

These minutes were approved by the Zoning Administrator 5/10/2021

**CITY OF SAN CLEMENTE  
MINUTES OF THE REGULAR MEETING  
OF THE ZONING ADMINISTRATOR**

**MAY 6, 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 May 6, 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  
                                  \*Stephanie Roxas, Senior Planner

\*Participated in meeting via teleconference

**2. MINUTES**

A. The minutes of the Zoning Administrator meeting of April 22, 2021 were received and filed.

**3. ORAL AND WRITTEN COMMUNICATION**

None

**4. PUBLIC HEARING**

A. **113 West Avenida Cadiz – Minor Exception Permit 20-389 – Sohn Addition**  
(Roxas)

A request to maintain an existing nonconforming side yard setback for a 496 sq. ft. addition to an existing single-family residence. The residence currently has a 2.83 foot side yard setback, where the zone requires 4 feet.

Stephanie Roxas, Senior Planner, summarized the staff report. Staff added the homeowner at 111 Avenida Cadiz had specific questions regarding the project that were addressed prior to the public hearing and the homeowner did not wish to submit a public comment.

Heather Sohn, homeowner, and Matthew Gummow, architect, were present and available for questions.

ZA Gallardo-Daly opened the public hearing, and there being no public comment received to this item, 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 20-389 based on the following findings: The Minor Exception Permit will not interfere with the purpose or the standards of the zone. Aside from the minor exception requested, the project meets all applicable development standards for the zone, including maximum lot coverage and maximum allowed height. The building's scale, massing, and setbacks are in character with and compatible with adjacent properties, including both properties immediately adjacent to the project site, which incorporates similar elements such as maintaining the one-story height. The neighboring properties will not be adversely affected as a result of the approval of the Minor Exception Permit. The continuation of the nonconforming setback is for an addition to increase living space that is in the rear of the property, and cannot be viewed from the public right of way. The approval of the minor exception will not be detrimental to the health, safety or welfare of the general public. The project maintains the density of the property as a single-family residence. The proposed Minor Exception Permit is necessary for the general appearance of a project to be in character with the neighborhood.

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).

Action: The Zoning Administrator approved and adopted Resolution ZA 21-013, Minor Exception Permit 20-389, Sohn Addition, subject to the Conditions of Approval.

5. **NEW BUSINESS**

None

6. **OLD BUSINESS**

None

7. **ADJOURNMENT**

The meeting adjourned at 3:12 p.m. to the Regular Meeting of the Zoning Administrator, which will be held Thursday, June 3, 2021 at 3:00 p.m. via teleconference.

Respectfully submitted,

SAN CLEMENTE ZONING ADMINISTRATOR

  
Cecilia Gallardo-Daly, Zoning Administrator