

**MINUTES OF THE ADJOURNED REGULAR MEETING
OF THE CITY OF SAN CLEMENTE
PLANNING COMMISSION
May 1, 2013 @ 4:00 p.m.
City Council Chambers
100 Avenida Presidio
San Clemente, CA 92672**

1. CALL TO ORDER

Chair Avera called the Regular Meeting of the Planning Commission of the City of San Clemente to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Anderson led the Pledge of Allegiance.

3. ROLL CALL

Commissioners Present: Nesa Anderson, Barton Crandell, Michael Kaupp, and Jim Ruehlin; Chair pro Tem Donald Brown, Vice Chair Julia Darden, and Chairman Lew Avera

Commissioners Absent: None

Staff Present: Jim Pechous, City Planner
Jeff Hook, Principal Planner
Jim Holloway, Community Development Director
Ajit Thind, Assistant City Attorney

4. SPECIAL ORDERS OF BUSINESS - None

5. MINUTES - None

6. ORAL AND WRITTEN COMMUNICATIONS

Chair Avera announced for the record a letter from Dr. Roger Johnson regarding San Onofre, which will be forwarded to staff and addressed at a future meeting.

7. CONSENT CALENDAR - None

8. PUBLIC HEARING

- A. Public Hearing Draft Centennial General Plan and Draft Environmental Impact Report (Hook)

The Planning Commission will receive an introduction to the Public Hearing Draft Centennial General Plan and discuss its review strategy and schedule. The Commission will also review the General Plan Style Guide and discuss policy wording, including the use of mandatory versus permissive general plan language. This is the first in a series of Planning Commission meetings on the Public Hearing Draft. This Draft was prepared by the City's consultant, The Planning Center, with extensive input received during over 60 public workshops and meetings held by the General Plan Advisory Committee (GPAC), a 25-member citizen committee appointed by the City Council, by the Planning Commission, and by the City.

Starting on May 15, 2013, the Commission will begin reviewing draft goals, policies and programs and may change, delete or add language in 12 General Plan chapters, or "elements." The elements address a wide range of issues, such as Land Use, Mobility and Complete Streets, Beaches Parks and Recreation and Safety. Once adopted, the Centennial General Plan will help guide public and private decisions regarding land use, fiscal issues, capital improvements, public safety and many other important aspects of San Clemente's character and quality of life through 2028. The Draft Plan, Initial Environmental Study and Notice of EIR Preparation are available on the City's website at <http://san-clemente.org/sc/News1.aspx?PageID=1>.

Chair Avera provided a synopsis of tonight's agenda. The Commission will discuss structure and organization of the document, review strategies and policy and implementation measure wording and construction. He added that specific General Plan policies and implementation measures would not be discussed this evening. In addition, the Commission is asked to consider formation of an ad hoc committee to work with staff on the web-based plan.

Mr. Hook advised this meeting is the first of five meetings scheduled to discuss the draft General Plan, which is the product of over three years work, many GPAC meetings, and over 20 Planning Commission meetings. This will be the Commission's first opportunity to review the "clean" version, without tracked changes or commentary, since its inception. In order to give the Commissioners adequate time to fully study the document, the first meeting where content will be discussed is scheduled for May 15. He narrated a PowerPoint Presentation entitled, "Introduction to the Public Hearing Draft Centennial General Plan, dated May 1, 2013," and introduced the draft General Plan document, reviewed the policy regarding word and style guide, discussed review strategies, and referred to the web-based document. He emphasized the document is still in draft form and noted extra time is needed for related environmental studies to

be completed. He anticipates the draft EIR will be ready for review in mid to late June 2013.

Mr. Hook reviewed the foundation of the General Plan, which consists of establishing values and principals, setting goals, and developing policies and implementation measures. He noted the goals are now constructed with action verbs in response to Commission direction, and advised that style consistency is still being fine-tuned throughout the document. He addressed the differences between "shall" or "should", noting that these terms should be chosen based on balancing certainty and clarity with need for flexibility, with other factors, such as longevity, consistency, and community resources to be considered as well. He advised the style consistency glossary will be delivered to Commissioners before their next meeting.

Jim Holloway, Community Development Director, summarized his memo, which described staff concerns, particularly technical Engineering staff, with some of the policy and implementation measure wording, particularly with regard to the use of permissive and mandatory language developed through the process. In staff's professional opinion, based on years of experience, some of the policies and implementation measures should be revised or qualified to reflect practicality, provide flexibility and explained that staff is recommending the document retain clear, assertive language as much as possible. He said that a preamble would be included explaining when mandatory and permissive language were appropriate and why. He added that staff had developed several possible policy revisions for the Commission's consideration at its May 15th, 2013 meeting.

