

**PLANNING COMMISSION RESOLUTION NO. 2024-801**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CALABASAS TO APPROVE FILE NO. SPR-2024-003, A REQUEST FOR A SITE PLAN REVIEW TO CONSTRUCT A 1,655 SQUARE-FOOT TWO-STORY ADDITION TO THE REAR OF AN EXISTING ONE-STORY SINGLE-FAMILY RESIDENCE LOCATED AT 4271 TOWHEE DR (APN: 2079-009-019) WITHIN THE RESIDENTIAL SINGLE-FAMILY (RS) ZONING DISTRICT.**

**Section 1. The Planning Commission has considered all of the evidence submitted into the administrative record which includes, but is not limited to:**

1. Agenda reports prepared by the Community Development Department.
2. Staff presentation at the public hearing held on November 7, 2024, before the Planning Commission.
3. The City of Calabasas Land Use and Development Code, General Plan, and all other applicable regulations and codes.
4. 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.
5. 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.
6. All related documents received at or prior to the public hearing.

**Section 2. Based on the foregoing evidence, the Planning Commission finds that:**

1. On March 19, 2024 an application was submitted on behalf of the property owner for File No. SPR-2024-003.

2. The project site is zoned Residential Single-Family. The land use designation for the project site under the City's adopted General Plan is Residential – Single Family (R-SF).
3. Properties surrounding the project site are zoned RS, and have General Plan land use designations of Residential – Single Family (R-SF).
4. The project was reviewed by the Development Review Committee (DRC) on April 2, 2024.
5. Staff determined that the application was incomplete on April 10, 2024 and the applicant was duly notified of this incomplete status.
6. Project plans were revised and resubmitted by the applicant on July 2, 2024.
7. The project was reviewed by the City's Architectural Review Panel (ARP) on August 23, 2024 and September 27, 2024.
8. Following subsequent resubmittals and reviews, the project application and plans were deemed complete by Staff on October 24, 2024.
9. Notice of the November 7, 2024 Planning Commission public hearing was posted at Juan de Anza Park, the Calabasas Tennis and Swim Center, and at Calabasas City Hall.
10. Notice of the November 7, 2024 Planning Commission public hearing was provided to property owners within 500 feet of the property as shown on the latest equalized assessment roll.
11. Notice of the November 7, 2024 Planning Commission public hearing was mailed or delivered at least ten (10) days prior to the hearing to the project applicant.
12. Notice of the November 7, 2024 Planning Commission public hearing included the notice requirements set forth in Government Code Section 65009 (b)(2).
13. A public hearing was held at the November 7, 2024 Planning Commission meeting, during which public testimony was taken.
14. At the November 7, 2024 meeting, the Commissioners recommended that Staff prepare a resolution of approval for File No. SPR-2024-003, to

be brought back to the Commission for adoption at the next regularly scheduled Planning Commission meeting.

**Section 3. In view of all of the evidence and based on the foregoing findings, the Planning Commission finds as follows:**

### **FINDINGS**

Section 17.62.020 of the Calabasas Municipal Code (CMC) allows the Planning Commission to approve a **Site Plan Review Permit** provided that the following findings are made:

- 1. The proposed project complies with all applicable provisions of this Development Code;*

The subject site is improved with an existing one-story 2,332 square-foot single-family residence, garage, driveway, hardscape, landscape, and backyard features such as a trellis, firepit, and spa. The applicant proposes to construct an addition of 1,655 square feet in total; 875 square feet to the first floor and 780 square feet to the second floor. The project also includes removal of the existing rear yard trellis, fire pit, and spa. The proposed addition and remodel are allowed uses within the Residential Single-Family (RS) zoning district, per Section 17.11.010 of the Calabasas Municipal Code (CMC).

The proposed project complies with all development code standards in regards to height, setbacks, pervious surfaces, and site coverage (see Technical Appendix within the staff report). The existing residence is considered legal nonconforming in regards to both side setbacks, due to the fact that it was constructed in 1968 prior to the City's incorporation. However, the proposed area of addition will comply with the City's required side setbacks of 10' minimum, and is set back 79' from the rear property line. The proposed site coverage will be 27.4%, below the 50% maximum for the RS zone, and the proposed pervious surface percentage will be 52.4%, which complies with the 50% minimum for the zoning district. Therefore, the project complies with all applicable provisions of the Development Code, and 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 existing use of the subject site is a one-story single-family residence

with attendant landscaping, hardscape, and rear yard features, which are allowed uses per the RS land use designation within the General Plan. The construction of new additions to the existing residence will not change the existing land use of the subject site, nor will the proposed work disturb natural features and habitat areas to a degree that is inconsistent with other General Plan policies.

