



## MEMORANDUM

**DATE:** June 15, 2026

**TO:** Ojai Valley Municipal Advisory Council

**FROM:** Noe Torres, Case Planner

**SUBJECT:** Villanova Preparatory School Sign Variance Case No. PL26-0010

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### Location

The project site is located at 12096 North Ventura Ave, Ojai, CA 93023, south of the City of Ojai. The nearest intersection is North Ventura Ave and East Villanova Road. The project site is approximately 126 acres.

The project site includes the following Zoning and Land Use designations (Attachment 1).

1. General Plan Land Use Designation: Rural
2. Ojai Valley Area Plan Land Use Designation: Rural Institutional and Open Space  
20 Acre minimum lot area
3. Zoning Designation: Rural Agricultural 20-acre minimum lot area/ Temporary Rental Unit Overlay Zone/ Dark Sky Overlay Zone (RA-20 AC ac/TRU/DKS) and Rural Agricultural 20 Acre minimum lot area / Temporary Rental Unit Overlay Zone/ Dark Sky Overlay Zone/Habitat

### Request

The applicant requests a variance to authorize deviation from Ventura County Non-Coastal Zoning Ordinance Section 8110-8.1 (Nonconforming Signs, Continuance) and Section 8110-5.1(Sign Standards). The variance would waive the restriction limiting a total of one sign on the property and signage area set at a maximum of 25 square feet. The variance will allow for one (1) sign to remain on the property, one (1) new sign that includes a total sign area of approximately 100 sq. ft. and ranges from 3.5 ft minimum to 5 ft maximum height.

### CEQA Determination

Pursuant to Sections, 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of the State Guidelines for Implementation of the

California Environmental Quality Act (CEQA), the request is categorically exempt from environmental review.

Attachment 1	Maps
Attachment 2	Project Description and Project Plans
Attachment 3	Completeness Determination Letter



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Ventura County, California  
 Resource Management Agency  
 GIS Development & Mapping Services  
 Map created on 06-08-2026

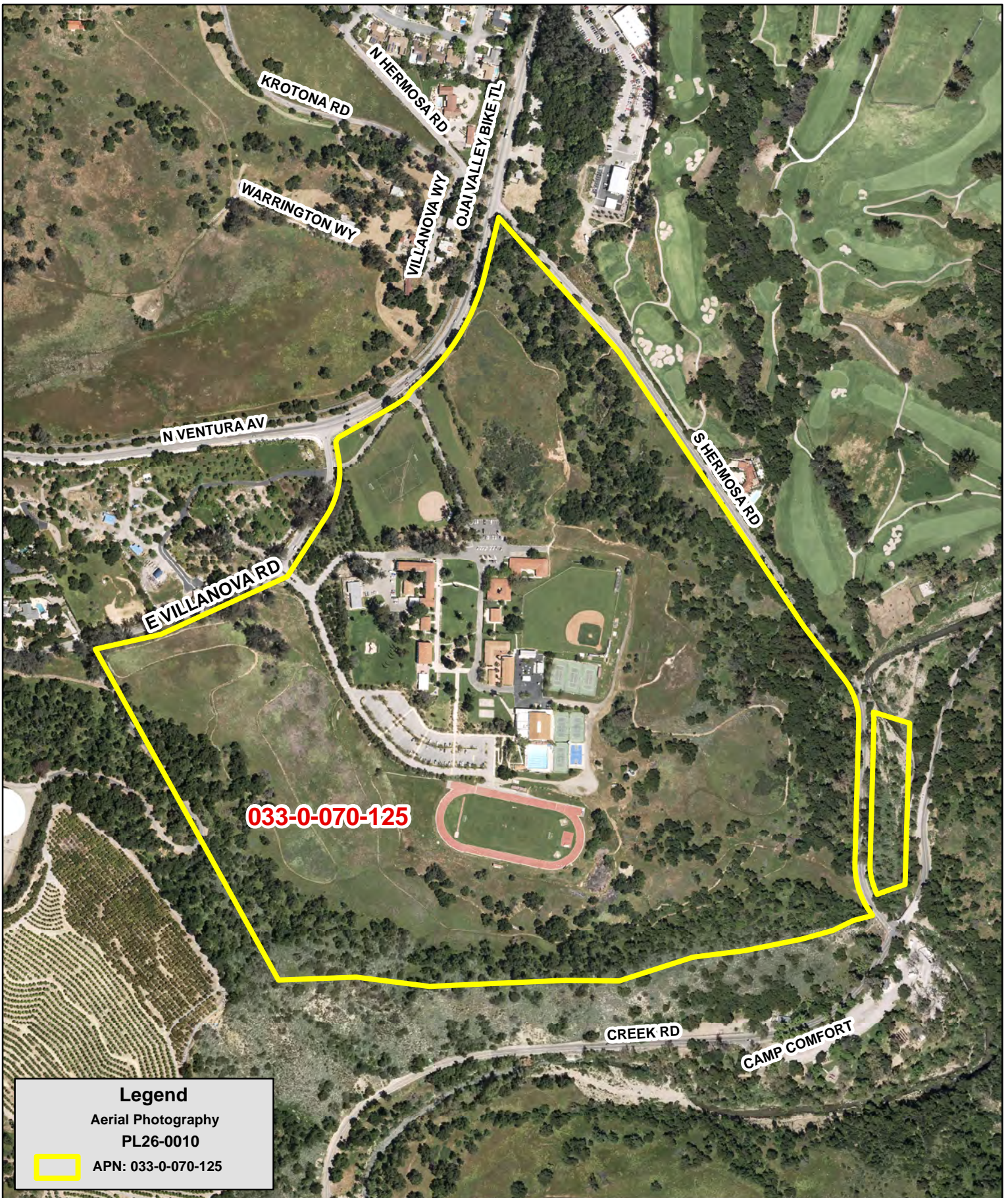


**County of Ventura**  
**Planning Commission Hearing**  
**1000 E. Villanova Rd.**  
**OJAI CA 93023**  
**APN: 033-0-070-125**  
**PL26-0010**  
**Location Map**

0 10,000 20,000 Feet

Disclaimer: This Map was created by the Ventura County Resource Management Agency, Mapping Services - GIS which is designed and operated solely for the convenience of the County and related public agencies. The County does not warrant the accuracy of this map and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.





**Legend**

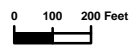
- Aerial Photography
- PL26-0010
-  APN: 033-0-070-125



Ventura County, California  
 Resource Management Agency  
 GIS Development & Mapping Services  
 Map Created on 06-08-2026



County of Ventura  
 Planning Commission Hearing  
 1000 E. Villanova Rd.  
 Ojai CA. 93023  
 APN: 033-0-070-125  
 PL26-0010  
 Aerial Photography



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**Legend**  
 PL26-0010

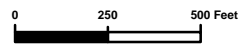
- APN: 033-0-070-125
- General Plan
- Zone Designation
- Area Plans



Ventura County, California  
 Resource Management Agency  
 GIS Development & Mapping Services  
 Map Created on 06-08-2026  
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County of Ventura  
 Planning Commission Hearing  
 1000 E. Villanova Rd.  
 OJAI CA 93023  
 APN: 033-0-070-125  
 PL26-0010  
 General Plan and Zoning Map



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10 April 2026

Ventura County  
Planning Division  
800 S Victoria Avenue  
Ventura, CA 93009

**SUBJECT:                   12096 North Ventura Avenue; APN 033-0-070-125  
                                  Variance Request for Proposed Signage**

As the authorized agent for Villanova Preparatory School, SEPPS Land Use Consulting respectfully requests approval of entryway signage and associated landscaping. The proposed scope of work requires approval of a Variance to allow deviation from the sign regulations applicable to parcels zoned Open Space and Rural Agricultural.

## **I.       Site Information**

Villanova Preparatory School is located at 12096 North Ventura Avenue (APN 033-0-070-125). The parcel is approximately 126 acres in size and is zoned Open Space (OS) and Rural Agricultural (RA) under the Ventura County Non-Coastal Zoning Ordinance.

Villanova Preparatory School was originally established at this location in 1924. In 1963, the County approved a Special Use Permit/Conditional Use Permit (Case No. 1880) authorizing an addition to an existing student dormitory at the private boarding school, thereby formalizing the school's institutional use on the site.

Primary access to the campus is provided from State Route 33 to Villanova Road.

