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6 Attorneys for Plaintiff  
7 CITY OF AGOURA HILLS

EXEMPT FROM FILING FEE – GOV. CODE § 6103

8  
9 **SUPERIOR COURT OF THE STATE OF CALIFORNIA**  
10 **COUNTY OF LOS ANGELES**

11 CITY OF AGOURA HILLS, a municipal  
corporation,

12 Plaintiff,

13 vs.

14 JAMES MAYFIELD, an individual; SHEILA  
15 ZAMEL, an individual; WHISPERING  
OAKS CHURCH, INC., a California  
16 Corporation; and DOES 1-50, inclusive,

17 Defendants.

) CASE NO. 20VECV01312

) [Assigned for all purposes to Hon. Virginia  
) Keeny in Dept. W]

) **PLAINTIFF CITY OF AGOURA HILLS'**  
) **EXHIBIT BOOK IN SUPPORT OF THE**  
) **DECLARATIONS OF RAMIRO ADEVA,**  
) **III, AMIR HAMIDZADEH, AND ALLEN**  
) **TRIPOLSKIY**

) [Filed concurrently with Motion for Issuance  
) of Preliminary Injunction; Declaration of  
) Ramiro Adeva, III; Declaration of Allen  
) Tripolskiy; Declaration of Amir  
) Hamidzadeh; Exhibits to Declaration;  
) Request for Judicial Notice; and [Proposed  
) Order]]

) Hearing:

) Date: April 29, 2021

) Time 8:30 a.m.

) Dept: W

) **RES ID: 149119750020**

26  
27 Plaintiff City of Agoura Hills, hereby gives notice of filing the following exhibits referenced in  
28 the Declarations of Ramiro Adeva, III, Amir Hamidzadeh and Allen Tripolskiy:

Exhibit	Document
1	Property Detail Report and Grant Deed
2	Whispering Oaks Church, Inc. California Secretary of State Registration Records
3	Whispering Oaks Chapel Website
4	Whispering Oaks Chapel Facebook
5	Photo of Chapel / Cupola
6	Whispering Oaks Chapel Social Media (Weddingwire)
7	Notice of Violations – Dated August 5, 2019
8	Defendants’ Recent Social Media Posts
9	Letter From City to Defendants – Dated August 21, 2019
10	Return on Inspection Warrant – Dated November 19, 2019
11	Letter From City to Defendants Re Notice of Violations – Dated November 26, 2019
12	Letter From City to Defendants Re February 12, 2020 Meeting – Dated February 21, 2020
13	Letter From City to Defendants Re November 26, 2019 Correspondence – Dated August 13, 2020



# EXHIBIT 1

# Property Detail Report

28347 Balkins Dr, Agoura Hills, CA 91301-1807

APN: 2055-021-054

Los Angeles County Data as of: 07/22/2019

## Owner Information

Owner Name: Mayfield James S / Zarnel Sheila  
Vesting: Husband And Wife / Joint Tenant  
Mailing Address: 28347 Balkins Dr, Agoura Hills, CA 91301-1807

Occupancy: Owner Occupied

## Location Information

Legal Description: L S 25-33 For Desc See Assessor's Maps Por Of Lot 18  
APN: 2055-021-054 Alternate APN:  
Munic / Twnshp: Region/Cluster: 02/02189 Twnshp-Rng-Sec:  
Subdivision: City Of Agoura Hills Tract #:  
Neighborhood: Agoura Hills School District: Las Virgenes Unified School District  
Elementary School: Sumac Elementary S... Middle School: A. E. Wright Middl...  
Latitude: 34.15597 Longitude: -118.74515  
County: Los Angeles, CA  
Census Tract / Block: 800327 / 3000  
Legal Lot / Block: 18 /  
Legal Book / Page:  
High School: Agoura High School

## Last Transfer / Conveyance - Current Owner

Transfer / Rec Date: 04/29/2009 / 06/30/2009 Price: \$1,415,000 Transfer Doc #: 2009.979307  
Buyer Name: Mayfield, James S Seller Name: Nadiman Family Trust Deed Type: Deed

## Last Market Sale

Sale / Rec Date: 04/29/2009 / 06/30/2009 Sale Price / Type: \$1,415,000 / Full Value Deed Type: Deed  
Multi / Split Sale: Price / Sq. Ft.: \$444 New Construction:  
1st Mtg Amt / Type: \$1,132,000 / Conventional 1st Mtg Rate / Type: / Fixed 1st Mtg Doc #: 2009.979308  
2nd Mtg Amt / Type: 2nd Mtg Rate / Type: Sale Doc #: 2009.979307  
Seller Name: Nadiman Family Trust  
Lender: Bank Of The West Title Company: Chicago Title

## Prior Sale Information

Sale / Rec Date: 08/02/2006 / 08/30/2006 Sale Price / Type: \$2,633,000 / Full Value Prior Deed Type: Deed  
1st Mtg Amt / Type: \$1,843,100 / Conventional 1st Mtg Rate / Type: Prior Sale Doc #: 2006.1932570  
Prior Lender: Metrocities Mortgage LLC

## Property Characteristics

Gross Living Area: 3,185 Sq. Ft. Total Rooms: 0 Year Built / Eff: 1979 / 1979  
Living Area: 3,185 Sq. Ft. Bedrooms: 4 Stories:  
Total Adj. Area: Baths (F / H): 4 / Parking Type:  
Above Grade: Pool: Yes Garage #:  
Basement Area: Fireplace: Garage Area:  
Style: Cooling: Central Porch Type:  
Foundation: Heating: Central Patio Type:  
Quality: Average Exterior Wall: Roof Type:  
Condition: Construction Type: Roof Material:

## Site Information

Land Use: SFR Lot Area: 132,632 Sq. Ft. Zoning: AHA11\*  
State Use: Lot Width / Depth: # of Buildings: 1  
County Use: 0101 - Single Family Usable Lot: 16928 Res / Comm Units: 1 /  
Residency  
Site Influence: Acres: 3.04 Water / Sewer Type:  
Flood Zone Code: X Flood Map #: 06037C1263F Flood Map Date: 09/26/2008  
Community Name: City Of Agoura Hills Flood Panel #: 1263F Inside SFHA: False

## Tax Information

Assessed Year: 2018 Assessed Value: \$1,601,451 Market Total Value:  
Tax Year: 2018 Land Value: \$1,202,845 Market Land Value:  
Tax Area: 5-965 Improvement Value: \$398,606 Market Imprv Value:  
Property Tax: \$18,543.00 Improved %: 24.89% Market Imprv %:  
Exemption: Delinquent Year:

This page is part of your document - DO NOT DISCARD



**20090979307**



Pages:  
0006

Recorded/Filed in Official Records  
Recorder's Office, Los Angeles County,  
California

06/30/09 AT 08:00AM

FEES:	32.00
TAXES:	1,556.50
OTHER:	0.00
PAID:	1,588.50



LEADSHEET



200906300250009

00000783310



002180215

SEQ:  
21

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

T01

E44727

RECORDING REQUESTED BY:  
Chicago Title Company  
Escrow No.: 09-61102766-55  
Locate No.: CACTI7756-7756-5611-0061102766  
Title No.: 09-61102766-55



2

When Recorded Mail Document  
and Tax Statement To:  
Mr. and Mrs. James Mayfield  
26347 W Balkins Drive  
Agoura Hills, CA 91301

APN: 2055-021-054

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT DEED**

The undersigned grantor(s) declare(s)  
Documentary transfer tax is \$1,556.50

[X] computed on full value of property conveyed, or  
computed on full value less value of liens or encumbrances remaining at time of sale,  
Unincorporated Area City of Agoura Hills,

EXECUTED IN COUNTERPART

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Michael Nadlman and Jill Nadlman, Co-Trustees of the Nadlman Family Trust dated June 19, 2006, a Trust

hereby GRANT(S) to James Mayfield and Sheila Zamel, husband and wife as joint tenants

the following described real property in the City of Agoura Hills, County of Los Angeles, State of California:  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

DATED: April 29, 2009

State of California  
County of Los Angeles

On May 4, 2009 before me,  
Stacy Primack, Notary Public  
(here insert name and title of the officer), personally appeared  
Michael Nadlman

Michael Nadlman and Jill Nadlman, Co-Trustees of  
the Nadlman Family Trust dated June 19, 2006

By: [Signature]  
Michael Nadlman, Trustee

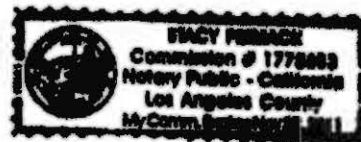
By: SIGNED IN COUNTERPART  
Jill Nadlman, Trustee

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:

Signature [Signature] (Seal)



MAIL TAX STATEMENTS AS DIRECTED ABOVE

FD-213 (Rev 12/07)  
(grant)(12-07)

GRANT DEED

20

**RECORDING REQUESTED BY:**

Chicago Title Company  
Escrow No.: 09-61102766-SS  
Locate No.: CACTI7756-7756-5611-0061102766  
Title No.: 09-61102766-SS

**When Recorded Mail Document  
and Tax Statement To:**

Mr. and Mrs. James Mayfield  
28347 W Balkins Drive  
Agoura Hills, CA 91301

APN: 2055-021-054

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT DEED**

The undersigned grantor(s) declare(s)  
Documentary transfer tax is \$1,556.30 *COUNTERPART*

[ ] computed on full value of property conveyed, or  
[ ] computed on full value less value of liens or encumbrances remaining at time of sale,  
Unincorporated Area City of Agoura Hills,

**FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,** Michael Nadlman and Jill Nadlman, Co-Trustees of the Nadlman Family Trust dated June 19, 2006, a Trust

**hereby GRANT(S) to** James Mayfield and Sheila Zamel, husband and wife as joint tenants

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SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

DATED: April 29, 2009

State of California  
County of Los Angeles

On May 4, 2009 before me,  
Stacy Primack, Notary Public  
(here insert name and title of the officer), personally appeared  
Michael Nadlman

Michael Nadlman and Jill Nadlman, Co-Trustees of  
the Nadlman Family Trust dated June 19, 2006

By: [Signature]  
Michael Nadlman, Trustee

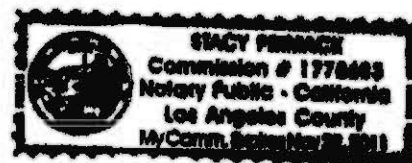
By: [Signature]  
Jill Nadlman, Trustee

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.

Signature [Signature] (Seal)



**MAIL TAX STATEMENTS AS DIRECTED ABOVE**

State of California  
County of Los Angeles

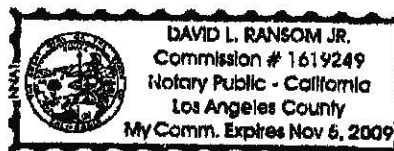
On May 26, 2009 before me,  
David L. Ransom Jr., Notary Public (here insert name and title of the officer),  
personally appeared Bill Nadlman

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.

Signature David L. Ransom Jr. (Seal)



Escrow No.: 09-61102766-55  
Locate No.: CACTI7756-7756-5611-0061102766  
Title No.: 09-61102766-55

## EXHIBIT "A"

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF AGOURA HILLS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

That portion of Parcel 18 as shown on a Licensed Surveyor's Map, in the City of Agoura Hills, County of Los Angeles, State of California, as per map filed in Book 25 Page 33 of Record of Surveys, in the office of the County Recorder of said County, described as follows:

Beginning at a point on the Westerly boundary of said Parcel 18, distant thereon North 0 degrees 03' 00" West 348.57 feet from the Southwest corner of said Parcel 18, said being the Northwest corner of the land described in exhibit "A" of the deed to Robert A. Harris and Teri A. Harris, recorded February 2, 1979 as Instrument No. 147448, in the office of the County Recorder of said County, thence North 85 degrees 54' 13" East along the Northerly line to a point distant Westerly 93.17 feet from the Southwesterly line of Lapworth Drive, 50 feet wide as shown on said Map, thence South 4 degrees 05' 47" East 220.65 feet, thence South 51 degrees 41' 18" East 87.59 feet, thence South 3 degrees 31' 15" West to the Southerly Boundary of said Parcel 18 being also the centerline of Balkins Drive 50 feet wide as shown on said Map, thence Westerly along said Southerly boundary and last mentioned centerline, being a curve concave Southerly having a radius of 685.00 feet, through a central angle of 10 degrees 07' 15" an arc distance of 121.00 feet, thence continuing along said Southerly boundary and centerline and tangent to said curve, South 83 degrees 24' 00" West 318.00 feet to the Southwest corner of said Parcel 18, thence North 0 degrees 03' 00" West along the Westerly boundary of said Parcel 18, distance of 348.57 feet to the point of beginning.

APN: 2055-021-054

## EXHIBIT 2





**Secretary of State**  
**Articles of Incorporation of a**  
**Nonprofit Religious Corporation**

**ARTS-RE**

4129351

**FILED** *mc*

**Secretary of State**  
**State of California**

**MAR 13 2018** *CO*

**IMPORTANT — Read instructions before completing this form.**

**Filing Fee — \$30.00**

**Copy Fees —** First page \$1.00; each attachment page \$0.50;  
 Certification Fee — \$5.00

**Note:** A separate California Franchise Tax Board application is required to obtain tax exempt status. For more information, go to <https://www.ftb.ca.gov>.

*IPU*  
*W*

**This Space For Office Use Only**

**1. Corporate Name** (Go to [www.sos.ca.gov/business/ba/name-availability](http://www.sos.ca.gov/business/ba/name-availability) for general corporate name requirements and restrictions.)

The name of the corporation is Whispering Oaks Church Inc

**2. Business Addresses** (Enter the complete business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)

a. Initial Street Address of Corporation - Do not enter a P.O. Box <b>28347 Balkins Drive</b>	City (no abbreviations) <b>Agoura Hills</b>	State <b>CA</b>	Zip Code <b>91301</b>
b. Initial Mailing Address of Corporation, if different than item 2a	City (no abbreviations)	State	Zip Code

**3. Service of Process** (Must provide either Individual OR Corporation.)

**INDIVIDUAL** — Complete items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (If agent is not a corporation) <b>James</b>	Middle Name <b>Sanders</b>	Last Name <b>Mayfield</b>	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box <b>28347 Balkins Drive</b>	City (no abbreviations) <b>Agoura Hills</b>	State <b>CA</b>	Zip Code <b>91301</b>

**CORPORATION** — Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete item 3a or 3b

**4. Purpose Statement**

This corporation is a nonprofit Religious Corporation and is not organized for private gain of any person. It is organized under the Nonprofit Religious Corporation Law exclusively for religious purposes.

**5. Additional Statements** (The following statements are for tax-exempt status in California. See Instructions and Filing Tips.)

- The specific purpose of this corporation is to \_\_\_\_\_
- This corporation is organized and operated exclusively for religious purposes within the meaning of Internal Revenue Code section 501(c)(3).
- No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- The property of this corporation is irrevocably dedicated to the purposes in Article 4 hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
- Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

**6. Read and Sign Below** (This form must be signed by each incorporator. See Instructions. Do not include a title.)

*James Mayfield*  
 Signature

JAMES S. MAYFIELD  
 Type or Print Name



# State of California Secretary of State

**N**

## Statement of Information

(Domestic Nonprofit, Credit Union and General Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.  
**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**G158984****FILED**

In the office of the Secretary of State  
of the State of California

**NOV-05 2018****1. CORPORATE NAME**

WHISPERING OAKS CHURCH INC

**2. CALIFORNIA CORPORATE NUMBER**

C4129351

This Space for Filing Use Only

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE	ZIP CODE
JAMES MAYFIELD 28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
JAMES MAYFIELD	28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
SHEILA ZAMEL	28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
RAY ROUNTREE	28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS	(Note: The person designated as the corporation's agent MUST have agreed to act in that capacity prior to the designation.)
JAMES MAYFIELD	

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

**Common Interest Developments**

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

11/05/2018

JAMES MAYFIELD

CFO

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE



# State of California Secretary of State

**N**

## Statement of Information

(Domestic Nonprofit, Credit Union and General Cooperative Corporations)

**Filing Fee: \$20.00. If this is an amendment, see instructions.**  
**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**GB72084****FILED**

In the office of the Secretary of State  
of the State of California

**DEC-30 2019****1. CORPORATE NAME**

WHISPERING OAKS CHURCH INC

**2. CALIFORNIA CORPORATE NUMBER**

C4129351

This Space for Filing Use Only

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE	ZIP CODE

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
JAMES SANDERS MAYFIELD	28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
RAY ROUNTREE	28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
SHEILA ZAMEL	28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS
JAMES SANDERS MAYFIELD

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
28347 BALKINS DRIVE, AGOURA HILLS, CA 91301			

**Common Interest Developments**

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11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

12/30/2019

JAMES SANDERS MAYFIELD

CEO

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

## EXHIBIT 3







HOME

ABOUT

CONTACT

FAQ

PRIVACY

TERMS

ABOUT

CONTACT

FAQ

PRIVACY

TERMS

ABOUT

CONTACT

## ABOUT US

Whispering Pines is a 5-acre estate and horse farm in the historic area of JAG, USA. The property is a beautiful blend of nature and history, offering a unique experience for all who visit. The estate is surrounded by lush greenery and features a large, light-colored house with a gabled roof and a porch. The property is also home to a large, light-colored horse and a large, light-colored dog. The property is a beautiful blend of nature and history, offering a unique experience for all who visit.

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## **Ceremony Packages:** Starting at \$850 (donation).

We can customize any package for you:

### **1 Intimate Package**

- Monday - Thursday
- Available from 10 AM - 4:00 PM
- Couple plus 4 guests
- Song or song presentation and/or Rose Bouquetting
- Traditional wedding music or your favorite song
- Ceremony and Reception in our garden or indoors
- Licensed Officiant or Just said
- Personal Day Of Ceremony Coordinator

### **2 Traditional Package**

- Monday - Thursday
- Available from 10 AM - 5:00 PM
- Men and 20 guests
- Ceremony chairs
- Bouquet and/or Rose Bouquetting
- Traditional wedding music or your favorite song
- Ceremony and Reception in our garden or indoors
- Licensed Officiant or Just said
- Personal Day Of Ceremony Coordinator
- Wedding Planner for Ceremony and Reception
- Gift attendant







As a Licensed Notary, we are certified to issue you a Confidential marriage license, without you both having to stand in line at the County Clerk's office which could take up most of your day. The cost to you, would be \$85 for the cost of the license and \$15 for each copy of your marriage Certificate, which would be paid in the County plus a service fee depending on where you would want to have us meet you birth, your favorite restaurant, your home, at Whispering Oaks Chapel or a private club on the beach.

#### ***Types Of Marriage Licenses***

A **confidential marriage** license is legally binding, just like a public license, but it's not part of the public record.

Public **marriage** licenses, on the contrary, allow anyone, for any reason, to look at the personal information that appears on the licenses at the County Clerk's office.

#### **Requirements of Confidential Marriage License:**

- The participating parties must be at least 18 years old to apply for a confidential marriage license. Minors may NOT purchase a confidential marriage license.
- The participating parties must be living together at the time they apply for the marriage license.
- You are not required to get married in the county where you purchase the confidential marriage license; however, you must be married in California. You must file the license in the county where it was purchased with 10 days of the ceremony.
- Two witnesses are required to be at the ceremony, AND no witnesses sign on the marriage license.

The marriage license is a confidential record and is registered at Los Angeles County Registrar-Recorder/County Clerk's Office. On the day of the marriage, you should receive two copies of the marriage license and you will get a receipt and proof of registration. The required fee to the County Clerk is subject to change. Persons other than you, the married couple, requesting a copy of a confidential marriage license may only do so by presenting a court order to the County Clerk in the Los Angeles County, a certified copy of a registered

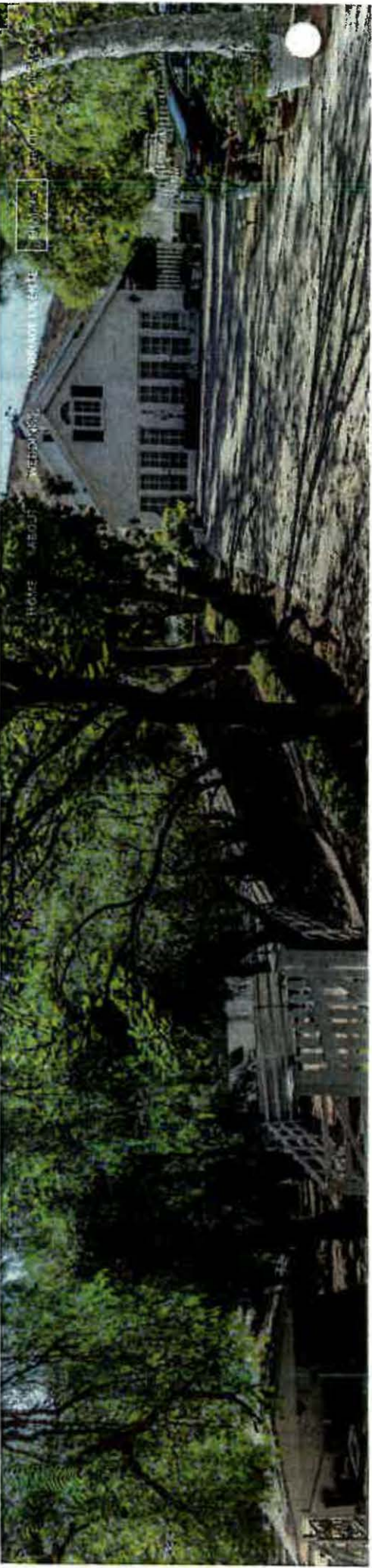
You can also visit our new [WWW.SQNOTARY.COM](http://WWW.SQNOTARY.COM) to find out more information, make our service to you as convenient as possible.

#### **Fees:**

1. \$85 fee charged by LA County Registrar for the License
2. \$15 fee charged by LA County Registrar for each copy of your Marriage Certificate
3. Notary fee of \$75
2. Couple's service fee varies on the location you choose, ranging from \$150 to \$450



Two men in front of a wooden fence. The man on the left is wearing a straw hat and a blue shirt, holding a white envelope. The man on the right is wearing a plaid shirt and has his mouth open as if speaking or shouting. They are standing in front of a wooden fence and trees under a clear blue sky.



Home

ABOUT NEEDHAM HEIGHTS





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CONTACT

Email: info@WhisperingCatsChapel.com

Phone: (818) 943-2629

Indicates required field

Name

Email

Comment

Phone Number

Submit

# EXHIBIT 4



## Whispering Oaks Chapel

@whisperingoakschapel

Home

Posts

Reviews

Videos

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About

Community

Create a Page

Like Share Suggest edits

Posts



Whispering Oaks Chapel

August 8 at 7:04 PM · 🌐

Like

#weddingchapel #wv/chapel #whisperingoakschapel  
#weddingwire #weddingofficiant #weddingceremony  
#centennialmarriagealliance #officiant #theokern #marriagestewart



Contact Us

Send Message

Whispering Oaks Chapel  
Wedding Planning Service in Agoura Hills,  
California

Community

15 56 people like this

93 posts · 1,232 likes

4 checks · 73

See All

About

📞 (818) 943-2639

🌐 www.whisperingchapel.com

📍 Wedding Planning Service · Wedding Venue

💰 Price Range \$\$

See All

📘 Page Transparency

See More

Your page is showing information to the public via public posts, photos, and reviews. See all information that is visible to the public on your page.

📅 Page created - August 8, 2018

People

See more of Whispering Oaks Chapel on Facebook

Log In

or

Create New Account



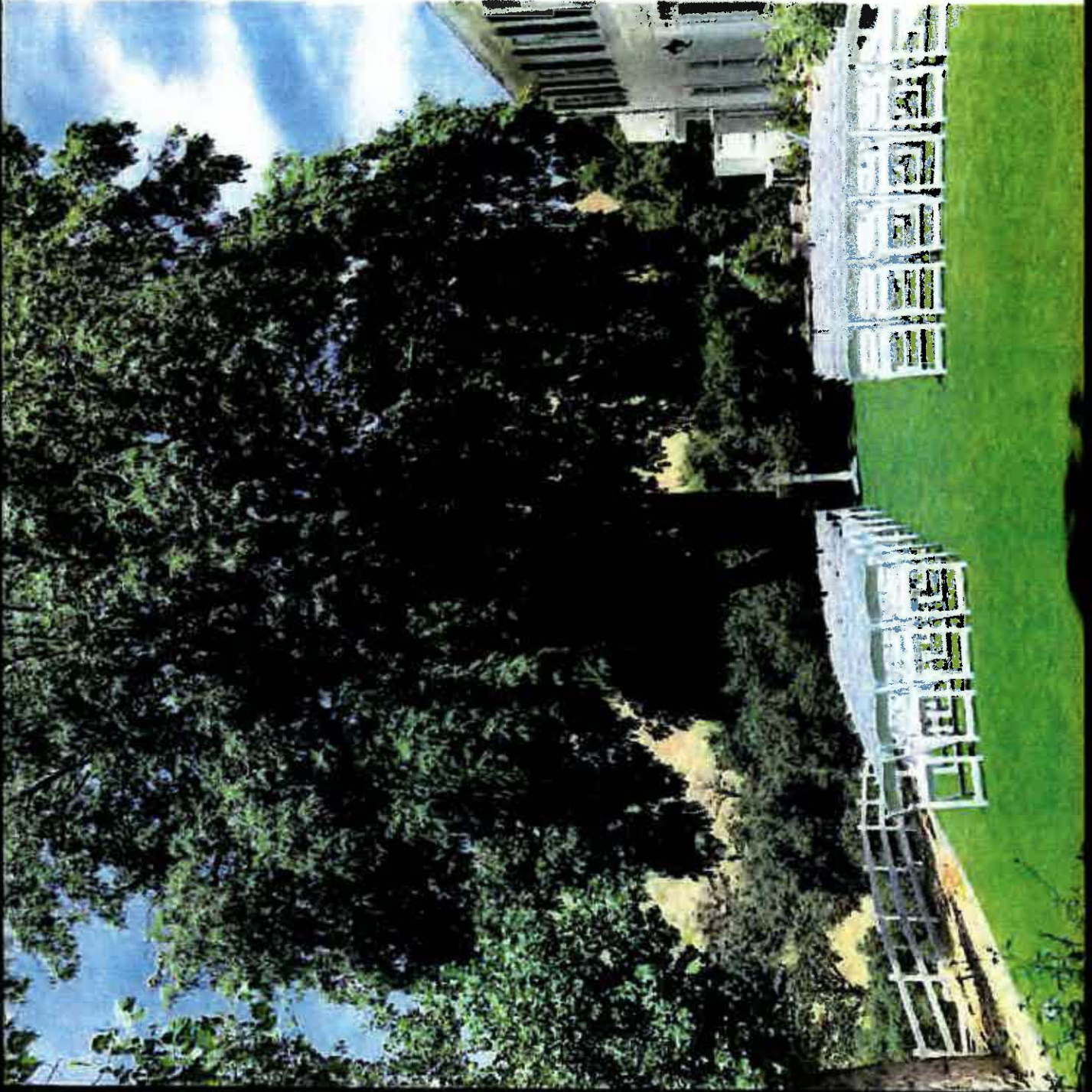
# Whispering Oaks Chapel



Like this page

Whispering Oaks Chapel is a beautiful wedding venue in the heart of the city. It is a beautiful wedding venue in the heart of the city. It is a beautiful wedding venue in the heart of the city.

Don't miss the chance to see as much as you can. Don't miss the chance to see as much as you can. Don't miss the chance to see as much as you can.





# Whispering Oaks Chapel

16115 Hwy 101, Suite 101, San Jose, CA 95131

What a magical decor!

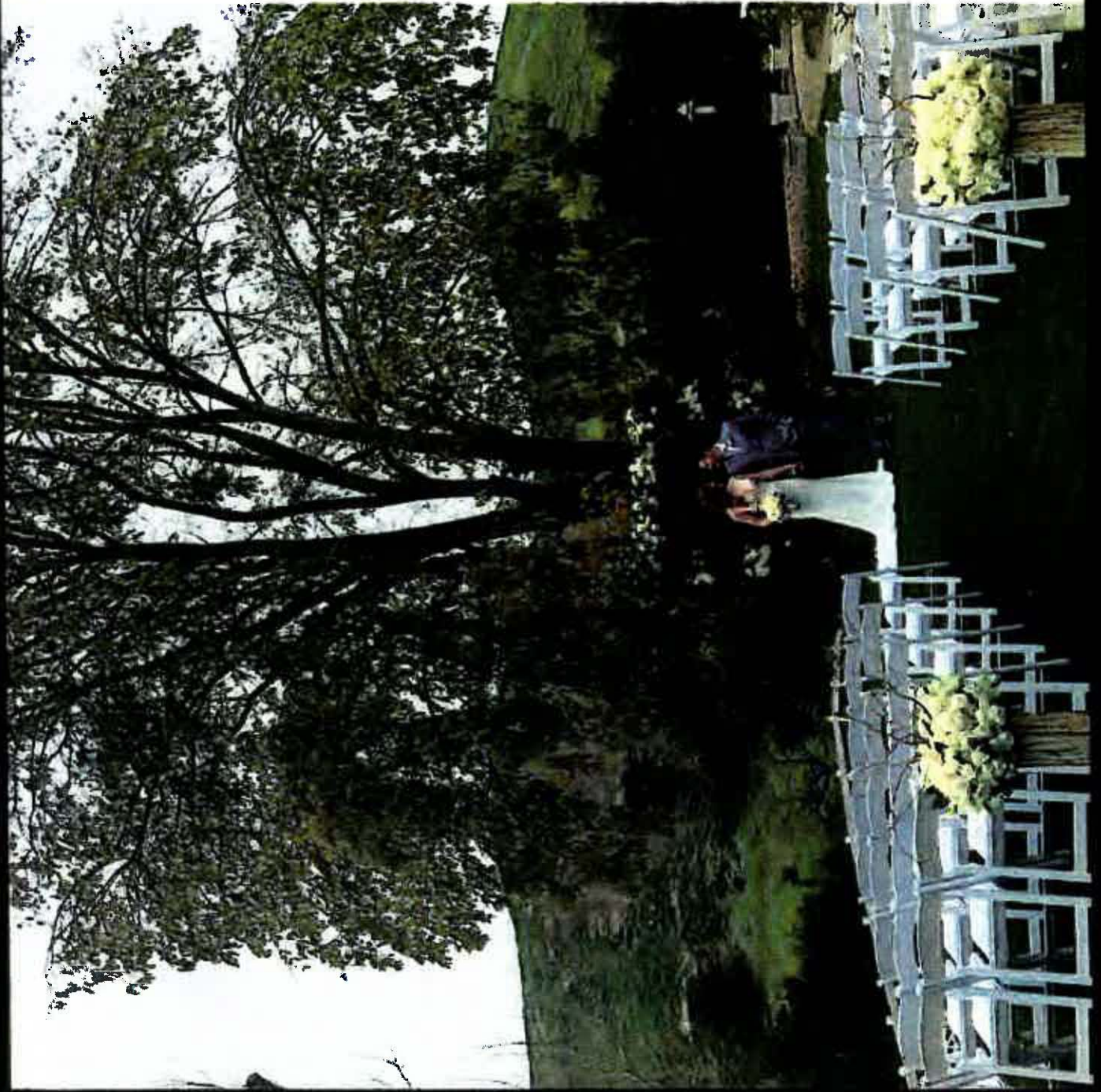
.....  
The wedding venue and the ceremony  
reception

James McCle, Glen Mayfield and  
Mars Velez like this.

