

These minutes were approved by the Zoning Administrator 8-15-2018

**CITY OF SAN CLEMENTE
MINUTES OF THE REGULAR MEETING
OF THE ZONING ADMINISTRATOR
AUGUST 9, 2018**

1. CALL TO ORDER

The Regular Meeting of the City of San Clemente Zoning Administrator was called to order on August 9, 2018 at 3:00 p.m. in Conference Room A of the Community Development Department, located at 910 Calle Negocio, San Clemente, California, by Zoning Administrator (ZA) Adam Atamian.

Staff Present: Adam Atamian, Zoning Administrator; David Carrillo, Community Development Technician; Lisa Acosta, Office Specialist I.

2. MINUTES

- A. The minutes of the Zoning Administrator meeting of July 19, 2018 were received and filed.

3. ORAL AND WRITTEN COMMUNICATION

None

4. PUBLIC HEARINGS

- A. **315 West Avenida Palizada – Tentative Parcel Map 2016-159 (PLN 18-238) – Palizada Condominiums** (Carrillo)

A request to consider a duplex condominium conversion to allow for individual ownership of existing dwelling units. The site is located at 315 West Avenida Palizada (APN 692-053-07) in the Residential Medium Zoning District and Coastal Zone Overlay District (RM-CZ).

Community Development Technician, David Carrillo, summarized staff report.

Applicant, Max Lebl, was present and available for questions.

ZA Atamian asked staff to clarify if there is adequate rental stock to allow the conversion of apartments to condominiums as required in the Code.

Staff stated the vacancy rate is based on a State finding, which is presently 8.7 percent. If the vacancy rate was less than 10 percent, then there is a 25-unit

maximum for condominium conversions. The City has allowed three this year, which is under the maximum threshold, and the proposed conversion of two units would maintain this status.

ZA Atamian asked for clarification on the staff report and Resolution. The staff report implies there may be a Home Owner's Association (HOA), but the Resolution states there will be a HOA.

Staff verified that Condition 6-A of the Resolution gives the applicant the option to create a HOA or other mechanism that would allow them to oversee maintenance of the common areas.

ZA Atamian asked what other mechanism may be established to oversee the common areas rather than a HOA.

Applicant, Max Lebl, stated the intent is to create Covenants, Conditions, and Restrictions (CC&R's) and draft a HOA to oversee the maintenance of the common areas. Otherwise, it may be administered by the current owner.

ZA Atamian opened the public hearing, and there being no one desiring to speak to this issue, closed the public hearing.

The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15315 (Class 15: Minor Land Divisions).

Action: The Zoning Administrator approved and adopted Resolution ZA 18-033, Tentative Parcel Map 2016-159 (PLN 18-238), Palizada Condominiums, subject to the attached Resolution and Conditions of Approval.

5. **NEW BUSINESS**

None

6. **OLD BUSINESS**


None

7. **ADJOURNMENT**

The meeting adjourned at 3:14 p.m. to the Regular Meeting of the Zoning Administrator which will be held Thursday, August 23, 2018 at 3:00 p.m., at the Community Development Department, Conference Room A, located at 910 Calle Negocio, Suite 100, San Clemente, California.

Respectfully submitted,

SAN CLEMENTE ZONING ADMINISTRATOR



Adam Atamian