



CITY of CALABASAS

Community Development Department  
Planning Division  
100 Civic Center Way  
Calabasas, CA 91302  
T: 818.224.1600

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

November 18, 2020

C-Oliveira Design  
Attn: Michelle Sima  
3415 S. Sepulveda Blvd Suite 1100  
Los Angeles, CA 90034

**Subject: Notice of Decision for File No. APR-2020-015**

Dear Ms. Sima,

At a public hearing on November 18, 2020, the Community Development Director considered testimony given, reviewed the staff report and other documents and materials in the project file, and, based upon the findings presented in the staff report, **APPROVED** your application for the following:

**FILE NO. APR-2020-015.** Request for an Administrative Plan Review Permit for the construction of additions at the front & rear of the residence totaling 846 square feet, interior and exterior remodel, new patio cover & balcony, and reroofing the roofline of the existing two-story single-family residence located at 25510 Prado de Azul (APN: 2069-100-034) within the Residential Single-Family (RS) zoning district.

Your application, described above, is subject to all conditions of approval listed in the attached Exhibit A. Any decision of the Community Development Director may be appealed to the Planning Commission. Appeals must be submitted in writing to the City Clerk (per Chapter 17.74 of the Calabasas Municipal Code) within ten (10) days of the Community Development Director action.

Should you have any questions concerning this application, please contact me at (818) 224-1705 or [jrackerby@cityofcalabasas.com](mailto:jrackerby@cityofcalabasas.com).

Sincerely,

Jaclyn Rackerby  
Assistant Planner

Attachment: Decision Letter and Report



CITY of CALABASAS

## COMMUNITY DEVELOPMENT DIRECTOR DECISION LETTER AND REPORT

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**FILE NO.:** APR-2020-015  
**PROPOSAL:** Request for an Administrative Plan Review Permit for the construction of additions at the front & rear of the residence totaling 846 square feet, interior and exterior remodel, new patio cover & balcony, and reroofing the roofline of the existing two-story single-family residence located at 25510 Prado de Azul (APN: 2069-100-034) within the Residential Single-Family (RS) zoning district.  
**APPLICANT:** Michelle Sima

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### **BACKGROUND:**

On October 5, 2020, the applicant submitted an application for an Administrative Plan Review, requesting to construct additions to the first and second floor of the residence totaling 846 square feet, as well as remodeling the interior and exterior of the house, constructing a new patio cover and balcony, and reroofing the roofline of the existing residence. The subject property is located at 25510 Prado de Azul, within the existing developed community known as "The Oaks." In accordance with Section 17.62.090 of the Calabasas Municipal Code (CMC), an Administrative Plan Review is required for additions of over four hundred (400) square feet, and up to a maximum of one thousand two hundred (1200) square feet, to existing legally permitted single-family structures in the RS zone.

The proposed project was reviewed by the Development Review Committee (DRC) on October 20, 2020 and comments were forwarded to the applicant after the review. The applicant resubmitted plans on October 28, 2020, having addressed all DRC comments. The application was deemed complete on November 2, 2020.

### **STAFF ANALYSIS:**

1. Site Design/Building Layout: The existing 6,745 square-foot single-family home is located on a 28,533 square-foot interior lot within The Oaks HOA, in the Residential, Single-Family (RS) zoning district. To the north, east, and west of the property are

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Reviewed By:

Jaelyn Rackerby, Assistant Planner

November 18, 2020

Date

existing single-family homes, and to the south is HOA-maintained hillside. The house was built in 2006, and the subject site is also improved with a pool, spa, and hardscape. The existing home has a front setback of 32'0", side setbacks of 10'0" and 14'9", and a rear setback of 149'6". The existing house has a height of 31.4', building footprint of 5,582 square feet, and meets all development code requirements for setbacks, height limits, and site coverage.

The proposed changes to the front and rear elevations include additions to the first and second floor at the front of the house, and additions to the first floor at the rear of the house, totaling 846 square feet. The scope of work also includes a new balcony on the second floor, a covered patio on the first floor beneath the balcony, interior and exterior remodel, and reroofing the existing roofline. The proposed changes will increase the site coverage to 6,060 square feet (21.2%), create a new rear setback of 134'4", a decrease in height for a new maximum height of 26.82', and no changes to the existing front or side setbacks.

2. Architecture: The proposed project will update the façade of the residence to reflect a more modern architectural style, while incorporating elements such as the Spanish tile roof that reflect the Mediterranean style of many homes in the neighborhood. The proposed renovations to the exterior include a smooth white stucco finish, gray Spanish tile roof, new windows, and the proposed first and second floor additions at the front elevation help to improve symmetry and modernize the façade while creating a Mediterranean-style home that is compatible with the surrounding residences and the existing neighborhood.

