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**CITY OF DANA POINT  
PLANNING COMMISSION  
REGULAR MEETING ACTION AGENDA**

August 28, 2007  
7:03-8:40 p.m.

City Hall Offices  
Council Chamber (#210)  
33282 Golden Lantern  
Dana Point, CA 92629

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**CALL TO ORDER** – Chairwoman Fitzgerald called the meeting to order.

**PLEDGE OF ALLEGIANCE** – Michael Dec led the Pledge of Allegiance.

**ROLL CALL**

Commissioners Present: Commissioner Michelle Brough, Commissioner Ed Conway, Vice-Chairman Norman Denton, Chairwoman Liz Anderson Fitzgerald, Commissioner J. Scott Schoeffel, and Alternate Michael Dec

Staff Present: Kyle Butterwick (Director), John Tilton (City Architect/Planning Manager), Todd Litfin (Assistant City Attorney), Erica Demkowicz (Senior Planner), Saima Qureshy (Senior Planner), Matthew Schneider (Assistant Planner), and Denise Jacobo (Planning Secretary)

**A. APPROVAL OF MINUTES**

**ITEM 1:** There were no Minutes for approval.

**B. PUBLIC COMMENTS**

There were no requests to speak.

**C. CONSENT CALENDAR**

There were no items on the Consent Calendar.

**D. PUBLIC HEARINGS**

**Chairwoman Fitzgerald announced that item 6 will be moved up in the agenda and placed before Item 2.**

**ITEM 6: A REQUEST TO AMEND PLANNING COMMISSION RESOLUTION NO. 06-04-05-10 APPROVING VARIANCE V05-08, COASTAL DEVELOPMENT PERMIT CDP05-25 & MINOR SITE DEVELOPMENT PERMIT SDP05-65M AT 34142 CHULA VISTA.**

Applicant/ Raj Idnani  
Owner: Usha Gopal  
Location: 34142 Chula Vista; APN: 682-245-14

Request: To amend Planning Commission Resolution No. 06-04-05-10 with the deletion of Condition of Approval No. 62 from the resolution.

Environmental: The proposed project qualifies as a Class 3 (Section 15303) pursuant to the applicable provisions of the California Environmental Quality Act (CEQA) in that the project involves the construction of a single-family residence and associated retaining walls.

Recommendation: That the Planning Commission withdraw the amendment at the applicants request.

**ACTION: Motion made (Schoeffel) and seconded (Brough) to withdraw the amendment at the applicants request. Motion carried 5-0 . (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)**

**ITEM 2: COASTAL DEVELOPMENT PERMIT (CDP07-07), CONDITIONAL USE PERMIT (CUP07-06(M)) AND SITE DEVELOPMENT PERMIT (SDP07-10) TO ALLOW THE CONVERSION OF 4,281 SQUARE FEET OF EXISTING COVERED PARKING AREA INTO MEETING ROOMS AND A VALET PARKING PROGRAM AT THE DOUBLETREE GUEST SUITES, LOCATED WITHIN THE COASTAL OVERLAY DISTRICT AT 34402 PACIFIC COAST HIGHWAY.**

Applicant/  
Owner: Doubletree Guest Suites/ Bob Theel  
Location: Doubletree Guest Suites, 34402 Pacific Coast Highway (APN 668-282-03)

Request: Request for a Coastal Development (CDP07-07), Conditional Use Permit (CUP07-06(m)) and Site Development Permit (SDP07-10) to allow the conversion of 4,281 square feet of existing covered parking area into meeting rooms at the Doubletree Guest Suites and an on-site valet parking arrangement. The proposed project will not change the building footprint, building height or lot coverage.

Environmental: The proposed project is found not to have a significant effect on the environment and is therefore exempt from the provisions of California

Environmental Quality Act (CEQA) pursuant to Article 19, Section 15303, Class 3 – New construction or conversion of small structures. The proposed project involves conversion of existing covered parking area into meeting rooms. The lot coverage, building footprint and height will not change due to the proposed conversion. The project is also consistent with the exceptions listed in Section 15300.2 of CEQA.

