provide any department or city updates that are available.)

## **ADJOURNMENT**

(Adjournment shall be no later than 11pm unless extended by a four-fifths vote of all Planning Commission members or a unanimous vote of the members present per City Municipal Code Section 2.21.010.)

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a Planning Commission meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the Community Development Department at 831-440-5630 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a Planning Commission meeting be available in an alternative format consistent with a specific disability, please call the Community Development Department. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.





# Minutes

## Meeting of the Scotts Valley Planning Commission

**Date: April 11, 2019**

**Time: 6:00 PM**

|                                                                                                   |                                                                                                     |                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CITY OF SCOTTS VALLEY</b><br>1 Civic Center Drive<br>Scotts Valley, CA 95066<br>(831) 440-5630 | <b>MEETING LOCATION</b><br>City Council Chambers<br>1 Civic Center Drive<br>Scotts Valley, CA 95066 | <b>POSTING:</b> The agenda was posted at City Hall, SV Senior Center, SV Library and on the Internet at <a href="http://www.scottsvalley.org">www.scottsvalley.org</a> . |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Appointed Officials                                                                                                                               | City Staff Members                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Carlos Arcangeli, Chair<br>Rosanna Herrera, Vice Chair<br>Lori Gentile, Commissioner<br>David Hodgkin, Commissioner<br>Chuck Maffia, Commissioner | Taylor Bateman, Community Development Director<br>Brenda Stevens, Associate Planner |

**NOMINATION OF CHAIR:** Due to the absence of both the Chair and the Vice-Chair, the Planning Commission conducted a nomination and vote to appoint a Chair for the meeting.

**M/S: Hodgkin/Maffia**

To approve nomination of Commissioner Gentile as Chair for the April 11, 2019 meeting.

Carried: 3/0/2 (AYES: Gentile, Hodgkin and Maffia; NOES: None; ABSENT: Arcangeli and Herrera,

**CALL TO ORDER: 6:07pm**

**PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE:** The Planning Commission Chair led the pledge of allegiance.

**ROLL CALL:** Present: Gentile, Hodgkin and Maffia. Absent: Arcangeli and Herrera

**PUBLIC COMMENT:**

Allen McClain, a resident of the Lockewood Lane area expressed concerns of a future development located at the current Valley Gardens golf course.

**ALTERATIONS TO CONSENT AGENDA:** None.

**CONSENT AGENDA:** None scheduled.

A. Action Meeting Minutes from March 14, 2019 meeting.

**M/S: Hodgkin/Maffia**

To approve the minutes from the March 14, 2019 meeting.

**Carried: 3/0/2 (AYES: Gentile, Hodgkin and Maffia; NOES: None; ABSENT: Arcangeli and Herrera)**

**ALTERATIONS TO REGULAR AGENDA:** None.

**PUBLIC HEARING AGENDA:**

**REGULAR AGENDA:**

**1. Address:** 115 Blueberry Drive // APN 021-293-03

**Applicant / Property Owner:** Jennie Flores

**Planning Permit Application No.:** Design Review DR18-009

**Project Description:** Consideration of a recommendation to the Scotts Valley Planning Commission for a Design Review of a new 3,501 square foot, single family residence in the R-1-10 zoning district, subject to the Hillside Combining District Regulations and with grading in slopes over 30%.

**Staff:** Brenda Stevens, Associate Planner and Jonathan Kwan, Associate Planner CSG Consultant

**M/S: Maffia/Hodgin**

To approve the project via Resolution No. 1743 subject to conditions of approval.

**Carried: 3/0/2 (AYES: Gentile, Hodgkin and Maffia; NOES: None; ABSENT: Arcangeli and Herrera)**

**DISCUSSION ITEMS AND FUTURE AGENDA ITEMS:** None.

**WRITTEN COMMUNICATIONS – FOR INFORMATION ONLY:** None.

**DIRECTOR UPDATES:** None.

**ADJOURNMENT:** 6:35 pm.

## **STAFF REPORT**

**Date:** May 9, 2019

**Applicant:** Matt Valencia, Calvary Chapel Santa Cruz County

**Owner:** Robert C. Slawinski

**Application:** Use Permit No. U19-001

**Location:** 1500 Green Hills Road // APN 024-261-06

**General Plan / Zoning:** Light- Industrial / I-L

**Environmental Status:** Exempt from CEQA (Section 15301)

**Request:** Consideration of a 10-year extension for Temporary Use Permit No. U09-001 to allow a church to continue to occupy an existing building located in the I-L Zoning District.

**Staff Planner:** Brenda Stevens, Associate Planner  
Jonathan Kwan, Associate Planner, CSG Consultants

### **STAFF RECOMMENDATION**

Staff recommends that the Planning Commission conduct a public hearing and approve Use Permit No. U19-001, subject to the attached conditions in Exhibit A.

### **BACKGROUND**

In the 1980s, Doug Usher and Dennis MacFarlane, of Idevco, built a light-industrial business park consisting of four buildings on separate parcels located at 1500-1800 Green Hills Road. The design and function of the business park served non-intensive light-industrial uses such as research and development, and hi-tech businesses.

In November 2006, the Planning Commission approved a Master Use Permit to allow two buildings to be leased and occupied as general business offices. The existing software research and development uses continued because they were allowed by right in the I-L Zoning District.

In 2009, the Planning Commission approved a 10-year Temporary Use Permit to allow a church use to occupy an existing building in the I-L zoning district.

### **PROJECT DESCRIPTION**

On March 12, 2009 the City of Scotts Valley Planning Commission approved a 10-year Temporary Use Permit to allow a church use to occupy an existing building located in the I-L zoning district. The applicant is requesting to renew the permit and extend the approvals for an additional 10-year period, until May 9, 2029. Below is a table showing approved uses in 2009 and what is proposed today:

|                                  | <b>Approved (2009)</b>                   | <b>Proposed (2019)</b>                   |
|----------------------------------|------------------------------------------|------------------------------------------|
| Hours of Operation               | Varies: Sun (10am-1pm) and Wed (7pm-9pm) | Varies: Sun (10am-1pm) and Wed (7pm-9pm) |
| # of Employees on Weekdays       | 3 Persons                                | 2 full time, 2 part time                 |
| # of Employees on Largest Shift  | Varies                                   | Varies                                   |
| # of Members at Worship Services | 250-325 persons                          | Sunday (150-175) and Wednesday (35)      |
| # of Seats in Sanctuary          | 700 seats                                | 243 seats                                |
| Leased Space                     | 21,410 square feet                       | 9,410 square feet                        |
| Building Size                    | 61,461 square feet                       | 61,461 square feet                       |

The proposed use is smaller than what was proposed in 2009. However, the uses that occupy the same building have changed as well. Below is a table of the previous uses and their parking requirements compared to the uses and parking requirements today:

| <b>Approved Peak Parking (2009)</b> |                  |                | <b>Proposed Peak Parking (2019)</b> |                  |                |
|-------------------------------------|------------------|----------------|-------------------------------------|------------------|----------------|
| <b>Use</b>                          | <b>Area (sf)</b> | <b>Parking</b> | <b>Use</b>                          | <b>Area (sf)</b> | <b>Parking</b> |
| Cavalry Chapel                      | 18,666           | 223            | Cavalry Chapel                      | 9410             | 189            |
| Market Tech                         | 2,585            | 10             | CrossFit                            | 30,701           | 123            |
| Dakota Ultrasonics                  | 6,800            | 27             | Robert Slawinski Auctioneers        | 3,957            | 16             |
| Creative Labs                       | 18,713           | 71             |                                     |                  |                |
| Common Area                         | 7,877            | 0              | Dakota Ultrasonics                  | 9,695            | 39             |
| Vacant                              | 6,819            | 24             | Common Area                         | 7,877            | 0              |
| <b>Total</b>                        | <b>61,640</b>    | <b>355</b>     | <b>Total</b>                        | <b>61,640</b>    | <b>366</b>     |

### **PROJECT DISCUSSION**

The proposed request to renew the Use Permit for Cavalry Chapel has been reviewed for compliance with the City's regulations. An analysis of the issues for Planning Commission consideration is provided below.

Given that the proposed project is to renew a Temporary Use for an additional 10-year period, the applicant shall be subject to the same conditions as Use Permit No. U09-001.

### Use Permit for Religious Commercial Recreation

In 2009, the Planning Commission approved Use Permit No. U09-001 to allow the Cavalry Chapel of Santa Cruz to relocate their operations to the building at 1500 Green Hills Road. It was determined that the use was compatible with the existing uses at the site for the following reasons:

- Existing uses in the building include office and light research and development.
- Weekday operations function similarly to office uses while weekend operations do not impact existing uses since most businesses do not operate on weekends.
- The 10-year temporary use allows for this use to be used for light industrial uses in the future.
- The church use occupied approximately one-third of the building, which had vacancies and was underutilized in 2009.

Presently, the existing uses are similar, however, a gym has occupied a large portion of the building. The majority of the church use would occur during worship services that occur on Wednesday nights and Sunday mornings. The proposed term for the temporary use renewal is an additional 10 years. Given that the Use has been reduced and that there have been no significant issues with the compatibility of surrounding uses over the last 10-year period, the renewal of the Use Permit will not have a negative impact on surrounding uses.

