City of Rolling Hills INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521

AGENDA | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
Regular City Council Meeting | **Monday, January 27, 2025** | **7:00 PM**

The meeting agenda is available on the City's website. The City Council meeting will be live-streamed on the City's website. Both the agenda and the live-streamed video can be found here:
https://www.rolling-hills.org/government/agenda/index.php

Members of the public may submit written comments in real-time by emailing the City Clerk's office at cityclerk@cityofrh.net. Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information that you do not want to be published.

Recordings to City Council meetings can be found here: https://www.rolling-hills.org/government/agenda/index.php

Next Resolution No. 1385 *Next Ordinance No. 386*

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

5. APPROVE ORDER OF THE AGENDA

This is the appropriate time for the Mayor or Councilmembers to approve the agenda as is or reorder.

6. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Blue folder (supplemental) items are additional back up materials to administrative reports, changes to the posted agenda packet, and/or public comments received after the printing and distribution of the agenda packet for receive and file.

7. PUBLIC COMMENT ON NON-AGENDA ITEMS

*This is the appropriate time for members of the public to make comments regarding items**not** listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.*

8. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Mayor or any Councilmember may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion. The Mayor will call on anyone wishing to address the City Council on any Consent Calendar item on the agenda, which has not been pulled by Councilmembers for discussion.

8.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 27, 2025

RECOMMENDATION: Approve.
CL_AGN_250127_CC_AffidavitofPosting.pdf

8.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA
RECOMMENDATION: Approve.

8.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JANUARY 13, 2025 REGULAR MEETING
RECOMMENDATION: Approve as presented.
CL_MIN_250113_CC_F.pdf

8.D. PAYMENT OF BILLS
RECOMMENDATION: Approve as presented.
CL_AGN_250127_CC_PaymentOfBills.pdf

8.E. REPUBLIC SERVICES RECYCLING TONNAGE AND COMPLAINT REPORTS FOR DECEMBER 2024
RECOMMENDATION: Receive and file.
VC_REP_250120_Dec_YTD_TonnageReport.pdf
VC_REP_250120_Dec_C&D Report.pdf
VC_REP_250120_Dec_CallLog.pdf
VC_REP_250123_Dec_ComplaintsList_Redacted.pdf

8.F. ADOPT RESOLUTION NO. 1384 AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO INCREASE APPROPRIATIONS BY $2,000 IN THE CITY COUNCIL EXPENSES ACCOUNT FUNDED FROM AVAILABLE GENERAL FUND RESERVES FOR CITY COUNCILMEMBER TO ATTEND UPCOMING CONFERENCES OR EDUCATIONAL EVENTS
RECOMMENDATION: Approve as presented.
ResolutionNo1384_CityCouncilExpense_BudgetAmendment_F.pdf

9. EXCLUDED CONSENT CALENDAR ITEMS

10. COMMISSION ITEMS

10.A. ZONING CASE NO. 24-074: SITE PLAN REVIEW FOR CONSTRUCTION, GRADING, STABLE ACCESS, WALLS EXCEEDING A HEIGHT OF 3 FEET AND 2.5 FEET AVERAGE (UP TO A MAXIMUM HEIGHT OF 5 FEET), AND OTHER IMPROVEMENTS; CONDITIONAL USE PERMITS FOR A RECREATIONAL GAME COURT (TENNIS COURT), STABLE WITH LOFT GREATER THAN 200 SQUARE FEET, CORRAL GREATER THAN 550 SQUARE FEET; AND VARIANCES FOR CONSTRUCTION IN THE FRONT AND REAR YARD SETBACKS, SITE DISTURBANCE OF MORE THAN 40 PERCENT, NONEXEMPT GRADING EXPORT, AND DEVIATIONS FROM THE CONDITIONS FOR A CONDITIONAL USE PERMIT PER ROLLING HILLS MUNICIPAL CODE SECTION 17.16.210(A) AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 123-RH) (WHITCOMBE)

RECOMMENDATION: It is recommended that the City Council open the public hearing, take public testimony, and provide direction to staff and the applicant. A resolution is provided in Attachment 3 in case the Council wishes to approve the project with conditions.

Attachment 1: PL_ADR_241213_2PossumRidge_ZC24-074_RadiusMap.pdf
Attachment 2: PL_ADR_2PossumRidgeRd_ZC24-074_241217_PC_DevelopmentTable_Phase2_D4.pdf
Attachment 3: 2024-14_PC_Resolution_2PossumRidgeRd_ZC24-074_Whitcombe_D_v4.pdf
Attachment 4: 2024-05_PC_Resolution_2PossumRidgeRd_ZC23-150_Whitcombe_F_E.pdf
Attachment 5A: PL_ADR_241004_2PossumRidgeRd_ZC24-074_LetterFromShirleyLanger_Received10.04.24.pdf
Attachment 5B: Public Comment 3_PL_ADR_241212_2PossumRidgeRoad_ZC24-074_Bellis_OppositionLetter1_Received12.12.24.pdf
Attachment 5C: Public Comment 4_241211_PossumRidge_Plans_RHCALetter_PCMeeting12.17.24.pdf
Attachment 5D: RHCA Letter_CORR 2024-10-15 Planning Commission Easement 2 Possum Ridge.docx.pdf
Attachment 6: 241213_PossumRidge_Plans_Civil_Architectural_Ph2_12.13.24.pdf

10.B. ZONING CASE NO. 24-053: CONDITIONAL USE PERMIT FOR A DETACHED STRUCTURE THAT EXCEEDS 200 SQUARE FEET LOCATED AT 74 EASTFIELD DRIVE, ROLLING HILLS, CA 90274, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 119-EF) (COCKE)

RECOMMENDATION:

Receive and file.

Attachment 1: PL_ADR_241211_74EastfieldDrive_ZC24-053_1000FT_RadiusMap.pdf
Attachment 2: PL_ADR_241211_174EastfieldDrive_ZC24-0536_VicinityMap_Google.pdf
Attachment 3: PL_ADR_241211_74EastfieldDrive_ZC24-053_GISParcelMap.pdf
Attachment 4: PL_ADR_241211_74EastfieldDr_ZC24-053_DevelopmentTable.pdf
Attachment 5: 2024-15_PC_Resolution_74EastfieldDrive_ZC24-053_Cocke_D.pdf
Attachment 6: PL_ADR_241212_74EastfieldDrive_ZC24-053_Photos.pdf
Attachment 7: PL_ADR_74EastfieldDr_ZC23-148_241115_Plans_SecondSubmittal.pdf

11. PUBLIC HEARINGS

12. OLD BUSINESS

13. NEW BUSINESS

13.A. RECEIVE AN UPDATE ON THE EMERGENCY OUTDOOR SIREN NOTIFICATION SYSTEM PROJECT AND STANDARD OPERATING PROCEDURES

RECOMMENDATION: Receive and file. Provide direction on the implementation of the SAFE Network system add-on and Standard Operating Procedures.

Attachment A_PS_EMP_250127_SIR_SOP_D3_forCCReview.pdf
Attachment B - CL_AGN_230706_HQE_SirenInstallation_F_A2_E.pdf

14. MATTERS FROM THE CITY COUNCIL

14.A. CONSIDERATION OF SUMITTING A LETTER OF SUPPORT FOR THE APPOINTMENT OF FORMER RANCHO PALOS VERDES MAYOR AND COUNCILMEMBER HON. JOHN CRUIKSHANK TO THE WEST BASIN MUNICIPAL WATER DISTRICT TO FILL THE RECENTLY VACATED DIVIDSON 1 DIRECTOR'S SEAT (COUNCILMEMBER MIRSCH)
RECOMMENDATION: Discuss and provide direction to staff.

15. MATTERS FROM STAFF

15.A. RECEIVE AND FILE FIRE CODE ENFORCEMENT QUARTERLY REPORT FOR THE FOURTH QUARTER OF 2024 (OCTOBER 1 TO DECEMBER 31)
RECOMMENDATION: Receive and file the Code Enforcement Quarterly Report for the fourth quarter of 2024 (October 1 to December 31) and provide direction to staff on whether or not to bring back the Fire Fuel Committee.
CE_QRP_2024_Q4_250122_CC_CE_AllExistingOpenCases.pdf
Attachment 2: CE_QRP_2024_Q4_250122_CC_CE_NewOpenedCases_.pdf
Attachment 3: CE_QRP_2024_Q4_250122_CC_CE_ClosedCases.pdf

15.B. RECEIVE AND FILE A VERBAL UPDATE ON THE STATUS OF THE CITY HALL CAMPUS BACKUP GENERATOR
RECOMMENDATION: Receive and file.

16. RECESS TO CLOSED SESSION

16.A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957 (B)(1) TITLE: CITY MANAGER
RECOMMENDATION: None.

16.B. EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(1)THE CITY FINDS, BASED ON ADVICE FROM LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. (1 CASE) a. NAME OF CASE: CONNIE ANDERSEN, ET AL. V. CALIFORNIA WATER COMPANY, ET AL. (SEAVIEW CASE) CASE NO.: 24STCV20953
RECOMMENDATION: None.

16.C. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION GOVERNMENT CODE SECTION 54956.9 (TWO CASES) CPUC COMPLAINTS AGAINST SOUTHERN CALIFORNIA EDISON AND SOCAL GAS
RECOMMENDATION: None.

17. RECONVENE TO OPEN SESSION

18. ADJOURNMENT

Next regular meeting: Monday, February 10, 2025 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.

Agenda Item No.: 8.A
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 27, 2025**

DATE: **January 27, 2025**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:
CL_AGN_250127_CC_AffidavitofPosting.pdf

Administrative Report

8.A., **File #** 2621 **Meeting Date**: 1/27/2025

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 27, 2025

EXECUTIVE SUMMARY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF ROLLING HILLS)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations below.

Legislative Body	City Council
Posting Type	Regular Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: https://www.rolling-hills.org/government/agenda/index.php https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php
Meeting Date & Time	JANUARY 27, 2025 7:00pm Open Session

As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: January 24, 2025

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA**

DATE: **January 27, 2025**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:

Agenda Item No.: 8.C
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JANUARY 13, 2025 REGULAR MEETING**

DATE: **January 27, 2025**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_MIN_250113_CC_F.pdf

Minutes
Rolling Hills City Council
Monday, January 13, 2025
Regular Meeting 7:00 p.m.

1. CALL TO ORDER

The City Council of the City of Rolling Hills met in person on the above date at 7:00 p.m. Mayor Pieper presiding.

2. ROLL CALL

Councilmembers Present:	Mirsch, Wilson, Black, Dieringer, Mayor Pieper
Councilmembers Absent:	None
Staff Present:	Karina Bañales, City Manager
	Christian Horvath, City Clerk / Executive Assistant to the City Manager
	Samantha Crew, Management Analyst
	Pat Donegan, City Attorney

3. PLEDGE OF ALLEGIANCE – Councilmember Black

4. PRESENTATIONS / PROCLAMATIONS / ANNOUNCEMENTS – NONE

5. APPROVE ORDER OF THE AGENDA

Motion by Councilmember Black, seconded by Councilmember Mirsch to move Items 15A and 14B after Consent Calendar. Without objection, so ordered.

6. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Motion by Councilmember Wilson, seconded by Councilmember Black to receive and file Blue Folder Item 14B. Motion carried unanimously with the following vote:

AYES:	Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES:	None
ABSENT:	None

7. PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment: Alfred Visco, Gene Honbo, Arun Bhumitra, Steve Milam, Arlene Honbo

Motion by Councilmember Wilson, seconded by Councilmember Black to receive and file written public comment from Alfred Visco. Motion carried unanimously with the following vote:

AYES:	Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES:	None
ABSENT:	None

Motion by Councilmember Black, seconded by Mayor Pro Tem Dieringer to receive and file written public comment from Gene and Arlene Honbo. Motion carried unanimously with the following vote:

AYES:	Mirsch, Wilson, Black, Dieringer, Mayor Pieper

NOES: None
ABSENT: None

8. CONSENT CALENDAR

8.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 13, 2025

8.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA

8.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: DECEMBER 10, 2024 REGULAR MEETING

8.D. PAYMENT OF BILLS

8.E. REPUBLIC SERVICES RECYCLING TONNAGE AND COMPLAINT REPORTS FOR NOVEMBER 2024

8.F. APPROVE REPUBLIC SERVICES' 2025 CLEAN-UP AND COMMUNAL BIN SCHEDULE

8.G. APPROVE ANNUAL VENDOR LIST FOR CALENDAR YEAR 2025

8.H. ADOPT RESOLUTION NO. 1383 DESIGNATING THE PERSONS CHARGED WITH PERFORMING THE DUTIES OF THE BUILDING OFFICIAL, CITY ENGINEER AND TRAFFIC ENGINEER PURSUANT TO THE PROVISIONS OF THE ROLLING HILLS MUNICIPAL CODE AND FINDING THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Dieringer to approve the Consent Calendar. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

9. EXCLUDED CONSENT CALENDAR ITEMS – NONE

Mayor Pieper moved to Item 15A.

15. MATTERS FROM STAFF

15.A. RECEIVE AND FILE A PUBLIC SAFETY AND EMERGENCY PREPAREDNESS UPDATE

Presentation by City Manager Bañales
LA County Fire Department Assistant Chief Brian Kane

Public Comment: Marian Visco, Judith Haenel, Marita Geraghty, Arlene Honbo, Gene Honbo

Motion by Councilmember Black, seconded by Mayor Pro Tem Dieringer to receive and file. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None

ABSENT: None

Mayor Pieper moved to Item 14B.

14. MATTERS FROM THE CITY COUNCIL

14.B. REQUEST FOR APPROVAL, PER COUNCIL DIRECTION, OF FUTURE FY24/25 POTENTIAL CONFERENCE RELATED EXPENDITURES (MAYOR PRO TEM DIERINGER)

Presentation by City Clerk / Executive Assistant to the City Manager Horvath
Mayor Pro Tem Dieringer

Public Comment: Mike Schoettle, Judith Haenel, Sandy Sherman

Motion by Councilmember Black, seconded by Mayor Pro Tem Dieringer to receive and file additional public comment received via email. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

Motion by Mayor Pieper, seconded by Councilmember Black to extend the City Council expenses line item by $2000 for a total of $7000. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

10. COMMISSION ITEMS – NONE

11. PUBLIC HEARINGS – NONE

12. OLD BUSINESS – NONE

13. NEW BUSINESS

13.A. PROPOSED FISCAL YEAR 2025/26 BUDGET CALENDAR

Presentation by City Clerk / Executive Assistant to the City Manager Horvath

Motion by Councilmember Black, seconded by Mayor Pro Tem Dieringer to approve as presented with recommendations to change the second Finance Budget Audit Committee meeting to April 28, 2025 at 6pm. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

13.B. APPROVE CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2025

Presentation by City Clerk / Executive Assistant to the City Manager Horvath

Motion by Mayor Pieper, seconded by Mayor Pro Tem Dieringer to approve as presented with recommendations to have May 28, 2025 and December 9, 2025 as alternate meeting dates if needed. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

14. MATTERS FROM THE CITY COUNCIL

14.A. CONSIDER AND APPROVE THE UPDATED CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2025

Presentation by City Manager Bañales

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Dieringer to approve as presented with the following changes :Mayor Pro Tem Dieringer assigned as alternate to the Peninsula Cities Mayor's Committee and LA County City Selection Committee. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

15. MATTERS FROM STAFF

15.B. RECEIVE AND FILE A PRESENTATION ON THE USE OF DIESEL GENERATORS WITHIN CITY LIMITS AND BEST PRACTICES OR RECOMMENDATIONS FROM OTHER JURISDICTIONS

Presentation by Management Analyst Crew

Public Comment: Marita Geraghty, Alfred Visco

Motion by Councilmember Black, seconded by Mayor Pro Tem Dieringer to receive and file. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None
ABSENT: None

15.C. RECEIVE AND FILE A VERBAL UPDATE ON THE STATUS OF SUB-APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT PROGRAM TO ADDRESS ADDITIONAL FIRE FUEL ABATEMENT IN ROLLING HILLS' KLONDIKE CANYON

Presentation by City Clerk / Executive Assistant to the City Manager Horvath

Public Comment: Marita Geraghty, Alfred Visco

Motion by Councilmember Black, seconded by Mayor Pro Tem Dieringer to receive and file. Motion carried unanimously with the following vote:

AYES: Mirsch, Wilson, Black, Dieringer, Mayor Pieper
NOES: None

ABSENT: None

16. RECESS TO CLOSED SESSION – 10:14 P.M.

16.A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957 (B)(1) TITLE: CITY MANAGER

16.B. EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(1) THE CITY FINDS, BASED ON ADVICE FROM LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. (1 CASE) a. NAME OF CASE: CONNIE ANDERSEN, ET AL. V. CALIFORNIA WATER COMPANY, ET AL. (SEAVIEW CASE) CASE NO.: 24STCV20953

16.C. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION GOVERNMENT CODE SECTION 54956.9 (2 CASES) CPUC COMPLAINTS AGAINST SOTHERN CALIFORNIA EDISON AND SOCAL GAS

17. RECONVENE TO OPEN SESSION – 11:06 P.M.

18. ADJOURNMENT: 11:06 P.M.

The meeting was adjourned at 11:06 p.m. on January 13, 2025. The next regular meeting of the City Council is scheduled to be held on Monday, January 27, 2025 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via City's website link at: https://www.rolling-hills.org/government/agenda/index.php

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,

_____
Christian Horvath, City Clerk

Approved,

_____
Jeff Pieper, Mayor

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.D
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **PAYMENT OF BILLS**

DATE: **January 27, 2025**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_AGN_250127_CC_PaymentOfBills.pdf

CITY OF ROLLING HILLS
AP25-013, ACH25-013
Check Run 01/22/2025

Check No.	Check Date	Payee	Description	Amount
028828	1/22/2025	4Leaf, Inc.	Code Enforcement Serv for December 2024	4,560.00
028829	1/22/2025	Alan Palermo Consulting	Dec 2024 Serv-ADA, Siren,Tennis Cts, Sewer,	1,773.75
028830	1/22/2025	Bergeman Group	Nov. 2024-Tennis Court ADA Proj Mgmt	1,312.50
028831	1/22/2025	Cell Business Equipment	Sharp Printer Copies from Oct 2024 to Dec 2024	1,646.12
028832	1/22/2025	Southern California News Group	NOB-TC ADA Bid	589.22
028833	1/22/2025	Gladwell Governmental Services, Inc.	Record Retention Legal Review - FY24-25	350.00
028834	1/22/2025	LA County Sheriff's Department	December 2024 Law Enforcement Services	35,055.53
028835	1/22/2025	LSL CPAs	2024 Appropriations Limit AUP-Final Bill	650.00
028836	1/22/2025	McGowan Consulting	Municipal Stormwater Consulting Services Dec. 2024	3,324.33
028837	1/22/2025	MV CHENG AND ASSOCIATES	Monthly Accounting Services December 2024	5,477.50
028838	1/22/2025	Palos Verdes Peninsula Unified	School Security Reimbursement 06/28/24 - 09/26/24	553.66
028838	1/22/2025	Palos Verdes Peninsula Unified	School Security Reimbursement 09/27/24 - 12/26/24	557.60
CHECK TOTAL			**$ 1,111.26**	
028839	1/22/2025	PVS, Inc.	Security Alarm for January 2025	168.00
028840	1/22/2025	Rogers, Anderson, Malody & Scott,	FY21-22 Balance	1,101.00
028841	1/22/2025	Willdan Inc.	Bldg Plan Check/Permit Dec-2024 Project	1,347.50
ACH-762	12/31/2024	Bennett Landscape	Landscape Services for December 2024	1,139.67
ACH-763	1/7/2025	CalPERS	CalPERS Retirement Payroll Endind 01-07-25	3,090.62
ACH-764	12/30/2024	California Water Service Co.	Water Usage 11-27-24 to 12-30-24_ROLLING#54654	1,829.40
ACH-765	12/30/2024	California Water Service Co.	Water Usage 11-27-24 to 12-30-24_RANCHO#74654	524.33
ACH-766	1/8/2025	The Gas Company	Gas Usage from 12-09-24 to 01-08-25	97.23
ACH-767	1/7/2025	Vantagepoint Transfer Agents -	Deferred Comp Contributions PR Ending 01-07-25	1,085.58
PR LINK	1/10/2025	PR LINK - Payroll & PR Taxes PR1	Payroll Processing Fee PR#1_12/25/24 - 01/07/25	91.81
PR LINK	1/10/2025	PR LINK - Payroll & PR Taxes PR1	Pay Period PR#1_12/25/24 - 01/07/25	19,028.45
				85,353.80

I, Karina Banales, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of

$ 85,353.80 for the payment of above items.

Karina Banales, City Manager

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.E
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **REPUBLIC SERVICES RECYCLING TONNAGE AND COMPLAINT REPORTS FOR DECEMBER 2024**

DATE: **January 27, 2025**

BACKGROUND:
As requested, Republic Services has provided the following clarifications to their reports:

- Non-franchise means any business not covered under the City's Franchise Agreement with Republic Services – for instance, temporary bins or roll offs for construction or cleanups or permanent dumpsters for horse properties.
- The Commercial Recycling is hauled to various transfer facilities. Those facilities separate and recover(recycle) a portion of that material. They provide Republic recovery rates each month that is in turn used for the cities Republic serves.
- The Greenwaste on the Non-Franchise report can show up and change for various reasons from month to month. Aspects like changes to the customers service type, load contamination and data entry errors can contribute to this.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:
VC_REP_250120_Dec_YTD_TonnageReport.pdf
VC_REP_250120_Dec_C&D Report.pdf
VC_REP_250120_Dec_CallLog.pdf
VC_REP_250123_Dec_ComplaintsList_Redacted.pdf

CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE

2024

Year 2024
City Franchise Y Y

Month	Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
1	Greenwaste	79.86	79.86	-	100.00%
	Trash	247.10	-	247.10	0.00%
1 Total		326.96	79.86	247.10	24.43%
2	Greenwaste	51.72	51.72	-	100.00%
	Trash	198.13	-	198.13	0.00%
2 Total		249.85	51.72	198.13	20.70%
3	Greenwaste	53.42	53.42	-	100.00%
	Trash	199.60	-	199.60	0.00%
3 Total		253.02	53.42	199.60	21.11%
4	Greenwaste	116.50	116.50	-	100.00%
	Trash	183.05	-	183.05	0.00%
	Trash - Free Residential Roll Off Bin	3.76	-	3.76	0.00%
4 Total		303.31	116.50	186.81	38.41%
5	Greenwaste	101.62	101.62	-	100.00%
	Trash	180.98	-	180.98	0.00%
5 Total		282.60	101.62	180.98	35.96%
6	Greenwaste	83.11	83.11	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	2.30	2.30	-	100.00%
	Trash	195.05	-	195.05	0.00%
	Trash - Free Residential Roll Off Bin	1.10	-	1.10	0.00%
6 Total		281.56	85.41	196.15	30.33%
7	Greenwaste	67.20	67.20	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	5.32	5.32	-	100.00%
	Trash	238.54	-	238.54	0.00%
7 Total		311.06	72.52	238.54	23.31%
8	Greenwaste	75.89	75.89	-	100.00%
	Trash	222.41	-	222.41	0.00%
	Trash - Free Residential Roll Off Bin	1.62	-	37.45	0.00%
8 Total		299.92	75.89	259.86	25.30%
9	Greenwaste	102.52	102.52	-	100.00%
	Recycle	0.79	0.16	0.63	20.35%
	Trash	200.89	-	200.89	0.00%
9 Total		304.20	102.68	201.52	33.75%
10	Greenwaste	153.96	153.96	-	100.00%
	Trash	236.83	-	236.83	0.00%
	Trash - Free Residential Roll Off Bin	3.96	-	3.96	0.00%
10 Total		394.75	153.96	240.79	39.00%
11	Greenwaste	117.09	117.09	-	100.00%
	Trash	211.53	-	211.53	0.00%
	Trash - Free Residential Roll Off Bin	2.04	-	2.04	0.00%
11 Total		330.66	117.09	213.57	35.41%
12	Greenwaste	123.56	123.56	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	4.85	4.85	-	100.00%
	Trash	173.81	-	173.81	0.00%
	Trash - Free Residential Roll Off Bin	7.61	-	7.61	0.00%
12 Total		309.83	128.41	181.42	41.45%
Grand Total		3,647.72	1,139.08	2,544.47	31.23%

CITY OF ROLLING HILLS NON-FRANCHISE
2024

Year 2024
City Franchise Y N

Month	Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
1	C&D	4.27	3.43	0.84	80.24%
	Greenwaste	19.61	19.61	-	100.00%
	Organics	0.16	0.10	0.06	61.71%
	Recycle	0.27	0.04	0.23	15.00%
	Trash	59.97	-	59.97	0.00%
1 Total		84.29	23.18	61.11	27.50%
2	C&D	11.29	9.05	2.25	80.10%
	Greenwaste	16.94	16.94	-	100.00%
	Recycle	0.29	0.11	0.18	37.67%
	Trash	57.05	-	57.05	0.00%
2 Total		85.57	26.09	59.47	30.50%
3	Greenwaste	6.42	6.42	-	100.00%
	Recycle	0.22	0.08	0.13	38.48%
	Trash	35.05	-	35.05	0.00%
3 Total		41.69	6.50	35.19	15.60%
4	Greenwaste	11.07	11.07	-	100.00%
	Recycle	0.27	0.11	0.16	40.00%
	Trash	46.40	-	46.40	0.00%
4 Total		57.74	11.18	46.56	19.36%
5	C&D	11.15	8.95	2.20	80.24%
	Organics	0.17	0.12	0.05	70.73%
	Recycle	0.27	0.09	0.19	31.77%
	Trash	70.08	-	70.08	0.00%
5 Total		81.68	9.16	72.52	11.21%
6	Greenwaste	11.95	11.95	-	100.00%
	Organics	0.16	0.12	0.04	73.76%
	Recycle	0.21	0.07	0.13	36.18%
	Trash	45.24	-	45.24	0.00%
6 Total		57.56	12.14	45.42	21.09%
7	Greenwaste	8.71	8.71	-	100.00%
	Organics	0.14	0.10	0.04	70.71%
	Recycle	0.24	0.07	0.16	30.41%
	Trash	52.51	-	52.51	0.00%
7 Total		61.59	8.88	52.71	14.42%
8	Greenwaste	0.09	0.09	-	100.00%
	Organics	0.06	0.05	0.02	71.55%
	Recycle	0.56	0.18	0.38	32.62%
	Trash	48.53	-	48.53	0.00%
8 Total		49.25	0.32	48.93	0.65%
9	Greenwaste	1.72	1.72	-	100.00%
	Organics	0.05	0.04	0.01	80.17%
	Recycle	0.60	0.44	0.16	73.16%
	Trash	17.24	-	17.24	0.00%
9 Total		19.61	2.20	17.41	11.19%
10	Organics	0.09	0.07	0.02	75.32%
	Recycle	0.27	0.04	0.23	15.00%
	Trash	47.75	-	47.75	0.00%
10 Total		48.12	0.11	48.01	0.23%
11	C&D	6.59	4.28	2.31	65.00%
	Greenwaste	1.98	1.98	-	100.00%
	Organics	0.03	0.01	0.02	40.04%
	Recycle	0.21	0.04	0.17	17.48%
	Trash	33.74	-	33.74	0.00%
11 Total		42.55	6.31	36.23	14.84%
12	Greenwaste	4.64	4.64	-	100.00%
	Recycle	0.18	0.05	0.14	25.89%
	Trash	22.82	-	22.82	0.00%
12 Total		27.64	4.69	22.95	16.96%
Grand Total		657.28	110.75	546.53	16.85%

Republic Services
C&D Report

City of Rolling Hills
Reporting Period December-24

Disposal Site	Material	Loads Taken	Tons Collected
No C&D to Report			

Summary	
Row Labels	**Sum of Tons Collected**
(blank)	
Grand Total	

Republic Services Call Log Report

City: Rolling Hills

Year 2024

Month/Quarter 12

Summary of Calls by Type		
Final Call Final Call Type	**Sub-Type**	**Total**
(blank)	(blank)	
(blank) Total		
Grand Total		

Republic Services Call Log Report

Final Call Type	Sub-Type	Case Number	Date/Time Opened	Date/Time Closed	Created By	Request Description	Resolution Comments	Customer Category	Account Number	Site	Account Name	Site Address	Phone
	**No Complaints or Missed Pick-ups to report this month												

City of Rolling Hills - Republic Services Complaint List December 2024

Date of Issue	Time	Issue/Complaint	Resident Name	Resident Address	Republic contacted	Republic Reponse	Date Reponse	Time of Reponse	Resolved
12/2/2024	8:32AM	Missed Greenwaste Pickup For Over a Week	[redacted]	9 Upper Blackwater Canyon Rd.	Tanasha Malone	Tanasha Malone			
12/10/2024	10:48AM	Missed Trash Pickup		15 Wideloop	Tanasha Malone	Tanasha Malone			
12/18/2024	8:47AM	Missed Greenwaste Pickup		4 Runningbrand	Tanasha Malone	Tanasha Malone			
12/19/2024	2:40PM	Missed Green Waste Pickup		2 Georgeff Rd.	Tanasha Malone	Tanasha Malone			

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.F
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **ADOPT RESOLUTION NO. 1384 AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO INCREASE APPROPRIATIONS BY $2,000 IN THE CITY COUNCIL EXPENSES ACCOUNT FUNDED FROM AVAILABLE GENERAL FUND RESERVES FOR CITY COUNCILMEMBER TO ATTEND UPCOMING CONFERENCES OR EDUCATIONAL EVENTS**

DATE: **January 27, 2025**

BACKGROUND:
On January 13, 2025, the City Council discussed the FY24/25 potential conference related expenditures for City Council members and unanimously voted to extend the City Council expenses line item by $2000 for a total of $7000. Resolution No. 1384 is necessary to amend the current budget.

DISCUSSION:
None.

FISCAL IMPACT:
The FY24/25 budget allocated $5,000 to the City Council Expenses line item (01-01-775). Passage of this budget amendment would increase the budgeted amount to a total of $7,000.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
ResolutionNo1384_CityCouncilExpense_BudgetAmendment_F.pdf

RESOLUTION NO. 1384

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS. CALIFORNIA AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO INCREASE APPROPRIATIONS BY $2,000 IN THE CITY COUNCIL EXPENSES ACCOUNT FUNDED FROM AVAILABLE GENERAL FUND RESERVES FOR CITY COUNCILMEMBER TO ATTEND UPCOMING CONFERENCES OR EDUCATIONAL EVENTS

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals.

A. It is the intention of the City Council of the City of Rolling Hills to review the adopted budget from time to time.

B. On January 13, 2025, the City Council discussed the FY24/25 potential conference related expenditures for City Council members.

D. The FY 2024-2025 budget allocated $5,000 to the City Council Expenses line item (01-01-775).

E. The City desires to appropriate an additional two thousand dollars ($2,000) (for a total of $7,000) in the City Council Expenses Fund funded from a transfer of General Fund reserves allowing for City Councilmember to attend upcoming conferences or educational events.

Section 2. The sum of two thousand dollars ($2,000) is hereby appropriated in the City Council Expenses Fund from a transfer of General Fund Reserves for City Councilmember to attend upcoming conferences or educational events.

Section 3. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book or original resolutions.

PASSED, APPROVED, AND ADOPTED this 27th day of January, 2025

_____
JEFF PIEPER
MAYOR

ATTEST:

_____
CHRISTIAN HORVATH
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 1384 entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS. CALIFORNIA AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO INCREASE APPROPRIATIONS BY $2,000 IN THE CITY COUNCIL EXPENSES ACCOUNT FUNDED FROM AVAILABLE GENERAL FUND RESERVES FOR CITY COUNCILMEMBER TO ATTEND UPCOMING CONFERENCES OR EDUCATIONAL EVENTS

was approved and adopted at a regular meeting of the City Council on January 27, 2024, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
CHRISTIAN HORVATH, CITY CLERK

Agenda Item No.: 10.A
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **LISA EDWARDS, PRINCIPAL PLANNER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **ZONING CASE NO. 24-074: SITE PLAN REVIEW FOR CONSTRUCTION, GRADING, STABLE ACCESS, WALLS EXCEEDING A HEIGHT OF 3 FEET AND 2.5 FEET AVERAGE (UP TO A MAXIMUM HEIGHT OF 5 FEET), AND OTHER IMPROVEMENTS; CONDITIONAL USE PERMITS FOR A RECREATIONAL GAME COURT (TENNIS COURT), STABLE WITH LOFT GREATER THAN 200 SQUARE FEET, CORRAL GREATER THAN 550 SQUARE FEET; AND VARIANCES FOR CONSTRUCTION IN THE FRONT AND REAR YARD SETBACKS, SITE DISTURBANCE OF MORE THAN 40 PERCENT, NONEXEMPT GRADING EXPORT, AND DEVIATIONS FROM THE CONDITIONS FOR A CONDITIONAL USE PERMIT PER ROLLING HILLS MUNICIPAL CODE SECTION 17.16.210(A) AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 123-RH) (WHITCOMBE)**

DATE: **January 27, 2025**

BACKGROUND:
This item was originally part of Zoning Case No. 23-150 (Attachment 4) approved by the Planning Commission on April 16, 2024 (Phase 1). During that review, the Commission approved the residential addition and other improvements to the western portion of the site. The recreational game court (tennis court) and new stable were removed from the plan to be considered at a later date (Phase 2). The Planning Commission provided direction and suggested: (1) swapping the locations of the recreational game court and existing stable; and (2) demolishing the existing stable and other structures to accommodate new development.

Planning Commission Hearing on October 15, 2024
On October 15, 2024, the Planning Commission held a morning field trip and evening public hearing to review the Phase 2 proposal for: (1) a new recreational game court on the western side of the lot; (2) constructing a new stable and corral on the eastern side of the lot; and (3) converting the existing barn into a mixed-use building to be used as a guest house and

recreation room.
Several members of the public spoke at the evening meeting, including:

- Megan Campbell, Project Architect: Provided a presentation.
- Shirley Langer, 6 Possum Ridge Road: Mrs. Langer provided a letter (Attachment 5A) and discussed concerns about the sports court and its visibility. She stated that when she first came to the city, tennis courts were discouraged, and stables were encouraged.
- Dan Bolton, Project Engineer: Mr. Bolton stated that after the field trip, the project team had a chance to look at relocating the tennis court westward to reduce visibility.
- Kristin Raig, RHCA Manager: Mrs. Raig spoke about several issues:
    - RHCA has plans to improve the accessibility and safety of the road. RHCA is looking to widen the road and would like that considered.
    - RHCA has concerns with the barn and the impacts on the trail.
    - The owner has submitted a license agreement to RHCA for fences along the property line, which have not yet been approved.
    - The retaining wall in the road easement could impact widening.
    - The maximum size of the guesthouse is 800 square feet.
- Doug Whitcombe, Owner, 2 Possum Ridge Road: Mr. Whitcombe thanked the Commission for their support and indicated the Commission has helped him look at the project under a different light. He is in support of RHCA's street widening.

Prior to continuing the hearing to the December 17th meeting, the Commissioners discussed the project and made the following comments:

- There are still challenges to the project:
    - Impacts to the trail easement;
    - Landscaping and screening;
    - Barn location, orientation, and massing; and
    - Tennis court location in the front yard, which should be moved further west to reduce visibility.
- Demolishing the existing barn and placing the tennis court there.
- Clarification that the staircase can be interior to the barn.
- Addressing issues raised by RHCA.
- Having a balanced landscape plan that provides privacy for the owner yet does not impact views from Crest Road.

Planning Commission Hearing on December 17, 2024

On December 17, 2024, the Planning Commission held a morning field trip and evening public hearing to review the Phase 2 proposal for: (1) a new recreational game court on the western side of the lot; (2) constructing a new stable and corral on the eastern side of the lot; and (3) new guest house. However, the applicant requested that the guesthouse be removed from their project description in order to apply for an accessory dwelling (ADU) under a separate application. The Commission supported the future ADU proposal and a motion was made to strike the guesthouse from their approval.
The following members of the public spoke at the evening meeting, including:

- Megan Campbell, Project Architect: Responded to Commissioner questions and relayed the applicant's request to remove the guesthouse from the project scope.
- Doug Whitcombe, Owner, 2 Possum Ridge Road: Expressed his efforts to appease Commission by addressing all concerns and suggestions associated with Phase 2.
- Dan Bolton, Project Engineer: Stated that he was available to answer questions related to a letter received by James & Ann Bellis (See Attachment 5C). No questions were asked.

Prior to the hearing of the December 17th meeting, Staff received the following public comments:

- James & Ann Bellis, Resident, 3 Quail Ridge South: Stated their opposition to all requested conditional use permits and variances, expressed concerns regarding development adjacent to Blue-line Stream creek, questioned whether SWPPP & ERC plans were reviewed, and if Hydrology & Soils reports were reviewed (Attachment 5B).
- RHCA: Members of the board still had outstanding issues with stable access/grading next to existing road, placement of structures inside of RHCA easement, and stable massing. (Attachment 5C).

Ultimately, the project was approved at the December 17th meeting by a vote of 4-0 (Commissioner Cardenas, absent) with the addition of Condition No. AO (Attachment 3).

Phase 2 Approval

On December 17, 2024, the Planning Commission adopted Resolution No. 2024-14 (Attachment 3) approving ZC No. 24-074 for the following:

- Site Plan Review
  - 5,242 CY of grading
  - 3,380 SF stable
  - 7,200 SF recreational court
  - 2,200 corral set aside
  - Walls exceeding a height of 3 feet and 2.5 average (up to maximum height of 5 feet)
  - Stable access
  - Landscaping
  - Other improvements

- Conditional Use Permits
  - Stable over 200 SF
  - Corral over 550 SF
  - Recreational game courts (tennis court)

- Variances
  - Encroachment into the front yard setback
  - Encroachment into the rear yard setback
  - Site disturbance of more than 40% with steeper than 3:1 slopes
  - Non-exempt grading export
  - Tennis court retaining wall height deviation by no more than 1 ft.

Zoning and Lot Area

The property is located in the southern portion of the City at the northwestern intersection of Portuguese Bend Road and Crest Road West. The property is traversed by Possum Ridge Road and is zoned RAS-2. The lot area, excluding the roadway easement, is 4.2 acres (181,429 square feet (SF)). For development purposes, the net lot area is 3.5 acres (151,990 SF). The net lot area is used for calculations throughout this report.

Existing Development

Records show the existing residence was constructed in 1949. Additions to the residence and other structures were built in the later years with significant improvements made in the 1970s. The property is currently developed with eight buildings and a transformer/generator summarized as follows:

- Main residence (3,660 SF)
  - Original 1,700 SF built in 1949 with attached garage and 900 SF of open porches
- Main residence extension
  - Connected by a breezeway; possibly added in 1975 or 1978
  - Building permits show 884 SF added in 1975
  - 1,000 SF addition and remodel in 1975
  - 96 SF added to master bedroom and 440 SF for family room in 1978
- Detached garage (built in 1975)
- Stable with loft (1,890 SF built in 1994)
- Farm equipment garage/shop (884 SF, built in 1975)
- Two storage sheds
  - 120 SF garden storage shed built in 1954
  - 300 SF hobby room built in 1975
- Enclosed cabana (225 SF)
- Transformer/generator

Phase 1 Approval

On April 16, 2024, the Planning Commission adopted Resolution No. 2024-05 (Attachment 4) approving ZC No. 23-150 for the following:

- Site Plan Review
  - 2,570 SF of additions to an existing residence
  - New 1,950 SF basement
  - 1,200 SF swimming pool with a 5-foot-high wall along a slope
  - 170 SF outdoor kitchen
  - 335 SF fire pit
  - Maximum three-foot-high retaining walls
  - 795 SF of covered decks/porches
  - 5,058 cubic yards (CY) of grading
  - New hardscape including an expansion of the driveway and motor court
  - Landscaping
  - Other improvements
- Variances
  - Construction in the front and rear yard setbacks for additions to the residence, covered porches/decks, swimming pool, and lightwell access.

Minor Modification to ZC 23-150

Subsequent to the Planning Commission's approval, the applicant modified the project prior to building plan check. The modifications are considered minor and were processed administratively pursuant to Condition D of Resolution No. 2024-05: "Minor modifications are subject to approval by the City Manager or his or her designee." The following minor modifications were made:

- Added an attached pergola at the 170 SF outdoor kitchen;
- Relocated firepit (200 SF) to be surrounded by swimming pool (1,340 SF) in the same general area;
  - Pool equipment to be in an underground vault next to pool; and

- Enlarged basement to include one larger basement (instead of two smaller areas) for a total of 3,365 square feet.

Staff approved the modifications because the pergola above the outdoor kitchen is attached to the residence and does not require discretionary review. The firepit was originally north of the swimming pool but will now be surrounded by the pool on three sides. The basement is entirely underneath the building footprint and will not be visible from outside. Additional grading for the enlarged basement is needed, but excavation for a basement is exempt from grading calculations.

DISCUSSION:
After the April 16th Planning Commission meeting, the applicant decided to move forward with the addition to the residence and postpone the conditional use permits for the stable addition (which was proposed at the time), corral, and recreational game court (tennis court).

The applicants have since made revisions to their second phase proposal and incorporated the suggested changes by the Commission such as relocation of the tennis court from Pad 2 to Pad 1. Additionally, the Project has also changed in scope with regard to the guesthouse, stable, and tennis court. These changes include the demolition of the existing stable and construction of a new 7,200 square-foot recreational game court on Pad 1 and the construction of a new 3,380 square-foot stable with 2,200 square-foot corral on Pad 2. The guesthouse has also been eliminated from the project scope. Associated with these requests are also conditional use permits for stable over 200 square feet, corral over 550 square feet, and recreational courts along with variances for construction within the front and rear setbacks, site disturbance of more than 40%, non-exempt grading export, and a tennis court retaining wall height deviation by 1 foot.

Site Plan Review

The applicant is requesting a Phase 2 Site Plan Review for construction of:

- 7,200 SF tennis court on the western, developed portion of the lot
- 3,380 SF stable on the eastern undeveloped portion of the lot
    - Includes 800 SF tack room in the loft
- 2,200 SF corral set aside area (eastern portion)

Conditional Use Permits

Per RHMC Section 17.16.040, conditional use permits (CUPs) are required for the following:

- Stable over 200 SF subject to Section 17.16.060
- Corral over 550 SF subject to Section 17.18.060
- Recreational game courts (tennis court)

Variances
- Encroachment into the front yard setback
- Encroachment into the rear yard setback

- Site disturbance of more than 40% with steeper than 3:1 slopes
- Non-exempt grading export
- Deviation from the conditions for accessory uses found in Section 17.16.200

MUNICIPAL CODE COMPLIANCE

Grading and Stabilization

The western portion of the site is already disturbed and developed; however, grading is needed for the tennis court in the amount of 1,438 CY cut and 20 CY fill. The stable requires 786 CY cut and 825 CY fill. The future accessory dwelling unit (not a part of this approval) proposes 396 CY cut and 16 CY fill. In total, Phase 2 includes 3,453 CY cut, and 2,201 CY fill for a total of 5,654 CY.

Disturbance

An additional 26,300 SF of disturbance is needed bringing the total to 73,800 SF or 48.56%. Per Section 17.16.070, the disturbed area may be a maximum of 50 percent of the net lot area, provided that no more than fifty percent of the slopes resulting from the grading are greater (steeper) than 3:1, or three units horizontal (run) to one unit vertical (rise). The area for the tennis court and new barn will be less than 3:1, while certain portions of the 2:1 slope are needed to transition to natural grade.

Height

The finished roof height of the proposed stable is 23 feet.

Storm Water Management

This application is subject to the General Permit requirements for storm-water management, where the State requires that a Storm Water Pollution Prevention Plan be submitted, and a permit obtained due to grading on one or more acres of land. This application is also subject to the City's Low Impact Development (LID) ordinance requirements for retention of water on site and the City's Water Efficient Landscaping Ordinance, which requires the applicants to implement low water usage planting and devices and certify compliance. All of these requirements will be monitored during the plan check review process and during construction.

Lot Coverage

The structural net lot coverage is proposed at 21,737 SF or 14.3% (20% max. permitted). The total lot coverage proposed (structural and flatwork) will be 38,353 SF or 25.23% (35% max. permitted).

ADDITIONAL INFORMATION

Utility Lines / Septic Tank

It will be a requirement that utility lines be placed underground. Septic tank review is done by the County Health Department.

Environmental Review

The project is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the proposed Project includes a new stable, corral, recreational game court, and related improvements. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. Much of the site has already been graded and developed.

Rolling Hills Community Association Review

Rolling Hills Community Association has reviewed this project and provided an updated letter to the Planning Commission dated December 11, 2024, stating that their concerns have been adequately addressed (Attachment 5C).

