



**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**

June 5 Meeting Staff Report

(August 7, 2008 Meeting)



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



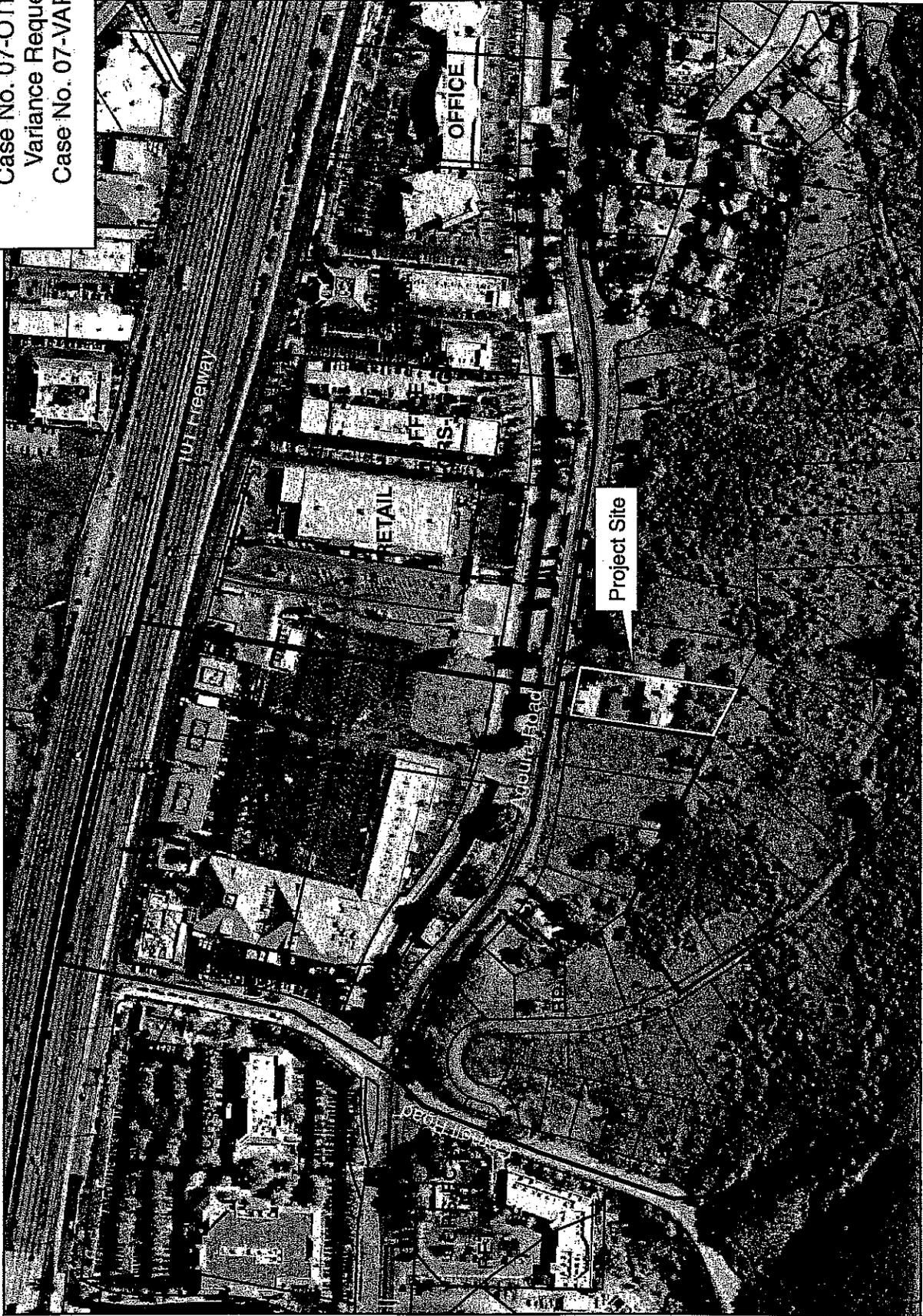
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*Vicinity/Zoning
Map*

Vicinity/Zoning Map

Conditional Use Permit -
Case No. 07-CUP-008
Oak Tree Permit -
Case No. 07-OTP-005
Variance Request -
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0 65 130 260 390 520
Unknown Units



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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 "lollipoping" 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.



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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: Luithly 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

Notice of Exemption
Luithly Office Conversion
Page 2 of 2

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.

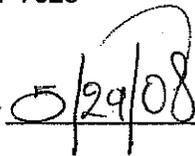
Lead Agency Contact Person: Valerie Darbouze, Associate Planner

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

Signature:



Date:



Title:



