

**CITY OF SAN CLEMENTE  
MINUTES OF THE REGULAR MEETING  
OF THE ZONING ADMINISTRATOR  
MAY 18, 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 May 18, 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  
Chris Johnson, Senior Planner  
David Carrillo, Assistant Planner  
Tamara Tatich, Office Specialist

**2. MINUTES**

**A. Receive and file Minutes from the Zoning Administrator Regular Meeting of April 20, 2023.**

**3. ORAL AND WRITTEN COMMUNICATION**

None

**4. PUBLIC HEARING**

**A. Minor Architectural Permit 22-424 / Minor Exception Permit 22-423, Ely-Bonadonna Residence, 113 W. Mariposa**

A request for a second story addition of 735 square feet, along with a proposed rooftop deck and two balconies, at an existing legal non-conforming single-family residence located at 113 West Mariposa.

Staff recommends that the project be found Categorical Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1e: Existing Facilities). This exemption covers additions to existing structures, which do not result in an increase over 2,500 square feet or

greater than 10,000 square feet provided public services and facilities are available to allow for maximum development permissible in the General Plan, and the area in which the project is located is not environmentally sensitive.

Senior Planner Chris Johnson introduced Rob Williams, applicant and architect, and the property owners, Robert Ely and Mary Jean Bonadonna followed by a PowerPoint presentation of the project

Having no questions for staff, ZA Gallardo-Daly asked the applicants if they had anything to add to staff's presentation, and Mr. Ely stated that they spoke with neighbors and made changes to the stairway from the second story to the roofdeck to mitigate any privacy issues. Staff noted that the prior staircase was a spiral design and following Design Review Subcommittee review it was recommended it be changed to an enclosed staircase. This modification is selected on the current plans. To his knowledge, there were no other comments from neighboring properties.

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 the findings for a Minor Architectural Permit can be made in that the architectural treatments of the project complies with the San Clemente General Plan Policies to encourage single-family houses be designed to convey a high level of architectural quality such as standing seam bronze steel metal finish roof, dark frame windows, glass inserts for roof deck and cream color paint over smooth stucco. The architectural treatment of the project complies with any applicable specific plan in height, setback and color. The proposed project complies with development standards of the RM zone. The architectural treatment of the project complies with the architectural guidelines in the City's Design Guidelines. The stepped back second story addition and roof decks help to break-up the proposed alterations to the structure into smaller components. The proposed design with the second-story addition, roof deck and street-facing balcony, colors and materials are consistent with the character of the neighborhood. The proposal is not detrimental to the orderly and harmonious development of the City in that the proposed exterior modifications are intended to update the design and improve the architectural quality of the residence with minor changes to the existing footprint.

ZA Gallardo-Daly stated that the findings for a Minor Exception Permit can be made in that the requested minor exception will not interfere with the purpose of the zone or the standards of the zone in which the property is located. The project maintains the residential use of the

property. Except for the existing nonconforming side yard setback, the project meets development standards of the zone. The neighboring properties will not be adversely affected as a result of the approval or conditional approval of the Minor Exception Permit. The project proposes design materials that are high quality and improve the appearance of the property and neighborhood. The approval or conditional approval of the Minor Exception Permit will not be detrimental to the health, safety or welfare of the general public. The style, materials, color, and finish of the improvements are consistent with the style of the existing residence on the site. The proposed improvements are located entirely on private property. The proposed addition, roof deck and additional decks are appropriate in scale with the main building on the site.

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 the California Environmental Quality Act (CEQA) Under Section 15301 of the CEQA Guidelines (14 CCR § 15301, Class 1: Existing Facilities).

**Action:** The Zoning Administrator adopted Resolution ZA23-009, Minor Architectural Permit (MAP) 22-424 and Minor Exception Permit (MEP) 22-423, Ely/Bonadonna Residence, 113 West Mariposa – subject to the Conditions of Approval.

**B. Minor Cultural Heritage Permit 22-364, Ragsdale Addition and Deck Expansion, 256 Avenida Lobeiro**

A request to add living space on the second floor and expand an existing second floor deck of a multi-family building which abuts a historic resource. The proposed addition and deck expansion are on the front elevation, visible from the historic resource across the street.

Staff recommends that the project be found Categorical Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1e: Existing Facilities). This exemption covers additions to existing structures, which do not result in an increase over 2,500 square feet or greater than 10,000 square feet provided public services and facilities are available to allow for maximum development permissible in the General Plan, and the area in which the project is located is not environmentally sensitive.

Associate Planner David Carrillo summarized his staff report and introduced Benjamin Norouzi, the applicant and architect.

ZA Gallardo-Daly asked staff if the encroachment into the step back adversely affected the historical structure across the street, which staff responded that there were no affects in their analysis.

Having no further questions, ZA Gallardo-Daly opened the public hearing.

