

City of Del Rey Oaks

**City Hall
650 Canyon Del Rey Blvd
Del Rey Oaks, CA 93940**



Action Minutes

Wednesday, April 8, 2026 - 6:00 PM

Planning Commission – Regular Meeting

Del Rey Oaks Planning Commission

Mike Hayworth – Chair

Denise Wood – Vice Chair

Gary Kreeger – Commissioner

Louise Goetzelt - Commissioner

Ann Ahmadi – Commissioner

Celine Pinet – Commissioner

Vince Machi – Commissioner

6:01PM – Called to Order:

The meeting was called to order by Chair Hayworth.

Roll Call:

Present: Commissioner Kreeger, Commissioner Goetzelt, Commissioner Ahmadi, Commissioner Pinet, Commissioner Machi, Vice Chair Wood, and Chair Hayworth.

Absent: None

Staff Present:

City Clerk Minami, Administrative Services Technician Matthews and City Attorney Alex Lorca.

Pledge of Allegiance:

Chair Hayworth led the Pledge of Allegiance.

Consent Agenda:

Adopt February 11, 2026, Planning Commission Meeting Minutes
A motion to approve was made by Commissioner Goetzelt and seconded by Commissioner Ahmadi. Minutes were approved 7-0.

Public Comment:

Alice Green: At the pedestrian crossing on 218, the sign is covered up by a tree that needs trimming.

Reports:

Building Activity Reports for February 2026 were accepted unanimously.

Commissioner Ahmadi: Excited to see so many ADU's on list.

Old Business:

None

New Business:

A. Applicant's Name:	George McGuire
Owner's Name:	Banyan Group Construction, Inc.
File Number:	ARC #26-02, VAR #26-01 & CUP #26-01
Site Location:	120 Del Rey Gardens
Planning Area:	APN #012-601-024-000
CEQA Determination:	Categorically Exempt pursuant to CEQA Guidelines §§ 15301 and 15303
Project Description:	Requesting Architectural Review, Variance, and Conditional Use Permit to remodel and expand the floor area of the existing two-story

commercial/office building, with a private automobile design studio, sales showroom, and event venue on the first floor, and residential apartments on the second floor proposed for Short-term rentals. Additional installation of new entry tower, construction of covered garages for the residential units, new ADA accessible parking space, and new concrete patio adjacent to main entry, with a concrete sidewalk leading to new entrance.

Recommended Action:

Analyze provided material, make appropriate findings, impose conditions as appropriate, and give direction to staff.

Commissioner Goetzelt recused herself and left the council chambers, as she owns property just outside of the 500 ft radius from the proposed project.

Robyn Simpson of Denise Duffy and Associates reads from the staff report:

Project Description: Mr. George McGuire, on behalf of Banyan Group Construction, Inc. (Applicant), submitted an Architectural Review application for alterations to an existing commercial/office building, including a variance request for parking and building additions on the property located at 120 Del Rey Gardens Drive (project). The project proposes to remodel and expand the floor area of the existing two-story commercial/office building and convert the second floor into two residential apartments to be made available for short-term rental use. The first floor would be converted into a private automobile design studio and sales showroom. In addition, the project proposes to use the ground floor for automobile-related events throughout the year. A new four-car garage is proposed for construction the parcel, within the footprint of the existing parking lot. The proposed project also requests variances from parking standards and a reduction in setback requirements. The proposed use permit and variance requests are further addressed below.

An aerial view of the site is shown on **Figure 1**. The existing commercial property site is located within an area of office, light industrial, and service commercial uses along Del Rey Gardens Drive, with access to Canyon Del Rey Boulevard. Multi-family residential condominiums are located nearby. The property is next to the Monterey Regional Airport. Review of the Airport Safety Zones in the Airport Land Use Plan indicates the property is outside the Airport safety zones, restricting residential use.

Discussion: The following discussion centers on the components of the application materials and variance request submitted by the Applicant. All materials are included in the Planning Commission packet attached to this staff report.

Proposed Construction: Construction will include the demolition of existing wood-framed walls on both the first and second floors. The first floor will be expanded to increase usable space and enhance the visual depth of the building's north facade. Additional work includes the installation of a new entry tower, construction of covered garages for the short-term residential units, a new handicap-accessible van parking space, and a new concrete patio adjacent to the main entry, along with a concrete sidewalk leading to the new entrance.

