



Memorandum Planning Division

January 9, 2018

To: Planning Commission, City of San Clemente
From: Amber Gregg, City Planner
Subject: Staff Waivers December 13, 2017 through January 9, 2018

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 12/13/2017 thru 1/9/2018

Project Number Project Name Planner	Date Applied Date Approved Status of Project	Date Closed Date Expired	Project Type Comments
PLN17-421 Retrofit windows JONATHAN LIGHTFOOT	12/13/2017 12/13/2017 APPROVED		SW (12/13/2017 8:39 AM JLF) A proposal to replace existing aluminum windows with white vinyl windows at a property across the street from a historic structure at 219 Ave Miramar
PLN17-423 Ichibiri Roof Repair DAVID CARRILLO	12/14/2017 12/14/2017 APPROVED		SW (12/14/2017 4:57 PM DCC) A request to repair damaged clay roof tiles and remove exterior awnings and flood lights. The applicant proposes to salvage and reuse original, undamaged clay roof tiles. The awnings and flood lights were identified as elements that are not compatible with the Spanish Colonial Revival style and are being removed to improve the building's architectural integrity.
PLN17-429 Window and sliding door replacement JONATHAN LIGHTFOOT	12/21/2017 12/21/2017 APPROVED		SW (12/21/2017 3:28 PM JLF) A request to install retrofit windows (10) and nail-on sliding doors (2) with HOA approved neutral colors (ebony and oil rubbed bronze) at a unit in a residential complex abutting a historic structure (Casa Romantica).
PLN18-001 Replace Underlayment and Sheathing DAVID CARRILLO	1/2/2018 1/2/2018 APPROVED		SW (1/2/2018 4:20 PM DCC) A request to replace the underlayment and sheathing of a historic roof. The applicant proposes to salvage and reinstall existing tiles. Broken tiles will be replaced with two-piece clay tiles, like for like. Mortar packing will be applied as conditioned.
PLN18-002 Flat Re-roof JONATHAN LIGHTFOOT	1/3/2018 1/3/2018 APPROVED		SW (1/3/2018 8:37 AM JLF) A proposal to re-roof the flat roof of an existing nonresidential building. The roof is not visible from the public right of way.
PLN18-024 Frazier Residence Reroof DAVID CARRILLO	1/8/2018 1/8/2018 APPROVED		SW (1/8/2018 10:14 AM DCC) A request to replace the existing two-piece clay tile roof, like for like. Reroof is due to termite damage of rafters and roof substrate. Booster tiles and mortar packing are required to be consistent with Design Guidelines.

6 Project(s) Found

Project Information:

Staff Waiver No: SW17-421

Permit waived: Minor Cultural Heritage Permit

Project Location/Address: 220 Avenida Miramar

Architectural Overlay District: No

Historic Resource: No

Historic Landmark: No

Mills Act Contract: No

Project Description: (12/13/2017 8:39 AM JLF)

A proposal to replace existing aluminum windows with white vinyl windows at a property across the street from a historic structure at 219 Ave Miramar

Findings:

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.

For projects reviewed because they are abutting or within 300 feet of an historic property, the following finding shall also be made:

1. The proposed project will not have negative visual or physical impacts upon the historic structure.

Conditions of approval:

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:

Staff Waiver No: PLN17-423

Permit waived: Minor Cultural Heritage Permit

Project Location/Address: 1814 N El Camino Real

Architectural Overlay District: Yes

Historic Resource: Yes

Historic Landmark: No

Mills Act Contract: No

Project Description: (12/14/2017 4:57 PM DCC)

A request to repair damaged clay roof tiles on a historic commercial building listed on the City's Designated Historic Resources List. The applicant proposes to salvage and reuse original, undamaged clay roof tiles.

Findings:

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. The project only involves a roof repair.
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. The project only involves a roof repair. The height and design of the roof will remain intact.
3. The proposed project is consistent with goals of the Architectural Overlay district. It meets General Plan goals and policies that promote architectural changes that incrementally moves the building into closer character with the required architectural style.
4. The proposed project involves repairs and preservation measures that are minor in nature and improve the historical integrity of historic resources and landmarks. The applicant was required to submit a detailed report noting the installation method of roof tiles. The report ensures that appropriate techniques will be undertaken to safely repair the roof.
5. The City finds that the proposed repair and modifications 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.
6. The proposed project complies with the purpose and intent of the Architectural Overlay District, Section 17.56.020

Conditions of approval:

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.
5. Prior to issuance of building permits, the owner or designee shall submit for review and obtain approval of the City Planner or designee for plans indicating that mortar packing will match existing. Two-piece clay tile roofing shall be used with booster tiles on the edges and ridges. The amount of booster tiles on roof edges shall match existing. Mortar packing shall serve as bird stops at the roof edges. The volume of mortar pack to achieve the appropriate thickness shall be equivalent to a 6 inch diameter sphere of mortar applied to each tile.
6. Approval of a Minor Cultural Heritage Permit is required for any future tenant improvements, not eligible for a staff waiver, involving exterior modifications or alterations. This includes, but not limited to, new or modified roof mounted equipment. This Staff Waiver is only for the roof repair.

