

**MINUTES OF THE REGULAR MEETING  
OF THE CITY OF SAN CLEMENTE  
PLANNING COMMISSION  
August 16, 2023 @ 6:00 p.m.  
San Clemente City Hall Council Chambers  
910 Calle Negocio, San Clemente, CA 92673  
Teleconference via [www.san-clemente.org/live](http://www.san-clemente.org/live) or Cox Channel 854**

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**CALL TO ORDER**

Outgoing Chair McKhann called the Regular Meeting of the Planning Commission of the City of San Clemente to order at 6:05 p.m. The meeting was offered in person at San Clemente City Hall Council Chambers, 910 Calle Negocio, San Clemente, California, 92673, and also via live stream from the City's YouTube.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Crandell led the Pledge of Allegiance.

**3. ROLL CALL**

Commissioners Present: Barton Crandell, Scott McKhann, Karen Prescott-Loeffler; Chair pro tem Gary P. McCaughan, M.D., Vice Chair M. Steven Camp, Chair Cameron Cosgrove

Commissioners Absent: Brent Davis

Staff Present: Adam Atamian, Deputy Community Development Director  
Gena Burns, Deputy City Attorney  
Eileen White, Recording Secretary

**4. SPECIAL ORDERS OF BUSINESS**

A. Selection of Planning Commission Chair, Vice-Chair, and Chair pro tem

Chair

Outgoing Vice Chair Cosgrove and Outgoing Chair McKhann were nominated to serve as Chair of the Planning Commission. On a majority vote, Cameron Cosgrove was selected Chair of the Planning Commission.

Vice Chair

Outgoing Chair pro tem Camp was nominated to serve as Vice Chair of the Planning Commission. On a majority vote, M. Steven Camp was selected as Vice Chair.

Chair pro tem

Outgoing Chair McKhann and Commissioner McCaughan were nominated to serve as Chair pro tem of the Planning Commission. On a majority vote, Gary P. McCaughan was selected to serve as Chair pro tem.

B. Selection of Design Review Subcommittee Members

Appoint four (4) Commissioners to serve on the Design Review Subcommittee; three (3) to serve as active members and one (1) as an alternative member. The Design Review Subcommittee (DRSC) meets the second and fourth Wednesday of each month at 3:00 p.m.

Chair Cosgrove, Vice Chair Camp and Commissioner Crandell volunteered, were nominated, and selected by majority vote to serve as the DRSC. Commissioner McKhann volunteered, was nominated and selected by majority vote to serve as the alternative on the DRSC.

**5. MINUTES**

A. Minutes from the Regular Planning Commission Study Session of August 2, 2023.

IT WAS MOVED BY COMMISSIONER MCCAUGHAN, SECONDED BY COMMISSIONER CRANDELL, AND UNANIMOUSLY CARRIED TO RECEIVE AND FILE THE MINUTES FROM THE AUGUST 2, 2023, PLANNING COMMISSION REGULAR STUDY SESSION AS SUBMITTED.

B. Minutes from the Regular Planning Commission Meeting of August 2, 2023.

IT WAS MOVED BY COMMISSIONER MCCAUGHAN, SECONDED BY COMMISSIONER PRESCOTT-LOEFFLER, AND UNANIMOUSLY CARRIED TO RECEIVE AND FILE THE MINUTES FROM THE AUGUST 2, 2023, PLANNING COMMISSION REGULAR MEETING AS SUBMITTED.

**6. ORAL AND WRITTEN COMMUNICATION**

Douglas Fanusch, resident, requested an update on the City's response to SB 9 and SB 10.

Deputy Director Atamian reported the City has adopted a local ordinance to address SB 9 and opted not to participate with SB 10. He will contact Mr. Fanusch to provide additional details and answer questions.

**7. CONSENT CALENDAR**

A. Vacancy Rate Certification for Fiscal Year 2023-2024

A request to certify the annual housing vacancy rate to determine allowances for conversion of apartments to condominiums in Fiscal Year 2023-2024.

IT WAS MOVED BY CHAIR PRO TEM MCCAUGHAN, SECONDED BY COMMISSIONER PRESCOTT-LOEFFLER AND UNANIMOUSLY CARRIED TO:

1. Find the 2024 Housing Vacancy Rate certification is not a project, and therefore not subject to CEQA according to State CEQA Guidelines Section 15378; and
2. Adopt Resolution No PC 23-013, certifying the housing vacancy rate is 8.2% and a maximum of 26 multi-family apartment units may be converted to condominiums in FY 2024.

**[DECISION FINAL. SUBJECT TO APPEAL OR CALL UP BY COUNCIL.]**

**8. PUBLIC HEARING**

None

**9. NEW BUSINESS**

None

**10. OLD BUSINESS**

None

**11. REPORTS OF COMMISSIONERS AND STAFF**

A. Tentative Future Agenda

B. Staff Waivers

The Commission discussed the agenda for the next Planning Commission Meeting to be held on Thursday, September 6, 2023, and elected to cancel it due to lack of agenda items.

Reports received and filed.

**12. ADJOURNMENT**


THERE BEING NO OTHER BUSINESS BEFORE THE COMMISSION, IT WAS MOVED BY CHAIR COSGROVE, SECONDED BY CHAIR PRO TEM MCCAUGHAN AND UNANIMOUSLY APPROVED TO ADJOURN THE MEETING AT 6:25 P.M. TO THE NEXT REGULAR PLANNING COMMISSION MEETINGS TO BE HELD IN-PERSON ON SEPTEMBER 20, 2023, AT 6:00 P.M. AT THE SAN CLEMENTE CITY HALL COUNCIL CHAMBERS LOCATED AT 910 CALLE NEGOCIO, SAN CLEMENTE, CA, 92672, AND TELECONFERENCE AVAILABLE TO THE PUBLIC VIA LIVE STREAM FROM THE CITY'S YOUTUBE CHANNEL.

Respectfully submitted,



Cameron Cosgrove, Chairman

Attest:



Adam Atamian, Deputy Community Development Director