The scope of construction will incorporate new wood-framed walls with drywall finishes, insulation, drywall ceilings, complete electrical, plumbing, and heating, ventilation, and air conditioning (HVAC)

systems. Interior and exterior finishes will include ceramic tile flooring, cabinetry, granite countertops, paint; wood doors and frames, windows, restrooms, bathtubs and showers with accessories, roofing, waterproofing, second floor decks/balconies, wrought iron elements, and new concrete foundations and sidewalls.

Site Plan: Please refer to Sheet A100 of the project plan sheet, the Applicant submitted a Site Plan at $1/8'' = 1'$ scale. The Site Plan identifies existing and proposed building square footage, landscaped areas, location and zoning details, occupancy type, and a parking analysis including identification of parking spaces and area. The Site plan also indicates rear, side, and front setbacks for the existing and proposed structures on-site.

Floor Plan: Sheet A200 depicts the floorplans for the existing building. Sheet A201 depicts the First Floor Plan for the remodeled main structure, Sheet A202 shows the Second Floor Plan for the remodeled main structure, and the Garage Floor Plan is identified on Sheet A301. Each Floor Plan is depicted at a scale of $1/4'' = 1'$. The Floor Plans identify the layout of the existing and proposed building spaces.

Plot Plans: Sheet A300 illustrates the Plot Plan for the main structure showing elevations at the appropriate scale (i.e., $3/16'' = 1'$). Sheet A301 illustrates the Plot Plan for the garage structure showing elevations at the appropriate scale (i.e., $1/4'' = 1'$). The location of existing trees in relation to the remodeled building are shown on Sheet A300.

Landscape Plans: Sheet L100 depicts the landscape plan for the project at the appropriate scale (i.e., $1/8'' = 1'$). The landscape plan indicates that the majority of the existing site landscape will remain in place and that removal of one tree is required for the project. The landscape plan also notes that certain portions of the existing landscape, including the planters at the front of the parcel, will be replanted with City-approved drought-resistant species.

Color and Materials Samples: Color and material samples for building paint, window glazing, window mullion, building accent colors, and roof tiles are provided on Sheet A300.

Street Designations, North Arrow, Graphic Scale: The Site Plan (Sheet A100) depicts the property address, 120 Del Rey Gardens Drive, and depicts the property line and existing on-site driveways. A north arrow is depicted on the Site Plan (Sheet A100), Floor Plans (Sheets A200, A201, A202, A301), and Landscape Plan (Sheet L100). Graphic scales are shown on all plans (i.e., Site Plan, Floor Plans, Landscape Plan, and Plotting Plans).

Netting and Ribbon: The Applicant has installed orange-colored netting on the property to show the outline and height of the proposed new structure, second story additions, changes to the existing roof line, and changes in building footprint as required by the City's Architectural Review process.

Parking Plan: Site Plan, Sheet A100, identifies off-street parking spaces, and includes a calculation for determination of required parking. The plan also illustrates ingress and egress between the street and parking spaces on the property. The project proposes to construct a four-car garage within the existing footprint of the existing off-site parking facilities. Section 17.24.040(2)(a) and (e) require parking for professional services to equal one parking space for every 300 square feet. Residential parking must provide one covered parking space consisting of one attached or detached enclosed garage space measuring no less than 288 sf, per residential unit (Section 17.08.090).

Table 1
Parking Required (Section 17.24.040(2)(a) and (e))

Uses	Square Footage	Ratio (parking space/square footage)	Parking
Professional Services	5,405	1/300	18
2 Residential Units	4,815	N/A	2
Total Required			20

Table 2
Site Plan Parking

Uses	Parking Spaces
Professional Services	13 uncovered and 2 covered
Accessible Parking	1 uncovered
Residential	2 covered
Total Parking Spaces	18

The parking calculations are inconsistent with C-1 parking requirements (Section 17.24.040), with a total deficit of two spaces for the professional services use. The Applicant has applied for a variance for the professional services parking shortfall and the addition of the covered residential parking.