## **II.      Project Description**

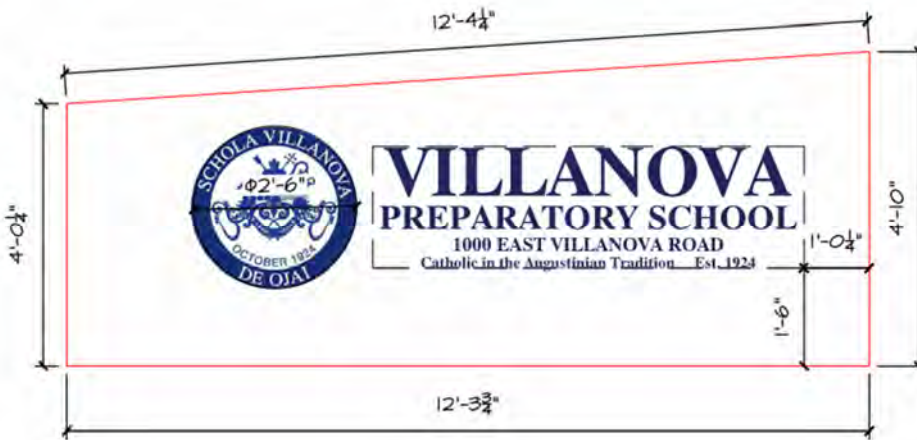
There are currently three (3) existing legal non-conforming, free-standing signs on the Villanova Preparatory School campus. These include:

- Two (2) entrance wall signs including the text "*Villanova Preparatory School*", located at the former northern entrance off SR 33 and the western entrance on Villanova Road,
- Two (2) entrance wall signs including the text "*Villanova Preparatory School*", located at the southwestern entrance off of Villanova Road, and
- One (1) wooden free-standing sign displaying "*Villanova Preparatory School*" along in the grass lawn adjacent to the northern property line along SR 33.

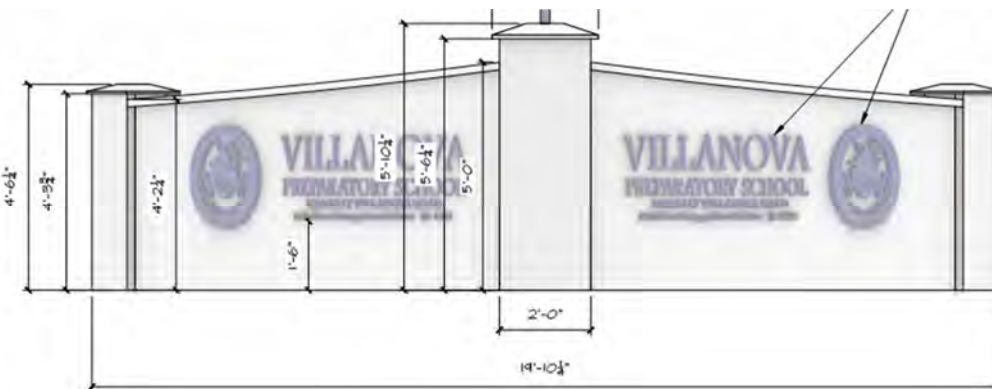
The northeasternmost entrance is no longer a functional access point. Caltrans has installed a highway guardrail at this location, and the former entrance is now only accessible via an internal campus road from East Villanova Road. As part of this application, the associated entry walls and signage at this former entrance are proposed to be demolished. Additionally, the existing wooden free-standing sign along the frontage is also proposed for removal.

The campus currently maintains a primary entrance at the southwestern corner of the site, off of Villanova Road, which includes an inbound and outbound gate separated by a central pilaster displaying the school's emblem, with low walls on either side containing the "Villanova Preparatory School" lettering.

The proposed signage includes a new free-standing sign at the corner of Villanova Road and SR 33. This includes two (2) low walls, connected by a pilaster, with each wall facing the respective street frontage. The wall sign area on each side is 54.36 square feet, for a total of 108.52 square feet, which exceeds the allowable 25 square feet. The text on either side includes:



Furthermore, the total wall sign length is 19'-10 1/2", which exceeds the allowable 10 linear feet.



Please see the proposed lighting fixtures on Sheet L-1. Lighting for the proposed signage will be limited to fully shielded, downward-directed fixtures designed solely to illuminate sign copy for identification and wayfinding purposes. All lighting will comply with the Ventura County Dark Sky Ordinance, including color temperature limitations and automatic shut-off during dark hours. Lighting details are shown on the revised plans. The project area currently contains two (2) coastal live oak trees and two (2) California pepper trees that are proposed to remain. Two (2) additional California pepper trees and one (1) palm tree are proposed for removal. As part of the proposed landscape plan, three (3) new coastal live oak trees are proposed to be planted on the site. The request also includes a split-rail fence approximately 270 linear feet long.

### **III. VNCNZO Sign Regulations and Permit Authority**

Pursuant to Ventura County Non-Coastal Zoning Ordinance (VCNCZO) Section 8110-8.1, parcels are permitted one (1) freestanding sign per lot with a maximum sign area of 25 square feet and a maximum sign length of 10 linear feet. The Ordinance further provides that where existing legal non-conforming signage exceeds the total allowable sign area, no additional signage may be approved, except through limited administrative relief for minor increases in sign area.

The project site contains one existing legal non-conforming freestanding sign. The proposed project includes installation of one additional freestanding monument sign, resulting in two (2) freestanding signs on the property. The proposed monument sign also exceeds the maximum allowable sign area and sign length, with a total wall sign area of approximately 108.52 square feet and a total sign length of 19 feet, 10½ inches.

Accordingly, this application requests approval of a Variance by the Planning Commission to allow deviations from the VNCNZO sign regulations with respect to: (1) the number of freestanding signs permitted on the lot; (2) the maximum allowable sign area; and (3) the maximum allowable sign length. Approval of the requested Variance would authorize a consolidated and orderly signage program that improves wayfinding and safety for a long-established institutional use while maintaining compatibility with the surrounding rural setting

### **IV. Variance Findings**

Pursuant to VCNCZO Sec. 8111-1.2.2.2, before any variance may be granted, the applicant shall establish, and the decision-making authority must determine, that all of the following standards are met:

- a. That there are special circumstances or exceptional characteristics applicable to the subject property with regard to size, shape, topography, location or surroundings, which do not apply generally to comparable properties in the same vicinity and zone; and

The subject property possesses special circumstances and exceptional characteristics

related to its long-established institutional use, size, and location that do not apply generally to other properties in the same vicinity and zoning district. Villanova Preparatory School has continuously operated on the site since 1924, predating the adoption of the Ventura County Zoning Ordinance, and its institutional use was formally authorized by a Conditional Use Permit in 1963 (CUP 1880). The campus encompasses approximately 126 acres and is located along State Route (SR) 33, a regional highway with higher travel speeds and limited access points. The former northern entrance to the site off SR 33 was closed by Caltrans, as shown on Sheet L-0.2. Therefore, the existing wing walls with Villanova signage at this former entrance are proposed for demolition to eliminate confusion for vehicles travelling west along SR 33 as they enter the campus. These characteristics create unique wayfinding and safety needs not typically associated with other Open Space or Rural Agricultural parcels, which are generally not developed with large, long-standing institutional uses serving students, staff, and visitors.

- b. That granting the requested variance will not confer a special privilege inconsistent with the limitations upon other properties in the same vicinity and zone; and

Granting the requested Variance will not confer a special privilege inconsistent with the limitations placed upon other properties in the same vicinity and zone. The subject property is a long-established private educational institution operating under an approved Conditional Use Permit, with campus access directly from State Route 33. The proposed entry signage is limited in scope, serves an essential wayfinding and safety function for an existing institutional use, and replaces multiple existing legal non-conforming signs with a consolidated and more orderly signage program. Approval of the Variance would not authorize signage of a type, scale, or intensity otherwise prohibited for similar institutional uses, nor would it establish a precedent for unrelated properties lacking comparable access conditions or operational characteristics.

- c. That strict application of the zoning regulations as they apply to the subject property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations; and

Strict application of the zoning regulations would result in practical difficulties and unnecessary hardship inconsistent with the purpose of the sign regulations. The Open Space and Agricultural zoning districts significantly limit signage, yet the subject property functions as a regional boarding school with primary access from State Route 33. Due to the removal of an existing entrance and associated signage along SR 33, and the limited visibility of the remaining primary entrance, the campus lacks adequate identification and wayfinding for motorists traveling at highway speeds.

The Non-Coastal Zoning Ordinance does not provide an administrative variance pathway for allowing an additional free-standing sign, leaving a Variance as the only available permit mechanism to address these site-specific conditions while maintaining compliance with sign area limitations.

