



# Memorandum Planning Division

July 28, 2021

To: Planning Commission, City of San Clemente  
From: Stephanie Roxas, Senior Planner  
Subject: Staff Waivers July 14, 2021 through July 27, 2021

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This memorandum provides details regarding Staff Waivers recently approved by the Planning Division.

## Analysis

Pursuant to San Clemente Municipal Code (Section 17.16.110), staff waivers may be requested for any exterior modifications, alterations, or additions requiring an Architectural/Cultural Heritage Permit or Minor Architectural/Cultural Heritage Permit. The purpose of the staff waiver is to streamline the permitting process for projects so minor in scope they do not substantially alter the visual appearance or architectural integrity of the subject property or structure.

## Conclusion

Following my review in light of the Municipal Code and the interests of the community, I have approved the requests listed on the following page. These waivers shall remain in effect unless appealed to the Planning Commission pursuant to Section 17.12.140 of the Zoning Ordinance.

Attachments

**City of San Clemente**  
**Projects by Type and Date**  
**For the Period 7/14/2021 thru 7/27/2021**

<b>Project Number</b>	<b>Date Applied</b>	<b>Date Closed</b>	<b>Project Type</b>
<b>Project Name</b>	<b>Date Approved</b>	<b>Date Expired</b>	<b>Project Type</b>
<b>Planner</b>	<b>Status of Project</b>		<b>Comments</b>
SW21-150	7/2/2021		STAFF WAIVER
Glaukos - remove roll up door	7/26/2021		(7/2/2021 11:41 AM JLF)
JONATHAN LIGHTFOOT	APPROVED		A request to remove an existing roll up door and infill to match color and material of an existing tilt up building and install new ground mounted equipment (chillers) surrounded by RSCSP required equipment screening fence..
SW21-166	7/15/2021		STAFF WAIVER
Monterey Deck and Roof	7/19/2021		(7/15/2021 5:42 PM KYW)
KYLE WEBBER	APPROVED		New deck, railing, and roof near historic resource

**2 Project(s) Found**

**Project Information:**

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**Staff Waiver No: SW21-150**

**Permit waived:** Minor Architectural Permit

**Project Location/Address: 236 AVENIDA FABRICANTE**

**Architectural Overlay District:** No

**Historic Resource:** No

**Project Description: (7/2/2021 11:41 AM JLF)**

**A request to remove an existing roll up door and infill to match color and material of an existing tilt up building. New ground mounted building equipment to be surrounded by solid fence as required by the Rancho San Clemente Specific Plan design guidelines.**

**Required Findings:**

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***FOR MINOR MATERIAL/DESIGN CHANGE:***

1. The proposed project is consistent with the Design Guidelines, Centennial General Plan, Zoning Code, Specific Plan (if applicable), policy statements, and development standards, such as setbacks, height, lot coverage, etc.
2. The proposed project essentially maintains the building's design, footprint, massing, and height so it is minor in nature. The proposed project has materials, finishing, and design elements that further goals to improve the architectural integrity and appearance of buildings and enhance neighborhoods.

***FOR ADDITIONS, NEW ACCESSORY STRUCTURES:***

The proposed project meets the required findings for the Minor Architectural Permit being waived for the following reasons:

1. The architectural treatment of the project complies with the San Clemente General Plan; and
2. The architectural treatment of the project complies with any applicable specific plan and the Zoning Code in areas including, but not limited to, height, setback color, etc.; and
3. The architectural treatment of the project complies with the architectural guidelines in the City's Design Guidelines; and
4. The general appearance of the proposal is in keeping with the character of the neighborhood or planning area;
5. The proposal is not detrimental to the orderly and harmonious development of the City.

**Conditions of approval:**

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1. Thirty (30) days after project approval, the owner or designee shall submit written consent to all of these imposed conditions of approval to the Community Development Director or designee. *[Citation – City Attorney Legal Directive/City Council Approval June 1, 2010]*
2. The staff waiver shall become null and void if the project is not commenced within one (1) year from the date of the approval thereof. If a building permit is required, the project is commenced on the date that a building permit is issued. If a building permit is not required,

then the project is commenced on the date that the project is completed to the satisfaction of the City Planner. *[Citation - Section 17.12.150.A.1 of the SCMC]*

3. The project shall be completed in conformance with application materials approved by the City Planner (or designee) and amended by any conditions. *[Citation - Section 17.12.180 of the SCMC]*
4. The fence should not be chain link per RSCSP design guidelines. The exterior equipment shall operate at code designated noise levels. The applicant shall agree to modify the equipment enclosure's materials or design if necessary to maintain noise levels prescribed within chapter 8.48 of the San Clemente Municipal Code. Alternatively, owner and/or applicant may also apply for an exception as detailed within SCMC Section 8.48.100.
5. Prior to issuance of certificates of occupancy, the owner or designee shall demonstrate to the satisfaction of the City Planner or designee that the project has been constructed in conformance with the approved application materials and all applicable, codes, ordinances, and standards.

## **Project Information:**

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**Staff Waiver No: SW21-166**

**Permit waived: Minor Cultural Heritage Permit**

**Project Location/Address: 204 AVENIDA MONTEREY**

**Architectural Overlay District: Yes/No**

**Historic Resource: No**

**Historic Landmark: No**

**Mills Act Contract: No**

**Project Description: (7/15/2021 5:42 PM KYW)**

**New deck, railing, and roof near historic resource**

## **Findings:**

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### ***FOR MINOR MATERIAL/DESIGN CHANGE:***

1. The proposed project is consistent with the Design Guidelines, Centennial General Plan, Zoning Code, Specific Plan (if applicable), policy statements, and development standards, such as setbacks, height, lot coverage, etc.
2. The proposed project essentially maintains the building's design, footprint, massing, and height so it is minor in nature. The proposed project has materials, finishing, and design elements that further goals to improve the architectural integrity and appearance of buildings and enhance neighborhoods.
3. The proposed project is consistent with goals of the Architectural Overlay district. It meets General Plan goals and policies that promote architectural changes that incrementally moves the building into closer character with the required architectural style.
4. The architectural treatment of the project complies with the San Clemente General Plan; and
5. The architectural treatment of the project complies with any applicable specific plan and the Zoning Code in areas including, but not limited to, height, setback color, etc.; and
6. The architectural treatment of the project complies with the architectural guidelines in the City's Design Guidelines; and
7. The general appearance of the proposal is in keeping with the character of the neighborhood;
8. The proposal is not detrimental to the orderly and harmonious development of the City.
9. The proposed project/use preserves and strengthens the pedestrian-orientation of the district and/or San Clemente's historic identity as a Spanish village; or

10. The proposed project will not have negative visual or physical impacts upon the historic structure.
11. The proposed project complies with the purpose and intent of the Architectural Overlay District, Section 17.56.020.

**Conditions of approval:**

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2. The staff waiver shall become null and void if the project is not commenced within one (1) year from the date of the approval thereof. If a building permit is required, the project is commenced on the date that a building permit is issued. If a building permit is not required, then the project is commenced on the date that the project is completed to the satisfaction of the City Planner. *[Citation - Section 17.12.150.A.1 of the SCMC]*
3. The project shall be completed in conformance with application materials approved by the City Planner and amended by any conditions. *[Citation - Section 17.12.180 of the SCMC]*
4. Prior to issuance of certificates of occupancy, the owner or designee shall demonstrate to the satisfaction of the City Planner or designee that the project has been constructed in conformance with the approved application materials and all applicable, codes, ordinances, and standards.