

**CITY OF SAN CLEMENTE  
MINUTES OF THE REGULAR MEETING  
OF THE ZONING ADMINISTRATOR  
NOVEMBER 9, 2023**

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

**1. CALL TO ORDER**

Zoning Administrator Adam Atamian called the Regular Meeting of the City of San Clemente Zoning Administrator to order on November 9, 2023 at 3:01 p.m. The meeting was held in the First Floor Community Room of City Hall, 910 Calle Negocio, and San Clemente, California.

Staff Present: Adam Atamian, Zoning Administrator  
Jonathan Lightfoot, City Planner  
Kyle Webber, Associate Planner  
David Carrillo, Assistant Planner  
Tamara Tatich, Office Specialist

**2. MINUTES**

**A. Receive and file Minutes from the Zoning Administrator Regular Meeting of October 19, 2023.**

**3. ORAL AND WRITTEN COMMUNICATION**

None.

**4. PUBLIC HEARING**

**A. Temporary Use Permit 23-384-1, PPA Tour Pickleball Tournament, 111 Avenida Vista Montana**

A request for a 4-day special activity for a pickleball tournament at Lifetime Fitness, from November 30, 2023 to December 3, 2023, between 7am-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.

This project was originally submitted, reviewed, and publicly noticed as a Special Activities Permit (previously SAP 23-350). City of San Clemente Ordinance No. 1759 became effective on November 3, 2023, therefore this project is now classified as a Temporary Use Permit. The project description remains unchanged from the public noticing.

Assistant Planner David Carrillo summarized his staff report.

Brianna Stevens, on behalf of applicant Lifetime Fitness stated that this being the third year hosting the event, and that each year they have put in great effort to resolving parking, making sure the event has the least possible impact on the surrounding neighborhoods. This year, they are relocating event parking to the Outlets of San Clemente on Avenida Vista Hermosa. We will also operate within the permitted hours of operation so that our neighbors aren't interrupted with noise outside those hours.

Having no further questions, ZA Atamian opened the public hearing.

Shelly Hulsizer, 35-year resident in close proximity to Lifetime Fitness submitted concerns via email. Her two primary issues are traffic control and communication. Ms. Hulsizer stated that homeowners along Vista Montana and Del Cerro are angered and frustrated with the traffic caused by those unable to park in the Lifetime Fitness parking lot. Ms. Hulsizer expressed displeasure that the shuttle stop is at the driveway instead of inside the parking lot, creating a road block for resident and attendee traffic. There was also a concern with attendee parking up Vista Montana in that attendees are using the neighborhood's park spaces across from Lobo Elementary, leaving no parking for resident families that use the park for their enjoyment. Ms. Hulsizer requested to see the Traffic Management Plan, and that she would like to see a soundboard at the entrance provided by Lifetime that says "No Event Parking."

Ms. Hulsizer stated that she called Lifetime Fitness regarding the event parking situation that was occurring during their event last

June, 2023, and was told that there was nothing that could be done. The residents received advance notice that the June event was being planned, and questioned why the master association wasn't informed to be told by Lifetime Fitness staff that they weren't obligated to do so. Ms. Hulsizer requested the City's Parking Control Officer to guide the parking process during events. Ms. Hulsizer requested a phone number or a text hotline answered by City staff in the event there are issues with parking, unless it is preferred to call the Orange County Sheriffs. Ms. Hulsizer requested a resident meeting with the Lifetime Fitness staff to learn what is planned in the future.

ZA Atamian thanked Ms. Hulsizer for her comments and recognized that there are a number of considerations to address with the applicant. Ms. Stevens confirmed that no one from the PPA was in attendance and confirmed that the event is expecting up to 1,000 spectators and participants per day between 7am to 8pm. ZA Atamian asked the applicant how people sign up, whereby Ms. Stevens stated that spectator tickets are purchased through the PPA website, while the pro athletes just register at the championship level. ZA Atamian asked how many spectator tickets are available for sale, at which Ms. Stevens was unsure but stated that they project based on previous events that there are thirty pros and 300 amateur players for 330 total participants. ZA Atamian confirmed that this would leave 670 spectators to purchase tickets each day, and then questioned Ms. Stevens if the spectator tickets were capped to prevent 671 or more tickets to be sold. Ms. Steven stated that once the tickets sell out, people are not able to purchase and that there is a check-in desk for them to sign in. If they don't have a ticket, they aren't allowed into the event.

