



June 4, 2024

Park Ow  
360 22nd Street  
Oakland, CA 94612

**CITY OF DANA POINT  
ADMINISTRATIVE PERMIT  
MINOR CONDITIONAL USE PERMIT CUP24-0001(M)**

**PROJECT APPLICANT:** Park Ow

**PROPERTY OWNER:** M & A Gabaee

**LOCATION:** 34117 Golden Lantern (APN: 682-322-09)

**REQUEST:** A request to establish an Administrative Office Use (Bank) on the ground level of an existing three-story Mixed-Use Structure within the Town Center Mixed Use (TC\_MU) Zoning District. Pursuant to the Land Use Matrix within the Dana Point Town Center Plan, an Administrative Office Use is permitted on the ground level, subject to the approval of a Minor Conditional Use Permit.

**ENVIRONMENTAL:** Pursuant to the California Environmental Quality Act (CEQA), the project is categorically exempt per Section 15301(a) of the CEQA Guidelines (Class 1 – Existing Facilities) since the project consists of leasing an existing unit within an existing private structure and proposes minor alterations to the existing structure to accommodate the proposed use.

**DETERMINATION:** The Community Development Director hereby  
\_\_\_\_ APPROVES  
\_\_\_\_ DENIES  
the requested ENTITLEMENT described herein subject to the attached findings and applicable conditions.

---

Brenda Wisneski, Director  
Community Development Department

*Supporting Document 1: Project Plans*

*Harboring the Good Life*

**BACKGROUND:**

- The subject site is on the first floor of a vacant suite within the Vista Del Mar mixed-use development at 34117 Golden Lantern. The property is zoned Town Center Mixed Use (TC-MU), as designated by the City of Dana Point Zoning Map, and is within the boundaries of the Dana Point Town Center Plan (TCP).
- The subject site is improved with a three-story mixed-use structure (Vista Del Mar). The ground level consists of three (3) suites designated for commercial uses. The second and third stories consist of residential units.
- The project site is surrounded by a variety of commercial uses/structures within the TC-MU District.
- The applicant is requesting approval to establish an Administrative Office Use (Citibank) on the ground level at 34117 Golden Lantern.
- Pursuant to the Land Use Matrix within the Dana Point Town Center Plan, an Administrative Office Use on the ground floor is permitted if the use does not front Pacific Coast Highway or Del Prado Avenue, which is the case for the suite which fronts Golden Lantern, subject to review and approval of a Minor Conditional Use Permit (CUP(M)).
- The 3,261 square foot tenant space is a shell commercial space, and the applicant proposes interior tenant improvements including the addition of an automated teller machine (ATM) vestibule, operations room, ATM/Information technology (IT) room, a restroom, two offices, a team room, banker workstations, and a mother's room. Exterior tenant improvements include the demolition of the existing two (2) entry doors, and the construction of one (1) entry door and ATM facing Golden Lantern.
- Administrative Office uses are parked at a rate of one (1) stall per 250 square feet of gross floor area pursuant to Dana Point Zoning Code Section 9.35.080(e)(33) which results in 13 parking stalls required for the proposed use. The parking garage contains a total of 38 parking stalls designated for the proposed commercial uses. In addition, there is an approved building permit BLD23-0967 to permit a dine-in restaurant use at 34179 Pacific Coast Highway. The two proposed uses require a total parking demand of 34 spaces which results in a surplus of four (4) spaces.
- The proposed administrative office use (Citibank) is a financial institution that offers personal and commercial financial services. The business will operate Monday through Friday from 10:00 AM to 5:00 PM, Saturday from 10:00 AM to 2:00 PM, and would be closed on Sunday's.
- Staff recommends approval subject to the attached findings and conditions of approval.

**FINDINGS:**

- A. Based on the evidence presented at the public hearing, the Director of Community Development makes the following findings and approves Minor Conditional Use Permit CUP24-0001(M), subject to conditions of approval:
1. The proposed conditional use is consistent with the City of Dana Point General Plan **in that, the proposed Administrative Office Use (Citibank) is consistent with Land Use Policy 1.2 of the Dana Point Town Center Plan (DPTCP), which states that uses should “Encourage retail businesses and mixtures of land uses that help generate positive pedestrian character of the area.”** The implementation of the new Administrative Office (financial institution) for the subject mixed-use building will offer a mixture of uses that encourage pedestrians to visit the Dana Point Town Center promoting Land Use Policy 1.2. Furthermore, the proposed Administrative Office use is consistent with Land Use Policy 6.1 within the Land Use Element of the General Plan which states to “provide a diversity of retail, office and residential land uses that establish the Town Center as a major center of social and economic activity in the community.”
  2. The nature, condition, and development of adjacent uses, buildings, and structures have been considered, and that the proposed, conditional use will not adversely affect or be materially detrimental to the adjacent uses, buildings, or structures **in that, the proposed Administrative Office Use is proposed inside an existing commercial suite within a mixed-use building within the TC-MU District. The proposed use is compatible with and complimentary to existing development in the project’s vicinity as conditioned, and would not be materially detrimental to adjacent uses, buildings, or structures.**
  3. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other land use development features prescribed in the Dana Point Municipal Code in order to integrate the use with existing and planned uses in the **in that, the site is located in a recently completed mixed-use development built in compliance with the entitlements for the project as well as the other land use development standards prescribed by the DPTCP and Dana Point Zoning Code (DPZC). Additionally, the proposed Administrative Office Use is within a vacant suite and requires interior and exterior tenant improvements subject to permitting by the Building and Planning Divisions to accommodate the proposed Administrative Office Use. Administrative Office Uses are classified as Financial Services per DPZC Section 9.35.080(e)(33) and parked at a rate of one (1) stall per 250 square feet of gross floor area, requiring a total of 13 parking spaces. This parking demand can be met with the on-site commercial parking supply within the structure’s parking garage.**

