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

December 1, 2004  
3:40 – 4:48 p.m.  
7:01 – 7:18 p.m.

City Hall  
33282 Golden Lantern  
Dana Point, CA 92629

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**CALL TO ORDER** – Vice-Chairwoman O'Connor called the meeting to order.

Commissioners Present: Vice-Chairwoman April O'Connor, Commissioner Greg Powers, Commissioner J. Scott Schoeffel, and Commissioner Steven Weinberg

Commissioner Absent: Chairman Norman Denton

Staff Present: Kyle Butterwick (Director), Todd Litfin (Assistant City Attorney), John Tilton (City Architect/Planning Manager), Brenda Chase (Senior Planner)

Public: Kevin Darnall (Headlands Reserve, LLC)

**A. FIELD TRIP TO THE HEADLANDS PROPERTY FOR THE PURPOSES OF DISCUSSING THE PROPOSED DEVELOPMENT ASSOCIATED WITH THE TENTATIVE TRACT MAP, COASTAL DEVELOPMENT PERMIT AND SITE DEVELOPMENT PERMIT**

**B. ADJOURNMENT**

**Vice-Chairwoman O'Connor** announced that the *next regular* meeting of the Planning Commission would be held on Wednesday, December 1, 2004, beginning at 7:00 p.m. (or as soon thereafter) in the Council Chamber located at 33282 Golden Lantern, Suite 210, Dana Point, California.

**CALL TO ORDER** – Chairman Denton called the meeting to order.

**PLEDGE OF ALLEGIANCE** – John Tilton led the Pledge of Allegiance.

**ROLL CALL**

Commissioners Present: Chairman Norman Denton, Vice-Chairwoman April O'Connor, Commissioner Greg Powers, Commissioner J. Scott Schoeffel, and Commissioner Steven Weinberg

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Staff Present: Kyle Butterwick (Director), Todd Litfin (Assistant City Attorney), John Tilton (City Architect/Planning Manager), Kurth Nelson (Planning Consultant), and Bobbi Ogan (Planning Secretary)

**C. APPROVAL OF MINUTES**

**ITEM 1: Minutes of the regular Planning Commission Meeting of November 17, 2004.**

**ACTION: Motion made (O'Connor) and seconded (Schoeffel) to approve the Minutes of the regular Planning Commission Meeting of November 17, 2004. Motion carried 5-0. (AYES: Denton, O'Connor, Powers, Schoeffel, Weinberg NOES: None ABSENT: None ABSTAIN: None)**

**D. PUBLIC COMMENTS**

There were no Public Comments.

**E. CONSENT CALENDAR**

There were no items on the Consent Calendar.

**F. PUBLIC HEARINGS**

**ITEM 2: Coastal Development Permit CDP89-08(II) and Site Development Permit SDP04-79 to allow the addition of 94 square feet on the first floor of an existing two-story, single-family residence that is nonconforming to the building height standards and in compliance with the requirements of Floodplain (FP-3) Overlay District at 35491 Beach Road.**

Applicant: David A. Kaech & Associates, Architects  
Owner: Mr. and Mrs. Robert Trette  
Location: 35491 Beach Road

Request: A Coastal and Site Development Permit to allow the addition of 94 square feet on the first floor of an existing two-story, single-family residence that

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is nonconforming to the building height standards and in compliance with the requirements of Floodplain (FP-3) Overlay District.

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 adopt the attached draft Resolution approving Coastal Development Permit CDP89-08(II) and Site Development Permit SDP04-79.

**Kurth Nelson** (Planning Consultant) reviewed the staff report.

There were no requests to speak on this item.

**ACTION:** Motion made (Powers) and seconded (Schoeffel) to adopt Resolution 04-12-01-53 approving Coastal Development Permit CDP89-08(II) and Site Development Permit SDP04-79. Motion carried 5-0. (AYES: Denton, O'Connor, Powers, Schoeffel, Weinberg NOES: None ABSENT: None ABSTAIN: None)

**G. PUBLIC MEETINGS**

There were no Public Meetings.

**H. OLD BUSINESS**

There was no Old Business.

**I. NEW BUSINESS**

There was no New Business.

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**J. STAFF REPORTS**

**Kyle Butterwick** (Director) stated that staff was anticipating action by the Coastal Commission on the suggested modifications for the Headlands at their meeting in early December which would permit the Planning Commission to proceed with a public hearing on the tract map and other entitlements at the regular meeting on December 15, 2004. He added that if the Coastal Commission does not consider the points of clarification at their meeting in December that it would delay the Planning Commission public hearing to January.

He reported that staff would be meeting with Roma in mid December to respond to their concepts and ideas that they have been pursuing. He stated that a second public workshop would be held in January or early February.

**K. COMMISSIONER COMMENTS**

**Commissioner Schoeffel** felt that the field trip to the Headlands property was a useful exercise.

**Commissioner Weinberg** felt that the Headlands would be a jewel on the West Coast once it was developed.

He asked about the timeline for the wall that the County was going to building so that the City could start thinking about bike paths. He stated that he would like the City to start addressing this issue and become friendlier to bike riders.

**Vice-Chairwoman O'Connor** felt that the Headlands tour was informative and that it gave her a better feel for the space. She stated that for the first time in years that this property will be open so that Dana Point residents will be able to enjoy those views.

**Commissioner Powers** reported that the Turkey Trot was well attended and felt that it was a great benefit for the City.

He stated that the Farmers Market has been having a slow time between 8:00 and 9:00 a.m. and then they are busier towards the end of the day. He asked if the time for the market could be changed from 8:00 a.m. to noon to 9:00 a.m. to 1:00 p.m.

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**L.     ADJOURNMENT**

**Chairman Denton** announced that the *next regular* meeting of the Planning Commission would be held on Wednesday, December 15, 2004, 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 7:18 p.m.**

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Norman Denton, Chairman  
Planning Commission