### Parking

Under peak conditions, the parking requirement of 366 parking spaces exceeds the 272 available parking spaces on site. However, the uses are staggered in that the majority of the religious use allowed by the renewal of the Use Permit occurs during worship services on Wednesday nights, Sunday mornings and certain holidays. The other existing uses at the site are not likely to be in operation at those time. For this reason, the assumption that the parking requirement for the religious use is 38 spaces (1 parking space for every 250 square feet), a total of 216, is a more accurate parking requirement for peak parking demand during the majority of the time. The existing church use has been at the same location since 2009 and has not had any notable parking issues on the weekends during worship services. Given this analysis, it is unlikely that the renewal of the Temporary Use Permit will create a parking impact.

### FINDINGS

1. ***The proposed location of the conditional use is in accordance with the objectives of the zoning ordinance and the purposes of the district in which the site is located.*** The subject property is located in the City's Light-Industrial (I-L) zoning district which allows for the church use with the approval of a Use Permit. The use is contained within an existing building and is compatible with

existing uses. The 10-year period for the temporary use permit renewal will preserve the City's light-industrial base for potential light-industrial uses in the future.

2. ***The establishment, maintenance or operation of the use or building will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.*** The church use meets the requirement of this finding in that the church operations will be compatible with the other tenants in the building in the adjacent light-industrial parks. The building is surrounded by office and gym uses in the nearby vicinity. During the weekdays, church operations are similar to the neighboring general offices, while the weekend operations and worship services will not impact surrounding uses negatively. In addition, a condition of the original Temporary Use Permit required a parking easement with the property to the north to ensure adequate parking for the use.

#### **ATTACHMENTS**

#### **Page Number**

Resolution (Action Item)

|    |                                                         |          |
|----|---------------------------------------------------------|----------|
| 1. | Location Map .....                                      | 8        |
| 2. | Use Permit No. U09-001 Staff Report and Resolution..... | 9        |
| 3. | Plans .....                                             | Attached |

## RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SCOTTS VALLEY APPROVING USE PERMIT NO. U19-001 TO RENEW USE PERMIT NO. U09-001 TO ALLOW A CHURCH USE TO OCCUPY AN EXISTING BUILDING IN THE LIGHT-INDUSTRIAL ZONING DISTRICT FOR A 10-YEAR PERIOD, LOCATED AT 1500 GREEN HILLS ROAD / APN 024-261-06.**

WHEREAS, the Planning Department of the City of Scotts Valley has received a use permit application filed by Calvary Chapel of Santa Cruz, Use Permit No. U19-001 to renew Use Permit No. U09-001 to allow a church use to occupy an existing building in the Light-Industrial zoning district, located at 1500 Green Hills Way / APN 024-261-06; and,

WHEREAS, the application was reviewed for completeness and is determined to be Categorically Exempt from the Environmental Quality Act (CEQA), Class 1, Existing Facilities, Section 15301; and,

WHEREAS, the project was reviewed by the Planning Commission at a regularly scheduled meeting on Thursday, May 9, 2019.

NOW THEREFORE, the Planning Commission of the City of Scotts Valley hereby resolves as follows:

SECTION 1: The environmental determination represents the independent judgement of the City.

SECTION 2: The categorical exemption is hereby approved.

SECTION 3: The Planning Commission of the City of Scotts Valley does hereby specifically make the following findings, as further clarified in the staff report dated May 9, 2019:

1. ***The proposed location of the conditional use is in accordance with the objectives of the zoning ordinance and the purposes of the district in which the site is located.*** The subject property is located in the City's Light-Industrial (I-L) zoning district which allows for the church use with the approval of a Use Permit. The use is contained within an existing building and is compatible with existing uses. The 10-year period for the temporary use permit renewal will preserve the City's light-industrial base for potential light-industrial uses in the future.
2. ***The establishment, maintenance or operation of the use or building will not, under the circumstances of the particular case, be detrimental to the***

***health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.*** The church use meets the requirement of this finding in that the church operations will be compatible with the other tenants in the building in the adjacent light-industrial parks. The building is surrounded by office and gym uses in the nearby vicinity. During the weekdays, church operations are similar to the neighboring general offices, while the weekend operations and worship services will not impact surrounding uses negatively. In addition, a condition of the original Temporary Use Permit required a parking easement with the property to the north to ensure adequate parking for the use.

SECTION 4: After careful consideration of the application and related materials, plans, maps, facts, exhibits, staff report, testimony and other evidence submitted in this matter, and incorporated herein by this reference, the Planning Commission of the City of Scotts Valley does hereby approve Use Permit No. U19-001 to renew Use Permit No. U09-001 to allow a church use to occupy an existing building in the Light-Industrial zoning district for a 10-year period, located at 1500 Green Hills Road / APN 024-261-06, subject to the conditions set forth in the attached Exhibit A, which are incorporated herein by this reference.

SECTION 5: Use Permit No. U19-001 shall lapse and shall become void if the use ceases for more than a one year period from the date of this resolution and/or if an application for renewal is not submitted before the 10-year use permit expires on May 9, 2029.

THE ABOVE AND FOREGOING RESOLUTION was duly adopted and passed by the Planning Commission of the City of Scotts Valley at a regularly scheduled meeting held on the 9<sup>th</sup> day of May, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Carlos Arcangeli, Chair

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Taylor Bateman, Community Development Director

## **EXHIBIT A CONDITIONS OF APPROVAL**

1. Developer has agreed to and shall defend, indemnify and hold harmless the City of Scotts Valley, its officers, agents and employees from any claim, action or proceeding against the City or its officers, agents or employees to attach, set aside, void or annul any action of the City in connection with approvals under the California Environmental Quality Act or with respect to approval of the project, which action is brought within the time period(s) prescribed by law. The City shall promptly notify the developer of any such claim, action or proceeding and shall fully cooperate in defense.
2. The property owner shall sign the Conditions of Approval (Exhibit A) agreeing to the Conditions of Approval within 30 days of approval.
3. The property owner/applicant shall obtain all required building permits and pay all required fees before starting any interior tenant improvements on site.

### **Planning Department**

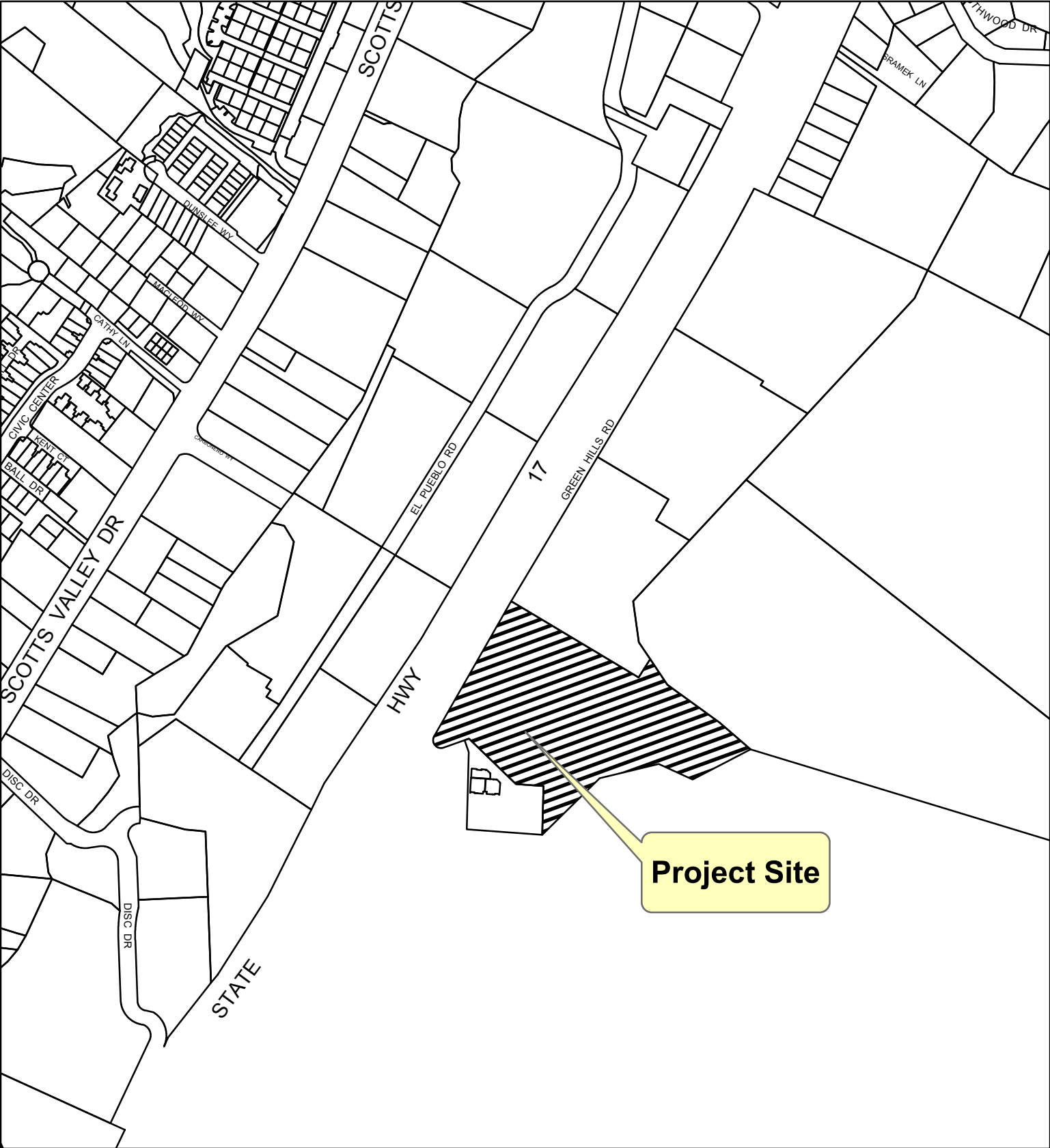
4. The Temporary Use Permit allows a church use to occupy an existing building in the I-L zoning district for a 10-year period, subject to these conditions and as shown in the submitted plans and information on file with the Planning Dept.
5. On May 9, 2029, the Temporary Use Permit shall expire unless the applicant submits a use permit renewal application before this date for review and approval by the Planning Commission.
6. The applicant shall obtain prior Design Review approval before constructing any exterior improvements such as new signage on the building. Copy changes of existing signs shall not require permits.
7. The applicant is subject to all of the conditions set in Use Permit No. U09-001, approved on March 12, 2009, to the satisfaction of the Community Development Director.