Public Comment:
Previous public comment from the October 15, 2024 has also been included for the Council's reference from the RHCA (Attachment 5D) and resident Shirley Langer (Attachment 5A).

On December 12, 2024, staff received a letter from James and Ann Bellis, the residents at 3 Quail Ridge Road South, opposing the project. The letter has been included in the agenda packet (Attachment 5B).

No further public comment has been received as of the date of this report.

City Council Responsibilities

When reviewing a development application, the City Council must consider whether the proposed project meets the criteria for a Site Plan Review, Conditional Use Permit, and Variance in the following section:

SITE PLAN REVIEW CRITERIA

RHMC Section 17.46.010 - Purpose.

The site plan review process is established to provide discretionary review of certain development projects in the City for the purposes of ensuring that the proposed project is consistent with the City's General Plan; incorporates environmentally and aesthetically sensitive grading practices; preserves existing mature vegetation; is compatible and consistent with the scale, massing and development pattern in the immediate project vicinity; and otherwise preserves and protects the health, safety and welfare of the citizens of Rolling Hills.

RHMC Section 17.46.050 - Required findings .

1. The Commission shall be required to make findings in acting to approve, conditionally approve, or deny a site plan review application.
2. No project which requires site plan review approval shall be approved by the Commission, or by the City Council on appeal, unless the following findings can be made:
3. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance;
4. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot;
5. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences;
6. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls);
7. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area;
8. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course;
9. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas;
10. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles; and
11. The project conforms to the requirements of the California Environmental Quality Act.

CONDITIONAL USE PERMIT CRITERIA

RHMC Section 17.42.50 - Basis for approval or denial of conditional use permit .

The Commission (and Council on appeal), in acting to approve a conditional use permit application, may impose conditions as are reasonably necessary to ensure the project is consistent with the General Plan, compatible with surrounding land use, and meets the provisions and intent of this title. In making such a determination, the hearing body shall find that the proposed use is in general accord with the following principles and standards:

1. That the proposed conditional use is consistent with the General Plan;
2. That the nature, condition, and development of adjacent uses, buildings, and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, buildings or structures;
3. That the site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed;
4. That the proposed conditional use complies with all applicable development standards of the zone district;
5. That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities;
6. That the proposed conditional use observes the spirit and intent of this title.

CRITERIA FOR APPROVAL OF A VARIANCE

RHMC Section 17.38.050 - Required Variance findings.

In granting a variance, the Commission (and Council on appeal) must make the following findings:

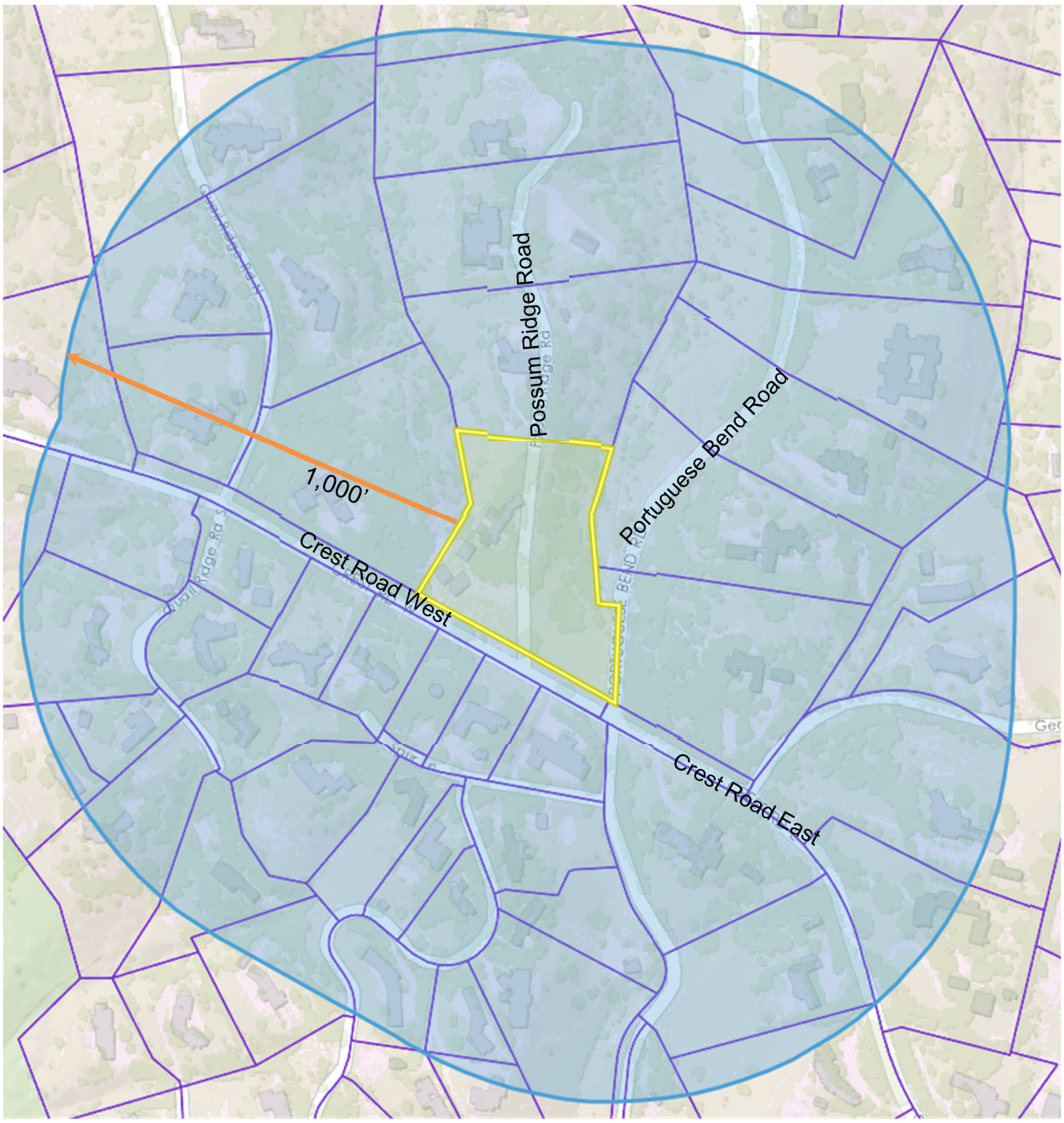
1. That there are exceptional or extraordinary circumstances or conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone;
2. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity and zone but which is 4 denied the property in question;
3. That the granting of such variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity;
4. That in granting the variance, the spirit and intent of this title will be observed;
5. That the variance does not grant special privilege to the applicant;
6. That the variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities; and
7. That the variance request is consistent with the general plan of the City of Rolling Hills.

FISCAL IMPACT:
None.

RECOMMENDATION:
It is recommended that the City Council open the public hearing, take public testimony, and provide direction to staff and the applicant. A resolution is provided in Attachment 3 in case the Council wishes to approve the project with conditions.

ATTACHMENTS:

Attachment 1: PL_ADR_241213_2PossumRidge_ZC24-074_RadiusMap.pdf
Attachment 2: PL_ADR_2PossumRidgeRd_ZC24-074_241217_PC_DevelopmentTable_Phase2_D4.pdf
Attachment 3: 2024-14_PC_Resolution_2PossumRidgeRd_ZC24-074_Whitcombe_D_v4.pdf
Attachment 4: 2024-05_PC_Resolution_2PossumRidgeRd_ZC23-150_Whitcombe_F_E.pdf
Attachment 5A: PL_ADR_241004_2PossumRidgeRd_ZC24-074_LetterFromShirleyLanger_Received10.04.24.pdf
Attachment 5B: Public Comment 3_PL_ADR_241212_2PossumRidgeRoad_ZC24-074_Bellis_OppositionLetter1_Received12.12.24.pdf
Attachment 5C: Public Comment 4_241211_PossumRidge_Plans_RHCALetter_PCMeeting12.17.24.pdf
Attachment 5D: RHCA Letter_CORR 2024-10-15 Planning Commission Easement 2 Possum Ridge.docx.pdf
Attachment 6: 241213_PossumRidge_Plans_Civil_Architectural_Ph2_12.13.24.pdf



City of Rolling Hills **ROLLING HILLS, CA 90274**

TITLE VICINITY MAP **CASE NO.** Zoning Case No. 24-074 (Phase 2)
Site Plan Review, Conditional Use Permits, Variances

OWNER Whitcombe

ADDRESS 2 Possum Ridge Road, Rolling Hills 90274 **SITE**

DEVELOPMENT TABLE Zoning Case No. 24-074 2 Possum Ridge Road				
SITE PLAN REVIEW **CONDITIONAL USE PERMIT** **VARIANCE**	**EXISTING**	**PHASE 1**	**PHASE 2**	**TOTAL**
RA-S-1 Zone	PRIOR TO ZC 2-150	ZC 23-150 ADDITION TO RESIDENCE, SWIMMING POOL, AND OTHERS	ZC 24-074 NEW STABLE. TENNIS COURT, GUEST HOUSE	
Net Lot Area	151,990 SF	--	--	151,990 SF
Residence	3,660 SF	2,570 SF	0 SF	6,230 SF
Attached Garage	1,080 SF	-190 SF	0 SF	890 SF
Swimming Pools/Spa	0 SF	1,200 SF*	0 SF	1,340 SF*
Pool Equipment	0 SF	80 SF	0 SF	80 SF
Guest House	0 SF	0 SF	800SF	800 SF
Cabana	217 SF	0 SF	0 SF	217 SF
Stable minimum: 450 SF	0 SF	1,075 SF	2,305 SF	3,380 SF
Recreation Court	0 SF	0 SF	7,200 SF	7,200 SF
Attached Covered Porches	185 SF	795 SF	260 SF	1,240 SF
Entryway/Porte Cochere, Breezeways	0 SF	0 SF	0 SF	0 SF
Attached Trellises	0 SF	0 SF	270 SF	270 SF
Detached Structures: Shed 1+ Shed 2 Shed 3 Outdoor Kitchen Fire Pit	 524 SF 880 SF 0 SF 0 SF	 0 SF 0 SF 310 SF 200 SF*	 0 SF 0 SF 0 SF 0 SF	 524 SF 880 SF 310 SF 200 SF*
Service Yard	90 SF	0 SF	0 SF	90 SF
Basement Area Depth of Basement	0 SF --	1,950 SF 10 FT	0 SF --	3,365 SF* 10 FT
Driveway	4,535 SF	4,140 SF	8,674 SF	8,579 SF
Paved Walkways, Patio Areas, Courtyards	2,500 SF	2,690 SF	4,013 SF	4,313 SF 5,190
Pool Decking	0 SF	1,810 SF	0 SF	1, 810 SF
Other Paved Driveways, Road Easements, Parking Pads	0 SF	0 SF	0 SF	0 SF

DEVELOPMENT TABLE Zoning Case No. 24-074 2 Possum Ridge Road				
RA-S-1 Zone	PRIOR TO ZC 2-150	ZC 23-150 ADDITION TO RESIDENCE, SWIMMING POOL, AND OTHERS	ZC 24-074 NEW STABLE. TENNIS COURT, GUEST HOUSE	
Grading	0 CY	1,943 CY CUT 1,875 CY FILL 3,818 CY TOTAL	3,453 CY CUT 2,201 CY FILL 5,654 CY TOTAL	9,472 CY (both phases)
Structural Lot Coverage (20% maximum with deductions)	7,725 SF (5.08%)	10,902 SF (7.17%)	10,835 SF (7.13%)	21,737 SF (14.3%)^
Flatwork Lot Coverage	7,035 SF (4.63%)	14,497 SF (9.54%)	205 SF (0.13%)	14,702 SF (9.67%)^
Total Lot Coverage (Structures & Flatwork) (35% max. w/ deductions)	14,760 SF (9.71%)	13,520 SF (8.90%)	11,040 SF (7.26%)	36,439 SF (23.97%)^
Total Disturbed Area (40% maximum)	34,700 SF (22.83%)	12,800 SF (8.42%)	26,300 SF (17.3%)	73,800 SF (48.56%)”
Main Residence Building **Pad 1** (30% Maximum Guideline)	Pad Area: 23,900 SF 7,725 SF (32.32%)	Pad Area: 22,930 SF 4,880 SF (10.42%)	Pad Area: 4,830 SF 7,105 SF (13.75%)	51,660 SF 17,584 SF (34.04%)
Stable **Pad 2**	0	0	Pad Area: 7,310 SF 3,380 SF (46.24%)	7,310 SF 3,380 SF (46.24%)

*A minor modification was approved after Phase 1 to enlarge the basement and modify the swimming pool and firepit. The firepit is now surrounded on three sides by the swimming pool.
^Due to some overlap, calculations for coverage between the phases do not add up. Rely on the total.
“Code allows up to 50% provided 50% of grading results in no more than 2:1 slope.

RESOLUTION NO. 2024-14

ZONING CASE NO. 24-074: SITE PLAN REVIEW FOR CONSTRUCTION, GRADING, STABLE ACCESS, WALLS EXCEEDING A HEIGHT OF 3 FEET AND 2.5 FEET AVERAGE (UP TO A MAXIMUM HEIGHT OF 5 FEET), AND OTHER IMPROVEMENTS; CONDITIONAL USE PERMITS FOR A RECREATIONAL GAME COURT (TENNIS COURT), STABLE WITH LOFT GREATER THAN 200 SQUARE FEET, CORRAL GREATER THAN 550 SQUARE FEET; AND VARIANCES FOR CONSTRUCTION IN THE FRONT AND REAR YARD SETBACKS, SITE DISTURBANCE OF MORE THAN 40 PERCENT, NONEXEMPT GRADING EXPORT, AND DEVIATIONS FROM THE CONDITIONS FOR A CONDITIONAL USE PERMIT PER ROLLING HILLS MUNICIPAL CODE SECTION 17.16.210(A) AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 123-RH) (WHITCOMBE)

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. On September 4, 2024, a second application was duly filed by Megan Campbell, Campbell Architects Inc. ("Applicant"), on behalf of the property owner, John D. Whitcombe, with respect to real property located at 2 Possum Ridge Road, Rolling Hills (LOT 123-RH) requesting: Site Plan Review for construction, grading, stable access, walls exceeding a height of 3 feet and 2.5 average (up to maximum height of 5 feet) and other improvements; Conditional Use Permits for a recreational game court (tennis court), stable with loft greater than 200 square feet, and corral greater than 550 square feet; and Variances for construction in the front and rear yard setbacks, site disturbance of more than 40 percent, nonexempt grading export, and deviations from the conditions for a conditional use permit per Rolling Hills Municipal Code Section 17.16.210(a).

Section 2. The lot is unusually shaped being traversed by Possum Ridge Road and having frontage on Crest Road West and Portuguese Bend Road. The net lot area is 3.49 acres (151,990 square feet), which excludes roadway easements and ten feet along property lines. Possum Ridge Road has a 50-foot-wide roadway easement which divides the property into two parts. The western part is developed and the eastern part is vacant. The lot has one 51,660-square-foot building pad (Pad 1) developed with the main residence, stable, and other improvements. A second building pad (Pad 2) is proposed for a new stable and corral on the eastern part of the property. The property is developed with a main residence, detached garage, stable with loft, enclosed cabana, accessory structures used for storage, and a service yard.

Section 3. The project was presented to the Planning Commission for the first time at a field trip and public hearing on March 19, 2024. The Planning Commission directed staff to work with the applicant on revising the plans to address the issues.

The project was presented to the Planning Commission for a second time on April 16, 2024. On April 16, 2024, the Planning Commission adopted Resolution No. 2024-05 approving a Phase 1 project for an addition to the main residence and other improvements. The tennis

court and new stable were part of the Phase 1 project, but removed for consideration at a later date. Phase 2 is for the project contained herein.

The Planning Commission conducted duly noticed public hearings to consider the application for Phase 2 at its morning field trip meeting and regular meeting for a third time on October 15, 2024. Neighbors within a 1,000-foot radius were notified of the public hearings and a notice was published in the Daily Breeze on October 6, 2024. The applicant and owner were notified of the public hearings and were in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal. The Planning Commission opened the meeting, took public testimony, and continued the public hearing to a later date. The Planning Commission directed staff to work with the applicant on revising the plans to address the issues.

Section 4. The Planning Commission conducted duly noticed public hearings to consider the application for Phase 2 at its field trip meeting and regular meeting for a third time on December 17, 2024. Neighbors within a 1,000-foot radius were notified of the public hearings and a notice was published in the Daily Breeze on December 6, 2024. The applicants were notified of the public hearings in writing by first class mail and the applicants were in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal. The Planning Commission opened the meeting, took public testimony, and approved the project with a 4-0 vote, striking the guesthouse and adding the condition that Staff will work with the applicant to ensure that all outstanding landscaping comments are addressed.

Section 5. The Project is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the proposed Project includes a new stable, corral, recreational game court, guest house, and related improvements. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. Much of the site has already been graded and developed.

Section 6. Site Plan Review. Site Plan Review is required for construction of any new building or structure pursuant to Rolling Hills Municipal Code (RHMC) Section 17.46.020(A). The Project is for a new stable, corral, recreational game court, walls exceeding a height of 3 feet and 2.5 average (up to maximum height of 5 feet), and related improvements. With respect to the Site Plan Review for the development, the Planning Commission hereby makes the following findings:

A. The Project complies with and is consistent with the goals and policies of the General Plan and all requirements of the zoning ordinance.

The proposed development is compatible with the General Plan and Zoning ordinance. The proposed structures comply with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures. The

development is located on the existing building pad, which will reduce the visual impact from neighboring properties.

The Project conforms to Zoning Code lot coverage requirements. The net lot area of the lot is 151,990 square feet (3.49 acres) per RHMC Section 17.16.060(A). The structural net lot coverage is proposed at 20,282 square feet or 13.34% (20% max. permitted) excluding exempt structures; and the total lot coverage proposed, including flatwork, would be 36,979 square feet or 24.33% (35% max. permitted). The disturbed area is 73,800 square feet or 48.56% (50% max permitted provided that no more than fifty percent of the slopes resulting from the grading are greater (steeper) than 3:1, or three units horizontal (run) to one unit vertical (rise)). The area for the tennis court and new barn will be less than 3:1 while certain portions of 2:1 slope are needed to transition to natural grade.

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot.

The topography and the configuration of the lot have been considered, and the project will not adversely affect or be materially detrimental to adjacent uses, buildings, or structures; the project will be on an existing building pad which enables project elements to be the least intrusive to surrounding properties. Further, the project will be a sufficient distance from nearby residences so views and privacy of surrounding neighbors will not be impacted. The lot has an existing building pad which is disturbed with the remaining area either landscaped or left in a natural state. The proposed stable will be located at a southeastern portion of the site below adjacent roadways. Additionally, the retaining wall are located in a manner that are the least visually intrusive to the property and its neighbors.

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences.

The proposed development, as conditioned, is harmonious in scale and mass with the site, and is consistent with the scale of the neighborhood when compared to new residences in the vicinity of said lot. The development plan takes into consideration the visibility of the project from Portuguese Bend Road, Crest Road West, and Possum Ridge Road. Significant portions of the lot will be left undeveloped or landscaped.

D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls).

There will be no significant changes to the overall drainage features on the lot. The proposed project is located on an existing building pad with a new pad being created for the barn and corral. Grading will be balanced on site. There will be minimal impact to site design, vegetation, and mature trees. The property will be landscaped in accordance with the approved landscape plan.

E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area.

Grading will be balanced on site. The project has been designed to follow natural contours to the extent feasible.

F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course.

Grading will be balanced on site. Existing drainage channels will not be affected nor redirected. Additional hardscape will direct stormwater toward existing drainage channels.

G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas.

Surrounding native vegetation and mature trees will not be affected or will be replaced. New vegetation will be installed in accordance with the approved landscape plan. The development will be considerate of the environment and will enhance the rural character of the community. As such, the rural character of the community is maintained and privacy is maintained with neighbors.

H. The project is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles.

There are no changes to the existing circulation patterns for pedestrians or vehicles. The driveway will be widened and motor court enlarged to provide better vehicular circulation and more off-street parking.

I. The project conforms to the requirements of the California Environmental Quality Act (CEQA).

The Project is exempt from the CEQA Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the Project includes a new stable, corral, recreational game court, and guest house. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. Much of the site has already been graded and developed.

Section 7. Conditional Use Permit Findings. RHMC Section 17.16.040(A)(3, 5-7) require a Conditional Use Permit for a guest house, recreational game court, stable over 200 square feet, and corral over 550 square feet, respectively. A guest house is subject to the requirements in Section 17.16.210; a stable over 200 square feet is subject to the requirements in Section

17.18.060; and a corral over 550 square feet is subject to the requirements in Section 17.18.090. The Applicant is proposing a new 7,200-square-foot recreational game court on the southwestern portion of the lot, and a 3,380-square-foot stable and corral on the southeastern portion of the lot. Given the foregoing, in accordance with RHMC Section 17.42.050, the Planning Commission makes the following findings:

A. That the proposed conditional use is consistent with the General Plan.

The granting of a Conditional Use Permit for the proposed uses is consistent with the purposes and objectives of the Zoning Ordinance and General Plan because the use is consistent with similar uses in the community, and meets all the applicable code development standards for such use. The Project is compatible with existing land uses as other properties in the same zone have such accessory uses. The Project is consistent with Open Space and Conservation Element Goal 2, which aims for expanded opportunities for outdoor recreation.

B. That the nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures.

The nature, condition, and development of adjacent structures have been considered, and the Project will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures because the proposed uses are located on a developed property with sufficient proximity to neighboring buildings and structures.

C. That the site for the proposed conditional use is of adequate size and shape to accommodate the uses and buildings proposed.

The proposed conditional uses comply with all applicable development standards in the RAS-2 Zone. The net lot area is 151,990 square feet and is adequate to support the proposed uses. The property is developed and adequate in size and shape to accommodate the proposed uses and buildings.

D. That the proposed conditional use complies with all applicable development standards of the zone district.

The proposed conditional uses comply with all applicable development standards of the RAS-2 Zone, with exception to the variances requested herein.

The proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities. That the proposed uses are consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities because the Project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

E. That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.

Granting the proposed conditional use for the project will be consistent with the applicable portions of the Los Angeles County Hazardous Waste Management Plan related to siting criteria for hazardous waste facilities. The project site is not listed on the current State of California Hazardous Waste and Substances Sites List. The proposed project would not constitute a hazardous waste facility.

F. That the proposed conditional use observes the spirit and intent of this title.

The proposed project allows the Applicant the ability to enjoy rights enjoyed by other residents in the City. The proposed uses are consistent with the residential character of the City.

Section 8. Variance Findings. Section 17.38.050 sets forth the required findings for granting Variances for a portion of the proposed project to be constructed in the front and rear yard setbacks for the recreational game court, stable and corral. Section 17.16.040(A)(3, 5-7) permits conditional uses subject to certain requirements. The applicant is seeking relief from the conditions for conditional use permits found in Section 17.16.210(A) to include subsection 7(h) exceeding a total cut and fill of 750 cubic yards. With respect to this request for Variances, the Planning Commission finds as follows:

A. That there are exceptional or extraordinary circumstances or conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone.

There are extraordinary circumstances applicable to this property. Unlike most properties in the RAS-2 Zone, the subject property is traversed by a roadway easement creating two smaller sections each with front yard setbacks along the easement. The existing residence already encroaches into the front yard setback, and the existing accessory buildings already encroach into the rear yard setback. The proposed project would encroach into the required front and rear yard setbacks; however, these areas are already developed and disturbed. The proposed stable would encroach into the front and rear yard setbacks due to the narrowness of the site caused by the roadway easement. The main residence and accessory structures on the western portion of the property is accessible from a driveway on Possum Ridge Road.

B. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity and zone but which is denied the property in question.

The proposed project is consistent with the existing development on the site which already encroaches into the front yard setback. The proposed stable is located in a narrow portion on the eastern side of the lot, which is traversed by a road. Thus, encroachment into the front and rear yard setbacks is necessary. The variance requests are necessary for preservation and enjoyment of property rights consistent with other properties in the same vicinity and zone.

C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity.

Granting a variance for encroachment into the front and rear yard setbacks will not be detrimental to the public welfare and will not be injurious to properties in the vicinity because it is consistent with the encroachments by the existing residence and structures. Further, the project will improve the appearance of the property by connecting buildings into a larger mass. Landscaping will be provided to screen structures from Crest Road West.

D. That in granting the variance, the spirit and intent of this title will be observed.

The granting of the variance will allow for a development that is harmonious in scale and mass with the site, the proposed project is visually harmonious with adjacent properties and in scale with adjacent residential development.

E. That the variance does not grant special privilege to the applicant.

The variance does not grant special privileges for the Applicant; the proposed project is an expansion of the existing development which already encroaches into the front and rear yard setbacks. The sports court requires a variance to encroach into the front and rear yard setbacks because of the narrowness of the eastern section of the property caused by the roadway easement which traverses the property. The project, together with the variance, will be compatible with the objectives, policies, general land uses, and programs specified in the General Plan.

F. That the variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.

Granting a variance for the project will be consistent with the applicable portions of the Los Angeles County Hazardous Waste Management Plan related to siting criteria for hazardous waste facilities. The project site is not listed on the current State of California Hazardous Waste and Substances Sites List. The proposed project would not constitute a hazardous waste facility.

G. That the variance request is consistent with the General Plan of the City of Rolling Hills.

Approvals granting the variance to allow encroachments into the front and rear yard setbacks will be consistent with the General Plan of the City of Rolling Hills, which encourages residential uses.

Section 9. Based upon the foregoing findings, and the evidence in the record, the Planning Commission hereby approves Zoning Case No. 24-074 subject to the following conditions:

A. Approval for the Site Plan Review, Conditional Use Permits, and Variances shall expire within two years from the effective date of approval as defined in RHMC Section 17.38.070 of the Zoning Ordinance unless otherwise extended pursuant to the requirements of this section.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise a variance to such requirement has been approved.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file at City Hall and approved by the Planning Commission on April 16, 2024 and December 17, 2024, except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review, Conditional Use Permits, and Variance approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto a separate sheet and included in the building plans submitted to the Building Department for review and shall be kept on site at all times.

Any proposed modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether the modification is minor or major in nature. Minor modifications are subject to approval by the City

Manager or his or her designee. Major modifications are subject to approval by the Planning Commissioner after a public hearing. Applicant shall not implement modifications or changes to the approved project without the appropriate approval from the City Manager or designee or the Planning Commission, as required.

E. Prior to submittal of final working drawings to Building and Safety Department for issuance of building and grading permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth herein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

G. Structural lot coverage of the lot shall not exceed 21,737 square feet or 14.3% of the net lot area (20% maximum). The flatwork coverage is 14,702 square feet or 9.67%. The total lot coverage proposed, including structures and flatwork, shall not exceed 36,439 square feet or 23.97% (35% maximum).

H. The lot is already developed and the total disturbed area will be 73,800 square feet or 48.56% (maximum 50% permitted provided that no more than fifty percent of the slopes resulting from the grading are greater (steeper) than 3:1, or three units horizontal (run) to one unit vertical (rise)). Grading for this project shall not exceed 3,453 cubic yards of cut and 2,201 cubic yards of fill for a total of 5,654 cubic yards balanced on site.

I. The total proposed building pad coverage for the residential main pad is 17,584 square feet or 34.04%, which exceeds the 30% maximum guideline. The total proposed building pad coverage for the stable pad will be 3,380 or 46.24%, which exceeds the maximum 30% guideline.

J. A driveway access shall be provided per the Fire Department requirements and the driveway shall be roughened and the first 20 feet of the driveway shall not exceed 7% in slope.

K. Access to the stable and to the corral shall be decomposed granite or 100% pervious roughened material; it shall not be wider than 12 feet.

L. A minimum of five-foot level path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of all of the proposed structures, including the detached garage and stable, or as otherwise required by the Fire Department.

M. The applicant shall comply with all requirements of the Low Impact Development requirements for storm water management on site (RHMC Chapter 8.32).

N. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

O. Prior to issuance of a final construction approval of the project, all graded slopes shall be landscaped. Prior to issuance of building permit, the landscaping plan shall meet the requirements of the City, shall be submitted to the City in conformance with Fire Department Fuel Modification requirements, and shall be approved by the City's landscape consultant.

P. The project shall be landscaped, and continually maintained in substantial conformance with the landscaping plan on file approved by the City's landscape consultant. A detailed landscaping plan shall provide that any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that screens the project development from adjacent streets and neighbors, such that shrubs and trees as they mature do not grow into a hedge or impede any neighbors' views and the plan shall provide that all landscaping be maintained at a height no higher than the roof line of the nearest project structure. In addition, the landscaping plan shall provide for screening of development with vegetation not to exceed 10 feet in height, and that the vegetation used for screening shall be planted in an off-set manner, so as to prevent it, as it grows from forming a solid hedge. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. Plants listed as high hazardous plants under RHMC Section 8.30.015 are prohibited.

Q. The applicant shall submit a landscaping performance bond or other financial obligation, to be kept on deposit by the City, in the amount of the planting plus irrigation plus 15%. The bond shall be released no sooner than two years after completion of all plantings, subject to a City staff determination that the plantings required for the project are in substantial conformance with approved plans and are in good condition.

A Certificate of Completion shall be submitted by the project designer or contractor prior to final landscape installation inspection.

R. The landscaping shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC).

S. Pursuant to Chapter 8.30 of the RHMC, the property shall at all times be maintained free of dead trees and vegetation.

T. The setback lines and roadway easement lines in the vicinity of the construction for this project shall remain staked throughout the construction. A construction fence may be required.

U. Perimeter easements, including roadway easements and trails, if any, shall remain free and clear of any improvements to advance equestrian use and emergency preparedness for evacuation within the City. Where RHCA has demonstrated authority over the easement, the

City's Planning Director may grant relief from this condition upon satisfactory proof of permission from RHCA and a legitimate showing that there is no need for the condition to advance equestrian uses and emergency preparedness.

V. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City.

W. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, objectionable odors, landslides, mudflows, erosion, or land subsidence shall be required.

X. *During construction*, to the extent feasible, all parking shall take place on the project site, on the new driveway and, if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times.

Y. *During construction*, the property owners shall be required to schedule and regulate construction and relate traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

Z. Prior to demolition of the existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

AA. The property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at: **http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE.** It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

AB. Development shall drain in accordance with the approved grading and drainage plan. Drainage dissipaters shall be constructed outside of any easements. The drainage system shall be approved by the Department of Building and Safety. If an above ground swale and/or dissipater is required, it shall be designed in such a manner as not to cross over any equestrian trails or discharge water onto a trail, shall be stained in an earth tone color, and shall be screened

from any trail, road and neighbors' view to the maximum extent practicable, without impairing the function of the drainage system.

AC. *During construction*, dust control measures shall be used to stabilize the soil from wind erosion and reduce dust and objectionable odors generated by construction activities in accordance with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices.

AD. *During construction*, an Erosion Control Plan containing the elements set forth in Section 7010 of the 2022 County of Los Angeles Uniform Building Code shall be followed to minimize erosion and to protect slopes and channels to control storm water pollution.

AE. The property owners shall be required to conform to the Regional Water Quality Control Board and County Health Department requirements for the installation and maintenance of storm water drainage facilities and septic tank.

AF. The applicant shall pay all of the applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any.

AG. Prior to final inspection of the project, "as graded" and "as constructed" plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built/as graded" plan.

AH. The applicants shall execute an Affidavit of Acceptance of all conditions of the Variance approval, or the approval shall not be effective.

AI. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

AJ. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

AK. To the extent permitted by law, Permittee shall defend, indemnify and hold harmless the City of Rolling Hills, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the City its actual attorney's fees and costs in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice. The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this permit. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

AL. The recreational game court (sports court) shall comply with all requirements in Section 17.16.210, unless otherwise approved herein. Lighting for the sports court is prohibited. The walkway leading to the recreational game court is for pedestrians only and not for vehicles. The walkway shall have a maximum width of 6 feet and shall have obstructions such as steps, posts or raised curbs to prevent vehicular access.

AM. The stable and corral shall comply with all requirements in Sections 17.18.060 and 17.18.090, unless otherwise approved herein.

AN. New landscaping in the Rolling Hills Community Association (RHCA) easement is prohibited unless previously approved by RHCA. Landscaping not approved by RHCA in the easement shall be removed from the final landscape plan.

AO. The applicant shall work with staff to adequately address the landscape comments from the City's landscape consultant contained in the letter dated December 16, 2024.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF DECEMBER, 2024.

_____
BRAD CHELF, CHAIRPERSON

ATTEST:

_____
CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Civil Procedure Section 1094.6.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2024-14 entitled:

ZONING CASE NO. 24-074: SITE PLAN REVIEW FOR CONSTRUCTION, GRADING, STABLE ACCESS, WALLS EXCEEDING A HEIGHT OF 3 FEET AND 2.5 FEET AVERAGE (UP TO A MAXIMUM HEIGHT OF 5 FEET), AND OTHER IMPROVEMENTS; CONDITIONAL USE PERMITS FOR A RECREATIONAL GAME COURT (TENNIS COURT), STABLE WITH LOFT GREATER THAN 200 SQUARE FEET, CORRAL GREATER THAN 550 SQUARE FEET; AND VARIANCES FOR CONSTRUCTION IN THE FRONT AND REAR YARD SETBACKS, SITE DISTURBANCE OF MORE THAN 40 PERCENT, NONEXEMPT GRADING EXPORT, AND DEVIATIONS FROM THE CONDITIONS FOR A CONDITIONAL USE PERMIT PER ROLLING HILLS MUNICIPAL CODE SECTION 17.16.210(A) AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 123-RH) (WHITCOMBE)

was approved and adopted at a regular meeting of the Planning Commission on December 17, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

_____
CHRISTIAN HORVATH, CITY CLERK

RESOLUTION NO. 2024-05

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 23-150 FOR A SITE PLAN REVIEW TO CONSTRUCT ADDITIONS TO AN EXISTING RESIDENCE GREATER THAN 999 SQUARE FEET, NEW BASEMENT, SWIMMING POOL, OUTDOOR KITCHEN, RETAINING WALLS, COVERED DECKS/PORCHES, GRADING, HARDSCAPE, LANDSCAPE, AND OTHER IMPROVEMENTS; AND VARIANCES FOR CONSTRUCTION IN THE FRONT AND REAR YARD SETBACKS FOR A PROPERTY LOCATED AT 2 POSSUM RIDGE ROAD, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 123-RH) (WHITCOMBE)

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. On December 28, 2023, an application was duly filed by Megan Campbell, Campbell Architects Inc. ("Applicant"), on behalf of the property owner, John D. Whitcombe, with respect to real property located at 2 Possum Ridge Road, Rolling Hills (LOT 123-RH) requesting: a Site Plan Review to construct 2,570 square feet of additions to an existing residence, a new 1,950-square-foot basement, 1,200-square-foot swimming pool with a 5-foot-high wall along a slope, 1,635 square feet of additions to connect an existing stable to an accessory building, 778-square-foot addition to the stable loft for a tack room, 170-square-foot outdoor kitchen, 335-square-foot fire pit, maximum three-foot-high retaining walls, 795 square feet of covered decks/porches, 5,058 cubic yards of grading, new hardscape including an expansion of the driveway and motor court, landscaping, and other improvements; conditional use permits for a stable with loft greater than 200 square feet, corral, and a recreational game court; and variances for construction in the front and rear yard setbacks for the additions to the residence and stable, covered porches/decks, swimming pool, lightwell access, and sports court.

Section 2. The lot is unusually shaped being traversed by Possum Ridge Road and having frontage on Crest Road West and Portuguese Bend Road. The net lot area is 3.49 acres (151,990 square feet), which excludes roadway easements and ten feet along property lines. Possum Ridge Road has a 50-foot-wide roadway easement which divides the property into two parts. The western part is developed and the eastern part is vacant. The lot has one 47,900-square-foot building pad (Pad 1) developed with the main residence, stable, and other improvements. The property is developed with a 3,660-square-foot main residence, 890-square-foot detached garage, 1,940 square-foot stable with a 793-square-foot storage loft, 225-square-foot enclosed cabana, 735 square feet of accessory structures used for storage, and a 90-square-foot service yard. The existing driveway is 4,535 square feet.

Section 3. The Planning Commission conducted duly noticed public hearings to consider the application at its field trip meeting and regular meeting on March 19, 2024. Neighbors within a 1,000-foot radius were notified of the public hearings and a notice was published in the Daily Breeze on March 7, 2024. The applicants were notified of the public hearings in writing by first class mail and the applicants were in attendance at the hearings. At

the March 19, 2024 meeting, the Planning Commission continued the public hearing to April 16, 2024, and advised the applicant to address: the visibility of the recreational game court at the corner of Possum Ridge Road, Portuguese Bend Road, and Crest Road; stable size; height of the stable and residence; drainage; and construction parking.

Subsequently, the applicant decided to move forward with the addition to the residence but postpone the conditional use permits for the barn addition, corral, and recreational game court. As such, the barn addition, corral, and recreational game court are not part of the revised project. On April 16, 2024, the Planning Commission considered the addition to the residence along with the other improvements, and provided direction to the applicant on the conditional use permit requests.

Section 4. The Project is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the proposed Project includes additions to the residence, a new swimming pool, hardscape, grading, and other residential improvements. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. Much of the site has already been graded and developed.

Section 5. Site Plan Review. Site Plan Review is required for construction of any new building or structure pursuant to Rolling Hills Municipal Code (RHMC) Section 17.46.020(A). The Project is for an addition to the residence, new basement, swimming, driveway expansion, and other improvements. With respect to the Site Plan Review for the development, the Planning Commission hereby makes the following findings:

A. The Project complies with and is consistent with the goals and policies of the General Plan and all requirements of the zoning ordinance.

The proposed development is compatible with the General Plan and Zoning ordinance. The proposed structures comply with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures. The development is located on the existing building pad, which will reduce the visual impact from neighboring properties.

The Project conforms to Zoning Code lot coverage requirements. The net lot area of the lot is 151,990 square feet (3.49 acres) per RHMC Section 17.16.060(A). The structural net lot coverage is proposed at 19,030 square feet or 12.5% (20% max. permitted) excluding exempt structures; and the total lot coverage proposed, including flatwork, would be 33,045 square feet or 21.7% (35% max. permitted). The disturbed area is 60,470 square feet or 39.8% (40% max permitted).

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot.

The topography and the configuration of the lot have been considered, and the project will not adversely affect or be materially detrimental to adjacent uses, buildings, or structures; the project will be on an existing building pad which enables project elements to be the least intrusive to surrounding properties. Further, the project will be a sufficient distance from nearby residences so views and privacy of surrounding neighbors will not be impacted. The lot has an existing building pad and 31.25% of the lot will be disturbed with the remaining area either landscaped or left in a natural state.

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences.

The proposed development, as conditioned, is harmonious in scale and mass with the site, and is consistent with the scale of the neighborhood when compared to new residences in the vicinity of said lot. The development plan takes into consideration the visibility of the project from Portuguese Bend Road, Crest Road West, and Possum Ridge Road. Significant portions of the lot will be left undeveloped or landscaped.

D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls).

There will be no significant changes to the overall drainage features on the lot. The proposed project is located on an existing building pad. There will be minimal impact to site design, vegetation, and mature trees. The property will be landscaped in accordance with the approved landscape plan.

E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area.

Grading will be balanced on site with exception to 68 cubic yards of export needed to create the basement and swimming pool, which is exempt. The project has been designed to follow natural contours of the site and minimize grading.

F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course.

Grading will be balanced on site with exception to 68 cubic yards of export needed to create the basement and swimming pool, which is exempt. Existing drainage channels will not be affected nor redirected. Additional hardscape will direct stormwater toward existing drainage channels.

G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas.

Surrounding native vegetation and mature trees will not be affected or will be replaced. New vegetation will be installed in accordance with the approved landscape plan. The development will be considerate of the environment and will enhance the rural character of the community. As such, the rural character of the community is maintained and privacy is maintained with neighbors.

H. The project is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles.

There are no changes to the existing circulation patterns for pedestrians or vehicles. The driveway will be widened and motor court enlarged to provide better vehicular circulation and more off-street parking.

I. The project conforms to the requirements of the California Environmental Quality Act (CEQA).

The Project is exempt from the CEQA Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the Project includes additions to the residence, a new swimming pool, hardscape, grading, and other residential improvements. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. Much of the site has already been graded and developed.

Section 6. Variance Findings. Section 17.38.050 sets forth the required findings for granting Variances for a portion of the proposed project to be constructed in the front and rear yard setbacks for the additions to the residence, covered porches/decks, swimming pool, and lightwell access. With respect to this request for Variances, the Planning Commission finds as follows:

A. That there are exceptional or extraordinary circumstances or conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone.

There are extraordinary circumstances applicable to this property. Unlike most properties in the RAS-2 Zone, the subject property is traversed by a roadway easement creating two smaller sections each with front yard setbacks along the easement. The existing residence already encroaches into the front yard setback, and the existing accessory buildings already encroach into the rear yard setback. The proposed project would encroach into the required front and rear yard setbacks; however, these areas are already developed and disturbed. The

main residence on the western portion of the property is accessible from a driveway on Possum Ridge Road. The existing eastern section of the residence already encroaches into the front yard setback, meaning the addition will be consistent with the appearance of the existing property.

B. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity and zone but which is denied the property in question.

The proposed project, including additions, is consistent with the existing development on the site which already encroaches into the front and rear yard setbacks. The variance requests are necessary for preservation and enjoyment of property rights consistent with other properties in the same vicinity and zone.

C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity.

Granting a variance for encroachment into the front and rear yard setbacks will not be detrimental to the public welfare and will not be injurious to properties in the vicinity because it is consistent with the encroachments by the existing residence and structures. Further, the project will improve the appearance of the property by connecting buildings into a larger mass. Landscaping will be provided to screen structures from Crest Road West.

D. That in granting the variance, the spirit and intent of this title will be observed.

The granting of the variance will allow for a development that is harmonious in scale and mass with the site, the proposed project is visually harmonious with adjacent properties and in scale with adjacent residential development.

E. That the variance does not grant special privilege to the applicant.

The variance does not grant special privileges for the Applicant; the proposed project is an expansion of the existing development which already encroaches into the front and rear yard setbacks. The project, together with the variance, will be compatible with the objectives, policies, general land uses, and programs specified in the General Plan.

F. That the variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.

Granting a variance for the project will be consistent with the applicable portions of the Los Angeles County Hazardous Waste Management Plan related to siting criteria for hazardous waste facilities. The project site is not listed on the current State of California Hazardous Waste and Substances Sites List. The proposed project would not constitute a hazardous waste facility.

G. That the variance request is consistent with the General Plan of the City of Rolling Hills.

Approvals granting the variance to allow encroachments into the front and rear yard setbacks will be consistent with the General Plan of the City of Rolling Hills, which encourages residential uses.

Section 7. Based upon the foregoing findings, and the evidence in the record, the Planning Commission hereby approves Zoning Case No. 23-150 subject to the following conditions:

A. Approval for the Site Plan Review and Variances shall expire within two years from the effective date of approval as defined in RHMC Section 17.38.070 of the Zoning Ordinance unless otherwise extended pursuant to the requirements of this section.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise a variance to such requirement has been approved.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file at City Hall and approved by the Planning Commission on April 16, 2024, except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review and Variance approvals shall be incorporated into the building

permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto a separate sheet and included in the building plans submitted to the Building Department for review and shall be kept on site at all times.

Any proposed modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether the modification is minor or major in nature. Minor modifications are subject to approval by the City Manager or his or her designee. Major modifications are subject to approval by the Planning Commissioner after a public hearing. Applicant shall not implement modifications or changes to the approved project without the appropriate approval from the City Manager or designee or the Planning Commission, as required.

E. Prior to submittal of final working drawings to Building and Safety Department for issuance of building and grading permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth herein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

G. Structural lot coverage of the lot shall not exceed 12,605 square feet or 8.29% of the net lot area (20% maximum). The flatwork coverage is 15,675 square feet or 10.31%. The total lot coverage proposed, including structures and flatwork, shall not exceed 28,280 square feet or 18.61% (35% maximum).

H. The lot is already developed and the total disturbed area will be 47,500 square feet or 18.61% (maximum 40%). Grading for this project shall not exceed 1,943 cubic yards of cut and 1,875 cubic yards of fill for a total of 3,818 cubic yards. Export of 68 cubic yards for the basement and swimming pool is exempt.

I. The total proposed building pad coverage for the residential main pad is 12,605 square feet or 26.92% which is still below the 30% maximum guideline.

J. A driveway access shall be provided per the Fire Department requirements and the driveway shall be roughened and the first 20 feet of the driveway shall not exceed 7% in slope.

K. Access to the stable and to the corral shall be decomposed granite or 100% pervious roughened material; it shall not be wider than 12 feet.