- d. That the granting of such variance will not be detrimental to the public health, safety or general welfare, nor to the use, enjoyment or valuation of neighboring properties.

The granting of the Variance would not be detrimental to the public health, safety, or general welfare, nor to the use, enjoyment, or valuation of neighboring properties. The proposed signage is modest in scale, complies with applicable area limitations, and is designed solely for identification and wayfinding purposes. Improved signage visibility at the intersection of Villanova Road and State Route 33 will enhance safety by reducing sudden turning movements, driver confusion, and last-minute maneuvers along a state highway corridor

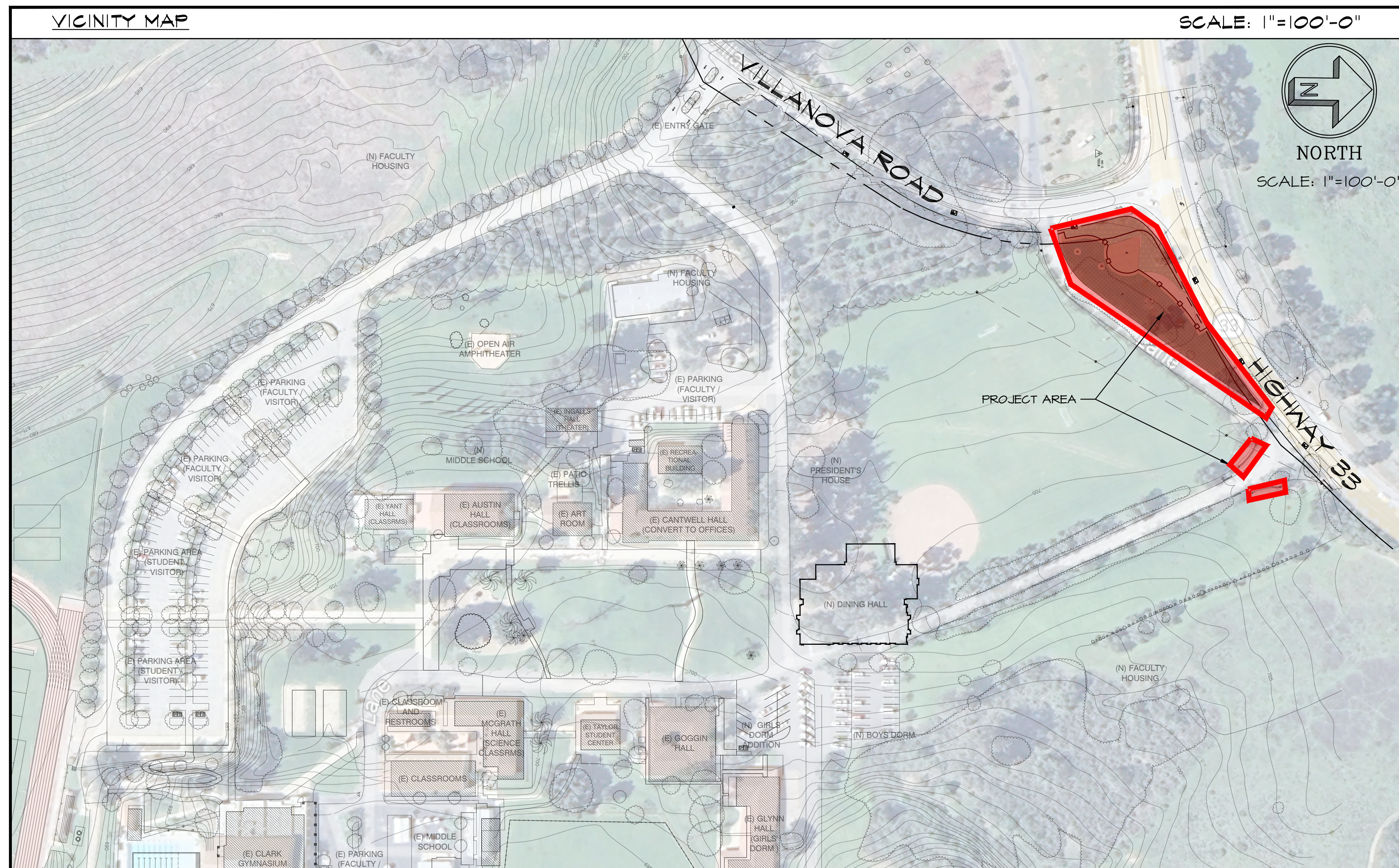
The signage and is compatible with the rural character of the area, incorporates low walls and native landscaping, and replaces or removes outdated or non-functional signage, resulting in a net improvement to site organization and visual clarity.

•••

Sincerely,  
**SEPPS Land Use Consulting**



Kaitlyn Earnest, AICP  
Associate Planner



**TITLE SHEET**

The landscape architect and his consultants do not warrant or guarantee the accuracy and completeness of the work product herein beyond a reasonable diligence. If any mistakes, omissions, or discrepancies are found to exist within the work product, the landscape architect shall be promptly notified so that he may have the opportunity to take whatever steps necessary to resolve them. Failure to promptly notify the landscape architect of such conditions shall relieve the landscape architect from any responsibility for the consequences of such discrepancies. Actions without the knowledge and consent of the landscape architect or in contradiction to the landscape architect's work product or recommendations shall become the responsibility not of the landscape architect but of the parties responsible taken such action. This plan and design are the exclusive property of Earthform Design and cannot be used or reproduced without the landscape architect's written consent.

**EXISTING KING WALL SIGNAGE TO BE REMOVED.**  
 Note: Taller Pilasters to remain and be refinished to look new.  
 SIGNAGE WALL AREA: 2x 125 SF = 250 SF

**EXISTING ENTRY SIGNAGE TO BE REMOVED.**  
 SIGNAGE WALL AREA: 36.67 SF (SEE DETAIL 3/L-0.3)

**NEW ENTRY SIGNAGE.**  
 SIGNAGE WALL AREA:  
 2x 54.26 SF = 108.52 SF

**EXISTING ENTRY SIGNAGE TO REMAIN:**  
 SIGNAGE WALL AREA:  
 2x 174 SF = 358 SF

CONCEPTUAL PLANS FOR PLAN CHECK ONLY

PROJECT CONTACT LIST	
<b>LANDSCAPE ARCHITECT:</b> SAM MAPHS IV EARTHFORM DESIGN 1227 DE LA VINA STREET SANTA BARBARA, CA 93101 805.963.2006	
<b>OWNER:</b> JERRY THURSTON VILLANOVA PREPARATORY SCHOOL 1000 EAST VILLANOVA ROAD OJAI, CA 93023 805.646.1464	
<b>PLANNER:</b> STEVE WELTON SEPPS: LAND USE CONSULTING 1625 STATE STREET, SUITE #1 SANTA BARBARA, CA 93101 805.966.2758	

PROJECT INFORMATION	
<b>PROJECT ADDRESS:</b> 1000 EAST VILLANOVA ROAD OJAI, CA 93023 FORMERLY: 12096 VENTURA AVENUE	
<b>APN:</b> 033-0-170-12 5	
<b>ZONING DESIGNATION:</b> RA-20 ac/TRU/DKS	
<b>TOTAL LOT AREA:</b> 126.17 ACRES	
<b>TOTAL PROJECT SITE AREA:</b> 23,400 SF / 0.54 ACRES	
<b>TOTAL LANDSCAPED AREA:</b> 21,968 SF / 0.5 ACRES or (94% OF PROJECT SITE)	
<b>PARKING AREAS:</b> NOT APPLICABLE	
<b>PROPOSED GRADING:</b> 35-40 CUBIC YARDS OF FILL	
<b>SCOPE OF WORK:</b> Request for a Variance from the following signage standards (VCNCZO Article 10) to allow a freestanding sign:	
<b>Standard</b>	<b>Proposed</b>
# of Freestanding Signs per Lot	2 (1 existing + 1 proposed)
Maximum Wall Sign Area	108.52 Sq. Ft. / 25 Sq. Ft.
Maximum Wall Sign Length	19 ft. 10 in. / 10 ft.
<b>EXISTING TREES:</b> (See Sheet, L-0.2) 2 - Quercus agrifolia (Coastal Live Oak) To Remain 4 - Schinus molle (California Pepper Tree) To Remain 2 - Schinus molle (California Pepper Tree) To Be Removed 1 - Palm Tree To Be Removed	
<b>PROPOSED TREES:</b> (See Sheet, L-2) 1 - 48" box Quercus agrifolia (Coastal Live Oak) 5 - 24" box Quercus agrifolia (Coastal Live Oak)	

