

Planning Commission

REGULAR MEETING

Monday, April 20, 2020 6:00 P.M.

Andrew P. Fox City Council Chambers

Public advisory: The City of Thousand Oaks facilities are closed to the public.



Pursuant to the Governor's Executive Order N-29-20, the April 20, 2020 meeting of the Planning Commission will be conducted via videoconference and/or teleconference and broadcast live on TV (Frontier Channel 3, Spectrum Channel 10), and the City's website. Most Commissioners will be participating via videoconference and will not be physically present in Chambers.

You may participate in the meeting by submitting your **written comments** by email to lgoor@toaks.org (please indicate the agenda item number in the subject line). To give the Recording Secretary adequate time to provide your comments to the Commission, please submit your comments prior to 1:00 p.m. on the day of the meeting.

If you would like to **speak** on an agenda item, please follow the link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=8C-MGj-qX0ScrXR38aQKbNwgvyppXNRptYIPUVz3Pk5UNEdJT1VRWURRT0MzOVYySiFNV1ZDVVcwUj4u> or advise the Recording Secretary at lgoor@toaks.org or calling (805) 449-2312 no later than 10:00 a.m. on the day of the meeting. Please see page two for more information.

Don Lanson, Chair
Nelson Buss, Vice Chair
Kevin Kohan, Commissioner
Sharon McMahon, Commissioner
David Newman, Commissioner

Staff

Kelvin Parker, Deputy Community Development Director
Patrick Hehir, Assistant City Attorney

Americans with Disabilities Act (ADA): Pursuant to the Executive Order, and in compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Planning Division, (805) 449-2500 within 48 hours of the meeting.

PLANNING COMMISSION AGENDA

April 20, 2020

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The following is provided to assist with public participation:

Agenda Availability: The Planning Commission Agenda is posted at the entrance to the Civic Arts Plaza/City Hall, 2100 E. Thousand Oaks Boulevard, Thousand Oaks [main posting location pursuant to the Brown Act, G.C. 54954.2(a)]. City Hall is currently closed. The Agenda packet and “Live and Archived” meetings and minutes are available on the City’s website at www.toaks.org. Televised Planning Commission Meetings are re-broadcast Thursday and Saturday (following meeting) at 10:00 a.m. and 6:00 p.m. on TOTV, Channel 10.

Supplemental Information: Any agenda related information received and distributed to the Planning Commission after the Agenda Packet is printed is included in Supplemental Packets. Supplemental Packets are produced as needed: one available on the Thursday preceding the Planning Commission meeting and/or the second one on Monday at the meeting. The Thursday Supplemental Packets, if any, are available for public review on the City’s website.

Please be advised that communications directed to the Planning Commission are public records, and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited and will be printed/posted as submitted.

Public Input: Any person who wishes to speak regarding an item on the regular agenda or on a subject within the City’s jurisdiction during “Public Comments” is requested to follow this link: <https://forms.office.com/Pages/ResponsePage.aspx?id=8C-MGj-qX0ScrXR38aQKbNwgvyppXNRPtYIPUVz3Pk5UNEdJT1VRWURRT0MzOVYySjFNV1ZDVVcwUj4u> or advise the Recording Secretary at lgoor@toaks.org or calling (805) 449-2312 no later than 10:00 a.m. on the day of the meeting. If you wish to speak via telephone you will be asked to provide a phone number where you can be reached when your item is being discussed. If you wish to speak via videoconference you will be provided meeting information. Persons addressing the Planning Commission are requested to state their name and community of residence for the record. Any supporting materials or written comments should be emailed to the Recording Secretary no later than 1:00 p.m. on the day of the meeting. These materials are also considered a public record pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law.

Consent Calendar: Matters listed on the Consent Calendar do not require significant reporting and/or discussion for decision, or are considered to be routine, and will be approved by one motion as recommended. There will be no separate discussion unless a Commissioner or staff member requests separate discussion prior to approval.



1. **CALL TO ORDER:** 6:00 P.M.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: Commissioners** Buss, Kohan, McMahon, Newman, and Chair Lanson
4. **WRITTEN COMMENTS / ANNOUNCEMENTS / SUPPLEMENTAL PACKET / CONTINUANCES**
5. **PUBLIC COMMENTS**
6. **CONSENT CALENDAR:**
 - A. [Minutes of Planning Commission Meeting of March 16, 2020](#)
7. **PUBLIC HEARINGS:**
 - A. [Subject: Special Use Permit \(SUMJ\) 2019-70323 and Underground Utility Waiver \(UW\) 2019-70324](#)

Applicant: Manna Conejo Valley Food Inc.

Location: 95 North Oakview Drive

Request: To allow for the expansion of a previously approved food distribution center; including a 4,676 square-foot addition and remodel to the existing building; new outdoor patio; parking lot and site improvements; and six waivers of development standards as follows: 1) underground utility waiver; 2) increased building coverage; 3) wall requirement abutting R-zone; 4) decreased landscape in setback areas; 5) wall heights and locations within setback areas; and 6) decreased parking stall size.

Recommendation: Approve Special Use Permit (SUMJ 2019-70323) and Underground Utility Waiver (UW 2019-70324), based on the findings and subject to the conditions contained in the resolution.

Planner: Senior Planner Krystin Rice



- B. **Subject:** [Residential Planned Development Permit Major Modification RPMJ 2019-70628, Oak Tree Permit \(OTP\) 2019-70662, and Landmark Tree Permit \(LTP\) 2019-71081](#)

Applicant: North Ranch Country Club

Location: 4761 Valley Spring Drive

Request:

To allow construction of a new 13,354 square feet (sq. ft.), two-story building, with new swimming pool, site entry guard house, trash enclosure, retaining walls and associated grading activities, hardscape, and landscape, including the following: 1) Removal of three (3) oak trees and one (1) sycamore tree; 2) Encroachment into the protected zone of one (1) oak tree; and 3) Authorize a parking reduction.

Recommendation: Approve Residential Development Major Modification (RPMJ) 2019-70628, Oak Tree Permit (OTP) 2019-70662, and Landmark Tree Permit (LTP) 2019-71081, based on the findings and subject to the conditions of approval contained in the resolution.

Planner: Senior Planner Carlos Contreras

8. **DEPARTMENT REPORTS:**

- A. None

9. **COMMISSION COMMENTS AND AB 1234 REPORTS**

10. **STAFF UPDATE:**

- A. Follow-up items, announcements and upcoming issues.
B. [Upcoming Planning Commission Meetings.](#)

11. **ADJOURNMENT:** to 6:00 p.m. on May 11, 2020