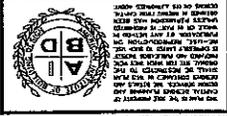


**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS**

**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

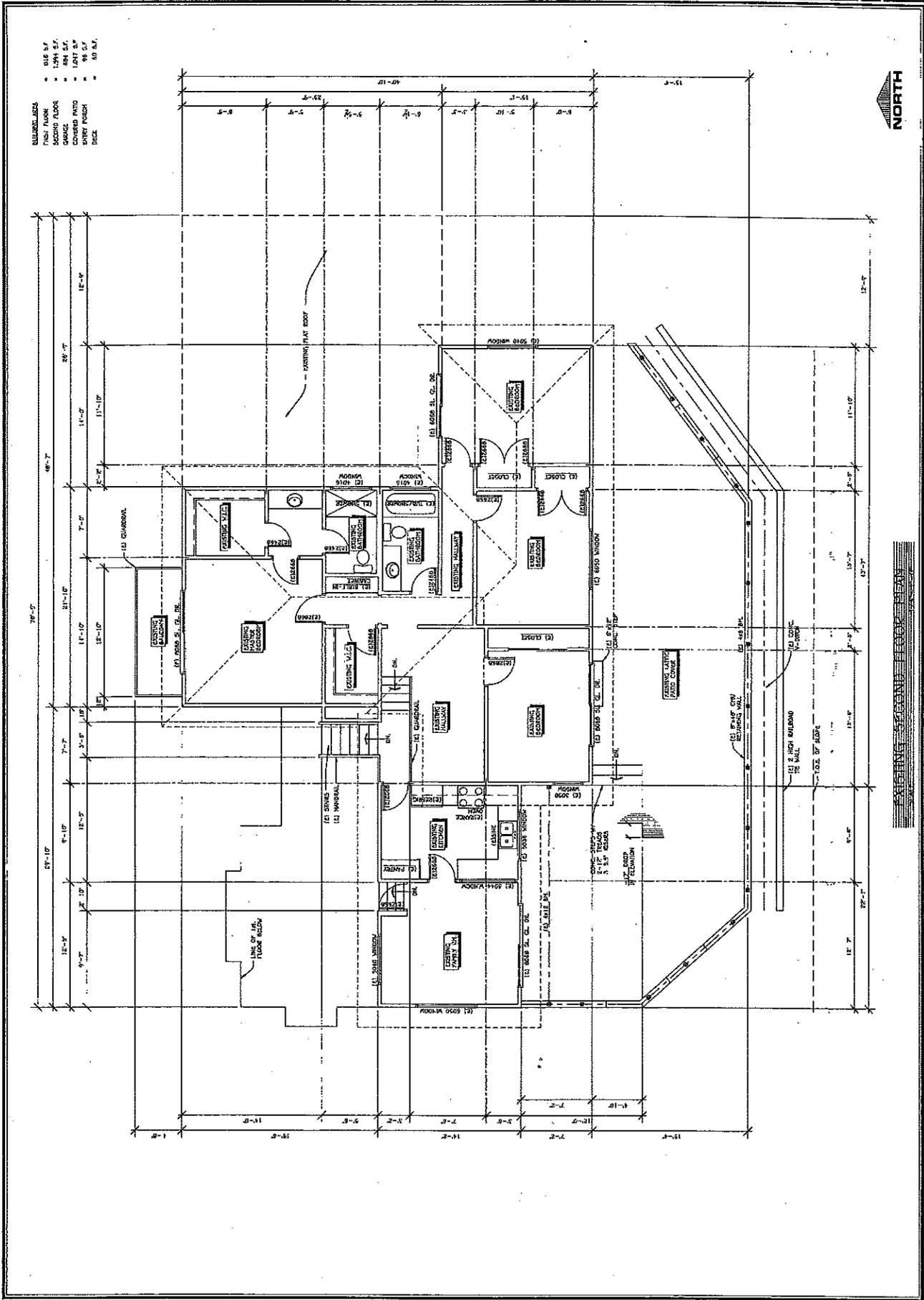
NO.	DATE	REVISION



JOE LUTHLY
 PLANNING & DESIGN SERVICES
 4377 SPRINGFIELD STREET, SUITE 100, CALIFORNIA 92503
 (916) 882-4112
 (909) 527-1682

OFFICE CONVERSION & ADDITION PLANS
 JOB NO. 103
 DRAWN BY: J.L.L.
 DATE: 1/24/50
 SCALE: 1/4" = 1'-0"

SHEET A-3
 OF 3 SHEETS



- LEGEND**
- 01' 0" FINISH FLOOR
 - 01' 01" BASE FLOOR
 - 01' 02" COVERED WALK
 - 01' 03" ENTRY PORCH
 - 01' 04" POOL
 - 01' 05" 1/2"
 - 01' 06" 3/4"
 - 01' 07" 1"
 - 01' 08" 1 1/4"
 - 01' 09" 1 1/2"
 - 01' 10" 1 3/4"
 - 01' 11" 2"
 - 01' 12" 2 1/4"
 - 01' 13" 2 1/2"
 - 01' 14" 3"
 - 01' 15" 3 1/4"
 - 01' 16" 3 1/2"
 - 01' 17" 4"
 - 01' 18" 4 1/4"
 - 01' 19" 4 1/2"
 - 01' 20" 5"
 - 01' 21" 5 1/4"
 - 01' 22" 5 1/2"
 - 01' 23" 6"
 - 01' 24" 6 1/4"
 - 01' 25" 6 1/2"
 - 01' 26" 7"
 - 01' 27" 7 1/4"
 - 01' 28" 7 1/2"
 - 01' 29" 8"
 - 01' 30" 8 1/4"
 - 01' 31" 8 1/2"
 - 01' 32" 9"
 - 01' 33" 9 1/4"
 - 01' 34" 9 1/2"
 - 01' 35" 10"
 - 01' 36" 10 1/4"
 - 01' 37" 10 1/2"
 - 01' 38" 11"
 - 01' 39" 11 1/4"
 - 01' 40" 11 1/2"



