

**MINUTES**  
**HUNTINGTON BEACH OFFICE OF THE ZONING ADMINISTRATOR**  
**Room B-8 - Civic Center**  
**2000 Main Street**  
**Huntington Beach California**

**WEDNESDAY, OCTOBER 19, 2016- 1:30 P.M.**

**ZONING ADMINISTRATOR:** Ricky Ramos  
**STAFF MEMBER:** Kimo Burden, Joanna Cortez, Judy Graham  
**MINUTES:** **NONE**  
**ORAL COMMUNICATION:** **NONE**

**ITEM 1: COASTAL DEVELOPMENT PERMIT NO. 16-013 (SOLIMAN RESIDENCE)**

**APPLICANT:** Rene Alvarez, 12208 Nita Drive, Moreno Valley, CA 92557  
**PROPERTY OWNER:** Ash Soliman, 4012 Ondine Circle, Huntington Beach, CA 92649  
**REQUEST:** To permit the demolition of an existing 1,012 sq. ft. second floor and construct a new 1,792 sq. ft. second floor with a 167 sq. ft. deck; construct a 47 sq. ft. addition to the first floor with a 23 sq. ft. porch; and convert 213 sq. ft. of livable space to non habitable garage space.  
**LOCATION:** 4012 Ondine Circle, 92649 (north of Fargo Cir., south of Morning Star Dr.)  
**CITY CONTACT:** Kimo Burden

Kimo Burden, Planning Aide, displayed project plans and photographs and stated the purpose, location, zoning, and existing use of the subject site. Staff provided an overview of the proposed project and the suggested findings and conditions for approval as presented in the executive summary.

Ricky Ramos, Zoning Administrator, stated that he had no questions for staff.

**THE PUBLIC HEARING WAS OPENED.**

**THERE WERE NO PERSONS PRESENT TO SPEAK FOR OR AGAINST THE REQUEST AND THE PUBLIC HEARING WAS CLOSED.**

Mr. Ramos stated he would approve the request as recommended by staff.

**COASTAL DEVELOPMENT PERMIT NO. 16-013 WAS APPROVED BY THE ZONING ADMINISTRATOR WITH THE FOLLOWING FINDINGS AND CONDITIONS OF APPROVAL. STAFF STATED THAT THE ACTION TAKEN BY THE ZONING ADMINISTRATOR MAY BE APPEALED TO THE PLANNING COMMISSION WITHIN TEN (10) WORKING DAYS.**

**FINDINGS FOR PROJECTS EXEMPT FROM CEQA:**

The Zoning Administrator finds that the project will not have any significant effect on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 15301 of the CEQA Guidelines, because the project consists of an addition to an existing single-family residence within a residential zone.

## **FINDINGS FOR APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 16-013:**

1. Coastal Development Permit No. 16-013 to permit the demolition of an existing 1,012 sq. ft. second floor and construct a new 1,792 sq. ft. second floor with a 167 sq. ft. deck; 47 sq. ft. addition to the first floor with a 23 sq. ft. porch; and convert 213 sq. ft. of livable space to non habitable garage space, conforms with the General Plan, including the Local Coastal Program. The project is consistent with Coastal Element Land Use Policy C 1.1.1 to encourage new development to locate within, contiguous to or in close proximity to existing developed areas able to accommodate it. The proposed addition will occur on a developed site, contiguous to existing residential development.
2. The request to demolish an existing 1,012 sq. ft. second floor and construct a new 1,792 sq. ft. second floor with a 167 sq. ft. deck; 47 sq. ft. addition to the first floor with a 23 sq. ft. porch; and convert 213 sq. ft. of livable space to non habitable garage space, is consistent with the requirements of the Coastal Zone Overlay District, the base zoning district, as well as other applicable provisions of the Municipal Code. The addition will comply with all applicable development regulations, including maximum building height, lot coverage, and minimum yard setbacks.
3. At the time of occupancy, the proposed development to permit the demolition of an existing 1,012 sq. ft. second floor and construct a new 1,792 sq. ft. second floor with a 167 sq. ft. deck; 47 sq. ft. addition to the first floor with a 23 sq. ft. porch; and convert 213 sq. ft. of livable space to non habitable garage space can be provided with infrastructure in a manner that is consistent with the Local Coastal Program. The proposed addition will be constructed on a previously developed site in an urbanized area with all necessary services and infrastructure available, including water, sewer, and roadways.
4. The request to permit the demolition of an existing 1,012 sq. ft. second floor and construct a new 1,792 sq. ft. second floor with a 167 sq. ft. deck; 47 sq. ft. addition to the first floor with a 23 sq. ft. porch; and convert 213 sq. ft. of livable space to non habitable garage space conforms with the public access and public recreation policies of Chapter 3 of the California Coastal Act. The project will not impede public access, recreation, or views to coastal resources.

