



# Planning Commission Minutes - **DRAFT**

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009 • (805) 654-2662 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

February 20, 2025

1. **8:30 A.M. HEARING CALL TO ORDER**

2. **ROLL CALL**

**Commission:**

Scott Boydstun	District 1
Charles Sandlin	District 2
Earl McPhail	District 3 - Absent
Maggie Kestly, Vice-Chair	District 4
Veronica Garcia, Chair	District 5

**County Staff**

Jeff Barnes, Chief Assistant County Counsel  
David Edsall Jr., Assistant County Counsel  
Dave Ward, Planning Director  
Jeff Palmer, Assistant Director, Public Works Agency  
Jennifer Trunk, Planning Manager, Residential Permits  
Aaron Engstrom, Planning Manager, Area Plans and Resources  
Michael Conger, Senior Planner  
Luz Juachon, Recording Secretary

3. **PLEDGE OF ALLEGIANCE TO THE FLAG**

4. **ANNUAL MEETING TO ELECT THE CHAIR AND VICE CHAIR FOR THE YEAR 2025.**

**Motion:** Elect Commissioner Kestly as the new Chair of the Planning Commission.

**Moved by:** Commissioner Boydstun

**Motion carried:** 4-0

Yes: Commissioners Boydstun, Sandlin, Kestly and Garcia

Absent: Commissioner McPhail

**Motion:** Elect Commissioner Sandlin as the new Vice Chair of the Planning Commission.

**Moved by:** Commissioner Boydston

**Motion carried:** 4-0

Yes: Commissioners Boydston, Sandlin, Garcia and Chair Kestly

Absent: Commissioner McPhail

5. **PUBLIC COMMENTS** – Time set aside for comments by citizens on matters not appearing on the agenda.

No one appears to be heard.

6. **APPROVAL OF MINUTES FOR DECEMBER 19, 2024.**

**RECOMMENDED ACTION**

Approve as presented.

**Motion:** Approve the December 19, 2024, Meeting Minutes.

**Moved by:** Commissioner Boydston **Seconded by:** Commissioner Garcia

**Motion carried:** 4-0

Yes: Commissioners Boydston, Garcia, Vice Chair Sandlin and Chair Kestly

Absent: Commissioner McPhail

7. **PROJECTS**

Chair Kestly directed the Item 7.A be postponed until after the 7.B due to appellant for Item 7.A not being in attendance. Chair Kestly called to order Item 7.B at 8:48 a.m.

Chair Kestly called for a recess at 8:58 a.m. due to some technical difficulties and resumed the meeting at 9:06 a.m.

Chair Kestly called for a short recess at 11:17 a.m. and resumed the meeting at 11:26 a.m. Item 7.A was called to order at 11:26 a.m.

A. **CASE NUMBER:** PL23-0009

**APPLICANT:** Keeley Mircetic

**APPELANT:** Richard Howard

**PROJECT DESCRIPTION:** Continued public hearing to consider a request for a Conditional Use Permit (CUP) and Planned Development (PD) Permit to authorize development of a single-family dwelling, an accessory dwelling unit (ADU), residential accessory structures, and structures accessory to an animal husbandry/keeping use. The PD Permit would authorize non-habitable residential accessory structures to cumulatively exceed 2,000 square feet (sq.ft.) and the

development of seven structures within a Surface Water Feature in the Habitat Connectivity and Wildlife Corridor (HCWC) Overlay Zone. The CUP would authorize animal husbandry / keeping accessory structures to exceed 2,000 sq.ft.

**PROJECT LOCATION:** 11820 Topa Vista Road, Santa Paula, CA 93060.

**ASSESSOR'S PARCEL NO.:** 037-0-080-115

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DOCUMENT:** Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15303 ("New Construction or Conversion of Small Structures").

**COMMISSIONERS DISCLOSURE:** None

**CASE PLANNER:** Michael Conger  
**EMAIL:** [michael.conger@ventura.org](mailto:michael.conger@ventura.org)

**Recommended Action**

Approve staff recommendation.

