



CITY of CALABASAS

**PLANNING COMMISSION AGENDA REPORT**  
**MAY 16, 2024**

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**TO:** Members of the Planning Commission

**FROM:** Jaclyn Rackerby, Planner

**FILE NO(s):** SPR-2023-011

**PROPOSAL:** Request for a Site Plan Review to construct additions totaling 1,235.5 square feet to an existing two-story single-family residence located at 4005 Declaration Ave (APN: 2079-018-002) within the Residential Single-Family (RS) zoning district.

**APPLICANT:** Melania Gourehzar

**RECOMMENDATION:** That the Commission direct Staff to prepare a resolution for approval, or a resolution for denial, of File No. SPR-2023-011.

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**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 October 9, 2023, an application was submitted on behalf of the property owner(s) to construct additions totaling 1,235.5 square-feet to an existing split-level single-family residence located at 4005 Declaration Ave, within the Residential Single-Family (RS) zoning district.

The project was reviewed by the City's Development Review Committee (DRC) on

October 23, 2023, and had no major comments. Additionally, the project was reviewed by the City's Architectural Review Panel on December 8<sup>th</sup>, 2023 and January 26<sup>th</sup>, 2024, in accordance with Section 2.40.040 of the CMC. The Panel recommended to the Planning Commission approval of the project, with suggested revisions that the applicant has subsequently amended the plans to incorporate. On May 2, 2024, the application was deemed complete by Staff.

### **STAFF ANALYSIS:**

**A. Existing Site/Building Layout:** The existing site is a 14,949 square-foot (0.34 acre) property located at 4005 Declaration Ave, within the Residential Single-Family (RS) zoning district. The site is primarily flat, sloping downwards towards the rear of the lot beyond an existing drainage culvert. The site is improved with an existing 2,946 square-foot split-level single-family residence, as well as an associated garage, driveway, landscape, hardscape, and pool. The site is surrounded by existing single-family residences to the north, south, east, and west. The surrounding residences range in size from 1,828 square feet to 4,162 square feet (not including garages).

The applicant proposes to construct an addition of 1,235.5 square feet in total; 315 square feet to the lower (basement) level, 630.5 square feet to the first floor, and 290 square feet to the second floor. The bulk of the addition will be located at the rear of the residence (aside from a 60.5 square-foot area of addition under the existing covered front porch), within areas of the site currently occupied by a covered patio and covered balcony. The existing residence is currently legal nonconforming in regards to permeable surfaces and side setbacks, due to the fact that it was constructed in 1966 prior to the City's incorporation in 1991, and therefore has a 6' setback on both the north and south sides of the residence. The additions at the rear of the residence are proposed to continue the existing nonconformity, pursuant to, and in compliance with, [Section 17.72.020\(B\)\(1\)\(b\)](#) of the CMC. With the proposed additions, the total size of the residence will be 4,181 square feet. The site coverage will be 26%, and there will be no change to the existing legal nonconforming permeable area of 57% (see Technical Appendix).

**B. Architecture/Building Design:** The residences in the vicinity of the subject site are tract homes that were originally constructed nearly 60 years ago, and many have been enlarged or otherwise modified during that time period. Accordingly, architectural styles, colors, and materials vary substantially. The existing residence has a beige exterior and Spanish tile roof. The proposed addition will

maintain the same architectural style as the existing residence, with all paint colors & roof material to match the existing residence (See Sheets A200-A202 of Exhibit A). The Architectural Review Panel reviewed the proposed project on December 8, 2023, and on January 26, 2024.

At the first meeting, the ARP commented that the applicant should consider a uniform roof slope, articulation of the side walls, and to replace the existing roof tiles to ensure the tiles used for the addition would be the same as the tiles on the existing roof sections.

At the second meeting, the ARP suggested several additional considerations including window treatments for the new windows to match the existing windows, articulation between floors along the side of the residence, and articulation at the roof eaves to create greater visual depth. The ARP also suggested that if the applicant can source a close match for the new roof tiles over the area of addition—such as by utilizing recycled tiles—the existing residence’s roof can remain (see Condition No. 15 in Exhibit D). The applicant subsequently revised the plans to include the suggested articulation, and to keep the existing roof area, with proposed roof tiles to match the existing roof.

