

## REPORT TO CITY COUNCIL

**DATE:** SEPTEMBER 26, 2018

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER *GR*

**BY:** NATHAN HAMBURGER, ASSISTANT CITY MANAGER *NH*  
DOUG HOOPER, PLANNING DIRECTOR *DH*

**SUBJECT:** PRE-SCREEN REVIEW OF A PROPOSED SPECIFIC PLAN AMENDMENT TO ACCOMMODATE A 20,500 SQUARE-FOOT OFFICE DEVELOPMENT ON A VACANT PARCEL AT 29760 AGOURA ROAD IN THE LADYFACE MOUNTAIN SPECIFIC PLAN AREA (APPLICANT: TONY PRINCIPE FOR AGOURA HILLS BUSINESS CENTER – CASE NO. PSR-01483-2018)

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Tony Principe, for Agoura Hills Business Center, has applied for a pre-screen review to receive non-binding comments from the City Council for a preliminary proposal to amend the Ladyface Mountain Specific Plan (Specific Plan). The proposed project is a 20,500 square-foot, two-story office building on a 1.65-acre vacant parcel located at 29760 Agoura Road, in the Ladyface Mountain Specific Plan area (A.P.N. 2061-011-005). The applicant's request for non-binding individual comments from the City Council is consistent with the City's policy of conducting pre-screen reviews for legislative changes. The Specific Plan Amendment (SPA) would apply only to this specific parcel and would not modify the standards for the other Specific Plan parcels. Based on the City Council's preliminary comments regarding the potential SPA, the applicant will consider whether to submit a formal application for the project.

As the pre-screen review is an informal process, and the applicant is only required to submit concept plans with no technical studies, staff's comments are general in nature. Staff comments focus on the request for an SPA and not on the design of the project. A vicinity map, concept project plans, and photographs are included in this report as Exhibits A, B, and C, respectively.

The 1.65-acre parcel is located on the south side of Agoura Road, east of Ladyface Court, between the International Church of the Foursquare Gospel (Gateway Church) site and an existing two-story office development to the west. Although the lot is a vacant hillside lot, it has been graded for a building pad at a similar elevation as the adjacent office building. The date of the pad creation is unknown, but was likely before Cityhood. There is a driveway along the lot's eastern side to serve both the Gateway Church and the parcel. The west side of the driveway from centerline is located on this parcel.

Office is a permitted use for this parcel in the Specific Plan. The proposed two-story office building would include surface parking south of the building, and outdoor amenities, such as tables, benches, fire pit, and trellis covers on the existing 1.1-acre graded pad.

The building would be sited close to Agoura Road, and would allow preservation of the existing 2:1 slope from the road. This lot, and that to the west, are in common ownership. Options to connect both parking lots are being considered by the owner to facilitate vehicle and pedestrian circulation, and allow an accessible path to the street to be created without excessive grading on site. The project appears to have a shortage of parking, with 62 spaces proposed versus 68 required for an office building. Note that medical office use would not be allowed in this building, given the proposed number of parking spaces, since medical office has a higher parking demand than other office use.

The development would occur at an elevation of 899 feet, consistent with the Specific Plan requirement of development occurring below the 1,100-foot topographic elevation. The steeper slopes in the rear of the parcel would be preserved as open space.

The Specific Plan, adopted by the City Council in September 1991, provides the City with a comprehensive set of policies, regulations and conditions for guiding and ensuring the orderly development of property along the Ladyface Mountain foothills. The purpose of the Specific Plan is three-fold and includes ensuring development is compatible with the unique nature of the natural assets of the community, encouraging a mixture of uses, and coordinating development with the infrastructure capacity.

The Specific Plan outlines the maximum development potential of individual parcels in the Specific Plan area, and provides two scenarios – a lesser development in Scenario 1-A, and a slightly increased development in Scenario 1-B. The Specific Plan limits the amount of building area on this parcel to 7,000 square feet in development Scenario 1-A. The applicant may request a development of up to 8,000 square feet in Scenario 2-A with a Conditional Use Permit and provided certain findings listed in the Specific Plan are met. Therefore, the maximum allowable building area for this parcel, as prescribed in the Specific Plan, is between 7,000 and 8,000 square feet. Any development beyond this range, including the proposed 20,500 square feet, would require an SPA. The Specific Plan also establishes a “traffic budget” for this parcel, where no more than 25 P.M. peak-hour trips may be generated by the development in Scenario 1-A, and 25 in Scenario 2-A. A project-specific traffic report is required as part of a formal application submittal. However, given that the proposed building square footage is more than double the allowed square footage, the project would likely exceed the traffic budget. Lastly, the maximum total developable pad area for this parcel identified in the Specific Plan is 0.74-acre, compared to the 1.1-acre area of the project. As proposed, the project would require an SPA to exceed the maximum allowed building square footage and pad area, and likely traffic budget.

In addition, at this conceptual level, staff has identified the following items as being inconsistent with the Specific Plan development standards. For the project to proceed, a

variance is required for the reduced front and rear yard setbacks, as shown in the table below, and possibly for the parking reduction.

	<b>Proposed</b>	<b>Maximum Allowed</b>
Building Height	34 feet	35 feet
Front Yard Setback (North)	30 feet	2x building height = 70 feet
Side Yard Setback (West)	20 feet	35 feet
Side Yard Setback (East)	20 feet	35 feet
Rear Yard Setback (South)	Over 360 feet	2x building height = 70 feet
Building Coverage	14 percent	30 percent
Parking Spaces	62	68* (minimum)

\*Required for non-medical office.

The project would also require compliance with the Hillside Ordinance, as the site is considered a hillside lot. Given the overall slope of 15.2 percent, the developable area on the site is limited to 32.5 percent of the total lot square footage, whereas the project proposes 34 percent, and the corresponding maximum floor area ratio is 0.2484, whereas the project proposes 0.2852. Additionally, hillside developments are subject to design criteria that include a recessed second floor in relation to the first floor.

Impacts to on- and off-site oak trees would require an oak tree permit. An oak tree report would be needed to determine how many oaks would be encroached upon and/or removed. Most of the existing oak trees are located in front of and behind the existing graded pad of the site.

In summary, as proposed, the project would require an SPA, a conditional use permit (CUP) to develop in the Specific Plan area, a variance, and an oak tree permit. An environmental document per the California Environmental Quality Act (CEQA) would also be prepared for the project.

Over the years, the City has reviewed several applications for this site, as described below:

January 1990: The Planning Commission approved a conditional use permit and a variance to build a 28,000 square-foot office, with partial subterranean parking. The standards applied were those of the Business Park Office zone, as the Ladyface Mountain Specific Plan was not yet adopted. The project was never built.

September 1991: The Ladyface Mountain Specific Plan was adopted, limiting the amount of building area on the parcel between 7,000 and 8,000 square feet, as described below.

June 25, 2003: The City Council considered a pre-screen review application for the site. The owner of the parcel requested direction on whether he could proceed with a Specific Plan Amendment to build a 28,000 square-foot office building. The Council expressed interest in allowing an increase in square footage, as long as the prominence of the building from Agoura Road was minimized, the views of the adjacent office were

preserved, and the parking was screened from view on Agoura Road. A formal application was never filed.

March 23, 2005: The City Council considered a pre-screen review application for a 17,000 square-foot building, which was not supported by the City Council, and no formal application was filed.

April 25 2007: A pre-screen application was filed for a 15,900 square-foot building, which received general support from the City Council (see below).

May 10, 2010/June 23, 2010: The Planning Commission recommended approval of, and the City Council approved, a formal request for an amendment to the Specific Plan, along with a conditional use permit, oak tree permit, and a variance, to build a 15,900 square-foot building instead of an 8,000 square-foot building, reduce the front yard setback to 60 feet from 70 feet, and the western side-yard setback from 35 feet to 25 feet, increase the buildable pad area from 0.74 acres to 1.1 acres, and increase the number of PM peak-hour trips estimated in the Specific Plan from 25 to 41. The project entitlement has expired, along with the SPA.

In providing non-binding comments, the City Council may wish to consider the following options available to the applicant among others:

1. Redesign the project to meet the maximum allowable building area (8,000 square feet), the maximum allowable pad area (0.74 acres) and maximum traffic budget prescribed in the Ladyface Mountain Specific Plan.
2. Request a Specific Plan Amendment to increase the maximum allowable building area and traffic budget, only if all other Specific Plan development standards are met (including parking, setbacks and preserving oaks). Such a scenario would likely result in a building larger than 8,000 square feet, but less than the proposed 20,500 square feet.
3. Request a Specific Plan Amendment to increase the maximum allowable building area, pad area, and traffic budget to a lesser extent than that proposed in order to create a less dense development, while still considering the potential for variances and an oak tree permit.
4. Request a Specific Plan Amendment to allow a 20,500 square-foot building on a 1.1-acre building pad, with reduced setbacks and parking, an oak tree permit, and a corresponding increase in the traffic budget.

If the applicant chooses to file a development application, the project would be subject to compliance with the recently adopted Development Project Public Forum Guidelines and the Story Pole Procedures.

If the applicant proceeds with a SPA, the request could be considered by the Planning Commission, followed by the City Council, concurrently with the other required

discretionary actions (e.g. conditional use permit, variance, or oak tree permit) to develop this parcel. The Planning Commission would make a recommendation to the City Council. The City Council would review the development proposal and take final action, since a legislative action is required for the SPA.

**RECOMMENDATION**

Staff respectfully requests the City Council provide non-binding comments and direction to the applicant regarding this request for a Specific Plan Amendment pre-screen review.