ZA Atamian would like to add a Condition that limits the total of spectator ticket sales, recognizing the property can accommodate over 1,000 people and asked how many tickets have already been sold. Ms. Stevens was not sure. ZA Atamian stated that he didn't want to place a Condition that stitulates a lower number than what may have already been sold. Ms. Stevens confirmed that 1,000 people includes pros and amateur participants, and spectators; and that the day's event would then be sold out once they reach 1,000 ticket sales. Ms. Stevens was amicable to adding a Condition to limit ticket sales. ZA Atamian asked and Ms. Steven confirmed that staff managed the check-in and kept track of tickets.

ZA Atamian confirmed the 231 parking spaces cover the amount of required parking for the operation, and asked if there ever been any considerations of not having Lifetime Fitness operate during the

time that an event is expecting almost four-times more people on the property so that the parking spaces could be used for the event. Ms. Stevens stated that the members often want to attend the event, but that member attendance usually goes down because they don't want to use the club during events. Ms. Stevens confirmed that the parking lot is always full. ZA Atamian questioned the applicant that if member usage is down during past events, and spectator traffic is directed somewhere else to park, it seems that there would be space for parking at Lifetime Fitness. Ms. Stevens stated that members often attend the tournament as spectators and they use the parking lot, which is why they have organized overflow parking at the San Clemente Outlets. ZA Atamian confirmed that you can park in the lot if you're a member and have a ticket to attend. Ms. Stevens stated that this has worked best in the past so they are able to have a decent flow of traffic by not sending public patrons to Lifetime Fitness. Ms. Stevens stated that it worked best to have the communication be for ticket holders to park at one specific place, this year being the San Clemente Outlets. ZA Atamian asked how many members have been turned away from parking in the past, and Ms. Stevens stated to her knowledge no one has ever been turned away, and added that many rideshare, Uber or use the shuttle. Ms. Stevens also added that there is an attendant to help with traffic and parking. ZA Atamian agreed that the local school parking lots should not be used and introduced Debbie Fields from Beaches, Parks and Recreation who has expressed concerns with parking at Lobo Elementary School has negatively impacted the City's park in that the event attendees will park along the street and around the park; thus affecting the City's park rentals to the point where refunds were given. Ms. Fields stated that there are currently City events permitted on both Saturday and Sunday while the pickleball tournament is being hosted. ZA Atamian stated that he is not seeing any direct methods of addressing the concerns that have arisen from previous events in the application. ZA Atamian asked how many people took the shuttle in the past. Ms. Stevens stated that in June, the shuttle was a ten-minute turn-around time and that every shuttle was full, which left them with a positive utilization of the shuttle service. The June event had a larger attendance, and why there is a limit in participating pros and amateurs for this event. ZA Atamian requested the number of total attendees at the June event, and Ms. Stevens stated anywhere between 1,500 to 2,000 daily, with Saturday and Sunday being the larger attendance.

ZA Atamian introduced Captain Christian and Sargent Streeter with the Orange County Sheriff Department (OCSD) and asked the officers to confirm that there were a number of parking citations

issued at the June event, and also at a prior fall event. Sargent Streeter confirmed that dispatch receives a lot of calls during tournaments. On Saturday last June there were over 60 citations, total for the three days were just under 100. The calls are from angry residents. The residents can see traffic due to the cars being lined up on Vista Montana. The streets are heavily impacted. A Community Service Officer placing citations on cars illegally parked was hit by a car during the last tournament in June and stated that the Lifetime Fitness events severely impact law enforcement.

ZA Atamian asked staff when the Traffic Management Plan (TMP) is required by the applicant, whereby staff replied that there is a recommended change to Condition 7.27, which addresses the TMP; however at the moment no date references when it must be submitted. The applicant was agreeable to submitting and obtaining approval from Public Works by November 17, 2023. ZA Atamian clarified that the recommended Condition will state that if the applicant does not obtain an approved TMP from the City by November 17, 2023 that the event will not take place.

ZA Atamian addressed Zak Ponsen, Assistant City Engineer with timing for review and approval of the TMP, which Ponsen stated that the request could be expedited, but based on the past complaints, staff would like to collaborate with OCSD and there will likely add Conditions to limit the use around the school area and park since the school will be in session so that parents and students have access to parking. Ponsen said he'll do his best to review quickly, with an understanding that he also needs to work with other departments. In years past, we haven't been given enough time to fully access the TMP. We're agreeable to the message boards, yet Engineering has repeatedly asked that the point of sale of tickets include acknowledgement that the buyer is parking offsite. Currently, there is no mention at all that parking is offsite, which is of great concern. Buyers of tickets need to acknowledge the offsite parking.

