



DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

ACTION DATE: June 5, 2008

APPLICANT: Joseph Luithly
28818 Agoura Road
Agoura Hills, CA 91301

CASE NOS.: 07-CUP-008, 07-OTP-005 & 07-VAR-002

LOCATION: 28818 Agoura Road
(A.P.N. 2061-029-002)

REQUEST: A request for a Conditional Use Permit to convert a single-family residence into an office building and add 916 square feet of building area; a request for a Variance from Zoning Ordinance Sections 9373.7 and 9373.5 to reduce the landscaping from 20 to 10 feet in width along the front property line and to maintain a reduced, combined side yard setback of 20 feet instead of a minimum of 70 feet; and a request for an Oak Tree Permit to encroach into the protected zone of two oak trees for the construction of the project.

ENVIRONMENTAL ANALYSIS: Exempt from CEQA under Section 15303

RECOMMENDATION: Staff recommends approval of Conditional Use Permit, Case No. 07-CUP-008 and Oak tree Permit, Case No. 07-OTP-005, and Variance Request, Case No. 07-VAR-002, subject to conditions, based on the findings of the attached draft Resolutions.

ZONING DESIGNATION: Business Park – Office Retail (BP-OR)

GENERAL PLAN DESIGNATION: Business Park – Office Retail

I. BACKGROUND AND PROJECT DESCRIPTION

The applicant, Mr. Luithly owner of West Coast Insurance, is requesting an approval to convert an existing residence into a commercial office building. His property is located at 28818 Agoura Road, across from the Whizin Center. This request is as a result of a Code Enforcement action initiated by the City requiring the applicant to upgrade the structure to commercial use. The Building and Safety Department staff's became aware of work done to the structure without permits. It was after inspecting the site that the Building Official came to the conclusion that the structure was no longer being used primarily as a residence, but rather as an office with several employees. The existing condition of the structure does not comply with the Building Code standards applicable to commercial building and, therefore, needs to be brought into compliance. In doing the work, the structure has lost its non-conforming status and has to be converted to a use that is permitted in the Business Park-Office Retail (BP-OR) zone. The proposed change in use and site improvements requires approval from the Planning Commission.

The residence was built in 1980, before the City was incorporated, and continued to be used primarily as a residence until approximately 2004. It is a two-story building with an attached, 3-car garage with a balcony and attached patio covers. The structure is built into the hillside where only the second floor can access the rear yard. The 120-foot long driveway serving the property extends along the east property line, to the south of the structure to connect to a parking area. The house is built into the hillside. It is the applicant's desire to convert the garage space into office space and add a net 660 square feet to the first floor and 688 square feet of office space, 124 square feet of bathroom and lift and 100 square feet from a patio enclosure. Included in the expansion is a remodel of both the first and second floors partly to comply with handicap accessibility requirements and parking for the new commercial office development, as well as providing landscaping, handicap parking spaces and accessibility in and out of the building. In order to obtain approval of the work, the applicant has applied for a Conditional Use Permit, an Oak Tree Permit and a Variance. The review of a Conditional Use Permit is required for hillside development, as well as for grading quantities in excess of 50 cubic yards. The applicant is asking for relief from being required to provide a 20-foot wide landscape planter along the front of the property line as the design can only accommodate a 10-foot wide planter. The applicant is also requesting a Variance to provide side yard setbacks of 21 feet instead of 70-foot combined side yard setbacks.

II. STAFF ANALYSIS

The following is a summary of the proposed development relative to the City Code requirements:

	Existing	Proposed	Required
LOT			
<u>Size</u>	0.68 acres 29,738 sq.ft.	0.68 acres 29,738 sq.ft.	0.46 acres 20,000 sq.ft.
<u>Width/Depth</u>	100x297	same	200x100 ft.

	Existing	Proposed	Required
BUILDING SIZE			
First Floor:	816 sq.ft.	816 sq.ft.	N/A
Patio Conversion		100.sq.ft.	N/A
Lift/Bathroom		124 sq.ft.	N/A
Garage:	<u>660 sq.ft.</u>	<u>660 sq.ft.</u>	N/A
Total:	1,476 sq.ft.	1,700 sq.ft.	N/A
Second Floor:	1,594 sq.ft.	1,594 sq.ft.	N/A
		<u>688 sq.ft.</u>	N/A
Sub Total:	1,594 sq.ft.	2,282 sq.ft.	N/A
Total:	3,070 sq.ft.	3,982 sq.ft.	N/A
Increase:		+29.7%	N/A
Patio Cover:			
Front:	100 sq.ft.	Converted	N/A
	N/A	71 sq.ft.	N/A
Rear:	1,047 sq.ft.	1,047 sq.ft.	N/A
	<u>N/A</u>	<u>156 sq.ft.</u>	N/A
Total:	1,147 sqft.	1,274 sq.ft.	N/A
Increase:		+11%	N/A
Balcony:	60 sqft.	60 sqft.	N/A
BUILDING HEIGHT			
	N/A	25 ft.	35 ft.
PROPOSED BUILDING SETBACK			
Front:	133 ft.	125 ft.	20 ft. min.
Rear:	96 ft.	96 ft.	20 ft. or height of the building
East Side:	11.5 ft.	11.5 ft.	70 ft. combined min.
West Side:	9.5 ft.	9.5 ft.	70 ft. combined min.
LOT COVERAGE			
	8.8%	10%	40%
LANSCAPE COVERAGE			
Total Site			
Irrigated	N/A	11%	20%
Natural:	N/A	34%	N/A
Parking Area	N/A	25%	15%
PARKING			
	Undetermined	14 spaces	13 spaces min.

Site Plan

The hillside lot is situated south of Agoura Road across from the Whizin Shopping Center. The adjacent parcels to the south, east and west are vacant. The parcel is zoned Business Park - Office/Retail (BP-OR) as are the parcels to the east. The parcels to the west are zoned Business Park-Office/Retail and are within the Agoura Village Overlay District (BP-OR-AV). The Agoura Village Overlay District allows specific commercial uses as well as office. The privately owned parcels south of the site are zoned Open Space and are vacant as well.

The existing building is built on a slope approximately 30 feet above the topographic elevation of the street (898-foot elevation) and overlooks the Whizin shopping center to the north. The lot rises beyond the structure to a 932-foot elevation. The structure is non-conforming with respect to the residential and commercial standards of development in the City. The front of the property has been roughly graded into two pads; the area is currently used to park vehicles. The pads are approximately 20 and 10 feet above the street elevation. The proposed grading to improve the front parking lots is designed with all the parameters that conform to the Municipal Code including maximum slope percentage, retaining walls height, and maximum height of a manufactured slope.

The expansion is proposed partly due to the handicap accessibility requirement and partly due the applicant need for additional office space. Based on the scope of the project, the location of the footprint would remain the same. The work would not expand beyond its existing footprint on the side. The 30% expansion in square footage would consist of more office area, a patio cover conversion, bathroom and lift and the expansion of the second floor. The new roof line would extend above the lift and would protect the landing area from inclement weather.

The lot is narrow and long; its dimensions are 100 feet wide by 297 feet deep whereas the BP-OR zone requires the lots to have a minimum 200-foot wide frontage and 100-foot depth. The lot is not wide enough to accommodate the existing building footprint and side yard setback as required by the zone. The proposed front and rear yard setbacks would still be greater than the zone requires, but the side yard setback would fall 49 feet short of the requirement. The addition to the second floor would not encroach into the existing side yard but rather would stop at the existing building envelope. Nonetheless, a Variance is required because the second floor would encroach within the east side yard. Draft findings were made in support of the request based on the fact that the added space is in keeping with the design of the structure and does not impact view-sheds or the oak tree resource. The height of the addition would not exceed the height of the building. The second story addition would not exceed 25 feet at its highest point (including the chimney), whereas the maximum allowable height is 35 feet.

The expansion is partially due to the handicap accessibility requirement and partially due to the applicant need for additional space. The size of commercial buildings on that street varies greatly. Single-tenant occupied commercial buildings are limited in the area. This building is in proximity to a 94,826 square-foot multi-tenant office building on 5.2 acres and a 25,507 square-foot multi-tenant office building on 2.4 acres between Roadside Drive and Agoura Road. Other commercial properties in the vicinity include three retail

centers: the Whizin Center located 150 feet north of the project site, the Roadside Drive Shopping Center located 575 feet east of the project site, and the Agoura Village and Mann Theater centers located 1,000 feet west of the project site. With a total of nearly 4,000 square-foot of office space, the expansion would not be any larger than nearby commercial developments. The characteristics of the development are that of a typical commercial project with parking and structured landscaping in front of the property per the BP-OR zone requirements, the rear of the property would not be included in the improvements at the exception of the planting of an oak tree. The applicant is providing the number of parking spaces that an office space requires based on a ratio of one space for every 300 square feet of gross floor area and all can be located in an already partially developed area of the lot preserving the open space in the rear of the parcel. Staff finds the conversion of the non-conforming residence is to be considered an improvement of the site and an asset to the neighboring commercial community.

Architectural Design

The architectural style of the building would remain similar to that of the existing residential structure, which staff finds to be an appropriate architectural transition for the area given its proximity to residentially-zoned parcels on the east and south sides of the project. The building has a full roof clad with brown concrete tiles. The walls are stuccoed and painted in a tan color. The building has a fireplace and the applicant is proposing to add another one. The wood trims would be painted green. The balcony on the front elevation facing north would remain. The garage doors would be removed and a new entry built in their place. Single-pane windows and sliders would be used to maximize the view. The appearance of the building would remain the same in that the colors and materials would not change at the exception of the addition of a formal entry (covered porch with columns).

Oak Tree/Landscaping

The applicant's consultants have worked with the City Oak Tree/Landscape Consultant to improve the environment around a mature Oak Tree currently growing on the eastern property line. The applicant proposes to install pavers in place of the asphalt to improve drainage around the tree trunk. The tree will need to be pruned back to allow for vehicle circulation. The protected zone of an off-site oak tree will also be encroached upon but no long-term impacts are expected as a result of the work. A new oak tree will be planted in the back of the building where room permits it. All new commercial projects must incorporate a new oak tree for every 15,000 square feet of floor area.

The applicant is required to landscape the parking and the overall site. This requires planters bordering parking pads. The upper manufactured slope will provide landscaping tall enough to screen the retaining wall. The lower slope serves as a filtration area and can only accommodate turf. The applicant also proposes to use grasscrete on the lower parking level to expand the vegetated zone that is proposed along the front of the property line. This zone will serve as a reduction in the heat effect of paved surfaces and improve water infiltration. The applicant is requesting a Variance from the Zoning Ordinance requirement which stipulates that a minimum of 20 feet of the front yard setback be landscaped. In this case, the project can only provide a 10-foot wide planter given the existing grading constraints in the front yard. The rear of the parcel will contribute toward the overall landscape coverage which the project will comply with. In

addition, the Engineering Department has allowed landscaping in the right-of-way, outside the property line in an area that would not be used by vehicle traffic. The new trees in the right-of-way will need to be a minimum of 10 feet from the edge of the travel lanes and will be planted so as to maintained around a future meandering side walk.

Grading

With respect to the site improvements, the parking lot would be graded into two levels. The applicant wants to minimize changing the configuration of the site by using the already graded pads therefore the proposed grading quantities would only be 21 cubic yards of cut soil and 254 cubic yard of fill soil with 233 of imported soil. Five retaining walls would be used to retain the pads and support landscape planters. All the retaining walls would be screened. None of the walls would exceed 6 feet in height. Steps are also proposed between the lower and higher parking level to facilitate and protect pedestrian access. The driveway location would remain the same. The pavement of the driveway would consist of asphalt from the road up to the gate and pavers from the gate to the entry of the building. This choice of material will help mitigate the impacts to an oak tree straddling the eastern property line where the driveway slope would be recountoured. Some adjustments needed to be made to the topography at the entrance of the property to transition between the travel lanes and the sloping driveway. No grading is expected in the back of the building.

In order to retain both parking pads and keep the retaining wall below or equal to 6 feet, and planting slopes gentler than a 2:1 ratio, the planter along Agoura Road had to be reduced to 10 feet in width. The minimum width for a commercial property is 20 feet. The extenuating circumstances of the request are derived from the fact that the planter wall (property line) is setback at a considerable distance from the travel lanes and the applicant is able to landscape per the Engineering Department's standards an additional 23 feet giving the appearance of a 33-foot wide planter. This solution would not encroach into the travel lanes or the bike lane. Parking is not allowed along Agoura Road for the entire length of the parcel and beyond. The Engineering Department has requested that the approach to the driveway be wider and designed so as to provide a deceleration zone to maintain safety in the street. With respect to trash enclosure requirements, the applicant has discussed the issue of whether to upgrade to a commercial trash enclosure with the waste management company serving the property. It is the preference of the company to maintain the "cart service" as it is most efficient way to provide the service and staff supports the recommendation.