Attachments:

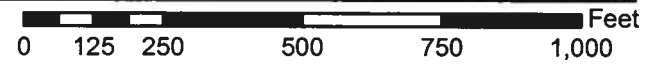
- Exhibit A: Vicinity Map
- Exhibit B: Reduced Copy of the Project Plans
- Exhibit C: Photographs of the Site

EXHIBIT A

# City of Agoura Hills

PRE-SCREEN REVIEW - CASE NO. PSR-01483-2018

Vicinity Map



**EXHIBIT B**

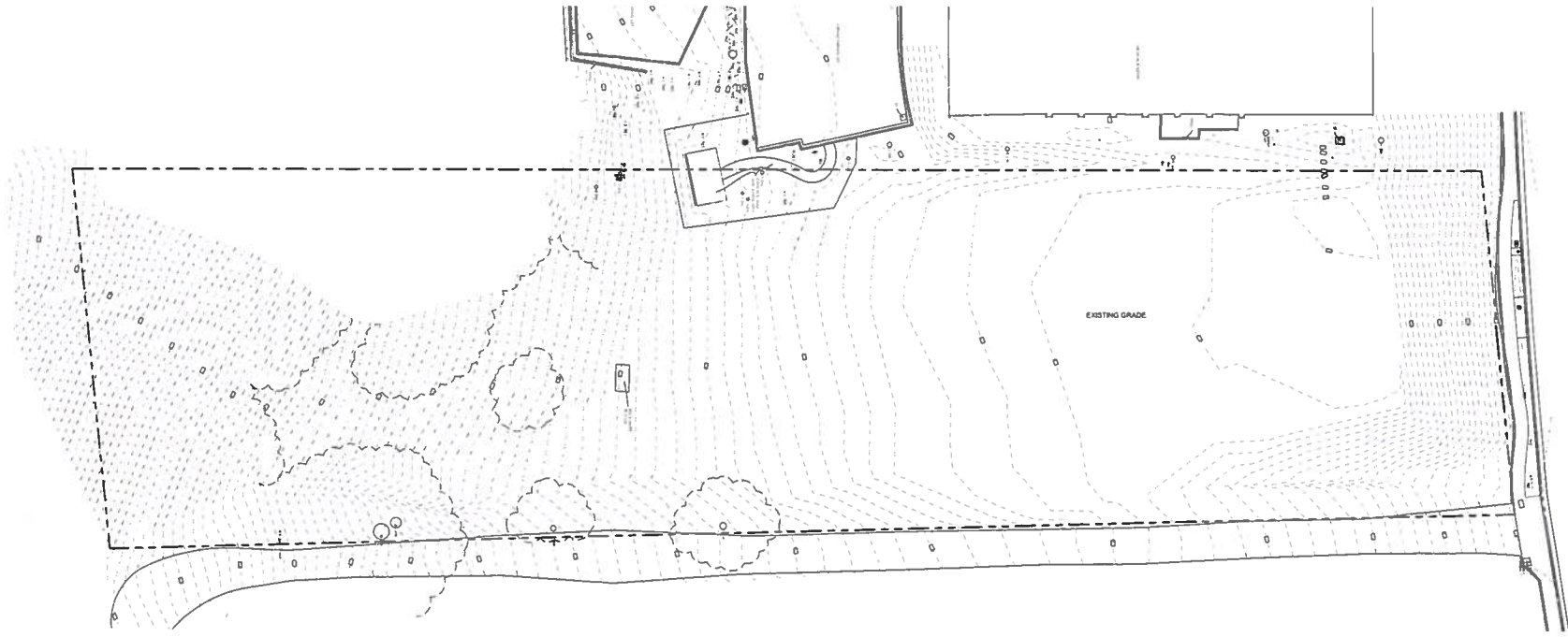




**NEW OFFICE BUILDING • AGOURA HILLS**

The logo for rrm design group. It features a stylized orange icon on the left consisting of three vertical bars of varying heights, followed by the lowercase letters 'rrm' in a white, sans-serif font. To the right of 'rrm', the words 'design' and 'group' are stacked vertically in a smaller, white, sans-serif font.

**rrm** design  
group



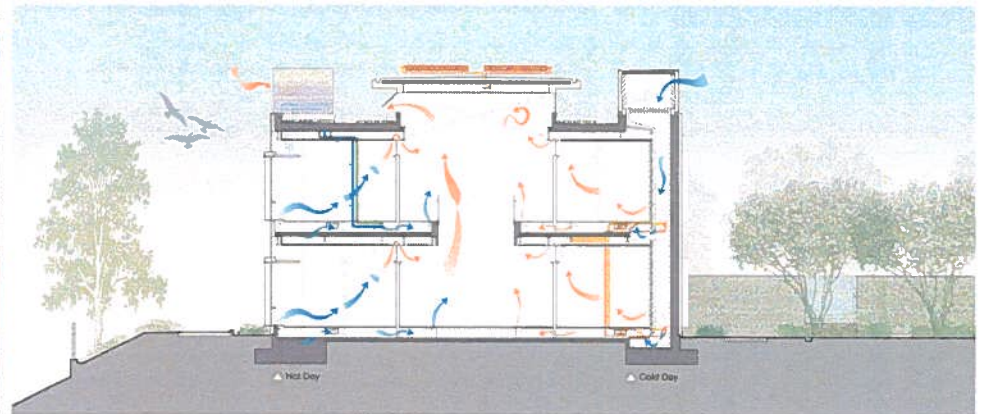
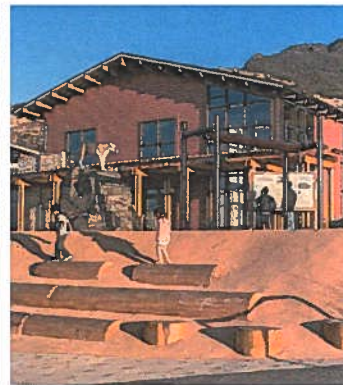
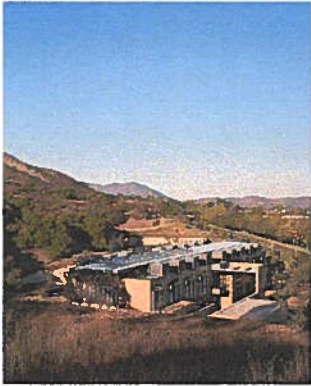
2 EXISTING SITE PLAN  
1" = 20'-0" (24 X 36 SHEET)

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A2



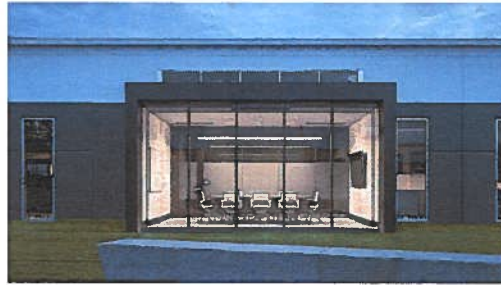
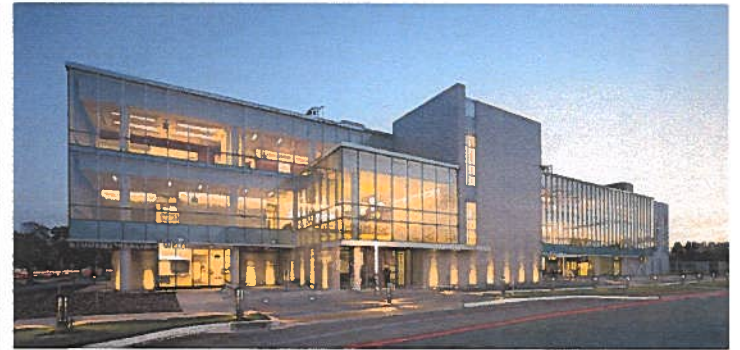
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**ADJACENT ARCHITECTURAL INSPIRATION**

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04 19 2018



**A3**



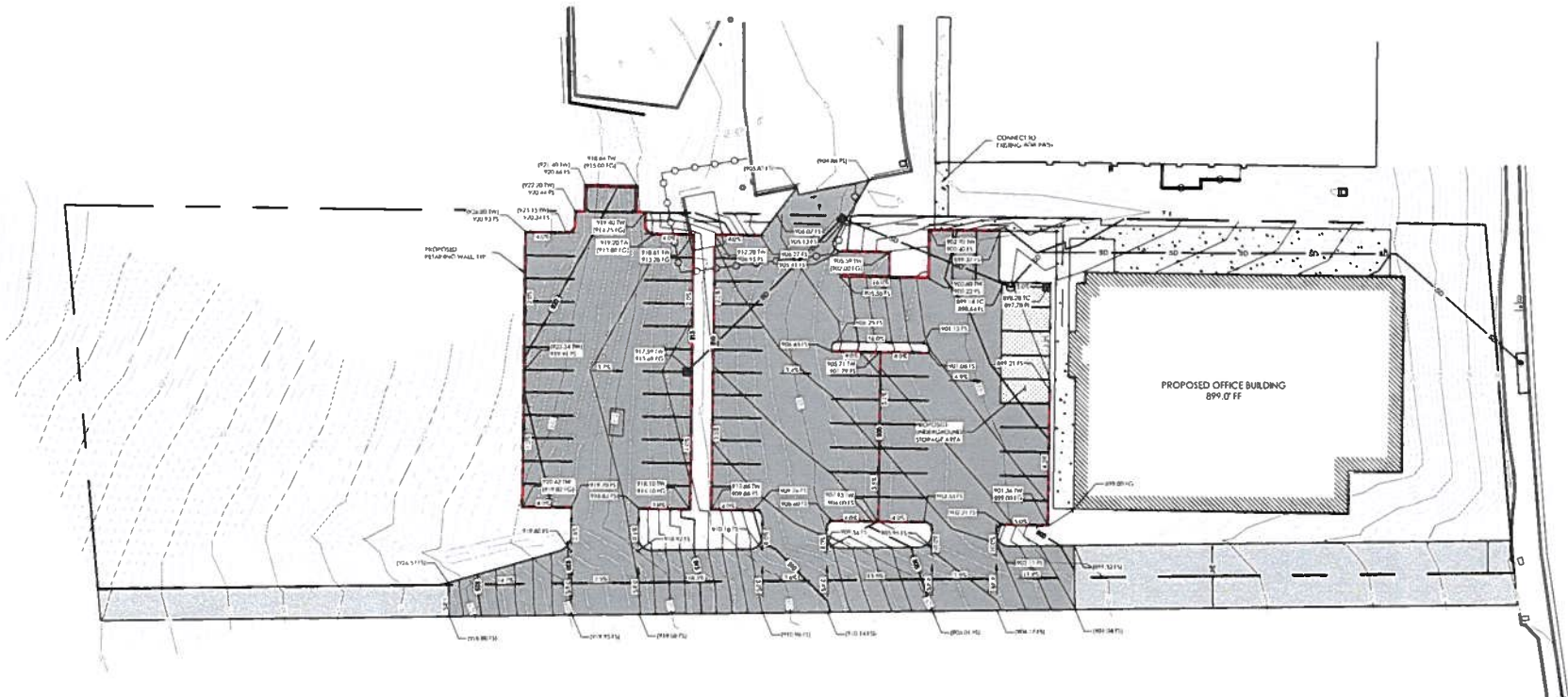
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**ARCHITECTURAL INSPIRATION**

