



CITY OF DEL REY OAKS

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

December 8, 2011

AGENDA

REGULAR DEL REY OAKS PLANNING COMMISSION MEETING
WEDNESDAY, DECEMBER 14, 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, November 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, November 2011
6. NEW BUSINESS:
 - A. **Project Name:** Bill Westphal
File Number: ARC #11-11/CUP #11-10
Site Location: 10 Boronda Way
Planning Area: APN#012-491-001
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review and Conditional Use Permit to build a 4'6" high (open rail) fence around front courtyard with a 7' high trellis over existing walkway. Materials and colors to match existing residence.

- B. Project Name:** Jim and Kristin Clark
File Number: ARC #11-12
Site Location: 988 Via Verde
Planning Area: APN #012-541-15
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to expand size of window to 48"x48" (from 48"x36") to match others on the same wall. Materials and colors to match existing residence.
- C. Project Name:** Gisela Moreno (Owner: Lazaro Espinola)
File Number: ARC #11-13
Site Location: 826 Portola Drive
Planning Area: APN #012-471-005
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to construct new one story 2,173 sq. ft. single family dwelling and to add 97 sq. ft. to existing 608 sq. ft. garage. The existing single family dwelling is not habitable and must be demolished. Materials and colors to coincide with the Del Rey Oaks Municipal Code.

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

8. **NEXT MEETING:** Wednesday, January 11, 2012 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, NOVEMBER 9, 2011 AT 6:00 P.M.
CHARLIE BENSON MEMORIAL HALL**

Present: Commissioner Jaksha, Thayer, Lucido, Hayworth, Ventimiglia, and Vice
Chair Weir

Absent: Commissioner Larson

Also Present: City Attorney Chris Callihan 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,
October, 2011.

*Motion by Commissioner Ventimiglia to approve, seconded by Commissioner
Thayer.*

There were no comments received

Motion passed 6-0

PUBLIC COMMENT:

None

REPORTS:

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

Report was accepted.

Commissioner Thayer: Thanked staff for sending the building permit report to
the Builder's Exchange.

Commissioner Ventimiglia: Are there any outstanding permits, waiting for
water credit? Is the City still at zero water?

Deputy City Clerk Minami: We are still at zero water and there are no outstanding
permits.

NEW BUSINESS:

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

Project Name: Saf Keep Storage

File Number: ARC 11-10

Site Location: 100 Calle Del Oaks

Planning Area: APN#012-601-22

Environmental Status: Categorically Exempt

Project Description: Requesting Architectural Review to replace a 2'x4' sign with a 3'x7' sign for the business of Saf Keep Storage on the corner of Calle Del Oaks and Del Rey Gardens. All materials will remain the same.

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

Robert Ruff, Saf Keep Manager: Wants more visibility from street for the business. Sign has been there as long as he can remember and wants to enlarge it.

Commissioner Ventimiglia: The question that has come up from this application coming to us, is this a sign or a billboard? Since this is a directional sign, and it isn't on the business's land, it is considered a bill board. According to the sign ordinance, the city doesn't allow bill boards. Was the original sign permitted, in the first place.

Robert Ruff, Saf Keep Manager: Not that he knows. It was there when he took over as Manager.

Commissioner Hayworth: On page 7 under 17.59.160.C, of the sign ordinance, it states that it is a prohibited use. *"Off site advertising sign that are designed to direct attention to a business, commodity, services or entertainment, sold or offered elsewhere than on the premises or property on which the sign is located."*

Deputy City Clerk Minami: Apologizes to applicant, it wasn't noticed at the time of the application, that sign is considered a billboard.

Commissioner Thayer: Will the colors be the same.

Robert Ruff, Saf Keep Manager: Yes.

Vice Chair Weir: The issue here is they are asking to approve a larger sign that is not approved to have in the first place.

Commissioner Jaksha: Can they apply for a variance?

City Attorney Callihan: No, because it is an illegal non-conforming sign. Only temporary signs of this nature can be approved by the Commission.

Commissioner Ventimiglia: The business name can be added to the monument sign at the entrance of the business area? Doesn't want to hurt any business.