### **REQUIRED FINDINGS:**

The project meets the findings required for approval of an Administrative Plan Review, as discussed in Section 17.62.090 of the Land Use and Development Code and described below:

1. *The proposed project complies with all applicable provisions of this development code;*

The applicant is proposing to construct first and second-floor additions at the front and rear of the residence totaling 846 square feet, covered patio, new balcony, and interior/exterior remodel of an existing single-family residence in the RS zoning district. The proposed project will maintain the existing front setback of 32'0" and side setbacks of 10'0" and 14'9", which meets the minimum required setbacks for the RS zoning district. The height of the existing residence is 31.4', and the proposed renovations include alterations to the roof pitch for an overall decrease in height to 26.82' maximum, below the development code's maximum of 35'. The proposed pervious surface percentage is 56.3%; since The Oaks HOA has a credit of 72.8% towards pervious surfaces, this meets the code limit

of 65%. Furthermore, the proposed site coverage is 21.2%, below the code limit of 35%. Therefore, the proposed project meets this finding.

- 2. The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;*

The General Plan land use designation for this property is Residential Single-Family, which allows for single-family residences. The proposed project will not change the existing single-family use of the property. Additionally, the proposed addition will give the house a more modern look, consistent with the recently remodeled homes in the area. Therefore, the proposed project meets this finding.

- 3. The approval of the administrative plan review is in compliance with the California Environmental Quality Act (CEQA);*

The project is exempt from environmental review in accordance with Section 21084 of the California Environmental Quality Act (CEQA) and Section 15301 (Existing Facilities) of the CEQA Guidelines. Therefore, the proposed project meets this finding.

- 4. The proposed structures, signs, site development, grading and/or landscaping are compatible in design, appearance and scale, with existing uses, development, signs, structures and landscaping for the surrounding area;*

The subject site is located within an existing residential neighborhood made up of one and two-story single-family residences, with homes in the vicinity ranging in size from 5,800 to 7,400 square feet. The proposed addition will result in a total square footage of 7,591, just outside of the existing range, but in keeping with the larger, two-story homes in the neighborhood. The proposed project will change the architectural style of the existing house in favor of a more modern Mediterranean look, which is consistent with many of the other Mediterranean-style homes in the neighborhood. Additionally, the proposed project will maintain the existing front and side setbacks, and the additions at the front of the house will improve symmetry on the east and west sides of the residence on either side of the front entryway, which will help break up the massing and keep the scale of the home compatible with neighboring residences. Given these circumstances, the proposed project meets this finding.

- 5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and*

The City's Land Use and Development Code contains development standards for setbacks, height limits, and site coverage for the RS zone to ensure that development is adequately proportional to the size of the property. Compliance with these standards is required for project approval. The proposed addition will add 846 square feet to the livable floor area of the house, and the proposed

21.2% site coverage is below the allowed maximum of 35%. Additionally, the proposed project involves remodeling the existing roof pitch, which will result in a height decrease for a new maximum height of 26.82'. Furthermore, the proposed project meets all other development standards. As a result, the proposed project meets this finding.

6. *The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.*

The existing house is located in a developed residential community. The project does not involve any change to the existing front yard trees and landscaping, which will help to screen the residence from the street and integrate it with the natural environment. The proposed project incorporates a smooth white stucco façade and a gray Spanish tile roof, and will continue to integrate well with other homes in the community. Because the subject site is not located within the Scenic Corridor, the proposed addition will not impact any view shed. Given these circumstances, the proposed project meets this finding.

### **ENVIRONMENTAL REVIEW:**

The project is exempt from environmental review in accordance with Section 21084 of the California Environmental Quality Act (CEQA) and Section 15301 (Existing Facilities) of the CEQA Guidelines.

### **CONDITIONS OF APPROVAL:**

See the attached conditions in Exhibit A.

I have read and agree to the indemnification agreement and attached conditions of approval listed in Exhibit A.

*Michelle Sima*

Applicant

12/2/20

Date

### **PUBLIC HEARING LEGAL REQUIREMENTS:**

1. The public hearing was noticed on November 4, 2020, and included the notice requirement set forth in Section 65009(b)(2) of the California Government Code;

2. The hearing notice was posted at Juan de Anza Bautista Park, the Calabasas Tennis and Swim Center, Gelson's market, the Agoura Hills/Calabasas Community Center, and at Calabasas City Hall;
3. The hearing notice was published in The Acorn newspaper prior to the hearing;
4. The hearing notice was mailed or delivered at least ten (10) days prior to the hearing to property owners within 500 feet of the property as shown on the latest equalized assessment roll and to the project applicant.