The conversion from a residential to a commercial use will increase vehicle trips. However, the increase, according to the City Traffic Engineer, will not exceed the City's adopted threshold of 50 vehicle trips in the morning and evening peak hours. The Engineering Department has conditioned the applicant, however to contribute to the Transportation Improvement Fund.

The Los Angeles County Fire Department had an opportunity to review the project and did not have any concern with the design of the project.

Variance

The applicant is requesting a Variance from the Zoning Ordinance Sections 9373.7 and 9373.5 to allow a reduced side yard setback for a second story addition, and a reduced landscape planter.

In order for the Planning Commission to grant approval of the Variance, each of the following five (5) findings must be made pursuant to Section 7676.2.E. of the Zoning Ordinance:

1. Required Finding:

Because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance deprives the property of privileges enjoyed by other property owners in the vicinity and under identical zoning classification.

Staff Analysis:

The footprint of this structure would not be affected by the expansion thus the side yard setbacks would remain as they exist today. The applicant is constrained in meeting side yard setback requirements because of a non-conforming lot width of 100 feet instead of the 200 feet minimum required by the BP-OR zone. The Building Code requires that handicap accessibility be provided inside and outside the building which, with the existing floor plan layout, requires expansion of the floor area.

The narrower planter is a result of grading constraints for the construction of the parking lot. The applicant is able to mitigate the lack of landscaping on his parcel by providing and maintaining landscaping in the right-of-way immediately adjacent to the planter, thus providing the same visual effect as viewed from the roadway.

2. Required Finding:

The granting of the Variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone.

Staff Analysis:

The existing building was constructed prior to the adoption of the City Zoning Ordinance and is considered non-conforming based on the size of the existing yard areas. The addition will not expand beyond the existing footprint and complies with the requirements associated with an increase in floor area including parking and handicap accessibility. With respect to the reduction in size of the landscape planter along the front of the property, the project is constrained to provide the parking in the front yard thereby limiting the designated space for a planter. However, the right-of-way design is such that it provides additional space for landscaping between the paving and the property line in addition to the grasscrete on the lower parking level.

3. Required Finding:

The strict interpretation and enforcement of the provisions of the Zoning Ordinance would result in practical difficulty or unnecessary hardship inconsistent with the objectives of the Zoning Ordinance.

Staff Analysis:

In order to have the site conform to the current City development standards, the applicant is required to provide improvements to the building and the lot including parking and landscaping. The addition would be attached to the building in the most efficient manner relative to the building envelope and floor plan. The slope of the lot makes it such that the parking must be separated by landscaped slopes, which require the use of more land. The result is a narrower planter along the front of the property. The mitigation of the request lies in the ability of the applicant to plant an area between the street paved lanes and the on-site planter for additional screening.

4. Required Finding:

The granting of the Variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements of the aesthetic value in the vicinity.

Staff Analysis:

The width of the proposed planter was found adequate to contain the apportioned on-site drainage and will contribute to the natural water filtration. It also reduces the height of the lower parking pad and of the manufactured slopes. Headlights impacts will be reduced to almost none by the landscaping proposed along the property line and the development across the street as viewed from distant parcels. The expansion and remodel of the structure will be constructed to City Building Code standards and will not impact views or privacy of adjoining neighbors.

5. Required Finding:

The granting of the Variance will be consistent with the character of the surrounding area.

Staff Analysis:

Although the property is converted to a commercial property, the architectural style, with the addition, resembles that of a residence which is consistent with neighboring structures on the south side of Agoura Road to the east. The site will be developed according to the existing grade to minimize the cut and fill quantities of soil. The terraced parking lot will be adequately screened from Agoura Road.

Environmental Review

Staff finds that the proposed Conditional Use Permit to be categorically exempt from the requirements of the California Environmental Quality Act, per Section 15303, in that the

project involves the conversion of an existing structure not exceeding the maximum allowable square footage (10,000 square feet) on a legal parcel per section 15303(c).

Staff finds that the use is permitted in the BP-OR zone and meets the development standards specified for the zone with the exception of the side yard for the second story addition and the width of the landscape planter. The project would be the first commercial development of all the lots with frontage on the north side Agoura Road, between Cornell Road and Vejar Drive. Compatibility will increase as the commercial zone will continue to develop, specifically with the development of the Agoura Village Specific Plan. The office building would not be detrimental to the public in that it will meet the Building Code requirements as well as grading and drainage requirements. The use as well as the structure is designed to accommodate the public at large. The floor area represents a small percentage (2.5%) of the total square footage of office space existing within a 1,000-foot radius of the project as such, this owner-occupied building will maintain diversity of size and architecture. The traffic count remains below the threshold for requiring a traffic study and mitigation measures thus, the project would have a negligible impact on the existing office community. The use would be compatible with neighboring residential and commercial properties.

III. RECOMMENDATION

Based on the above analysis, staff recommends approval of Conditional Use Permit Case No. 07-CUP-008, Oak Tree Permit Case No. 07-OTP-005 and Variance Request 07-VAR-002, subject to the findings and conditions in the attached Resolutions.

IV. ATTACHMENTS

- CUP Draft Resolution and Conditions of Approval
- VAR Draft Resolution and Conditions of Approval
- Exhibit A: Vicinity/Zoning Map
- Exhibit B: City Oak Tree/Landscape Consultant Memorandum
- Exhibit C: Environmental Determination
- Exhibit D: Reduced Copy of the Architectural, Landscaping and Grading Plans
- Exhibit E: Photographs of the Site

CASE PLANNER: Valerie Darbouze, Associate Planner

DRAFT RESOLUTION NO. ____

A RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF AGOURA HILLS
APPROVING CONDITIONAL USE PERMIT CASE NO. 07-CUP-008 AND
AND OAK TREE PERMIT CASE NO. 07-OTP-005

THE PLANNING COMMISSION OF THE CITY OF AGOURA HILLS HEREBY FINDS,
RESOLVES, AND ORDERS AS FOLLOWS:

Section I. An application was duly filed by Joseph Luithly, with respect to the real property located at 28818 Agoura Road (Assessor's Parcel No. 2061-029-002) requesting approval of a Conditional Use Permit to convert a single-family residence into an office building and add 916 square feet of floor area; and a request for an Oak Tree Permit to encroach into the protected zone of 2 oak trees for the proposed development. A Public Hearing was duly held on June 5, 2008 at 6:30 p.m. in the City Hall Council Chambers, City Hall, 30001 Ladyface Court, Agoura Hills, California. Notice of the time, date, place and purpose of the aforesaid hearing was duly given.

Section II. Evidence, both written and oral, was duly presented to and considered by the Planning Commission at the aforesaid public hearing.

Section III. Pursuant to Section 9673.2.E of the Agoura Hills Zoning Ordinance, the Planning Commission finds that:

A. The proposed use, as conditioned, is consistent with the objectives and provisions of the Zoning Ordinance and the purposes of the land use district in which the use is located, and will comply with each of the applicable provisions of the Zoning Ordinance. The zoning designation allows for development of a professional office building use and the proposal meets the development standards for the BP-OR zone relative to building and landscape coverage, floor area ratio for hillside lots, parking, height, front and rear yard setbacks.

B. The proposed use, as conditioned, and the manner in which it will be operated or maintained, will not be detrimental to the public health, safety, or general welfare. The building will be upgraded to comply with the most recent Building Code requirements. Building occupants are restricted to operating indoor only and are subject to the Zoning Ordinance standards with respect to noise, light, and operation. The access will be taken from Agoura Road and sufficient on-site parking is provided for the use and is conditioned to maximize safety in the right-of-way. The property will be served by a public sewer system.

C. The proposed use, as conditioned, will not conflict with the character and design of the buildings in the surrounding area and is compatible with the surrounding properties. The design of the proposed development would provide a desirable environment of its occupants, as well as for its neighboring properties. The property is converted to a

commercial property, the architectural style, with the addition, resembles that of a residence which is consistent with neighboring structures on the south side of Agoura Road to the east. The proposed commercial office use is consistent with the neighboring office use. The project is compatible with the City's low intensity development style. The addition is successfully incorporated into the existing structure with respect to architectural design and efficiency of the floor plan.

D. As conditioned, the design and location of the proposed development and its relationship to existing or proposed developments and traffic in the vicinity will not unreasonably interfere with the use and enjoyment of existing or proposed developments in the vicinity thereof and will not create traffic hazards or congestion. Access to the site would be via an existing driveway that remains appropriate for the use, emergency services delivery and office use traffic. The minimal increase in vehicle trips will not impact the nearby residential development. The development will provide an opportunity for additional on-site landscaping and drainage control.

E. The proposed use, as conditioned, and the condition in which it will be operated or maintained, will not be detrimental to the public health, safety, or general welfare. This office use is permitted in the BP-OR zone which allows only indoor uses. The use does not require the use of hazardous materials. The manufactured pads and slopes were designed to control erosion and drainage.

F. The distance from other similar and like uses is sufficient to maintain the diversity of the community, because the proposed office use is adjacent to residential and different types of commercial uses. The site is zoned for office commercial office primarily. The design and size of the project is an appropriate proposal in this low-density neighborhood. The improvements will make this property an asset in the commercial community as viewed from distant vistas.

G. The proposed use, as conditioned, is consistent with the goals, objectives and policies of the General Plan and the design of the proposed development is in keeping with the character of the surrounding neighborhood and is not detrimental to the harmonious, orderly, and attractive development contemplated by the Zoning Ordinance and General Plan. The proposed office building is a permitted use as prescribed in the General Plan Land Use Element. The project provides employment, maintains a professional identity, and is incorporated into its surrounding now that it is being upgraded to a conforming commercial use as prescribed by the development standards established by the Zoning Ordinance. The project protects the hillside behind the building in its natural state which allows the development to transition to an open space zone in the rear of the parcel.

Section IV. The encroachment into the protected zone of two oak trees is necessary for the repaving of the driveway. The work will be conducted per the City Oak Tree Preservation Guidelines. A new oak tree will be planted on site and the conditions around the existing oak tree will be improved.

Section V. The project would result in the conversion of an existing structure and the use clearly falls within the exemptions contained in Section 15300 of the list of permitted exemptions in CEQA Guidelines, Class 3. This exemption consists of a conversion of existing small structures from one use to another where only minor modifications are made and where the numbers of structures described in this section are the maximum allowable square footage (10,000 square feet) on any legal parcel.

Section VI. Based on the aforementioned findings, the Planning Commission hereby approves Conditional Use Permit Case No. 07-CUP-008 and Oak Tree Permit Case No. 07-OTP-005, subject to the attached conditions, with respect to the property described in Section I hereof.

PASSED, APPROVED, and ADOPTED this 5th day of June, 2008 by the following vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

John O'Meara, Chairperson

ATTEST:

Doug Hooper, Secretary

**CONDITIONS OF APPROVAL
CASE NOS. 07-CUP-008 & 07-OTP-005**

PLANNING CONDITIONS

Entitlement Requirements

1. This decision, or any aspect of this decision, can be appealed to the City Council within fifteen (15) days from the date of Planning Commission action, subject to filing the appropriate forms and related fees.
2. This action shall not be effective for any purpose until the applicant has agreed in writing that the applicant is aware of, and accepts all Conditions of these Permits with the Department of Planning and Community Development.
3. Except as modified herein, the approval of this action is limited to and requires complete conformation to the approved labeled exhibits: Site Plan; Elevation Plans; Floor Plans, Roof Plan, Landscape Plan and Grading Plan.
4. All exterior materials used in this project shall be in conformance with the materials samples submitted as a part of this application.
5. It is hereby declared to be the intent that if any provision of this Permit is held or declared to be invalid, the Permit shall be void and the privileges granted hereunder shall lapse.
6. It is further declared and made a Condition of this action that if any Condition herein is violated, the Permit shall be suspended and the privileges granted hereunder shall lapse provided that the applicant has been given written notice to cease such violation and has filed to do so for a period of thirty (30) days.
7. All requirements of the Zoning Ordinance and of the specific zoning designation of the subject property must be complied with unless set forth in the Permit or on the approved Site Plan.
8. No occupancy shall be granted for any building until all Conditions of Approval have been complied with as determined by the Director of Planning and Community Development.
9. Unless this permit is used within two (2) years from the date of City approval, Case Nos. 06-SPR-009 and 06-OTP-021 will expire. A written request for a one (1) year extension may be considered prior to the expiration date.
10. The applicant shall pay to the City the applicable General Plan Update Recovery Fee prior to the issuance of a Building Permit. The current fee is \$1.41/\$1,000 of

Conditions of Approval

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- building valuation. Actual fees will be determined at the time of building permit issuance.
11. The applicant shall comply with all applicable Public Health Statutes, Ordinances, and Regulations related to the disposal of sewage.
 12. The Forester and Fire Warden shall be consulted to ascertain the required fire flows and fire hydrants to accommodate the proposed development.
 13. The applicant shall comply with the school impact fee requirements of the Las Virgenes Unified School District. The current fee is \$0.47 per square-foot of new floor area.
 14. Prior to the issuance of a Building Permit, the applicant shall pay the Fire District Development Fee, at the rate in effect at the time of Building Permit issuance. The current rate is \$ 0.9223 per square-foot of new floor area.
 15. Prior to issuance of a Building Permit, the applicant shall submit a letter to the Director of Planning and Community Development agreeing to suspend construction in the vicinity of a cultural resource encountered during development of the site, and leave the resource in place until the City's Environmental Analyst is notified and a qualified archaeologist can examine them and determine appropriate mitigation measures. All fees and expenses for the retaining of a qualified archaeologist shall be paid by the applicant and shall not be at City expense. The applicant shall agree to comply with mitigation measures recommended by the archaeologist and approved by the Director of Planning and Community Development.
 16. The approved grading plan and construction plans, resolution, conditions of approval, the mitigated negative declaration and the mitigation monitoring and reporting program and a color and material board shall be on site at all time during the construction of the project.
 17. All outstanding fees owed to the City, if any, shall be paid by the applicant within thirty (30) days from the date of this approval.

