

MINUTES
REGULAR MEETING
AGOURA HILLS PLANNING COMMISSION
Civic Center – Council Chambers
30001 Ladyface Court, Agoura Hills, California 91301
Thursday, May 16, 2024
6:30 p.m.

The Planning Commission meeting was called to order at 6:30 p.m. by Chair Anderson.

The Pledge of Allegiance was led by Commissioner Bruce Stein.

OATH OF OFFICE TO INCOMING PLANNING COMMISSIONER BRUCE STEIN

The Oath of Office, to newly appointed Planning Commissioner Bruce Stein, was administered by City Clerk Rodrigues.

Present were: Chair Kate Anderson, Vice Chair Morgan Roth, Commissioner Jessica Reinhardt, Commissioner Brit Sharon, and Commissioner Bruce Stein.

Also Present were: Community Development Director Denice Thomas, Principal Planner Robby Nesovic, Assistant City Attorney Travis M. Kaya, Associate Planner Katrina Garcia and City Clerk/Recording Secretary Kimberly M. Rodrigues.

APPROVAL OF AGENDA

ACTION: Commissioner Sharon moved to approve the Agenda, as presented. Vice Chair Roth seconded. The motion carried 5-0, by the following roll call vote:

AYES: Chair Anderson, Vice Chair Roth, and Commissioners Reinhardt, Sharon, and Stein.

NOES: None.

ABSTAIN: None.

ABSENT: None.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

There were no public comments.

ACTION: Vice Chair Roth moved to approve Consent Calendar Item No. 1. Commissioner Reinhardt seconded. The motion carried 5-0, by the following roll call vote:

AYES: Chair Anderson, Vice Chair Roth, and Commissioners Reinhardt, Sharon, and Stein.

NOES: None.

ABSTAIN: None.

ABSENT: None.

1. Approve Minutes of the Regular Planning Commission Meeting of April 18, 2024

STAFF REFERENCE: CITY CLERK/RECORDING SECRETARY RODRIGUES

PUBLIC HEARINGS

2. **REQUEST:** 1) APPROVE A SITE PLAN AND ARCHITECTURAL REVIEW PERMIT FOR EXTERNAL IMPROVEMENTS TO AN EXISTING OFFICE BUILDING 2) APPROVE AN OAK TREE PERMIT TO ENCROACH INTO THE PROTECTED ZONE OF TWO OAK TREES, AND 3) MAKE A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

APPLICANT: Tiffany Perez (One Nine Architecture) for Rich McEvoy

CASE NOS: SPR-2023-0035, & OAK-2023-0067

LOCATION: 30601 Agoura Road (AIN 2061-002-036)

ENVIRONMENTAL DETERMINATION: Exempt from the California Environmental Quality Act (CEQA) per §15301 (Existing Facilities), §15303(e) (New Construction or Conversion of Small Structures), and §15311 (Accessory Structures) of the CEQA Guidelines.

ZONING DESIGNATION: BP-M-FC (Business Park-Manufacturing-Freeway Corridor Overlay)

GENERAL PLAN DESIGNATION: BP-M

RECOMMENDATION: Staff recommended the Planning Commission approve Site Plan and Architectural Review permit case number SPR-2023-0035, Oak Tree Permit case number OAK-2023-0067, subject to conditions, based on the findings of the Draft Resolution, and make a Determination of

Exemption under the California Environmental Quality Act (CEQA).

Chair Anderson opened the Public Hearing at 6:39 p.m.

Following presentation of the staff report, and a question and answer period with staff, Chair Anderson inquired if any Commissioners had any ex parte communications to disclose.

- Chair Anderson disclosed she had visited the site.
- Vice Chair Roth disclosed he had visited the site.
- Commissioner Sharon disclosed that she saw the site in passing.
- Commissioner Reinhardt disclosed that she had driven by the site and was familiar with the building as she had a friend that was a tenant in the adjacent building.
- Commissioner Stein disclosed that he had visited the site and walked where they were going to put the deck as he “*wanted to get a sense of how it was going to impact the trees.*”

Chair Anderson opened the floor for public testimony. The following person(s) spoke:

Rich McEvoy, Owner/Applicant, representing Harbor Associates
Katherine Dao, Lead Designer and Architect, representing the Applicant
Ann Burroughs, Arborist, representing the Applicant

There being no further public comments or a rebuttal from the Applicant, or any further questions from the Planning Commission, Chair Anderson closed the Public Hearing at 7:04 p.m.

During deliberations, each Planning Commissioner (*Chair Anderson, Vice Chair Roth, Commissioner Reinhardt, Commissioner Sharon, and Commissioner Stein*) disclosed they could make all the findings to approve the project.