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Name and Signature of Property Owner

---

Date



**1500 Green Hills Road**  
**APN 024-261-06**

**City of Scotts Valley  
PLANNING COMMISSION  
STAFF REPORT**

**Date:** March 12, 2009

**Applicant:** Bill Bjorkman, Calvary Chapel of Santa Cruz

**Property Owner:** Doug Usher, Idevco

**Application:** Use Permit #U09-001

**Location:** 1500 Green Hills Road / APN 024-261-06

**General Plan / Zoning:** Light-Industrial / I-L

**Environmental Status:** Exempt from environment review and qualifies for a Categorical Exemption from the California Environmental Quality Act under Section 15301, Class 1, Existing Facilities.

**Request:** Consideration of a 10-year Temporary Use Permit to allow a church use to occupy an existing building located in the I-L zoning district.

**Staff Planner:** Michelle Fodge, AICP, Senior Planner, at (831) 440-5632



**STAFF RECOMMENDATION**

Staff recommends that the Planning Commission conduct a public hearing and approve Use Permit #U09-001, by adopting the attached resolution and conditions of approval.

**BACKGROUND**

In the 1980s, Doug Usher and Dennis MacFarlane, of Idevco, built a light-industrial business park consisting of four buildings on separate parcels located at 1500-1800 Green Hills Road. The design and function of the business park served non-intensive light-industrial uses such as research & development and hi-tech businesses.

In the 2000s, some of the buildings/parcels were sold.

In November 2006, the Planning Commission approved a master use permit to allow two buildings to be leased and occupied as general business offices. The existing software research and development uses continued because they were allowed by right in the I-L zoning district.

## **PROJECT DESCRIPTION**

The Calvary Chapel of Santa Cruz wishes to relocate their church operations to the City. The church will occupy part of the first and second floors of the building. The applicant has submitted a project description (see pages 7-13; *Project Description*). No changes are proposed to the existing building exterior, landscaping, irrigation, and parking. A summary is below:

|                                  |                     |
|----------------------------------|---------------------|
| Hours of Operation:              | Varies; see page 13 |
| # of Employees on Weekdays:      | 3 persons           |
| # of Employees on Largest Shift: | Varies              |
| # of Members at Sunday Services: | 250-325 persons     |
| # of Seats in Sanctuary:         | 700 seats           |
| Leased Space:                    | 21,410 square feet  |
| Building Size:                   | 61,461 square feet  |

## **DISCUSSION**

City departments and local reviewing agencies have reviewed the application for compliance with the City's regulations and other requirements. An analysis of the issues for Planning Commission consideration is provided below.

1. **Use Permit for Religious Commercial Recreation:** The property is located in the Light-Industrial (I-L) zoning district. Church and other religious uses are considered as conditional uses in the I-L zoning district, which require use permit approval by the Planning Commission. Conditional uses require special consideration so that they may be located properly in relation to the objectives of zoning district, and that any potential negative impacts on surrounding businesses or resources may be avoided or reduced.

General Plan Land Use Objective LO-57 requires industrial uses to be compatible with surrounding land uses. Existing uses in the building are office and light R & D, which occupy a bit more than one-half of the building floor area. Staff believes that the church will be a compatible use in the building because:

- Existing uses in the building include office and light R & D. Surrounding uses are primarily offices to the north, open space to the east, new light-industrial to the south, and Highway 17 to the west;
- Weekdays operations will function similar to the neighboring office uses, while weekend operations/Sunday services should not negatively impact existing businesses because most do not operate on weekends;
- The 10-year period for the temporary use permit will preserve the City's light-industrial base for potential light-industrial uses in the future; and,
- The church use will occupy one-third of the building, which would otherwise be underused in this economic climate.

The City's 49-acre Lodato Park is located next to the project site, to the east behind the rear parking area. The Scotts Valley Sportsmen's Club operates a gun range in the park. Noise from the range can be heard around the project building and in other areas in the City. The hours of operation vary throughout the week (*see page 14; Range Rules*). A condition of approval states that the applicant is aware of potential noise disturbance from the gun range.

2. **Parking:** The City's Municipal Code provides parking ratios for different types of uses. The amount of parking available for the entire building is 272 parking spaces. The existing uses of the building require 96 spaces, plus an amount for the 8,020 square feet of manufacturing use which is not specified in the Municipal Code. When a parking formula for a use is not specified, the Planning Commission may determine the amount of parking needed.

The church will require 218 parking spaces (*see page 15; Parking Analysis Table 1*). Therefore, with the existing uses and the church use, there will be a technical deficit of 42 parking spaces (*see page 16; Parking Analysis Table 2*). However, on a practical level, there should not be a deficit because the peak operating times for the church will be on Sundays and after typical business hours on weekdays. Therefore, a case can be made that additional parking should not be required for the 8,020 square feet of manufacturing space.

Although 13% of the technically required parking will not be provided, staff believes that the parking demands for existing uses and the church will balance-out because of their different hours of operation.

A condition of approval will require the church to obtain a parking easement or other instrument that allows the church to use the adjacent property to the north for at least 42 overflow parking spaces, when needed. As the church membership grows, the church shall monitor parking availability and ensure adequate parking. Should parking or any other land use issue become a problem, the Community Development Director may schedule the issue for Planning Commission review and determination at a public hearing.

## **FINDINGS**

Based on staff's analysis and the proposed conditions in the attached resolution, the required findings can be made (*see pages 4-5; Resolution*).

## **ATTACHMENTS**

|                                                       | <b><u>PAGE #</u></b> |
|-------------------------------------------------------|----------------------|
| Resolution to Approve U09-001 (Action Item) .....     | 4                    |
| Conditions of Approval .....                          | 6                    |
| 1. Project Description from Applicant .....           | 7                    |
| 2. Range Rules - Scotts Valley Sportsmen's Club ..... | 14                   |
| 3. Parking Analysis Table 1 .....                     | 15                   |
| 4. Parking Analysis Table 2 .....                     | 16                   |
| 5. Project Plans .....                                | * Attached           |

\* Please note that the project plans are only provided in the Planning Commission packets. A copy of the submitted plans and materials are available for public review in the Planning Department at City Hall between 8:00AM - 12:00PM Mon - Thurs, or by appointment by calling (831) 440-5630.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
SCOTTS VALLEY APPROVING A TEMPORARY USE PERMIT #U09-  
001 TO ALLOW A CHURCH USE TO OCCUPY AN EXISTING  
BUILDING IN THE LIGHT-INDUSTRIAL ZONING DISTRICT FOR A 10-  
YEAR PERIOD, LOCATED AT 1500 GREEN HILLS ROAD /  
APN 024-261-06.**

WHEREAS, the Planning Department of the City of Scotts Valley has received a use permit application filed by Calvary Chapel of Santa Cruz, Use Permit #U09-001 to allow a church use to occupy an existing building in the Light-Industrial zoning district, located at 1500 Green Hills Way / APN 024-261-06; and

WHEREAS, the project is determined to be categorically exempt from the California Environmental Quality Act (CEQA), Class 1, Existing Facilities, Section 15301; and

WHEREAS, the project was reviewed by the Planning Commission at a duly noticed public hearing on Thursday, March 12, 2009.

NOW THEREFORE, the Planning Commission of the City of Scotts Valley hereby resolves as follows:

SECTION 1: The environmental determination represents the independent judgement of the City.

SECTION 2: The categorical exemption is hereby approved.

SECTION 3: The Planning Commission of the City of Scotts Valley does hereby specifically make the following findings, as further clarified in the Planning Commission staff report dated March 12, 2009:

- 1. The location of the church use occupying an existing building for a 10-year period is in accordance with the objectives of the zoning ordinance and the purposes of the I-L zoning district in which the site is located.** The subject property is located in the City's Light-Industrial (I-L) zoning district. One of the purposes of the I-L is to provide an area for uses that may have negative impacts such as noise, dust, and odor, away from commercial and residential uses. The proposed church use meets the requirements of this finding in that religious uses are conditional uses in the I-L and all three of the City's commercial zoning districts, which may be allowed if determined to be appropriate. The church will be an appropriate use in this location because the design of the light-industrial business park is geared to office-related or research & development businesses. The 10-year period for the temporary use permit will preserve the City's light-industrial base for potential light-industrial uses in the future.

2. **The establishment, maintenance or operation of the church use occupying an existing building in the I-L zoning district for a 10-year period will not, under any circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed restaurant or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.** The church use meets the requirements of this finding in that church operations will be compatible with the other tenants in the building and in the adjacent light-industrial parks. The building is surrounded by office and other uses to the north, open space to the east, new light-industrial project to the south, and Highway 17 to the west. During the weekdays, church operations will function similar to the neighboring general offices, while weekend operations/Sunday services will not negatively impact existing business because most, if not all, are not operating during the weekend. A condition of approval will require a parking easement with the adjacent property to the north to ensure sufficient parking. Should parking or any other land use associated with the church use become an issue, a condition of approval will allow the Community Development Director to schedule the issue for Planning Commission review and determination at a public hearing.