Construction Requirements

18. Prior to the starting construction, the site shall be temporarily fenced and screened on all sides for the duration of the construction project. The height of the fence shall be six (6) feet and fence material shall be overlaid on the exterior with a dark, opaque vinyl screen, or other equivalent fencing and screening material as approved by the Director of Planning and Community Development. Temporary construction fencing and gates shall be maintained in good order at all times.
19. All proposed retaining walls shall consist of materials subject to review and approval by the Director of Planning and Community Development.

20. Vehicle routes and access to the property for construction purposes shall be subject to review and approval by the City Engineer.
21. No construction work or repair work shall be performed between the hours of 7:00 p.m. to 5:00 a.m., or any Sunday or holiday.
22. The applicant and delegated contractors shall participate with City staff in a pre-construction meeting prior to issuance of a grading permit. Any change in the construction team shall be reported to the Building and Safety Department in a timely manner.
23. A detailed Lighting and Photometric Plan shall be submitted for review and approval by the Director of Planning and Community Development, prior to issuance of a Building Permit.
24. A copy of all communications between the City and the applicant pertaining to the approved plans shall be kept on-site at all times.
25. It is the responsibility of the applicant and/or his or her representatives to report to the City any changes related to any aspects of the construction prior to undertaking the changes.
26. Intermittent inspections shall be scheduled by the applicant as required by the Building and Safety Department and coordinated with the Engineering and Planning Departments.

Solid Waste Management Requirements

27. To ensure that solid waste generated by the project is diverted from the landfill and reduced, reused, or recycled, the applicant shall submit a "Waste Reduction & Recycling Plan" to the City for review and approval. The plan shall provide for at least 50% of the waste generated on the project to be diverted from the landfill. Plans shall include the entire project area, even if tenants are pursuing or will pursue independent programs. The plan shall be submitted to and approved by the Department of Planning and Community Development prior to issuance of a building permit. The plan shall include the following information: material type to be recycled, reused, salvaged, or disposed; estimated quantities to be processed, management method used, and destination of material including the hauler name and facility location. The City's Waste Reduction & Recycling Plan form or a similar format shall be used.
28. The project shall comply with the plan and provide for the collection, recycling, and/or reuse of materials (i.e. concrete, wood, metal, cardboard, green waste, etc.) and document results during demolition and/or construction of the proposed project. After completion of demolition and/or construction, the applicant shall complete a Waste

Reduction & Recycling Summary Report and provide legible copies of weight tickets, receipts, invoices or letters of verification for materials sent to disposal or reuse/recycling facilities. For other discarded or salvaged materials, the applicant shall provide documentation, on the disposal facility's letterhead, identifying where the materials were taken, type of materials, and tons or cubic yards disposed, recycled or reused and the project generating the discarded materials. The Waste Reduction & Recycling Summary Report shall be submitted and approved prior to issuance of a certificate of occupancy, or final inspection if issuance of a certificate of occupancy is not applicable.

29. The applicant shall arrange for materials collection during construction, demolition, and occupancy with a City permitted hauling company, or shall arrange for self-hauling to an authorized facility.

Landscape/Oak Tree Requirements

Oak Trees

30. The applicant is permitted to encroach within the protected zone of Oak Tree Number CW 1 and the off-site oak tree to the south of Oak Tree Number CW 1, in order to re-grade and re-pave the existing driveway in accordance with the approved plans.
31. The applicant is permitted to raise the canopies of Oak Tree Number CW 1 and the off-site oak tree to the south of Oak Tree Number CW 1 over the driveway, in order to achieve a minimum safe clearance for vehicle passage. All work shall be performed by a qualified arborist utilizing current International Society of Arboriculture standards.
32. Oak Tree Number CW 2 and the off-site oak tree to the northeast of Oak Tree Number CW 1 shall be preserved in place with no direct impacts.
33. The applicant shall provide a forty-eight (48) hour notice to the City and the applicant's oak tree consultant prior to the start of any approved work within the protected zone of any oak tree, to include demolition, grading, pruning and/or landscaping.
34. No vehicles, equipment, materials, spoil or other items shall be used or placed within the protected zone of any oak tree at any time, except as specifically required to complete the approved work.
35. Pruning of additional live branches is not authorized unless specifically approved by the City Oak Tree Consultant.
36. All approved excavation performed within the protected zone of any oak tree shall be performed with hand tools under the direct supervision of the applicant's oak tree consultant.

37. No irrigation or planting shall be installed within the drip line of any oak tree unless specifically approved by the City Oak Tree Consultant and the Director.
38. At the completion of construction, the applicant shall place three inches (3") of approved mulch throughout the dripline of each oak tree, as feasible within the subject site area.
39. Within ten (10) days of the completion of work, the applicant's oak tree consultant shall submit written certification to the City. The certification shall describe all work performed and whether such work was performed in accordance with the above permit conditions.
40. No vehicles, equipment, materials, spoil or other items shall be used or placed within the protected zone of any oak tree at any time, except as specifically required to complete the approved work.

Landscaping/Irrigation

41. Landscape plans shall be submitted for review and approval by the City Planning and Community Development Department prior to issuance of a Grading Permit.
42. One copy of each of the following approved plans shall be submitted with the initial landscape plan check:
 - Site Plan
 - Elevations
 - Grading Plan
 - Conditions Of Approval
43. Prior to the approval of building permits, the applicant shall submit three (3) sets of landscape plans meeting the following requirements:
 - a. A California-licensed landscape architect shall prepare, stamp and sign the plans.
 - b. All plans shall be legible and clearly drawn.
 - c. Plans shall not exceed thirty inches (30") by forty-two inches (42") in size. Plans shall be a minimum of twenty-two inches (22") by thirty-six inches (36") in size.
 - d. A true north arrow and plan scale shall be noted. The scale shall be no smaller than one inch equals twenty feet (1"=20'), unless approved by the City Landscape Consultant.
 - e. A title block shall be provided, indicating the names, addresses and telephone numbers of the applicant and landscape architect.
 - f. The project identification number shall be shown on each sheet.
 - g. The plans shall accurately and clearly depict the following existing and proposed features:
 - Landscape trees, shrubs, ground cover and any other landscaping materials

- Property lines
 - Streets, street names, right-of-ways, easements, driveways, walkways, bicycle paths, and any other paved areas
 - Buildings and structures
 - Parking areas, including lighting, striping and wheel stops
 - General contour lines
 - Grading areas, including tops and toes of slopes
 - Utilities, including street lighting and fire hydrants
 - Natural features, including watercourses, rock outcroppings
- h. The Planting Plan shall indicate the botanical name and size of each plant.
- i. Plant symbols shall depict the size of the plants at maturity.
- j. Plant container sizes and/or spacing shall be provided. Minimum sizes shall be acceptable to the City Landscape Consultant and the Director. In general, woody shrubs shall be at least 5 gallon container size.
- k. The Irrigation Plan shall be provided separate from but utilizing the same format as the Planting Plan.
- l. The irrigation design shall provide adequate coverage and sufficient water for the continued healthy growth of all proposed plantings with a minimum of waste and over spray on adjoining areas.
- m. The Irrigation Plan shall be concise and accurate and shall include the manufacturer, model, size, demand, radius, and location of the following, as appropriate:
- Design and static pressures
 - Point of connection
 - Backflow protection
 - Valves, piping, controllers, heads, quick couplers
 - Gallon requirements for each valve
- n. Three (3) copies of details and specifications shall be provided, addressing but not limited to, planting, soil preparation, tree staking, guying, installation details, and post installation maintenance.
44. A complete Landscape Documentation package is required at the time of initial plan check submittal, prepared in accordance with Article IX, Section 9658.6 – Water Efficient Landscaping, contained in the Zoning Code.
45. A minimum of twenty percent (20%) of the total lot shall be landscaped.
46. A minimum of fifteen percent (15%) of the parking lot, including driveways and aisles, shall be landscaped, distributed evenly throughout the parking lot. A calculation of the landscaped area proposed must be provided.

47. Shade trees shall be provided to create fifty percent (50%) canopy coverage over the parking lot, including driveways and aisles, within fifteen (15) years after installation. Light standard locations shall be designed to minimize conflict with these trees. A final exhibit demonstrating coverage provided shall be submitted at the time of initial plan check.
48. The landscape plan shall include one (1) twenty-four inch (24") box size oak trees. The species and planting location shall be subject to review and approval of the City Landscape Consultant.
49. All landscaping shall be irrigated and maintained in perpetuity in accordance with the approved Landscape Plan.
50. Poor landscape practices such as topping, hedging and "lollipopping" shall not be permitted and may require that plant materials be replaced with like size materials at the discretion of the City Landscape consultant.
51. The final plans shall not include any palm species.
52. Proposed light standard locations shall be depicted on the planting plan. Any conflicts between light standard and tree locations shall be resolved to the satisfaction of the City Landscape Architect Consultant.
53. The landscape plan shall prominently display the following notes:
 - All plant material shall conform to the most recent ANSI Z60.1-American Standard for Nursery Stock.
 - Prior to scheduling an inspection of the landscape installation with the City, the applicant's landscape architect shall certify in writing that the installation is in conformance with the approved landscape plan.
54. All plant material must be considered compatible with the Sunset 18 zone.
55. Any new perimeter walls shall be decorative with a height and design subject to the review and approval by the City Landscape Consultant and the Director of the Planning Department.

ENGINEERING CONDITIONS

56. PRIOR TO PERMITTING (GRADING, BUILDING, ENCROACHMENT, ETC)

A. General

- A.1 For all work within public right-of-way, the applicant shall obtain an Encroachment Permit. Prior to issuance of this permit, all public improvement plans, which include but are not limited to, street, water, sewer, storm drain, lighting, signing and striping, etc shall be reviewed and approved by the City Engineer. Water plans shall be designed to meet LVMWD standards and contain a signature block for the City Engineer.

Conditions of Approval

Page 8 of 13

All associated fees and securities shall be based upon completed Engineering Cost Estimate forms, approved by the Engineering Department. Forms are available for download from the City's website at www.ci.agoura-hills.ca.us.

- A.2 Applicant shall pay all applicable Transportation Impact Fees (TIF) to the Building and Safety Department. TIF fee shall be based on the approved rate for a commercial use, and not a residential.
- A.3 All existing street and property monuments within or abutting this project site shall be preserved consistent with AB1414. If during construction of onsite or offsite improvements monuments are damaged or destroyed, the applicant shall retain a licensed land surveyor or civil engineer to reset those monuments per City's Standards and file the necessary information with the County Recorder's office.
- A.4 Detailed on-site utility information shall be shown on the grading plan, which includes, but is not limited to, backflow prevention devices, exact location of laterals water meter size and location, invert elevations and grades for all gravity lines. The grading plan will not be approved by the Engineering Department until this detailed utility information is included on the plans.
- A.5 Grading Plan shall show location(s) of all Oak trees within the vicinity of the site. Applicant shall adhere to all requirements pertaining to Oak trees as outlined in the City's Oak Tree Consultant's Conditions of Approval.
- A.6 The applicant shall submit electronic files (i.e., CAD file, on disc) of project-related off-site improvement plans as deemed necessary by the City Engineer. These electronic files shall accompany original mylars of improvement plans to be approved/signed by the City Engineer. Improvement plans will not be approved by the City Engineer if not accompanied by CAD files.
- A.7 Submit a soils/geology report to the project engineer for review and approval in accordance with Government Code, Section 66434.5 as required by the City Engineer. The report shall be reviewed and approved by the City Geotechnical/Geological Consultant.
- A.8 Other Agency Permit/Approval: Prior to issuance of permits from the Engineering Department, this project will require a permit from the following agencies:

- Las Virgenes Municipal Water District

- A.9 Building Permits shall not be issued until graded building pad(s) have been certified for compaction and elevation to the City's satisfaction. Contact Engineering Department @ 818.597.7322 for approved City certification forms.