CONVERTING SECOND FLOOR PLAN

BY	
REVISION	



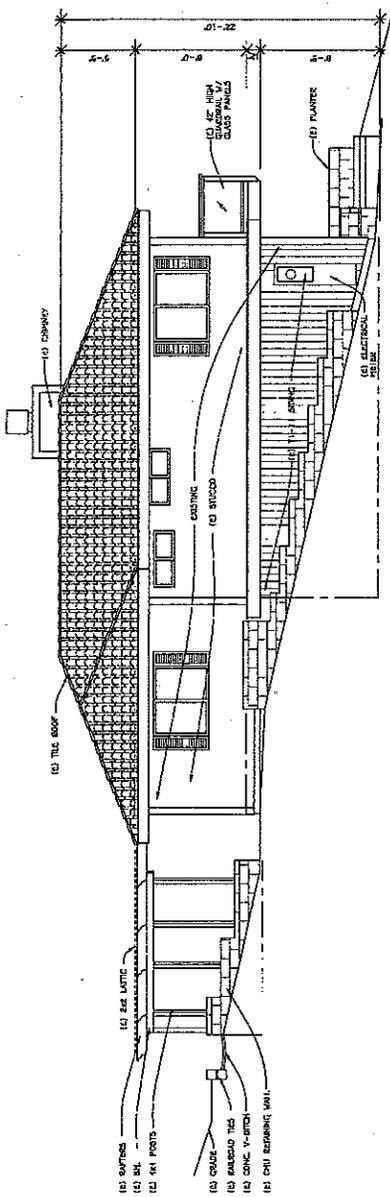
THE ARCHITECT'S SEAL IS THE PROPERTY OF THE ARCHITECT AND IS NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT HIS WRITTEN CONSENT. ANY REPRODUCTION OR USE WITHOUT HIS WRITTEN CONSENT IS A VIOLATION OF THE ARCHITECTURAL ACT AND IS SUBJECT TO PENALTY.

Central
PLANNING & DESIGN SERVICES
 4377 SHANNON STREET, SUITE 100, SAN JOSE, CALIFORNIA 95128
 (408) 852-4112
 (408) 227-1882

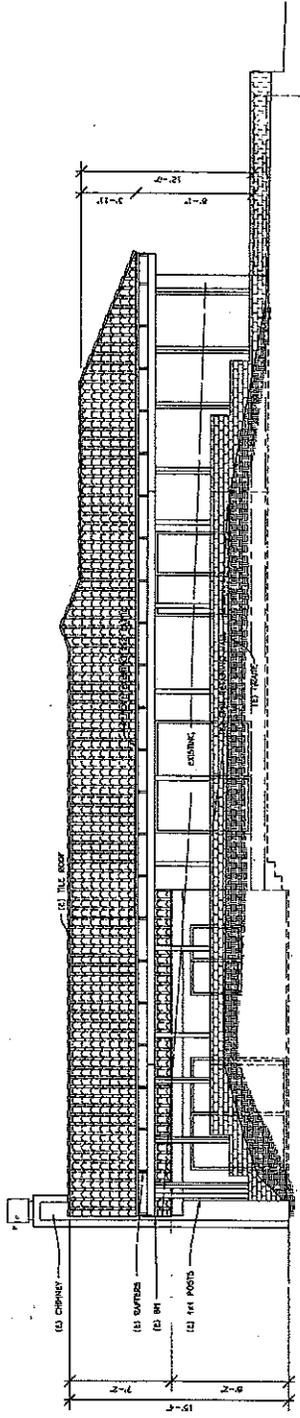
OFFICE CONVERSION & ADDITION PLANS
 FOR
JOE LUTHERY
 28810 AQUINA ROAD, AQUINA, CA (909) 965-3331

DRAWN BY
 DATE
 SCALE
 1/4" = 1'-0"
 JOB NO.

SHEET
A-5
 OF SHEETS



EXISTING SOUTH ELEVATION



NOTE:
 SEE SHEET A-9 FOR NEW ELEVATIONS

EXISTING SOUTH ELEVATION

NO.	DESCRIPTION



PLANNING & DESIGN SERVICES
 4377 SPRINGFIELD STREET, SUITE 100, SAN JOSE, CALIFORNIA 95131
 (415) 952-4112
 (415) 952-4112

