



# CITY OF DEL REY OAKS

650 CANYON DEL REY RD. • DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 • FAX (831) 394-6421

October 7, 2011

## AGENDA

REGULAR DEL REY OAKS PLANNING COMMISSION MEETING  
WEDNESDAY, OCTOBER 12, 2011 AT 6:00 P.M.  
CHARLIE BENSON MEMORIAL HALL, CITY HALL

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA:
  - A. Planning Commission Meeting Minutes, September 2011
4. PUBLIC COMMENTS:

Anyone wishing to address the Commission on matters not appearing on the Agenda may do so now. The public may comment on any other matter listed on the Agenda at the time the matter is being considered by the Commission. *There will be a time limit of not more than three minutes for each speaker. No action will be taken by the Commission on matters brought up under this item and all comments will be referred to staff.*
5. REPORTS:
  - A. Building Activity Report, September 2011
6. NEW BUSINESS:
  - A. **Project Name:** AT&T c/o Modus, Inc.  
**File Number:** ARC 11-06/CUP 11-06  
**Site Location:** Easement at 833 Portola Drive  
**Environmental Status:** CEQA Exempt  
**Project Description:** Requesting Architectural Review to install a wireless telecommunications facility on existing PG&E transmission tower.

- B. Project Name:** Liberty Tax Service  
**File Number:** ARC 11-08/CUP 11-08  
**Site Location:** 800 Portola Drive  
**Planning Area:** APN#012-471-15  
**Environmental Status:** Categorically Exempt  
**Project Description:** Requesting Architectural Review and Sign Permit to install signage on the front of the business above set of windows for the business.
- C. Project Name:** James Bennett  
**File Number:** ARC 11-09  
**Site Location:** 26 Los Encinos  
**Planning Area:** APN#012-591-30  
**Environmental Status:** Categorically Exempt  
**Project Description:** Requesting Architectural Review to replace existing deck and extend width by 3 feet. Materials and colors to match existing residence.

7. **ANNOUNCEMENTS/COMMENTS BY PLANNING COMMISSIONERS**

8. **NEXT MEETING:** Wednesday, November 9, 2011 at 6:00 P.M.

9. **ADJOURNMENT**

All enclosures and materials regarding this agenda are available for public review at Del Rey Oaks City Hall. Information distributed to the Planning Commission at the meeting becomes part of the public Record. A copy of written material, pictures, etc. should be provided to the Secretary for this purpose.

**REGULAR MONTHLY MEETING DEL REY OAKS PLANNING  
COMMISSION WEDNESDAY, SEPTEMBER 14, 2011 AT 6:00 P.M.  
CHARLIE BENSON MEMORIAL HALL**

**Present:** Commissioner Jaksha, Thayer, Larson, Lucido, and Vice Chair Weir

**Absent:** Commissioner Hayworth

**Also Present:** City Manager Dawson and Deputy City Clerk Minami

**PLEDGE OF ALLEGIANCE:** Lead by Vice Chair Weir

**CONSENT AGENDA:**

The Commission considered **ITEM 4.A.**, Planning Commission Meeting Minutes, August 10, 2011.

*Motion by Commissioner Jaksha to approve, seconded by Commissioner Larson*

*There were no comments received*

*Motion passed 5-0*

**PUBLIC COMMENT:**

None

**REPORTS:**

The Commission considered **ITEM 5.A.** Building Activity Report, August 2011

*Report was accepted.*

*There were no public comments received.*

**NEW BUSINESS:**

The Commission considered **ITEM 6.A.**,

**Project Name:** Scott Hudson/Susan Phillips

**File Number:** ARC 11-07/VAR 11-03

**Site Location:** 983 Portola Drive

**Planning Area:** APN#012-491-001

**Environmental Status:** Categorically Exempt

**Project Description:** Requesting Architectural Review and Variance to construct a 12'x12' sunroom addition which encroaches 2' 3" into the rear yard setbacks.

**Recommended Action:** Analyze provided material, make appropriate findings and give direction to staff.

**Commissioner Larson owns property within 500 feet of the project site and steps down from dais.**

**Mike LaPage, Contractor for the Applicant:** Requesting variance to build originally presented 12'x12' sunroom, because of the configuration of the land is unusual. After having a site survey done and reconsidering the smaller room that was approved last month, applicant realized how important it is to have the 12'x12' room built.

**Susan Phillips, Applicant:** This sunroom is a dream. The only requirement when buying a house in Del Rey Oaks was flat land and sun. Lived in Pacific Grove for 40 years and wants to live forever in Del Rey Oaks in the sun.