ZA Atamian asked what all is included in a TMP, whereby Ponsen stated it is truly just traffic control. They'll explain the process. In this case there's offsite parking and how they are going to direct traffic to that area such as advance warning through ticket sales or relying on signage on the street when you start getting off the freeway. For the high school parking area, it was the message board. However, all the attendees are still driving up to the event site and there's not a way to turn around, which is causing issues. In the past, it's been difficult to get a plan approved that includes not only get a TMP, but also a description of how everyone is going to

keep moving through the area, especially the residents. The TMP should include more narrative on how they're going to prevent and enforce traffic from parking at Lobo and the park on Calle Aguila. ZA Atamian asked if the Condition of Approval 7.27 were modified to include some specific items to be considered as part of that TMP, would it be appropriate if those items were providing a plan that indicates that the tournament organizers would be responsible for creating or limiting access on Vista Montana and/or Calle Aguila for local traffic only, and providing the resources necessary to staff it to ensure that the only people access have legitimate business at the park, school or resident in the neighborhood – or is that too far for a TMP.

**B. Temporary Use Permit 23-382, Major League Pickleball San Clemente, 111 Avenida Vista Montana**

A request for a 5-day special activity for a pickleball tournament at Lifetime Fitness, from December 7-11, 2023, between 7am-8pm daily and hosting up to 1,000 daily guests.

Staff recommends that the project be found Categorical 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.

This project was originally submitted, reviewed, and publicly noticed as a Special Activities Permit (previously SAP 23-249). City of San Clemente Ordinance No. 1759 became effective on November 3, 2023, therefore this project is now classified as a Temporary Use Permit. The project description remains unchanged from the public noticing.

**C. Development Permit 23-372, Giardina Remodel, 167 Calle Redondel**

A request for an 80 square foot addition and exterior façade remodel to an existing single-family residence. The property abuts a Historic Structure located at 165 Calle Redondel and is located in the Residential Low Zone.

Staff recommends that the project be found Categorical Exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities).

This project was originally submitted, reviewed, and publicly noticed as a Minor Cultural Heritage Permit (previously MCHP 23-257). City of San Clemente Ordinance No. 1759 became effective on November 3, 2023, therefore this project is now classified as a Development Permit. The project description remains unchanged from the public noticing.

Assistant Planner David Carrillo summarized the staff report.

Applicant Samantha Nowlin stated to ZA Atamian that there was nothing more to add to the Staff Report.

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

ZA Atamian thanked staff for the report and stated that he had visited the site, and review the staff report and the information provided. ZA Atamian agreed that the project will enhance the City's facility. ZA Atamian confirmed with staff that the project was previously reviewed by the Golf Course Committee on March 1, 2018, and that the City Council also supported the project on March 20, 2018. ZA Atamian confirmed that the project was also reviewed by the City's Development Management Team (DMT) and the Planning Division.

ZA Atamian stated that the plans were complete and that he was able to provide a conceptual approval of the project; however, there were building features in the area where the proposed addition is located, specifically a recessed hose bib, security lighting, and a wall sconce that were not addressed in the conceptual plans. ZA Atamian added a Condition of Approval that clarifies that necessary features of the City's building remain intact or be relocated.

Based on the information in the staff report and subject to the required Findings and Conditions of Approval, ZA Atamian determined the project is Categorically Exempt from CEQA pursuant to State CEQA Guidelines §15301 (Class 1: Existing Facilities; Operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing private structures involving negligible or no expansion of existing or former use).

**Action:** The Zoning Administrator adopted Resolution ZA23-017, approving Minor Architectural Permit (MAP) 18-454, Office Addition to City Golf Clubhouse, 150 East Avenida Magdalena, subject to the Conditions of Approval with one additional Condition, denoted as #5.11, which states: Planning Staff shall have the discretion during the building permit plan check process to ensure that features such as

hose bib connections, security lighting, potted landscaping and other lighting is incorporated appropriately into the design of the addition.

**D. City Antenna Permit (CAP) 23-103, DISH Wireless Facility, 2916 Via San Gorgonio**

A request to install antennas and equipment on an existing ball field light standard and in an existing equipment enclosure in the San Gorgonio City Park at 2916 Via Gorgonio.