PROJECT SHEET LIST	
<b>SHEET #</b>	<b>SHEET TITLE:</b>
L-01	TITLE SHEET
L-02	DEMOLITION PLAN & SITE PHOTOS
L-03	PROPOSED SIGNAGE DETAILS
L-1	PRELIMINARY LANDSCAPE LAYOUT PLANS
L-1	PRELIMINARY LANDSCAPE ENLARGEMENT LAYOUT PLANS
L-2	PRELIMINARY PLANTING PLAN

REVISIONS	BY

**CONTACTS**

**OWNER:**  
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thurston@villanovaprep.org  
805.646.1464

**PLANNER:**  
STEVE WELTON  
steve@sepps.com  
805.966.2758

**EARTHFORM DESIGN**  
 LANDSCAPE ARCHITECTURE - LAND PLANNING - URBAN DESIGN  
 TEL: (805) 963-2006 FAX: (805) 963-8335

**TITLE SHEET**

**VPS ENTRY SIGNAGE**  
 1000 EAST VILLANOVA ROAD  
 OJAI, CA 93023

Date: 3/19/26  
 Scale: 1"=20'-0"  
 Drawn: EPD  
 Job: VPS SIGNAGE ENTRY  
 Print Date: 3/19/26  
 Sheet: 1-0.1 of 1

Professional Seal: SAM W. MAPHS IV, No. 2703, State of California, Landscape Architect



REVISIONS	BY

CONTACTS

OWNER:  
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Jthurston@villanovaprep.org  
951.646.1464

PLANNER:  
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951.966.2756

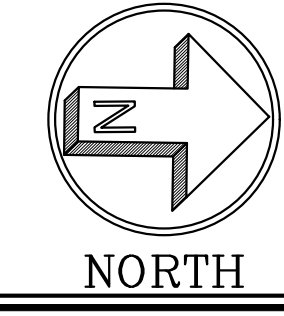
**EARTHFORM**  
DESIGN  
LANDSCAPE ARCHITECTURE - LAND PLANNING - URBAN DESIGN  
TEL: (905) 983-5006 FAX: (905) 983-8335

EXISTING DEMOLITION  
PLAN

VPS ENTRY SIGNAGE  
1000 EAST VILLANOVA ROAD  
OJAI, CA 93023

EXISTING DEMOLITION PLAN

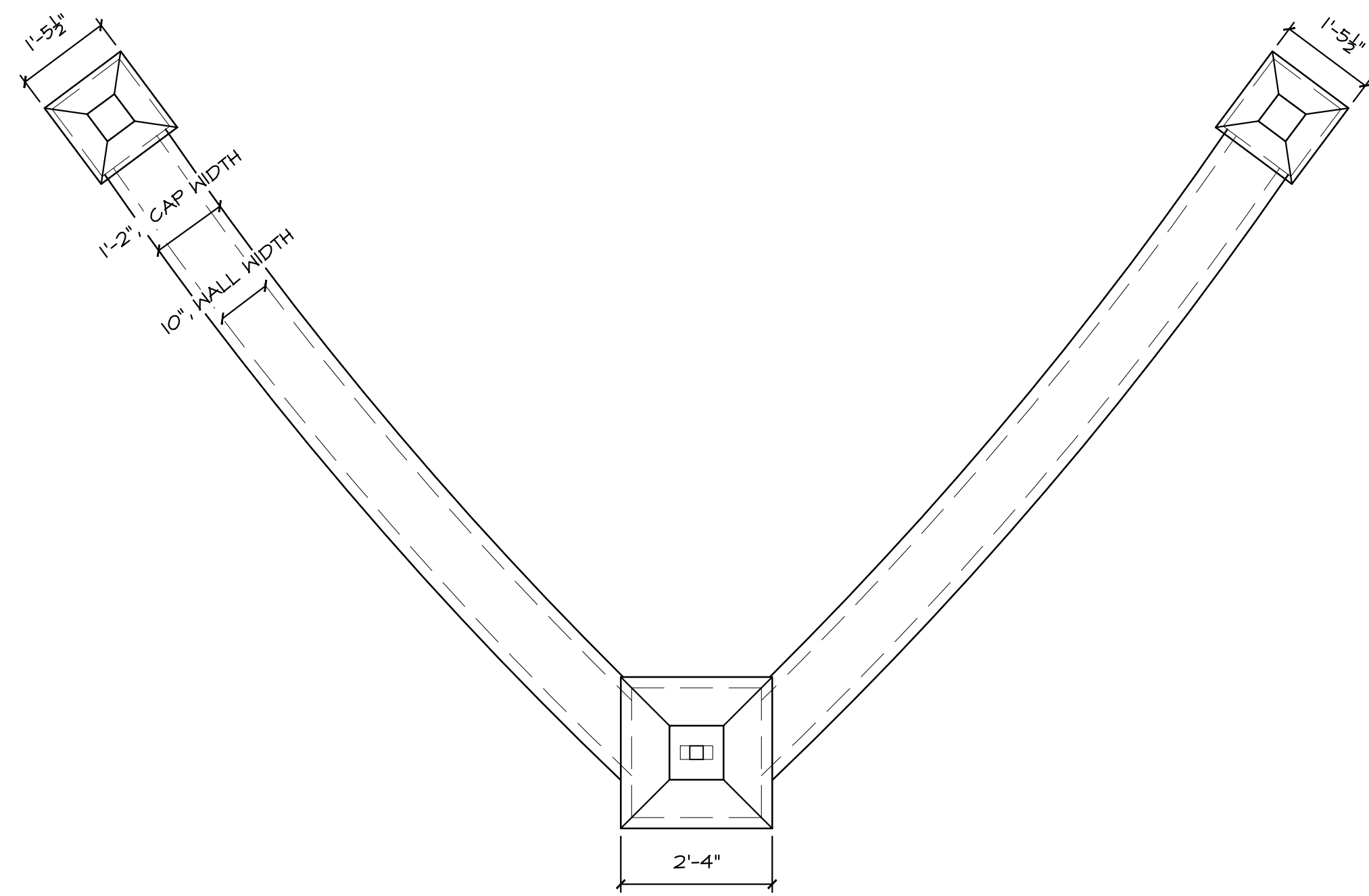
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SUBMITTAL SET - NOT FOR CONSTRUCTION

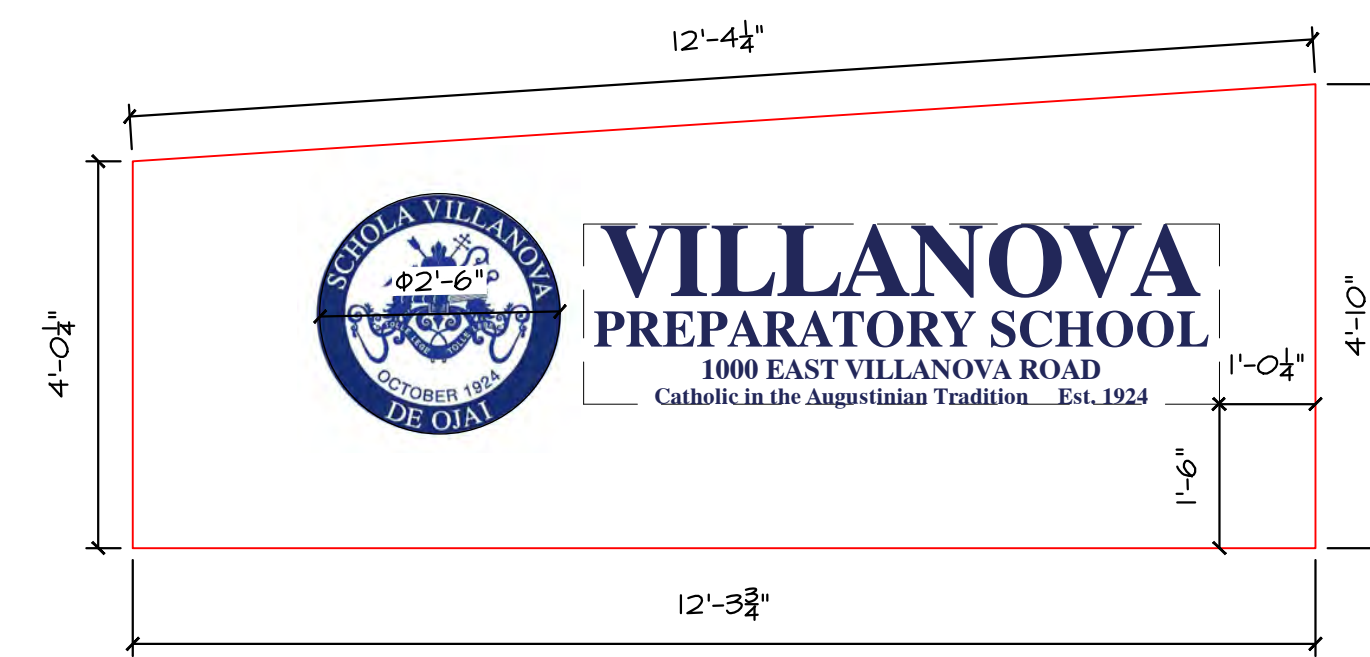


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Drawn	EFD
Job	VPS SIGNAGE ENTRY
Print Date	3/19/26
Sheet	L-0.2