**Public Comment:**

None

**Commissioner Lucido:** Met the variance conditions, great job. They followed the procedure perfectly, very impressed.

**Commissioner Jaksha:** Hardship on the land as been met.

**Vice Chair Weir:** All the conditions have been met.

**Motion by Commissioner Thayer to approve item #6.A: Scott Hudson/Susan Phillips,** ARC #11-07/VAR#11-03, 983 Portola Drive, APN #012-491-001, Environmental Status is Categorically Exempt, to construct a 12'x12' sunroom addition which encroaches 2' 3" into the rear yard setback, **seconded by Commissioner Lucido.**

**Motion passed 4-0**

**Commissioner Larson returns to the dais.**

**OLD BUSINESS:** None

**ANNOUNCEMENTS/COMMENTS:**

**Commissioner Jaksha:** Del Rey Oaks Citizens Action Group is putting on the Annual Picnic on Sunday, September 18<sup>th</sup>, "be there or be square".

**Vice Chair Weir:** Will not be at the October meeting.

**NEXT MEETING:** Wednesday, October 12, 2011 at 6:00 p.m.

**6:25 p.m. Meeting Adjourned**

Approved:

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CITY OF DEL REY OAKS  
 BUILDING ACTIVITY REPORT  
 SEPTEMBER  
 2011

PERMIT#	DATE	ADDRESS	NAME	PROJECT DESCRIPTION	TYPE	STATUS	LAST INSP.
B-11-06	03/22/11	947 Paloma	Maxon/Serrano Develop.	Addition	R-1	Current	8/28/2011
B-11-11	05/11/11	3 Hillwill	Manabe/KelCon, Inc	Kitchen Remodel	R-1	Current	6/28/2011
B-11-14	07/06/11	964 Paloma	Dressler/Owner-Builder	Remodel bathroom	R-1	Current	8/10/2011
B-11-17	07/13/11	7 Voe Place	Munoz/Glass Guru	Bay Window upgrade	R-1	Final	9/28/2011
B-11-18	07/18/11	451/453 CDR	Pet Specialists, Inc./Ken Young Const.	Tenant Improvement	C-1	Final	10/4/2011
B-11-19	07/28/11	3 Baxter Place	Thomas/Travis Loper	Addition	R-1	Current	10/3/2011
B-11-23	08/03/11	26 Work	Associated Services/Hamper	Re-Roof	R-1	Current	8/10/2011
B-11-26	08/10/11	18 Los Encinos	Cotter/THD Home Service	New Windows	R-1	Current	8/10/2011
B-11-29	09/19/11	540 Pheasant Ridge	Williams/Cosmero Const.	R&R Bathrooms	R-1	Current	9/19/2011

DATE: October 12, 2011  
TO: Planning Commission  
FROM: Karen Minami - Deputy City Clerk  
RE: Agenda Item 6.A.- Easement at 833 Portola Drive

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**Project Name:** AT&T c/o Modus, Inc.  
**File Number:** CUP#11-06/ARC#11-06  
**Site Location:** Easement at 833 Portola Drive  
**Environmental Status:** CEQA Exempt  
**Project Description:** Requesting Architectural Review to install a wireless telecommunications facility on existing PG&E transmission tower.

**Recommended Action:** Analyze provided material, make appropriate findings and give direction to staff.



# CITY OF DEL REY OAKS

Application for:

Use Permit

Variance

Architectural Review

Applicants Name: AT&T c/o: Dayna Aguirre, Modus, Inc.

Owner's Name: Pacific Gas & Electric

Project Address: 833 Portola Drive

Telephone#: 925.784.7888 APN #: Public Utility Easement

Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

### INSTRUCTIONS:

1. Briefly, using as much detail as possible, describe the nature of your permit request.
2. For variance request, also include in writing A, B & C of section 17.44.020 along with a details plot plan.

AT&T is requesting Architectural Review approval to install and maintain a wireless telecommunications facility. AT&T is proposing to mount antennas on an existing PG&E transmission tower. The proposal consists of nine (9) antennas with associated equipment cabinets within a wood fenced enclosure at grade.

Comments: Dayna Aguirre  
 Modus  
 115 Sansome St. 14<sup>th</sup> Floor  
 San Francisco CA 94104

Check here if additional materials are attached.

Applicant's Signature

I HAVE RECEIVED A COPY OF THE CITY'S FLAGGING/NETTING POLICY AND UNDERSTAND THE REQUIREMENTS THAT MUST BE MET Initial Here da

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-FOR OFFICE USE ONLY-

APPLICATION # ARC-11-06 DATE: 8/2/11

FEE \$100<sup>00</sup> CASH/CHECK/CC # 7206792 RECEIVED BY: [Signature]

DATE SCHEDULED FOR CONSIDERATION 500<sup>00</sup> Use permit Sept. 14<sup>th</sup> 2011 @ 6 pm

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Oct. 12<sup>th</sup> km



**CC3668 : PG&E Del Rey Oaks**

**Address: 833 Portola Drive, Del Rey Oaks, CA 93940**

**Zone : R-1**

### **Project Description**

AT&T Mobility is proposing to construct, operate and maintain a wireless telecommunications facility on an existing PG&E transmission tower. With the consent of PG&E, AT&T is proposing to extend the top portion of the lattice tower by twelve feet (12') in order to place the antennas above the existing conductors. Additional antennas will be placed below conductors. PG&E requires a ten feet (10') safety working area between the conductors and the antennas, hence the distance. The proposed antennas will be painted to match the existing transmission tower. Associated equipment cabinets will be placed within a fenced enclosure at grade.