Staff recommends that the project be found categorically exempt from the California Environmental Quality Act under Section 15301 of the CEQA Guidelines (14 CCR§ 15301, Class 1e: Existing Facilities) and Section 15303 of the CEQA Guidelines (14 CCR§ 15303, Class 3: New Construction or Conversion of Small Structures).

City Planner Jonathan Lightfoot stated that the Item is returning to the Zoning Administrator due to incomplete noticing for the prior hearing on August 16, 2023. Staff summarized the staff report and clarified that this item was re-noticed.

Having no further questions of staff, ZA Atamian opened the public hearing.

Eric Meurs with Plancom, Inc. on behalf of applicant DISH Wireless introduced himself. There being no comments or questions, ZA Atamian closed the public hearing.

ZA Atamian thanked staff for the report and asked staff if there were any public communications, at which staff stated that there was an inquiry from a resident in the neighborhood, but no comments were made. Staff's response to the inquiry was to provide background of permit and clarified that there is no longer an existing tenant at this space, but that the same facilities will be used in this installation. ZA Atamian noted that this was covered in the report, as well as the re-noticing. ZA Atamian asked staff how many properties were in the noticing, of which staff could not confirm, but that the noticing record, including the list of properties within the noticing radius, is on file with the Planning Division and will be part of the project record. ZA Atamian stated his goal is to encapsulate the public's comments and concerns.

ZA Atamian asked staff to review the CEQA determination and confirm that these are typical exemptions utilized for a wireless facility request. Staff stated that there are two exemptions referenced in this project, Class 1 and Class 3, pursuant to CEQA Guidelines §15301 and §15303. Both exemptions are common for facilities that are collocating



or using existing structures for mounting of communications equipment. The Class 1 exemption particularly addresses existing facilities, as from photos there is already an existing enclosure and lighting fixture where the new equipment will be installed. The Class 3 exemption addresses new construction or conversion of small structures, which can be accessory facilities like a shed, up to residential and commercial buildings up to 2,500 square feet. In this case the facilities are of smaller nature than what is permitted in the Class 3 exemptions. Therefore, both exemptions are appropriate.

ZA Atamian reviewed the Radio Frequency Electromagnetic Energy Jurisdictional Report that was prepared by EBI Consulting and stated that the provided Statement of Compliance indicated the RF exposure levels are within the FCC guidelines. ZA Atamian stated there is no issue with meeting those standards.

ZA Atamian stated that he visited the site and noticed that there are existing items on the light fixture and confirmed with staff that they will be removed in the process. ZA Atamian confirmed that the staff report indicates the new design complies with the Wireless Master Plan Design Guidelines.

ZA Atamian could make the Findings, in that the proposed project complies with the height limitations of the zoning district in which the project is proposed. The proposed project does not interfere with the transmission or reception of other signals in the City. The proposed project does not create adverse visual impacts to the surrounding area or to the City at large. The proposed project is consistent with the pre-approved design concepts for City properties identified in the City of San Clemente Wireless Master Plan.

Based on the information in the staff report and subject to the required Findings and Conditions of Approval, ZA Atamian determined the project is Categorical Exempt from CEQA pursuant to State CEQA Guidelines §15301 of the CEQA Guidelines (14 CCR §15301, Class 1e: Existing Facilities) and §15303 of the CEQA Guidelines (14 CCR §15303, Class 3: New Construction or Conversion of Small Structures).

**Action:** The Zoning Administrator adopted Resolution ZA23-014, approving City Antenna Use Permit (CAP) 23-103, DISH Wireless Facility, 2916 Via San Gorgonio, San Gorgonio Park Ball Field Light Standard, subject to the Conditions of Approval.

**B. Minor Conditional Use Permit (MCUP) 23-107, Soul Align Yoga, 300 El Camino Real #202**

A request to allow group yoga instruction at an existing Chiropractic Office use located within a multi-unit tenant building at 300 South El Camino Real, Suite 202 in the Mixed Use 3 (MU3) Zoning District and Central Business (CB) and Architectural (A) Overlays.

Staff recommends the project is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15301 (Class 1: Existing Facilities).

Associate Planner Kyle Webber summarized the staff report.

The Applicant was not present. Having no further questions of staff, ZA Atamian opened the public hearing. There being no comments, ZA Atamian closed the public hearing.

