



**DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT**

TO: Planning Commission

FROM: Mike Kamino, Director of Planning and Community Development

SUBJECT: Site Plan/Architectural Review Case No. 05-SPR-010, Oak Tree Permit Case No. 05-OTP-010 and Sign Permit Case No. 05-SP-006 (HQ Development, LLC)

DATE: March 16, 2006

Included on the agenda for the March 16, 2006 Planning Commission Meeting is item 9.C., which is a request from HQ Development, LLC, to construct a 94,000 square-foot, two-story office building at 29621 Agoura Road (Case Nos. 05-SPR-010, 05-OTP-010 and 05-SP-006). The staff report for the agenda item is enclosed for the Planning Commission's reference. However, staff wishes to call to your attention that the latest iteration of the development plans included with the distribution of the staff report were submitted by the applicant to the Planning Department on March 9th, the day in which the agenda packets were distributed for the meeting. While the site plan and elevation plans have not changed much, there are changes to landscaping, Oak tree impacts and grading that do not necessarily reflect some of the data included in the staff report.

Given this timing of the plan submittal, staff has not had an opportunity to review the changes proposed by the applicant. However, since the Planning Commission is not being asked to take final action on the project on March 16th, it is recommended that the Planning Commission open the public hearing, take testimony, and continue the hearing to Planning Commission Meeting of April 6, 2006. Prior to the April 6th hearing, staff will evaluate the changes made to the plans and then report our analysis to the Planning Commission.