OFFICE CONVERSION & ADDITION PLANS
 JOB NO. 1333
 SCALE 1/4" = 1'-0"
 DRAWN BY: H.J.L.
 DATE: 1/23/00

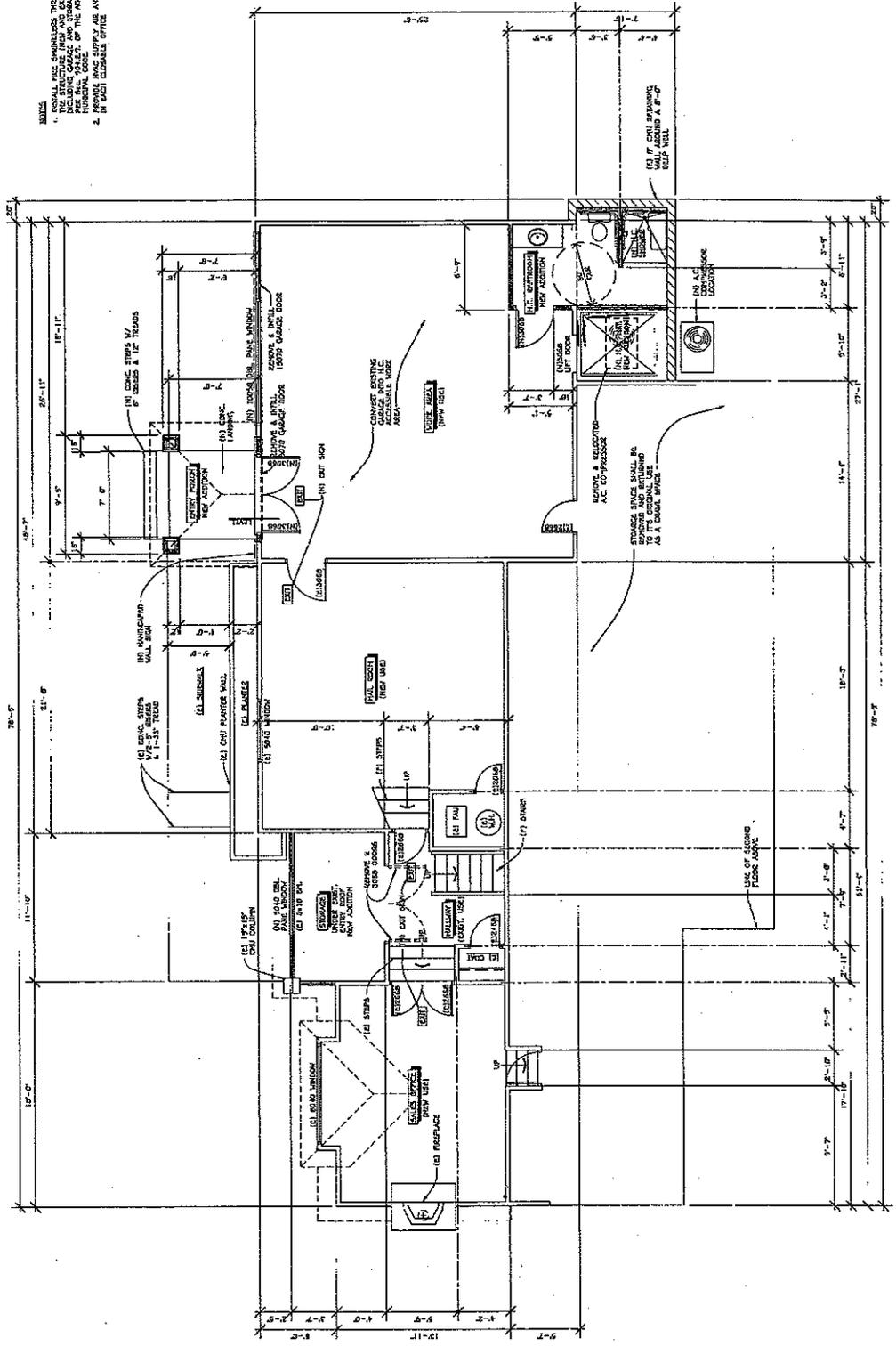
JOE LUTHELLY
 28918 ACQUEDA ROAD, AGOURA, CA (800) 566-3333

OF SHEETS
 SHEET
 A-6

- EXISTING AREA**
- 915 S.F.
 - 1,381 S.F.
 - 681 S.F.
 - 1,417 S.F.
 - 66 S.F.F.
 - 113 S.F.F.
 - 228 S.F.F.
 - 220 S.F.F.
- NEW FIRST FLOOR ADDITION**
- NEW SECOND FLOOR ADDITION**

NOTES

- INSTALL ROOF SPURLOCKS THROUGHOUT EXISTING AND NEW ADDITION TO PROVIDE PROPER DRAINAGE AND TO PREVENT WATER INTRUSION INTO THE ACCESSIBLE WALK AREA.
- PROVIDE HAND SUPPLY AIR AND RETURN AIR IN EACH CELESTIAL OFFICE.