ZA Atamian directed staff to Attachment 2 of the report where a green box depicts the multi-tenant building of the subject property, where as Figure 1 in the staff report illustrates the property in its entirety. Staff noted that Attachment 2 includes the north-west area of the parking lot that is for the bank's use, and that the parking table is inclusive of this area along with the space in the south facing public parking lot. ZA Atamian cited from the report that there are 67 parking spaces required for all uses on the property where 69 parking spaces exist.

ZA Atamian acknowledged the Condition of Approval relating to sound mitigation; however, he did not see a Condition or statement in the application that limits any overlap of classes which could potentially require twenty spaces instead of the allotted ten. Staff stated that upon their site review of the parking area, there was not much concern. ZA Atamian stated that he wouldn't anticipate that it would be an issue, but that adding the Condition to Approval 7.29 stating that the Applicant shall stagger class end and start times such that no classes occur within fifteen minutes of another class, would ensure that there is no overlap of parking for students between classes.

ZA Atamian noted that the applicant is not currently proposing classes on Friday, Saturday or Sunday, and asked staff if we were limiting their hours of operation. Staff clarified that the use is proposing classes Friday, Saturday and Sunday; however, in the mornings only, with no classes in the afternoon. There is not a Condition of Approval that limits their operating hours for classes; however, there is a class schedule in the Resolution that states that classes begin at 8:00 a.m. and the latest class

ends at 8:15 p.m. ZA Atamian stated that he is familiar with the area and visited the site. ZA Atamian found that there are some residences close by and recommended a Condition of Approval be added to ensure that this type of group instruction use is consistent with residential uses in the vicinity. Therefore 7.31 shall state: The applicant, including any property owners, managers or their designees shall limit operations of the group instruction use to seven days a week between the hours of 6:00 a.m. and 9:00 p.m., and shall not open the studio to patrons prior to 5:45 a.m. This additional Condition will enable the applicant flexibility to expand. Staff stated that the applicant should be amicable to that Condition of Approval.

ZA Atamian noted for the record (Condition 1.3) that minor amendments or modifications can be made, depending on the potential impact on the public, can be approved by the City Planner. Expansions of use (Condition 1.9) must be heard by the Zoning Administrator.

Looking at the path of travel on the provided floor plan, ZA Atamian asked staff to clarify the tenant space which appears to reflect the chiropractic area as being reduced. Staff confirmed that the yoga studio will use part of the area where the chiropractic use was being conducted, and confirmed that all uses will be contained in one suite. Staff further confirmed that the chiropractic use encompasses a massage use by-right through the chiropractor's professional licensing.

Staff confirmed that there have been no public comments received on this project.

ZA Atamian requested the title block of the Resolution to state: A RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SAN CLEMENTE, CALIFORNIA, APPROVING MINOR CONDITIONAL USE PERMIT 23-107, SOUL ALIGN YOGA, TO ALLOW GROUP INSTRUCTION USE AT 300 S. EL CAMINO REAL, SUITE 202.

ZA Atamian could make the Findings in that the proposed use is conditionally permitted within the mixed-use zoning district, the proposed hours of operation are consistent with surrounding uses, and that required parking is provided on site. Therefore, the project is consistent with surrounding uses in the multi-tenant building where a fitness studio operated previously within a different suite.

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

**Action:** The Zoning Administrator adopted Resolution ZA23-016, approving Minor Conditional Use Permit (MCUP) 23-107, Soul Align Yoga, 300 S. El Camino Real, Suite 202, subject to the Conditions of Approval with two additional Conditions, denoted as #7.29 to state "The Applicant shall stagger class end and start times such that no classes occur within fifteen minutes of another class to ensure that there is no overlap of parking for students between classes; and #7.31 to state "The applicant, including any property owners, managers or their designees shall limit operations of the group instruction use to seven days a week between the hours of 6:00 a.m. and 9:00 p.m., and shall not open the studio to patrons prior to 5:45 a.m."

5. **NEW BUSINESS**

None

6. **OLD BUSINESS**

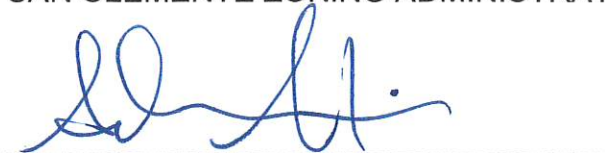
None

7. **ADJOURNMENT**

The meeting adjourned at 3:41 p.m. to the Regular Meeting of the Zoning Administrator, which will be held Thursday, November 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



Adam Atamian, Zoning Administrator