ACTION: Following deliberations, Commissioner Reinhardt moved to adopt **Resolution No. 24-1291**; A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING SITE PLAN AND ARCHITECTURAL REVIEW PERMIT CASE NO. SPR-2023-0035 AND OAK TREE PERMIT CASE NO. OAK-2023-0067 FOR EXTERNAL BUILDING IMPROVEMENTS OF AN EXISTING OFFICE BUILDING AT 30601 AGOURA ROAD AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT. Seconded by Vice Chair Roth. The motion carried 5-0, by the following roll call vote:

AYES: Chair Anderson, Vice Chair Roth, and Commissioners Reinhardt, Sharon, and Stein.
NOES: None.
ABSTAIN: None.
ABSENT: None.

3. REQUEST: 1) APPROVAL OF A CONDITIONAL USE PERMIT AND SITE PLAN/ARCHITECTURAL REVIEW PERMIT TO ADD 841.5 SQUARE FEET TO AN EXISTING SINGLE-FAMILY RESIDENCE, LOCATED ON A HILLSIDE LOT AND 2) TO DECIDE OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

APPLICANT: Brian and Tracy Phelps

CASE NOS: CUP-2023-0022 & SPR-2023-0038

LOCATION: 4137 Jim Bowie Road (AIN: 2064-013-007)

ENVIRONMENTAL DETERMINATION: Exempt from the California Environmental Quality Act (CEQA) per § 15301 (Existing Facilities) of the CEQA Guidelines.

ZONING DESIGNATION: Single Family Residential (RS-(3)-10,000) – Freeway Corridor Overlay (FC)

GENERAL PLAN DESIGNATION: Residential Single Family (RS)

RECOMMENDATION: Staff recommended the Planning Commission approve Conditional Use Permit Case No. CUP-2023-0022 and Site Plan/Architectural Review Case No. SPR-2023-0038, subject to conditions, based on the findings of the Draft Resolution.

Chair Anderson opened the Public Hearing at 7:13 p.m.

Following presentation of the staff report, and a question and answer period with staff, Chair Anderson inquired if any Commissioners had any ex parte communications to disclose.

- Chair Anderson disclosed she had driven by the project.
- Commissioner Reinhardt disclosed she had driven by the project.
- Vice Chair Roth disclosed he had driven by the project.
- Commissioner Stein disclosed he had driven by the project.

Chair Anderson opened the floor for public testimony.

The following person(s) spoke on behalf of the Applicant:

Brian Phelps, Agoura Hills, Applicant
Tracy Phelps, Agoura Hills, Applicant

Following distribution of the Agenda packet, and prior to the Planning Commission meeting, written correspondence was received from the following persons (listed in the order received), forwarded to the Planning Commission, and made available for public review.

*Rebecca Galvan, Agoura Hills (support)
Norman Buehring, Agoura Hills (support)*

There being no further public comments or a rebuttal from the Applicant, or any further questions from the Planning Commission, Chair Anderson closed the Public Hearing at 7:24 p.m.

During deliberations, each Planning Commissioner (*Chair Anderson, Vice Chair Roth, Commissioner Reinhardt, Commissioner Sharon and Commissioner Stein*) disclosed they could make all the findings to approve the project.

ACTION: Following deliberations, Vice Chair Roth moved to adopt **Resolution No. 24-1292**; A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF AGOURA HILLS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CASE NO. CUP-2023-0022, AND SITE PLAN/ ARCHITECTURAL REVIEW CASE NO. SPR-2023-0038 TO ADD 841.5 SQUARE FEET TO AN EXISTING SINGLE-FAMILY RESIDENCE LOCATED ON A HILLSIDE LOT AT 4137 JIM BOWIE ROAD; AND MAKING A DETERMINATION OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT. Seconded by Commissioner Sharon. The motion carried 5-0, by the following roll call vote:

AYES: Chair Anderson, Vice Chair Roth, and Commissioners Reinhardt, Sharon, and Stein.

NOES: None.

ABSTAIN: None.

ABSENT: None.

PLANNING COMMISSION / STAFF COMMENTS

Community Development Director Thomas reported the City Council had continued the Agoura Village Specific Plan Amendment to May 22, 2024, to allow property owners additional time to review and comment on the item; Associate Planner Valerie Darbouze

resigned after 17 years with the City, her cases have been absorbed by staff, and the recruitment for her position has been posted and is live on the website; the City made the front page of the Acorn for the first ministerially approved affordable housing project; both Principal Planner Robby Nesovic and Vice Chair Morgan Roth graduated from Leadership Conejo; and Principal Planner Robby Nesovic was recognized as a Greater Conejo Valley Chamber of Commerce 40 Under 40 recipient and would be honored in July.

Vice Chair Roth and Chair Anderson congratulated and welcomed Commissioner Stein who responded that he looked forward to working with everyone.

ADJOURNMENT

At 7:38 p.m., Chair Anderson announced the next Regular Planning Commission Meeting would be held at 6:30 p.m., on Thursday, June 6, 2024, in the Council Chambers of the Civic Center, and adjourned the meeting.

Kimberly M. Rodrigues, MMC
City Clerk/Recording Secretary