SECTION 4: After careful consideration of the application and related materials, plans, maps, facts, exhibits, staff report, testimony and other evidence submitted in this matter, and incorporated herein by this reference, the Planning Commission of the City of Scotts Valley does hereby approve Temporary Use Permit #U09-001 to allow a church to occupy a building in the light-industrial zoning district for a 10-year period, located at 1500 Green Hills Way / APN 024-261-06, subject to the conditions set forth in the attached Exhibit A, which are incorporated herein by this reference.

SECTION 5: Temporary Use Permit #U09-001 shall lapse and shall become void if the use ceases for more than a one year period from the date of this resolution, and/or if an application for renewal is not submitted before the 10-year use permit expires on March 12, 2019.

THE ABOVE AND FOREGOING RESOLUTION was duly adopted and passed by the Planning Commission of the City of Scotts Valley at a regularly scheduled meeting held on the 12<sup>th</sup> day of March 2009, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Debbie Muth, Chair

---

Susan Westman, Interim Community Dev. Director

**Exhibit A**

**Conditions of Approval #1 - #9**

**Standard and Legal**

1. The Developer has agreed to and shall defend, indemnify and hold harmless the City of Scotts Valley, its officers, agents and employees from any claim, action or proceeding against the City or its officers, agents or employees to attach, set aside, void or annul any action of the City in connection with approvals under the California Environmental Quality Act or with respect to approval of the project, which action is brought within the time period(s) prescribed by law. The City shall promptly notify the developer of any such claim, action or proceeding and shall fully cooperate in defense.
2. After Planning Commission approval, the applicant and property owner shall sign the Conditions of Approval (Exhibit A) agreeing to the Conditions of Approval within 30 days of approval.
3. The property owner/applicant shall obtain all required building permits and pay all required fees before starting any interior tenant improvements on site.

**Planning Department**

4. The Temporary Use Permit allows a church use to occupy an existing building in the I-L zoning district for a 10-year period, subject to these conditions and as shown in the submitted plans and information on file with the Planning Dept.
5. On March 12, 2019, the temporary use permit shall expire unless the applicant submits a use permit renewal application before this date for review and approval by the Planning Commission.
6. The applicant shall obtain prior Design Review approval before installing any wall-mounted tenant ID signs on the building. Copy changes of existing signs shall not require permits.
7. The applicant acknowledges that the Scotts Valley Sportsmen's Club operates a gun range on the neighboring Lodato Park and understands that noise from the range can be heard in and around the project building.
8. By June 30, 2009, the applicant shall obtain a parking easement or other instrument that allows the church to use the adjacent property to the north for overflow parking (at least 42 spaces), and shall submit the document for approval by the Community Development Director.
9. As the church membership grows, the applicant shall monitor parking availability and ensure adequate parking. Should parking or any other land use issue associated with the church become an issue, the Community Development Director may schedule the issue for Planning Commission review and determination at a public hearing, with fees borne by the applicant.

Signature of Bill Bjorkman, Calvary Chapel

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Date



# Calvary Chapel Santa Cruz

*"Faith comes by hearing and hearing by the Word of God"*  
Romans 10:17

January 9, 2009

City of Scotts Valley  
Planning and Community Development

Re: Application for Use Permit

To Whom It May Concern,

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JAN 12 2009

CITY OF SCOTTS VALLEY

As an attachment to our application for a special use permit, I am writing this letter as a brief introduction and to familiarize you with our church.

Calvary Chapel Santa Cruz is an independent, non-denominational Christian church, affiliated with the Calvary Chapel Churches. We are a board-governed, 501c3 non-profit organization incorporated within the State of California. The church is now in its eighth year of operation and currently meets in a rented school facility in Live Oak and has separate rented office space at the address indicated on this letterhead.

We currently meet for our main weekly corporate worship services on Sunday mornings (10:00 a.m. - 12:00 p.m.) and Wednesday evenings (7:00 p.m. - 9:00 p.m.). These services last for approximately 90 minutes and consist of a time of musical worship followed by teaching from the Bible, and a time of fellowship after the service. The adults and children meet separately. Currently, these services are attended by 200-250 adults, and 50-75 children on Sunday mornings; and 100-125 adults, and 25 children on Wednesday evenings.

In addition to these meetings, we have a number of study and fellowship groups that meet throughout the week during the evenings. These ministries include meetings for our Men's, Women's, and College & Career fellowships, as well as our Adult Education Bible College classes. Usually, one to two meetings are scheduled each night of the week and are attended by 35-50 people per evening.

Our church is growing consistently and we are looking for a facility that will not only better accommodate our current program requirements, but will also allow for expected growth. We have been searching for nearly five years and have toured dozens of buildings. We have attempted to enter into lease agreements and submit use permit applications on other properties within the City of Santa Cruz, but have been unsuccessful most recently due specifically to the recent changes to the Westside "overlay" area. Given all of this, we believe that the Green Hills Technology Center property for which we are applying is ideal for a number of reasons.

Within this space we would like to consolidate all of our operations including offices, children's ministry, mid-week group meetings, and weekly general assembly. Provided below is a brief description of our proposed use of the space for each of these activities:

We would propose to utilize a portion of the space (approximately 1280 feet) to house our church offices. We currently have three full-time staff members who work in the office during normal business hours (Tues-Fri), as well as a small number of volunteers who serve on a part time weekly basis. In addition, a varying number of people from the congregation will come to the offices during the business day for meetings and/or counseling appointments.

We would propose to utilize a portion of the space (approximately 4200 feet) to

409.001

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house our children's ministry. This space would be used primarily during our Sunday morning and Wednesday evening services for the teaching and care of the children who attend our church.

We would propose to use a portion of the space (approximately 7440 feet) for our general assembly space. We would like to have a space that would seat 600-700 adults during our Sunday morning and Wednesday evening services. This space might also be used, occasionally, for a special meeting or conference that would take place during the evening or weekend hours. The remaining space (approximately 4500 feet) would be dedicated for a variety of use including storage, a small bookshop, café, fellowship area, youth meeting room, etc. These spaces, again, would be primarily used during our Sunday morning and Wednesday evening services, as well as during our smaller ministry evening meetings throughout the week. It is likely that a weekly morning meeting (approximately 40 women) might be added in the future for our Women's ministry.

As you can see, the majority of our use is on Sunday mornings between 10:00 a.m.-1:00 p.m., and Wednesday evenings between 7:00-9:00 p.m. In the future, we may plan to add a service on Saturday and/or Sunday evenings at 6:00 p.m. or 7:00 p.m., as the needs of the fellowship grow.

Having looked, as I mentioned, at a number of different facilities in different areas within the county, we believe that these facilities and this location would be an extremely good match for our needs, and believe, as well, that our ministry we would not only fit well within the current neighborhood, but be an asset to the community as a whole.

Please consider our use request and don't hesitate to contact me if you have additional questions or if I can provide additional details that will help you in your evaluation. We look forward to working with you during this process.

Sincerely,

David Johnston  
Senior Pastor

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Attachments

**Requested Information (per list provided by to CCSC by April Wooden):**

**1. Site plan** (drawn to scale showing parking width/length dimensions, aisle widths, loading/drop-off areas, etc.)

Please see accompanying packet.

**2. List of uses on site** (both inside and outside the building)

**First Floor**

|                    |               |                               |
|--------------------|---------------|-------------------------------|
| Calvary Chapel     | 14,415        | Religious Assembly, Education |
| Vacant             | 3,387         | Warehouse                     |
| Market Tech        | 2,585         | Office, Manufacturing         |
| Vacant             | 3,432         | Office, Manufacturing         |
| Dakota Ultrasonics | 6,800         | Office, Manufacturing         |
| Creative Labs      | 2,333         | Warehouse                     |
| Creative Labs      | <u>1,082</u>  | Warehouse                     |
|                    | <b>34,034</b> |                               |

**Second Floor**

|                |               |                    |
|----------------|---------------|--------------------|
| Calvary Chapel | 4,251         |                    |
| Creative Labs  | <u>15,298</u> | Office, Laboratory |
|                | <b>19,549</b> |                    |

**Common Area**                      **7,877**

**Building Total**                      **61,640**

**3. Floor plan** (drawn to scale) with uses labeled of ALL square footage

Please see accompanying packet.

