



# Memorandum Planning Division

September 9, 2015

To: Planning Commission, City of San Clemente  
From: Jim Pechous, City Planner  
Subject: Staff Waivers August 26, 2015 through September 8, 2015

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This memorandum provides details regarding Staff Waivers recently approved by the Planning Division.

## Analysis

Pursuant to San Clemente Municipal Code (Section 17.16.110), staff waivers may be requested for any exterior modifications, alterations, or additions requiring an Architectural/Cultural Heritage Permit or Minor Architectural/Cultural Heritage Permit. The purpose of the staff waiver is to streamline the permitting process for projects so minor in scope they do not substantially alter the visual appearance or architectural integrity of the subject property or structure.

## Conclusion

Following my review in light of the Municipal Code and the interests of the community, I have approved the requests listed on the following page. These waivers shall remain in effect unless appealed to the Planning Commission pursuant to Section 17.12.140 of the Zoning Ordinance.

## Attachments

**City of San Clemente**  
**Projects by Type and Date**  
**For the Period 8/26/2015 thru 9/8/2015**

Project Number	Date Applied	Date Closed	Project Type
Project Name	Date Approved	Date Expired	Project Type
Planner	Status of Project		Comments
PLN15-294	8/26/2015		SW
Darden Residence	8/26/2015		(8/26/2015 7:54 AM CJ)
JOHN CIAMPA	APPROVED		A request for reroof of a historic building.
PLN15-299	8/31/2015		SW
Baha'i Center	8/31/2015	8/31/2016	(8/31/2015 4:28 PM CW)
CHRIS WRIGHT	APPROVED		A request to allow a minor exterior change to a nonresidential building (Baha'i Center). The project involves a redesign and replacement of an entry gate well removed from the street. The gate is over 130 feet set back from the street. The proposed design and materials are an improvement that complement the building architecture.
PLN15-304	9/4/2015	9/4/2015	SW
Neilan Triplex Window Enlargement	9/4/2015		
ADAM ATAMIAN	APPROVED		

**3 Project(s) Found**

## **Project Information:**

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**Staff Waiver No:** PLN15-294

**Permit waived:** Minor Cultural Heritage Permit

**Project Location/Address:** 319 W Avenida Gaviota

**Architectural Overlay District:** No

**Historic Resource:** Yes

**Historic Landmark:** No

**Mills Act Contract:** Yes

**Project Description:** A request for a reroof to a historic building.

**A request for reroof of a historic building.**

## **Findings:**

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### **FOR MINOR MATERIAL/DESIGN CHANGE:**

1. The proposed project is consistent with the Design Guidelines, Centennial General Plan, Zoning Code, Specific Plan (if applicable), policy statements, and development standards, such as setbacks, height, lot coverage, etc.
2. The proposed project essentially maintains the building's design, footprint, massing, and height so it is minor in nature. The proposed project has materials, finishing, and design elements that further goals to improve the architectural integrity and appearance of buildings and enhance neighborhoods.
3. The proposed project involves repairs and preservation measures that are minor in nature and improve the historical integrity of historic resources and landmarks.
4. The City finds that the proposed modifications, alterations, or additions are sufficiently in conformance with the Secretary of the Interior Standards for the Treatment of Historic Properties and the San Clemente Design Guidelines to substantially further the City's goals of historic preservation, or

## **Conditions of approval:**

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1. Thirty (30) days after project approval, the owner or designee shall submit written consent to all of these imposed conditions of approval to the Community Development Director or designee. *[Citation – City Attorney Legal Directive/City Council Approval June 1, 2010]*
2. The staff waiver shall become null and void if the project is not commenced within one (1) year from the date of the approval thereof. If a building permit is required, the project is commenced on the date that a building permit is issued. If a building permit is not required, then the project is commenced on the date that the project is completed to the satisfaction of the City Planner. *[Citation - Section 17.12.150.A.1 of the SCMC]*
3. The project shall be completed in conformance with application materials approved by the City Planner and amended by any conditions. *[Citation - Section 17.12.180 of the SCMC]*
4. Prior to issuance of certificates of occupancy, the owner or designee shall demonstrate to the satisfaction of the City Planner or designee that the project has been constructed in

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conformance with the approved application materials and all applicable, codes, ordinances, and standards.