The location and configuration of the proposed antennas have been selected to achieve the functional requirements for AT&T Mobility Radio Frequency Engineers. As referenced in the RF Coverage Maps, AT&T coverage is inconsistent along Canyon Del Rey Boulevard where subscribers experience minimal or loss of coverage. The development of this portion of the network will allow its customers seamless access to a network of services, whether driving or residing in this particular area. Much like the other carriers and as a mandate by the FCC, AT&T seeks to improve their communication infrastructure to the wireless community. This location was also selected because of its position relative to existing sites, providing favorable site geometry for federally mandated E911 location accuracy requirements. Since over 50 percent of 911 calls are from mobile phones, effective site geometry within the overall network is needed to achieve accurate location information of mobile users, through triangulation with active wireless facilities.

### **Safety, Compliance, Maintenance**

The proposed facility will not be detrimental to the character of development, as it will not be staffed, having no impact on parking or traffic. After construction of the facility, the site will be serviced one to two times per month, during a routine scheduled maintenance window by a service technician. Furthermore, the facility will generate no noise, odor, smoke or any other adverse impacts to adjacent land uses. AT&T technology does not interfere with any other forms of private or public communications systems. In addition, the proposed wireless telecommunications facility will operate in full compliance with all local, state and federal regulations including the Telecommunications Act of 1996.

Unlike other land uses, which can be spatially determined through the General Plan, the location of wireless telecommunication facilities is based on technical requirements which include service area, geographical elevations, alignment with surrounding sites and customer demand components. Placement within the urban geography is dependent on these requirements. Consequently, wireless telecommunication facilities have been located adjacent to and within all major land use categories including residential, commercial, industrial, open space, etc. proving to be compatible in all locations.



### **Site Selection/Co-location/Height Justification**

In an effort to minimize the number of new facilities in an area, AT&T strives to find opportunities to co-locate on existing buildings, utility poles or existing wireless structures. For this particular site, AT&T identified the subject transmission tower, emulating a similar design of an adjacent telecommunications facility on a PG&E lattice tower. The existing tower allows AT&T to meet their coverage objective while utilizing an existing vertical element, limiting the number of new free-standing structures

## Letter of Authorization – Fee Property

**Wireless Provider: AT&T**  
**Location: 833 Portola Drive, Del Rey Oaks**  
**APN: N/A**  
**SBE: 135-27-020-2**

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**Pacific Gas and Electric Company (PG&E), as the owner of the property referenced above, and pursuant to the terms and conditions of Master License Agreement for Antenna Attachments entered into by and between PG&E and New Cingular Wireless PCS, LLC (LICENSEE) dated February 17, 2005 (Wireless Provider), hereby authorizes the Wireless Provider, its agents, and contractors to:**

- Access the PG&E Land referenced above, following advanced notice to PG&E.
- Conduct necessary activities such as site design visits, radio frequency tests subject to PG&E's prior review and approval.
- Apply for and obtain all land use approvals and permits, to order building permit plans and architectural/engineering drawings which are appropriate for the installation, construction, and continued operation of a wireless communications site (including antennas and all ancillary equipment and structures).

**This Letter of Authorization is subject to the following conditions:**

- The Wireless Provider shall be solely responsible for satisfying all conditions of approval that may be contained in a conditional use permit issued by the responsible jurisdiction on behalf of "owner," "applicant" and/or "development permit holder" as referenced in the conditional use permit for as long as the same may exist (without regard to the term of the Master License Agreement). Prior to the issuance of any conditional use permit, all conditions of approval, associated with permit must be reviewed and approved by PG&E's Land Department.
- As the applicant, the Wireless Provider shall be solely responsible for the payment of all agency fees including, but not limited to application fees, costs of agency review and permitting fees.
- Before entering the PG&E Land, the Wireless Provider, shall furnish PG&E's Land Department with satisfactory evidence that the Wireless Provider has procured the insurance policies and coverage's set forth in the Master License Agreement.
- The Wireless Provider shall provide 24-hour advanced notice to PG&E's Land Department prior to entry on the PG&E Land by contacting Jenny Tracy at (415) 973-3353.
- The Wireless Provider, its agents and contractors shall not interfere with or impair PG&E's use of the PG&E Facilities and Land.
- The Wireless Provider's activities under this Letter of Authorization are subject to all of the terms and conditions set forth the Master License Agreement.