L. A minimum of five-foot level path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of all of the proposed structures, including the detached garage and stable, or as otherwise required by the Fire Department.

M. The applicant shall comply with all requirements of the Low Impact Development requirements for storm water management on site (RHMC Chapter 8.32).

N. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

O. Prior to issuance of a final construction approval of the project, all graded slopes shall be landscaped. Prior to issuance of building permit, the landscaping plan shall meet the requirements of the City, shall be submitted to the City in conformance with Fire Department Fuel Modification requirements, and shall be approved by the City's landscape consultant.

P. The project shall be landscaped, and continually maintained in substantial conformance with the landscaping plan on file approved by the City's landscape consultant. A detailed landscaping plan shall provide that any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that screens the project development from adjacent streets and neighbors, such that shrubs and trees as they mature do not grow into a hedge or impede any neighbors' views and the plan shall provide that all landscaping be maintained at a height no higher than the roof line of the nearest project structure. In addition, the landscaping plan shall provide for screening of development with vegetation not to exceed 10 feet in height, and that the vegetation used for screening shall be planted in an off-set manner, so as to prevent it, as it grows from forming a solid hedge. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. Plants listed as high hazardous plants under RHMC Section 8.30.015 are prohibited.

Q. The applicant shall submit a landscaping performance bond or other financial obligation, to be kept on deposit by the City, in the amount of the planting plus irrigation plus 15%. The bond shall be released no sooner than two years after completion of all plantings, subject to a City staff determination that the plantings required for the project are in substantial conformance with approved plans and are in good condition.

A Certificate of Completion shall be submitted by the project designer or contractor prior to final landscape installation inspection.

R. The landscaping shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC).

S. Pursuant to Chapter 8.30 of the RHMC, the property shall at all times be maintained free of dead trees and vegetation.

T. The setback lines and roadway easement lines in the vicinity of the construction for this project shall remain staked throughout the construction. A construction fence may be required.

U. Perimeter easements, including roadway easements and trails, if any, shall remain free and clear of any improvements to advance equestrian use and emergency preparedness for evacuation within the City. Where RHCA has demonstrated authority over the easement, the City's Planning Director may grant relief from this condition upon satisfactory proof of permission from RHCA and a legitimate showing that there is no need for the condition to advance equestrian uses and emergency preparedness.

V. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City.

W. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, objectionable odors, landslides, mudflows, erosion, or land subsidence shall be required.

X. *During construction*, to the extent feasible, all parking shall take place on the project site, on the new driveway and, if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times.

Y. *During construction*, the property owners shall be required to schedule and regulate construction and relate traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

Z. Prior to demolition of the existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

AA. The property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at: http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

AB. Development shall drain in accordance with the approved grading and drainage plan. Drainage dissipaters shall be constructed outside of any easements. The drainage system shall be approved by the Department of Building and Safety. If an above ground swale and/or dissipater is required, it shall be designed in such a manner as not to cross over any equestrian trails or discharge water onto a trail, shall be stained in an earth tone color, and shall be screened from any trail, road and neighbors' view to the maximum extent practicable, without impairing the function of the drainage system.

AC. *During construction*, dust control measures shall be used to stabilize the soil from wind erosion and reduce dust and objectionable odors generated by construction activities in accordance with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices.

AD. *During construction*, an Erosion Control Plan containing the elements set forth in Section 7010 of the 2022 County of Los Angeles Uniform Building Code shall be followed to minimize erosion and to protect slopes and channels to control storm water pollution.

AE. The property owners shall be required to conform to the Regional Water Quality Control Board and County Health Department requirements for the installation and maintenance of storm water drainage facilities and septic tank.

AF. The applicant shall pay all of the applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any.

AG. Prior to final inspection of the project, "as graded" and "as constructed" plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built/as graded" plan.

AH. The applicants shall execute an Affidavit of Acceptance of all conditions of the Variance approval, or the approval shall not be effective.

AI. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

AJ. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

AK. To the extent permitted by law, Permittee shall defend, indemnify and hold harmless the City of Rolling Hills, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the City its actual attorney's fees and costs in defense of the litigation. The City may, in its sole discretion,

elect to defend any such action with attorneys of its choice. The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this permit. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

AL. The pool equipment shall be relocated next to the swimming pool and shall have direct access from outside. Basement space outside of the footprint of the building is prohibited, with exception to the lightwell.

AM. A minimum of 6,265 square feet of new pervious surface shall be provided to meet low impact development (LID) standards. Future expansion of the driveway or motor court is prohibited unless previously approved by the City. Connection to the stable and corral shall be decomposed granite or 100% pervious roughened material; it shall not be less than 6 feet wide and no wider than 12 feet.

AN. The city cannot grant permission to use or encroach into the Rolling Hills Community Association easements. The applicant shall contact the Association regarding building regulations and easement policy.

AO. Prior to plan check submittal, the applicant shall demolish a portion of the main residence or a portion of the stable in order to create a separation of 35 feet between each structure.

AP. There shall be no parking of vehicles used for construction on Possum Ridge Road.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF APRIL, 2024.

BRAD CHELF, CHAIRPERSON

ATTEST:

CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Civil Procedure Section 1094.6.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2024-05 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 23-150 FOR A SITE PLAN REVIEW TO CONSTRUCT ADDITIONS TO AN EXISTING RESIDENCE GREATER THAN 999 SQUARE FEET, NEW BASEMENT, SWIMMING POOL, OUTDOOR KITCHEN, RETAINING WALLS, COVERED DECKS/PORCHES, GRADING, HARDSCAPE, LANDSCAPE, AND OTHER IMPROVEMENTS; AND VARIANCES FOR CONSTRUCTION IN THE FRONT AND REAR YARD SETBACKS FOR A PROPERTY LOCATED AT 2 POSSUM RIDGE ROAD, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 123-RH) (WHITCOMBE)

was approved and adopted at a regular meeting of the Planning Commission on April 16, 2024, by the following roll call vote:

AYES: Cardenas, Cooley, Vice Chair Kirkpatrick, Chair Chelf

NOES: None

ABSENT: Douglass

ABSTAIN: None

and in compliance with the laws of California was posted at the following:

Administrative Offices.

CHRISTIAN HORVATH, CITY CLERK

To Whom This May Concern, Oct 4, 2024

I am opposing the building of the sport court at # 2 Possum Ridge Road. I feel that this is not compatible with the rural atmosphere of Rolling Hills, Because of the high visibility on both sides of the Roads, Mainly Possum Ridge Rd + Crest Rd.

I feel this will detract from the cities allure. and reputation.

By approving this project the city is opening the door for future sports courts.

Lights and fences will make Rolling Hills look like a Country club.

Sincerely

Shirley Langer

6 Possum Ridge Rd
310 - 738-0027

RECEIVED
OCT 04 2024
City of Rolling Hills
by

RECEIVED
City of Rolling Hills
By
12/12/24

James and Ann Bellis
3 Quail Ridge Rd. South
Rolling Hills, CA 90274
(909) 855-7868
jamescbellis@gmail.com

December 12, 2024

City of Rolling Hills
Planning Commission
2 Portuguese Bend Rd.
Rolling Hills, CA 90274

Dear City of Rolling Hills Planning Commissioners:

We are opposed to the Planning Commission granting conditional use permits and opposed to all code variances regarding 2 Possum Ridge Road. Conditional Use Permits are for "uses" not for granting permission for permeant structures like sports/tennis courts. Granting variances to develop into setbacks on a property as large as this does not make sense. What is the reason the developer wants/needs to exceed so many size restrictions? The City has zoning regulations in place to limit disturbances to land, protect neighboring properties' safety and values, limit impervious surfaces, and protect open space. These regulations must be followed and not constantly over-turned by allowing variances in the City of Rolling Hills.

2 Possum Ridge Road sits at the top of the Sepulveda Canyon watershed and its creek is designated by the USGS as a "blue-line" stream (see figure 1). This means any development in or adjacent to the creek and its banks (especially at the top of a watershed) must be reviewed by the California Water Quality Control Board and California Department of Fish and Wildlife. Have these departments been forwarded the plans? Have there been any comments from these departments?

Unregulated runoff from development activities greatly impacts water quality and creek bed habitats (US EPA). Did the developer provide a Strom Water Pollution Prevention Plan (SWPPP) and Erosion Control Plan (ERC)? How will increased run-off from impervious surfaces affect downstream infrastructure such as Appaloosa Ln. and Middleridge Rd. and those properties adjacent to Sepulveda Canyon?

Additionally, a little less than 600 feet away the new crack on Quail Ridge Rd. S. is still growing. I am not convinced that grading and construction of 2 Possum Ridge Road will not negatively affect the growth of the crack and stability of the land around Quail Ridge Rd S. On November 29, 2024 a large Ficus tree toppled over at 3 Quail Ridge Rd S. just a few feet away from the expanding landslide crack (see figure 2). The crack is still growing and near-by development and grading my have dire negative consequences for surrounding properties effected by the landslide complex (see figure 3). How will the city ensure that this development does not contribute to land movement and expanding crack around Quail Ridge Rd, Cinchring Rd, and Protuguese Bend Rd?

Furthermore, there have been no studies regarding the stability of the land on the northeast side (city side) of Crest Road. There have however, been landslide and drainage issues on the city side of Rolling Hills Estates and Rolling Hills. What are the conditions of the land under and adjacent to 2 Possum Ridge Rd? The developer should be required to submit a geotechnical and hydrological study of the land in question which needs to be reviewed prior to granting any development permits. This entire area should be under a

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development moratorium until the City can ensure the land around the new landslide area is safe for development (see figure 4).

In summary, **the conditional use permit and all variances regarding 2 Possum Ridge Rd. should be denied by the Planning Commission** and the following questions shall be addressed prior to any approval under the existing zoning and development regulations:

1. What is the reason the developer wants/needs to exceed so many size restrictions and be allowed zoning code variances?
2. Have these California Water Quality Control Board (CWQCB) and California Department of Fish and Wildlife (CDFW) been forwarded the plans?
3. Have there been any comments from these departments (CWQCB and CDFW)?
4. Did the developer provide a Strom Water Pollution Prevention Plan (SWPPP) and Erosion Control Plan (ERC)?
5. How will increased run-off from impervious surfaces affect downstream infrastructure such as Appaloosa Ln. and Middleridge Rd. and those properties adjacent to Sepulveda Canyon?
6. How will the city ensure that this development does not contribute to land movement and expanding crack around Quail Ridge Rd, Cinchring Rd, and Protuguese Bend Rd?
7. What are the conditions (stability) of the land under and adjacent to 2 Possum Ridge Rd?
8. Will the developer be required to submit a geotechnical and hydrological study of the land and surrounding land prior to being granted permission to develop?

Sincerely,

James and Ann Bellis
3 Quail Ridge Rd. S., Rolling Hills, CA 90274

Enclosed
Table of Figures

Figure 1: USGS Topo Map Showing Blue-line creek east of 2 Possum Ridge Rd. 3
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Figure 4: Proposed Rolling Hills Development Moratorium Area 6

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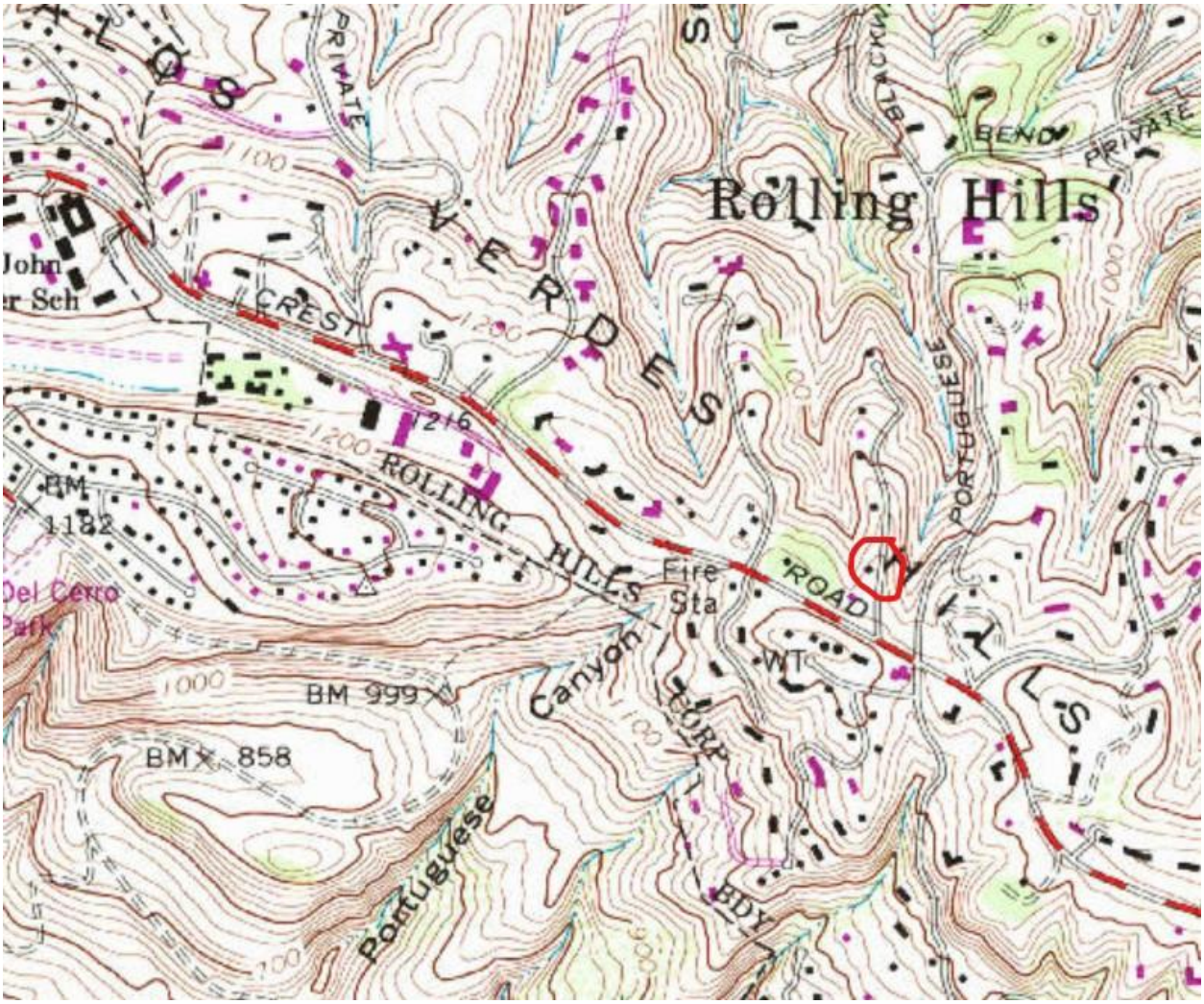


Figure 1: USGS Topo Map Showing Blue-line creek east of 2 Possum Ridge Rd.

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Figure 2:November 28, 2024 Ficus Tree Failure (note the crack is running directly adjacent to the white garden wall)

James and Ann Bellis
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Figure 3: General Location of Landslide Crack in relation to 2 Possum Ridge Rd.

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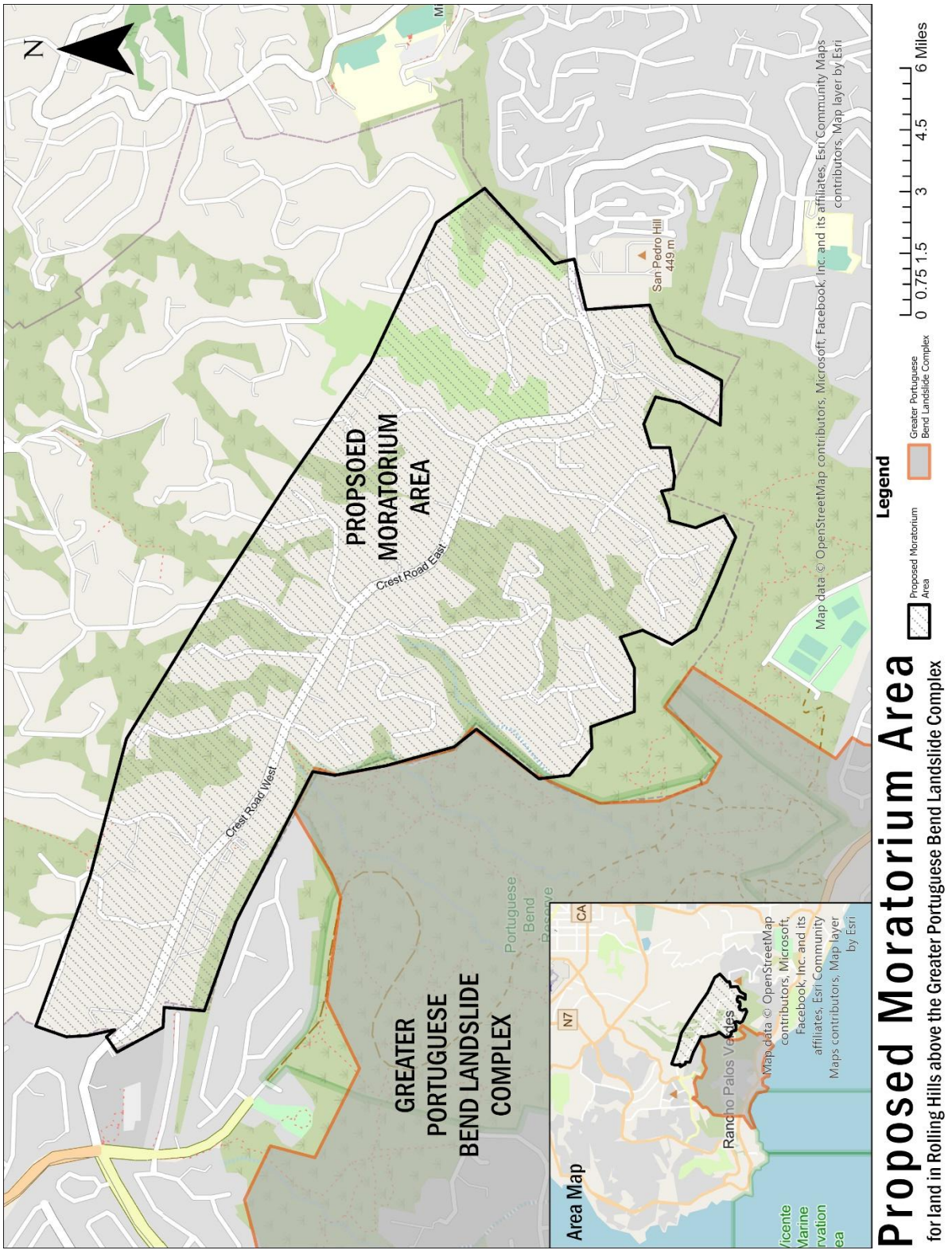


Figure 4: Proposed Rolling Hills Development Moratorium Area

Rolling Hills Community Association
of Rancho Palos Verdes
No. 1 Portuguese Bend Rd. • Rolling Hills, Calif. 90274

(310) 544-6222 ROLLING HILLS CALIFORNIA (310) 544-6766 Fax

December 11, 2024

Planning Commission
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: 2 Possum Ridge Road Request for Variance – RHCA's Concerns

Dear Commissioners:

The RHCA had submitted a letter to the Commission sharing concerns that the plans and request for variances could have an adverse impact on the RHCA's bridle trail and ability to make future improvements to Possum Ridge Road. Since the Commission's last review, the RHCA has met with the architect and has reviewed the revised plans. We believe the majority of our concerns have been addressed by the proposed revisions to the plans. The following is an overview of our previous concerns and comments on revised plans.

1. Concern: Stable access and grading next to the existing road.
   Comments on revised plan: Proposal to widen roadway to 20', create a 4' shoulder and eliminate retaining walls is an improvement. Recommend the slope in the easement be less than 2:1 so no planting is required. Proposal will require formal submittal and approval of the Board of Directors. Recommendations do not guarantee Board approval.

2. Concern: Grading and drainage for stable pad.
   Comments: Drainage appears to be directed to natural drainage course adjacent to Upper Si's and will not impact trail.

3. Concern: Existing shed & proposed driveway in west side easement.
   Comments: No change from original submittal. No structures should be placed in RHCA easement.

4. Concern: Stable size and massing and proximity to Upper Si's trail.
   Comments: Lowering stable reduces impact but stable does still seem quite large. Proposed fence is set back from the easement line and creates some space between the barn and the trail and allows for planting outside of the easement.

The RHCA no longer has any objections to the proposed plans (grading, footprint, massing), with the reservations that some items on the plans still need RHCA Board approval to encroach into the easement and the plans still need to be submitted to the Architectural Committee for design review.

We appreciate your consideration of these items and your efforts to maintain open easements and the rural aesthetic of the community.

Sincerely,
On behalf of the Board of Directors,

Kristen Raig, Manager

Rolling Hills Community Association
of Rancho Palos Verdes
No. 1 Portuguese Bend Rd. • Rolling Hills, Calif. 90274

(310) 544-6222 ROLLING HILLS CALIFORNIA (310) 544-6766 Fax

October 15, 2024

Planning Commission
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: Impact Variances have on RHCA's Easements
2 Possum Ridge Road

Dear Commissioners:

The RHCA Board of Directors is providing comments on this request for variances to inform the Commission of potential issues with the Association's easements and trails if the project is approved as requested.

2 Possum Ridge Road:
Request for variances to encroach into the front yard and rear yard setbacks, in or immediately adjacent to the RHCA easements, for grading, driveway, retaining walls, stable and tennis court.

Impact on RHCA's Easements:

1. Proposed grading and retaining wall for stable access in Possum Ridge roadway easement could negatively impact the Association's plans for widening Possum Ridge Road. Additionally, grading and retaining walls in road easement requires RHCA Board approval and, if required by Civil Code, a vote of the membership for approval.
2. 2:1 Fill grade for stable is close to trail easement & natural drainage course. This is immediately adjacent to Upper Si's Trail. RHCA is concerned that drainage structures or screening vegetation would have to be placed in easements and any drainage structures could negatively impact the trail.
3. Existing shed & proposed driveway/parking area should be removed from west side easement.
4. The proposed stable is very close to the easement line. We often find that homeowners want to screen or fence around buildings to delineate their property, especially next to a busy road or bridle trail. We are concerned that to properly screen with vegetation and to fence the property, both planting and fences could only go in the easements.

We are raising these issues even through most of the variance areas do not encroach in the RHCA easement because when building, grading or other development occurs so close to the easement it

leave no other areas but the easement for other necessary pieces of the project (drainage, landscaping, fencing & general privacy).

These matters put the Board in a difficult position with owners who are often in the final stages of building their new home, particularly an encroachment into the easement falls under Civil Code 4600 and would require a member vote for approval.

We appreciate your consideration of these items and your efforts to maintain open easements and the rural aesthetic of the community.

Sincerely,
On behalf of the Board of Directors,

Kristen Raig, Manager

RECEIVED
By Stehanie Grant at 2:30 pm, Dec 13, 2024

WHITCOMBE RESIDENCE

2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

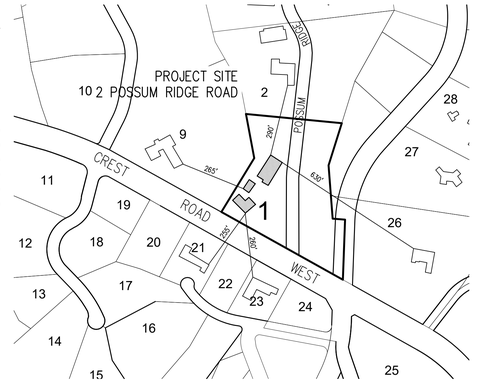


OVERALL SITE PLAN
SCALE: 1" = 30'

GRAPHIC SCALE
30 0 30 60
(IN FEET)
1 inch = 30 ft.

VICINITY MAP ADDRESSES

1	#2 POSSUM RIDGE ROAD	21	#1 SPUR LANE
2	#4 POSSUM RIDGE ROAD	22	NON-RESIDENTIAL
3	#6 POSSUM RIDGE ROAD	23	#3 SPUR LANE
4	#8 POSSUM RIDGE ROAD	24	#2 CREST ROAD WEST
5	#10 POSSUM RIDGE ROAD	25	#1 CREST ROAD EAST
6	#5 QUAIL RIDGE ROAD NORTH	26	#2 CREST ROAD EAST
7	#3 QUAIL RIDGE ROAD NORTH	27	#44 PORTUGUESE BEND ROAD
8	#1 QUAIL RIDGE ROAD NORTH	28	#42 PORTUGUESE BEND ROAD
9	#1 CREST ROAD WEST	29	#40 PORTUGUESE BEND ROAD
10	#3 CREST ROAD WEST	30	#38 PORTUGUESE BEND ROAD
11	#12 CREST ROAD WEST	31	#36 PORTUGUESE BEND ROAD
12	#3 QUAIL RIDGE ROAD SOUTH	32	#34 PORTUGUESE BEND ROAD
13	#5 QUAIL RIDGE ROAD SOUTH	33	#7 WAGON LANE
14	#9 QUAIL RIDGE ROAD SOUTH	34	#5 WAGON LANE
15	#11 QUAIL RIDGE ROAD SOUTH		
16	#2 SPUR LANE		
17	#8 QUAIL RIDGE ROAD SOUTH		
18	#2 QUAIL RIDGE ROAD SOUTH		
19	#1 QUAIL RIDGE ROAD SOUTH		
20	#10 CREST ROAD WEST		



VICINITY MAP
SCALE: 1" = 500'

LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK
- LIMIT OF GRADING
- PROPOSED STABLE
- (E) RESIDENCE
- (E) DETACHED STRUCTURE
- (E) MAJOR CONTOUR — 1235 —
- (E) MINOR CONTOUR
- (P) GRADES — 1252.0BW, 1254.0TW
- (P) CONTOURS — 1265 —
- (P) RETAINING WALL
- (P) SPORTS COURT
- (P) PAVERS
- (P) DRAINAGE
- DISTURBED AREA. (EXISTING / PROPOSED)
- PAD 1 AREA
- PAD 2 AREA

ACRONYMS

CBW	CONCRETE BLOCK WALL
CONC	CONCRETE
ED	SOCAL EDISON
EG	EDGE OF GUTTER
EM	ELECTRIC METER
FF	FINISHED FLOOR
FL	FLOWLINE
FS	FINISHED SURFACE
LTT	LEAD, TACK & TAG
NG	NATURAL GROUND
TOS	TOP OF STEP
BOS	BOTTOM OF STEP
TW	TOP OF WALL
TC	TOP OF CURB
VLT	VAULT
WM	WATER METER

RECORD OWNER:
DOUG WHITCOMBE
2 POSSUM RIDGE ROAD
ROLLING HILLS, CA. 90274

PROPERTY ADDRESS:
2 POSSUM RIDGE ROAD
ROLLING HILLS, CA. 90274

LEGAL DESCRIPTION:
APN: 7569-008-004
TRACT: ROLLING HILLS TRACT MB 201, PG 29-35
LOT: 123

CONSULTANTS:
CIVIL ENGINEER: **DAN BOLTON, RCE 63290**
BOLTON ENGINEERING CORP.
25834 NARBONNE AVE. STE. 210
LOMITA, CA. 90717
ARCHITECT: **CAMPBELL ARCHITECTS, INC.**
PO BOX 7554
TORRANCE, CA. 90504

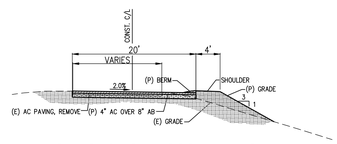
ZONING SUMMARY:

ZONE:	RAS-2	
SETBACKS:	FRONT:	50'
	REAR	50'
	SIDE	20'
	EQUESTRIAN	25' FROM SIDE ROADWAY EASEMENT OR REAR PROPERTY LINE.
REQUIRED REVIEW:	SITE PLAN REVIEW:	NEW STRUCTURES GRADING WALLS
	VARIANCE:	STABLE IN SETBACK EARTHWORK EXPORT RETAINING WALLS GREATER THAN 2.5' AVG.
CONDITIONAL USE PERMIT:		STABLE

WORK DESCRIPTION:
New sport court, new guesthouse and adjacent tennis pavilion new stable, new corral, new stable access, associate grading, retaining walls and site improvements. Demo existing stable. Widen Possum Ridge Road.

LOW IMPACT DEVELOPMENT
DESIGNATED PROJECT: NO

SELECTED BMPs: N/A



TYPICAL SECTION-POSSUM RIDGE RD.
SCALE: 1"=10'

INDEX OF SHEETS

C0.0	OVERALL SITE PLAN
C0.1	EXISTING SITE CONDITIONS
C1.0	PRELIMINARY GRADING PLAN
C1.1	COLOR CUT/FILL MAP
C2.0	SECTIONS

Revisions	By

BOLTON ENGINEERING CORP.
BEC

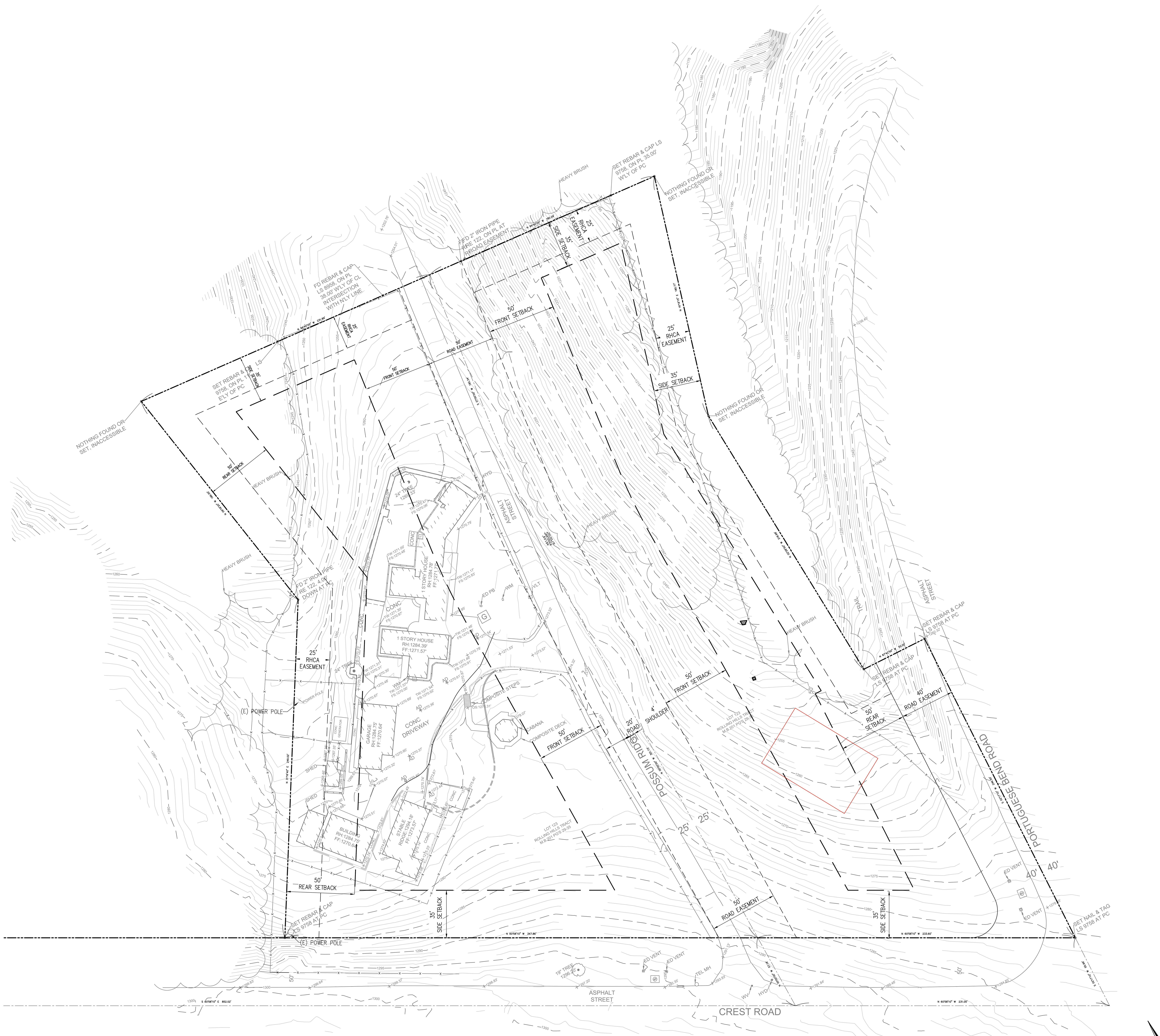
CLIENT: DOUG WHITCOMBE
2 POSSUM RIDGE ROAD
ROLLING HILLS, CALIF.

FOR PLANNING PURPOSES ONLY

TITLE: OVERALL SITE PLAN
NEW ADDITIONS & TENNIS COURT
2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

Date:	December 2, 2024
Scale:	AS SHOWN
Drawn:	JPD
Checked:	DJB
Job No.	23318
Sheet	C0.0
Of	6 Sheets

J:\23318_Whitcombe-2 Possum Ridge\dwg\Planning\23318_CIVIL 2B3.dwg 12/2/2024 3



EXISTING SITE CONDITIONS

SCALE: 1" = 30'

GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK
- (E) STRUCTURE
- 1235 (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- + 1271.53' (E) SPOT ELEVATION
- (E) RETAINING WALL
- (E) FREE-STANDING WALL
- (E) WOOD FENCE
- (E) CHAINLINK FENCE
- DISTURBED AREA.
- PAD AREA

ACRONYMS

CBW	CONCRETE BLOCK WALL
CONC	CONCRETE
ED	SOCAL EDISON
EG	EDGE OF GUTTER
EM	ELECTRIC METER
FF	FINISHED FLOOR
FL	FLOWLINE
FS	FINISHED SURFACE
LTT	LEAD, TACK & TAG
NG	NATURAL GROUND
TOS	TOP OF STEP
BOS	BOTTOM OF STEP
TW	TOP OF WALL
TC	TOP OF CURB
VLT	VAULT
WM	WATER METER

FOR PLANNING PURPOSES ONLY

Revisions	By

BOLTON ENGINEERING CORP.

CLIENT: DOUG WHITCOMBE
2 POSSUM RIDGE ROAD
ROLLING HILLS, CALIF.

TITLE: EXISTING SITE CONDITIONS
NEW ADDITIONS & TENNIS COURT
2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

Date:	December 2, 2024
Scale:	AS SHOWN
Drawn:	JPD
Checked:	DJB
Job No.	23318

Sheet
C0.1
Of 6 Sheets

Revisions	By

BOLTON ENGINEERING CORP.

BEC

CLIENT: DOUG WHITCOMBE

2 POSSUM RIDGE ROAD

ROLLING HILLS, CALIF.

TITLE: PRELIMINARY GRADING PLAN

NEW STABLE & TENNIS COURT

2 POSSUM RIDGE ROAD

ROLLING HILLS, CA 90274

FOR PLANNING PURPOSES ONLY

Date:	December 2, 2024
Scale:	AS SHOWN
Drawn:	JPD
Checked:	DJB
Job No.	23318
Sheet	C1.0
Of	6 Sheets

RETAINING WALLS
WALL HEIGHT COMPUTATION

WALL	H, height Max. (ft.)	H, height Avg.(ft.)	L, length (feet)	A HxL (sq.ft.)
WALL A	5.0'	4.3'	230'	980
WALL B	4.0'	2.5'	275'	413
WALL C	2.5'	2.5'	80'	190

LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK
- LIMIT OF GRADING
- PROPOSED STABLE
- (E) RESIDENCE
- (E) DETACHED STRUCTURE
- 1235 (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- 1252.0BW 1254.0TW (P) GRADES
- 1265 (P) CONTOURS
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- (P) SPORTS COURT
- (P) PAVERS
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- EXISTING / PROPOSED DISTURBED AREA.
- PAD 1 AREA
- PAD 2 AREA

ACRONYMS

CBW	CONCRETE BLOCK WALL
CONC	CONCRETE
ED	SOCAL EDISON
EG	EDGE OF GUTTER
EM	ELECTRIC METER
FF	FINISHED FLOOR
FL	FLOWLINE
FS	FINISHED SURFACE
LTT	LEAD, TACK & TAG
NG	NATURAL GROUND
TOS	TOP OF STEP
BOS	BOTTOM OF STEP
TW	TOP OF WALL
TC	TOP OF CURB
VLT	VAULT
WM	WATER METER

PRELIMINARY GRADING PLAN

SCALE: 1" = 20'

GRAPHIC SCALE 20 0 20 40 (IN FEET) 1 inch = 20 ft.

J:\23318_Whitcombe-2 Possum Ridge\dwg\Planning\23318_CIVIL 2B3.dwg 12/2/2024 3

Revisions	By

BOLTON ENGINEERING CORP.

BEC

CLIENT: DOUG WHITCOMBE
2 POSSUM RIDGE ROAD
ROLLING HILLS, CALIF.

TITLE: CUT – FILL AND COLOR MAP
NEW ADDITIONS & TENNIS COURT
2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

FOR PLANNING PURPOSES ONLY

Date:	December 2, 2024
Scale:	AS SHOWN
Drawn:	JPD
Checked:	DJB
Job No.	23318
Sheet	C1.1
Of	6 Sheets

LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK
- LIMIT OF GRADING
- (E) RESIDENCE
- (P) RESIDENTIAL ADDITION
- (E) DETACHED STRUCTURE
- (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- 1252.0BW 1254.0TW (P) GRADES
- 1265 (P) CONTOURS
- (P) RETAINING WALL
- (P) POOL
- (P) CONCRETE
- (P) DRAINAGE
- (P) CUT AREA
- (P) FILL AREA
- (P) BUILDING PAD LIMIT
- (P) NET LOT AREA

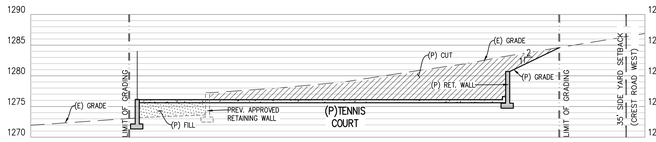
ACRONYMS

CBW	CONCRETE BLOCK WALL
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ED	SOCAL EDISON
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TW	TOP OF WALL
TC	TOP OF CURB
VLT	VAULT
WM	WATER METER

CUT - FILL AND COLOR MAP
SCALE: 1" = 20'

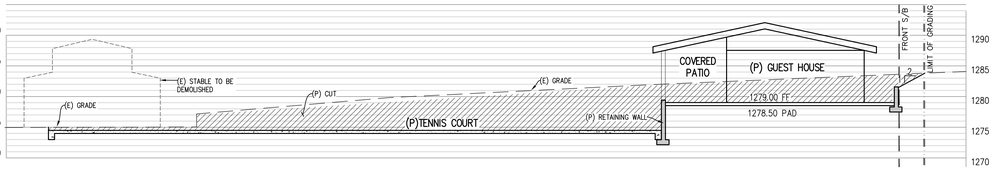
GRAPHIC SCALE
20 0 20 40
(IN FEET)
1 inch = 20 ft.

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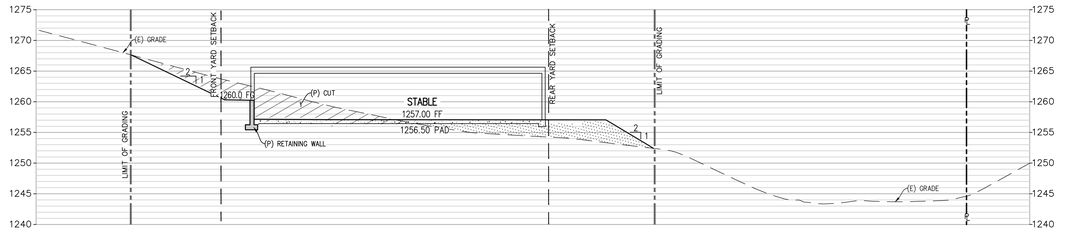
SECTION B- TENNIS COURT

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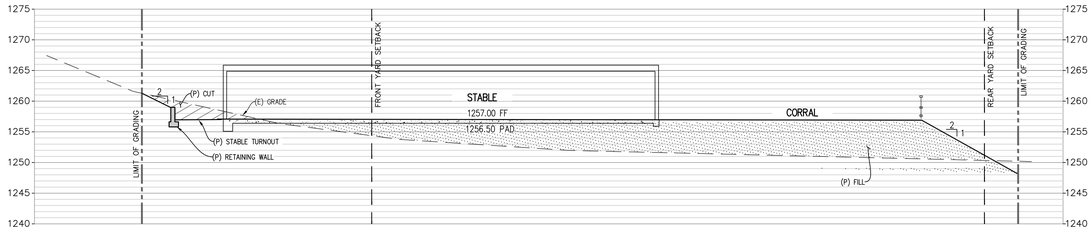
SECTION A- TENNIS COURT

SCALE: 1" = 10'



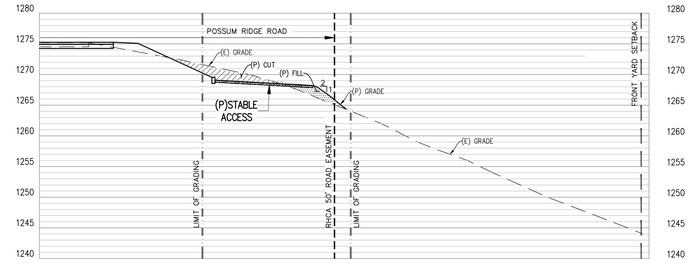
SECTION C - STABLE

SCALE: 1" = 10'



SECTION D - STABLE

SCALE: 1" = 10'



SECTION E - STABLE ACCESS

SCALE: 1" = 10'

ACRONYMS

CBW	CONCRETE BLOCK WALL
CONC	CONCRETE
ED	SOCAL EDISON
EG	EDGE OF GUTTER
EM	ELECTRIC METER
FF	FINISHED FLOOR
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TW	TOP OF WALL
TC	TOP OF CURB
VLT	VAULT
WM	WATER METER

Revisions	By

BOLTON ENGINEERING CORP.

BEC

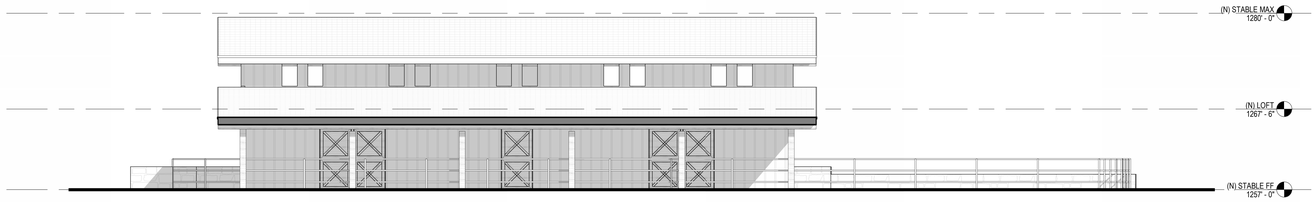
CLIENT: DOUG WHITCOMBE
2 POSSUM RIDGE ROAD
ROLLING HILLS, CALIF.

