

# MONARCH BAY DESIGN GUIDELINES

## AMENDMENTS

OCTOBER 20, 2020

Approved by Board of Directors as revised January 12, 2021

---

## **Updates to Submittal Requirements:**

### **2.3.10 Planting Plan**

In general, a plan showing the total design concept, clearly labeling plant materials and sizes is required. Plant materials shall be noted with common and botanical names, container size at planting, and the natural height and spread at maturity. Each plant shall have a photograph, clearly labeled, as a part of the submittal. Plant palettes are not acceptable. This plan must address the entire lot. Sketches or larger scale drawings indicating proposed specialty planting features, where necessary to communicate the concept, may be submitted.

### **2.3.12 3D Rendering or Scale Model**

At least one street view, 3D rendering is required for a new house submittal, a major remodel submittal, a paint color change submittal, or any submittal that has a roof structure revision. A detailed scale model of the entire structure and lot will also fulfill this requirement.

### **2.3.14 Solar Panel Submittal**

For new homes and major remodels, the solar submittal shall be a portion of the building submittal. Please confirm that the proposed roof plan is used in the solar submittal.

No solar heating panels or other solar energy collection equipment shall be installed on any portion of any Lot, or any Improvement thereon, unless such equipment is installed in such location and in such manner as to be obscured from the view of other persons in Monarch Bay to the greatest degree practicable without significantly decreasing its efficiency. No person shall install any such panels or equipment without the prior written consent of the Architectural Control Committee, which shall have the right to reasonably restrict and determine the size, shape, color, style, materials or location of any such panels or equipment within Monarch Bay, subject to the provisions of California Civil Code Section 714, or any similar law then in effect.

Refer to the Submittal Checklist for the specific requirements. The ACC will not consider incomplete applications. In general, the submittal should be the same as what is submitted to the City of Dana Point for Plan Check. Simply submitting a sales or product brochure will be considered an incomplete submittal.

---

At a minimum the following documents are required to be submitted:

- a. Site Plan with a North Arrow.
- b. Roof Plan clearly showing the proposed panels, slope of the panels and spot elevations on the proposed highest points of each array of panels. Note that the panels cannot exceed the maximum approved height of the lot in Tracts 3748 and 3839. In Tract 4472, the highest point of the solar panel shall not exceed the height of the existing Improvements on that Lot existing as of December 19, 2012, the adoption date of the latest Declaration. If it is impossible to install the solar panels within the maximum approved height of the lot, a Variance request must be submitted.
- c. All Exterior Elevations that have any new equipment, or that show panels that are exposed above the top of a roof or parapet.
- d. Building Sections clearly showing the proposed panels with vertical dimensions showing conformance to the Maximum Allowable Height and matching the slope of the roof that they are mounted on.
- e. Drawings, specifications and details of all proposed equipment including panels, exposed conduits, inverters, switching equipment, etc.
- f. At the discretion of the ACC, a consultant and/or a Consulting Engineer may be engaged to assist in the analysis of any solar application. The cost of the consultant and/or engineer will be the responsibility of the applicant.

### 2.3.15 Submittal Requirements

For every submittal the following is required:

- Four (4) Full Size sets of all of the submitted drawings and exhibits
- Ten (10) 11" x 17" reduced sets of all of the submitted drawings and exhibits
- One (1) CD/DVD with a PDF version of all Submittal Documents
- One (1) USB Memory Stick with a PDF version of all Submittal Documents

### 2.3.16 Submittal Requirements

All plan submittals to the City of Dana Point are required to be reviewed and stamped "Approved" by Monarch Bay prior to submittal to the City. Coordinate with the Management Company to avoid delays in your plan processing.

---

## Design Guideline Sections:

### 3.7 Accessory Dwelling Units (ADU)

**3.7.1** The State of California and the City of Dana Point have established a comprehensive set of rules allowing for the construction of Accessory Dwelling Units on a single-family lot. However, the ADU must match the materials, colors, style and details of the Main House. As the state law allows for shortened setbacks to side and rear property lines, care should be taken in the design to respect the privacy and quiet enjoyment of all neighboring properties. The Owner should research the state and local requirements and any modifications to those laws within the Coastal Zone.

**3.7.2** The State of California and the City of Dana Point have established special side and rear setbacks of four feet (4') for constructing an ADU. Only the unit itself can take advantage of these lesser setbacks. All other accessories or appurtenances to these buildings must conform to the standard setbacks. An ADU is not allowed within the front yard setback area.

