

CITY OF VENTURA  
**ADMINISTRATIVE PUBLIC HEARING MINUTES**

Peter Gilli, Administrative Hearing Officer

Antoinette Mann, City Clerk

**REGULAR MEETING  
THURSDAY, JUNE 24, 2021 – 6:00 P.M.  
WEBEX EVENT**

Staff: Peter Gilli, Community Development Director  
Andy Heglund, Senior Assistant City Attorney  
Dara Sanders, Planning Manager  
Gene Burse, Senior Planner  
Monique Gil, Associate Planner  
Kevin Kohan, Contract Planner  
Courtney Deppen, Recording Clerk

The Administrative Hearing Officer called the meeting to order at 6:00 PM.

**PUBLIC COMMUNICATIONS:** None

**CONSENT ITEM**

1. **Approval of the Administrative Public Hearing June 10, 2021, Meeting Minutes.**

**Recommendation:** Approve, as presented.

**Action:** The Administrative Hearing Officer indicated that the correct spelling of Courtney's last name is "Deppen" not Deepen. The Administrative Hearing Officer approved the June 10, 2021, Meeting Minutes with correction of Ms. Deppen's last name.

**CONTINUED ITEMS**

2. **PROJ-14789 – Magdaleno Residence Administrative Variance located at 7219 La Cumbre Circle.**

Request for an Administrative Variance to reduce the front yard setback from 24 feet to 15 feet and side yard setback from 5 feet to 3 feet for the construction of a new 226 square foot covered front porch and 693 square foot RV garage to the front and side of an existing 2,465 square foot single family residence on a 10,237 square foot lot in the Residential Planned Development (RPD-4U) Zone with a land use designation of Neighborhood Low.

**Recommendation:** Continue to a date uncertain.

**California Environmental Quality Act**

Not required for this action.

**Case Planner:** Elizabeth Richardson, Senior Planner

**Applicant:** David Magdeleno

**Action:** The Administrative Hearing Officer continued PROJ-14789 to a date uncertain.

**3. PROJ-14883 – Biafora Residence Administrative Coastal Development Permit located at 1238 Devon Lane.**

Request for an Administrative Coastal Development Permit for the demolition of an existing 960 square-foot single family residence and attached garage and the construction of a new 2 ½ story 3,114 square-foot single family residence with attached 467 square-foot garage, 1,119 square feet of deck area and a pool on a 3,989 square foot site in the R-1-B (Single Family Beach) zone with a land use designation of Existing Urban.

**Recommendation:** Approve the Administrative Coastal Development Permit, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 3, New Construction.

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Juintow Lin

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Juintow Lin

**Member of the Public:** None

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** None

**Action:** The Administrative Hearing Officer approved the Administrative Coastal Development Permit for PROJ-14883 with added condition that the applicant explore looking at the downspout design and explore opportunities to conceal them on the building façade visible from the street, but it is not required.

**4. PROJ-14885 – Via Baja Lot Line Adjustment located at 139 and 149 Via Baja.**

Request for a Lot Line Adjustment to merge a .46-acre vacant lot (065-0-141-095) into two adjacent lots a .68-acre lot (APN 065-0-141-045) and a 1.4-acre lot (065-0-141-065) resulting in a .91-acre lot and a 1.63-acre lot in the R-1-10 zone with a General Plan designation of Neighborhood Low.

**Recommendation:** Approve the Lot Line Adjustment, subject to conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15305, Minor Alterations.

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Matthew and Dana Hawley; James and Tracy Neitz

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Matthew Hawley

**Member of the Public:** None

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** None

**Action:** The Administrative Hearing Officer approved the Lot line Adjustment for PROJ-14885 as presented and conditioned.

**5. PROJ-14860 – Barroschino Residence Administrative Coastal Development Permit and Administrative Variance located at 1338 Devon Lane.**

Request for an Administrative Coastal Development Permit and Administrative Variance for lot coverage to construct an entry addition and balconies to an existing 1,943 square-foot single family residence on a 3,951 square foot site in the Single-Family Beach (R-1-B) zone with a land use designation of Existing Urban.

**Recommendation:** Approve the Administrative Coastal Development Permit and Administrative Variance, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1, Existing Facilities.

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Mark Shellnut

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Mark Shellnut

**Member of the Public:** Michael Stelman; staff also received three written public comments and posted online.

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** None

**Action:** The Administrative Hearing Officer approved the Administrative Coastal Development Permit and Administrative Variance for PROJ-14860 with modification as follows:

- *The project and Administrative Variance are approved at 43.8% not 45% as proposed to allow the applicant the option of reducing overhangs that are causing them to go over the 43.8% existing lot coverage. The applicant can revise the plan to include the balcony at the rear of the buildings so long as they do not go over the existing lot coverage.*

**6. PROJ-15017 – Fishbowl Digital Design Review Permit located at 1094 East Main Street.**

Request for a Design Review Permit for façade modifications on an existing 2,900 square foot office building on a 4,950 square foot site in the Urban General (T4.1) zone within the Downtown Specific

**Recommendation:** Approve the Design Review Permit, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1, Existing Facilities.

**Case Planner:** Monique Gil, Associate Planner

**Applicant:** Steven Penn

**SPEAKERS**

**Case Planner:** Monique Gil, Associate Planner

**Applicant:** Penn Shui

**Member of the Public:** None

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** None

**Action:** The Administrative Hearing Officer approved the Design Review Permit for PROJ-15017 as presented and conditioned.

**FORMAL ITEMS**

**7. PROJ-7325 – Discovery Ventura Use Permit Amendment located at 1888 East Thompson Boulevard.**

Request for an amendment to an Administrative Use Permit for an indoor live music venue, restaurant and bar located on a 1.12-acre site in T4.5 zoning district with a land use designation of Commerce.

