

**MINUTES OF THE ADJOURNED REGULAR MEETING  
OF THE CITY OF SAN CLEMENTE  
PLANNING COMMISSION  
April 3, 2019 @ 6:00 p.m.  
City Council Chambers  
100 Avenida Presidio  
San Clemente, CA**

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**1. CALL TO ORDER**

Chair Crandell called the Adjourned Regular Meeting of the Planning Commission of the City of San Clemente to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Brown led the Pledge of Allegiance.

**3. ROLL CALL**

Commissioners Present: Chris Kuczynski, Vice Chair Jim Ruehlin, Chair Barton Crandell, Donald Brown.

Commissioners Absent: Zhen Wu; Chair pro tem Michael Blackwell, Jason Talley

Staff Present: Gabriel J. Perez, City Planner  
Matthew Richardson, Assistant City Attorney  
Jonathan Lightfoot, Assistant Planner  
Jack Holden, Building Official  
Mary Colletti, Recording Secretary

**4. SPECIAL ORDERS OF BUSINESS**

Gabriel Perez, City Planner, introduced Jack Holden, Building Official, who commenced this position last December, and has had 31 years of experience, including with the City of Dana Point.

**5. MINUTES**

- A.** Minutes from the Regular Study Session Meeting of March 6, 2019 continued from March 20, 2019.
- B.** Minutes from the Regular Planning Commission Meeting of March 6, 2019 continued from March 20, 2019.
- C.** Minutes from the Regular Study Session Meeting of March 20, 2019.
- D.** Minutes from the Regular Planning Commission Meeting of March 20, 2019.

There being no quorum present for any of the Minutes, items 5A-D, these were continued to the next Regular Planning Commission Meeting to be held April 17, 2019.

**6. ORAL AND WRITTEN COMMUNICATION**

None.

**7. CONSENT CALENDAR**

None.

**8. PUBLIC HEARING**

**A. 1351 Calle Avanzado – Conditional Use Permit 19-015, Amended Site Plan Permit 19-017, Minor Architectural Permit 19-018 – Goddard School (Lightfoot)**

A request for a change of use at an existing two story commercial building within the Talega Business Park with the 1st floor office/warehouse space to be converted to a childcare center and the second floor remaining office. Exterior changes to the site include the removal of parking spaces to create an outdoor play area and the relocation of the trash enclosure.

Staff recommends the project be found categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Existing Facilities) and 15311 (Accessory Structures) because the project involves minor exterior alterations to an existing office building and new accessory structures appurtenant to the existing building.

Jonathan Lightfoot, Assistant Planner, narrated a PowerPoint Presentation entitled "Goddard School at Talega", dated 4/3/19. A copy of this Presentation is on file in the Planning Division. Mr. Lightfoot showed photos and details of the location, the history of site approvals, gave details of the student to teacher ratios, the age spread of the children and the locations of the classrooms. He also spoke of the 3 right-of-ways surrounding the building, and the parking study prepared by Kimley-Horn (consultant), which showed there would be no parking deficiency. He discussed the proposed design of the playgrounds and explained the security plan for the daycare. He said that staff finds the location appropriate, the parking sufficient, and the play areas buffered from nearby business areas. Staff therefore recommends the project be exempted from CEQA and the entitlements approved.

During the ensuing discussion, the Commissioners, City Planner Gabriel Perez, Assistant Planner Lightfoot. Assistant City Attorney Matthew

Richardson and, representing the Applicant, Andrew Hindman, provided the following commentary:

- Commissioner Kuczynski requested additional information about the child-staff ratio of the daycare.
- Assistant Planner Lightfoot showed the classroom floorplan that indicates occupancy of each room and showed a table indicating the State of California Daycare requirements for staff to child ratios.
- Chair Barton inquired whether the resolution provides for keeping the applicant true to their business plan / parking requirements, if another tenant moves into the building and needs additional parking. Assistant Planner Lightfoot said that the parking study presumed full occupancy of the building including the office space above the proposed daycare.
- Per Commissioner Ruehlin, proposed bollard size and style might be too utilitarian for the area. Per Assistant Planner Lightfoot, there is flexibility in color, and staff recommends a neutral color to match the building. In response, Andrew Hindman, representing the Applicant said that the bollards meet a car safety rating standard that meets Goddard's requirements.
- Other style options do exist for bollards (e.g. the cast-type that slides over poles) and Applicant should work with Staff to achieve aesthetic bollard design in predominantly neutral color(s).
- There was discussion as to whether the Commission should add verbiage to address any possible changes that may occur to the the drop off and pick up policy by Goddard should another business move in (condition 7.15), and to be more specific about applicant's future "special activities" (condition 7.16).
- Andrew Hindman, for the Applicant, commented that infant classrooms require more space per child due to state licensing requirements; therefore, a change would decrease the occupancy of the space and not result in increased parking demand. He also commented that Goddard does not intend to modify the proposed floor plan.
- Commented that the proposed Daycare is a good fit for the site. Commended the staff report, and can make all the required findings for the entitlements.

After discussion on the above points with Assistant City Attorney Richardson, City Planner Perez and Assistant Planner Lightfoot, the Commissioners decided not to add additional verbiage to the Conditions.

Chair Crandell opened the public hearing, and there being no public testimony, closed the public hearing.

IT WAS MOVED BY COMMISSIONER BROWN, SECONDED BY VICE CHAIR RUEHLIN, AND UNANIMOUSLY CARRIED, TO APPROVE RESOLUTION NO. PC19-009 A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN CLEMENTE, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT 19-015; AMENDED SITE PLAN PERMIT 05-147 (PLN 19-017), AND MINOR ARCHITECTURAL PERMIT 19-018, FOR GODDARD SCHOOL TO ESTABLISH A NEW CHILD DAYCARE WITH SHARED PARKING AT 1351 CALLE AVANZADO.

**[DECISION FINAL. SUBJECT TO APPEAL OR CALL UP BY COUNCIL.]**

**9. NEW BUSINESS**

None

**10. OLD BUSINESS**

None

**11. REPORTS OF COMMISSIONERS AND STAFF**

- A. Tentative Future Agenda
- B. Staff Waiver 18-646
- C. Staff Waiver 19-010
- D. The Regular Study Session and Planning Commission meetings of May 22, 2019 have been cancelled.
- E. Discuss keeping or cancelling July 3, 2019 Study Session and Planning Commission meetings in observance of Independence Day.

City Planner Perez and the Planning Commissioners discussed cancelling or changing the dates of the May 22, 2019 and the July 3, 2019 Regular Study Session and Planning Commission Meetings (items 11D and 11E), and they agreed that City Planner Perez will email each Planning Commissioner about these items so that they can be prepared to discuss possibly changing the dates or cancelling them at the next Regular Planning Commission Meeting to be held April 17, 2019.

Vice Chair Ruehlin said that the next Design Review Subcommittee Meeting has been cancelled, and that he will have to miss the one after that.

Commissioner Brown will not be able to attend Planning Commission meetings for a period of time, for medical reasons, after May 1, 2019.

**12. ADJOURNMENT**

IT WAS MOVED BY VICE CHAIR RUEHLIN, SECONDED BY COMMISSIONER KUCZYNSKI, AND UNANIMOUSLY CARRIED to adjourn at 6:50 p.m. to the next Regular Meeting of the Planning Commission to be held on April 17, 2019, at 6:00 p.m. in Council Chambers located at 100 Avenida Presidio, San Clemente, California as the Study Session has been cancelled due to a lack of business.

Respectfully submitted,

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Barton Crandell, Chair

Attest:

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Gabriel J. Perez, City Planner

DRAFT