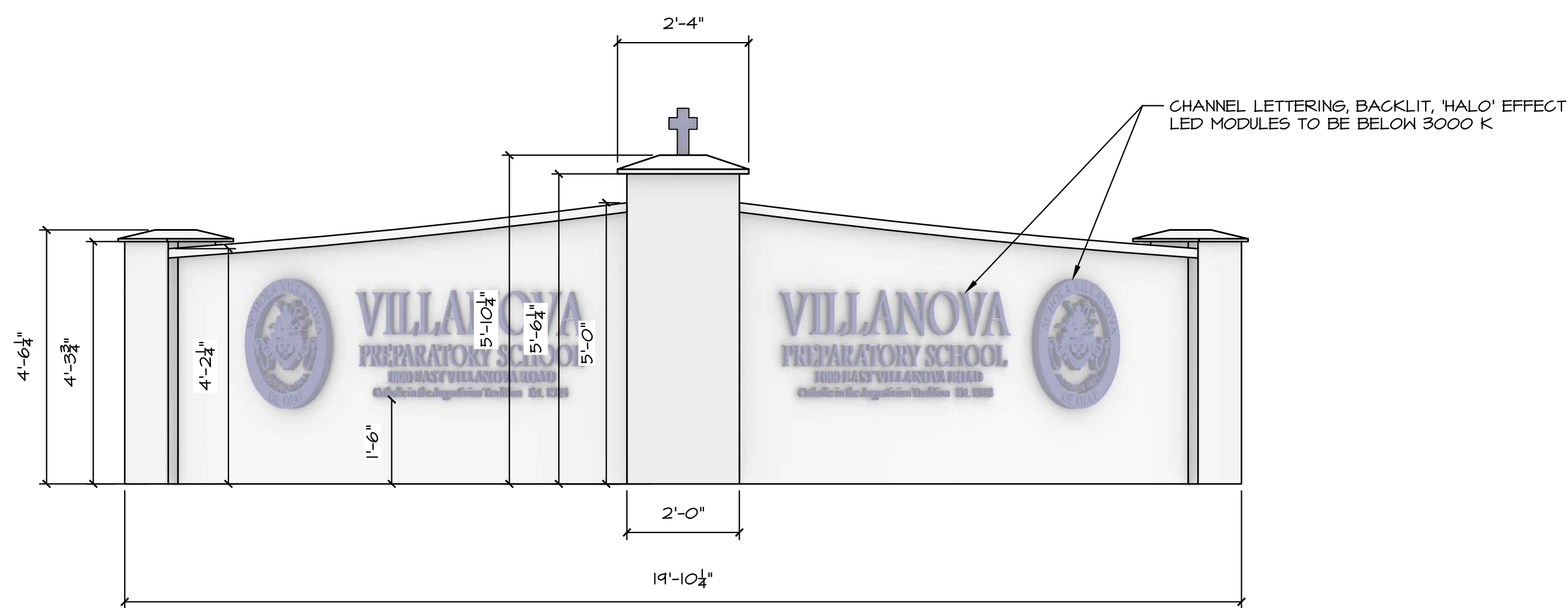


B. PLAN

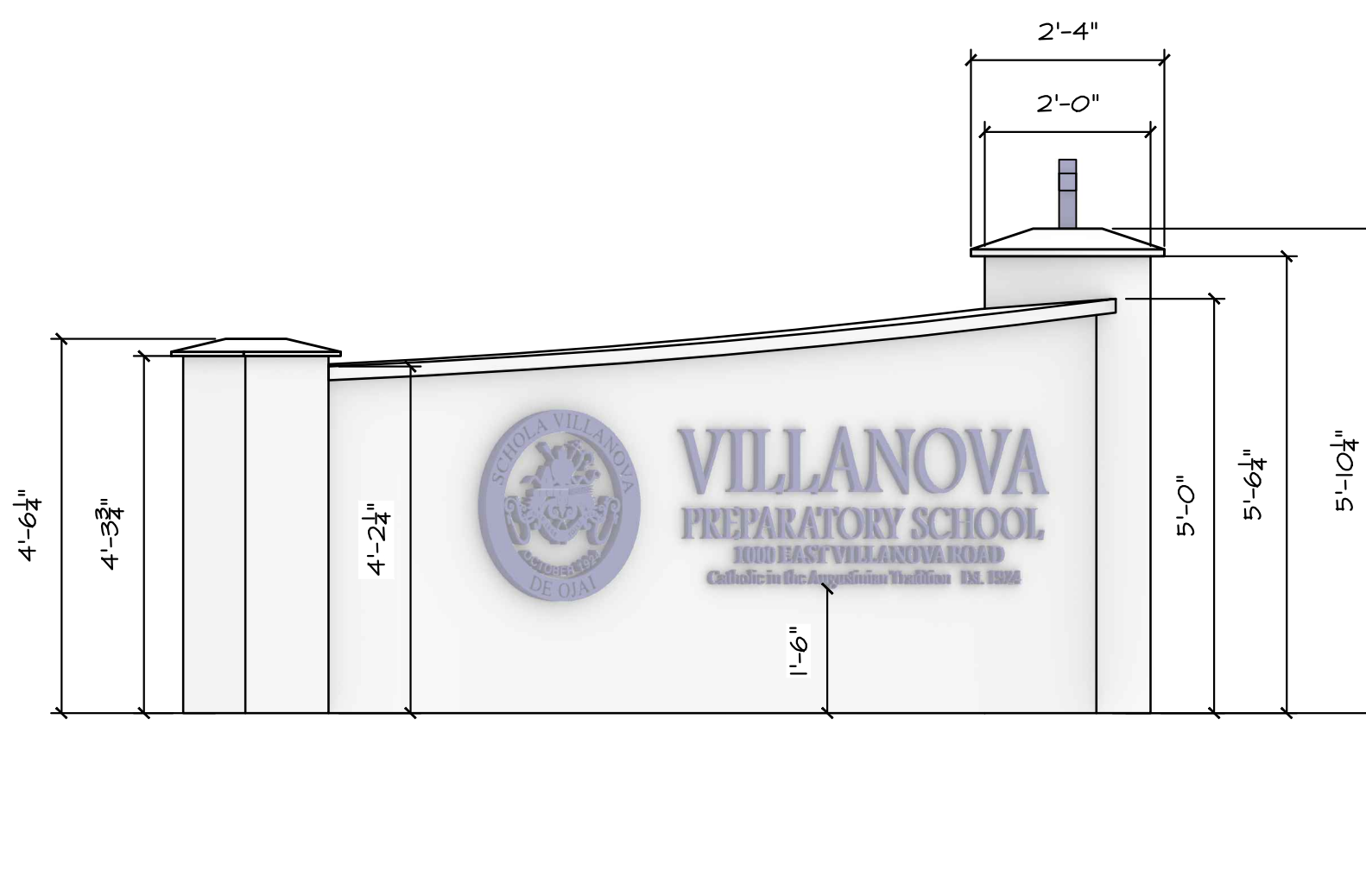
TOTAL SIGNAGE WALL AREA:  
54.36 SF



D. SIGNAGE WALL AREA



A. FRONT ELEVATION



C. SIDE ELEVATION

2 NEW MONUMENT SIGN ELEVATION

1/2" = 1'-0"

