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

April 24, 2007  
7:00-8:00 p.m.

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

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

**PLEDGE OF ALLEGIANCE** – Commissioner Conway led the Pledge of Allegiance.

**ROLL CALL**

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

**Staff Present:** Kyle Butterwick (Director of Community Development), John Tilton (City Architect/Planning Manager), Todd Litfin (Assistant City Attorney), Erica Williams (Senior Planner), Kurth Nelson (Project Planner), Mike Rose (Emergency Services Coordinator), and Bobbi Ogan (Planning Secretary)

**ITEM 1: Reorganization of the Planning Commission.**

- a) Select nominations and vote for Chairman to serve until the first meeting of April, 2008.
- Commissioner Denton nominated Liz Fitzgerald to serve as Chairwoman; and
  - Commissioner Brough nominated Scott Schoeffel

**ACTION: Motion made (Denton) to elect Liz Fitzgerald to serve as Chairwoman of the Planning Commission. Motion carried 4-0-1. (AYES: Conway, Denton, Fitzgerald, Schoeffel NOES: Brough ABSENT: None ABSTAIN: None)**

- b) Select nominations and vote for Vice-Chairman to serve until the first meeting of April, 2008.
- Commissioner Fitzgerald nominated Norman Denton to serve as Vice-Chairman; and
  - Commissioner Schoeffel nominated Michelle Brough

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**ACTION:** Motion made (Fitzgerald) to elect Norman Denton to serve as Vice-Chairman of the Planning Commission. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

c) Recognition of outgoing Chairman J. Scott Schoeffel.

**Kyle Butterwick** (Director) presented Scott Schoeffel with a plaque recognizing his service on the Planning Commission.

**A. APPROVAL OF MINUTES**

**ITEM 2:** Minutes of the regular Planning Commission Meeting of April 10, 2007.

**ACTION:** Motion made (Conway) and seconded (Denton) to approve the Minutes of the regular Planning Commission Meeting of April 10, 2007. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

**B. PUBLIC COMMENTS**

**John Chaffetz** (Dana Point) congratulated Chairwoman Fitzgerald and Vice-Chairman Denton. He stated that the carry-over Commissioners should be commended and thanked for everything they have done in the past. He hoped that the two (2) new Commissioners and the alternate would follow them carefully because they know what they are doing.

**C. CONSENT CALENDAR**

There were no items on the Consent Calendar.

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**D. PUBLIC HEARINGS**

**ITEM 3: A Tentative Parcel Map and Minor Site Development Permit for a duplex (2-unit) condominium dwelling with attached garages and corresponding roof decks (one on each unit). The proposal also includes an optional (duplex) parking arrangement based upon narrow lot width, which requires a Minor Conditional Use Permit. The property is located in the Residential Duplex (RD 14) Zone and is addressed as 34591 Via Catalina.**

Applicant: Jay Crawford  
Owners: Joe Philip/Glen Farmer  
Location: 34591 Via Catalina

Request: Approval of Tentative Parcel Map TPM2006-260, Minor Site Development Permit SDP06-64M for a duplex (2-unit) condominium dwelling with attached garages and corresponding roof decks. A Minor Conditional Use Permit CUP07-10M is also being requested to allow the proposed optional (duplex) parking arrangement.

Environmental: This project is categorically exempt (Class 3 – Section 15303 – New Construction or Conversion of Small Structures) from the provisions of the California Environmental Quality Act (CEQA) because it consists of the construction of two new attached residential units. The proposed condominium map is categorically exempt (Class 15 – Section 15315 – Minor Land Divisions) because it will result in the division of property in an urbanized area zoned for residential use which will result in fewer than 4 parcels, it is consistent with the General Plan and zoning, no variances or exceptions are required, all services to the parcel to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two years, and the parcel does not have an average slope greater than 20 percent.

Recommendation: That the Planning Commission adopt the attached draft Resolution approving Tentative Parcel Map TPM2006-260, Minor Site Development Permit SDP06-64M, and Minor Conditional Use Permit CUP07-10M.

**Erica Williams** (Senior Planner) reviewed the staff report.

**Chairwoman Fitzgerald opened the Public Hearing.**

**Tom Conroy** (Dana Point) stated that he was representing a neighbor and that his only concern was the proposed retaining wall. He added that because the

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grade is substantially higher than his, he would like to ensure that the wall would retain the dirt between their two properties.

**Jay Crawford** (Architect) felt that Condition Number 67 would cover any concerns the neighbor may have about the proposed wall.

**Chairwoman Fitzgerald closed the Public Hearing.**

**Commissioner Schoeffel** stated that he would support the project.

**Commissioner Conway** felt that it was a quality project and that it would be compatible with the neighborhood with a nice curb appeal.

**Vice-Chairman Denton** felt that the project would be a great addition to the neighborhood.

**ACTION:** **Motion made (Denton) and seconded (Schoeffel) to adopt Resolution 07-04-24-05 approving Tentative Parcel Map TPM2006-260, Minor Site Development Permit SDP06-64M, and Minor Conditional Use Permit CUP07-10M. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)**

**ITEM 4:** **Coastal Development Permit CDP06-05 to allow the construction of a new 3,872 square foot single family dwelling with an attached two car garage. The subject site is located in the Coastal Overlay Boundary and is designated as Residential Single Family (RSF 7)/Planned Residential Development (PRD 9). The subject site is addressed as 24791 Anchor Lantern.**

Applicant/

Owner: Joe Deverian

Location: 24791 Anchor Lantern

Request: A Coastal Development Permit to allow the construction of a new 3,872 square foot single family dwelling and an attached two car garage. The construction of a new dwelling in the Coastal Overlay Boundary requires a Coastal Development Permit.