Visit the venue

Stephen van der Merwe Wow look how  
green the hills are 🌿🌿

15.1



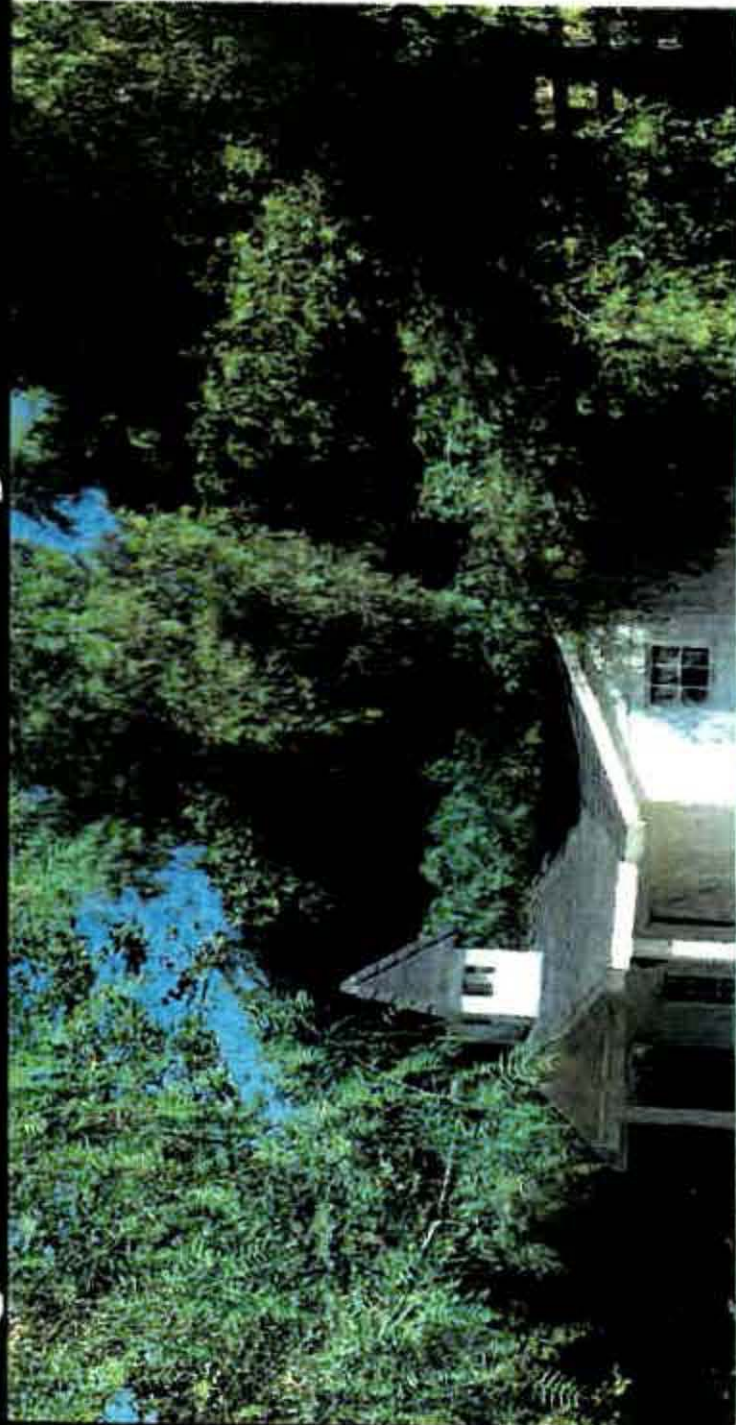


●

Indicate the extent of agreement with the following statements:

Completely agree      Somewhat agree      Somewhat disagree      Completely disagree

Stigile Goldberg Mayfield, Winona Harbor, Maine United  
and 3 others like this.

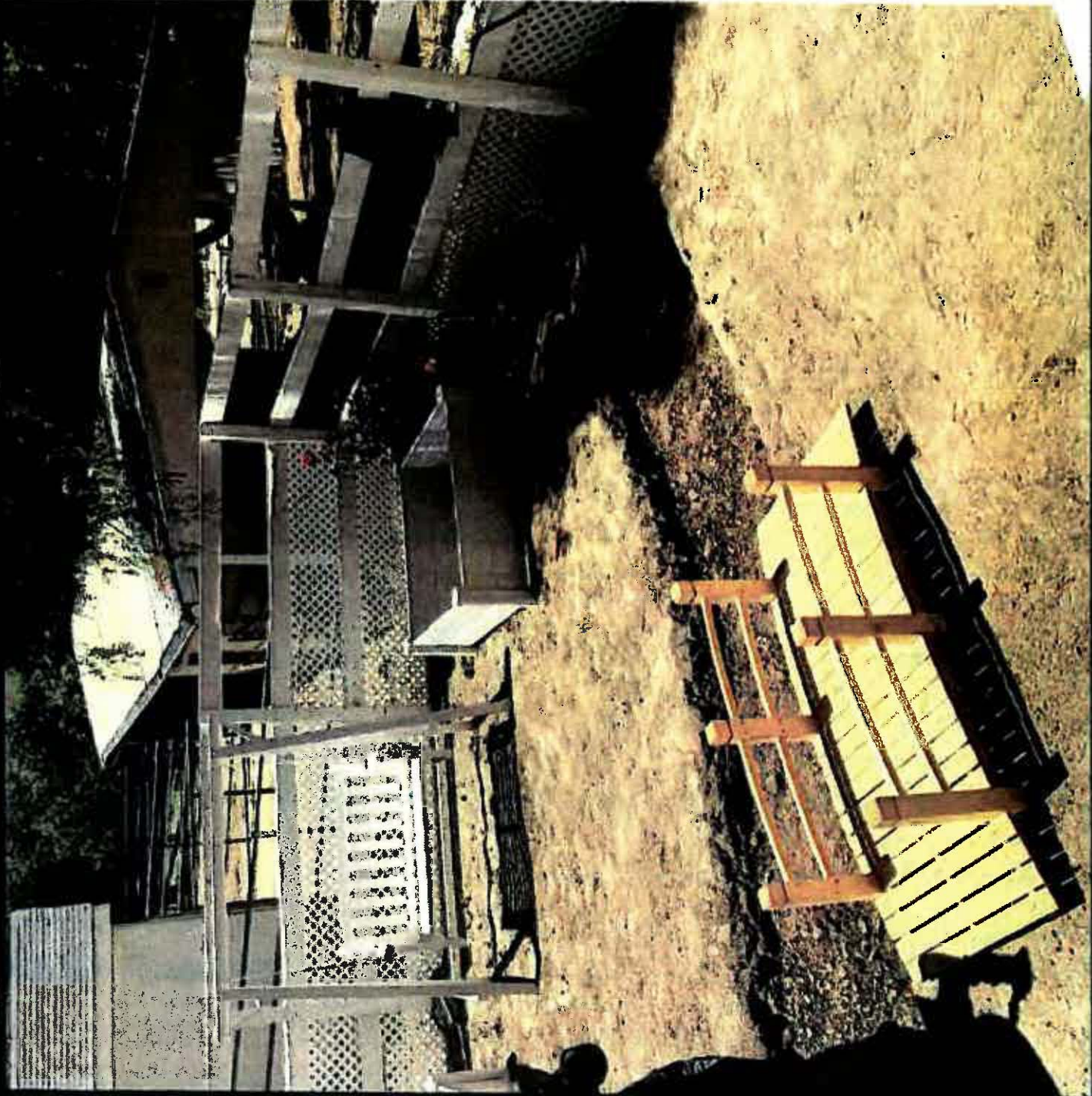




Creating our garden with a creek and rose garden

weddingchapel ceremony wedding ceremony  
garden wedding wedding garden  
wedding wedding wedding wedding  
wedding wedding wedding wedding  
wedding wedding wedding wedding

Don May's 19 and Stephen van der Merwe like this





Our beautiful brick cottage is finished and ready for you

#whisperingoakschapelwedding #outdoorwedding #ceremony #wedding #weddingvenue #white #vintage

Carlene Lopez, Glen Mayfield and 2 others like this.





Whispering Oaks Chapel

Use This Photo



Brides/Grooms Cottage .. whomever wins the toss  
No problem we offer suites for both!

Glen Mayfield, Jennifer Garcia and Mary Valeri like this.







Whispering Oaks Chapel

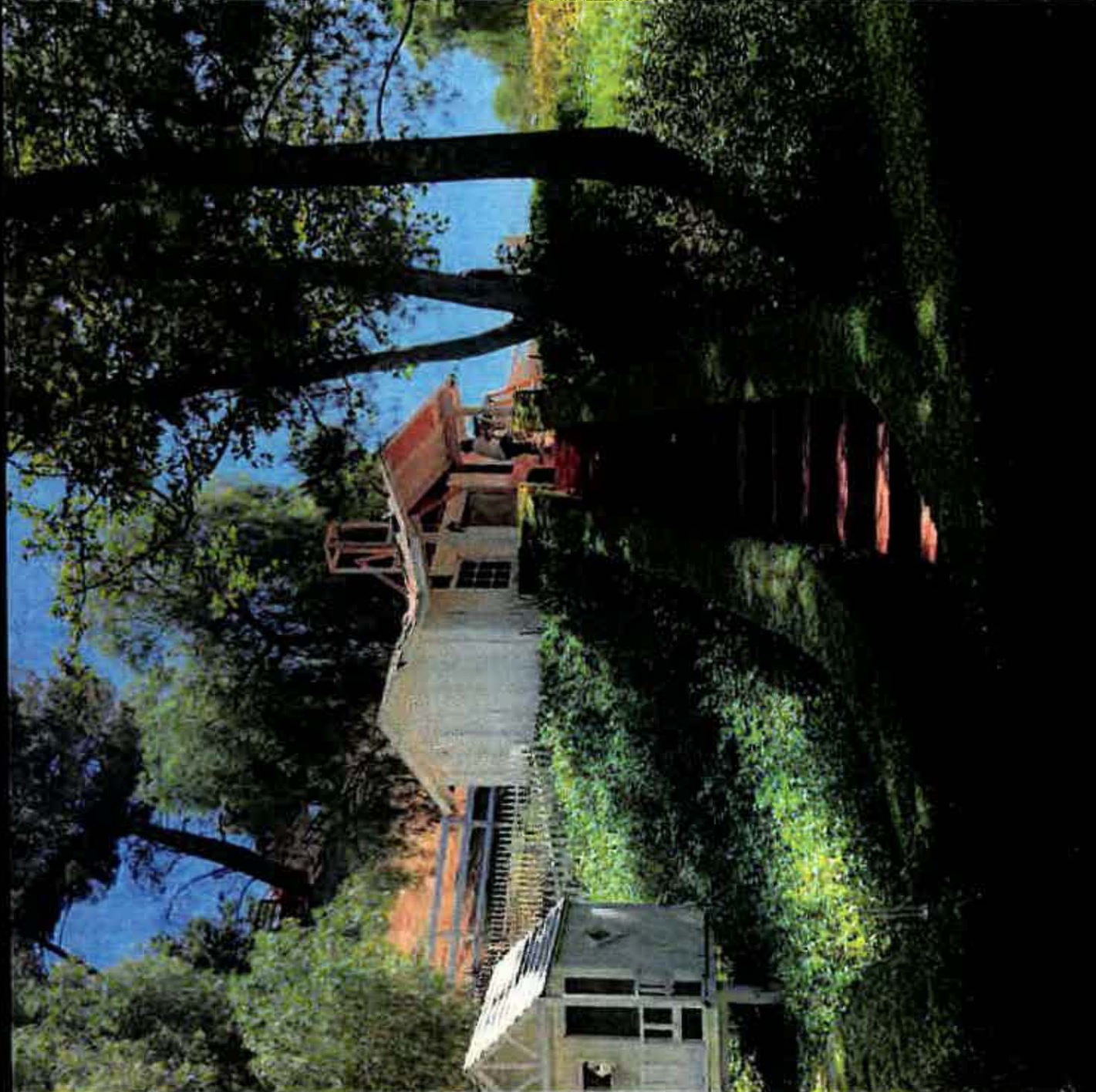
Our Chapel is getting its CUPOLA 🏠 So excited for the special moments captured in front of it.

More than wedding chapel avenue  
wedding ceremony #wedding officiant  
wedding venue #wedding venue

Don McArthur Eric Gilbert, Arnette  
Kreigh and 2 others like this.

Eric Gilbert Can you send me your #100 SO  
we can stop over next week

2 w





Whispering Oaks Chapel

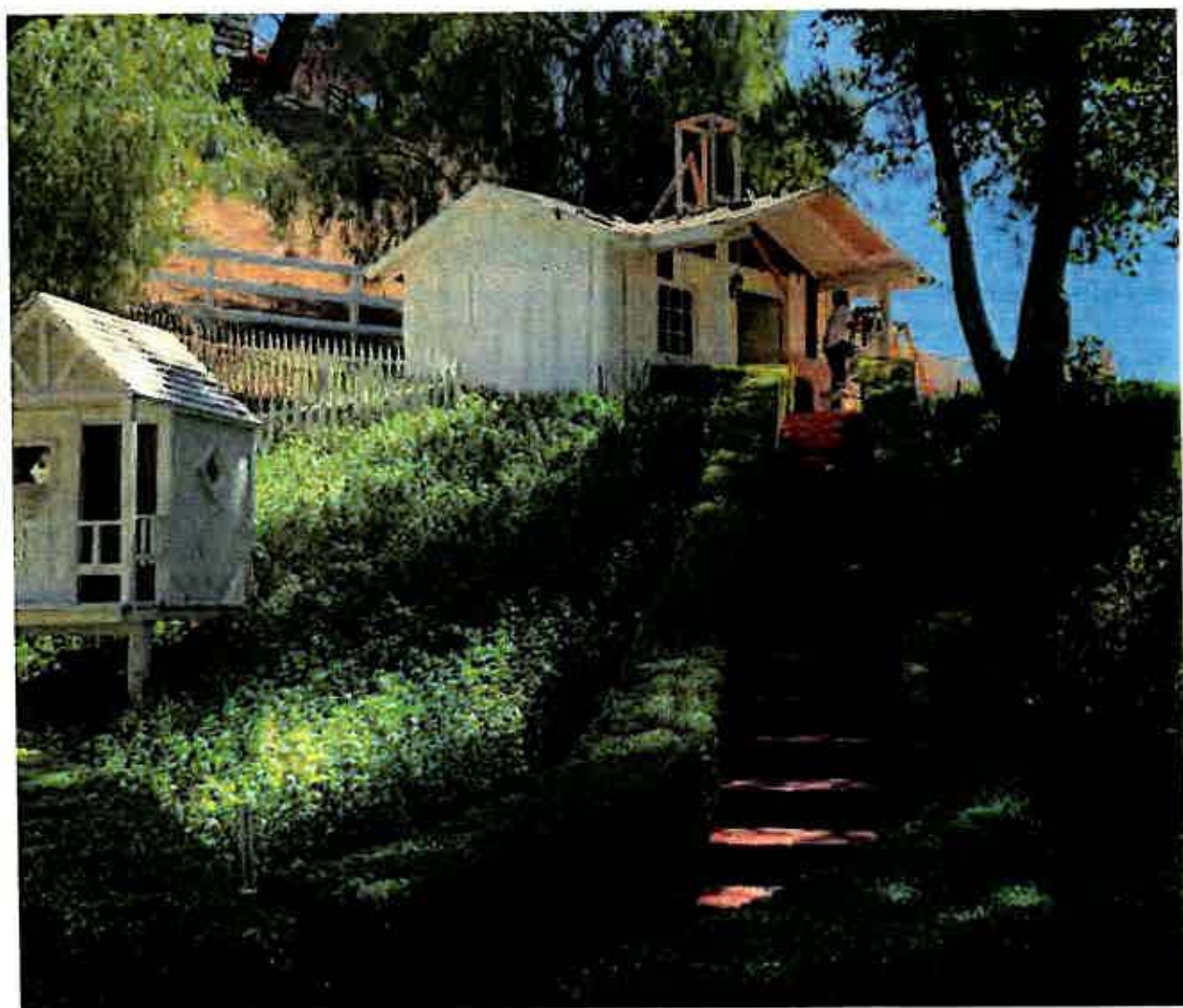
Our little white cottage

Whispering Oaks Chapel is a wedding venue  
located in the heart of the Blue Ridge  
Mountains.



## EXHIBIT 5





## EXHIBIT 6

Park &amp; Outdoor Weddings in (E.g. Agoura Hills)

Search

[Weddings](#) [Wedding Venues](#) [Park & Outdoor Weddings](#) [California Park & Outdoor Weddings](#) [Los Angeles Park & Outdoor Weddings](#) [Agoura Hills Park & Outdoor Weddings](#) [Whispering Oaks Chapel](#)

## Whispering Oaks Chapel

Agoura Hills, Agoura Hills, CA 91301 [Map](#) [Phone number](#) [Visit website](#)[Hired?](#) [Save](#)[Request pricing](#)

Availability

[Check your date](#)[Photos 10](#) [About](#) [FAQs](#)

### About Whispering Oaks Chapel

**AFFORDABLE, but without compromise!!** Whispering Oaks Chapel is a unique and magical boutique, wedding venue in Agoura Hills, California. We are adjacent to Malibu and Calabasas, hotels, restaurants and also close to the Los Angeles Metro area. Located on a private estate with beautiful views offering a gorgeous bride! cottage, separate suite for both to get ready in and 2 different ceremony locations.

#### Facilities and Capacity

The colonial estate can accommodate 2 - 120 guests for your ceremony and a maximum of 300 guests for your reception with one of our partners.

#### MESSAGE VENDOR

First and last name Email Phone number mm/dd/yyyy Number of guests Write your message 

Preferred contact method:

☒ Email ☐ Phone number[Request pricing](#)

By clicking "Request pricing", you agree to the [Privacy Policy](#) and [Terms of Service](#).

[Write a review](#)



### Services Offered

As a full-package venue, Whispering Oaks Chapel helps plan your ceremony and can also add an affordable wedding reception package to take care of every detail of your precious day. We provide ceremony chairs, umbrellas, set up/tear down and coordination. We can also take care of other services including 'Confidential Marriage Licenses'

Follow Whispering Oaks Chapel on [f](#) [@](#)

Wedding Vendors Los Angeles · Wedding Venues Los Angeles

## Whispering Oaks Chapel FAQ

**Do you have a site fee for wedding receptions at your venue?**

No

**Do you have a site fee for wedding ceremonies at your venue?**

Yes

**What is the starting site fee for wedding ceremonies during peak season?**

\$ 850.00

**What is the starting site fee for wedding ceremonies during off-peak season?**

\$ 850.00

**Which of the following are included in starting site fee?**

Bridal Suite, Chairs, China, Clean Up, Event Planning, Glassware, Lighting/Sound, Parking, Set Up, Transportation

**Which of the following are included in the cost of wedding catering?**

Cake Cutting, Dessert, Server(s), Wedding Cake

**How many event spaces or rooms does your venue offer?**

2

**Describe your venue:**

Barn, Farm/Ranch, Garden, Mansion

**What kind of settings are available?**

Indoor, Covered Outdoor, Uncovered Outdoor, Scenic Views

**Which of the following wedding events does your venue service?**

Ceremony, Reception, Elopements, Rehearsal Dinner

**What event services do you offer?**

All Inclusive Packages, Bar Services, Cake, Catering Services, Clean Up, Event Planner, Event Rentals, Get Ready Rooms, Liability Insurance, Lighting / Sound, Outside Vendors, Pet Friendly, Preferred Vendors Only, Set Up, WiFi

**What catering services do you offer?**

Buffet, Cocktail Reception, Dessert, Family Style, French Service, Hors d'oeuvres, Outside Cake, Plated, Server(s), Stations, Tastings

**What bar services do you provide?**

Bartender(s), Cash Bar, Champagne Toast, House Beer, House Liquor, House Wine, Limited Bar, Liquor License, Open Bar, Outside Alcohol, Premium Liquor, Signature Drink, Specialty Beer, Specialty Wine

### MESSAGE VENDOR

First and last name



Email



Phone number



mm/dd/yyyy



Number of guests



Write your message

Preferred contact method:



Email

Phone number

Request pricing

☆ Write a review

### What event items are available?

Aisle Markers, Aisle Runners, Altar/Arch, Audio Equipment, Centerpieces, Chairs, Chair Covers, Dance Floor, Decor, Drapery, Furniture, Lighting, Photo booth, Tables, Tent Accessories

### What food and beverage items are available?

Barware, China, Flatware, Glassware, Linens

### What transportation and access is available?

Parking, Shuttle, Valet, Wheelchair Access

### What months are included in your peak season?

May, June, July, August, September, October, November

### What months are included in your off-peak season?

January, February, March, April, December

## Map

📍 Agoura Hills Agoura Hills, CA, 91301 [See on map](#)

818-740-5179 (Phone number)

**BY APPOINTMENT ONLY!**



### MESSAGE VENDOR

First and last name

Email

Phone number

mm/dd/yyyy

Number of guests

Write your message

Preferred contact method:

☒ Email ☐ Phone number

Request pricing

☆ Write a review


June 4, 2020 Agoura Hills, California

# Miranda & Steven


[HOME](#) [SCHEDULE OF EVENTS](#)



## MIRANDA COLLINS AND STEVEN DONLON



June 4, 2020



AGOURA HILLS, CALIFORNIA



M+S



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# Miranda & Steven

HOME [SCHEDULE OF EVENTS](#)

## Schedule of Events

Here's what to expect during our wedding day. The ceremony will be held at Whispering Oaks Chapel in Agoura Hills, CA. The reception dinner will be held at Mastro's Steakhouse in Thousand Oaks, CA. Although we love to watch the children run and play, this is going to be an adults only kind of day. We can't wait to celebrate with you!



### CEREMONY

THURSDAY, JUNE 4, 2020

5:00 PM



Balkins Drive  
Balkins Drive  
Agoura Hills, CA 91301

Semi-Formal: Tuxes and gowns are welcome, and so are suits and cocktail dresses.

MAP

ADD TO CALENDAR

### RECEPTION DINNER

THURSDAY, JUNE 4, 2020

8:00 PM



Mastro's Steakhouse  
2087 Thousand Oaks Boulevard  
Thousand Oaks, CA 91362

Semi-Formal: Tuxes and gowns are welcome, and so are suits and cocktail dresses.

MAP

ADD TO CALENDAR



# EXHIBIT 7

**DAPEER ROSENBLIT LITVAK LLP**  
**L A W Y E R S**

WILLIAM LITVAK\*  
STEVEN H. ROSENBLIT  
KENNETH B. DAPEER  
JAMES C. ECKART  
ANITA ZUCKERMAN  
PATRICIA H. FITZGERALD  
CAROLINE K. CASTILLO  
ERIC P. MARKUS  
NICHOLAS GARCES  
JOAN STEVENS SMYTH  
\* MANAGING PARTNER

WEST LOS ANGELES OFFICE  
11500 W. OLYMPIC BLVD., SUITE 550  
LOS ANGELES, CA 90064-1524  
TELEPHONE (310) 477-5575  
FACSIMILE (310) 477-7090

WRITER'S EMAIL  
SROSENBLIT@DRLLAW.COM

August 5, 2019

James S. Mayfield and Sheila Zamel [Property Owners]  
28347 Balkins Drive  
Agoura Hills, CA 91301-1807

[Copy Via Email: [info@WhisperingOaksChapel.com](mailto:info@WhisperingOaksChapel.com)]

**Re: Request for Municipal Code Compliance**  
**Notice of Violations/28347 Balkins Drive, Agoura Hills**

Dear Mr. Mayfield and Ms. Zamel:

This office represents the city of Agoura Hills ("City") as code enforcement attorneys and prosecutors. We assist City officials in obtaining compliance with the Agoura Hills Municipal Code ("AHMC").

Owners have an obligation to use and maintain their properties in compliance with the AHMC at all times, thereby preserving public health, safety and welfare, as well as property values.

Your property was, according to Los Angeles County Assessor records, developed in 1979 with a 3,185 square foot single-family residence. The permitted principal uses are those a family<sup>1</sup> customarily undertakes in a dwelling unit (i.e., eating, sleeping, bathing and entertaining friends and relatives). Accessory uses must be customarily incidental and accessory to the principal use of the land or building site.

You are using your property as a venue for weddings (see Appendix for webpage excerpts from [www.whisperingchapel.com](http://www.whisperingchapel.com)). That is not a permitted

---

<sup>1</sup> AHMC Section 9120.6 - F. defines "family" in pertinent part as follows: "... any number of persons living together in a room or rooms comprising a single dwelling unit and related by blood, marriage or adoption, or bearing the generic character of a family unit as a relatively permanent single household ... Any group of persons not related by blood, marriage, or adoption, but inhabiting a dwelling unit, shall for the purpose of this article be considered to constitute one (1) family if it is a bona fide single household ..."



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Request for Municipal Code Compliance  
Notice of Violations/28347 Balkins Drive, Agoura Hills  
August 5, 2019  
Page 2

accessory use<sup>2</sup> in the RV (Residential-Very Low Density) Zoning District, which applies to your property. Accordingly, you are subject to the following provisions of the AHMC:

Section 9222.5:

All uses and structures not specifically provided for in section 9222.1 et seq. are strictly prohibited in the RV land use district.

Section 9842:

Any action taken or any condition caused or permitted to exist in violation of any of the provisions of this article ... shall be deemed a public nuisance. Each day that such action or condition continues shall be deemed to be a new and separate offense.

Section 9844:

Every person violating any provisions of this article<sup>3</sup> ... is guilty of a misdemeanor ...

Your wedding venue operation constitutes a commercial enterprise for gain<sup>4</sup> for which you lack a business license, which is required by AHMC Section 6802. That section states in part as follows:

(a) *Business license required.*

(1) No person shall conduct any business in the city without first having obtained a business license, paid the applicable business license fee and complied with any and all applicable provisions of this Code.

---

<sup>2</sup> A wedding venue operation is also not a permitted or a conditionally permitted use in your zoning district.

<sup>3</sup> Referring to Article IX [Zoning] of the AHMC.

<sup>4</sup> You receive "Donations" (of no less than \$850.00) in connection with "Ceremony Packages," as well as "Service Fees" in connection with marriage licenses.

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Request for Municipal Code Compliance  
Notice of Violations/28347 Balkins Drive, Agoura Hills  
August 5, 2019  
Page 3

You are not eligible to obtain a license because you are violating Article IX. AHMC Section 6814 states in part as follows: "The city shall withhold a business license from any person when there are pending violations of this Code against such person and/or business applying for a business license ...". Section 6819 states in part as follows: "... a business license may be denied ... upon one (1) or more of the following grounds: (4) The business or the activities or conduct of the business at the proposed fixed location is prohibited by any provision of this Code or any local, state or federal law, statute, rule or regulation;"

Your website promotes an additional activity at your property, as confirmed by your webpage entitled "Filming," which states as follows: "We are production friendly and excited to offer this 3 acre magnificent unique property for filming!! We also offer various interior and exterior options including a barn, arena and lavender garden. Give us a call to arrange a time to scout." Please note you are subject to AHMC Section 6602, which states as follows:

No person shall use any ... private property, building, facility or residence for motion picture, television, commercial, digital media or still photography production without a permit issued pursuant to the provisions of this chapter.

Please complete the follow actions in order to comply with the AHMC:

1. Immediately and permanently terminate use of the property as a venue for weddings and provide me with written confirmation that you have done so **by August 9, 2019**. Please terminate all related operations (i.e., advertising the availability of your property for weddings on the internet and elsewhere) **by August 9, 2019**.
2. Do not allow regulated filming to occur at this property at any time without the prior procurement of a permit.

The City has received reports that you have undertaken renovations and improvements at your property in the last several months. The Building and Safety Department has not issued permits for any projects, which are required pursuant to the Agoura Hills Residential Code (adopting the 2016 California Residential Code). The Residential Code contains the following regulation:

James S. Mayfield and Sheila Zamel [Property Owners]

Re: Request for Municipal Code Compliance

Notice of Violations/28347 Balkins Drive, Agoura Hills

August 5, 2019

Page 4

*105.1 Required.* All persons who intend to construct, enlarge, alter, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, component or device, the installation of which is regulated by the Technical Codes in Article VIII of the Agoura Hills Municipal Code, shall first make written application to the building official and obtain each required permit.

Please undergo a City inspection of the interior and exterior areas of all structures on your property, as well as all open spaces **by August 15, 2019**. Please contact Code Enforcement Officer Mike Gonzales at (818) 597-7335 or by email ([MGonzales@ci.agoura-hills.ca.us](mailto:MGonzales@ci.agoura-hills.ca.us)) to schedule an appointment.

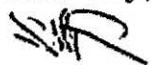
Please be further informed as follows:

A. The City would take photographs and perhaps video during the inspection, as well as measurements.

B. Failure to undergo an inspection in a timely manner would be deemed a denial of consent. In that event, or if you decline to give your consent, I would obtain an inspection warrant from the Los Angeles Superior Court ordering the City to enter your property and conduct the above-described inspection.

Thank you in advance for complying with the AHMC.

Sincerely,



Steven H. Rosenblit

Agoura Hills Code Enforcement Attorney/ Prosecutor

Cc: City Officials



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Request for Municipal Code Compliance  
Notice of Violations/28347 Balkins Drive, Agoura Hills  
August 5, 2019  
Page 5

## APPENDIX



**Ceremony Packages:** Starting at \$850 (donation).

We can customize any package for you!