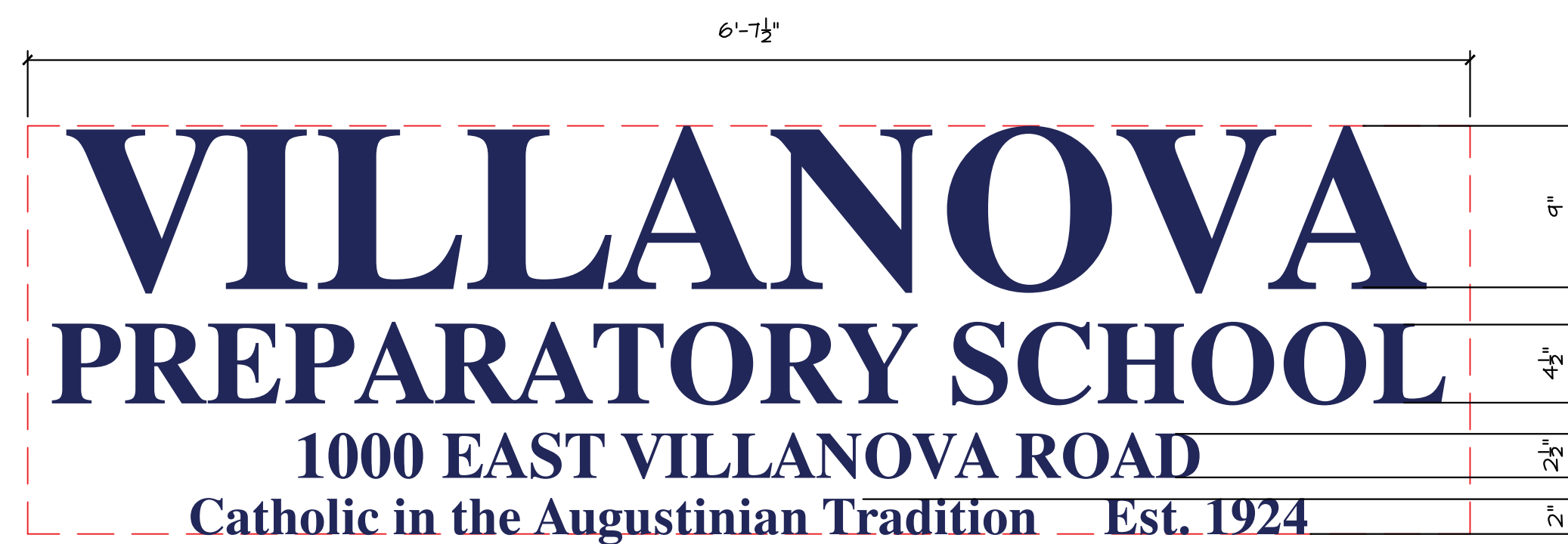
TOTAL SIGNAGE AREA WALL:  
55.67 SF



1 EXISTING SIGNAGE AREA ELEVATION

1" = 1'-0"

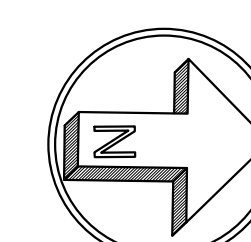
TOTAL AREA OF LETTERING:  
12.42 SF



3 LETTERING AREA ELEVATION

1-1/2" = 1'-0"

EXISTING DEMOLITION PLAN



NORTH  
SCALE: 1" = 20'-0"



SIGN VISIBILITY CHART  
NOTE: SPEED LIMIT ON HIGHWAY 33 AROUND THE SCHOOL AREA IS 25 MPH.

LETTER HEIGHT (INCHES)	IDEAL VIEWING DISTANCE (FT)	MAX. VIEWING DISTANCE (FT)	VIEWING TIME IN SECONDS (AT 55MPH)	VIEWING TIME IN SECONDS (AT 45MPH)
3"	30	100	0.9 seconds	0.7 seconds
4"	40	150	1.9 seconds	1.2 seconds
6"	60	200	2.2 seconds	1.9 seconds
8"	80	350	3 seconds	2.5 seconds
9"	90	400	3.3 seconds	2.8 seconds
10"	100	450	3.7 seconds	3.1 seconds
12"	120	525	4.5 seconds	3.8 seconds
15"	150	630	6.9 seconds	4.1 seconds
18"	180	750	8.1 seconds	4.8 seconds
24"	240	1000	8.9 seconds	7.5 seconds
30"	300	1250	10.1 seconds	9.2 seconds
36"	360	1500	13.4 seconds	11.3 seconds
42"	420	1750	24.1 seconds	21.9 seconds
48"	480	2000	28.3 seconds	26.1 seconds

www.aasign.com

REVISIONS BY


CONTACTS

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18-Villanova-cap-07-09  
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PLANNER:  
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**EARTHFORM**  
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LANDSCAPE ARCHITECTURE - LAND PLANNING - URBAN DESIGN  
TEL: (805) 983-5006 FAX: (805) 983-8335

PROPOSED SIGNAGE DETAILS

VPS ENTRY SIGNAGE  
1000 EAST VILLANOVA ROAD  
OJAI, CA 93023

Date: 3/19/26  
Scale: 1" = 20'-0"  
Drawn: EPD  
Job: VPS SIGNAGE ENTRY  
Print Date: 3/19/26  
Sheet: 1-0.3  
Of: 3 Sheets



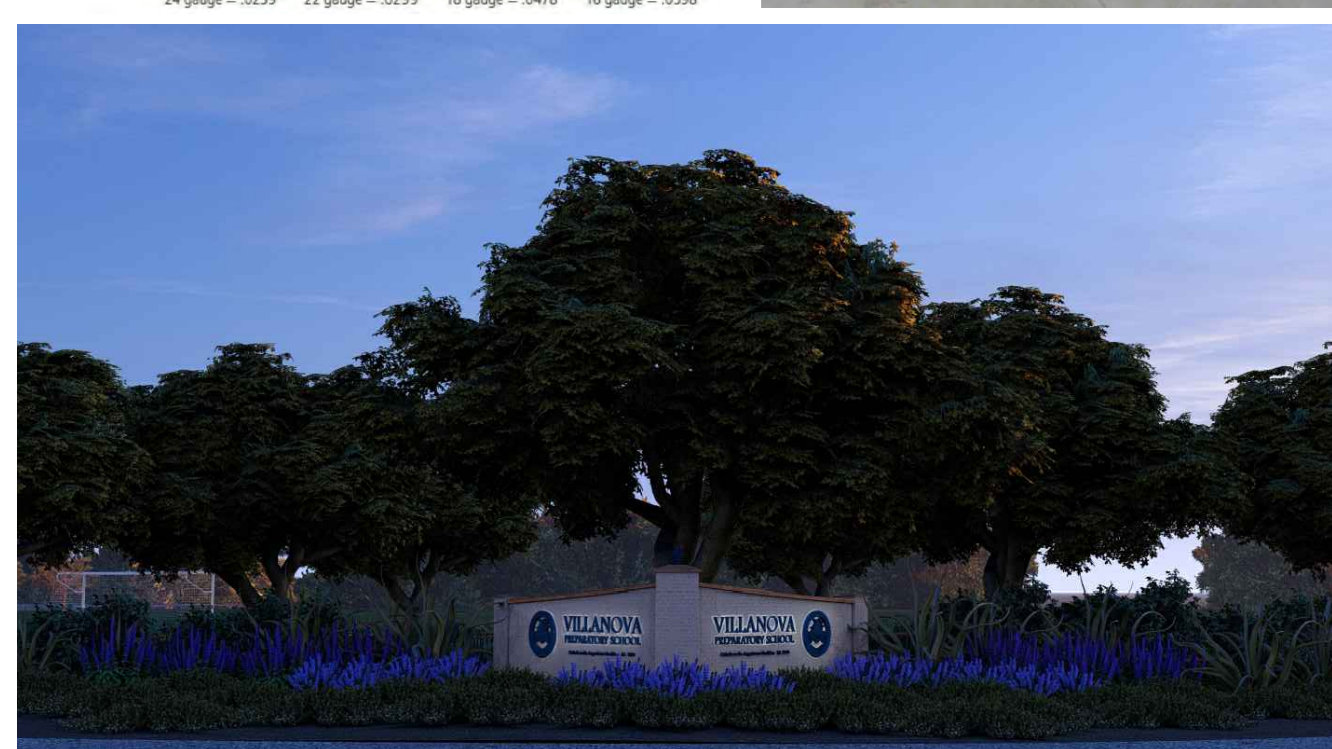
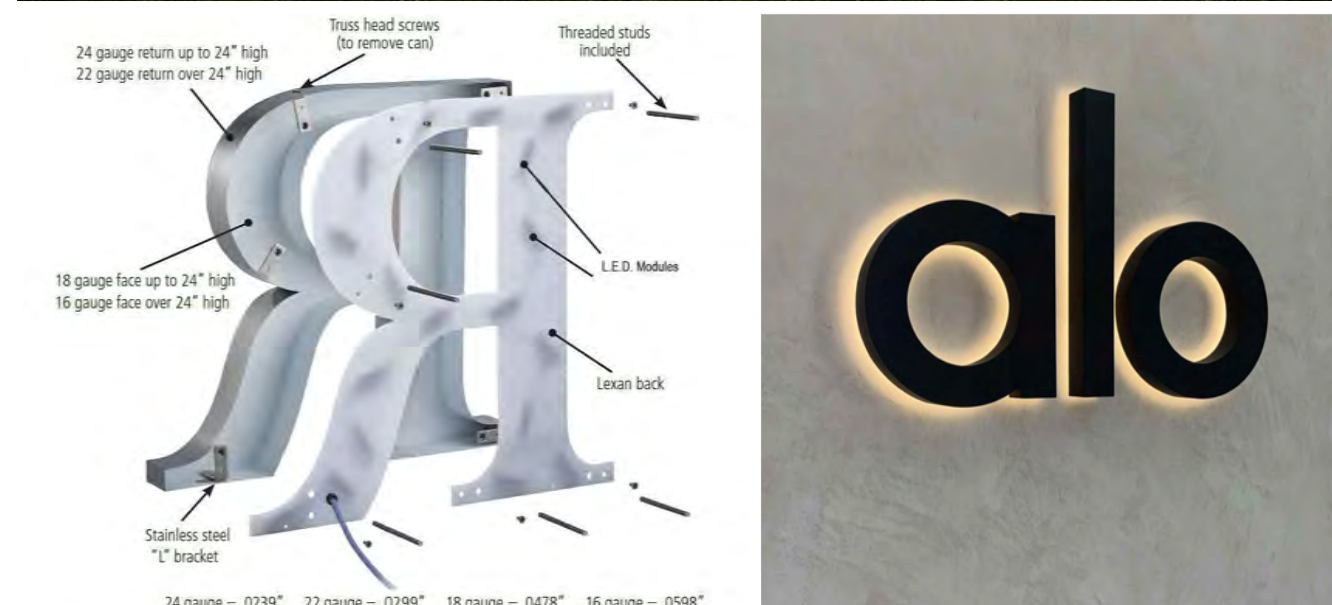
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SITE LEGEND	
	PROPOSED COASTAL LIVE OAK
	EXISTING TREES
	LOW MAINTENANCE NATIVE SHRUBS & ACCENTING PERENNIALS
	NATIVE HYDROSEED MIX
	MULCH AREA
	SPLIT RAIL FENCE (3 RAIL)
	EXISTING HIGHWAY BARRIER
	PROPERTY LINE
	SCOPE OF WORK AREA