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**CITY OF SCOTTS VALLEY**

**4. If no changes to exterior of building, 7 sets of photos of all elevations of existing building and any accessory structures, etc.**

No specific changes are proposed at this time

All signage will be in accordance with current building signage program

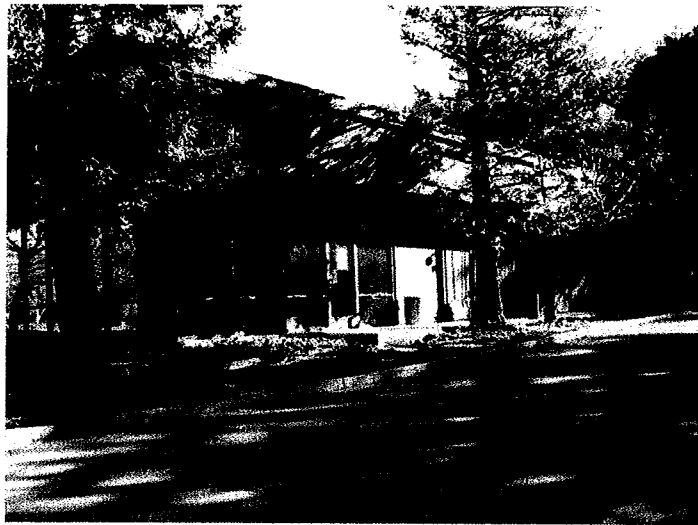


**Building Front/West Side (Including Parking Entry)**

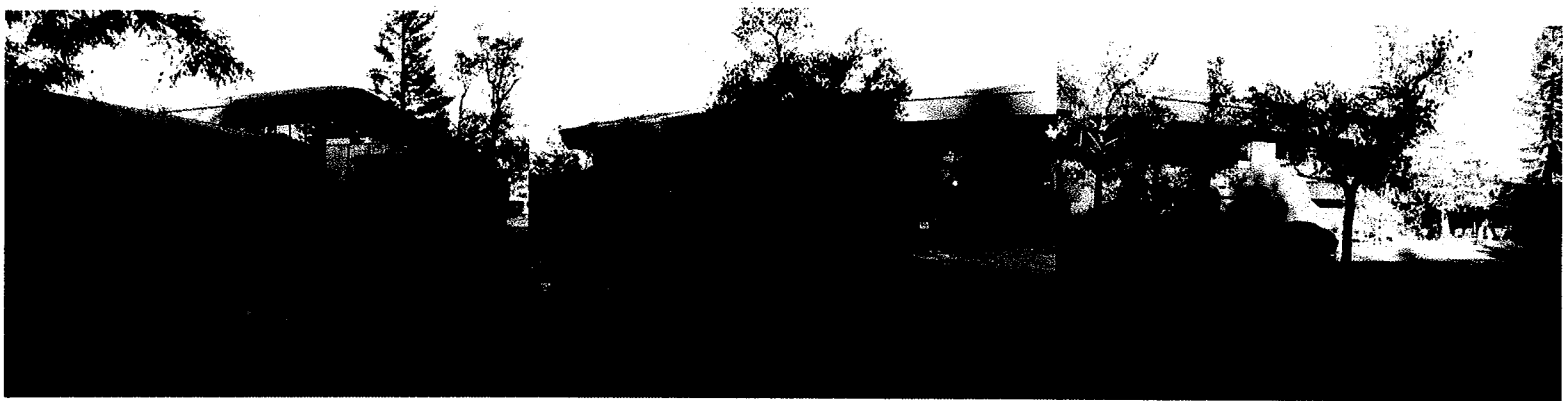
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**South Building Side (looking East)**



**East/Rear of Building**



**North Building Side (looking East)**

Please see accompanying packet for additional sets.

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**5. Table showing all interior uses, square footage, parking formula for the use, and required parking for all floors.**

**A. Overall Use & Standard Parking Formula For Proposed Building Use**

**First Floor**

|                    | Net Sq. Ft. | Usage                         | Parking Formula |
|--------------------|-------------|-------------------------------|-----------------|
| Calvary Chapel     | 14,415      | Religious Worship & Education | 58              |
| Vacant             | 3,387       | Warehouse                     | 10              |
| Market Tech        | 2,585       | Office, Manufacturing         | 10              |
| Vacant             | 3,432       | Office, Manufacturing         | 14              |
| Dakota Ultrasonics | 6,800       | Office, Manufacturing         | 27              |
| Creative Labs      | 2,333       | Warehouse                     | 7               |
| Creative Labs      | 1,082       | Warehouse                     | 3               |

**First Floor Total 129**

**Second Floor**

|                |        |                               |    |
|----------------|--------|-------------------------------|----|
| Calvary Chapel | 4,251  | Religious Worship & Education | 17 |
| Creative Labs  | 15,298 | Office, Laboratory            | 61 |

**Second Floor Total 78**

**Current Formulas Total 207**

**Total spaces available on site 272**  
(includes 9 accessible)

**Unused spaces 65**

**B. Detailed Use & Parking Formula For Proposed Calvary Chapel Use**

**First Floor**

|                | Net Sq. Ft. | Usage                    | Parking Formula      |
|----------------|-------------|--------------------------|----------------------|
| Calvary Chapel | 14,415      |                          |                      |
|                |             | 1280 Office              | 5                    |
|                |             | 7630 Sanctuary           | 200 <sup>1</sup>     |
|                |             | 960 Youth Classroom      | 3                    |
|                |             | 315 Bookshop             | (incl.) <sup>2</sup> |
|                |             | 155 Mother's Room        | 3                    |
|                |             | 3470 Lobby Area          | (incl.) <sup>2</sup> |
|                |             | <b>First Floor Total</b> | <b>208</b>           |

**Second Floor**

|                |       |                           |                 |
|----------------|-------|---------------------------|-----------------|
| Calvary Chapel | 4,251 |                           |                 |
|                |       | 864 Daycare               | 15 <sup>3</sup> |
|                |       | 3041 Classroom            |                 |
|                |       | <b>Second Floor Total</b> | <b>15</b>       |

**Total required for Calvary Chapel Use\* 223**

**Total spaces available on site 272**  
(includes 9 accessible)

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**CITY OF SCOTTS VALLEY**

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\*This use is projected for peak "Worship Service" church hours only (as detailed in the introduction letter and the following section), which will always correspond to non-peak/off-hour use for the other building tenants during standard business hours. The total available parking on-site also would seem to accommodate incremental use by other tenants during these peak "Worship Service" church hours.

**Notes**

1. Formula based on 1 space per 3.5 seats for 700 seat auditorium
2. Parking for these areas is included in "Sanctuary" area totals as the Sanctuary and Lobby areas will not be occupied simultaneously.
3. Formula based on 1 space per 50 children for 206 children, plus 1 space per teacher for 10 teachers.

**6. Proposed hours of operation**

|      |                                     |                                                         |
|------|-------------------------------------|---------------------------------------------------------|
| Mon  | Church offices closed               | Small group evening meeting 6:00 – 9:00 p.m.            |
| Tues | Church office 9:00 a.m. – 4:30 p.m. | Small group evening meeting 6:00 – 9:00 p.m.            |
| Wed  | Church office 9:00 a.m. – 4:30 p.m. | <b>Worship Service</b> 7:00 – 9:30 p.m.                 |
| Thur | Church office 9:00 a.m. – 4:30 p.m. | Small group evening meeting 6:00 – 9:00 p.m.            |
| Fri  | Church office 9:00 a.m. – 4:30 p.m. | Small group evening meeting 6:00 – 9:00 p.m.            |
| Sat  | Church offices closed               | <b>Worship Service</b> 6:00 – 8:30 p.m. (possible fut.) |
| Sun  | Church offices closed               | <b>Worship Service</b> 10:00 – 11:30 a.m.               |
|      |                                     | <b>Worship Service</b> 6:00 – 8:30 p.m. (possible fut.) |

**7. Circulation pattern**

Please see site plan in accompanying packet for basic circulation pattern.

- 8. Any proposed changes to exterior lighting, landscaping, irrigation, drainage, etc.**  
None proposed.

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# Scotts Valley Sportsman's Club

Range Rules Application Contact Info News letter Home Site Map

## RANGE RULES

1. Range hours:

Monday through Friday.....8:00am - 11:30am, 1:30pm - 5:30pm  
**Except Wednesday.....8:00am - 11:30am, 1:30pm - 3:00pm**  
Weekends and Holidays....8:00am - 5:30pm

Except for scheduled events, there shall be no shooting outside normal range hours.

2. The range is for use ONLY by members, accompanied guests (family and youth members MUST be accompanied), and by Scotts Valley Police Officers.
3. NO children under the age of seven (7) are allowed on the range. Children brought to the range must be supervised. Make sure that they do not stand at the firing line except under strict supervision of an adult. The berm and dirt bank are NOT to be climbed on, dug into, nor is any material to be removed from these areas. Discipline MUST be used. A firing range is NOT a place to allow children to run free.
4. The youth range is for the sole use of young shooters. Adults are to be present as instructors only. Any youth shooter MUST be supervised by an adult. Air rifles and .22 rim fire ONLY on the youth range.
5. Everyone at the range must sign in and out, whether they are shooting or not.
6. Members shall have their membership cards available and preferably displayed in a card carrier while at the range.
7. Except for scheduled events, no group shall monopolize the shooting positions when other people are waiting.
8. Eye and ear protection are REQUIRED at the firing line on both ranges and recommended at any position.
9. Range Safety rules and normal range safety procedures shall be observed by all persons at the range. Read and refer to the book of Standard Operating Procedures in each shooting building.
10. All members shall read and be familiar with the safety rules and duties of the Range Master and shall be responsible to see that their guests are familiar with the safety rules.
11. A Range Master is required during scheduled activities, when unusual activity is expected, or when the general public has been invited to use the facility. If three or more shooting positions are in use when a Range Master is NOT present, one of the members shall assume the duties of a Range Master but will NOT be required to refrain from shooting.
12. NO alcoholic beverages shall be present or consumed at the range. Any person who appears intoxicated or exhibits unsportsman like behavior shall be required to leave the range.
13. Ammunition restrictions posted in the pistol building are mandatory. No .50 BMG or it's derivatives may be fired at this range. No full automatic fire is allowed, except for Law Enforcement.