### **Intimate Package**

- Monday - Thursday
- Available from 10 AM - 4:00 PM
- Cocktail bites - guests
- Single Rose Presentation and/or Rose Bush in time
- Traditional wedding music or your favorite songs
- Cottage and Suite - preparation area for both
- Licensed Officiant or your own
- Personal Day Of Ceremony Coordinator

### **Traditional Package**

- Monday - Thursday
- Available from 10 AM - 5:00 PM
- Maximum 20 guests
- Ceremony chairs
- Driveway and/or Broomline
- Traditional wedding music or your favorite songs
- Cottage and Suite - preparation area for both
- Licensed Officiant or your own
- Personal Day Of Ceremony Coordinator
- Wedding Luncheon, Lunch or Dinner (up to 100)
- Gift attendant

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Request for Municipal Code Compliance  
Notice of Violations/28347 Balkins Drive, Agoura Hills  
August 5, 2019  
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HOME

ABOUT

WEDDINGS

**Family and Friends Package**

- Wedding Ceremony and Reception
- Available from 4:00 PM - 6:00 PM
- Up to 100 guests
- Open bar 4 hours
- Wedding dress, veil, hair, and makeup - \$400
- Customized 2nd floor ceremony and bath
- Licensed Officiant on your own
- Wedding cake and 1st anniversary cake
- Qualified florist for ceremony and Reception center
- Reception Barbecue - Home - Reception in Private Club
- Guest Transport

**Other Services Available:**

- Hair/Makeup
- Dressing
- Photographer
- Live Music
- Videographer
- Champagne Toast
- Shuttle/Private Car/Limousine
- Reception Packages - Home, Restaurants, Private Club

**Slide Show Below:**



# EXHIBIT 8



WHISPERINGOAKSCHAPEL



Posts

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whisperingoakschapel



28 likes

whisperingoakschapel No one can tell it was super cold and windy ! Beautiful bride carried it off with her Father-In-Law ❤️ ... more

March 18



whisperingoakschapel





WHISPERINGOAKSCHAPEL



Posts

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25 likes

whisperingoakschapel Where is my Bride 💔 💔

View 1 comment

February 10



whisperingoakschapel







whisperingoakschapel



40 likes

whisperingoakschapel Her dream was to have her Dad walk her down the isle! He did 🥰 So precious... planning the present, creating life long loving memories 💕

February 8



whisperingoakschapel





12:19



WHISPERINGOAKSCHAPEL  
Posts

Follow



whisperingoakschapel



19 likes

whisperingoakschapel Something new and exciting is happening soon 🗝️ Stay tuned 🦋

#celebration #wedding #weddingceremony #appetizers  
#reception #malibu #malibuwedding ing

17 hours ago



whisperingoakschapel



8:46



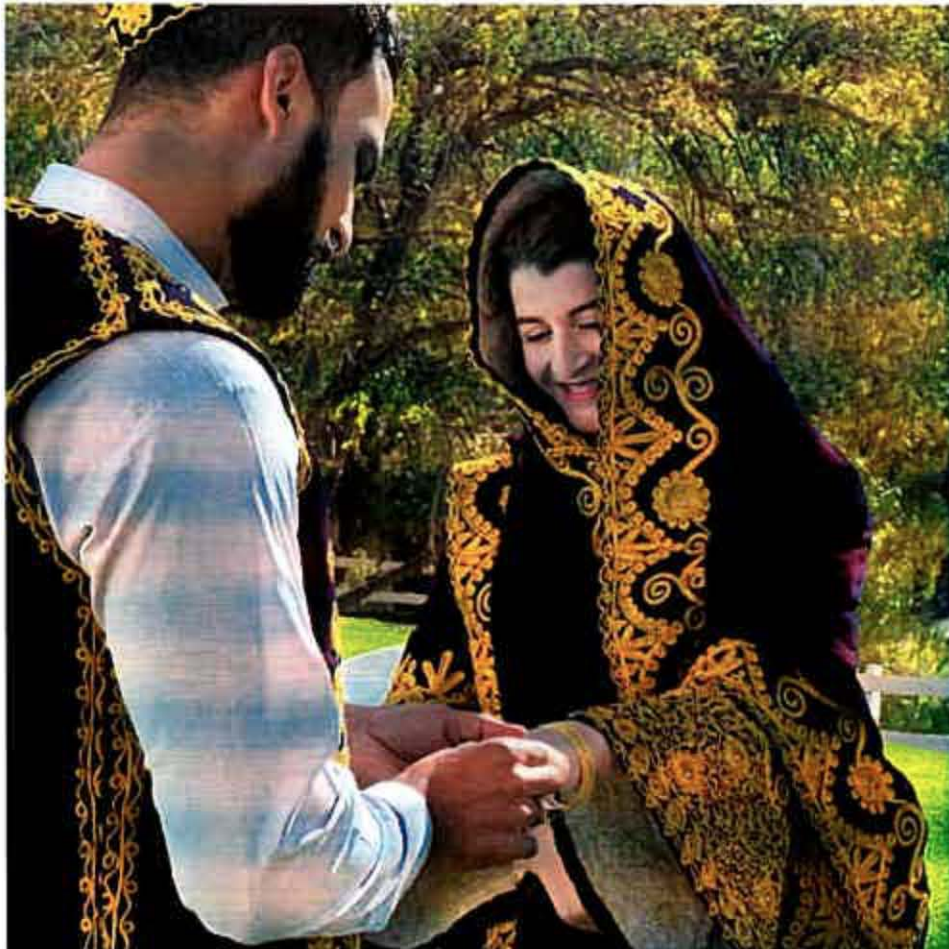
WHISPERINGOAKSCHAPEL  
Posts

Follow

13 hours ago



whisperingoakschapel



23 likes

whisperingoakschapel Our specials friends 💛 The second brother and his beautiful bride, we had the privilege to officiate and be part of!

#weddingceremony #weddinggarden #weddingofficiant  
##losangeleswedding #sunnyday

View all 2 comments

January 31





9:07



WHISPERINGOAKSCHAPEL  
Posts

Follow



whisperingoakschapel



34 likes

whisperingoakschapel Love the part of finalizing **the** I DOs. Love, Ink, fingerprints, Signatures and our Notary ❤️

#weddingceremony #religiousceremony #churchwedding  
#notarypublic #gardenwedding #officiant #gardenwedding

View 1 comment

January 22



whisperingoakschapel





8:46

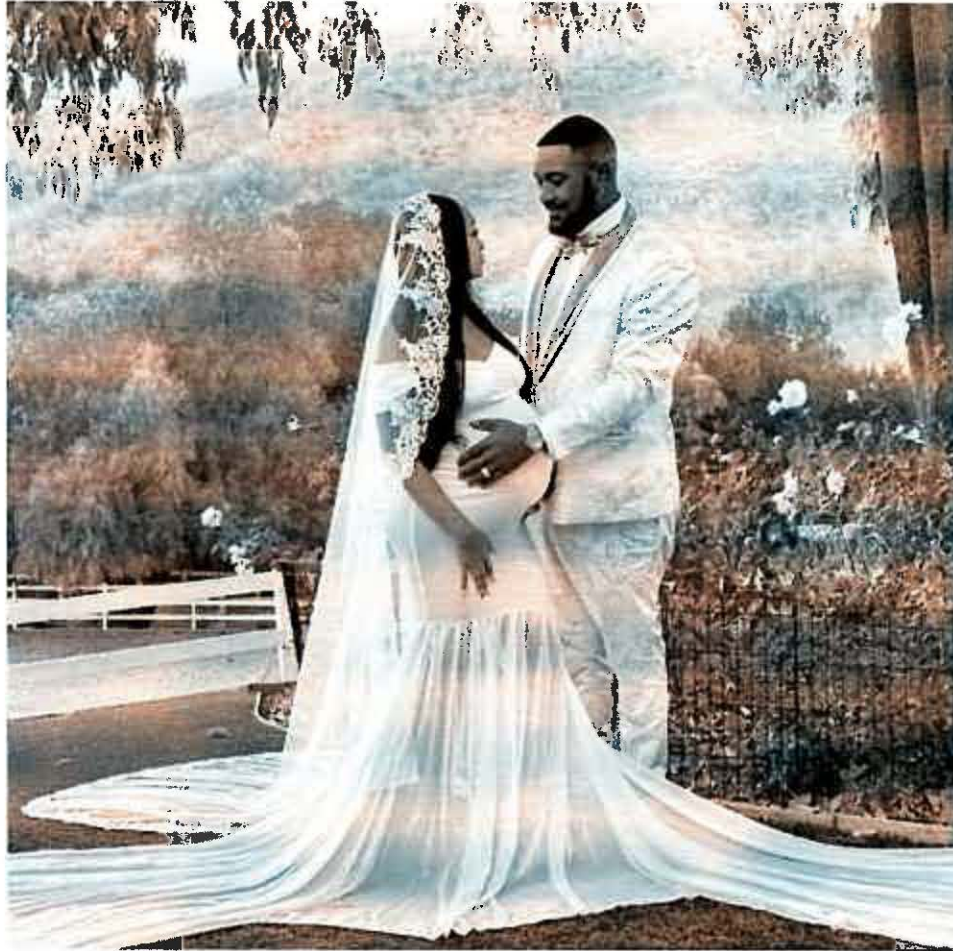


WHISPERINGOAKSCHAPEL  
Posts

Follow



whisperingoakschapel



48 likes

whisperingoakschapel And from this love there will be three



#whisperingoakschapel #couplelicense #weddingceremony  
#losangeleswedding #officiant

View all 4 comments

January 7



whisperingoakschapel



8:46

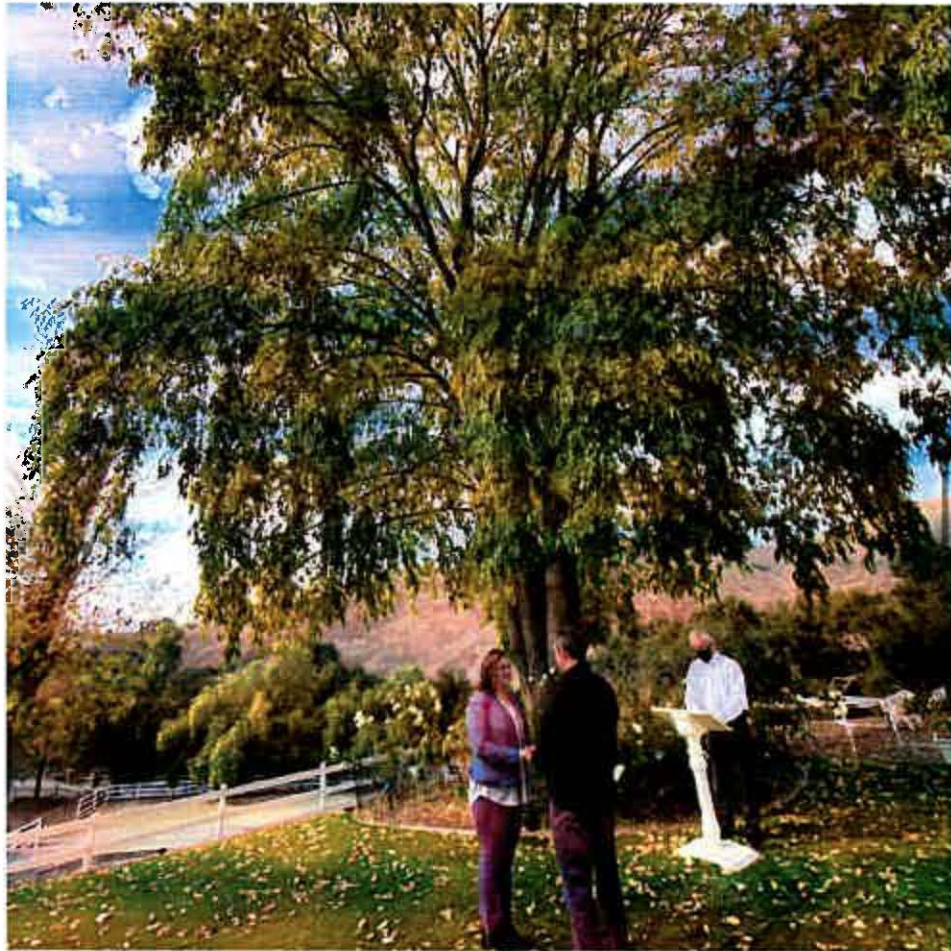


WHISPERINGOAKSCHAPEL  
Posts

Follow



whisperingoakschapel  
Whispering Oaks Chapel



27 likes

whisperingoakschapel It became extraordinary .... the quiet intimate moment of sharing with the beauty of nature as the background!

#commitment #fallceremony #fallwedding #officiant  
#outdoor #ashtree #magicalwedding

December 11, 2020



whisperingoakschapel





8:46



WHISPERINGOAKSCHAPEL  
Posts

Follow



whisperingoakschapel



32 likes

whisperingoakschapel Nature's Fall colors are ready to create the backdrop of your ceremony day 🍁🍁

#ceremony #minister #weddingceremony #officiant  
#winterwedding #wintergarden #malibubeach  
#californiawedding #californiaweddingday  
#marthastewartweddings

View all 2 comments

December 4, 2020





9:31



WHISPERINGOAKSCHAPEL

Posts

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whisperingoakschapel



27 likes

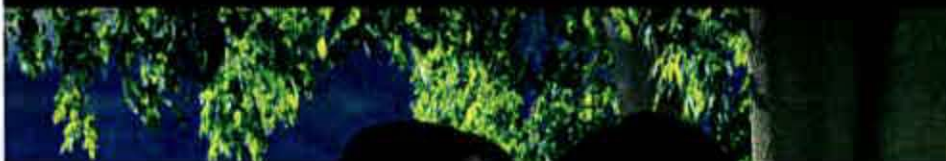
whisperingoakschapel No words needed ❤️ ... more

View 1 comment

November 29



whisperingoakschapel



9:10



WHISPERINGOAKSCHAPEL  
Posts

Follow

View all 2 comments

November 25, 2020



whisperingoakschapel



19 likes

whisperingoakschapel Simply beautiful with the fall background 🍂💖

#fallwedding #falllove #gardenwedding #malibuwedding #ido  
#outdoorceremony

View all 2 comments

November 25, 2020





10:49



facebook.com



3

1 Comment



Like



Comment



Share



**Whispering Oaks Chapel**

November 1, 2020 at 5:38 PM · 🌐



Another special backdrop for your ceremony 💖

#ceremony #weddingofficiant #gardenwedding #lgbtq 🌈  
#lgbtqwedding #lgbtq



1



Like



Comment



Share



**Whispering Oaks Chapel is at Whispering Oaks Chapel.** ...

October 31, 2020 at 5:48 PM · 🌐

This is the additional love and joy behind the scenes  
@whisperingoakschapel and @couplelicense on Halloween and  
all other days of the year 💖 From our families to yours HAPPY  
HALLOWEEN 🎃 Other photos following ....

#halloween #familyhalloweencostumes #icecream

✉ Contact Us





3:33



WHISPERINGOAKSCHAPEL

Posts

Follow



whisperingoakschapel



27 likes

whisperingoakschapel Approaching the Fall and the lighting is still beyond spectacular for those precious moments in life ...to capture ❤️

#sunset #californiasunset #officiant #whisperingoakschapel  
#gardenwedding #sunsetwedding #weddingceremony

View 1 comment

in name 77



... ..



3:33



WHISPERINGOAKSCHAPEL

Posts

Follow

#sunset #californiasunset #officiant #whisperingoakschapel  
#gardenwedding #sunsetwedding #weddingceremony

View 1 comment

October 27



whisperingoakschapel



28 likes

whisperingoakschapel Might have been only the two of them present, but all the family were there watching ❤️

2 hours · 24



whisperingoakschapel





3:33



WHISPERINGOAKSCHAPEL

Posts

Follow

#losangeleswedding #gardenwedding #familywedding  
#intimatewedding #marriagelicense

October 23



whisperingoakschapel



25 likes

whisperingoakschapel Don't peak ..., she is coming ❤️

#weddingceremony #weddingday #officiant  
#outdoorceremony #malibu #elopement #marriagelicense

October 21





 Share **Share**

9:09



WHISPERINGOAKSCHAPEL  
Posts

Follow



whisperingoakschapel



36 likes

whisperingoakschapel Such an honor to officiate their wedding ceremony ❤️ Meeting such a fine family and those boys 💙💙 ..... walking Mommy down the isle - precious.

#familyfirst #weddingofficiant #weddingday #weddingprayer  
#outdoorwedding #religiousceremony #churchceremony  
#walkingdowntheaisle #beautifulbride #handsomegroom

View all 3 comments

August 21, 2020



comment text





9:09



WHISPERINGOAKSCHAPEL  
Posts

Follow

August 21, 2020



whisperingoakschapel



28 likes

whisperingoakschapel Micro gathering of family and love!

#gathering #ceremony #happy #love #wedding  
#weddinginspiration #officiant

View 1 comment

August 15, 2020



whisperingoakschapel





9:09



WHISPERINGOAKSCHAPEL  
Posts

Follow

VIEW POST HISTORY

August 15, 2020



whisperingoakschapel



30 likes

whisperingoakschapel Love united all ❤️ What a special day  
being part of Tulleh and Leema's beautiful ceremony

#weddingceremony #weddingofficiant #marriagelicense  
#gardenceremony #interpreter #tradition #weddingdress  
#afghanistanwedding

August 10, 2020



10:49



facebook.com



5

Like

Comment

Share



**Whispering Oaks Chapel**

...

August 7, 2020 at 8:50 PM · 🌐

Yeah! Family and four legged family 🐾 All that's needed ❤️

#intimatewedding #microwedding #weddingceremony  
#gardenwedding #elopement #californiaelopement  
#weddingofficiant #officiant



3

Like

Comment

Share



**Whispering Oaks Chapel**

...

July 12, 2020 at 7:29 AM · 🌐

A beautiful new feeling, moments after becoming a married couple ❤️

#gardenceremony #weddingofficiant #smallweddings

Contact Us



...



**Whispering Oaks Chapel**

July 7, 2020 at 4:54 AM · 🌐

So happy for this amazing and fun couple saying their I do's ❤️



2

 Contact Us





Whispering Oaks Chapel

[Home](#)[Posts](#)[Reviews](#)[Videos](#)[Photos](#)[About](#)**Whispering Oaks Chapel**

Jun 25 · 🌐

The Breaking of the Glass symbolizes and serves as a reminder of the destruction of the Jewish Temple amid such a happy time. Some say it demonstrate... See More



Like



Comment



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Contact Us

[www.WhisperingChapel.com](http://www.WhisperingChapel.com)

9+





Whispering Oaks Chapel

[Home](#)[Posts](#)[Reviews](#)[Videos](#)[Photos](#)[About](#)**Whispering Oaks Chapel**

Jun 20 · 🌐

Our dear friends getting married with perfect lighting 🌞

[#elopmentwedding](#) [#elopment](#) [#ceremony](#)  
[#ceremonybackdrop](#) [#officiant](#) [#weddingofficiant](#)  
[#sunsetwedding](#) [#juneteenth](#) [#juneteenthwedding](#)  
[#marriagelicense](#)

 [Contact Us](#)[www.WhisperingChapel.com](http://www.WhisperingChapel.com)



10:48



facebook.com



Like



Comment



Share



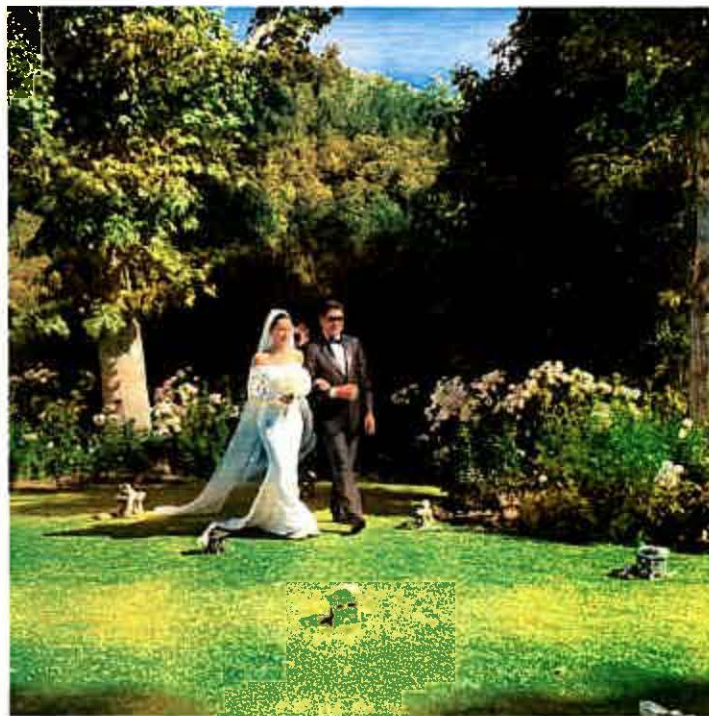
**Whispering Oaks Chapel**



May 31, 2020 at 4:36 PM · 🌐

Intimate, small weddings and Elopements are beautiful and magical, surrounded by trees and incredible views @whisperingoakschapel . Marriage licenses also available.

#intimatewedding #smallwedding #elopement  
#marriagelicense #outdoorceremony #losangeleswedding



2



Like



Comment



Share



**Whispering Oaks Chapel**



May 30, 2020 at 6:43 AM · 🌐

Thank you Aura and team- Humbled, thankful, and grateful that @southerncaliforniabride has added our published feature and work to be featured on @aislesociety too! 🥳🥳🥳 And I say 'our' because although I... More



Contact Us



# EXHIBIT 9



**DAPEER ROSENBLIT LITVAK LLP**  
**L A W Y E R S**

WILLIAM LITVAK\*  
STEVEN H. ROSENBLIT  
KENNETH B. DAPEER  
JAMES C. ECKART  
ANITA ZUCKERMAN  
PATRICIA H. FITZGERALD  
CAROLINE K. CASTILLO  
ERIC P. MARKUS  
NICHOLAS GARCES  
JOAN STEVENS SMYTH  
\* MANAGING PARTNER

WEST LOS ANGELES OFFICE  
11500 W. OLYMPIC BLVD., SUITE 550  
LOS ANGELES, CA 90064-1524  
TELEPHONE (310) 477-5575  
FACSIMILE (310) 477-7090

WRITER'S EMAIL  
SROSENBLIT@DRLLAW.COM

August 21, 2019

James S. Mayfield and Sheila Zamel [Property Owners]  
28347 Balkins Drive  
Agoura Hills, CA 91301-1807

[Copy Via Email: [sheila2mayfield@gmail.com](mailto:sheila2mayfield@gmail.com)]

**Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills**

Dear Mr. Mayfield and Ms. Zamel:

I respond to your August 9, 2019 email as follows:

1. *Please confirm the description of Violations on our property that has been placed, date they were placed, the related codes and related information to prove and support such accusations/violations. As my husband and I confirmed during our telephone conversation with you, we have had not had any weddings on our property. In the past, however, we have noticed a few weddings and parties in the neighborhood.*

Reply: Your original and revised website advertise the availability of your property for weddings and filming. The codes that pertain to those uses are set forth in my August 5, 2019 letter. Your claim that weddings have not yet occurred does not change the fact that you are currently soliciting persons to have wedding ceremonies at your property. You would be in violation of the Agoura Hills Municipal Code if they were to occur.

Your Facebook page for Whispering Oaks Chapel<sup>1</sup> states in part as follows: "Wedding Venue." Also, please also see photos from your Facebook page (Appendix 1).

You also appear to be using WeddingWire.com (<https://www.weddingwire.com/>) to advertise the availability of your property for weddings (see Appendix 2).

---

<sup>1</sup> <https://www.facebook.com/whisperingoakschapel/>.

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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It appears, according to Zola.com,<sup>2</sup> that you are going to have a wedding ceremony at your property on June 4, 2020 for Miranda Collins and Steven Donlon (see Appendix 3). Please cancel that ceremony and provide me with written proof that you have done so.

2. *Which ordinance/code in the AHMC does it state that our zoning does not allow for wedding ceremonies?*

Reply: Article IX [Zoning], Part 3 [RV Residential-Very Low Density District] sets forth permitted principal and accessory uses, as well as director approved and conditionally permitted uses. A "Wedding Venue" is not among those stated uses. It is therefore prohibited pursuant to Section 9222.5, which states as follows: "All uses and structures not specifically provided for in section 9222.1 et seq. are strictly prohibited in the RV land use district."

3. *What is the City of Agoura Hills definition of a 'Venue for Weddings', referenced in your letter?*

Reply: A "Venue for Weddings" (or a "Wedding Venue") is not defined in the Zoning Code. Section 6901 states in part as follows: "Words not defined shall be given their common and ordinary meaning." In this instance, it is a place at which wedding ceremonies occur. Also, your original website defines what you mean by a wedding ceremony.

4. *Please share any information that validates and supports your accusation that we have 'made renovations and improvements' on our property. If any complaints were filed, please share them without the names of the complainer who filed it (them), as we understand his/their right of confidentiality.*

Reply: The City has cause to conduct the inspection requested in my August 5, 2019 letter for the following reasons:

- Building and Safety Department records<sup>3</sup> do not show building permits and final inspection approvals for two structures that are shown on your Facebook Page (see Appendix 4 for a photo).

---

<sup>2</sup> <https://www.zola.com/wedding/mirandaandsteven2020>.

<sup>3</sup> Permit records only show the following structures on your property: (i) a residence and garage (final inspection approval - 1/31/1980); and, (ii) a swimming pool (final inspection approval - 8/14/1991); and (iii) a retaining wall (final inspection approval - 8/14/1991); and, (iv) a portion of a gate, a pilaster, a walk-a-round and a mail center (final inspection approval - 3/30/2010). You may inspect those records at City Hall.



•• The photo of larger structure in Appendix 4 shows active construction without a permit, which violates the Agoura Hills Residential Code.

- Building and Safety Department records do not show building permits and final inspection approvals for two structures that are shown in the background of a photo on your Facebook Page (see Appendix 5).

- Your Facebook page contains statements indicating you undertook construction/alterations as follows:

Our beautiful brides cottage is finished and ready for you 💕

Brides/Grooms Cottage ... whomever wins the toss  
👉 No problem we offer suites for both!

Our Chapel is getting its CUPOLA 🍷 So excited for the special moments captured in front of it.

- You are advertising the availability of your property for wedding ceremonies, which use is prohibited in the RV (Residential-Very Low Density) Zoning District.

- You may have further altered your property and/or structures in connection with your advertised business.

- Reports that the city received about your property from members of the public include an alteration of a structure on the roof, improvements to the property, and modifying several structures.

5. *Where in the AHMC and the law does it state that a Church (with no physical building or exclusive use) must have an Agoura Hills City business license and that it may not exist without a Conditional Use Permit?*

Reply: Qualifying business operators may seek an exemption from the obligation to obtain a license. Others, who must obtain a license, may seek an exemption from the duty to pay the required fee (please see AHMC Section 6802 and its subparts). Applicants are not, as I explained in my

---

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
August 21, 2019  
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August 5, 2019 letter, eligible for a business license if the business activity violates the Zoning Code or other provisions of the Agoura Hills Municipal Code.

Places of worship<sup>4</sup> are lawful in the RV (Residential-Very Low Density) Zoning District provided they first obtain a conditional use permit.<sup>5</sup> In that regard, Section 9222.4 states in part as follows:

The following uses may be permitted subject to a conditional use permit:

C. Churches, temples or other places used exclusively for religious worship, including related incidental educational and social activities;

6. *Where in the Municipal Code does it state that spiritual get togethers and gatherings including, association meetings/parties, Charity get togethers/parties, wedding ceremonies, are not allowed in a family occupied home or Residential Low Density zoned property? Our home is an occupied single family home where we live on a daily basis.*

Reply: Accessory uses must be customarily incidental and accessory to your family home. If the accessory uses you speak of are associated with Whispering Oaks Church Inc., they are unlawful because the church lacks a conditional use permit and may not, as noted in Footnote 5, operate at this property. If a church is not operating, the websites discussed above confirm you are engaged in a commercial enterprise for gain at the property. "Home occupations,"<sup>6</sup> which require a business license, are a permitted accessory use in your district provided you are able to comply with several regulations (see Appendix 6), which is not the case.

---

<sup>4</sup> AHMC Section 9120.3 - C.G. defines "church" as "... a building, together with any accessory buildings or uses, where persons regularly assemble for religious worship." and which building, together with its accessory buildings and uses, is maintained and controlled by an organized religious body."

<sup>5</sup> Mr. Mayfield filed Articles of Incorporation for Whispering Oaks Church Inc. with the California Secretary of State on March 13, 2018. The corporation's address according to those articles is 28347 Balkins Drive, Agoura Hills. That church may not conduct any activities at this property until it obtains a conditional use permit.

<sup>6</sup> AHMC Section 9120.8 - H. defines "home occupation" as follows: "... an occupation conducted as an accessory use within a dwelling unit."



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
August 21, 2019  
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Other activities for gain require a business license and must comply with the city's home occupation regulations.

7. *You state there is a violation on us and our property and you refer to Article 1X AHMC Section 6814 in your letter. Please explain. Who gave the violations and are there documents of the violations filed? We have not received any. The first time we heard there was any problems with the City was when we received your emailed letter.*

Reply: Your Internet advertisements constitute evidence of doing business. Section 6802 (e) states in part as follows: "When a person by use of signs, circulars, cards, telephone book, or newspapers, or *other form of advertisements*, holds out, or represents that such person is conducting business in the city ... then these facts shall be considered prima facie evidence that such person is conducting a business in the city for purposes of this chapter." You should not be advertising a business at this property for which you do not have a license from the city (unless you have first established to the city that you are exempt from that obligation). Regardless, you should not be offering your property as a "Wedding Venue" in violation of the Zoning Code.

Members of the public reported your website to the city. Their identities are irrelevant as your website "speaks for itself." You should not be concerned that I, and not a city official, first issued a notice to you. The city's goals, which are the same in both instances, are to educate you about your responsibilities under the Agoura Hills Municipal Code and to obtain your voluntary compliance therewith.

8. *Where in the law and AHMC does it state that your firm, on behalf of Agoura Hills City, has the authority to demand Whispering Oaks Chapel to remove its website and any 'internet' exposure or advertising? From its inception the website has no reference to an address.*

Reply: Please see my reply to No. 7. Your website references "Old Agoura." WeddingWire.com recites "Agoura Hills, Agoura Hills, CA 91301" for Whispering Oaks Chapel. The wedding announcement for Miranda Collins and Steven Donlon (see Appendix 3) states: "Balkins Drive Balkins Drive Agoura Hills."

9. *Where in the AHMC can I find the information where Agoura Hills City representatives and legal representatives have a right to enter a private residence and take private and personal photographs and video? What legal*

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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*basis do they have to do so? What evidence do they need to have and what do they need to share with the homeowner before entering or demand to enter? What probable cause must they/you have? Who is in charge of authorizing violations for the City of Agoura Hills?*

Reply: The city investigates allegations that persons may be violating the Agoura Hills Municipal Code. Investigations often include site inspections, which may be consensual or pursuant to a court order (i.e., an inspection warrant).

Cause to inspect your premises is set forth in my prior letter and in my reply to No. 4 above. Those documents inform you as to the reasons for the requested inspection.

I believe you meant to ask who authorizes "inspections" (as opposed to "violations"). Planning Director Doug Hooper is overseeing the investigation with regard to Zoning and Business Code issues. Building Official Amir Hamidzadeh is overseeing the investigation with regard to Residential Code issues.

10. *Where in the AHMC does it state the rights of the owners of a residence/property in Agoura Hills, when officials of the City of Agoura come on their property without proof, reason or approval?*

Reply: There are an abundance of reasons and cause for the city to inspect your property, as discussed in this letter and shown in the Appendices. The following provisions of the California Code of Civil Procedure govern inspection warrants:

Section 1822.51:

An inspection warrant shall be issued upon cause ... An inspection warrant shall be supported by an affidavit, particularly describing the place, dwelling, structure, premises, or vehicle to be inspected and the purpose for which the inspection is made. In addition, the affidavit shall contain either a statement that consent to inspect has been sought and refused or facts or circumstances reasonably justifying the failure to seek such consent.



Section 1822.52:

Cause shall be deemed to exist if ... there is reason to believe that a condition of nonconformity<sup>7</sup> exists with respect to the particular place, dwelling, structure, premises, or vehicle.

11. *Where in the AHMC does it state that you or the City of Agoura Hills may demand an inspection of our home within a few days, without proof of any violations or a chance for us to respond to any allegations before a violation is ordered? Where in the AHMC does the City of Agoura Hills have the right to demand to enter a residence property without a Court Order or probable cause?*

Reply: There are an abundance of reasons and cause for the city to inspect your property, as discussed in this letter and shown in the Appendices. Upon conducting the inspection and completing its investigation, the city would advise you of its determinations in writing. You have the right to respond thereto.

