



CITY of CALABASAS

**PLANNING COMMISSION AGENDA REPORT**  
**JANUARY 4, 2024**

---

**TO:** Members of the Planning Commission

**FROM:** Jaclyn Rackerby, Planner

**FILE NO.:** SPR-2022-008

**PROPOSAL:** Request for a Site Plan Review to construct additions totaling 1,135 square feet to the first and second floors of an existing two-story single-family residence located at 26002 Philrich Cir. (APN: 2052-018-038) within the Residential Single-Family (RS) zoning district.

**APPLICANT:** Fernando Gonzalez

**RECOMMENDATION:** That the Commission direct Staff to prepare a resolution for approval, or a resolution for denial, of File No. SPR-2022-008.

---

**REVIEW AUTHORITY:**

The Planning Commission is reviewing this project because Section 17.62.020 of the Calabasas Municipal Code (CMC) stipulates that construction of a residential addition greater than 20% of the floor area of the existing home or structures requires approval of a Site Plan Review, subject to review by the Commission.

**BACKGROUND:**

On July 26, 2022, a request for a Site Plan Review was submitted on behalf of the property owner(s) to construct a 530 square-foot addition to the first floor and 605 square-foot addition to the second floor of an existing two-story single-family residence located at 26002 Philrich Cir, within the Residential Single-Family (RS) zoning district.

Following the initial submittal of the Site Plan Review application, the applicant also submitted a request for a Zoning Clearance Permit on February 10, 2023 for a 430 square-foot attached ADU. In accordance with state law, the proposed ADU was processed ministerially, and was approved by Staff on July 13, 2023. The ADU (approved under ZCL-2023-042) is depicted within the plans attached as Exhibit A.

The request for a Site Plan Review was reviewed by the City's Development Review Committee (DRC) on August 16, 2022, and had no major comments. Additionally, the project was reviewed by the City's Architectural Review Panel on March 24, 2023, in accordance with Section 2.40.040 of the CMC. The Panel recommended to the Planning Commission approval of the project, with some additional considerations that the applicant has subsequently incorporated into the project plans. On December 7, 2023, the application was deemed complete by Staff.

### **STAFF ANALYSIS:**

**A. Existing Site/Building Layout:** The existing site is a 16,988 square-foot (0.39 acre) property located at 26002 Philrich Cir, within the Residential Single-Family (RS) zoning district. The site is a primarily flat lot at the end of a cul-de-sac, and it slopes downwards towards the rear of the backyard towards the vacant lot maintained by an adjacent HOA in an unincorporated area of LA County to the east. The site is improved with an existing 1,804 square-foot single-family residence, garage, driveway, landscape, hardscape, balconies, patio covers, and swimming pool. The site is surrounded by existing single-family residences to the north, west, and south. The surrounding residences range in size from 1,753 square feet to 3,021 square feet (not including garages).

The applicant proposes to construct an addition of 530 square feet to the first floor at the rear of the residence, 605 square feet to the second floor at the front of the residence, and new balconies/trellises at the front and rear of the house. The proposed project also includes legalization of existing rear yard features constructed without permits, including a BBQ, firepit, and detached trellis. With the proposed additions, the total size of the residence will be 2,939 square feet. The proposed additions at the front and the rear of the residence meet all required development standards for the RS zoning district; however, the existing residence is considered legal nonconforming in regards to the north side setback, and the proposed new balcony at the north side of the residence is maintaining the existing legal nonconforming setback of the porch below. Consistent with Section 17.72.020(B) of the Calabasas Municipal Code (CMC), the proposed new balcony does not encroach any further into the side setback

than the existing legal nonconforming porch below. The proposed site coverage is 16%, and the proposed permeable area is 90%, both of which fall below and above (respectively) of the applicable thresholds (see Technical Appendix).

- B. Architecture/Building Design:** The residences in the vicinity of the subject site are tract homes that have been modified substantially over the years, and they vary in regards to architectural style, colors, and materials. The existing residence has a white stucco exterior, white trim, and brown shingle roof. The proposed addition will maintain the same colors & materials as the existing residence, as shown on the elevations included within the project plans (See Sheet A-202 & A-203 in Exhibit A). The Architectural Review Panel reviewed the proposed project on March 24, 2023, and recommended approval of the project to the Planning Commission, with the consideration that additional information regarding the colors & materials and the ADU approved under separate permit be incorporated into the plan set for clarity. The applicant subsequently revised the plans to include the requested information.
- C. Landscaping:** The existing landscaping is depicted on Sheets A-000 and A-001 of the plans attached as Exhibit A. The site is already developed with an existing single-family residence and associated landscaping, and the areas of addition will be located either on the second floor or on the first floor in areas of the site that are already hardscape. Therefore, there is no change to the existing landscaping at the site.

### **REQUIRED FINDINGS:**

The findings for a Site Plan Review, of which the Planning Commission would have to make for a project approval, are stated in Section 17.62.020 of the Calabasas Municipal Code as follows:

1. The proposed project complies with all applicable provisions of this development code;
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;
3. The approval of the site plan review is in compliance with the California Environmental Quality Act (CEQA);
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;

5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and
6. The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.

The applicant's proposed justification for the findings listed above is attached as Exhibit B.

**REQUESTED COMMISSION ACTION:**

Staff requests the Commission conduct a public hearing, and then direct Staff to develop findings in support of either approval or denial of the project, supported by the facts and testimony provided at the hearing. Note: A resolution of denial must include an explanation as to why at least one of the required findings discussed in this report cannot be made.

