

**HUNTINGTON BEACH  
OFFICE OF THE ZONING ADMINISTRATOR  
EXECUTIVE SUMMARY**

**TO:** Zoning Administrator  
**FROM:** Jessica Bui, Assistant Planner  
**DATE:** March 21, 2018  
**SUBJECT:** **COASTAL DEVELOPMENT PERMIT NO. 18-002 (HOLLACK RESIDENCE)**  
**LOCATION:** 16065 Dominica Circle, 92649 (south of Edinger Ave. and west side of Dominica Cir.)

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**Applicant:** Paul Wheeler, 133 South Spring Street, Claremont, CA 91711

**Property Owner:** Ralph & Kelly Hollack, 16065 Dominica Circle, Huntington Beach, CA 92649

**Request:** To permit the conversion of an approximately 422 sq. ft. third floor attic space into habitable area and add a 91 sq. ft. third story balcony within an existing 1,908 sq. ft. two-story townhome.

**Environmental Status:** This request is covered by Categorical Exemption, Section 15301, Class 1, California Environmental Quality Act.

**Coastal Status:** Appealable

**General Plan:** (RL) Residential Low Density

**Zone:** (RL-CZ) Residential Low Density – Coastal Zone Overlay

**Existing Use:** Residential

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**RECOMMENDATION:** Staff recommends approval of the proposed project based upon the following findings:

**SUGGESTED 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 townhome within a residential zone.

**SUGGESTED FINDINGS FOR APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 18-002:**

1. Coastal Development Permit No. 18-002 to permit the conversion of an approximately 422 sq. ft. third floor attic space into habitable area and add a 91 sq. ft. third story balcony within an existing 1,908 sq. ft. two-story townhome conforms with the General Plan, including the Local Coastal Program. The project is consistent with the 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 entirely on a developed site, contiguous to existing residential development.
2. Coastal Development Permit No. 18-002 to permit the conversion of an approximately 422 sq. ft. third floor attic space into habitable area and add a 91 sq. ft. third story balcony within an existing 1,908 sq. ft. two-story townhome is consistent with the requirements of the CZ Overlay District, the base zoning district, as well as other applicable provisions of the Municipal Code. The project, as conditioned, will comply with all applicable development regulations, including maximum building height, lot coverage, and minimum yard setbacks.
3. Coastal Development Permit No. 18-002 to permit the conversion of an approximately 422 sq. ft. third floor attic space into habitable area and add a 91 sq. ft. third story balcony within an existing 1,908 sq. ft. two-story townhome is located in an urbanized area with all necessary services and infrastructure available, including water, sewer, and roadways.
4. Coastal Development Permit No. 18-002 to permit the conversion of an approximately 422 sq. ft. third floor attic space into habitable area and add a 91 sq. ft. third story balcony within an existing 1,908 sq. ft. two-story townhome 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.

**SUGGESTED CONDITIONS OF APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 18-002:**

1. The site plan, floor plans, and elevations, received and dated February 13, 2018 shall be the conceptually approved layout.
2. Zoning entitlement conditions of approval and code requirements 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. The final building permit(s) cannot be approved until the following have been completed:
  - a. All improvements must 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.

4. CDP No. 18-002 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.
5. 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.
6. 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.