12. *Where in the AHMC or Law does it state that 'failure to undergo an inspection would be deemed a denial of consent' if not given fairness in time, reasonableness and justification. To understand, what would your valid legal reason be to obtain a warrant from the Los Angeles Superior Court to enter our private property when we have done nothing wrong?*

Reply: The city acted reasonably on August 5, 2019 by asking you to undergo a consensual inspection within a ten-day period of time. There are an abundance of reasons and cause for the city to inspect your property, as discussed in this letter and shown in the Appendices.

*FYI – As a new website, Whispering Oaks Chapel has been in working progress. We have updated our website to address any confusion you said you had which includes the removal of most of the information on the pages that you submitted in your letter – page 5 and page 6. Please let us know what additional tweaks you suggest in order to be clear. As Whispering Oaks Chapel works with and represents numerous venues, there is no specific address on the website.*

Reply: Changes to your website do not alter the city's positions concerning your use of the property as discussed in my prior letter and in this document. "Additional tweaks" miss the point, which is you may

---

<sup>7</sup> In this instance, "nonconformity" means with regard to the Agoura Hills Municipal Code.

James S. Mayfield and Sheila Zamel [Property Owners]  
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not engage in uses or maintain conditions on the property that violate the municipal code.

Please contact Code Enforcement Officer Mike Gonzales at (818) 597-7335 or by email (MGonzales@ci.agoura-hills.ca.us) and schedule an inspection appointment **by August 28, 2019** and undergo the inspection **by September 5, 2019**. I would obtain a warrant from the superior court if you miss any deadline.

Sincerely,



Steven H. Rosenblit  
Agoura Hills Code Enforcement Attorney/Prosecutor

Cc: City Officials



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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### **APPENDIX 1**



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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## APPENDIX 1




 **Whispering Oaks Chapel**  
Like This Page

What a majestic backdrop!

-----  
#weddingvenue #outdoorvenue #nature  
#ceremony

James McCue, Glen Mayfield and  
Mara Valeri like this. **Most Relevant**

 **Stephen van der Merwe** Now look how  
green the hills are 🌿🌿  
22/9



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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## APPENDIX 2

### Whispering Oaks Chapel

Agoura Hills, Agoura Hills, CA 91301 [Map](#) [Phone number](#) [Visit website](#)

Hired?

Save

[Request pricing](#)

Availability

[Check your date](#)

[Photos](#)

[About](#)

[FAQs](#)



Kiss At The Cottage Door



Whispering Oaks Chapel



Sunshine Tree

[MESSAGE VENDOR](#)

Preferred contact method:

☒ Email

☐ Phone number

[Request pricing](#)

#### About Whispering Oaks Chapel

**AFFORDABLE**, but without compromise! Whispering Oaks Chapel is a unique and magical boutique, wedding venue in Agoura Hills, California. We are adjacent to Malibu and Calabasas, hotels, restaurants and also close to the Los Angeles Metro area. Located on a private estate with beautiful views offering a gorgeous bridal cottage, separate suite for both to get ready in and 2 different ceremony locations.

#### Facilities and Capacity

The colonial estate can accommodate 2 - 120 guests for your ceremony and a maximum of 300 guests for your reception with one of our partners.

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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## APPENDIX 2

### Services Offered

As a full-package venue, Whispering Oaks Chapel helps plan your ceremony and can also add an affordable wedding reception package to take care of every detail of your precious day. We provide ceremony chairs, umbrellas, set up/tear down and coordination. We can also take care of other services including 'Confidential Marriage Licenses'

Whispering Oaks Chapel LLC  

Whispering Oaks Chapel LLC Agoura Hills Whispering Oaks Chapel LLC Agoura Hills

### Whispering Oaks Chapel FAQ

Do you have a site fee for wedding receptions at your venue?

No

Do you have a site fee for wedding ceremonies at your venue?

Yes

What is the starting site fee for wedding ceremonies during peak season?

\$ 850.00

What is the starting site fee for wedding ceremonies during off-peak season?

\$ 850.00

Which of the following are included in starting site fee?

Bridal Suite, Chairs, China, Clean Up, Event Planning, Glassware, Lighting/Sound, Parking, Set Up, Transportation

Which of the following are included in the cost of wedding catering?

Cake Cutting, Dessert, Server(s), Wedding Cake

How many event spaces or rooms does your venue offer?

2

Describe your venue:

Beach, Farm/Ranch, Garden, Mansion

What kind of settings are available?

Indoor, Covered Outdoor, Uncovered Outdoor, Scenic Views

Which of the following wedding events does your venue service?

Ceremony, Reception, Elopements, Rehearsal Dinner

What event services do you offer?

All Inclusive Packages, Bar Services, Cake, Catering Services, Clean Up, Event Planner, Event Rentals, Get Ready Rooms, Liability Insurance, Lighting / Sound, Outside Vendors, Pet Friendly, Preferred Vendors Only, Set Up, Wifi

What catering services do you offer?

Buffet, Cocktail Reception, Dessert, Family Style, French Service, Hors d'oeuvres, Outside Cake, Plated, Server(s), Stations, Tastings

What bar services do you provide?

Bartender(s), Cash Bar, Champagne Toast, House Beer, House Liquor, House Wine, Limited Bar, Liquor License, Open Bar, Outside Alcohol, Premium Liquor, Signature Drink, Specialty Beer, Specialty Wine



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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## **APPENDIX 2**

### **What event items are available?**

Aisle Markers, Aisle Runners, Altar/Arch, Audio Equipment, Centerpieces, Chairs, Chair Covers, Dance Floor, Decor, Drapery, Furniture, Lighting, Photo booth, Tables, Tent Accessories

### **What food and beverage items are available?**

Barware, China, Flatware, Glassware, Linens

### **What transportation and access is available?**

Parking, Shuttle, Valet, Wheelchair Access

### **What months are included in your peak season?**

May, June, July, August, September, October, November

### **What months are included in your off-peak season?**

January, February, March, April, December

## **Map**

📍 Agoura Hills Agoura Hills, CA, 91301 [See on map](#)

818-740-5179 (Phone number)

BY APPOINTMENT ONLY!

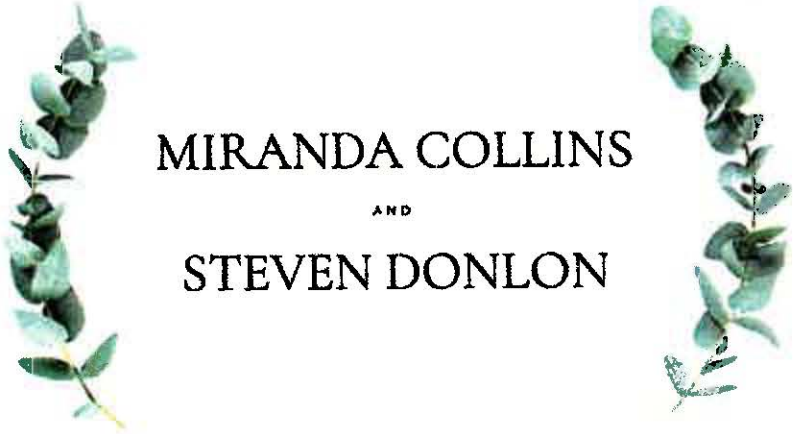
James S. Mayfield and Sheila Zamel [Property Owners]  
 Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
 August 21, 2019  
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### APPENDIX 3


June 4, 2020 Agoura Hills, California

Miranda & Steven


[HOME](#) [SCHEDULE OF EVENTS](#)



MIRANDA COLLINS  
 AND  
 STEVEN DONLON



June 4, 2020



AGOURA HILLS, CALIFORNIA



M+S

 ZOLA

 [Facebook](#) [Instagram](#) [Twitter](#) [Pinterest](#) [Email](#) [Phone](#) [Address](#) [About](#) [FAQ](#) [Privacy Policy](#) [Terms of Service](#) [Contact Us](#)

Made with love by Zola.



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
August 21, 2019  
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## APPENDIX 3

John A. Zamel - Agoura Hills - 812-1070

Miranda & Steven

THOMAS - 812-1070

### Schedule of Events

Here's what to expect during our wedding day. The ceremony will be held at Whispering Oaks Chapel in Agoura Hills, CA. The reception dinner will be held at Mastro's Steakhouse in Thousand Oaks, CA. Although we love to watch the children run and play, this is going to be an adults only kind of day. We can't wait to celebrate with you!

#### CEREMONY

THURSDAY, JUNE 4, 2020  
5:00 PM

Balkins Drive  
Balkins Drive  
Agoura Hills, CA 91301

Semi-Formal: Tuxes and gowns are welcome, and so are suits and cocktail dresses.

MAP

ADD TO CALENDAR

#### RECEPTION DINNER

THURSDAY, JUNE 4, 2020  
6:00 PM

Mastro's Steakhouse  
2087 Thousand Oaks Boulevard  
Thousand Oaks, CA 91321

Semi-Formal: Tuxes and gowns are welcome, and so are suits and cocktail dresses.

MAP

ADD TO CALENDAR

M+S

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
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#### **APPENDIX 4**





## APPENDIX 5



Whispering Oaks Chapel  
Like Tr's Page

Creating our garden with a creek and rose garden

#weddingchapel #ceremony #weddingceremony  
#gardenwedding #outdoorwedding #garden  
#cottage #wedding #weddingday #weddingideas  
#chapelwedding #gardendesign #drycreek  
#rosegarden

Glen Mayfield and Stephen van der Merwe like this

## **APPENDIX 6**

### **9286.1. - Home occupation regulations.**

Home occupations allowed by the provisions of these sections shall be allowed provided the home occupation complies with the following regulations:

- A. There shall be no stock in trade other than products manufactured on the premises.
- B. A home occupation shall be conducted in a dwelling and shall be clearly incidental to the use of the structure as a dwelling.
- C. A home occupation shall not be conducted in an accessory structure, and there shall be no storage of equipment or supplies in an accessory structure or outside the dwelling.
- D. There shall be no external alteration of the dwelling in which a home occupation is conducted, related to said occupants, and the existence of a home occupation shall not be apparent beyond the boundaries of the site, except for a nameplate which shall be in accord with the provisions of section 9655 et seq.
- E. No one other than a resident of the dwelling shall be employed in the conduct of a home occupation.
- F. No motor shall exceed one (1) horsepower, and the total horsepower of all motors within the dwelling shall not exceed two (2) horsepower.
- G. A home occupation shall not create any radio or television interference or create noise audible beyond the boundaries of the site.
- H. No smoke, odor, liquid, gaseous or solid waste shall be emitted.
- [I. Reserved.]
- J. No mechanical equipment is to be utilized except that which is necessarily, customarily or ordinarily used for household or leisure purposes.



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Municipal Code Compliance/28347 Balkins Drive, Agoura Hills  
August 21, 2019  
Page 19

K. No process is used which is hazardous to public health, safety, morals or welfare.

L. Visitors, customers or deliveries shall not exceed that normally and reasonably occurring for a residence including not more than two (2) business visitors an hour and eight (8) a day and not more than two (2) deliveries of products or materials a week.

M. The home occupation shall not displace or impede use of parking spaces required by this title including any business storage in required garage parking areas.

N. No advertisement shall be placed in any media containing the address of the property.

O. Not more than two (2) vehicles shall be utilized in the business.

## EXHIBIT 10



1 Steven H. Rosenblit, SBN 72435  
2 Kenneth B. Dapeer, SBN 70575  
3 DAPEER, ROSENBLIT & LITVAK, LLP  
4 11500 W. Olympic Blvd., Suite 550  
Los Angeles, California 90064-1524  
(310) 477-5575

5 Prosecutors for the CITY OF AGOURA HILLS

**FILED**  
Superior Court of California  
County of Los Angeles

NOV 19 2019

Sherri R. Carter, Executive Officer/Clerk of Court  
By *Debra Gelsler* Deputy  
Lekeya Gelsler

7 **LOS ANGELES SUPERIOR COURT**  
8 **NORTHWEST JUDICIAL DISTRICT / VAN NUYS COURTHOUSE WEST**

9  
10 IN THE MATTER OF THE  
11 APPLICATION OF THE CITY OF  
12 AGOURA HILLS FOR A WARRANT TO  
13 INSPECT, MEASURE, PHOTO-  
14 GRAPH AND/OR VIDEOTAPE REAL  
PROPERTY LOCATED AT  
28347 BALKINS DRIVE, AGOURA  
HILLS, CALIFORNIA

15 APN: 2055-021-054

WARRANT NO. 19V0750  
RETURN ON INSPECTION WARRANT  
DATE: November 19, 2019  
TIME: 1:30 p.m.  
DEPT.: R E

17  
18 I, the undersigned, make this Return to the within Inspection Warrant,  
19 and under its authority, I diligently inspected the premises stated below on the  
20 10<sup>th</sup> day of October 2019. The inspection started at 3:35 p.m. and ended at  
21 4:40 p.m. On October 8, 2019 at 4:02 p.m., I mailed a copy of a Notice of  
22 Issuance of Inspection Warrant (which recited an inspection date of  
23 October 10, 2019 at approximately 3:00 p.m.) to James Mayfield and  
24 Sheila Zamel at 28347 Balkins Drive, Agoura Hills, CA 91301-1807. On  
25 October 9, 2019 at 9:14 a.m. I posted a copy of the Notice of Issuance of  
26  
27  
28

MAYFIELD/ZAMEL - RETURN ON INSPECTION WARRANT

1 Inspection on the front gate to the property due to the fact I was not able to  
2 personally serve James Mayfield and Sheila Zamel at that time.

3  
4 PREMISES INSPECTED:

5 Property owners James Mayfield and Sheila Mayfield were present during  
6 the inspection and provided access to the property. In accordance with the  
7 Inspection Warrant, the city did not seek to inspect the main house. It did  
8 inspect interiors and exterior areas of several accessory structures and  
9 adjoining areas at 28347 Balkins Drive, Agoura Hills. The Inspection Warrant  
10 authorized the inspection of all outdoor areas on the property. Ms. Zamel  
11 deemed outdoor areas immediately adjacent to the main house as part of the  
12 house, and therefore objected to the city entering those areas. The city did not  
13 inspect those areas, despite disagreeing with her position.  
14  
15

16 PERSONS INSPECTING THE PREMISES:

- 17 • Building Official Amir Hamidzadeh.  
18 • Planning Director Doug Hooper.  
19 • Code Enforcement Officer Michael Gonzales.  
20

21 ADDITIONAL PERSONS PRESENT:

- 22 • L.A. County Sheriff Deputies Richard Baldi and Rafael Mejia.  
23 • City Prosecutor Steven H. Rosenblit.  
24

25 //

26 //

27 //

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I declare under penalty of perjury that the foregoing is true and correct.

  
Michael Gonzales, C.E.O.  
City of Agoura Hills

Subscribed and sworn to me on this \_\_\_\_ day of \_\_\_\_\_, 2019

**GREGORY A. DOHI**



**AGOURA HILLS BUILDING AND SAFETY DEPARTMENT  
REPORT FOR RETURN ON INSPECTION WARRANT**

I inspected several structures and outdoor areas of 28347 Balkins Drive, Agoura Hills on October 10, 2019. I have reviewed photos that were taken during the inspection. I have also reviewed Technical (Building, Electrical, Plumbing and Mechanical) Code Permits that this department maintains for this property. I have made the following findings and determinations

**CHAPEL WITH CUPOLA (STRUCTURE NO. 1 OF HOOPER REPORT):**

The dimensions of this structure are 16'-2" x 12'-3" for a total of 198 square feet. It contains electrical installations. The structure does not have building and electrical permits, which are required by Section 105.1 that is located in Article VIII [Building Regulations], Chapter 1 [Administration], of the Agoura Hills Municipal Code ("AHMC"). The Agoura Hills Electrical Code also requires an electrical permit. The owners are violating 111.1.1 in Chapter 1, which states in part as follows: "No person shall own, use, occupy, or maintain an unpermitted structure." Photos of the structure that were taken on October 10, 2019 are attached hereto as Exhibit "1 "

A photo (see Exhibit "1") that is reportedly from the owners' Facebook website shows alterations to that structure, which also occurred in violation of Section 105.1 because the owners did not first obtain a permit from this department.



**BRIDES' COTTAGE (STRUCTURE NO. 2 OF HOOPER REPORT):**

The dimensions of that structure are 16'-3" x 22'-0" for a total of 358 square feet. A deck adjoins it. The structure contains electrical and plumbing installations, including, lighting, sinks and a toilet. That structure and the adjoining deck of approximately 193 square feet, are on raised foundation and do not have building, electrical and plumbing permits, which are required by Section 105.1 The Agoura Hills Electrical and Plumbing Codes also require permits for those installations. The owners are violating Section 111.1.1.

There are two retaining walls near that structure. Those walls are 4' in height and approximately 27'-8" in total length. Those walls do not have a building permit in violation of Section 105.1. The owners are violating Section 111.1.1.

True and correct photos of that structure and two retaining walls that were taken on October 10, 2019 are attached hereto as Exhibit "2."

**STABLE (STRUCTURE NO. 3 OF HOOPER REPORT):**

The dimensions of that structure are 12'-0" x 48'-0" for a total of 576 square feet. That structure contains electrical and plumbing installations. That structure does not have building, electrical and plumbing permits, which are required by Section 105.1. The Agoura Hills Electrical and Plumbing Codes also require permits for those installations. The owners are violating Section 111.1.1.

True and correct photos of that structure that were taken on October 10, 2019 are attached hereto as Exhibit "3."

**TACK / STORAGE ROOM (STRUCTURE NO. 4 OF HOOPER REPORT):**

The dimensions of that structure are 10'-4" x 10'-4" for a total of 107 square feet. That structure is not subject to issuance of building permit due to its size. Section 105.2 of the Agoura Hills Building Code (which the city adopts pursuant to Section 8100 of the AHMC) exempts detached accessory structures of no more than 120 square feet from the requirement of a building permit.

True and correct photos of that structure that were taken on October 10, 2019 are attached hereto as Exhibit "4."

**GARAGE (STRUCTURE NO. 5 OF HOOPER REPORT):**

The dimensions of that structure are 24'-4" x 16'-0" for a total of 390 square feet. Permit records exist for "New residence and garage" that received a final inspection approval from the Building and Safety Department on January 31, 1980. I am treating the garage that I observed on October 10, 2019 as covered by that permit.

Currently the structure is not functioning as a garage due to the elevation difference of the garage slab and the adjacent grade in front of roll up garage doors (some parts as high as 8" elevation difference). Permit records reveal a grading permit for a driveway was obtained in March 20, 1981, but due to no activity, it expired on May 10, 1982.

True and correct photos of that structure that were taken on October 10, 2019 are attached hereto as Exhibit "5."




True and correct photos of those containers that were taken on October 10, 2019 are attached hereto as Exhibit "8."

---

This report is not intended to state all regulations in Article VIII [Building Regulations] of the AHMC that may pertain to this property.

I declare under penalty of perjury that the foregoing is true and correct.

