



CITY of CALABASAS

Community Development Department
Planning Division
100 Civic Center Way
Calabasas, CA 91302-3172
T: 818.224.1600
F: 818.225.7324

www.cityofcalabasas.com

April 19, 2023

James Mee
4041 Schuylkill Drive
Calabasas, CA 91302

Subject: Notice of Application Incompleteness for Project No. ZCL-2023-083

Dear Applicant,

State Planning and Zoning Law requires that a determination as to whether an application is complete or not must be made within 30 days of submittal/resubmittal. The Community Development Department has reviewed your application, referenced above, for completeness and accuracy of filing in accordance with state law. As a result of the review, your application has been found to be **incomplete** for the reasons listed in the attached Planning Application Review report.

Further processing of your project cannot begin until all listed incompleteness items are addressed. Additional incompleteness items may also be forthcoming upon receipt of new information or modified plans.

Should you have any questions concerning the processing or status of your application, please contact me at (818) 224-1712 or cgroves@cityofcalabasas.com.

Sincerely,

Carolyn Groves
Associate Planner

Attachments:

Planning Application Review



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Planning Application Review

File No: ZCL-2023-083
Applicant: James Mee
Description: Request for Zoning Clearance for construction of a 297 sq ft addition to an existing single family residence located at 4041 Schuykill Dr in the Residential Single Family (RS) zoning district.

Revision No.: 0

Date: April 19, 2023

Project Planner: Carolyn Groves, Associate Planner

Department Contacts: (Phone number is (818) 224-1600 unless otherwise noted)

Building and Safety: Ruben Flores, Senior Building Inspector
Public Works: Tatiana Holden, Deputy Public Works Director
Traffic & Transportation: Tom Mericle, Traffic Engineer
Environmental Services: Alex Farassati, Environmental Services Manager
LA County Fire Department: Rudy Marin, (818) 880-0341
LA County Sheriff's Department: Shawn Brownell, (818) 878-1808
Las Virgenes Municipal Water District: John Zhao, (818) 251-2100

Completeness Determination: Staff has made the following determination.

- Project is incomplete for processing (see comments below).
- Project is complete for processing and your case planner will advise you of applicable timelines for environmental review, public hearings, and/or staff decisions.

Preliminary Environmental Determination: Staff has made the following determination.

This project has been determined to be statutorily exempt from environmental review in accordance with Section 15301 of the California Environmental Quality Act (CEQA), and a Notice of Exemption will be prepared accordingly.

This project has been determined to be categorically exempt from environmental review in accordance with Section 15301 (existing facilities) of the California Environmental Quality Act (CEQA).

Pursuant to the California Environmental Quality Act (CEQA), this project requires a Negative Declaration to be prepared.

Pursuant to the California Environmental Quality Act (CEQA), this project requires a Mitigated Negative Declaration to be prepared.