NEW FIRST FLOOR PLAN

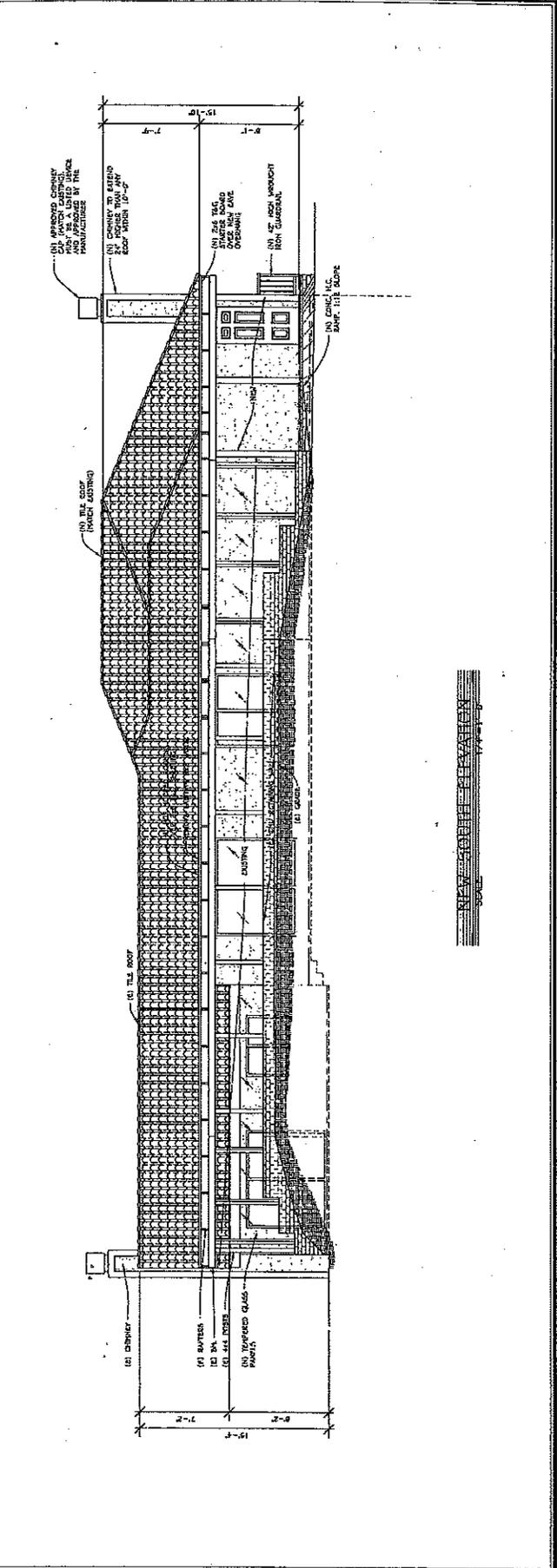
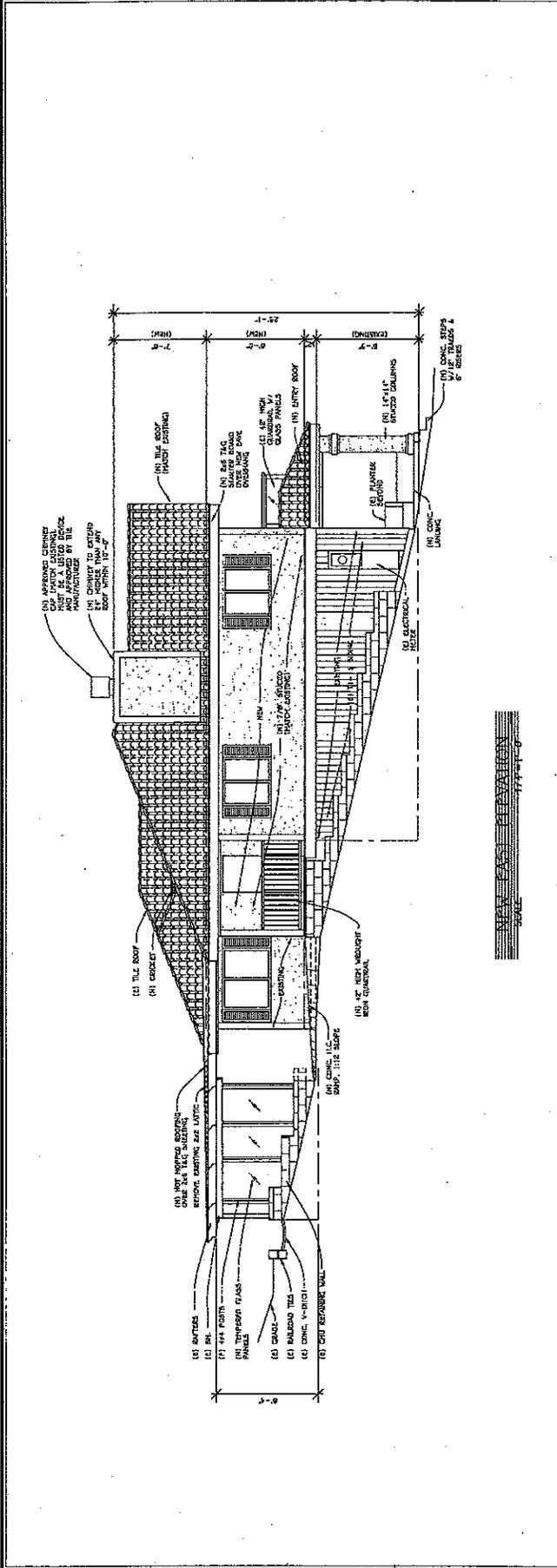
REVISION	BY	DATE

