

These minutes will be approved by the Zoning Administrator on February 9, 2023

**CITY OF SAN CLEMENTE  
MINUTES OF THE REGULAR MEETING  
OF THE ZONING ADMINISTRATOR  
JANUARY 19, 2023**

**San Clemente City Hall  
First Floor Community Room  
910 Calle Negocio  
San Clemente, California 92673**

**1. CALL TO ORDER**

Zoning Administrator Gallardo-Daly called the Regular Meeting of the City of San Clemente Zoning Administrator to order on January 19, 2023 at 3:00 p.m. The meeting was held in the First Floor Community Room of City Hall, 910 Calle Negocio, and San Clemente, California.

Staff Present: Cecilia Gallardo-Daly, Zoning Administrator  
David Carrillo, Assistant Planner  
Laura Coury, Associate Planner  
Tamara Tatich, Office Specialist

**2. MINUTES**

- A. Receive and file Minutes from the Zoning Administrator Regular Meeting of December 22, 2022.

**3. ORAL AND WRITTEN COMMUNICATION**

None

**4. PUBLIC HEARING**

- A. **Minor Conditional Use Permit 22-299, SC Body Care Spa Accessory Massage, 1001 Avenida Pico, Suite J**

A request to add massage-technician employees to an existing spa that offers existing accessory massage services as a sole provider, between 10:00 a.m. and 9:00 p.m. daily. Massage services are proposed to remain accessory to the primary use of the suite as a spa providing beauty and esthetician services.

Staff recommends that the project be found Categorical Exempt from CEQA pursuant to State CEQA Guidelines Section 15031 (Class 1: Existing Facilities).

Assistant Planner David Carrillo summarized the staff report.

Having no further questions of staff, ZA Gallardo-Daly asked if applicant Wan Wan “Angel” Zeng would like to add any comments and she stated that she has been in business for nearly eight years, and introduced two clients that were present and in support of the permit. ZA Gallardo-Daly asked Ms. Zeng the hours for massage service, and Ms. Zeng confirmed that the hours of all services, including massage, were 10:00 a.m. to 9:00 p.m.

ZA Gallardo-Daly opened the public hearing. There being no public comments, ZA Gallardo-Daly closed the public hearing.

ZA Gallardo-Daly stated that she reviewed the staff report and is familiar with the plaza and business that has been operating for a number of years. The information in the staff report is very thorough, and the request is straightforward as an increase in the availability of massage services on site. There are Conditions of Approval related to this use that are in compliance with the municipal code to ensure that the operations of the business are not detrimental to the public health, safety and welfare.

Based on the information in the staff report and subject to the required Findings and Conditions of Approval, ZA Gallardo-Daly determined the project Categorical Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities).

**Action:** The Zoning Administrator adopted Resolution ZA23-001, and approved Minor Conditional Use Permit 22-299, SC Body Care Spa Accessory Massage – 1001 Avenida Pico, Suite J, subject to the Conditions of Approval.

**B. Minor Cultural Heritage Permit 22-137 and Minor Exception Permit 22-361, Hager-Lannen Remodel and Addition, 216 Avenida Victoria**

A request to consider an expansion greater than 50% to an 840 square-foot single-family residence with a 225 square-foot, non-conforming garage to remain without modification, that includes an addition of 545 square-feet of living space and a 190 square-foot studio attached to the garage. The project abuts two buildings on the City’s list of historic resources.

Staff recommends that the project be found Categorically Exempt from CEQA pursuant to State CEQA Guidelines Section 15031 (Class 1: Existing Facilities).

Associate Planner Laura Coury introduced applicants Judy Hager and Michael Lannen, and then summarized the Staff Report.

ZA Gallardo-Daly confirmed with staff that the proposed conditions adhere to the required setbacks, and that the property abuts to a historic resource. Staff stated that for this property, the code determines “abutting” to be across the street since the property lines intersect at the street.

ZA Gallardo-Daly asked the applicants if they had any comments. Mr. Lannen stated that this was a home for retirement, and Ms. Hager added that they have been involved in the community for many years.

ZA Gallardo-Daly commented that the staff report was well done and complimented the applicants on the plans that were submitted. ZA Gallardo-Daly stated the improvements of the proposed addition and modifications to the exteriors are very well presented graphically, making it easy to understand the project.

Having no further questions, ZA Gallardo-Daly opened the public hearing. There being no public comments, ZA Gallardo-Daly closed the public hearing.

ZA Gallardo-Daly stated that she reviewed the staff report, applicant’s plans, Conditions of Approval and Findings. The proposed changes comply with the requirements of the code. The modifications to the residence and the proposed alterations are designed to be compatible and in scale with the neighborhood, and maintain the existing profile of the residence. The proposed project will not have a negative visual or physical impact on the abutting, adjacent historic structures in the area.

Based on the information in the staff report and subject to the required Findings and Conditions of Approval, ZA Gallardo-Daly determined the project Categorically Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities).

**Action:** The Zoning Administrator adopted Resolution ZA23-003, and approved Minor Cultural Heritage Permit 22-137 and Minor Exception Permit 22-361, Hager-Lannen Remodel and Addition – 216 Avenida Victoria, subject to the Conditions of Approval.

5. **NEW BUSINESS**

None

6. **OLD BUSINESS**

None

7. **ADJOURNMENT**

The meeting adjourned at 3:18 p.m. to the Regular Meeting of the Zoning Administrator, which will be held Thursday, February 9, 2023 at 3:00 p.m. at Community Development Department, City Hall, First Floor Community Room, located at 910 Calle Negocio, San Clemente, California.

Respectfully submitted,

SAN CLEMENTE ZONING ADMINISTRATOR

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Cecilia Gallardo-Daly, Zoning Administrator