



# Memorandum Planning Division

July 10, 2019

To: Planning Commission, City of San Clemente  
From: Gabriel J. Perez, City Planner  
Subject: Staff Waivers June 13, 2019 through July 9, 2019

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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 6/13/2019 thru 7/9/2019**

<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>
PLN19-199 Change out of Doors ERIN GUY	6/5/2019 6/20/2019 APPROVED		SW (6/20/2019 12:34 PM ERG) Change doors in conference room to la cantina folding panel doors. Adding and arched french door to rear office of office number 2, which cannot be seen from public right of way.
PLN19-210 USGI Medical - Trash Enclosure ERIN GUY	6/11/2019 6/20/2019 APPROVED		SW (6/11/2019 8:57 AM ERG) Solid Trash enclosure with covered roof and solid door closure, asphalt roof and concrete walls, apainted same color as building
PLN19-214 Encino Lane Re-roof	6/13/2019 6/20/2019 APPROVED		SW (6/20/2019 10:20 AM ERG) Re-roof to a non-historic building on the same parcel as a historic building. The building being re-roofed is adjacent to the historical structure, and is not the original historic structure. The re-roof work includes removing existing red colored rock and installing new "terra cotta" red comp shingles.
PLN19-218 SW MCHP - A/C repair and replace ERIN GUY	6/18/2019 6/18/2019 APPROVED		SW (6/18/2019 9:36 AM ERG) Repairing and replacing as a like for like exchange 4 A/C units on roof, all units being replaced are screened by 5 ft parapet wall.

**4 Project(s) Found**

## **Project Information:**

**Staff Waiver No:** PLN19-199

**Permit waived:** Minor Cultural Heritage Permit

**Project Location/Address:** 1403 N El Camino Real

**Architectural Overlay District:** Yes

**Historic Resource:** No

**Historic Landmark:** No

**Mills Act Contract:** No

**Project Description:** (6/20/2019 12:34 PM ERG)

Change doors in conference room to la cantina folding panel doors. Adding and arched french door to rear office of office number 2, which cannot be seen from public right of way.

## **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.
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.

## **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 SMC]*
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 SMC]*
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: PLN19-210**

**Permit waived:** Minor Architectural Permit

**Project Location/Address: 1140 Calle Cordillera**

**Architectural Overlay District:** No

**Historic Resource:** No

**Project Description: (6/11/2019 8:57 AM ERG)**

**Solid Trash enclosure with covered roof and solid steel door closure, asphalt roof and concrete walls, painted same color as building**

**Required 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.

***FOR ADDITIONS, NEW ACCESSORY STRUCTURES:***

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:** PLN19-214

**Permit waived:** Minor Cultural Heritage Permit

**Project Location/Address:** 332 Encino Ln

**Architectural Overlay District:** Yes

**Historic Resource:** Yes

**Historic Landmark:** No

**Mills Act Contract:** No

**Project Description:** (6/20/2019 10:20 AM ERG)

**Re-roof of an existing addition to a historical structure. The building being re-roofed is adjacent to the historical structure, and is not the original historic structure. The re-roof work includes removing existing rock and installing new "terra cotta" red comp shingles. Roof portion receiving re-roof treatment is an addition on the same property of the historic building.**

## **Findings:**

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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.
5. The City finds that the proposed modifications, alterations, or additions are sufficiently in conformance with the Secretary of the Interior Standards for the Treatment of Historic Properties and the San Clemente Design Guidelines to substantially further the City's goals of historic preservation.
6. The proposed project will not have negative visual or physical impacts upon the historic structure.
7. The proposed project complies with the purpose and intent of the Architectural Overlay District, Section 17.56.020.

### 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: PLN19-218**

**Permit waived: Minor Cultural Heritage Permit**

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**Project Location/Address: 1505 N El Camino Real**

**Architectural Overlay District: Yes**

**Historic Resource: No**

**Historic Landmark: No**

**Mills Act Contract: No**

**Project Description: (6/18/2019 9:36 AM ERG)**

**Repairing and replacing as a like for like exchange 4 A/C units on roof, all units being replaced are screened by 5 ft parapet wall.**

**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.
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4. The proposed project complies with the purpose and intent of the Architectural Overlay District, Section 17.56.020.

**Conditions of approval:**

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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 SGMG]*
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.