MEMORANDUM

TO: PLANNING COMMISSIONERS

FROM: BILL ROBESON, ACTING COMMUNITY DEVELOPMENT DIRECTOR

DATE: FEBRUARY 4, 2020

SUBJECT: ADMINISTRATIVE ITEMS APPROVED BY THE COMMUNITY DEVELOPMENT DIRECTOR

Listed below are the Administrative Items approved by the Community Development Director since January 21, 2020. If you have any concerns regarding these decisions, please contact me by 5:00 pm on February 5, 2020. If three or more Commissioners wish to pull an item for further discussion, or if a member of the public files an appeal, staff will schedule the item on a future agenda.

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Applicant</th>
<th>Address</th>
<th>Description</th>
<th>Action</th>
<th>Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEX20-001</td>
<td>Scott Dematteo</td>
<td>825 Virginia Drive</td>
<td>Construction of a detached garage exceeding the allowable height limit for accessory buildings.</td>
<td>A</td>
<td>A. Perez</td>
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ITEM NO. 1: MINOR EXCEPTION 20-001; CONSTRUCTION OF A DETACHED GARAGE EXCEEDING THE MAXIMUM ALLOWABLE FOURTEEN-FOOT (14’) HEIGHT LIMIT; LOCATION – 825 VIRGINIA DRIVE; APPLICANT – SCOTT DEMATTEO

After making the findings specified in Section 16.16.100 of the Municipal Code, the Community Development Director approved the above referenced project for the construction of a 15'-3” tall detached garage, which exceeds the maximum allowable height limit of fourteen feet (14’) by less than ten percent (10%).