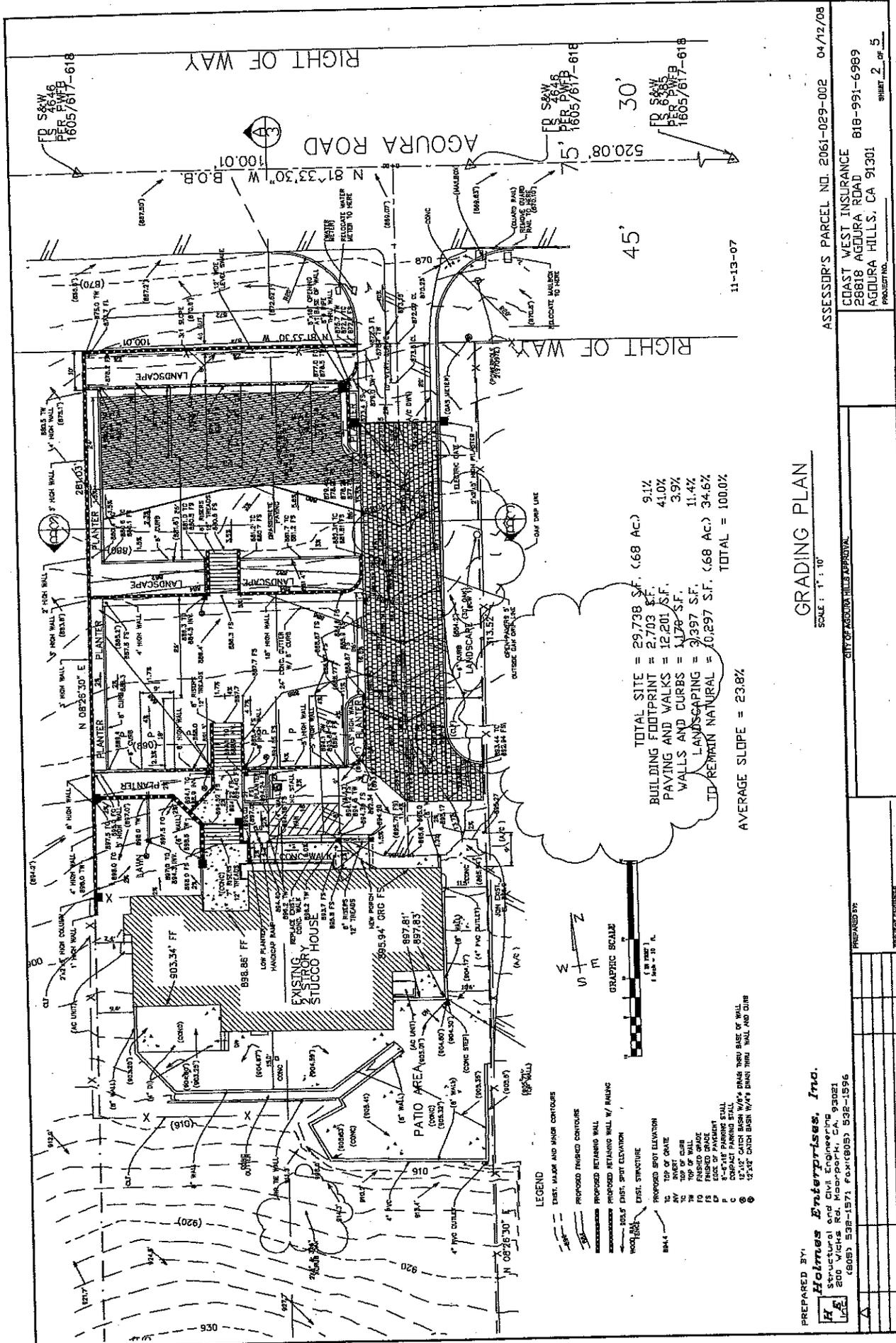


Capital
PLANNING & DESIGN SERVICES
 4377 SPRINGFIELD STREET, 5th FLOOR, CAULFIELD, 93063
 (818) 882-4112 (805) 527-6862

OFFICE CONVERSION & ADDITION PLANS
 FOR: **JOE LUTHELY**
 28815 AGOURA ROAD, AGOURA, CA (805) 356-2331

DRAWN BY: []
 DATE: []
 SCALE: 1/8" = 1'-0"
 JOB NO.: []
 SHEET: **A-9**
 OF SHEETS: []





TOTAL SITE = 29,738 S.F. (.68 AC) 9.1%
 BUILDING FOOTPRINT = 2,703 S.F. 41.0%
 PAVING AND WALKS = 12,201 S.F. 3.9%
 WALLS AND CURBS = 1,178 S.F. 11.4%
 LANDSCAPING = 3,397 S.F. 34.6%
 TO REMAIN NATURAL = 10,297 S.F. (68 AC) 34.6%
 TOTAL = 100.0%
 AVERAGE SLOPE = 23.8%

GRADING PLAN

SCALE: 1" = 10'

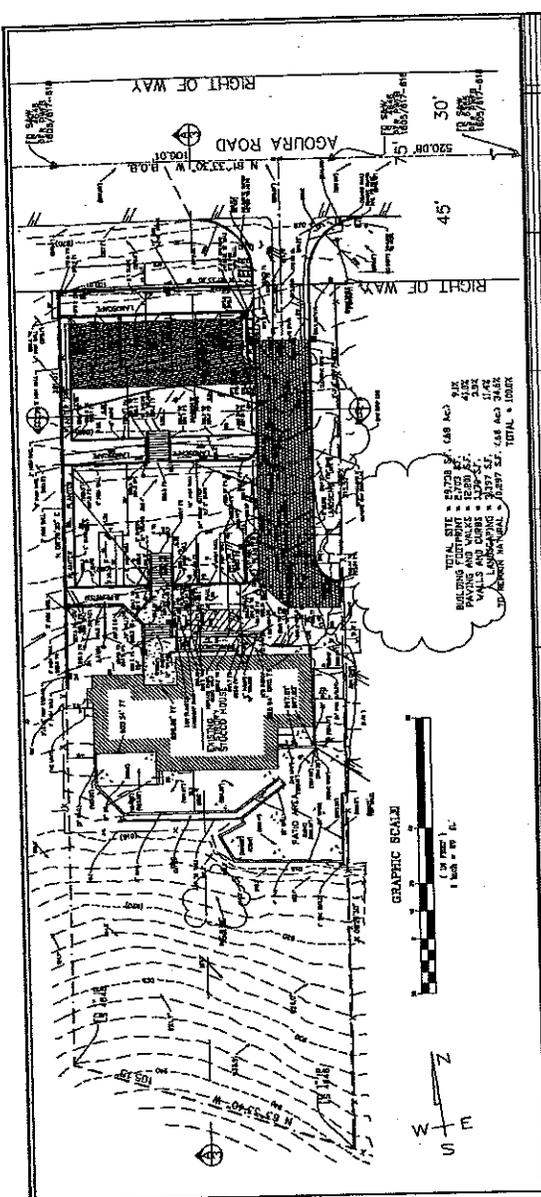
PREPARED BY:
H Holmes Enterprises, Inc.
 Structural and Civil Engineering
 200 Vicks Rd. Moorpark, CA 93021
 (805) 532-1571 Fax: (805) 532-1596