4. The requirements of the California Environmental Quality Act have been satisfied **in that, the project qualifies as a Class 1 (Section 15301 Existing Facilities) exemption pursuant to the applicable provisions of the California Environmental Quality Act (CEQA) because the project involves the establishment of a “Administrative Office Use” within an existing suite and proposes minor alterations to the suite to accommodate the proposed use.**

**CONDITIONS OF APPROVAL:**

The City of Dana Point hereby grants approval of Minor Conditional Use Permit CUP24-0001(M) for the referenced project. This permit is valid subject to the following conditions of approval:

**A. General:**

1. Approval of this application permits the establishment of an Administrative Office Use (Citibank) inside of an existing vacant suite within a multi-tenant, mixed use development (Vista Del Mar) located at 34117 Golden Lantern. Subsequent changes to the approved scope-of-work shall be in substantial compliance with those plans presented to the Community Development Director, and in compliance with applicable provisions of the City of Dana Point General Plan and Municipal and Zoning Codes. (PLN)
2. This discretionary permit(s) will become void two (2) years following the effective date of the approval if the privileges authorized are not implemented or utilized or, if construction work is involved, such work is not commenced with such two (2) year time period or; the Director of Community Development or the Planning Commission, as applicable grants an extension of time. Such time extensions shall be requested in writing by the applicant or authorized agent prior to the expiration of the initial two-year approval period, or any subsequently approved time extensions. (PLN)
3. The application is approved as a plan for the location and design of the uses, structures, features, and materials shown on the approved plans. Any demolition beyond that described in the approved plans or any relocation, alteration, or addition to any use, structure, feature, or material, not specifically approved by this application, will nullify this approving action. If any changes are proposed regarding the location or alteration to the appearance or use of any structure, an amendment to this permit shall be submitted for approval by the Director of Community Development. If the Director of Community Development determines that the proposed change complies with the provisions and the spirit and intent of the approval action, and that the action would have been the same for the amendment as for the approved plot plan, he may approve the amendment without requiring a new public hearing. (PLN)

4. Failure to abide by and faithfully comply with any and all conditions attached to the granting of this permit shall constitute grounds for revocation of said permit. (PLN)
5. The applicant or any successor-in-interest shall defend, indemnify, and hold harmless the City of Dana Point ("CITY"), its agents, officers, or employees from any claim, action, or proceeding against the CITY, its agents, officers, or employees to attack, set aside, void, or annul an approval or any other action of the CITY, its advisory agencies, appeal boards, or legislative body concerning the project. Applicant's duty to defend, indemnify and hold harmless the city shall include paying the CITY's attorney fees, costs and expenses incurred concerning the claim, action or proceeding.

The applicant or any successor-in-interest shall further protect, defend, indemnify and hold harmless the City, its officers, employees, and agents from any and all claims, actions or proceedings against the City, its officers, employees, or agents arising out of or resulting from negligence of the applicant or the applicant's agents, employees or contractors. Applicant's duty to defend, indemnify and hold harmless the City shall include paying the CITY's attorney fees, costs and expenses incurred concerning the claim, action, or proceeding.

The applicant shall also reimburse the City for City Attorney fees and costs associated with the review of the proposed project and any other related documentation. (PLN)

6. The applicant and applicant's successors in interest shall be fully responsible for knowing and complying with all conditions of approval, including making known the conditions to City staff for future governmental permits or actions on the project site. (PLN)
7. The applicant and applicant's successors in interest shall be responsible for payment of all applicable fees along with reimbursement for all City expenses in ensuring compliance with these conditions. (PLN)
8. The applicant shall obtain all applicable permits for the proposed tenant improvements including any applicable Building Permits from the City of Dana Point's Building/Safety Division for the subject tenant improvements. (PLN) (BLD)
9. Any proposed exterior building signage shall be reviewed and approved under a separate permit. (PLN)

10. The City shall maintain the option to reconsider the Conditional Use Permit (and conditions contained herein), at any time if the Community Development Director finds it necessary to re-evaluate the impacts of the use on the surrounding community. (PLN)

11. The proposed hours of operation are Monday through Friday from 10:00 AM to 5:00 PM, Saturday 10:00 AM to 2:00 PM, and closed Sunday's.