A.10 Other Conditions: Provide a preliminary title report not older than 30 days.

B. Public Improvements

- B.1 Design full public improvements in accordance with City Code, Specifications, approved specific plan, and/or approved Conditions of Approval for the area. All public improvements shall be designed and constructed to the satisfaction of the City Engineer. Previous infrastructure plans will continue to be plan checked from the point of the previous check.

Improvement Item	AGOURA ROAD
AC Pavement	Replace all damaged during construction. Widen Agoura Road at driveway entrance to provide 20' turning radius and concrete curb
All water appurtances are per LVMWD standards (See Section 2D)	Yes, per intended commercial use
Storm Drain (See Section 2E)	Catch Basin, replace old existing with new curb alignment and appropriate local depression

- B.2 The following existing streets being cut for new services or being finished with inverted curb may require an asphalt concrete overlay:
Agoura Road
- B.3 This property is within the LVMWD service area. Applicant shall make arrangements with LVMWD for those services and provide the City with proof that all LVMWD fees have been paid.
- B.4 Other conditions: All retaining walls shall be built on private property and are prohibited from being constructed in the public Right-of-way (R.O.W.).

C. Sewer

- C.1 An 8-inch sewer line is available for connection by this project in Agoura Road.
- C.2 Applicant shall use existing laterals, whenever provided, for connection to the public sewer system.

D. Water

- D.1 All water facilities shall be designed to comply with all LVMWD requirements. Final plans must be reviewed and approved by LVMWD and City.

E. Drainage/Hydrology

- E.1 A hydrology study and drainage analysis, prepared and signed by a Civil Engineer registered in the State of California, in accordance with the Los Angeles County Hydrology Manual is required. Additional drainage facilities or portions of the site/grading plan may need to be altered as a result of the findings of this study.

F. Stormwater (NPDES)

- F.1 Prior to the approval of the Grading Plan and issuance of Grading Permits, an Erosion and Sediment Control Plan (ESCP) shall be submitted to and approved by the Engineering Department. The Erosion and Sediment Control Plan shall specifically identify the Best Management Practices (BMPs) that will be implemented on this project, during construction, to reduce the discharge of sediment and other pollutants into the City's storm drain system. Said plan shall ensure, among other things, that the following minimum requirements are effectively implemented at all construction sites:
1. Sediments generated on the project site shall be retained using adequate Treatment Control or Structural BMPs;
 2. Construction-related materials, wastes, spills, or residues shall be retained at the project site to avoid discharge to the streets, drainage facilities, receiving waters, or adjacent properties by wind or runoff;
 3. Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained at the project site;
 4. Erosion from slopes and channels shall be controlled by implementing an effective combination of BMPs such as the limiting of grading scheduled during the wet season; inspecting graded areas during rain events; planting and maintenance of vegetation on slopes; and covering erosion susceptible slopes.
- F.2 Prior to the approval of the Grading Plan and issuance of Grading Permits, a completed Urban Stormwater Mitigation Plan (USMP) shall be submitted to and approved by the Engineering Department. The USMP

shall be prepared per the Los Angeles County Standard Urban Stormwater Mitigation Plan (SUSMP) design guidelines. SUSMP shall identify, among other things, all Post-Construction, Site Design, Source Control and Treatment Control Best Management Practices (BMPs) that will be incorporated into the development project in order to minimize the adverse effects on receiving waters.

- F.3 SWPPP Plan – All projects that develop one (1) acre or more of total land area or which are part of a larger phased development that will disturb at least one acre of land, are required to prepare a Storm Water Pollution Prevention Plan (SWPPP), utilizing the model form in Appendix B of the 2003 CASQA Stormwater BMP Handbook for Construction at: www.cabmphandbooks.com and submit a copy of the plan to the City of Agoura Hills Engineering Department for review. A copy of the adopted SWPPP shall be maintained in the construction site office at all times during construction and the Site Superintendent shall use the plan to train all construction site contractors and supervisory personnel in construction site Best Management Practices, prior to starting work on the site.

Said plan shall, among other things, ensure that the following minimum requirements are effectively implemented at all construction sites:

1. Sediments generated on the project site shall be retained using adequate Treatment Control or Structural BMPs;
2. Construction-related materials, wastes, spills, or residues shall be retained at the project site to avoid discharge to the streets, drainage facilities, receiving waters, or adjacent properties by wind or runoff;
3. Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained at the project site;
4. Erosion from slopes and channels shall be controlled by implementing an effective combination of BMPs such as the limiting of grading scheduled during the wet season; inspecting graded areas during rain events; planting and maintenance of vegetation on slopes and covering erosion susceptible slopes.

- F.4 Other Conditions: A Best Management Practice (B.M.P.) Covenant and Deed Restriction shall be prepared and recorded with the Los Angeles County Recorder's office by the applicant prior to issuance of a Certificate of Occupancy.

57. PRIOR TO CERTIFICATE OF OCCUPANCY

- 57.1 All remaining fees/ deposits required by the Engineering Department must be paid in full.

- 57.2 All requirements including construction of improvements covered in Section 2 must be completed to the satisfaction of the City Engineer.
- 57.3 The Applicant's Engineer shall submit a set of MYLAR, Record (as-built) Drawings, for off-site improvements, to accurately reflect the constructed improvements. This set of Record Drawings reflecting all change orders during construction, must be submitted to the City via City's inspection prior to scheduling of final inspection for acceptance of the improvements. *Please note that no final inspection will be scheduled and subsequently no release of securities, posted for the project if any, will take place unless **MYLAR**, Record (As-built) Drawings, satisfactory to the City, are submitted.*
- 57.4 The applicant shall *record a covenant for continued stormwater maintenance, using City-approved forms*, with the Los Angeles County. An electronic copy of this document is available on the City's website: www.agoura-hills.ca.us.
- 57.5 All monuments shall be set in accordance with the final map, and all centerline ties shall be submitted to the Engineering Department. Any monuments damaged as a result of construction, shall be reset to the City's satisfaction.

BUILDING AND SAFETY

- 58. The City Building Code requires all new residences to be protected by a residential fire sprinkler system. Plans for the required system shall be approved by the Fire Department prior to the issuance of Building Permits for the residence. Fire Sprinklers are required per Sec. 904.2.9 of the Agoura Hills Building Code.
- 59. The City Building Code requires that a minimum setback of structure to toe of slope per Agoura Hills Building Code, Sec. 1806.5.3 shall be demonstrated. Minimum setback from a descending slope is H/2, (½ the vertical height of the slope, including portions not on property), or provide the equivalent protection determined by the soils engineer. This deviation will need to be verified by City soils engineer and approved by Building Official.
- 60. Exterior elements and materials must be in compliance with all Fire Zone 4 requirements, Agoura Hills Building Code, Sec.6402.1.
- 61. Dual pane windows shall be utilized as required for Fire Zone 4 compliance.
- 62. Projects shall demonstrate the use of Class-A roofing material.

63. Preliminary and final site plan and construction plan shall show location of A/C condensing units or other HVAC equipment located on or around structure.
64. Building Permits shall not be issued until grading is approved and City, Fire District and all other Departments' requirements have been satisfied.

SPECIAL CONDITIONS

65. On-site decorative paving shall be provided in the driveway entrance serving the site. The color, materials and length of the decorative paving shall be subject to review and approval by the Director of Planning and Community Development.
66. All transformers, other equipment and refuse containers shall be screened from view. A plan showing this shall be reviewed and approved by the Director of Planning and Community Development.
67. All parking stalls shall be pinstriped. A minimum of fourteen (14) parking spaces shall be provided for the project.
68. Prior to issuance of a Building Permit, the applicant shall submit a Photometric Plan with lighting fixtures specifications to the Planning Department for review and approval by the Director of Planning.

END

DRAFT RESOLUTION NO. ____

A RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF AGOURA HILLS
APPROVING VARIANCE CASE NO. 07-VAR-002

THE PLANNING COMMISSION OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

Section I. An application was duly filed by Joseph Luithly, with respect to the real property located at 28818 Agoura Road (Assessor's Parcel No. 2061-029-002) requesting approval of a Variance from the Zoning Ordinance Sections 9373.7 and 9373.5 to allow a reduced side yard setback for a second story addition, and a reduced front yard landscape planter. A Public Hearing was duly held on June 5, 2008 at 6:30 p.m. in the City Hall Council Chambers, City Hall, 30001 Ladyface Court, Agoura Hills, California. Notice of the time, date, place and purpose of the aforesaid hearing was duly given.

Section II. Evidence, both written and oral, was duly presented to and considered by the Planning Commission at the aforesaid public hearing.

Section III. Pursuant to Section 9673.2.E of the Agoura Hills Zoning Ordinance, the Planning Commission finds that:

A. Because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance deprives the property of privileges enjoyed by other property owners in the vicinity and under identical zoning classification. The footprint of this structure would not be affected by the expansion thus the side yard setbacks would remain as they exist today. The applicant is constrained in meeting side yard setback requirements because of a non-conforming lot width of 100 feet instead of the 200 feet minimum required by the BP-OR zone. The Building Code requires that handicap accessibility be provided inside and outside the building which, with the existing floor plan layout, requires expansion of the floor area. The narrower planter is a result of grading constraints for the construction of the parking lot. The applicant is able to mitigate the lack of landscaping on his parcel by providing and maintaining landscaping in the right-of-way immediately adjacent to the planter, thus providing the same visual effect as viewed from the roadway.

B. The granting of the Variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity. The existing building was constructed prior to the adoption of the City Zoning Ordinance and is considered non-conforming based on the size of the existing yard areas. The addition will not expand beyond the existing footprint and complies with the requirements associated with an increase in floor area including parking and handicap accessibility. With respect to the reduction in size of the landscape planter along the front of the property, the project is constrained to provide the parking in the front yard thereby limiting the designated space for

a planter. However, the right-of-way design is such that it provides additional space for landscaping between the paving and the property line in addition to the grasscrete on the lower parking level.

C. The strict interpretation and enforcement of the provisions of the Zoning Ordinance would result in practical difficulty or unnecessary hardship inconsistent with the objectives of the Zoning Ordinance. In order to have the site conform to the current City development standards, the applicant is required to provide improvements to the building and the lot including parking and landscaping. The addition would be attached to the building in the most efficient manner relative to the building envelope and floor plan. The slope of the lot makes it such that the parking must be separated by landscaped slopes, which require the use of more land. The result is a narrower planter along the front of the property. The mitigation of the request lies in the ability of the applicant to plant an area between the street paved lanes and the on-site planter for additional screening.

D. The granting of the Variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements of the aesthetic value in the vicinity. The width of the proposed planter was found adequate to contain the apportioned on-site drainage and will contribute to the natural water filtration. It also reduces the height of the lower parking pad and of the manufactured slopes. Headlights impacts will be reduced to almost none by the landscaping proposed along the property line and the development across the street as viewed from distant parcels. The expansion and remodel of the structure will be constructed to City Building Code standards and will not impact views or privacy of adjoining neighbors.

E. The granting of the Variance will be consistent with the character of the surrounding area. Although the property is converted to a commercial property, the architectural style, with the addition, resembles that of a residence which is consistent with neighboring structures on the south side of Agoura Road to the east. The site will be developed according to the existing grade to minimize the cut and fill quantities of soil. The terraced parking lot will be adequately screened from Agoura Road.

Section IV. The project would result in the conversion of an existing structure and the use clearly falls within the exemptions contained in Section 15300 of the list of permitted exemptions in CEQA Guidelines, Class 3. This exemption consists of a conversion of existing small structures from one use to another where only minor modifications are made and where the numbers of structures described in this section are the maximum allowable square footage (10,000 square feet) on any legal parcel.

Section V. Based on the aforementioned findings, the Planning Commission hereby approves Variance Case No. 07-VAR-002, subject to the attached conditions, with respect to the property described in Section I hereof.