1100-01-CO17  
04 19 2018



**A4**



**LEGEND**

PROPOSED RETAINING WALL LOCATIONS	
PROPOSED SURFACE DRAIN LINE	
PROPOSED SURFACE DRAIN INLET	
PROPOSED DRAINAGE SWALE	
EXISTING CONCRETE PAVEMENT	
EXISTING A.C. PAVEMENT	
PROPOSED CONCRETE PAVEMENT	
PROPOSED A.C. PAVEMENT	
PROPOSED UNDERGROUND STORAGE AREA	
EXISTING GRADE	
PROPOSED GRADE	

**GRADING NOTE:**

SITE GRADING SHALL CONFORM TO THE RECOMMENDATIONS MADE BY THE GEOTECHNICAL ENGINEER IN THE APPROVED SOILS REPORT.

**EARTH QUANTITIES:**

AREA OF DISTURBANCE 1.07 AC±

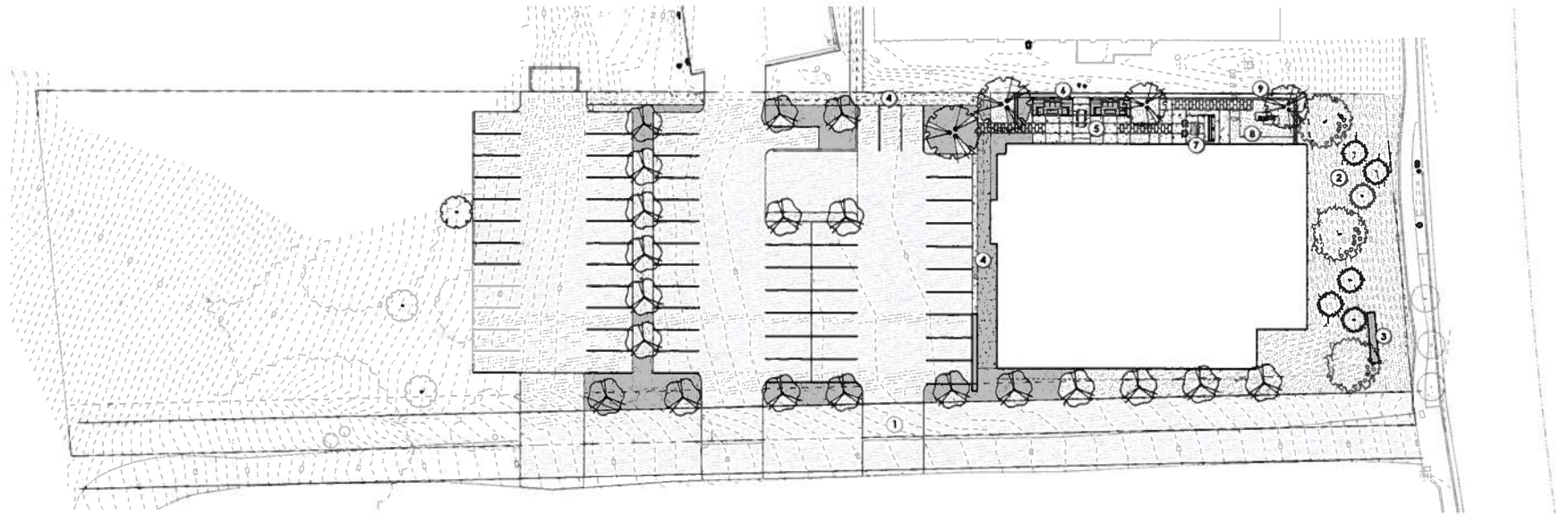
RAW CUT: 220 CU YD

RAW FILL: 2,300 CU YD

QUANTITY ESTIMATES ON THESE PLANS ARE TO BE USED FOR PERMITS PURPOSES ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ACTUAL QUANTITIES FOR THE PURPOSE OF CONSTRUCTION.

THE RAW EARTHWORK QUANTITIES SHOWN HEREON REPRESENT THE ESTIMATED VOLUMETRIC DIFFERENCE BETWEEN THE PROPOSED ROUGH GRADE AND THE LIMITED TOPOGRAPHIC EXISTING GRADES. THESE ESTIMATES DO NOT MAKE CONSIDERATIONS FOR LOSSES OR BELIEF DUE TO SHRINKAGE, SOIL ANCHORS, STABILIZATION, CONSTRUCTION TECHNIQUE, FOOTING & RETAINING WALLS, ETC. THESE IN ADDITION TO ACTUAL FIELD CONDITIONS, CONSTRUCTION TECHNIQUE AND THE FINAL RECOMMENDATIONS OF THE SOILS ENGINEER MAY SIGNIFICANTLY AFFECT THE FINAL IMPORT & EXPORT QUANTITIES.





### PLANT\_SCHEDULE

TREES	COMMON NAME	QTY
	QUERCUS AGRIFOLIA	48"BX
	CELEXIA PARVIFLORA	24"BX
	PLATANUS RACEMOISA	48"BX
	CERCIS OCCIDENTALIS	24"BX
	HETEROMELLES ARBUTIFOLIA	24"BX
	EXISTING TREE	—
SHRUBS	COMMON NAME	QTY
	AGAVE ATTENUATA	1 GAL
	AGAVE X 'BLUE FLAME	1 GAL
	ALOE BARBERAE	7 GAL
	ALOE STRIATA	1 GAL
	ARTEMISIA X POWIS CASTLE	1 GAL
	CAREX PRAEGRACILIS	4701
	CHAMAEROPS HUMILIS CERIFERA	25 GAL
	CISTUS SALVIFOLIUS PROSTRATUS	1 GAL
	CISTUS X SKANBERGA	5 GAL
	DRACAENA DRACO	15 GAL
	DYMONDIA MARGARETAE	4701
	ECHEM CANDICANS 'SELECT BLUE	5 GAL
	ERIGERON KARVINSKIANUS	4701
	HELICHRYSUM PETIOLARE	4701

HELICTOTRICHON SEMPERVIRENS	BLUE OAT GRASS	1 GAL
JUNIPERUS PROCUMBENS 'NANA'	SHORE JUMPUP	1 GAL
LAVANDULA STOECHAS 'OTTO QUAST'	SPANISH LAVENDER	1 GAL
LOMANORA LONGIFOLIA 'BREEZE'	DWARF MAT RUSH	1 GAL
LOMANORA LONGIFOLIA 'NYALLA'	NYALLA BREEZE GRASS	1 GAL
MUHLENBERGIA RIGENS	DEER GRASS	1 GAL
OLEA EUROPAEA 'LITTLE OLIVE' TM	LITTLE OLIVE OLIVE	5 GAL
PHLOMIS FRUTICOSA	JERUSALEM SAGE	5 GAL
ROSMARINUS OFFICINALIS 'BLUE SPRIES'	ROSEMARY	5 GAL
ROSMARINUS OFFICINALIS 'HUNTINGTON CARPET'	HUNTINGTON CARPET ROSEMARY	1 GAL
ROSMARINUS OFFICINALIS 'ROMAN BEAUTY'	ROMAN BEAUTY ROSEMARY	5 GAL
SALVIA CLEVELANDI	CLEVELAND SAGE	5 GAL
SALVIA LEUCANHA 'SANTA BARBARA'	MEXICAN BUSH SAGE	5 GAL
SALVIA X 'BEE'S BLISS'	SAGE	1 GAL
STACHYS BYZANTINA	LAMB'S EAR	4701
THYMAS SERPILLUM 'REIER'S RED'	REIER'S RED CREEPING THYME	4701

### PLANTING DESIGN CRITERIA

THE PLANT PALETTE BELOW IS COMPRISED OF PLANT MATERIAL AND TREES KNOWN TO THRIVE IN THE LOCAL CLIMATE AND SOIL CONDITIONS. THE PLANT PALETTE IS COMPRISED OF PLANTS NATIVE TO MEDITERRANEAN CLIMATES, 20% OR LESS OF THE PLANT MATERIAL WILL REQUIRE MODERATE WATER, AND THE REMAINDER WILL REQUIRE LOW TO VERY LOW WATER ONCE ESTABLISHED. THIS PLANT PALETTE COUPLE WITH THE IRRIGATION SYSTEM DESCRIBED AT THE LEFT WILL MEET OR EXCEED THE STATE AND LOCAL STANDARDS FOR WATER CONSERVATION THROUGH WATER EFFICIENT LANDSCAPE IRRIGATION DESIGN.

ALL ABOVE GROUND UTILITIES WILL BE SCREENED WITH VEGETATION.

