

**DRAFT MINUTES
PLANNING COMMISSION MEETING
MONDAY, APRIL 6, 2026**

1. CALL TO ORDER

An adjourned meeting of the Planning Commission of the City of Rolling Hills Estates was called to order by VICE CHAIR ROMANELLI at 7:01 p.m. in the City Hall Council Chamber.

2. SALUTE TO THE FLAG

CHAIR NICKLAS led those assembled in the Pledge of Allegiance.

3. ROLL CALL

Commissioners Present: Nicklas, Romanelli, Olson, Repp-Loadsman, Yoo

Commissioners Absent: Medawar, Schachter (excused)

City Staff Present: Jeannie Naughton, Community Dev/Public Works Director
Katrina Kawagoe, Senior Planner
Cameron Hall, Assistant Planner
Denise Jaramillo, Administrative Assistant

4. APPROVAL OF MINUTES

- A. APPROVAL OF PLANNING COMMISSION MEETING MINUTES, FEBRUARY 2, 2026

COMMISSIONER OLSON made a motion, seconded by COMMISSIONER ROMANELLI to:

APPROVE THE PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 2, 2026.

There being no objection, CHAIR NICKLAS ordered.

5. AUDIENCE ITEMS

NONE.

6. CONSENT CALENDAR

- A. READING IN FULL OF ALL ORDINANCES AND RESOLUTIONS PRESENTED FOR CONSIDERATION TO THE PLANNING COMMISSION WILL BE WAIVED AND ALL SUCH ORDINANCES AND RESOLUTIONS WILL BE READ BY TITLE ONLY.

COMMISSIONER MEDAWAR made a motion, seconded by COMMISSIONER YOO to APPROVE CONSENT CALENDAR ITEMS 5A AS FOLLOWS:

APPROVE ITEM 6A.

There being no objection, VICE CHAIR ROMANELLI so ordered.

7. BUSINESS ITEMS

- A. EXTENSION OF PERMIT TIME NO. 260082; APPLICANT: BRIAN LITTLE; LOCATION: 82 DAPPLEGRAY LANE; a request for approval of a one-year time extension (EPT-260082), as permitted under RHEMC 17.72.100.C.2, for entitlements approved under Planning Application No. PA-250001.

Senior Planner Kawagoe provided a presentation summarizing the staff report for the extension of permit No. 260082, request for a one-year time extension for entitlements approved under Planning Application No. 25001 located at 82 Dapple Gray Lane. The project, originally approved by the Planning Commission on June 2, 2025, includes a Neighborhood Compatibility Determination, a grading permit, and two variances related to lot coverage and waiver of a future horse-keeping area requirement on a substandard-sized lot. The approved project involves remodeling an existing swimming pool and spa, new retaining walls, a concrete pathway, and an associated ADU that was exempt from discretionary review. Senior Planner Kawagoe explained that the applicant did not meet the six-month plan check submittal deadline due to delays in final engineering and increased project costs. Staff confirms plans remain unchanged and all original conditions of approval remain in effect, except for the provision related to the applicant's ability to request additional extensions.

Staff recommends that the Planning Commission approve EPT-260082, granting a one-year time extension for PA-250001, as permitted in RHEMC Section 17.72.110.C.2, subject to the conditions outlined in Resolution No. PA-250001.

COMMISSIONER OLSON asked whether permits automatically receive a six-month extension if not acted upon. Director Naughton clarified that extensions are not automatic and require Planning Commission approval. Director Naughton explained that the Municipal Code allows two six-month extensions, typically combined into a one-year extension, after which new entitlements are required if the extension expires.

COMMISSIONER OLSON asked whether applicants must notify the city when a permit expires. Director Naughton stated there is no such requirement, noting staff is working with the City Attorney on procedural updates.

CHAIR NICKLAS asked whether the applicant was out of compliance. Director Naughton stated the entitlements have technically expired but, given no project changes and unforeseen circumstances, staff recommends approval of a one-year extension. She clarified the initial six-month period is intended for submittal of engineered plans, which were not submitted.

COMMISSIONER YOO asked when the extension period would begin. Director Naughton stated the one-year extension would run from the Planning Commission's approval date, consistent with consultation from the City Attorney.

COMMISSIONER OLSON asked the applicant, Brian Little, about timing. Mr. Little stated he intends to proceed within six months, potentially by year's end

COMMISSIONER OLSON made a motion, seconded by COMMISSIONER YOO TO APPROVE AS FOLLOWS BY THE FOLLOWING ROLL CALL VOTE:

APPROVE THE EXTENSION OF PERMIT TIME NO. 260082; WITH THE CONDITIONS PLACED BY THE PLANNING DEPARTMENT.

Ayes: Nicklas, Romanelli, Olson, Repp-Loadsman, Yoo
Noes: None
Absent: Medawar, Schachter
Abstain: None

COMMISSIONER ROMANELLI RECUSED HIMSELF FROM ITEM NO. 8B DUE TO LIVING WITHIN THE 500 FEET RADIUS.