**Parking Analysis Table 1 - Calvary Chapel**

Temporary 10-Year Use Permit #U09-001

1500 Green Hills Road / APN 024-161-06

| Calvary Chapel        | Gross SF      | Parking Formula                                                                                   | Required Parking | Proposed Parking |
|-----------------------|---------------|---------------------------------------------------------------------------------------------------|------------------|------------------|
| Bookshop *            | 353           | 1 space/1,000 SF                                                                                  | 0.353            |                  |
| Classroom *           | 4440          | 1 space/1,000 SF                                                                                  | 4.4              |                  |
| Common Areas          | 3273          | 1 space/1,000 SF                                                                                  | 3.273            |                  |
| Fellowship/Café *     | 1513          | 1 space/1,000 SF                                                                                  | 1.513            |                  |
| Kitchen *             | 140           | 1 space/1,000 SF                                                                                  | 0.14             |                  |
| Lobby                 | 1500          | 1 space/1,000 SF                                                                                  | 1.5              |                  |
| Mother's Room *       | 225           | 1 space/1,000 SF                                                                                  | 0.225            |                  |
| Sanctuary - 700 seats | 8002          | 1 space/3.5 fixed seats<br>or one space per 50 SF<br>of gross floor area,<br>whichever is greater | 200              |                  |
| Storage               | 337           | 1 space/1,000 SF                                                                                  | 0.337            |                  |
| Offices               | 1627          | 1 space/250 SF                                                                                    | 6.508            |                  |
| <b>TOTAL</b>          | <b>21,410</b> | <b>0</b>                                                                                          | <b>218</b>       | <b>272</b>       |

\* Because these uses are part of the church and not separate uses for separate customers, the parking formula of 1 space/1,000 SF was used

**Parking Analysis Table 2 - Existing Uses in Building with Proposed Church**

Temporary 10-Year Use Permit #U09-001

1500 Green Hills Road / APN 024-261-06

| Tenants                                   | Gross SF                                                                  | Office SF      | Manufact. SF    | Storage* SF      | Common Areas** SF |
|-------------------------------------------|---------------------------------------------------------------------------|----------------|-----------------|------------------|-------------------|
| Calvary Chapal (Proposed)                 | 21410                                                                     |                |                 |                  |                   |
| Dakota Ultrasonics                        | 7800                                                                      | 3500           | 2500            | 800              | 1000              |
| Creative Labs                             | 21464                                                                     | 14298          | 2333            | 2082             | 2751              |
| Market Tech                               | 2965                                                                      | 1085           | 1000            | 500              | 380               |
| Vacant                                    | 3,885                                                                     |                | 1387            | 2000             | 498               |
| Vacant                                    | 3,937                                                                     | 2632           | 800             |                  | 505               |
| <b>TOTAL</b>                              | <b>61,461</b>                                                             | <b>21,515</b>  | <b>8,020</b>    | <b>5,382</b>     | <b>5,134</b>      |
| <b>Parking Formula</b>                    |                                                                           | 1 space/250 sf | not specified   | 1 space/1,000 sf | 1 space/1,000 sf  |
| <b>Required Parking for Existing Uses</b> | 96 spaces                                                                 | 86 spaces      | PC to determine | 5 spaces         | 5 spaces          |
| <b>Required Parking for Church</b>        | 218 spaces                                                                |                |                 |                  |                   |
| <b>Total Parking Required</b>             | 314 spaces                                                                |                | PC to determine |                  |                   |
| <b>Total Available Parking On-site</b>    | 272 spaces, with a deficit of 42+ spaces with for the proposed church use |                |                 |                  |                   |

\* elec rooms, general storage, warehouseing, etc.

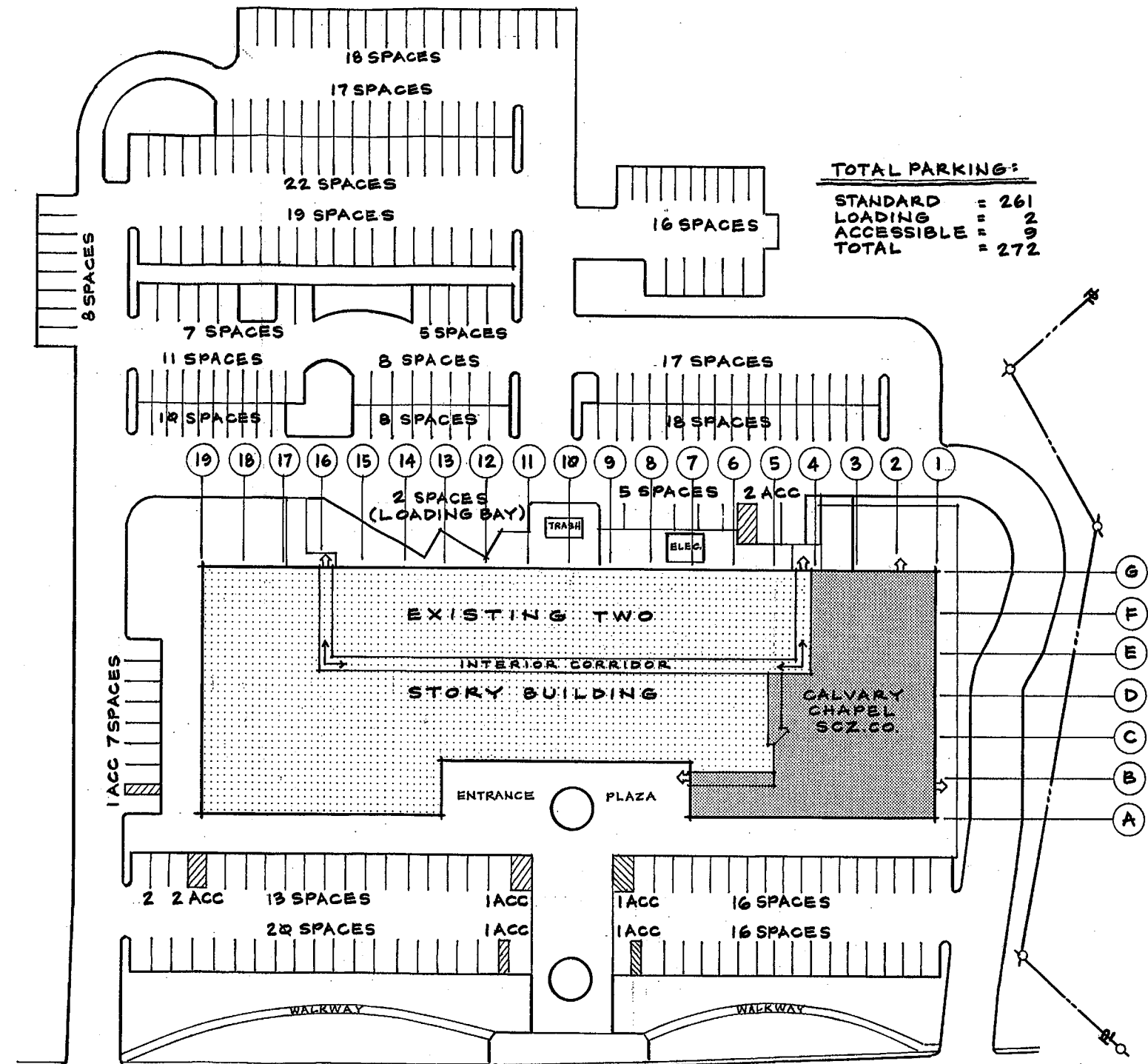
\*\* hallways, restrooms, lobbies, etc.

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|                     |                    |
|---------------------|--------------------|
| 1) CIRCULATION..... | 1, 012 S.F.        |
| 2) STORAGE.....     | 200 S.F.           |
| 3) ELEC./MECH.....  | 130 S.F.           |
| 4) OFFICE.....      | 556 S.F.           |
| 5) CLASSROOM.....   | 1, 002 S.F.        |
| 6) NURSERY.....     | 168 S.F.           |
| 7) ASSEMBLY.....    | 5, 542 S.F.        |
| TOTAL               | <u>9, 410 S.F.</u> |

- 1) PER FIXED SEATING -  
 $243 \text{ (SEE A1)} / 3.5 = 70$
- 2) PER GROSS FLOOR AREA -  
 $9,410 \text{ (SEE ABOVE)} / 50 = 188$

$\therefore 188 \text{ SPACES OF } 272 \text{ AVAILABLE}$



# GREEN HILLS ROAD SITE PLAN

A.P.N. Q24-261-Q6

**NORTH  
ARROW**

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JAN 17 2019

[illegible]



## **City of Scotts Valley CITY COUNCIL STAFF REPORT**

**DATE:** March 20, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Tony McFarlane, Administrative Services Director

**APPROVED:** Jenny D. Haruyama, City Manager

**SUBJECT:** **FIVE-YEAR CIP PLAN FOR FISCAL YEAR 2019/20**

### **SUMMARY OF ISSUE**

This report provides an update on the Five-year CIP Plan adopted by Council and development of the Fiscal Year 2019/20 CIP budget. On March 13, 2019, staff met with the Budget Subcommittee and reviewed the following information.

### **FY 2018/19 CIP REVIEW**

The adopted Five-Year CIP Plan includes 55 projects totaling \$22.5 million. Projects were placed into seven categories; Wastewater, Transportation, Storm Drains, Parks, General Facilities, Police, and Information Technology. The CIP budget for Fiscal Year 2018/19 includes funding for twenty seven projects totaling \$3.29 million. Major projects include \$375,000 for the Sewer System Management Plan, \$306,000 for sidewalk improvements on Kings Village Road, \$150,000 for body worn and in-car cameras, and \$193,800 to replace the aging phone system.

