

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

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January 12, 2015  
6:00 – 6:56 p.m.

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

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

**PLEDGE OF ALLEGIANCE** – Barbara Johannes (Dana Point Historical Society) led the Pledge of Allegiance.

**ROLL CALL**

Planning Commission Members Present: Chairwoman Liz Claus, Vice-Chairwoman April O'Connor, Norman Denton, Gary Newkirk, and Susan Whittaker

Staff Present: Ursula Luna-Reynosa (Director), John Tilton (City Architect/Planning Manager), Erica Demkowicz (Senior Planner), Evan Langan (Associate Planner), Alisha Patterson (Deputy City Attorney), and Denise Jacobo (Planning Secretary)

**A. APPROVAL OF MINUTES**

**ITEM 1: Minutes of the regular Planning Commission Meeting of December 8, 2014.**

**ACTION: Motion made (Denton) and seconded (Claus) to approve the Minutes of the regular Planning Commission Meeting of December 8, 2014. Motion carried 4-0-1. (AYES: Claus, Denton, O'Connor, Whittaker NOES: None ABSENT: None ABSTAIN: Newkirk)**

**B. PUBLIC COMMENTS**

There were no Public Comments.

**Commissioner Denton** requested that the Planning Commission pull Item 2 for discussion.

**Ursula Luna-Reynosa** (Director) confirmed pulling Item 2 to provide a presentation.

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**C. CONSENT CALENDAR**

**ITEM 2:** A request for Historical Resource Designation (HRA14-0001) and participation in the Mills Act Program at 34545 Scenic Drive.

Applicant/

Property Owner: Boyd R. & Carol D. Plowman and Benjamin & Michelle Day

Location: 34545 Scenic Drive

Recommendation: That the Planning Commission adopt a Resolution designating a portion of the single-family residence located at 34545 Scenic Drive as a locally significant historical structure and recommend to the City Council that the City enter into an agreement with the property owner for participation in the Mills Act Program

Environmental: This project is categorically exempt (Class 31 - Section 15331 – Historical Resource Restoration/Rehabilitation) from the provisions of the California Environmental Quality Act (CEQA) because it consists of preservation of an existing historical single-family residence.

Request: The applicant seeks to have a portion of the single-family residence located at 34545 Scenic Drive designated as a historical structure and placed on the Dana Point Historic Resource Register. The applicant also requests a recommendation to enter into an agreement with the City for participation in the Mills Act Program.

**Erica Demkowicz** (Senior Planner) provided a PowerPoint presentation.

**Barbara Johannes** (Dana Point – Dana Point Historical Society) thanked the homeowners who had put forth the effort to maintain a portion of their property.

**Commissioner Denton** gave a brief background on creating the City's Historic Ordinance. He spoke of the benefits in preserving historic structures.

**Commissioner Whittaker** agreed with Commissioner Denton's comment. She suggested adding a finding in the resolution to include criteria "I" from the category which bolsters the unique structure.

**Vice-Chairwoman O'Connor** stated that she supports the designation.

**Chairwoman Claus** expressed that it is a privilege to have this designation.

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**Commissioner Newkirk** stated that the inclusion of Criteria “I” is acceptable.

**ACTION:** Motion made (Denton) and seconded (Claus) to adopt Resolution 15-01-12-01 designating a portion of a residential dwelling as a historic resource, with the noted inclusion of Criteria “I”, placing that structure on the Dana Point Historic Resource Register (HRA14-0001) and recommending the City Council enter into an agreement for the Mills Act Program for the property located at 34545 Scenic Drive. Motion carried 5-0. (AYES: Claus, Denton, Newkirk, O’Connor, Whittaker NOES: None ABSENT: None ABSTAIN: None)

**Chairwoman Claus** presented the homeowners with the official bronze plaque that identifies a portion of the single-family residence as a designated historic structure.