Mr. Hook reviewed the Commission's meeting schedule and explained that the condensed review schedule was intended to allow the Commission to complete its review and forward a recommendation to the City Council before any Commissioner's terms expire at the end of June 2013. He suggested the Commission review three related elements at each of the 4 tentatively scheduled meetings, starting with Land Use, Urban Design, and Historic Preservation elements. He added that one special Commission meeting on the General Plan will occur before the Joint City Council/General Plan Advisory Committee/Planning Commission meeting to be held on May 29th, 2013 and a list of differences between GPAC and Planning Commission recommendations has been prepared. Representatives from each governing body and staff intend to meet before the joint meeting to determine if any of the issues can be resolved in advance. He requested the Commission provide input on timing and grouping of Element discussions, noting that the Commission is able to revise their schedule/timing of Elements after the first meeting or any time after.

Commissioners discussed scheduling and grouping of Elements, concluding preference to discuss Urban Design, Land Use, and Historic Preservation at their first meeting. They acknowledged that although these Elements are complex, they are foundational Elements that closely relate to one another. They established from staff that each meeting will be officially noticed to allow the Commission to focus on designated Elements, but still have flexibility to discuss any and all of the elements if warranted; agreed as to importance of alerting staff regarding any issues in advance of meeting to ensure relevant information is available; requested pertinent staff be on hand to answer technical questions.

Chair Avera clarified that the intent of the joint meeting is not to debate issues, but rather, to share information with the Council and the public. It would provide the Commission and GPAC an opportunity to provide insights and background information on each advisory body's recommendations.

Commissioner Brown noted that he would have to miss one, possibly two of the meetings and asked if that would preclude him from participating. Assistant City Attorney Thind advised that commissioners who miss a meeting may submit written comments to be included in the meeting agenda packet, and/or submit a letter that can be read into the record by a fellow Commissioner/staff member at the meeting. Mr. Hook noted that the Commission had reviewed policy wording in detail over some 20 public hearings, and suggested that the Commission focus on policy consistency and achievement of the City's overall goals for the new General Plan, rather than on a policy-by-policy discussion and detailed "wordsmithing." He suggested that starting at the May 15th meeting, the Commissioners go through the document and highlight only those issues they wish to discuss and/or comment on. This will allow the Commissioners to review the document in an efficient and organized manner.

Vice Chair Darden suggested the Commissioners first focus on the 10 issues that GPAC has indicated concern with, and suggested the Commissioners alert staff in advance of any concerns they may have so that information can be gathered to allow for more thoughtful review.

Mr. Hook advised that staff has been receiving emails/letters from the public; noted the Commissioners will have on hand an annotated version of the hearing draft for review as well as a matrix with detailed recommended changes to aid in the overall review of the document. He requested the Commissioners contact him with any issues/questions as early as possible in advance of the meeting to ensure adequate time for gathering information and ensuring relevant staff is available to provide technical information. In addition, he will review the original Guidelines and

objectives of the General Plan Update, including the results of the True North Survey to ensure issues stated as far back as 2009 have been addressed in the update.

He suggested the Commission consider using their usual format of staff presentation, Commission questions, public comment, Commission discussion, additional public comment if warranted, and then straw vote action for each element. Their final action will be a recommendation to the City Council, which he anticipates to be in resolution format. Overall, he recommended the Commission focus on whether the document addresses key questions/principles/objectives, as well as to consider whether it is consistent with past direction and supports its goals with implementation measures and policies. During this review, Commissioners will be free to change, add, or delete as necessary. With regard to the web-based plan, he anticipates having a working edition of the Historic Preservation Element on the website in time for the May 15 meeting.

Commissioner Kaupp noted the importance of the public being aware how much work has been done on the document to date by all governing bodies involved, including the fact that the Commission has gone over the document in extreme detail to arrive at this point in the process.