Date: 7-28-2011



Marvin Penner  
Manager, Land Management  
Pacific Gas and Electric Company

Site #: ATT-CC3668  
Site Name: Fremont Blvd and Portola Drive

Existing



close up view

Proposed



close up view

view from Lorenzo Court looking southwest at site

*Existing*



*Proposed*



*view from Portola Drive looking northwest at site*

# Existing

Existing  
Installation  
By Others

close up view

# Proposed

Proposed AT&T  
Installation

close up view

view from Portola Drive looking east at site



**Denise Duffy & Associates, Inc.**  
PLANNING AND ENVIRONMENTAL CONSULTING

## Memorandum

**Date:** August 19, 2011  
**To:** Karen Minami & Kim Carvalho, City of Del Rey Oaks  
**From:** Denise Duffy & Bryce Ternet, Denise Duffy & Associates, Inc  
**Re:** Proposed Wireless Telecommunications Facility

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### Introduction

On behalf of the City of Del Rey Oaks (the City), Denise Duffy & Associates (DD&A) has reviewed the application submitted by AT&T regarding a proposed project to install a wireless telecommunications facility on an existing Pacific Gas & Electric (PG&E) transmission tower, located at 833 Portola Drive in the City of Del Rey Oaks. After review of the application materials, DD&A has determined that the appropriate action for the City is to consider the project exempt from the California Environmental Quality Act (CEQA) and, if the project is approved, sign and a Notice of Exemption (NOE) and file the NOE with the Monterey County Clerk's Office.

Below we have provided a brief project description, CEQA determination, and DD&A's recommendation to the City. A draft Notice of Exemption for the proposed project is attached for your review.

Please let us know if we need to provide further clarification for any of the items discussed below. Additionally, DD&A is available to process the NOE with the County Clerk's on behalf of the City, if requested.

### Project Description

The application consists of a proposed project by AT&T to construct, operate, and maintain a wireless telecommunications facility on an existing Pacific Gas & Electric (PG&E) transmission tower at 833 Portola Drive in the City of Del Rey Oaks. With consent of PG&E, which AT&T has secured as evidenced by the letter between the two parties included with the application, AT&T shall extend the top portion of the lattice tower by twelve feet in order to place the antennas above the tower's existing conductors; additional antennas will be placed below the conductors. An extension to the existing lattice tower is required in order to meet PG&E safety requirements, which require ten feet between conductors and antennas on towers.

The application states that the antennas will be painted to match the existing tower and associated equipment cabinets will be placed with a fenced enclosure at grade of the tower. By locating the wireless telecommunications facility on the existing transmission tower, implementation of the proposed project will have a negligible impact on the surrounding area due to the project's ability to be integrated with the existing facility.

The nature of the project, which is to provide expanded and improved wireless communication services for public benefit, will provide numerous telecommunication services including improved access to emergency response and quality wireless communication. Improving communication services in the project area is a priority as existing coverage along Canyon Del Rey Boulevard in the project's vicinity is presently inconsistent and subscribers experience minimal or loss of coverage. The facility will generate no noise and will be serviced one to two times a month by a service technician. The applicant additionally notes that the facility will operate in full compliance with the all local, state, and federal regulations, including the Telecommunications Act of 1996.

### **CEQA**

DD&A finds the proposed project to be exempt from further CEQA review. The project is exempt from CEQA as the alterations to the existing site classifies as a Class 1 Existing Facilities categorical exemption [Section 15301].

CEQA Guidelines Section 15301 stipulates that *"the operation, repair, maintenance, permitting, leasing, licensing, or minor alternation of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination,"* are exempt from CEQA, including Section 15301 (b) which stipulates that *"existing facilities of both investor and publically-owned utilities used to provide electric power, natural gas, sewerage, or other public utility service."* The additions to the existing transmission tower, which is utilized to provide a public utility service, would involve a negligible alteration to the existing facility.

By installing the telecommunications facility on existing infrastructure, the proposed project negates a need to construct new infrastructure and, thus, would significantly reduce potential construction activities that could cause, albeit temporary, construction-related impacts or other more substantial environmental impacts. As proposed, implementation of the project would have no potential significant adverse environmental impacts and would not adversely impact the project site's surrounding community. On the contrary, installment of the wireless telecommunications facility would have beneficial impacts to the surrounding community as AT&T wireless services will be improved for the project area.

### **Recommendation**

After our consideration of the project application, DD&A recommends that the City consider the project exempt from CEQA, based on the analysis provided in this memorandum. DD&A further recommends that if the City approves the proposed project, the City should sign the attached Notice of Exemption and file the document with the Monterey County Clerk's Office. As previously mentioned, DD&A is available to assist the City with this process, as requested.



**Exempt Status:**

- Ministerial (Sec. 21080(b)(1); 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ✓ Categorical Exemption. (Class 1, Sec. 15301)
- Statutory Exemptions.
- Other (Sec. 15378(b))

**Reasons why project is exempt:** The project is exempt from CEQA as the alterations to the existing site classifies as a Class 1 Existing Facilities categorical exemption [Section 15301].

