

**CITY OF SAN CLEMENTE
MINUTES OF THE REGULAR
ZONING ADMINISTRATOR MEETING
December 19, 2012**

Staff Present: James Holloway, Adam Atamian, and Kimberly Maune

2. MINUTES

Minutes of the Zoning Administrator meeting of December 5, 2012 received and filed.

3. ORAL AND WRITTEN COMMUNICATION

None

4. PUBLIC HEARING

A. 3922 Calle Ariana – Minor Architectural Permit 12-309 – Cyprus Shore Clubhouse (Atamian)

A request to consider minor exterior alterations to a clubhouse structure located at 3922 Calle Ariana within the Open Space (OS2) zoning district and Coastal Zone boundary. The legal description is a portion of Lot X, of Tract 4202, Assessor's Parcel Number 060-281-59.

Assistant Planner Adam Atamian summarized the staff report. Mr. Atamian stated he received a letter today from a member of the public, Larry Culbertson. Mr. Atamian read the letter aloud. Mr. Culbertson's letter stated he believes this project could benefit by going through design review.

Applicant's representative architect Michael Luna was present. Mr. Luna stated no square footage is being added. They want to open up windows; by reconfiguring the interior floor plan the windows can offer a better ocean view. The project is not within 300 feet of any historic properties. This is a private community. There is no visual impact to any public roads. The community association initiated this project and approves of this project. This project has gone through the complete association review process, including the Architectural Committee and the Board of Directors.

Mr. Luna commented that the letter from Mr. Larry Culbertson seems out of place in that Mr. Larry Culbertson does not reside in the Cyprus Shore community.

Mr. Luna stated there are great examples of Spanish Colonial Revival structures in the association and outside, nearby the association. The building is in very bad need of repair, there is significant water damage. Rather than just repairing things and leaving the building outdated it was determined that the best investment for the community was to move this building towards Spanish Colonial Revival Architecture.

Tom Eads was present; he is the chairman of the Architectural Control Committee for the Cyprus Shore Homeowners Association. Mr. Eads is in favor of this project. There is no neighborhood opposition to this project. The homeowners association both initiated and is fully supportive of this project.

There were no members of the public present to address this item.

Mr. Holloway finds that this project is absolutely appropriate as a Minor Architectural Permit. There is no expansion of square footage. There are no site plan changes. There are no changes to the circulation pattern. This project does not have any public exposure, it is located behind private gates; therefore it will not have any public impact. There is complete neighborhood support. This project was initiated by and is supported by the homeowners association which is further evidence that the local neighborhood is in favor of and desirous of this project.

Mr. Holloway stated the City desires to assist applicants and streamline the process whenever possible so these kinds of improvements are brought forth and not have applicants postpone necessary and beneficial improvements.

Mr. Holloway informed the applicants of the ten day appeal period and thanked them for working with staff.

Action: The Zoning Administrator approved Minor Architectural Permit 12-309, Cyprus Shore Clubhouse, subject to Resolution ZA 12-048 with attached Conditions of Approval.

ACTION SUBJECT TO APPEAL TO OR CALL-UP BY CITY COUNCIL.

5. NEW BUSINESS

None

6. OLD BUSINESS

None

ADJOURNMENT

The meeting adjourned at 3:15 p.m. to the regular Zoning Administrator meeting to be held on January 9, 2013 at 3:00 p.m., at the Community Development Department, Conference Room A, located at 910 Calle Negocio, Suite 100, San Clemente, California.

Respectfully submitted,

SAN CLEMENTE ZONING ADMINISTRATOR


James Holloway