CITY OF DEL REY OAKS

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

February 7, 2013

AGENDA

REGULAR DEL REY OAKS PLANNING COMMISSION MEETING
WEDNESDAY, FEBRUARY 13, 2013 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 2012

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, January 2013

6. **NEW BUSINESS:**

   A.
   Owner's Name: Nathaniel and Cassie Milam
   Applicant's Name: Same as above
   File Number: ARC#13-01
   Site Location: 1024 Portola Drive
   Planning Area: APN: 012-492-014
   Environmental Status: Categorically Exempt
   Project Description: Requesting Architectural Review to close up exterior kitchen door which leads to the back yard and to enlarge kitchen window at the rear of the single family dwelling.

B. **Owner's Name:** AT&T, LW Rugg
Applicant's Name: Salas O'Brien Engineers
File Number: ARC#13-02
Site Location: 161 Calle Del Oaks
Planning Area: APN: 012-601-016
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to install an outdoor steel framed canopy for recycled materials weather protection and a cardboard baler compactor.

C. **Owner's Name:** Anne & David Canright
Applicant's Name: Bob Winkleblack
File Number: ARC#13-03
Site Location: 830 Altura Place
Planning Area: APN: 012-561-027
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to build a retaining wall on City property, upon design approval this project will be heard at the next City Council meeting for a covenant agreement with the City.

7. ANNOUNCEMENTS/COMMENTS BY PLANNING COMMISSIONERS

8. **NEXT MEETING:** Wednesday, March 13, 2013 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 14TH, 2012 AT 6:00 P.M. CHARLIE BENSON MEMORIAL HALL

Present: Commissioner Hayworth, Weir, Thayer, Lucido, Ventimiglia and Chairman Jaksha
Absent: Commissioner Larson
Also Present: City Manager Dawson and Deputy City Clerk Minami

CONSENT AGENDA:

The Commission considered **ITEM 3.A.**, Planning Commission Meeting Minutes, October 10, 2012.

Motion by Commissioner Ventimiglia to approve, seconded by Commissioner Hayworth
There were no public comments received
Motion passed 6-0

PUBLIC COMMENT:

Sharon Morelli, 963 Paloma Road: Suggests that the City of Del Rey Oaks adopt two horses from the SPCA. They would be the "official animal of Del Rey Oaks" like the Oak Tree is the official tree of Del Rey Oaks. No other city in the country has done this. Explains the cost break down, it would be $1,000.00 per horse, per month. Suggests a tax implemented or a grant to help pay for the costs. Wants to help the City get started on this and gives the phone numbers of contact person at SPCA and her own phone number.

BUILDING REPORT:

The Commission accepted **ITEM 5.A.**, Building Activity Report, October 2012

Commissioner Thayer: Concerned that the stair railing on the frog pond stairs are too wide for his wife to grip. Disturbed that the work wasn't inspected with the same criteria as other work in the area. Wants to know who was in charge of this project!

City Manager Dan Dawson: Because it is on Parks District land, and he will provide Commissioner Thayer with the contact information of the person who was in charge.

NEW BUSINESS:

A. **Owner's Name:** Paul, Les and Andres Flores
Applicant's Name: Same as above
File Number: ARC#12-11
Site Location: 110 Carlton Drive
Planning Area: APN: 012-511-016
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to install a 5'x3' window in the center of the front facing wall, turn an existing breezeway into a entry way to house, build a deck to raise the floor of patio area and to change the exterior to stucco finish of the single family dwelling.

Commissioner Weir stepped down from the dais.

Les Flores, Applicant: Explains that they want to make this house nicer. The window location will change the configuration of the kitchen sink, with more light.
Commissioner Thayer: Why was the fence deleted from the application?
Les Flores, Applicant: Staff explained that the Commission would require a survey.
Commissioner Ventimiglia: Tree permit needed? Lots of cutting, and a pile of wood. Is the tree ordinance followed?
Les Flores, Applicant: Staff told him if the tree limbs were 20" in circumference or less, he didn't need a permit.
Deputy City Clerk Minami: True. The tree ordinance is being followed.

