

**MINUTES OF THE REGULAR STUDY SESSION
OF THE CITY OF SAN CLEMENTE
PLANNING COMMISSION
February 18, 2015 @ 6:00 p.m.
City Council Chambers
100 Avenida Presidio
San Clemente, CA 92672**

6B(3)

CALL TO ORDER

Chair Darden called the Regular Study Session of the Planning Commission of the City of San Clemente to order at 6:00 p.m. in City Council Chambers, located at 100 Avenida Presidio, San Clemente, CA 92672.

ROLL CALL

Commissioners Present: Vonne Barnes, Barton Crandell, Wayne Eggleston, and Michael Smith; Chair pro tem Jim Ruehlin, and Chairperson Julia Darden

Commissioners Absent: Vice Chairperson Donald Brown

Staff Present: Jim Pechous, City Planner
Sean Nicholas, Associate Planner
Eileen White, Recording Secretary

AGENDA**A. Conditions of Approval (Pechous/Nicholas)**

A discussion on the Los Angeles Times article entitled "Conditions Placed on Developers Go Unheeded". The Planning Commission will consider ways to improve the City's conditions of approval.

Sean Nicholas, Associate Planner, narrated a PowerPoint Presentation entitled, "LA Times Article, 'In LA, Conditions placed on Development go Unheeded' dated February 18, 2015," referring to an article dated January 6, 2015, which provided examples of projects in Los Angeles with conditions that were never satisfied, and discussed the apparent lack of supervision the City's departments have on satisfying those conditions. He reviewed key points in the article; summarized the City of San Clemente's efforts to ensure all conditions are enforced with each and every project; discussed conclusions reached at internal meetings where the issue was examined; reviewed inception and goals of the City's Quality Assurance

Program (QAP). Staff recommended the Commission hear the staff presentation and provide input.

In response to questions from the Commissioners, Associate Planner Nicholas provided examples where staff has required rebuild/revisions on projects that have not been built as originally conditioned; discussed past revocations of Conditional Use Permits; reviewed current projects that staff is working on to ensure compliance.

Jim Pechous, City Planner, advised it's important to think long and hard about conditions that require long term compliance, such as landscaping and cautioned that conditions should not be placed on projects unless they are necessary. One way to improve efficiency is to develop code that can be unilaterally applied, which is then much easier to enforce, rather than have individually crafted and applied conditions that law enforcement has to be aware of in order to enforce. He advised that staff will be reviewing the City's Zoning Ordinance to seek out opportunities to insert unilaterally applicable code during its revision. Additionally, he noted that Adam Atamian, Associate Planner, is currently working on assembling packets for Business License applicants submitting projects, which will be especially helpful with complicated applications.

Chair pro tem Ruehlin suggested that staff provide the Commission with a guideline of best practices for writing conditions at the Dais to ensure that conditions are clear and enforceable for those occasions when the Commission is recommending additions/revisions to conditions.

Commissioner Crandell established from staff that the existing "Trak-it" cards have a box indicating Planning Department review.

Committee Member Smith pointed out the importance of providing clearly articulated drawings to limit misunderstandings and/or misinterpretation of details.

Associate Planner Nicholas described the use of ticklers or flags for business reminders; discussed current procedures in place to deal with minor issues; commented that major issues require involvement of project manager or applicant rather than staff discussion with contractors. He agreed to work with City Planner Pechous to devise a list of best practices for writing conditions to be placed in Planning Commission binders for future reference.

RECESS - Recess until 7:00 p.m.

Respectfully submitted,

Julia Darden, Chair

Attest:



Jim Pechous, City Planner

DRAFT