**B. Prior to the issuance of a Building Permit or release on certain related inspections, the applicant shall meet the following conditions:**

12. The subject "Conditions of Approval" section of this permit shall be copied in its entirety, placed directly onto a separate plan sheet in both the City and job plan sets prior to the Planning Division signing off for the building final. (PLN)

13. All approvals from outside Departments and Agencies are required.

**C. Prior to the issuance of a Certificate of Use and Occupancy from the Building Division for the project, the applicant shall meet the following conditions:**

14. The applicant shall contact the Planning Division to conduct an inspection of the completed project including compliance with all conditions prior to contacting the Building and Safety Division for final project sign-off. (PLN)

**SUPPORTING DOCUMENT 1:** Project Plans

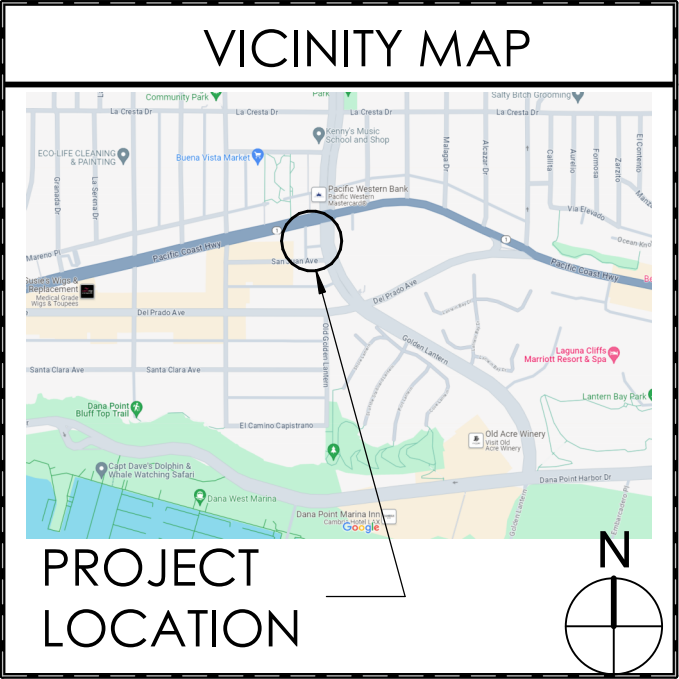
ATTACHMENT

DRAFT

# CITIBANK - DANA POINT

## SHEET LIST

CUP-0.0	COVER SHEET
CUP-0.1	ASSESSOR'S PARCEL MAP
CUP-1.0	SITE PLAN
CUP-1.1	FLOOR PLAN - (E) BASEMENT LEVEL 1
CUP-1.2	FLOOR PLAN - (E) GROUND LEVEL
CUP-2.1	ENLARGED FLOOR PLAN - TENANT SUITE
CUP-3.1	ELEVATIONS
CUP-3.2	ELEVATIONS
CUP-4.1	EXTERIOR VIEW EXISTING
CUP-4.2	EXTERIOIR VIEW - PROPOSED
CUP-4.3	INTERIOR VIEW - PROPOSED
CUP-5.1	MATERIAL BOARD



## SCOPE OF WORK

INTERIOR TENANT IMPROVEMENT OF AN EXISTING RETAIL SPACE SPACE TO PROPOSED RETAIL BANK.

### WORK TO INCLUDE:

1. MINOR STOREFRONT MODIFICATIONS
2. CONCRETE SLAB AND RAMP
3. INTERIOR NON-BEARING PARTITIONS
4. MILLWORK AND INTERIOR FINISHES
5. MEP AS REQUIRED

### ADDITIONAL NOTES:

1. ALL SIGNAGE TO BE APPROVED THROUGH SEPARATE SIGNAGE PERMIT



AREA OF PROJECT SCOPE

## PARKING CALCULATION

REF: DANA POINT MUNICIPAL CODE SECTION 9.35.080

TENANT SUITE AREA: 3261 GSF

FOR FINICIAL SERVICES, 1 STALL PER /250 SF-GFA. (9.35.080(e))

3261 GSF/250 SF PER STALL = 13.044

**= 14 PARKING STALLS REQUIRED**

**27 SHARED COMMERCIAL TENANT SPACES PROVIDED**

MINIMUM NUMBER OF HANDICAP PARKING STALLS (9.35.080(c)):

2 HANDICAP ACCESSIBLE STALL FOR 26-50 STALLS PROVIDED

**3 TOTAL HANDICAP ACCESSIBLE STALLS PROPOSED**

**MSA**

architecture + design  
360 22nd street, 8th floor  
oakland, ca 94612  
p. 415.541.0977  
www.msasf.com