Signage Plan: Planning and Building Department Guidelines require an Applicant prepare a Signage Plan and apply for a Sign Permit for projects before any sign is placed, displayed, painted, posted, printed, tacked, fastened, erected, relocated, or constructed (Sections 17.59.020 and 17.59.040). The Applicant has indicated that signage is not included as part of this project, and no signage is shown on the Architectural Plans or application materials provided by the Applicant. Any future signage installed on the project site would require preparation of a Signage Plan and approval of a Sign Permit by the Planning Commission.

Analysis:

Variance: Development standards for the C-1 zoning district are described in Section 17.24.040 of the City's Municipal Code. Specifically, lot area and dimensions shall comply with the following minimum standards except where variance is granted by the City Council (Section 17.24.040(A)):

1. Lot Area. Ten thousand square feet minimum.
2. Lot Width. 50 feet and depth – 100 feet.
3. Yards. Front 35 feet; side 10 feet, and rear 15 feet set-back.
4. Building Height. No principal structure building shall exceed two stories or 30 feet in height and no accessory building shall exceed one story or 15 feet in height, except as approved by a variance.

The front setback of the existing building does not meet the C-1 standard of 35 feet. The Applicant is applying for a building variance since the project would further reduce the front setback of the remodeled building to approximately 17.9 feet. The variance is necessary due to the unique physical characteristics of the subject property and the functional requirements of the proposed mixed-use development, specifically the ability to provide adequate on-site parking, functional access, and usable open space. The side and rear setbacks of the remodeled building and the new garage structure would meet their

respective minimum setbacks of 10 feet and 15 feet (Section 17.24.040). The Applicant proposes to construct the proposed garage within the footprint of the existing southern parking facility to reduce the construction footprint. No other configuration of the garage within the existing developed footprint of the property would meet the required 10-foot minimum side yard setback or the required 15-foot minimum rear setback.

The Applicant is requesting a variance related to meeting parking requirements in the City Code.¹ The project proposes the addition of the two short-term residential units to the property, and may in the future, rent these as residential units on a year-round basis. Under City Code, the project would be required to add covered parking spaces, consisting of one attached or detached enclosed garage space measuring no less than 288 sf, at a rate of one garage space per residential unit (Section 17.08.090). In addition, the project would have a shortfall of two professional services parking spaces as described above (Sheet A100). Section 17.24.040(2) (e) requires parking for professional services to equal one parking space for every 300 square feet of floor area.

Standards for Approving Variances: Pursuant to Del Rey Oaks Municipal Code Section 17.44.020, an application for a variance shall include a statement and adequate evidence showing the following three standards below:

- A. That there are exceptional or extraordinary circumstances or conditions applying to the land, building or use referred to in the application, which circumstances or conditions do not apply generally to land, buildings and/or uses in the same district;
- B. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the petitioner;
- C. That the granting of such application will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to the property or improvements in said neighborhood.

Variance and Special Circumstances: The Applicant has provided information to support the findings for approval of variances (included in the packet). The project incorporates appropriate site planning measures, including adequate parking for the proposed uses, safe vehicular and pedestrian circulation, and designated open space, which collectively promote safe and functional use of the property. The scale, intensity, and design of the proposed development are consistent with the uses permitted within the zoning district and are not anticipated to generate significant increases in traffic, noise, or other potential impacts compared to the office commercial uses currently allowed on the site. Additionally, the project is reconstruction of existing commercial space to allow for mixed-use, on a site that is already developed, has adequate infrastructure, access and available land area for the proposed use. The applicant has noted that the variance is necessary due to the unique physical characteristics of the subject property and the functional requirements of the proposed mixed-use development, specifically the ability to provide adequate on-site parking, functional access, and usable open space

Use Permit and Zoning: The subject property is located in the City's C-1 zoning district and carries a Neighborhood Commercial land use designation (NC[C-1]). Allowable and permitted uses in the R-1, C, and C-1 zoning districts as they relate to the project are summarized in several sections in the Zoning

¹

Code. Section 17.24.030 of the Zoning Ordinance states that residential uses are a conditional use in the C-1 district, and would require a conditional use permit. Pursuant to the Del Rey Oaks Municipal Code, the C-1 (Neighborhood Commercial) district is intended to accommodate limited retail, service, and office uses that serve local needs, while maintaining compatibility with surrounding development (Sections 17.24.010 and 17.20.010). The code permits all uses allowed in residential (“R”) districts within commercial zones (Section 17.20.020), and allows residential uses in the C-1 district subject to a Conditional Use Permit and compliance with applicable residential standards (Section 17.24.030). Additionally, certain residential activities, such as short-term rentals in the R-1 district, require a Conditional Use Permit (Section 17.08.025).

