

**CITY OF SAN CLEMENTE**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE ZONING ADMINISTRATOR**  
**MARCH 4, 2021**  
**Teleconference Only via**  
**[www.san-clemente.org/live](http://www.san-clemente.org/live)**

**1. CALL TO ORDER**

Zoning Administrator Gallardo-Daly called the Regular Meeting of the City of San Clemente Zoning Administrator to order on March 4, 2021 at 3:00 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.

Staff Present:        \*Cecilia Gallardo-Daly, Zoning Administrator  
                              \*Katie Crockett, Associate Planner  
  
                              \*Participated in meeting via teleconference

**2. MINUTES**

- A. The minutes of the Zoning Administrator meeting of February 18, 2021 were received and filed.

**3. ORAL AND WRITTEN COMMUNICATION**

None

**4. PUBLIC HEARING**

- A. **248 West El Portal – Minor Exception Permit 20-312/Minor Cultural Heritage Permit 20-313 – Halls Deck (Crockett)**

A request to consider exterior modifications of an existing single-family residence abutting a property containing a historic structure, including a request to add a second floor deck that encroaches into the front setback by 12 inches and the side setback by six inches, and to maintain an existing nonconforming setback (14" encroachment) at the front nook, allowing an eight square-foot addition.

Katie Crockett, Associate Planner, summarized the staff report.

Mark Brooklyn, applicant, and Dru and Brent Hall, property owners, were present and available for questions.

ZA Gallardo-Daly opened the public hearing.

City staff received one public comment and staff addressed their concerns prior to today's meeting.

Clare Endrick, email dated 3/4/2021.

ZA Gallardo-Daly closed the public hearing.

ZA Gallardo-Daly stated she reviewed the staff report, findings, plans, and conditions of approval.

ZA Gallardo-Daly approved Minor Exception Permit 20-312 based on the following findings: The requested minor exception will not interfere with the purpose of the zone or the standards of the zone. The neighboring properties will not be adversely affected as a result of the approval or conditional approval of the Minor Exception Permit. The Minor Exception Permit will not be detrimental to the health, safety, or welfare of the general public. The proposed encroachments do not substantially modify existing conditions on the subject site, with the requested front encroachment no more than the existing house encroachment, and the 10 percent encroachment into the side setback is requested primarily due to the tapering lot width at the front of the lot, where the deck will be located.

ZA Gallardo-Daly approved Minor Cultural Heritage Permit 20-313 based on the following findings: The architectural treatment of the project complies with the San Clemente General Plan and Coastal Land Use Plan. The architectural treatment of the project complies with the Zoning Ordinance in areas including height and lot coverage, except for the minor exceptions requested for the front and side setback encroachments, which are below the maximum permitted in the Zoning Ordinance. The architectural treatment of the project complies with the architectural guidelines in the City's Design Guidelines. The general appearance of the proposal is in keeping with the character of the neighborhood. The proposed project is not detrimental to the orderly and harmonious development of the City. The proposed project will not have negative visual or physical impacts upon the historic structure. The historic structure is separated visually from the subject residence by an additional residential structure, which is not historic. The project does not affect the height of the historic structure, nor does it significantly impact the massing or scale. Dated features such as the wood shake mansard garage roof and the wood trim are removed from the existing structure and the resulting structure will have a cohesive, modern appearance which improves the visual character of the area and will not detract from the historic structure.

The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section

15301 (Class 1: Existing Facilities) and Section 15305 (Class 5: Minor Alterations in Land Use Limitations).

Action: The Zoning Administrator approved and adopted Resolution ZA 21-004, Minor Exception Permit 20-312 and Minor Cultural Heritage Permit 20-313, Halls Deck, subject to the Conditions of Approval.

5. **NEW BUSINESS**

None

6. **OLD BUSINESS**


None

7. **ADJOURNMENT**

The meeting adjourned at 3:16 p.m. to the Regular Meeting of the Zoning Administrator which will be held Thursday, March 18, 2021 at 3:00 p.m. via teleconference.

Respectfully submitted,

SAN CLEMENTE ZONING ADMINISTRATOR

  
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Cecilia Gallardo-Daly, Zoning Administrator