

**MINUTES OF THE REGULAR MEETING OF THE
PLANNING COMMISSION**

CITY OF THOUSAND OAKS

MEETING OF MAY 8, 2023

The regular meeting of the Planning Commission was called to order at 6:00 p.m. in the Andrew P. Fox City Council Chambers, 2100 Thousand Oaks Boulevard, Thousand Oaks, California, with Commissioners Farris, Tyler Ketelhut, Lanson, Link, and Chair McMahon present.

Also present were Staff Members: Chief Assistant City Attorney Hehir, Deputy Community Development Director Zelaya Melicher, Planning Division Manager Kearns, Associate Planner Kendall, Community Development Tech II Gomez. Also present were Senior Recording Secretary Goor and Administrative Secretary Stein, and participating via Zoom were Office Supervisor McMurtry and Senior Administrative Secretary Sosner. Also present via Zoom was the City’s Tree Consultant, John Burke.

WRITTEN COMMENTS / ANNOUNCEMENTS / SUPPLEMENTAL PACKET / CONTINUANCES:

Supplemental packet material – None

PUBLIC COMMENTS: None.

CONSENT CALENDAR:

A. Minutes of Planning Commission Meeting of April 3, 2023.

Motion by Commissioner Lanson to approve the Consent Calendar, carried 5-0 by the following vote: Ayes – Farris, Tyler Ketelhut, Lanson, Link, and Chair McMahon; Noes – None; Absent – None; Abstain – None.

PUBLIC HEARINGS:

A. Hearing, advertised as required by law, opened to consider Special Use Permit (SUP) 2023-70008 Minor Modification (MN), located at 2400 Willow Lane; APN 676-0-180-325; Applicant: Momentum Agencies. Associate Planner Kendall presented the report and responded to questions.

Speaker for the Applicant Team: Amy Simons, Westlake Village, Momentum Agencies Chief Operating Officer Applicant, pro, and stated they concur with the conditions of approval; the following were available for questions only: Ryan Ihly, Principal, Gensler, pro; and Jeanette Fabry, Technical Director, Gensler, pro.

Written Statements: None.

The Applicant declined to provide rebuttal.

Chair McMahon closed the Public Hearing.

Motion by Commissioner Lanson to find that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines (pursuant to Section 15301(a), Existing Facilities), and to (adopt a Resolution) approving Special Use Permit SUP-2023-70008 (MN) based on the findings and subject to the conditions contained in Attachment 4 (the proposed resolution), carried 5-0 by the following vote: Ayes – Farris, Tyler Ketelhut, Link, Lanson, and Chair McMahon; Noes – None; Absent – None; Abstain – None.

- B. Hearing, advertised as required by law, opened to consider Protected Tree Permit (PTP) 2023-70030, located at 3371 Holly Grove Street; Applicant: Tim Sokolowski. Community Development Tech II Gomez presented the report and responded to questions along with Planning Division Manager Kearns and Chief Assistant City Attorney Hehir, and the City's Tree Consultant, John Burke.

Speaker, via Zoom: Tim Sokolowski, Enhanced Arbor Management, Applicant, pro.

Written Statements: there was 1 item of written correspondence in the packet - 1 con 0 pro.

Planning Division Manager Kearns responded to questions noting that the Oak Tree Ordinance stipulates that if the tree is not able to be replaced on site, then applicant shall donate an oak tree to either the Conejo Recreation and Park District or Conejo Open Space Conservation Agency or pay an in-lieu fee as required under the Thousand Oaks Municipal Code. At the suggestion of the Commission, Chief Assistant City Attorney provided further clarification with the possible addition of language at the end of Condition 3 relating to the planting site of a replacement tree – refer to motion below.

Mr. Sokolowski accepted the suggested condition as suggested by Chief Assistant City Attorney Hehir.

The Applicant declined to provide rebuttal.

Chair McMahon closed the Public Hearing.

Motion by Commissioner Lanson to find that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines (pursuant to Section 15304, Minor Alterations to Land), and to adopt a Resolution approving Protected Tree Permit (PTP) 2023-70030 based on the findings and subject to the conditions (therein), as amended by language provided by Chief Assistant City Attorney Hehir to be added to the end of Condition 3 (*which was to the effect of, 'The tree replacement shall be planted on-site where the current tree is to be removed, unless the City's Arborist opines that after reviewing the conditions of the location after the current tree is removed, he finds that replacing the tree at that location would not successful for the new tree to be put in.'; carried 4-1 by the following vote: Ayes – Farris, Tyler Ketelhut, Lanson, and Chair McMahon; Noes – Link; Absent – None; Abstain – None.

**Post-Meeting Draft Minute Addendum dated May 9, 2023: Following the meeting, Condition 3. was further clarified by Chief Assistant City Attorney Heir and staff to more clearly delineate the tree replacement action as follows:*

3. Tree Mitigation –The applicant shall plant a replacement 15-gallon holly oak (*Quercus ilex*) tree in accordance with the City's Oak Tree Ordinance and per the recommendation of the City's Oak Tree Consultant as stated in the "City Consultant's Memo," dated February 18, 2023. The holly oak tree shall be planted in the same general location of where the subject coast live (*Quercus agrifolia*) oak tree is being removed unless the City's Oak Tree Consultant opines that the replacement holly oak would not have a reasonable chance for successfully growing and maturing in the location. If not being replaced on the same spot, and if no other location is suitable in the common area for the complex managed and controlled by The Groves HOA and in which 3371 Holly Grove Street is located, then applicant shall donate a holly oak tree to either the Conejo Recreation and Park District or Conejo Open Space Conservation Agency, or pay an in-lieu fee as required under the Thousand Oaks Municipal Code.

DEPARTMENT REPORTS: None.

STAFF UPDATE:

- A. Follow-up items, announcements, and upcoming issues. Planning Division Manager Kearns noted on May 9th, tomorrow evening, City Council will have a Consent Calendar item on a Telecom contract, and a second reading of the Ordinance for the Long Court apartments. May 23rd will be Goal Setting, and on June 20 there will be a Public Hearing on a mixed-use project at 2150 W. Hillcrest Drive (Latigo Hillcrest), and a Consent Calendar item – a Contract Amendment for 401 E. Rolling Oaks EIR Consultant
- B. Upcoming Planning Commission Meetings. Planning Division Manager Kearns reported there are no items scheduled for May 22nd and that meeting will be canceled. On June 5th there will be two Public Hearings – one for mixed-use project by Latigo Hillcrest (2150 W. Hillcrest Drive), and one for a new 120,000 square-foot industrial building in the Rancho Conejo area (Thomas Wood, MP 1300 Lawrence Drive LLC).

COMMISSION COMMENTS AND AB 1234 REPORTS:

Commissioner Link noted that May 21st - 27th is National Public Works Week, and he will be making an announcement at tomorrow evening's City Council meeting regarding several related awards that the City has received.

ADJOURNMENT: the Planning Commission adjourned at 7:03 p.m. to the next meeting at 6:00 p.m. on Monday, May 22, 2023, for a regular meeting. It was noted that if that meeting is canceled, the next meeting will be June 5, 2023.

Sharon McMahon, Chair
Planning Commission

Date Approved