



NEIGHBORHOOD COUNCIL #3

THURSDAY, NOVEMBER 16, 2023, 7:00 p.m.
SIMI VALLEY LIBRARY COMMUNITY ROOM
2969 TAPO CANYON ROAD

***NOTE REVISED LOCATION SPECIAL MEETING**

AGENDA

NC #3 Chair	Jeremy Yablan
NC #3 Vice Chair	Bridget Charboneau
NC #3 Secretary	Rachel Bystrom
City Council Liaison	Council Member Elaine Litster

1. Call to Order/Welcome/Pledge of Allegiance
2. Agenda Review
3. Approval of Minutes – October 12, 2023
4. Correspondence
5. Public Statements/Comments

This is the time allotted for public statements or comments on matters within the subject matter and jurisdiction of the Executive Board not on the agenda. Statements and comments are limited to no more than three (3) minutes per speaker.

6. Informational Presentation
Simi Valley Public Library
7. New Business

City-initiated Municipal Code Text Amendment to establish development standards and modify the design guidelines and size limitations for residential accessory structures

8. City Staff Comments



9. Executive Board Comments

This is the time allotted for Executive Board member statements or comments on matters within the subject matter and jurisdiction of the Neighborhood Councils, to give an Ad Hoc Committee Report, or to make any announcements related to community events and other items of interest.

10. City Council Member Comments

11. Adjournment: Thursday, December 14, 2023, 7:00 p.m.

/s/

Yvette Moore
Administrative Officer

If any interested individual has a disability that may require accommodation to participate in this meeting, please call the Neighborhood Council Program at (805) 583-6756. Upon advance notification, reasonable arrangements will be made to provide accessibility to the meeting.

MINUTES

1. Call to Order/Pledge of Allegiance/Welcome

Vice Chair Jeremy Yablan called the meeting to order at 7:00 p.m. He also confirmed that a quorum was present.

Julie Bershin	E	Andy Hanna	A
Jeremy Yablan	P	Vacant	
Evelyn Gatewood	P	Vacant	
Rachel Bystrom	P	Vacant	
Fred Peterson	P	Vacant	
Bridget Charboneau	P	Vacant	
Lyle Jackson	E	P=Present; E=Excused; A=Absent	

2. Agenda Review

No changes were made to the agenda.

3. Approval of Minutes

A motion was made by Evelyn Gatewood and seconded by Bridget Charboneau to approve the September 14, 2023 minutes as presented. The motion passed unanimously.

4. Correspondence: None

5. Public Statements/Comments: None

6. Informational Presentation

Brent Siemer, Deputy Public Works Director, made a PowerPoint presentation regarding the National Flood Insurance Program and the Program for Public Information Committee. He shared the latest developments regarding flood insurance requirements in the City and entertained a few questions regarding the subject matter.

7. New Business

- a. Election of officers was conducted and the following board members were selected for the term of office that begins on November 1, 2023. For Chairperson, Jeremy Yablan; for Vice-Chairperson, Bridget Charboneau; and for Secretary, Rachel Bystrom.
- b. Bridget Charboneau was selected to represent Neighborhood Council #3 to the Special Events Support Review Committee.

8. City Staff Comments: None

9. Executive Board Comments: None

10. City Council Member Comments: None
11. Adjournment: Thursday, November 16, 2023, 7:00 p.m.
By consensus of the Executive Board, the meeting was adjourned at 7:36 p.m.

DRAFT



CITY OF SIMI VALLEY

Neighborhood Council Development Project Overview

Project No Z-S-2023-0005
Neighborhood Council Nos 1, 2, 3 and 4
Neighborhood Council Dates November 9, 14, 16, and 21, 2023
Tentative Planning Commission Meeting Date December 6, 2023
Tentative City Council Meeting Date TBD
Case Planner Alexandra Clingman, Associate Planner

Request:

City-Initiated Municipal Code Text Amendment (Z-S-2023-0005) to establish development standards and modify the design guidelines and size limitations for residential accessory structures; and a determination that the amendments are exempt from the California Environmental Quality Act.

Location:

Citywide

I. Project Description

Staff will present a Development Code update (Z-S-2023-0005) to establish development standards and modify the design guidelines for residential accessory structures to the Planning Commission on December 6, 2023 (tentative).

The community has expressed concerns over the City’s policies restricting the size and material of accessory structures such as garages, carports, animal enclosures (barns), and tool sheds on residential lots. The City Council directed Staff to review changes to these standards with the Planning Commission.

Staff presented a discussion to the Planning Commission on March 29, 2023, for potential modifications to accessory structure standards including size restrictions and design guidelines. Based on the feedback received from the Planning Commission, Staff has prepared proposed code and design guideline updates.

Current Standards for Accessory Structures

Accessory structures are defined in the Simi Valley Municipal Code (SVMC) as “Any...structure that is customarily a part of, and clearly incidental and secondary to, a residence, does not change the character of the residential use and is non-habitable

Neighborhood Council Project Overview for Z-S-2023-0005

space.” (See SVMC 9-80.020.) These include garages, carports, and storage sheds. The Planning Division allows accessory structures with a ministerial Zoning Clearance if the proposed structure meets the City’s required setbacks, lot coverage, height, and design standards. Accessory structures over 120 square feet in size also require Building Permits from the Building & Safety Division.