FOR PLANNING PURPOSES ONLY

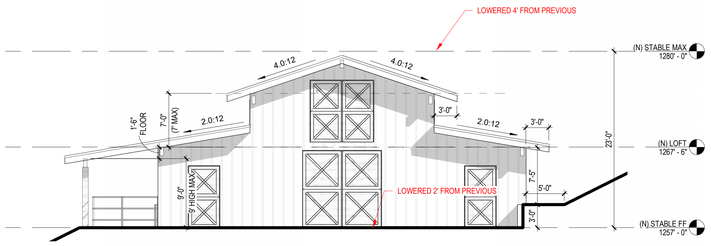
title: SITE SECTIONS
NEW ADDITIONS & TENNIS COURT
2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

Date: December 2, 2024
Scale: AS SHOWN
Drawn: JPD
Checked: DJB
Job No. 23318
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Of 6 Sheets

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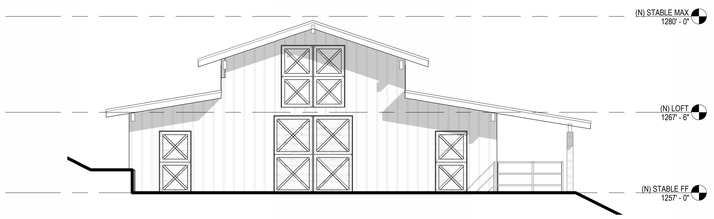
STABLE E SIDE 06
1/8" = 1'-0"



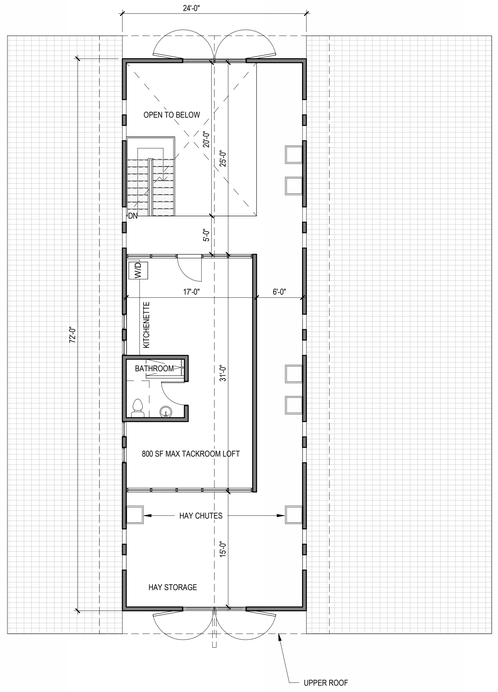
STABLE N FRONT 05
1/8" = 1'-0"



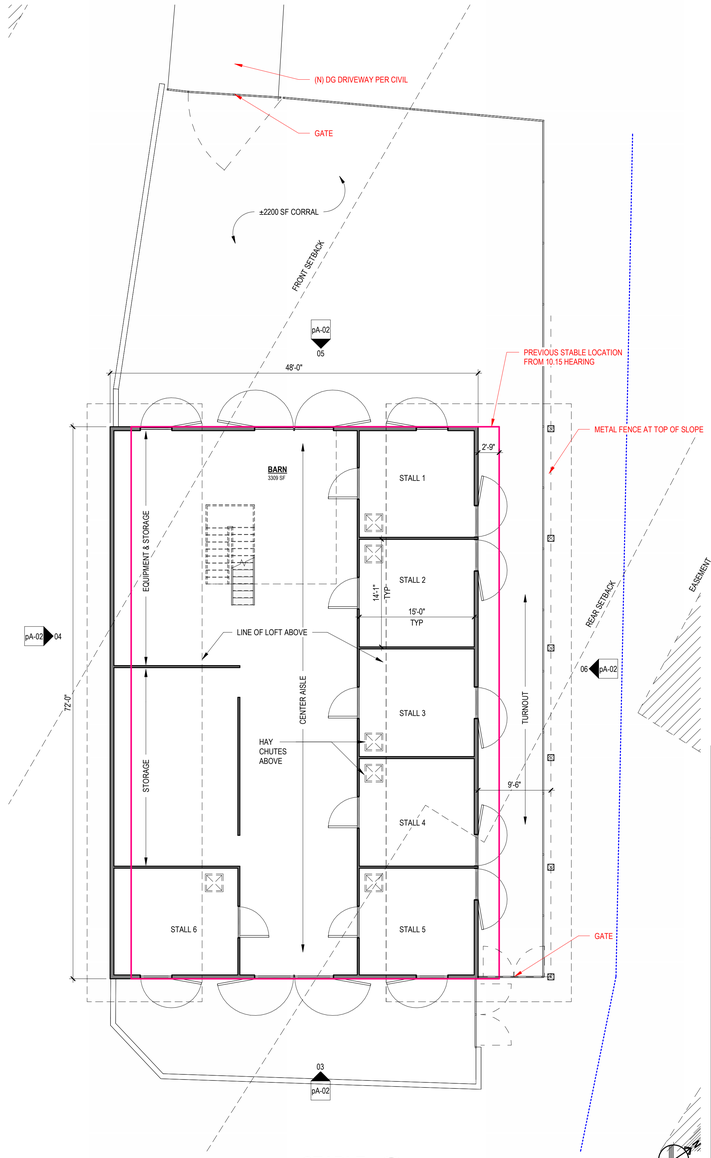
STABLE W SIDE 04
1/8" = 1'-0"



STABLE S REAR 03
1/8" = 1'-0"



(N) LOFT 02
1/8" = 1'-0"



STABLE 01
1/8" = 1'-0"

WHITCOMBE RESIDENCE

2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

STABLE PLAN AND ELEVATIONS

SCALE: 1/8" = 1'-0"

DESIGNER:

Campbell ARCHITECTS

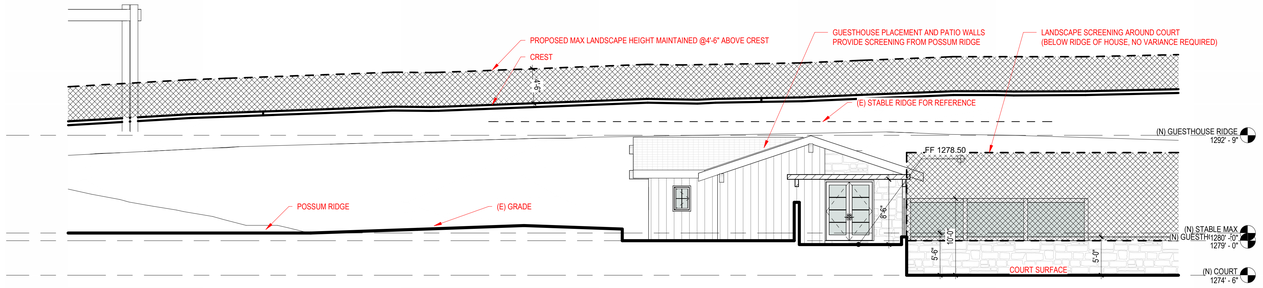
10.30.24 PLANNING

REV. #	DATE	DESCRIPTION

pA-02

All ideas, designs and plans indicated or represented by these drawings are owned by and are property of the Architect and were created and developed for use in connection with the specified project. None of such ideas, designs or plans shall be used for any purpose whatsoever without the written permission of the Architect.

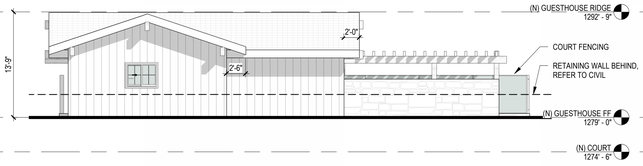
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COURT LANDSCAPE SCREENING 07
1/8" = 1'-0"



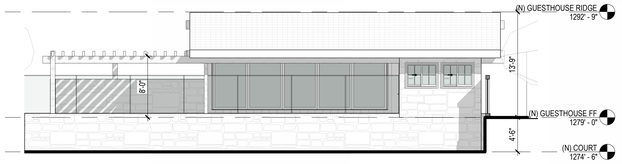
SOUTH (CREST) ELEVATION 06
1/8" = 1'-0"



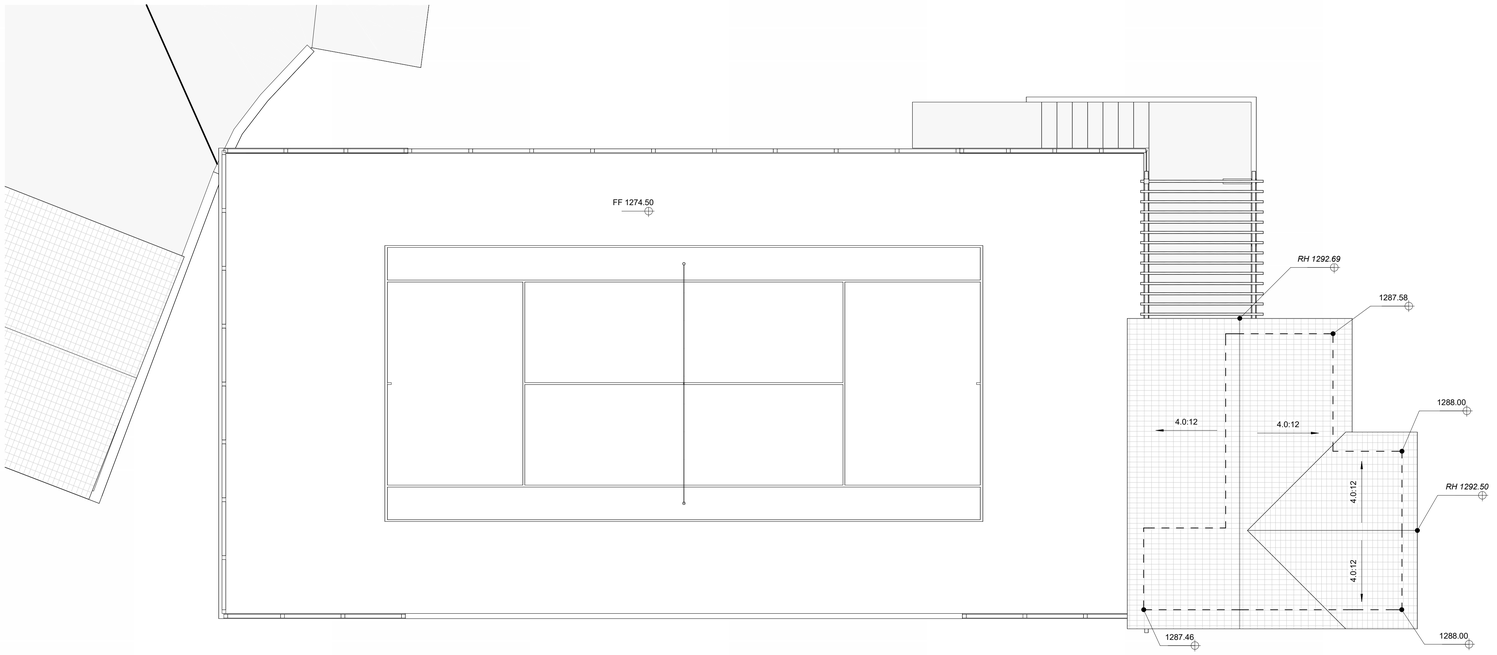
WEST (POSSUM) ELEVATION 05
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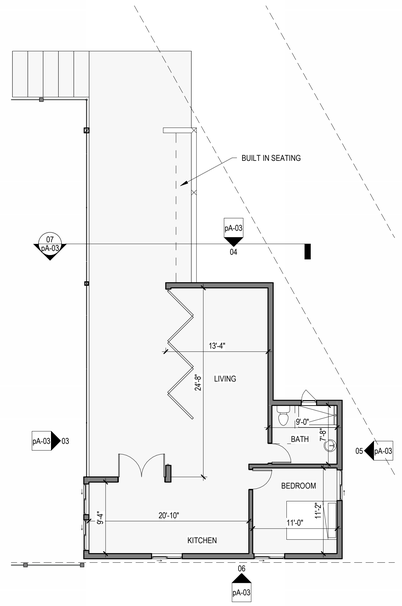
NORTH (SIDE) ELEVATION 04
1/8" = 1'-0"



EAST (COURT) ELEVATION 03
1/8" = 1'-0"



GUESTHOUSE ROOF PLAN 02
1/8" = 1'-0"



GUESTHOUSE PLAN 01
1/8" = 1'-0"

WHITCOMBE RESIDENCE

2 POSSUM RIDGE ROAD
ROLLING HILLS, CA 90274

PROPOSED GUESTHOUSE AND COURT

SCALE: 1/8" = 1'-0"

DESIGNER:
Campbell ARCHITECTS

10.30.24 PLANNING

REV. #	DATE	DESCRIPTION

pA-03

All ideas, designs and plans indicated or represented by these drawings are owned by and are property of the Architect and were created and developed for use in connection with the specified project. None of such ideas, designs or plans shall be used for any purpose whatsoever without the written permission of the Architect.

12/5/2024 9:39:12 AM

Agenda Item No.: 10.B
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **STEPHANIE GRANT, ASSISTANT PLANNER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **ZONING CASE NO. 24-053: CONDITIONAL USE PERMIT FOR A DETACHED STRUCTURE THAT EXCEEDS 200 SQUARE FEET LOCATED AT 74 EASTFIELD DRIVE, ROLLING HILLS, CA 90274, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 119-EF) (COCKE)**

DATE: **January 27, 2025**

BACKGROUND:
On December 17, 2024, the Planning Commission (4 commissioners were present) held a field trip at the subject property and continued to the evening meeting. During the meeting, staff presented the project. No members of the public attended, aside from the applicant. After review and discussion, the Commission voted unanimously (4-0) to approve the project.

The subject property, located at 74 Eastfield Drive, is zoned RAS-1. It is developed with a 4,040-square-foot residence, a 748-square-foot attached garage, an 834-square-foot pool/spa, 64 square feet of pool equipment, an 82-square-foot service yard, a 336-square-foot trellis (#1), and a 165-square-foot trellis (#2). A future 1,000-square-foot equestrian set-aside area is designated on the south side of the property, outside of the setbacks.

The lot measures 490 feet in depth and 170 feet in width. The front portion of the property (west side) is accessible from Eastfield Drive and includes a driveway leading to the main residence on the building pad. Behind the main residence, on the building pad, are the existing pool, spa, and trellises, along with a partial pathway extending down the slope. The rear portion of the lot (east side) is steeply sloped and largely non-buildable.

DISCUSSION:

On June 25, 2024, Kelly Sutherlin McLeod Architecture Inc., on behalf of property owners David and Catherine Cocke, submitted a Conditional Use Permit application to allow a 498-

square-foot cabana, exceeding the maximum allowable size of 200 square feet for a detached accessory structure.

Conditional Use Permit

The property features two existing trellises. The first trellis (#1) is 336 square feet and located north of the existing pool on the northeast portion of the building pad. The second trellis (#2) is 165 square feet and situated south of the existing pool on the southeast corner of the building pad. Photos of the second trellis (#2) and the silhouette of the proposed cabana are included in Attachment 6.

The existing 165-square-foot trellis (#2) will be demolished and replaced with a new 498-square-foot detached cabana featuring three open sides and a maximum height of 18.6 feet. The project also includes 93 square feet of new pool decking, with no grading required as the area is already developed and flat. The design of the cabana aligns with the rural aesthetic of the City's ranch style and has been approved by the Rolling Hills Community Association (RHCA).

According to Rolling Hills Municipal Code (RHMC) Section 17.16.030, a Conditional Use Permit is required for any detached accessory structure exceeding 200 square feet. The proposed cabana requires approval because its size exceeds the maximum allowable area by 298 square feet, resulting in a total of 498 square feet.

Setbacks

The proposed conditional use complies with all applicable development standards of the RAS-1 Zone, districts, setbacks, and location. The new cabana complies with all of the development standards of the RHMC.

Lot Coverage and Building Pad Coverage

The Project complies with the Development Standards of the RHMC. The existing structural coverage is 6,269 square feet or 10.9%. The project proposes a net of 333 square feet or 0.1%, for a total of 6,602 square feet or 9.7%. This is still under the maximum allowed 20% structural coverage.

The existing flatwork coverage is 7,328 square feet or 10.8%, and the project proposes 93 square feet or (0.1%) of structural cove age for a total of 7,421 square feet or 10.9%. This is still under the maximum allowed 15% structural coverage.

The project proposes to add 426 square feet or 0.1% of combined structural and flatwork coverage. The total overall structural and flatwork coverage will result in 14,023 square feet or 20.6%, which is still well under the maximum allowed 35% structural and flatwork coverage. See Attachment 4 for more details.

There is one main residential building pad with a total pad area of 23,300 square feet. Existing coverage with deductions is 6,269 square feet or 27.0%, and with an increase of 333 square feet or .01%, and the total proposed Building Pad Coverage with deductions is 6,602 square feet or 28.0%, this is still under the maximum 30% guideline.

The total disturbed area is 46,965 square feet or 69.1% and exceeds the 40% maximum guideline by 29.1%. The proposed project is located in an area that is already disturbed and developed; therefore, a variance is not required.

Environmental Review

The proposed project has been determined to not have a significant effect on the environment and is categorically exempt from the provisions of CEQA pursuant to Section 15303 (New Construction or Conversion of Small Structures) of the CEQA Guidelines.

Public Noticing and Correspondence

Notification of the development and Planning Commission meeting was published in the Daily Breeze on December 6, and public notices were mailed to residents within a 1,000-foot radius of the development on December 6, 2024 (Attachment 1).

Public Comments
Staff has not received any comments or concerns regarding the project.

CONDITIONAL USE PERMIT CRITERIA

RHMC Section 17.42.50 - Basis for approval or denial of conditional use permit

The Commission (and Council on appeal), in acting to approve a conditional use permit application, may impose conditions as are reasonably necessary to ensure the project is consistent with the General Plan, compatible with surrounding land use, and meets the provisions and intent of this title. In making such a determination, the hearing body shall find that the proposed use is in general accord with the following principles and standards:

1. That the proposed conditional use is consistent with the General Plan;
2. That the nature, condition, and development of adjacent uses, buildings, and structures have been considered and that the use will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures;
3. That the site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed;
4. That the proposed conditional use complies with all applicable development standards of the zoning district;
5. That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities;
6. That the proposed conditional use observes the spirit and intent of this title.

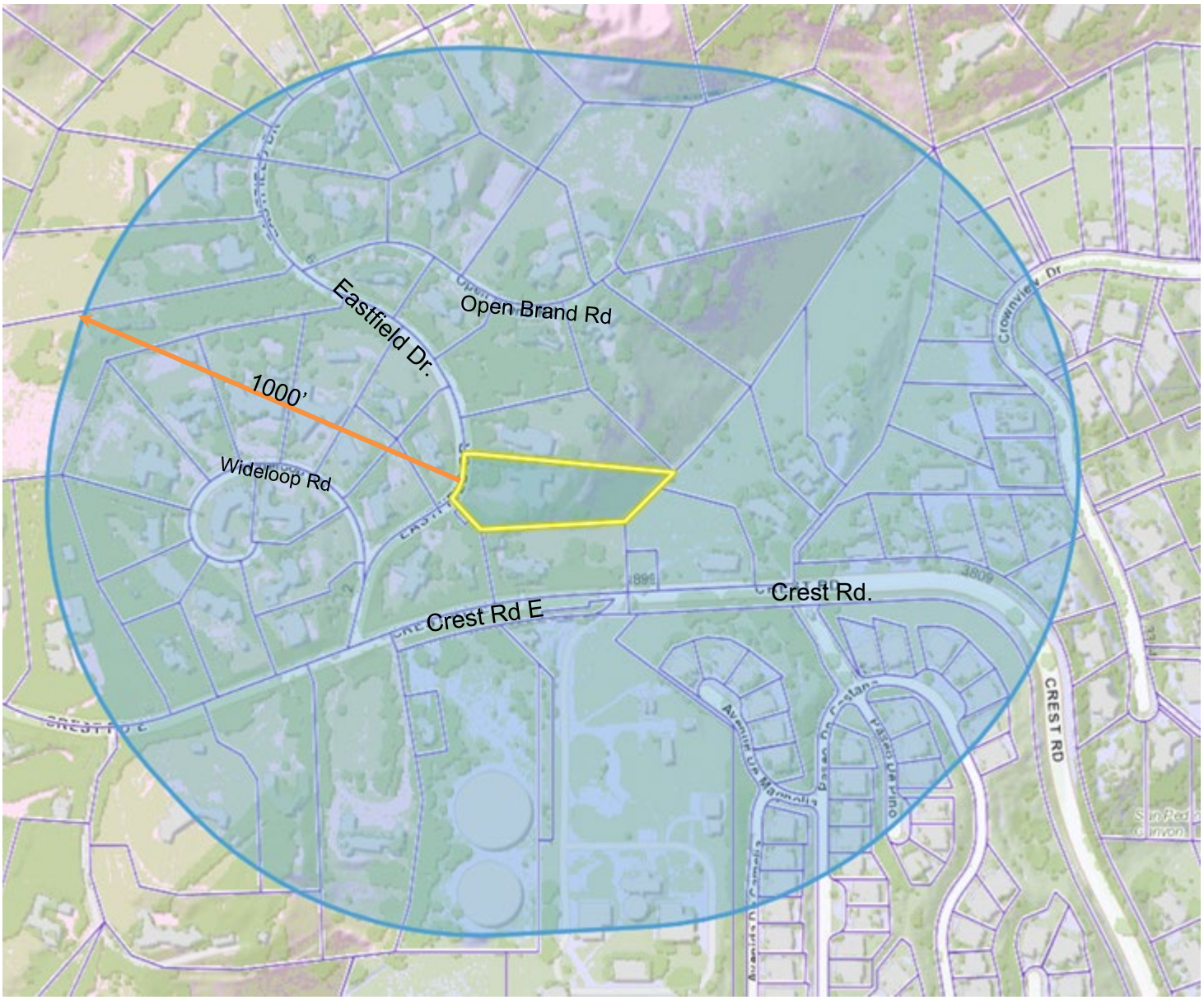
FISCAL IMPACT:
None.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:
Attachment 1: PL_ADR_241211_74EastfieldDrive_ZC24-053_1000FT_RadiusMap.pdf
Attachment 2: PL_ADR_241211_174EastfieldDrive_ZC24-0536_VicinityMap_Google.pdf
Attachment 3: PL_ADR_241211_74EastfieldDrive_ZC24-053_GISParcelMap.pdf
Attachment 4: PL_ADR_241211_74EastfieldDr_ZC24-053_DevelopmentTable.pdf

Attachment 5: 2024-15_PC_Resolution_74EastfieldDrive_ZC24-053_Cocke_D.pdf
Attachment 6: PL_ADR_241212_74EastfieldDrive_ZC24-053_Photos.pdf
Attachment 7: PL_ADR_74EastfieldDr_ZC23-148_241115_Plans_SecondSubmittal.pdf



City of Rolling Hills

ROLLING HILLS, CA 90274

TITLE VICINITY MAP

CASE NO. Zoning Case No. 24-053
Conditional Use Permit

OWNER Cocke

ADDRESS 74 Eastfield Drive, Rolling Hills 90274

SITE

Vicinity Map: 74 Eastfield Drive



City of Rolling Hills

74 Eastfield Drive_Zoning Case No. 24-053





Legend

- Parcel
  74 Eastfield Drive

Notes

Aerial Map

0.1 0 0.07 0.1 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Development Table Zoning Case No. 24-053 74 Eastfield Dr.			
CONDITIONAL USE PERMIT	**EXISTING**	**PROPOSED**	**TOTAL**
RA-S-1 Zone Conditional Use Permit for Detached Accessory structure to exceed 200 SF			
Net Lot Area	67,950 SF	0 SF	67,950 SF
Residence	4,040 SF	0 SF	4,040 SF
Garage	748 SF	0 SF	748 SF
Swimming Pools/Spa	834 SF	0 SF	834 SF
Pool Equipment	64 SF	0 SF	64 SF
Guest House	0 SF	0 SF	0 SF
Cabana	0 SF	498 SF	498 SF
Stable	0 SF	0 SF	0 SF
Recreation Court	0 SF	0 SF	0 SF
Attached Covered Porches	0 SF	0 SF	0 SF
Entryway/Porte Cochere, Breezeways	0 SF	0 SF	0 SF
Attached Trellises	0 SF	0 SF	0 SF
Detached Structures: Trellises	336 SF	0 SF	336 SF
Service Yard	82 SF	0 SF	82 SF
Other: Trellis #2 Removal	165 SF	-165 SF	-165 SF
Basement Area Depth of Basement	0 SF 0 FT	0 SF 0 FT	0 SF 0 FT
Primary Driveway	4,968 SF	0 SF	4,968 SF
Paved Walkways, Patio Areas, Courtyards	0 SF	0 SF	0 SF
Pool Decking	2,360 SF	93 SF	2,453 SF
Other Paved Driveways, Road Easements, Parking Pads	0 SF	0 SF	0 SF
Grading (balanced onsite)	0 CY	0 CY CUT 0 CY FILL	0 CY TOTAL
Structural Lot Coverage (20% maximum with deductions)	6,269 SF (9.2%)	333 SF (0.1%)	6,602 SF (9.7%)
Flatwork Lot Coverage (15% maximum)	7,328 SF (10.8%)	93 SF (0.1%)	7,421 SF (10.9%)
Total Lot Coverage (Structures and Flatwork) (35% maximum with deductions)	13,597 SF (20.0%)	426 SF (0.1%)	14,023 SF (20.6%)
Total Disturbed Area (40% maximum)	46,965 SF (69.1%)	0 SF (0%)	46,965 SF (69.1%)
Building Pad 1 (23,300 SF) (30% Maximum Guideline)	6,269 SF STRUCTURE AREA (27%)	333 SF STRCTURE AREA (0.1%)	6,602 SF STRUCTURE AREA (28%)

RESOLUTION NO. 2024-15

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 24-053 FOR A CONDITIONAL USE PERMIT FOR A DETACHED STRUCTURE THAT EXCEEDS 200 SQUARE FEET LOCATED AT 74 EASTFIELD DRIVE, ROLLING HILLS, CA 90274, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 119-EF) (COCKE)

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. On June 25, 2024, the applicant, Kelly Sutherlin McLeod Architecture Inc., on behalf of the property owners David Cocke and Catherine Cocke, submitted a Conditional Use Permit application for a 498 square foot cabana to exceed 200 square feet.

Section 2. The Planning Commission considered this item at a duly noticed public hearing on December 17, 2024. The Planning Commission reviewed and considered the staff report, reviewed and considered the Applicant's request, public testimony, and other information on the record.

Section 3. The applicant was notified of the public hearing in writing by first class mail. Neighbors within 1,000-foot radius were notified of the public hearings and a notice was published in the Daily Breeze on December 6, 2024. Evidence was heard and presented from all persons interested in affecting said proposal and from members of the City staff and the Planning Commission having reviewed, analyzed and studied said proposal. The applicant was in attendance at the hearing.

Section 4. The Project is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the proposed Project is for a new accessory detached structure—a 498 square foot cabana. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. The site has already been developed and the proposed new cabana will be constructed in an area that already has an existing trellis. The existing 165 square foot trellis will be demolished and replaced with a new 498 square foot cabana.

Section 5. The gross lot area is 1.65 acres (71,920 square feet) in the RAS-1 zoning district. For development purposes, the net lot area, which excludes the roadway easement, is 1.55 acres (67,950 square feet). There is one residential building pad, the main residential pad, which is 6,602 square feet. The property is developed with a 4,040-

square-foot residence with a 748-square-foot attached garage, 834 square feet pool/spa, 64 square foot pool equipment, 82 square foot service yard, 336 square foot trellis (1st Trellis), and 165 square foot trellis (2nd Trellis).

Section 6. Conditional Use Permit Findings. RHMC Section 17.16.040(A)(3) requires a Conditional Use Permit for a structure that exceeds 200 square feet. The Applicant is proposing a 498 square-foot cabana. Given the foregoing, in accordance with RHMC Section 17.42.050, the Planning Commission makes the following findings:

A. That the proposed conditional use is consistent with the General Plan.

The granting of a Conditional Use Permit for the cabana is consistent with the purposes and objectives of the Zoning Ordinance and General Plan because the use is consistent with similar uses in the community, and meets all the applicable code development standards for such use. The Project is compatible with existing land uses as other properties in the same zone have a cabana. The Project is consistent with Open Space and Conservation Element Goal 2, which aims for expanded opportunities for outdoor recreation.

B. That the nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures.

The nature, condition, and development of adjacent structures have been considered, and the Project will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures because the existing 165 square foot trellis will be demolished, and a new 498 square foot cabana will be constructed. The new cabana meets all of the development standards in the Rolling Hills Municipal Code.

C. That the site for the proposed conditional use is of adequate size and shape to accommodate the uses and buildings proposed.

The proposed conditional use complies with all applicable development standards in the RAS-1 Zone. The net lot area is 1.55 acres and is adequate to support the proposed use. The new cabana will not exceed the maximum allowable 800 square feet maximum.

D. That the proposed conditional use complies with all applicable development standards of the zone district.

That the proposed conditional use complies with all applicable development standards of the RAS-1 Zone, districts, including size, setbacks, and location. The new cabana complies with all of the development standards of the Rolling Hills Municipal Code.

E. That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.

The proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities because the Project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

F. That the proposed conditional use observes the spirit and intent of this title.

The cabana allows the Applicant the ability to enjoy rights enjoyed by other residents in the City. The proposed use is consistent with the residential character of the City.

Section 7. Based upon the foregoing findings, the Planning Commission hereby approves the Conditional Use application in Zoning Case No. 24-053 subject to the following conditions:

A. Conditional Use Permit approvals shall expire within two years from the effective date of approval if construction pursuant to this approval has not commenced within that time period, as required by 17.42.070(A) of the Rolling Hills Municipal Code, or the approval granted is otherwise extended pursuant to the requirements of those sections.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted, the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. All requirements of the Building and Construction Code, the Zoning Code, and of the zone in which the subject property is located must be complied with, including the Outdoor Lighting Ordinance, unless otherwise set forth in this approval, or shown otherwise on an approved plan.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file and approved by the Planning Commission on December 17, 2024. Prior to submittal of final working drawings to the Building and Safety Department for issuance of grading and/or building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

E. The conditions of approval specified herein shall be printed on all construction plans and shall be available at the construction site at all times.

F. The licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

G. The person obtaining a building and/ or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

H. The project must be reviewed and approved by RHCA.

I. Structural lot coverage shall not exceed 6,602 square feet or 9.7% of the net lot area in conformance with the zoning requirement.

J. The total flatwork coverage shall not exceed 7,421 square feet or 10.9%, in conformance with the zoning code ordinance.

K. The total structural coverage on the residential building pad shall not exceed 6,206 square feet or 28.0%.

L. Total lot coverage of structures and paved areas shall not exceed 14,023 square feet, or 20.6% in conformance with the zoning ordinance.

M. The existing disturbance of the net lot shall not exceed 46,965 square feet of surface area or 69.1% of the net lot area. There is no addition disturbance, the cabana is located in an area that is already disturbed.

N. Prior to any further grading activity, the applicants shall inform the City and RHCA staff of the date and time of this activity. Workers shall implement Best Management Practices to assure that streets and adjacent properties are not impacted.

O. Prior to issuance of a grading permit a detailed landscaping plan shall be submitted to City staff for review. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. A final inspection shall not be granted unless the slopes are vegetated.

P. The graded areas shall be landscaped and continually maintained in good condition. Any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that will not result in a hedge like screening and will not impair views from neighboring properties.

Q. If applicable, the applicant shall be required to conform to the City of Rolling Hills Water Efficient Landscape Ordinance, Chapter 13.18 of the Municipal Code.

R. The applicants shall submit a detailed drainage plan to the City's drainage engineer. This project shall meet the requirements of the City's Low Impact Development portion of the Storm Water Management and Pollution Control ordinance, if applicable. The applicant shall comply with grading requirements relative to submittal of grading and construction reports as required by the Building Official. In order to prevent sediments and water run-off from reaching the canyon from the disturbed slopes by December 17, 2025, an erosion control plan shall be submitted to the Building Department and implemented, even if grading permits have not been issued by that time.

S. The applicants shall secure all permits from the Department of Building and Safety prior to commencing any work. Consult with the California Department of Fish and Wildlife for additional requirements.

T. Minimum of 65% of the construction material spoils shall be recycled and diverted from landfills. The hauler shall obtain a Construction and Demolition permit from the City and provide proof of recycling.

U. There shall be no discarding of any debris, trash, soil and construction spoils or any other material into the canyon or deposited anywhere on the property, including easements. No grading, planting, structures, drainage devices or hardscape, including driveways, or storage of any objects including building materials shall take place in the easements, unless approved by the RHCA.

V. The City or the Building Department may require a construction fence for the duration of the grading for this project. Such fence shall not be located in any easement or cross over trails or natural drainage course and shall be removed immediately upon completion of the grading work.

W. In addition, any construction facility, such as a construction trailer/office or portable toilets, to a maximum extent practicable, shall be located in a manner not visible from the street, and be in a location satisfactory to City staff.

X. During construction, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

Y. Construction vehicles or equipment, employees' vehicles, delivery trucks shall not impede any traffic lanes to maximum extend practical; if traffic must be blocked in order to aid in the construction, no more than a single lane may be blocked for a short period of time and flagmen utilized on both sides of the impeded area to direct traffic.

Z. During construction, all parking shall take place on the project site, and, if necessary, any overflow parking may take place within the unimproved roadway easement along Portuguese Bend Road, and shall not obstruct neighboring driveways or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. A minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and clear at all times.

AA. No drainage device may be located in such a manner as to contribute to erosion or in any way affect a slope, an easement, trail or adjacent properties. The energy dissipaters shall be designed in such a manner as to not cross over any equestrian trails or easements. The drainage system(s) shall not discharge water onto a trail, shall incorporate earth tone colors, including in the design of the dissipater and shall be screened from any trail and neighbors' views to the maximum extent practicable, without impairing the function of the drainage system.

BB. The property owners shall be required to conform to the Regional Water Quality Control Board and County Public Works Department requirements for the installation of best management practices (BMPs) related to solid waste and storm water management, including erosion control measures, and post construction maintenance of stormwater drainage facilities.

CC. During construction, conformance with the air quality management district requirements shall be complied with, so that people or property are not exposed to undue vehicle trips, noise, dust, and objectionable odors.

DD. The property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code.

EE. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at: http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

FF. The property on which the project is located shall maintain an area of minimum of 1,000 square feet to provide an area meeting all standards for a corral with access thereto, if applicable.

GG. Until the applicants execute and record an Affidavit of Acceptance of all conditions of this Conditional Use Permit approval, as required by the Municipal Code, the approval shall not be effective.

HH. Prior to final inspection of the project, “as graded” and “as constructed” plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the project during construction, shall be depicted on the “as built/as graded” plan.

II. Any proposed modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether the modification is minor or major in mature. Minor modifications are subject to approval by the City Manager or his or her designee. Major modifications are subject to approval by the Planning Commission after a public hearing. The applicant shall not implement modifications or changes to the approved project without the appropriate approval from the City Manager or designee or the Planning Commission, as required. Minor adjustments to the project regarding grading or soil retention may be approved by staff.

JJ. To the extent permitted by law, Permittee shall defend, indemnify and hold harmless the City of Rolling Hills, its City Council, its officers, employees and agents (the “indemnified parties”) from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the City its actual attorney’s fees and costs in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice. The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this permit. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

KK. All conditions of the Conditional Use Permit approvals, that apply, shall be complied with prior to the issuance of grading or building permit from Building & Safety Department.

LL. Any action challenging the final decision of the City as a result of the public hearing on the application must be filed within the time limits set forth in section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF DECEMBER 2024.

_____
BRAD CHELF, CHAIRMAN

ATTEST:

_____
CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2024-15 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 23-148 FOR A CONDITIONAL USE PERMIT FOR A DETACHED STRUCTURE THAT EXCEEDS 200 SQUARE FEET LOCATED AT 74 EASTFIELD DRIVE, ROLLING HILLS, CA 90274, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 119-EF) (COCKE)

was approved and adopted at a regular meeting of the Planning Commission on December 17, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

_____
CHRISTIAN HORVATH, CITY CLERK

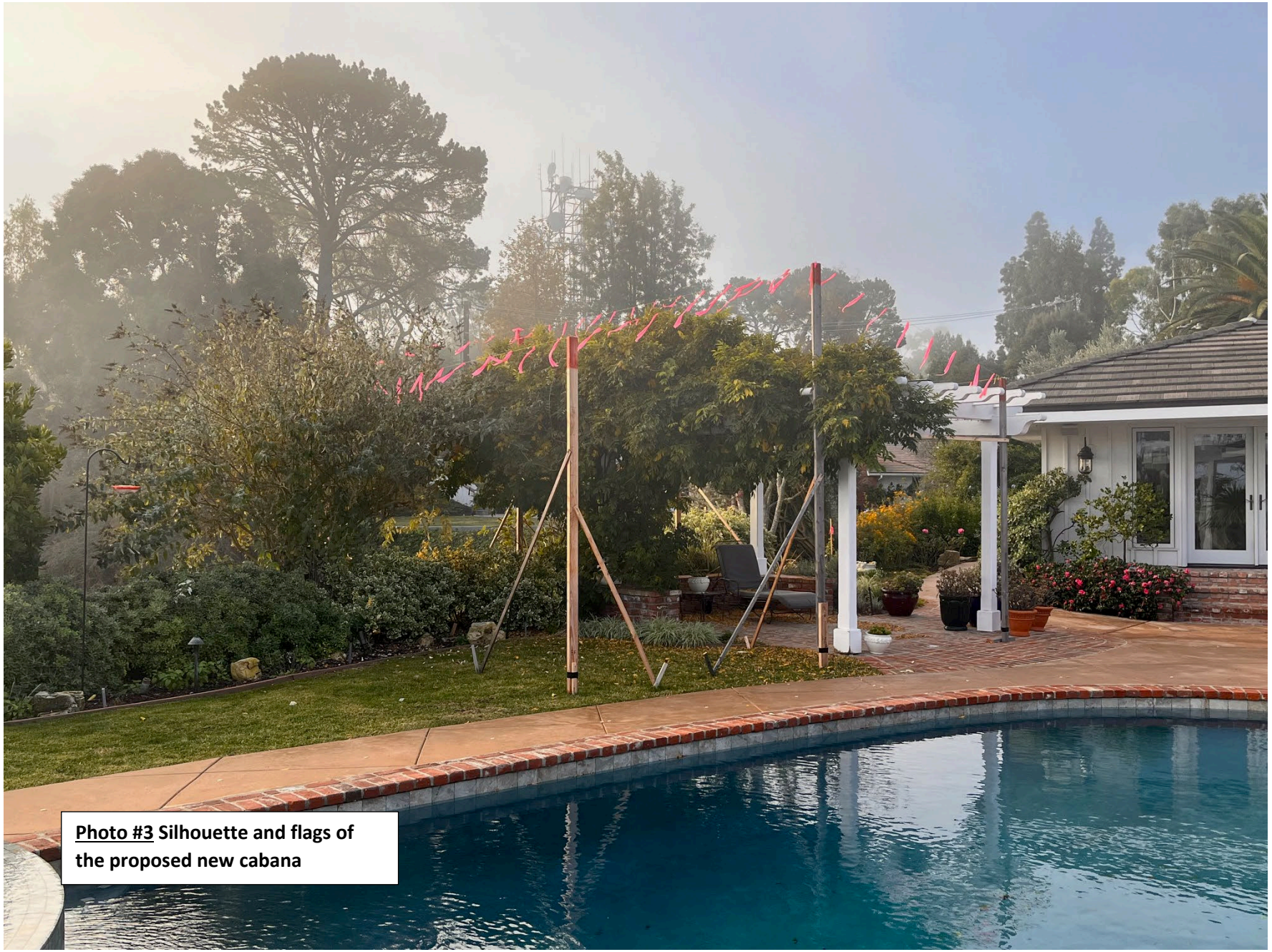
74 Eastfield Drive Photos



Photo #1 The existing 165 SF Trellis will be removed and replaced with the new cabana



<u>Photo #2</u> Silhouette and flags of the proposed new cabana



<u>Photo #3</u> Silhouette and flags of the proposed new cabana

RECEIVED
By Stehanie Grant at 8:56 am, Nov 15, 2024

Pool Pavilion

74 Eastfield Drive
Rolling Hills, California 90274

ABBREVIATIONS

A.B.	ANCHOR BOLT	HDW.	HARDWARE
ABV.	ABOVE	H.T.	HEIGHT
APPROX.	APPROXIMATELY	H.M.	HOLLOW METAL
ARCH.	ARCHITECT	HR.	HOUR
BD.	BOARD	H.W.H.	HOT WATER HEATER
BLDG.	BUILDING	IN	INCHES
BLK.	BLOCK	INSUL.	INSULATION
BLW.	BELOW	INT/INTR.	INTERIOR
B.O.	BOTTOM OF	JST.	JOIST
BYD.	BEYOND	JT.	JOINT
CAB.	CABINET	LAM.	LAMINATED
C.B.	CATCH BASIN	MFR.	MANUFACTURER
C.J.	CEILING JOIST	MAT.	MATERIAL
CL.	CENTER LINE	MAX.	MAXIMUM
CLR.	CLEAR	MIN.	MINIMUM
CLG.	CEILING	MISC.	MISCELLANEOUS
COL.	COLUMN	MECH.	MECHANICAL
CONC.	CONCRETE	MET. / MTL.	METAL
CONST.	CONSTRUCTION	N. I. C.	NOT IN CONTRACT
CONT./CONTIN.	CONTINUOUS	PART.	PARTITION
CER.	CERAMIC	PLAS.	PLASTER
DEMO.	DEMOLITION	PL.	PLATE
DET./ DTL.	DETAIL	P.W.	PLYWOOD
D.F.	DOUGLAS FIR	R.	RADIUS
DIA./ DIAM.	DIAMETER	R.D.	ROOF DRAIN
DIM.	DIMENSION	R.R.	ROOF RAFTER
DN.	DOWN	REINF.	REINFORCEMENT
D.S.	DOWNSPOUT	REQ'D.	REQUIRED
DWG.	DRAWING	RETAINS./ RET'G.	RETAINING
EA.	EACH	REV.	REVISION
ELEC.	ELECTRICAL	REC.	RECOMMENDATION
ELEV.	ELEVATION	SEC.	SECTION
EQ.	EQUAL	SIM.	SIMILAR
EX./(E)/EXISTG.	EXISTING	SHT.	SHEET
EQUIP.	EQUIPMENT	SPECS.	SPECIFICATIONS
EXT./ EXT'R.	EXTERIOR	S.S.	STAINLESS STEEL
F.F.	FINISH FLOOR	STL.	STEEL
F.G.	FIBERGLASS	STRUCT.	STRUCTURAL
FIN.	FINISH	SUSP.	SUSPENDED
FLR.	FLOOR	TEL.	TELEPHONE
F.P.	FIRE PROOF	TEMP.	TEMPORARY
FLUOR.	FLUORESCENT	THK.	THICKNESS
F.O.S.	FACE OF STUD	T.O.	TOP OF
F.H.	FIRE HYDRANT	TYP.	TYPICAL
FTG.	FOOTING	U.G.	UNDERGROUND
G.C.	GENERAL CONTRACTOR	VER.	VERIFY IN / ARCHITECT
GA.	GAUGE	VERT'L.	VERTICAL
GALV.	GALVANIZED	V.G.	VERTICAL GRAIN
GL. / GLS.	GLASS	W. / W/	WITH
GYP.	GYPSUM	W.P.	WATER PROOF

SEPARATE PERMITS:

ROLLING HILLS COMMUNITY ASSOCIATION

SEE APPROVAL LETTER SHEET A-0.1

DAVID & KATE COCKE	KSM ARCHITECTURE	119-EF
74 EASTFIELD DRIVE	COVERED POOL PAVILION	P.C. #7466

CODES

2022 EDITION OF TITLE 24 BUILDING STANDARDS CODE:
PART 1 CA ADMINISTRATIVE CODE (CAC)
PART 2 CA BUILDING CODE (CBC)
PART 2.5 CA RESIDENTIAL CODE (CRC)
PART 3 CA ELECTRICAL CODE (CEC)
PART 4 CA MECHANICAL CODE (CMC)
PART 5 CA PLUMBING CODE (CPC)
PART 6 CA ENERGY CODE (CEEC)
PART 8 CA HISTORICAL CODE (CHBC)
PART 9 CA FIRE CODE (CFC)
PART 10 CA EXISTING BUILDING CODE (CEBC)
PART 11 CA GREEN BUILDING STANDARDS (CAL GREEN)
PART 12 CA REFERENCE STANDARD CODE

ROLLING HILLS MUNICIPAL CODE

ALL PORTIONS OF NEW CONSTRUCTION SHALL COMPLY WITH REQUIREMENTS OF CURRENT CODES AND REGULATIONS AS AMENDED BY THE CITY OF ROLLING HILLS, CALIFORNIA

SYMBOLS

- 2 / 5 — ELEVATION DRAWING NUMBER / SHEET NUMBER
- N — WALL REFERENCE NUMBER
- 3 / 6 — DETAIL DRAWING NUMBER / SHEET NUMBER
- 1 / 4 — ELEVATION DRAWING NUMBER / SHEET NUMBER
- 2 — DOOR NUMBER
- 3 — WINDOW NUMBER
- 1 — REVISION NUMBER

NEW CONSTRUCTION
EXISTING STRUCTURE TO REMAIN
EXISTING STRUCTURE TO BE DEMOLISHED

DIMENSIONS
FACE OF FINISH
FACE OF FRAMING

EARTHWORK
CONCRETE
MASONRY
STEEL
PLASTER OR AS NOTED
CERAMIC TILE
FINISH WOOD
PLYWOOD
THERMAL INSULATION
ACOUSTIC INSULATION

PROJECT DESCRIPTION

REMOVAL OF EXISTING TRELLIS AND REPLACING WITH PROPOSED COVERED POOL PAVILION DETACHED FROM EXISTING SINGLE FAMILY RESIDENCE AND GARAGE TO REMAIN.

