

**MINUTES OF THE REGULAR MEETING  
OF THE CITY OF SAN CLEMENTE  
PLANNING COMMISSION  
January 7, 2015 @ 7:00 p.m.  
City Council Chambers  
100 Avenida Presidio  
San Clemente, CA**

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**1. CALL TO ORDER**

Chair Darden called the Regular Meeting of the Planning Commission of the City of San Clemente to order at 7:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Eggleston led the Pledge of Allegiance.

**3. ROLL CALL**

Commissioners Present: Barton Crandell, Wayne Eggleston, and Michael Smith;  
Chair pro tem Jim Ruehlin, Vice Chair Donald Brown, and  
Chair Julia Darden

Commissioners Absent: None

Staff Present: Jim Pechous, City Planner  
Amber Gregg, Associate Planner  
Cliff Jones, Associate Planner  
Katherine Moral, Planning Intern  
Thomas Frank, Transportation Engineering Manager  
Michael Jorgensen, Building Official  
Ajit Thind, Assistant City Attorney  
Eileen White, Recording Secretary

**4. SPECIAL ORDERS OF BUSINESS**

**A. Selection of Design Review Subcommittee Alternate**

Due to the departure of Kathleen Ward, select one member to serve as the alternate on the Design Review Subcommittee which meets the second and fourth Wednesday of each month at 3:00 p.m. in the Community Development Department, Conference Room A.

IT WAS MOVED BY CHAIR PRO TEM RUEHLIN, SECONDED BY VICE CHAIR BROWN, AND UNANIMOUSLY CARRIED TO SELECT

COMMISSIONER MICHAEL SMITH TO SERVE AS ALTERNATE ON THE DESIGN REVIEW SUBCOMMITTEE.

Discussion ensued regarding upcoming meetings. City Planner Pechous agreed to provide public notice if required for an upcoming meeting in order to allow attendance of 4 Commissioners to familiarize Commissioner Smith to meeting format; Commissioner Smith agreed to attend the February 25, 2015, meeting in Chair pro tem Ruehlin's stead.

**B. Selection for Phase I Mobility Task Force**

Select one or two Planning Commission members to serve on the Phase 1 Mobility Task Force as directed by the City Council at their December 16, 2014 meeting. The purpose of the Phase 1 Mobility Task Force is to create a focused work plan addressing mobility concerns over the next two to three years.

Chair Darden recommended the Commission consider selecting Vice Chair Brown and Chair pro tem Ruehlin to represent the Commission on the Phase I Mobility Task Force due to their experience with other Committees and length of time remaining on this Commission, which will ensure continuity with the Task Force. Vice Chair Brown and Chair pro tem Ruehlin indicated willingness to serve on the Phase I Mobility Task Force.

IT WAS MOVED BY CHAIR DARDEN, SECONDED BY COMMISSIONER CRANDELL, AND UNANIMOUSLY CARRIED TO SELECT VICE CHAIR BROWN AND CHAIR PRO TEM RUEHLIN TO SERVE ON THE PHASE I MOBILITY TASK FORCE.

**5. MINUTES**

**A. Minutes from the Planning Commission Regular Study Session of December 17, 2014**

IT WAS MOVED BY CHAIR PRO TEM RUEHLIN, SECONDED BY VICE CHAIR BROWN, AND CARRIED 4-0-2, WITH COMMISSIONER EGGLESTON AND CHAIR DARDEN ABSTAINING, to receive and file the minutes of the Regular Study Session of December 17, 2014, as submitted.

**B. Minutes from the Planning Commission Regular Meeting of December 17, 2014**

IT WAS MOVED BY CHAIR PRO TEM RUEHLIN, SECONDED BY VICE CHAIR BROWN, AND CARRIED 4-0-2, WITH COMMISSIONER EGGLESTON AND CHAIR DARDEN ABSTAINING, to receive and file the minutes of the Regular Meeting of December 17, 2014, as submitted.

**6. ORAL AND WRITTEN COMMUNICATION**

Eric Wills, resident, and Vice President on the Board of Directors of Capistrano Shores Mobilehome Park, read his letter supporting approval of an application from Capistrano Shores Mobilehome Park regarding temporary fencing that is scheduled to come before the Commission at its regular meeting on February 4, 2015.

**7. CONSENT CALENDAR - None**

**8. PUBLIC HEARING - None**

**9. NEW BUSINESS**

**A. 1880 N. El Camino Real Space 22, Appeal of Building Permit B14-1374 (Gregg)**

A request to appeal comments rendered by Planning staff for a Building permit to install a new double wide mobile home in the Capistrano Shores Mobile Home Park.

