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

September 1, 2004
7:00-7:39 p.m.

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

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

PLEDGE OF ALLEGIANCE – Kyle Butterwick 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

Staff Present: Kyle Butterwick (Director), John Tilton (City Architect), Todd Litfin (Assistant City Attorney), Erica Williams (Senior Planner), Brenda Chase (Senior Planner), and Bobbi Ogan (Planning Secretary)

A. APPROVAL OF MINUTES

ITEM 1: Minutes of the regular Planning Commission Meeting of August 18, 2004.

ACTION: Motion made (O'Connor) and seconded (Weinberg) to approve the Minutes of the regular Planning Commission Meeting of August 18, 2004. Motion carried 4-0-1. (AYES: Denton, O'Connor, Schoeffel, Weinberg NOES: None ABSENT: None ABSTAIN: Powers)

B. PUBLIC COMMENTS

There were no Public Comments.

C. CONSENT CALENDAR

There were no items on the Consent Calendar.

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

September 1, 2004
7:00-7:39 p.m.

PAGE 2

D. PUBLIC HEARINGS

ITEM 2: Coastal Development Permit CDP04-07 to allow a 1,122 square foot, first story addition and removal of 150 square feet of the upper level of an existing 2,943 square foot single-family residence, with Minor Site Development Permit SDP04-21M for retaining walls in the rear yard as high as six (6) feet at 329 Monarch Bay Drive.

Applicant: Chris Abel
Owner: Joe and Ingrid Torre
Location: 329 Monarch Bay Drive

Request: Coastal Development Permit to allow a 1,122 square foot, first story addition and removal of 150 square feet of the upper level of an existing 2,943 square foot single-family residence, with a Minor Site Development Permit for retaining walls in the rear yard as high as six (6) feet.

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 draft Resolution approving Coastal Development Permit CDP04-07 and Minor Site Development Permit SDP04-21M.

Kurth Nelson (Planning Consultant) reviewed the staff report.

Chairman Denton opened the Public Hearing.

Mark Warren (Laguna Beach – Architect) spoke about the excavation needed to expand the garage.

Chairman Denton closed the Public Hearing.

Commissioner Schoeffel stated that he would support the project.

Commissioner Weinberg stated that he would support the project.

Vice-Chairwoman O'Connor stated that she would support the project.

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

September 1, 2004
7:00-7:39 p.m.

PAGE 3

Commissioner Powers asked for Condition Number 12 to be amended to require an engineering stamp on the shoring plans prior to submittal to the City for review.

ACTION: Motion made (Powers) and seconded (Schoeffel) to adopt Resolution 04-09-01-38 approving Coastal Development Permit CDP04-07 and Minor Site Development Permit SDP04-21M. Motion carried 5-0.
(AYES: Denton, O'Connor, Powers, Schoeffel, Weinberg 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) reported that the City Council would consider the closure impact report for the mobile home park at their meeting next Wednesday. He added that the Council would also be considering whether to approve the transition from contract to fulltime City employees for the positions of Permit Technician and Assistant Planner. He stated that there would be a cost savings of almost 70% if the contract positions were eliminated. He added that the recruitment would begin as soon as the Council approves it.

He stated that the Planning Commission would be considering the suggested modifications for the Headlands project on September 15th and that the City Council would hear the item on September 22nd.

John Tilton (City Architect/Planning Manager) reported that the public participation forum on the Town Center Specific Plan would be starting up on

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

September 1, 2004
7:00-7:39 p.m.

PAGE 4

September 27th and 28th. He stated that Monday the 27th would start off with meetings between Roma Design, City Council and Planning Commission members. He added that on the 28th, Roma would be meeting with various civic groups from 1:00-4:00 p.m. and then from 6:00-9:00 p.m. they would be holding an open public workshop at the Community Center.

I. COMMISSIONER COMMENTS

Commissioner Schoeffel stated that he was looking forward to the hearing on the Headlands.

Chairman Denton stated that he had received many positive comments at the last concert held in Pines Park. He felt that more people had attended the concerts this year and that the quality of the bands had a lot to do with the attendance. He hoped that the City could continue to offer these types of events.

Vice-Chairwoman O'Connor stated that she was excited that there was finally some progress on the Headlands project.

Commissioner Powers felt that the City needed to get Dennis Kaiser from the Dana Point News involved in the public meeting process to help get the word out about the public workshops for the Town Center.

J. ADJOURNMENT

Chairman Denton announced that the *next regular* meeting of the Planning Commission would be held on Wednesday, September 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 7:39 p.m.

April O'Connor, Vice-Chairwoman
Planning Commission