

CITY OF VENTURA

# ADMINISTRATIVE PUBLIC HEARING MINUTES

Peter Gilli, Administrative Hearing Officer

Antoinette Mann, City Clerk

**REGULAR MEETING  
THURSDAY, SEPTEMBER 9, 2021 – 6:00 P.M.  
WEBEX EVENT**

Staff: Peter Gilli, Community Development Director  
Neda Zayers, Assistant Community Development Director  
Megan Lorenzen, Assistant City Attorney II  
Kevin Kohan, Contract Planner  
Falak Fatima Zaidi, Associate 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 August 12, 2021 Meeting Minutes.**

**Recommendation:** Approve as presented

**Action:** The Administrative Hearing Officer approved the August 12, 2021 meeting minutes as presented.

**CONTINUED ITEM**

2. **PROJ-14945 – Spencer Residence Administrative Variance located at 2145 Hyland Avenue.**

Request for Administrative Variances to exceed the lot coverage and reduce the side and rear yard setback for a 1,195 square foot addition to an existing 1,574 square foot single-family residence on a 0.13-acre site in the R-1-7 (Single Family) zone with a land use designation of Neighborhood Low.

**Recommendation:** Approve the Administrative Variances, subject to the 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:** Patty and Scott Spencer, Pablo Garcia

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner  
**Applicant:** Pablo Garcia  
**Member of the Public:** None  
**Documents:** PowerPoint by Staff  
**Ex Parte Communication:** Administrative Hearing Officer Gilli disclosed that he has had email communication with the applicant. He emailed and met with the owner in late August about the processing time that this application has gone through, however he did not discuss any specifics of the case or the proposal.

**Action:** The Administrative Hearing Officer approved the Spencer Residence Administrative Variance for PROJ-14945 at 2145 Hyland Avenue as presented and conditioned.

**FORMAL ITEMS**

**3. PROJ-15166 – Santa Clara Lot Line Adjustment located at 940 East Santa Clara Street.**

Request for a Lot Line Adjustment to merge a 0.5-acre lot (APN 073-0-143-250) into a 0.05-acre lot (APN 073-0-143-340) on the T4.1 (Urban General) zone within the Downtown Specific Plan.

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

**California Environmental Quality Act**

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15305, Class 5 Minor Alterations.

**Case Planner:** Kevin Kohan, Contract Planner  
**Applicant:** Ryan Rae

**SPEAKERS**

**Case Planner:** Kevin Kohan, Contract Planner  
**Applicant:** Linda Richardson with MBS, Land Surveyor for Applicant  
**Member of the Public:** Steve Lipson  
**Documents:** PowerPoint by Staff  
**Ex Parte Communication:** None

**Action:** The Administrative Hearing Officer continued this Hearing to September 23, 2021 for the issues to be resolved with the project description/presentation exhibits.

**4. PROJ-15093 – Smithson Residence Administrative Coastal Development Permit located at 2960 Sailor Avenue.**

Request for Administrative Coastal Development Permit to enclose a 121 square foot balcony on an existing single-family residence on a 4,500 square foot site in the R-1-6 (Single-Family) 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 15305 Minor Alterations.

**Case Planner:** Falak Fatima Zaidi, Associate Planner

**Applicant:** Mark Shellnut

**SPEAKERS**

**Case Planner:** Falak Fatima Zaidi, Associate Planner

**Applicant:** Mark Shellnut

**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-15093 at 2960 Sailor Avenue as proposed and conditioned.

**STAFF COMMUNICATION** – Assistant Community Development Director Neda Zayers reported the next Administrative Hearing is scheduled for September 23, 2021.

Administrative Hearing Office Peter Gilli stated on June 24, 2021, the PROJ-14860 at 13389 Devon Lane information he based his decision on was not accurate. The project will be placed back on the Administrative Hearing Agenda to be heard again with the correct information.

**ADJOURNMENT** – meeting adjourned at 6:42 PM.