In the mid- 2000’s, the City enacted design guidelines and size limitations for residential accessory structures which have been administratively updated from time to time. Staff currently implements these policies to ensure that new residential accessory structures remain subordinate to the primary dwelling, are designed to a certain aesthetic, are used for their intended purpose, and are consistent with the Simi Valley Residential Design Guidelines (Exhibit A).

Proposed Text Amendments and Policy Updates

Based on community requests and the Planning Commission’s feedback, Staff proposes the following Municipal Code text amendments:

1. **Size limits.** The amendment codifies existing height, setback, and lot coverage requirements. Accessory residential structures are limited to the following sizes:
 - a. Accessory residential structures can be no larger than 30 percent of the square footage of the primary structure or 1,200 square feet, whichever is less unless increased with a discretionary Staff level Administrative Action application. On properties less than one acre, this increase is limited to 2,000 square feet.
 - b. On properties one acre or more, the size of an accessory residential structure can be no larger than 2,000 square feet unless increased with a discretionary Conditional Use Permit approval from the Planning Commission.
2. **Number of accessory structures.** The amendment will codify that two (2) accessory residential structures are allowed per lot if they are over 1,200 square feet, including ADUs. Note that this limit will not apply to lots that are one acre or larger in size.
3. **Policy changes.** Based on the Planning Commission’s feedback and to ensure neighborhood compatibility, the Simi Valley Residential Design Guidelines for residential accessory structures will be updated as follows (Exhibit B):
 - a. Accessory detached structures 500 square feet or less (e.g. garages, carports, gazebos, utility/storage buildings, and workshops), must match a minimum of one primary color to the main home.
 - b. Accessory detached structures over 500 square feet and/or over 12 feet in height, must be architecturally compatible with the primary home through the use of:

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- I. Include one primary color and material from the main home such as stucco, wood, brick, or stone. This would not be required in animal overlay zones (to allow barns or similar animal-keeping structures) or on properties over one acre.
 - II. A roof that includes the use of roof overhangs (eaves) or as determined by the Environmental Services Director.
 - III. Roof materials and colors to match the main house.
- a. Prefabricated and/or metal accessory structures are acceptable and must comply with setbacks, height, and lot coverage requirements of the SVMC Design Guidelines a and b above, and the California Building Code.
 - b. Accessory residential structures cannot be habitable space (i.e. no heating or A/C is allowed).

II. Project Compatibility

Staff suggests these code amendments to establish development standards and modified policies for residential accessory structures, respond to community requests and facilitate the permitting process.

The text amendments are also consistent with the following General Plan land use policies:

- a. Land Use Element Policy LU-5.1: *“Locate and design development to assure compatibility among land uses, addressing such elements as building orientation and setbacks, buffering, visibility and privacy, automobile and truck access, pedestrian, and bicycle circulation safety, impacts of noise and lighting, landscape quality, and aesthetics.”* The text modifications establish specific restrictions to the size and number of accessory structures and ensure compliance with all height, setback, and lot coverage requirements of SVMC sections 9-24 and 9-30. The proposed policy changes also ensure that residential accessory structures maintain aesthetic compatibility with surrounding land uses. Therefore, the text changes are consistent with this policy.
- b. Land Use Element Policy LU-5.3: *“Respect the scale and character of the land uses and architecture within the neighborhoods when considering new development and renovation of buildings in existing neighborhoods.”* The proposed changes limit the size of residential accessory structures based on lot size. The size limit can only be increased with a discretionary review and approval by the Deputy Environmental Services Director/City Planner and/or Planning Commission. Additionally, the changes modify the design criteria for accessory structures to ensure compliance with the Simi Valley Residential Design Guidelines. These changes ensure that new or expanded residential accessory structures respect the scale and character of the existing neighborhood. Therefore, the text changes are consistent with this policy.

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III. Environmental Review

The proposed amendments are exempt from review under the California Environmental Quality Act (CEQA; California Public Resources Code Section 2100, et seq.) and CEQA regulations (Title 14, California Code of Regulations Section 15000, et seq.) pursuant to CEQA Guidelines Section 15301 (“Existing Facilities”) and Section 15061(b)(3) (“Common Sense Exemption”), and that none of the exceptions to the categorical exemptions contained in CEQA Guidelines Section 15300.2 are applicable to the project.

Section 15301, titled “Existing Facilities,” states that: “Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination [...] the key consideration is whether the project involves negligible or no expansion of an existing use.”

The proposed amendments to the Development Code will allow minor alterations of existing private structures when in compliance with the proposed standards and design policy changes. The amendments will not involve a substantial expansion of the existing residential uses. Therefore, the project is exempt from CEQA pursuant to Section 15301 of the State CEQA Guidelines.

Additionally, Section 15061(b)(3) states that: “A project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.”