Commissioner Jaksha: The applicant can work with other businesses and come to the City and ask for permission for new signage that will direct customers to the business.

City Attorney Callihan: Staff needs to follow ordinance and assist business owner if they come in for ideas for signage.

Commissioner Ventimiglia: Change the ordinance? Long process, but it might be helpful for these businesses.

Commissioner Lucido: Hard cul-de-sac to have a business.

Commissioner Jaksha: If we deny it, will Saf Keep have to remove existing sign?

City Attorney Callihan: Would not recommend the City making them remove the sign.

Deputy City Clerk Minami: (Agrees) As long as the city is concerned, the sign can stay.

Motion by Commissioner Jaksha to deny item #6.A: Saf Keep Storage
ARC #11-10, 100 Calle Del Oaks, Categorically Exempt, to replace a 2'x4' sign with a
3'x7' sign, and waive any further fee for future sign application *seconded by*
Commissioner Hayworth.

Motion passed 6-0

Public Comment:

None

ELECTION OF PLANNING COMMISSION OFFICERS:

Vice Chair Weir: Ballots are on dais, check the name to be Chair, and hand to Clerk.
Explains the process.

Deputy City Clerk Minami: Tally's the ballots and announces that Commissioner
Jaksha received the most votes. Congratulations.

OLD BUSINESS: None

ANNOUNCEMENTS/COMMENTS:

Commissioner Jaksha: Thanks staff for mailing an agenda to the resident that had a
problem reading the font on the agenda in the kiosks. The Citizen Actions Group
Holiday party is in December.

Deputy City Clerk Minami: December 4th.

NEXT MEETING: Wednesday, December 14, 2011 at 6:00 p.m.

6:30 p.m. Meeting Adjourned

Approved: _____

**CITY OF DEL REY OAKS
BUILDING ACTIVITY REPORT
NOVEMBER
2011**

PERMIT#	DATE	ADDRESS	NAME	PROJECT DESCRIPTION	TYPE	STATUS	LAST INSP.
B-11-19	07/06/11	964 Paloma	Dressler/Owner-Builder	Remodel bathroom	R-1	Current	8/10/2011
B-11-23	07/28/11	3 Baxter Place	Thomas/Travis Loper	Addition	R-1	Final	11/28/2011
B-11-26	08/03/11	26 Work	Associated Services/Hamper	Re-Roof	R-1	Current	8/10/2011
B-11-29	08/10/11	18 Los Encinos	Cotter/THD Home Service	New Windows	R-1	Current	8/10/2011
B-11-32	10/18/11	815 CDR	Safeway/KW Construction	Pharmacy Remodel	C-1	Current	10/18/2011
B-11-33	11/04/11	65 Work Ave	Jones/Owner-Builder	Addition	R-1	Current	11/4/2011
B-11-34	11/15/11	26 Los Encinos	Bennett/Robert Sutcliffe	R&R Deck	R-1	Current	11/28/2011
B-11-35	11/17/11	983 Portola	Phillips/Lepage Const.	Sunroom Addition	R-1	Current	11/30/2011
B-11-36	11/30/11	30 Los Encinos	Peoletti/Lang's Roofing	Re-Roof	R-1	Current	11/30/2011
B-11-37	11/09/11	5 Work Ave	Abeles/Boronda Const.	Deck Repair	R-1	Current	11/9/2011

STAFF REPORT

City of Del Rey Oaks

Office of the City Clerk

DATE: December 14, 2011
TO: Planning Commission
FROM: Karen Minami - Deputy City Clerk
RE: Agenda Item 6.A.- 10 Boronda Way

Project Name: Bill Westphal
File Number: ARC#11-11/CUP#11-10
Site Location: 10 Boronda Way
Planning Area: APN# 012-491-001
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review and Conditional Use Permit to build 4'6" high (open rail) fence around front courtyard with a 7' high trellis over existing walkway.
Material and close to match existing residence.

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

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



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NOV 22 2011

DEL REY OAKS
CITY CLERK

CITY OF DEL REY OAKS

APPLICATION FOR:

USE PERMIT _____ VARIANCE _____ ARCHITECTURAL REVIEW

Conditional _____ Residential

Aux. Housing _____ Commercial

Signage

H.O.U.P.

Minor

APPLICANT'S NAME Bill Westphal

OWNER'S NAME Same

PROJECT ADDRESS 10 Boronda Way

TELEPHONE# 277-0849 APN # 01248107

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.

Build open rail fence around front courtyard with trellace over walkway. See attached drawing.

Check here if additional materials are attached. Westphal

Applicant's Signature

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

FOR OFFICE USE ONLY-

APPLICATION # ARC 11-12 CUP 11-10 DATE 11/22/11

FEE \$ 100.00 CASH/CHECK # C/C #5999 RECEIVED BY John Mwanji

DATE SCHEDULED FOR CONSIDERATION Dec. 14th @ 6:00 pm

APPROVED _____ DENIED _____

DATE: December 14, 2011
TO: Planning Commission
FROM: Karen Minami - Deputy City Clerk
RE: Agenda Item 6.B.- 988 Via Verde

Project Name: Jim and Kristin Clark
File Number: ARC#11-12
Site Location: 988 Via Verde
Planning Area: APN# 012-541-15
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review and to expand size of window to 48"x48" (from 48"x36") to match others on the same wall.
Material and close to match existing residence.

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



CITY OF DEL REY OAKS

Application for:

Use Permit	Variance	Residential
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Applicants Name: Jim & Kristin Clark

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Owner's Name: Same

NOV 22 2011

Project Address: 988 Via Verde, Del Rey Oaks, CA 93940

DEL REY OAKS
CITY CLERK

Telephone#: 831-394-6958

APN #: 012511 15

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.

Lengthen existing window (48' wide x 36" high) to match the other three windows on same wall. This used to be a kitchen window some 20 years ago. The room is now a dining room. The new measurement will be 48" x 48".

Check here if additional materials are attached.

[Signature]
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 [Signature]

-FOR OFFICE USE ONLY-

APPLICATION # ARC 11-12

DATE: 11/22/11

FEE 100.00 CASH/CHECK/CC # 133

RECEIVED BY: Karen Miramini

DATE SCHEDULED FOR CONSIDERATION DEC 14TH @ 6:00

APPROVED _____ DENIED _____

STAFF REPORT

City of Del Rey Oaks

Office of the City Clerk

DATE: December 14, 2011
TO: Planning Commission
FROM: Karen Minami - Deputy City Clerk
RE: Agenda Item 6.C.- 826 Portola Drive

Project Name: Lazaro Espinola
File Number: ARC#11-13
Site Location: 826 Portola Drive
Planning Area: APN# 012-471-005
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to construct new one story 2,173 sq. ft. single family dwelling, and to add 97 sq. ft. to existing 608 sq. ft. garage. The existing single family dwelling is not habitable and must be demolished.
Material and close to coincide with the Del Rey Oaks Municipal Code.

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



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NOV 30 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 Gisela Moreno
 OWNER'S NAME Lazaro Espinoza phone → (831) 392-7970
 PROJECT ADDRESS 826 Portola Dr
 TELEPHONE# (831) 229-4744 APN # 012-471-005-000
 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.

1,026 sqft.

1- Remove Existing Single Family Dwelling ~~FD~~ that is in bad condition (Not habitable)

2- Built New SFD. 2,173 sqft. (1 story).

3 - Keep (E) Garage 608 sqft and Add 97 sqft in Garage Area.

4 - Remove the (E) Stucco ^{Ext.} Garage wall and install New plywood and New Stucco

Check here if additional materials are attached.

Gisela Moreno
Applicant's Signature

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

-FOR OFFICE USE ONLY-

APPLICATION # ARC 11-13 DATE 11/30/11
 FEE \$ 100.00 CASH/CHECK # CASH RECEIVED BY Murawski
 DATE SCHEDULED FOR CONSIDERATION 12/14/11 @ 6:00pm
 APPROVED _____ DENIED _____ weas.