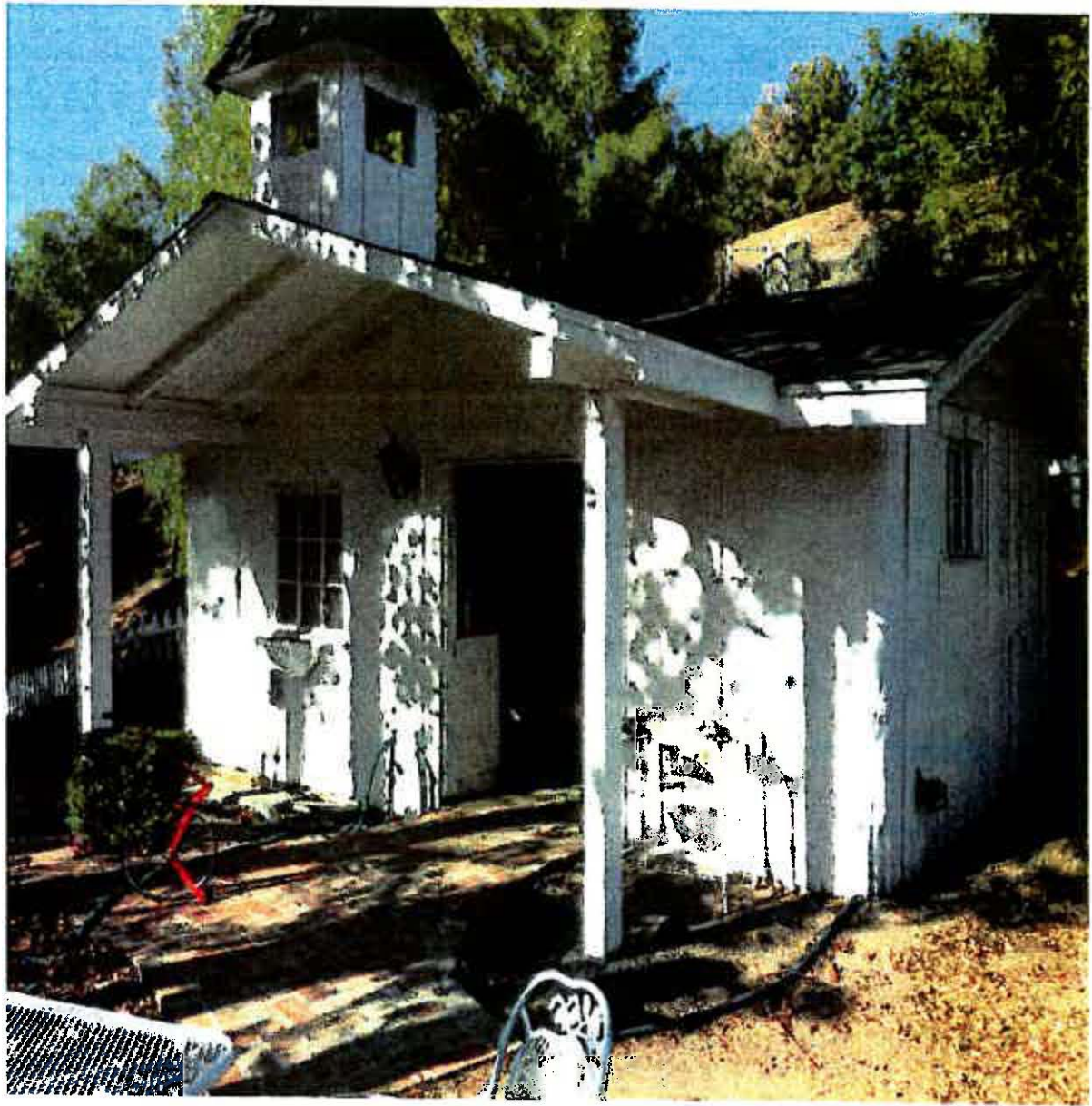
  
\_\_\_\_\_  
Amir Hamidzadeh, Building Official

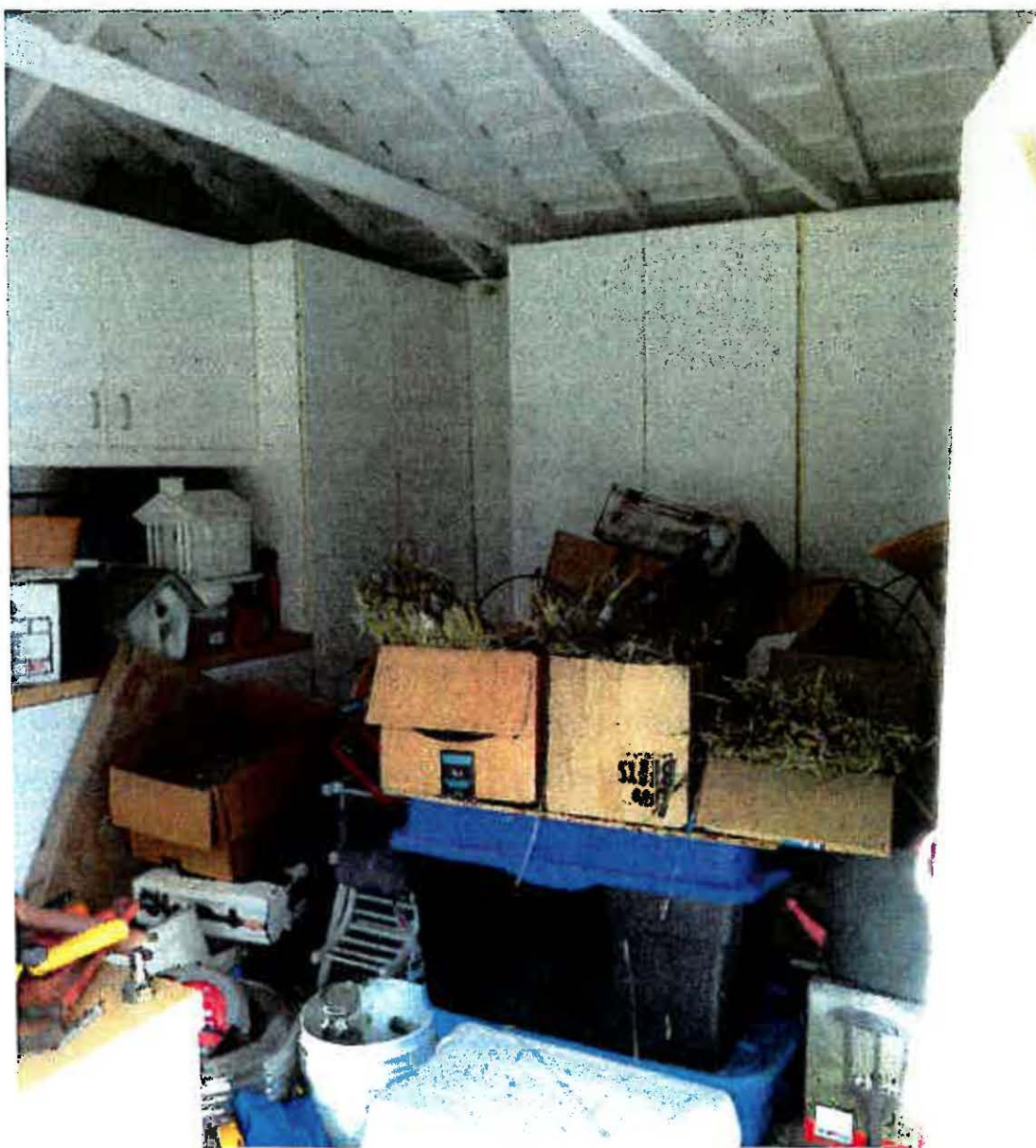
November 13, 2019

# **EXHIBIT “1”**

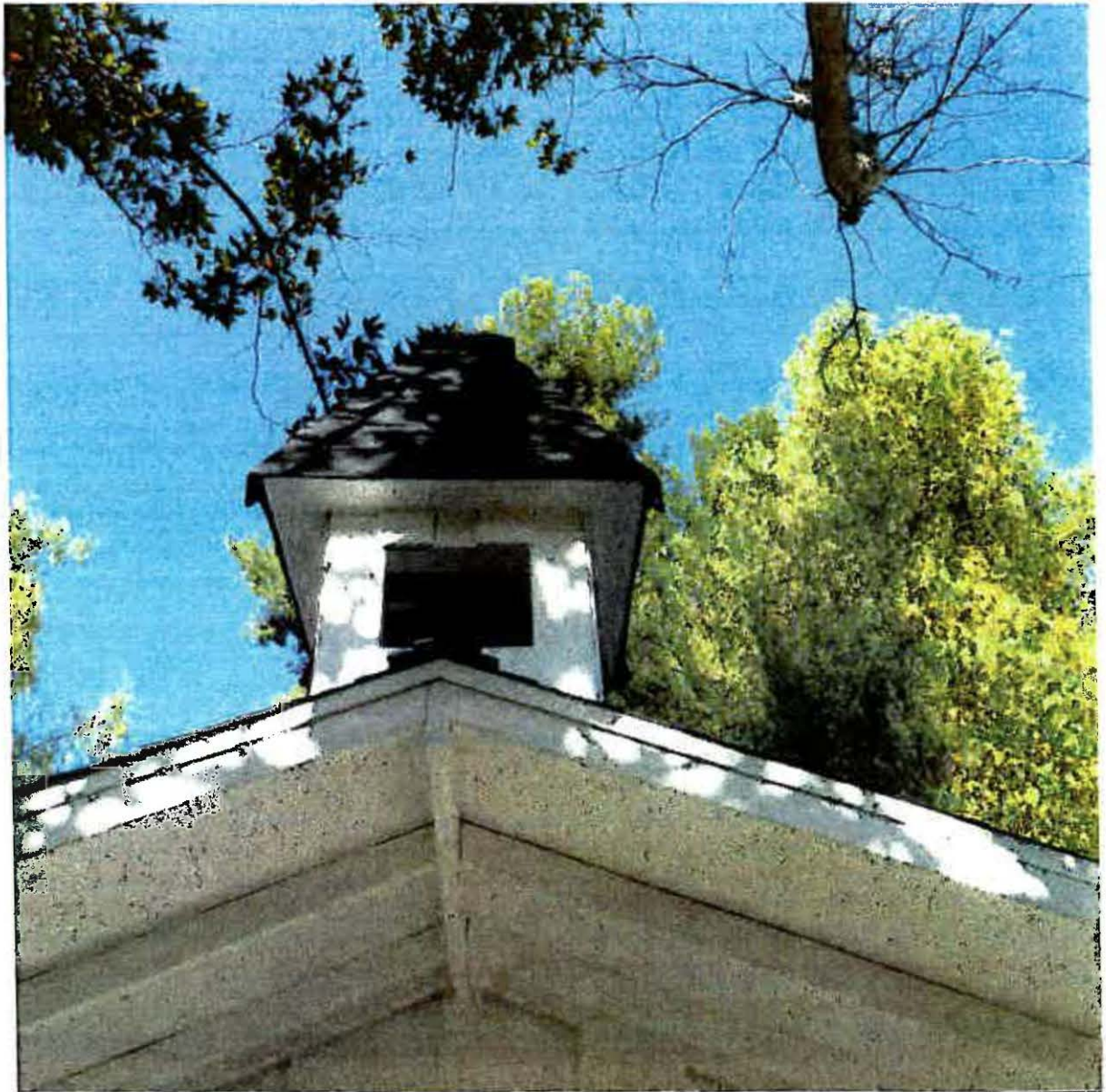
**[CHAPEL WITH CUPOLA]**



















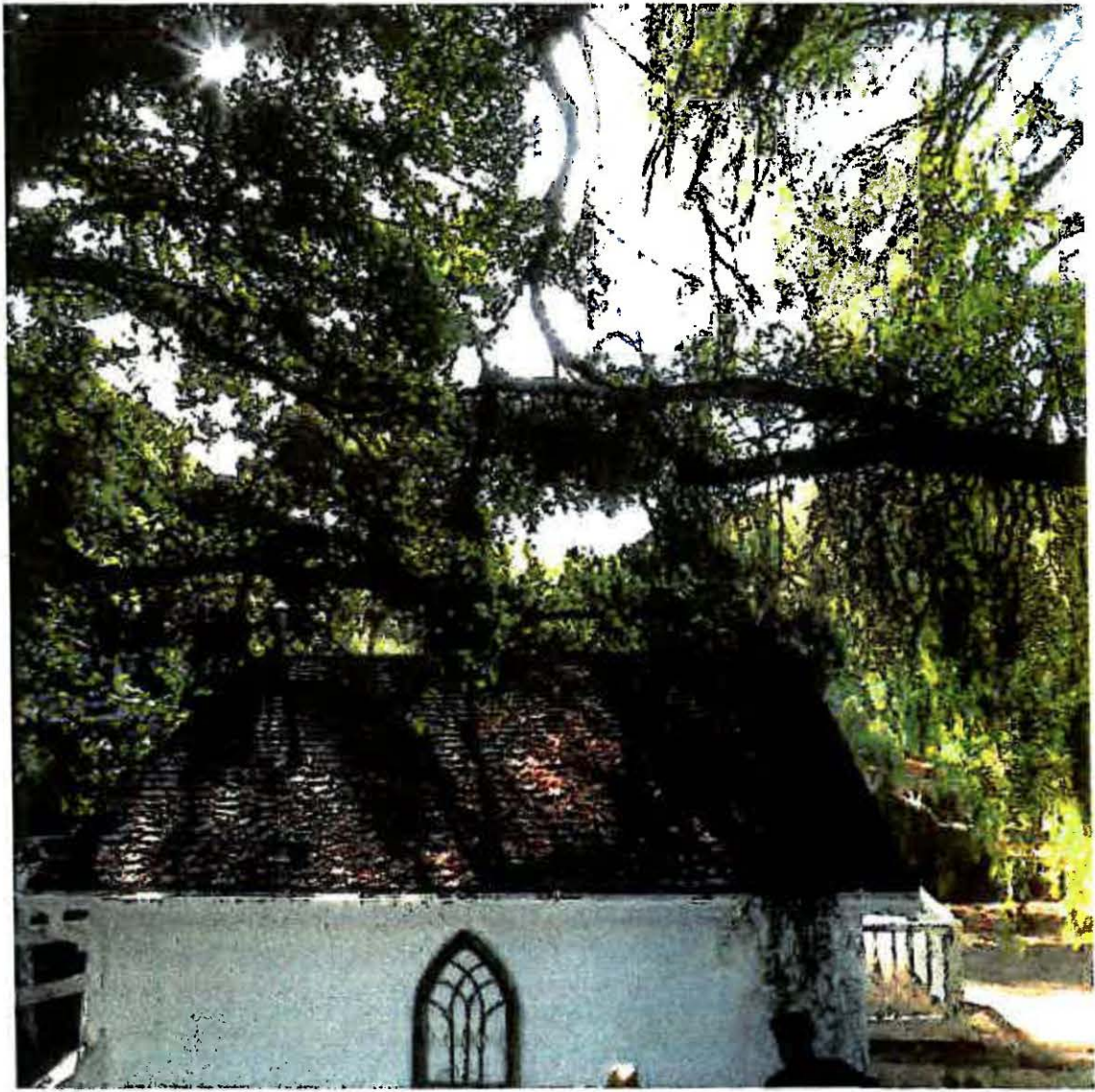


## **EXHIBIT “2”**

**[BRIDES' COTTAGE]**

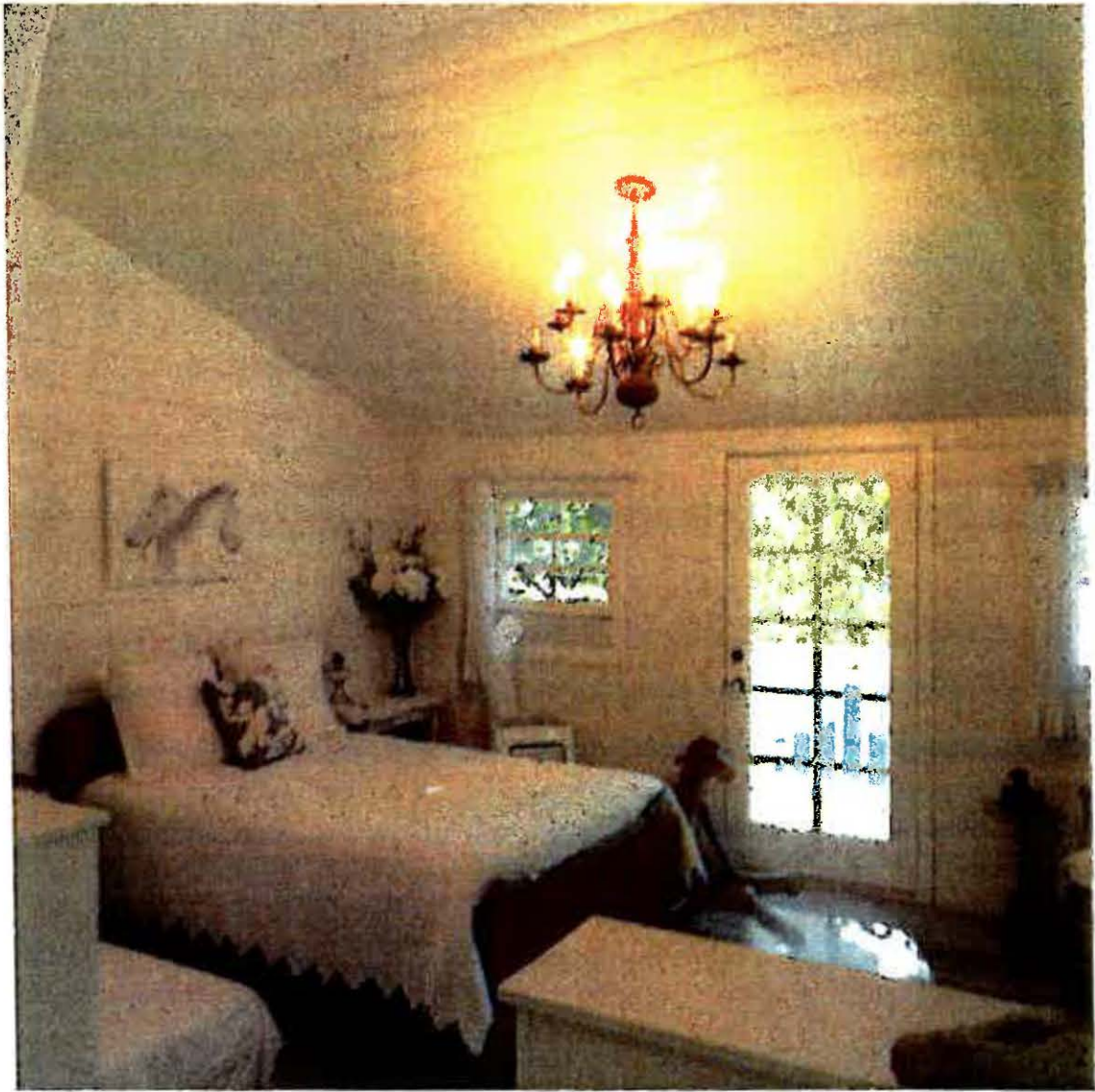














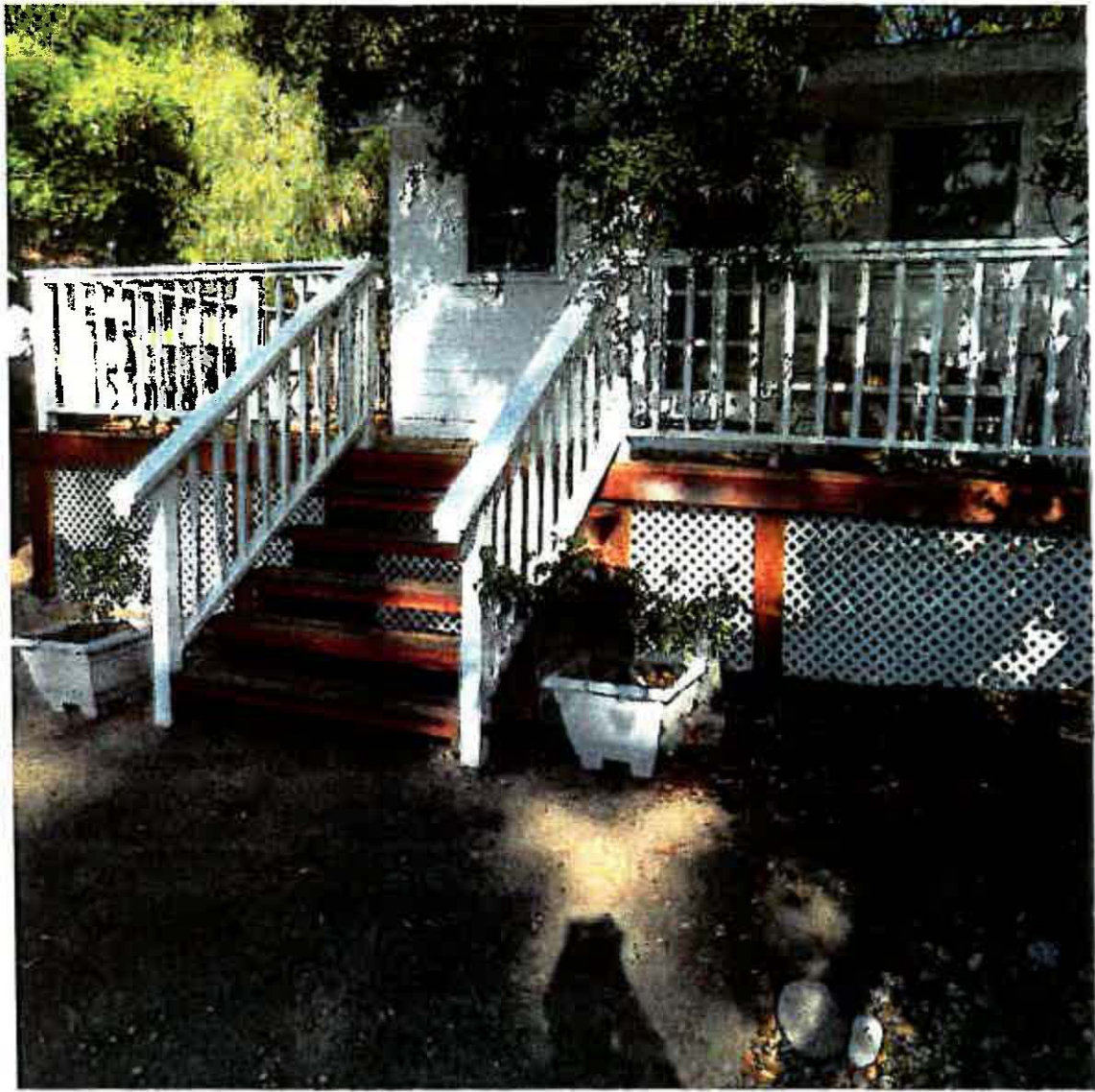






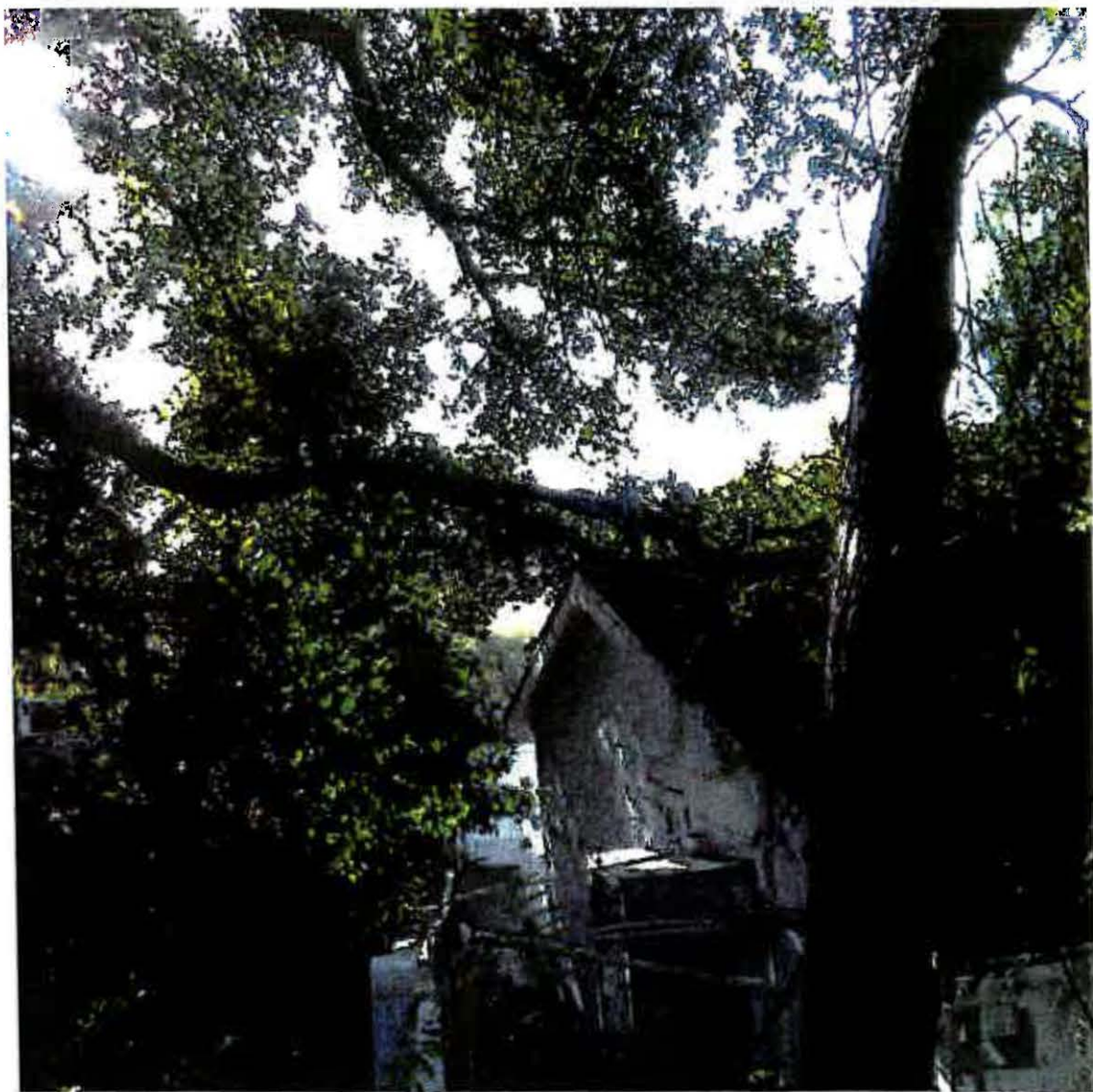












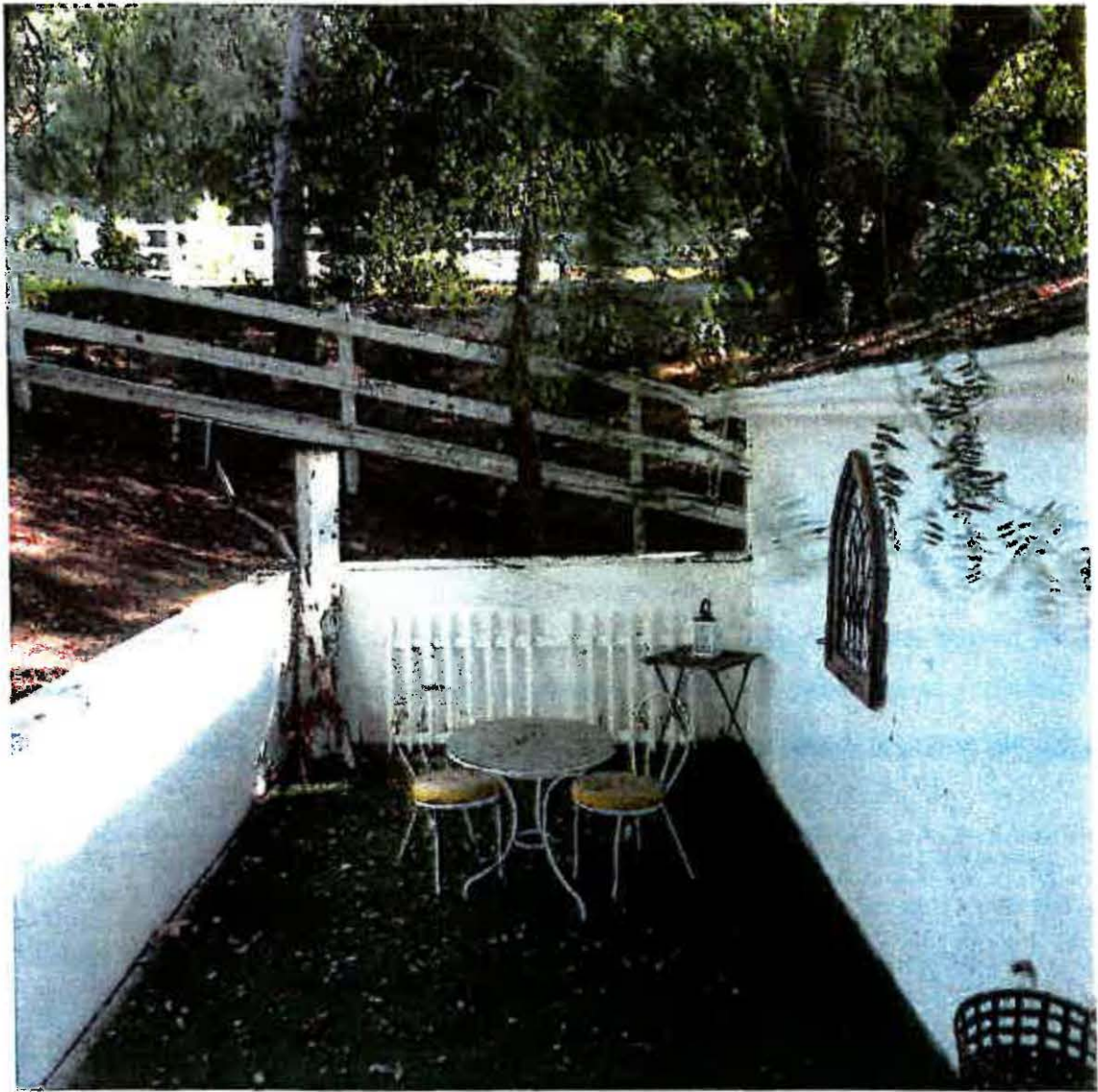








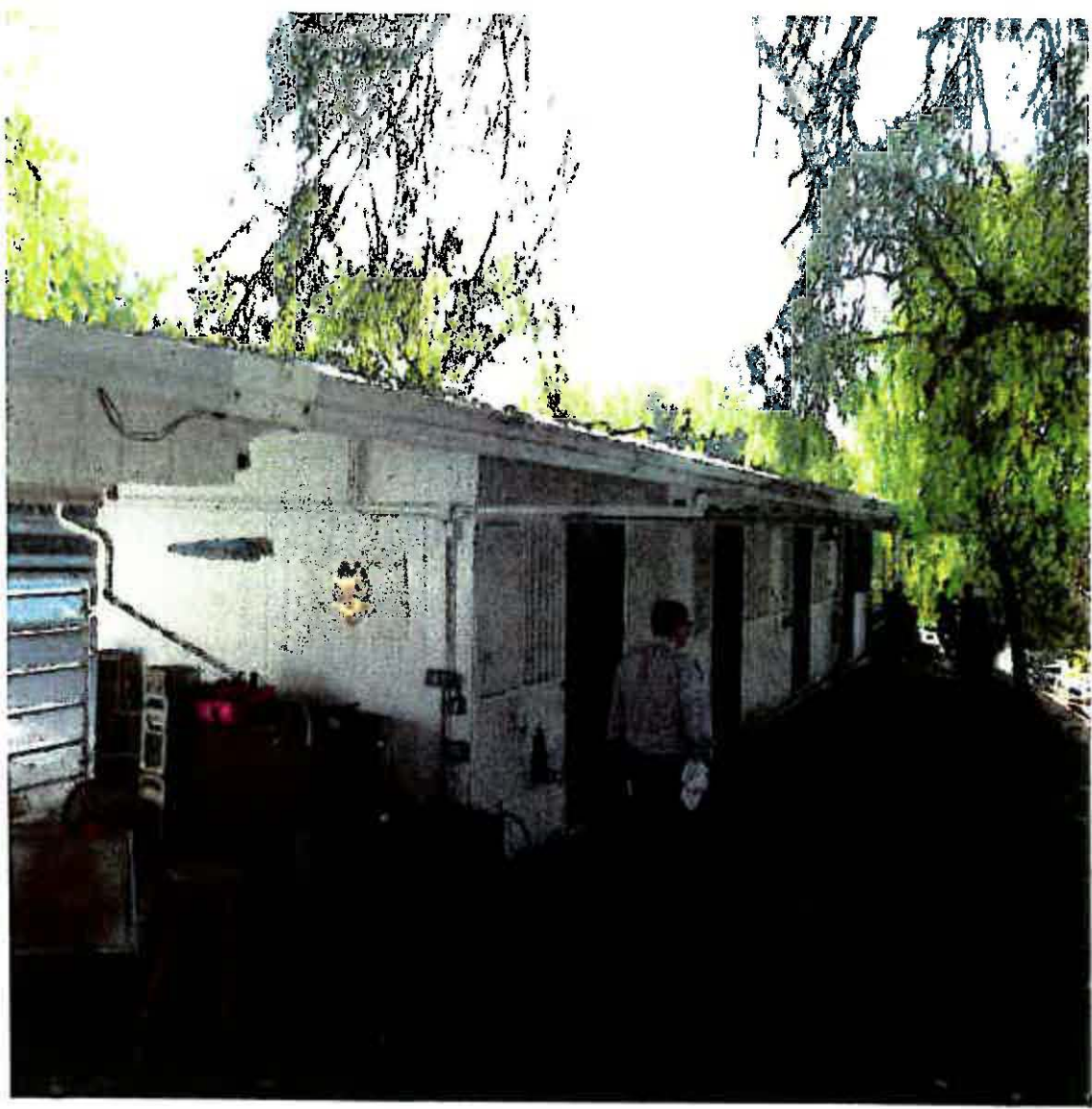






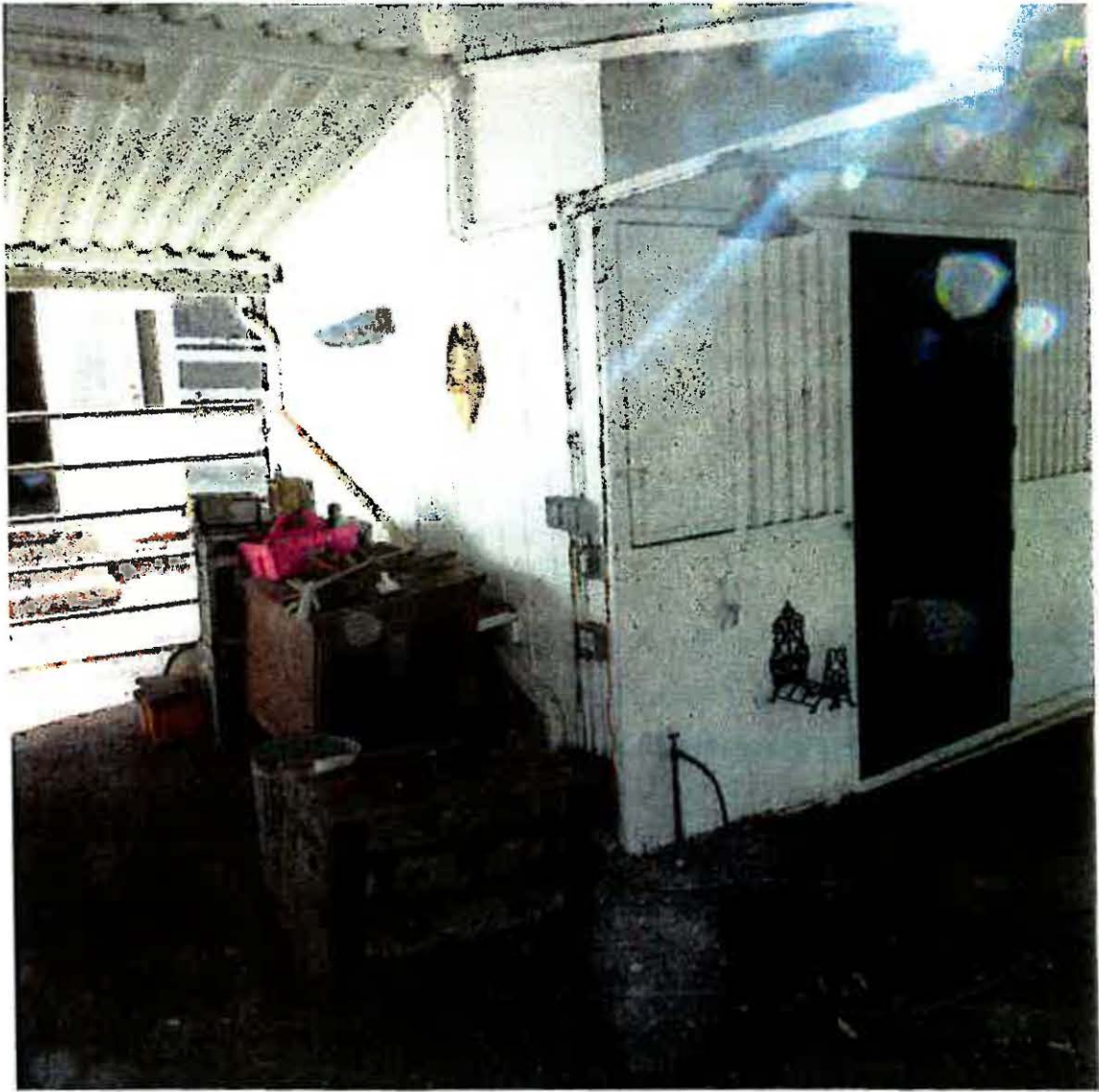
## **EXHIBIT “3”**

**[STABLE]**



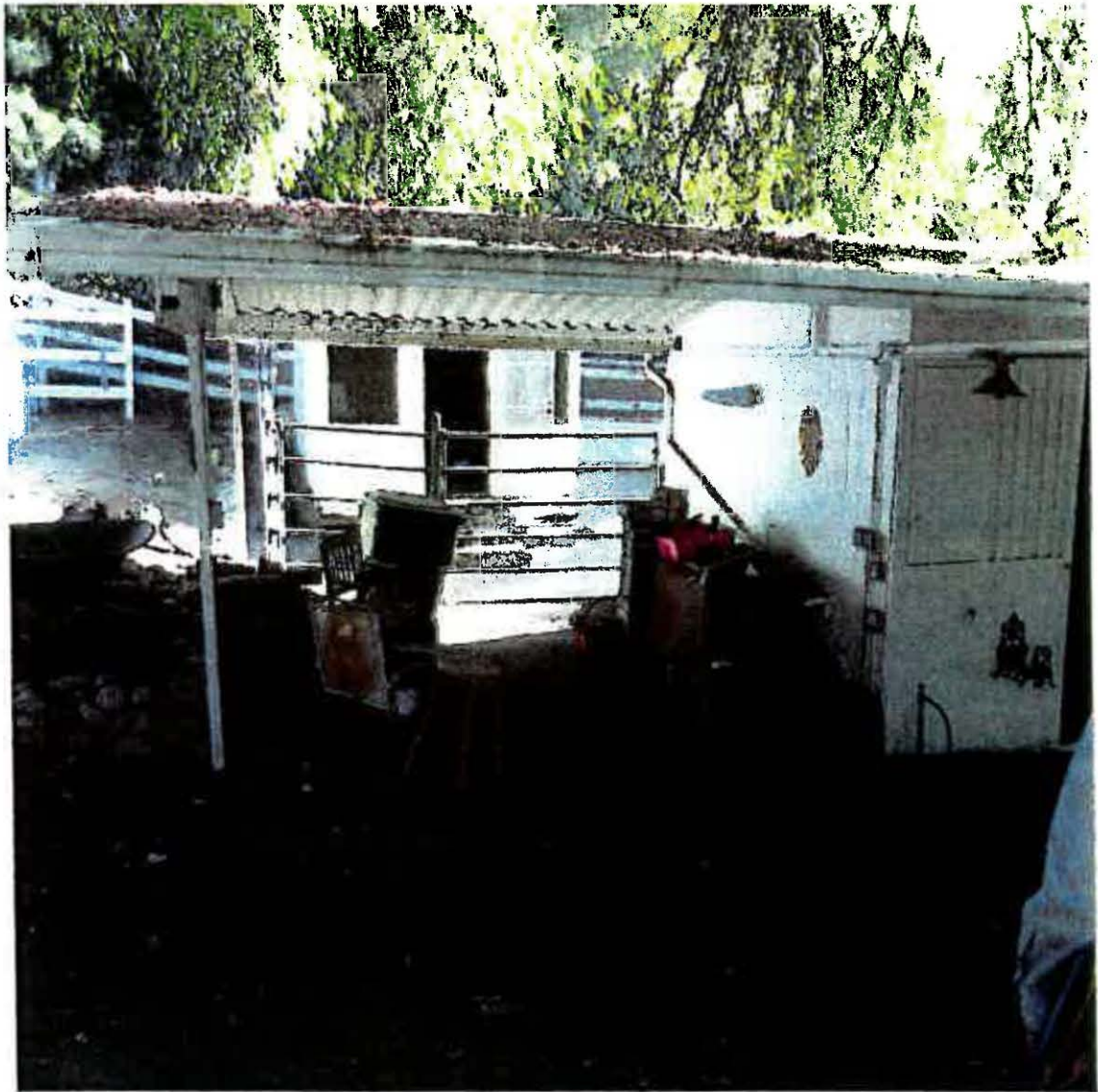


























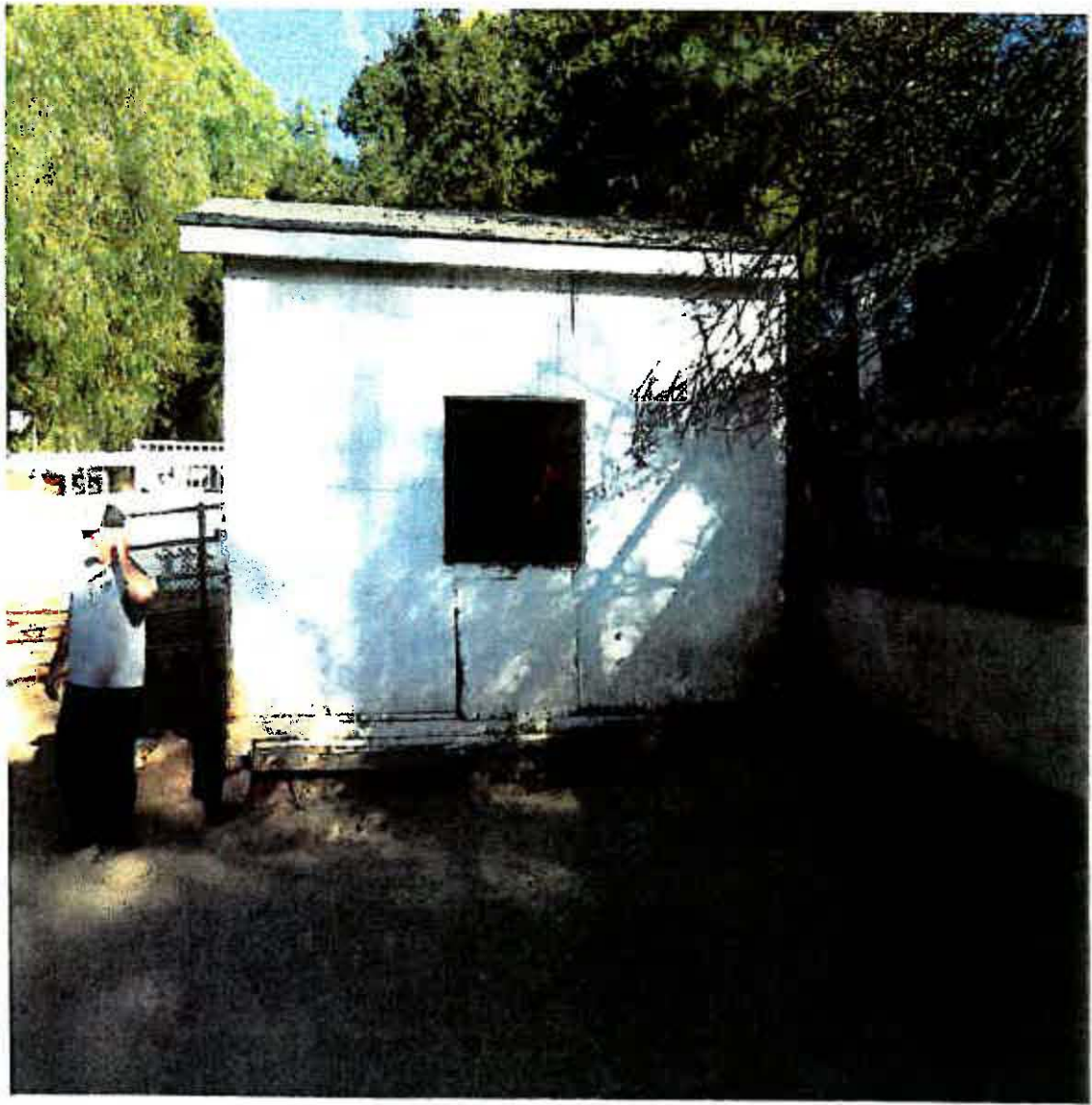


## **EXHIBIT “4”**

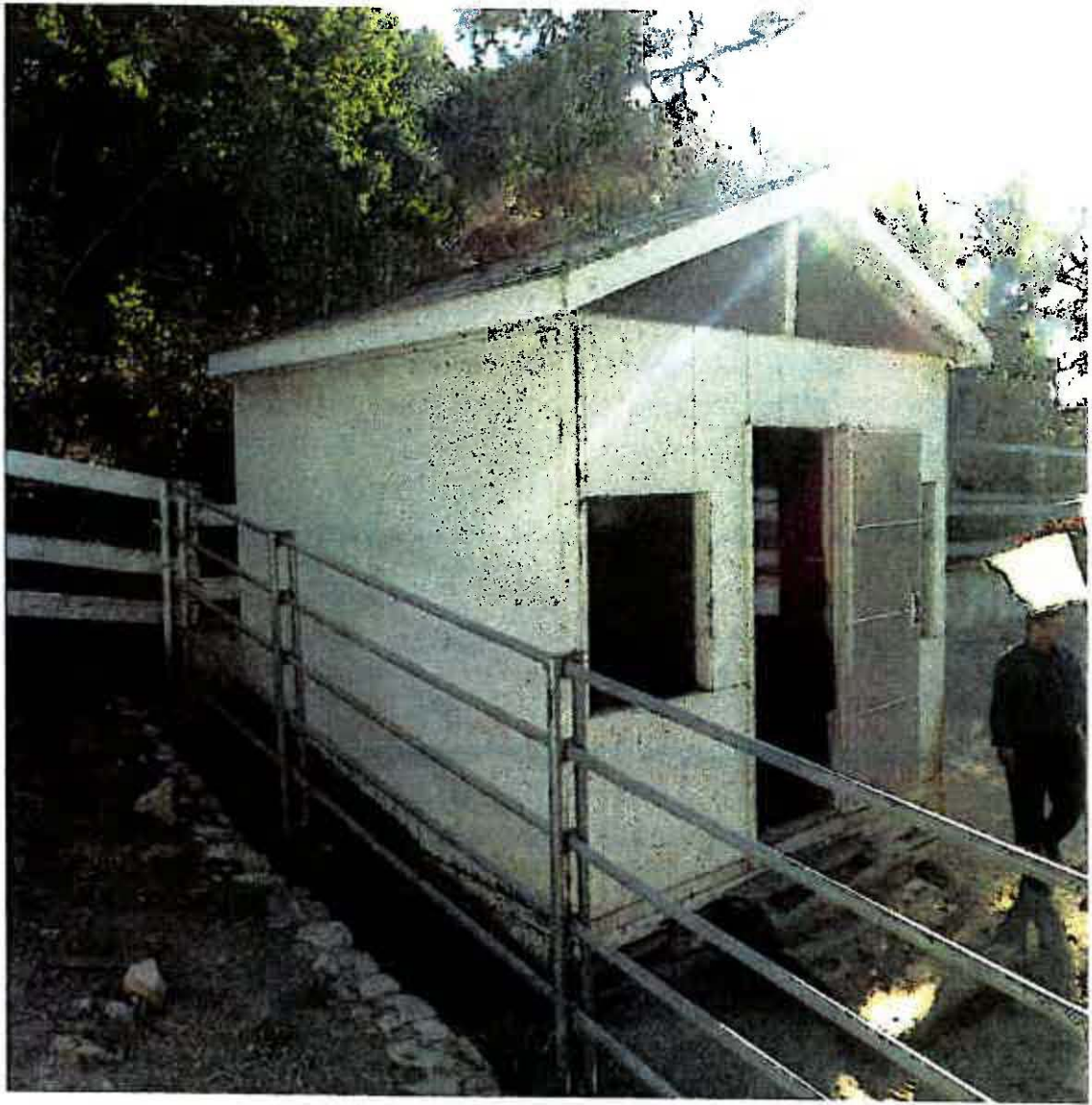
**[TACK/STORAGE ROOM]**









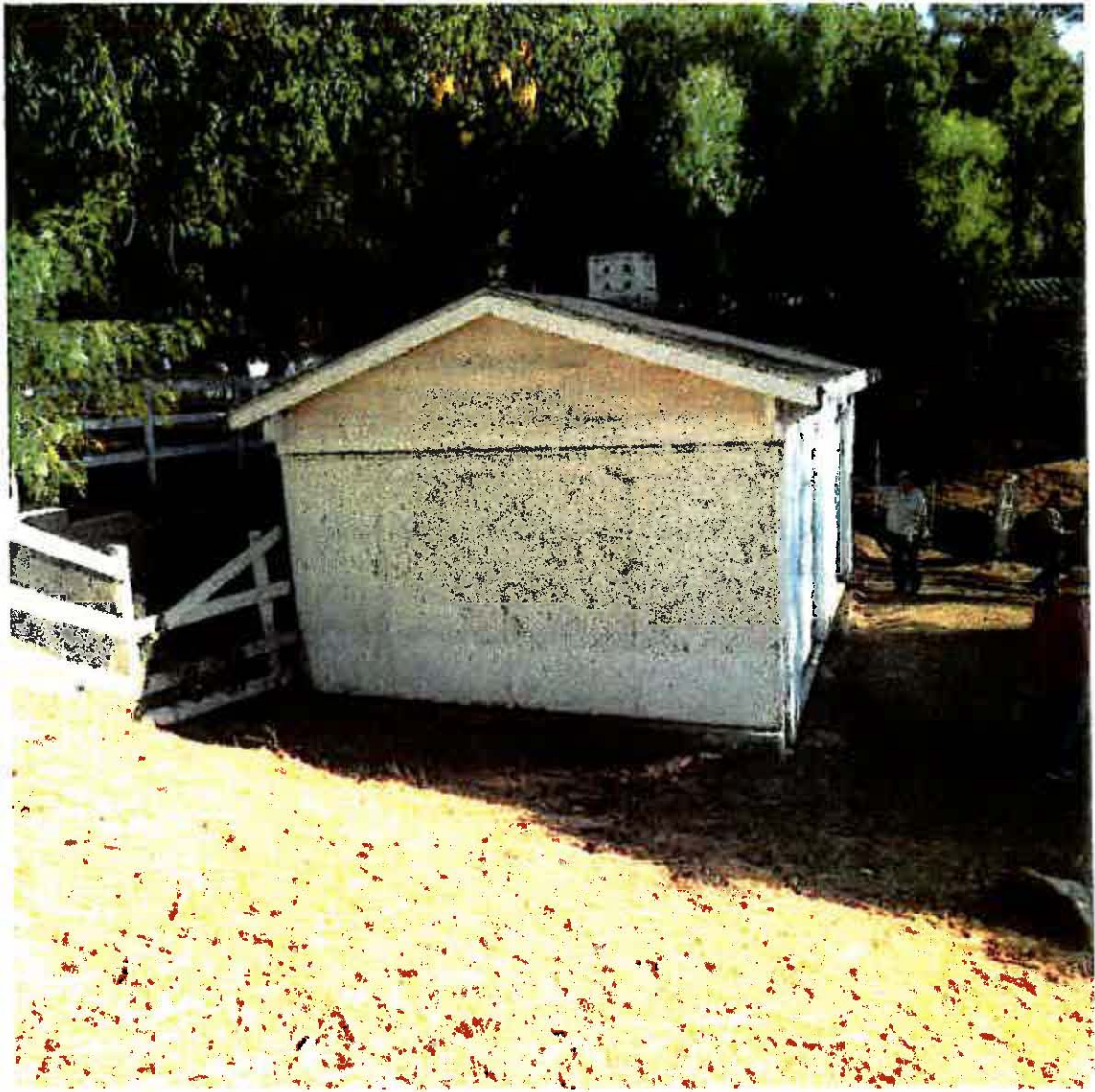


## **EXHIBIT “5”**

**[GARAGE]**









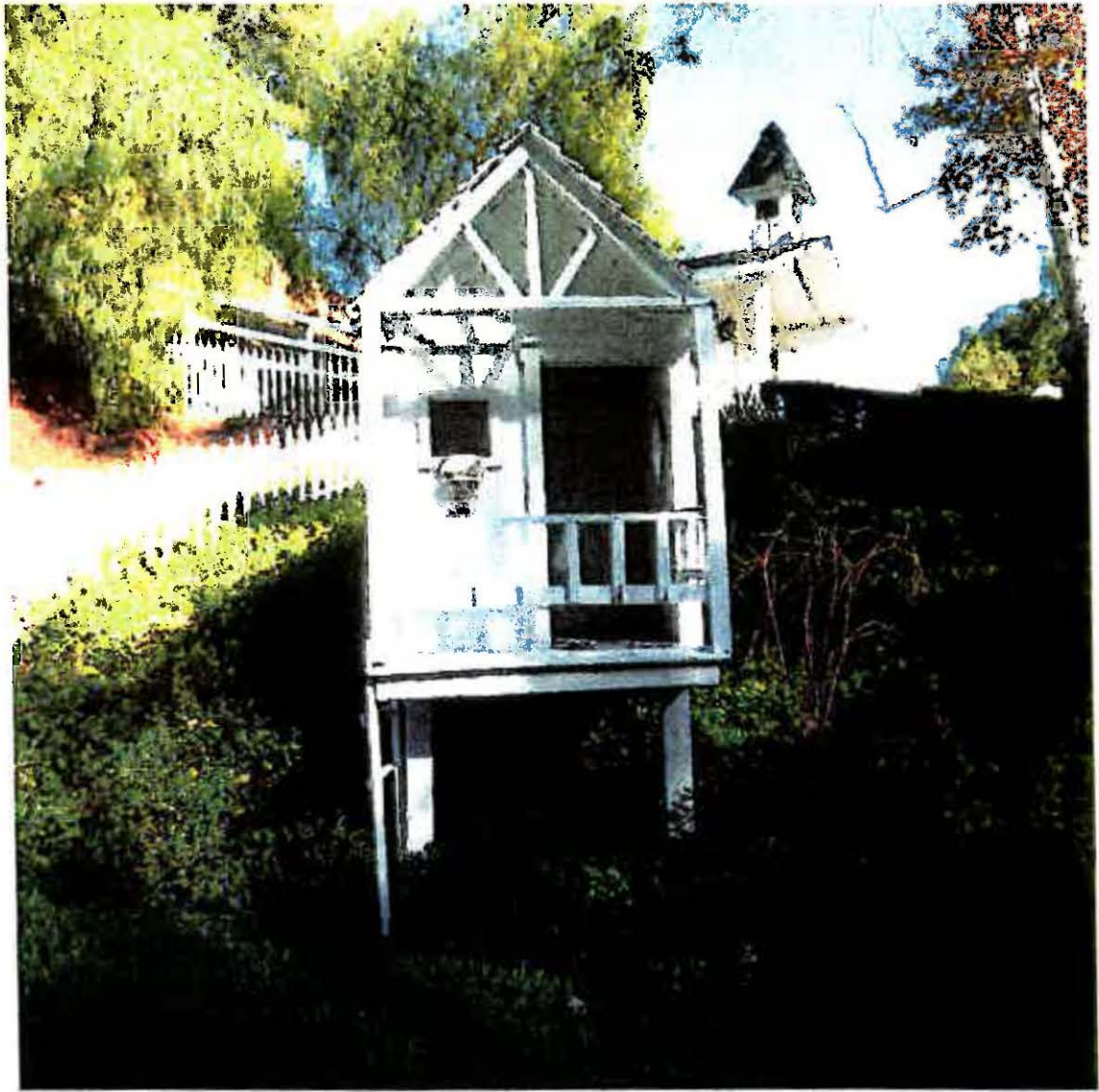






## **EXHIBIT “6”**

**[MISCELLANEOUS STRUCTURE]**







## **EXHIBIT “7”**

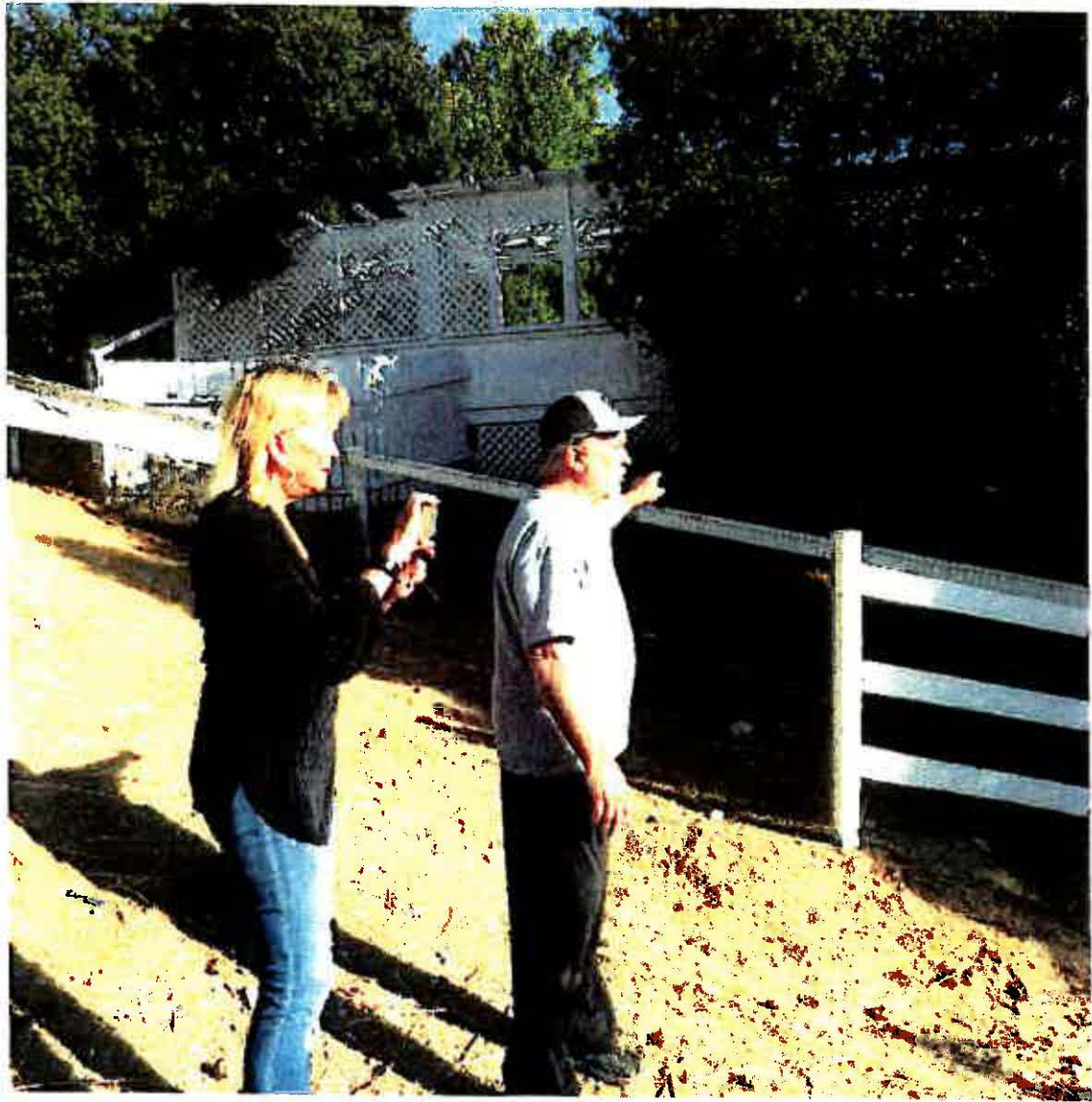
**[POOL SHADE STRUCTURE]**















## **EXHIBIT “8”**

**[SHIPPING CONTAINERS]**







**AGOURA HILLS PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
REPORT FOR RETURN ON INSPECTION WARRANT**

I inspected several structures and outdoor areas of 28347 Balkins Drive, Agoura Hills on October 10, 2019. I have reviewed photos that were taken during the inspection and considered information that Building Official Amir Hamidzadeh and Code Enforcement Officer Michael Gonzales obtained at that time. My findings and determinations are as follows:

**STRUCTURE NO. 1:**

This is the structure that was depicted as "a chapel getting a CUPOLA" in the Facebook site for Whispering Oaks Chapel on August 12, 2019. The structure is one-hundred ninety-eight (198) square feet in size and contained storage cabinets, counter space, closed containers and boxes, and open boxes and stacks of miscellaneous small items of personal property that were not inventoried.

I have reviewed department records in connection with this report. There are no entitlements for this property, which is located in a hillside area. This structure, which lacks a building permit, is subject to the current provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC") as stated below.

**(1) "9652.5. Policy.**

Either a conditional use permit or an architectural review approval shall be obtained before the issuance of any building or grading permit. Approval of minor land division or subdivision, importation of fill material for the purpose of altering natural terrain, or commencement of any building or structure on any parcel that is in, or partly in, a hillside area or SEA [Significant Ecological Area]. In addition to



preserving the natural character of the hillsides and valleys within the City of Agoura Hills and ensuring the preservation of the scenic viewshed, hillside development regulations are designed to protect residents of geologic hazards, such as unstable soils and erosion, and the possible loss of life and destruction of property.

The intention and policy of the city is to:

1. Encourage minimal grading which relates to the natural contours of the land as opposed to padding or stairstep grading;
2. Require the retention of trees and other vegetation which stabilize hillsides, retain moisture, prevent erosion, and enhance the natural scenic beauty, and, when necessary, require additional landscaping to promote the above;
3. Require immediate planting whenever appropriate to maintain cut and fill slopes;
4. Encourage a variety of building types and design to reduce grading and disturbance of the natural character of the area; and
5. Require the retention of natural landmarks and prominent natural features which enhance the character of a specific area.

A. Permitted uses. Subject to the provisions of site plan review, the following shall be permitted uses in hillside and significant ecological areas:

1. Accessory buildings and structures less than five hundred (500) square feet in gross floor area related to existing dwelling or commercial development."

(2) "9652.10. Same – Additional regulations.

Except as specified in Section 9652.5, prior to the issuance of any building or grading permits, approval of a minor land division or subdivision, or the commencement of any construction or enlargement of any building or structure on a lot or parcel of land which is in or partly in an area designated in the general plan and related maps as a significant ecological area or within a hillside area as defined herein, either a conditional use permit or architectural review approval shall be obtained as provided by this section. Development standards, lot size, height and setbacks may be modified by the planning commission in order to achieve the purposes of this chapter.

A. A conditional use permit shall be required in the following cases:

1. In hillside areas where the parcel of land contains an area of five (5) acres or greater;
2. In hillside areas where the parcel of land contains an area of less than five (5) acres whenever the density or open space requirements of this section would prohibit the use of such parcel otherwise permitted by this chapter.
3. In hillside areas whenever a major slope failure occurs on a development parcel of land regardless of the side of such parcel; and
4. In significant ecological areas regardless of the size of the parcel of land.

B. Architectural review approval pursuant to section of the Agoura Hills Municipal Code shall be required in hillside areas not subject to the requirement of a conditional use permit pursuant to subsection A, above."

(3) "9677.1. Application.



All uses involving new construction that require permits but not any discretionary approvals under this article shall not be permitted unless a site plan is approved pursuant to the provisions of this section."

(4) "9677.7. Architectural review procedure.

Except as otherwise provided in this article, no building permit shall be issued with respect to any new construction or sign on property located in any district unless an architectural review application is approved for the proposed construction in accordance with the provisions of this section. In those cases where a site plan review application is also required by this chapter, architectural review shall be combined with said application. Notwithstanding the foregoing, architectural review shall not be required for the alteration or repair of the interior only of any building or structure.

A. Director's duties. The director shall review all architectural review applications and, where subject to approval of the planning commission, shall make recommendations thereon to the planning commission. The purpose of such review is to ensure that all proposed developments shall preserve or enhance the physical environment and aesthetic characteristics of the city. The director's architectural review of the following applications shall be final:

1. Alterations and repairs to existing buildings, structures or other improvements; and
2. New signs related to existing buildings.

All other applications for architectural review shall be subject to the approval of the planning commission."

The owners' lack of compliance with the foregoing regulations results in violations of Sections 9842 and 9844 of the AHMC and a substandard property pursuant to Section 5605 (16) of the AHMC.

Accessory structures (as in the case of a chapel) that are used, or would be used, in connection with a prohibited use are not eligible for legalization under Article IX.

The property is located in the RV (Residential–Very Low Density) Zoning District pursuant to the Agoura Hills Zoning Code (Article IX of the AHMC).

I have reviewed the website <http://www.whisperingchapel.com/> (which I believe is for 28347 Balkins Dr., Agoura Hills, CA) in connection with this report. The website offers wedding ceremony packages for donations. Use of the property as a venue for wedding ceremonies is prohibited pursuant to Section 9222.5 of the AHMC because that use is not permitted or conditionally permitted. It is also not among uses that are approval by the Director of Planning and Community Development. That use violates Sections 9842 and 9844 of the AHMC. That use would also result in a substandard property pursuant to Section 5605 (16) of the AHMC.

#### **STRUCTURE NO. 2:**

This is the structure that was depicted as "a beautiful brides cottage" in the Facebook site for Whispering Oaks Chapel on August 12, 2019. The structure is three-hundred fifty-eight (358) square feet in size. A toilet, shower, sink and electrical panel were present in the structure. The interior furnishings, which include a bed, chair, two ottomans, desk, mirror, stool, overhead light, bench, couch coffee table, are consistent with use of the structure as a "bride's cottage".



This structure, which lacks a building permit, is subject to the following current provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC"):

(1) "9283.1. Accessory dwelling unit standards.

A ministerial permit shall be issued for accessory dwelling units that conform to the following standards: [ref. AHMC Sections 9283.1.A-Q]."

This structure is approximately seventeen (17) feet from an oak tree and within its protected zone, which the Oak Tree Preservation Guidelines (Article IX, Appendix A) in Section II T. defines as: "Using the dripline as a point of reference, the protected zone shall commence at a point five (5) feet outside of the dripline and extend inwards to the trunk of the tree. In no case shall the protected zone be less than fifteen (15) feet from the trunk of an oak tree." Section II T. defines "dripline" as: "An imaginary line drawn upon the ground at the furthest extension of the canopy around the circumference of the tree." The structure is subject to the following provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC"):