## CONDITIONAL USE PERMIT - COVER SHEET

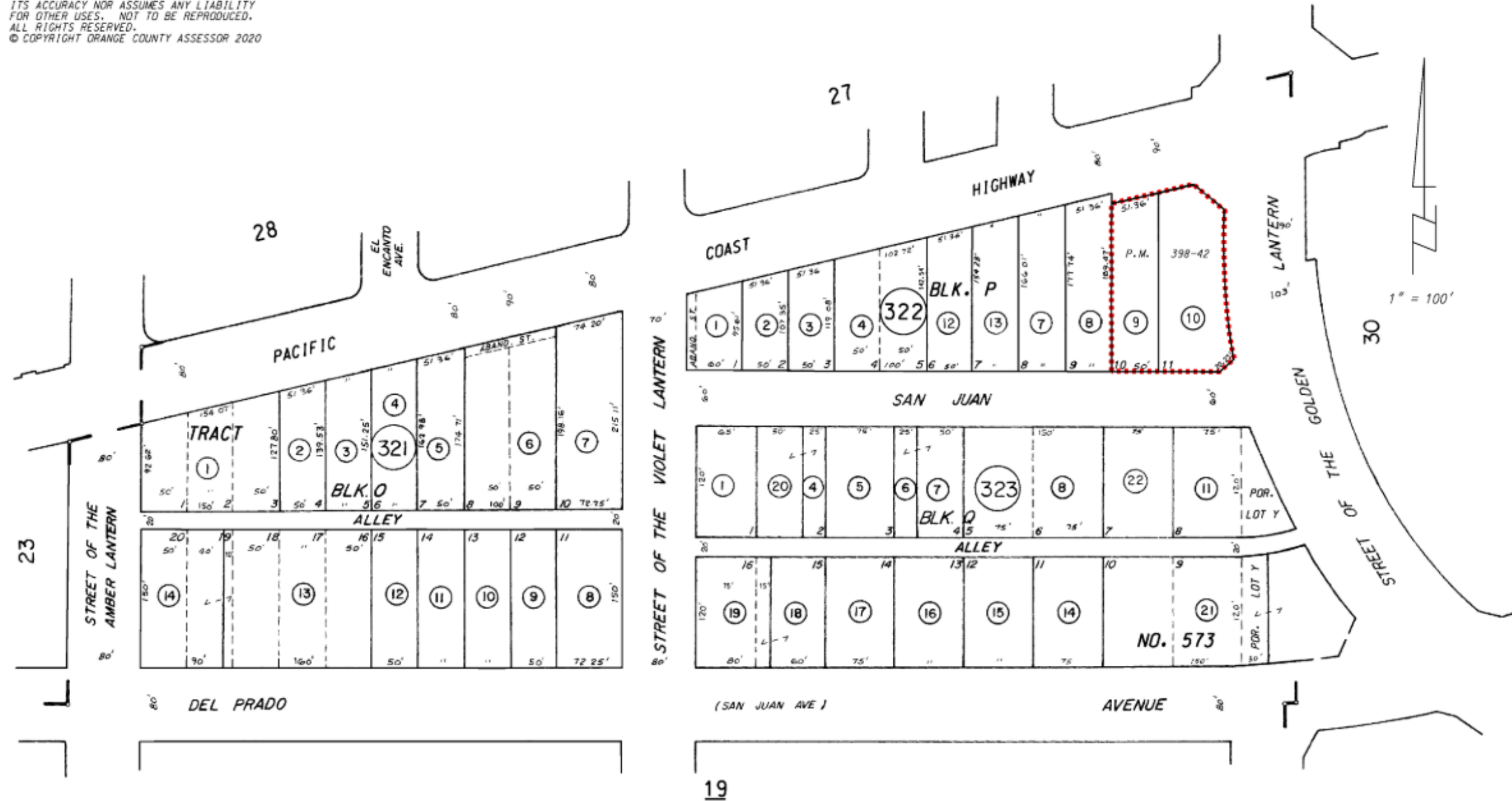
34117 GOLDEN LANTERN  
DANA POINT, CA 92629

02/20/24

CUP-0.0

THIS MAP WAS PREPARED FOR ORANGE COUNTY ASSESSOR DEPT. PURPOSES ONLY. THE ASSESSOR MAKES NO GUARANTEE AS TO ITS ACCURACY NOR ASSUMES ANY LIABILITY FOR OTHER USES. NOT TO BE REPRODUCED. ALL RIGHTS RESERVED.  
© COPYRIGHT ORANGE COUNTY ASSESSOR 2020

682-32



MARCH 1983

TRACT NO. 573

M.M. 20-29

NOTE - ASSESSOR'S BLOCK & PARCEL NUMBERS SHOWN IN CIRCLES

ASSESSOR'S MAP BOOK 682 PAGE 32 COUNTY OF ORANGE

(E) TELEPHONE UTILITY

PROPOSED LOCATION FOR  
ACCESSIBLE PARKING AND  
BANK ACCESS FROM PARKING

(E) PROPERTY LINE

(E) DRIVEWAY ACCESS TO  
PUBLIC PARKING

(E) LOADING ZONE

(E) TRASH ROOM

(E) FIRE HYDRANT

(E) TRUNCATED DOMES AND  
CURB CUT AT CROSS WALK

(E) TRAFFIC PULL BOX

(E) ELECTRIC VAULT

(E) UTILITY BOX

(E) LANDSCAPING, TYP.

PROPOSED POINT OF PEDESTRIAN  
ACCESS. SEE ACCESSIBILITY NOTE 3

(E) BUS STOP

(E) ACCESSIBLE PATH OF TRAVEL FROM ACCESSIBLE  
PARKING STALL, SEE ACCESSIBILITY NOTE 2

ENTRY FROM PARKING GARAGE,  
SEE ACCESSIBILITY NOTE 3

**ACCESSIBILITY NOTES:**

1. PATH OF TRAVEL ON ACCESSIBLE ROUTE TO  
HAVE SLOPE NO GREATER THAN 5% IN PATH OF  
TRAVEL WITH CROSS SLOPE NO GREATER THAN  
2%
2. STRIPED AREA AT ACCESSIBLE PARKING TO  
HAVE SLOPE NO GREATER THAN 2" IN ANY  
DIRECTION AND LEAD TO PATH IN  
COMPLIANCE WITH ACCESSIBILITY NOTE 1
3. SURFACE TRANSITIONS AT ENTRANCES NOT TO  
EXCEED 1/2" CHANGE IN ELEVATION

PACIFIC COAST HIGHWAY

TENANT IMPROVEMENT  
PROPOSED AREA OF  
SCOPE

(E) FIRE HYDRANT

(E) TRUNCATED DOMES AND  
CURB CUT AT CROSS WALK

STREET OF THE GOLDEN LANTERN

(E) ACCESSIBLE PATH OF TRAVEL FROM (E) SIDEWALK,  
TYP. SEE ACCESSIBILITY NOTE 1

(E) ACCESSIBLE PATH OF TRAVEL FROM (E) BUS STOP.  
SEE ACCESSIBILITY NOTE 1



SCALE: 1" = 30'