Recommendation: That the Planning Commission adopt the attached Draft Resolution (Attachment 1) approving Coastal Development Permit CDP07-07, Conditional Use Permit CUP07-06(m) and Site Development Permit SDP07-10.

There were two (2) requests to speak on this item.

**ACTION:** Motion made (Schoeffel) and seconded (Denton) to adopt Resolution 07-08-28-22 approving Coastal Development Permit (CDP 07-07) Conditional Use Permit CUP07-06(m) and Site Development Permit SDP07-10. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

**ITEM 3:** COASTAL DEVELOPMENT PERMIT (CDP07-15) TO DEMOLISH AN EXISTING SINGLE FAMILY DWELLING AND CONTRUCT A NEW SINGLE FAMILY DWELLING LOCATED IN THE COASTAL OVERLAY ZONE, PLANNED RESIDENTIAL DEVELOPMENT 3 (PRD 3) AND RESIDENTIAL SINGLE-FAMILY 7 (RSF 7) ZONE AT 23791 SALVADOR BAY.

Applicant/ David York  
Owner: Jeffery Smith & Kevin Plumb  
Location: 23791 Salvador Bay; APN: 672-131-43; Appeals jurisdiction of Coastal Commission

Request: A proposal to demolish an existing 1,404 square foot, single story, single family dwelling and construct a new 2,255 square foot single story, single family dwelling with 680 square foot basement and 472 square foot garage. The project is consistent with all applicable development standards and has received approval from the Niguel Shores Community Association.

Environmental: The proposed project qualifies as a Class 3 exemption (Section 15303 - New Construction or Conversion of Small Structures) pursuant to the applicable provisions of the California Environmental Quality Act (CEQA) in that the project involves the construction of one single family residence.

Recommendation: That the Planning Commission adopt the attached draft resolution (Attachment 1) approving Coastal Development Permit CDP07-15.

There were five (5) requests to speak on this item.

**ACTION:** Motion made (Fitzgerald) and seconded (Schoeffel) to adopt Resolution 07-08-28-23 approving Coastal Development Permit CDP07-15. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

**ITEM 4:** COASTAL DEVELOPMENT PERMIT (CDP06-23), SITE DEVELOPMENT PERMIT (SDP06-81[M]) AND AN ADMINISTRATIVE MODIFICATION OF STANDARDS (AMS06-09) TO ALLOW AN ADDITION AND REMODEL TO AN EXISTING LEGAL, NON-CONFORMING, SINGLE FAMILY RESIDENTIAL DWELLING THAT WOULD RESULT IN AN INCREASE OF MORE THAN TEN PERCENT (10%) OF THE INTERNAL FLOOR AREA IN CONJUNCTION WITH THE CONSTRUCTION OF RETAINING WALLS MEASURING APPROXIMATELY SIX (6) FEET IN HEIGHT IN THE RESIDENTIAL SINGLE FAMILY (RSF 4) ZONE AT 12 MONARCH BAY DRIVE.

Applicant/ George Falcone  
Owner: Kathy and Dee Balle  
Location: 12 Monarch Bay Drive; APN: 670-131-46

Request: The proposed project involves the addition of 1,013 square feet of enclosed habitable space and 249 square feet of garage space to an existing legal, nonconforming single-family residence. Located within the Coastal Overlay Zone and constituting an addition of more than 10% of the internal floor area of the existing residence, the proposal is subject to a Coastal Development Permit. A Site Development Permit is also required to allow the construction of retaining walls measuring approximately six (6) feet in height. An Administrative Modification of Standards is being requested to continue the addition/remodel with a legal nonconforming rear yard setback.