**ENVIRONMENTAL REVIEW:**

This project is Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (General Rule Exemption) and Section 15301 (Existing Facilities) of the California CEQA Guidelines.

**CONDITIONS OF APPROVAL:**

If the Commission directs Staff to prepare a resolution of approval, potential project conditions of approval are attached as Exhibit D and will be incorporated into an approval resolution, which would return for Commission adoption at the next meeting.

**PREVIOUS REVIEWS:**

**Development Review Committee (DRC):**

August 16, 2022            No major comments.

**Architectural Review Panel (ARP):**

March 24, 2023

The Panel recommended approval of the project as proposed to the Planning Commission, with the additional considerations that colors & materials information be added to the elevation sheets, and that the proposed ADU (approved under separate permit) is incorporated into the plan sheets. The ARP also commented that the applicant should ensure structural questions can be addressed at the time of submittal to Building & Safety, due to the open floor plan on the first floor. The applicant has subsequently submitted revised plans with the additional information incorporated into the plan sheets, and taking the ARP's comments into consideration regarding the structural questions.

**ATTACHMENTS:**

- Exhibit A: Project Plans
- Exhibit B: Findings Justification Submitted by Applicant
- Exhibit C: ARP Minutes from March 24, 2023
- Exhibit D: Draft Conditions of Approval
- Exhibit E: Site Photos

**TECHNICAL APPENDIX**



**Applicable Development Standards:**

**Code Limit**

<b>Lot Size:</b>	16,988	Sq. Ft.		N/A
<b>Floor Area:</b>				N/A
Existing:	1,804	Sq. Ft.		
Proposed:	1,135	Sq. Ft.		
Total Residence:	2,939	Sq. Ft.		
ADU (Under Separate Permit)	430.95	Sq. Ft.		
<b>Setbacks:</b>				
Front:	22 Ft.	5 In.		20 Ft. Min.
Side (south):	16 Ft.	2 In.		10 Ft. Min.
Side (north—to (N) Balcony)	6 Ft.	1 In.		7 Ft 6 In. Min.*
Rear:	70 Ft.	8 In.		20 Ft. Min
<b>Height:</b>	22 Ft.	4 In.		35 Ft. Max.
<b>Site Coverage:</b>				
Existing:	2,253	Sq. Ft.	13 %	35% Max.
Proposed:	2,684	Sq. Ft.	16 %	35% Max.
<b>Pervious Surface:</b>				
Existing:	15,336	Sq. Ft.	90 %	65% Min.
Proposed:	15,336	Sq. Ft.	90 %	65% Min.

\* *The existing residence was constructed in 1964 prior to the City's incorporation and adoption of the City's development standards, and is currently considered legal nonconforming in regards to the north side setback. The proposed project maintains this existing legal nonconforming side setback with the construction of a new balcony on top of the existing legal nonconforming front porch, but does not encroach any further into the side setback than the existing nonconformity.*

**Area Home and Lot Size Comparisons:**

SITE ADDRESS	RESIDENCE SF	LAND SF
26002 PHILRICH CIR (subject)	2,939	16,988
26003 PHILRICH CIR	3,021	19,307
26003 ADAMOR RD	2,826	13,513
5520 PARKMOR RD	2,817	13,843
5524 PARKMOR RD	2,562	15,643
26019 ADAMOR RD	2,370	12,089
26010 PHILRICH CIR	2,336	12,695
26007 PHILRICH CIR	2,289	11,357
26125 HATMOR DR	2,266	7,937
26106 VEVA WAY	2,222	9,800
26135 HATMOR DR	2,218	9,077
5542 PARKMOR RD	2,175	11,418
5540 PARKMOR RD	2,150	14,577
5582 PARKMOR RD	2,142	10,029
26111 HATMOR DR	2,074	9,237
5508 PARKMOR RD	1,987	12,460
5534 PARKMOR RD	1,987	18,310
26103 ROYMOR DR	1,935	7,681
26002 ADAMOR RD	1,850	13,532
26004 PHILRICH CIR	1,850	17,734
26005 ADAMOR RD	1,850	17,677
26011 ADAMOR RD	1,850	12,139
26016 ADAMOR RD	1,850	12,538
26027 ADAMOR RD	1,850	12,168
26109 VEVA WAY	1,850	9,334

26112 VEVA WAY	1,850	9,242
26117 HATMOR DR	1,850	8,138
26133 HATMOR DR	1,850	9,572
5523 PARKMOR RD	1,850	7,727
5531 PARKMOR RD	1,850	7,611
5545 PARKMOR RD	1,850	7,169
5547 PARKMOR RD	1,850	6,974
5583 PARKMOR RD	1,850	9,748
5609 PARKMOR RD	1,850	14,120
26010 ADAMOR RD	1,835	17,285
5500 PARKMOR RD	1,823	11,739
26004 ADAMOR RD	1,804	32,827
5525 PARKMOR RD	1,804	7,220
5560 PARKMOR RD	1,804	7,158
5565 PARKMOR RD	1,804	7,652
5580 PARKMOR RD	1,804	8,197
26011 PHILRICH CIR	1,781	10,235
5553 PARKMOR RD	1,781	7,127
5558 PARKMOR RD	1,753	9,689
<b>AVERAGES</b>	2,023	11,710

Notes:

- 1) The House sizes do not include garages.
- 2) Project Site information obtained from the submitted project plans. Information on neighboring homes obtained from records of the Los Angeles County Tax Assessor Office.