(2) "9657.5. Oak tree permit.

"Except as otherwise provided in section 9657.5, no person shall cut, prune, remove, endanger or encroach into the protected zone or relocate any oak tree on any public or private property within the city unless a valid oak tree permit has been issued from the director of planning and community development or the planning commission pursuant to the provisions of these sections and the oak tree preservation guidelines, by filing the proper form and paying the appropriate fee. The accuracy of all required information submitted shall be the responsibility of the applicant."

The owners' lack of compliance with the foregoing regulations results in violations of Sections 9842 and 9844 of the AHMC and a substandard property pursuant to Section 5605 (16) of the AHMC.

Accessory structures (as in the case of a "brides cottage") that are used, or would be used, in connection with a prohibited use (in this case, a wedding ceremony venue in the RV (Residential-Very Low Density) Zoning District are not eligible for legalization under Article IX.

**STRUCTURE NO. 3:**

This structure is used for stable purposes and is five-hundred seventy-six (576) square feet in size. A horse, several donkeys, and a goat were present in the structure. It lacks a building permit and is subject to the current provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC") as stated below.

**(1) "9652.5. Policy.**

Either a conditional use permit or an architectural review approval shall be obtained before the issuance of any building or grading permit. Approval of minor land division or subdivision, importation of fill material for the purpose of altering natural terrain, or commencement of any building or structure on any parcel that is in, or partly in, a hillside area or SEA [Significant Ecological Area]. In addition to preserving the natural character of the hillsides and valleys within the City of Agoura Hills and ensuring the preservation of the scenic viewshed, hillside development regulations are designed to protect residents of geologic hazards, such as unstable soils and erosion, and the possible loss of life and destruction of property.



The intention and policy of the city is to:

1. Encourage minimal grading which relates to the natural contours of the land as opposed to padding or stairstep grading;
2. Require the retention of trees and other vegetation which stabilize hillsides, retain moisture, prevent erosion, and enhance the natural scenic beauty, and, when necessary, require additional landscaping to promote the above;
3. Require immediate planting whenever appropriate to maintain cut and fill slopes;
4. Encourage a variety of building types and design to reduce grading and disturbance of the natural character of the area; and
5. Require the retention of natural landmarks and prominent natural features which enhance the character of a specific area."

(2) "9652.10. Same – Additional regulations.

Except as specified in Section 9652.5, prior to the issuance of any building or grading permits, approval of a minor land division or subdivision, or the commencement of any construction or enlargement of any building or structure on a lot or parcel of land which is in or partly in an area designated in the general plan and related maps as a significant ecological area or within a hillside area as defined herein, either a conditional use permit or architectural review approval shall be obtained as provided by this section. Development standards, lot size, height and setbacks may be modified by the planning commission in order to achieve the purposes of this chapter.

A. A conditional use permit shall be required in the following cases:

1. In hillside areas where the parcel of land contains an area of five (5) acres or greater;
  2. In hillside areas where the parcel of land contains an area of less than five (5) acres whenever the density or open space requirements of this section would prohibit the use of such parcel otherwise permitted by this chapter.
  3. In hillside areas whenever a major slope failure occurs on a development parcel of land regardless of the side of such parcel; and
  4. In significant ecological areas regardless of the size of the parcel of land.
- B. Architectural review approval pursuant to section of the Agoura Hills Municipal Code shall be required in hillside areas not subject to the requirement of a conditional use permit pursuant to subsection A, above."

(3) "9677.1. Application.

All uses involving new construction that require permits but not any discretionary approvals under this article shall not be permitted unless a site plan is approved pursuant to the provisions of this section."

(4) "9677.7. Architectural review procedure.

Except as otherwise provided in this article, no building permit shall be issued with respect to any new construction or sign on property located in any district unless an architectural review application is approved for the proposed construction in accordance with the provisions of this section. In those cases where a site plan review application is also required by this chapter, architectural review shall be combined with said application. Notwithstanding the foregoing, architectural review



shall not be required for the alteration or repair of the interior only of any building or structure.

A. Director's duties. The director shall review all architectural review applications and, where subject to approval of the planning commission, shall make recommendations thereon to the planning commission. The purpose of such review is to ensure that all proposed developments shall preserve or enhance the physical environment and aesthetic characteristics of the city. The director's architectural review of the following applications shall be final:

1. Alterations and repairs to existing buildings, structures or other improvements; and
2. New signs related to existing buildings.

All other applications for architectural review shall be subject to the approval of the planning commission."

This structure is located approximately 26 feet 6 inches from the front street easement and is subject to the following provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC"):

(5) "9224.1 Livestock and poultry raising standards.

E. No animals or fowl, except dogs and cats kept as domestic pets, shall be housed, stalled, lodged, maintained or confined in a building or structure within thirty-five (35) feet of any street or structure designed for human habitation. This provision excludes corrals."

The owners' lack of compliance with the foregoing regulations results in violations of Sections 9842 and 9844 of the AHMC and a substandard property pursuant to Section 5605 (16) of the AHMC.

**STRUCTURE NO. 4:**

The structure is one-hundred seven (107) square feet in size and, due to its size, is not subject to the issuance of a building permit. The interior of the structure was predominately vacant. The few visible storage items inside the structure were not photographed or inventoried. The structure is located approximately ten (10) feet from the front street easement. The location of the single-story structure, its size, and height (twelve feet, three inches (12'3")) meet the development standards of AHMC Section 9606 for accessory buildings in the Old Agoura Overlay District.

**STRUCTURE NO. 5:**

This structure, which is three-hundred ninety (390) square feet in size, is permitted for garage use. Driveway access to this structure is currently lacking and it is subject to the current provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC") as stated below.

- (1) "9654.3.D.1. Residential access. Driveway access to parking spaces for a single-family dwelling unit shall not be less than fifteen (15) feet in width. Driveway access used to serve more than two (2) dwelling units shall not be less than twenty (20) feet in width. Driveway access to all uses other than residential shall have a width of not less than fourteen (14) feet if one-way, or not less than twenty-six (26) feet for a two-way, combined entrance and exit, access."



- (2) "9654.3.E. Paving. All areas used for parking and accesses to such parking areas shall be completely paved with asphalt or concrete surfacing, or such other alternative materials as approved by the city engineer. Further, all parking areas and accesses shall be provided with adequate drainage as approved by the city engineer. Any portion of the parking area not paved shall be landscaped."

The absence of required driveway access to this structure under Article IX is a violation of AHMC Sections 9654.3.D.1 and 9654.3.E.

**STRUCTURE NO. 6:**

The structure is twenty-four (24) square feet in size and is not subject to the issuance of a building permit. This roofed structure is partially elevated above grade by approximately two (2) feet. Access to the interior of the structure was restricted by the structure's narrow (approximate two (2)-foot) opening. The structure is located approximately sixty (60) feet from the front street easement, and approximately forty (40) feet from the east side property line. The location of the single-story structure, its size, and height (nine (9) feet) meet the development standards of AHMC Section 9606 for accessory buildings in the Old Agoura Overlay District.

