



# Memorandum Planning Division

October 25, 2018

To: Planning Commission, City of San Clemente  
From: Gabriel J. Perez, City Planner  
Subject: Staff Waivers October 10, 2018 through October 30, 2018

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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 10/10/2018 thru 10/30/2018**

<b>Project Number</b>	<b>Date Applied</b>	<b>Date Closed</b>	<b>Project Type</b>
<b>Project Name</b>	<b>Date Approved</b>	<b>Date Expired</b>	<b>Project Type</b>
<b>Planner</b>	<b>Status of Project</b>		<b>Comments</b>
PLN18-605	10/15/2018		SW
Quade Addition	10/15/2018		(10/15/2018 9:47 AM DCC)
DAVID CARRILLO	APPROVED		A request to consider a 23 square foot addition to a legal-nonconforming single-family home located in the RL-SR1 Zone.
PLN18-610	10/22/2018		SW
New handicap ramp access into Suite G	10/23/2018		(10/22/2018 10:11 AM JLF)
JONATHAN LIGHTFOOT	APPROVED		A proposal to add new handicap access into suite G at Old Town plaza, the location of the historic City Yard, police, and fire station. The proposal is to place a new door (to match other brown wood store front doors) in the location of an existing window under an existing header. The location of proposed work is not visible from the public right of way. Suite G constitutes the original historic fire station building. Suite E constitutes a non-historic addition that was formerly an open courtyard/entryway. The new door constitutes an enlarged opening into what was the rear elevation of the historic structure – replacing an existing window with a door under an existing header. The proposed modifications are required for ADA compliance.

**2 Project(s) Found**

**Project Information:**

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**Staff Waiver No: PLN18-605**

**Permit waived:** Minor Architectural Permit

**Project Location/Address: 404 S La Esperanza**

**Architectural Overlay District: No**

**Historic Resource: No**

**Project Description: (10/15/2018 9:47 AM DCC)**

**A request to consider a 23 square foot addition to a legal-nonconforming single-family home located in the RL-SR1 Zone.**

**Required Findings:**

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The proposed project meets the required findings for the Minor Architectural Permit being waived for the following reasons:

1. The architectural treatment of the project complies with the San Clemente General Plan; and
2. The architectural treatment of the project complies with any applicable specific plan and the Zoning Code in areas including, but not limited to, height, setback color, etc.; and
3. The architectural treatment of the project complies with the architectural guidelines in the City's Design Guidelines; and
4. The general appearance of the proposal is in keeping with the character of the neighborhood;
5. The proposal is not detrimental to the orderly and harmonious development of the City.

**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: PLN18-610**

**Permit waived:** Minor Cultural Heritage Permit

**Project Location/Address: 111 W Avenida Palizada**

**Architectural Overlay District:** Yes

**Historic Resource:** Yes

**Historic Landmark:** No

**Mills Act Contract:** No

**Project Description: (10/22/2018 10:11 AM JLF)**

A proposal to add new handicap access into suite G at Old Town plaza, the location of the historic City Yard, police, and fire station. The proposal is to place a new door (to match other brown wood store front doors) in the location of an existing window under an existing header. The location of proposed work is not visible from the public right of way.

Suite G constitutes the original historic fire station building. Suite E constitutes a non-historic addition that was formerly an open courtyard/entryway. The new door constitutes an enlarged opening into what was the rear elevation of the historic structure – replacing an existing window with a door under an existing header. The proposed modifications are required for ADA compliance.

## **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 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.

## **Conditions of approval:**

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