SIGNAGE WALL CHANNEL LETTERING  
"HALO EFFECT"



LED MODULES TO BE BELOW 3,000 KELVIN

REVISIONS	BY

**CONTACTS**  
**OWNER:** JERRY THURSTON  
 18th Street  
 18 Villanova Corporate Dr  
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**PLANNER:** STEVE HELTON  
 shelton@earthform.com  
 92058-9662, 92058-9666  
**EARTHFORM DESIGN**  
 LANDSCAPE ARCHITECTURE - LAND PLANNING - URBAN DESIGN  
 TEL: (905) 983-5006 FAX: (905) 983-8335

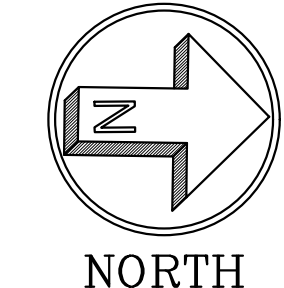
**ENTRY SIGNAGE LAYOUT PLAN**

VPS ENTRY SIGNAGE  
 1000 EAST VILLANOVA ROAD  
 OJAI, CA 93023

Date: 3/19/26  
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 Print Date: 3/19/26  
 Sheet: 1 of 1

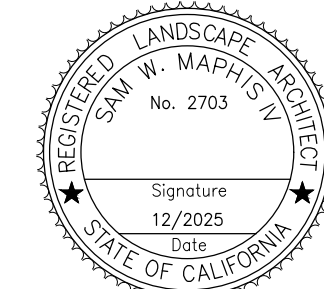
**ENTRY SIGNAGE LAYOUT PLAN**

The landscape architect and his consultants do not warrant or guarantee the accuracy and completeness of the work product herein beyond a reasonable diligence. If any mistakes, omissions, or discrepancies are found to exist within the work product, the landscape architect shall be promptly notified so that he may have the opportunity to take whatever steps necessary to resolve them. Failure to promptly notify the landscape architect of such conditions shall absolve the landscape architect from any responsibility for the consequences of such discrepancies. Actions without the knowledge and consent of the landscape architect or in contradiction to the landscape architect's work product or recommendations shall become the responsibility not of the landscape architect but of the parties responsible taken such action. This plan and design are the exclusive property of Earthform Design and cannot be used or reproduced without the landscape architect's written consent.



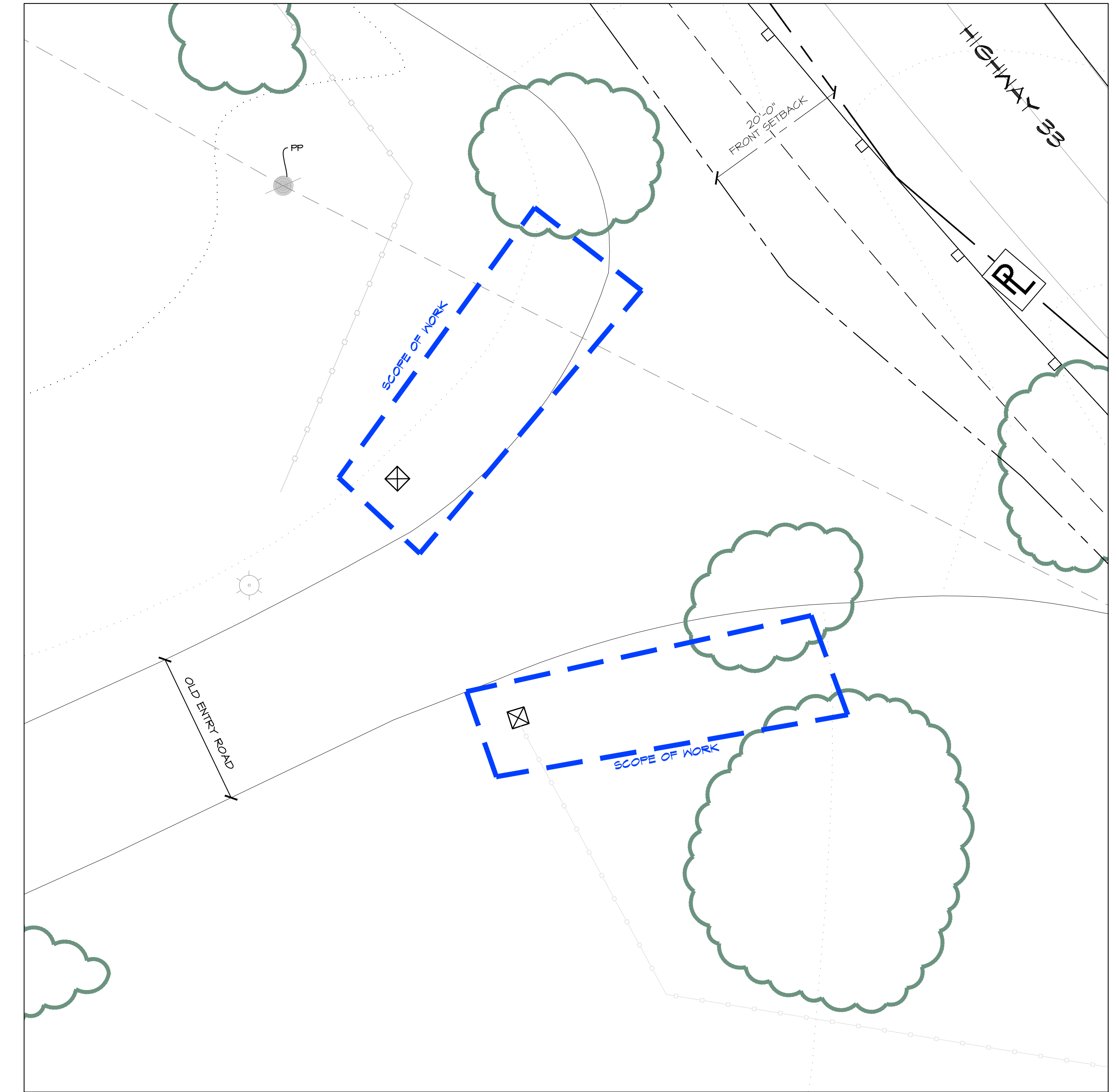
SCALE: 1"=20'-0"