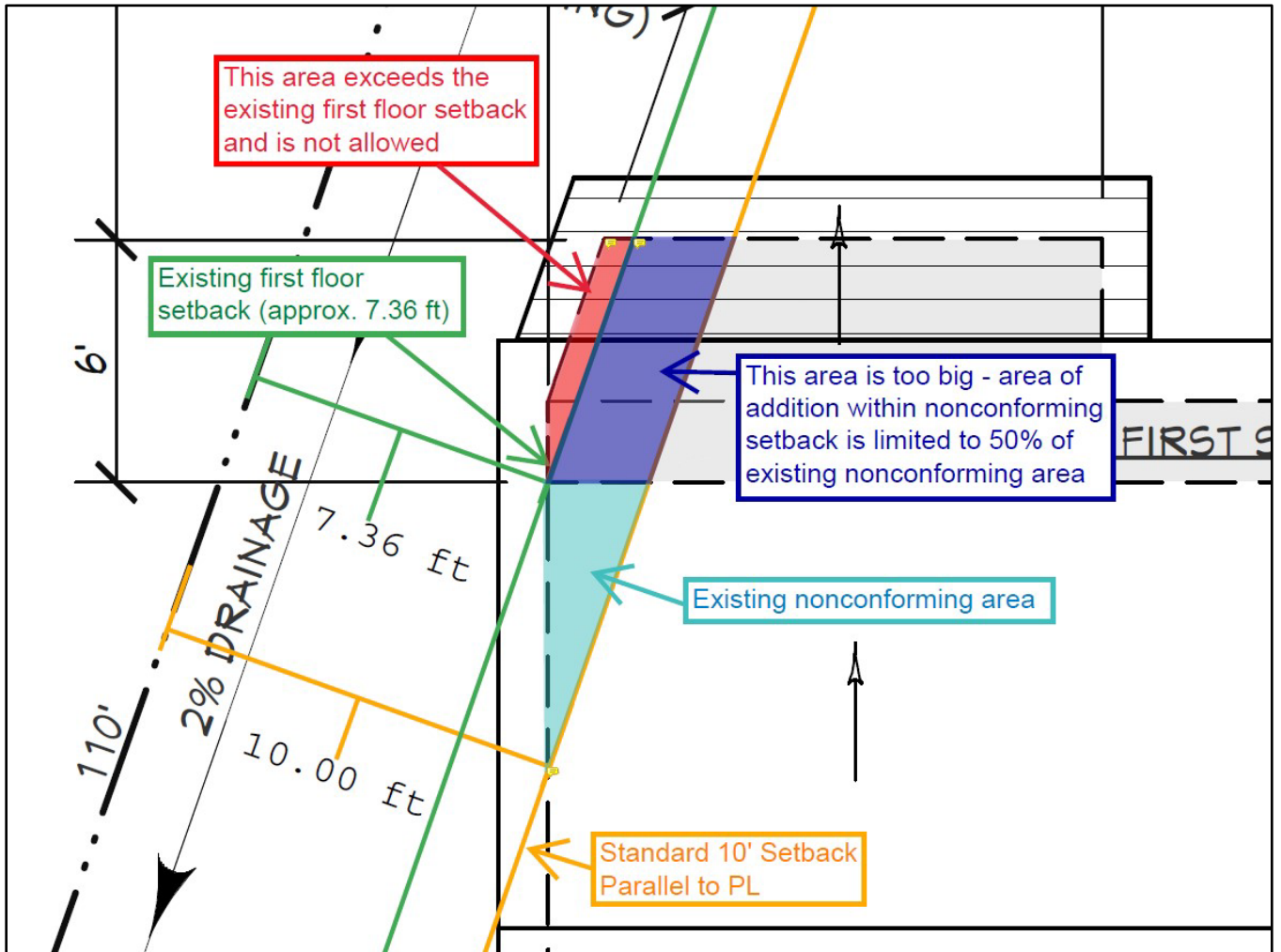
Pursuant to the California Environmental Quality Act (CEQA), this project requires an Environmental Impact Report to be prepared.

There is not sufficient information to make a determination at this time, and an Initial Study will be prepared, or this determination cannot be made until a more complete application is submitted.

Planning Division

1. On Sheet A-1, provide a scope of work that details all proposed activities and structures.
2. On Sheet A-4, shade or otherwise demarcate the proposed addition areas on the proposed first floor plan.
3. Clarify if the proposed additions are located in areas that are currently paved. If not, provide a site coverage calculation that details the proposed change in impervious surface square footage.
4. A small portion of the existing residence is located within the standard 10' side setback, thus the structure is considered legal nonconforming with regard to that setback.
 - a. Pursuant to Calabasas Municipal Code [Section 17.72.020](#), an addition to a nonconforming structure shall not increase the discrepancy between the existing conditions and the current development standards. Thus, any proposed addition may follow the same line as the existing nonconforming first floor side setback, but may not exceed that line (which would increase the discrepancy).
 - b. The Code Section cited above also specifies that an addition that continues a nonconforming setback shall not exceed fifty (50) percent of the area of the existing portion of the structure that encroaches into the required setback. Thus, any proposed addition within the nonconforming setback is limited to 50% of the

existing nonconforming area. Please see the below graphic for further clarification.





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May 18, 2023

James Mee
4041 Schuylkill Drive
Calabasas, CA 91302

Subject: Notice of Application Incompleteness for File No. ZCL-2023-083

Dear Mr. Mee,

State Planning and Zoning Law requires that a determination as to whether an application is complete or not must be made within 30 days of submittal/resubmittal. The Community Development Department has reviewed your application, referenced above, for completeness and accuracy of filing in accordance with state law. As a result of the review, your application has been found to be **incomplete** for the reasons listed in the attached Planning Application Review report.