Draft Resolution No. ____

Page 3 of 3

PASSED, APPROVED, and ADOPTED this 5th day of June, 2008 by the following
vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

John O'Meara, Chairperson

ATTEST:

Doug Hooper, Secretary

CONDITIONS OF APPROVAL (Case No. 07-VAR-002)

STANDARD CONDITIONS

1. This decision, or any aspect of this decision, can be appealed to the City Council within fifteen (15) days from the date of Planning Commission action, subject to filing the appropriate forms and related fees.
2. This action shall not be effective for any purpose until the applicant has agreed in writing that the applicant is aware of, and accepts all Conditions of this Permit with the Department of Planning and Community Development.
3. Except as modified herein, the approval of this action is limited to and requires complete conformation to the approved labeled exhibits (Site Plan; Elevation Plans; Floor Plans, Roof Plan, and Grading Plan) approved on June 5, 2008.
4. It is hereby declared to be the intent that if any provision of this Permit is held or declared to be invalid, the Permit shall be void and the privileges granted hereunder shall lapse.
5. It is further declared and made a Condition of this action that if any Condition herein is violated, the Permit shall be suspended and the privileges granted hereunder shall lapse; provided that the applicant has been given written notice to cease such violation and has failed to do so for a period of thirty (30) days.
6. Unless the approval is used within two (2) years from the date of City approval, Case No. 07-VAR-002 will expire. A written request for a one (1) year extension may be considered prior to the expiration date.
7. The Variance Case No. 07-VAR-002 is valid only in conjunction with Conditional Use Permit Case No. 07-CUP-008 and Oak Tree Permit Case No. 07-OTP-005 and the approved Conditions of approval therein.

END



**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS**

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**

*Vicinity/Zoning
Map*



**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS**

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**

City Oak Tree/Landscape Consultant
Memorandum

Memo

To: Valerie Darbouze, City of Agoura Hills
From: Kay Greeley, Landscape and Oak Tree Consultant
Date: May 20, 2008
Re: 07-CUP-008, 07-OTP-005 and 07-VAR-002 - Luithly

We completed our analysis of the subject entitlement request. Our comments are recommendations are as follows:

Oak Trees

The site contains two (2) protected oak trees and two (2) additional oak trees reside nearby on the adjacent property to the east. Two of the trees overhang the existing driveway. These two trees will experience encroachment during re-grading and re-paving of the driveway, as required to create the required parking lot. This work can be accomplished without causing removal or long term significant damage to the trees. The canopies of these two trees must be raised to eliminate conflicts with vehicles passing beneath the trees. The remaining two trees will be able to remain in place with no direct impacts.

Recommended conditions of approval for the Oak Tree Permit are as follows. Please note that I specifically am not requiring temporary chain link fencing, as the existing property line fence will serve in that regard. Additional fencing would preclude replacement of the driveway.

1. The applicant is permitted to encroach within the protected zone of Oak Tree Number CW 1 and the off-site oak tree to the south of Oak Tree Number CW 1, in order to re-grade and re-pave the existing driveway in accordance with the approved plans.
2. The applicant is permitted to raise the canopies of Oak Tree Number CW 1 and the off-site oak tree to the south of Oak Tree Number CW 1 over the driveway, in order to achieve a minimum safe clearance for vehicle passage. All work shall be performed by a qualified arborist utilizing current International Society of Arboriculture standards.
3. Oak Tree Number CW 2 and the off-site oak tree to the northeast of Oak Tree Number CW 1 shall be preserved in place with no direct impacts.
4. The applicant shall provide a forty-eight (48) hour notice to the City and the applicant's oak tree consultant prior to the start of any approved work within the protected zone of any oak tree, to include demolition, grading, pruning and/or landscaping.

5. No vehicles, equipment, materials, spoil or other items shall be used or placed within the protected zone of any oak tree at any time, except as specifically required to complete the approved work.
6. Pruning of additional live branches is not authorized unless specifically approved by the City Oak Tree Consultant.
7. All approved excavation performed within the protected zone of any oak tree shall be performed with hand tools under the direct supervision of the applicant's oak tree consultant.
8. No irrigation or planting shall be installed within the drip line of any oak tree unless specifically approved by the City Oak Tree Consultant and the Director.
9. At the completion of construction, the applicant shall place three inches (3") of approved mulch throughout the dripline of each oak tree, as feasible within the subject site area.
10. Within ten (10) days of the completion of work, the applicant's oak tree consultant shall submit written certification to the City. The certification shall describe all work performed and whether such work was performed in accordance with the above permit conditions.
11. No vehicles, equipment, materials, spoil or other items shall be used or placed within the protected zone of any oak tree at any time, except as specifically required to complete the approved work.

Landscaping

12. Prior to the issuance of a Grading Permit, the applicant shall submit three (3) sets of landscape plans meeting the following requirements:
 - a. A California-licensed landscape architect shall prepare, stamp and sign the plans. The plans shall generally conform to the Preliminary Landscape Plan prepared by Philip S. Miller and Associates, dated May 15, 2008.
 - b. All plans shall be legible and clearly drawn.
 - c. Plans shall not exceed thirty inches (30") by forty-two inches (42") in size. Plans shall be a minimum of twenty-two inches (22") by thirty-six inches (36") in size.
 - d. A true north arrow and plan scale shall be noted. The scale shall be no smaller than one inch equals twenty feet (1"=20'), unless approved by the City Landscape Consultant.
 - e. A title block shall be provided, indicating the names, addresses and telephone numbers of the applicant and landscape architect.
 - f. The project identification number shall be shown on each sheet.
 - g. The plans shall accurately and clearly depict the following existing and proposed features:
 - Landscape trees, shrubs, ground cover and any other landscaping materials
 - Property lines
 - Streets, street names, right-of-ways, easements, driveways, walkways, bicycle paths, and any other paved areas

- Buildings and structures
 - Parking areas, including lighting, striping and wheel stops
 - General contour lines
 - Grading areas, including tops and toes of slopes
 - Utilities, including street lighting and fire hydrants
 - Natural features, including watercourses, rock outcroppings
- h. The Planting Plan shall indicate the botanical name and size of each plant.
13. Plant symbols shall depict the size of the plants at maturity. Tree spacing specifically shall be adjusted to allow for optimum growth of each tree species.
14. The final plans shall not include any palm species.
15. Plant container sizes and/or spacing shall be provided. Minimum sizes shall be acceptable to the City Landscape Consultant and the Director. In general, woody shrubs shall be at least five gallon container size.
16. The landscape plan shall include at least one (1) twenty-four inch (24") box size oak tree.
17. The landscape plans shall prominently display the following notes:
- a. All plant material shall conform to the most recent edition of ANSI Z60.1 - American Standard for Nursery Stock.
 - b. Prior to scheduling an inspection of the landscape installation with the City, the applicant's landscape architect shall certify in writing that the installation is in conformance with the approved landscape plans.
18. Proposed light standard locations shall be depicted on the planting plan. Any conflicts between light standard and tree locations shall be resolved to the satisfaction of the City Landscape Consultant.
19. The Irrigation Plan shall be provided separate from but utilizing the same format as the Planting Plan.
20. The irrigation design shall provide adequate coverage and sufficient water for the continued healthy growth of all proposed plantings with a minimum of waste and over spray on adjoining areas.
21. The Irrigation Plan shall be concise and accurate and shall include the manufacturer, model, size, demand, radius, and location of the following, as appropriate:
- a. Design and static pressures
 - b. Point of connection
 - c. Backflow protection

- d. Valves, piping, controllers, heads, quick couplers
 - e. Gallon requirements for each valve
22. Three (3) copies of details and specifications shall be provided, addressing but not limited to, planting, soil preparation, tree staking, guying, installation details, and post installation maintenance.
 23. One copy of each of the following approved plans shall be submitted with the initial landscape plan check:
 - Site Plan
 - Elevations
 - Grading Plan
 - Conditions Of Approval
 24. A complete Landscape Documentation package is required at the time of initial plan check submittal, prepared in accordance with Article IX, Section 9658.6 – Water Efficient Landscaping, contained in the Zoning Code.
 25. A minimum of twenty percent (20%) of the total lot shall be landscaped.
 26. A minimum of fifteen percent (15%) of the parking lot, including driveways and aisles, shall be landscaped, distributed evenly throughout the parking lot.
 27. Shade trees shall be provided such that fifty percent (50%) of the parking lot, including driveways and aisles, shall be covered by tree canopies within fifteen (15) years after installation.
 28. All plant material must be considered compatible with Sunset Zone 18.
 29. All landscaping shall be irrigated and maintained in perpetuity in accordance with the approved Landscape Plan.
 30. Poor landscape practices such as topping, hedging and “lollipopping” shall not be permitted and may require that plant materials be replaced with like size materials at the discretion of the City Landscape consultant.
 31. Any new perimeter walls shall be decorative with a height and design subject to review and approval by the City Landscape Consultant and the Director.

Please contact me should further information be required.



**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS**

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**

Environmental Determination

Notice of Exemption

To: [] Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, Ca 95814

From: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301

[] County Clerk
County of Los Angeles
Los Angeles County Clerk
12400 E. Imperial Hwy.
Norwalk, CA 905690

Project Title: Luthly Single-Family Residence to be converted into an office building with a minor expansion of the floor area and associated improvements including parking, landscaping and handicap accessibility amenities.

Project Location-Specific: 28818 Agoura Road
Agoura Hills, California
APN: 2061-029-002. The project is located east of Kanan Road in the vicinity of the commercially developed parcels.

Project Location-City: City of Agoura Hills

Project Location-County: Los Angeles

Description of Nature, Purpose, and Beneficiaries of Project: A request for a Conditional Use Permit to convert a 3,000 square-foot single-family residence into an office building and add 916 square feet of building area was considered in addition to a request for a Variance to reduce the landscaping from 20 to 10 feet in width along the front property line and to maintain a reduced, combined side yard setback of 20 feet instead of a minimum of 70 feet. The site plan improvements are minor, including the completion of a proposed parking lot. Improving the driveway will require encroaching into the protected zone of two oak trees for the construction of the project but no removal of trees is expected. The property is a hillside lot that abuts undeveloped open space zoned lots. The rear of the property will be not be affected by the work therefore no impacts to the off-site natural resource is expected.

The proposed structure conforms with the front and rear yard setback, height, and other relevant standards prescribed by the Business Park – Office Retail zone with two exceptions, the size of a landscape planter and the side yard setback. The project will not however involve any removal of native vegetation; the oak trees will be preserved on-site with some minor encroachment under the drip line. The project will be restored with both native and non-native landscaping consistent with fuel modification requirements. An oak tree will be added as required for new commercial development. The aesthetic value of the project will be consistent with the area and will not significantly impact distant vistas.

Name of Public Agency Approving Project: City of Agoura Hills

Name of Person or Agency Carrying Out Project: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301

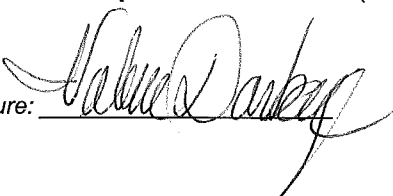
Exempt Status: (Check One)

- Statutory Exemption (14 Cal. Code of Regs. Sections 15260 et seq.);
- No Possibility of physical impact. (14 Cal Code of Regs. Section 15061 (b)(3));
- Ministerial (14 Cal Code of Regs. Sec. 15268);
- Declared Emergency (14 Cal Code of Regs. Sec. 15269(a);
- Emergency Project (14 Cal Code of Regs Sec. 15269(b),(c), (d) and (e));
- Categorical Exemption (14 Cal Code of Regs. Sections 15300 et seq.) State of California CEQA Guidelines Section 15303

Reasons why project is exempt: This exemption is based on the finding that the actions which will result in the conversion of an existing structure and use is within the exemptions contained in Section 15300 of the list of permitted exemptions in CEQA Guidelines, Class 3. This exemption consists of "conversion(s) of existing small structures from one use to another where only minor modifications are made....(where) the numbers of structures described in this section are the maximum allowable on any legal parcel." To qualify for this exemption, the project shall not use any significant amounts of hazardous substance, shall be served by all necessary public services and facilities and shall not be located in an environmentally sensitive area. Review of the evidence in the record as a whole, including an Oak Tree Report, Drainage and Grading Studies and review of City and State CEQA thresholds applicable to the project, shows that the request demonstrates that the project meets these criteria. Therefore, the undertaking is exempt from further CEQA review. Oak Tree preservation, landscaping and engineering conditions have been incorporated into the Conditional Use Permit conditions for the project. Therefore, this project will not have a significant impact on the environment.