CEQA Guidelines Section 15301 stipulates that “*the operation, repair, maintenance, permitting, leasing, licensing, or minor alternation of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination,*” are exempt from CEQA, including Section 15301 (b) which stipulates that “*existing facilities of both investor and publically-owned utilities used to provide electric power, natural gas, sewerage, or other public utility service.*” The additions to the existing transmission tower, which is utilized to provide a public utility service, would involve a negligible alteration to the existing facility.

**Lead Agency Contact Person:** Kim Carvalho Area Code/Telephone/Extension: (831) 394-8511

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*Signature of Lead Agency*

*Date*

*Title*

DATE: October 12, 2011  
TO: Planning Commission  
FROM: Karen Minami - Deputy City Clerk  
RE: Agenda Item 6.B.- 800 Portola Drive

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**Project Name:** Liberty Tax Service  
**File Number:** CUP#11-08/ARC#11-08  
**Site Location:** 800 Portola Drive  
**Planning Area:** APN# 012-471-15  
**Environmental Status:** Categorically Exempt  
**Project Description:** Requesting Architectural Review and Conditional Use Permit to install signage on the front of the business above set of windows for the business.

**Recommended Action:** Analyze provided material, make appropriate findings and give direction to staff.



# CITY OF DEL REY OAKS

APPLICATION FOR:

USE PERMIT      \_\_\_\_\_ VARIANCE       ARCHITECTURAL REVIEW

\_\_\_\_\_ Conditional  
\_\_\_\_\_ Aux. Housing  
 Signage  
\_\_\_\_\_ H.O.U.P.  
\_\_\_\_\_ Minor

\_\_\_\_\_ Residential  
 Commercial

APPLICANT'S NAME LIBERTY TAX SERVICE

OWNER'S NAME JUAN JOSE SIERRA A SAUJED KUMAR

PROJECT ADDRESS 800 PORTOLA DRIVE

TELEPHONE# 408-207-5071      APN # 01247115

LOT# \_\_\_\_\_ BLOCK # \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

### INSTRUCTIONS:

- Briefly, using as much detail as possible, describe the nature of your permit request.
- For variance request, also include in writing A, B & C of section 17.44.020., along with a detailed plot plan.

REQUESTING PERMISSION TO PUT A SIGN  
AT 800 PORTOLA DRIVE  
(PLEASE SEE THE ATTACHED PICTURES)

Check here if additional materials are attached.

Applicant's Signature

I HAVE RECEIVED A COPY OF THE CITY'S FLAGGING/NETTING POLICY AND UNDERSTAND THE REQUIREMENTS THAT MUST BE MET \_\_\_\_\_

\*\*\*\*\*

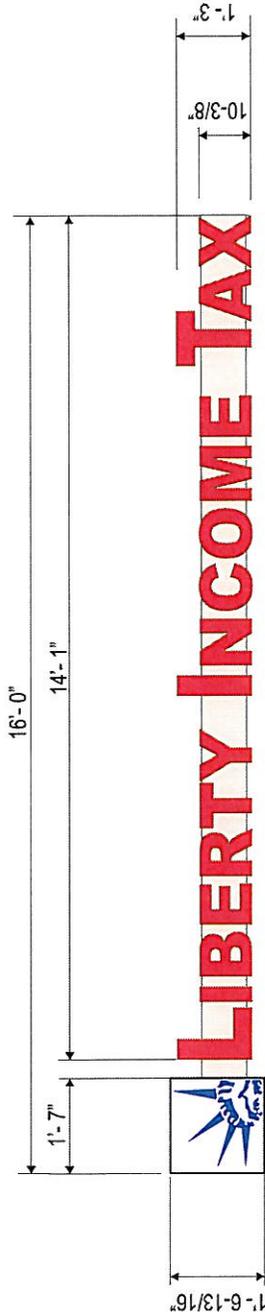
-FOR OFFICE USE ONLY-

APPLICATION # Sign CUP 11-08 / ARC 11-08 DATE 9/19/11

FEE \$ 100.00 CASH/CHECK # 1145 RECEIVED BY: K. Murami

DATE SCHEDULED FOR CONSIDERATION OCT. 12, 2011 @ 6:00pm

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_



**Sign elevation**

scale: 1/2" = 1'-0"

24.96 sq ft

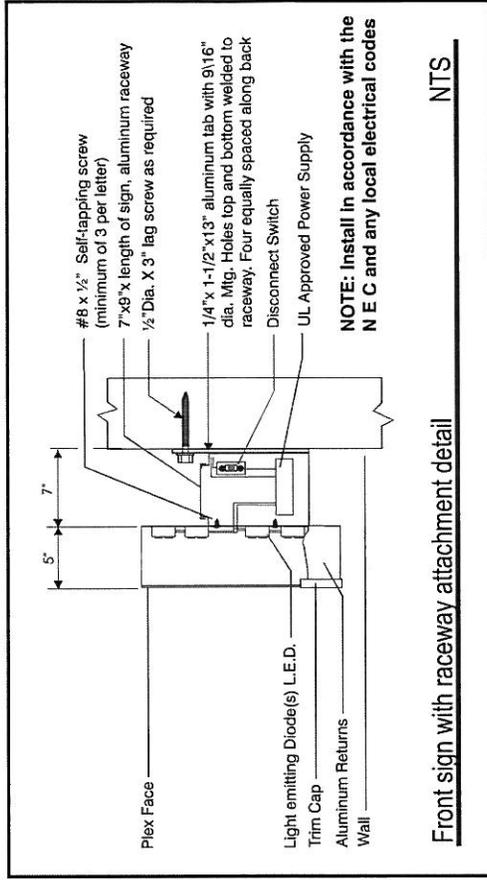
**Scope of work:**  
Manufacture and install one set internally illuminated channel letters mounted on exposed raceway and separate logo module.