Project Information:

Staff Waiver No: SW17-429

Permit waived: Minor Cultural Heritage Permit

Project Location/Address: 423 Avenida Granada 7

Architectural Overlay District: Yes

Historic Resource: No

Historic Landmark: No

Mills Act Contract: No

Project Description: (12/21/2017 3:28 PM JLF)

A request to install retrofit windows (10) and nail-on sliding doors (2) with HOA approved neutral colors (ebony and oil rubbed bronze) at a unit in a residential complex abutting a historic structure (Casa Romantica).

Findings:

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.

Include #3 below if project site is within the Architectural Overlay District

3. The proposed project is consistent with goals of the Architectural Overlay district. It meets General Plan goals and policies that promote architectural changes that incrementally moves the building into closer character with the required architectural style.

For new structures and remodels in the Architectural Overlay District, one of the following findings (6 or 7) shall also be made:

1. The proposed project/use preserves and strengthens the pedestrian-orientation of the district and/or San Clemente's historic identity as a Spanish village; or
2. The proposed project/use is a minor remodel and it is not practical or desirable, in this particular case, to attempt conversion to a pedestrian-orientation and/or Spanish Colonial Revival style. The proposed changes, however, improve the quality and architectural integrity of the proposed project.

For projects reviewed because they are abutting or within 300 feet of an historic property, the following finding shall also be made:

3. The proposed project will not have negative visual or physical impacts upon the historic structure.

For projects reviewed because they are in the Architectural Overlay District, the following finding shall also be made:

4. The proposed project complies with the purpose and intent of the Architectural Overlay District, Section 17.56.020.

Conditions of approval:

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:

Staff Waiver No: PLN18-001

Permit waived: Minor Cultural Heritage Permit

Project Location/Address: 234 W El Portal

Architectural Overlay District: No

Historic Resource: Yes

Historic Landmark: No

Mills Act Contract: No

Project Description: (1/2/2018 4:20 PM DCC)

A request to replace the underlayment and sheathing of a historic roof. The applicant proposes to salvage and reinstall existing tiles. Broken tiles will be replaced with two-piece clay tiles, like for like. Mortar packing will be applied as conditioned.

Findings:

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. The project does not alter the roof height or footprint of the historic residence. The applicant proposes to salvage and reinstall existing tiles to maintain the historic character.
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. The project does not alter the roof height or footprint of the historic residence. The applicant proposes to salvage and reinstall existing tiles to maintain the historic character. Replacement of underlayment and sheathing helps prevent exterior damage to the residence.
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 project is 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.

Conditions of approval:

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 two (2) 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]*

Project Information:

Staff Waiver No: PLN18-002

Permit waived: Minor Architectural Permit

Project Location/Address: 991 Calle Negocio

Architectural Overlay District: No

Historic Resource: No

Project Description: (1/3/2018 8:37 AM JLF)

A proposal to re-roof the flat roof of an existing nonresidential building. The roof is not visible from the public right of way.

Required Findings:

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.

Conditions of approval:

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:

Staff Waiver No: PLN18-024

Permit waived: Minor Cultural Heritage Permit

Project Location/Address: 304 Avenida Cabrillo

Architectural Overlay District: No

Historic Resource: Yes

Historic Landmark: No

Mills Act Contract: No

Project Description: (1/8/2018 10:14 AM DCC)

A request to replace the existing two-piece clay tile roof, like for like. Reroof is due to termite damage of rafters and roof substrate. Booster tiles and mortar packing are required to be consistent with Design Guidelines.

Findings:

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.
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. The project does not increase the height of the roof and only involves the replacement of roof tiles, like for like.
3. The proposed project involves repairs and preservation measures that are minor in nature and improve the historical integrity of historic resources and landmarks. The project repairs damaged roof elements that address health and safety concerns.
4. The City finds that the proposed work is 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.

Conditions of approval:

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 three (3) 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 SMC]*
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 SMC]*

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. Two-piece clay tile roofing shall be used with booster tiles on the edges and ridges and random mortar packing. The mortar shall be packed on 100 percent of the tiles in the first two rows of tiles and along any rake and ridgeline, and shall be packed on 25 percent of the tiles on the remaining field. Mortar packing shall serve as bird stops at the roof edges.