

These minutes will be considered for approval at the Planning Commission meeting of 09-08-2021.

**MINUTES OF THE REGULAR MEETING  
OF THE CITY OF SAN CLEMENTE  
PLANNING COMMISSION  
August 18, 2021 @ 7:00 p.m.  
Teleconference Only via  
www.san-clemente.org/live or Cox Channel 854**

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**CALL TO ORDER**

Commissioner Crandell called the Regular Meeting of the Planning Commission of the City of San Clemente to order at 7:00 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 or live on Cox Channel 854.

**2. PLEDGE OF ALLEGIANCE**

Chair Crandell led the Pledge of Allegiance.

**3. ROLL CALL**

Commissioners Present: Cameron Cosgrove, Gary P. McCaughan M.D., Karen Prescott-Loeffler; Chair pro tem Scott McKhann, Chair Barton Crandell. (All Planning Commissioners participated via teleconference)

Commissioners Absent: M. Steven Camp, Vice Chair Hannah M. Tyler

Staff Present:

- \*Cecilia Gallardo-Daly, Community Development Director
- \*Adam Atamian, Deputy Community Development Director
- \*Jennifer Savage, Project Planner
- \*Kyle Webber, Assistant Planner
- \*David Carrillo, Assistant Planner
- \*Zachary Ponsen, Senior Civil Engineer
- \*Nick Larkin, RECON, Environmental Consultant
- \*Jamie Power, Veronica Tam & Associates, Housing Element Consultant
- \*Claudia Tedford, CityPlace Planning, Safety Element Consultant
- \*Brian Byun, BB&K, Staff Attorney
- \*Matthew Richardson, Assistant City Attorney

\*Participated in meeting via teleconference

**4. SPECIAL ORDERS OF BUSINESS**

None

**5. MINUTES**

A. Minutes from the Planning Commission Study Session of August 4, 2021

IT WAS MOVED BY COMMISSIONER MCCAUGHAN, SECONDED BY COMMISSIONER PRESCOTT-LOEFFLER AND UNANIMOUSLY CARRIED TO APPROVE THE MINUTES OF THE PLANNING COMMISSION STUDY SESSION OF AUGUST 4, 2021, as submitted.

B. Minutes from the Planning Commission Regular Meeting of August 4, 2021

IT WAS MOVED BY COMMISSIONER PRESCOTT-LOEFFLER, SECONDED BY COMMISSIONER MCCAUGHAN AND UNANIMOUSLY CARRIED TO APPROVE THE MINUTES OF THE PLANNING COMMISSION REGULAR MEETING OF AUGUST 4, 2021, as submitted.

**6. ORAL AND WRITTEN COMMUNICATION**

None

**7. CONSENT CALENDAR**

None

**8. PUBLIC HEARING**

A. 329 Avenida Cabrillo – Cultural Heritage Permit 20-374/ Minor Exception Permit 21-001/ Historic Demolition Permit 21-095 – Gonzalez Residence Addition (Carrillo)

A request to consider: 1) Mills Act contract exterior improvements, 2) a 536 square-foot rear addition, 3) partial demolition of a one-car detached garage to accommodate rear-yard improvements and a future accessory dwelling unit, and 4) the continuation of a legal nonconforming side-yard setback.

David Carrillo, Assistant Planner, narrated a PowerPoint Presentation entitled, "Gonzales Residence, CHP 20-374/MEP 21-001/DHPP 21-095, dated August 18, 2021. A copy of the Presentation is on file in Planning Division.

Rob Williams, architect representing the applicant, David Gonzales, the applicant, and Audrey Von Ahrens, GPA Consulting, the applicant's historic preservation consultant were available for questions.

Chair Crandell opened the public hearing, and there being no public testimony, closed the public hearing.

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

- Established that the application as submitted meets the State of California regulations to allow a garage conversion to an ADU.
- Removal of the garage as a parking site combined with the addition of another housing unit will add to the existing shortage of parking in the area.
- Established the applicant is proposing demolition of less than 50% of the garage in order to maintain its non-conforming status and allow its non-standard size and continued placement of the garage with a zero-property line setback.
- Established that the sidewalk configuration proposed by Public Works will bring the sidewalk into ADA compliance. When/if the owner of the property next door makes improvements, they will be required to complete the ADA compliant portion of the sidewalk.
- Recommended a condition to require the driveway to be 36 feet long, there should be gate width clearance for the gate swing; the gate swing should be clear of the sidewalk easement area; and the driveway must be free and clear and available for car parking at all times. Supported the sidewalk easement.
- Established there will one entrance/exit at the sliding glass door, and one entrance/exit in the shower stall.
- Opposed due to inability to mitigate the negative impacts to the project to a level of insignificance to the neighborhood.
- Expressed concerns regarding the use of the garage as an ADU due to lack of access and emergency access safety concerns.
- Suggested the entire garage structure should be completely demolished, and rebuilt according to current requirements.
- Commented the proposed improvements and addition for the historic structure are well designed.