Lead Agency Contact Person: Valerie Darbouze, Associate Planner

Area Code/Telephone/Extension: (818) 597-7328

Signature:  Date: 5/29/08 Title: Associate Planner

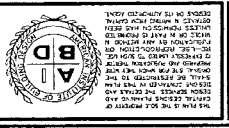


OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS

CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002

Reduced Copy
of
the Architectural, Landscaping and Grading
Plans

NO.	REVISION	BY



4377 SPRINGFIELD STREET, SIMI VALLEY, CALIFORNIA 93063
 (818) 802-4112 (909) 527-1882
Capital
 PLANNING & DESIGN SERVICES

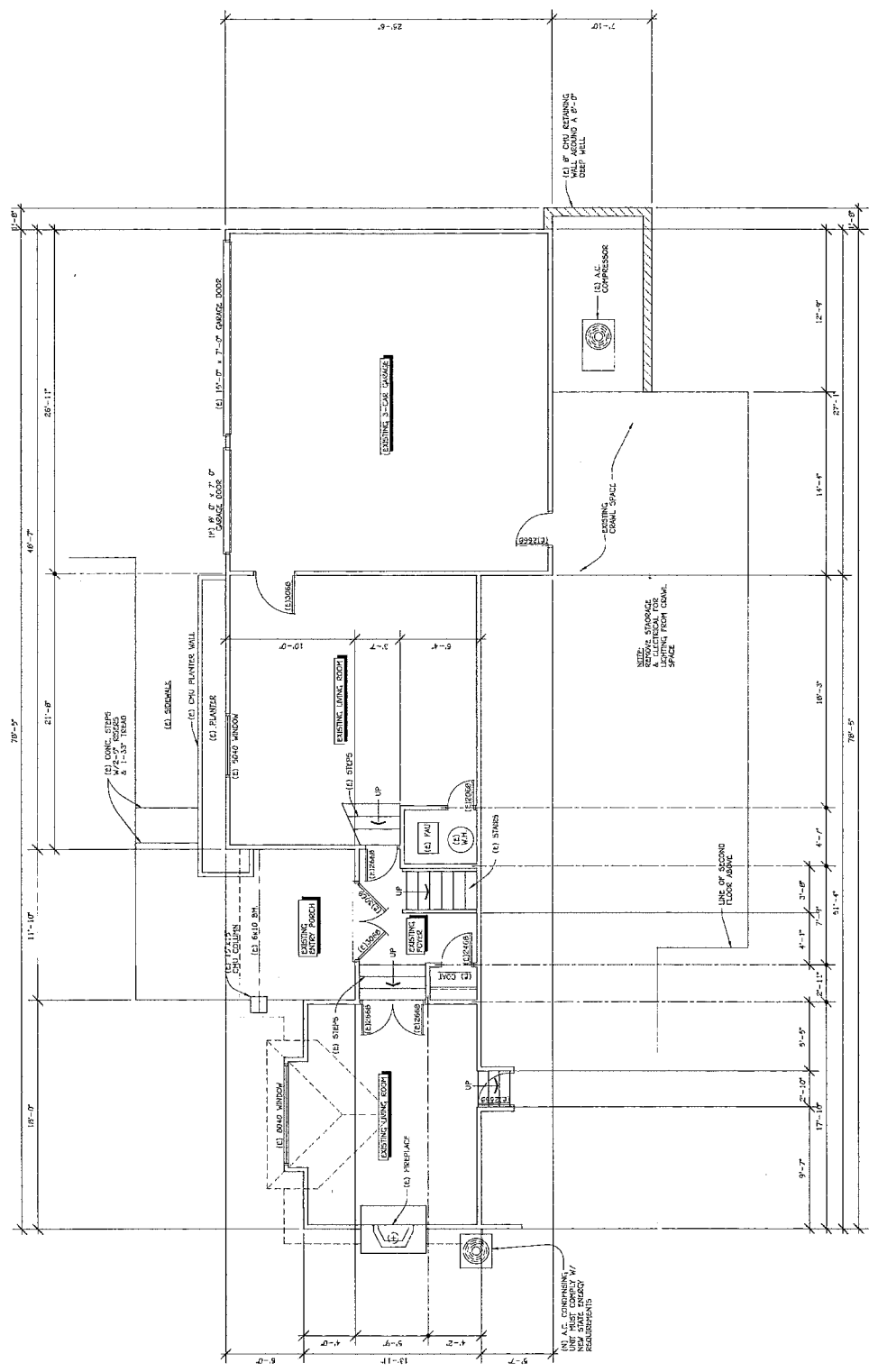
OFFICE CONVERSION & ADDITION PLANS
 FOR: **JOB LUTHLY**
 28018 ACQUENA ROAD, AGOURA, CA 92001 566-3331

DRAWN BY: M.J.F.
 DATE: _____
 SCALE: 1/8" = 1'-0"
 JOB NO.: 08333

SHEET **A-2**
 OF SHEETS

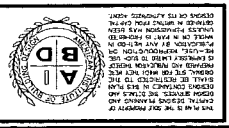
BUILDING AREA

FIRST FLOOR	=	816 S.F.
SECOND FLOOR	=	1,594 S.F.
GARAGE	=	864 S.F.
COVERED PATIO	=	1,047 S.F.
DECK	=	1,047 S.F.
POOL	=	60 S.F.



EXISTING FIRST FLOOR PLAN
 SCALE: 1/8" = 1'-0"

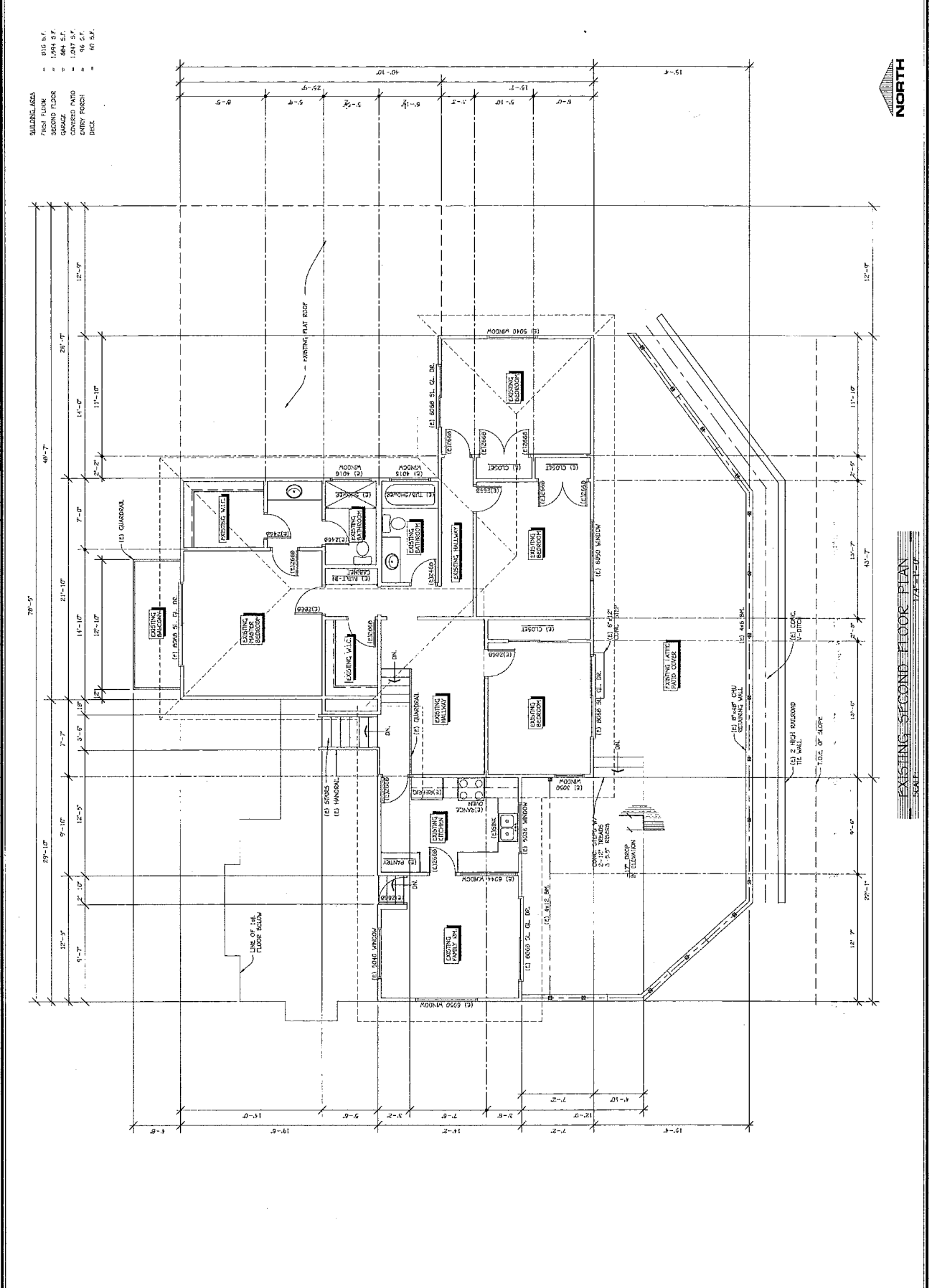
NO.	REVISION



Central
 PLANNING & DESIGN SERVICES
 4377 SPRINGFIELD STREET, SIMI VALLEY, CALIFORNIA 92683
 (818) 892-4112 (805) 527-1882

JOE LUTHELL
 ARCHITECT
 28818 AGOURA ROAD, AGOURA, CA (805) 566-3331
 OFFICE CONVERSION & ADDITION PLANS

SHEET
A-3
 OF SHEETS



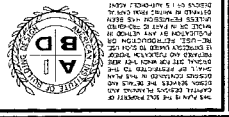
BUILDING AREA

FIRST FLOOR	1,294 S.F.
SECOND FLOOR	684 S.F.
GARAGE	1,247 S.F.
COVERED PATIO	96 S.F.
ENTRY PORCH	67 S.F.
DECK	67 S.F.



EXISTING SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"

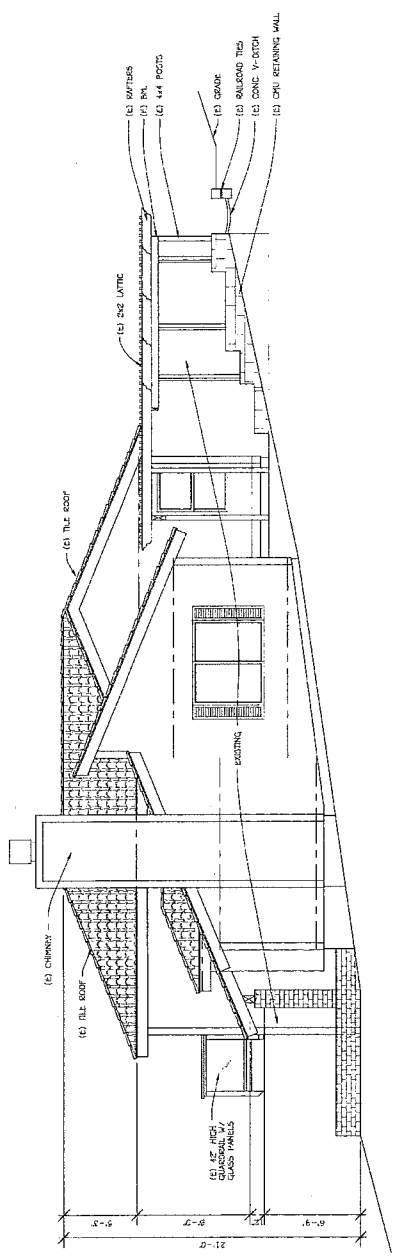
NO.	BY	DATE



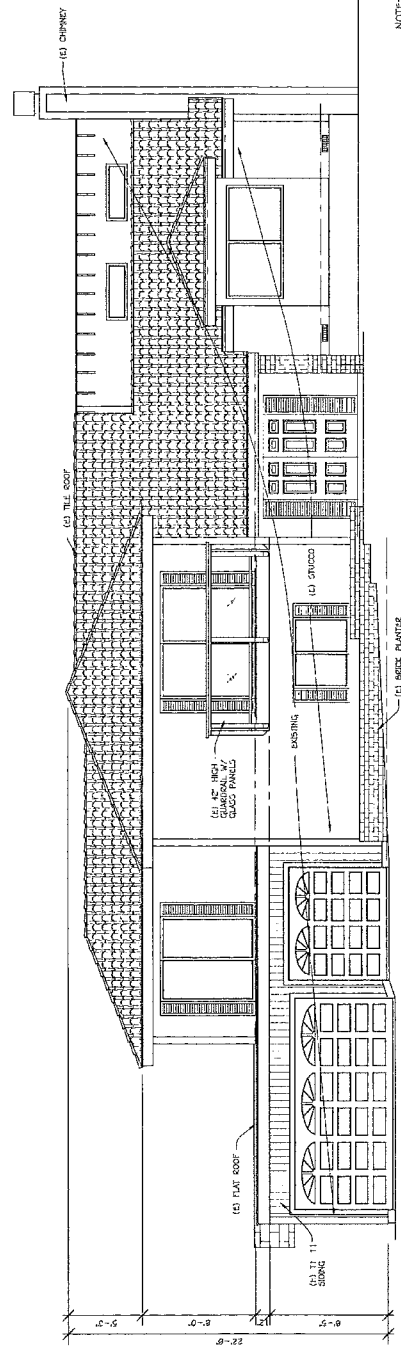
Capital
 PLANNING & DESIGN SERVICES
 4377 SPRINGFIELD STREET, SIMI VALLEY, CALIFORNIA 92683
 (818) 882-4112 (805) 527-1882

