



STAFF REPORT SAN CLEMENTE PLANNING COMMISSION

Date: October 7, 2020

PLANNER: Gabriel Perez, City Planner

SUBJECT: Planning Commission Fiscal Year 2020-2021 Work Plan

BACKGROUND

Per Council direction, the Planning Commission is required to develop and submit an annual work plan with specific goals and objectives for the fiscal year for Council approval. The work plan should relate to the Planning Commission functions and duties listed in Chapter 2.32 San Clemente Municipal Code as follows:

- Hold regular meetings and public hearings to review and act on applications listed in Title 17 Zoning Ordinance.
- Make recommendations to the City Council on applications such as tentative subdivisions, tentative parcel maps, general plan amendments, specific plan amendments, and zoning amendments
- Serve as Transportation Parking Committee
- Serve as the Cultural Heritage Board
- Serve as the Design Review Subcommittee

ANALYSIS

Planning staff compiled a draft work plan for review by the Planning Commission. Planning Commission duties are largely responsive to development applications submitted by the public and City Council initiated requests. The Planning Commission also holds several study sessions annually to discuss and analyze important planning issues and trends. Anticipated study sessions include Commercial Parking Pick-Up Stalls, South El Camino Real Mixed-Use Zoning Districts Development Update, Historic Preservation Training, and Planning Legislative Updates.

RECOMMENDATION

Staff recommends that the Planning Commission:

1. Review and make a recommendation to the City Council on the draft Planning Commission Fiscal Year 2020-2021 Work Plan.

Attachments:

1. Draft Planning Commission Fiscal Year 2020-2021 Work Plan

ANNUAL WORK PLAN

FY 2020/21

ATTACHMENT 1

COMMISSION/COMMITTEE NAME: **PLANNING COMMISSION**

Please be concise in responding to the below questions. Additional forms may be attached, if needed.

Project Name: DEVELOPMENT REVIEW
Purpose, Goals and Deliverables of Project: Review and act on development project applications including Site Plan Permits, Conditional Use Permits, Variances, Architectural Permits, and Discretionary Sign Permits. The Planning Commission makes recommendations to the City Council on applications that include General Plan Amendments, Specific Plan Amendments, Zoning Amendments, Tentative Subdivision Maps, and Tentative Parcel Maps. The Planning Commission is also responsible for making findings and determine project compliance with the California Environmental Quality Act. Projects for review by the Commission in FY 20-21 include The Lodge Rooftop Venue, Shoreline Dental, Bluffs at Boca, La Gallette, Publik House, Pico Plaza In-N-Out, Miramar Event Center and Resataurants, and Mikey B's Mixed Use. Long-range projects include Code Clean Up Amendments, Lot Consolidation Ordinance, and Inclusionary Housing In-Lieu Fee
Estimated Project Cost. This is not a new project and the regular operations of the Planning Commission are included in the FY 2020-21 Budget.
If cost are involved, is it included in the adopted City budget? N/A.
Project Timeline (Anticipated Start and End Dates): Activities occur during regularly scheduled Planning Commission and Design Review Subcommittee meetings. Live or web conference depending upon social distancing guidelines.
Resources Needed (including Staff hours): None
Is this a new project or unfinished project from the prior fiscal year? Annual and ongoing.

Project Name: CULTURAL HERITAGE BOARD
Purpose, Goals and Deliverables of Project: Purpose – Review and make recommendations to staff and Council on the North Beach Historic District Nomination and proposed FY 2020-21 Historic Property Preservation Agreements. These historic preservation activities are a function of the Planning Commission acting as the Cultural Heritage Board whose responsibilities include the following: 1) Compile and maintain a current list of all of such sites, buildings or structures, which it has determined to be historical or cultural sites or monuments. 2) Publish and transmit said list to all interested parties and to disseminate public information concerning historic resources 3) Take all steps necessary to preserve such historically significant properties which are not in conflict with the health, safety, and general welfare of the public, or the powers and duties of the City, or its several boards, officers or departments. 4) Make any recommendations to the City Council regarding historic resources 5) Designate landmarks and historical districts subject to the approval of the City Council.
Estimated Project Cost. This is not a new project and the regular operations of the Planning Commission are included in the FY 2020-21 Budget.
If cost is involved, is it included in the adopted City budget? N/A
Project Timeline (Anticipated Start and End Dates): Started Fall 2019 and North Beach Historic District Nomination expected to conclude December 2020. Historic Property Preservation Agreements recommendations will occur Fall 2020.
Resources Needed (including Staff hours): None
Is this a new project or unfinished project from the prior fiscal year? Annual and Ongoing

Project Name: REVIEW OF PLANNING ISSUES OF IMPORTANCE TO SAN CLEMENTE
Purpose, Goals and Deliverables of Project: Review important planning issues through regularly scheduled Planning Commission Study Sessions. Study session items planned for the future include Commercial Parking Pick-Up Stalls, South El Camino Real Mixed-Use Zoning Districts Development Update, Historic Preservation Training, Zoning Code Clean Up Amendments and Planning Legislative Updates, and the Inclusionary Housing In-Lieu Fee.
Estimated Project Cost. This is not a new project and the regular operations of the Planning Commission are included in the FY 2020-21 Budget.
If cost is involved, is it included in the adopted City budget? N/A for current FY 2020-2021 City budget.
Project Timeline (Anticipated Start and End Dates): Activities occur during regularly scheduled Planning Commission and Design Review Subcommittee meetings.
Resources Needed (including Staff hours): None
Is this a new project or unfinished project from the prior fiscal year? Annual and Ongoing