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**CITY OF DANA POINT  
PLANNING COMMISSION  
REGULAR MEETING MINUTES**

May 22, 2007  
7:00-7:40 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** – Commissioner Schoeffel led the Pledge of Allegiance.

**ROLL CALL**

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

Commissioner Absent: Vice-Chairman Norman Denton (seat on Commission taken by Alternate Dec for this meeting).

Staff Present: Kyle Butterwick (Director of Community Development), John Tilton (City Architect/Planning Manager), Mal Richardson (Interim-Assistant City Attorney), Saima Qureshy (Senior Planner), and Denise Rios (Interim-Planning Secretary)

**A. APPROVAL OF MINUTES**

**ITEM 1:** Minutes of the regular Planning Commission Meeting of May 8, 2007.

**ACTION:** Motion made (Schoeffel) and seconded (Fitzgerald) to approve the Minutes of the regular Planning Commission Meeting of May 8, 2007. Motion carried 5-0. (AYES: Brough, Conway, Dec, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

**B. PUBLIC COMMENTS**

There were no Public Comments.

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**C. CONSENT CALENDAR**

There were no items on the Consent Calendar.

**D. PUBLIC HEARINGS**

**ITEM 2: Coastal Development Permit CDP07-06 and Site Development Permit SDP07-17, to allow an addition and remodel to an existing non-conforming single family residence located within the Coastal Overlay District at 33821 Mercator Isle.**

Applicant: Gene Fong Associates  
Location: 33821 Mercator Isle

Request: Request for a Coastal Development Permit CDP07-06 and a Site Development Permit SDP07-17 to allow a 318 square foot addition to an existing, non-conforming single-family residence.

Environmental: The proposed project is found not to have a significant effect on the environment and is therefore exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15301, Class 1 – Existing Facilities. The proposed project is an addition and remodel of an existing structure, which will not result in an increase of more than 50 percent of the floor area of the structure before the addition of 2,500 square feet. The project is consistent with the exceptions listed in Section 15300.2 of DEQA.

Recommendation: That the Planning Commission adopt the attached draft Resolution approving Coastal Development Permit CDP07-06 and Site Development Permit SDP07-17.

**Saima Qureshy** (Senior Planner) reviewed the staff report.

**There being no requests to speak on this item, Chairwoman Fitzgerald opened and closed the Public Hearing.**

**ACTION: Motion made (Schoeffel) and seconded (Conway) to adopt Resolution 07-05-22-10 approving Coastal Development Permit CDP07-06 and Site Development Permit SDP07-17. Motion carried 5-0. (AYES: Brough, Conway, Dec, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)**

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**ITEM 3:     A Tentative Parcel Map TPM2007-101 to allow the subdivision of a 11,895 square foot lot into two separate lots of equal size, located at 33872 Granada Drive.**

Applicant:     Timothy Green  
Owner:        Kevin Wright  
Location:     33872 Granada Drive

Request:     Request for a Tentative Parcel Map TPM2007-101 to allow the subdivision of a 11,895 square foot lot into two separate lots of equal size.

Environmental:     This proposed project is found to not to have a significant effect on the environment and is therefore exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15315, Class 15 – Minor Land Divisions. The proposed project is a subdivision of one lot into two separate lots of equal size in an urbanized area zoned for residential uses, it is consistent with the General Plan and Zoning, no variances or exceptions are required and all services to the proposed parcels to local standards are available. The project is consistent with the exceptions listed in Section 15300.2 of CEQA.

Recommendation:     That the Planning Commission adopt the attached draft Resolution approving Tentative Parcel Map TPM2007-101.

**Saima Qureshy** (Senior Planner) reviewed the staff report.

**There being no requests to speak on this item, Chairwoman Fitzgerald opened and closed the Public Hearing.**

**ACTION:     Motion made (Schoeffel) and seconded (Brough) to adopt Resolution 07-05-22-11 approving Tentative Parcel Map TPM2007-101. Motion carried 5-0. (AYES: Brough, Conway, Dec, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)**

**E.     PUBLIC MEETINGS**

There were no Public Meetings.

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**F. OLD BUSINESS**

There was no Old Business.

**G. NEW BUSINESS**

There was no New Business.

**H. STAFF REPORTS**

**Kyle Butterwick** (Director) announced Bobbi Ogan's promotion in the City Clerk's office as Deputy City Clerk, adding that this is a positive move for her.

**John Tilton** (City Architect/Planning Manager) reported that the Coastal Commission heard and unanimously approved the Residential Building Height Ordinance.

**Kyle Butterwick** (Director) reported that the City Council will meet on June 5, 2007 for the first public hearing on the proposed budget for a two year time frame. He added that the proposed budget is available on the City's website. He stated that Community Development will be undergoing significant changes, eliminating contracted staff of Building personnel to improve efficiency of service and transitioning to in-house personnel. He added that John Tilton will be leading the Building counter remodel of City Hall to include renovation of the Community Development and Public Works Departments.

**John Tilton** (City Architect/Planning Manager) stated that the renovation will consist of a fully automated process with website services to the public.

**I. COMMISSIONER COMMENTS**

**Commissioner Brough** congratulated staff for the Coastal Commission accomplishments.

**Commissioner Dec** inquired when the televised Planning Commission meetings would begin.

**Commissioner Schoeffel** announced that the City of Dana Point is holding its first Grand Prix Cycling Race and encouraged all to attend this Saturday, May 26, 2007.

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**J. ADJOURNMENT**

**Chairwoman Fitzgerald** announced that the *next regular* meeting of the Planning Commission would be held on Tuesday, June 12, 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 7:40 p.m.**

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Liz Anderson Fitzgerald, Chairwoman  
Planning Commission