

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: David A. Bobardt, Planning Director 
Prepared by Joseph R. Vacca, Principal Planner 

DATE: June 18, 2008 (CC Meeting of 7/2/08)

SUBJECT: Consider Recordation of an Irrevocable Offer of Dedication at 332 Moorpark Avenue (State Farm Insurance Office)

BACKGROUND

On November 21, 2007, the Planning Director approved Administrative Permit No. 2007-10, to convert an existing 1,100 square foot Craftsman residential bungalow into an office use, preserving the historic character of the building; and to demolish an existing detached garage for surface parking located at 332 Moorpark Avenue, on the application of Lynda Rummelhoff. A copy of the approval letter is attached. The applicant is currently seeking City Council approval of a proposed offer of dedication of an access easement in favor of the City to satisfy one of the conditions of Administrative Permit No. 2007-10.

DISCUSSION

Condition of approval number eighteen (18) of Administrative Permit No. 2007-10 required that the Applicant provide an Irrevocable Offer of Dedication to the City of an easement for the purpose of providing ingress/egress access, drainage and parking to the adjacent property to the south. This offer of dedication requires acceptance by the City Council. If accepted by the City of Moorpark, this easement may be fully assignable to the property owner to the south of this property, as an easement for parking, ingress/egress access purposes and all appurtenant uses. The form of the Irrevocable Offer of Dedication and other required pertinent documents required to satisfy the above requirements have been reviewed and approved to the satisfaction of the Planning Director, City Engineer and the City Attorney. The offer of dedication of this easement was notarized by the applicant on June 10, 2008, and is ready to be sent to the County for recordation upon direction by the City Council. All other conditions of approval of Administrative Permit No. 2007-10 have been satisfied.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Direct staff to accept and record the irrevocable offer of dedication.

ATTACHMENTS:

1. Proposed Irrevocable Offer of Dedication 332 Moorpark Avenue
2. Administrative Permit No. 2007-10 Approval Letter

RECORDING REQUESTED BY
AND WHEN RECORDED MAILED TO:

City of Moorpark
799 Moorpark Avenue
Moorpark, California 93021
Attention: City Clerk

EXEMPT FROM RECORDER'S FEES
Pursuant to Government Code
Sections 6103 and 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

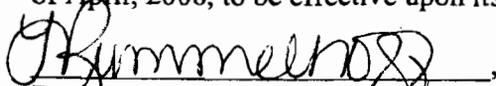
IRREVOCABLE OFFER OF DEDICATION
(Government Code 7050; Civil Code 1009 (c))

The Roy and Lynda Rummelhoff Revocable Trust dated March 3, 1990, owners of real property located in the City of Moorpark, County of Ventura, described on Exhibit A attached hereto and incorporated herein by reference hereby makes an irrevocable offer of dedication of an easement over the property identified on Exhibit A, for public access, ingress and egress and all uses appurtenant thereto to the City of Moorpark.

The City of Moorpark shall incur no liability with respect to this offer of dedication and shall not assume any responsibility for the offered property or any improvements to the property until this offer has been accepted by appropriate action of the City Council of the City of Moorpark. If accepted by the City of Moorpark, this easement shall be fully assignable to the then owner of the property described on Exhibit B, attached hereto and incorporated herein by reference, as an easement appurtenant for access, ingress and egress purposes and all uses appurtenant thereto. Provided, however, that prior to any use of the easement, the City, or its assignee, shall be responsible for the costs associated with removal and replacement of any parking spaces, driveway apron, curb or other physical improvements necessitated by the use of the Easement.

The provisions of this offer shall inure to the benefit of and be binding upon the heirs, successors, assigns and personal representatives of the respective parties to the offer.

IN WITNESS WHEREOF, the undersigned has executed this Offer of Dedication on this 15th day of April, 2008, to be effective upon its recordation in the Official Records of Ventura County, California.