## **CONDITIONS OF APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 16-013:**

1. The site plan, floor plans, and elevations received and dated August 8, 2016, shall be the conceptually approved design.
2. Prior to submittal for plan check, the following shall be completed: Zoning entitlement conditions of approval, code requirements identified herein and code requirements identified in separately transmitted memorandum from the Departments of Fire, Community Development, and Public Works shall be printed verbatim on one of the first three pages of all the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical, and plumbing) and shall be referenced in the sheet index. The minimum font size utilized for printed text shall be 12 point.
3. During demolition, grading, site development, and/or construction, the following shall be adhered to:
  - a. Construction equipment shall be maintained in peak operating condition to reduce emissions.
  - b. Use low sulfur (0.5%) fuel by weight for construction equipment.
  - c. Truck idling shall be prohibited for periods longer than 10 minutes.

- d. Attempt to phase and schedule activities to avoid high ozone days first stage smog alerts.
  - e. Discontinue operation during second stage smog alerts.
  - f. Ensure clearly visible signs are posted on the perimeter of the site identifying the name and phone number of a field supervisor to contact for information regarding the development and any construction/grading activity.
4. The structure(s) cannot be occupied and the final building permit(s) cannot be approved until the following have been completed:
    - a. All improvements shall be completed in accordance with approved plans.
    - b. Compliance with all conditions of approval specified herein shall be verified by the Community Development Department.
    - c. All building spoils, such as unusable lumber, wire, pipe, and other surplus or unusable material, shall be disposed of at an off-site facility equipped to handle them.
  5. The applicant and/or applicant's representative shall be responsible for ensuring the accuracy of all plans and information submitted to the City for review and approval.
  6. Coastal Development Permit No. 16-013 shall become null and void unless exercised within two years of the date of final Coastal Development Permit approval by the City or by the Coastal Commission if the Coastal Development Permit is appealed, or such extension of time as may be granted by the Director pursuant to a written request submitted to the Community Development Department a minimum 30 days prior to the expiration date.
  7. The Development Services Departments and divisions (Building & Safety, Fire, Planning and Public Works) shall be responsible for ensuring compliance with all applicable code requirements and conditions of approval. The Director of Community Development may approve minor amendments to plans and/or conditions of approval as appropriate based on changed circumstances, new information or other relevant factors. Any proposed plan/project revisions shall be called out on the plan sets submitted for building permits. Permits shall not be issued until the Development Services Departments have reviewed and approved the proposed changes for conformance with the intent of the Zoning Administrator's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Zoning Administrator may be required pursuant to the provisions of HBZSO Section 241.18.
  8. Incorporating sustainable or "green" building practices into the design of the proposed structures and associated site improvements is highly encouraged. Sustainable building practices may include (but are not limited to) those recommended by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Program certification (<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>) or Build It Green's Green Building Guidelines and Rating Systems <http://www.builditgreen.org/green-building-guidelines-rating>.

**INDEMNIFICATION AND HOLD HARMLESS CONDITION:**

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council,

Planning Commission, or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.