**Logo Module on raceway:** White 3/16" acrylic letter face, bronze .040 aluminum return, bronze trim cap.  
Stature of liberty detail graphic: 3M Bristol blue 230-97 vinyl (pantone 294)

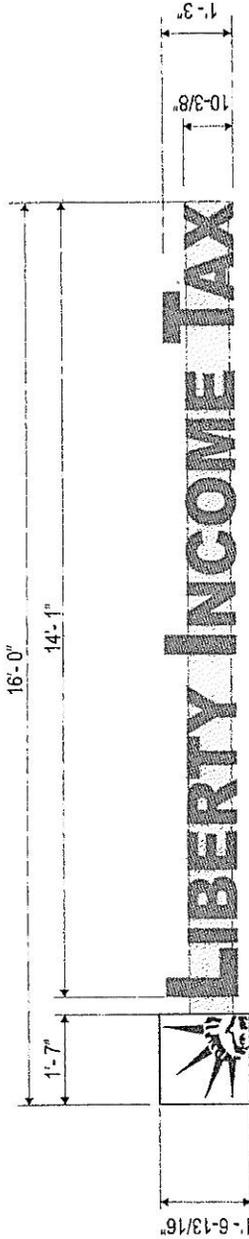
**Channel letters " LIBERTY TAX":** white 3/16" acrylic letter faces with regal red vinyl overlay 230-83, bronze .040 aluminum return, bronze trim cap.

Illumination via Light Emitting (white) Diode string, ( L.E.D.'s )

**NOTE: Raceway is painted to match building color**



	120 Encinal Street Santa Cruz, CA 95060-2111 Phone: 831-469-8208 Fax: 831-469-8172 Email: rpriola@northwestsigns.com Web: www.northwestsigns.com	Project: Liberty Tax Service Address: 800 Portola Drive Del Rey Oaks, CA 93940	Dates / Revisions: 09-01-2011 09-07-2011 09-15-2011	Approvals: Client: Architect: Landlord: Project Manager:	Page Title: <b>SEP-1,11</b> Page Number: 1 Salesman: R. Priola Drawn By: K. Johnson Scale: As Noted
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24.96 sq ft

scale: 1/2" = 1'-0"

**Sign elevation**

**Scope of work:**

Manufacture and install one set internally illuminated channel letters mounted on exposed raceway and separate logo module.

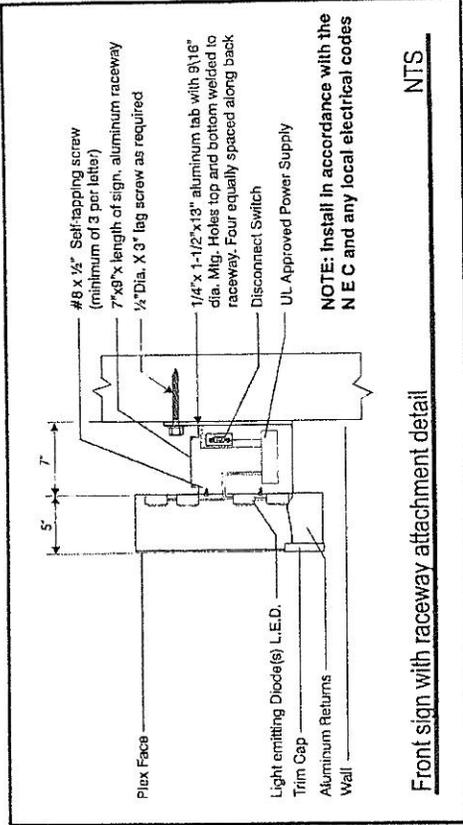
Logo Module on raceway: White 3/16" acrylic letter face, bronze .040 aluminum return, bronze trim cap.

Statue of liberty detail graphic: 3M Bristol blue 230-97 vinyl (partone 294)

Channel letters \* LIBERTY TAX\*: white 3/16" acrylic letter faces with regal red vinyl overlay 230-83, bronze .040 aluminum return, bronze trim cap.