Neighboring resident Ken Salter stated that he and his wife had reviewed the plans and had a concern. Mr. Salter addressed ZA Gallardo-Daly asking if the intention of the addition was to add an additional third bedroom in unit 4. ZA Gallardo-Daly cited that the plans in the report indicated "Bedroom 3," and asked the architect if this was intended to be a bedroom or was it an error. Mr. Norouzi confirmed that the space cited is "Bedroom 2," and that the intention is that the residence remain only two bedrooms. ZA Gallardo-Daly requested that staff modify the Conditions to reflect that there are to be only two bedrooms due to the potential of more required parking an additional room would create; and that modified plans be submitted that reflect the correct labeling of Bedroom 2 where it currently states Bedroom 3.

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

ZA Gallardo-Daly stated that the findings for a Minor Cultural Heritage Permit can be made in that the proposed addition would not adversely affect the Coastal Land Use Plan. The architectural treatment of the project complies with Title 17 in areas including, but not limited to, height, setback and color. The architectural treatment of the project complies with the architectural guidelines in the City's Design Guidelines. The general appearance of the proposal is in keeping with the character of the neighborhood and it is not detrimental to the orderly and harmonious development of the City. The existing color palette will remain, and the living space addition on the third floor and deck maintains the step back features of the existing structure.

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 California Environmental Quality Act under Section 15301 of the CEQA Guidelines (14 CCR § 15301, Class 1e: Existing Facilities: Additions to existing structures)

**Action:** The Zoning Administrator adopted Resolution ZA23-008, Minor Cultural Heritage Permit – Ragsdale Addition and Deck Expansion, 256 Avenida Lobeiro - subject to the modified Conditions of Approval that the addition in Unit 4 is limited to two bedrooms, and if a third bedroom is proposed in the future, the property is subject to the Zoning Code with regards to parking requirements:

**C. Special Activities Permit 23-127, PPA Select Medical Orange County Cup 2023, 111 Avenida Vista Montana**

A request for a 4-day special activity permit for a pickleball tournament hosted June 8-11, 2023 on private property at the Lifetime Fitness facilities at 111 Avenida Vista Montana, operating from 7am to 8pm daily and hosting up to 1,000 daily guests.

Staff recommends that the project be found Categorically Exempt from CEQA pursuant to State CEQA Guidelines Section 15304 (Class 4e: Minor Alterations to Land: Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.). The project is exempt because the existing property is designed to accommodate outdoor recreation activity, and the proposed event involves only minor temporary alterations to the property to accommodate the event.

Associate Planner David Carrillo summarized his staff report and introduced Devin Samtani, a representative on behalf of Lifetime Fitness.

Having no questions for staff, ZA Gallardo-Daly asked the applicants for more details on their traffic control and the parking plan, which Mr. Samtani stated that employees and members would utilize the onsite parking, while ticket holders and competitors would be directed through the tour registration process and all other follow-up messaging to park in the San Clemente High School. ZA Gallardo-Daly confirmed that San Clemente High School is not “overflow” parking, but rather the main parking. Mr. Samtani also stated that the directional signs would be installed well before the events starts routing cars to San Clemente High School and rather than up Calle Del Cerro.

ZA Gallardo-Daly asked for more details regarding the D.J., and the applicant assured that the music is not meant as a festival or concert for dancing in between matches, but rather ancillary, background music.

ZA Gallardo-Daly inquired about designated handicapped parking, and Mr. Samtani stated that they accommodated several disabled spectators last year, and that handicapped attendees would be permitted to park in one of the many onsite handicapped spaces in the Lifetime Fitness parking lot.

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 the findings for a Special Activities Permit can be made, in that the proposed use is permitted within the subject zone pursuant to the approval of a Special Activities Permit and complies with all the applicable provisions of the San Clemente Municipal Code, the San Clemente General Plan and the purpose and intent of the zone in which the use is being proposed. The site is suitable for the type and intensity of a limited day tournament that can be accommodated onsite in that the existing facility is designed for recreation activities. Parking will be located at San Clemente High School. The proposed use will not be detrimental to the public health, safety or welfare, or materially injurious to properties and improvements in the vicinity. Special events are limited to 15 days during a calendar year per the City's municipal code, whereas this is the first special event proposed at the property in 2023. The proposed use will not negatively impact surrounding land uses, in that the tournament hours will be less than what is permitted by the existing entitlements for outdoor recreation activities.

Based on the information in the staff report and subject to the required Findings and Conditions of Approval, ZA Gallardo-Daly determined the project is Categorically Exempt from the requirements of the CEQA pursuant to CEQA Guidelines Section 15304 (Class 4e: Minor Alterations to Land: Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.);

**Action:** The Zoning Administrator adopted Resolution ZA 23-007, approving Special Activities Permit 23-127 - PPA Tour Select Medical OC Cup at Lifetime Fitness, 111 Avenida Vista Montana - subject to the Conditions of Approval.

5. **NEW BUSINESS**

None

6. **OLD BUSINESS**

None

7. **ADJOURNMENT**

The meeting adjourned at 3:12 p.m. to the Regular Meeting of the Zoning Administrator, which will be held Thursday, June 22, 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

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