### IRRIGATION AND PLANTING DESIGN CRITERIA

A WEATHER SENSING, 'SMART CONTROLLER' WILL BE USED TO MONITOR THE IRRIGATION WATER AND MANAGE DAILY WATER CONSUMPTION TO THE MINIMUM REQUIREMENTS FOR EACH HYDROZONE

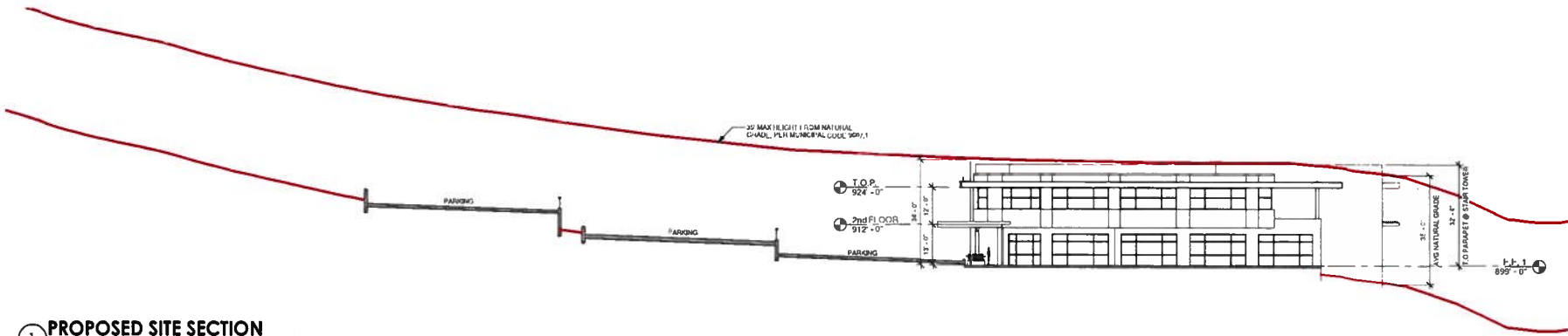
ALL TREES, POTTERY, SHRUB AND GROUND COVER AREAS WILL BE IRRIGATED ON SEPARATE HYDROZONES WITH DRIP OR BUBBLER IRRIGATION, SO THAT ONCE ESTABLISHED, WATER CAN BE REGULATED IN A MORE EFFICIENT MANNER.

I CERTIFY THAT THIS PLANT PALETTE COUPLED WITH THE IRRIGATION SYSTEM DESCRIBED ABOVE WILL MEET OR EXCEED THE STATE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWEL0)

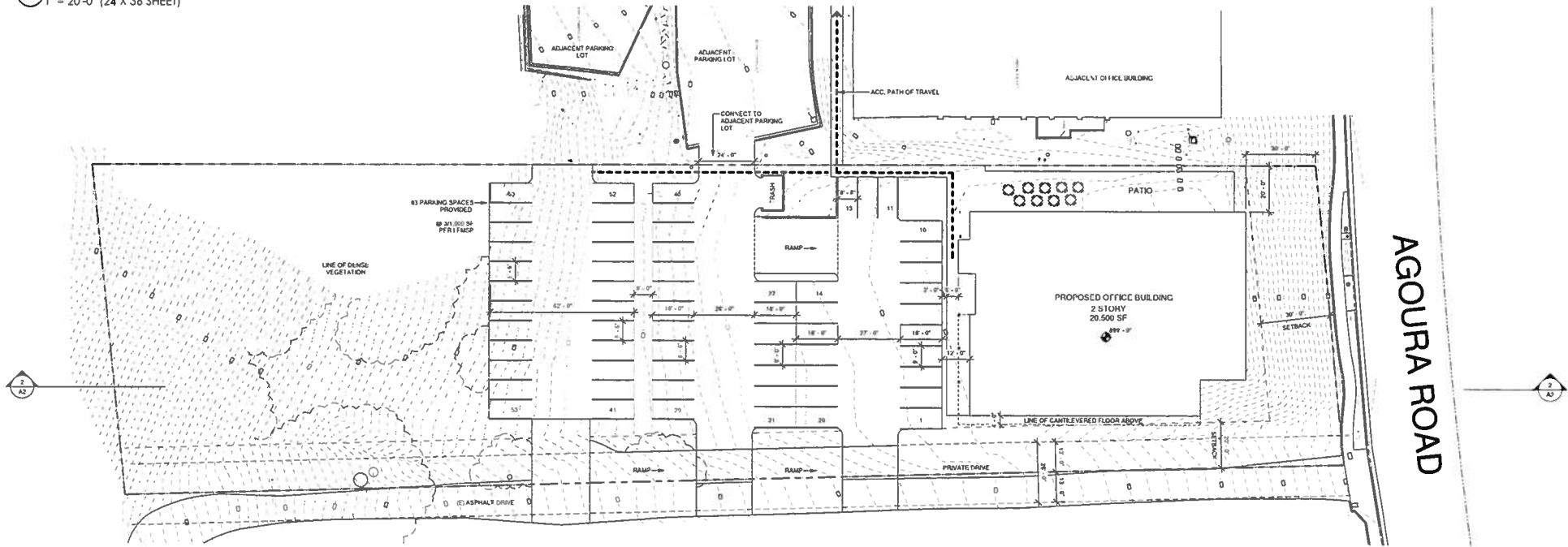
WESLEY AROLA  
LANDSCAPE ARCHITECT | CA LICENSE NUMBER #5958

### LANDSCAPE PLAN KEY

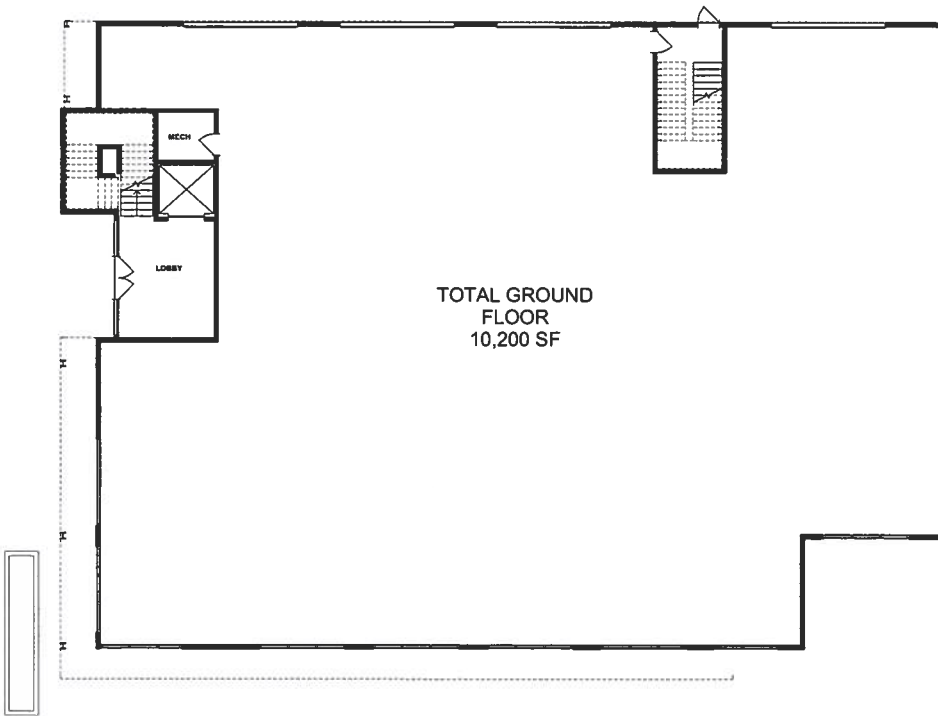
- 1 NEW ASPHALT DRIVE
- 2 SLOPE PLANTING
- 3 MONUMENT SIGN
- 4 PEDESTRIAN CONCRETE WALKWAY
- 5 ACID-WASHED, INTEGRALLY COLORED CONCRETE PATIO WITH PRECAST CONCRETE PAVER ACCENT BANDS
- 6 LOUNGE SEATING ON FLUSH WOOD DECKING, OVERHEAD TRELLIS WITH VINE WALL BEHIND SEATING AREA
- 7 FIREPIECE LOUNGE AREA WITH OVERHEAD TRELLIS
- 8 GRAVEL COURT AND WATER FEATURE
- 9 PRIVACY HEDGE



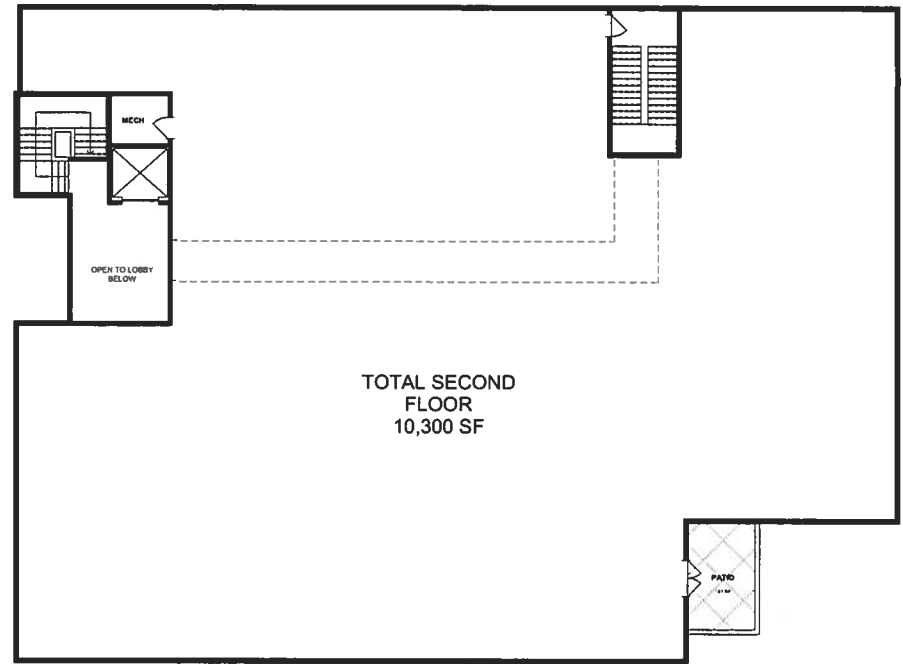
1 PROPOSED SITE SECTION  
1" = 20'-0" (24 X 36 SHEET)