Illumination via Light Emitting (white) Diode string ( L.E.D.s )

**NOTE: Raceway is painted to match building color**



**NOTE: Install in accordance with the N E C and any local electrical codes**

NTS

Front sign with raceway attachment detail



120 Encinal Street  
 Santa Cruz, CA 95060-2111  
 Phone: 831-469-8208  
 Fax: 831-469-8172  
 Email: [pricole@northwestsigns.com](mailto:pricole@northwestsigns.com)  
 Web: [www.northwestsigns.com](http://www.northwestsigns.com)

Project:  
 Liberty Tax Service  
 Address:  
 800 Portola Drive  
 Del Rey Oaks, CA 93940

Contract Dates:  
 09-01-2011  
 09-07-2011  
 09-15-2011

Approvals:  
 Client: \_\_\_\_\_  
 Architect: \_\_\_\_\_  
 Landlord: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_

Page Title: **SEP-1.11**  
 Page Number: 1  
 Designer: R. Priole  
 Drawn By: K. Johnson  
 Scale: As Noted



Sign projection on building elevation no scale

120 Encinal Street  
 Santa Cruz, CA 95060-2111  
 Phone: 831-469-8208  
 Fax: 831-469-8172  
 Email: rpriola@northwestsigns.com  
 Web: www.northwestsigns.com

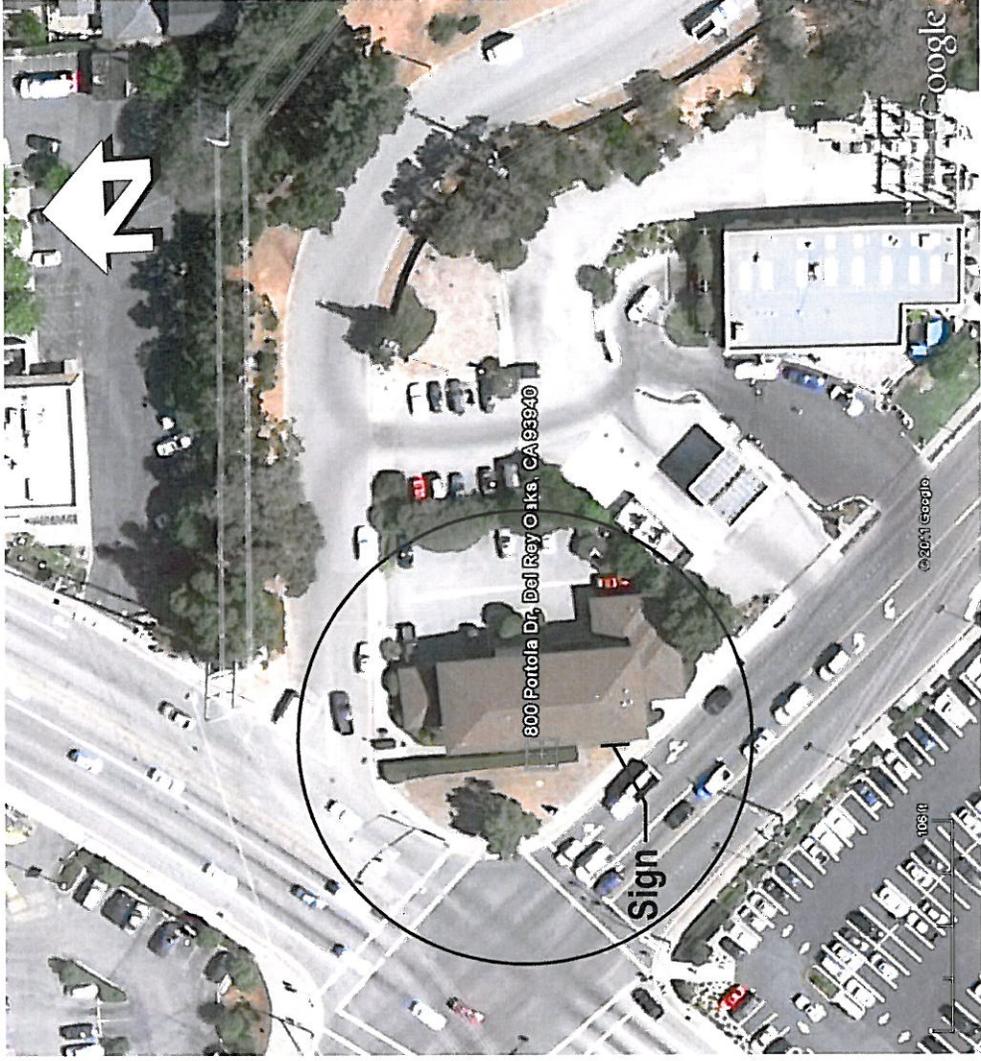
Project:  
 Liberty Tax Service  
 Address:  
 800 Portola Drive  
 Del Rey Oaks, CA 93940

Draws / Revisions:  
 09-01-2011  
 09-07-2011  
 09-15-2011

Approvals:  
 Client:  
 Architect:  
 Landlord:  
 Project Manager:

Page Title: **SEP-1,11**  
 Page Number: 2  
 Selection: R. Priola  
 Drawn By: K. Johnson  
 Scale: As Noted