## **Project Information:**

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**Staff Waiver No: PLN15-299**

**Permit waived:** Minor Architectural Permit

**Project Location/Address:** 3316 Avenida Del Presidente

**Architectural Overlay District:** No

**Historic Resource:** No

**Project Description:** (8/31/2015 4:28 PM CW)

**A request to allow a minor exterior change to a nonresidential building (Baha'i Center). The project involves a redesign and replacement of an entry gate well removed from the street. The gate is over 130 feet set back from the street. The proposed design and materials are an improvement that complement the building architecture.**

## **Required Findings:**

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1. The proposed project is consistent with the Design Guidelines, Centennial General Plan, Zoning Code, Specific Plan (if applicable), policy statements, and development standards, such as setbacks, height, lot coverage, etc.
2. The proposed project essentially maintains the building's design, footprint, massing, and height so it is minor in nature. The proposed project has materials, finishing, and design elements that further goals to improve the architectural integrity and appearance of buildings and enhance neighborhoods.

## **Conditions of approval:**

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1. Thirty (30) days after project approval, the owner or designee shall submit written consent to all of these imposed conditions of approval to the Community Development Director or designee. *[Citation – City Attorney Legal Directive/City Council Approval June 1, 2010]*
2. The staff waiver shall become null and void if the project is not commenced within one (1) year from the date of the approval thereof. If a building permit is required, the project is commenced on the date that a building permit is issued. If a building permit is not required, then the project is commenced on the date that the project is completed to the satisfaction of the City Planner. *[Citation - Section 17.12.150.A.1 of the SCMC]*
3. The project shall be completed in conformance with application materials approved by the City Planner and amended by any conditions. *[Citation - Section 17.12.180 of the SCMC]*

## **Project Information:**

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**Staff Waiver No: PLN15-304**

**Permit waived: Minor Cultural Heritage Permit**

**Project Location/Address: 259 Avenida Granada**

**Architectural Overlay District: No**

**Historic Resource: No**

**Historic Landmark: No**

**Mills Act Contract: No**

**Project Description: Replace one window on third story of triplex building with a new window that is approximately 2 feet wider than original window. New window will match existing window, except changing from aluminum to dark-brown colored vinyl.**

## **Findings:**

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### ***FOR MINOR MATERIAL/DESIGN CHANGE:***

1. The proposed project is consistent with the Design Guidelines, Centennial General Plan, Zoning Code, Specific Plan (if applicable), policy statements, and development standards, such as setbacks, height, lot coverage, etc., in that the design of the window remains the same and consistent with the other windows on the building.
2. The proposed project essentially maintains the building's design, footprint, massing, and height so it is minor in nature. The proposed project has materials, finishing, and design elements that further goals to improve the architectural integrity and appearance of buildings and enhance neighborhoods, in that the design and materials of the new window are similar to the existing windows on the building.
3. The proposed project will not have negative visual or physical impacts upon the historic structure, in that the general appearance of the subject property remains the same.

## **Conditions of approval:**

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2. The staff waiver shall become null and void if the project is not commenced within one (1) year from the date of the approval thereof. If a building permit is required, the project is commenced on the date that a building permit is issued. If a building permit is not required, then the project is commenced on the date that the project is completed to the satisfaction of the City Planner. *[Citation - Section 17.12.150.A.1 of the SCMC]*
3. The project shall be completed in conformance with application materials approved by the City Planner and amended by any conditions. *[Citation - Section 17.12.180 of the SCMC]*
4. Prior to issuance of certificates of occupancy, the owner or designee shall demonstrate to the satisfaction of the City Planner or designee that the project has been constructed in conformance with the approved application materials and all applicable, codes, ordinances, and standards.
5. The new window shall match the existing windows in terms of overall window design, trim, trim color, trim style, and window/stucco interaction.