PROJECT INFORMATION

PROJECT ADDRESS:
74 EASTFIELD DRIVE
ROLLING HILLS, CA 90274

APN: 7567-004-037

LEGAL DESCRIPTION:
LOT 118 OF RECORD OF SURVEY IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS RECORDED IN R.S 6 - 10 IN THE COUNTY OF LOS ANGELES RECORDERS OFFICE

ZONING:	RAS-1 - RESIDENTIAL AGRICULTURE-SUBURBAN
OCCUPANCY:	R-3 SINGLE FAMILY RESIDENTIAL, GROUP U
CONSTRUCTION TYPE:	TYPE V-B
FIRE SPRINKLERS:	NONE
ZONING CASE NO.:	23-148

PROJECT DATA

1- LOT SIZE: 71,832.32 S.F. OR ± 1.65 ACRES

ALLOWED

2- MAX LOT COVERAGE
BY STRUCTURES: 20%
BY STRUCTURES & IMPERVIOUS SURFACES 30%

3- HEIGHT LIMITATION: 1 STORY

4- SETBACKS:
FRONT: 50 FT.
SIDE: 20 FT.
REAR: 50 FT.

5- LOT COVERAGE CALCULATION

NET LOT AREA 71,920 S.F.

AREA AND STRUCTURES	EXISTING	PROPOSED	TOTAL
RESIDENCE	4040 S.F.	0 S.F.	4040 S.F.
GARAGE	748 S.F.	0 S.F.	748 S.F.
SWIMMING POOL/SPA	834 S.F.	0 S.F.	834 S.F.
POOL EQUIPMENT	64 S.F.	0 S.F.	64 S.F.
DETACHED STRUCTURES:			
GAZEBO & BBQ	336 S.F.	0 S.F.	336 S.F.
TRELLIS #2 (REMOVAL)	165 S.F.	-165 S.F.	-165 S.F.
OTHER- (N) POOL PAVILION	0 S.F.	498 S.F.	498 S.F.
BASEMENT	N/A	N/A	N/A
TOTAL STRUCTURES	6,187 S.F.	333 S.F.	6,520 S.F.
% STRUCTURAL COVERAGE 20% MAX. ALLOWED	8.6%		9.1%

IMPERVIOUS SURFACES	EXISTING	PROPOSED	TOTAL
PRIMARY DRIVEWAY(S) PAVED WALKS/PATIO AREAS/COURTYARDS	4,968 S.F.	0 S.F.	4,968 S.F.
POOL DECKING	2,360 S.F.	93 S.F.	2,453 S.F.
OTHER PAVED AREAS	0 S.F.	0 S.F.	0 S.F.
TOTAL IMPERVIOUS	7,328 S.F.	93 S.F.	7,453 S.F.
% IMPERVIOUS	10.2%		10.3%
TOTAL STRUCTURAL & IMPERVIOUS	13,515 S.F.	426 S.F.	13,973 S.F.
% TOTAL COVERAGE 30% MAX ALLOWED	18.8%	0.6%	19.5%

PROJECT TEAM

OWNER
DAVID AND KATE COCKE
74 EASTFIELD DRIVE
ROLLING HILLS, CA 90274
CONTACT: DAVID COCKE
TEL: (310) 714-2229
EMAIL: dcocke@structuralfocus.com

PROJECT ARCHITECT
KELLY SUTHERLIN MCLEOD ARCHITECTURE, INC.
3827 LONG BEACH BOULEVARD
LONG BEACH, CALIFORNIA, 90807
CONTACT: KELLY SUTHERLIN MCLEOD, FAIA
TEL: (562) 427-6697 FAX (562) 427-0527
EMAIL: kelly@ksmarchitecture.com

STRUCTURAL ENGINEER
STRUCTURAL FOCUS
19210 S. VERMONT AVENUE, BLDG B, SUITE 210
GARDENA,
CONTACT: DAVID M. COCKE, SE,F.SEI, F.ASCE, F.SEAOC
TEL: (310) 323-9924
CEL: (310) 714-2229
EMAIL: dcocke@structuralfocus.com

SURVEYOR
T. & M. SURVEYING
531 E. TRENTON AVENUE
ORANGE, CA
CONTACT: TY E. THOMAS
TEL: (714) 912-4042
CEL: (714) 906-8771
EMAIL: ty@tnmsurveying.com

CIVIL ENGINEER
JMC2
411 N. HARBOR BOULEVARD, SUITE 201
SAN PEDRO, CA 90731
CONTACT: JOHN M. CRUIKSHANK PE, FASCE
TEL: (310) 241-6550

SHEET INDEX

CONDITIONAL USE PERMIT 6/24/24

G-0.0	TITLE AND PROJECT INFORMATION
G-0.1	TOPOGRAPHIC MAP
G-0.2	TOPOGRAPHIC MAP
G-0.3	TOPOGRAPHIC MAP
G-0.4	ROLLING HILLS COMMUNITY ASSOCIATION APPROVAL LETTER

CIVIL

C-1.0	TITLE SHEET AND GENERAL NOTES
C-2.0	GRADING AND DRAINAGE PLAN

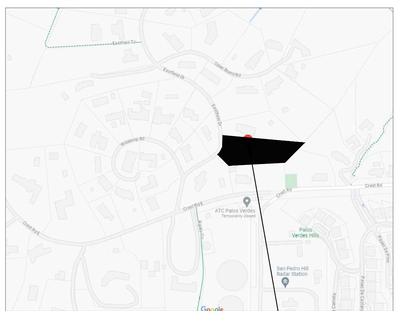
ARCHITECTURAL

A-0.5	VICINITY MAP
A-1.0	DISMANTLE SITE PLAN
A-1.1	PROPOSED SITE PLAN
A-2.0	PROPOSED FLOOR, ROOF PLAN, RCP & ELECTRIC DIAGRAM
A-4.0	PROPOSED EXTERIOR ELEVATIONS
A-5.0	PROPOSED BUILDING SECTIONS
A-8.0	DETAILS
A-8.1	DETAILS

STRUCTURAL

S-0.1	GENERAL STRUCTURES NOTES & DRAWING INDEX
S-0.2	GENERAL STRUCTURES NOTES CONTINUED
S-0.3	GENERAL STRUCTURES NOTES CONTINUED
S-0.4	GENERAL STRUCTURES NOTES CONTINUED
S-0.5	SYMBOLS & ABBREVIATIONS
S-1.0	TYPICAL CONCRETE DETAILS
S-1.1	TYPICAL CONCRETE & STEEL DETAILS
S-1.2	TYPICAL WOOD DETAILS
S-2.0	FLOOR & ROOF PLANS
S-5.0	DETAILS

VICINITY MAP



PROJECT LOCATION
74 EASTFIELD DRIVE
ROLLING HILLS, CA 90274

N
W E
S

CALL "DIG ALERT" PRIOR TO AN GROUND WORK OR EXCAVATION

APPROVALS

11/12/24 CONDITIONAL USE PERMIT

SHEET REVISIONS	DATE

KELLY SUTHERLIN McLEOD
ARCHITECTURE, INC.
3827 Long Beach Blvd. | Long Beach, CA 90807
562.427.6697 tel | 562.427.0527 fax
ksm@ksmarchitecture.com | www.ksmarchitecture.com

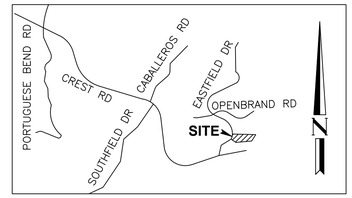
TITLE SHEET
PROJECT INFORMATION

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

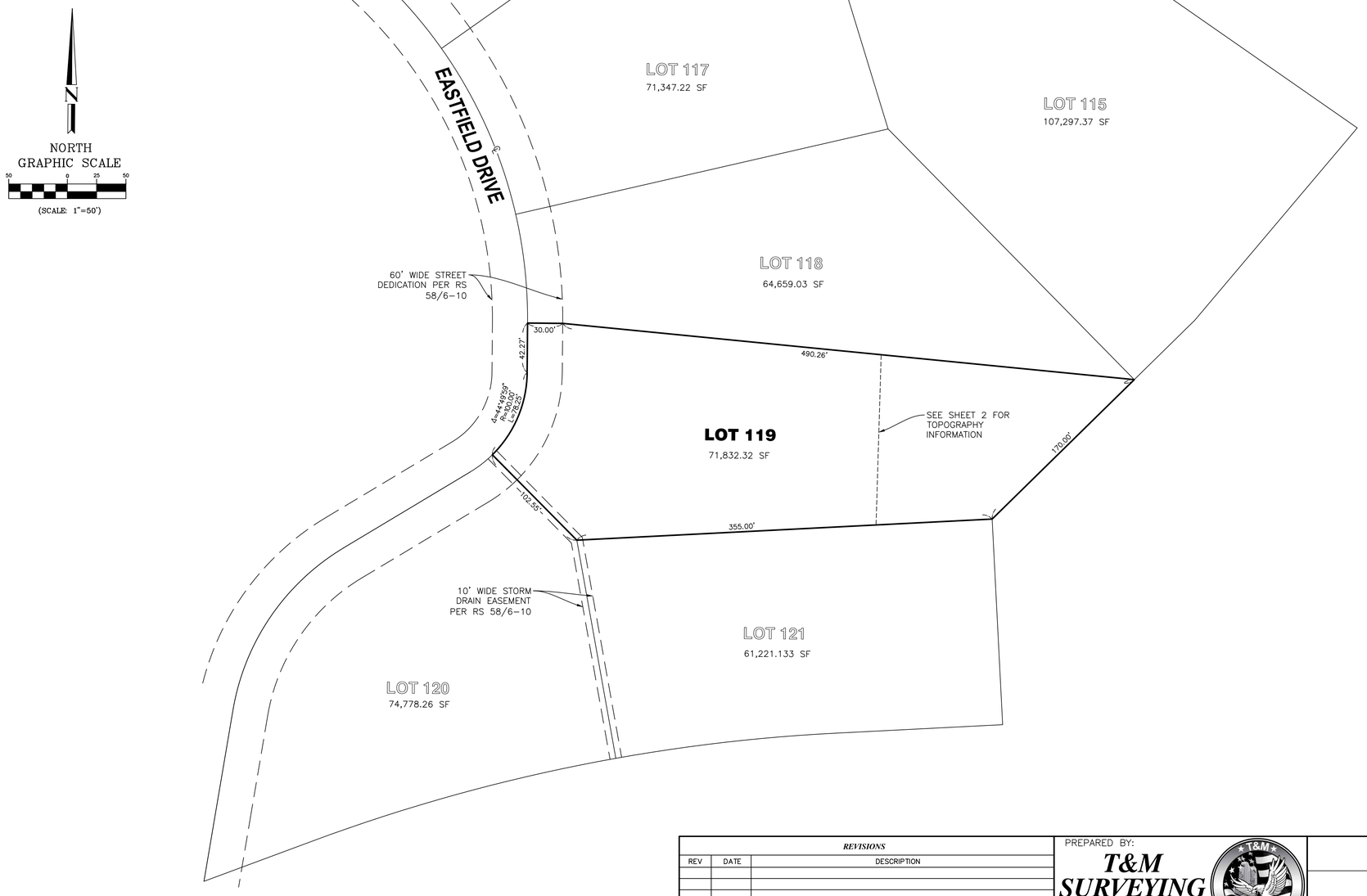
Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date 11/12/2024
Drawn KSM ARCHITECTURE, INC.
Job
Sheet G-0.0

TOPOGRAPHIC MAP
74 EASTFIELD DRIVE, CITY OF ROLLING HILLS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA



VICINITY MAP
NTS



LEGAL DESCRIPTION
LOT 119 OF RECORD OF SURVEY IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS RECORDED IN R.S. 6-10 IN THE COUNTY OF LOS ANGELES RECORDERS OFFICE.

BENCH MARK
THE FINISH FLOOR AT THE FRONT OF ENTRANCE TO THE RESIDENCE AT 74 EASTFIELD DRIVE, ROLLING HILLS AS SHOWN ON THE SITE PLAN APPROVED ON 6/17/63.
EL= 109.42'

TAX ASSESSOR'S PARCEL NO.
APN 7567-004-037

AREA
71,832.32 SF OR 1.65 ACRES ±

SURVEYOR'S NOTES
1. DISTANCES SHOWN ARE IN FEET AND DECIMALS THEREOF.
2. NO DISTANCES OR ANGLES SHOWN HEREON MAY BE ASSUMED BY SCALING.
3. NO EVIDENCE OF EARTHMOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS WERE OBSERVED ON THIS SITE.

UNLESS THIS PLAN HAS THE SEAL AND SIGNATURE OF THE SURVEYOR RESPONSIBLE FOR ITS PREPARATION. THIS IS NOT AN AUTHENTIC COPY OF THE ORIGINAL SURVEY AND SHALL NOT BE DEEMED RELIABLE.

PROPERTY LINES ARE SHOWN FROM RECORD MAPS, A BOUNDARY SURVEY WAS NOT COMPLETED.

SURVEYOR'S NOTE
THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS A CORRECT REPRESENTATION OF THE PROPERTY DESCRIBED HEREON.

1-19-2023
DATE

TY E. THOMAS
P.L.S. 9309 EXP. 9/30/2024

PROFESSIONAL LAND SURVEYOR
TY E. THOMAS
No. 9309
STATE OF CALIFORNIA

REVISIONS		
REV	DATE	DESCRIPTION

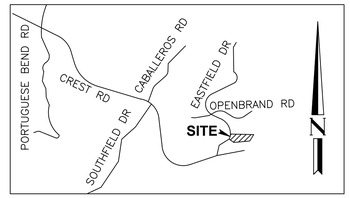
PREPARED BY:
T&M SURVEYING
531 E. TRENTON AVE.
ORANGE, CA.
OFFICE 714-912-4042 CELL 714-906-8771
WWW.TNMSURVEYING.COM

TOPOGRAPHIC MAP	-1651 PROJECT NO.
74 EASTFIELD DRIVE ROLLING HILLS, CALIFORNIA	SHEET 1 OF 3

TOPOGRAPHIC MAP

74 EASTFIELD DRIVE, CITY OF ROLLING HILLS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

NORTH
GRAPHIC SCALE
10 0 5 10
(SCALE: 1"=10')



VICINITY MAP
NTS

EASTFIELD DRIVE

SINGLE FAMILY RESIDENCE
4,882.70 SQ. FT.
(CALC'D FROM PERIMETER OF DIMENSIONS)
RE:126.48' FF:109.42'

349.16 sf GAZEBO

161.31 sf GAZEBO

POOL

JACUZZI

BBQ

FP

SHED

CHIMNEY

BRK STEPS

BRICK PATH

ROCK PATH

VEGETATION

VEGETATIVE SLOPE

MULCH & VEGETATION

MULCH & ROCKS

PLANTER

PLNTR

SHRUBS

GRASS

DIRT

WOOD

WOOD WALL

CONTINUED ON SHEET 3

LEGEND

℄	CENTER LINE
ℙ	PROPERTY LINE
AC	AIR CONDITIONER
ASPH	ASPHALT
CONC	CONCRETE
CN	COLUMN
CS	CRAWL SPACE
DI	DRAIN INLET
EB	ELECTRICAL BOX
FF	FINISH FLOOR ELEVATION
FP	FLAG POLE
GP	GUARD POST
GM	GAS METER
MB	MAIL BOX
PE	PIPE
PLE	POOL EQUIPMENT
PLNTR	PLANTER
PP	POWER POLE
PS	POST
RE	ROOF ELEVATION
TC	TOP OF CURB
TW	TREE WELL
WM	WATER METER
—o—o—	WOOD FENCE (WDF)
—□—□—	FARM FENCE (FMF)

SURVEYOR'S NOTE

THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS A CORRECT REPRESENTATION OF THE PROPERTY DESCRIBED HEREON.

TY E. THOMAS
P.L.S. 9309 EXP. 9/30/2024

1-19-2023
DATE

PROFESSIONAL LAND SURVEYOR · TY E. THOMAS · No. 9309 · STATE OF CALIFORNIA

NOTES

1. SLOPE CONTINUES TO PROPERTY LINE
2. PROPERTY LINES ARE SHOWN FROM RECORD MAPS, A BOUNDARY SURVEY WAS NOT COMPLETED.

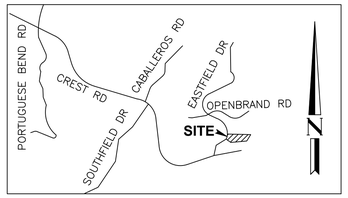
REVISIONS		
REV	DATE	DESCRIPTION

PREPARED BY:
T&M SURVEYING
531 E. TRENTON AVE.
ORANGE, CA.
OFFICE 714-912-4042 CELL 714-906-8771
WWW.TNMSURVEYING.COM

TOPOGRAPHIC MAP	-1651 PROJECT NO.
74 EASTFIELD DRIVE ROLLING HILLS, CALIFORNIA	SHEET 2 OF 3

TOPOGRAPHIC MAP
74 EASTFIELD DRIVE, CITY OF ROLLING HILLS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

NORTH
GRAPHIC SCALE
15 0 7.5 15
(SCALE: 1"=15')



VICINITY MAP
NTS

CONTINUED ON SHEET 3

LEGEND

℄	CENTER LINE
ℙ	PROPERTY LINE
AC	AIR CONDITIONER
ASPH	ASPHALT
CONC	CONCRETE
CN	COLUMN
CS	CRAWL SPACE
DI	DRAIN INLET
EB	ELECTRICAL BOX
FF	FINISH FLOOR ELEVATION
FP	FLAG POLE
GP	GUARD POST
GM	GAS METER
MB	MAIL BOX
PE	PIPE
PLE	POOL EQUIPMENT
PLNTR	PLANTER
PP	POWER POLE
PS	POST
RE	ROOF ELEVATION
TC	TOP OF CURB
TW	TREE WELL
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-o-o-	WOOD FENCE (WDF)
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REV	DATE	DESCRIPTION

PREPARED BY:
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TOPOGRAPHIC MAP	-1651 PROJECT NO.
74 EASTFIELD DRIVE ROLLING HILLS, CALIFORNIA	SHEET 3 OF 3

Rolling Hills Community Association
of Rancho Palos Verdes
No. 1 Portuguese Bend Rd. • Rolling Hills, Calif. 90274
(310) 544-6222 ROLLING HILLS CALIFORNIA (310) 544-6766 Fax

June 23, 2023

David & Kate Cocke
74 Eastfield Drive
Rolling Hills, CA 90274

Dear Mr. & Mrs. Cocke,

Below are the minutes from the June 20, 2023 meeting of the RHCA Architectural Committee relating to your submittal:

DAVID & KATE COCKE	**KSM Architecture**	**119-EF**
74 Eastfield Drive	Covered Pool Pavilion	P.C. #7466

The Committee reviewed and discussed revised plans for a 362 sq. ft. covered pool pavilion with homeowner David Cocke and architect Kelly McLeod. The Committee noted that requirements from the last meeting were addressed and approved the covered pool pavilion as submitted.

The decision of the Committee was unanimous, Phil Norman, Gordon Inman, George Sweeney, and Luis De Moraes.

Enclosed is your inspection card. This inspection card should be posted in a prominent, accessible area of the building site and shall be readily available to the Association Inspector. Also enclosed is the construction agreement. This agreement must be signed by the property owners and returned to the Association office immediately. If construction starts prior to us receiving a copy of the signed agreement, a stop order will be issued immediately for all construction.

INSPECTIONS

The Association will make at least five inspections during the construction process. The Inspector will either approve that portion of the construction or will notify the permit holder or agent of why it has failed to comply. The Association must sign-off of each inspection prior to the City or the County.

The first inspection the Association Inspector will make is the staking inspection. All property and easement lines must be clearly staked by a license engineer or surveyor and must remain in place until construction is completed. The next inspection made will be for the foundation of the structure. Call for inspection when the rebar is installed and prior to concrete being poured. Certification by a licensed engineer or surveyor indicating that the foundation is per plan may be required. Framing inspection will be made when the sheathing is installed. The Inspector will verify the window and door openings, plate and ridge heights, roof layout and the general framing of the building at this time. Certification of the ridge height may be required. The inspector will then make a preliminary inspection and will determine that the windows, doors, skylights, roofing materials, lighting and other finished are consistent with the approved plans and follow up approvals made by the Committee. Once all other inspections have been signed-off, a final inspection will be made when all the construction is completed, landscaping is installed and the structure is ready for occupancy. Please note that the Inspector will make periodic inspections to check progress through out the construction process.

*** This approval does not include City of Rolling Hills approval or Building and Safety approval. **Please contact these agencies prior to construction.** ***

If you have questions about the minutes, please contact me at the Association office.
Sincerely,

Ron Yamasaki
Architectural Administrator

cc: Kelly McLeod, KSM Architecture (Email)

11/12/24 CONDITIONAL USE PERMIT

SHEET REVISIONS | DATE

KELLY SUTHERLIN McLEOD
ARCHITECTURE, INC.
3827 Long Beach Blvd. | Long Beach, CA 90807
562.427.6697 tel | 562.427.0527 fax
ksm@ksmarchitecture.com | www.ksmarchitecture.com

RHCA APPROVAL LETTER

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/2/24

Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date 11/12/2024
Drawn KSM ARCHITECTURE, INC.
Job
Sheet G-0.4

74 EASTFIELD DR
ROLLING HILLS, CALIFORNIA 90274

GENERAL GRADING NOTES

1. A GRADING PERMIT FROM THE PUBLIC WORKS DEPARTMENT IS REQUIRED. ALL GRADING SHALL COMPLY WITH THE REQUIREMENTS OF THE CITY OF ROLLIGN HILLS GRADING MUNICIPAL CODE, THESE PLANS, SPECIAL INSTRUCTIONS OF THE PERMIT.
2. A PRE-GRADING MEETING AT THE SITE IS REQUIRED AMONG THE CITY INSPECTOR, THE CIVIL ENGINEER OF RECORD, THE SOILS ENGINEER OF RECORD, AND THE GRADING CONTRACTOR, PRIOR TO COMMENCEMENT OF WORK
3. HOURS OF OPERATION ARE 7:00 A.M. TO 6:00 P.M. MONDAY THROUGH FRIDAY.
4. SEPARATE PERMITS SHALL BE REQUIRED FOR ANY IMPROVEMENT WORK IN THE PUBLIC RIGHT-OF-WAY.
5. CONSTRUCTION MATERIAL AND EQUIPMENT SHALL NOT OCCUPY ANY PORTION OF THE PUBLIC RIGHT-OF-WAY, SUCH AS STREET, ALLEY OR PUBLIC SIDEWALK AT ANY TIME. TEMPORARY USE OF PUBLIC RIGHT-OF-WAY, WHENEVER REQUESTED SHOULD BE REVIEWED AND APPROVED BY THE CITY ENGINEER.
6. THE CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE ALL EXISTING DAMAGED OR ALTERED PUBLIC IMPROVEMENTS AS REQUIRED BY THE CITY ENGINEER, PRIOR TO COMPLETION OF WORK.
7. ALL SURVEY MONUMENTS SHALL BE PROTECTED AND PERPETUATED IN-PLACE. ANY DISTURBED OR COVERED MONUMENTS SHALL BE RESET BY A QUALIFIED REGISTERED CIVIL ENGINEER OR A LICENSED LAND SURVEYOR AT THE DIRECTION OF THE CITY ENGINEER.
8. PRIOR TO TAKING WATER FROM A FIRE HYDRANT FOR CONSTRUCTION PURPOSES, THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH THE CITY OF LOS ANGELES AND/OR THE APPROPRIATE WATER UTILITY COMPANY TO OBTAIN A FIRE HYDRANT WATER METER. METER LOCATION MAY NOT BE ALTERED WITHOUT THE CITY'S AND/OR THE UTILITY COMPANIES SERVICE APPROVAL.
9. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION OF ALL UTILITIES OR STRUCTURES ABOVE OR BELOW GROUND, SHOWN OR NOT SHOWN ON THESE PLANS. CONTRACTOR WILL BE HELD RESPONSIBLE FOR ALL DAMAGE TO ANY UTILITIES OR STRUCTURES CAUSED BY THEIR WORK.
10. STRICT ADHERENCE TO DUST CONTROL REQUIREMENTS SHALL BE ENFORCED. ADJACENT STREETS ARE TO BE CLEANED DAILY OF ALL DIRT AND DEBRIS THAT IS THE RESULT OF THIS GRADING OPERATION.
11. SEPARATE PERMITS FROM THE BUILDING DIVISION SHALL BE REQUIRED FOR ALL WALLS.
12. AN APPROVED PRECISE GRADING PLAN WILL BE REQUIRED PRIOR TO A BUILDING PERMIT BEING ISSUED UNLESS SAID PRECISE LOT GRADING IS INDICATED HEREON.
13. THE DESIGN CIVIL ENGINEER/SOILS ENGINEER/ENGINEERING GEOLOGIST OF RECORD SHALL EXERCISE SUFFICIENT FIELD OBSERVATIONS DURING GRADING AND CONSTRUCTION ACTIVITIES TO INSURE COMPLIANCE WITH THESE PLANS, SPECIFICATIONS, AND CODE REQUIREMENTS WITHIN HIS OR HERS PURVIEW. THE ENGINEERS SHALL SUBMIT "ACKNOWLEDGMENT CONCERNING EMPLOYMENT" FORM TO THE CITY PRIOR TO THE ISSUANCE OF A GRADING PERMIT.
14. REVISIONS TO THE PLANS ARE TO BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO CHANGING ORIGINAL MYLARS.
15. THE CIVIL ENGINEER SHALL SUBMIT WRITTEN CERTIFICATION OF COMPLETION OF ROUGH GRADING IN ACCORDANCE WITH THE APPROVED GRADING PLAN AND CERTIFICATION OF BUILDING PAD ELEVATION PRIOR TO ISSUANCE OF THE BUILDING PERMIT. PAD ELEVATION GRADING TOLERANCE SHALL NOT EXCEED+/-0.10 FEET.
16. AN "AS-BUILT" GRADING PLAN SHALL BE SUBMITTED AT THE COMPLETION OF WORK.
17. ALL GRADING SHALL BE PERFORMED UNDER THE SUPERVISION OF THE SOILS ENGINEER WHO SHALL CERTIFY THAT ALL FILL HAS BEEN PROPERLY PLACED AND WHO SHALL SUBMIT A FINAL COMPACTION REPORT FOR ALL FILLS OVER 1-FOOT IN DEPTH.
18. FILL AREAS SHALL BE CLEANED OF ALL VEGETATION AND DEBRIS, SCARIFIED TO A MINIMUM DEPTH OF 12 INCHES AND INSPECTED BY THE SOILS ENGINEER PRIOR TO THE PLACING OF FILL.
19. ALL DELETERIOUS MATERIALS, I.E. LUMBER, LOGS, BRUSH, OR ANY OTHER ORGANIC MATERIALS OR RUBBISH SHALL BE REMOVED FROM ALL AREAS TO RECEIVE COMPACTED FILL.
20. UNSUITABLE MATERIALS, SUCH AS TOPSOIL, WEATHERED BEDROCK, ETC., SHALL BE REMOVED AS REQUIRED BY SOILS ENGINEER (AND ENGINEERING GEOLOGIST, WHERE EMPLOYED) FROM ALL AREAS TO RECEIVE COMPACTED FILL OR DRAINAGE STRUCTURE.
21. FILLS SHALL BE BENCHED INTO COMPETENT MATERIAL PER GEOTECH REPORT.
22. WHEN CUT PADS ARE BROUGHT TO NEAR GRADE, THE SOILS ENGINEER SHALL DETERMINE IF THE BEDROCK IS EXTENSIVELY FRACTURED OR FAULTED AND WILL READILY TRANSMIT WATER. IF CONSIDERED NECESSARY BY THE SOILS ENGINEER, A COMPACTED FILL BLANKET WILL BE PLACED.
23. WHERE SUPPORT OR BUTTRESSING OF CUT AND NATURAL SLOPES IS DETERMINED TO BE NECESSARY BY THE SOILS ENGINEER, THE SOILS ENGINEER SHALL SUBMIT DESIGN, LOCATIONS AND CALCULATIONS TO THE CITY ENGINEER PRIOR TO CONSTRUCTION. THE SOILS ENGINEER WILL INSPECT AND CONTROL THE CONSTRUCTION OF THE BUTTRESSING AND CERTIFY TO THE STABILITY OF THE SLOPE AND ADJACENT STRUCTURES UPON COMPLETION.
24. ALL CUT SLOPES SHALL BE INVESTIGATED, BOTH DURING AND AFTER GRADING BY THE SOILS ENGINEER, TO DETERMINE IF ANY SLOPE HAS STABILITY PROBLEMS. SHOULD EXCAVATION DISCLOSE ANY GEOLOGICAL HAZARDS, THE SOILS ENGINEER SHALL RECOMMEND NECESSARY TREATMENT TO THE CITY ENGINEER FOR APPROVAL. ALL APPROVALS TO BE GRANTED ON THE BASIS OF DETAILED GEOLOGICAL MAPPING AND WRITTEN FIELD MEMO.
25. STABILITY CALCULATIONS WITH A SAFETY FACTOR OF AT LEAST ONE AND FIVE TENTHS (1.5) SHALL BE SUBMITTED BY A SOILS ENGINEER TO THE DEPARTMENT OF PUBLIC WORKS FOR CUT AND FILL SLOPES STEEPER THAN 2 TO 1 OR FOR CUT AND FILL SLOPE OVER 30 FEET IN VERTICAL HEIGHT. MAXIMUM CUT AND FILL SLOPES SHALL BE 2 TO 1.
26. PROVIDE 4-FOOT WIDE BY 1-FOOT HIGH BERM OR EQUIVALENT ALONG THE TOP OF ALL FILL SLOPES OVER 5-FEET HIGH, EXCEPT WHERE SHOWN OTHERWISE ON THE PLANS.
27. ALL SLOPES ADJACENT TO PUBLIC RIGHT-OF-WAY SHALL CONFORM TO. THE SLOPE SET BACK REQUIREMENTS OF THE CITY OF LOS ANGELES
28. ALL SLOPES 4-FEET OR HIGHER SHALL BE PLANTED AND COMPLY WITH THE REQUIREMENTS OF THE CITY OF LOS ANGELES GRADING ORDINANCE.
29. TERRACE DRAINS, INTERCEPTOR DRAINS, AND DOWN-DRAINS SHALL BE CONSTRUCTED OF 4-INCH P.C.C. (OR GUNITE) REINFORCED WITH 6-INCH X 6-INCH / 2 1.4 X 1.4 W.W.M. REBAR SHALL BE GRADE 60 BILLET STEEL CONFORMING TO ASTM A615.
30. ALL CONCRETE STRUCTURES THAT COME IN CONTACT WITH THE ON-SITE SOILS SHALL BE CONSTRUCTED WITH TYPE II OR V CEMENT AS DEEMED NECESSARY BY SOLUBLE SULFATE CONTENT TEST CONDUCTED BY THE SOILS ENGINEER. ALL CONCRETE SHALL BE 560-C-3250 (600-E 3250 FOR GUNITE).
31. GROUND SHALL BE PRE-WETTED PRIOR TO THE PLACEMENT OF CONCRETE. MOISTURE LOSS RETARDANT SHALL BE USED WHEN REQUIRED BY THE SOILS ENGINEER/CITY ENGINEER.
32. CITY APPROVAL OF PLANS DOES NOT RELIEVE THE DEVELOPER FROM RESPONSIBILITY FOR THE CORRECTION OF ERROR AND/OR OMISSION DISCOVERED DURING CONSTRUCTION. UPON REQUEST, THE REQUIRED PLAN REVISIONS SHALL BE PROMPTLY SUBMITTED TO THE CITY ENGINEER FOR APPROVAL.
33. THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT AT (1-800) 422-4133 TWO (2) DAYS PRIOR TO BEGINNING WORK. ALL UNDERGROUND UTILITIES AS SHOWN HEREON BOTH IN PLAN VIEW AND IN PROFILE VIEW (IF APPLICABLE) ARE BASED UPON REVIEW AVAILABLE RECORDS. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO "POT-HOLE" THE UTILITIES AS SHOWN HEREON IN ORDER TO PRECISELY LOCATE SAID UTILITIES RELATIVE TO LINE AND GRADE PRIOR TO COMMENCEMENT OF WORK. ANY VARIATION OF THE UNDERGROUND UTILITY LOCATION IS TO BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD PRIOR TO COMMENCEMENT OF CONSTRUCTION. COMMENCEMENT OF WORK SHALL CONSTITUTE FULL ACCEPTANCE AND RESPONSIBILITY OF ANY DAMAGE THAT MAY OCCUR TO ANY UNDERGROUND UTILITIES EITHER SHOWN OR NOT SHOWN ON THESE PLANS.
34. ALL GRADING SLOPES SHALL BE PLANTED AND SPRINKLERED.
35. STANDARD 12 INCH HIGH BERM IS REQUIRED AT TOPE OF ALL GRADED SLOPES.
36. NO FILL TO BE PLACED, UNTIL THE CITY GRADING INSPECTOR HAS INSPECTED AND APPROVED THE BOTTOM EXCAVATION.
37. MAN-MADE FILL SHALL BE COMPACTED TO A MINIMUM RELATIVE COMPACTION OF 90% MAX. DRY DENSITY WITHIN 40 FEET BELOW FINISH GRADE AND 93% OF MAX. DRY DENSITY DEEPER THAN 40 FEET BELOW FINISH GRADE, UNLESS A LOWER RELATIVE COMPACTION (NOT LESS THAN 90% OF MAX. DRY DENSITY) IS JUSTIFIED BY THE SOILS ENGINEER.
38. TEMPORARY EROSION CONTROL TO BE INSTALLED BETWEEN OCTOBER 1 AND APRIL 15. OBTAIN GRADING INSPECTOR'S AND DEPARTMENT OF PUBLIC WORKS APPROVAL OF PROPOSED PROCEDURES (>200CY)

INDEX TO SHEETS

SHEET NO	CONTENT
C-1.0	TITLE SHEET AND GENERAL NOTES
C-2.0	GRADING AND DRAINAGE PLAN

DIG ALERT

811

Know what's **below.**
Call before you dig.

SITE PREPARATION AND GRADING

RECOMMEND THAT FOOTINGS BE FOUNDED IN FIRM OLDER ALLUVIUM OR A NEW COMPACTED FILL CAP THAT EXTENDS A MINIMUM OF 5 FEET BELOW FINISHED GRADE AND 5 FEET OUTSIDE OF THE BUILDING FOOTPRINT. PRIOR TO THE START OF GRADING OPERATIONS, UTILITY LINES WITHIN THE PROJECT AREA, IF ANY, SHOULD BE LOCATED AND MARKED IN THE FIELD SO THEY CAN BE REROUTED OR PROTECTED DURING SITE DEVELOPMENT. ALL DEBRIS AND PERISHABLE MATERIAL SHOULD BE REMOVED FROM THE SITE. ALTHOUGH CURRENTLY NOT ANTICIPATED, ALL PERMANENT CUT AND FILL SLOPES SHOULD NOT BE CONSTRUCTED STEEPER THAN 2:1.

IF FILL IS TO BE PLACED, THE UPPER SIX TO EIGHT INCHES OF SURFACE EXPOSED BY THE EXCAVATION SHOULD BE SCARIFIED; MOISTURE CONDITIONED TO TWO TO FOUR PERCENT OVER OPTIMUM MOISTURE CONTENT AND COMPACTED TO 90 PERCENT RELATIVE COMPACTION2. IF LOCALIZED AREAS OF RELATIVELY LOOSE SOILS PREVENT PROPER COMPACTION, OVER-EXCAVATION AND RE-COMPACTION WILL BE NECESSARY.

STORMWATER POLLUTION NOTES

1. ERODED SEDIMENTS AND OTHER POLLUTANTS MUST BE RETAINED ON SITE AND MAY NOT BE TRANSPORTED FROM THE SITE VIA SHEETFLOW, SWALES, AREA DRAINS, NATURAL DRAINAGE COURSES, OR WIND.
2. STOCKPILES OF EARTH AND OTHER CONSTRUCTION RELATED MATERIALS MUST BE PROTECTED FROM BEING TRANSPORTED FROM THE SITE BY THE FORCES OF WIND OR WATER.
3. FUELS, OILS, SOLVENTS, AND OTHER TOXIC MATERIALS MUST BE STORED IN ACCORDANCE WITH THEIR LISTING AND ARE NOT TO CONTAMINATE THE SOIL AND SURFACE WATERS. ALL APPROVED STORAGE CONTAINERS ARE TO BE PROTECTED FROM THE WEATHER. SPILLS MUST BE CLEANED UP IMMEDIATELY AND DISPOSED OF IN A PROPER MANNER. SPILLS MAY NOT BE WASHED INTO THE DRAINAGE SYSTEM.
4. EXCESS OR WASTE CONCRETE MAY NOT BE WASHED INTO THE PUBLIC WAY OR ANY OTHER DRAINAGE SYSTEM. PROVISIONS SHALL BE MADE TO RETAIN CONCRETE WASTES ON SITE UNTIL THEY CAN BE DISPOSED OF AS SOLID WASTE.
5. TRASH AND CONSTRUCTION RELATED SOLID WASTES MUST BE DEPOSITED INTO A COVERED RECEPTACLE TO PREVENT CONTAMINATION OF RAINWATER AND DISPERSAL BY WIND.
6. SEDIMENTS AND OTHER MATERIALS MAY NOT BE TRACKED FROM THE SITE BY VEHICLE TRAFFIC. THE CONSTRUCTION ENTRANCE ROADWAYS MUST BE STABILIZED SO AS TO INHIBIT SEDIMENTS
7. FROM BEING DEPOSITED INTO THE PUBLIC WAY. ACCIDENTAL DEPOSITIONS MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS.
8. FROM BEING DEPOSITED INTO THE PUBLIC WAY. ACCIDENTAL DEPOSITIONS MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS.
9. ANY SLOPES WITH DISTURBED SOILS OR DENUDED OF VEGETATION MUST BE STABILIZED SO AS TO INHIBIT EROSION BY WIND AND WATER.

AIR QUALITY NOTES

A. DURING CONSTRUCTION, EXPOSED EARTH SURFACES SHALL BE SPRAYED WITH WATER AT LEAST TWICE A DAY BY THE PROPERTY OWNER/CONTRACTOR TO MINIMIZE DUST GENERATION OR TEMPORARY DUST COVERS SHALL BE USED THAT MEET SCAQMD DISTRICT RULE 403.
B. THE PROPERTY OWNER /CONTRACTOR SHALL KEEP THE CONSTRUCTION AREA SUFFICIENTLY DAMPED TO CONTROL DUST CAUSED BY GRADING AND HAULING, AND AT ALL TIMES PROVIDE REASONABLE CONTROL OF DUST CAUSED BY WIND.
C. HAULING AND GRADING EQUIPMENT SHALL BE KEPT IN GOOD OPERATING CONDITION AND MUFFLED AS REQUIRED BY LAW.
D. ALL LOADS SHALL BE SECURED BY TRIMMING, WATERING OR OTHER APPROPRIATE MEANS TO PREVENT SPILLAGE BY LAW.
E. ONE FLAG PERSON SHALL BE REQUIRED AT THE JOB SITE TO ASSIST TRUCKS UPON INGRESS AND EGRESS OF THE PROJECT SITE. THE FLAG PERSON(S) AND WARNING SIGNS SHALL BE IN COMPLIANCE WITH PART II OF THE 1985 EDITION OF "WORK AREA TRAFFIC CONTROL HANDBOOK."
F. ALL CLEARING, GRADING, EARTH MOVING OR EXCAVATION ACTIVITIES SHALLBE DISCONTINUED DURING PERIODS OF HIGH WIND (I.E., GREATER THAN 15 MPH) SO AS TO PREVENT EXCESSIVE AMOUNTS OF DUST.

ABBREVIATIONS

N	NORTH
S	SOUTH
W	WEST
P.L.	PROPERTY LINE
A.C.	ASPHALT CONCRETE
A.P.N.	ASSESSOR'S PARCEL NUMBER
FD.	FOUND
C	CENTERLINE
BW	BACK OF WALK
TR	TELEPHONE RISER
TSPB	TRAFFIC SIGNAL PULLBOX
FH	FIRE HYDRANT
WM	WATER METER
PP	POWER POLE
TC	TOP OF CURB
FL	FLOWLINE
FS	FINISHED SURFACE
NG	NATURAL GROUND
TW	TOP OF WALL
INV	INVERT
TG	TOP OF GRATE

NOTICE TO CONTRACTORS

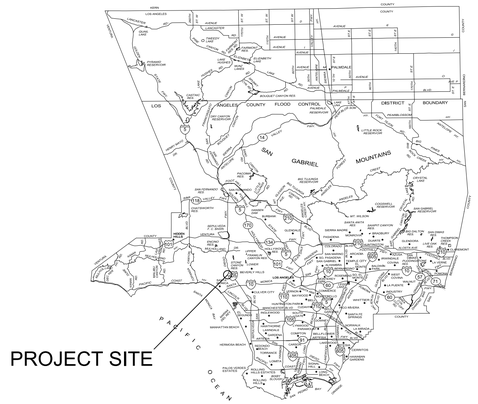
1. THE CITY PLANNING LETTERS SHALL BE A PART OF THESE PLANS.
2. NO WORK SHALL COMMENCE UNTIL A GRADING PERMIT IS ISSUED BY THE DEPARTMENT OF BUILDING AND SAFETY.
3. ALL CONCENTRATED DRAINAGE MUST BE CONDUCTED TO THE STREET IN APPROVED NON-EROSIVE DEVICES.
4. MATERIAL IN, OR ADJACENT TO, AREAS UNDER THE JURISDICTION OF THE BOARD OF PUBLIC WORKS, WHICH IN A NATURAL POSITION, IS UNSTABLE AND CONSTITUTES A POTENTIAL SLIDE, SHALL BE BROUGHT TO THE ATTENTION OF THE CITY OF LOS ANGELES ENGINEERING OFFICE.
8. ALL PROPOSED ELEVATIONS SHOWN ON THE ROUGH GRADING PLAN ARE TO FINISHED SURFACE. THE CONTRACTOR SHOULD DEDUCT THE THICKNESS OF THE PAVEMENT STRUCTURAL SECTION FOR TOP OF SUBGRADE ELEVATIONS.
9. WHERE THERE IS AN EXISTING STORM DRAIN IN THE STREET, DRAINAGE DEVICES FROM THE SLOPES SHALL BE CONNECTED TO THE STORM DRAIN.
10. IF AT ANY TIME DURING GRADING OPERATIONS, ANY UNFAVORABLE GEOLOGICAL CONDITIONS ARE ENCOUNTERED, GRADING IN THAT AREA WILL STOP UNTIL APPROVED CORRECTIVE MEASURES ARE OBTAINED FROM THE SOILS/GEOLOGY ENGINEER.
11. STRAIGHT GRADE SHALL BE MAINTAINED BETWEEN CONTOUR LINES AND SPOT ELEVATIONS UNLESS OTHERWISE SHOWN ON THE PLANS.
12. THIS PLAN IS FOR GRADING PURPOSES ONLY, AND DOES NOT CONSTITUTE APPROVAL OF BUILDINGS, RETAINING WALLS OR OTHER STRUCTURES.
13. PRIOR TO CONSTRUCTION OF ANY IMPROVEMENTS THE PRIVATE ENGINEER MUST CERTIFY, IN WRITING, TO THE DISTRICT ENGINEER THAT GRADING IN AND ADJACENT TO THE STREET OR R/W IS ESSENTIALLY COMPLETE AND IN ACCORDANCE WITH THE APPROVED PLANS. CERTIFICATION MAY BE IN PHASES TO FACILITATE CONSTRUCTION PHASING.
14. THE CONTRACTOR IS REMINDED TO GIVE REASONABLE NOTICE TO ADJACENT OWNERS OR OCCUPANTS OF THE PROPOSED IMPROVEMENT FRONTING THEIR PROPERTY PER SECTION 9-9 OF THE STANDARD SPECIFICATIONS.
15. ALL WORK DETAILED ON THESE PLANS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITION OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
16. THE SOILS ENGINEER IS TO APPROVE THE KEY OR BOTTOM AND LEAVE A CERTIFICATE ON THE SITE FOR THE GRADING INSPECTOR. THE GRADING INSPECTOR IS TO BE NOTIFIED BEFORE ANY GRADING BEGINS AND, FOR BOTTOM INSPECTION, BEFORE ANY FILL IS PLACED. FILL MAY NOT BE PLACED WITHOUT APPROVAL OF THE GRADING INSPECTOR.
17. THE DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THE DESIGN AND SUBMITTAL DOCUMENT DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING DEPARTMENT. SUCH AS LANDSCAPING AND PAVING PLANS.

