



Minutes
Rolling Hills Planning Commission
Tuesday, December 2, 2025
Field Trip Meeting 7:30 a.m.
10 Saddleback Road

1. Call to Order

The Planning Commission of the City of Rolling Hills met in person at 10 Saddleback Road on the above date at 7:37 a.m. Chair Chelf presiding.

2. Roll Call

Commissioners Present: Cardenas, Soo, Kirkpatrick, Douglass, Chair Chelf
Commissioners Absent: None
Staff Present: Reina Schaetzel, Willdan Contract Senior Planner
Emma Montes, Assistant Planner
Benjamin Johnson, Code Compliance Officer/Planning Technician
Karina Banales, City Manager

3. Public Comment on Non-Agenda Items - None

4. Public Hearing Field Trips

4.A. Approve Affidavit of Posting for the Planning Commission Special Field Trip Meeting of December 2, 2025

4.B. Zoning Case No. 25-101: Site plan review for new construction, non-exempt grading and related improvements; variances for a detached garage within front and side yard area, detached pool house within rear yard area, deck exceeding 12", import of soil, and to exceed 40 percent disturbance; conditional use permit to exceed 200 square feet for accessory structures, and finding the project exempt from the California Environmental Quality Act for location at 10 Saddleback Road (Birkett) (LOT 17-2-RH)

Public Present: Deborah Richie-Bray, Project Architect
Stephen Birkett, Homeowner

Presentation by Willdan Contract Senior Planner Schaetzel

Commissioners and the public walked the site. No decision was made by the Commission and the item was continued to the evening meeting.

5. Adjournment: 8:30 a.m.

The meeting was adjourned at 8:30 a.m. to the regular Planning Commission meeting on Tuesday, December 2, 2025, beginning at 6:30 p.m. at 2 Portuguese Bend Road, Rolling Hills, CA 90274.

Respectfully submitted,

Christian Horvath, City Clerk

Approved,



Brad Chelf, Chair