**STRUCTURE NO. 7:**

This structure, which I was able to view a portion of from adjoining outdoor areas on the north and east sides of the structure, appears to be used for poolside shade purposes. The owners did not allow me to inspect the entire structure from all vantage points. Based on an aerial view, this structure is approximately five-hundred thirty-six (536) square feet in size. This structure, which lacks a building permit, is subject to the

current provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC") as stated below.

(1) "9652.5. Policy.

Either a conditional use permit or an architectural review approval shall be obtained before the issuance of any building or grading permit. Approval of minor land division or subdivision, importation of fill material for the purpose of altering natural terrain, or commencement of any building or structure on any parcel that is in, or partly in, a hillside area or SEA [Significant Ecological Area]. In addition to preserving the natural character of the hillsides and valleys within the City of Agoura Hills and ensuring the preservation of the scenic viewshed, hillside development regulations are designed to protect residents of geologic hazards, such as unstable soils and erosion, and the possible loss of life and destruction of property.

The intention and policy of the city is to:

1. Encourage minimal grading which relates to the natural contours of the land as opposed to padding or stairstep grading;
2. Require the retention of trees and other vegetation which stabilize hillsides, retain moisture, prevent erosion, and enhance the natural scenic beauty, and, when necessary, require additional landscaping to promote the above;
3. Require immediate planting whenever appropriate to maintain cut and fill slopes;
4. Encourage a variety of building types and design to reduce grading and disturbance of the natural character of the area; and



5. Require the retention of natural landmarks and prominent natural features which enhance the character of a specific area."

(2) "9652.10. Same – Additional regulations.

Except as specified in Section 9652.5, prior to the issuance of any building or grading permits, approval of a minor land division or subdivision, or the commencement of any construction or enlargement of any building or structure on a lot or parcel of land which is in or partly in an area designated in the general plan and related maps as a significant ecological area or within a hillside area as defined herein, either a conditional use permit or architectural review approval shall be obtained as provided by this section. Development standards, lot size, height and setbacks may be modified by the planning commission in order to achieve the purposes of this chapter.

A. A conditional use permit shall be required in the following cases:

1. In hillside areas where the parcel of land contains an area of five (5) acres or greater;
2. In hillside areas where the parcel of land contains an area of less than five (5) acres whenever the density or open space requirements of this section would prohibit the use of such parcel otherwise permitted by this chapter.
3. In hillside areas whenever a major slope failure occurs on a development parcel of land regardless of the side of such parcel; and
4. In significant ecological areas regardless of the size of the parcel of land.

B. Architectural review approval pursuant to section of the Agoura Hills Municipal Code shall be required in hillside areas not subject to the requirement of a conditional use permit pursuant to subsection A, above."

(3) "9677.1. Application

All uses involving new construction that require permits but not any discretionary approvals under this article shall not be permitted unless a site plan is approved pursuant to the provisions of this section."

(4) "9677.7. Architectural review procedure.

Except as otherwise provided in this article, no building permit shall be issued with respect to any new construction or sign on property located in any district unless an architectural review application is approved for the proposed construction in accordance with the provisions of this section. In those cases where a site plan review application is also required by this chapter, architectural review shall be combined with said application. Notwithstanding the foregoing, architectural review shall not be required for the alteration or repair of the interior only of any building or structure.

A. Director's duties. The director shall review all architectural review applications and, where subject to approval of the planning commission, shall make recommendations thereon to the planning commission. The purpose of such review is to ensure that all proposed developments shall preserve or enhance the physical environment and aesthetic characteristics of the city. The director's architectural review of the following applications shall be final:



1. Alterations and repairs to existing buildings, structures or other improvements; and
2. New signs related to existing buildings.

All other applications for architectural review shall be subject to the approval of the planning commission."

This structure is located beneath the canopy of an oak tree, within its protected zone. The owners did not allow me to inspect the entire structure from all vantage points and I was unable to determine the distance between the structure and the oak tree. The structure is subject to the following provisions of Article IX [Zoning] of the Agoura Hills Municipal Code ("AHMC"):

(5) "9657.5. Oak tree permit.

"Except as otherwise provided in section 9657.4, no person shall cut, prune, remove, endanger or encroach into the protected zone or relocate any oak tree on any public or private property within the city unless a valid oak tree permit has been issued from the director of planning and community development or the planning commission pursuant to the provisions of these sections and the oak tree preservation guidelines, by filing the proper form and paying the appropriate fee. The accuracy of all required information submitted shall be the responsibility of the applicant."

The owners' lack of compliance with the foregoing regulations results in violations of Sections 9842 and 9844 of the AHMC and a substandard property pursuant to Section 5605 (16) of the AHMC.

**STRUCTURES NOS. 8 AND 9:**

Two (2) separate accessory shipping container structures are located adjacent to each other and were not opened for inspection purposes, nor measured for size. Based on exterior visual inspection, each shipping container structure appeared to be one-hundred sixty (160) square feet in size. The shipping container structures are not subject to issuance of a building permit due to the fact that they are not on a permanent foundation and are portable in nature. The shipping container structures are located approximately fifty (50) feet from the west side property line and approximately 65 feet from the front street easement. The locations of the shipping container structures, their sizes, and heights (approximately eight feet six inches (8'6")) meet the development standards of AHMC Section 9606 for accessory buildings in the Old Agoura Design Overlay District.

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The website <http://www.whisperingchapel.com/> advertises the property as a venue for wedding ceremonies with the payment of donations. The owners are subject to the following additional regulations in the AHMC:

(1) "6802. (a) *Business license required.*

(1) No person shall conduct any business in the city without first having obtained a business license, paid the applicable business license fee and complied with any and all applicable provisions of this Code.

(e) *Evidence of doing business.* When a person by use of signs, circulars, cards, telephone book, or newspapers, or other form of advertisements, holds out, or represents that such person is conducting business in the city, or when a person holds an active license or permit issued by a government agency indicating that such



person is in business in the city, then these facts shall be considered prima facie evidence that such person is conducting a business in the city for purposes of this chapter."

The owners, or any other persons, have not, as of the date of this report, obtained a business license for a wedding venue business at the property, nor have they established to the city that they are, pursuant to Section 6802, exempt from the obligation to obtain a business license and/or pay a license fee. The violations discussed in this report would preclude the owners or other persons from obtaining a business license due to the following regulations in the AHMC:

- "6814. Withholding a business license.

The city shall withhold a business license from any person when there are pending violations of this Code against such person and/or business applying for a business license, or when a debt is owed to the city as a result of a violation of this Code."

- "6819. Grounds for denial or revocation of a business license.

(b) Except as otherwise provided in this chapter, a business license may be denied or revoked pursuant to this chapter only upon one (1) or more of the following grounds:

(4) The business or the activities or conduct of the business at the proposed fixed location is prohibited by any provision of this Code or any local, state or federal law, statute, rule or regulation;

(7) The building, structure, premises, or the equipment used to conduct the business activity fails to comply with all applicable health, zoning, fire,

building and safety laws of the state of California or of the City of Agoura Hills;"

Persons who violate the city's business license regulations in Article VI, Chapter 8 of the AHMC, are subject to Section 6813 that states as follows:

"Any person violating this chapter shall be guilty of a misdemeanor as provided in chapter 2 of article I of this Code. The commencing or conducting of any such business without having first procured such license, or without having complied with any and all such requirements or provisions, shall constitute a separate violation of this Code for each and every day that such business is so commenced or conducted. It is a violation of this chapter to knowingly make a false statement in any application for a license or permit or in any report required under this chapter."

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This report is not intended to state all regulations in Article IX [Zoning] of the AHMC that may pertain to this property.

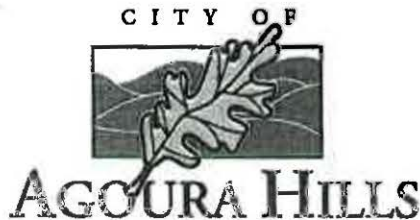
I declare under penalty of perjury that the foregoing is true and correct.

  
\_\_\_\_\_  
Doug Hooper, Planning Director

November 13, 2019



# EXHIBIT 11



*"Gateway to the Santa Monica Mountains National Recreation Area"*

November 26, 2019

James S. Mayfield and Sheila Zamel [Property Owners]  
28347 Balkins Drive  
Agoura Hills, CA 91301-1807

**Re: Notice of Violations - 28347 Balkins Drive, Agoura Hills**

Dear Mr. Mayfield and Ms. Zamel:

As you know, we inspected portions of your property in your presence on October 10, 2019 pursuant to an Inspection Warrant from the Los Angeles Superior Court.

The following structures violate Article VIII [Building Regulations], Chapter 1 [Administration], of the Agoura Hills Municipal Code ("AHMC"):

1. Chapel with Cupola<sup>1</sup> (198 sq. ft. in size):

There is no building permit for this structure, and for electrical installations, as required by Section 105.1 of the Agoura Hills Building Code. Please see attached Exhibit 1 for photos of this structure.

2. Brides' Cottage (358 sq. ft. in size) with Adjoining Deck and Two 4 Ft. High Retaining Walls (Approx. 27 ft. 8 in. in Length):

There are no building permit for those structures, and for electrical and plumbing installations, as required by Section 105.1 of the Agoura Hills Building Code. Please see attached Exhibit 2 for photos of those structures.

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<sup>1</sup> A photo that was on your Facebook page for Whispering Oaks Chapel shows alterations to the structure without a building permit, which is also a violation of Section 105.1. That section states in part as follows: "All persons who intend to construct, enlarge, alter ... a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, component or device, the installation of which is regulated by the Technical Codes in Article VIII of the Agoura Hills Municipal Code, shall first make written application to the building official and obtain each required permit."



3. Stable (576 sq. ft. in size):

There is no building permit for this structure, and for electrical and plumbing installations, as required by Section 105.1 of the Agoura Hills Building Code. Please see attached Exhibit 3 for photos of this structure.

4. Structure for Possible Pool Shade (Approx. 536 sq. ft. in size):<sup>2</sup>

There is no building permit for this structure, as required by Section 105.1 of the Agoura Hills Building Code. Please see attached Exhibit 4 for photos of this structure.

You are violating Section 111.1.1 in Article VIII, Chapter 1 of the AHMC in connection with the foregoing structures. That section states in part as follows: "No person shall own, use, occupy, or maintain an unpermitted structure." Legalization of those structures, if that is what you choose to do, first requires obtaining all approvals and permits that Article IX [Zoning] requires.

A tack/storage structure (107 sq. ft.), which is behind the stable, is exempt from the requirement of a building permit pursuant to Section 105.2. That's also the case for a 24 sq. ft. structure near the Chapel. Concerning two shipping containers, you stated you were removing them in the near future. Accordingly, a building permit is not required at this time.

The unpermitted structures are substandard pursuant to AHMC Section 5604 (7).<sup>3</sup> The property is substandard because of those structures pursuant to 5605 (16).<sup>4</sup>

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<sup>2</sup> The approximate size of this structure was determined from an aerial image. Portions of it (north and east sides) were viewed from outdoor areas. You did not allow its complete inspection (including from an outdoor area adjoining the residence).

<sup>3</sup> AHMC Section 5604 states in part as follows: "The existence or maintenance of a substandard building condition is prohibited, unlawful and constitutes a public nuisance. Substandard building conditions shall include, but are not limited to, the following: (7) *Faulty materials of construction*. Any material of construction except those which are allowed or approved by this Code and which have been adequately maintained in good and safe condition."

<sup>4</sup> AHMC Section 5605 states in part as follows: "The existence or maintenance of substandard property is prohibited, unlawful and constitutes a public nuisance. Any one (1) or more of the following conditions shall constitute substandard property. (1) Substandard buildings; ... (16) Any other condition or activity on real property that violates any local, state or federal law or regulation, or that is contrary to any public agency approval, permit, or condition thereof."

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Notice of Violations - 28347 Balkins Drive, Agoura Hills  
November 26, 2019  
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Your property is located in the RV (Residential-Very Low Density) Zoning District, as well as in a hillside area. Current regulations in Article IX [Zoning] apply as follows:

- Chapel with Cupola: Sections 9652.5, 9652.10, 9677.1, and 9677.7.<sup>5</sup>
- Brides' Cottage: Sections 9283.1 and 9657.5.<sup>6</sup>
- Stable: Sections 9652.5, 9652.10, 9677.1, 9677.7 and 9224.1.<sup>7</sup>
- Permitted Garage<sup>8</sup> (390 sq. ft. in size) Without a Paved Driveway: Sections 9654.3.D.1 and 9654.3.E. Please see attached Exhibit 5 for photos of this structure.
- Structure for Possible Pool Shade: Sections 9652.5, 9652.10, 9677.1, 9677.7 and 9657.5.<sup>9</sup>

Use of your property as a wedding ceremony venue is prohibited in the RV (Residential-Very Low Density) Zoning District<sup>10</sup> and you are expected to immediately and permanently terminate that use.<sup>11</sup> Please also immediately terminate all online advertisements for that activity at your property including but not limited to:

- <http://www.whisperingchapel.com/>.

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<sup>5</sup> Those codes concern conditional use permits, site plan approvals, and architectural review approvals. You may review those and other sections of the AHMC online at: [https://library.municode.com/ca/agoura\\_hills/codes/code\\_of\\_ordinances](https://library.municode.com/ca/agoura_hills/codes/code_of_ordinances).

<sup>6</sup> The Brides' Cottage is approximately seventeen (17) feet from an oak tree and encroaches into its protected zone, which triggers the requirement for an Oak Tree permit.

<sup>7</sup> The stable is approximately 26 feet, 6 inches from a front street easement. AHMC Section 9224.1 prohibits the housing of animals in a building/structure (except corrals) within 35 feet of any street.

<sup>8</sup> The garage and residence are permitted pursuant a permit that received a final inspection approval from Los Angeles County on January 31, 1980. A grading permit to install a driveway expired on May 10, 1982 (see attached copy). Paved driveway access to the garage is required.

<sup>9</sup> This structure is beneath an oak tree and encroaches into its protected zone, which triggers the requirement for an Oak Tree permit.

<sup>10</sup> Pursuant to AHMC Section 9222.5 because that use (whether principal or accessory) is not permitted or conditionally permitted in the RV Zoning District. That use is also not among those that are approvable by the Director of Planning and Community Development.

<sup>11</sup> Please notify Miranda Collins and Steven Donlon in writing that you've canceled their June 4, 2020 wedding ceremony at your property and provide the city with a copy of that notice by December 12, 2019.



James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Notice of Violations - 28347 Balkins Drive, Agoura Hills  
November 26, 2019  
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- <https://www.weddingwire.com/biz/whispering-oaks-chapel-agoura-hills/216761b5c26bd63b.html>.

- <https://www.facebook.com/whisperingoakschapel/>.

- <https://californiaweddingday.com/modern-antique-dreamy-vintage-inspired-wedding-design-whispering-oaks-chapel-agoura-hills>

You are in violation of AHMC Sections 9842<sup>12</sup> and 9844<sup>13</sup> because the foregoing structures do not comply with the Agoura Hills Zoning Code (Article IX). That's also the case for engaging in a prohibited use (i.e., a wedding ceremony venue) at your property. Zoning Code violations also render your property substandard pursuant to AHMC Section 5605 (16) [see Footnote 4].

Featuring wedding ceremonies at your property, which the foregoing websites solicit,<sup>14</sup> trigger a business license, which you do not have in violation of AHMC Section 6802.<sup>15</sup> You are not eligible to obtain a license pursuant to AHMC Sections 6814<sup>16</sup> and 6419,<sup>17</sup>

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<sup>12</sup> Section 9842 states in part as follows: "Any action taken or any condition caused or permitted to exist in violation of any of the provisions of this article ... shall be deemed a public nuisance. Each day that such action or condition continues shall be deemed to be a new and separate offense."

<sup>13</sup> Section 9844 states in part as follows: "A Every person violating any provisions of this article ... is guilty of a misdemeanor. Conviction thereof shall be punishable by a fine not to exceed one thousand dollars (\$1,000.00), or by imprisonment for not to exceed six (6) months, or by both fine and imprisonment. Each separate day or any portion thereof during which any violation of this article ... occurs or continues constitutes a separate offense and upon conviction thereof shall be punishable as provided in this section."

<sup>14</sup> AHMC Section 6802 (e) states in part as follows: "When a person by use of ... newspapers, or other form of advertisements, holds out, or represents that such person is conducting business in the city ... then these facts shall be considered prima facie evidence that such person is conducting a business in the city for purposes of this chapter."

<sup>15</sup> You have not established an exemption from a license or payment of the required fee.

<sup>16</sup> Section 6814 states in part as follows: "The city shall withhold a business license from any person when there are pending violations of this Code against such person and/or business applying for a business license ..."

<sup>17</sup> Section 6819 states in part as follows: (b) ... a business license may be denied or revoked pursuant to this chapter only upon one (1) or more of the following grounds: ... (4) The business or the activities or conduct of the business at the proposed fixed location is prohibited by any provision of this Code; ... (7) The building, structure, premises, or the equipment used to conduct the business activity fails to comply with all applicable health, zoning, fire, building and safety laws of the state of California or of the City of Agoura Hills;"

James S. Mayfield and Sheila Zamel [Property Owners]  
Re: Notice of Violations - 28347 Balkins Drive, Agoura Hills  
November 26, 2019  
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because it is unlawful to use your property as a wedding ceremony venue, and due to unpermitted structures.

Persons who engage in unlicensed business activities are subject to AHMC Section 6813, which states in part as follows: "Any person violating this chapter shall be guilty of a misdemeanor ... The commencing or conducting of any such business without having first procured such license, or without having complied with any and all such requirements or provisions, shall constitute a separate violation of this Code for each and every day that such business is so commenced or conducted."

We would like to meet with you at City Hall by December 12, 2019, to discuss a timeline (that is acceptable to the city) for you to bring your property into compliance with the AHMC,<sup>18</sup> and to answer any questions you may have about this notice. Please contact Amber Victoria at (818) 597-7316 to schedule an appointment.

Sincerely,

  
\_\_\_\_\_  
Doug Hooper, Planning Director

  
\_\_\_\_\_  
Amir Hamidzadeh, Building Official

<sup>18</sup> Your options are to seek legalization of the unpermitted structures, or to demolish them with a permit and final inspection approval from the Building and Safety Department. As previously stated, legalization requires prior compliance with Article IX [Zoning]. Please note accessory structures (as in the case of the Chapel and Brides' Cottage) that are used in connection with a prohibited use (i.e., a wedding ceremony venue) are not eligible for legalization under Article IX. Compliance with the AHMC may involve additional regulations that are not mentioned in this letter.



# EXHIBIT 12



*"Gateway to the Santa Monica Mountains National Recreation Area"*

February 21, 2020

James Mayfield and Sheila Zamel  
28347 Balkins Drive  
Agoura Hills, CA 91301

Subject: 28347 Balkins Drive

Dear Mr. Mayfield and Ms. Zamel:

Thank you for meeting with City staff members on February 12, 2020, to discuss the notice of violations related to your property at 28347 Balkins Drive. As you requested, I have enclosed the following documents, pertaining to the Notice of Violation letter dated November 26, 2020, for your review and complete submittal to the Planning Division:

- Guide to the Site Plan/Architectural Review Permit Application (reference required highlighted items)
- Master Planning Application
- Oak Tree Permit Application
- Planning Department Fee Schedule (reference required highlighted fees)

The Planning Division is currently updating its application guidelines for accessory dwelling units and they are not currently available for distribution. However, should you wish to submit an application to convert one of your existing structures to accessory dwelling unit, or construct a new accessory dwelling unit, please contact Dawn Robinson, Land Use Technician, with any questions you may have. Ms. Robinson may be contacted at (818) 597-7337, and at [drobinson@ci.agoura-hills.ca.us](mailto:drobinson@ci.agoura-hills.ca.us).



Mayfield and Zamel  
February 21, 2020  
Page 2

Thank you for your assistance. If you have any questions regarding the enclosed required application materials, please contact me at (818) 597-7342, or at [dhooper@ci.agoura-hills.ca.us](mailto:dhooper@ci.agoura-hills.ca.us).

Sincerely,

  
Doug Hooper  
Planning Director

Enclosures



## PLANNING DEPARTMENT FEE SCHEDULE

Effective May 22, 2017

PLANNING APPLICATIONS	FEE	DEPOSIT
<b>Acceptance Affidavit</b>	\$147	
<b>Affordable Housing Development</b>	50% of fees	
<b>Agoura Village Development Permit</b>		
- Concept Review		\$4,000
- Formal Application		\$8,000
<b>Amendment to Approved Application</b>		
- Minor Amendment	\$2,085	
- Major Amendment	\$3,926	
<b>Annexation</b>		\$50,000
<b>Appeals to Planning Commission</b>		
- Hearing Fee	\$1,652	
- Plus Public Hearing Notification Fee		
<b>Appeals to City Council</b>		
- Hearing Fee	\$1,000	
- Plus Public Hearing Notification Fee		
<b>Certificate of Compliance</b>	\$632	
<b>Conditional Use Permit</b>		
- Commercial Use in Existing Building	\$2,220	
- Commercial/Multi-Family Addition	\$3,548	
- New SFD-S.E.A. – Hillside	\$6,732	
- New Commercial/Multi-Family	\$7,409	
- Addition (Residential)	\$2,239	
<b>Day Care Permit</b>	\$1,336	
<b>Day Care Permit Hearing if Requested</b>	\$1,259	
<b>Development Agreement</b>	\$4,729	
<b>Environmental Assessment</b>		
- Exempt Projects	\$812	
- Initial Study	\$3,375	
- Negative Declaration	Consultant + 20%	
- Mitigated Negative Declaration	Consultant + 20%	
- Environmental Impact Report	Consultant + 20%	
<b>Fortune Telling Permit</b>	\$704	
<b>General Plan Amendment</b>		
- Pre-Screen Review	\$2,112	
- Public Hearing	\$3,376	
<b>Geological/Geotechnical Consultant Review</b>		
- Planning Review Fee	\$535	
- Consultant Review Fee		\$5,000
<b>Landscape Plan Check</b>		
- Administrative Review	\$467	
- Consultant Review/Full Cost of Review		
Site Inspection Only		\$200
Single Family Residence		\$1,500
Other		\$3,000
<b>Lot Line Adjustments</b>	\$505	
<b>Massage Establishment Permit</b>	\$217	



# PLANNING DEPARTMENT FEE SCHEDULE

Effective May 22, 2017

PLANNING APPLICATIONS	FEE	DEPOSIT
<b>Public Hearing Notification</b>		
- Site Plan/Architectural Review		
Developed Residential	\$821	
Other	\$1,061	
- CUP/VAR/TTM/TPM/WIRE		
Developed Residential	\$1,061	
Other	\$1,061	
- Modification		
Developed Residential	\$821	
Other	\$1,061	
- Day Care Permit (large family)	\$821	
<b>Restrictive Covenant</b>	\$740	
<b>Right-of-Way Abandonment</b>	\$882	
<b>Sign Permit</b>		
- Administrative Review	\$90	
- Planning Commission Review	\$1,417	
<b>Site Check</b>	\$293	
<b>Site Plan/Architectural Review</b>		
- Zoning Administrator	\$1,674	
- Planning Commission - New	\$7,607	
- Planning Commission - Addition	\$4,999	
<b>Specific Plan Amendment</b>		
- Pre-Screen Review	\$3,869	
- Public Hearing	\$6,137	
<b>Temporary Use Permit</b>	\$438	
<b>Time Extension, Administrative Approval</b>	\$185	
<b>Time Extension, Planning Commission Approval</b>	\$2,085	
<b>Tract Map</b>		
- Tentative	\$1,552	
- Vesting	\$1,552	
- Final	\$235	
- Minor Revisions	\$974	
- Major Revisions	\$2,689	
<b>Variance</b>		
- Existing Project	\$2,853	
- New Project	\$3,341	
<b>Wireless Facilities</b>		
- Admin permit under Section 6409(a) of Spectrum Act	\$2,853	\$5,000
- Admin permit within the BP-M zone	\$2,853	\$5,000
- Planning Commission	\$3,341	\$5,000
<b>Zone Change</b>	\$4,603	
<b>Zone Ordinance Amendment</b>		
- Pre-Screen Review	\$4,115	
- Public Hearing	\$5,089	



Planning Division  
Community Development Department

## **GUIDE TO THE SITE PLAN/ARCHITECTURAL REVIEW PERMIT APPLICATION**

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A Site Plan Review (SPR) permit is required for all new development or new construction that requires a building permit, but which does not require a Conditional Use Permit (CUP), and is not solely an interior tenant improvement. An Architectural Review permit is required for new construction or a sign that is not solely an interior tenant improvement. In those cases where a Site Plan Review and Architectural Review are both required, the applications are combined into a single application (SPAR). The Planning Commission is the reviewing authority for most SPAR permits. However, the Community Development Director may approve certain minor projects through the Administrative SPAR process. Please inquire with the Planning Division for projects that may qualify for the Administrative SPAR permit.

The purpose of the SPAR permit is to ensure a proposed use involving new construction and requiring a building permit is compatible with the surrounding uses and the community as a whole. It is also to ensure adequate public infrastructure and improvements to prevent any conflict with the City's General Plan and Zoning Ordinance. In approving an SPAR permit, the reviewing authority may impose any reasonable conditions deemed appropriate.

Applicants are strongly encouraged to consult the Zoning Ordinance and the City's Architectural Design Standards & Guidelines (ADS&G). The Zoning Ordinance is Title IX of the Agoura Hills Municipal Code, which is available on the City's website at [www.ci.agoura-hills.ca.us/departments/city-clerk/municipal-code](http://www.ci.agoura-hills.ca.us/departments/city-clerk/municipal-code). The ADS&G is available on the City's website at [www.ci.agoura-hills.ca.us/departments/planning-community-development/architectural-design-standards-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/architectural-design-standards-guidelines). Applicants are also strongly urged to consult with City staff early in the Project consideration stage to confirm application requirements and other issues in developing land in the City.

Consider the following other permits and approvals that may be required for the Project, along with an SPAR, for which there are separate handouts at [www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us).



[hills.ca.us/departments/planning-community-development/applications-forms-guidelines](https://hills.ca.us/departments/planning-community-development/applications-forms-guidelines).

- Oak Tree Permit (if trimming, removing, or encroaching in the protected zone of a protected oak tree)
  - Sign Permit (if constructing a sign(s) on structures or on the property)
  - Tract Map, Parcel Map, or Lot Line Adjustment
- 

## **SECTION A: FINDINGS**

As required by AHMC Section 9677.5, the Planning Commission must be able to make all the following findings must before approving a **Site Plan**:

1. That the proposed use is consistent with the objectives and provisions of the Zoning Ordinance and the purposes of the land use district in which the use is located;
2. That the proposed use and the manner in which it will be operated or maintained will not be detrimental to the public health, safety, or general welfare;
3. That the proposed use shall not conflict with the character and design of the buildings and open space in the surrounding area;
4. That the proposed use is consistent with the city's general plan; and
5. That the proposed use preserves and enhances the particular character and assets of the surrounding area and its harmonious development.

As required by AHMC Section 9673.2.E., the Planning Commission must be able to make the following findings in order to approve an **Architectural Review**:

1. That the proposed use is consistent with the objectives of the Zoning Ordinance and the purposes of the district in which the use is located;
2. That the proposed use is compatible with the surrounding properties;
3. That the proposed use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare;
4. That the proposed use will comply with each of the applicable provisions of this article, except for approved variances or modifications;

5. That the distance from other similar and like uses is sufficient to maintain the diversity of the community; and
6. That the proposed use is consistent with the goals, objectives and policies of the general plan.

As required by AHMC Section 9677.7.G, the Planning Commission must be able to make all of the following before approving an Architectural Review:

1. That the proposed development is consistent with the general plan, any specific plans, and any design standards adopted by the city council;
2. That the design and location of the proposed development and its relationship to existing or proposed developments and traffic in the vicinity thereof is such that it will not impair the desirability of investment or occupation in the neighborhood; and that it will not unreasonably interfere with the use and enjoyment of existing or proposed developments in the vicinity thereof, and that it will not create traffic hazards or congestion;
3. That the design of the proposed development is in keeping with the character of the surrounding neighborhood and is not detrimental to the harmonious, orderly, and attractive development contemplated by this ordinance and the general plan of the city;
4. That the design of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures, and colors;
5. That the proposed use complies with all applicable requirements of the district in which it is located and all other applicable requirements; and
6. That the overall development of the subject property is designed to ensure the protection of the public health, safety, and general welfare.

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## **SECTION B: PROCESS**

### **1. First Development Project Public Forum**

Certain development projects may be required to conduct a Development Project Public Forum. These include any commercial, office, industrial, or mixed-



use project over 10,000 square feet in size; any multi-family residential project consisting of more than six (6) units; and any development project requiring a zone change, general plan amendment, or specific plan amendment. Prior to submitting a formal application for a development under the CUP/Architectural Review, the applicant must hold the first Development Project Public Forum to obtain feedback from the community at large (see separate handout, "Guidelines for Development Project Public Forums," [www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines)), and submit the required items to the Planning Division as part of the application.

## **2. Application Submittal and Review**

Upon submittal of the application materials identified below in SECTION C: SUBMITTAL REQUIREMENTS, the City Planning Division will assign a Case Planner to your project. The Case Planner reviews your project on behalf of the Planning Division, and coordinates its review with the City Public Works/Engineering Department, and the City Building Division. The Case Planner is the key liaison between you and the City. The Case Planner has thirty (30) days from application submittal to review your application, route the application to the applicable City departments and relevant outside agencies, as well as relevant Homeowner Associations (HOAs) as applicable, and determine if it is complete. If it is not complete, the Case Planner will inform you in writing of the items needed to make your project complete within this thirty (30) day period. Upon your subsequent submittal of application items, the Case Planner will again review the submittal and inform you within thirty (30) days if the application is complete. This process may continue until the City deems your application complete.

The Case Planner will schedule a **Development Review Committee (DRC)** meeting to discuss City comments with you prior to deeming your application complete. The DRC includes the Case Planner and potentially other Planning Division staff, along with a representative from the City Building Division and City Public Works/Engineering Department.

The Case Planner will schedule a meeting with the City's **Architectural Review Panel (ARP)** prior to deeming your application complete. The ARP is advisory to Planning Division staff, and neither approves nor denies the design of a project. The ARP provides non-binding site design and architectural feedback on your project, while the Planning Commission determines whether a project is consistent with the design requirements and standards.

### **3. Second Development Project Public Forum**

Prior to the City deeming an application complete, and within thirty (30) days after the first DRC meeting with the applicant, the applicant must hold the second Development Project Public Forum and submit the necessary items to the Planning Division (if applicable).

### **4. Environmental Review**

Once any necessary revisions to the plans or application materials are made and the application is complete (i.e., all items in the application checklist have been provided in adequate detail to the satisfaction of the City), the Project will be analyzed pursuant to the **California Environmental Quality Act (CEQA)**. California Environmental Quality Act review and documentation is managed by City staff. The City may contract with a consulting firm to prepare the CEQA document, with the costs paid for by the applicant.

The Project and CEQA document are then scheduled for the City Planning Commission review and decision.

### **5. Story Poles**

For some projects consisting of new multi-family residences and commercial or industrial uses, as well as for any single-family residence requesting a height or yard setback variance, the applicant is required to install story poles on site depicting the development prior to the City scheduling the project for Planning Commission public hearing (see Story Pole Procedures – separate handout, [www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines)).

