

**MINUTES OF THE REGULAR STUDY SESSION
OF THE CITY OF SAN CLEMENTE
PLANNING COMMISSION
November 20, 2013 @ 6:00 p.m.
City Council Chambers
100 Avenida Presidio
San Clemente, CA 92672**

CALL TO ORDER

Chair Darden called the Regular Study Session of the Planning Commission of the City of San Clemente to order at 6:02 p.m. in City Council Chambers, located at 100 Avenida Presidio, San Clemente, CA 92672.

ROLL CALL

Commissioners Present: Wayne Eggleston, Michael Kaupp, Jim Ruehlin and Kathleen Ward; Chair pro tem Barton Crandell, Vice Chair Donald Brown (arr. 6:28 p.m.) and Chair Julia Darden

Commissioners Absent: None

Staff Present: Jim Pechous, City Planner
Cliff Jones, Associate Planner
Brent Panas, Code Compliance Supervisor
Eileen White, Recording Secretary

AGENDA

A. Downtown Report Summer 2013 (Holloway/Jones/Panas)

A report from Community Development Department regarding Downtown activities observed by Planning and Code Enforcement staff during the Summer of 2013. Report includes: 1) Planning Division summary of Parking Counts for the Downtown and potential recommendations for parking management; 2) Code Compliance Division summary of code enforcement and outreach efforts performed in the Downtown; and 3) Code Compliance Division summary of staff "ride along" with Sherriff's Department to evaluate night time activities within the Downtown including methods of evaluating restaurant/bar compliance with conditions of approval.

Code Compliance Division Summary of Code Enforcement/outreach Efforts; Code Compliance Division Summary of Staff Ride-along.

Brent Panas, Code Compliance Supervisor, reviewed photographs of sample code violations by Downtown/T-Zone businesses encountered by staff this past summer season. Violations include inappropriate signage/banners and merchandise displayed outdoors. Staff's approach is to first educate regarding the infraction, secondly issue notice of correction, and then thirdly to issue citations. This process works well to balance enforcement with a business friendly approach, while at the same time using the City's limited resources wisely. In addition, he reviewed violation statistics and described his experiences on a ride-along bar check. For safety reasons, he recommended continuance of current policy where the police report to them when they see infractions during bar checks, with Code Compliance officers doing follow-up check with owners. Staff recommended the Commission hear the report and provide feedback.

In response to questions from the Commissioners, Mr. Panas noted that Code Enforcement workforce consists of one full-time and 2 part time employees; noted new businesses receive a thick packet of information at the time the license is granted, which may or may not include detailed signage information; advised because the City's response is complaint-driven, that certain businesses can feel singled out; noted that officers do not patrol during the week, but try to walk/drive by the area on weekends for spot checks.

Jim Pechous, City Planner, explained that the City's hiring freeze has contributed to the shortage of staff; noted with the strengthening of the economy it may be possible to revise the working schedules. He agreed it may be possible for staff to give presentations at Realtor, Chamber of Commerce, Downtown Business Association, and other community meetings in an effort to be proactive and educate businesses regarding signs and permits.

Commissioner Kaupp agreed it would be beneficial for the Downtown Business Association to reach out to new property owners and/or educate regarding the City's Architectural Overlay, signage, etc., to help alleviate staff's load; commented on the loud talking, screaming, etc coming from Nomad's deck when in use.

Commissioner Ruehlin suggested staff consider producing video, prerecorded PowerPoint, or other information sharing options for business representatives to view on their own time; suggested other types of sessions such as webinars and /or web meetings would also be helpful for raising awareness of rules and regulations.

Commissioner Eggleston commented that staff is spending a lot of its time educating businesses; he suggested the City either needs more code enforcement officers or should not spend as much time issuing warnings

and/or follow ups; suggested Planning staff review guidelines with business owners and/or tenants to ensure they are aware of the rules; commented on the large amount of nighttime activity in the “Devil’s Triangle” area of the Downtown.

Mr. Papas noted staff has plans to increase awareness, but has recently been working on cleaning up code, considering amendments, and making the City’s website more user friendly and easier to navigate; advised City and State regulations specify enforcement periods; noted one of the biggest issues with bars and restaurants is leaving doors and/or windows open in the summer for ventilation/cooling purposes.

Chair Darden suggested staff schedule a discussion regarding the impacts associated with outdoor dining and grandfathering of conditions for a future Study Session.

Planning Division Summary of Parking Counts for the Downtown

Cliff Jones, Associate Planner, reviewed the results of a parking survey of the Downtown area conducted by City interns. He reviewed the areas surveyed and presented lot-specific recommendations to help the City manage parking in the T-Zone. In addition, he provided a history of parking studies done in past years, summarized significant events that have affected parking in the past, and provided details of the waiver program. Staff recommended the Commission review and provide comment regarding recommendations presented in the report.

Following brief discussion of specific recommendations, Chair Darden suggested staff bring this topic back to the Commission for another session of brainstorming, discussing recommendations, etc. She asked staff to bring back for discussion the new bike parking plans for the Downtown as well.

Commissioner Ruehlin noted all the recommendations for improvement focus on automobile parking. He requested staff bring back information concerning complete streets solutions, such as improved bike maneuvering/parking and improved pedestrian experiences as well, because improving those options will also help parking. In addition, he would like to discuss options for allowing parking waivers for business owners in exchange for improved biking/pedestrian experiences.

Vice Chair Brown commended Mr. Jones for the excellent report; Mr. Jones commented that the summer interns did an excellent and thorough job on the parking survey. Also having our interns update the parking survey saved the City approximately \$10,000.

Report received and filed.


COMMISSION COMMENT: None

RECESS - Recess until 7:00 p.m.

Respectfully submitted,

Julia Darden, Chair

Attest:



Jim Pechous, City Planner

DRAFT