- C. Landscaping:** The existing and proposed landscaping is depicted on Sheet A001 & A002 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 are within areas of the site that are currently already hardscaped; no change to the existing landscaping is proposed as part of the project.

### **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):**

October 23, 2023      No major comments.

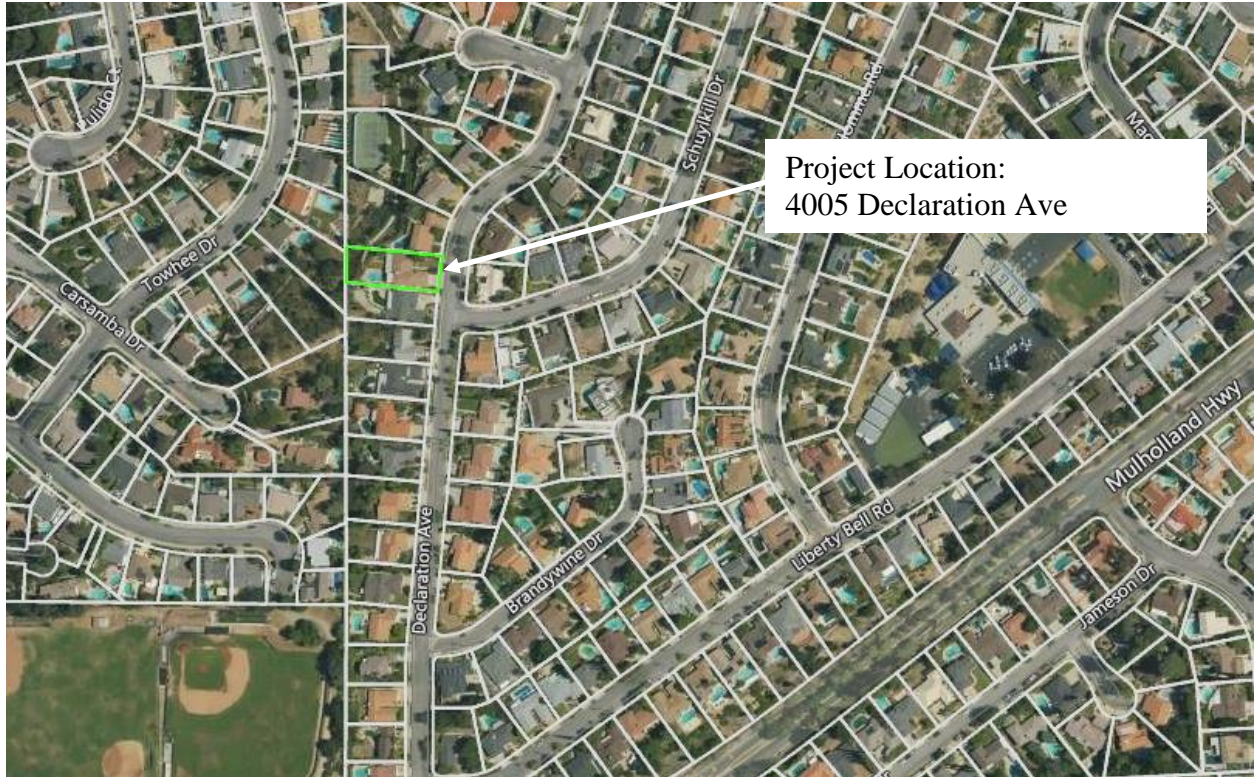
**Architectural Review Panel (ARP):**

- December 8, 2023      The Panel suggested that the applicant consider a uniform roof slope, articulation of walls in the areas of addition (particularly on the side walls), and a new roof to ensure the roof over the addition matches the roof over the existing residence. The Panel requested that the applicant look into these suggestions, and return to another ARP meeting for a second review.
- January 26, 2024      The Panel members reviewed the revised drawings, and recommended approval of the project to the Planning Commission, with additional considerations including window treatments for the new windows to match the existing windows, articulation between floors along the side of the residence, and articulation at the roof eaves to create visual depth. The Panel also suggested that if the applicant can source a close match for the new roof tiles over the area of addition—such as by utilizing recycled tiles—the existing residence’s roof can remain (see Condition No. 15 in Exhibit D). The project plans were subsequently revised to address the ARP’s comments (See Exhibit A)