2 PROPOSED SITE PLAN  
1" = 20'-0" (24 X 36 SHEET)



1 PROPOSED FIRST FLOOR PLAN  
1/8" = 1'-0" (24 X 36 SHEET)



1 PROPOSED SECOND FLOOR PLAN  
1/8" = 1'-0" (24 X 36 SHEET)





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**VIEW OF OFFICE ENTRY**

1100-01-CO17  
04 19 2018



**A9**

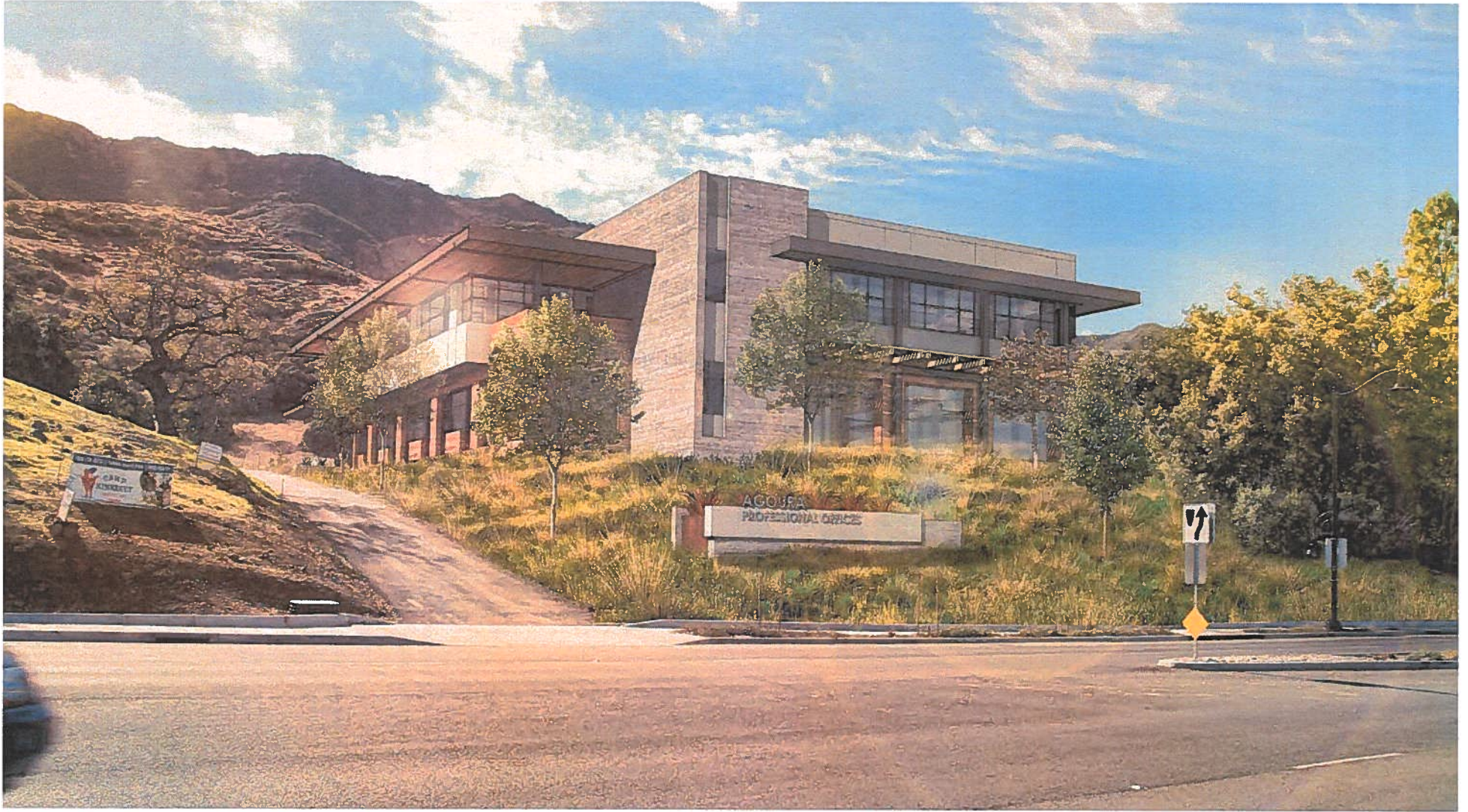


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**VIEW OF PATIO ON WEST ELEVATION**

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04 19 2018





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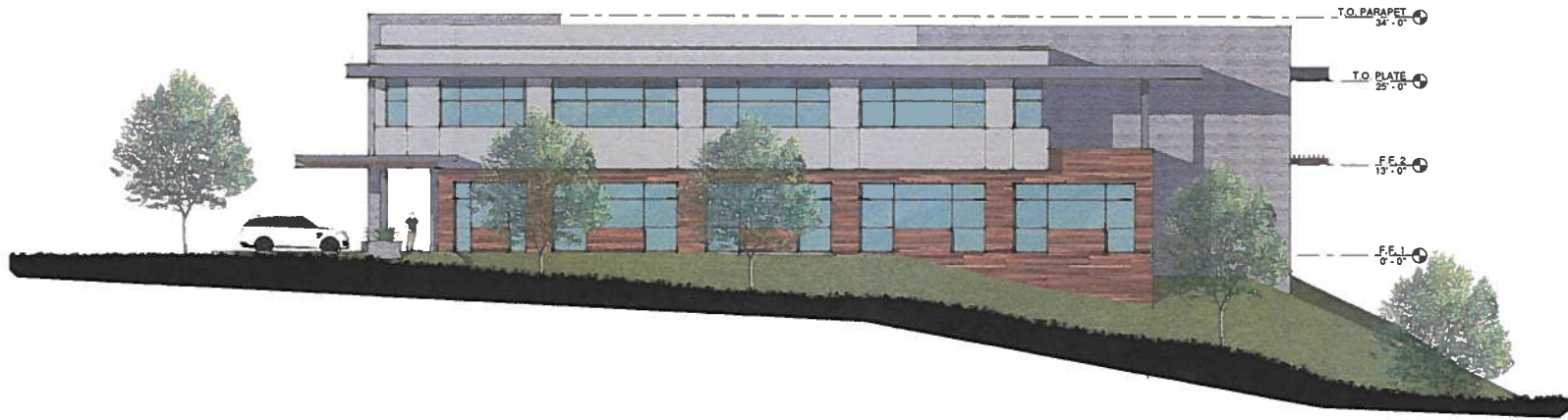
**VIEW FROM AGOURA HILLS ROAD**

1100-01-CO17  
04 19 2018





① **NORTH ELEVATION**  
 1/8" = 1'-0" (24 X 36 SHEET)



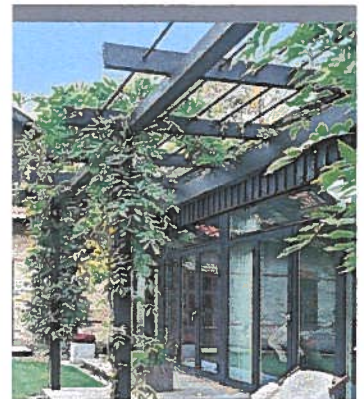
② **EAST ELEVATION**  
 1/8" = 1'-0" (24 X 36 SHEET)



1 SOUTH ELEVATION  
1/8" = 1'-0" (24 X 36 SHEET)



2 WEST ELEVATION  
1/8" = 1'-0" (24 X 36 SHEET)



# AGOURA ROAD OFFICE BUILDING

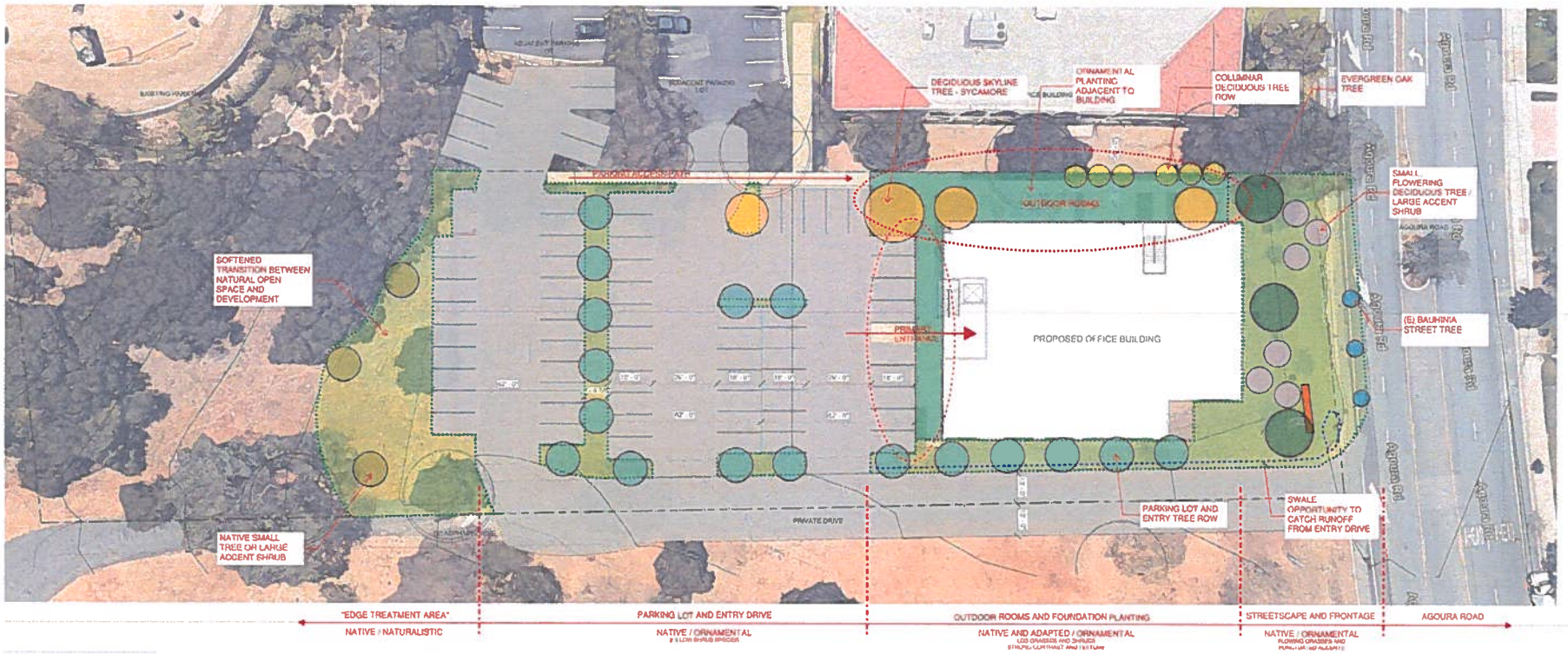


AGOURA HILLS, CA



**PRELIMINARY LANDSCAPE DESIGN**  
AGOURA HILLS, CA

1100-01-CO17 APRIL 09, 2018



Scale: 1" = 20'-0"