NOTICE TO CONTRACTORS OFF-SITE

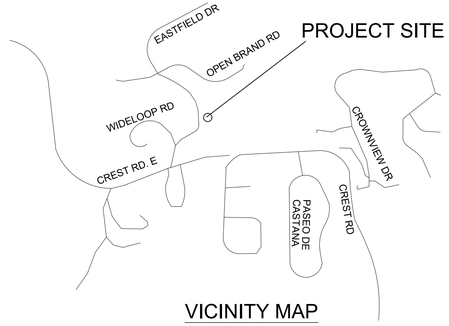
1. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT; THAT REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT LIMITED TO NORMAL WORKING HOURS.
2. THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF EXCAVATION TO ARRANGE FOR FIELD LOCATIONS OF UTILITY LINES. CALL 811 FOR THIS SERVICE. ANY UTILITY NOT SUBSCRIBING TO THIS SERVICE SHALL BE CONTACTED DIRECTLY. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHETHER ALL UTILITIES HAVE BEEN NOTIFIED
3. THE CONTRACTOR SHALL OBTAIN A CITY OF LOS ANGELES ENCROACHMENT PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS PRIOR TO PERFORMING ANY WORK IN THE CITY RIGHT-OF-WAY. ALL EXCAVATIONS, CONSTRUCTION, AND INSTALLATIONS IN THE CITY RIGHT OF WAY REQUIRE INSPECTION BY THE CITY PUBLIC WORKS INSPECTOR. CONTACT THE CITY AT LEAST 48 HOURS IN ADVANCE FOR INSPECTION. FAILURE TO HAVE INSPECTION WILL RESULT IN REOPENING OF THE EXCAVATION AND POSSIBLE RECONSTRUCTION.
4. PRIOR TO EXERCISING ANY RIGHT OR PERFORMING ANY OBLIGATION PURSUANT TO ANY PERMIT ISSUED BY THE CITY OF LOS ANGELES, THE CONTRACTOR SHALL OBTAIN, FILE, AND MAINTAIN WITH THE CITY OF ROLLING HILLS A POLICY OF INSURANCE OR CERTIFICATE OF INSURANCE TO COVER ANY AND ALL LIABILITY THAT MAY ARISE FROM THE PERFORMANCE OF ANY WORK PERMITTED BY THE CITY IN THE RIGHT-OF-WAY.
5. ALL CONSTRUCTION ACTIVITIES WITHIN CITY RIGHT OF WAY SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN PUBLIC WORKS ASSOCIATION STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
6. ALL TRAFFIC CONTROL, BARRICADING, AND CONSTRUCTION SIGNING SHALL BE IN CONFORMANCE WITH THE WORK AREA TRAFFIC CONTROL HANDBOOK (WATCH).
7. A MINIMUM OF 72 HOURS PRIOR TO THE TIME A STREET HAS RESTRICTED PARKING, THE CONTRACTOR SHALL POST TEMPORARY "NO PARKING" SIGNS AS APPROVED BY THE CITY ENGINEER. THESE TEMPORARY SIGNS MAY BE ATTACHED TO PORTABLE BARRICADES OR BY ANY OTHER METHOD APPROVED BY THE CITY ENGINEER. SIGNS SHALL BE SPACED NO MORE THAN 75 FEET APART. AT THE END OF CONSTRUCTION, SIGNS SHALL BE REMOVED IMMEDIATELY FOR VEHICLE TO PARK.
8. NO WATER SHALL BE TAKEN FROM FIRE HYDRANTS WITHOUT APPROVAL FROM THE JURISDICTIONAL WATER AGENCY.
9. DUST SHALL BE CONTROLLED BY SWEEPING AND WATERING.
10. ALL NONSTORMWATER DISCHARGES FROM THE CONSTRUCTION PHASE ACTIVITIES AT THE PROJECT SITE (I.E. MIXING AND CLEANING OF CONSTRUCTION MATERIALS, CONCRETE AND PLASTER WASHOUT, DISPOSAL OF PAINTS, ADHESIVES, SOLVENTS, AND LANDSCAPE PRODUCTS) SHALL BE PROHIBITED FROM ENTERING THE PUBLIC STORM DRAINAGE SYSTEM (INCLUDING MUNICIPAL STREETS, CATCH BASINS, CURBS, GUTTERS, DITCHES, MAN-MADE CHANNELS, OR UNDERGROUND STORM DRAINS).
11. CONTRACTOR IS REQUIRED TO PROVIDE TEMPORARY PAVING PATCHES AT DRY AND WET UTILITY TRENCH LOCATION IN THE STREET DURING CONSTRUCTION.

PRIVATE ENGINEER NOTICE TO SUBCONTRACTORS

1. PRIOR TO COMMENCING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL JOIN CONDITIONS FOR GRADING, DRAINAGE AND UNDERGROUND FACILITIES, INCLUDING LOCATION AND ELEVATION OF EXISTING UNDERGROUND FACILITIES AT CROSSINGS WITH PROPOSED UNDERGROUND FACILITIES. IF CONDITIONS DIFFER FROM THOSE SHOWN ON THE PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND SHALL NOT BEGIN CONSTRUCTION UNTIL THE CHANGED CONDITIONS HAVE BEEN EVALUATED.
2. THE EXISTENCE, LOCATION AND CHARACTERISTICS OF UNDERGROUND UTILITY INFORMATION SHOWN ON THESE PLANS HAS BEEN OBTAINED FROM A REVIEW OF AVAILABLE RECORD DATA. NO REPRESENTATION IS MADE AS TO THE ACCURACY OR COMPLETENESS OF SAID UTILITY INFORMATION. THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT ON RECORD OR NOT SHOWN ON THESE PLANS.
3. THE CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY, AND SHALL NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH PERFORMANCE OF WORK ON THIS PROJECT.
4. THE CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE PLANS, THE SOILS AND/OR GEOLOGY REPORTS, AND THE SITE CONDITIONS PRIOR TO COMMENCING WORK.
5. SHOULD CONFLICTING INFORMATION BE FOUND ON THE PLANS, THE CONTRACTOR SHALL NOTIFY THE PROJECT ENGINEER AT JOHN M. CRUIKSHANK CONSULTANTS,INC. BEFORE PROCEEDING WITH THE WORK IN QUESTION.



LOCATION MAP



VICINITY MAP
NOT TO SCALE

CIVIL ENGINEER

JMC²
411 N. HARBOR BLVD., SUITE 201 SAN PEDRO, CA 90731
(310) 241-6550
ATTN: KHALED ABDO

OWNER

STRUCTURAL FOCUS
19210 S. VERMONT AVE
BLDG. B, SUITE 210
GARDENA, CA 90248
(310) 714 2229

SURVEYOR

T&M SURVEYING
531 E. TRENTON AVE.
ORANGE, CA. 92867
(714) 914 4042
ATTN: TY E. THOMAS

ARCHITECT

KELLY SUTHERLIN MCLEOD ARCHITECTURE, INC.
3827 LONG BEACH BLVD.
LONG BEACH, CA. 90807
(562) 427 6697

BENCHMARK

THE FINISH FLOOR AT THE FRONT OF ENTRANCE TO THE RESIDENCE AT 74 EASTFIELD DRIVE, ROLLING HILLS AS SHOWN ON THE SITE PLAN APPROVED ON 6/17/63.
EL= 109.42'

LEGAL DESCRIPTION

LOT 119 OF RECORD OF SURVEY IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS RECORDED IN R.S. 6-10 IN THE COUNTY OF LOS ANGELES RECORDERS OFFICE.

ASESOR'S PARCEL NUMBER

APN 7567-004-037

TOTAL DISTURBED AREA

682 SF

TOTAL LOT AREA

71,832.32 SF OR 1.65± AC

0 5 10 20 30
(IN FEET)
1 inch = 10 ft.

DATE:
BY:
REVISIONS:
NO.

REGISTERED PROFESSIONAL ENGINEER KHALED ABDO Exp. 6-30-24 No. 57815 CIVIL STATE OF CALIFORNIA

JMC²
CIVIL+STRUCTURAL ENGINEERING
LA (CORPORATE) - 411 N. HARBOR BLVD., STE. 201, SAN PEDRO, CA 90731
P-(310) 241-6550
ORANGE COUNTY - 2700 N. MAIN STREET, STE. 300, SANTA ANA, CA 92705
P-(714) 444-3432
WWW.JMC2.COM | WWW.OKMOTO.SE.COM

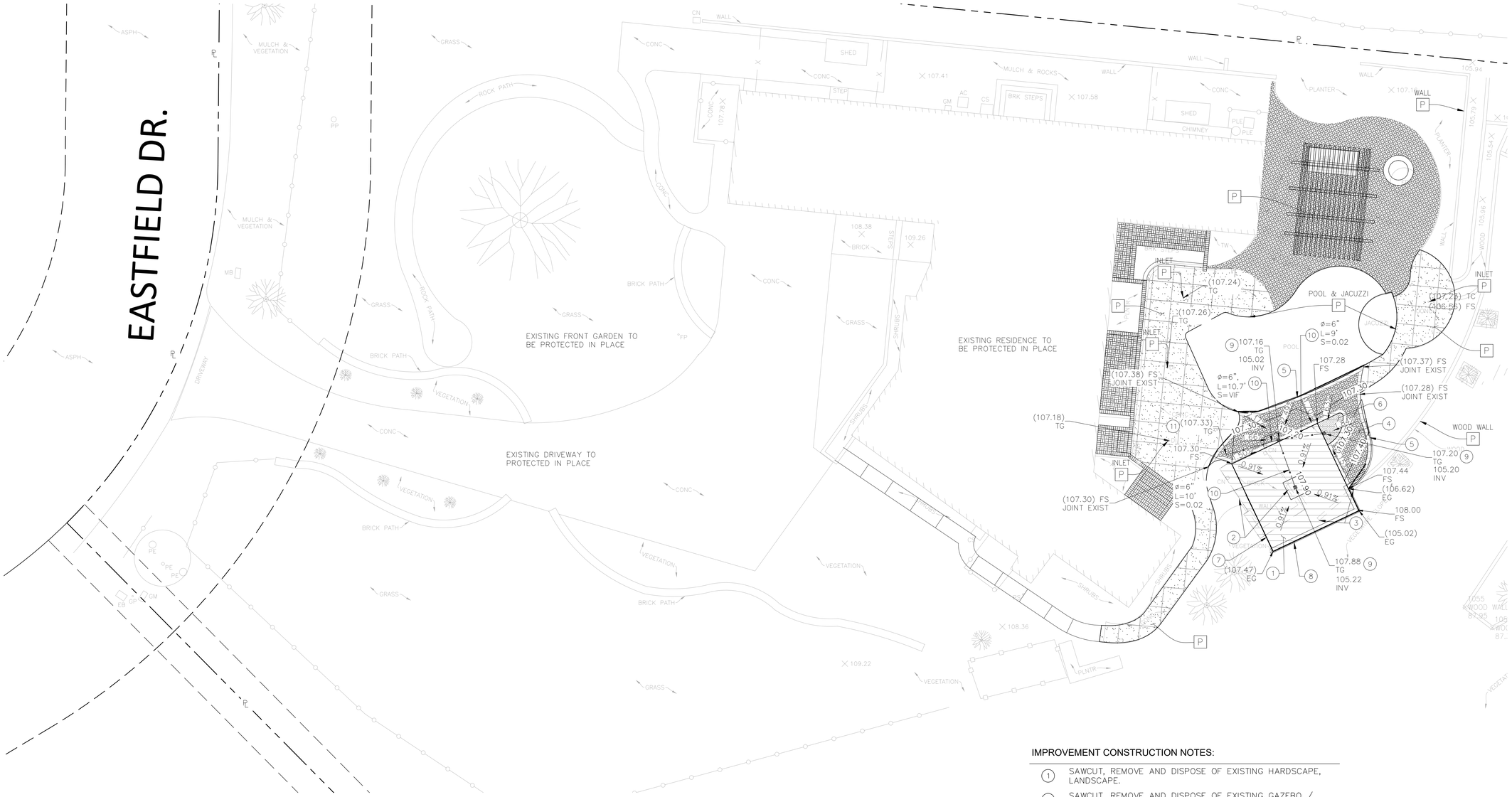
PROJECT
74 EASTFIELD DR
ROLLING HILLS
CA, 90274

SHEET TITLE
TITLE SHEET AND GENERAL NOTES

PROJECT NO.	20240024
SCALE	1"= NTS
DATE	11/14/24
DESIGNED BY	CILM
DRAWN BY	CILM
CHECKED BY	KA
SHEET NO.	C-1.0

1 OF 2 SHTS

FILE NAME: C:\Users\CesarIsraelLopez-Mar\devnc\projects\74 Eastfield Drive\Sheets\20240024_C-1.0_TS, SAVE DATE:11/6/2024, PLOT DATE:11/14/2024



REGARDING EXISTING STORM DRAIN LINE

CONTRACTOR TO VERIFY IN FIELD LOCATION / DIRECTION OF EXISTING STORM DRAIN LINE UTILITY LINES PRIOR TO THE BEGINNING OF CONSTRUCTION VIA HAND/MANUAL EXCAVATION. STORM DRAINS CONNECTION SHOWN IN PLAN SHOULD BE CONSTRUCTED ENSURING THE REST OF THE SYSTEM CONTINUES TO WORK. CONTACT JMC2 IF ANY DISCREPANCY THAT WOULD AFFECT THE DESIGN IS FOUND.

DIG ALERT

811

Know what's **below.**
Call before you dig.

NOTE:

1. THIS PLAN ACCURATE FOR GRADING AND DRAINAGE PLAN ONLY

IMPROVEMENT CONSTRUCTION NOTES:

1. SAWCUT, REMOVE AND DISPOSE OF EXISTING HARDSCAPE, LANDSCAPE.
2. SAWCUT, REMOVE AND DISPOSE OF EXISTING GAZEBO / TRELLIS STRUCTURE AND FEATURES.
3. SAWCUT, REMOVE AND DISPOSE OF EXISTING FENCE.
4. CONSTRUCT NEW BRICK HARDSCAPE PER ARCHITECTURAL PLANS.
5. CONSTRUCT NEW EDGE BANDING PER ARCHITECTURAL PLANS.
6. LAWN
7. CONSTRUCT NEW POOL PAVILLION STRUCTURE PER ARCHITECTURAL AND STRUCTURAL PLANS
8. CONSTRUCT NEW BUILDING WALL PER ARCHITECTURAL AND STRUCTURAL PLANS.
9. INSTALL 6" SQUARE INLET.
10. INSTALL 6" PVC SCH 40 STORM DRAIN. BEDDING AND TRENCHING PER LACDPW STD. PLAN 2080-3. REPLACE SURFACE IN KIND.
11. REMOVE EXISTING INLET AND JOIN STORM DRAIN. INV TO BE FIELD VERIFIED BY CONTRACTOR.

(A) ADJUST TO GRADE AS NEEDED

[P] PROTECT IN PLACE

0 5 10 20 30
(IN FEET)
1 inch = 10 ft.

DATE:
BY:
REVISIONS:
NO.

REGISTERED PROFESSIONAL ENGINEER · KEVIN GRAY · Exp 6-30-24 · No. 57815 · CIVIL · STATE OF CALIFORNIA

JMC²
CIVIL+STRUCTURAL ENGINEERING
LA (CORPORATE) - 411 N. HARBOR BLVD., STE. 201, FULLERTON, CA 92831
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ORANGE COUNTY - 2700 N. MAIN STREET, STE. 300, SANTA ANA, CA 92705
P-(714) 444-3432
WWW.JMC2.COM \ WWW.OKAMOTO-SE.COM

PROJECT
74 EASTFIELD DR
ROLLING HILLS
CA, 90274

SHEET TITLE
GRADING AND DRAINAGE SHEET

PROJECT NO.	20240024
SCALE	1"= 10'
DATE	11/14/24
DESIGNED BY	CILM
DRAWN BY	CILM
CHECKED BY	KA
SHEET NO.	C-2.0
	2 OF 2 SHTS

FILE NAME: C:\Users\CesarIsraelLopez-Mar\devnc\projects\74 Eastfield Drive\Sheets\20240024_C-2.0_GD, SAVE DATE:11/14/2024, PLOT DATE:11/14/2024

11/12/24 CONDITIONAL USE PERMIT

Vicinity Map

SHEET REVISIONS	DATE

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ksm@ksmarchitecture.com | www. ksmarchitecture.com

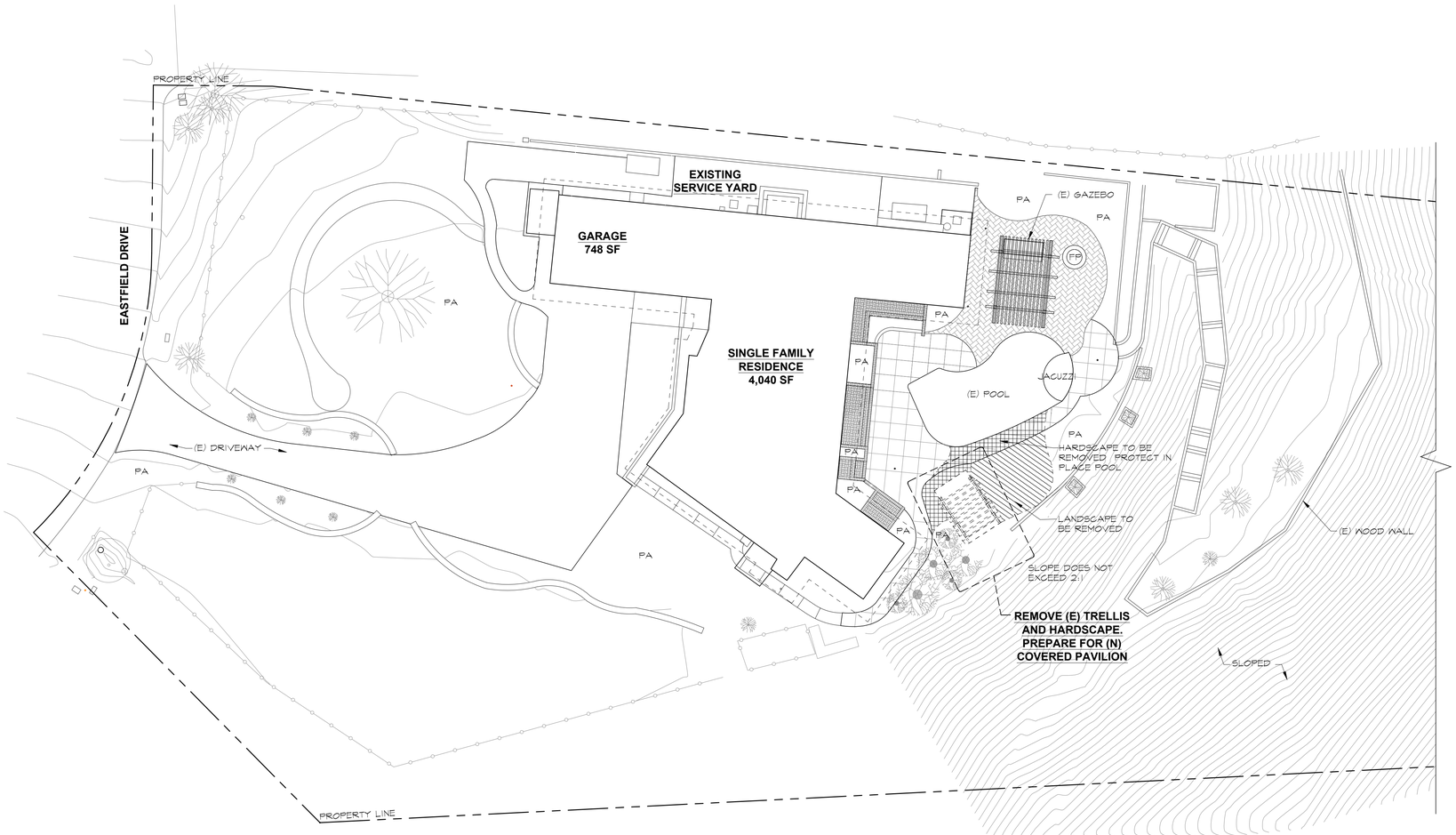
PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date 11/12/2024
Drawn KSM ARCHITECTURE, INC.
Job
Sheet A-0.5

DISMANTLE LEGEND

- AREA OF DISMANTLE AT HARDSCAPE
- AREA OF DISMANTLE AT LANDSCAPE
- EXISTING TO REMAIN
- EXISTING TO BE REMOVED



1 Dismantle Site Plan

Scale: 1/16" = 1'-0"

11/12/24 CONDITIONAL USE PERMIT

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ksm@ksmarchitecture.com | www. ksmarchitecture.com

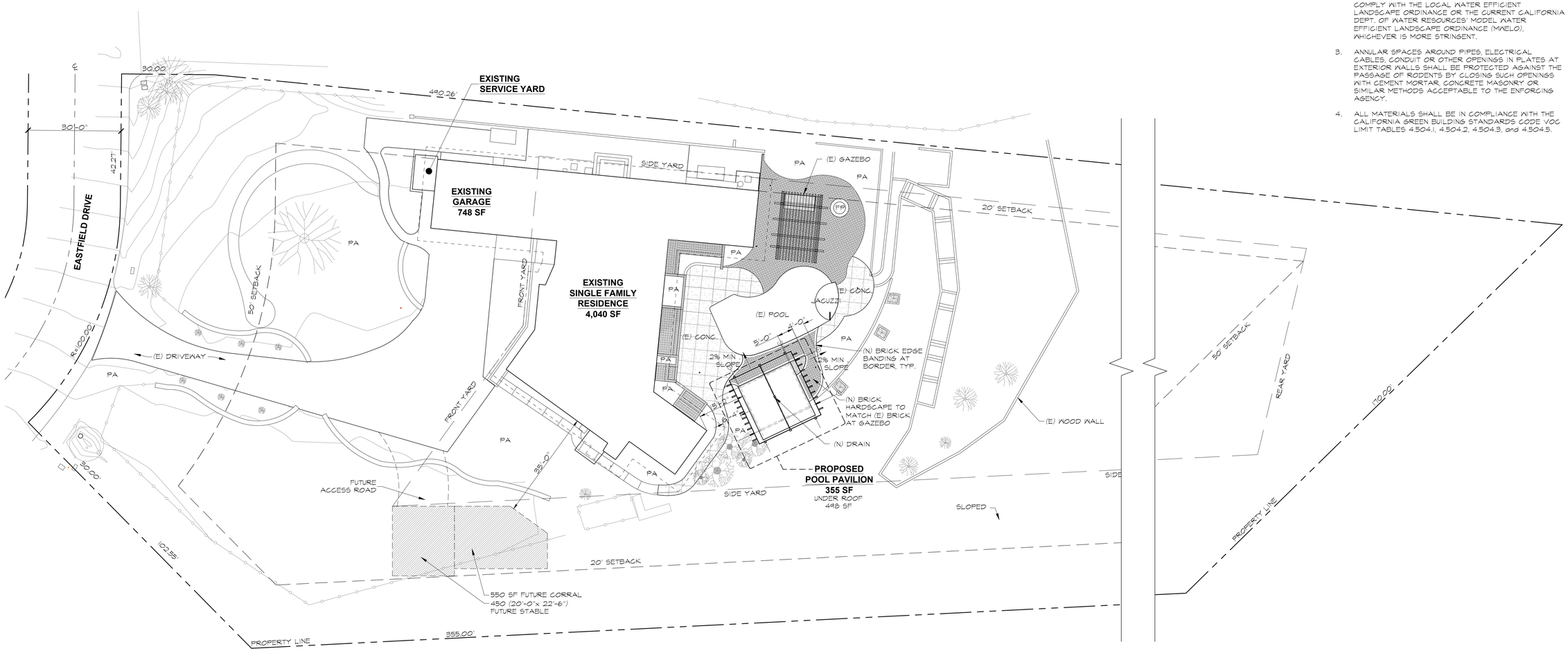
SHEET REVISIONS	DATE

Dismantle Site Plan

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date 11/12/2024
Drawn KSM ARCHITECTURE, INC.
Job
Sheet A-1.0



1 Proposed Site Plan

Scale: 1/16" = 1'-0"

LEGEND

NEW BRICK HARDSCAPE

NEW LANDSCAPE AREA

NOTES:

1. CONTRACTOR SHALL COMPLY WITH THE CALGREEN CODE AND THE LOCAL CONSTRUCTION WASTE MANAGEMENT PLAN REQUIREMENTS INCLUDING TRACKING AND DOCUMENTING THAT 65% OF CONSTRUCTION WASTE MUST BE RECYCLED IN ACCORDANCE WITH THE CAL GREEN CODE AND LOCAL REQUIREMENTS. TURNOVER DOCUMENTATION AND VERIFICATION OF COMPLIANCE TO THE INSPECTOR AT THE COMPLETION OF THE PROJECT.
2. LANDSCAPE AND IRRIGATION SYSTEMS SHALL COMPLY WITH THE LOCAL WATER EFFICIENT LANDSCAPE ORDINANCE OR THE CURRENT CALIFORNIA DEPT. OF WATER RESOURCES' MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO), WHICHEVER IS MORE STRINGENT.
3. ANNULAR SPACES AROUND PIPES, ELECTRICAL CABLES, CONDUIT OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS WITH CEMENT MORTAR, CONCRETE MASONRY OR SIMILAR METHODS ACCEPTABLE TO THE ENFORCING AGENCY.
4. ALL MATERIALS SHALL BE IN COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS CODE VOC LIMIT TABLES 4.504.1, 4.504.2, 4.504.3, and 4.504.5.

11/12/24 CONDITIONAL USE PERMIT

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ksm@ksmarchitecture.com | www.ksmarchitecture.com

SHEET REVISIONS	DATE

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

Proposed Site Plan

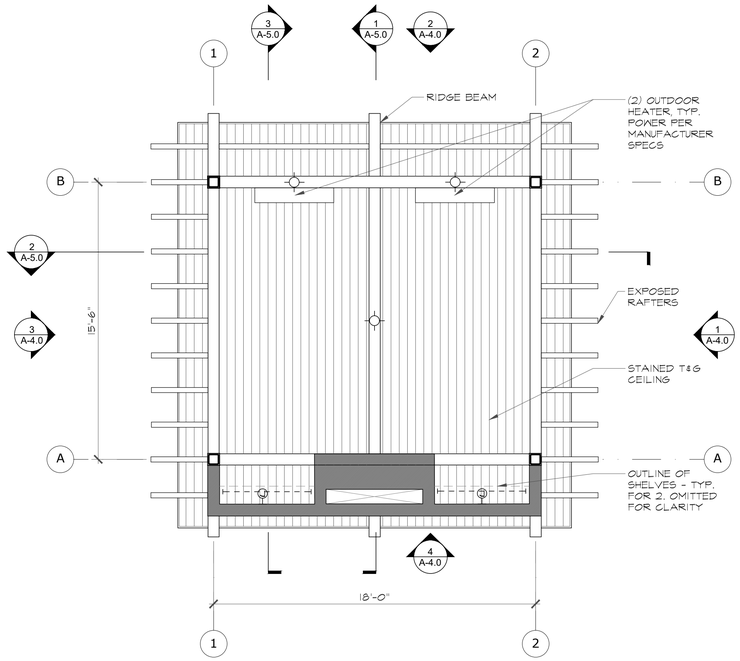
Pool Pavilion
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Rolling Hills, CA 90274

Date 11/12/2024

Drawn KSM ARCHITECTURE, INC.

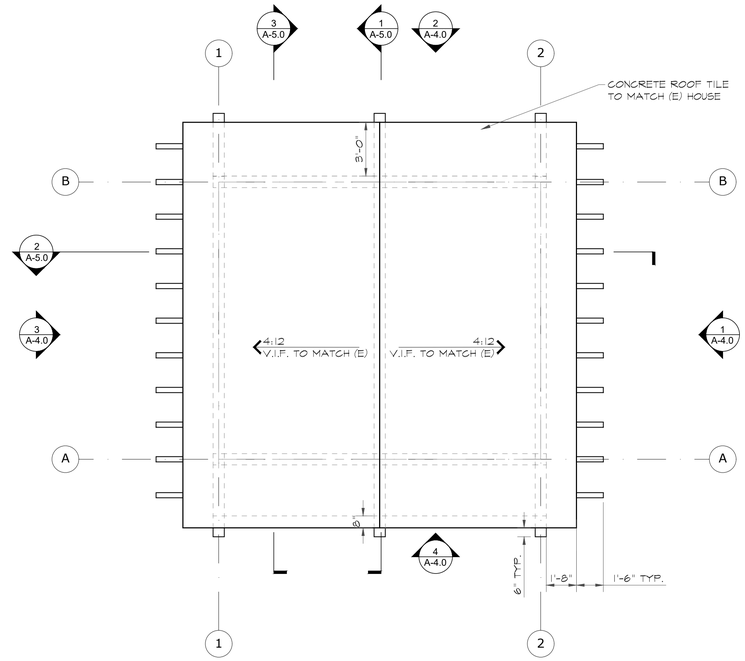
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Sheet A-1.1



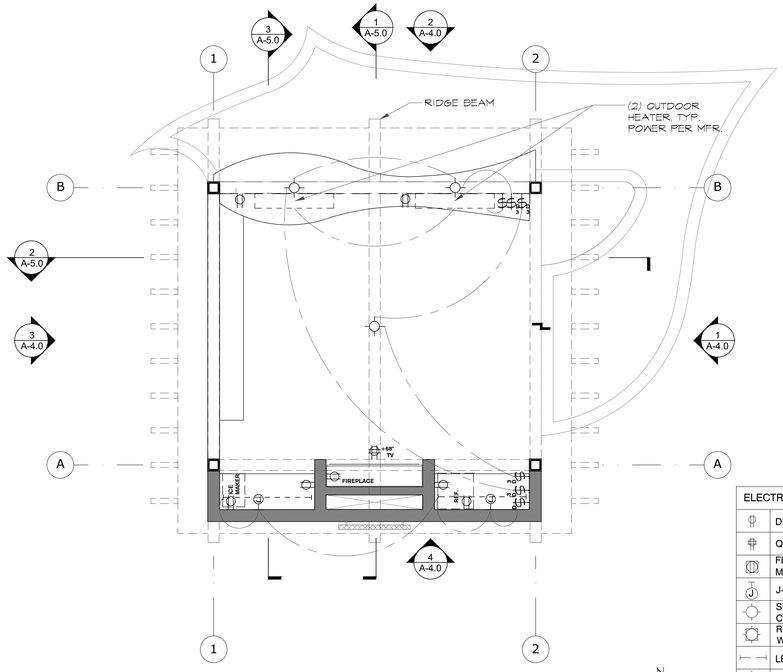
4 Proposed Reflected Ceiling Plan

Scale: ¼" = 1'-0"



2 Proposed Roof Plan

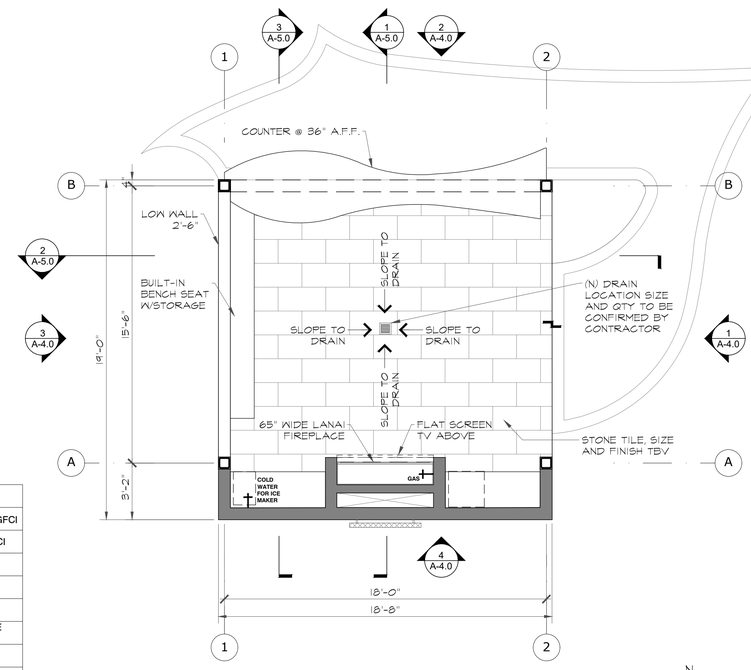
Scale: ¼" = 1'-0"



3 Proposed Electrical Diagram

Scale: ¼" = 1'-0"

ELECTRICAL FIXTURE LEGEND	
	DUPLEX OUTLET - WATERPROOF, GFCI
	QUAD OUTLET- WATERPROOF, GFCI
	FLOOR OR CEILING MONUMENT OUTLET
	J-BOX / WALL SCONCE
	SURFACE MOUNTED CEILING FIXTURE
	RECESSED CEILING LIGHT FIXTURE W/ DOWNLIGHT TRIM
	LED STRIP LIGHT FIXTURE
	DIMMER SWITCH
DATV	TELEPHONE/DATA/TV



1 Proposed Floor Plan

Scale: ¼" = 1'-0"

ROOFING NOTES:

NEW CONCRETE ROOF TILE (MATCH (E) HOUSE:
MANUFACTURE: EAGLE ROOFING CLASS A
LINE:PONDEROSA #303
COLOR: SIERRA MADRE

1. INSTALLATION OF ALL ROOFING TO BE IN FULL COMPLIANCE W/ MANUFACTURER'S SPECIFICATIONS.
2. SHEET METAL FLASHING: ALL EXPOSED METAL TO BE MIN. 26 GA GALVANIZED SHEET METAL.

PLAN NOTES:

1. SHOP DRAWINGS REQUIRED FOR CABINETRY INCLUDING DIMENSIONS & CUT SHEETS. SEE GENERAL NOTES

11/12/24 CONDITIONAL USE PERMIT

DATE

SHEET REVISIONS

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ksm@ksmarchitecture.com | www. ksmarchitecture.com

Proposed Floor, Roof Plan, RCP & Electric Diagram

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

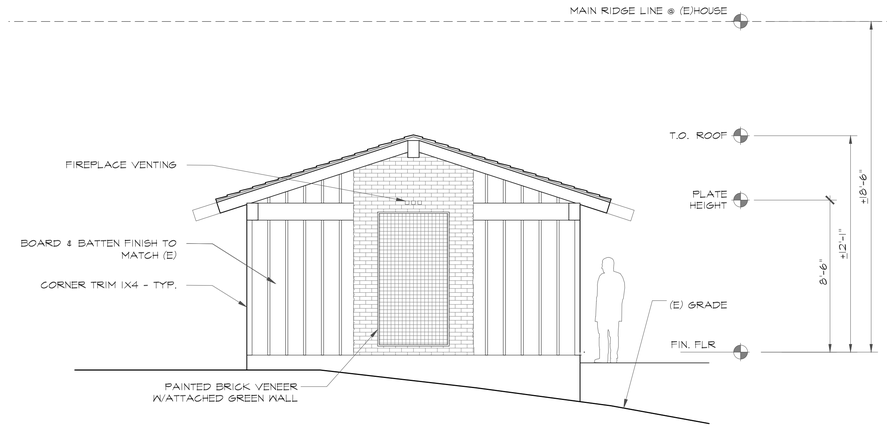
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Date 11/12/2024

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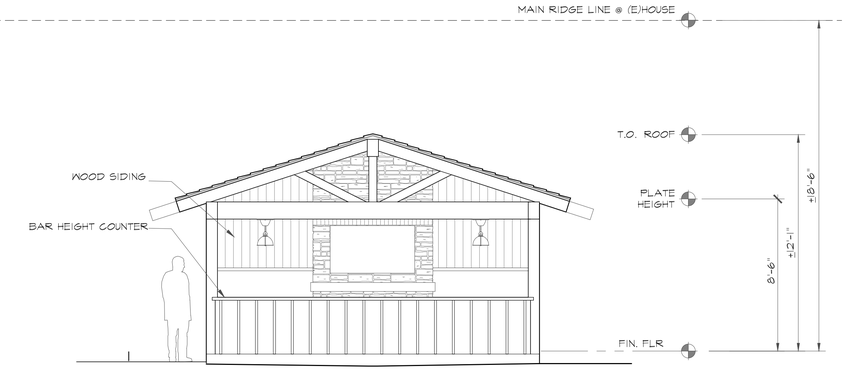
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Sheet A-2.0



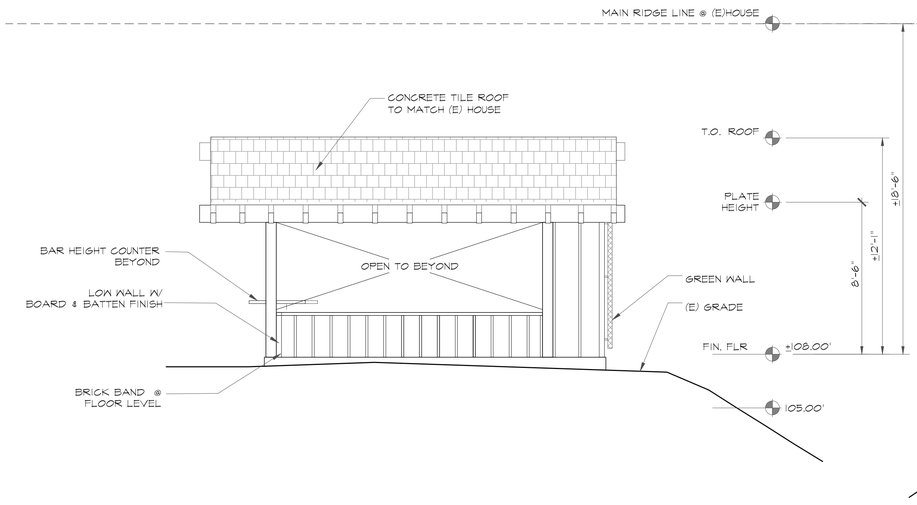
4 SOUTH ELEVATION

Scale: 1/4" = 1'-0"



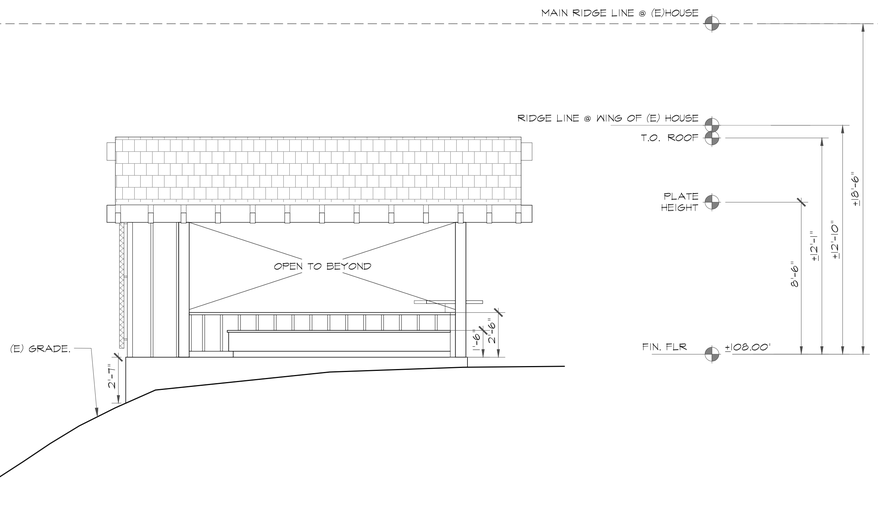
2 NORTH ELEVATION

Scale: 1/4" = 1'-0"



3 WEST ELEVATION

Scale: 1/4" = 1'-0"



1 EAST ELEVATION

Scale: 1/4" = 1'-0"

11/12/24 CONDITIONAL USE PERMIT

SHEET REVISIONS	DATE

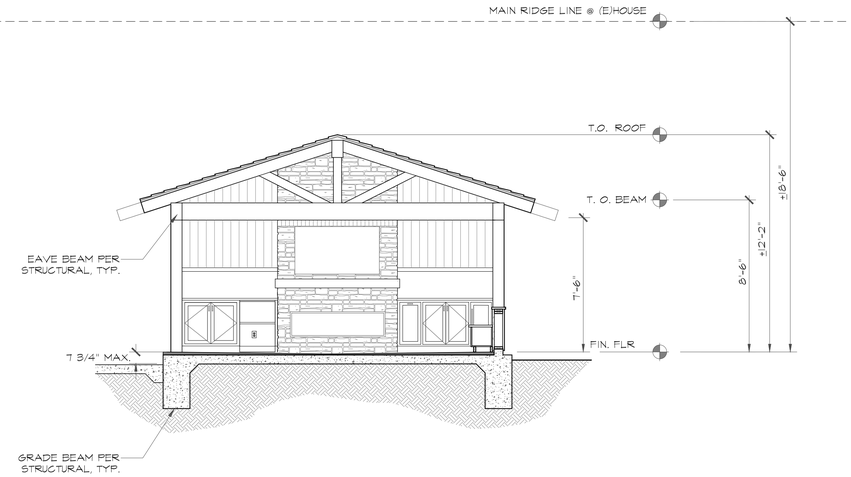
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Proposed Elevations

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

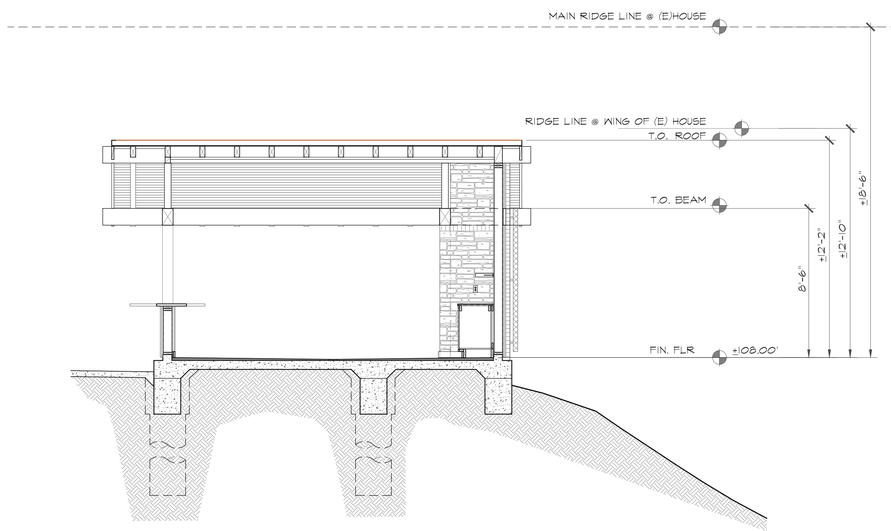
Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date: 11/12/2024
Drawn: KSM ARCHITECTURE, INC.
Job:
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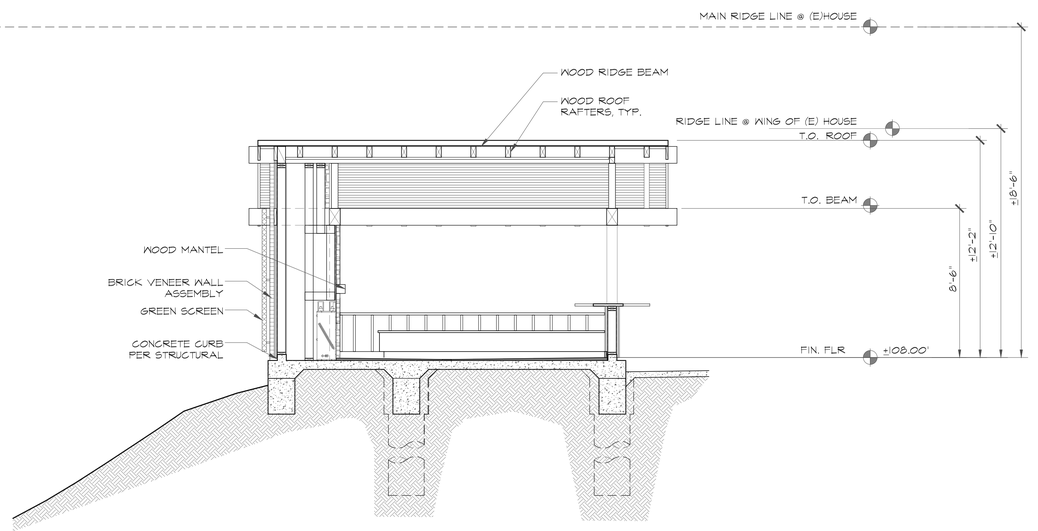
2 SECTION

Scale: 1/4" = 1'-0"



3 SECTION

Scale: 1/4" = 1'-0"



1 SECTION

Scale: 1/4" = 1'-0"

11/12/24 CONDITIONAL USE PERMIT

Proposed Sections

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date 11/12/2024

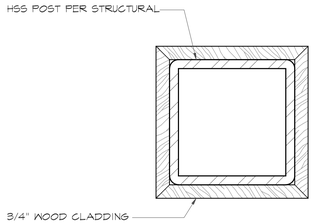
Drawn KSM ARCHITECTURE, INC.

