



**AGENDA FOR THE REGULAR MEETING  
OF THE ZONING ADMINISTRATOR FOR THE  
CITY OF SAN CLEMENTE**

**Thursday, September 23, 2021  
3:00 p.m.**

**THIS ZONING ADMINISTRATOR MEETING WILL BE CONDUCTED VIA  
TELECONFERENCE.**

**Public Participation in Zoning Administrator Meetings During Coronavirus  
Pandemic**

To help prevent the spread of the coronavirus, this meeting will be held via teleconference pursuant to the Governor's Executive Orders N-25-20 and N-29-20.

**How to View the Meeting:**

Citizens are invited to view the meeting via live stream from the City's YouTube channel at [www.san-clemente.org/live](http://www.san-clemente.org/live).

**How to Submit Comments to the Zoning Administrator:**

The public is invited to provide comments to the Zoning Administrator concerning items appearing on the Committee meeting agendas, as well as issues not appearing on the agenda during Oral Communications. Members of the public are requested to submit their comments by completing the Public Comment Submittal portal available from the City's website at [www.san-clemente.org/ZAPublicComment](http://www.san-clemente.org/ZAPublicComment). Users of the on-line portal must indicate whether they wish their comments to be read aloud at the Zoning Administrator meeting, or forwarded to Committee members via email. All comments become part of the public record. Comments to be read at the meetings are limited to a maximum of three minutes per speaker per item and will only be read if they are received prior to the commencement of the item to which the comment pertains. Comments received after deliberations begin will not be read at the meeting, but will be email to Committee members after the meeting.

**MISSION STATEMENT**

*The City of San Clemente, in partnership with the community we serve, will foster a tradition dedicated to:*

*Maintaining a safe, healthy atmosphere in which to live, work and play;*

*Guiding development to ensure responsible growth while preserving and enhancing our village character, unique environment and natural amenities;*

*Providing for the City's long-term stability through promotion of economic vitality and diversity;*

*Resulting in a balanced community committed to protecting what is valued today while meeting tomorrow's needs.*

*Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such a modification from the Community Development Department at (949)361-6100. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.*

*Written material distributed to the Zoning Administrator after the original agenda packet was distributed is available for public inspection in the Community Development Department, located at 910 Calle Negocio, San Clemente, CA during normal business hours.*

**1. CALL TO ORDER**

**2. MINUTES**

- A. [Receive and file minutes of the Zoning Administrator meeting of September 9, 2021.](#)

**3. ORAL AND WRITTEN COMMUNICATION**

Members of the audience may address the Zoning Administrator on any item within the jurisdiction of the Zoning Administrator that is not on the Zoning Administrator agenda. For items on the agenda, speakers can submit their comments on agenda items to the Zoning Administrator electronically. Material may be emailed to [www.san-clemente.org/ZAPublicComment](http://www.san-clemente.org/ZAPublicComment). Transmittal by 12:00 p.m. on Zoning Administrator meeting days is recommended. The Zoning Administrator is not permitted to discuss or take action on items that do not appear on the agenda.

**4. PUBLIC HEARING – Time limitation for applicants: 10 minutes.  
All other speakers: 3 minutes.**

The Public Hearing process includes a staff presentation, a presentation by the applicant not to exceed ten (10) minutes, and public testimony not to exceed three (3) minutes per speaker. Following closure of the Public Hearing, the Zoning Administrator will respond to questions raised during the hearing, discuss the issues, and act upon the matter by motion.

- A. [213 Avenida Barcelona – Minor Exception Permit 21-090 – Tonokaboni Pool Barrier Wall](#) (Roxas/Crockett) – Continued from September 9, 2021

A request to install a 60-inch tall CMU block wall within the front yard setback area of a single-family residence. The Residential Low zone limits walls to 42

inches in height in the front setback area. The proposed wall height is intended to meet pool safety standards per the Building Code.

Staff recommends that the project be found Categorically Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Structures).

**B. 305 E. Avenida Magdalena – Minor Exception Permit 21-039 – Duncan-Hughes Addition (Webber)**

A request to consider a 470 square foot addition to an existing two-story single-family nonconforming residence with an existing detached guesthouse and detached two-car garage at the rear of the property. The primary residence is nonconforming with regard to the 4'10" side yard setback where 6' is required. The applicant requests to attach the primary residence to the existing detached structures requiring a reduction to the established side and rear yard setbacks.

Due to applicant-submitted revisions to the project after the item was publically noticed, staff recommends that the Zoning Administrator table this item. The project will be publically noticed for a future Zoning Administrator public hearing once a date is determined.

**5. NEW BUSINESS**

None

**6. OLD BUSINESS**

None

**7. ADJOURNMENT**

The next Regular Meeting of the Zoning Administrator will be held on Thursday, October 7, 2021 at 3:00 p.m. via teleconference.