



# Memorandum Planning Division

April 13, 2017

To: Planning Commission, City of San Clemente  
From: Amber Gregg, Interim City Planner  
Subject: Staff Waivers March 29, 2017 through April 11, 2017

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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 3/29/2017 thru 4/11/2017**

Project Number	Date Applied	Date Closed	Project Type
Project Name	Date Approved	Date Expired	Project Type
Planner	Status of Project		Comments
PLN17-099	4/3/2017		SW
Alves Residence Re-Roof	4/3/2017		(4/3/2017 6:39 PM DCC)
DAVID CARRILLO	APPROVED		Replace existing comp. shingles with darker comp. shingles on entire roof. Roof pitch/height will remain intact.
PLN17-103	4/10/2017		SW
Replacement of Windows/Doors	4/10/2017		1) Replacement of 15 windows and 4 doors; 2) like-for-like reroof of existing flat roof; 3) recolor existing stucco coat. Changes are made on multi-family units at a property abutting a historic resource.
DAVID CARRILLO	APPROVED		
PLN17-109	4/11/2017		SW
601 Calle Puente Railings	4/11/2017	4/11/2018	(4/11/2017 12:02 PM CW)
CHRIS WRIGHT	APPROVED		A request to replace railings with a different design on a balcony and stairway in within an interior courtyard of a eight-unit residential building. The railings are mostly (all but a portion on the second level closest to West Marquita) screened from the street adjoining the historic structure.

**3 Project(s) Found**

## **Project Information:**

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**Staff Waiver No: PLN17-099**

**Permit waived:** Minor Cultural Heritage Permit

**Project Location/Address:** 306 Cazador Ln

**Architectural Overlay District:** No

**Historic Resource:** No

**Historic Landmark:** No

**Mills Act Contract:** No

**Project Description:** (4/3/2017 6:39 PM DCC)

**Replace existing comp. shingles with darker comp. shingles on entire roof of home abutting a historic resource. Roof pitch/height will remain intact.**

## **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.
3. The proposed project will not have negative visual or physical impacts upon the abutting historic resource.

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

## **Project Information:**

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**Staff Waiver No:** PLN17-103

**Permit waived:** Minor Cultural Heritage Permit

**Project Location/Address:** 1105 Buena Vista

**Architectural Overlay District:** No

**Historic Resource:** No

**Historic Landmark:** No

**Mills Act Contract:** No

**Project Description:** 1) Replacement of 15 windows and 4 doors; 2) like-for-like reroof of existing flat roof; 3) recolor existing stucco coat. Changes are made on multi-family units at a property abutting a historic resource.

## **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.
3. The proposed project will not have negative visual or physical impacts upon the abutting historic resource.

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

## **Project Information:**

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**Staff Waiver No: PLN17-109**

**Permit waived: Minor Cultural Heritage Permit**

**Project Location/Address: 601 Calle Puente**

**Architectural Overlay District: No**

**Historic Resource: No**

**Historic Landmark: No**

**Mills Act Contract: No**

**Project Description: (4/11/2017 12:02 PM CW)**

**A request to replace railings with a different design on a balcony and stairway within an interior courtyard of an eight-unit residential building. The railings are mostly (all but a portion on the second level closest to West Marquita) screened from the street adjoining the historic structure.**

## **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, policy statements, and development standards, such as setbacks, height, lot coverage, etc., in that the proposed railings are mostly screened from the public street and the design and materials are in character with the architecture of 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.
3. The proposed project will not have negative visual or physical impacts upon the historic structure. The proposed railings are mostly screened from the public street adjoining the historic building and from the historic buildings because the visible portion is limited to a second story section closest to West Marquita, which is minor compared to the overall size of the patio and stairway in which the railings are located, and the proposed design and materials are in character with the architecture of the building and are minimally different from the existing railings.

## **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]*
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