By: Lynda Rummelhoff, Trustee


By: Roy Rummelhoff, Trustee

ATTACHMENT 1

00053

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Ventura }

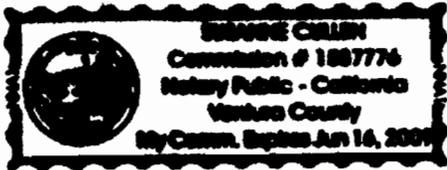
On 6-10-2008 before me, Susanne Cullen
Date Here Insert Name and Title of the Officer

personally appeared Lynda Rummelhoff and ~~Sus~~ Roy
Name(s) of Signer(s)
Rummelhoff

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Place Notary Seal Above

Signature [Handwritten Signature]
Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: irrevocable offer of dedication

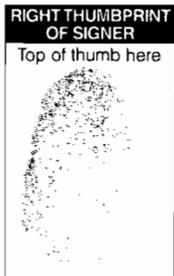
Document Date: April 15th, 2008 Number of Pages: 4

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Lynda Rummelhoff

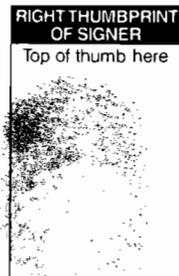
- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

Signer's Name: Roy Rummelhoff

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

EXHIBIT "A"

All that certain real property situated in the County of Ventura, State of California, described as follows:

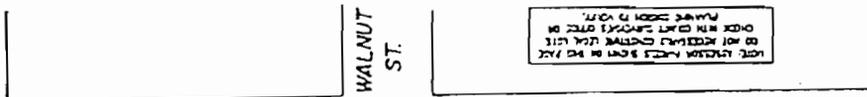
Lot 5, of Block 7, in the City of Moorpark, County of Ventura, State of California, as the same are designated and delineated upon that certain map entitled, "Map No. 1 of Tract "O" of Moorpark Subdivision, Rancho Simi, Ventura County, California", and recorded in the office of the County Recorder of Ventura County in Book 8 of Miscellaneous Records (Maps) at Page(s) 13.

EXHIBIT "B"

All that certain property situated in the County of Ventura, State of California, described as follows:

Lot 6, of Block 7, in the City of Moorpark, County of Ventura, State of California, as the same are designated and delineated upon that certain map entitled, "Map No. 1 of Tract "O" of Moorpark Subdivision, Rancho Simi, Ventura County, California", and recorded in the office of the County Recorder of Ventura County in book 8 of Miscellaneous Records (Maps) at Page 13.

512-10



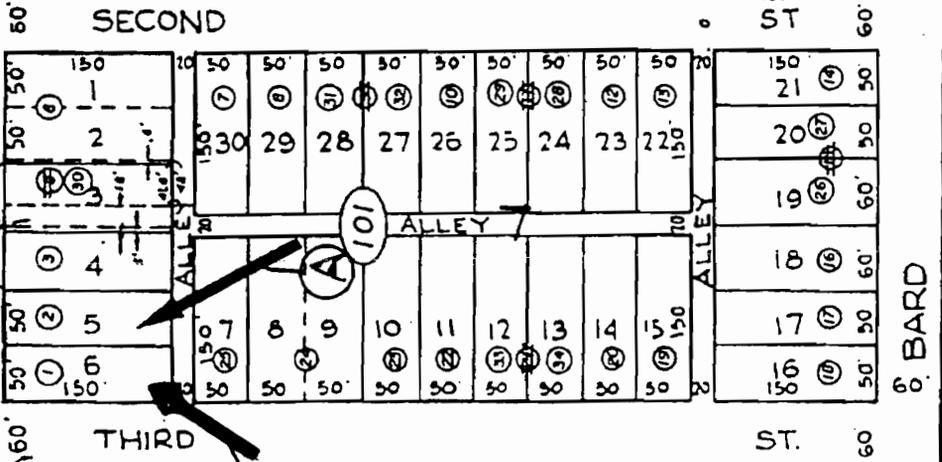
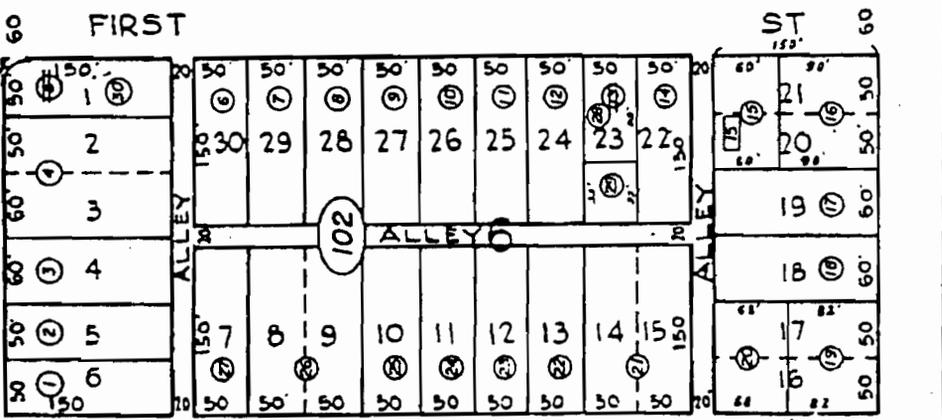
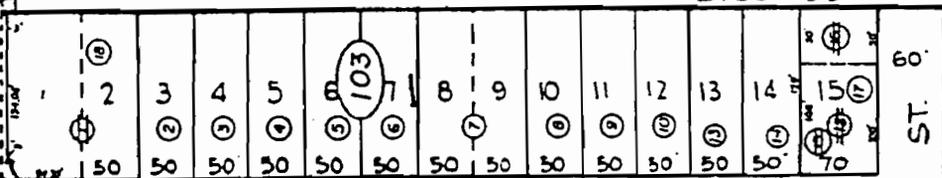
118
Tax Rate Area
10000
10038