**D. PUBLIC HEARINGS**

**ITEM 3:** Coastal Development Permit CDP14-0024 to allow the addition of 885 square feet of habitable space and 209 square feet of new garage space, in conjunction with an interior remodel of an existing, single-family dwelling at 241 Monarch Bay Drive.

Applicant: Stan Andrade (Andrade Architects)  
Property Owner: Dan Mass  
Location: 241 Monarch Bay Drive

Recommendation: That the Planning Commission adopt Draft Resolution 15-01-12-02 approving Coastal Development Permit CDP14-0024.

Environmental: Pursuant to the California Environmental Quality Act (CEQA), the project is Categorically Exempt per Section 15301 (Class 1 – Existing Facilities) in that it proposes a nominal increase in square footage to an existing residential dwelling).

Request: Approval of a Coastal Development Permit for additions to a single-family dwelling that will exceed 10 percent of existing square footage, on land located within the City’s Coastal Overlay District (the California Coastal Zone) and the Appeals Jurisdiction of the California Coastal Commission

**Evan Langan (Associate Planner)** presented the staff report.

**Chairwoman Claus** opened the Public Hearing.

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**Steve Salkald (Dana Point)** expressed concern with the project's proposed relocation of an existing fence in the subject property's side-yard.

**Stan Andrade** (Applicant – Dana Point) responded to Mr. Salkald's concerns and Commissioners' questions stating that a property survey was done and which confirms that the proposed fencing would be properly located at the property line.

**Alisha Patterson (Deputy City Attorney)** stated that private, unrecorded agreements made between property owners cannot influence the Planning Commission's decisions.

**Chairwoman Claus closed the Public Hearing.**

**Vice-Chairwoman O'Connor** stated that she can support the project as proposed.

**Commissioner Denton** stated that he agrees with Vice-Chairwoman O'Connor.

**Vice-Chairwoman O'Connor** added that it is not unusual in the Monarch Bay Community for misunderstandings to occur regarding fences and their locations relative to property-lines.

**Commissioner Newkirk** stated that he can support the project because it conforms with the development standards.

**Commissioner Whittaker** stated that she can support the project as proposed.

**ACTION:** **Motion made (O'Connor) and seconded (Denton) to adopt Resolution No. 15-01-12-02 approving Coastal Development Permit CDP14-0024 to allow the addition of 885 square feet of habitable space and 209 square feet of new garage space, in conjunction with an interior remodel of an existing, single-family dwelling at 241 Monarch Bay Drive, with the noted deletion of Condition Number 9. Motion carried 5-0. (AYES: Claus, Denton, Newkirk, O'Connor, Whittaker NOES: None ABSENT: None ABSTAIN: None)**

**E. OLD BUSINESS**

There was no Old Business.

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**F. NEW BUSINESS**

There was no New Business.

**G. STAFF REPORTS**

**Ursula Luna-Reynosa** (Director) reported that she had attended the California Coastal Commission hearing in Santa Monica which considered two appeals filed in response to the City's approval of the Coastal Development Permit application for the Harbor Revitalization Commercial Core Project. She announced that the Commission voted unanimously to deny both appeals and allow the County to move forward with the construction phase of the project as proposed.

**H. COMMISSIONER COMMENTS**

**Chairwoman Claus** stated that she and Commissioner Denton are devoted members serving on the Dana Point Historical Society. She described it as a rewarding opportunity and encouraged persons interested to consider joining as new members.

**Vice-Chairwoman O'Connor** stated that the Dana Point IlluminOcean event was a grand success and hopes that it continues.

**I. ADJOURNMENT**

**Chairwoman Claus** announced that the *next* regular meeting of the Planning Commission will be held on Monday, January 26, 2015, beginning at 6:00 p.m. (or as soon thereafter) in the City Council Chamber located at 33282 Golden Lantern, Suite 210, Dana Point, California.

**The meeting adjourned at 6:56 p.m.**

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**Liz Claus, Chairwoman  
Planning Commission**