



**AGENDA FOR THE REGULAR MEETING OF THE
PLANNING COMMISSION FOR THE
CITY OF SAN CLEMENTE, CALIFORNIA**

**Wednesday, October 6, 2021
7:00 p.m.**

**THIS PLANNING COMMISSION MEETING WILL BE CONDUCTED VIA
TELECONFERENCE.**

Public Participation in Planning Commission 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. All votes taken during this teleconference meeting will be by roll call vote, and the vote will be publicly reported.

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.

How to Submit Comments to the Planning Commission:

The public is invited to provide comments to the Planning Commission 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/PCPublicComment. Users of the on-line portal must indicate whether they wish their comments to be read aloud at the Planning Commission meeting, or forwarded to Commissioners 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.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **SPECIAL ORDER OF BUSINESS/SPECIAL PRESENTATION**

None

6. **NEW BUSINESS**

A. **Accessory Dwelling Unit Review** (Todd Leishmann, B.B.K.)

Description

5. **MINUTES**

A. Minutes from the Regular Study Session meeting of September 22, 2021.

B. Minutes from the Regular Planning Commission meeting of September 22, 2021.

6. **ORAL AND WRITTEN COMMUNICATION**

Members of the audience may address the Commission on matters of public interest which pertain to the City and are not otherwise on the agenda. Speakers can submit their comments on agenda items to the Planning Commission electronically. Material may be emailed to www.san-clemente.org/PCPublicComment. Transmittal by 3:00 p.m. on Planning Commission meeting days is recommended. The Planning Commission is not permitted to discuss or take action on items that do not appear on the agenda.

7. **CONSENT CALENDAR**

All items listed on the Consent Calendar are considered to be routine and will be enacted by one motion without discussion unless Planning Commission, staff, or the public requests removal of an item for separate discussion and action.

None

8. **PUBLIC HEARINGS - 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 Planning Commission will respond to questions raised during the hearing, discuss the issues, and act upon the matter by motion.

A. 123 Avenida Serra – Architectural Permit 21-002 – Busch Accessory Structure (Savage)

A request to consider a detached accessory structure that does not conform to the objective height standard of Section 17.28.270.F.3 for the construction of a new 1,228 square foot two-story accessory structure consisting of a 563 square foot two-car garage on the first floor and a 665 square foot accessory dwelling unit (ADU) on the second floor.

Staff recommends that the project be found Categorically Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities) and Section 15303 (Class 3: New Construction or Conversion of Small Structures).

10. OLD BUSINESS

None

11. REPORTS OF COMMISSIONERS AND STAFF

- A. [Tentative Future Agenda](#)
- B. [Zoning Administrator Minutes of September 23, 2021](#)

12. ADJOURNMENT

The next Regular Meetings of the Study Session and Planning Commission will be held on October 20, 2021 at 6:00 p.m. via teleconference.

PLANNING COMMISSION MEETING PROCEDURES

PRESENTATION OF WRITTEN MATERIALS TO THE COMMISSION

In order to ensure that the Commissioners have adequate time to consider written materials concerning agenda items, it is strongly recommended that such materials be submitted to the Community Development Department by noon the date preceding the Planning Commission meeting.

MEETINGS RECORDED AND TELEVISED

Planning Commission meetings are broadcast live on Cox Communications Local Access Channel 854 and are available on the City's YouTube channel at www.san-clemente.org/live.

USE OF ELECTRONIC VISUAL AIDS BY PUBLIC AT MEETINGS

To allow staff adequate time to confirm software compatibility, individuals wishing to utilize electronic visual aids to supplement their oral presentations at the meeting, must submit the electronic files to the Community Development Department by no later than 12:00 noon on the day of the meeting. Only compatible electronic formats will be permitted to be used on City audio/visual computer equipment. Staff makes no guarantee that such material will be compatible, but will use its best efforts to accommodate the request.

LENGTH OF MEETINGS

At 11:00 p.m., the Planning Commission will determine which of the remaining agenda items can be considered and acted upon at this meeting and will continue all other agenda items to a future meeting.

AMERICANS WITH DISABILITIES ACT

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 modification or accommodation 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.

COMMUNICATION DEVICES

To minimize meeting distractions and sound system interference, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular Planning Commission Meetings are held on the first and third Wednesdays of each month following the first Tuesday and held via teleconference. Additional meetings of the Planning Commission may be called as needed.

AGENDAS, ADMINISTRATIVE REPORTS AND SUPPLEMENTAL WRITTEN MATERIALS

Agendas and Administrative Reports can be viewed by accessing the City's website at www.san-clemente.org. All written material distributed to a majority of the Planning Commission after the original agenda packet was distributed is available for public inspection in the Community Development Department, located at 910 Calle Negocio, San Clemente, during normal business hours. Persons wishing to enter City Hall during the Covid-19 emergency may call the Community Development Department at (949)361-6100.

The Community Development Department also offers an agenda packet subscription service free of charge. If you wish to receive email copies of Planning Commission agendas, which include hyperlinks to staff reports and other back-up material, please send an email to Planning@san-clemente.org or call (949)361-6184.