Major projects completed during Fiscal Year 2018/19 include: Aqua Guard Rehabilitation (Wastewater), Kings Village Road Sidewalk Improvements (Transportation), and body-worn and in-car cameras (Police). Minor projects completed, or expected to be completed, include the Lift Station Communication Upgrade (Wastewater), Recreation Building Window Replacement and the Siltanen Family Swim Center Pool Resurfacing (Parks), and the purchase of a Small Dump Truck (General Facilities).

### **RECOMMENDED CARRY-OVER TO FISCAL YEAR 2019/20**

Although significant progress was made on several of the projects in Fiscal Year 2018/19, it is estimated that twelve of the twenty seven funded projects will carry-over into Fiscal Year 2019/20. Staff will continue to review the timeline of planned projects and will make adjustments, if necessary. These adjustments will be made accordingly based on available funds and/or staffing resources.

Some major projects estimated to carry over include the Glenwood Open Space Preserve East Trails Construction and the Citywide Phone Replacement. The backstop at the Siltanen Park ball field will also be replaced. Funds were previously allocated from the Lennar Trust fund and private contributions will also be made from the Girls Softball League.

## **NEW PROJECTS**

Given the significant number of projects carrying over into Fiscal Year 2019/20 coupled with limited funding and staff resources, it is recommended no new projects be added to the Five-Year CIP schedule. New projects should only be considered if there are life, safety, or health risks to the community or if the project does not have a General Fund impact and does not increase staff's existing workload.

## **EMERGING OPPORTUNITIES**

The CIP plan is not static and from time-to-time emerging opportunities need to be recognized and incorporated in the plan when appropriate. Some of the emerging opportunities identified include;

- **Information Technology (IT) Strategic Assessment.** Management Partners is in the process of completing the IT Strategic Assessment Plan. This assessment was conducted to determine the information technology needs of the City. Included in this assessment is an integration plan. It is anticipated that this integration plan will be incorporated into the CIP plan.
- **Vehicle/Fleet Maintenance Services.** One of the organizational goals established in the Fiscal Year 2018/19 Budget included an evaluation of the delivery of vehicle/fleet maintenance services. It was anticipated that the City would outsource this service to a local private repair shop and current employees would be reassigned to other duties within the Public Works Department. A fleet utilization study was also to be considered to determine if the current inventory of vehicles is appropriate to its needs. Another option that staff will consider is contracting out this service to a third-party provider through a comprehensive lease program.
- **State Parks Bond.** In June 2018, California voters passed a \$4.1 billion bond measure that will fund park and water projects statewide. Included in this bond is \$1 billion in competitive grants that are open to regions throughout the state. Staff will review the grant requirements and identify parks projects that could be eligible for grant funding.
- **Al Shugart Park.** Al Shugart Park is considered the City's permanent location for the City's dog park. As an interim measure, the City constructed a temporary dog park at Skypark until the new park was built. Given the potential impact of the proposed Town Center and budget constraints, the Budget Council Subcommittee inquired about the possibility of constructing a low-park, permanent dog park at Shugart Park using limited to no General Fund resources. The City Manager will need direction from Council regarding its interest in exploring this new CIP opportunity.

## **FISCAL IMPACT**

There is no fiscal impact as a result of accepting the attached report and providing direction to the City Manager for the preparation of the FY 2019/20 CIP Budget.

**STAFF RECOMMENDATION**

It is recommended that Council consider taking the following actions:

1. Accept the attached report and information presented regarding the FY 2019/20 Five-Year CIP Plan
2. Provide direction to the City Manager regarding preparation of the FY 2019/20 CIP Budget, including the construction of a low cost, permanent dog park.

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Preliminary Capital Improvement Project and Capital Outlay Plan  
FY 2019/20 to FY 2023/24

| No                                     | Description                                       | Priority | Proposed Funding Source | New/ Existing | Total            | 2018/19 Budget | 2018/19 Estimated | 2019/20          | 2020/21        | 2021/22        | 2022/23        | 2023/24 | Unscheduled      | Classification |
|----------------------------------------|---------------------------------------------------|----------|-------------------------|---------------|------------------|----------------|-------------------|------------------|----------------|----------------|----------------|---------|------------------|----------------|
| <b>Wastewater</b>                      |                                                   |          |                         |               |                  |                |                   |                  |                |                |                |         |                  |                |
| 1                                      | Air Conditioning Unit                             | A        | WW-C                    | New           | 30,000           | 30,000         | 30,000            | -                | -              | -              | -              | -       | -                | Equipment      |
| 2                                      | Tanker Truck                                      | A        | WW-C                    | Existing      | 80,000           | 80,000         | -                 | 120,000          | -              | -              | -              | -       | -                | Equipment      |
| 3                                      | Lift Station Communication Upgrade                | A        | WW-C                    | Existing      | 40,000           | 40,000         | 40,000            | -                | -              | -              | -              | -       | -                | Equipment      |
| 4                                      | Sewer System Management Plan                      | A        | WW-C                    | New           | 375,000          | 375,000        | 125,000           | 250,000          | -              | -              | -              | -       | -                | CIP            |
| 5                                      | PLC Upgrade                                       | A        | WW-C                    | Existing      | 101,500          | 50,000         | 51,500            | -                | -              | -              | -              | -       | -                | CIP            |
| 6                                      | Aqua Guard Rehabilitation                         | B        | WW-C                    | Existing      | 250,000          | 250,000        | 225,000           | -                | -              | -              | -              | -       | -                | CIP            |
| 7                                      | Water Pump System Upgrade                         | B        | WW-C                    | Existing      | 30,900           | -              | -                 | 30,900           | -              | -              | -              | -       | -                | CIP            |
| 8                                      | Electric Security Gate                            | B        | WW-C                    | Existing      | 20,600           | -              | -                 | 20,600           | -              | -              | -              | -       | -                | CIP            |
| 9                                      | Clarifier Superstructure & Walkway Replacement    | B        | WW-C                    | Existing      | 255,800          | -              | -                 | -                | 255,800        | -              | -              | -       | -                | CIP            |
| 10                                     | Rotary Drum Thickener                             | B        | WW-C                    | New           | 231,900          | -              | -                 | -                | 231,900        | -              | -              | -       | -                | CIP            |
| 11                                     | Glen Canyon Lift Station Generator                | C        | WW-C                    | Existing      | 59,700           | -              | -                 | -                | 59,700         | -              | -              | -       | -                | CIP            |
| 12                                     | Aeration Basin System Upgrade                     | B        | WW-C                    | Existing      | 130,800          | -              | -                 | -                | 130,800        | -              | -              | -       | -                | CIP            |
| 13                                     | Effluent Pump                                     | C        | WW-C                    | Existing      | 272,500          | -              | -                 | -                | -              | 272,500        | -              | -       | -                | CIP            |
| 14                                     | Ultraviolet Disinfection System Evaluation        | B        | WW-C                    | New           | 42,000           | -              | -                 | -                | -              | -              | 42,000         | -       | -                | CIP            |
| 15                                     | Storm Water LID                                   | C        | Unscheduled             | Existing      | 231,900          | -              | -                 | -                | -              | -              | -              | -       | 231,900          | CIP            |
| <b>Total - Wastewater Projects</b>     |                                                   |          |                         |               | <b>2,152,600</b> | <b>825,000</b> | <b>420,000</b>    | <b>473,000</b>   | <b>547,400</b> | <b>403,300</b> | <b>42,000</b>  | -       | <b>231,900</b>   |                |
| <b>Transportation</b>                  |                                                   |          |                         |               |                  |                |                   |                  |                |                |                |         |                  |                |
| 16                                     | Annual Street Maintenance/Resurfacing Program     | A        | GT/RMRA                 | Existing      | 1,275,000        | 200,000        | 200,000           | 250,000          | 275,000        | 275,000        | 275,000        | -       | -                | CIP            |
| 17                                     | Glenwood Drive Rehabilitation                     | B        | Meas D                  | Existing      | 1,460,000        | 100,000        | -                 | 1,360,000        | -              | -              | -              | -       | -                | CIP            |
| 18                                     | Kings Village Road Sidewalk Improvements          | B        | Meas D/RTIP             | Existing      | 306,000          | 306,000        | 288,823           | 17,177           | -              | -              | -              | -       | -                | CIP            |
| 19                                     | Scotts Valley Drive Median Improvements           | B        | Not Identified          | Existing      | 375,000          | -              | -                 | 375,000          | -              | -              | -              | -       | -                | CIP            |
| 20                                     | Bean Creek Road Pavement Rehabilitation           | A        | Meas D                  | New           | 500,000          | -              | -                 | -                | 500,000        | -              | -              | -       | -                | CIP            |
| 21                                     | Active Transportation Plan                        | B        | RTIP/TM-DIF             | Existing      | 200,000          | 200,000        | -                 | -                | -              | -              | -              | -       | -                | CIP            |
| 22                                     | Sidewalk Master Plan Projects                     | B        | Unscheduled             | Existing      | 2,513,000        | -              | -                 | -                | -              | -              | -              | -       | 2,513,000        | CIP            |
| 23                                     | Bicycle Transportation Plan Projects              | C        | Unscheduled             | Existing      | 2,858,000        | -              | -                 | -                | -              | -              | -              | -       | 2,858,000        | CIP            |
| <b>Total - Transportation Projects</b> |                                                   |          |                         |               | <b>9,487,000</b> | <b>806,000</b> | <b>488,823</b>    | <b>2,002,177</b> | <b>775,000</b> | <b>275,000</b> | <b>275,000</b> | -       | <b>5,371,000</b> |                |
| <b>Storm Drains</b>                    |                                                   |          |                         |               |                  |                |                   |                  |                |                |                |         |                  |                |
| 24                                     | Storm Drain Trash Capture System                  | A        | CIP                     | New           | 500,000          | 49,000         | -                 | 100,000          | 100,000        | 100,000        | 100,000        | -       | -                | CIP            |
| 25                                     | Storm Drain Master Plan Projects                  | B        | Unscheduled             | Existing      | 184,300          | -              | -                 | -                | -              | -              | -              | -       | 184,300          | CIP            |
| <b>Total - Storm Drains</b>            |                                                   |          |                         |               | <b>684,300</b>   | <b>49,000</b>  | -                 | <b>100,000</b>   | <b>100,000</b> | <b>100,000</b> | <b>100,000</b> | -       | <b>184,300</b>   |                |
| <b>Parks</b>                           |                                                   |          |                         |               |                  |                |                   |                  |                |                |                |         |                  |                |
| 26                                     | Parks ADA Improvements - Phase I                  | A        | Lennar                  | Existing      | 120,000          | 38,800         | -                 | 40,000           | 41,200         | -              | -              | -       | -                | CIP            |
| 27                                     | Recreation Building Window Replacement            | A        | CIP                     | New           | 25,000           | 25,000         | 25,000            | -                | -              | -              | -              | -       | -                | CIP            |
| 28                                     | SkyPark Restroom Improvements                     | B        | P-DIF                   | New           | 60,000           | 60,000         | -                 | -                | -              | -              | -              | -       | -                | CIP            |
| 29                                     | Siltanen Family Swim Center Pool Resurfacing      | B        | CIP                     | Existing      | 15,000           | 15,000         | 15,000            | -                | -              | -              | -              | -       | -                | CIP            |
| 30                                     | Vern Hart Fishing Park Improvements               | C        | CalOFS                  | New           | 12,000           | 12,000         | -                 | 12,000           | -              | -              | -              | -       | -                | CIP            |
| 31                                     | SkyPark Tennis Court Improvements                 | C        | P-DIF/Lennar            | Existing      | 50,000           | 50,000         | 4,650             | -                | -              | -              | -              | -       | -                | CIP            |
| 32                                     | Vine Hill School Daycare Improvements             | A        | CIP                     | Existing      | 30,900           | -              | -                 | 30,900           | -              | -              | -              | -       | -                | CIP            |
| 33                                     | Hocus Pocus Park Play Structure Equipment         | B        | P-DIF                   | Existing      | 463,800          | -              | -                 | -                | 463,800        | -              | -              | -       | -                | CIP            |
| 34                                     | Brook Knoll/Vine Hill Daycare Modular Replacement | B        | P-DIF                   | Existing      | 953,800          | -              | -                 | -                | 463,750        | -              | 490,050        | -       | -                | CIP            |
| 35                                     | Parks ADA Improvements - Phase II                 | A        | Lennar                  | Existing      | 107,200          | -              | -                 | -                | 53,600         | 53,600         | 53,600         | -       | -                | CIP            |
| 36                                     | Senior Center ADA Improvements - Phase II         | A        | CIP                     | Existing      | 76,300           | -              | -                 | -                | -              | 76,300         | -              | -       | -                | CIP            |
| 37                                     | SkyPark Play Structure Equipment                  | B        | Unscheduled             | New           | 980,000          | -              | -                 | -                | -              | -              | -              | -       | 980,000          | CIP            |
| <b>Total - Parks Projects</b>          |                                                   |          |                         |               | <b>6,034,000</b> | <b>840,800</b> | <b>55,019</b>     | <b>82,900</b>    | <b>968,750</b> | <b>129,900</b> | <b>543,650</b> | -       | <b>3,480,000</b> |                |
| 38                                     | Glenwood Open Space Preserve East Trails          | C        | D/CTC/Don               | New           | 640,000          | 640,000        | 10,369            | -                | -              | -              | -              | -       | -                | CIP            |
| 39                                     | Al Shugart Park Construction - Phase I, II, III   | C        | Unscheduled             | Existing      | 2,500,000        | -              | -                 | -                | -              | -              | -              | -       | 2,500,000        | CIP            |