**ATTACHMENTS:**

- Exhibit A:    Project Plans
- Exhibit B:    Findings Justification Submitted by Applicant
- Exhibit C:    ARP Minutes from December 8, 2023 & January 26, 2024
- Exhibit D:    Draft Conditions of Approval

**TECHNICAL APPENDIX**



<b><u>Applicable Development Standards:</u></b>				<b><u>Code Limit</u></b>
<b>Lot Size:</b>	14,810	Sq. Ft.		N/A
<b>Floor Area:</b>				N/A
Existing:	2,946	Sq. Ft.		
Proposed:	1,235.5	Sq. Ft.		
Total:	4,181	Sq. Ft.		
<b>Setbacks:</b>				
Front:	55 Ft.	6 In.		20 Ft. Min.
Side (south):	6 Ft.	0 In.		10 Ft. Min.*
Side (north)	6 Ft.	0 In.		10 Ft. Min.*
Rear:	96 Ft.	0 In.		20 Ft. Min.
<b>Height:</b>	20 Ft.	8 In.		35 Ft. Max.
<b>Site Coverage:</b>				
Existing:	2,689	Sq. Ft.	18 %	35% Max.
Proposed:	3,574	Sq. Ft.	26 %	35% Max.
<b>Pervious Surface:</b>				
Existing:	8,587	Sq. Ft.	57 %	65% Min.*
Proposed:	8,587	Sq. Ft.	57 %	65% Min.*

\*Per Section 17.72.020(B)(1)(b) of the Calabasas Municipal Code, an existing nonconformity may be continued provided the addition is an extension of that portion of the existing structure that encroaches into a required setback; provided, however, the alteration or addition shall not (i) extend into the required setback farther than the existing portion of the structure that encroaches into the required setback, (ii) have an area greater than fifty (50) percent of the area of the existing portion of the structure that encroaches into the required setback or (iii) exceed fifty (50) percent of the length or the existing structure that encroaches into the required setback. The proposed addition is continuing an existing nonconforming

setback and nonconforming pervious surface condition, and meets the provisions above and does not increase the discrepancy between the existing conditions and the current development standards.

**Area Home and Lot Size Comparisons:**

SITE ADDRESS	RESIDENCE SF	LAND SF
4005 DECLARATION AVE (subject)	4,181	14,810
4046 TOWHEE DR	4,162	13,573
22720 AMERICA WAY	3,798	31,797
4025 DECLARATION AVE	3,582	32,214
4033 DECLARATION AVE	3,582	13,235
4041 DECLARATION AVE	3,582	10,070
3955 DECLARATION AVE	3,419	13,457
3947 DECLARATION AVE	3,022	14,481
3952 DECLARATION AVE	2,923	14,501
4026 SCHUYLKILL DR	2,923	7,816
3963 DECLARATION AVE	2,805	14,732
3940 DECLARATION AVE	2,755	12,862
4012 SCHUYLKILL DR	2,755	9,084
4059 TOWHEE DR	2,739	9,237
4032 TOWHEE DR	2,730	24,462
22749 CARSAMBA DR	2,724	13,603
4015 DECLARATION AVE	2,709	26,878
4040 TOWHEE DR	2,704	18,746
22707 BRANDYWINE DR	2,673	14,716
4029 SCHUYLKILL DR	2,587	8,390
3969 DECLARATION AVE	2,547	14,051



4018 SCHUYLKILL DR	2,547	8,091
22737 CARSAMBA DR	2,543	32,367
4040 DECLARATION AVE	2,539	11,778
4026 TOWHEE DR	2,538	20,283
4052 TOWHEE DR	2,538	9,451
4032 DECLARATION AVE	2,470	8,993
4020 TOWHEE DR	2,344	16,541
4064 TOWHEE DR	2,344	7,311
4029 TOWHEE DR	2,332	11,065
4021 SCHUYLKILL DR	2,326	8,239
4018 DECLARATION AVE	2,281	9,452
4060 TOWHEE DR	2,213	7,334
4039 TOWHEE DR	2,207	11,238
4047 TOWHEE DR	2,125	10,827
4004 DECLARATION AVE	2,026	10,340
4004 SCHUYLKILL DR	1,989	8,892
22736 CARSAMBA DR	1,828	17,156
<b>AVERAGES</b>	2,700	14,250

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.