

**MINUTES OF THE SPECIAL MEETING
OF THE CITY OF SAN CLEMENTE
PLANNING COMMISSION
June 22, 2021 @ 12:00 p.m.
Aquatics Center
Friends Room
987 Avenida Vista Hermosa
San Clemente, CA 92673**

CALL TO ORDER

Jonathan Lightfoot, Economic Development Officer, called the Special Meeting of the Planning Commission of the City of San Clemente to order at 12:01 p.m.

1. ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY – APPOINTED PLANNING COMMISSIONERS WHO WILL ASSUME OFFICE ON JULY 1, 2021.

City Clerk Baade administered the Oath of Allegiance to the newly-appointed Planning Commissioners who will assume office on July 1, 2021.

2. ROLL CALL

City Councilmembers

Present: Mayor Kathy Ward; Mayor Pro Tem Gene James

Commissioners Present: M. Steven Camp; Cameron Cosgrove; Barton Crandell; Gary McCaughan, M.D.; Scott McKhann

Commissioners Absent: Karen Prescott-Loeffler; Hannah Tyler

Staff Present:

Erik Sund, City Manager; Joanne Baade, City Clerk; Cecilia Gallardo-Daly, Community Development Director; Adam Atamian, Manager – Code Compliance/Park Rangers; Jack Holden, Building Official; Zachary Ponsen, Senior Civil Engineer; Stephanie Roxas, Senior Planner; Jennifer Savage, Assistant to the City Manager; Christopher Wright, Associate Planner II; Katie Crockett, Associate Planner; Jonathan Lightfoot, Economic Development Officer; Meredith Scott, Administrative Assistant; Lisa Acosta, Office Specialist II; Matthew Richardson, Assistant City Attorney

3. SPECIAL ORDERS OF BUSINESS/SPECIAL PRESENTATION

A. Department Overview

Joanne Baade, City Clerk, reviewed the major tenets of the Brown Act.

Matthew Richardson, Assistant City Attorney, provided an overview of public ethics, disqualification, conflict of interest laws, judicial authority, findings, due process, and the California Public Records Act.

Cecilia Gallardo-Daly, Community Development Director, introduced staff and presented a PowerPoint presentation discussing the Community Development organizational chart, Planning Commission duties and functions, appointments to the Design Review Subcommittee and Coastal Advisory Committee, review authority, and City policies and regulations.

Jennifer Savage, Assistant to the City Manager, discussed the Housing Element Update.

Stephanie Roxas, Senior Planner, discussed current planning, the Development Management Team, counter appointments, and pending and approved development projects.

Christopher Wright, Associate Planner II, highlighted the Planning information available on the City website.

Cecilia Gallardo-Daly, Community Development Director, provided a sample Planning Commission binder and discussed meeting agendas, staff reports, resolutions, public and Commission comments, and the schedule of future meetings. Community Development Director Gallardo-Daly announced the July 7th Planning Commission meeting will be held in-person at the Community Center in a format similar to the City Council meetings. She also requested the Commissioners to review the most recent Planning Commission meeting on June 16th to be prepared to vote on the minutes.

The PowerPoint presentation concluded. The City Councilmembers Commissioners, and staff were invited to attend an optional driving tour of the City.

Jonathan Lightfoot, Economic Development Officer, provided commentary during the driving tour highlighting historic properties, previously approved development projects, and focus areas referenced in the City's General Plan.

4. ADJOURNMENT

AT THE CONCLUSION OF THE TOUR, THE MEETING ADJOURNED AT 3:20 P.M. THE NEXT REGULAR MEETING OF THE PLANNING COMMISSION IS TO BE HELD ON JULY 7, 2021, AT 6:00 P.M. AT THE COMMUNITY CENTER AND AVAILABLE TO THE PUBLIC VIA LIVE STREAM FROM THE CITY'S YOUTUBE CHANNEL OR LIVE ON COX CHANNEL 854.

Respectfully submitted,


Barton Crandell, Commissioner

Attest:


Cecilia Gallardo-Daly, Community Development Director