PUBLIC COMMENT:
Gale Weir, 114 Carlton Drive: She and her husband have lived in the house next door to this house for over 30 years and this is the first time any owner has made any improvements.
No other public comment was received.

Commissioner Ventimiglia: Needs work. What is being done about drainage, with the slope of the land, might be an issue. Flat roof?
Les Flores, Applicant: They will repair and replace the flat roof, not changing the pitch. Explains drainage (draws a picture of how the water drains, when it rains).
Commissioner Hayworth: The design looks good.
Commissioner Lucido: Thanks applicant for the drainage explanation, likes the entire job.
Commissioner Thayer: Welcome to Del Rey Oaks.
Chairman Jaksha: How high will the deck be?
Les Flores, Applicant: Almost 2 feet and won't need a hand rail.
Chairman Jaksha: Nice to see improvements.

Commissioner Thayer: 'Colors to match existing', doesn't make sense, since stucco is part of the plan.
Les Flores, Applicant: The color of stucco is Sand Stone Beige.

Motion by Commissioner Lucido to approve ARC #12-11 as presented, seconded by Commissioner Hayworth.
No other public comment was received.
Motion passed 5-0
Commissioner Weir returned to dais.

B. **Owner's Name:** Suzette Delong
Applicant's Name: Same as above
File Number: ARC#12-12/CUP#12-08
Site Location: 11 Baxter Place
Planning Area: APN: 012-501-013
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review and Conditional Use Permit approval for a previously installed 5' 2"fence and 7' 4" trellis, at the entrance of single family dwelling.

Suzette Delong, Applicant: Had this fence built to keep her dogs from getting out. Neighbors really like it.
Commissioner Thayer: No garage?
Suzette Delong, Applicant: Bought the house without a garage.
Commissioner Thayer: Why the Conditional Use Permit?
Deputy City Clerk Minami: The maximum for a front fence is 3', the use permit is needed because of the height of the fence and trellis portion.

PUBLIC COMMENT: None

Commissioner Ventimiglia: Is this approval after the fact?
Suzette Delong, Applicant: Yes.
Commissioner Lucido: Likes it, very nice. Glad we have rules, and glad this will pass with no problems.

Motion by Commissioner Thayer to approve ARC #12-12/CUP#12-08 as presented, seconded by Commissioner Lucido.
No other public comment was received.
Motion passed 6-0

OLD BUSINESS: None

ANNOUNCEMENTS/COMMENTS:

Chairman Jaksha: Congratulation to Mike. Condolences to Scott.
Commissioner Ventimiglia: Treat to serve on the Planning Commission. It's a win-win to be involve in both areas. Looks forward to serving with the Commission on Joint Meetings. It's been a learning situation, liked getting to know everyone.
Commissioner Weir: (to City Manager Dawson) Will the water allotment that Marina approved for Monterey Downs impact Del Rey Oaks.
City Manager Dan Dawson: It might help us when it's our turn, now they will have a recycled water customer. We have 242 acre feet set aside, that can't be touch.
Commissioner Hayworth: Thank you for having the Holiday party earlier in the month, because now he can attend.
Commissioner Lucido: How does someone get something on the City Council Agenda?
City Manager Dawson: The Mayor or City Manager can place it on the agenda. Also, three Council Members can place something on the agenda.
Commissioner Thayer: Sorry he missed the presentation from Brad Slama about the use of the old golf driving range. Congratulations to Mike. Clean election.
City Manager Dawson: Lease agreement will be considered by the City Council and after that the use permit application will be considered.
Commissioner Ventimiglia: The old golf driving range lease was a nightmare.
Commissioner Thayer: Progress needs to be made.
City Manager Dawson: The old 30 year lease didn't make the City any money.
Chairman Jaksha: Santa's workshop is Dec. 3rd. Opening on the Planning Commission, let everyone know.
City Manager Dawson: City Holiday Party is on Dec. 13th @ 6:00pm, at the Golden Tee Restaurant.

NEXT MEETING: Wednesday, December 12, 2012 at 6:00 p.m.

7:00 p.m. Meeting Adjourned

Approved:

_____

_____

CITY OF DEL REY OAKS
BUILDING ACTIVITY REPORT
January 2013

PERMIT#	DATE	ADDRESS	NAME	PROJECT DESCRIPTION	TYPE	STATUS	LAST INSP.
B-12-12	04/04/12	1012 Rosita	Rodriques/Owner-Builder	New Deck	R-1	Final	12/20/2012
B-12-13	04/06/12	826 Portola	Espinola/Owner-Builder	New Single Family Dwelling	R-1	Final	12/14/2012
B-12-14	04/11/12	912 Via Verde	Miller/Sears Home Improve.	R&R Kitchen and bath	R-1	Current	7/18/2012
B-12-16	04/23/12	1064 Via Verde	Rezai/Wilson's Plumbing	New furnace	R-1	Current	n/a
B-12-19	05/10/12	1064 Via Verde	Rezai/Owner-Builder	Add windows	R-1	Current	n/a
B-12-20	05/17/12	1064 Via Verde	Rezai/Burkleo Roofing	Re-Roof to garage & remodel	R-1	Current	10/1/2012
B-12-29	07/12/12	100 Calle Del Oaks	Monterey Garage/Gable Const	Tenant Improvement	C-1	Final	1/31/2013
B-12-33	09/12/13	7 Voe Place	Munoz/Blakesly-Rick Edwards Constructio	Addition	R-1	Current	11/8/2012
B-12-35	09/26/12	110 Carlton	Flores/Owner Builder	Remodel interior	R-1	Current	9/26/2012
B-12-37	10/09/12	13 Alta Circle	Abbanet/Owner Builder	Add shower to bathroom	R-1	Current	10/9/2012
B-12-39	11/07/12	587 Canyon Del Rey	The Oaks/Silicon Builders	Replace retaining walls	R-1	Final	12/14/2012
B-12-40	11/06/12	833 Portola Drive	PG&E/Diversified Comm.	Cell tower extension	C-1	Current	11/1/2012
B-12-41	11/16/12	110 Carlton	Flores/Owner Builder	Re-Roof	R-1	Final	12/21/2012
B-12-42	11/30/12	1016 Portola	Bulrich/Owner Builder	Re-Roof	R-1	Final	1/18/2013
B-12-43	12/12/12	110 Carlton	Flores/Owner Builder	New window and patio	R-1	Current	12/12/2012
B-12-44	12/13/12	66 Los Encinos	Harris/Granite Const.	Retaining wall	R-1	Current	12/13/2012

STAFF REPORT **City of Del Rey Oaks**

Office of the City Clerk

DATE: February 13, 2013
TO: Planning Commission
FROM: Karen Minami - Deputy City Clerk
RE: Agenda Item 6.A. - 1024 Portola Drive

Project Name: Nathaniel and Cassie Milam
File Number: ARC#13-01
Site Location: 1024 Portola Drive
Planning Area: APN# 012-492-014
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to close up exterior kitchen door which leads to the back yard and to enlarge kitchen window at the rear of the single family dwelling. Colors and materials match existing.

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 NATHANIEL MILAM

OWNER'S NAME NATHANIEL + CASSIE MILAM

PROJECT ADDRESS 1024 PORTOLA DR., D.R.O.

TELEPHONE# 831-233-1834 APN # 012-492-014

LOT# 28 BLOCK # 5 SUBDIVISION DEL REY WOODS #3

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.

KITCHEN REMODEL, INCLUDING:

* CLOSE UP KITCHEN DOOR LEADING TO BACK YARD
* MOVE KITCHEN DOOR LEADING TO GARAGE
* ENLARGE REAR KITCHEN WINDOW
* NEW ELECTRICAL
* REMOVE POCKET DOOR + WALL BETWEEN KITCHEN + LIVINGROOM
* NEW INSULATION, SHEETROCK, CABINETS, FLOORING

✓ Check here if additional materials are attached.