B. EXTENSION OF PERMIT TIME NO. 260081; APPLICANT: PRAVEEN GATTU; LOCATION: 58 SILVER SADDLE LANE

Assistant Planner Hall provided a presentation summarizing the staff report for the extension of permit No. 260081, request for a one-year time extension for Planning Application No. PA-

220190 located at 58 Silver Saddle Lane. Assistant Planner Hall reported that the applicant submitted a letter indicating they could not attend the meeting due to a prior family commitment. The project consists of a previously approved Neighborhood Compatibility Determination for a 2,743-square-foot deck, including 1,098 square feet of hillside decking and 1,645 square feet of at-grade decking, with two attached trellis-style patio covers and a variance to exceed the 50 percent lot-width limitation for hillside decks. The property, located at 58 Silver Saddle Lane within the RA-15 zoning district, features a single-story residence constrained by a steep rear hillside, resulting in limited usable outdoor space; the proposed hillside deck provides an alternative to extensive grading. The applicant requested a one-year extension of the plan-check deadline, which expired on March 8, 2023, due to family and health-related issues that have since been resolved. Project scope and conditions remain unchanged from the 2022 approval, with all conditions of Resolution No. PA-220190 remaining applicable except the condition related to additional extensions.

Staff recommends that the Planning Commission approve EPT-260081, granting a one-year time extension for PA-220190, as permitted in RHEMC Section 17.72.110.C.2, subject to the conditions outlined in Resolution No. PA-220190.

COMMISSIONER OLSON asked when staff were first notified of the extension request. Director Naughton explained that the applicant contacted staff approximately one month prior regarding plan check submittal and was informed that the entitlements had expired, requiring either an extension or reapplication. She noted that fees have increased significantly following the late-2024 fee schedule update, and that after consulting with the City Attorney, staff advised the applicant to pursue an extension given code ambiguity and the completion of engineered plans.

CHAIR NICKLAS noted that approximately three and a half years had elapsed since approval. Director Naughton confirmed the timeline and stated that the applicant cited personal challenges and market conditions, noting that staff had received no communication prior to expiration. She added that applicants experiencing hardship may not always contact the City or be aware of all approval conditions.

CHAIR NICKLAS expressed concern about the extended lapse and asked whether there was precedent for similar extensions without renewed public comment. Director Naughton stated that precedent exists, particularly following the 2008–2009 recession and the COVID-19 pandemic, and noted that staff found no material changes to the project. She added that the approval remained ministerial under CEQA, with no additional CEQA review required.

Assistant Planner Hall noted that one neighboring property owner had opposed the project during the original approval due to privacy concerns and that a condition of approval required the planting of a tree to screen views into that property. Commissioners discussed the lengthy lapse between approval and the extension request, code ambiguity regarding extension limits, and the substantial fee increase for a new application compared to the extension fee. Director Naughton explained that a new application would cost approximately \$8,000 to \$9,000, while the extension fee is approximately \$2,000.

Commissioners expressed concern that neighborhood conditions and ownership may have changed and discussed options including approving the extension with conditions, continuing the item, or requiring renewed notification. The Commission reached consensus to continue the item and direct staff to notify all property owners within a 500-foot radius and contact the previously affected neighbor directly. Director Naughton confirmed that the applicant would bear notification costs and that newspaper publication was not recommended; staff proposed a standard 10-day mailed notice and direct outreach.

COMMISSIONER YOO made a motion, seconded by COMMISSIONER REPP-LOADSMAN to:

CONTINUE PERMIT NO. 260081 LOCATION 58 SADDLE SILVER SADDLE LANE TO THE NEXT HEARING WITH STAFF PROVIDING STANDARD NOTICES TO NEIGHBORS WITHIN 500 FEET RADIUS AND A DIRECT

NOTICE TO NEIGHBOR DIRECTLY BELOW THE APPLICANT'S RESIDENCE.

Ayes: Nicklas, Olson, Repp-Loadsman, Yoo
Noes: None
Absent: Medawar, Schachter
Abstain: None

8. PUBLIC HEARINGS

NONE.

9. COMMISSION ITEMS

NONE.

10. DIRECTOR ITEMS

Director Naughton announced that the City Attorney will conduct a Brown Act training on Tuesday, April 28, from 5:30 p.m. to 6:30 p.m., prior to the City Council meeting. Commissioners and committee members were encouraged to attend; recorded sessions will be available for committees.

Director Naughton welcomed Denise Jaramillo, newly hired Administrative Assistant for the Community Development and Public Works Department.

11. MATTERS OF INFORMATION

A. CITY COUNCIL ACTIONS, MARCH 24, 2026

THE PLANNING COMMISSION RECEIVED AND FILED ITEM NO. 11A.

12. ADJOURNMENT

CHAIR NICKLAS adjourned the meeting at 7:51 p.m. to the next regular Planning Commission meeting on Monday, May 4, 2026 at 7:00 p.m. in the City Hall Council Chamber, 4045 Palos Verdes Drive North, Rolling Hills Estates.

Respectfully submitted by,

Approved,

Denise Jaramillo, Administrative Assistant

Will Nicklas, Chair