

**CITY OF SAN CLEMENTE
MINUTES OF THE REGULAR MEETING
OF THE ZONING ADMINISTRATOR
SEPTEMBER 21, 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 August 17, 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
Kyle Webber, Associate Planner
Tamara Tatich, Office Specialist

2. MINUTES

A. Receive and file Minutes from the Zoning Administrator Regular Meeting of August 17, 2023.

3. ORAL AND WRITTEN COMMUNICATION

None

4. PUBLIC HEARING

A. 229 Avenida Monterey — Tentative Parcel Map 23-224 — Kozik Condominiums

A request to consider a condominium subdivision of a duplex currently under construction within the residential medium density zone and coastal zone (RM-CZ).

Staff recommends that the project be found Categorical Exempt from CEQA pursuant to State CEQA Guidelines Section 15315 (Class 15: Minor Land Divisions).

Associate Planner Kyle Webber summarized the staff report and cited one additional Condition to be added to the Conditions of Approval:

Prior to final stamping of the Tentative Map, the plans shall state “the landowner’s covenants for Fuel Modification Zone maintenance shall be in accordance with approved fuel modification plans and shall be recorded concurrently with the Final Map.”

ZA Gallardo-Daly asked staff a question related to the added Condition wherein stating “stamping the final map of the tentative map”, if that is the stamping of the map once final, and staff confirmed that to be correct.

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

ZA Gallardo-Daly stated the report was very thorough. ZA Gallardo-Daly reviewed the Conditions of Approval and Findings, is familiar with the property, and can make the Findings for the condominium conversion.

The subdivision of air space will allow for two units on one lot. One of the units will assume ownership of the attached ADU. The conversion of the two units does not exceed the maximum number of condominium conversions that has been established by the City’s certified vacancy rate. There is a Condition of Approval that requires the applicant receive approval from Coastal Commission before the final map is approved. Additionally, the project does not propose removal of any existing affordable housing. The property is currently under construction for the two units and the ADU. CC&Rs are required that will establish maintenance responsibilities over all the common areas and the condominium conversion complies with all the requirements of the Municipal Code.

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 CEQA pursuant to State CEQA Guidelines Section 15315 (Class 15: Minor Land Divisions).

Action: The Zoning Administrator adopted Resolution ZA23-015, approving Tentative Parcel Map 2023-112 (TPM 23-224), Kozik Condominium Conversion, subject to the Conditions of Approval with one additional Condition, denoted as #1.11, which states: Prior to final stamping of the Tentative Map, the plans shall state, “The landowner’s covenants for Fuel Modification Zone maintenance shall be in accordance with approved fuel modification plans and shall be recorded concurrently with the Final Map.”

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, October 19, 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

Cecilia Gallardo-Daly, Zoning Administrator