



## 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.

Case No.	Applicant	Address	Description	Action	Planner
MEX20-001	Scott Dematteo	825 Virginia Drive	Construction of a detached garage exceeding the allowable height limit for accessory buildings.	A	A. Perez

**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%).