**Recommendation:** That the Administrative Hearing Officer:

- Receive all public comments related to the item; and
- Continue to the July 15, 2021, Administrative Hearing.

**California Environmental Quality Act**

Not required for this action.

**Case Planner:** Gene Burse, Senior Planner

**Applicant:** Ventura Music Hall, LLC

**SPEAKERS**

**Case Planner:** Gene Burse, Senior Planner

**Applicant:** Thomas Cussins

**Member of the Public:** None

**Documents:** PowerPoint by Staff and Applicant

**Ex Parte Communication:** Administrative Hearing Officer Gilli disclosed that he was copied/received several emails from the applicant’s legal representative about the processing and timing of the project. He informed the legal representative that he will not respond and discuss the details of the project outside of the hearing.

**Action:** The Administrative Hearing Officer continued PROJ-7325 to a date certain of July 15, 2021, Administrative Public Hearing.

**8. PROJ-14794 – Bargman Residence Administrative Coastal Development Permit located at 1171 Kingston Lane.**

Request for an Administrative Coastal Development Permit for the demolition of an existing single-family residence and construction of a new 3,290 square foot 2-½ story residence on a 0.07-acre site in the Single-Family Beach (R-1-B) zone with a land use designation of Existing Urban.

**Recommendation:** Approve the Administrative Coastal Development Permit, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 3, New Construction.

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Pablo Garcia

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** Pablo Garcia

**Member of the Public:** Dale Jaedtke; Staff also received one public comment and posted online.

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** Administrative Hearing Officer Gilli reported that earlier today the adjacent neighbor emailed Council members Schroeder who in turn forwarded the email to him. The same email was included today as part of the Supplemental packet for this project. Furthermore, the neighbor wanted Council member Schroeder to participate at this hearing which he discouraged (he responded via email) as it may affect Council member Schroeder ability to participate if the item will be appealed to City Council in the future.

**Action:** The Administrative Hearing Officer Conditionally approved the project based on the representation that permits had been obtained for the demolition of the home and the site preparation work (*this is subject to confirmation by Building and Safety Division between now until July 15, 2021, that the grading permit, demolition permit, and other approvals has been properly permitted*). If the requirements have been satisfied and everything is appropriate, then the Conditional Approval will become final on July 15 and the public will be notified that the project is approved. If permits were not obtained for the work performed on the site, this project, PROJ-14794, is required to be heard again at the July 15, 2021, Administrative Public Hearing.

**9. PROJ-14978 – Dettmering Residence Administrative Variance located at 1270 Clay Avenue.**

Request for an Administrative Variance to decrease the required rear yard setback from 25 feet to 20 feet for the construction of a 184 square-foot addition and a 104 square-foot patio cover on a 0.16-acre site in the Single Family (R-1-6) zone with a land use designation of Neighborhood Low.

**Recommendation:** Approve the Administrative Variance, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1, Existing Facilities.

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** John Dettmering

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner

**Applicant:** John Dettmering

**Member of the Public:** None

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** Administrative Hearing Officer Gilli disclosed that in mid-May of this year, he received an email inquiry from council member about communication between a prior planner who worked on this project talking about scheduling of this item and why is this being delayed.

**Action:** The Administrative Hearing Officer approved the Administrative Variance for PROJ-14978 as presented and conditioned.

**10. PROJ-14958 – Verbooman Residence Administrative Variance located at 4290 Varsity Avenue.**

Request for an Administrative Variance to construct a 282 square-foot addition to an existing 1,577 square foot single-family residence extending a 9 feet 7 inches into the rear yard setback on a 0.2-acre site in the Single Family (R-1) zoning district with a land use designation of Neighborhood Low.

**Recommendation:** Approve the Administrative Variance, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1, Existing Facilities.

**Case Planner:** Monique Gil, Associate Planner

**Applicant:** Kevin Miller

**SPEAKERS**

**Case Planner:** Monique Gil, Associate Planner

**Applicant:** Kevin Miller

**Member of the Public:** None

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** None

**Action:** The Administrative Hearing Officer approved the Administrative Variance Permit for PROJ-14958 as presented and conditioned.

**11. PROJ-15092 – Kirby Barber RV Sign Variance located at 6500 Auto Center Drive.**

Request for a Sign Variance to install two sets of LED illuminated channel letter signs on both sides of the existing double-faced pylon sign on a 3.0-acre site in the Commercial Planned Development (CPD) zoning district with a land use designation of Auto Sales and Service.

**Recommendation:** Approve the Sign Variance, subject to the conditions.

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301 (k), Existing Facilities.

**Case Planner:** Gene Burse, Senior Planner  
**Applicant:** Kirby Barber RV

**SPEAKERS**

**Case Planner:** Gene Burse, Senior Planner

**Applicant:** Jeff Sukay

**Member of the Public:** None

**Documents:** PowerPoint by Staff

**Ex Parte Communication:** The Administrative Hearing Officer Gilli disclosed that the applicant's representative team communicate with him between February and March about their situation on site and the project proposal. He informed them of the Planning route to take which is to apply for a variance, but he did not convey whether he would deny or support the variance.

**Action:** The Administrative Hearing Officer approved the Sign Variance for PROJ-15092 with the condition that the channel letters shall be moved downward to provide additional space at the top of the Pylon Dealer Identification Sign for the purpose of centering the lettering subject to the review and approval of the Planning Division during the sign permit review process.

**STAFF COMMUNICATION** – Planning Manager Sanders announced that there will be Administrative Hearing on July 15, 2021, and the July 29, 2021, hearing is canceled.

**ADJOURNMENT** – meeting adjourned at 7:46 pm.