Senior Planner Michael Conger presented the staff report. The following recommended actions were presented to the Planning Commission.

1. **CERTIFY** that the Planning Commission has reviewed and considered the Continuance Memorandum and associated exhibits, the Planning Commission staff report of December 19, 2024, and all exhibits thereto and as revised at the Planning Commission hearing on February 20, 2025, and has considered all comments received during the public comment process;
2. **FIND** that this project is categorically exempt from CEQA pursuant to Section 15303 (New Construction and Conversion of Small Structures) of the CEQA Guidelines, and that no unusual circumstances or other factor set forth in Section 15300.2 of the CEQA Guidelines preclude use of this exemption;
3. **MAKE** the required findings to grant the requested CUP and PD Permit, pursuant to Sections 8111-1.2.1.1a, 8111-1.2.1.4, and 8109-4.8.3.8.c of the NCZO, based on the substantial evidence presented in Section D of the December 19, 2024, staff report and the entire record;
4. **GRANT** CUP and PD Permit Case No. PL23-0009, as modified by the revised site plan (Exhibit 8 of February 20, 2025, Continuance Memorandum), and subject to the revised conditions of approval (Exhibit 10 of February 20, 2025, Continuance Memorandum);

5. **CONSIDER** the amount of appeal fees, if any, that are to be refunded to the appellant; and
6. **DESIGNATE** the Planning Division as the custodian, and 800 S. Victoria Avenue, Ventura, CA 93009 as the location of the documents and materials that constitute the record of proceedings upon which this decision is based.

**Speakers:**

- Erick Nagy
- Keeley Mircetic
- Brad Dygert
- Stuart Nielson
- Tracy Davis
- Tony Luboff

**Statement Card received:**

- Diana Luboff

**Zoom Speakers:**

- Heather Grijalva
- Nicole Longwill
- Jessica Frost

**Planning Commission Deliberation and Vote:**

**Motion:** Approve staff recommended actions for PL23-0009 and determine that no fees be refunded to the appellant.

**Moved by:** Commissioner Garcia

**Seconded by:** Commissioner Boydston

**Motion carried:** 4-0

Yes: Commissioners Boydston, McPhail, Vice Chair Sandlin, and Chair Kestly

Absent: Commissioner McPhail

B. **CASE NUMBER:** PL20-0039

**APPLICANT:** County of Ventura

**PROJECT DESCRIPTION:** Public Hearing to consider County-initiated amendments to the Local Coastal Program (LCP), which includes amendments to Chapter 4 of the Coastal Area Plan and Articles 2, 4, 5, 8, 11 and the addition of Appendix 15 of the Coastal Zoning Ordinance for Coastal Hazards, Sea Level Rise and other minor amendments.

**PROJECT LOCATION:** All coastal zone parcels in unincorporated Ventura County that includes areas within Supervisorial Districts 1, 2, and 5.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DOCUMENT:** Exempt from CEQA review pursuant to Public Resources Code Section 21080.9 and CEQA Guidelines Section 15265.

**CASE MANAGER:** Aaron Engstrom  
**EMAIL:** [aaron.engstrom@ventura.org](mailto:aaron.engstrom@ventura.org)

**Recommended Action**

Recommend the Board of Supervisors' approval of the proposed amendments.

Case Manager Engstrom presented the staff report. The following recommended actions were presented to the Planning Commission:

1. **CERTIFY** that the Planning Commission has reviewed and considered the staff report and all exhibits thereto, and has considered all comments received during the public comment process;
2. **ADOPT** a resolution in the form attached as Exhibit 2 of the staff report recommending the Board of Supervisors to take the following actions:
  - a. **CERTIFY** that the Board has reviewed and considered the Board Letter and all exhibits thereto, the Planning Commission staff report and all exhibits thereto, and has considered all other materials and public comments received during the public comment and hearing process;
  - b. **FIND**, on the basis of the entire record and as set forth in Sections A, B, C and D of the Planning Commission staff report, that the proposed LCP amendments are consistent with the California Coastal Act, including Chapter 3 thereof (Public Resource Code §30200 et seq.) as described in Exhibit 5 of the staff report;
  - c. **FIND**, on the basis of the entire record and as set forth in this Planning Commission Staff Report (Exhibit 1), that adoption of the proposed LCP amendments is exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.9 and CEQA Guidelines Section 15265, as described in Exhibits 5 and 6 of the staff report.
  - d. **FIND**, on the basis of the entire record and as set forth in Sections A, B, C and D of the Planning Commission staff report, that the proposed LCP amendments are consistent with the goals, policies and programs of the Ventura County General Plan, are in the interest of public health, safety and general welfare, and constitute good zoning practice, as described in Exhibit 7 of the staff report.