Environmental: The proposed project qualifies as a Class 3 (Section 15303 – New Construction) pursuant to the applicable provisions of the California Environmental Quality Act (CEQA) because it consists of the construction of a new single family residence not in conjunction with the building of two or more such units.

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Recommendation: That the Planning Commission adopt the attached draft Resolution approving Coastal Development Permit CDP06-05.

**Erica Williams** (Senior Planner) reviewed the staff report.

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

**Commissioner Conway** stated that architecture would blend in with the surrounding neighborhood and that he would support the project.

**Vice-Chairman Denton** felt that the architecture, design, and materials were quality and that he would support the project.

**ACTION:** Motion made (Schoeffel) and seconded (Denton) to adopt Resolution 07-04-24-06 approving Coastal Development Permit CDP06-05. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel NOES: None ABSENT: None ABSTAIN: None)

**ITEM 5:** Coastal Development Permit CDP06-04 to construct a new single family dwelling with an attached three-car garage on a vacant lot and a Minor Site Development Permit for retaining walls as high as seven feet in the Planned Residential Development 1 (PRD 1)/Residential Single Family 4 (RSF 4) Zoning District located at 32221 Azores Road.

Applicant/

Owner: Ursula Crupi

Location: 32221 Azores Road

Request: Approval of a Coastal Development Permit to construct a new single family dwelling with an attached three-car garage on a vacant lot and a Minor Site Development Permit for retaining walls as high as seven feet in the Planned Residential Development 1 (PRD 1)/Residential Single Family 4 (RSF 4) Zoning District located at 32221 Azores Road.

Environmental: This project is categorically exempt (Class 3 – Section 15303 – New Construction) from the provisions of the California Environmental Quality Act (CEQA) because the project involves the construction of a new single family residence not in conjunction with the construction of two or more of such dwelling units.

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Recommendation: That the Planning Commission adopt the attached draft Resolution approving Coastal Development Permit CDP06-04 and Minor Site Development Permit SDP06-14M.

**Kurth Nelson** (Project Planner) reviewed the staff report. He added a new Condition 19 regarding a survey of the existing trees and deleted Condition 28 of the Resolution because it was found to be redundant.

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

**Commissioner Conway** felt that the project would be a benefit for the whole area.

**Vice-Chairman Denton** felt that the project fit the uniqueness of the lot.

**ACTION:** Motion made (Denton) and seconded (Conway) to adopt Resolution 07-04-24-07 approving Coastal Development Permit CDP06-04 as amended by staff. Motion carried 5-0. (AYES: Brough, Conway, Denton, Fitzgerald, Schoeffel 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 was sponsoring a scoping session tomorrow night from 6:00 p.m. to 8:00 p.m. at Palisades Elementary School. He stated that the benefit of the scoping session would be to allow

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people from the neighborhood the opportunity to share their opinions and concerns they feel should be addressed in the EIR for the proposed demolition of the Doheny House.

He stated that the Coastal Commission staff had confirmed a public hearing date for the Residential Building Height Ordinance. He added that the hearing has been scheduled for May and that Coastal Staff was recommending approval.

He stated that Friday of last week, the Coastal Commission staff had allowed the Harbor Revitalization Plan to proceed with a formal review. He added that City staff would be forwarding supplemental information to the Commission office over the next couple of months to help with that review.

He reminded the Planning Commission about the study session scheduled for May 8, 2007 at 4:30 p.m.

**I. COMMISSIONER COMMENTS**

**Commissioner Schoeffel** congratulated Chairwoman Fitzgerald and Vice-Chairman Denton. He reported that the Blues Festival was coming up and felt that the festival got better with each year. He encouraged all to attend.

**Commissioner Conway** congratulated Chairwoman Fitzgerald and Vice-Chairman Denton. He thanked Commissioner Schoeffel for meeting with him to help him with Planning Commission protocol.

**Commissioner Brough** congratulated Chairwoman Fitzgerald and Vice-Chairman Denton. She thanked Commissioner Schoeffel for his guidance.

**Vice-Chairman Denton** stated that he had appreciated Commissioner Schoeffel's leadership and congratulated Chairwoman Fitzgerald. He thanked Mike Rose and John Tilton for their hard work on the remodeled Council Chambers.

**Chairwoman Fitzgerald** felt that staff had done a superb job on the remodel. She stated that Commissioner Schoeffel is as good of a Chairman in any meeting that she has ever seen. She added that he was more than a Chairman, he was a leader and that she appreciated having his leadership still on this Commission.

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**J. ADJOURNMENT**

**Chairwoman Fitzgerald** announced that a study session of the Planning Commission would be held on Tuesday, May 8, 2007, beginning at 4:30 p.m. (or as soon thereafter) in the "Old EOC" conference room located at 33282 Golden Lantern, Dana Point, California. After the study session, the Planning Commission will adjourn to their regularly scheduled meeting beginning at 7:00 p.m. (or as soon thereafter) in the City Council Chambers.

**The meeting adjourned at 8:00 p.m.**

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Liz Anderson Fitzgerald, Chairwoman  
Planning Commission