09

CITY OF MOORPARK
Ventura County Assessor's Map. BARD ST.

DATE	REVISED	4-11-2007
REVISION	CREATED	4-11-2007
APPROVED	ALLOTTED	LETICIA
	PHONOUS	Bk-512, Section P-10
		ROL
Compiled by Ventura County Assessor's Office		

118 HWY.
THIS MAP SHOULD BE USED FOR REFERENCE ONLY. THE ACCURACY OF THE DATA SHOWN, PARCELS, BOUNDARIES, AND DISTANCES IS NOT GUARANTEED.



9700

PT Lot 0 Poindexter Sub. M.R. Bk. 5, Pg. 5
Map 1 of Tract 0 of Moorpark Sub. Ro. Simi (A.K.A. Cornett Sub) M.R. Bk. 8, Pg. 13
Ro. Simi M.R. Bk. 3, Pg. 7



City of Moorpark

COMMUNITY DEVELOPMENT DEPARTMENT: PLANNING – BUILDING AND SAFETY – CODE COMPLIANCE

799 Moorpark Avenue, Moorpark, California 93021 (805) 517-6200 fax (805) 532-2540

November 21, 2007

Lynda and Roy Rummelhoff
6924 Hogan Street
Moorpark, CA 93021

Subject: ADMINISTRATIVE PERMIT NO. 2007-10 - TO PERMIT THE CONVERSION OF AN EXISTING 1,100 SQUARE FOOT CRAFTSMAN RESIDENTIAL BUNGALOW INTO AN OFFICE USE, PRESERVING THE HISTORIC CHARACTER OF THE BUILDING, AND THE DEMOLITION OF AN EXISTING DETACHED GARAGE TO PROVIDE SURFACE PARKING, LOCATED AT 332 MOORPARK AVENUE (APN: 512-0-101-020)

Dear Mr. and Mrs. Rummelhoff:

We have completed our review of your request for an Administrative Permit to convert an existing 1,100 square foot Craftsman residential bungalow into an office use, preserving the historic character of the building; and to demolish an existing detached garage for surface parking. No correspondence or contact in opposition to your request was received. The Community Development Director has reached a decision on this matter.

Approval of Application

The Community Development Director has determined that the proposal meets the findings required by Title 17, Chapter 17.44 of the Municipal Code. Based upon a review of the proposed project, the requirements of the Zoning Ordinance, and any input from the noticed office hearing, this request for an Administrative Permit is hereby **APPROVED** subject to the following conditions:

1. The development shall be in substantial conformance with the plans presented in conjunction with the application for Administrative Permit 2007-10, except any modifications as may be required to meet specific Code standards or other conditions stipulated herein.
2. All necessary permits shall be obtained from the Building and Safety Division and all construction shall be in compliance with the Moorpark Building Code, California Historical Building code, (when applicable), and all other applicable regulations.
3. The exterior colors and material details must be reviewed and approved by the Planning Director prior to the issuance of any building permits.