REV.	SYMBOL	DESCRIPTION OF CHANGE	DATE

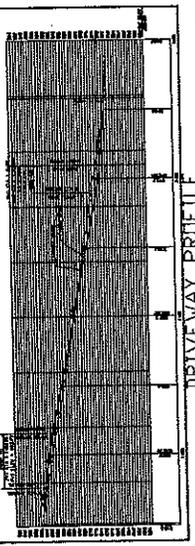
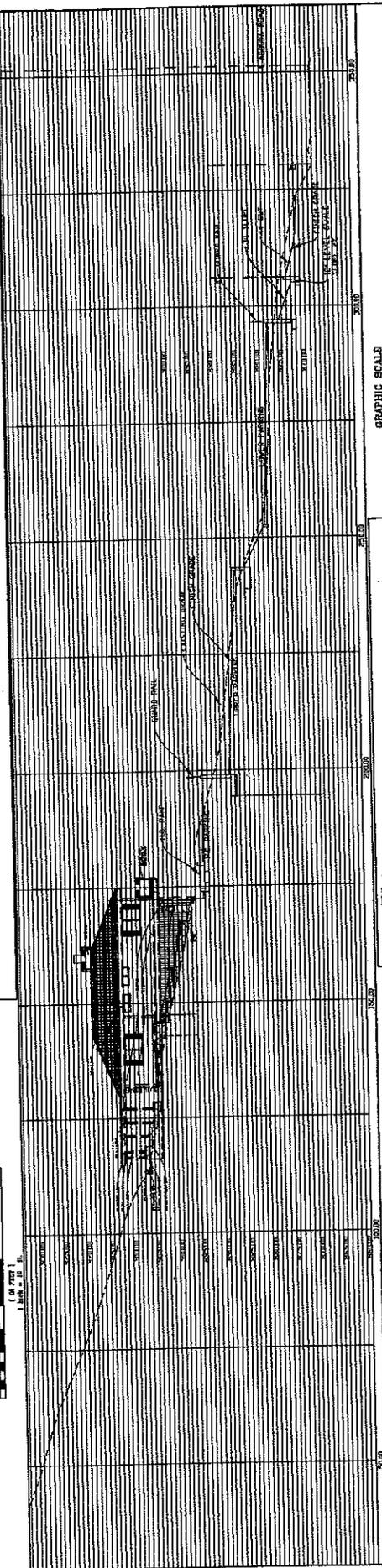
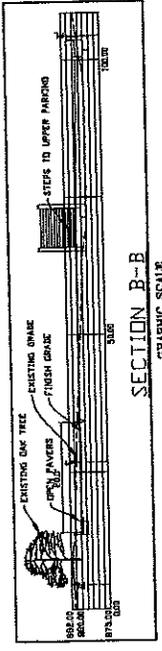
PREPARED BY: PROJECT ENGINEER
 CITY OF AGOURA HILLS DEPARTMENT

ASSESSOR'S PARCEL NO. 2061-059-002 04/12/08
 COAST WEST INSURANCE
 28818 AGOURA ROAD 818-991-6989
 AGOURA HILLS, CA 91301
 PROJECT NO. SHEET 2 OF 5

11-13-07



- LEGEND**
- EXIST. MAJOR AND MINOR CONTOURS
 - PROPOSED FINISHED CONTOURS
 - PROPOSED RETAINING WALL
 - PROPOSED RETAINING WALL W/ RAILING
 - EXIST. EXTER. SLOPE ELEVATION
 - WOOD FENCE
 - EXIST. STRUCTURE
 - PROPOSED SPOT ELEVATION
 - TO TOP OF GRADE
 - TO TOP OF CURB
 - TO FINISHED GRADE
 - FINISHED GRADE
 - EXIST. ASPHALT DRIVEWAY
 - COMPACT PARKING STALL
 - COMPACT PARKING STALL



PREPARED BY: **Hobmes Enterprises, Inc.**
 Structural and Civil Engineering Dept.
 200 Vicks Rd. Moorpark, CA 93426
 (805) 532-1571 FAX (805) 532-1596