**ITEM 2: ENTITLEMENT PLAN AMENDMENT 16-006 (CROSSPOINT CHURCH NEW BUILDING)**

APPLICANT: Bill Dunlap, W.E. Dunlap Consulting, P.O. Box 1654, Newport Beach, CA 92659  
PROPERTY OWNER: Jim Gane, CrossPoint Baptist Church, 7661 Warner Avenue, Huntington Beach, CA 92647  
REQUEST: To permit the construction of a two-story, 2,730 sq. ft. building within an existing church property.  
LOCATION: 7661 Warner Avenue, 92647 (northeast corner of Warner Ave. and Nichols Ln.)  
CITY CONTACT: Joanna Cortez

Joanna Cortez, Assistant Planner, displayed project plans and photographs and stated the purpose, location, zoning, and existing use of the subject site. Staff provided an overview of the proposed project and the suggested findings and conditions for approval as presented in the executive summary.

Ricky Ramos, Zoning Administrator, stated that he had no questions for staff.

**THE PUBLIC HEARING WAS OPENED.**

Bill Dunlap, applicant, stated that he had no comments or concerns with staff's recommendations.

**THERE WERE NO PERSONS PRESENT TO SPEAK FOR OR AGAINST THE REQUEST AND THE PUBLIC HEARING WAS CLOSED.**

Mr. Ramos stated he would approve the request as recommended by staff.

**ENTITLEMENT PLAN AMENDMENT 16-006 WAS APPROVED BY THE ZONING ADMINISTRATOR WITH THE FOLLOWING FINDINGS AND CONDITIONS OF APPROVAL. STAFF STATED THAT THE ACTION TAKEN BY THE ZONING ADMINISTRATOR MAY BE APPEALED TO THE PLANNING COMMISSION WITHIN TEN (10) WORKING DAYS.**

**FINDINGS FOR PROJECTS EXEMPT FROM CEQA:**

The Zoning Administrator finds that the project will not have any significant effect on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 15303 of the CEQA Guidelines, because the proposed development consists of the construction of a new commercial building with 2,730 sq. ft. of floor area not involving the use of significant amounts of hazardous substances, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive.

**FINDINGS FOR APPROVAL – ENTITLEMENT PLAN AMENDMENT NO. 16-006:**

1. Entitlement Plan Amendment No. 16-006 for the construction of a two-story 2,730 sq. ft. building within an existing church property will not be detrimental to the general welfare of persons working or residing in the vicinity or detrimental to the value of the property and improvements in the neighborhood. The new building is not anticipated to generate any

significant noise, traffic, parking or other impacts detrimental to surrounding properties and is consistent with the subject property's zoning. The proposed building will provide additional restrooms during church services and provide additional office space for the existing church/school office. No additional assembly area is proposed, therefore, no parking is required for the new building. As conditioned, the use will continue to maintain the parking data and layout approved on February 11, 1997 to ensure that adequate parking spaces are available to serve the needs of the church and school.

2. The entitlement plan amendment to allow the construction of a two-story, 2,730 sq. ft. building within an existing church property will be compatible with surrounding uses because the existing use will remain unchanged. The new building will provide additional restrooms and will provide additional office space for the existing church/school uses. Additionally, the new structure is designed to match the color, materials, and height of the existing church building.
3. The proposed construction of a two-story, 2,730 sq. ft. building within an existing church property will comply with the provisions of the base district and other applicable provisions in Titles 20-25 of the Huntington Beach Zoning and Subdivision Ordinance. No variances are requested. In addition, the proposed building will continue to be subject to the provisions of Conditional Use Permit No. 1995-048 and Variance No. 1995-012 and any additional or revised conditions adopted herein.
4. The granting of the entitlement plan amendment to permit the construction of a two-story, 2,730 sq. ft. building within an existing church property will not adversely affect the General Plan. It is consistent with the Land Use Element designation of P (RMH-25) (Public – Residential Medium High Density – 25 du/acre) on the subject property. In addition, it is consistent with the following goals and policies of the General Plan:

Land Use Element

Objective LU 13.1: Provide for the continuation of existing and development of new uses, such as governmental administrative, public safety, human service, cultural, educational, infrastructure, religious, and other uses that support the needs of existing and future residents and businesses.