\\moor_prl_sen\City_Elect\Community Development\DEV PMTS\ADMIN PMTS\2007\10 332 Moorpark Avenue (Rummelhoff)\Correspondence\2007_18Aprv_Ltr_071108.doc

PATRICK HUNTER
Mayor

KEITH F. MILLHOUSE
Mayor Pro Tem

ROSEANN MIKOS
Councilmember

JANICE PARVIN
Councilmember

MARK VAN DAM
Councilmember

ATTACHMENT 2

00058

4. All design, setbacks and height requirements associated with the conversion of the historic Craftsman Bungalow residence to an office use with supplemental parking must be in accordance to the Downtown Specific Plan Overlay zone.
5. Any and all modifications to the existing historic Craftsman Bungalow residence associated with the conversion of the residence to an office use shall be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures, subject to the review and interpretation of these standards where applicable by the Planning Director.
6. The applicant shall obtain a zoning clearance and building permit for the demolition of the existing garage.
7. Prior to the installation of any signs on the property a sign permit must be reviewed and approved by the Planning Director.
8. Roof-mounted HVAC and mechanical equipment is prohibited.
9. The driveway entrance at Moorpark Avenue must be designed as one way, in an easterly direction.
10. The parking plan for the rear of the property must be in accordance with Chapter 17.32 Off-street Parking Requirements of the Moorpark Municipal Code.
11. Handicapped accessibility on the property and within the office building and accessible parking must meet local, state, and federal requirements to the satisfaction of the City of Moorpark Building Official and Planning Director.
12. Architectural elevations shall be submitted for any modifications to the exterior of the structure, including the proposed ramp on the southern elevation, and the architectural elevations must be reviewed and approved by the Planning Director for historic compatibility with the existing structure prior to the issuance of building permits.
13. A landscaping and irrigation plan for the property must be reviewed and approved by the Planning Director prior to the issuance of any building permits.
14. Landscaping must be installed prior to occupancy of the office building.
15. A fully enclosed trash and recycling enclosure must be provided at the rear of the site, with the exact location and design to the satisfaction of the Planning Director.
16. Decorative fencing is required, including decorative masonry, wrought iron or tubular steel, or a combination thereof, and a fence and gate must be provided at the rear alley driveway and a fencing plan must be reviewed and approved by the Planning Director prior to the issuance of a demolition permit for the garage.
17. The existing heritage Oak tree on the northern property line must be preserved in place.
18. The City of Moorpark accepts the applicant's offer of reciprocal access. In order to consummate the office prior to issuance of an occupancy permit, the Applicant shall provide an Irrevocable Offer of Dedication to the City of an easement for the

purpose of providing ingress/egress access, drainage and parking to the adjacent property to the south. The City of Moorpark shall not assume any responsibility for the offered property or any improvements to the property until this action has been accepted by the City Council. If accepted by the City of Moorpark, this easement may be fully assignable to the property owner to the south of this property, as an easement appurtenant for parking, ingress/egress access purposes and all uses appurtenant thereto. The form of the Irrevocable Offer of Dedication and other required pertinent documents required to satisfy the above requirements shall be to the satisfaction of the Planning Director, City Engineer and the City Attorney.

19. Conversion of the historic residence to office must be in compliance with all requirements of the local Police Department and Fire District.
20. Approval of a Zoning Clearance shall be required prior to the issuance of building permits. All other permit and fee requirements, including, but not limited to Air Quality Fee, Art in Public Places Fee, Park Fee, Tree and Landscape Fee, Citywide Traffic Mitigation Fee, Area of Contribution Fee, Fire Protection Facilities Fee, Police Facilities Fee and Library Facilities Fee, must be met. For work done by other than the homeowner, a contractor must have a valid City of Moorpark Business Registration Permit.

The approved Administrative Permit No. 2007-10 becomes effective ten (10) days from the date of this letter, unless an appeal is filed in writing. The Administrative Permit No. 2007-10 approval will expire one (1) year from the effective date, if construction with a valid Building Permit has not commenced within that time.

Please contact Joseph R. Vacca, Principal Planner, at (805) 517-6236 if you have any further questions.

Sincerely,



David A. Bobardt
Planning Director

C: Honorable City Council
Honorable Planning Commission
Steven Kueny, City Manager
Deborah S. Traffenstedt, ATCM/City Clerk
Building and Safety Division
Case File – Administrative Permit 2007-10
Zoning Clearance File
Chron