PROJECT NO. _____
 SHEET 3 OF 5
 CITY OF AGOURA HILLS, CA

SECTIONS
 COAST WEST INSURANCE 818-991-6989
 28818 AGOURA ROAD
 AGOURA HILLS, CA 91301

04/12/08

REV	DATE	DESCRIPTION OF CHANGE	PROJECT ENGINEER

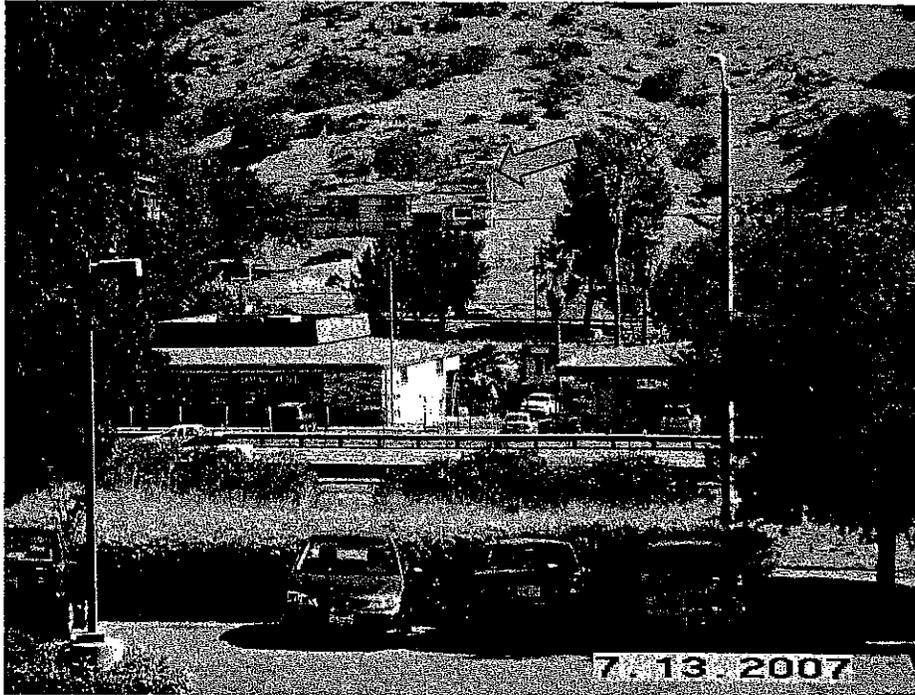


**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
AT 28818 AGOURA ROAD,
AGOURA HILLS**

**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**

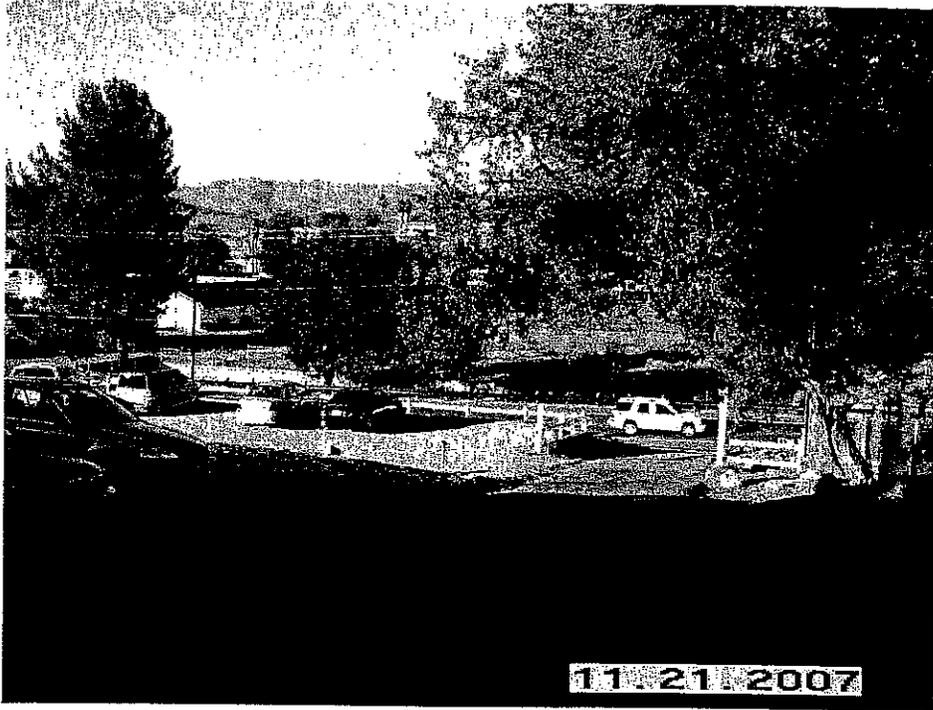


Front of the Building



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



**OFFICE CONVERSION
FOR THE PROPERTY LOCATED
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OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**

*Vicinity/Zoning
Map*

(August 7, 2008 Meeting)

Vicinity/Zoning Map

Conditional Use Permit -
Case No. 07-CUP-008
Oak Tree Permit -
Case No. 07-OTP-005
Variance Request -
Case No. 07-VAR-002



0 65 130 260 390 520
Unknown Units



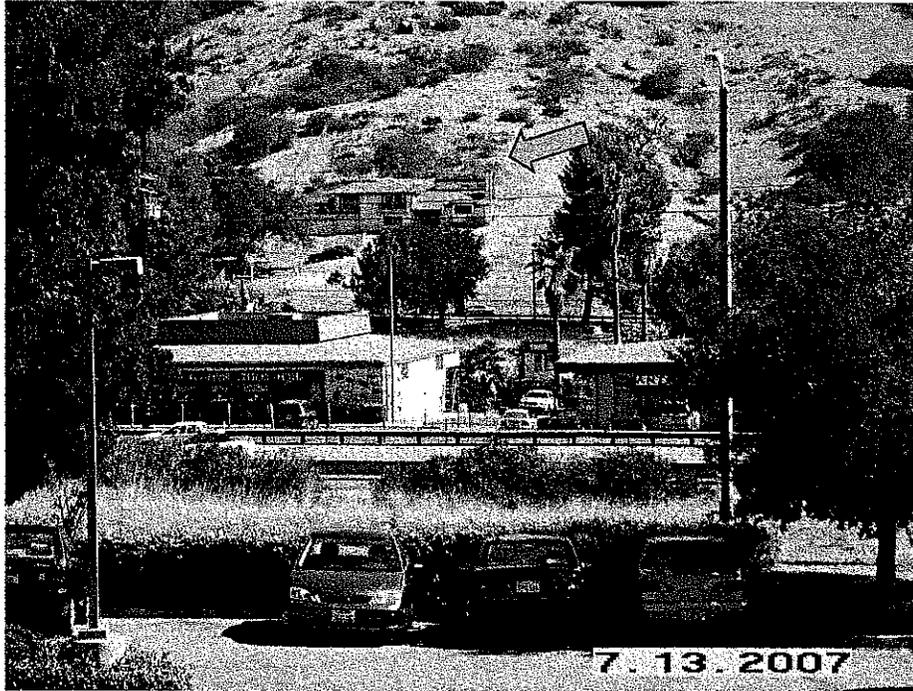
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**CONDITIONAL USE PERMIT CASE NO. 07-CUP-008
OAK TREE PERMIT CASE NO. 07-OTP-005
VARIANCE REQUEST CASE NO. 07-VAR-002**

Color & Materials Board

(August 7, 2008 Meeting)

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



Preferred Roof Tile and Color Options for the
Office Building Remodel

