



Memorandum Planning Division

May 7, 2018

To: Planning Commission, City of San Clemente
From: Amber Gregg, City Planner
Subject: Staff Waivers April 25, 2018 through May 8, 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 4/25/2018 thru 5/8/2018

Project Number	Date Applied	Date Closed	Project Type
Project Name	Date Approved	Date Expired	Project Type
Planner	Status of Project	Comments	
PLN18-248	5/7/2018		SW
Converting duplex to SFR	5/7/2018		(5/7/2018 3:42 PM JLF)
JONATHAN LIGHTFOOT	APPROVED		A proposal to remove concrete stairs that encroach into side drive aisle access and to replace concrete in front setback with permeable landscaping. Addresses CE2018-0189

1 Project(s) Found

Project Information:

Staff Waiver No: SW18-248

Permit waived: Minor Cultural Heritage Permit

Project Location/Address: 218 Avenida Serra

Architectural Overlay District: No

Historic Resource: No

Historic Landmark: No

Mills Act Contract: No

Project Description: (5/7/2018 3:42 PM JLF)

A proposal to remove concrete stairs that encroach into side drive aisle access and to replace concrete in front setback with permeable landscaping. Addresses CE2018-0189

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.