Policy LU 13.1.1: Allow for the continuation of existing public and private institutional, cultural, educational and health uses at their present locations and development of new uses in areas designated on the Land Use Plan Map in accordance with Policy LU 7.1.1.

Policy LU13.1.2: Allow for the continuation of existing and development of new religious facilities in any land use zone where they are compatible with adjacent uses and subject to City review and approval.

The proposed building provides for the amendment of the original approval of the church and school to provide additional services for the existing use, and in turn, the needs of the surrounding community. The additional restrooms and church/school office will not require additional parking and is designed to match the existing church facility to ensure compatibility with adjacent uses.

## **CONDITIONS OF APPROVAL - ENTITLEMENT PLAN AMENDMENT NO. 16-006:**

1. The site plan, floor plans, and elevations received and dated August 19, 2016 and the colored elevations and material sample board received and dated September 21, 2016 shall be the conceptually approved design.
2. Prior to submittal for plan check, the following shall be completed: Zoning entitlement conditions of approval, code requirements identified herein and code requirements identified in separately transmitted memorandum from the Departments of Fire, Community Development, and Public Works shall be printed verbatim on one of the first three pages of all the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical, and plumbing) and shall be referenced in the sheet index. The minimum font size utilized for printed text shall be 12 point.
3. During demolition, grading, site development, and/or construction, the following shall be adhered to:
  - a. Construction equipment shall be maintained in peak operating condition to reduce emissions.
  - b. Use low sulfur (0.5%) fuel by weight for construction equipment.
  - c. Truck idling shall be prohibited for periods longer than 10 minutes.
  - d. Attempt to phase and schedule activities to avoid high ozone days first stage smog alerts.
  - e. Discontinue operation during second stage smog alerts.
  - f. Ensure clearly visible signs are posted on the perimeter of the site identifying the name and phone number of a field supervisor to contact for information regarding the development and any construction/grading activity.
4. The final building permit(s) cannot be approved until the following have been completed:
  - a. All improvements shall be completed in accordance with approved plans.
  - b. Compliance with all conditions of approval specified herein shall be verified by the Community Development Department.
  - c. All building spoils, such as unusable lumber, wire, pipe, and other surplus or unusable material, shall be disposed of at an off-site facility equipped to handle them.
5. All previous conditions of approval per Conditional Use Permit No. 1995-048 and Variance No. 1995-012 shall apply.
6. The applicant and/or applicant's representative shall be responsible for ensuring the accuracy of all plans and information submitted to the City for review and approval.
7. EPA No. 16-006 shall become null and void unless exercised within two years of the date of final approval or such extension of time as may be granted by the Director pursuant to a written request submitted to the Community Development Department a minimum 30 days prior to the expiration date.
8. The Development Services Departments and divisions (Building & Safety, Fire, Planning and Public Works) shall be responsible for ensuring compliance with all applicable code requirements and conditions of approval. The Director of Community Development may approve minor amendments to plans and/or conditions of approval as appropriate based on changed circumstances, new information or other relevant factors. Any proposed plan/project revisions shall be called out on the plan sets submitted for building permits. Permits shall not be issued until the Development Services Departments have reviewed and approved the proposed changes for conformance with the intent of the Zoning

Administrator's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Zoning Administrator may be required pursuant to the provisions of HBZSO Section 241.18.

9. Incorporating sustainable or "green" building practices into the design of the proposed structures and associated site improvements is highly encouraged. Sustainable building practices may include (but are not limited to) those recommended by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Program certification (<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>) or Build It Green's Green Building Guidelines and Rating Systems <http://www.builditgreen.org/green-building-guidelines-rating>

**INDEMNIFICATION AND HOLD HARMLESS CONDITION:**

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council, Planning Commission, or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.

**THE MEETING WAS ADJOURNED AT 1:36 PM TO THE NEXT REGULARLY SCHEDULED MEETING ON WEDNESDAY, NOVEMBER 2, 2016, AT 1:30 P. M.**



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Ricky Ramos  
Zoning Administrator

RR:JC:jg