Amber Gregg, Associate Planner, summarized the staff report. Planning staff received an application for building permit review of installation of a new double wide mobile home. Staff reviewed the request, and notified the applicant that the proposed new mobile home does not comply with the City's Municipal Code with regard to nonconforming use restrictions. Prior to submission of the building permit application, staff had been working on an amendment to the Nonconforming section of the Zoning Ordinance that would subsequently permit the proposed project. The Planning Commission approved the amendment and it has since been adopted by the City Council. The amendment is anticipated to go into law 30 days from its second reading by City Council on January 6, 2015. Staff advised the applicant to wait until the Nonconforming Ordinance Amendment for mobile home and mobile park uses goes into effect and complete the permit process for the proposed new mobile home at that time. Staff recommended the Commission continue the appeal hearing until after the Ordinance's effective date, and then dismiss the appeal as moot.

Eric Wills, resident and appellant, read his letter asserting that the City's reliance on their Nonconforming Use Ordinance is misplaced, in direct violation of State law, and contradicts the viewpoint of the Department of Housing and Community Development. He requested the Commission approve his application to replace an old, out of date mobile home with a new and safe manufactured home at tonight's meeting.

Chair Darden invited the public to provide comment. Seeing no one come forward, she closed the public comment portion of the meeting.

IT WAS MOVED BY VICE CHAIR BROWN, SECONDED BY COMMISSIONER SMITH, AND UNANIMOUSLY CARRIED TO CONTINUE 1880 N. EL CAMINO REAL SPACE 22, APPEAL OF BUILDING PERMIT B14-1374, TO THE REGULAR PLANNING COMMISSION MEETING OF FEBRUARY 18, 2014.

**[ITEM CONTINUED. PLANNING COMMISSION DECISION PENDING.]**

**B. The North El Camino Real Class I Bicycle and Pedestrian Path Project Landscaping Design (Frank)**

Review landscaping conceptual design and receive input from the public and the Planning Commission. Staff is recommending that the Planning Commission forward a recommendation to the City Council approving the conceptual design.

Thomas Frank, Transportation Engineering Manager, narrated a PowerPoint Presentation entitled, "North El Camino Real Class 1 Bicycle and Pedestrian Path Landscaping Conceptual Design, dated January 7, 2015;" reviewed the landscaping project philosophy; recommended the Commission forward to City Council a recommendation to approve the landscaping conceptual design for the North El Camino Real Class I Bicycle Path Project Landscaping Design.

In response to questions from the Commission, Transportation Engineering Manager advised that trees, due to their deep roots, are not recommended due to a sewer line running underneath the median; noted the California Coastal Commission may prohibit construction during the summer due to potential to impede the public's beach access; advised the City's new Maintenance Manager is reviewing the plant selection relative maintenance.

Chair Darden invited the public to provide comment.

Brenda Miller, resident, supported the proposed landscaping design, noting that the project is visionary and will set a standard for other cities to follow; suggested prohibiting any type of planting material with thorns as they may be a safety hazard for bicyclists, pedestrians, children, etc; invited all to attend the ribbon cutting ceremony when the bike path is opened to the public.

Larry Culbertson, resident, suggested an impervious surface for improved drainage purposes; requested a smooth surface on the bike path for the benefit of hand cycle riders; endorsed prohibition of thorny type landscaping materials.

Chair Darden closed the public comment portion for this agenda item.

Transportation Engineering Manager Frank advised the landscaped medians will feature similar, yet improved landscaping to the materials featured on the City's Beach Trail; noted the drainage channels will have a non-permeable surface due to the unprotected bluff and existing soil conditions; noted plans call for a smooth surface which may be rubberized; advised staff has met with the City's insurer to discuss wayfinding signage in an effort to address all concerns and make signage as clear as possible.

Commissioner Smith expressed concern regarding where the crosswalk at Camino Capistrano intersects with the bike trail, noting that many injuries have occurred at the intersection and expressing a desire to slow cyclists down for pedestrians crossing the street to access Poche Beach.

City Planner Pechous advised that the City will use adopted guidelines to design and produce wayfinding signage; advised much of the safety signage posted by the City is dictated by other government agencies.