**DECISION:**

The Director considered all of the evidence submitted into the administrative record including, but not limited to:

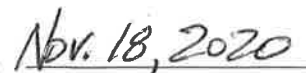
1. Staff's presentation at the public hearing;
2. All applicable codes and regulations including the City of Calabasas Land Use and Development Code and the City's General Plan;
3. Public comments, both written and oral, received and/or submitted at or prior to the public hearing, supporting and/or opposing the applicant's request;
4. Testimony and/or comments from the applicant and its representatives submitted to the City in both written and oral form at or prior to the public hearing; and
5. All related documents, including any necessary environmental documents in order to comply with the California Environmental Quality Act (CEQA), received and/or submitted at or prior to the public hearing.

After considering all of the evidence submitted into the administrative record listed above and in Exhibit B, I hereby make the following decision:

Approved                       Denied



Tom Bartlett, AICP, City Planner



Date

**ATTACHMENTS:**

Exhibit A:     Conditions of Approval

Exhibit B: Hearing Record

Exhibit C: Site Plans and Elevations

## TECHNICAL APPENDIX

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<b>Development Standards:</b>				<b>Code Limit</b>
Lot Size:	28,533	Sq. Ft.		5,000 Sq. Ft. Min
Floor Area:				
Existing:	6,745	Sq. Ft.		
Proposed:	846	Sq. Ft.		
Total:	7,591	Sq. Ft.		
Setbacks (proposed):				
Front:	32' 0"			20 Ft. Min
Side (east):	10' 0"			10 Ft. Min
Side (west):	14'9"			
Rear (patio cover):	134'4"			10 Ft. Min
Height:	26.8'			35 Ft. Max
Site Coverage:				
Existing:	5,582	Sq. Ft.	19.6 %	35% Max
Proposed:	6,060	Sq. Ft.	21.2 %	35% Max

### Parking Calculations

# of Spaces Provided: 4  
 # of Spaces Required: 2

### Surrounding Properties:

	Existing Land Use	Zoning	General Plan Designation
Site	Residential	Residential, Single-Family	Single-Family Residential
West	Residential	Residential, Single-Family	Single-Family Residential
East	Residential	Residential, Single-Family	Single-Family Residential
North	Residential	Residential, Single-Family	Single-Family Residential
South	HOA Maintained Slope	Residential, Single-Family	Single-Family Residential





CITY of CALABASAS

**COMMUNITY DEVELOPMENT DIRECTOR  
DECISION LETTER AND REPORT**

**EXHIBIT A: CONDITIONS OF APPROVAL**

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**APPLICANT:** Michelle Sima

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*(Standard Conditions for all Projects)*

1. The City, its employees, agents and officials shall, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant and/or property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this permit, or the activities conducted pursuant to this permit. Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
2. In accordance with Section 17.60.080, this approval also constitutes approval of a zoning clearance for the project as described above. Therefore no additional zoning clearance is required.
3. The proposed project shall be built in compliance with the approved plans on file with the Planning Division and dated November 18, 2020.

4. All project conditions shall be imprinted on the title sheet of the construction drawings. The approved set of plans shall be retained on-site for the review of Building Inspectors. Prior to any use of the project site, all conditions of approval shall be completed to the satisfaction of the Community Development Director.
5. The project approved herein is depicted on those sets of drawings, elevations, etc., stamped approved by staff on the approval date. Any modifications to these plans must be approved by the Community Development Director prior to the changes on the working drawings or in the field.

Prior to issuance of grading or building permits, plans shall be reviewed and approved by the Planning Division to ensure compliance with the approved plans. The plans shall comply with the conditions contained herein, the Calabasas Municipal Code, and all City Resolutions and Ordinances.

6. The subject property shall be developed, maintained, and operated in full compliance with the conditions of this grant and any law, statute, ordinance or other regulation applicable to any development or activity on the subject property. Failure of the applicant or its successors to cease any development or activity not in full compliance shall be a violation of these conditions. Any violation of the conditions of approval may result in the revocation of this approval.
7. This approval shall be valid for one year and eleven days from the date of adoption of the resolution. The permit may be extended in accordance with Section 17.64.050 of the Land Use and Development Code.
8. All landscaping is to be installed within 90 days of occupancy by the applicant to the satisfaction of the Community Development Director. All landscaping will be consistent with the adopted City ordinance for landscape and water efficiency.
9. All ground and roof-mounted equipment is required to be fully screened from view. Upon final inspection, Planning Division staff may require additional screening, if warranted, through landscaping, walls, or a combination thereof.
10. All exterior lights are subject to the provisions set forth in the Lighting Ordinance Chapter 17.27 of the Land Use and Development Code. Lighting of 60 watts or less on residential projects is exempt by the Lighting Ordinance.
11. All exterior colors and materials used for the construction of the project shall be in substantial conformance with the approved materials and colors exhibit.
12. The applicant must complete and submit the "Development Construction Storm Water Requirements Review Checklist" and associated Storm Water Pollution Prevention Plan (SWPPP)/Wet Weather Erosion Control Plan (WWCEP) documents for approval prior to issuance of grading or building permits.

