



# STAFF REPORT SAN CLEMENTE PLANNING COMMISSION

Date: December 18, 2019

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**PLANNER:** Stephanie Roxas, Senior Planner  
Gabriel Perez, City Planner

**SUBJECT:** Selection of Design Review Subcommittee Members

**BACKGROUND:**

At its December 4, 2019 regular meeting, the Planning Commission requested staff to schedule a new business item to discuss the Design Review Subcommittee (DRSC) schedule.

DRSC is comprised of Commissioner Crandell, Commissioner Wu, and a rotating third member. The current DRSC rotation schedule, which was approved in August 2019, only established the schedule through the end of January 2020.

**DISCUSSION:**

The draft DRSC schedule below is presented for the Commission's consideration. Meetings begin at 4:00 p.m. and are held in Conference Room A on the third floor of City Hall at 910 Calle Negocio, San Clemente, California 92673.

Meeting Date	Rotating Member	Alternate
January 15, 2020	Kuczynski	Ruehlin
January 29, 2020	Kuczynski	Ruehlin
February 12, 2020	Ruehlin	Talley
February 26, 2020	Ruehlin	Talley
March 11, 2020	Talley	Blackwell
March 25, 2020	Talley	Blackwell
April 15, 2020	Blackwell	Brown
April 29, 2020	Blackwell	Brown
May 13, 2020	Brown	Kuczynski
May 27, 2020	Brown	Kuczynski
June 10, 2020	Kuczynski	Ruehlin
June 24, 2020	Kuczynski	Ruehlin

There is no requirement for all Planning Commissioners to serve on the Subcommittee. If scheduling conflicts exist, Commissioners may request to opt out of the DRSC rotation schedule.

**RECOMMENDATION:**

Staff recommends the Planning Commission provide direction and feedback regarding the DRSC rotation schedule.