Further processing of your project cannot begin until all listed incompleteness items are addressed. Additional incompleteness items may also be forthcoming upon receipt of new information or modified plans.

Should you have any questions concerning the processing or status of your application, please contact me at (818) 224-1709 or ageorgeff@cityofcalabasas.com.

Sincerely,

Angela Georgeff
Associate Planner

Attachments:

- A. Planning Application Review
- B. Development Supplemental Application
- C. Variance Findings (Sec. 17.62.080 of the CMC)
- D. Variance Estimate
- E. Variance Findings Worksheet



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Planning Application Review

File No: ZCL-2023-083
Applicant: James Mee
Description: Request for a Zoning Clearance for the construction of a 297 sq. ft. addition to an existing single-family residence located at 4041 Schuylkill Drive in the Residential Single Family (RS) zoning district.

Revision No.: 1

Date: May 18, 2023

Project Planner: Angela Georgeff, Associate Planner

Department Contacts: (Phone number is (818) 224-1600 unless otherwise noted)

Building and Safety: Sparky Cohen, Building Official
Public Works: Tatiana Holden, Deputy Public Works Director
Traffic & Transportation: Tom Mericle, Traffic Engineering Services
Environmental Services: Alex Farassati, Environmental Services Manager
LA County Fire Department: Chris Kennelly, (323) 890-4243
LA County Sheriff's Department: Brian Knott, (818) 878-5559
Las Virgenes Municipal Water District: Joe McDermott, (818) 251-2100

Completeness Determination: Staff has made the following determination.

Project is incomplete for processing (see comments below).

Project is complete for processing and your case planner will advise you of applicable timelines for environmental review, public hearings, and/or staff decisions.

Preliminary Environmental Determination: Staff has made the following determination.

_____ This project has been determined to be statutorily exempt from environmental review in accordance with Section 15301 of the California Environmental Quality Act (CEQA), and a Notice of Exemption will be prepared accordingly.

_____ **X** This project has been determined to be categorically exempt from environmental review in accordance with Section 15301 (existing facilities) of the California Environmental Quality Act (CEQA), and a Notice of Exemption will be prepared accordingly.

_____ Pursuant to the California Environmental Quality Act (CEQA), this project requires a Negative Declaration to be prepared.

_____ Pursuant to the California Environmental Quality Act (CEQA), this project requires a Mitigated Negative Declaration to be prepared.

_____ Pursuant to the California Environmental Quality Act (CEQA), this project requires an Environmental Impact Report to be prepared.

_____ There is not sufficient information to make a determination at this time, and an Initial Study will be prepared, or this determination cannot be made until a more complete application is submitted.

Planning Division:

1. As previously discussed, the addition as proposed requires approval of a Variance. To begin this process, please apply by uploading an application and a copy of the variance findings through the [online portal](#), or you can submit your documents via email to myself at ageorgeff@cityofcalabasas.com. Once we have received the documents staff will invoice the fee which is non-refundable and begin the process of review and scheduling a public hearing with the Planning Commission.

OR: If you wish to move forward with a Zoning Clearance without requiring a Variance, the proposed addition will need to be revised to comply with Calabasas Municipal Code requirements. Below are the comments as they pertain to the application as submitted.

2. A small portion of the existing residence is located within the standard 10' side setback, thus the structure is considered legal nonconforming with regard to that setback.
 - a) Pursuant to Calabasas Municipal Code Section 17.72.020, an addition to a nonconforming structure shall not increase the discrepancy between the existing conditions and the current development standards. Thus, any proposed addition may follow the same line as the existing nonconforming first floor side setback, but may not exceed that line (which would increase the discrepancy).
 - b) Furthermore, the Section 17.20.020 also specifies that an addition that continues a nonconforming setback shall not exceed fifty (50) percent of the area of the existing portion of the structure that encroaches into the required setback. Thus, any proposed addition within the nonconforming setback is limited to 50% of the existing nonconforming area.

- c) To further clarify, the first and second floor are looked at separately for purposes of the allowed encroachment into a setback. Please see Sec. 17.72.020 (B)(1)(b) of the CMC.