**SUBMITTAL SET - NOT FOR CONSTRUCTION**





SIGNAGE ENTRY ENLARGEMENT PLAN



OLD ENTRY SIGNAGE ENLARGEMENT PLAN

SITE LEGEND	
	PROPOSED COASTAL LIVE OAK
	EXISTING TREES
	LOW MAINTENANCE NATIVE SHRUBS & ACCENTING PERENNIALS
	NATIVE HYDROSEED MIX
	MULCH AREA
	SPLIT RAIL FENCE (3 RAIL)
	EXISTING HIGHWAY BARRIER
	PROPERTY LINE
	SCOPE OF WORK AREA

REVISIONS	BY

CONTACTS

OWNER  
JERRY THURSTON  
18th Street  
18 Villanova Corporate Dr  
92023-6461-1464

PLANNER  
STEVE HELLON  
shellon@earthform.com  
951-966-2756

**EARTHFORM**  
DESIGN

LANDSCAPE ARCHITECTURE - LAND PLANNING - URBAN DESIGN

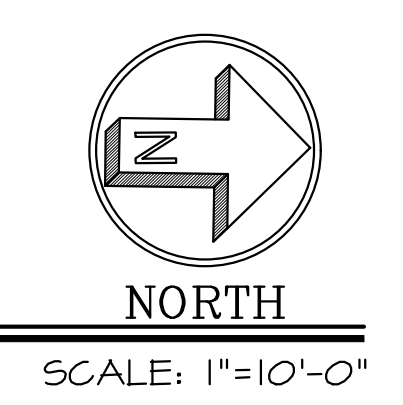
TEL: (905) 983-5006 FAX: (905) 983-8335

**ENTRY SIGNAGE ENLARGEMENT PLANS**

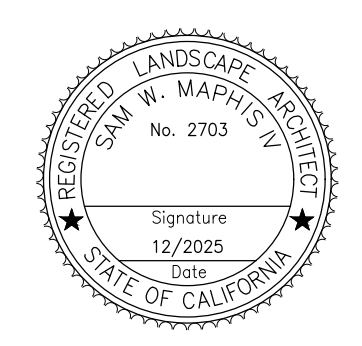
VPS ENTRY SIGNAGE  
1000 EAST VILLANOVA ROAD  
OJAI, CA 93023

**ENTRY SIGNAGE ENLARGEMENT PLANS**

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**SUBMITTAL SET - NOT FOR CONSTRUCTION**



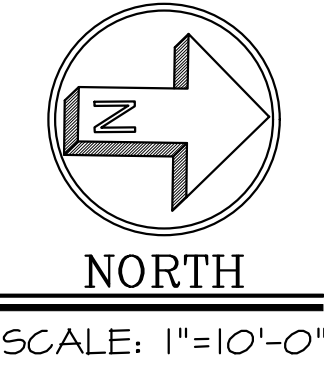
Date	3/19/26
Scale	1" = 10'-0"
Drawn	EFD
Job	VPS SIGNAGE ENTRY
Print Date	3/19/26
Sheet	1 of 1



VILLANOVA ENTRY SIGNAGE   PLANT LIST					
CODE	NATIVE	SIZE	WUCOLS	BOTANICAL NAME	COMMON NAME
<b>TREES</b>					
QUEAGR	N	48" BOX	VL	QUERCUS AGRIFOLIA	COASTAL LIVE OAK
QUEAGR	N	24" BOX	VL	QUERCUS AGRIFOLIA	COASTAL LIVE OAK
<b>SIGNAGE ENTRY PLANTING</b>					
ACA VIL		15 G	L	AGAVE VILMORINIANA	OCTOPUS AGAVE
CEA YAN	N	5 G	L	CEANOTHUS G. 'YANKEE POINT'	'YANKEE POINT' CEANOTHUS
LAN ALB		1 G	L	LANTANA M. 'ALBA'	WHITE TRAILING LANTANA
NEP WAL		1 G	L	NEPETA 'WALKER'S LOW'	'WALKER'S LOW' CAT MINT
RHA EVE	N	15 G	L	RHAMNUS C. 'EVE CASE'	EVE CASE COMPACT COFFEEBERRY
SAL MYS	N	5 G	L	SALVIA 'MYSTIC SPIRES BLUE'	MYSTIC SPIRES BLUE SAGE
WES LOW		1 G	L	WESTRINGIA 'LOW HORIZON'	LOW HORIZON COAST ROSEMARY
<b>SEED MIXES (Such as:)</b>					
MIX	N	SNS SEEDS		OJAI LOWER GROWING NATIVE SEED MIX	Acrispon glaber, Agrostis pallens, Camissonopsis bistorta, Chenopodium californicum, Diplacus aurantiacus, Elymus glaucus, Eriophyllum confertiflorum, Eschscholzia californica, Festuca microstachys, Galium angustifolium, Lupinus bicolor, Lupinus nanus, Melica imperfecta, Stipa cernua, Stipa pulchra, Trifolium willdenowii

**ENTRY SIGNAGE PLANTING PLAN**

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**SUBMITTAL SET - NOT FOR CONSTRUCTION**

REVISIONS	BY
CONTACTS	
OWNER:	JERRY THURSTON 18th Street Villanova Corp #79 805.646.1464
PLANNER:	STEVE HELTON shelton@earthform.com 805.966.2756
<b>ENTRY SIGNAGE PLANTING PLAN</b>	
<b>VPS ENTRY SIGNAGE</b> 1000 EAST VILLANOVA ROAD OJAI, CA 93023	
Date	3/19/26
Scale	1" = 10'-0"
Drawn	EFD
Job	VPS SIGNAGE ENTRY
Print Date	3/19/26
Sheet	L-2





May 7, 2026

Kaitlyn Earnest  
1625 State Street, Suite 1,  
Santa Barbara, CA 93101

Subject: Determination of Application Completeness  
Villanova Preparatory School Sign Variance  
Case No. PL26-0010  
12096 North Ventura Ave, Ojai, CA 93023  
Assessor's Parcel Number 033-0-070-125

Dear Kaitlyn Earnest:

Ventura County agencies reviewed your application as submitted on February 9, 2026, along with the additional application materials submitted on April 10, 2026. The materials submitted to date are found to comprise a complete application as of May 7, 2026.

**Draft Project Description**

Below is the draft project description that staff has generated from the information provided in the application package. Please review this draft project description and verify with staff that it is correct:

The applicant requests a variance to authorize deviation from Ventura County Non-Coastal Zoning Ordinance Section 8110-8.1 (Nonconforming Signs, Continuance) and Section 8110-5.1 (Sign Standards). The variance would waive the restriction limiting a total of one sign on the property and signage area set at a maximum of 25 square feet. The variance will allow for one (1) sign to remain on the property, one (1) new sign that includes a total sign area of approximately 100 sq. ft. and ranges from 3.5 ft minimum to 5 ft maximum height.

Although your application is complete for the purposes of filing and no additional information is required at this time, the County may request you to "clarify, amplify, correct or otherwise supplement the information required for the application" (Government Code, Section 65944). Failure to provide the additional information in a timely manner could delay the processing of your application and/or result in a recommendation for denial without prejudice by the Resource Management Agency, Planning Division.

## Environmental Determination

Pursuant to Sections, 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), the request is categorically exempt from environmental review. The environmental document determination for this project, is appealable to the Planning Commission by submitting an appeal form, appeal reimbursement agreement form, and a \$1,000 deposit to the Planning Division by May 18, 2026 (i.e., within 10 calendar days from the date of this letter).

The hearing for the project has not yet been scheduled. The case planner will notify you of the tentative hearing date once the hearing documents have been prepared. In both cases: You will receive a mailed notice of the public hearing.

If you have any questions about this letter, please contact me at 805-654-3635 or [Noe.Torres@venturacounty.gov](mailto:Noe.Torres@venturacounty.gov).

Sincerely,

*Noe Torres*

---

Noe Torres, Case Planner  
Residential Permits Section  
Ventura County Planning Division

c: Gerard M. Thurston, 12096 North Ventura Ave, Ojai, CA 93023  
Case File