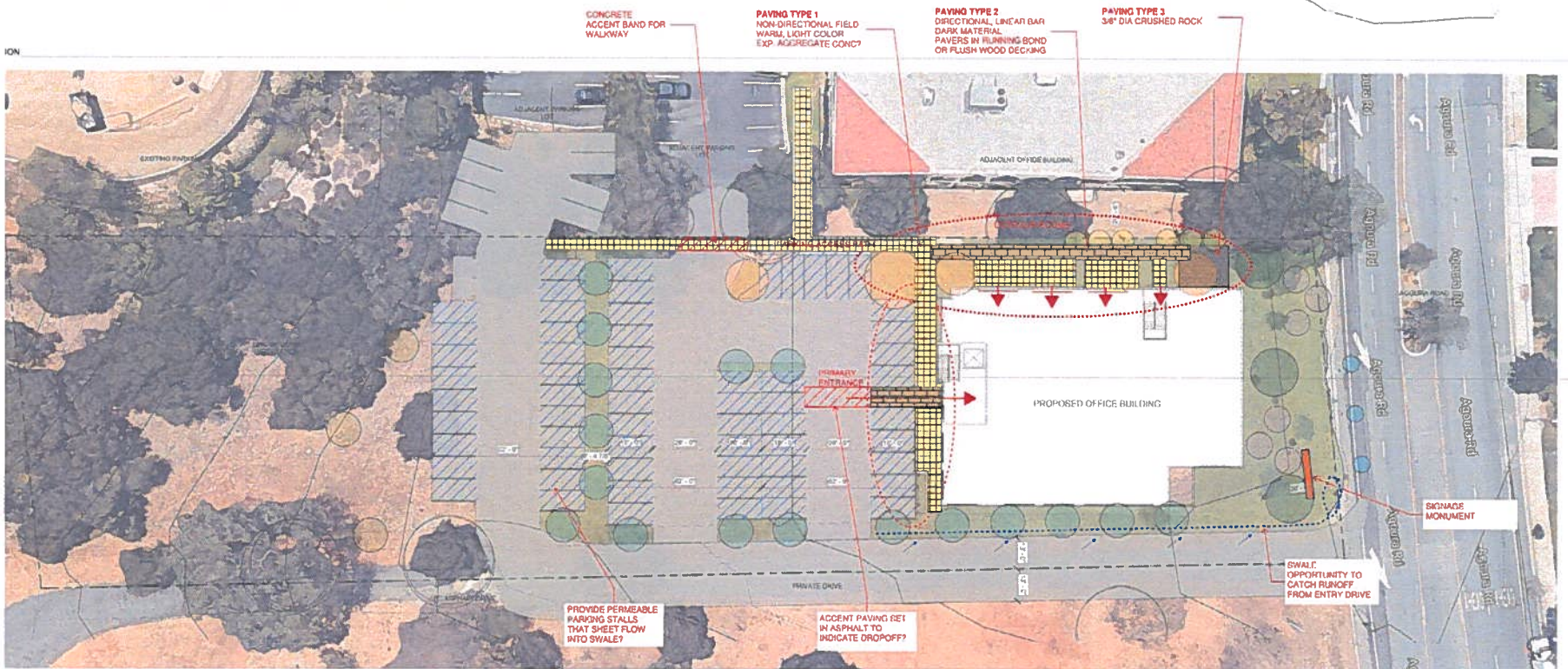


# AGOURA ROAD OFFICE BUILDING

AGOURA HILLS, CA

## PLANTING DIAGRAM

1100-01-CO17 APRIL 09, 2018



Scale: 1" = 20'-0"



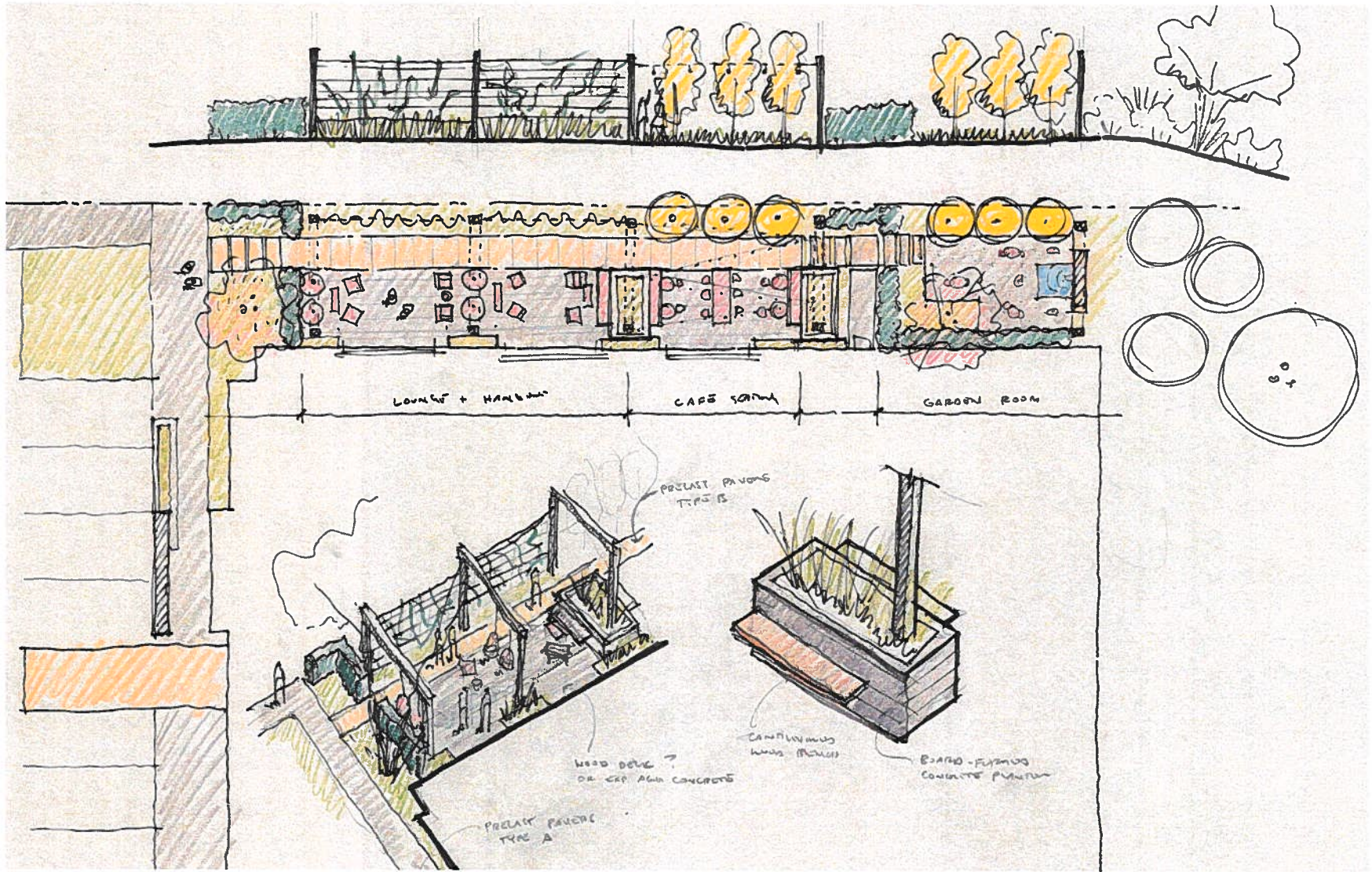
**AGOURA ROAD OFFICE BUILDING**  
AGOURA HILLS, CA

**HARDSCAPE DIAGRAM**

1100-01-CO17 APRIL 09, 2018

**L3**





Scale: 1" = 10'-0"