Chapter IX of the General Plan, specifically policies IX-1, IX-5, IX-8 and IX-10, emphasize that new development shall maintain a high-quality appearance, and is aesthetically pleasing and compatible with the area's natural setting. The Architectural Review Panel reviewed the project on August 23, 2024 and September 27, 2024; and, based in part on consideration of the applicable General Plan policies, recommended approval of the project with comments that the applicant has since revised the plans to address. Therefore, the proposed project is consistent with the General Plan and meets this finding.

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

This project is exempt from environmental impact review under the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3), (General Rule Exemption), of the CEQA Guidelines. Additionally, the project is categorically exempt from CEQA pursuant to Section 15332 (In-fill Development Projects), and Section 15301 Class 1(e)(2) (Existing Facilities) of the CEQA Guidelines because the project is limited to an addition to an existing structure that results in an increase less than 10,000 square feet if the project is within an area where all public services and facilities are available and the area is not environmentally sensitive. The proposed addition is 1,655 square feet, located on a developed lot where the existing residence is already connected to all necessary utilities/services, and does not propose any additional disturbance to the surrounding environment.

Therefore, because the proposed project is exempt from environmental impact review under the California Environmental Quality Act, 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 zoned Residential Single-Family (RS), and is

surrounded by other one-story and two-story single-family residences. The proposed project includes construction of a 1,655 square-foot addition to the rear of the existing residence, including a small area of addition to the front entry below the existing roofline. With the proposed additions to the first and second floors, the total square footage of the residence will be 3,987 square feet. Residences within the surrounding area range in size from 2,125 square feet to 3,408 square feet (see the Technical Appendix within the Planning Commission Agenda Report), and therefore the proposed project is above the range of home sizes in the vicinity. However, the project is also located at the rear of the residence, which will minimize view of the bulk of the addition from the public right-of-way.

The proposed project was reviewed by the City's Architectural Review Panel (ARP) on August 23, 2024 and September 27, 2024 in accordance with Section 2.40.040 of the CMC. The ARP recommended that the applicant consider drainage where the existing roofline meets the addition; address blank side walls at areas of addition; consider building code compliance for window sill heights; and consider the possibility of incorporating a Dutch gabled roof for the addition, to more strongly tie the addition in to the architecture of the existing residence. Panel members also commented that the addition should – preferably – either conform to the architecture of the existing residence or be designed as an architecturally separate feature, such as with a flat roof. The applicant subsequently revised the plans to address the ARP's comments, and at the second meeting, the ARP recommended approval of the project, with a suggestion that the applicant should consider adding clerestory windows to the south elevation of the existing residence. The applicant subsequently revised the plans to address the ARP's comment. Additionally, two more windows will be added to the north elevation to break up the blank façade at the area of addition, pursuant to Condition No. 14. Based on the above information, the Planning Commission finds that the proposed project is compatible in use, design, appearance, and scale with the existing homes in the surrounding area and 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;*

The proposed project includes construction of a 1,655 square-foot addition to an existing 2,332 square-foot residence on a 0.31-acre lot. The City's Land Use and Development Code contains development standards

for setbacks, height limits, site coverage, and pervious surfaces for the RS zone to ensure that development is adequately proportional to the size of the property. Per the staff report provided to the Commission at the November 7, 2024 meeting, the subject property includes an existing single-family structure which benefits from existing legal nonconforming side setbacks; however, the proposed addition will comply with the City's required 10' side setbacks, as well as all other required development standards including site coverage and pervious surfaces. The proposed site coverage is 27.4% (below the maximum allowable of 50% for the RS zone) and the proposed pervious surface percentage is 52.4% (above the minimum of 50% for the RS zone). Accordingly, 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 proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible because the proposed project is located on an existing developed lot, surrounded by other one-story and two-story single-family residences, and the addition will be located at the rear of the property on areas of the site that have already been developed with landscape/hardscape. Additionally, the ARP determined that the design of the proposed project is compatible with the surrounding environment, and recommended approval of the project to the Planning Commission with considerations that the applicant has since revised the plans to incorporate. Therefore, the proposed project meets this finding.

