



1. Call to Order

The Planning Commission of the City of Rolling Hills met in person on the above date at 6:30 p.m. Chair Chelf presiding.

2. Roll Call

Commissioners Present: Cardenas, Soo, Douglass, Kirkpatrick, Chair Chelf

Commissioners Absent:

Staff Present:

Karina Bañales, City Manager

Reina Schaetzel, Willdan Contract Senior Planner

Christian Horvath, Assistant to the City Manager / City Clerk

Emma Montes, Assistant Planner

Benjamin Johnson, Code Compliance Officer/Planning Technician

Michael Ervin, Assistant City Attorney

3. Pledge of Allegiance –City Manager Bañales

4. Approve Order of The Agenda

Chair Chelf approved the Order of the Agenda. Without objection, so ordered.

5. Blue Folder Items (Supplemental) – None

6. Public Comments on Non-Agenda Items – None

7. Consent Calendar

7.A. Approve Affidavit of Posting for the Planning Commission Regular Meeting of December 2, 2025

7.B. Approve the Minutes for the November 18, 2025 Planning Commission Meetings

Motion by Commissioner Cardenas, seconded by Commissioner Douglass to approve the Consent Calendar. Motion carried unanimously with the following vote:

AYES: Cardenas, Soo, Douglass, Kirkpatrick, Chair Chelf

NOES: None

ABSENT: None

8. Excluded Consent Calendar Items – None

9. Public Hearings on Items Continued from Previous Meetings – None

10. Public Hearings

- 10.A. 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)**

Presentation by Willdan Contract Senior Planner Schaetzel

Public Comment: Deborah Richie-Bray

Motion by Commissioner Cardenas, seconded by Commissioner Douglass to Adopt Resolution 2025-12 as presented. Motion carried unanimously with the following vote:

AYES: Cardenas, Soo, Douglass, Kirkpatrick, Chair Chelf
NOES: None
ABSENT: None

11. Discussion Items – None

12. Scheduled Field Trips

Willdan Contract Senior Planner Schaetzel announced that 2 Williamburg, 3 Maverick, and 26 Caballeros were potential scheduled field trips.

13. Items from The Planning Commission

Commissioner Douglass asked if there was a limit to how many field trips could be held in one morning. City Manager Bañales noted that staff can provide Commissioners plenty of lead time, in the event there are more than two planned, so they can accommodate their schedules accordingly.

14. Items from Staff

City Manager Bañales introduced recent Planning Department hires: Benjamin Johnson as the Code Compliance Office / Planning Technician, and Emma Montes as the Assistant Planner.

Benjamin and Emma introduced themselves and provided some biographical information to the Commission.

Chair Chelf welcomed them both.

15. Adjournment: 6:59 p.m.

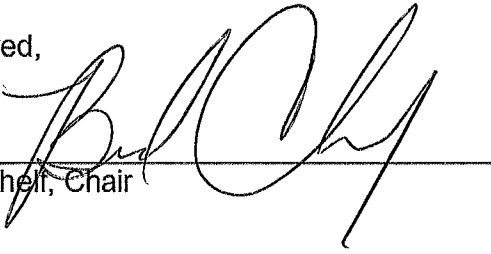
The meeting was adjourned at 6:59 p.m. to the Planning Commission meeting on Tuesday, January 20, 2026, beginning at 6:30 p.m. at 2 Portuguese Bend Road, Rolling Hills, CA 90274.

Respectfully submitted,



Christian Horvath, City Clerk

Approved,



Brad Chelf, Chair