IT WAS MOVED BY COMMISSIONER MCKHANN SECONDED BY CHAIR CRANDELL AND CARRIED 3-2-0 (WITH MCCAUGHAN AND PRESCOTT-LOEFFLER OPPOSED) TO ADOPT RESOLUTION NO. PC 21-015, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN CLEMENTE, CALIFORNIA, RECOMMENDING THE CITY COUNCIL APPROVE CULTURAL HERITAGE PERMIT 20-374/MINOR EXCEPTION PERMIT 21-001/DEMOLITION OF HISTORIC PROPERTY PERMIT 21-095, GONZALEZ RESIDENCE ADDITION AND REMODEL, TO CONSIDER: 1) MILLS ACT CONTRACT EXTERIOR IMPROVEMENTS, 2) A 536 SQUARE-FOOT REAR ADDITION, 3) PARTIAL DEMOLITION OF A ONE-CAR GARAGE, AND 4) THE CONTINUATION OF A LEGAL NONCONFORMING SIDE YARD SETBACK, AT A PROPERTY LOCATED AT 329 AVENIDA CABRILLO.

Amended as follows:

Add the following conditions as recommended by staff:

- 1) The partial demolition of the detached garage shall be completed in conjunction with an approved and issued building permit which allows the partial garage demolition and conversion of garage space into an accessory dwelling unit.
- 2) In the event the use of the accessory dwelling unit terminates, the property owners shall restore the property's current level of compliance with the parking requirements.

Add the following conditions as added by the Commission:

- 3) The driveway in front the side fence shall be kept completely free and clear for the exclusive use for the parking of vehicles.
- 4) The sidewalk easement shall be provided as requested, required by the applicant, with the Ole Hanson pavers installed in the sidewalk easement around the driveway.
- 5) There shall be a 36-foot clear driveway length from the back of the sidewalk easement to the fence or to the gate swing if the gate swing is out towards the street

**[ACTION SUBJECT TO CITY COUNCIL APPROVAL.]**

B. General Plan Amendment PLN20-036 – Housing Element and Safety Element Updates (Savage)

A request to forward a recommendation of approval to the City Council for the Housing Element and Safety Element Updates.

Jennifer Savage, Project Planner, narrated a PowerPoint Presentation entitled, "Housing Element and Safety Element Updates, dated August 18, 2021." A copy of the Presentation is on file in Planning Division. Veronica Tam, Housing Element Consultant, and Claudia Tedford, Safety Element Consultant, narrated a PowerPoint Presentation entitled, "Housing and Safety Element Public Hearing Planning Commission", dated August 18, 2021. A copy of the Presentation is on file in Planning Division.

Chair Crandell opened the public hearing.

Adam Atamian, Deputy Community Development Director, read portions of the letter from the San Clemente Affordable Housing Coalition, dated August 18, 2021, with recommendations including adding additional sites in the Site Inventory, revised in-lieu housing fees, and suggestions for improving affordable housing monitoring and assessment.

Chair Crandell closed the public hearing.

Comments/Suggestions:

- Because the City has not developed its own VMT Standards, and used Orange County's for comparison, it was suggested that a) the City develop its own standards for future use, and b) add a statement in the Element that the VMT Standards used in this document should only be used for this narrow purpose.
- Suggested the City revisit the Mixed-Use areas of the City to encourage investment from property owners.
- Established the City can make local policies regarding workforce housing participants (such as teachers, firefighters, first responders, police, etc.) as long as it participates in the funding of the housing.
- Recommend the City address parking requirements/exceptions with high density housing projects.
- Expressed concern regarding the management of the high fire severity zones within the City.

IT WAS MOVED BY COMMISSIONER MCKHANN, SECONDED BY COMMISSIONER COSGROVE AND UNANIMOUSLY CARRIED TO ADOPT RESOLUTION NO. PC 21-016, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN CLEMENTE, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT A RESOLUTION APPROVING GENERAL PLAN AMENDMENT PLN20-036 TO ADOPT THE HOUSING ELEMENT AND SAFETY ELEMENT UPDATES.

Amended as follows:

- 1) Request that staff be directed to look into and seek input on setting VMT Standards that are appropriate for the City of San Clemente; recommend that the City doesn't just arbitrarily default to the State standards or use Orange County's VMT Baseline as their standards. Additionally, the City should add a statement into the Housing Element that the VMT approach used in the program EIR is not a standard for the City but is only being used within the context of the Housing Element EIR, and the City will be potentially creating its own VMT Standards.
- 2) Request that City Council consider directing staff to research the avenues to achieve essential workforce housing.
- 3) Request that staff include in their report the discussion this evening of areas of very high fire hazard severity; the zones should be elevated in priority to develop strategic implementation plans to address neighborhoods with limited egress as well as outreach programs to those affected neighborhoods with appropriate messaging around preventative measures

and other critical facilities that they should be aware of in the event they need to evacuate.

4) Request that staff alert City Council that parking would be an issue with high density housing especially those areas within a half-mile radius of transit areas and should be a consideration.

**[ACTION SUBJECT TO CITY COUNCIL APPROVAL.]**

**9. NEW BUSINESS**

None

**10. OLD BUSINESS**

None

**11. REPORTS OF COMMISSIONERS AND STAFF**

A. Tentative Future Agenda

Adam Atamian, Deputy Community Development Director, invited the public and Planning Commissioners to attend/participate in the next Design Review Subcommittee meeting on August 25, 2021, 4:00 p.m. where the Avenida Frontera Project will be reviewed.

**12. ADJOURNMENT**

IT WAS MOVED BY COMMISSIONER PRESCOTT-LOEFFLER, SECONDED BY COMMISSIONER COSGROVE, AND UNANIMOUSLY CARRIED TO ADJOURN AT 9:55 P.M. TO THE REGULAR MEETINGS TO BE HELD ON SEPTEMBER 8, 2021, AT 6:00 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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Barton Crandell, Chairman

Attest:

  
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Adam Atamian, Deputy Community Development Director