

**MINUTES OF THE REGULAR MEETING
OF THE CITY OF SAN CLEMENTE
PLANNING COMMISSION
April 17, 2013 @ 7:00 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 7:06 p.m.

2. PLEDGE OF ALLEGIANCE

Chair pro tem Brown 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, Chairman Lew Avera

Commissioners Absent: None

Staff Present: Jim Pechous, City Planner
Christopher Wright, Associate Planner
Eileen White, Recording Secretary

4. SPECIAL ORDERS OF BUSINESS - None

5. MINUTES

A. Minutes from the Regular Study Session of April 3, 2013

IT WAS MOVED BY COMMISSIONER KAUPP, SECONDED BY COMMISSIONER ANDERSON, AND CARRIED 6-0-1, WITH CHAIR PRO TEM BROWN ABSTAINING, to receive and file the minutes of the Regular Study Session of April 3, 2013, as submitted by staff.

B. Minutes from the Regular Meeting of April 3, 2013

IT WAS MOVED BY COMMISSIONER RUEHLIN, SECONDED BY COMMISSIONER KAUPP, AND CARRIED 6-0-1, WITH CHAIR PRO TEM BROWN ABSTAINING, to receive and file the minutes of the Regular Meeting of April 3, 2013, with the following revision:

Page 9, 5th paragraph, 6th sentence, starting with "He does not oppose...", delete in its entirety.

6. ORAL AND WRITTEN COMMUNICATION - None

7. CONSENT CALENDAR - None

8. PUBLIC HEARING - None

9. NEW BUSINESS

A. Staff Demonstration of the New Web-Based, Preliminary Draft Centennial General Plan (Pechous/Wright)

In addition, staff will review the Draft General Plan's status and recent changes to the project's work schedule, tentative hearing dates and anticipated timeline for adoption.

Jim Pechous, City Planner, narrated a PowerPoint Presentation entitled, "Draft Centennial General Plan, Schedule Update, Preliminary Meeting Dates, Web General Plan Demonstration, dated April 17, 2013." In addition, he reviewed the Centennial Plan Project Schedule, including upcoming meeting dates, topics, and anticipated actions. Staff recommended the Commission review the General Plan demonstration and provide comment.

Jim Pechous, City Planner, discussed timing of EIR review. In interests of moving the project along, it is anticipated the Planning Commission will review and take action on the General Plan before the comment period for the EIR is finished. Council will take public comments with regard to the EIR. The Commission's recommendation will be on the General Plan, the draft EIR will be used by the Planning Commission to inform their decision. The City Council will certify the EIR. It is not unusual for this sequence to occur; it is an advantage that the public can make comments on the draft EIR at the Planning Commission hearings. The EIR consultant will then respond to any public comments which will be considered by the City Council prior to their certification of the EIR. In addition, he confirmed that all GPAC members will receive emails informing them of upcoming meeting dates.

Christopher Wright, Associate Planner, presented the sample web page for the Historic Preservation Element, describing the table of contents format, demonstrating navigation of the site, and displaying drop down menus, links, and background choices to indicate the

different types of documents on view. He noted the right side of the page will list projects and news pertaining to that Element, with links listed at the end of the page, and options for printable PDF documents. Currently, staff is focused on providing content and relevant images. The organization of text, formatting, and page layout can be revised as the project progresses. In addition, he described policy, implementation, and specific project pages that will be linked to the Elements.

Jim Pechous, City Planner, advised staff is working in conjunction with The Planning Center to provide the information and additional resources are available to provide assistance if necessary. The website format is modeled after the City of Ontario's website, which also contracted with The Planning Center to write their General Plan and assist with website design.

Commissioner Ruehlin suggested several changes to make the document more user friendly, and offered to meet with Associate Planner Wright for a strategy session.

The Commissioners commended Associate Planner Wright for his efforts with the website, especially as he had been unfamiliar with website building and HTML coding before beginning this project.

The Commissioners expressed concern that staff had been burdened with the work of building the website, which is a deliverable of the scope of services in the contract.

The Commissioners discussed the importance of making the web-based General Plan user friendly and made the following comments in how it might be improved in this regard:

- Recommended staff contact the City of Ontario for information on the programming and maintenance of their web-based General Plan, as well as the pros and cons associated with its inception, to hopefully avoid some of the problems they may have encountered.
- The Use Case Information is needed to help design a user friendly website.
- Add "Bread Crumbs" on the page to help the user navigate the site

- A “Content Management System” should be considered to upload information more efficiently.
- When the website goes live it should make it clear the format is still a work in progress. Possibly include the ability for the public to make suggestions on how to improve the website.
- Recommended there be links added between related implementation measures and polices.
- Consider reformatting the page so the goals and links are at the top of the page.
- The background of the General Plan needs to be in a different color so that it is clear what text is part of the General Plan.
- Provide searching technology for the document.

City Planner Pechous agreed to forward their comments to Jeff Hook, Principal Planner, IT staff and our consultant and report back.

The Commissioners, with the exception of Commissioner Ruehlin, requested staff provide hard copies of the final version of the General Plan, as well as hard copies of the document indicating the tracked changes. Commissioner Ruehlin requested searchable PDF versions of both documents, and staff agreed to provide the PDF versions to all Commissioners.

In regard to the project schedule Chair Avera discussed the upcoming May 29 Joint City Council/Planning Commission/GPAC meeting. He and Vice Chair Darden met with GPAC members Bill Hart and Alan Korsen, as well as Mayor Baker and Mayor Pro Tem Tim Brown to discuss meeting format. Tentative plans call for presentations, then rebuttal of the few issues where the Planning Commission and GPAC were not in agreement. No debate is planned, just clear and concise presentation of the facts to aid the City Council in making their decisions. He and Vice Chair Darden plan to meet with Bill Hart and Alan Korsen within the next 2-3 weeks to see which issues can be resolved in advance of the May 29 meeting. He will continue to keep the Commission updated as to their progress.

City Planner Pechous advised the focus of the May 1 meeting will be an introduction/summary of the process, and potentially discussion of some of the revisions proposed by staff to ensure the document reflects practical approaches to real life situations.

City Planner Pechous noted the EIR consultant would be going over the scope of the EIR including topics and input from the public at the Scoping Meeting of April 25. Planning Commissioners are not required, but welcome to attend the meeting if desired.

Report received and filed.

10. OLD BUSINESS- None

11. REPORTS OF COMMISSIONERS/STAFF

Included in the Commissioners' packets for their review:

- A. Tentative Future Agenda
- B. Minutes from the Zoning Administrator meeting of April 3, 2013
- C. Staff Waiver 13-108, 226 W. Mariposa
- D. Staff Waiver 13-109, 408 Pasadena Court #12
- E. Staff Waiver 13-110, 104 Avenida Barcelona
- F. Staff Waiver 13-111, 121 Avenida San Pablo
- G. Staff Waiver 13-117, North Beach Bathroom Roof Vents

Chair pro tem Brown announced the Coastal Advisory Committee will meet tomorrow night to discuss the watershed tour and strategic planning for the potential Plastic Bag Ban.

Chair Avera announced that the City Council approved the Planning Commission recommended actions for addressing problems associated with the view lot on Avenida Salvador.

12. ADJOURNMENT

IT WAS MOVED BY COMMISSIONER KAUPP, SECONDED BY COMMISSIONER RUEHLIN, AND UNANIMOUSLY CARRIED to adjourn at 8:46 p.m. to the Adjourned Regular Meeting to be held at 4:00 p.m. on May 1, 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

DRAFT