The proposed amendments to the Development Code establish development standards and modify policies for residential accessory structures. Establishment of these standards will not create a significant impact on the environment. Therefore, the project is exempt from CEQA pursuant to Section 15061(b) (3) of the State CEQA Guidelines.

IV. Exhibits

Exhibit A- Current Simi Valley Residential Design Guidelines for Accessory Structures Handout

Exhibit B- Proposed Changes to the Simi Valley Residential Design Guidelines for Accessory Structures Handout

Simi Valley Residential Design Guidelines for Accessory Structures (Updated 8/18/2020)

To ensure consistency with the Simi Valley Residential Design Guidelines, the following has been established for residential accessory structures:

1. Accessory detached structures larger than 120 square feet, including garages, carports, gazebos, utility or storage buildings, guesthouses, and second dwelling units, should be architecturally compatible with the main house as follows:
 - a. The materials and colors of an accessory structure should be the same or coordinate with the main house, such as the compatible use of stucco, wood, brick, and stone;
 - b. The slope of the roof should be similar to the main house. However, the slope shall not be less than a 3:12 pitch; and
 - c. The roof materials and colors shall be the same as the main house.
2. Accessory structures are to remain subordinate to the main residential structure. Therefore, an accessory structure is to be limited in size to a maximum of 30 percent of the main structure or 1,200 square feet, whichever is less. However, more than one accessory structure is permitted provided a six-foot separation is maintained between all on-site structures and no more than 40% of a required yard setback shall be covered by accessory structures.
3. In Horse, Limited Animal, and Animal Overlay Zones, accessory structures for equestrian and other farm animals, such as barns and stables, may be constructed of materials that are appropriate for such use including textured metal panels with metal trim, for the roof as well as the walls (refer to Exhibit 1). These types of equestrian buildings are architecturally more compatible with residential structures, which include the use of roof overhangs. Structures to be used primarily to house equestrian and other farm animals are limited to 2,000 square feet. Quonset Hut type metal buildings, which are generally more appropriate for agricultural and industrial applications, are not acceptable (refer to Exhibit 2).

Note that canopies and tent structures are considered temporary in nature for which a Zoning Clearance is not issued. However, the structures are subject to the required property setback requirements for accessory structures, and do not satisfy the requirement for covered parking.

It is important to check with your homeowners' association, if any, to ensure your proposal is in compliance with the Covenants, Conditions, and Restrictions (CC&Rs). In addition, your title will disclose any deed restrictions or easements, including but not limited to gas, water, sewer, electric, or access easements that have been recorded by the County Clerk and Recorder. The issuance of permits and/or approvals by the City does not relieve the permittee of any responsibilities for complying with the above requirements.

Examples of acceptable residential structures used to house equestrian and other farm animals



Examples of unacceptable residential accessory structures





Simi Valley Residential Design Guidelines for Accessory Structures

To ensure consistency with the Simi Valley Residential Design Guidelines, the following has been established for residential accessory structures:

1. Accessory detached structures* 500 square feet or less, including garages, carports, gazebos, utility or storage buildings, and workshops, shall match a minimum of one primary color to the main home.
2. Accessory detached structures* over 500 square feet and/ or over 12 feet in height, shall be architecturally compatible with the primary home through the use of:
 - i. One primary color and material from the main home, such as stucco, wood, brick, or stone. Except in animal overlay zones or on properties over one-acre.
 - ii. A roof that includes the use of roof overhangs (eaves) or as determined by the Environmental Services Director.
 - iii. Roof materials and colors to match the main house.
3. Prefabricated and/or metal accessory structures are acceptable and shall comply with setbacks, height, and lot coverage requirements of SVMC Sections 9-24 and 9-30, design guidelines 1 and 2 above, and the California Building Code (refer to Exhibit 1).
4. Accessory structures are to remain subordinate to the main residential structure. Therefore, an accessory structure is limited in size to a maximum of 30 percent of the main structure or 1,200 square feet, whichever is less, or as otherwise allowed per SVMC Section 9-44.220. More than one accessory structure is permitted, provided a six-foot separation is maintained between all on-site structures and no more than 40% of a required yard setback shall be covered by accessory structures.
5. Accessory residential structures* shall not be conditioned or habitable space.

* Does not include Accessory Dwelling Units (ADUs), which are separately defined.

Note that canopies and tent structures are considered temporary in nature for which a Zoning Clearance is not issued. However, the structures are subject to the required property setback requirements for accessory structures and do not satisfy the requirement for covered parking.

It is important to check with your Homeowners' Association, if any, to ensure your proposal is in compliance with the Covenants, Conditions, and Restrictions (CC&Rs). In addition, your title will disclose any deed restrictions or easements, including but not limited to gas, water, sewer, electric, or access easements that have been recorded by the County Clerk and Recorder. The issuance of permits and/or approvals by the City does not relieve the permittee of any responsibilities for complying with the above requirements.

The Environmental Services Director has the authority to approve modifications to or include additional design standards to these Guidelines as regulatory and aesthetic best practices become available.

Examples Of Acceptable Metal Building Designs



Examples of Non-acceptable Accessory Structure Designs