Job

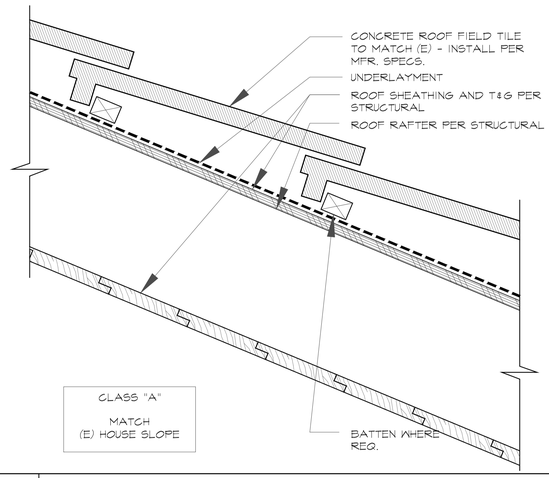
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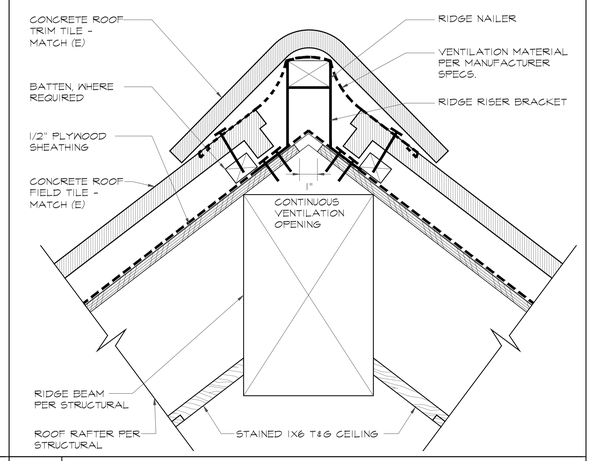
SHEET REVISIONS | DATE



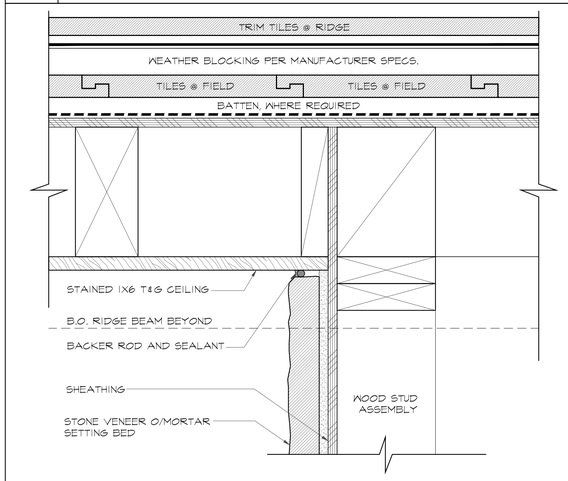
9 HSS COLUMN CLADDING SCALE: 3"=1'-0"



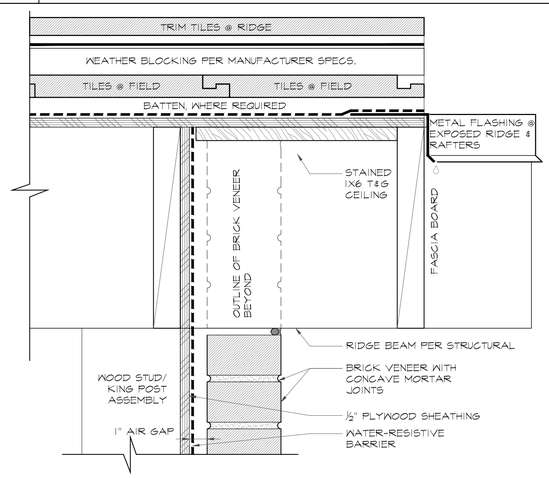
6 CONCRETE ROOF TILE SCALE: 3"=1'-0"



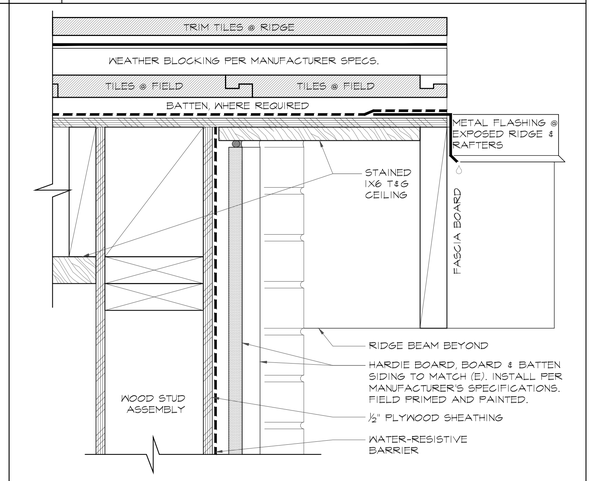
3 CONCRETE ROOF @ VENTED RIDGE SC: 3"=1'-0"



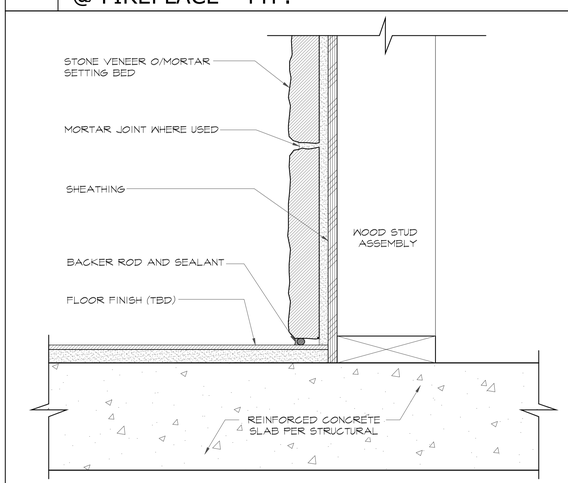
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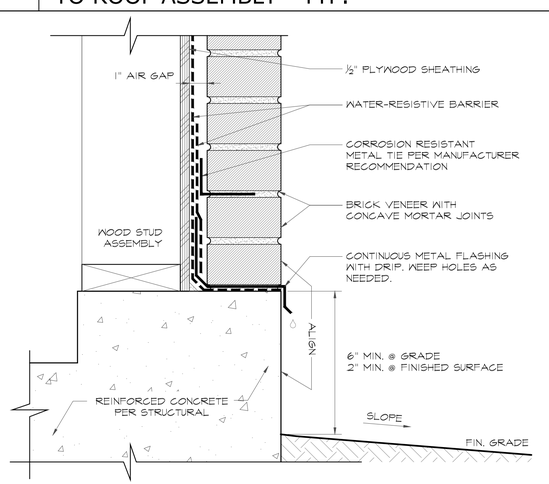
5 BRICK VENEER WALL TO ROOF ASSEMBLY - TYP. SCALE: 3"=1'-0"



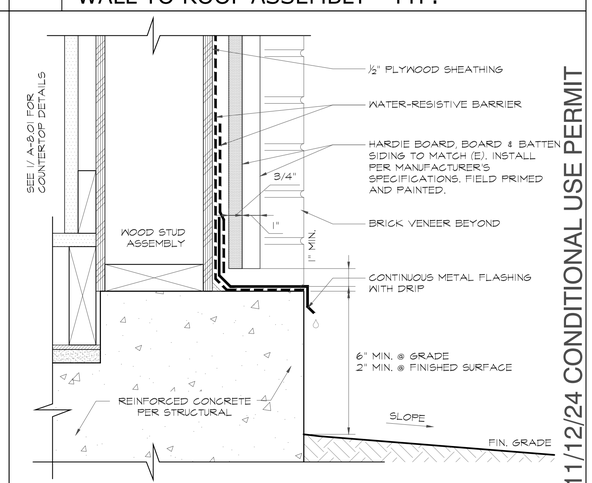
2 BOARD & BATTEN WALL TO ROOF ASSEMBLY - TYP. SC: 3"=1'-0"



7 STONE VENEER WALL @ FIREPLACE - TYP. SCALE: 3"=1'-0"



4 BRICK VENEER WALL TO GRADE - TYP. SCALE: 3"=1'-0"



1 BOARD & BATTEN WALL TO GRADE - TYP. SCALE: 3"=1'-0"

11/12/24 CONDITIONAL USE PERMIT

DETAILS

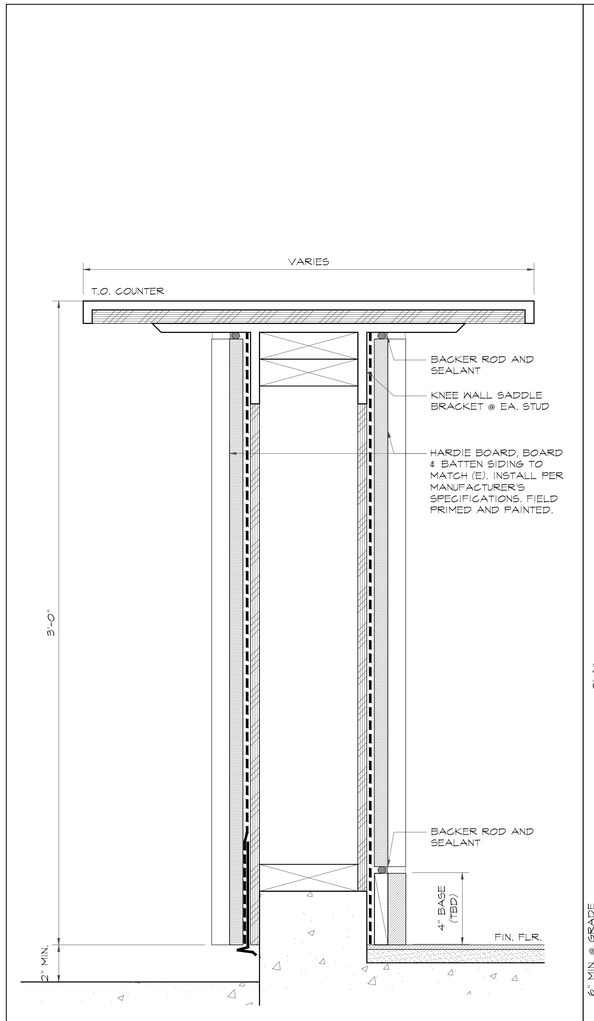
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562.427.6697 tel | 562.427.0527 fax
ksm@ksmarchitecture.com | www.ksmarchitecture.com

SHEET REVISIONS	DATE

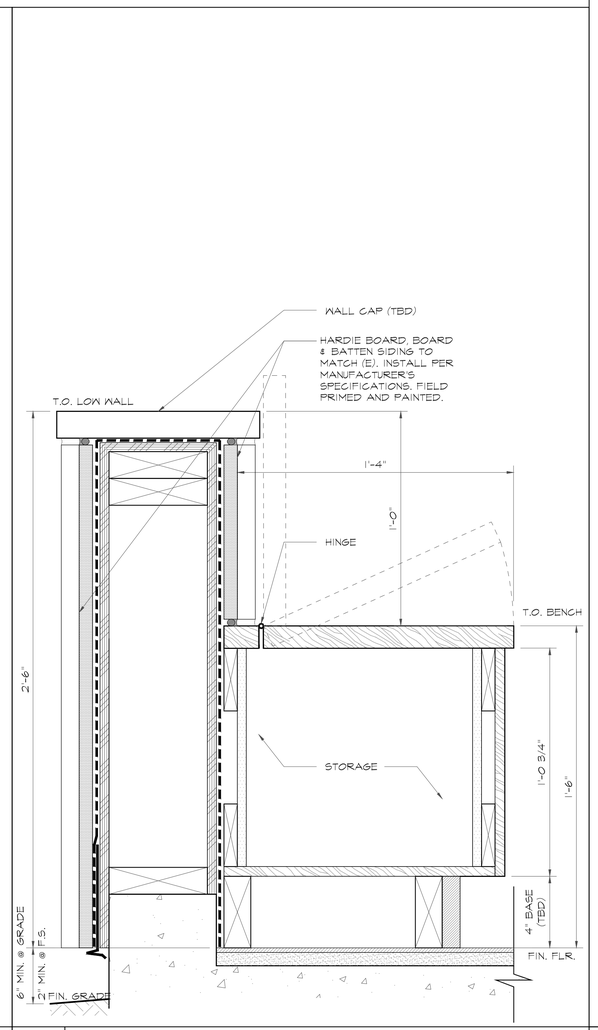
PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/12/24

Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

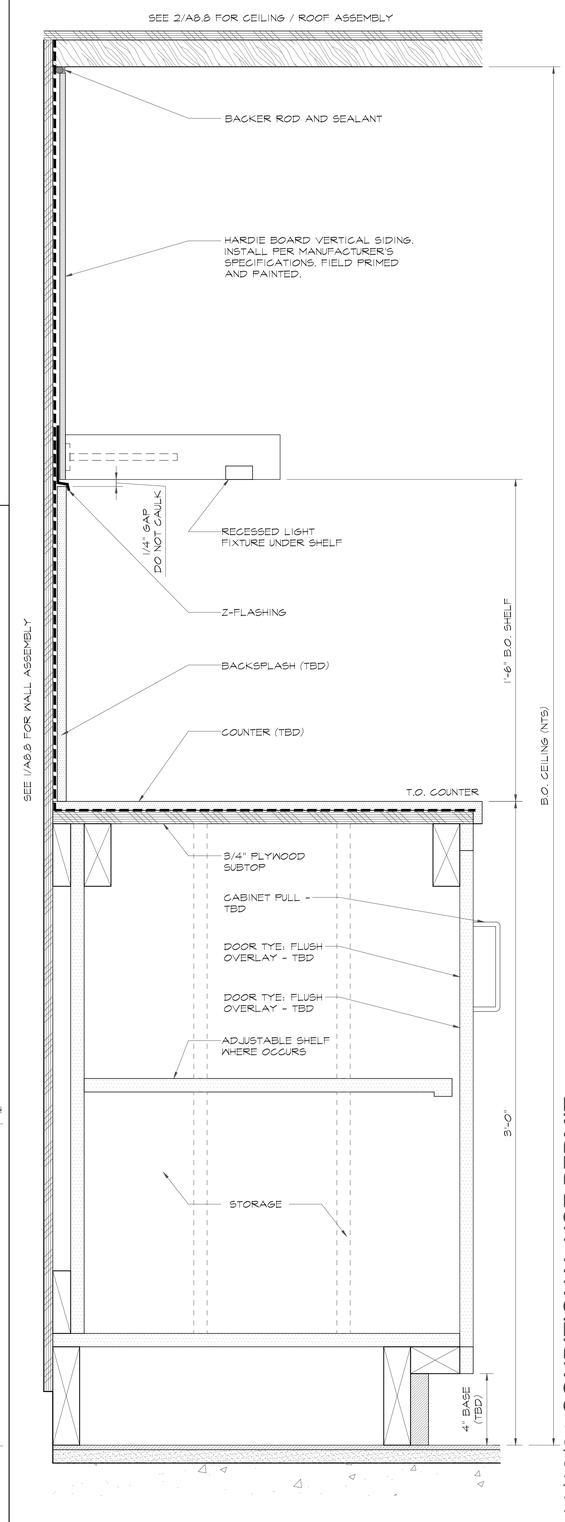
Date 11/12/2024
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Job
Sheet A-8.0



7 COUNTER SCALE: 3"=1'-0"



4 BENCH SCALE: 3"=1'-0"



1 BASE CABINET & FLOATING SHELF SCALE: 3"=1'-0"

11/12/24 CONDITIONAL USE PERMIT

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SHEET REVISIONS	DATE

DETAILS

PROJECT ISSUES / SUBMITTALS	DATE
CUP SUBMITTAL	6/24/24
CUP 2nd SUBMITTAL	11/2/24

Pool Pavilion
74 Eastfield Drive
Rolling Hills, CA 90274

Date 11/12/2024
Drawn KSM ARCHITECTURE, INC.
Job
Sheet A-8.1

Agenda Item No.: 13.A
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **SAMANTHA CREW, MANAGEMENT ANALYST**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **RECEIVE AN UPDATE ON THE EMERGENCY OUTDOOR SIREN NOTIFICATION SYSTEM PROJECT AND STANDARD OPERATING PROCEDURES**

DATE: **January 27, 2025**

BACKGROUND:
Staff have been working closely with HQE to finalize the installation of the Emergency Outdoor Siren Notification System. This capital improvement project has been a lengthy endeavor with an intact functional system in sight. The Block Captains and Honbo family were instrumental in initiating the notification system which stemmed from the Block Captain Communication Project. This evening Staff will be requesting recommendations from the City Council in regard to the implementation of the SAFE Network System add-on and the Standard Operating Procedures. Tonight, vendor HQE will provide a presentation on the SAFE Network System and are available for any follow up questions the Council may have.
Below, staff has provided a timeline of events to assist with this evening's discussion.

Fiscal Years 19/20 and 20/21
The City Council provided funding for the Block Captain Program to explore communication platforms in the event of complete power failure in the community. Funds were used to purchase two-way radios. When the handheld radio option proved to be ineffective, a Request for Proposal (RFP) was issued to solicit proposals for other communication systems.

March 25, 2021
Through the RFP, the City received one proposal from HQE Systems, Inc. (HQE).

April 26, 2021
Staff recommended the City Council engage the services of HQE to work on the Block Captain Communications Project and produce a feasibility study. Council decided to delay the item and directed, then Councilmember, Jeff Pieper to work with staff to better understand the evolution of the Communication Project, from purchasing handheld radios to a siren system and to comprehend the scope of the feasibility study.

August 23, 2021
A Professional Services Agreement (PSA) with HQE was approved by the City Council to perform a feasibility study for a Mass Notification System in Rolling Hills.

January 10, 2022
The final Feasibility Study was presented to the City Council. HQE conducted a detailed site survey, gathering information to identify constraints that could impact the system's operational and technical performances. They also conducted a sound propagation analysis to model optimal signal distribution using the company's proprietary outdoor siren planning software. The coverage models took into consideration varying geographical topology and environmental factors such as foliage and building density. Two options were recommended for installation of the Rolling Hills outdoor siren system.

Solution A - Low visibility installation option that would require nine (9) 30 feet poles throughout the City. Cost equal to $310,602

Solution B - Low-cost installation option that would require three (3) 50 feet poles mounted with the intelligible horns positioned in a 360-degree transmission position. Cost equal to $144,573.

After review of the Feasibility Study, the Council asked for information relating to the annual maintenance cost of the proposed outdoor siren system. A street-level map of Solution A and B was also requested.

February 28, 2022
The following maintenance package, provided by HQE, was presented to the City Council:

- Full-Service Package - $12K (increased at 3% inflation rate per year)
- Customer support 24/7
- Service call support 24/7 (remote and onsite)
- One annual preventative maintenance inspection/service
- All parts and labor for corrective maintenance (exceptions to improper use, vandalism, Acts of God, etc.)

April 25, 2022
The City Council unanimously voted to amend the PSA with HQE allocating an additional not-to-exceed $3,500 to investigate additional siren pole locations.

July 20, 2022
HQE submitted a revised Feasibility Study which included;

Solution C - Included the three gate locations (Main, Crest and Eastfield Gates) and the FAA Radar Station at a cost of $423,683. The Radar Station required significant time and resources to obtain approval on a federal site. Staff discouraged this option.

Solution D - Included only the three gate locations at a cost of $334,748. The increase in costs resulted from the need to use different equipment such as directional speakers instead of omni-direction horns as well as the additional expense in design, construction and associated labor.

January 23, 2023

The City Council selected four potential siren pole locations as follows:

- City Hall
- Fire Station 106 (12 Crest Road West)
- Cal Water Facility (3960 Crest Road)
- Easement at Crest Road East gate

March 27, 2023

The City Council approved the HQE proposal for additional work in the amount of $4,195 to perform a second sound propagation analysis for three locations from the above list.

May 15, 2023

Representatives from HQE met with City staff and representatives from the Rolling Hills Community Association (RHCA) to visit the three proposed sights. Prior to the site visits, Cal Water informed staff that their facility location was no longer an option. As a result, the RHCA easement at the Crest Road East gate was utilized.

June 12, 2023

The City Council received the updated sound propagation report confirming that three siren pole locations would allow the majority of the residents to hear the siren at 70 decibels. The Council approved moving forward with the installation of the siren tone and intelligible voice system for three 50-foot poles as described in Exhibit A of the professional services agreement.

HQE confirmed that the full turnkey installation solution selected by the City Council was estimated at a discounted rate of $261,000 with an additional annual maintenance fee of $13,981 if so desired.

June 26, 2023

The City Council approved a Professional Services Agreement with HQE for the installation of an emergency outdoor siren system in an amount to not exceed $261,000 and warranting that the system is designed to reach 70db at each residence in the City. On July 6, 2023, HQE executed the contract with a request for minor corrections and an inquiry as to whether the City would be executing the maintenance option. The City Attorney adjusted the document and provided a final city-executed contract to HQE on July 25, 2024.

August 16, 2023

The City submitted payment for 50% ($130,500.00) of the project cost to allow HQE time to procure equipment as necessary.

August 22, 2023

A kick-off meeting was conducted onsite at all proposed locations.

September 1, 2023

HQE submitted initial plans to City Planning staff / RHCA staff.

October 23, 2023

The development plans were presented at the City Council meeting. The item was tabled to a future meeting based on Council feedback.

November 13, 2023

An update on pole siting locations was presented to the City Council, based on feedback from the October 23, 2023 Council meeting. The Council expressed support for re-siting poles to the Fire Station and City Hall.

December 14, 2023
The City Council unanimously voted to approve development plans for three siren locations.

February 2, 2024
The legal counsel for the Rolling Hills Community Association (RHCA) advised that the RHCA Board would need to issue a license agreement for the two locations in the RHCA's easements.

March 4, 2024
HQE received clearance from Southern California Edison to begin installation at Crest Road East.

March 7, 2024
The RHCA Board stated a revocable license for the installation on RHCA easements was approved with the condition that "if technically feasible a communications antenna could be put on the antenna in the future."

April 3, 2024
HQE submitted a permit application with Los Angeles County Building and Safety (LACBS).

April 29, 2024
City staff received a notification from LACBS acknowledging the submittal of the project, that it was screened and accepted for submission into their queue.

June 27, 2024
City staff requested that HQE provide contacts for other cities where sirens had been installed for the purpose of compiling a list of best practice policies and procedures that could be presented/discussed by the subcommittee for a Standard Operating Procedure (SOP).

July 11. 2024
City staff participated in a demo training for the SiRcom SMART Alert Software.

July 29, 2024
City staff received a notification from LACBS acknowledging plans had been reviewed and contain corrections.

July 31, 2024
HQE connected City staff with the Recovery and Economic Development Project Manager for the Town of Paradise.

August 15, 2024
LACBS returned plans with additional corrections impacting the timeline.

August 16, 2024
HQE visited the City for Dig Alert preparation.

August 19, 2024
City staff connected HQE with the RHCA to address their requests for trimming/removals to gain permission and/or information on their preferred vendor.

October 15, 2024
HQE provided a draft of the Alert and Warning SOP.

October 16, 2024
HQE performed their first test after installation.

November 6, 2024
A second siren test was performed. After this test they determined that the 500 to 800Hz range was best suited for the Rolling Hills topography.

November 18, 2024
After review and additions, Staff send a draft of the SOP to the Siren Ad Hoc Committee for review.

December 3, 2024
HQE performed impedance testing on each speaker to ensure that the 500-800 Hz frequency would sound at the maximum volume without overloading the amplifiers. The voltage and impedance balance were not to HQE's satisfaction, and the test was canceled.

December 11, 2024
As a result of the December 3 siren test, an extension to the PSA was executed until the end of February to allow for reconfiguration.

More recently, HQE planned to perform the reconfiguration work mid-January. Unfortunately, they had to reschedule the date to the first week of February. HQE is still working with SCE to schedule a power outage at the East gate location, which is taking longer than expected. Due to the high winds and the high fire threat in the LA area, the vendor wanted to ensure that all safety checks and mitigations are in place to avoid any risk to the community. The work will likely take a few days and includes the installation of an extra speaker at the fire station location which will directionally point to the Flying Triangle area of the City. Several days after this reconfiguration, Staff will coordinate with HQE to schedule a test of the system. HQE has committed to the sirens functioning as warranted by the contractual obligations as soon as possible.

DISCUSSION:
With the siren project nearing the end of the installation and configuration phase, Staff are looking ahead to the to the day-to-day operations and finalizing the Standard Operating Procedures.

HQE presented the first draft of the Standard Operating Procedure (SOP) to staff in October 2024. The draft was reviewed by Rolling Hills City Staff, Chief Kane from the LA County Fire Department, Captain Guerrero from the Los Angeles Sheriff's Department, and Area G Disaster Management Area Coordinator, Brandy Villanueva. Staff have since submitted a revised version of the SOP to the Ad Hoc Committee for further review (Attachment A).

Community SAFE Grant

HQE has awarded the City of Rolling Hills a Community SAFE Grant (CSG), an initiative created by veterans of HQE Systems. This grant includes the installation of the SAFE Network System, a public safety communications network designed to operate independently of cellular or AC power. The system ensures uninterrupted communication between City leadership and residents when traditional communication methods fail. The open market value of the grant exceeds $30,000.

SAFE Units

HQE is also offering at-cost pricing for up to 700 Indoor SAFE Units, enabling residents to benefit from significantly reduced costs. The total value of the Community SAFE Grant, including the SAFE Units, exceeds $65,000 in public safety enhancements.

Following this evening's presentation from HQE, Staff are seeking direction from the Council on a potential path forward with the SAFE Network and Units. Topics of importance include:

- Does the City Council wish to utilize SAFE Units?
- Will the cost of the Units be placed on the residents or the City?
- Can the SAFE Units fulfill the need for the sirens to be heard indoors?

Additionally, Staff are looking for the City Council to provide any additional feedback or recommendations that will allow staff to finalize the SOP and bring back in February for formal adoption.

Staff will continue to provide regular Siren updates to the City Council until construction has been finalized and HQE has met the obligations of their agreement.

FISCAL IMPACT:

HQE, via a Community SAFE Grant, will provide 700 SAFE Units to the City of Rolling Hills at cost. Should the City Council wish to consider this offer, and based on this evening's discussion, staff will return to the Council for any necessary budget adjustments.

RECOMMENDATION:

Receive and file. Provide direction on implementation of SAFE Network System add-on and Standard Operating Procedures.

ATTACHMENTS:

Attachment A_PS_EMP_250127_SIR_SOP_D3_forCCReview.pdf
Attachment B - CL_AGN_230706_HQE_SirenInstallation_F_A2_E.pdf



City of Rolling Hills

Alert and Warning Standard Operating Procedure (SOP)

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1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish clear, effective protocols for issuing emergency alerts and warnings to protect the safety of residents and visitors within the City of Rolling Hills. This document details the systems used, the responsible personnel, and the procedures for issuing alerts in the event of various types of emergencies, ensuring timely and accurate communication during situations that pose imminent threats to life or property. The SOP is intended for use by City officials and emergency management teams, and serves as a guide to ensure that the appropriate actions are taken based on the nature and severity of the emergency.

The SOP will focus on the use of the Everbridge mass notification system, which is deployed through the City's Alert SouthBay partnership, as well as the newly installed outdoor warning sirens. These systems are integral to the City's emergency response infrastructure, enabling rapid and broad dissemination of critical information to the public. This procedure outlines when and how to activate these systems for various emergency scenarios, including natural disasters, civil disturbances, and public health emergencies.

2. SCOPE

This SOP applies to all departments and personnel within the City of Rolling Hills involved in the planning, execution, and management of public alerts and warnings. The procedure covers both internal coordination among City officials and the external dissemination of alerts to the public via multiple channels, including the Everbridge mass notification system, outdoor warning sirens, the Rolling Hills Community Association's Dwelling Live and coordination with media outlets. It also addresses coordination with neighboring jurisdictions as part of the Alert SouthBay initiative to ensure consistency and effectiveness in the dissemination of emergency information.

This document covers a wide range of primary and secondary hazards specific to the City of Rolling Hills' geographic location, including:

Primary Threats:

Wildfire	**Land Movement**	**Earthquake**	**Aftershock**

Secondary Threats:

Mudslide	**Heavy Wind**	**Heavy Rain**	**Thunderstorm**	**Tsunami**	**Public Health**	**Civil Unrest**

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Each threat type will trigger specific alert protocols, which are designed to notify residents and visitors promptly and to provide clear, actionable guidance for ensuring safety.

3. THREAT OVERVIEW

The City of Rolling Hills faces several key threats that require tailored alert protocols, including primary and secondary hazards.

Primary Threats:

Wildfire
Due to the City's proximity to brush and wilderness areas, wildfires are a significant threat. The Palos Verdes Peninsula, including Rolling Hills, is designated as a Very High Fire Hazard Severity Zone by the State of California Department of Forestry and Fire Protection. Wildfires can spread rapidly, requiring swift evacuation and sheltering procedures to protect life and property. Dry conditions combined with high winds can intensify these threats.

Land Movement
Historically, Rolling Hills has seen slow moving land movement and sinkholes occur within the City. Weather and unstable areas can increase the risk of landslides. If roads become compromised, residents could become isolated, due to the many cul-de-sacs within the City.

Earthquake
Located in Southern California, the City is prone to seismic activity. Earthquakes can occur without warning and result in severe structural damage, fires, and hazardous material releases.

Aftershock

Aftershocks, which follow major earthquakes, also present significant risks and require immediate response.

Secondary Threats:

Mudslide
During heavy rainstorms or after earthquakes, the hillsides surrounding the City are at risk of destabilization, leading to mudslides. These events can block roads, damage property, and pose life-threatening hazards to anyone in the affected areas.

Heavy Wind
The City occasionally experiences extreme wind conditions, which can result in downed power lines, falling trees, and flying debris. Winds exacerbate wildfire risks and make it more challenging to evacuate or respond to emergencies.

Heavy Rain

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When an area sees a high amount of precipitation in a short period of time, flooding can occur. If rain is heavy or prolonged the soil struggles to absorb the water efficiently and may overwhelm water infrastructures. Roads may become compromised, and homes may see damage. Flooding is the most common disaster in the United States.

Thunderstorm

Thunderstorms in Rolling Hills can bring heavy rain, lightning, strong winds, and hail, posing risks like flash floods, fires from lightning strikes, and power outages. These storms can also down trees and power lines, creating hazardous conditions. While typically brief, thunderstorms can escalate quickly, requiring fast response to ensure public safety.

Tsunamis

Though not directly on the coast, nearby coastal areas place the city at risk in the event of a large tsunami. Earthquakes occurring off the coast can trigger tsunamis, which may necessitate immediate evacuation to higher ground.

Public Health Emergency

Pandemics and other public health crises, such as disease outbreaks, require mass communication to ensure the public is aware of safety protocols, medical guidelines, and resource availability.

Civil Unrest

Although less common, civil unrest or disturbances may occur, requiring shelter-in-place orders or guidance to avoid certain areas for public safety.

4. ALERT SYSTEM AND TOOLS

The City of Rolling Hills has alert systems and tools that require electricity, cellular signal, or access to the internet during an emergency. These alert systems include **Everbridge Mass Notification System** (via Alert SouthBay). The City of Rolling Hills may experience power and cellular outages during an emergency including planned Public Safety Power Shut-off (PSPS) program, adverse weather conditions, and heightened fire conditions. **Outdoor Warning Sirens** are designed to notify residents when there is disruption to electrical power and cellular systems and operate using solar power and battery-backup capability. Due to the nature of an Outdoor Warning Siren, indoor audibility can vary. The Outdoor Warning Siren should be considered as a secondary warning method to be used with the City's primary notification system, Everbridge, when evacuation is imminent.

The City of Rolling Hills utilizes their alert systems that are coordinated and deployed based on the type and severity of the emergency. The two systems, **Everbridge Mass Notification System** and **Outdoor Warning Sirens**, are discussed below.

4.1 Everbridge Mass Notification System (via Alert SouthBay)

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The Everbridge system allows for rapid dissemination of alerts through multiple communication channels, including phone calls, text messages, and emails. This system is employed for a wide range of emergencies, from weather advisories to evacuation warnings and orders.

- **Primary Use Cases**: Imminent threats to life or property, mandatory evacuation orders, and public safety announcements (such as shelter-in-place orders or road closures).
- **Capabilities**: Geographically targeted messaging, the ability to update information quickly, and real-time analytics on message delivery and response rates.

The Everbridge system is integrated with the broader Alert SouthBay initiative, enabling coordination with neighboring jurisdictions to ensure consistent messaging across City boundaries during region-wide emergencies.

4.2 Outdoor Warning Sirens

The City has installed three strategically placed outdoor warning sirens to provide auditory alerts in the event of life-threatening emergencies.

Locations

- **City Hall – 2 Portuguese Bend Road**
- **Fire Station – 12 Crest Road West**
- **Crest Road East Gate – 3960 Crest Road East**

The sirens can broadcast clear, high-decibel tones followed by voice messages that provide specific instructions to those within the City limits.

- **Use Cases**: Wildfires, land movement, earthquakes and aftershocks, mudslides, heavy winds, heavy rains, thunderstorms, tsunamis, public health, and civil unrest that pose immediate risk to life or require evacuation.
- **Features**: Each siren is equipped with a tone alert and a clear voice broadcast system that can be heard across large outdoor areas. Siren tones are followed by live or pre-recorded voice messages with instructions.
- **SAFE Network System**: Is a public safety communications network designed to operate independently of cellular or AC power. This system ensures uninterrupted communication between the City's leadership and residents, even during catastrophic events when traditional communication methods fail. The system operates through a decentralized, self-sustaining framework that uses advanced radio frequency technology to maintain reliable communication.
- **Indoor SAFE Units for Homes**: SAFE Units are compact, easy-to-install, ADA compliant devices designed to provide emergency alerts and critical information directly to residents' homes. These units serve as a vital link in the communication chain, ensuring that even during widespread outages or disasters, households remain informed and connected to City leadership and emergency services. The units are designed to operate with standard A.C. power and

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include a rechargeable backup battery. *When electricity and cellular signals are available the Outdoor Warning Sirens will be used in conjunction with Everbridge to ensure that people outdoors, as well as those indoors with mobile phones, receive the necessary information.

5. ROLES AND RESPONSIBILITIES

Effective execution of this SOP requires a clear delineation of roles and responsibilities among City departments and officials.

5.1 Incident Commander (IC)

The Los Angeles County Fire Department Incident Commander holds ultimate authority over the need for evacuation alerts and warnings. Responsibilities include:

- Tactical and operational responsibility for incident management

5.2 City Manager (CM)

The City Manager or designated person holds ultimate authority over the activation of public alerts and warnings. Responsibilities include:

- Authorizing the use of Everbridge and outdoor warning sirens.
- Coordinating with the Emergency Operations Center (EOC) and other City partners to ensure appropriate response and resource allocation.
- In coordination with the IC, ensuring timely decision-making regarding evacuations, shelter-in-place orders, or other necessary actions during emergencies.

5.3 City Council (CC)

The City Council plays a key role in policy decisions. The Council will provide direction and guidance to the City Manager. In an emergency the City Council may:

- Develop and recommend emergency mutual aid plans and agreements.
- Adjust ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements.

5.4 Emergency Services Coordinator (ESC)

The Emergency Services Coordinator is responsible for overseeing the technical and operational aspects of public alerts. This includes:

- Monitoring weather reports, seismic data, and other indicators of potential threats.
- Coordinating with Alert SouthBay to disseminate accurate, timely information via Everbridge.
- Ensuring that the outdoor warning sirens are tested regularly and remain operational.

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5.4 Public Information Officer (PIO)

The Public Information Officer is tasked with drafting and reviewing all public messaging before dissemination to ensure clarity and accuracy. Specific responsibilities include:

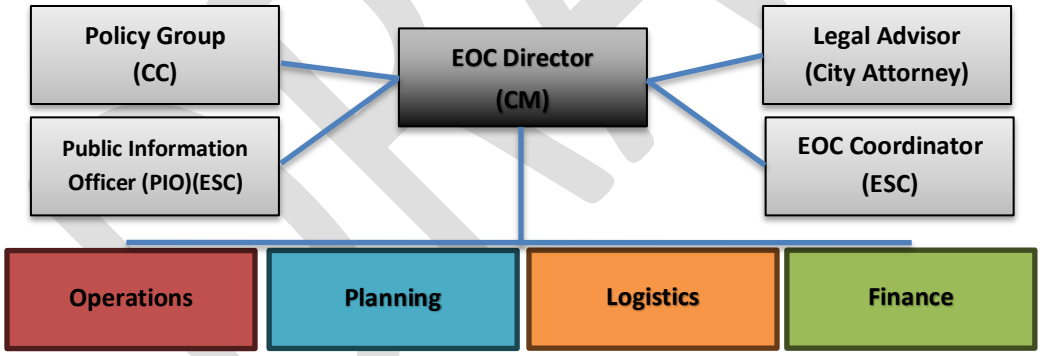
- Drafting messages for Everbridge and the outdoor sirens based on pre-scripted templates.
- Serving as the liaison with news outlets, public relations firm, and ensuring accurate information is relayed through official channels.

5.6 Rolling Hills Community Association (RHCA)

The RHCA plays a key role in supporting the City's emergency response infrastructure. Responsibilities include:

- Assisting the City in the preparation and execution of evacuation routes, especially during land movement, landslides or wildfires where roads may be blocked or damaged.
- Calling Southern California Edison for downed power lines, and attending to fallen trees, and other hazards caused by high winds or earthquakes.
- Messaging residents on Dwelling Live at the City Managers request.
- Unlocking the closed Crest Gate as an evacuation exit.

5.6 Rolling Hills Emergency Operations Center (EOC) organizational chart



6. ALERT ACTIVATION PROCEDURES

The activation of alerts is critical for ensuring public safety during emergencies. The decision to activate alerts is based on the nature of the threat, the population affected, and the time available to respond. The following outlines the procedure for activating both the Everbridge system and the outdoor warning sirens. Please see Appendix B – Advisory, Warning, and Order Guidelines for alerting.

6.1 Everbridge Alerts

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Activation of Everbridge involves several key steps to ensure accurate and timely dissemination of information:

- **Step 1: Threat Identification**
  The IC or EMC will assess the threat level and geographic area impacted, taking into consideration reports from local, state, and federal agencies (e.g., National Weather Service, USGS).
- **Step 2: Message Drafting**
  Using pre-scripted templates, the ESC or PIO will draft a message tailored to the specific emergency, providing clear instructions to the public on what actions to take. The message will include source information, details about the threat, protective actions, and the expected expiration of the alert.
- **Step 3: Authorization**
  The drafted message will be reviewed and approved by the City Manager or ESC. In a major event, the Area G DMAC and the Alert SouthBay Coordinator will also be consulted with.
- **Step 4: Message Dissemination**
  Once authorized, the ESC will activate the Everbridge system through the Alert SouthBay platform, ensuring that the message is distributed via all available communication channels, including text, email, phone calls, and social media.

6.2 Outdoor Warning Siren Activation

The outdoor warning sirens are reserved for high-risk, life-threatening situations coupled with loss of electrical power and/or cellular service. The following steps are used to activate the sirens:

- **Step 1: Assess the Need for Siren Activation**
  The CM or designee will determine whether the threat requires outdoor siren activation (e.g., wildfire approaching, mudslides, or severe winds). The CM or designee will determine if residents will not be notified using Everbridge Alerts.
- **Step 2: Activation**
  Access the central control system for the outdoor sirens and select the appropriate sound and pre-recorded message or prepare to deliver a live voice message.
- **Step 3: Genasys**
  The ESC will update Genasys according to instructions given by the IC.
- **Step 4: Issue Follow-Up Instructions**
  After the sirens are activated, the ESC or PIO will ensure that additional instructions are disseminated through Everbridge, including specific guidance on evacuation routes, shelter-in-place instructions, and emergency shelters.

7. MESSAGING GUIDELINES

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Effective emergency communication requires clear, concise, and consistent messaging. The following guidelines apply to all public alerts issued by the City of Rolling Hills.

7.1 Pre-scripted Messages

Pre-scripted messages ensure that alerts are delivered quickly and contain all necessary information. Each message will include the following components:

- **Source**: Clearly identify that the message is from the City of Rolling Hills.
- **Threat Description**: Provide a brief but detailed explanation of the emergency (e.g., "Mudslide imminent in the [area].").
- **Protective Actions**: Instruct the public on what actions to take, such as "Evacuate immediately using Palos Verdes Drive."
- **Expiration Time**: Inform the public when they can expect updates or when the alert will expire.

Refer to **Appendix A** for pre-scripted message templates.

7.2 Language Accessibility

To ensure all residents, including non-English speakers and those with access and functional needs, can understand and act on the alerts, all messages will be:

- Translated into Spanish and other commonly spoken languages in the region, as required by Senate Bill 1078.
- Written in simple, non-technical language to avoid confusion.

8. COORDINATION AND COMMUNICATION

In large-scale emergencies, effective communication between the City of Rolling Hills and neighboring jurisdictions is crucial to prevent confusion and conflicting messages. Coordination efforts include:

- **Inter-Agency Coordination**
  The City of Rolling Hills will coordinate with neighboring jurisdictions as part of the Alert SouthBay partnership. This ensures consistent messaging across City boundaries and provides mutual support for evacuation efforts, sheltering, and public information dissemination.
- **Media Engagement**
  The PIO will maintain close contact with local news outlets to provide real-time updates and ensure accurate information is broadcasted to the public. Press releases will be coordinated with neighboring jurisdictions to present a unified message.

- **Residents**

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The City of Rolling Hills will provide on-going communication with residents during the emergency using Alert SouthBay, the City of Rolling Hills website, RHCA Dwelling Live and other means (e.g. local television, radio, etc.). When there is a power outage and/or no cellular service, the City of Rolling Hills will use the Sirens to communicate messages to residents.

- **Non-Emergent Communication**
  The City website will have a siren page which will list frequently asked questions (FAQs). The siren page will also present an educational video along with other pertinent information. Additionally, the City's Blue Newsletter will have a dedicated section which will remind residents of the siren's monthly testing and that will refer to the City's website siren page for more information.

9. TESTING AND MAINTANANCE

Monthly siren tests have several purposes. These include verification that the siren is functioning, enabling listeners to learn the sounds used by outdoor warning sirens, and providing a trigger for immediate action drills by people at home. The following schedule outlines the testing protocols for both the outdoor warning sirens and the Everbridge system.

9.1 Monthly Siren Test

The City of Rolling Hills will conduct a monthly test of the outdoor warning sirens on the **first Thursday of each month at 12:00 P.M. This test would not include the siren sound. The testing of the actual siren sound would be conducted quarterly or every four months?** This test will ensure that the sirens are operational and that the public is familiar with the sound and purpose of the sirens.

The test sequence is as follows:

1. **30-second tone** to signal the start of the test.
2. **Voice Announcement**: "This is a test of the City of Rolling Hills' Outdoor Warning Sirens. In the event of an emergency, these sirens will broadcast emergency alerts, providing details of the situation and instructions. This is only a test."
3. **30-second tone** following the voice announcement.

Pre-test protocol includes the following steps:

- Notify Rolling Hills residents announcing the test using Alert South Bay, the Blue Newsletter and Dwelling Live. Note: this should be done when the sirens are activated. HQE said tests could be done monthly without being audible to residents.
- Send a form letter email to the ESC of City of Lomita, Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills Estates and Torrance, announcing each monthly test the day prior to the actual test. Also send the email to:
  - The Captain and Rolling Hills assigned Deputy from the Lomita Sheriff's Station,

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- Division I Assistant Chief of the Los Angeles County Fire Department (LACOF) and Community Services Liaison,
- The Rolling Hills Fire Station,
- Alert SouthBay Administrator,
- Area G DMAC
- Rolling Hills Community Association Manager and Gate Supervisor,
- Palos Verdes Peninsula Unified School District (PVPUSD),
- Miraleste Intermediate School,
- Peninsula Heritage School,
- Dapplegray Elementary School.

- Everbridge alert will be delivered two (2) hours prior to the test. This pre-scripted message should include the location, date, time and the duration of the test. Also, state that this is a test only and that no action is required.
- Adjust Genasys status to "Advisory" for zones ROL-E001, ROL-E002, ROL-E003. Set this status one hour prior and one hour following the siren test. State the same pre-scripted information as used for Everbridge in the "Reason" section.

9.2 Cancelation of Monthly Test

If, on the day of the siren test, the National Weather Service forecasts a threat of actual severe weather to the area within the six (6) hours prior and through the six (6) hours following the siren test, the test should be cancelled. Looming severe weather or other developing emergency situations are appropriate reasons to cancel siren tests to reduce public confusion. Cancellation reassures people that officials are actively monitoring developing situations and making appropriate adjustments when needed.