Nate M
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 # ARC-13-01 DATE 1/29/13

FEE $ 126.— CASH/CHECK # 431 RECEIVED BY: [illegible]

DATE SCHEDULED FOR CONSIDERATION Wednesday, Feb. 13, 2013

APPROVED _____ *DENIED* _____

STAFF REPORT **City of Del Rey Oaks**

Office of the City Clerk

DATE: February 13, 2013
TO: Planning Commission
FROM: Karen Minami - Deputy City Clerk
RE: Agenda Item 6.B.- 161 Calle Del Oaks

Project Name: Salas O'Brien Engineers, for AT&T facility
File Number: ARC#13-02
Site Location: 161 Calle Del Oaks
Planning Area: APN# 012-601-016
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to construct a metal building that will cover all of the recyclable waste and cardboard baler compactor. AT&T has a company wide mandate it install canopies at sites that generate recyclable waste.

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

CITY OF DEL REY OAKS

APPLICATION FOR:

_____ USE PERMIT _____ VARIANCE __XX__ ARCHITECTURAL REVIEW

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

_____ Residential
_XX_ Commercial

APPLICANT'S NAME Daniel O'Brien, Salas O'Brien Engineers

OWNER'S NAME AT&T, LW Rugg (925)549-1369

PROJECT ADDRESS 161 Calle Del Oaks

TELEPHONE# 408-899-3100 APN # 012-601-016-000

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 detailed plot plan.

New Canopy: install outdoor prefabricated, metal Type 1 canopy for recycling materials weather protection. Project also includes a cardboard baler compactor.

Currently site generated material (paper, cardboard, plastic, metal (used wire, equipment frames, etc) are exposed to the weather.

ATT has a Company wide mandate to install canopies at sites that generate recyclable waste.

XX 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 # ARC-13-02 DATE 1/30/13

FEE $ 600.— CASH/CHECK #_____ RECEIVED BY: _____

DATE SCHEDULED FOR CONSIDERATION Wednesday, Feb. 13, 2013 @ 6pm

*APPROVED*_____ *DENIED*_____

STAFF REPORT **City of Del Rey Oaks**

Office of the City Clerk

DATE: February 13, 2013
TO: Planning Commission
FROM: Karen Minami - Deputy City Clerk
RE: Agenda Item 6.C. – 830 Altura Way

Project Name: Anne & David Canright-Bob Winkleblack
File Number: ARC#13-03
Site Location: 830 Altura Way
Planning Area: APN# 012-561-027
Environmental Status: Categorically Exempt
Project Description: Requesting Architectural Review to build a retaining wall on City property, upon design approval this project will be heard at the next City Council meeting for a covenant agreement with the City.

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

Commissioner Larson will need to step down, he owns a home within 500 feet of the project.

CITY OF DEL REY OAKS

APPLICATION FOR:

_____ USE PERMIT _____ VARIANCE _____ ARCHITECTURAL REVIEW

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

X Residential
_____ Commercial

APPLICANT'S NAME Bob Winkleblack

OWNER'S NAME Anne & David Canright

PROJECT ADDRESS 830 Altura PLACE

TELEPHONE# 594-1764/394-4058 APN # 012-561-027

LOT# 27 BLOCK # _____ SUBDIVISION DEL REY Terrace No. 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.

Install a "Calstone" ALLEN BLOCK WALL; Color to be tan/charcoal from the AB Europa Collection. The wall will be back from top of roll curb 5' to accommodate a possible Future Sidewalk. The wall is on city property. The new wall will be of the same materials & approximent height of existing ALLEN BLK. wall. The sidewalk area will be planted & drip irrigated for the time being.

✓ Check here if additional materials are attached.

Robert Winkleblack
Applicant's Signature

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

****

-FOR OFFICE USE ONLY-

APPLICATION # ARC-13-03 DATE 1/30/13

FEE $ 800.— CASH/CHECK # 2770 & CC 5/22 RECEIVED BY: _____

DATE SCHEDULED FOR CONSIDERATION Wednesday, Feb. 13, 2013 @ 6pm

APPROVED _____ DENIED _____