02/20/24

**MSA**  
architecture + design  
360 22nd street, 8th floor  
oakland, ca 94612  
p. 415.541.0977  
www.msasf.com

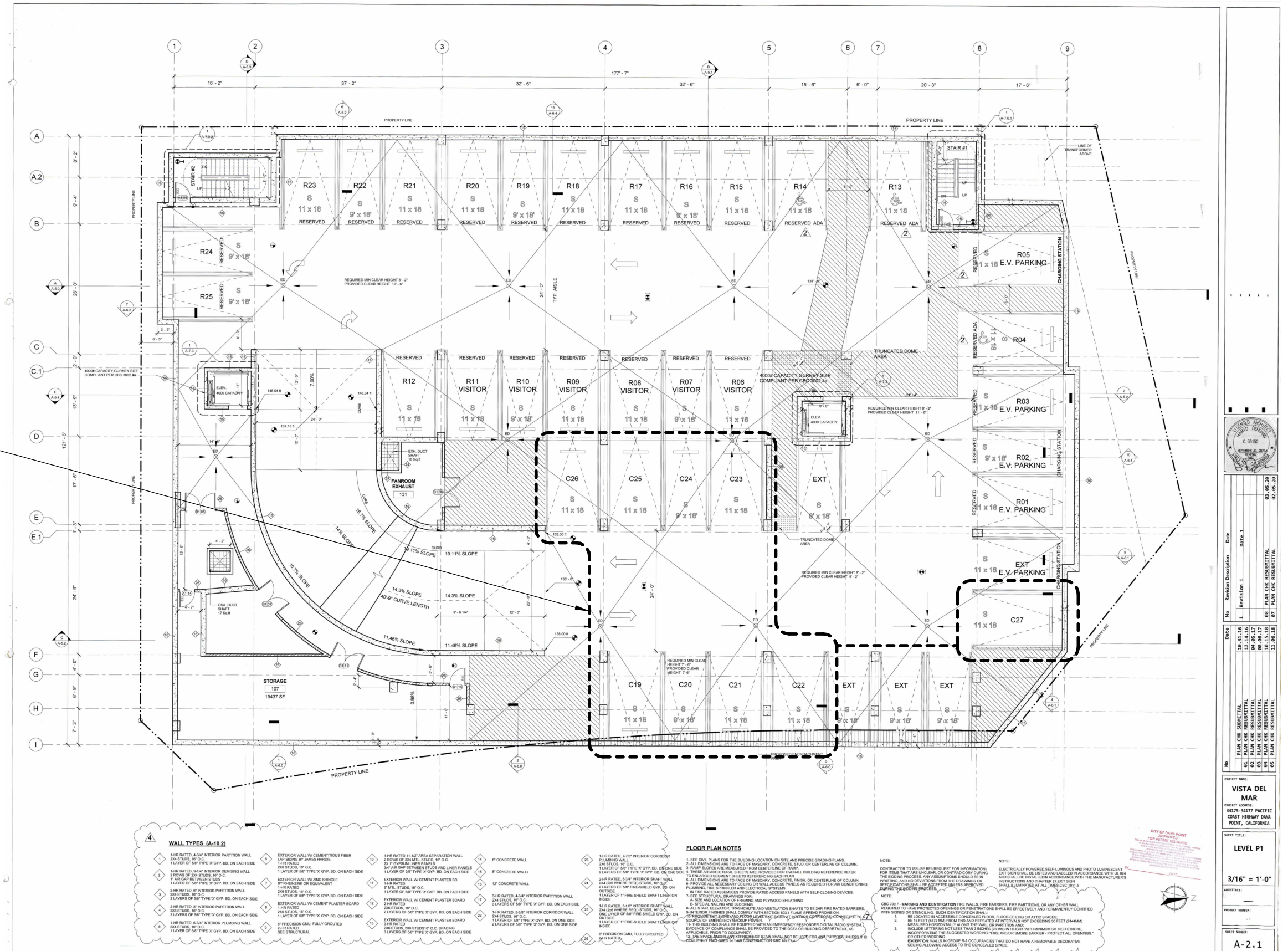


**SITE PLAN**

34117 GOLDEN LANTERN  
DANA POINT, CA 92629

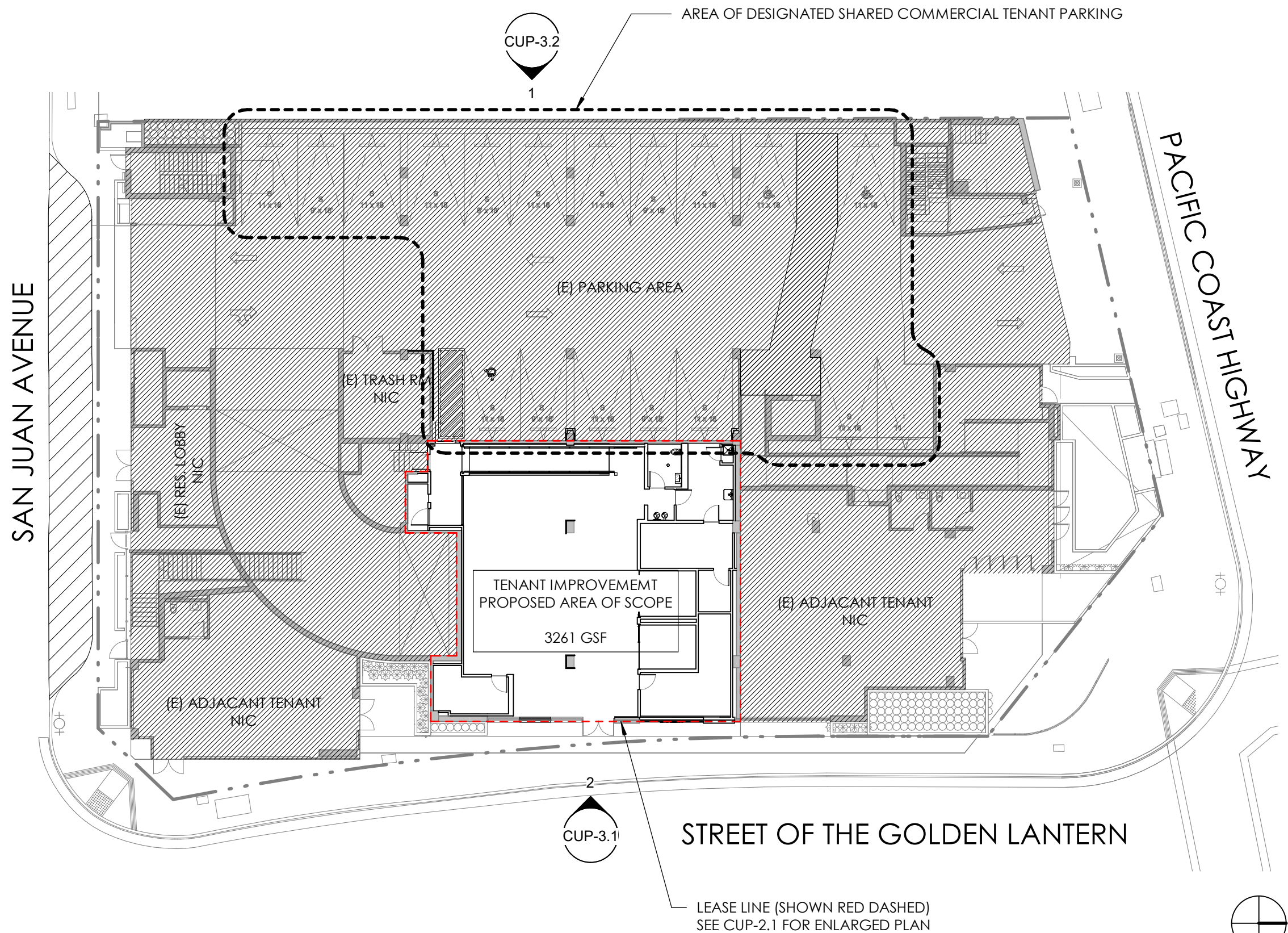
CUP-1.0

AREA OF UNDERGROUND  
DESIGNATED SHARED COMMERCIAL  
TENANT PARKING —————



34117 GOLDEN LANTERN  
DANA POINT, CA 92629