Preliminary Capital Improvement Project and Capital Outlay Plan  
FY 2019/20 to FY 2023/24

| No                                             | Description                               | Priority | Proposed Funding Source | New/ Existing | Total             | 2018/19 Budget   | 2018/19 Estimated | 2019/20          | 2020/21          | 2021/22          | 2022/23          | 2023/24 | Unscheduled | Classification   |
|------------------------------------------------|-------------------------------------------|----------|-------------------------|---------------|-------------------|------------------|-------------------|------------------|------------------|------------------|------------------|---------|-------------|------------------|
| <b>General Facilities</b>                      |                                           |          |                         |               |                   |                  |                   |                  |                  |                  |                  |         |             |                  |
| 40                                             | City Facility ADA Improvements - Phase I  | A        | CIP                     | Existing      | 74,850            | 24,200           | 24,200            | -                | 25,750           | -                | -                | -       | -           | CIP              |
| 41                                             | Small Dump Truck - 5-Yard                 | B        | F-DIF/WW-C              | Existing      | 80,000            | 80,000           | 80,000            | -                | -                | -                | -                | -       | -           | Equipment        |
| 42                                             | Library Improvements                      | B        | Meas S                  | Existing      | 190,000           | -                | -                 | 190,000          | -                | -                | -                | -       | -           | CIP              |
| 43                                             | Library Improvements - Other              | B        | Meas S                  | Existing      | 2,549,000         | -                | -                 | 2,549,000        | -                | -                | -                | -       | -           | CIP              |
| 44                                             | City Facility ADA Improvements - Phase II | A        | CIP                     | Existing      | 151,500           | -                | -                 | -                | -                | 151,500          | -                | -       | -           | CIP              |
| 45                                             | Public Works Facility Improvements        | A        | F-DIF                   | New           | -                 | -                | -                 | -                | -                | -                | -                | -       | -           | CIP              |
| <b>Total - General Facilities Projects</b>     |                                           |          |                         |               | <b>3,045,350</b>  | <b>104,200</b>   | <b>104,200</b>    | <b>2,739,000</b> | <b>25,750</b>    | <b>151,500</b>   | -                | -       | -           | -                |
| <b>Police</b>                                  |                                           |          |                         |               |                   |                  |                   |                  |                  |                  |                  |         |             |                  |
| 46                                             | Santa Cruz Mountains Radio Site (Hwy 17)  | A        | SLESF                   | Existing      | 37,500            | 37,500           | -                 | -                | -                | -                | -                | -       | -           | CIP              |
| 47                                             | Locker Room                               | B        | PD - DIF                | Existing      | 94,000            | 94,000           | -                 | -                | -                | -                | -                | -       | -           | CIP              |
| 48                                             | Body Worn and In-Car Cameras              | C        | PD - DIF                | New           | 189,200           | 150,000          | -                 | -                | -                | -                | 39,200           | -       | -           | CIP              |
| 49                                             | Hand Gun Replacement                      | C        | SLESF                   | Existing      | 15,500            | -                | -                 | 15,500           | -                | -                | -                | -       | -           | CIP              |
| 50                                             | Armory                                    | C        | PF-DIF                  | Existing      | 66,300            | -                | -                 | -                | 66,300           | -                | -                | -       | -           | CIP              |
| 51                                             | Radio Simulcast - SVPD Blue               | A        | SLESF                   | Existing      | 106,000           | -                | -                 | -                | 106,000          | -                | -                | -       | -           | CIP              |
| <b>Total - Police Projects</b>                 |                                           |          |                         |               | <b>508,500</b>    | <b>281,500</b>   | -                 | <b>15,500</b>    | <b>172,300</b>   | -                | <b>39,200</b>    | -       | -           | -                |
| <b>Information Technology</b>                  |                                           |          |                         |               |                   |                  |                   |                  |                  |                  |                  |         |             |                  |
| 52                                             | Storage Area Network Integration          | A        | CIP/WW-C                | Existing      | 151,000           | 95,000           | -                 | -                | -                | -                | 56,000           | -       | -           | Equipment        |
| 53                                             | Citywide Technology Updates               | A        | CIP/WW-C                | New           | 72,800            | 35,000           | 35,000            | 25,800           | 6,400            | -                | 5,600            | -       | -           | Equipment        |
| 54                                             | Citywide Phone Replacement                | A        | CIP/WW-C                | Existing      | 408,700           | 193,800          | -                 | 90,100           | 22,500           | 102,300          | -                | -       | -           | Equipment        |
| 55                                             | Public Works Large Format Printer         | B        | CIP/WW-C                | Existing      | 10,000            | 10,000           | 10,000            | -                | -                | -                | -                | -       | -           | Equipment        |
| <b>Total - Information Technology Projects</b> |                                           |          |                         |               | <b>642,500</b>    | <b>333,800</b>   | <b>45,000</b>     | <b>115,900</b>   | <b>28,900</b>    | <b>102,300</b>   | <b>61,600</b>    | -       | -           | -                |
| <b>Total - All Projects</b>                    |                                           |          |                         |               | <b>22,554,250</b> | <b>3,240,300</b> | <b>1,113,042</b>  | <b>5,528,477</b> | <b>2,618,100</b> | <b>1,162,000</b> | <b>1,061,450</b> | -       | -           | <b>9,267,200</b> |