

**MINUTES OF THE  
REGULAR STUDY SESSION  
OF THE CITY OF SAN CLEMENTE  
PLANNING COMMISSION  
November 4, 2020 @ 6:00 p.m.  
Teleconference Only via  
[www.san-clemente.org/live](http://www.san-clemente.org/live) or Cox Channel 854**

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**CALL TO ORDER**

Chair Ruehlin called the Regular Meeting of the Study Session of the Planning Commission of the City of San Clemente to order at 6:04 p.m. The meeting was offered teleconference only due to the COVID-19 Pandemic, and available to the public via live stream from the City's YouTube Channel or live on Cox Channel 854.

**ROLL CALL**

Commissioners Present: Donald Brown, Barton Crandell, Chris Kuczynski; Vice Chair Michael Blackwell, Chair Jim Ruehlin (All Planning Commissioners participated via teleconference)

Commissioners Absent: Chair pro tem Zhen Wu

Staff Present: \*Gabriel J. Perez, City Planner  
\*Eileen White, Recording Secretary

\*Participated in the meeting via teleconference

**AGENDA**

**A. Commercial Pick Up Parking Stalls – 2<sup>nd</sup> session – (Perez)**

This study session will provide an overview of regulations in other cities for commercial pick-up stalls designated for customer pick-up of commercial goods and continue discussion on the impacts of such restricted parking from the study session of September 16, 2020.

City Planner Perez narrated a PowerPoint Presentation entitled, "Commercial Pick Up Parking Stalls (Part 2), Study Session," dated November 4, 2020. A copy of the Presentation is on file in Planning Division.

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

- Suggested development of an administrative process at Planning Counter to establish standards for signage and parking time limits as well as ensure no disruption to required elements/safeguards such as fire access, ADA parking, etc.
- Commented that as long as the parking lots still meet standards and requirements, and there are no complaints from the public, the City might want to adopt a “laissez-faire” attitude and allow the large box retailers and multi-tenant centers to manage their own parking lots with the City providing a waiver program and minimal direction such as signage; suggested the City treat the practice similarly to restriping, major tenant changes, etc., which are handled administratively.
- Established from staff that although the pandemic has expanded it, the concept of curbside pick-up had already been established and was increasing in popularity; noted there are no predictions at this time on its popularity in the future; suggested it could be incorporated in new development guidelines. Curbside pick-up is a convenience for the public, there have been no complaints to date, and it is unknown whether the service will continue to the same extent after the pandemic.
- Expressed concern that the practice of pick-up stalls is currently unregulated and could have future impacts as more charging stations are added to parking lots, create more car stacking onto the street or block parking stalls within the parking lot, and/or potentially be utilized by oversized vehicles; commented that the City’s parking lot standards are outdated and need to be revamped; suggested the City could be proactive and set up modern standards that other cities may want to follow.
- Endorsed use of a permit and waiver type process to support businesses and provide standards on curbside pick-up operations; suggested a permit will also allow staff to keep track of the number of stalls being used for this purpose and at what locations for the purpose of reviewing every twelve months (for example), establishing standards/consistency of signage and evaluating impacts after the pandemic has abated.
- Commented on the importance of staying fluid in response to the pandemic and how it affects established business practice as evidenced by the evolving pick-up/drive through operations at the new Chick-fil-A.
- Stressed the importance of getting input from local businesses and organizations before making any changes to the City’s Ordinance.
- Commented on the importance of establishing regulations regarding City-owned street parking and parking stalls including potential exceptions during the pandemic. If a curbside/pick-up is allowed on City property, it will be important that any pandemic related use have an end date to ensure the practice does not continue indefinitely. Suggested the practice of pick-up food and curbside shopping may not be compatible with the pedestrian-oriented concept of Avenida Del Mar and the Downtown areas.
- Questioned whether establishing curbside pick-up options will trigger the need for revising existing signage permits/programs.

- Suggested any short-term pick-up/curbside stalls established on City-owned property should be available for any nearby businesses rather than allowing City-owned street parking or stalls be dedicated to specific businesses.
- Noted importance of adding clear and concise definitions and terms when establishing guidelines.

City Planner Perez commented that the City is anticipating conducting a Downtown and North Beach Parking Surveys in summer 2021 and would be able to evaluate pick-up parking stalls in those areas during the survey and recommendations based on survey findings could be made.

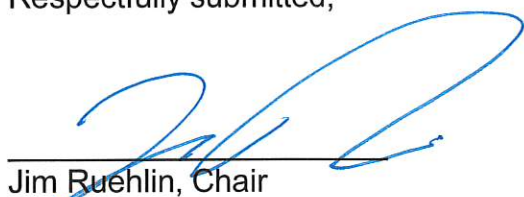
**COMMENTS**

City Planner Perez announced that the Planning Commission meeting of November 18, 2020, has been canceled; the Commission's next Study Session on December 2, 2020, will start at 5:30 p.m. and be a joint session with City Council to continue discussion of the Inclusionary Housing In-lieu Fees and feature representatives from Jamboree Housing and Orange County Habitat for Humanity.

**ADJOURNMENT**

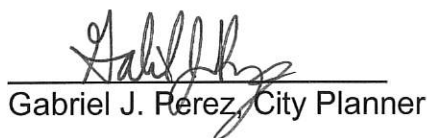
IT WAS MOVED BY COMMISSIONER BROWN, SECONDED BY COMMISSIONER CRANDELL AND UNANIMOUSLY CARRIED to adjourn at 7:10 p.m. to the Joint Study Session with City Council scheduled for December 2, 2020, at 5:30 p.m. via teleconference only and available to the public via live stream from the City's YouTube channel or live on Cox channel 854.

Respectfully submitted,



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Jim Ruehlin, Chair

Attest:



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Gabriel J. Perez, City Planner