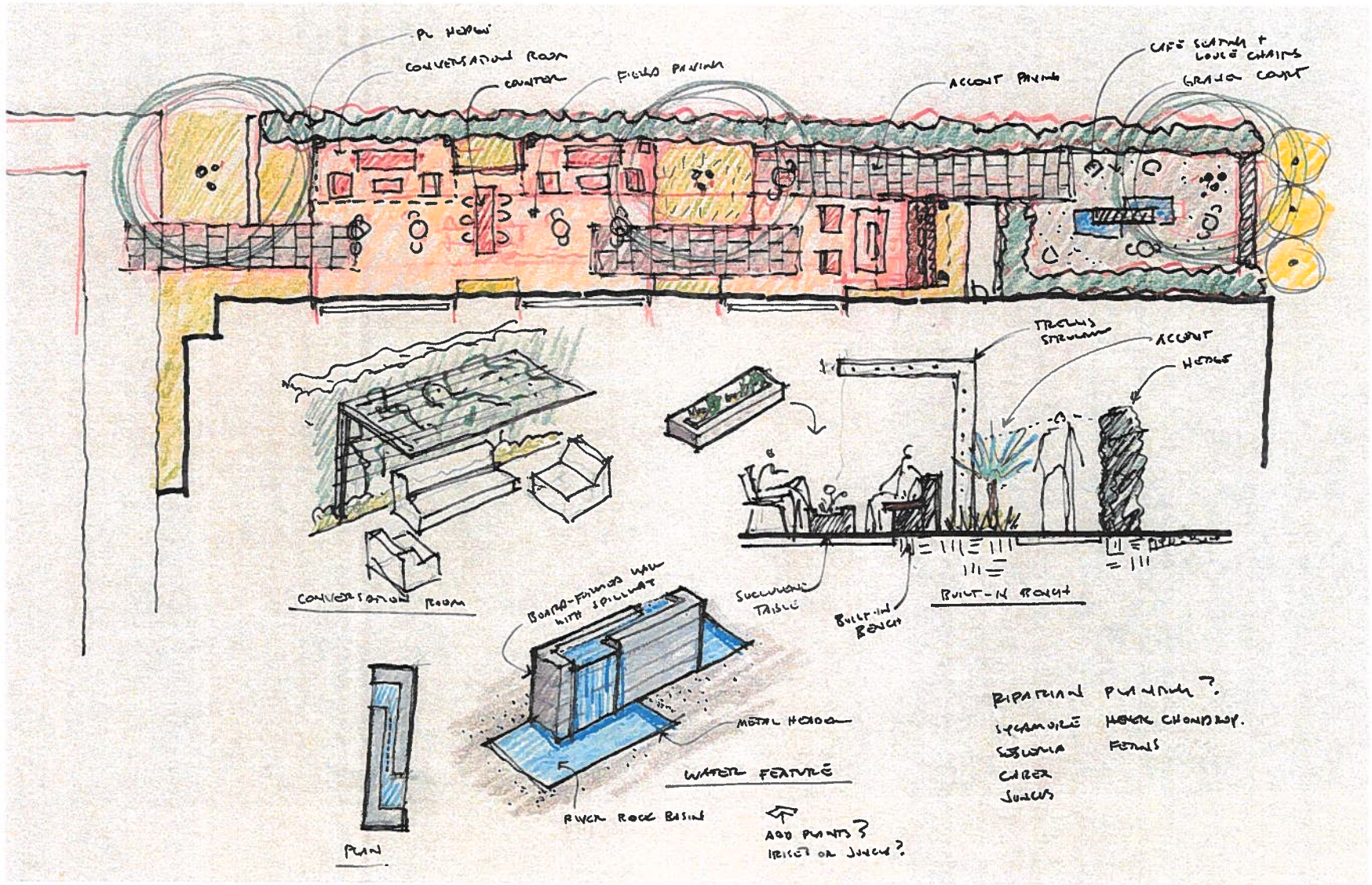


**AGOURA ROAD OFFICE BUILDING**  
AGOURA HILLS, CA

**OUTDOOR ROOMS - CONCEPT 1**

1100-01-CO17 APRIL 09, 2018

**L4**



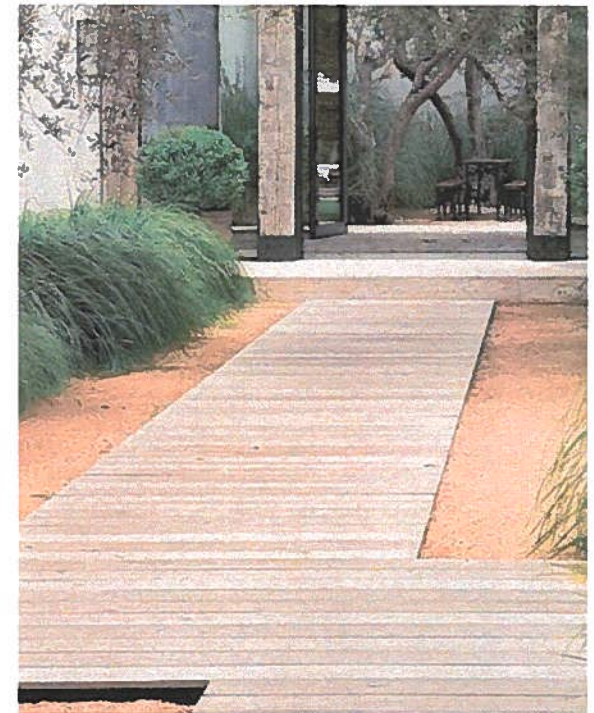
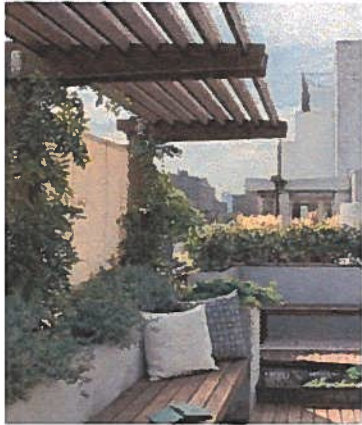
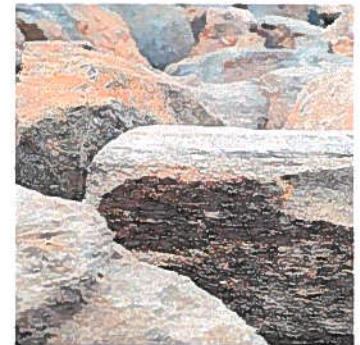
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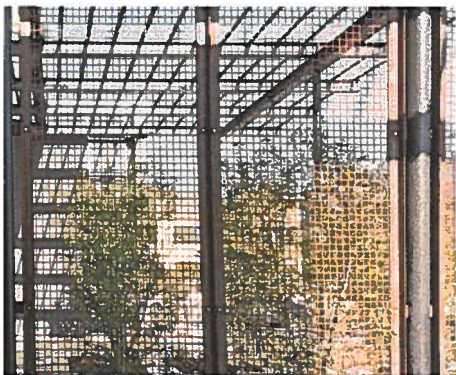
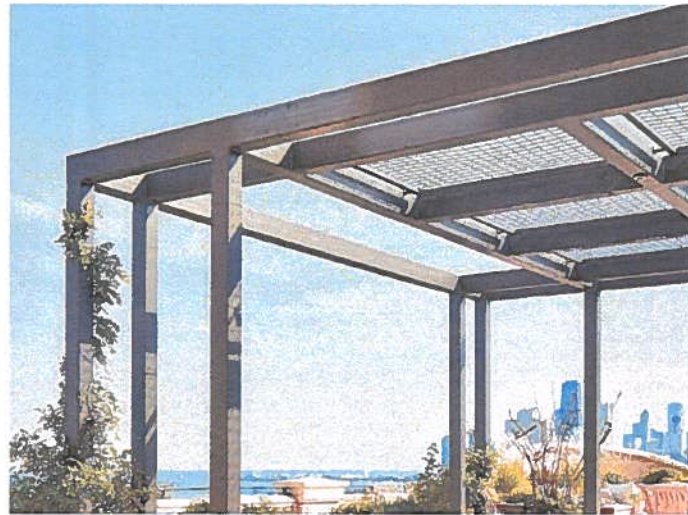