Environmental: The proposed project qualifies as a Class 1 (Section 15301) pursuant to the applicable provisions of the California Environmental Quality Act (CEQA) in that the project involves an addition to an existing structure not resulting in an increase of 50 percent of the floor area prior to the addition, or 2,500 square feet whichever is less.

Recommendation: That the Planning Commission approve Coastal Development Permit CDP06-23, Site Development Permit SDP06-81(M) and Administrative Modification of Standards AMS06-09.

There were no requests to speak on this item.

**ACTION:** Motion made (Schoeffel) and seconded (Brough) to adopt Resolution 07-08-28-24 approving Coastal Development Permit CDP06-23 Site Development Permit SDP06-81(M) and Administrative Modification of Standards AMS06-09. Motion carried 5-0. (AYES: Brough, Conway,

Denton, Fitzgerald, Schoeffel **NOES:** None **ABSENT:** None **ABSTAIN:** None)

**ITEM 5: TENTATIVE PARCEL MAP TPM2006-269, CONDITIONAL USE PERMIT CUP07-12 AND SITE DEVELOPMENT PERMIT SDP07-26 TO ALLOW THE CONVERSION OF AN EXISTING DUPLEX TO CONDOMINIUMS AND THE WAIVER OF A REQUIRED FIFTH, GUEST PARKING SPACE.**

Applicant/

Owner: Patricia Leigh and Kyle O'Kelly

Location: 34556 Via Espinoza: APN; 691-391-27

Request: Tentative Parcel Map, Conditional Use Permit and Site Development Permit to allow conversion of an existing duplex to condominiums through the subdivision of airspace and the waiver of a required fifth parking space.

Environmental: The proposed project qualifies as Class 3 and Class 15 Categorical Exemptions (Section 15303 and 15315) pursuant to the applicable provisions of the California Environmental Quality Act (CEQA) in that the project consists of the conversion of a duplex to a condominium and the subdivision of four (4) or fewer parcels to create condominiums consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

Recommendation: That the Planning Commission adopt the attached Resolution (Action Document No. 1) approving Tentative Parcel Map TPM2006-269, Conditional Use Permit CUP07-12, and Site Development Permit SDP07-26.

There were two (2) requests to speak on this item.

**ACTION:** Motion made (Schoeffel) and seconded (Denton) to adopt Resolution 07-08-28-25 approving Tentative Parcel Map TPM2006-269, Conditional Use Permit CUP07-12, and Site Development Permit SDP07-26. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

**E. PUBLIC MEETINGS**

There were no Public Meetings.

**F. OLD BUSINESS**

There was no Old Business.

**G. NEW BUSINESS**

There was no New Business.

**H. STAFF REPORTS**

**Kyle Butterwick** (Director) stated that UCLA Extension public policy program will start a series of seminars concerning Planning Commissioners; training consists of four seminars including How to Read and Understand Environmental Impact Reports, Demystifying a Traffic Study, and Parks Open Space Planning issues. He added that the first of the series is scheduled on Thursday, September 20<sup>th</sup> at UCLA; a syllabus will be circulated upon request. He asked that the Planning Commissioners contact him or Denise to make the necessary accommodations.

He urged the Planning Commissioners to drive by the Fire Station by Doheny Village to find the infamous giant Seabass sculpture making a great impression on the neighborhood.

He reported that a request for proposal has been prepared for the City Council meeting of September 4<sup>th</sup>, regarding the Parking Management Plan for Town Center.

He announced Denise Jacobo's promotion as the Planning Secretary in Community Development.

**I. COMMISSIONER COMMENTS**

There were no Commissioner Comments.

**J. ADJOURNMENT**

**Chairwoman Fitzgerald** announced that the *next regular* meeting of the Planning Commission would be held on Tuesday, September 11, 2007, beginning at 7:00 p.m. (or as soon thereafter) in the Council Chamber located at 33282 Golden Lantern, Suite 210, Dana Point, California.

**The meeting adjourned at 8:40 p.m.**