JOE LUTHELL
 FOR: OFFICE CONVERSION & ADDITION PLANS
 28016 AGUERA ROAD, AGUERA, CA (909) 566-3331

DATE: _____
 SCALE: 1/4" = 1'-0"
 JOB NO. 00533
 SHEET A-4 OF SHEETS



EXISTING WEST ELEVATION
 SCALE: 1/4" = 1'-0"



EXISTING NORTH ELEVATION
 SCALE: 1/4" = 1'-0"

NOTE: SEE SHEET A-8 FOR NEW ELEVATIONS

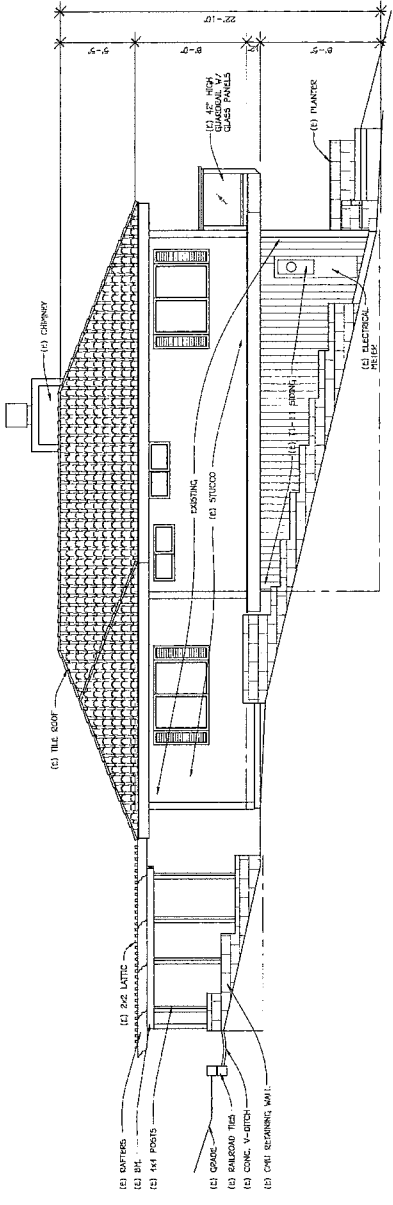


PLANNING & DESIGN SERVICES
4377 SPRINGFIELD STREET, SIMI VALLEY, CALIFORNIA 93063
(818) 892-4112
(805) 527-1682

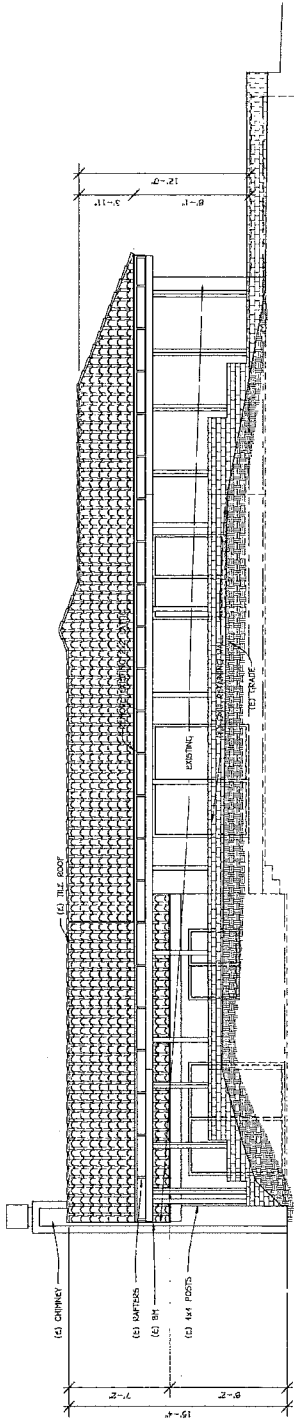
JOE LUTTHLY
28016 AGUERA ROAD, AGUERA, CA (800) 566-3331

OFFICE CONVERSION & ADDITION PLANS
DRAWN BY: JLL
DATE: 1/28/11
JOB NO.: 11-001
SHEET: A-5 OF 5

REVISION	BY



EXISTING EAST ELEVATION
SCALE: 1/4\"/>

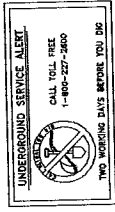


EXISTING SOUTH ELEVATION
SCALE: 1/4\"/>

NOTE:
SEE SHEET A-4 FOR NEW ELEVATIONS

PUBLIC UTILITIES / SERVICES

WATER	LAJ WARDEN MUNICIPAL WATER DISTRICT 424 LAM WARDEN ROAD CALIFORNIA, CA 91328
ELECTRICAL	MUTHERS CALIFORNIA Edison 3801 FOSTER BLVD MIDWAY, CA 91511
TELEPHONE	REG PAC BELL WEST PAVENY STREET #115 MIDWAY, CA 91515 (415) 775-2488
GAZ	SOUTHERN CALIFORNIA GAS 801 S ANAHEIM AVENUE MIDWAY, CA 91515 (915) 775-5234
SEWER	LA COUNTY, DEPT. OF PUBLIC WORKS SHERMAN MUNICIPAL BLDG 4th FLOOR ALHAMBRA, CA 91803 (818) 338-3848
CABLE	THE AUSTRALIAN TELEVISION INC. LOS ANGELES, CA 90017 (213) 748-1111
CABLE	COMMUNICATIONS COMPANY SHERMAN MUNICIPAL BLDG ALHAMBRA, CA 91803 (818) 338-3848
CABLE	COMCAST 5400 REEDA BOULEVARD MIDWAY, CA 91515 (915) 775-1420



GRADING NOTES

- ALL GRADING SHALL BE IN ACCORDANCE WITH ARTICLES OF THE AGOURA HILLS MUNICIPAL CODE.
- A PRE-CONSTRUCTION CONFERENCE OF ALL INTERESTED PARTIES SHALL BE HELD PRIOR TO ANY CONSTRUCTION. THIS SHALL INCLUDE ALL APPLICABLE CITY DEPARTMENTS.
- ALL EXISTING UTILITIES SHALL BE RECONSTRUCTED TO MEET THE REQUIREMENTS OF THE CITY ENGINEER.
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INSPECTION NOTES

- THE CONTRACTOR SHALL NOTIFY THE BUILDING AND SAFETY DEPARTMENT AT LEAST TWO WORKING DAYS IN ADVANCE OF REQUIRED INSPECTIONS AT THE FOLLOWING STAGES OF WORK:
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION
- FOUNDATION