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## **SECTION C: SUBMITTAL REQUIREMENTS**

The forms and handouts referenced below are available on the City's website at [www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines).

Each of the following items is required to be submitted for an SPAR permit application. Partial submittals will not be accepted. The Project application will not be deemed complete until all items have been provided to, and found acceptable by, the City. Where "as applicable" is noted, the Case Planner shall determine the necessity of the information.



- ☐ Completed Master Planning Application Form (separate form)
- ☐ Applicable fees and/or deposits
- ☐ One (1) signed copy of the City Consultant Fee Acknowledgement Statement (separate form)
- ☐ Written project description on a separate sheet, explaining the project in detail (address all key items of the project, particularly those that are not readily understood by viewing the project plans, including but not limited to, types of dwelling units, parking, recreational amenities, as applicable)
- ☐ Two (2) copies of the property title report with easements plotted (current within last 1 month)
- ☐ Two (2) copies of the legal description of the subject property, stamped and signed by a licensed surveyor
- ☐ Completed Environmental Questionnaire (separate form)
- ☐ Letter of approval from the applicable HOA, as applicable.
- ☐ Labeled color photographs of the subject property and abutting properties
- ☐ Information from the applicant's Development Project Public Forum required to be submitted per the Guidelines for Development Project Public Forums (separate handout), if applicable
- ☐ Color site photos of various portions of the Project site, with a "key" map showing photo locations.
- ☐ **Existing Conditions Map**, dimensioned and scaled (1"=20' or 1"=30'), showing for the property and fifty (50) feet beyond:
  - ✓ Existing structures and improvements on site and adjacent to the site
  - ✓ Trees (with species identified) on site and adjacent to the site (note: must match the Oak Tree Location Map and Landscape Plan, listed further below)
  - ✓ Topographical contours
  - ✓ North arrow
  - ✓ Signed and stamped by a Registered Civil Engineer

*Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF copy (via website link or USB drive)*

☐ **Cover Sheet to Site Plan, showing:**

- ✓ Vicinity map locating the Project site
- ✓ Street address and Assessor's Identification/Parcel Number(s)
- ✓ Name, address, and telephone number of the professional preparing the plan
- ✓ Name, address and telephone number of the applicant and owner
- ✓ Zoning and General Plan land use designations
- ✓ Project data table listing:
  - Total lot area and portion of the lot to be developed (by acres, square feet, and %)
  - Lot coverage with buildings, other structures-specify, landscape, pavement/hardscape, and open space/undisturbed area to total 100% (include % and square footage for each)
  - Total building square footage and by type of land use (square feet)
  - Number of dwelling units by type, size (square feet), and number of bedrooms
  - Floor Area Ratio (not including residential or parking square feet), as required per the zoning district
  - Total public space and recreation/amenity space, and listing by type (square feet) - required and proposed for all projects except those involving single-family residences
  - Total parking lot area in square feet and amount of landscaping in parking lot area (square feet and %) for all projects except those involving single-family residences
  - Total parking spaces, parking spaces by land use type – required and proposed, and parking spaces by location (underground, surface, on-street) for all projects except those involving single-family residences
  - Other items as required by City, depending on Project type

(Note: data can be provided on Site Plan rather than a separate Cover Sheet, if sufficient room to accommodate required scale)

*Four (4)*  
~~Ten (10)~~ *black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF copy via website link*



□ **Site Plan, dimensioned and scaled (1"=20' or 1"=30'), showing:**

- √ Property boundaries, dimensions and area (square feet and acres)
- √ North arrow
- √ The immediate vicinity, showing the adjoining parcels and land use
- √ Location, dimensions and total square footage of existing and proposed structures, clearly labeled
- √ Building setback dimensions from all property lines and adjacent structures (show partial outline of structures on adjoining parcels)
- √ Type and use of each structure, both proposed and existing
- √ Total square feet per use and number of dwelling units for each building
- √ Location and dimensions of walls and fences both existing (to remain or to be removed) and proposed
- √ Location and identification of existing on-site and off-site oak trees
- √ Dimensions and total square footage of each landscape planter
- √ Location of pedestrian pathways and other trails, with dimensions and type and color of materials for all projects except those involving single-family residences
- √ Number of parking spaces required and number of parking spaces provided (include required Americans with Disabilities (ADA), and electric vehicle (EV) charging station parking spaces)
- √ Proposed parking areas, including location, dimensions, and specifications for parking spaces (including ADA and EV) and showing striping and wheel stops, considering City Municipal Code and California Building Code requirements for all projects except those involving single-family residences
- √ Proposed drive aisles and driveway throats with dimensions per the City Municipal Code and County Fire Department standards
- √ Location and identification of amenities to be included in private or common public space or recreation areas
- √ Location and identification of any monument signs, for all projects except those involving single-family residences
- √ Identification and dimensions of truck loading areas for all projects except those involving single-family residences
- √ Identification and dimensions of transformers, vaults and refuse enclosures for all projects except those involving single-family residences
- √ Location of street light poles (existing and proposed) and on-site lighting standards

- ✓ Location and dimension of existing and proposed curb cuts on the site, within fifty (50) feet of the site boundaries, and across the street from the site
- ✓ Location, identification and dimensions of easements on, adjacent to, or otherwise affecting the property
- ✓ Dimensions from property line to center of adjacent streets
- ✓ Identification and dimensions of existing and proposed setbacks, curbs and streets
- ✓ Width and configuration of streets, including striping, left turn pockets and median identification from which the proposed development has access
- ✓ Type and color of paving materials proposed, including scored concrete and other enhanced pavement for driveways, parking lots, and pedestrian pathways
- ✓ Location and type (manufacturer, style, color, material) of bicycle parking facilities, benches and other site furniture, planter pots and trash receptacles for all projects except those involving single-family residences
- ✓ Location of above ground utility lines
- ✓ Date of plan and wet stamp of Registered Architect or other licensed professional

*Ten (10) black and white copies of 24"x36" size, folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced version and a digital PDF version via website link*

□ **Elevation Plans**, dimensioned and scaled (1/4"=1'), without landscaping, including:

- ✓ All elevations of each structure (buildings, accessory structures, trellises, carports, refuse enclosures, transformer enclosures, etc.), indicating colors, style and materials on the same sheet
- ✓ "Flat" elevations, without use of shading or rendering
- ✓ Height and width of structures called out
- ✓ Proposed wall sign locations, if applicable
- ✓ Stamp and signature of Registered Architect or other licensed professional

*Four (4)  
Ten (10) sets, including one (1) with color, 24"x36" in size, collated (i.e., North, West, South, East elevations of Structure A; North, West, South, East elevations of Structure B; etc. combined into one set) and folded accordion style to no larger than 8.5"x14", plus one (1) 8 ½"x 11" reduced color*



*version and a color digital PDF version of each sheet separately via website link*

☐ **Detailed Cross Sections**, dimensioned and scaled ( $3/4"=1'$ ), including:

- ✓ Each building
- ✓ Other structure details
- ✓ Wall and fence details
- ✓ Include exterior transitions between construction materials, roof overhangs, wall depths, most important penetration points, architectural features, and structural members of patio covers, trellises and porches

*Ten (10) black and white sets, 24"x36" size, collated (i.e., Cross Section A, Cross Section B, etc. combined into one set) and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

☐ **Site Cross Sections**, dimensioned and scaled ( $1"=20'$  or  $30'$ ), showing:

- ✓ At least two (2) different sections (N-S and E-W directions)
- ✓ Show the entire lot, including buildings, parking areas, recreational/amenity areas (for all projects except those involving single-family residences), and streets

*Five (5) black and white or color sets, sized 24"x36", collated (i.e., Site Cross Section A, Site Cross Section B, etc. combined into one set), and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

☐ **Roof Plans**, dimensioned and scaled ( $1/4"=1'$ ), for each building and structure, including:

- ✓ Roof pitch
- ✓ Roof-mounted equipment and other features (e.g., elevator roof)
- ✓ Cross section of parapet wall and roof mounted equipment clearly indicating full screening of equipment
- ✓ Stamp and signature of Registered Architect or other licensed professional

*Four (4) ~~Ten (10)~~ sets, of which one (1) is color, sized 24"x36", collated (i.e., Roof Plan for Structure A, Roof Plan for Structure B, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one reduced 8.5"x11" color*

*version and a color digital PDF version of each sheet separately via website link*

- ☐ **Floor Plans**, dimensioned and scaled (1/4"=1' min.) for each building or structure, including:

- ✓ Room Identification
- ✓ Room and building dimensions with fixed and movable fixtures indicated
- ✓ Stamp and signature of Registered Architect or other licensed professional
- ✓ Underground parking level plans, if applicable

*Four (4)*

*~~Five (5)~~ black and white sets, sized 24"x36" collated (i.e., Floor Plans for Structure A, Floor Plans for Structure B, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

- ☐ **Landscape Plans**, dimensioned and scaled (1"=20' or 30'), showing:

A Landscape Plan is required for projects adding landscaping or rehabilitating existing landscaping, and, for smaller landscaping projects of a size that do not trigger compliance with the City and State Model Water Efficient Landscape Ordinance (Section 490.1 of Chapter 2.7 of Division 2 of Title 23 of the California Code of Regulations), may be waived by the Planning Division.

- ✓ Property address and Assessor's Identification/Parcel Number
- ✓ Property lines
- ✓ General contour lines
- ✓ Grading areas, including top and toe of slopes and slope direction
- ✓ Natural features, such as watercourses and rock outcroppings
- ✓ Buildings and structures
- ✓ Streets, rights-of-way, driveways, walkways, bike paths, and any other paved areas
- ✓ Parking areas, including striping and wheel stops
- ✓ Location, number, size and species of trees, ground cover, shrubs, and annual/perennial planting areas – proposed and existing to be retained – indicated as to the size at 75 percent maturity
- ✓ Compliance with the California State Model Water Efficient Landscape Ordinance (MWELO) incorporated by reference in AHMC Section 9658.6, particularly in selection of species



- ✓ Planting symbols to be clearly depicted and labeled or abbreviated on each sheet by botanic name
- ✓ Container size and/or spacing and quantities shall be clearly indicated for each group of plants
- ✓ Height of any bermed landscaping (planted berms and slopes shall be no steeper than 2:1, 3:1 is preferable)
- ✓ Location and identification of hardscape and other landscape features, such as walkways, fountains, plazas, boulders, etc., identifying manufacturer, make, style, color and material, and with photos of the items for all projects except those involving single-family residences
- ✓ Location and type of recreational amenities and landscape/streetscape furniture and other related amenities identifying manufacturer, make, style, color and material, and with photos of the items for all projects involving single-family residences
- ✓ Location of planter pots, including manufacturer, type, style, color, and material, and photos of the items for all projects except those involving single-family residences
- ✓ Tree shade canopy coverage for parking lots after 15 years (see separate handout, [www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines](http://www.ci.agoura-hills.ca.us/departments/planning-community-development/application-form-and-guidelines)) for all projects except those involving single-family residences
- ✓ Name, address and telephone number of the landscape architect who drew the plans
- ✓ Landscape architect's wet signature and license stamp

*Ten (10) color sets, sized 24"x36" , collated (i.e., Planting Plan, Hardscape Plan, Shade Canopy, etc. as one set) folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

Note: Three (3) sets of detailed, stamped landscape and irrigation plans meeting State of California and City Model Water Efficient Landscape Ordinance (MWELO) standards will be required for review and approval prior to issuance of building and grading permits.

- **Preliminary Fuel Modification Plan**, if a Landscape Plan is required, as follows:
  - ✓ Prepared according to standards of the Los Angeles County Fire Department, Fuel Modification Unit
  - ✓ We strongly recommend you obtain and address City comments on the Project landscape plan prior to submitting your Fuel Modification Plan

for preliminary approval by the Fuel Modification Unit, in order to minimize the number of Fuel Modification Unit reviews

*Five (5) color sheets, 24"x36" and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link*

☐ **Lighting Plans**, dimensioned and scaled (1"=20' or 30'), showing:

- ✓ All existing and proposed lighting on-site and in the right-of-way, including poles, bollards, landscape lights, building lights, etc., using clearly legible symbols that correspond to each type of light
- ✓ Photometric plan to show foot candles at property line and at edge of development area, if not contiguous with property line, for all lighting on-site, including light poles, bollards, landscape lights, building lights, etc. The City Architectural Design Standards & Guidelines call for no more than one (1) candle-foot at property line
- ✓ Lighting fixtures, poles and bases specifications (manufacturer, style, color, materials, dimensions of each component), and include photos of each type
- ✓ Proposed lighting intensity
- ✓ Color temperature
- ✓ Indicate methods to reduce light spillover and glare

*Five (5) sets, sized 24"x36", including one (1) color, collated (i.e., Lighting Plan, Photometric Plan, etc.. as one set) folded accordion style to no larger than 8.5"x14", plus one reduced 8.5"x11" color version and a color digital PDF version of each sheet separately via website link*

☐ **Renderings in color**, showing:

- ✓ Drawings of the proposed development from different vantage points, locations pre-approved by the Planning Division
- ✓ For a new single-family residence or addition to an existing single-family residence, a minimum of one (1) drawing
- ✓ For all other projects, a minimum of two (2) drawings, and possibly more depending on the size and complexity of the Project, at the discretion of the Planning Division

*Four (4) color sets of 11"x17" or 24"x36" size, collated (i.e., View 1, View 2, etc. as a complete set), and a digital PDF color version (via website link or USB drive)*



□ **Wall and Fence Plan**, dimensioned and scaled (1"=20' or 30'), including:

- ✓ Location and type of walls and fences to be located on-site, with height called out throughout the alignment
- ✓ Design details, including elevations and sections, showing dimensions and calling out type of material, color, style and manufacturer
- ✓ Photos or drawings of the types of wall and fence

*Ten (10) black and white or color sets sized 24"x36", collated, folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

□ **Line-of-Sight (L-O-S) Plans** (section drawing of the site with proposed development, using sight lines showing the view for people off-site), if determined applicable by the Planning Division based on the location and project characteristics, according to the following:

- ✓ L-O-S must be drawn to scale
- ✓ L-O-S studies to be taken from all public streets and abutting properties

*Five (5) black and white sets, sized 24"x36", collated and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

□ **Street Front Improvement Plan for Public Right-of-Way**, dimensioned and scaled (1"=20' or 30'), showing:

- ✓ Location of street light poles and pedestrian site lighting standards, bollards, etc. - existing and proposed
- ✓ Sidewalks and other pedestrian paths
- ✓ Type of sidewalk and special driveway entry materials proposed, including pavers, scored concrete and other enhanced pavement (identify manufacturer, color and style)
- ✓ Location and type (manufacturer, style, color, material) of bicycle parking facilities, benches and other site furniture, planter pots and trash receptacles within the public right-of-way for all projects except those involving single-family residences
- ✓ Landscaping
- ✓ Street trees
- ✓ Signed and stamped by a Registered Civil Engineer

*Five (5) black and white or color sets, 24"x36" in size, collated (i.e., Street Front Improvement Plan Sheet 1 of 2, Sheet 2 of 2, etc. combined in one set), folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

☐ **Grading Plan, dimensioned and scaled (1"=20' or 1"=30'), showing:**

- ✓ Completed cover sheet downloaded from the City's website ([www.ci.agoura-hills.ca.us/departments/public-works-engineering/border-sheets](http://www.ci.agoura-hills.ca.us/departments/public-works-engineering/border-sheets))
- ✓ Average slope
- ✓ Contour lines
- ✓ Drainage plan
- ✓ Identification of hardscape materials
- ✓ Cross sections through the site
- ✓ Fences and walls with height called out as it changes along the alignment
- ✓ Wall and fence sections and details, dimensioned and to scale
- ✓ Oak trees on-site and adjacent to the site
- ✓ Signed and stamped by a Registered Civil Engineer

*Ten (10) black and white sets, sized 24"x36", collated (i.e., Civil Set Sheet 1 of 3, Sheet 2 of 3, Sheet 3 of 3, etc. combined in one set), folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

☐ **Drainage Plans, to scale and showing:**

- ✓ Existing grades
- ✓ All drainage facilities, including outlets, on-site and within fifty (50) feet of property line
- ✓ Ultimate disposition of on-site and off-site runoff
- ✓ Properly sized on-site drains
- ✓ Erosion control measures
- ✓ Signed and stamped by a Registered Civil Engineer

*Five (5) black and white sets, 24"x36", collated folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*



- **Vehicle and Pedestrian Circulation Plan**, for all projects except those involving single-family residences and as determined applicable by the Planning Division based on the project size and characteristics, dimensioned and scaled (1"=20' or 30'), showing:

- ✓ Vehicle travel lanes, turn lanes, curbs, and traffic stop and control measures on-site and off-site
- ✓ Striping and signage plan
- ✓ Sidewalks and other pedestrian paths
- ✓ Pedestrian crossing areas
- ✓ Parking spaces
- ✓ Areas of ingress/egress on- and off-site, in parking lots and for any parking garages
- ✓ Turning movement and other similar analyses
- ✓ Pavement materials identified
- ✓ Other items as requested by the City Traffic Engineer, based on the type of Project and scope

*Five (5) black and white or color sets, 24"x36", folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version of each sheet separately via website link*

- If the application includes a request for a **Parcel Map, Tentative Tract Map, or Lot Merger**, as applicable, please provide:

- ✓ Evidence of compliance with AHMC Article X
- ✓ Map number obtained from the Los Angeles County Land Development Division
- ✓ Name, address and telephone number of subdivider
- ✓ Name, address and telephone number of record owner of property
- ✓ Name, address and telephone number of licensed surveyor preparing the map
- ✓ Sufficient legal description of the property as to define the boundaries of the proposed land division
- ✓ Amount of acreage within the proposed parcel
- ✓ Date, north point and scale
- ✓ Names, location and width of proposed streets with approved access to parcel
- ✓ Location and width of proposed streets with approved access to the parcel
- ✓ Location and width of proposed easements and rights-of-ways
- ✓ Location and width of existing recorded easements and public rights-of-way

- ✓ The name, if any, location, width and approximate grade of existing streets, alleys, highways, and easements that are within or adjacent to the proposed division of land
- ✓ Vicinity map
- ✓ Contour lines, including the location and width of water courses and FEMA floodplain
- ✓ Proposed zoning and land use designation of parcel
- ✓ Location of existing utilities, water wells, septic tanks and leach lines
- ✓ Number of each lot
- ✓ Radius and length of curves
- ✓ Location of underground irrigation and drainage lines
- ✓ If the map is a condominium, label map, "FOR CONDOMINIUM PURPOSES"
- ✓ Location, species name, and size of existing oak trees and other significant trees on-site
- ✓ Residential subdivision submittals shall include one copy of the latest tax bill for purpose of computing the parkland dedication or in-lieu fee
- ✓ Signed and stamped by a Registered Civil Engineer

*Ten (10) black and white sets, sized 24"x36", drawn to scale so as to clearly show the details of the plan, folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link*

- If the application includes a request for a **Lot Line Adjustment**, please provide:

- ✓ All items required in "Certificate of Compliance/Lot Line Adjustment" (separate handout) and AHMC Title X

*Five (5) black and white sets, sized 24"x36", drawn to scale so as to clearly show the details of the plan, folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link*

- **Reduced Plan Set**, to include:

For all items listed above, provide one (1) set of reduced plans, 11"x17" in size, stapled altogether

- **Sign Program**, for all projects proposing three (3) or more signs, dimensioned and scaled, complete a Sign Permit application, and include:



- ✓ Location, dimensions, colors, letter style, type and materials for all signs
- ✓ Building signs shall be accurately dimensioned on elevation drawings
- ✓ Elevation and section views of proposed monument signs shall be shown

*Five (5) sets, collated and folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" color version and a color digital PDF version of each sheet separately via website link*

☐ **Oak Tree Report**, if determined applicable by the Planning Division, including:

- ✓ Prepared according to the Oak Tree Preservation Guidelines (AHMC Section 9657, *et seq.* and Appendix A of the City Zoning Ordinance)
- ✓ Prepared by a certified arborist with expertise in oak trees
- ✓ Clearly legible Oak Tree Location Map to scale (1"=20' or 30') sized 24"x36", folded and included in the report, identifying the existing oak trees to be removed, existing oak trees to remain, and proposed new oak trees. Show species, outline of canopy and five (5)-foot protected zone
- ✓ Any oak tree within 250 feet of the project or construction area must be included in the report and on the map
- ✓ Identifying the amount of oak tree canopy coverage within the subject property and the amount of coverage that is proposed to be removed, if any (per AHMC Section 9657.5.C.3), as well as a map clearly showing the locations of tree canopy in both of these categories (legible, 24"x36", to scale (1"=20' or 30'), folded and included in the report)
- ✓ Locations of oak trees, including mitigation trees, to be planted, showing species, outline of canopy and five (5)-foot protective zone, and container size on a plan 24"x36", to scale (1"=20' or 30'), folded and included in the report

*Three (3)*  
~~Four (4)~~ color reports, including one (1) unbound, and a color digital PDF version via website link

☐ **Color and Material Board**, showing:

- ✓ Actual physical samples of exterior colors and materials, labelled with specifications (manufacturer, style, color)
- ✓ Location of each color and material on the proposed building(s)

*One (1) board no larger than 18"x24", and preferably smaller, one (1) 8.5"x11" photocopy of the board in color, and a digital PDF version in color via website link*

☐ **Slope Analysis**, as follows:

- ✓ Exhibit showing site slope and identifying the percent of average slope, according to AHMC Section 9652.12

*Three (3) color sheets, sized 24"x36", folded accordion style to no larger than 8.5"x14", plus one (1) reduced 8.5"x11" version and a digital PDF version via website link*

☐ **Hydrology Report**, as follows:

- ✓ Prepared by a Registered Engineer
- ✓ Using methodology from the Los Angeles County Hydrology Manual

*Four (4) color reports, including one (1) unbound, and a color digital PDF version. Plan sheets to be no larger than 24"x36" and incorporated into report via website link*

☐ **Low Impact Development Plan, SUSMP, SWPPP**, to include:

- ✓ Low Impact Development Plan (per City Ordinance and L.A. County standards)
- ✓ Standard Urban Storm Water Management Plan (per City Ordinance and County standards)
- ✓ Construction: Storm Water Pollution Prevention Plan
- ✓ Construction during November-April: Wet Weather Erosion Control Plan
- ✓ Sufficient analysis to indicate compliance with water quality requirements, including, but not limited to, volume, sizing, and treatment calculations
- ✓ Identify specific Best Management Practices (BMP) to be employed for the Project

*Four color (4) reports of each, including one (1) unbound, and a color digital PDF version. Plan sheets to be no larger than 24"x36" and incorporated into report via website link*



☐ **Geological/Geotechnical Report, including:**

- ✓ Prepared according to the County of Los Angeles Public Works Department Manual for Preparation of Geotechnical Reports
- ✓ Prepared by a Registered Engineering Geologist if hillside
- ✓ Prepared by a Registered Civil Engineer practicing in the area of geotechnical engineering, if not hillside

*Four (4) color reports, including one (1) unbound, and a color digital PDF version via website link. Plan sheets to be no larger than 24"x36" and incorporated into report*

☐ **Parking Study, for all projects except those involving single-family residences that propose a reduction in parking per AHMC Section 9654.2.E, or shared parking per Section 9654.2.K.5, to include:**

- ✓ Projected parking demand and design and location of proposed parking lots and/or structures, as well as any proposed parking management strategies
- ✓ Assessment of projected demand and potential for parking reductions in light of mixed uses, non-conflicting peak hour parking demands, and shared parking
- ✓ Prepared by a professional parking consulting firm acceptable to the City and utilizing the City's preferred methodology (please consult with Planning Division staff)

*Three (3) reports, including one (1) unbound, and a digital PDF version via website link*

☐ **Photosimulations, showing:**

- ✓ For a new single-family residence, a minimum of one (1) view of the Project site in the surrounding community context. The specific view location shall be approved beforehand with Planning Division staff
- ✓ For commercial and multi-family residential projects, a minimum of five (5) views of the Project site in the surrounding community context, including views from U.S. Highway 101 and adjacent public rights-of-way, as applicable. Specific view locations shall be approved beforehand with Planning Division staff

*Four (4) color sets of 11"x17" size, collated (i.e., View 1, View 2, etc. as a complete set), and a digital PDF color version via website link*

- **Inclusionary Housing Ordinance Housing Plan**, if ten (10) or more residential units are proposed, per AHMC Section 9133, which shall include:

- √ Setting forth in detail the manner in which the inclusionary housing will be provided in accordance with the Ordinance

*Two (2) plans, 24"x36" scaled 1"=20' or 30' and folded accordion style to 8.5"x14" size, two (2) written summaries, and a digital PDF version via website link*

- **Parkland Dedication and Fees Plan**, if subdivision of land for residential use is proposed per AHMC Section 10800 et seq., which shall include:

- √ Provide a copy of the latest property tax bill for the purpose of computing the parkland dedication or fee in-lieu
- √ For subdivisions containing fifty (50) parcels or less, setting forth in detail the manner in which the parkland will be provided, including location and size
- √ For subdivisions of less than fifty (50) parcels, setting forth the calculation of the in-lieu fee

*Two (2) plans, 24"x36" scaled 1"=20' or 30' and folded accordion style to 8.5"x14" size (for parkland dedication only), two (2) written summaries, and a digital PDF version via website link*

- **Additional technical studies for CEQA consideration and document preparation:**

- √ **Noise Analysis**, for projects except those involving one single-family residence, at the Planning Division's discretion depending on location and project characteristics, including:

- Referencing the City General Plan and Municipal Code standards
- Assess and quantify interior and exterior noise impacts to residents and sensitive receptors on-site from long-term operational noise from the Project and ambient noise
- Assess and quantify interior and exterior noise impacts from the Project to surrounding residents and sensitive receptors off-site, both construction-related and long-term operational, and including ambient noise
- Recommend specific measures to reduce interior and exterior noise to acceptable levels, if necessary



*Three (3) color copies of the report, including maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link*

- ✓ **Trip Generation Study/Traffic Impact Analysis (TIA)**, for projects except those involving a single-family residence and at the Planning Division's and Public Works/Engineering Department's discretion depending on the project size and characteristics, including:

- Consult with the Planning Division and City Traffic Engineer prior to preparation to discuss assumptions, and whether a trip generation study shall be prepared prior to a TIA
- Prepare according to City TIA Guidelines (separate handout)

*Three (3) color copies of report, with maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link*

- ✓ **Biological Resources Report**, at the discretion of the Planning Division depending on location and project characteristics, including:

- Inventory of wildlife and plant species on-site and expected to be on-site via a site survey and literature search, including a five (5)-mile radius on the California Natural Diversity Database (CNDDB)
- Inventory of plant communities and type of vegetation on-site, including a color map identifying the areas of plant communities
- Identification of sensitive and protected species, and their classification
- Assessment of potential impacts of the project on the resources
- Identification of protective and compensatory measures to be employed to avoid, or, if not feasible, minimize impacts to the resources
- Consult with the Planning Division regarding the manner in which the surveys will be conducted.

*Three (3) color copies of report, with maps no larger than 11"x17", including one (1) unbound, and a digital PDF version via website link*

***All of the preceding items must be submitted as part of an application. Incomplete applications will not be accepted for processing. Resubmittals must also be complete, and individual items will not be accepted separately.***

Additional information, plans and studies may be required to complete the application, at the discretion of the City, depending on the type and scope of the Project and the application items provided. Additional items may be requested in order to prepare the CEQA document.

❑ **Other Items Needed for the City to Deem a Complete Application:**

These items will need to be provided to the City after initial application submittal.

- ❖ A Project application will not be deemed complete until the City has received evidence of preliminary approval/"cleared for hearing" notice of the Project plans by the County of Los Angeles Fire Department (Land Division, Fire Access), and by the Fuel Modification Unit for a Preliminary Fuel Modification Plan. Evidence shall include a written letter or form from the agency indicating approval and a "preliminary approval" stamp on the plans. We recommend you consult with the Fire Department prior to submitting an application to the City. Final approval by the Fire Department (Land Division, Access) and Fuel Modification Unit are required prior to issuance of a building permit.
- ❖ For Projects in areas without a sanitary sewer system and for which the City does not require connection with such a system, written evidence of the septic system approval by the County of Los Angeles, Environmental Health Department, is required prior to the City deeming the application complete.
- ❖ Second Development Project Public Forum required items according to the Guidelines for Development Project Public Forums, If applicable (separate handout).

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**SECTION D: PERMIT COSTS**

Please consult the Planning Division Fee Schedule and discuss your proposal with Planning Division staff to determine the exact costs to be paid to the City of Agoura Hills. An application will not be accepted without payment.

*For questions regarding any of these items or the SPAR process, please contact the City Planning Division at (818) 597-7339, or at 30001 Ladyface Court, Agoura Hills, CA 91301.*



# EXHIBIT 13



*"Gateway to the Santa Monica Mountains National Recreation Area"*

August 13, 2020

James Mayfield and Sheila Zamel  
28347 Balkins Drive  
Agoura Hills, CA 91301

Subject: 28347 Balkins Drive

Dear Mr. Mayfield and Ms. Zamel:

We hope you are safe and well. As it has been six months since we last spoke, the City is requesting a response from you regarding the Notice of Violation letter dated November 26, 2019, regarding your property at 28347 Balkins Drive. As you may recall, additional information was requested by you in your meeting with City staff on February 12, 2020, and the information was mailed to you on February 21, 2020.

The City is hopeful that since we last spoke you considered the options and timelines available to you to address the violations. The City is requesting that by September 17, 2020, you please submit all requested applications and fees that were provided to you in our last meeting. Meanwhile, City staff will be glad to schedule a Zoom meeting with you should you wish to discuss any questions you may have. I can be reached at (818) 597-7342, and at [dhooper@ci.agoura-hills.ca.us](mailto:dhooper@ci.agoura-hills.ca.us).

Thank you, and we look forward to hearing from you.

Sincerely,

Doug Hooper  
Planning Director

cc: Amir Hamidzadeh, Building Official  
Allen Tripolskiy, Code Compliance Officer



**PROOF OF SERVICE**

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

I am employed in the County of Los Angeles, State of California. At the time of service, I was over 18 years of age and not a party to this action. My business address is 11500 West Olympic Boulevard, Suite 550, Los Angeles, CA 90064.

On April 1, 2021 I served true copies of the following, described as, **PLAINTIFF CITY OF AGOURA HILLS' EXHIBIT BOOK IN SUPPORT OF THE DECLARATIONS OF RAMIRO ADEVA, III, AMIR HAMIDZADEH, AND ALLEN TRIPOLSKIY** on the interested parties in this action, as follows:

***Counsel for Defendants***

Robert L. Scott  
Scott & Associates  
300 East Esplanade Dr., 9<sup>th</sup> FL  
Oxnard, CA 93036  
E: scott@civiccenter.com

**BY ELECTRONIC TRANSMISSION – ONE LEGAL.** I caused an electronic version of the documents to be submitted to the Superior Court of California and thereafter caused an electronic version to be served to the persons in the above service list via the litigation support service One Legal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this 1<sup>st</sup> day of April, 2021 at Los Angeles, California.

  
Miriam Gonzalez, Declarant