- e. **ADOPT** a resolution approving the proposed amendments to Chapter 4 of the Coastal Area Plan, which include new and revised goals, policies and programs for development related to coastal hazards, sea level rise, and climate change, and other minor amendments as shown in legislative format in Exhibit 3 of the staff report;
- f. **ADOPT** the proposed ordinance amending Coastal Zoning Ordinance Articles 2, 4, 5, 8, 11 and the addition of Appendix 15 related to coastal hazards, sea level rise, climate change, and other minor amendments as shown in legislative format in Exhibit 4 of the staff report;
- g. **DIRECT** staff to transmit the proposed LCP amendments to the Coastal Commission for certification; and
- h. **SPECIFY** that the Clerk of the Board of Supervisors is the custodian, and 800 S. Victoria Avenue, Ventura, CA 93009 is the location, of the documents and materials that constitute the record of proceedings upon which these decisions are based.

**Consultant:**

- David Revell, Ph.D., Coastal Geomorphologist

**Speaker:**

- Kendall Lousen

**Zoom Speakers:**

- Paul Burke
- Mandy Sackett

**Planning Commission Deliberation and Vote:**

**Motion:** Approve staff recommended actions for PL20-0039 including the revisions shown in the Errata Memo dated February 18, 2025, and with direction to Planning staff to add “surf breaks” to proposed Policy 2.17 in Section 4.1.6 of the Coastal Area Plan amendments in Exhibit 3 to read as follows:

- 2.17 The County shall work with federal, state, and local jurisdictions, agencies, and organizations to assess the vulnerability of public coastal access points, surf breaks, and recreation areas and evaluate ways to ensure that these areas are provided for present and future generations.

**Moved by:** Commissioner Garcia

**Seconded by:** Commissioner Boydstun

**Motion carried:** 4-0

Yes: Commissioners Boydstun, Sandlin, McPhail and Vice Chair Kestly

Absent: Commissioner McPhail

**8. PLANNING COMMISSION BYLAWS**

Receive and File Notice of Proposed Updated Planning Commission Bylaws and Rules of Procedure; and Set March 20, 2025, as the Date to Consider Adoption of the Proposed Updated Planning Commission Bylaws and Rules of Procedure

No reportable action taken.

**9. DISCUSSION:**

**a) Report by the Planning Director on Board actions and other matters.**

Planning Director Ward reported on the Planning items that went before the Board of Supervisors at their December 17, 2024 hearing.

Planning Director Ward also provided updates on Mountain Fire Recovery efforts.

The next Planning Commission meeting will be held on March 20, 2025.

**b) Items the Planning Commission may wish to introduce.**

Vice Chair Sandlin requested staff to look at some ways of reducing fees for all victims of fire incidents in the county, extend the timeline, study each situation, and support those people that are trying to rebuild our community and not speculate off the community.

Planning Director Ward responded to Vice Chair Sandlin and explained the support that the county provided specific to the Mountain Fire rebuilds. As for Vice Chair Sandlin's proposal for fee adjustment for rebuilds, he stated that it is within the commission's roles and responsibilities to make a recommendation of an item to the Board of Supervisors and explained how the process works. He cited the other option which is direct communication by the commissioner to their supervisor.

**10. MEETING ADJOURNMENT**

Chair Kestly adjourned the meeting at 12:31 p.m.

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Luz Juachon, Recording Secretary  
Ventura County Planning Division