**Section 4. In view of all of the evidence and based on the foregoing findings and conclusions, the Planning Commission approves File No. SPR-2024-003 subject to the following agreement and conditions:**

## **I. INDEMNIFICATION AGREEMENT**

The City has determined that City, its employees, agents and officials should, 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 File No. SPR-2024-003, or the activities conducted pursuant to this File No. SPR-2024-003. Accordingly, to the fullest extent permitted by law, the

applicant and property owner, and their successor and assigns, shall defend, indemnify and hold harmless the 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 File No. SPR-2024-003, or the activities conducted pursuant to File No. SPR-2024-003. The applicant and property owner, and their successor and assigns, 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.

## **II. CONDITIONS OF APPROVAL**

### **Community Development Department/Planning/Building and Safety**

1. The proposed project shall be built in compliance with the approved plans on file with the Planning Division.
2. All project conditions and the interim maintenance plan 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 Director of Community Development.
3. 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 Department of Community Development staff prior to the changes on the working drawings or in the field. Changes considered substantial by the Planning staff must be reviewed by the Planning Commission. The determination of whether or not a change is substantial shall be made by the Director of Community Development.
4. Prior to issuance of grading or building permits, plans shall be reviewed and approved by the Department of Community Development to ensure compliance with the plans approved by the Planning Commission. The plans

shall comply with the conditions contained herein, the Calabasas Municipal Code, and all City Resolutions and Ordinances.

5. 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.
6. This grant shall not be effective for any purposes until after the applicant, or its successors, and the owner of the property involved (if other than the applicant) have recorded an affidavit of acceptance of this resolution with the Los Angeles County Recorder's Office, and a certified copy of the recorded document is filed with the Community Development Department.
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 Title 17 Land Use and Development Code, Article VI - Land Use and Development Permits.
8. All exterior lights are subject to the provisions set forth in the Lighting Ordinance Chapter 17.20 of the Land Use and Development Code.
9. Prior to commencement of construction, all necessary building permits must be obtained from the Building and Safety Division.
10. The project must comply with the building codes of Title 15.04 of the CMC at the time of building plan check submittal.
11. The project is located within a designated Very High Fire Hazard Severity Zone. The requirements of Chapter 15.04.900 of the CMC shall be incorporated into all plans.
12. 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.



13. Construction Activities - Hours of construction activity shall be limited to:

7:00 a.m. to 6:00 p.m., Monday through Friday

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. No vehicles involved in construction of this project shall block the roadway at any time. The applicant or its successors shall notify the City Engineer or their designee of the construction employee parking locations, prior to commencement of construction.

14. The project shall incorporate two operable windows on the north elevation (one in the proposed first floor bathroom and one in the proposed second floor bathroom), for the purpose of breaking up the blank north façade at areas of addition.

#### **Public Works Department/Environmental Services Division**

15. 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.
16. 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.
17. 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 are 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.

**Los Angeles County Fire Department**

18. Obtain any applicable permits and approvals from the Los Angeles County Fire Department.

**Section 5. All documents described in Section 1 of PC Resolution No. 2024-801 are deemed incorporated by reference as set forth at length.**

PLANNING COMMISSION RESOLUTION NO. 2024-801 PASSED,  
APPROVED AND ADOPTED this 21<sup>st</sup> day of November, 2024.

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Wendy Fassberg  
Chairperson

ATTEST:

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Michael Klein, AICP  
Community Development Director

APPROVED AS TO FORM:

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John Fox  
Aleshire and Wynder, LLP  
Assistant City Attorney

Planning Commission Resolution No. 2024-801, was adopted by the Planning Commission at a regular meeting held November 21<sup>st</sup>, 2024 and that it was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

“The Secretary of the Planning Commission shall certify the adoption of this Resolution, and transmit copies of this Resolution to the applicant along with proof of mailing in the form required by law and enter a copy of this Resolution in the book of Resolutions of the Planning Commission. Section 1094.6 of the Civil Code of Procedure governs the time in which judicial review of this decision may be sought.”