Transportation Engineering Manager Frank noted that the City's signage complies with Manual of Traffic Control Devices, guidelines which have been adopted by the State and all cities in the State of California. He offered to meet with Commissioner Smith to discuss proposed signage in advance of its installation. In addition, he noted the transition at the bike shop to pavers will be very obvious and signed; advised signage will designate the Pacific Coast Bike Route for the cyclists; and agreed that Beach Trail usage may increase due to the protected bike route.

IT WAS MOVED BY COMMISSIONER EGGLESTON, SECONDED BY COMMISSIONER CRANDELL, AND UNANIMOUSLY CARRIED TO FORWARD TO THE CITY COUNCIL A RECOMMENDATION TO APPROVE THE LANDSCAPING CONCEPTUAL DESIGN FOR PROJECT AS PROVIDED IN ATTACHMENT 1.

**[ACTION SUBJECT TO CITY COUNCIL APPROVAL]**

## **10. OLD BUSINESS**

### **A. Downtown License Plate Survey (Jones)**

The Planning Commission will continue their discussion of the Downtown License Plate Survey from the December 3, 2014 meeting. The survey, conducted in August of 2014, reveals parking trends such as the number of cars utilizing the Downtown Core parking supply and how long they stay. Based upon that analysis the attached report makes parking management recommendations. Staff requests the Commission provide

recommendation on the parking management strategies identified within the report. The Commission's recommendations, comments, and public input will be presented to the City Council.

Cliff Jones, Associate Planner, narrated a PowerPoint Presentation entitled, "Downtown Core License Plate Survey, dated January 7, 2015;" briefly reviewed information presented at the Commission's December 3, 2014, meeting; provided information requested by the Commission at that meeting; reviewed Long and Short Term Recommendation to Address Employee and Long Term Parkers, as well as Current General Parking Management Recommendations and General Parking Management Recommendations for City Council Consideration. Staff recommended the Commission provide recommendations on the short and long term recommendations addressing employee and long term parkers and recommend that the City Council continue the current general parking management recommendations and to consider the general parking management recommendations when the new General Plan Implementation Measure to "Prepare Comprehensive Parking and Circulation Strategies for Key Commercial Areas, including...Del Mar/T-Zone..." is prepared.

Associate Planner Jones thanked Katherine Moran, Planning Intern, for her excellent work and assistance with the License Plate Survey and noted she was available this evening for questions/comments.

In response to questions, Associate Planner Jones advised that the Downtown Business Association was notified of subjects to be considered at tonight's meeting; agreed to research and report back regarding how 24-hour parking lots are cleaned; agreed to correct the parking designations on the graphic for the 200 block of Avenida Del Mar. (Area of street that does not have a time limit.) Additionally, he noted that the recommendation to restrict parking to 3 hours at Parking Lot 7a, which features convenient access to Avenida Del Mar, is based on the survey results indicating excess capacity on Avenida Cabrillo and other side streets for employee parking. Conversions of any other day long parking lots to 3 hour limited lots is not recommended to be undertaken unless adequate employee parking is located/created.

In response to concerns that the Fire Station Parking Lot may remain underutilized due to poor lighting leading to safety concerns, City Planner Pechous suggested the City may want to consider conditioning new restaurant that need parking to provide employee parking at this lot and require them to provide shuttle service to the lot and/or improved lighting. Additionally, he noted that all actual proposals to change lot parking time limits will be reviewed by the Planning Commission and City Council.

Chair Darden invited the public to provide comment.

Larry Culbertson, resident, suggested that forcing employees to park farther away from Avenida Del Mar may inconvenience those living in neighborhoods on the outskirts of the Downtown core; requested staff review sections of the Zoning Ordinance, like the ones that address affordable housing projects, to determine whether allowing decreased parking incentives may further impact parking and undo any positive outcomes from the current endeavor.

Chair Darden closed the public comment portion of this agenda item.

During the ensuing discussion, Commissioners, either individually or in agreement, provided the following commentary:

- Endorsed converting Lot 7a from all-day to 3-hour limited parking due to its prime location and convenient access to Avenida Del Mar.
- Requested information on how 24-hour parking lots are cleaned.
- Suggested shorter time limits on the library lot, including potential to split the lot into all-day and 3-hour limited sections.
- Requested reevaluation of existing reserved parking for City employees and County library employees in the library lot to determine if the numbers adequately reflect the need.
- Suggested increased enforcement of parking restrictions.
- Established from staff that the proposed recommendations are ideas to help find solutions, and can be modified or changed depending on results.
- Suggested a professionally undertaken parking study is warranted as recommended by staff.
- Encouraged further research into “smart” and/or technologically sophisticated parking strategies as potential solutions.
- Endorsed consideration of designating “9:00 p.m. to 9:00 a.m.” special permitted parking for Downtown residents in City owned lots. Commented that although allowing “6:00 p.m. to 9:00 a.m.” parking would be more convenient for residents, the “6:00 to 9:00 p.m.” parking time slot is crucial for accommodating area restaurants.
- Encouraged involving the community, Downtown Business Association, and any other stakeholders in future discussions.
- Suggested City staff, business owners, and residents are better able to assess the City’s parking needs rather than professional parking consultants.
- Suggested any attempt to reduce the parking limit from 2 hours to 90 minutes would be detrimental in that a) it would not allow enough time for patrons to shop/dine and b) it would not be supported by the Downtown business owners.
- Suggested inclusion of a valet program as a potential parking solution.

IT WAS MOVED BY CHAIR PRO TEM RUEHLIN, SECONDED BY COMMISSIONER EGGLESTON, AND UNANIMOUSLY CARRIED TO RECOMMEND THAT THE CITY COUNCIL CONTINUE THE CURRENT GENERAL PARKING MANAGEMENT RECOMMENDATIONS AND TO CONSIDER THE GENERAL PARKING MANAGEMENT RECOMMENDATIONS WHEN THE NEW GENERAL PLAN IMPLEMENTATION MEASURE TO "PREPARE COMPREHENSIVE PARKING AND CIRCULATION STRATEGIES FOR KEY COMMERCIAL AREAS, INCLUDING...DEL MAR/T-ZONE..." IS PREPARED, with the following revisions:

- Add to the end of Recommendation no. 1, "including more effective ways of enforcement during nighttime hours."
- Recommendation no. 2, Insert "without permit" between "no parking" and "between"
- Under "Short-Term Recommendations," add new recommendation as follows: Investigate creation of a special Downtown resident parking permit.
- Move Recommendation no. 17, "Consider installation of bicycle parking within the Downtown Core." To the "Short-Term Recommendations."
- Move Recommendation no. 23, "Initiate new General Plan Implementation Measure, which states, "Prepare comprehensive parking and circulation strategies for key commercial areas, including: North Beach, Pier Bowl, Del Mar/T-Zone and Plaza San Clemente," from the end of the document to the first recommendation under "General Parking Management Recommendations (For City Council Consideration)"
- Remove Recommendation no. 20 in its entirety which states "Consistent with past Walker's studies, consider reduction of two hour time limits to 90 minutes of Avenida Del Mar."
- Add to the end of Recommendation no. 21, "based on input from the Downtown Business Association and other community stakeholders."
- Recommendation no. 22, insert, "or other technologies" between "smart' parking spaces" and "which are sensors"
- Under "General Parking Management Recommendations (For City Council Consideration)," add the following recommendation: "Evaluate leasing, purchasing, or building new parking to add to supply."
- Under "General Parking Management Recommendations (For City Council Consideration)," add the following recommendation: "Evaluate new parking strategies for library parking and evaluate City and library employee parking."
- Under "General Parking Management Recommendations (For City Council Consideration)," add the following recommendation:



“Evaluate circulation or shuttle bus part of strategic plan (using language from the General Plan).”

- Under “General Parking Management Recommendations (For City Council Consideration),” add the following recommendation: “Work with the Downtown Business Association and local merchants to consider feasibility of valet programs.”

The Commissioners commended Associate Planner Jones and Planning Intern Moran for all their hard work and excellent report. The Commissioners also commended the Planning Division’s administrative assistants for their excellent organizational skills putting together the binders.

**11. REPORTS OF COMMISSIONERS/STAFF**

- A. Tentative Future Agenda
- B. Minutes from the Zoning Administrator meeting of December 17, 2014
- C. Staff Waiver 14-499, 118 Avenida Victoria
- D. Staff Waiver 14-506, 1608 Calle Las Bolas

Vice Chair Brown reported that at their next meeting, the Coastal Advisory Committee will be reviewing the 180-page Local Coastal Plan.

**12. ADJOURNMENT**


IT WAS MOVED BY CHAIR PRO TEM RUEHLIN, SECONDED BY COMMISSIONER EGGLESTON, AND UNANIMOUSLY CARRIED to adjourn at 9:37 p.m. to the Study Session to be held at 6:00 p.m. on January 21, 2015, in Council Chambers at City Hall located at 100 Avenida Presidio, San Clemente, CA.

Respectfully submitted,

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Julia Darden, Chair

Attest:



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Jim Pechous, City Planner