# CUP-1.1



## FLOOR PLAN - GROUND LEVEL

34117 GOLDEN LANTERN  
DANA POINT, CA 92629

BASE BUILDING EXTERIOR FINISHES TO REMAIN EXCEPT AT STORE FRONT AREAS WHERE NOTED ON PLAN

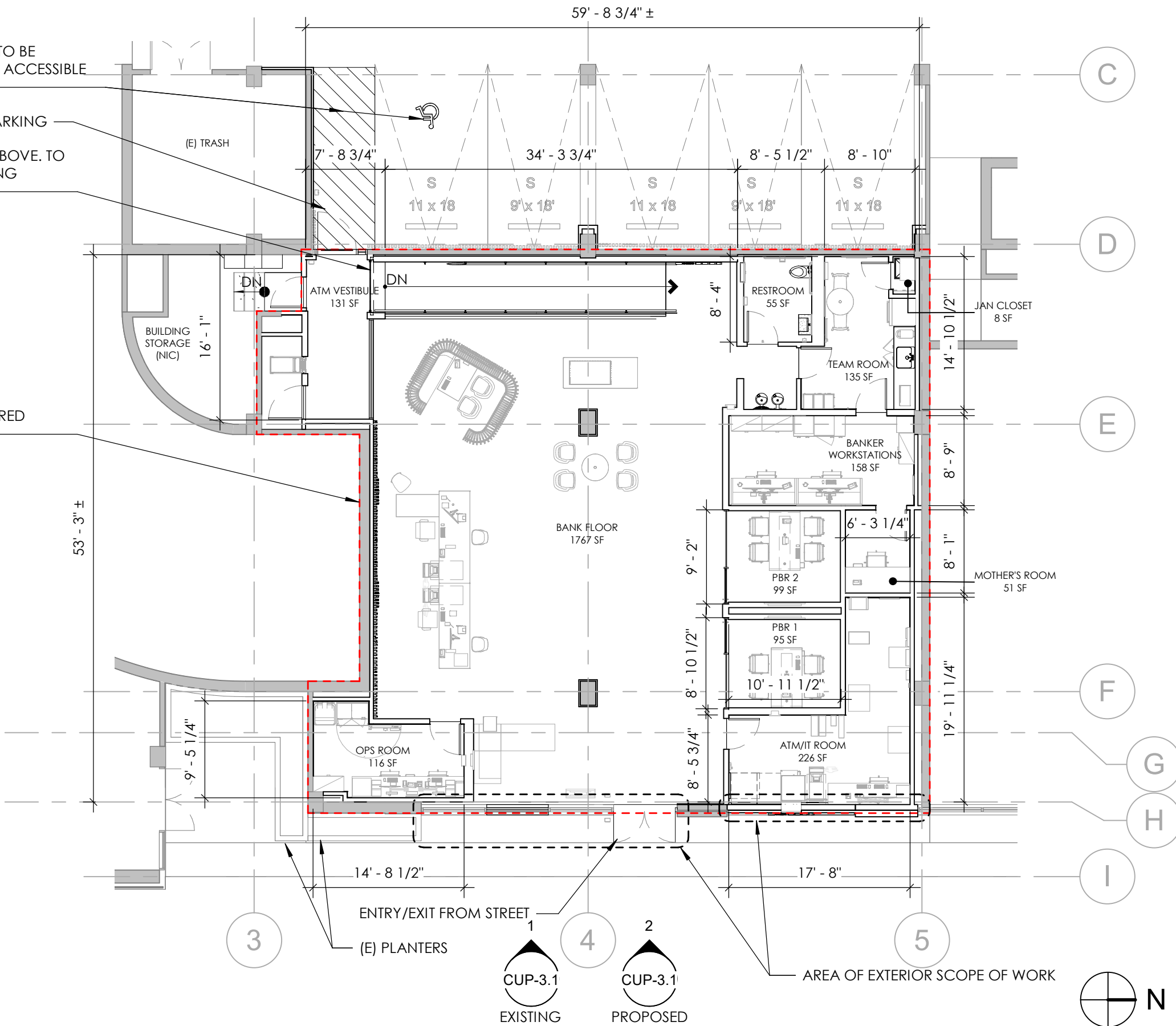
ROOM AND AREA SCHEDULE - CUP		
ROOM NO.	ROOM NAME	AREA
CH 100	ATM VESTIBULE	131 SF
CH 101	BANK FLOOR	1767 SF
CH 102	OPS ROOM	116 SF
CH 103	ATM/IT ROOM	226 SF
CH 104	PBR 1	95 SF
CH 105	PBR 2	99 SF
