

**MINUTES OF THE REGULAR MEETING OF THE STUDY SESSION
OF THE CITY OF SAN CLEMENTE
PLANNING COMMISSION
October 17, 2018 @ 6:00 p.m.
City Council Chambers
100 Avenida Presidio
San Clemente, CA 92672**

CALL TO ORDER

Chair Crandell called the Regular Meeting of the Study Session of the Planning Commission of the City of San Clemente to order at 6:03 p.m. in City Council Chambers, located at 100 Avenida Presidio, San Clemente, CA 92672.

ROLL CALL

Commissioners Present: Chris Kuczynski, Jason Talley, Zhen Wu; Chair pro tem Michael Blackwell, Vice Chair Jim Ruehlin, Chair Barton Crandell,

Commissioners Absent: Donald Brown

Staff Present: Sheri Vander Dussen, Interim City Planner
Stephanie Roxas, Senior Planner
Carl Stiehl, Senior Planner
Veronica Morones, Assistant Planner
Eileen White, Recording Secretary

AGENDA

A. Parking Waivers (Roxas)

A discussion regarding Zoning Ordinance Section 17.64.125 – Waivers of Parking Requirements.

Stephanie Roxas, Senior Planner, narrated a PowerPoint Presentation entitled, "Parking Waivers," dated October 17, 2018. A copy of the presentation is on-file in the Planning Division.

Discussion ensued regarding prior applications submitted and/or approved by the City, conditions of approval imposed on parking waivers, and other provisions of the Zoning Ordinance pertaining to parking. In response to questions from the Commission, Ms. Roxas advised that approved waivers will transfer to new owner/operator if the use is similar and conditions of approval continue to be met; a parking study is required if a Shared Parking

Agreement is proposed; parking studies do not supersede City parking ratios; and parking space dimensions are verified by the Engineering Division.

During discussion the Commissioners, either independently or in agreement, provided the following commentary:

- Expressed concern that off-site public parking spaces could be counted twice by multiple users requesting parking waivers.
- Expressed concern that requiring a parking study for a small business could be a financial burden for the applicant.
- Suggested establishing a threshold to require preparation of a parking study based on the number of waivers requested, linear footage of the building, or size of the property.
- Requested the Planning Commissioners retain discretion to ask for a parking study if deemed necessary.
- Suggested the City consider an in-lieu parking fee or impose fees to use parking spaces downtown.
- Suggested criteria be established to ensure parking studies and standards are based on consistent criteria.
- Suggested the City consider alternative transportation modes to support reductions in parking, such as presence of bike racks and proximity to trolley and rideshare stops.
- Supported the adoption of a policy document to provide applicants with clear direction on parking waiver requests early in the application process.
- Directed staff to research comparable coastal cities, such as Laguna Beach, to review its guidelines and requirements for parking.
- Directed staff to contact firms that provide traffic engineering consulting services to understand estimated costs of parking studies.
- Directed staff to identify parking study alternatives, which could entail staff or the applicant submitting parking occupancy data in-lieu of a traffic consultant.
- Directed staff to provide examples of illustrative projects using the recommended parking waiver implementation measures.

The Commission requested staff bring this item back for further discussion at another study session, prior to scheduling the item on a future regular meeting of the Planning Commission.

RECESS – The Commission recessed until the start of the Regular Session.

Respectfully submitted,

Barton Crandell, Chair

Attest:

Sheri Vander Dussen, Interim City Planner

DRAFT