Commissioner Ruehlin recounted his meeting with City Information Technology and Planning Division staff with the goals of achieving a high-quality web-based General Plan. He suggested the Commission focus on whether the web-based plan addresses the community's stated concerns, is user-friendly and provides access to relevant information rather than focus on style or design of the pages. He discussed the importance of developing "use case scenarios" for the web-based General Plan to help users navigate through the document. Use cases will also be addressed in the Web Governing Instruction Manual, which has yet to be delivered by the consultant. He noted the consultant has delivered two or three of the four deliverables required to construct the website. He added that the Commission should also focus on the relationship between goals, policies and implementation measures to ensure "traceability", that is, how implementation measures are supported by goals and policies. He endorsed formation of a subcommittee to work with staff on the web-based plan, estimating that tasks can be completed in one or two meetings. In addition, he clarified that IT staff is writing the HTML code for the website; Planning Division staff is inputting text and making format decisions.**

Commissioner Kaupp endorsed formation of the subcommittee to work with staff on the web-based document. He nominated Commissioners Darden and Ruehlin, as they bring similar yet different elements to the task. Commissioner Ruehlin accepted the nomination; Vice Chair Darden

referenced her reduced availability due to work commitments and extra meetings, and agreed to participate as much as possible.

IT WAS MOVED BY COMMISSIONER KAUPP, SECONDED BY COMMISSIONER BROWN, AND UNANIMOUSLY CARRIED TO FORM A SUBCOMMITTEE OF COMMISSIONER RUEHLIN AND VICE CHAIR DARDEN TO WORK WITH STAFF ON THE WEB-BASED FORMAT OF THE CENTENNIAL GENERAL PLAN.

Mr. Hook noted the General Plan EIR scoping meeting of April 25 was lightly attended, advised staff will seek additional notification and wider based noticing for future General Plan meetings. The Initial Environmental Study is available on the City's website and the public comment period will close on May 7, 2013. Subsequently, when the Draft EIR draft is published, there will be an additional 45-day public review and comment period. In addition, he reminded the Commission that the May 15 meeting will start at 4:00 p.m., and there will be snacks/light refreshments available; advised that a subcommittee of the Planning Commission comprised of Chair Avera and Vice Chair Darden, will meet on May 2, 2013 to discuss the upcoming joint meeting, and was also expected to meet with a subcommittee of GPAC members and staff before the May 29th joint meeting to discuss meeting format, differing policy recommendations and possible alternatives.

Chair Avera opened the public hearing.

Brenda Miller, resident and founder of PEDal, a bicycle advocacy group, recommended the Commission review the City's 1993 General Plan in advance of the May 15 review meeting so that it is fresh in Commissioners' minds when reviewing each element; noted that during the consultant interview process, pop up windows were discussed for key terms in the General Plan, similar to how legal data bases are designed, rather than a set of links at the end of each paragraph; suggested the Commission keep in mind the strong linkage between Land Use and Mobility and Complete Streets Elements, noting that the building height controversy is directly related to efficiency of land use and transportation modes.

Don Kunze, resident, thanked the Commission for all the time they've invested in the General Plan Update; noted the importance of addressing foundational repair/maintenance, such as the "walk your bike bridge" along the beach trail; recommended all take the time to watch the sunset from the Marblehead Coastal property; requested a hard copy of the document to be placed at the San Clemente Library, as it would be easier for him (and potentially others) to view it in that format; relayed request

from his granddaughter that the City focus energy on fixing parks and increasing sand at North Beach in order to build sand castles.

Chair Avera closed the public hearing.

9. NEW BUSINESS – None

10. OLD BUSINESS

11. REPORTS OF COMMISSIONERS/STAFF

In response to a request, Principal Planner Hook indicated the path from the website to access a searchable PDF copy of the public hearing draft; noted ongoing work on producing a searchable PDF version of the working drafts; commented he's working to provide the Commissioners with any information he feels is needed for their next meeting.

Chair pro tem Brown invited all to attend the Coastal Advisory Committee's Watershed Tour on Saturday, May 18, beginning at 9:00 a.m. and meeting at the end of Camino de Los Mares where the trail access begins.

Chair Avera invited all to attend the Cinco de Mayo Celebration at Max Berg Park on Saturday, May 4 from 12:00 noon to 6:00 p.m.; announced San Clemente Choral Spring Concert featuring the music from Broadway Musicals on Saturday, May 4 at 2:00 and 7:00 p.m. at St. Andrew's Church.

12. ADJOURNMENT

IT WAS MOVED BY COMMISSIONER RUEHLIN, SECONDED BY COMMISSIONER KAUPP, AND UNANIMOUSLY CARRIED to adjourn at 5:45 p.m. to the Regular Study Session to be held at 6:00 p.m. on May 8, 2013 in Council Chambers at City Hall located at 100 Avenida Presidio, San Clemente, CA.

Respectfully submitted,

Lew Avera, Chair

Attest:



Jim Pechous, City Planner