**AGOURA ROAD OFFICE BUILDING**  
AGOURA HILLS, CA

**OUTDOOR ROOMS - CONCEPT 2**

1100-01-CO17 APRIL 09, 2018





**AGOURA ROAD OFFICE BUILDING**  
AGOURA HILLS, CA

**TRELLISES AND SITE FURNISHINGS**

1100-01-CO17 APRIL 09, 2018



Myrica Hedge



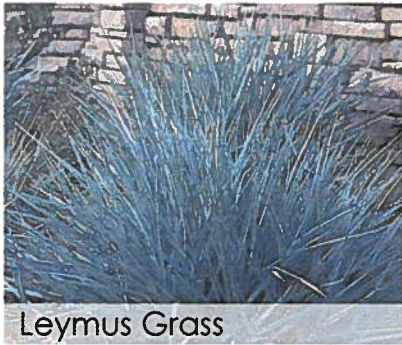
Berkeley Sedge



Sycamore Tree



Jerusalem Sage



Leymus Grass



Blue Flame Agave



Artemisia



Smokey Westringia



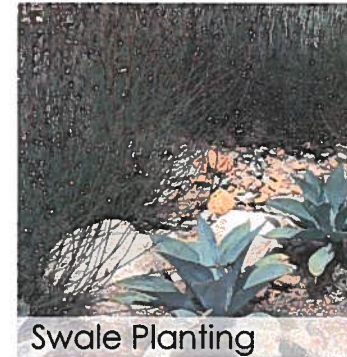
Sage



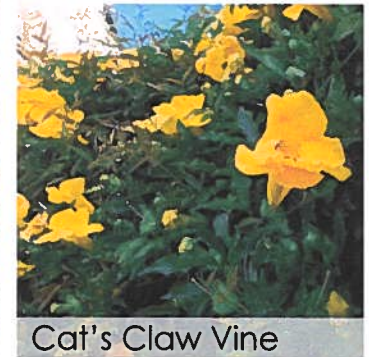
Oak Tree



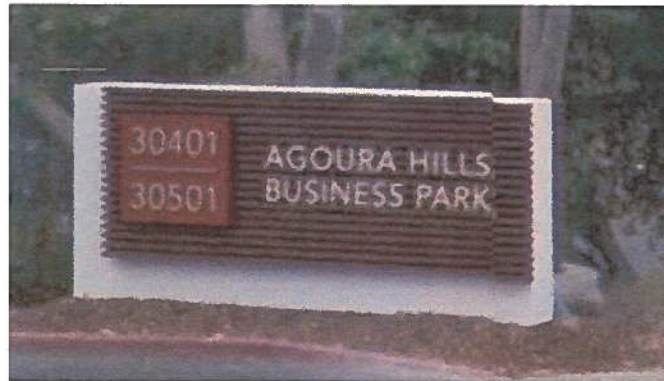
Deer Grass



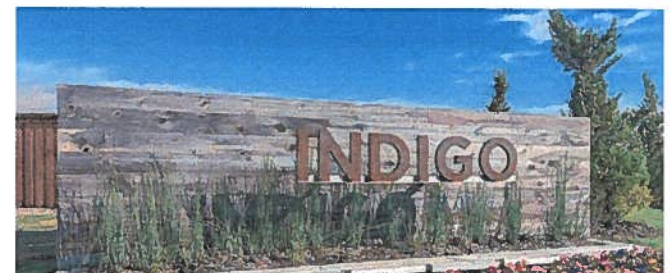
Swale Planting



Cat's Claw Vine

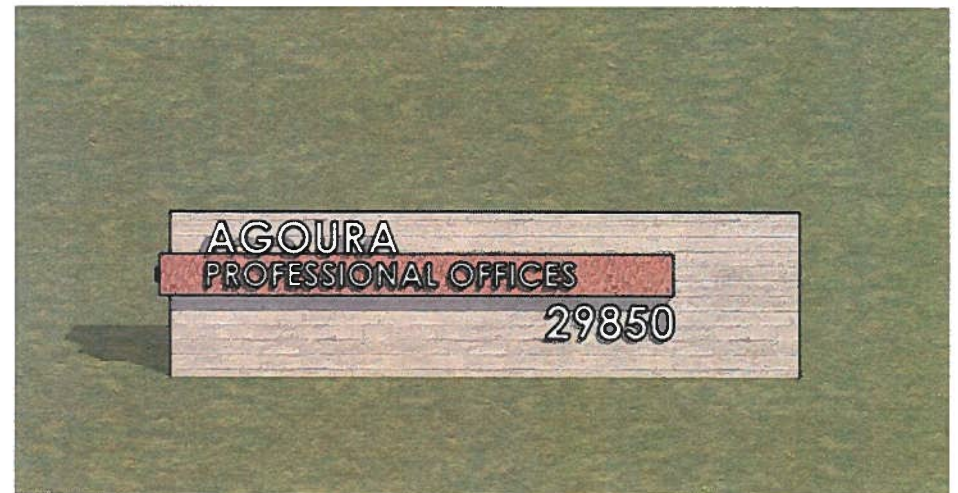
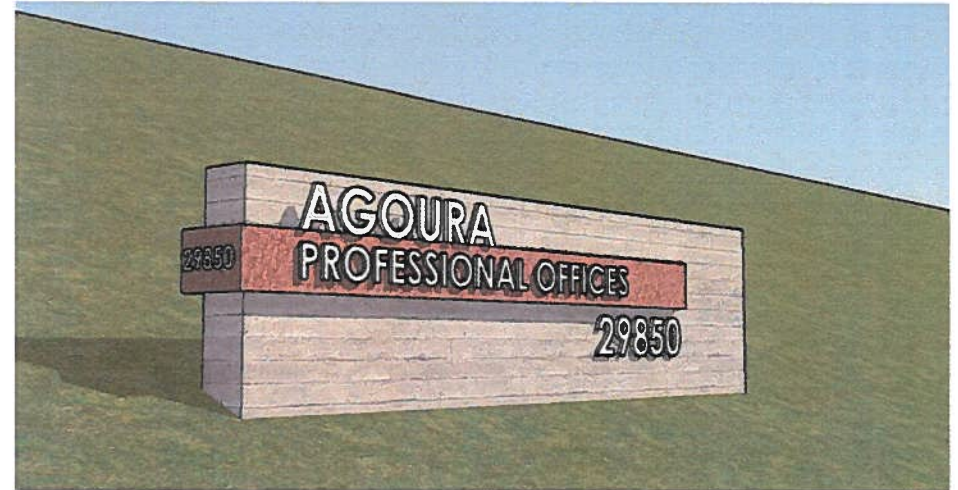


Agoura Road Monument Sign Precedents



Monument Sign Inspiration





Option 1

Option 2

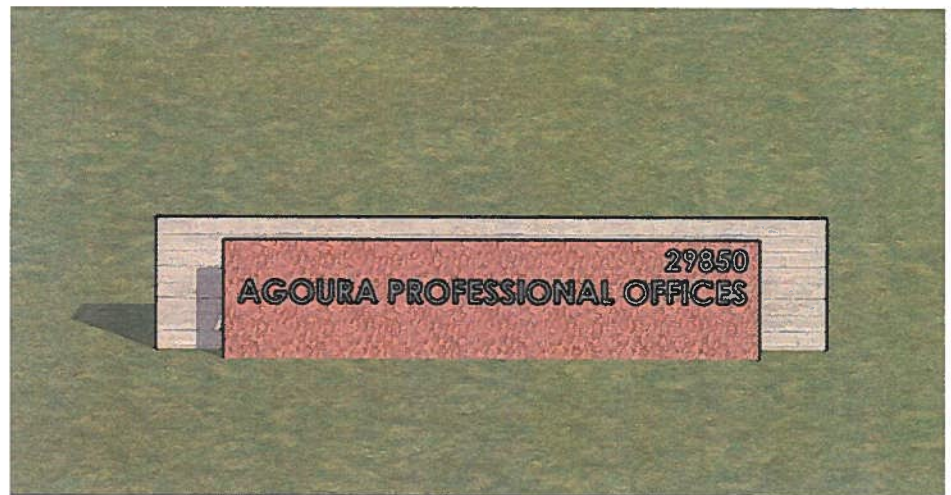
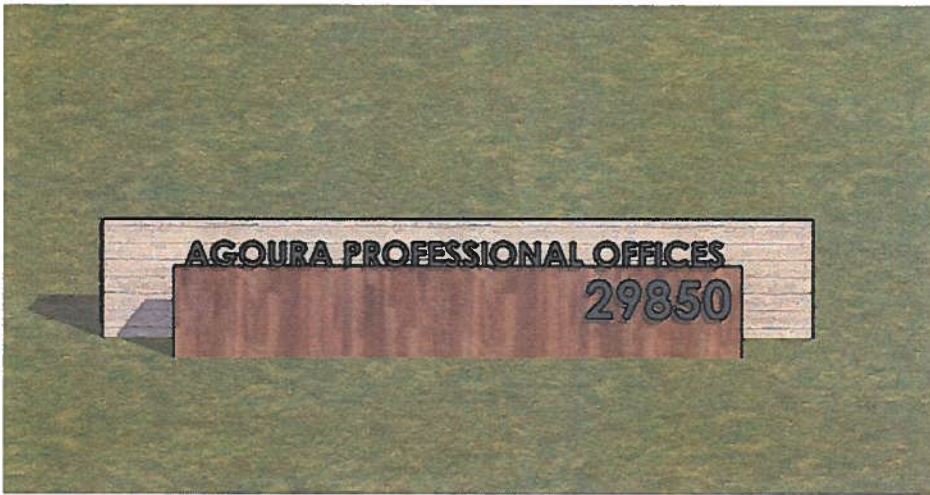
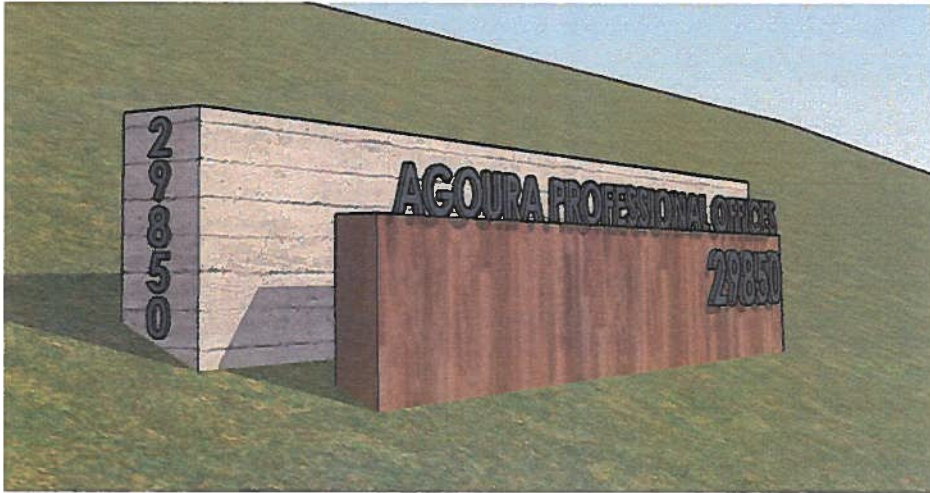


**AGOURA ROAD OFFICE BUILDING**  
AGOURA HILLS, CA

**MONUMENT SIGN**

1100-01-CO17 APRIL 09, 2018

**L10**



Option 3

Option 4



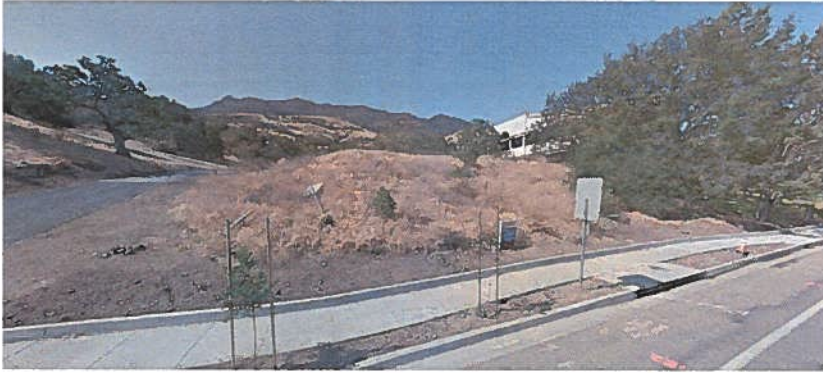
**AGOURA ROAD OFFICE BUILDING**  
AGOURA HILLS, CA

**MONUMENT SIGN**

1100-01-CO17 APRIL 09, 2018



**EXHIBIT C**



**PROJECT SITE SEEN FROM AGOURA RD**



**PROJECT SITE SEEN FROM ADJACENT PARKING LOT**