ABBREVIATIONS

- AC - ASPHALT TO CONCRETE
- AD - APPROVED
- AS - ASH
- BS - BENCH MARK
- CC - CONCRETE
- CD - CATCH BASIN
- CF - CEMENT FINISH
- CG - CONCRETE GRADE
- CH - CHIMNEY
- CI - CONCRETE IN PLACE
- CL - CLAY
- CM - CONCRETE MASONRY
- CS - CONCRETE SURFACE
- CT - CONCRETE TOP
- CU - CONCRETE UNDER
- CV - CONCRETE VENEER
- DC - DRAINAGE CHANNEL
- DE - DRAINAGE EXHAUST
- DF - DRAINAGE FINISH
- DI - DRAINAGE IN PLACE
- DM - DRAINAGE MASONRY
- DN - DRAINAGE NETWORK
- DO - DRAINAGE OUTLET
- DP - DRAINAGE PAVEMENT
- DR - DRAINAGE REINFORCEMENT
- DS - DRAINAGE SURFACE
- DT - DRAINAGE TOP
- DU - DRAINAGE UNDER
- DV - DRAINAGE VENEER
- EW - EXISTING WALL
- EX - EXISTING
- FL - FLOOR
- FM - FINISH MASONRY
- FS - FINISH SURFACE
- FT - FINISH TOP
- FW - FINISH WALL
- FX - FINISH
- GA - GRAVEL
- GC - GRAVEL CONCRETE
- GD - GRAVEL DRAINAGE
- GE - GRAVEL EXHAUST
- GF - GRAVEL FINISH
- GG - GRAVEL GRADE
- GH - GRAVEL HATCH
- GI - GRAVEL IN PLACE
- GL - GRAVEL LAYER
- GM - GRAVEL MASONRY
- GN - GRAVEL NETWORK
- GO - GRAVEL OUTLET
- GP - GRAVEL PAVEMENT
- GR - GRAVEL REINFORCEMENT
- GS - GRAVEL SURFACE
- GT - GRAVEL TOP
- GU - GRAVEL UNDER
- GV - GRAVEL VENEER
- HW - HATCH
- IC - INTERIOR CONCRETE
- IS - INTERIOR SURFACE
- IT - INTERIOR TOP
- IV - INTERIOR VENEER
- IX - INTERIOR
- JA - JOIST
- JB - JOIST BRACKET
- JC - JOIST CHAIR
- JD - JOIST DRAINAGE
- JE - JOIST EXHAUST
- JF - JOIST FINISH
- JG - JOIST GRADE
- JH - JOIST HATCH
- JI - JOIST IN PLACE
- JL - JOIST LAYER
- JM - JOIST MASONRY
- JN - JOIST NETWORK
- JO - JOIST OUTLET
- JP - JOIST PAVEMENT
- JR - JOIST REINFORCEMENT
- JS - JOIST SURFACE
- JT - JOIST TOP
- JU - JOIST UNDER
- JV - JOIST VENEER
- KA - KITCHEN
- KB - KITCHEN BRACKET
- KC - KITCHEN CHAIR
- KD - KITCHEN DRAINAGE
- KE - KITCHEN EXHAUST
- KF - KITCHEN FINISH
- KG - KITCHEN GRADE
- KH - KITCHEN HATCH
- KI - KITCHEN IN PLACE
- KL - KITCHEN LAYER
- KM - KITCHEN MASONRY
- KN - KITCHEN NETWORK
- KO - KITCHEN OUTLET
- KP - KITCHEN PAVEMENT
- KR - KITCHEN REINFORCEMENT
- KS - KITCHEN SURFACE
- KT - KITCHEN TOP
- KU - KITCHEN UNDER
- KV - KITCHEN VENEER
- LA - LATH
- LB - LATH BRACKET
- LC - LATH CHAIR
- LD - LATH DRAINAGE
- LE - LATH EXHAUST
- LF - LATH FINISH
- LG - LATH GRADE
- LH - LATH HATCH
- LI - LATH IN PLACE
- LJ - LATH LAYER
- LK - LATH MASONRY
- LN - LATH NETWORK
- LO - LATH OUTLET
- LP - LATH PAVEMENT
- LR - LATH REINFORCEMENT
- LS - LATH SURFACE
- LT - LATH TOP
- LU - LATH UNDER
- LV - LATH VENEER
- MA - MASONRY
- MB - MASONRY BRACKET
- MC - MASONRY CHAIR
- MD - MASONRY DRAINAGE
- ME - MASONRY EXHAUST
- MF - MASONRY FINISH
- MG - MASONRY GRADE
- MH - MASONRY HATCH
- MI - MASONRY IN PLACE
- MJ - MASONRY LAYER
- MK - MASONRY MASONRY
- ML - MASONRY NETWORK
- MO - MASONRY OUTLET
- MP - MASONRY PAVEMENT
- MR - MASONRY REINFORCEMENT
- MS - MASONRY SURFACE
- MT - MASONRY TOP
- MU - MASONRY UNDER
- MV - MASONRY VENEER
- NA - NAIL
- NB - NAIL BRACKET
- NC - NAIL CHAIR
- ND - NAIL DRAINAGE
- NE - NAIL EXHAUST
- NF - NAIL FINISH
- NG - NAIL GRADE
- NH - NAIL HATCH
- NI - NAIL IN PLACE
- NJ - NAIL LAYER
- NK - NAIL MASONRY
- NL - NAIL NETWORK
- NO - NAIL OUTLET
- NP - NAIL PAVEMENT
- NR - NAIL REINFORCEMENT
- NS - NAIL SURFACE
- NT - NAIL TOP
- NU - NAIL UNDER
- NV - NAIL VENEER
- OB - OBTUSE
- OC - OBTUSE CHAIR
- OD - OBTUSE DRAINAGE
- OE - OBTUSE EXHAUST
- OF - OBTUSE FINISH
- OG - OBTUSE GRADE
- OH - OBTUSE HATCH
- OI - OBTUSE IN PLACE
- OJ - OBTUSE LAYER
- OK - OBTUSE MASONRY
- OL - OBTUSE NETWORK
- OO - OBTUSE OUTLET
- OP - OBTUSE PAVEMENT
- OR - OBTUSE REINFORCEMENT
- OS - OBTUSE SURFACE
- OT - OBTUSE TOP
- OU - OBTUSE UNDER
- OV - OBTUSE VENEER
- PA - PAVEMENT
- PB - PAVEMENT BRACKET
- PC - PAVEMENT CHAIR
- PD - PAVEMENT DRAINAGE
- PE - PAVEMENT EXHAUST
- PF - PAVEMENT FINISH
- PG - PAVEMENT GRADE
- PH - PAVEMENT HATCH
- PI - PAVEMENT IN PLACE
- PJ - PAVEMENT LAYER
- PK - PAVEMENT MASONRY
- PL - PAVEMENT NETWORK
- PO - PAVEMENT OUTLET
- PP - PAVEMENT PAVEMENT
- PR - PAVEMENT REINFORCEMENT
- PS - PAVEMENT SURFACE
- PT - PAVEMENT TOP
- PU - PAVEMENT UNDER
- PV - PAVEMENT VENEER
- RA - RAMP
- RB - RAMP BRACKET
- RC - RAMP CHAIR
- RD - RAMP DRAINAGE
- RE - RAMP EXHAUST
- RF - RAMP FINISH
- RG - RAMP GRADE
- RH - RAMP HATCH
- RI - RAMP IN PLACE
- RJ - RAMP LAYER
- RK - RAMP MASONRY
- RL - RAMP NETWORK
- RO - RAMP OUTLET
- RP - RAMP PAVEMENT
- RR - RAMP REINFORCEMENT
- RS - RAMP SURFACE
- RT - RAMP TOP
- RU - RAMP UNDER
- RV - RAMP VENEER
- SA - SAND
- SB - SAND BRACKET
- SC - SAND CHAIR
- SD - SAND DRAINAGE
- SE - SAND EXHAUST
- SF - SAND FINISH
- SG - SAND GRADE
- SH - SAND HATCH
- SI - SAND IN PLACE
- SJ - SAND LAYER
- SK - SAND MASONRY
- SL - SAND NETWORK
- SO - SAND OUTLET
- SP - SAND PAVEMENT
- SR - SAND REINFORCEMENT
- SS - SAND SURFACE
- ST - SAND TOP
- SU - SAND UNDER
- SV - SAND VENEER
- TA - TANK
- TB - TANK BRACKET
- TC - TANK CHAIR
- TD - TANK DRAINAGE
- TE - TANK EXHAUST
- TF - TANK FINISH
- TG - TANK GRADE
- TH - TANK HATCH
- TI - TANK IN PLACE
- TJ - TANK LAYER
- TK - TANK MASONRY
- TL - TANK NETWORK
- TO - TANK OUTLET
- TP - TANK PAVEMENT
- TR - TANK REINFORCEMENT
- TS - TANK SURFACE
- TT - TANK TOP
- TU - TANK UNDER
- TV - TANK VENEER
- UB - UPPER BRACKET
- UC - UPPER CHAIR
- UD - UPPER DRAINAGE
- UE - UPPER EXHAUST
- UF - UPPER FINISH
- UG - UPPER GRADE
- UH - UPPER HATCH
- UI - UPPER IN PLACE
- UJ - UPPER LAYER
- UK - UPPER MASONRY
- UL - UPPER NETWORK
- UO - UPPER OUTLET
- UP - UPPER PAVEMENT
- UR - UPPER REINFORCEMENT
- US - UPPER SURFACE
- UT - UPPER TOP
- UU - UPPER UNDER
- UV - UPPER VENEER
- VA - VALVE
- VB - VALVE BRACKET
- VC - VALVE CHAIR
- VD - VALVE DRAINAGE
- VE - VALVE EXHAUST
- VF - VALVE FINISH
- VG - VALVE GRADE
- VH - VALVE HATCH
- VI - VALVE IN PLACE
- VJ - VALVE LAYER
- VK - VALVE MASONRY
- VL - VALVE NETWORK
- VO - VALVE OUTLET
- VP - VALVE PAVEMENT
- VR - VALVE REINFORCEMENT
- VS - VALVE SURFACE
- VT - VALVE TOP
- VU - VALVE UNDER
- VV - VALVE VENEER
- WA - WALL
- WB - WALL BRACKET
- WC - WALL CHAIR
- WD - WALL DRAINAGE
- WE - WALL EXHAUST
- WF - WALL FINISH
- WG - WALL GRADE
- WH - WALL HATCH
- WI - WALL IN PLACE
- WJ - WALL LAYER
- WK - WALL MASONRY
- WL - WALL NETWORK
- WO - WALL OUTLET
- WP - WALL PAVEMENT
- WR - WALL REINFORCEMENT
- WS - WALL SURFACE
- WT - WALL TOP
- WU - WALL UNDER
- WV - WALL VENEER
- XA - EXISTING ASPHALT
- XB - EXISTING BRICK
- XC - EXISTING CONCRETE
- XD - EXISTING DRAINAGE
- XE - EXISTING EXHAUST
- XF - EXISTING FINISH
- XG - EXISTING GRADE
- XH - EXISTING HATCH
- XI - EXISTING IN PLACE
- XJ - EXISTING LAYER
- XK - EXISTING MASONRY
- XL - EXISTING NETWORK
- XO - EXISTING OUTLET
- XP - EXISTING PAVEMENT
- XR - EXISTING REINFORCEMENT
- XS - EXISTING SURFACE
- XT - EXISTING TOP
- XU - EXISTING UNDER
- XV - EXISTING VENEER
- YA - EXISTING YARD
- YB - EXISTING BRICK
- YC - EXISTING CONCRETE
- YD - EXISTING DRAINAGE
- YE - EXISTING EXHAUST
- YF - EXISTING FINISH
- YG - EXISTING GRADE
- YH - EXISTING HATCH
- YI - EXISTING IN PLACE
- YJ - EXISTING LAYER
- YK - EXISTING MASONRY
- YL - EXISTING NETWORK
- YO - EXISTING OUTLET
- YP - EXISTING PAVEMENT
- YR - EXISTING REINFORCEMENT
- YS - EXISTING SURFACE
- YT - EXISTING TOP
- YU - EXISTING UNDER
- YV - EXISTING VENEER
- ZA - EXISTING ZONE
- ZB - EXISTING BRICK
- ZC - EXISTING CONCRETE
- ZD - EXISTING DRAINAGE
- ZE - EXISTING EXHAUST
- ZF - EXISTING FINISH
- ZG - EXISTING GRADE
- ZH - EXISTING HATCH
- ZI - EXISTING IN PLACE
- ZJ - EXISTING LAYER
- ZK - EXISTING MASONRY
- ZL - EXISTING NETWORK
- ZO - EXISTING OUTLET
- ZP - EXISTING PAVEMENT
- ZR - EXISTING REINFORCEMENT
- ZS - EXISTING SURFACE
- ZT - EXISTING TOP
- ZU - EXISTING UNDER
- ZV - EXISTING VENEER

LEGEND AND SYMBOLS



STORMWATER POLLUTION NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AS OUTLINED IN THE LOCAL PROGRAM FOR STORMWATER MANAGEMENT AND CONTROL BY A LICENSED CIVIL ENGINEER. THE SWPPP SHALL OUTLINE BEST MANAGEMENT PRACTICES (BMPs) TO PREVENT POLLUTANTS FROM ENTERING THE STORMWATER DRAINAGE SYSTEM AND TO PROTECT THE QUALITY OF THE RECEIVING WATER BODY.
- ALL STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE APPROVED BY THE CITY ENGINEER PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL MAINTAIN RECORDS OF ALL SWPPP ACTIVITIES AND SHALL SUBMIT A SWPPP REPORT TO THE CITY ENGINEER AT THE END OF EACH MONTH.
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OAK TREE NOTES

- APPLICANT MUST CONTACT CITY OF AGOURA HILLS TO OBTAIN PROJECT PERMITS AND TREE REMOVAL PERMITS.
- ALL OAK TREES SHALL BE PRESERVED AND PROTECTED THROUGHOUT THE CONSTRUCTION PROCESS.
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RECORD DRAWING STATEMENT

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS DRAWING WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF CALIFORNIA. I HAVE REVIEWED THE DRAWING AND IT ACCURATELY REPRESENTS THE INFORMATION AND DATA FURNISHED TO ME BY THE CLIENT AND THE INFORMATION AND DATA OBTAINED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION. I HAVE REVIEWED THE DRAWING AND IT ACCURATELY REPRESENTS THE INFORMATION AND DATA FURNISHED TO ME BY THE CLIENT AND THE INFORMATION AND DATA OBTAINED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION.

SOILS APPROVAL

THIS DRAWING HAS BEEN REVIEWED BY THE CITY ENGINEER AND APPROVED FOR CONSTRUCTION. THE CITY ENGINEER HAS REVIEWED THE DRAWING AND IT ACCURATELY REPRESENTS THE INFORMATION AND DATA FURNISHED TO ME BY THE CLIENT AND THE INFORMATION AND DATA OBTAINED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION.

BENCHMARK

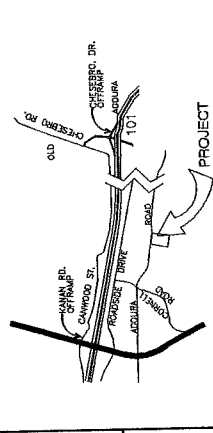
BENCHMARK: 100.00 FT. (30.48 M) AT CORNER OF LOT 101, TRACT 101, AGOURA HILLS, CALIFORNIA.

as-built

OWNER
 NAME: COSEL MCCI HOLDINGS
 ADDRESS: 28818 AGOURA ROAD, AGOURA HILLS, CA 91301
 REPRESENTATIVE: JOE LUTHELY
 TELEPHONE: 818-991-6989

CIVIL ENGINEER
 NAME: JUAN P. VELAZQUEZ
 ADDRESS: 10000 WILSON AVE, SUITE 100, MIDWAY, CA 91515
 REPRESENTATIVE:
 TELEPHONE: 916-552-1531

GEOTECHNICAL ENGINEER
 NAME:
 ADDRESS:
 REPRESENTATIVE:
 TELEPHONE:



VICINITY MAP 04/12/08
 COAST WEST INSURANCE 818-991-6989
 28818 AGOURA ROAD
 AGOURA HILLS, CA 91301
 PROJECT NO. _____ SHEET 1 OF 5

CITY OF AGOURA HILLS, CALIFORNIA



**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS**

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**

Photographs of the Site

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**



Site as viewed from across the Freeway



North view from the site

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**



Front of the Building

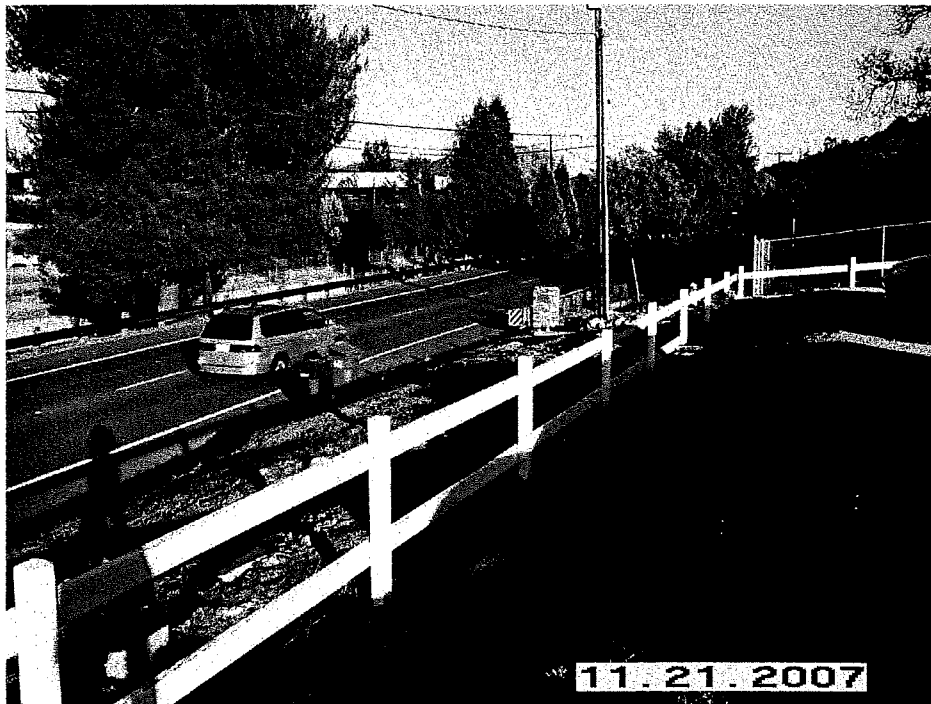


Rear of the Building

**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**



Existing Parking Area



Front Property Line