CH 106	BANKER WORKSTATIONS	158 SF
CH 107	MOTHER'S ROOM	51 SF
CH 108	TEAM ROOM	135 SF
CH 109	RESTROOM	55 SF
CH 110	JAN CLOSET	8 SF
		2841 SF
VOID SPACE		420 SF
GROSS FLOOR AREA		3261 SF

(E) PARKING SPACE TO BE CONVERTEED TO (N) ACCESSIBLE STALL.

ENTRY/EXIT FROM PARKING

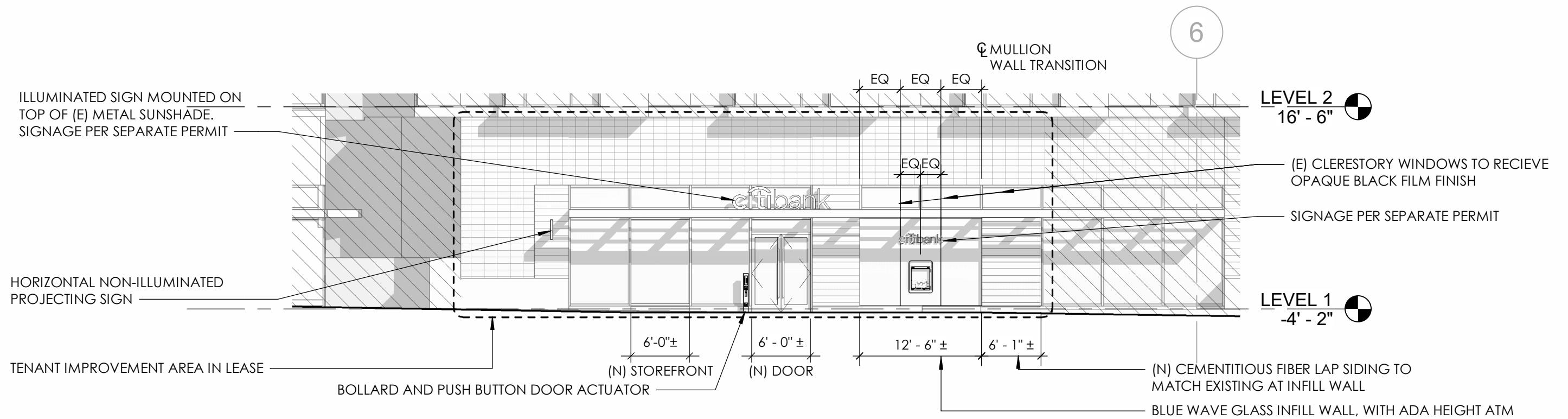
OVERHEAD DOOR ABOVE. TO BE HELD OPEN DURING BUSINESS HOURS

LEASE LINE (SHOWN RED DASHED)