Site Plan nts



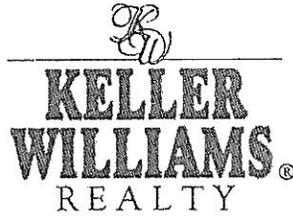
120 Encinal Street  
 Santa Cruz, CA 95060-2111  
 Phone: 831-469-8208  
 Fax: 831-469-8172  
 Email: rpiola@northwestsigns.com  
 Web: www.northwestsigns.com

Project:  
 Liberty Tax Service  
 Address:  
 800 Portola Drive  
 Del Rey Oaks, CA 93940

Drawn / Revisions:  
 09-01-2011  
 09-07-2011  
 09-15-2011

Approvals  
 Client:  
 Architect:  
 Landlord:  
 Project Manager:

Page Title: SEP-1,11  
 Page Number: 3  
 Salesman: R. Priola  
 Drawn By: K. Johnson  
 Scale: As Noted



Property Management and Sales

September 14, 2011

To: City of Del Rey Oaks

Re: 800 Portola Drive  
Del Rey Oaks, CA 93940

The attached sign elevation for Liberty Income Tax has been approved by the owner, Tomiko Mochizuki for the above property.

If you have any questions please give me a call.

Dick Stebbins, Agent for Owner.  
Property Manager



September 20, 2011

To: City of Del Rey Oaks

Re: Tenant Occupation at 800 Portola Drive

The applicants, Sanjeet Kumar and Juan Jose Sierra DBA Liberty Income Tax, will be renting approximately 1000 sq/ft of ground floor space at 800 Portola Drive upon final approval.

A handwritten signature in cursive script that reads 'Richard Stebbins'.

Richard Stebbins

Property Manager

KW Property Management

Office (831) 622-6241

Fax (831) 621-4794

STAFF REPORT

City of Del Rey Oaks

Office of the City Clerk

DATE: October 12, 2011  
TO: Planning Commission  
FROM: Karen Minami - Deputy City Clerk  
RE: Agenda Item 6.C.-26 Los Encinos

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**Project Name:** James Bennett  
**File Number:** ARC#11-09  
**Site Location:** 26 Los Encinos  
**Planning Area:** APN# 012-591-30  
**Environmental Status:** Categorically Exempt  
**Project Description:** Requesting Architectural Review to replace existing deck and extend width by 3 feet. Materials and colors to match existing residence.

**Recommended Action:** Analyze provided material, make appropriate findings and give direction to staff.

***CONFLICT OF INTEREST: Commissioner Jaksha owns property within 500 feet of the project site and should step down during the consideration of this item.***



RECEIVED

SEP 28 2011

DEL REY OAKS  
CITY CLERK

# CITY OF DEL REY OAKS

APPLICATION FOR:

USE PERMIT

VARIANCE

ARCHITECTURAL REVIEW

- Conditional
- Aux. Housing
- Signage
- H.O.U.P.
- Minor

- Residential
- Commercial

APPLICANT'S NAME JAMES C. BENNETT

OWNER'S NAME JAMES C. BENNETT

PROJECT ADDRESS 26 LOS ENCINOS DR

TELEPHONE# 831-899-2431 APN # 01259130

LOT# 15 BLOCK # 2 SUBDIVISION Del Rey Properties #2

INSTRUCTIONS:

1. Briefly, using as much detail as possible, describe the nature of your permit request.
2. For variance request, also include in writing A, B & C of section 17.44.020., along with a detailed plot plan.

REMOVE EXISTING DECK FACING LOS ENCINOS DR.  
 REPLACE DECK, EXTENDING THE EXISTING DECK FROM THE SIDE OF THE HOUSE BY 3 FEET. RESULTING REPLACED DECK WILL THEN BE SAME LENGTH, BUT 3 FEET WIDER. DECK FLOOR WILL BE REDWOOD. RAILING (40" HIGH) WILL BE CONSTRUCTED OF HORIZONTAL 1x6 REDWOOD PLANKS. BELOW DECK SURFACE, THE PLANKS WILL BE PAINTED THE SAME COLOR AS THE HOUSE. AN EXISTING STAIRWELL NOW FACING ALTA CIRCLE WILL BE ELIMINATED AND AN ENCLOSURE BUILT ON THE GROUND TO HOUSE WASTE CONTAINERS CONSTRUCTED IN DISPLACED AREA.

Check here if additional materials are attached.

James Bennett  
Applicant's Signature

I HAVE RECEIVED A COPY OF THE CITY'S FLAGGING/NETTING POLICY AND UNDERSTAND THE REQUIREMENTS THAT MUST BE MET JCB

\*\*\*\*\*

-FOR OFFICE USE ONLY-

APPLICATION # ARC 11-09

DATE 9/28/11

FEE \$ 100.00 CASH/CHECK # 6046

RECEIVED BY Aminoni

DATE SCHEDULED FOR CONSIDERATION 10/12/11 @ 6:00

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_