### 4.1 Setbacks

**4.1.1** On lots in Tract 3839 and Tract 3748, the building shall be constructed within the standard required setback limits, or the City of Dana Point required limits, whichever is more restrictive. The standard property setbacks are:

- a. Front yard setback between the front property line and the face of any building wall or column is no less than 20'. (Note that the Front Property line is approximately seven feet (7') from curb face, which should be confirmed with the Civil Engineer.)
- b. Rear yard setback between the rear property line and the face of any building wall or column is no less than 25' for lots up to 125' in depth; or no less than 20% of the lot depth for lots greater than 125' deep, with the depth calculated at the deepest portion of the lot, not the average depth.
- c. For interior lots, the setback between the side property line and the face of any building wall or column is no less than 5'.
- d. For corner lots, the setback between the side street property line and the face of any building wall or column is no less than 10'.

---

## 4.2 Lot Coverage and Open Space

**4.2.1** Lot Coverage is the maximum percentage of the Lot area that is covered by all buildings and other structures on a Lot as seen from a plan view. Overhangs that are three feet (3') or less from the exterior wall are not included in the coverage calculation. For overhangs greater than three feet (3') from the exterior wall, the area included shall be calculated from the exterior wall to the maximum dimension of the overhang. Maximum Lot Coverage is 40% of the total lot area.

**4.2.2** The Building Footprint shall be the area delineated by the outside edge of walls, columns and posts (if applicable).

**4.2.3** Lot Coverage shall be computed as follows:

- a. Any enclosed structure that is covered by solid roof counts 100% toward the 40% maximum Lot Coverage. This typically includes house, garage, any building projections, and ancillary site structure such as a pool house.
- b. Any partially enclosed structure attached to the house that is covered by solid roof and is open on one, two or three sides counts 100% toward the maximum 40% Lot Coverage. Examples are roofed carports, and front and rear porches.
- c. Any non-enclosed structure that is covered by a solid roof counts 100% toward the maximum 40% Lot Coverage. A non-enclosed structure is generally free standing and open on all sides, such as an outdoor entertainment room.
- d. For a., b., and c. above, a partially solid roofed area that is 50% or more open to the sky (for example an overhead wood trellis) shall be assessed at only 50% of the calculated area toward the maximum 40% Lot Coverage. The calculated area for this reduction shall be the area directly below the 50% open portion of the roof.
- e. Any interior courtyard that is enclosed by structure on all four sides counts 100% toward the maximum 40% Lot Coverage. The area of a U-shaped courtyard that is open to the sky, with one open side facing the street will not be counted as Lot Coverage if the wall or fence enclosing the side of the courtyard facing the street does not exceed 5'-6" in height.
- f. Porches and balconies that are raised in excess of 30 inches above finished grade count 100% toward the maximum 40% Lot Coverage.
- g. If a front, rear or side roof overhang exceeds three (3') feet in depth, the lot coverage shall be increased by the amount of roof area in excess of THREE (3') feet.

- 
- h. Retractable awnings are not considered in Lot Coverage.
  - i. Daylighted areas of basements that require a guardrail surround at grade counts 100% toward the maximum 40% Lot Coverage.

#### **4.7.2 Site Drainage**

- a. Surface sheet drainage of paved areas shall be minimum of one percent of slope, except swimming pool deck areas which shall be two percent and directed to deck drains and underground drainage provisions. Surface sheet drainage of soil areas shall be two percent. Surface drained areas are allowed to be piped and permitted to drain into the street via a standard core through the concrete curb. The diameter of the pipe shall be no larger than 50% of the height of the curb face. Local regulations may require the water to be filtered prior to passage into the street.
- b. Water from subterranean sources, such as ground water interrupted by the construction of a basement, and exterior surfaces at basement grades, must be collected on site in a sump pit and dispersed into onsite retention basins, in a method that allows percolation back into the soil, but shall not be allowed to sheet flow over any slope or bluff or flow directly to the street.

#### **4.10 Construction Site Fencing**

**4.10.1** All construction sites are required to be fenced off along all property lines prior to the start of construction. The fence shall be a six-foot (6') high chain link fence with a green windscreen cloth securely attached. Side and rear property lines can utilize an existing fence or wall in lieu of a second temporary fence being installed. A fence plan clearly delineating these conditions will be required to be submitted and approved to allow the existing walls or fences to be used for this purpose. With the exception of the emergency sign noted below, no other signage, names, logos, renderings, for sale offerings, or advertising of any sort is allowed. Wherever possible, the fence poles shall be installed in the ground, not on temporary slides. A double-wide gate, located to facilitate construction traffic and deliveries, is required along the street frontage. The gate is to be locked when the site is not occupied. The windscreen shall be maintained in a like new condition at all times. If the windscreen is damaged, it must be immediately repaired/replaced to match.

---

**4.10.2** If the Owner wishes to have a screen printed decorative windscreen on the fence, a full color mock up must be submitted and approved prior to any installation. The proposed design cannot include renderings, signage, advertising, logos, contact information, etc., just decorative graphics. The maintenance standards for a screen printed windscreen are the same as a green windscreen.

**4.10.3** Along the street frontage of the fence, one sign, 12" x 18" that includes the site address, the General Contractor's name and an emergency cell phone contact number. The sign cannot contain any other information.