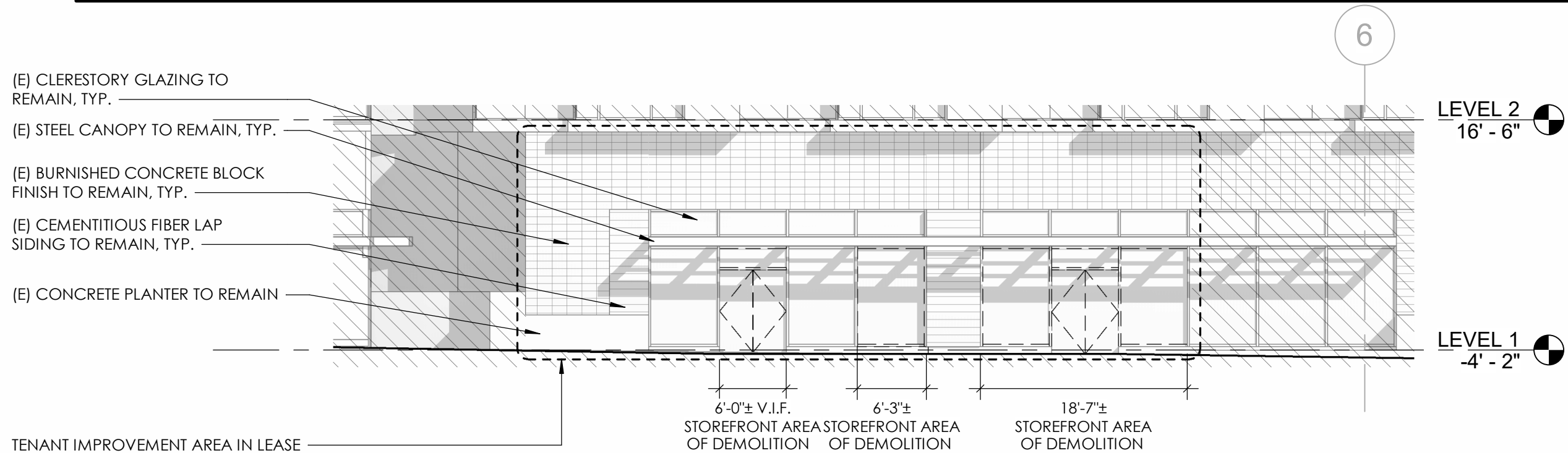
ENLARGED FLOOR PLAN - TENANT SUITE - 3/32" = 1'-0"

34117 GOLDEN LANTERN  
DANA POINT, CA 92629



2 (P) EAST EXTERIOR ELEVATION

3/32" = 1'-0"



1 (E) EAST EXTERIOR ELEVATION

3/32" = 1'-0"



1

EXTERIOR ELEVATION (CUP) - WEST

1/16" = 1'-0"



(E) PAINTED METAL CANOPY

(E) BURNISHED CONCRETE BLOCK FINISH

(E) CONCRETE PLANTER

(E) CEMENTITIOUS FIBER LAP SIDING

(E) STOREFRONT SYTEM

EXTERIOR VIEW - EXISTING STOREFRONT

34117 GOLDEN LANTERN  
DANA POINT, CA 92629

ILLUMINATED SIGNAGE MOUNTED TO TOP OF EXISTING METAL CANOPY. SIGNAGE PER SEPARATE PERMIT

HORIZONTAL NON-ILLUNATED PROJECTING SIGN PER SEPARATE PERMIT

(N) DOOR IN (E) STOREFRONT

SIGNAGE PER SEPARATE PERMIT

BLUE WAVE GLASS INFILL WALL, WITH ADA HEIGHT ATM

(N) LIGHTING AT (E) METAL CANOPY ABOVE

(N) LIGHTING AT (E) METAL CANOPY ABOVE

(N) CEMENTITIOUS FIBER LAP SIDING TO MATCH EXISTING AT INFILL WALL





(E) INTERIOR WALL

(E) STOREFRONT SYSTEM

(E) CONCRETE WALL

(E) CONCRETE FLOOR FINISH

INTERIOR VIEW - EXISTING

34117 GOLDEN LANTERN  
DANA POINT, CA 92629



(E) BURNISHED CONCRETE BLOCK



(E) STEEL CANOPY



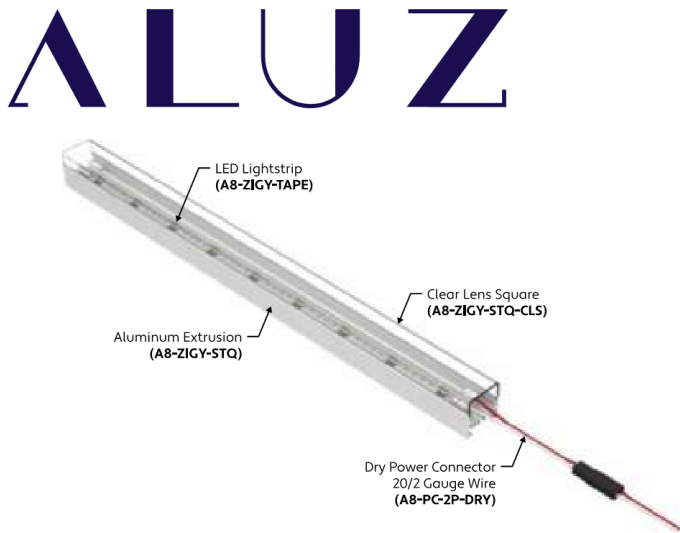
(E) CEMENTITIOUS FIBER LAP SIDING -  
NEW TO MATCH (E)



(E) STOREFRONT SYSTEM -  
NEW TO MATCH (E)



"BLUE WAVE" GLASS WALL AT ATM



ALUZ - A8 SERIES - LED TAPE FIXTURE  
A8-ZIGY-STQ-FS-2.5W-0-10V-30K-WET-NA-(LENGTH)