Short-term residential rentals require a conditional permit and the proposed short term residential rental is therefore not considered a “permitted” use. Short-term rentals are defined in City Ordinance No. 293 as “a privately owned residential dwelling, such as, but not limited to... apartment house, condominium, cooperative apartment, [or] duplex... rented for occupancy for dwelling, lodging, or sleeping purposes for any period less than thirty (30) consecutive days”. The project would create residential units on the top floor of the building. Therefore, a conditional use permit would be required to accommodate the proposed short-term residential uses and residential units proposed in the C-1 district.

George McQuire, applicant, further explained the details of the proposed project.

The project involves remodeling and expanding an existing two-story commercial office building to include a private automobile design studio, sales showroom, and event venue on the first floor, and two residential apartments for short-term rental on the second floor. The venue would primarily serve car enthusiasts and restoration company clients, with limited public access, and could generate approximately \$350,000-400,000 in sales annually. The building currently requires 20 parking spaces but only 18 are proposed, necessitating a variance. The proposed expansion would nearly double the current 7,610 square foot building to approximately 14,610 square feet, with space for 2-3 car displays, a conference table, and design displays.

Following this, there was a robust conversation with questions and comments from Planning Commissioners regarding the use of the building, how many events will be hosted, the short-term use of the apartments, sales tax, working on cars, variance for parking spaces, and the use and size of the venue showroom. The need for a parking signage plan to be submitted and reviewed by City staff. Key concerns raised included parking impacts on neighboring Oaks Condominiums, the significant reduction in front setback requirements, and questions about short-term rental permit limitations.

Public Comment:

Helen Birdsong: All of the Oaks condominiums should have been notified, including the HOA Board of Directors. No one knew about this project until the flagging and netting went up.

A representative from the local Union: Asking the applicant to use local workers.

Public Comment Closed

Commissioner Kreeger moves to Approve ARC 26-02 as submitted, and **Commissioner Wood** seconds the motion.

Motion passed unanimously by roll call vote: 6-0

Commissioner Kreeger- Yay
Commissioner Ahmadi- Yay
Commissioner Wood- Yay
Commissioner Pinet- Yay
Commissioner Machi- Yay
Chairman Hayworth- Yay

Commissioner Kreeger moves to Approve VAR 26-01, including a parking plan to be approved by city staff and the planning consultant, and **Commissioner Wood** seconds the motion.

Motion passed unanimously by roll call vote: 6-0

Commissioner Kreeger- Yay
Commissioner Ahmadi- Yay
Commissioner Wood- Yay
Commissioner Pinet- Yay
Commissioner Machi- Yay
Chairman Hayworth- Yay

Commissioner Wood moves to Approve CUP 26-01 as submitted, and **Commissioner Machi** seconds the motion.

Motion passed unanimously by roll call vote: 6-0

Commissioner Kreeger- Yay
Commissioner Ahmadi- Yay
Commissioner Wood- Yay
Commissioner Pinet- Yay
Commissioner Machi- Yay
Chairman Hayworth- Yay

Commissioner Goetzelt returns to the council chamber

B. City Attorney Overview – Brown Act and Commissioner Roles

Recommended Action: Receive the presentation.

The following slide show was reviewed. City Attorney explained them in detail and answered questions from the Planning Commissioners.

Commissioner Ahmadi: Asks City Attorney for clarification regarding an issue from the February Planning Commission meeting. Wants to agendize housing element programs.

City Clerk Minami: City Manager would be the person to talk with about that.

Announcements:

Chairman Hayworth: Thanks Alex

Next Meeting:

Wednesday, May 13, 2026 at 6pm

Adjournment:

7:50 pm

All enclosures and materials regarding this agenda are available for public review at Del Rey Oaks City Hall. Information distributed to the Planning Commission at the meeting becomes part of the public Record. A copy of written material, pictures, etc. should be provided to the Secretary for this purpose.