13. Prior to commencement of construction, all necessary building permits must be obtained from the Building and Safety Division.
14. The project must comply with the building codes of Title 15.04 of the City of Calabasas Municipal Code at the time of building plan check submittal.
15. The project is located within a designated "Very High Fire Hazard Severity Zone". The requirements of Chapter 15.04.900 of the Calabasas Municipal Code must be incorporated into all plans.
16. The applicant shall provide the construction contractor(s) and each subcontractor related to the project a copy of the final project Conditions of Approval. The applicant and the City agree that these conditions shall be enforceable through all legal and equitable remedies, including the imposition of fines against each and every person who conducts any activity on behalf of the applicant on or near the project site. The applicant, property owner, and general construction contractor are ultimately responsible for all actions or omissions of a subcontractor.
17. The applicant and contractors shall implement all reasonable efforts to reuse and recycle construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment, and systems. The applicant shall provide proof of recycling quantities to get final clearance of occupancy.
18. Per the Calabasas Municipal Code Chapter 8.16, "no person shall collect and/or dispose of municipal solid waste or recyclable materials in the city without having first been issued a solid waste collection permit. Such permit shall be in addition to any business license or permit otherwise required by the City of Calabasas." Please contact the Public Works Department for a list of permitted haulers. An Encroachment Permit is required prior to placing a refuse bin/container on the street.
19. Construction Activities - Hours of construction activity shall be limited to:
  - i. 7:00 a.m. to 6:00 p.m., Monday through Friday
  - ii. 8:00 a.m. to 5:00 p.m., Saturday

Stacking of construction worker vehicles, prior to 7:00 a.m. in the morning will be restricted to areas that do not adversely affect adjacent residences or schools. The applicant or its successors shall notify the Public Works Director of the construction employee parking locations, prior to commencement of construction.

*(Public Works conditions)*

20. During the term of the City permit, the contractor, their employees, and subcontractors shall implement appropriate Best Management Practices (BMPs) to prevent pollution to local storm drains and waterways. Sediments, construction debris, paint, trash, concrete truck wash water and other chemical waste from construction sites left on the ground and streets unprotected, or washed into storm drains, causes pollution in local waterways via the storm drain system is against City ordinances and State laws. The BMPs implemented shall be consistent with City of Calabasas Municipal Code Chapters 8.28. Failure to implement appropriate BMPs shall result in project delays through City issued "Stop Work Notices" and/or fines levied against the owner/developer/contractor.
21. The applicant and contractors shall implement all reasonable efforts to reuse and recycle 75% of construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment, and systems.
22. Per the Calabasas Municipal Code Chapter 8.16, "no person shall collect and/or dispose of municipal solid waste or recyclable materials in the city without having first been issued a solid waste collection permit. Such permit shall be in addition to any business license or permit otherwise required by the City of Calabasas." The following companies and the only trash haulers authorized to operate in the City of Calabasas: American Reclamation (1-888-999-9330), Consolidated Disposal Service (1-800-299-4898), Recology (1-800-633-9933), Universal Waste Systems (1-800-631-7016), Waste Management/G.I. Industries (1-800-675-1171). An Encroachment Permit from the City Public Works Department is required prior to placing a refuse bin/container on any public street.



CITY of CALABASAS

**COMMUNITY DEVELOPMENT DIRECTOR  
DECISION LETTER AND REPORT**

**EXHIBIT B: PUBLIC HEARING RECORD**

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**FILE NO.:** APR-2020-015  
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**APPLICANT:** Michelle Sima

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1. On Wednesday, November 18, 2020, at 2:00 P.M., City Planner Tom Bartlett held the duly noticed public meeting via Zoom;
2. Assistant Planner Jaclyn Rackerby presented the staff report for the project, which included the staff recommendation to Approve the project. Following the staff report the designee of the Director, City Planner Tom Bartlett, opened the public hearing;
3. The applicant spoke in favor of the project.
4. With there being no other persons to present testimony regarding the application, the public hearing was closed.
5. The City Planner announced the decision as Approved.