Required actions:

- Notify neighboring jurisdictions and recipients of the form letter email.
- Send out an Everbridge notification to all residents stating that the test has been cancelled.

9.3 Staff Training

All personnel responsible for managing and activating alert systems will undergo regular training sessions. This includes familiarization with the Everbridge platform, the outdoor siren system, and the protocols for issuing alerts. Training will be conducted annually, with refresher courses following significant updates or changes to the alert systems.

9.4 Residents Training

All residents should receive on-going education in Rolling Hills emergency notifications. This training should include both SouthBay Alert and the Outdoor Siren System. Training should include how they will be notified when there is electrical power and cellular service, and when there is no power or cellular service. The Evacuation Procedures – Quick Reference Guide should be included in the training

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materials. Ideally, the training material should be a video and posted on the City of Rolling Hills website so that all residents, new and old, can view and learn about the emergency notification systems.

9.5 Revision of SOP

Identify if revisions to the SOP are necessary. If there is a need, required actions include:

- Propose changes
- Gather feedback from stakeholders
- Incorporate changes
- Submit the revised SOP to the City Manager for approval
- Communicate and train relevant personnel
- Keep thorough documentation of the revision process for compliance purposes
- Review periodically

CONTACT INFORMATION FOR PUBLIC ALERTS

Residents seeking additional information about the City's alert and warning systems can visit the City of Rolling Hills' official website at https://www.rolling-hills.org/ or contact the Emergency Service Coordinator, Samantha Crew, at the City Hall at 310 377-1521

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APPENDIX A - PRE-SCRIPTED MESSAGE TEMPLATES

This appendix contains pre-scripted message templates for each major emergency scenario, including primary and secondary threats to Rolling Hills. Each template is designed to provide clear, actionable information to the public, ensuring that residents and visitors can take immediate steps to protect themselves during an emergency.

Alert Templates

Primary Threat	Advisory	Warning	Order
Wildfire	"Advisory: Fire danger is high today due to dry conditions. Avoid outdoor burning or activities that could spark a fire. Be vigilant and monitor conditions."	"Watch: A wildfire is burning near [specific area]. Conditions are favorable for the fire to spread. Be prepared to evacuate if necessary."	"Warning: Wildfire approaching [specific area]. Evacuate immediately using [specific route]. Emergency shelters are open at [location]."
Land Movement	"Advisory: Increased risk of landslides due to recent weather. Avoid steep, unstable areas."	"Watch: Landslide risk elevated in [specific area]. Be ready to evacuate if the situation worsens."	"Warning: Landslide occurring in [specific area]. Evacuate immediately and follow designated evacuation routes."
Earthquake	"Advisory: Earthquake activity in nearby areas. No immediate threat to the City. Stay informed for updates."	N/A (No watch equivalent for earthquakes as they are sudden events)	"Warning: Major earthquake reported. Expect aftershocks. Avoid damaged structures and roads. Follow official instructions for safety."
Aftershock	"Advisory: Small aftershocks may occur following today's earthquake. Inspect buildings for damage and prepare for larger aftershocks."	N/A	"Warning: Aftershock has occurred following the initial earthquake. Avoid entering buildings until they are declared safe. Follow evacuation orders if issued."

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Secondary Threat	Advisory	Warning	Order
Mudslide	"Advisory: Heavy rains have loosened the hillsides. Be aware of the potential for small mudslides in vulnerable areas."	"Watch: Mudslide risk is elevated due to ongoing rain. Be ready to evacuate from hillside areas if conditions worsen."	"Warning: Mudslide imminent in [specific area]. Evacuate immediately. Use [route] to exit the area. Shelters available at [location]."
Heavy Winds	"Advisory: Strong winds forecasted. Secure loose outdoor items and be cautious while driving."	"Watch: High winds could down trees and power lines in [specific area]. Prepare for possible outages and road closures."	"Warning: Dangerous winds in [specific area]. Stay indoors, avoid travel, and be prepared for power outages."
Heavy Rains	"Advisory: Heavy rainfall expected. Localized flooding possible. Avoid low-lying areas and secure outdoor items."	"Watch: Heavy rains may lead to flooding in [specific areas]. Be ready to evacuate if necessary."	"Warning: Flash flooding in [specific area]. Evacuate immediately and avoid flooded roads. Seek higher ground."
Thunderstorm	"Advisory: Thunderstorms expected this evening. Monitor weather updates and avoid outdoor activities."	"Watch: Severe thunderstorms possible in [specific area]. Be prepared for heavy rain, hail, and lightning."	"Warning: Severe thunderstorms in [specific area]. Seek shelter immediately. Avoid outdoor activities and travel."
Tsunami	N/A (No advisory equivalent for tsunamis)	"Watch: Tsunami watch issued for coastal areas. Monitor updates and be prepared to move to higher ground."	"Warning: Tsunami warning in effect. Evacuate immediately to higher ground. Avoid coastal areas and follow evacuation routes."
Public Health	"Advisory: Public health officials have identified an increase in flu cases. Practice good hygiene and stay home if sick."	"Watch: Public health officials warn of an escalating pandemic. Prepare for potential restrictions and monitor health updates."	"Warning: Public health emergency declared. Follow health guidelines, avoid public gatherings, and stay updated for further instructions."
Civil Unrest	"Advisory: Large gatherings planned in [specific area]. Remain cautious and avoid the area if possible."	"Watch: Civil unrest is possible in [specific area]. Be prepared for potential disruptions or road closures."	"Warning: Civil unrest occurring in [specific area]. Shelter in place and avoid all public areas until further notice."

APPENDIX B: ADVISORY, EVACUATION WARNING, and EVACUATION ORDER GUIDELINES

This appendix outlines the procedures and guidelines for issuing various levels of alerts, including **Advisory**, **Evacuation Warning**, and **Evacuation Order**. Each alert type is defined, with instructions on how to activate the appropriate alert systems, as well as the responsibilities of City officials in responding to each scenario. These guidelines ensure consistent, clear communication during emergency situations that threaten life or property.

1. DEFINITION AND DIFFERENCES

1.1 Advisory

An **advisory** is issued when a hazardous weather or hydrologic event is **occurring, imminent, or likely**, but is not expected to pose an immediate danger to life or property. Advisories are typically issued for less severe conditions that, if not heeded, could cause inconvenience or escalate into more dangerous situations.

1.2 Evacuation Warning

An **Evacuation Warning** is issued when there is a potential threat to life and/or property, and **voluntary evacuation** is recommended for residents who require additional time to evacuate, have pets, livestock, or need to make special arrangements. An evacuation warning is a precautionary alert that gives residents extra time to prepare or leave the area in case the situation worsens.

Examples of Evacuation Warning Conditions:

- A wildfire is spreading in the area but has not yet reached residential zones.
- A storm is forecasted to cause mudslides, and there is a possibility that certain areas may need to be evacuated.

Use of Alert Systems:

- **Everbridge**: An Evacuation Warning should be sent via Everbridge, notifying residents of the potential need to evacuate. The message will advise residents to prepare for possible evacuation by packing essential items, arranging transportation, and staying informed about further developments. If residents have (large) animals, children or need additional time, this is the time to leave.
- **Outdoor Sirens**: Outdoor warning sirens are generally **not activated** for an Evacuation Warning. However, if there is no power or no cellular service, the sirens will be used to signal immediate action.

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Responsibilities:

- The **Emergency Services Coordinator** will issue the Evacuation Warning after consulting with relevant local agencies (e.g., fire departments, weather services).
- The **PIO** will draft and disseminate the Evacuation Warning message, including clear instructions for voluntary evacuation and preparedness.
- **Block Captains** are required to take care of themselves and their families first. If they have time, they may assist by communicating with residents directly to help them understand the warning and encourage preparation.

Evacuation Warning Example:

- "Evacuation Warning: Due to the nearby wildfire, residents in the [specific area] should prepare to evacuate. Gather essentials, prepare and be ready to leave if conditions worsen. If you have (large) animals, children or need additional time, this is the time to leave. Stay informed by monitoring city alerts and emergency notifications."

2.2 Evacuation Order

An **Evacuation Order** is issued when there is an **immediate threat to life** and **mandatory evacuation** is required. The situation is severe, and residents must leave the affected area immediately to protect themselves from the hazard. Non-compliance with an Evacuation Order puts lives at risk and can complicate emergency response efforts.

Examples of Evacuation Order Conditions:

- A wildfire is actively threatening homes, and residents must evacuate immediately to avoid harm.
- A mudslide has occurred, or is imminent, and poses an immediate danger to homes and roads in the area.

Use of Alert Systems:

- **Everbridge**: An Evacuation Order must be sent immediately via Everbridge, providing clear, direct instructions to evacuate without delay. The message will specify evacuation routes, shelters, and other critical information.
- **Outdoor Sirens**: Outdoor warning sirens **will be activated** during an Evacuation Order to alert all residents in the affected area. Sirens will be followed by voice messages with specific evacuation instructions, including designated routes and shelters.

Responsibilities:

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- The **City Manager/Incident Commander** will issue the Evacuation Order and authorize the activation of outdoor warning sirens. The decision must be made quickly to minimize the risk to residents. The City Manager will contact the RHCA Manager and Gate Supervisor and notify them of the evacuation routes to be used to ensure the locked Crest gate is open for evacuation.
- The **Emergency Services Coordinator** will coordinate with emergency response teams to ensure that evacuation routes are clear and safe.
- The **PIO** will draft and disseminate the Evacuation Order message, including evacuation routes, safe areas, and shelters. The PIO will also provide updates on social media and through media channels.
- **Block Captains** must evacuate.

Evacuation Order Example:

- "Evacuation Order: Wildfire is approaching [specific area]. Residents must evacuate immediately. Use Palos Verdes Drive for evacuation. Emergency shelters are open at [location]. Follow instructions from emergency personnel. This is a mandatory evacuation."

3. MESSAGING GUIDELINES FOR EVACUATION ALERTS

3.1 Language and Clarity

- Messages must be clear and concise to ensure rapid comprehension by all residents. Avoid technical jargon, and provide instructions in simple, actionable terms.
- Evacuation warnings and orders should always include the following:
    - **Source**: Identify the City of Rolling Hills as the official source of the message.
    - **Location**: Clearly specify the affected areas and neighborhoods.
    - **Action**: Provide specific instructions, such as “prepare to evacuate” for warnings or “evacuate immediately” for orders.
    - **Routes and Shelters**: Include evacuation routes and available shelters when appropriate.
    - **Updates**: Inform residents when they can expect the next update or where they can get ongoing information.

3.2 Language Accessibility

- All evacuation warnings and orders should be translated into Spanish and other commonly spoken languages in the City of Rolling Hills.
- Messages should be accessible to individuals with disabilities, ensuring compliance with the Americans with Disabilities Act (ADA).

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4. KEY DIFFERENCES BETWEEN EVACUATION WARNING AND EVACUATION ORDER

Alert Type	Description	Action Required	Use of Alert Systems
Evacuation Warning	A potential threat to life/property, voluntary evacuation recommended.	Residents should prepare to evacuate and take precautions, but evacuation is not mandatory. Residents with animals (large), children or those that need additional time should evacuate now.	Everbridge alert; sirens are not activated unless there is no power or cell service. Then, sirens must be used.
Evacuation Order	Immediate threat to life/property, mandatory evacuation required.	Residents must evacuate immediately to ensure their safety.	Everbridge alert; outdoor sirens activated with voice messages providing evacuation instructions.

5. RESPONSIBILITIES OVERVIEW FOR EVACUATION ALERTS

Role	Evacuation Warning	Evacuation Order
City Manager/Incident Commander	Authorizes the Evacuation Warning.	Authorizes the Evacuation Order and siren activation.
Emergency Manager	Issues the Evacuation Warning and monitors conditions.	Coordinates evacuation efforts, ensures routes are clear.
Public Information Officer (PIO)	Drafts the Evacuation Warning message for Everbridge.	Drafts the Evacuation Order, coordinates with media and social.
Block Captains	Assists with preparedness efforts in neighborhoods only if their families and personal obligations are addressed.	If there is an order to evacuate Block Captains are instructed to leave the city.

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6. EXAMPLES OF EVACUATION MESSAGES

6.1 Evacuation Warning Example

"Evacuation Warning: Due to the forecasted storm and possible mudslides in the Rolling Hills area, residents in [specific area] should prepare to evacuate. Gather essentials, prepare your pets, and be ready to leave if conditions worsen. Monitor city alerts for further updates."

6.2 Evacuation Order Example

"Evacuation Order: Mudslides are threatening [specific area]. Residents must evacuate immediately. Use [specific roads] to exit the area. Emergency shelters are available at [location]. Follow instructions from emergency personnel. This is a mandatory evacuation."

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CITY OF ROLLING HILLS
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into this 26th day of June 2023 between the City of Rolling Hills, a municipal corporation, hereinafter referred to as "CITY" and HQE Systems Inc. a California corporation located at 27419 Via Industria, Temecula, CA 92590 "CONSULTANT."

1. RECITALS:

A. The CITY desires to contract the CONSULTANT to provide the design, procurement and installation of a turnkey emergency communications system for the City of Rolling Hills.

B. CONSULTANT is well qualified by reason of education and experience to perform such services; and

C. CONSULTANT is willing to render such services as hereinafter defined.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees to perform the services set forth in this AGREEMENT.

2. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the attached Exhibit A. The end result of the services shall include a turnkey emergency communications system which includes, but is not limited to; (i) three, 50 foot speaker towers (two directional and one omnidirectional) equipped with intelligible voice and tone capability at the three locations identified in Exhibit A and referred to as the First Station Tower, Easter Gate Tower and City Hall Tower which shall result in a system that, at a minimum, produces the specified Sound Pressure Level identified by the Original Equipment Manufacturer to ensure proper coverage. Outside of extraordinary circumstances on a property (*e.g.* loud generator, wall of 100' trees covering the perimeter of a property, *etc.*), CONSULTANT warrants that the system is designed to reach 70 dB at each residence in the City; (ii) speaker/audio system that can provide the listed decibel levels throughout the City as described in Exhibit A; (iii) system that can be managed and activated via an Advanced Communication Module (ACM) to remotely access, control and activate via a secure portal; (iv) reasonable efforts such that the system may be integrated with other regional alert systems which may require additional costs (collectively referred to as "SERVICES").

To the extent this Agreement conflicts with Exhibit A, or any other exhibit, this Agreement shall control.

3. COST

The CITY agrees to pay CONSULTANT for all the work contemplated by this AGREEMENT in the amount of Two Hundred Sixty One Thousand Dollars ($261,000.00). The cost is more particularly described in Exhibit A. This fee includes all expenses, consisting of all local travel, attendance at meetings, printing and submission of any plans or any other documents required by the Scope of Work. Any increase in contract amount or scope shall be approved by expressed written amendment executed by the CITY and CONSULTANT.

4. METHOD OF PAYMENT

CONSULTANT shall be reimbursed within (30 days) of submitting an uncontested invoice to CITY for SERVICES. CONSULTANT shall submit invoices per the approved project milestones. Milestones include 50% upon parts on order. 40% upon installation. Final 10% upon full test and acceptance by the CITY. CONSULTANT shall submit invoices electronically to the City Manager of the CITY and shall also provide a courtesy copy by U.S. Mail addressed to the City Manager of the CITY.

5. SUBCONTRACTING

CONSULTANT may employ qualified independent subcontractor(s) to assist CONSULTANT in the performance of SERVICES with CITY's prior written approval.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this AGREEMENT upon execution of this AGREEMENT.

7. PERFORMANCE TO SATISFACTION OF CITY

CONSULTANT agrees to perform all work to the reasonable satisfaction of CITY and within the time hereinafter specified.

8. COMPLIANCE WITH LAW

All SERVICES rendered hereunder shall be provided in accordance with the requirements of relevant local, State and Federal Law.

(A). Federal Requirements

In the event federal funds are used to fund all or a portion of this contract. The CONSULTANT shall comply with all federal requirements including, but not limited to, the following:

(i). 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which is expressly incorporated herein by reference.

(ii). Federal Contract Provisions attached hereto as Exhibit B and incorporated herein by reference.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in the contract, including but not limited to, 2 C.F.R. Part 200 and the Federal Contract Provisions.

With respect to any conflict between such federal requirements and the terms of this contract and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

(B). CONSULTANT is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, CONSULTANT agrees to fully comply with such Prevailing Wage Laws. CONSULTANT shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the CONSULTANT and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the CONSULTANT and all subconsultants performing such services must be registered with the Department of Industrial Relations. CONSULTANT shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

9. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred which records and documents shall be kept available at the CONSULTANT's office during the contract period and thereafter for five years from the date of final payment.

10. OWNERSHIP OF DATA

All data, designs, photographs, and other material collected or prepared under the contract shall become the property of the CITY.

11. TERM OF CONTRACT

The term of this Agreement shall be from the effective date of this Agreement to December 31, 2024, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon notice from the City.

12. TERMINATION

This contract may be terminated by the CITY with or without cause upon fourteen (14) days written notice to the CONSULTANT. All work satisfactorily performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement.

13. ASSIGNABILITY

CONSULTANT shall not assign or transfer interest in this contract without the prior written consent of the CITY.

14. AMENDMENT

It is mutually understood and agreed that no alteration or variation of the terms of this contract, or any subcontract requiring the approval of the CITY, shall be valid unless made in writing, signed by the parties hereto, and approved by all necessary parties.

15. NON-SOLICITATION CLAUSE

The CONSULTANT warrants that he or she has not employed or retained any company or persons, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the CITY shall have the right to annul this contract without liability, or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

16. INDEMNITY

CONSULTANT shall indemnify and save harmless CITY, its elected and appointed officers and employees from all claims, damages, suits, cost or actions of every name, kind or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of CONSULTANT, it officers, agents, employees and/or servants in connection with this AGREEMENT.

CITY shall indemnify and save harmless CONSULTANT, its officers, agents, employees, and servants from all claims, damages, suits, costs or actions of every name, kind, or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of the CONSULTANT, its officers, agents, employees, and/or servants in connection with this AGREEMENT.

If CONSULTANT should subcontract all or any portion of the SERVICES to be performed under this AGREEMENT, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the term of the preceding paragraph. This section shall survive termination or expiration of this AGREEMENT.

17. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 16 - Indemnity, CONSULTANT shall not begin work under this AGREEMENT until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives and employees in connection with the performance of work under this AGREEMENT, and shall be maintained throughout the term of this AGREEMENT. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of $300,000 for property damage, $300,000 for injury to one person/single occurrence, and $300,000 for injury to more than one person/single occurrence.

ii. Public Liability and Property Damage Insurance, insuring CITY its elected and appointed officers and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this AGREEMENT, whether or not done by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than $500,000.

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California. CONSULTANT shall require all subcontractors who are hired by CONSULTANT to perform the SERVICES and who have employees to similarly obtain Worker's Compensation Insurance for all of the subcontractor's employees.

iv. Professional Liability Insurance for CONSULTANT that at a minimum covers professional misconduct or lack of the requisite skill required for the performances of SERVICES in an amount of not less than $500,000 per occurrence.

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed $5,000 per occurrence.

C. Additional Insured. City, its elected and appointed officers and employees shall be named as additional insured on policies referred to in subparagraphs A (i) and (ii).

D. Primary Insurance. The insurance required in paragraphs A (i) and (ii) shall be primary and not excess coverage.

E. Evidence of Insurance. Consultant shall furnish CITY, prior to the execution of this AGREEMENT, satisfactory evidence of the insurance required, issued by an insurer authorized to do business in California, and an endorsement to each such policy of insurance evidencing that each carrier is required to give CITY at least 30 days prior written notice of the cancellation of any policy during the effective period of the AGREEMENT. All required insurance policies are subject to approval of the City Attorney. Failure on the part of CONSULTANT to procure or maintain said insurance in full force and effect shall constitute a material breach of this AGREEMENT or procure or renew such insurance, and pay any premiums therefore at CONSULTANT'S expense.

18. ENFORCEMENT OF AGREEMENT

In the event that legal action is commenced to enforce or declare the rights created under this AGREEMENT, the prevailing party shall be entitled to an award of costs and reasonable attorney's fees in the amount to be determined by the court.

19. CONFLICTS OF INTEREST

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this AGREEMENT; and the CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed.

20. INDEPENDENT CONTRACTOR

The CONSULTANT is and shall at all times remain as to the CITY a wholly independent contractor. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees or subcontractors, except as herein set forth. The CONSULTANT shall not at any time or in

any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

21. ENTIRE AGREEMENT OF THE PARTIES

This AGREEMENT supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of CONSULTANT by CITY and contains all the covenants and agreements between the parties with respect such employment in any manner whatsoever. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and CONSULTANT.

22. NOTICES.

All written notices required by, or related to this AGREEMENT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed below. Neither party to this AGREEMENT shall refuse to accept such mail; the parties to this AGREEMENT shall promptly inform the other party of any change of address. All notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this AGREEMENT is as follows:

CITY: Elaine Jeng, PE, City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

CONSULTANT: HQE Systems, Inc.
Attn: Qais Alkurdi
27419 Via Industria
Temecula, CA 92590

23. GOVERNING LAW

This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California, and all applicable federal statutes and regulations as amended.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date and year first above written.

CITY OF ROLLING HILLS

CITY MANAGER

ELAINE JENG, PE

DATE: 07/07/2023

CONSULTANT

DATE: 07/06/2023

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

PATRICK DONEGAN, CITY ATTORNEY

Exhibit A

Scope of Work and Cost

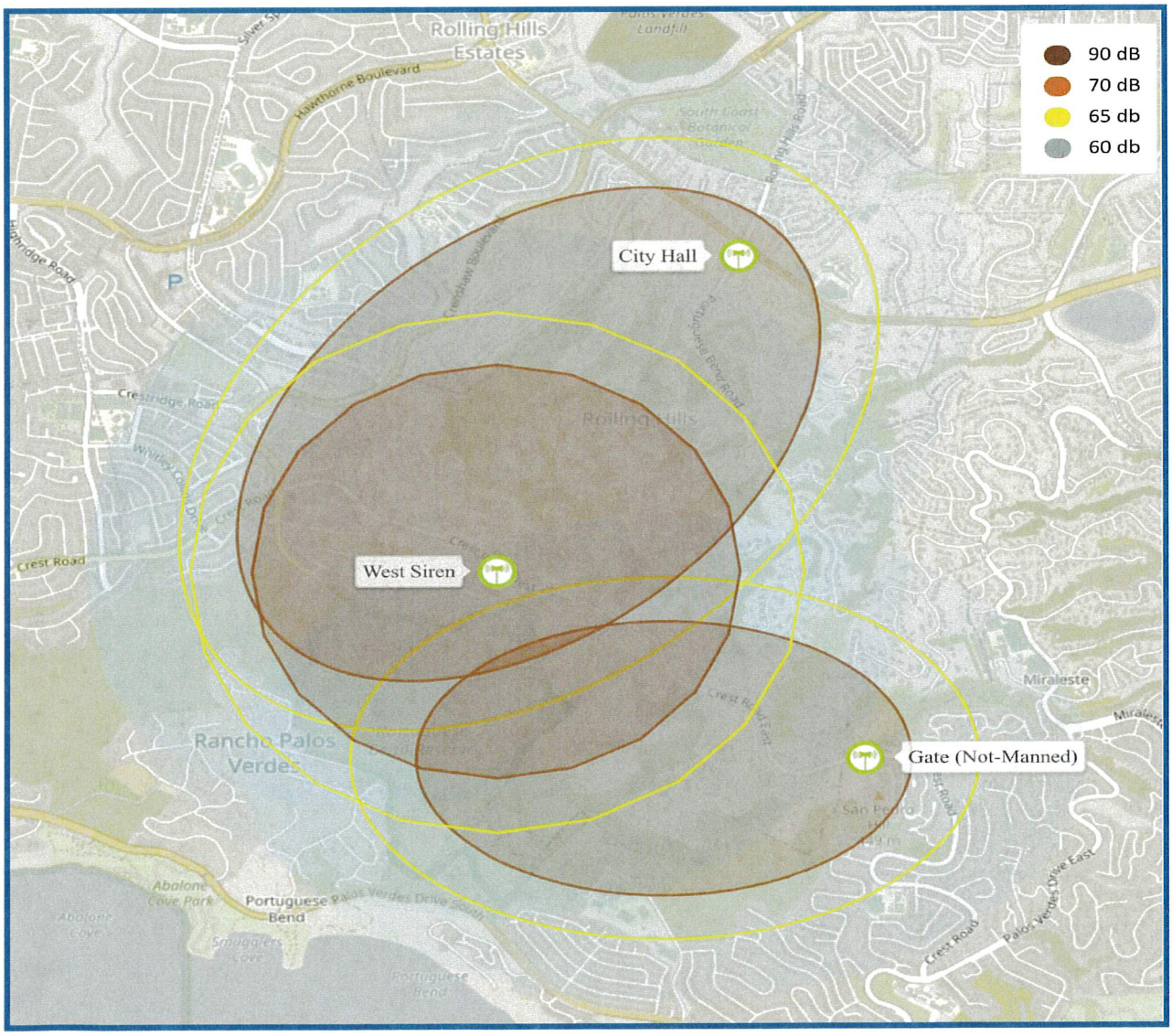
NOT FOR GENERAL RELEASE TO THE PUBLIC

PROPRIETARY PRICING AND SENSITIVE TECHNICAL SYSTEMS INFO FOR THE CITY

City of Rolling Hills, CA
June 21, 2023

New proposed installation locations

1. City Hall
2. Crest Rd. East
3. Crest Rd. West



Speaker Types: Intelligible Voice & Tone

- Intelligible Voice and Tone Sirens
    - Make/Model: SiRcom, Line Arrays

Power: Battery System

- No SCE electrical support requirements
- The system is engineered to provide the City with a full operational capability without any AC main power source for charging. All charging will be done through solar power.

Comms: Advanced Communications Module (ACM)

- The system will be managed and activated via the SiRcom Advanced Communications Module (ACM). The ACM is an advanced communications

Discounted Price: $261,000.00 (Full turnkey installation), includes the following:

- Equipment to be proposed
    - QTY 3, Intelligible Voice and Tone Siren Systems
        - Full battery operated with solar charging
        - Real-time systems health monitoring
        - Mounted on Class II wood poles
    - QTY 1, Central Control Station (CCS) - siren activation software
        - On-Premise solution
        - Includes: Cloud-based activation solution to allow for access to the system by authorized administrator
- Services to be proposed
    - Design support
    - Installations labor
    - Training for City administrators
    - Test and Turnover
    - Full community outreach package
        - Marketing assets (flyers, information brochures)
        - Social media post templates
        - Video templates
        - PR release templates
    - 1 Year Full Warranty

Options

Yearly Maintenance: $13,981.00 per year

- Hassle free maintenance service
    - Annual preventive maintenance visit
        - Manufacturer's standard testing
        - Cleaning of all of the parts (clean, grease, seal)
        - Replace degraded or damaged parts
    - As required corrective maintenance support (remote and onsite)

- No cost to replace any faulty parts (Act of God, Vandalism, Unauthorized Repairs/Access by the City or 3rd Party Vendor not covered), includes:
    - Siren parts
    - Solar charging parts
    - 12V batteries
    - Wires, cabling, and consumable parts

- Up to 5 hours of annual refresher training for the activation software

- Annual data usage for Satellite and Cellular Communications (estimated annual cost for QTY 3 sirens and QTY 1 central control station (activation software): ~$500/Year

Exhibit B

FEDERAL CONTRACT PROVISIONS

During the performance of this contract, Consultant shall comply with all applicable federal laws and regulations including but not limited to the federal contract provisions in this Exhibit.

1. **CONTRACTING WITH SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISE AND LABOR SURPLUS AREA FIRMS (2 C.F.R. § 200.321)**

   (A) Consultant shall be subject to 2 C.F.R. § 200.321 and will take affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award.

   (B) Affirmative steps shall include:

   (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

   (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

   (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

   (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and

   (v) Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.

Consultant shall submit evidence of compliance with the foregoing affirmative steps when requested by the City. Notwithstanding the foregoing, the affirmative steps requirements detailed above do not apply in the case of a noncompetitive procurement made under the emergency exception/exigency exception to competitive procurements.

2. **COST PRINCIPLES (2 C.F.R. PART 200, SUBPART E)**

(A) If any indirect costs will be charged to the City under this contract, such costs must conform to the cost principles set forth under the Uniform Rules at 2 C.F.R. Part 200, subpart E ("Cost Principles"). In general, costs must (i) be necessary and reasonable; (ii) allocable to the grant award; (iii) conform to any limitations or exclusions set forth in the Cost Principles; (iv) be adequately documented; and (v) be determined in accordance with generally accepted accounting principles ("GAAP"), except, for state and local governments and Indian tribes only, as otherwise provided for in 2 C.F.R. Part 200, subpart E. 2 C.F.R. § 200.403. Costs that are determined unallowable pursuant to a federal audit are subject to repayment by Consultant.

3. **ACCESS TO RECORDS & RECORD RETENTION (2 C.F.R. 200.336)**

(A) Consultant shall comply with 2 C.F.R. § 200.336 and provide the Federal Agency, Inspectors General, the Comptroller General of the United States, City, and the State of California or any of their authorized representatives access, during normal business hours, to documents, papers, books and records which are directly pertinent to this contract for the purposes of making and responding to audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to the Consultant's personnel for the purpose of interview and discussion related to the books and records.

(B) The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(C) The Consultant agrees to provide the Federal Agency or its authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

(D) In compliance with the Disaster Recovery Act of 2018, the City and Consultant acknowledge and agree that no language in this contract is intended to prohibit audits or internal review by the FEMA Administrator or the Comptroller General of the United States.

4. **REQUIRED CONTRACT PROVISIONS IN ACCORDANCE WITH APPENDIX II TO PART 200 – CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.326)**

(A) Appendix II to Part 200 (A); Appendix II to Part 200 (B): Remedies for Breach; Termination for Cause/Convenience. If the contract is in excess of $10,000 and the contract does not include provisions for both termination for cause and termination for convenience by the City, including the manner by which it will be effected and the basis for settlement, then the following termination clauses shall apply. If the contract is for more than the simplified acquisition threshold (see 2 C.F.R. § 200.88) and does not provide for administrative, contractual, or legal remedies in instances where Contractor violates or breaches the terms of the contract, then the following termination clauses shall apply and have precedence over the contract. Otherwise, the following termination clauses shall not be applicable to the contract.

(i) Termination for Convenience. The City may, by written notice to Consultant, terminate this contract for convenience, in whole or in part, at any time by giving written notice to Consultant of such termination, and specifying the effective date thereof ("Notice of Termination for Convenience"). If the termination is for the convenience of the City, the City shall compensate Consultant for work or materials fully and adequately provided through the effective date of termination. No amount shall be paid for unperformed work or materials not provided, including anticipated profit. Consultant shall provide documentation deemed adequate by the City to show the work actually completed or materials provided by Consultant prior to the effective date of termination. This contract shall terminate on the effective date of the Notice of Termination.

(ii) Termination for Cause. If Consultant fails to perform pursuant to the terms of this contract, the City shall provide written notice to Consultant specifying the default ("Notice of Default"). If Consultant does not cure such default within ten (10) calendar days of receipt of Notice of Default, the City may terminate this contract for cause. If Consultant fails to cure a default as set forth above, the City may, by written notice to Consultant, terminate this contract for cause, in whole or in part, and specifying the effective date thereof ("Notice of Termination for Cause"). If the termination is for cause, Consultant shall be compensated for that portion of the work or materials provided which has been fully and adequately completed and accepted by the City as of the date the City provides the Notice of Termination. In such case, the City shall have the right to take whatever steps it deems necessary to complete the project and correct Consultant's deficiencies and charge the cost thereof to Consultant, who shall be liable for the full cost of the City's corrective action, including reasonable overhead, profit and attorneys' fees.

(iii) Reimbursement; Damages. The City shall be entitled to reimbursement for any compensation paid in excess of work rendered or materials provided and shall be entitled to withhold compensation for defective work or other damages caused by Consultant's performance of the work.

(iv) Additional Termination Provisions. Upon receipt of a Notice of Termination, either for cause or for convenience, Consultant shall promptly discontinue the work unless the Notice directs to the contrary. Consultant shall deliver to the City and transfer title (if necessary) to all provided materials and completed work, and work in progress including drafts, documents, plans, forms, maps, products, graphics, computer programs and reports. Consultant acknowledges the City's right to terminate this contract with or without cause as provided in this Section, and hereby waives any and all claims for damages that might arise from the City's termination of this contract. The City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed work or materials not provided, and shall not be entitled to damages or compensation for termination of work or supply of materials. If City terminates this contract for cause, and it is later determined that the termination for cause was wrongful, the termination shall automatically be converted to and treated as a termination for convenience. In such event, Consultant shall be entitled to receive only the amounts payable under this Section, and Consultant specifically waives any claim for any other amounts or damages, including, but

not limited to, any claim for consequential damages or lost profits. The rights and remedies of the City provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law, equity or under this contract including, but not limited to, the right to specific performance.

(B) Appendix II to Part 200 (C) – Equal Employment Opportunity: Except as otherwise provided under 41 C.F.R. Part 60, if this contract meets the definition of a "federally assisted construction contract" in 41 C.F.R. § 60-1.3, then Consultant shall comply with the following equal opportunity clause, in accordance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and implementation regulations at 41 C.F.R. Chapter 60:

(i) Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Consultant will take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.

(ii) Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.

(iii) Consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Consultant's legal duty to furnish information.

(iv) Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of

September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(v) Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(vi) Consultant will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(vii) In the event of Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No.11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No.11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(viii) Consultant will include the provisions of paragraphs (i) through (viii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24,1965, so that such provisions will *be* binding upon each subcontractor or vendor. Consultant will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however,* that in the event Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Consultant may request the United States to enter into such litigation to protect the interests of the United States.

(C) Appendix II to Part 200 (D) – Davis-Bacon Act; Copeland Act: Not applicable to this contract.

(D) Appendix II to Part 200 (E) – Contract Work Hours and Safety Standards Act:

(i) If this contract is in excess of $100,000 and involves the employment of mechanics or laborers, Consultant shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. Part 5). Under 40 U.S.C. 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and

provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(ii) No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(iii) In the event of any violation of the clause set forth in paragraph (ii) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (ii) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (ii) of this section.

(iv) The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Consultant or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (iii) of this section.

(v) The Consultant or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (ii) through (v) of this Section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (ii) through (v) of this Section.

(E) <u>Appendix II to Part 200 (F) – Rights to Inventions Made Under a Contract or Agreement:</u>

(i) If the Federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution

of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by the City.

(ii) The regulation at 37 C.F.R. § 401.2(a) currently defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

(iii) This requirement does not apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of "funding agreement."

(F) Appendix II to Part 200 (G) – Clean Air Act and Federal Water Pollution Control Act: If this contract is in excess of $150,000, Consultant shall comply with all applicable standards, orders, or requirements issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

(i) Pursuant to the Clean Air Act, (1) Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq., (2) Consultant agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal awarding agency and the appropriate Environmental Protection City Regional Office, and (3) Consultant agrees to include these requirements in each subcontract exceeding $150,000.

(ii) Pursuant to the Federal Water Pollution Control Act, (1) Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq., (2) Consultant agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal awarding agency and the appropriate Environmental Protection Agency Regional Office, and (3) Consultant agrees to include these requirements in each subcontract exceeding $150,000.

(G) Appendix II to Part 200 (H) – Debarment and Suspension: A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the

OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 C.F.R. part 1986 Comp., p. 189) and 12689 (3 C.F.R. part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(i) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(ii) Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(iii) This certification is a material representation of fact relied upon by City. If it is later determined that Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(iv) Consultant warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in any federal programs. Consultant also agrees to verify that all subcontractors performing work under this contract are not debarred, disqualified, or otherwise prohibited from participation in accordance with the requirements above. Consultant further agrees to notify the City in writing immediately if Consultant or its subcontractors are not in compliance during the term of this contract.

(H) Appendix II to Part 200 (I) – Byrd Anti-Lobbying Act: If this contract is in excess of $100,000, Consultant shall have submitted and filed the required certification pursuant to the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1353). If at any time during the contract term funding exceeds $100,000.00, Consultant shall file with the City the Federal Standard Form LLL titled "Disclosure Form to Report Lobbying." Consultants that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

(I) Appendix II to Part 200 (J) – Procurement of Recovered Materials:

(i) Consultant shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements

of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement.

(ii) Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

(iii) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

5. **MISCELLANEOUS PROVISIONS**

(A) The Consultant shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

(B) This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of this contract. The Consultant will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

(C) Consultant acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Consultant's actions pertaining to this contract.

(D) The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the City, Consultant, any subcontractors or any other party pertaining to any matter resulting from the contract.

(E) <u>General and Administrative Expenses And Profit For Time And Materials Contracts/Amendments</u>.

(i) General and administrative expenses shall be negotiated and must conform to the Cost Principles.

(ii) Profit shall be negotiated as a separate element of the cost. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the Consultant, the Consultant's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(iii) Any agreement, amendment or change order for work performed on a time and materials basis shall include a ceiling price that Consultant exceeds at its own risk.

Agenda Item No.: 14.A
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **CONSIDERATION OF SUMITTING A LETTER OF SUPPORT FOR THE APPOINTMENT OF FORMER RANCHO PALOS VERDES MAYOR AND COUNCILMEMBER HON. JOHN CRUIKSHANK TO THE WEST BASIN MUNICIPAL WATER DISTRICT TO FILL THE RECENTLY VACATED DIVIDSON 1 DIRECTOR'S SEAT (COUNCILMEMBER MIRSCH)**

DATE: **January 27, 2025**

BACKGROUND:
The West Basin Municipal Water District (West Basin) Board of Directors accepted the resignation of Director Harold Williams effective January 2, 2025, leaving a vacancy on the five-member Board of Directors (Board) for the representative of Division I, which includes the cities of Carson, Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates and unincorporated Los Angeles County area of Rancho Dominguez.

At a Special Meeting of the Board on January 8, 2025, West Basin Directors, in accordance with the Municipal Water District Law (Water Code section 71000 et. seq.), determined to fill the Division I director vacancy for the remaining two-year term through an appointment process. The Board has 60 days to make the appointment from the day of the vacancy, or by Monday, March 3, 2025.

Residents who are registered to vote in Division I of the West Basin Municipal Water District are invited to apply. The term of office for this appointment expires in December 2026. The General Election on November 3, 2026 will determine the director position for a full four-year term of office that would commence once the election has been certified in December 2026. The person appointed to fill the current vacancy may choose to run for the full-term office.

The Board will be accepting letters of interest and resumes, including relevant supporting documents, for candidates seeking to fill the vacancy. The West Basin Board of Directors requests that application materials be submitted by 4:00 pm on Friday, February 7, 2025.

This evening, staff seeks direction from the City Council regarding the submission of a letter of

support for the appointment of former Rancho Palos Verdes Mayor and Councilmember, Hon. John Cruikshank, to the West Basin Municipal Water District to fill the recently vacated Division 1 Director's seat.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Discuss and provide direction to staff.

ATTACHMENTS:

Agenda Item No.: 15.A
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **STEPHANIE GRANT, ASSISTANT PLANNER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **RECEIVE AND FILE FIRE CODE ENFORCEMENT QUARTERLY REPORT FOR THE FOURTH QUARTER OF 2024 (OCTOBER 1 TO DECEMBER 31)**

DATE: **January 27, 2025**

BACKGROUND:

Code Enforcement

The Code Enforcement Division provides quarterly updates on cases, including dead vegetation and other code violations, for the fourth quarter of 2024. The attachments summarize cases opened and closed during the quarter, as well as a cumulative list of open cases (see Attachments 1, 2, and 3). To ensure property owner anonymity, addresses have been removed from the quarterly reports.

Fire Fuel Abatement

The quarterly Fire Fuel Meeting is scheduled for next week to address fire fuel concerns in Rolling Hills. A December meeting did not occur due to the holiday season and the recent departure of the Planning and Community Services Director. Staff will provide an update on fire fuel abatement during the second City Council meeting in February.

DISCUSSION:

Code Enforcement

During the fourth quarter of 2024, a total of 6 cases were closed, including 5 dealing with vegetation or dead trees; 4 new cases were opened, including 3 involving overgrown vegetation or dead trees. All but 2 of the 4 cases opened this quarter were closed. Currently, code enforcement is working on 11 open cases, of which 2 deal with overgrown vegetation or dead trees. Each case is unique, and some require more time than others to resolve. In certain cases, in which the owner is nonresponsive and remains out of compliance, cases have been referred to the City Attorney's office.

Fire Fuel Abatement

Although there is no update for this meeting, staff is seeking direction from the City Council

regarding the regulation of fire fuel in the canyons and whether this is an item the Council wishes to revisit. The Fire Fuel Committee was dissolved in 2022, but staff would like to know if the Council is interested in bringing back the committee, with Councilmembers Dieringer and Mirsch serving as liaisons. If the Council wishes to bring back the committee, staff will coordinate a meeting to discuss fire fuel in the canyons, among other related topics.

FISCAL IMPACT:
Code enforcement services is provided contractually, and payment is made from the General Fund.

RECOMMENDATION:
Receive and file the Code Enforcement Quarterly Report for the fourth quarter of 2024 (October 1 to December 31) and provide direction to staff on whether or not to bring back the Fire Fuel Committee.

ATTACHMENTS:
CE_QRP_2024_Q4_250122_CC_CE_AllExistingOpenCases.pdf
Attachment 2: CE_QRP_2024_Q4_250122_CC_CE_NewOpenedCases_.pdf
Attachment 3: CE_QRP_2024_Q4_250122_CC_CE_ClosedCases.pdf

Case Report – All Existing Open Code Cases – Fourth Quarter 2024

1/1/2020 - 12/31/2024

Case Date	Code Case Number	Description	Main Status
12/19/2024	429	Fallen tree/ dead vegetation	Open
11/19/2024	425	Misc debris in the front of the property	Open
9/19/2024	422	Unpermitted loft	Open
8/27/2024	421	Unpermitted storage container	Open
8/20/2024	417	Unpermitted storage container	Open
8/20/2024	416	Unpermitted storage container	Open
7/24/2024	413	Illegal basement	Open
5/28/2024	407	Illegal grading and retaining walls	Open
11/2/2023	382	Unpermitted construction.	Open
6/22/2023	364	Unpermitted work/grading	Open
9/22/2022	313	Extensive grading and importing of soil. Dead shrubs/trees/vegetation visible from road	Open

Total Records: 11 **1/22/2025**

Code Cases Report
New Cases Opened Fourth Quarter

10/01/2024 - 12/31/2024

Case Date	Code Case Number	Description	Main Status
10/10/2024	423	Dead tree on slope	Closed
10/22/2024	424	Dried and overgrown vegetation	Closed
12/19/2024	429	Fallen tree/ dead vegetation	Open
11/19/2024	425	Misc debris in the front of the property	Open

Total Records: 4 **1/22/2025**

Code Cases Report – Closed Cases
Fourth Quarter 2024

10/01/2024 - 12/31/2024

Case Date	Code Case Number	Description	Main Status	Case Closed
10/22/2024	424	Dried and overgrown vegetation	Closed	11/14/2024
10/10/2024	423	Dead tree on slope	Closed	12/12/2024
8/27/2024	420	Dead palm fronds	Closed	10/8/2024
8/22/2024	418	Dead/ damaged tree	Closed	10/3/2024
4/25/2024	404	Dead Tree	Closed	11/26/2024
2/29/2024	298	Debris and other material improperly stored on site.	Closed	11/19/2024

Total Records: 6 **1/22/2025**

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 15.B
Mtg. Date: 01/27/2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: KARINA BAÑALES, CITY MANAGER

SUBJECT: RECEIVE AND FILE A VERBAL UPDATE ON THE STATUS OF THE CITY HALL CAMPUS BACKUP GENERATOR

DATE: January 27, 2025

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 16.A
Mtg. Date: 01/27/2025

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: KARINA BAÑALES, CITY MANAGER

SUBJECT: PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957 (B)(1)
TITLE: CITY MANAGER

DATE: January 27, 2025

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
None.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 16.B
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(1) THE CITY FINDS, BASED ON ADVICE FROM LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. (1 CASE)**
a. NAME OF CASE: CONNIE ANDERSEN, ET AL. V. CALIFORNIA WATER COMPANY, ET AL. (SEAVIEW CASE) CASE NO.: 24STCV20953

DATE: **January 27, 2025**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
None.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 16.C
Mtg. Date: 01/27/2025

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER**

THRU: **KARINA BAÑALES, CITY MANAGER**

SUBJECT: **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION GOVERNMENT CODE SECTION 54956.9 (TWO CASES) CPUC COMPLAINTS AGAINST SOUTHERN CALIFORNIA EDISON AND SOCAL GAS**

DATE: **January 27, 2025**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
None.

ATTACHMENTS: