



AGENDA
CITY OF NORCO
AD-HOC COMMITTEE ON LOT COVERAGE AND ACCESSORY BUILDINGS
REGULAR MEETING
Monday, December 19, 2016
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860

- CALL TO ORDER:** 4:30 p.m.
- ROLL CALL:** Phil Jaffarian, Planning Commission Member - Chair
Greg Newton, Mayor Pro Tem – Vice Chair
Ted Hoffman, Council Member
Patricia Hedges, Planning Commission
- STAFF:** Andy Okoro, City Manager
Steve King, Planning Director
Alma Robles, Senior Planner
- PLEDGE OF ALLEGIANCE:** Chair Phil Jaffarian
1. **PUBLIC COMMENTS**
This is the time when persons in the audience wishing to address the Ad-Hoc Committee may speak on matters NOT on the agenda. Persons wishing to speak must complete a speaker card located in the back of the room and present it to the City Clerk so that you may be recognized.
2. **APPROVAL OF MINUTES:**
A. Regular Meeting Minutes of December 5, 2016. **Recommendation: Approval**
3. **DISCUSSION ITEM:**
A. Accessory Buildings: Application Requirements for Evaluating Various Accessory Building Types. **Recommended Action: Discuss and Provide Direction** (Planning Director)

COMMITTEE AND STAFF COMMENTS

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office, (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility. Staff reports are on file in the City Clerk's Office. Any writings or documents provided to a majority of the Committee Members regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue. This meeting is recorded.



**MINUTES
CITY OF NORCO
AD-HOC COMMITTEE ON LOT COVERAGE AND ACCESSORY BUILDINGS
REGULAR MEETING**

**Monday, December 5, 2016
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: **4:30 p.m.**

ROLL CALL: **Present:**
Phil Jaffarian, Planning Commission - Chair
Greg Newton, Mayor Pro Tem – Vice Chair
Ted Hoffman, Council Member
Patricia Hedges, Planning Commission (alternate)

Absent:
Robert Leonard, Planning Commission

STAFF: Andy Okoro, City Manager
Steve King, Planning Director
Alma Robles, Senior Planner
John Harper, City Attorney

PLEDGE OF ALLEGIANCE: **Commission Member Hedges**

1. PUBLIC COMMENTS: **None**

2. APPROVAL OF MINUTES:

A. Regular Meeting Minutes of October 31, 2016. **Recommendation: Approval**
M/S NEWTON/HOFFMAN to approve the regular meeting minutes of October 31, 2016, as written; the motion passed by the following roll call vote:

AYES: JAFFARIAN, NEWTON, HOFFMAN

NOES: NONE

ABSENT: LEONARD

ABSTAIN: HEDGES

3. DISCUSSION ITEM:

A. Second Units (Accessory Dwelling Units), Permitted Zones. **Recommended Action:**
Discuss and provide direction (Planning Director)

Planning Director King presented the staff report on file in the City Clerk's office. Director King stated that staff and the City Attorney have reviewed the new state laws for regulating second units which go into effect January 1, 2017. Each jurisdiction in the State is required to adopt those changes into the respective Code of Regulations (Norco Municipal Code) (NMC). Staff recommends that the verbiage "Second unit" be replaced with "Accessory Dwelling Unit". Said units would not be required to establish a sewer connection if service is available within 200 feet and would be required to provide one parking space per bedroom.

The Committee discussed how this new law would only apply to properties zoned R-1. Design details such as size, materials and architectural elements were also discussed.

Mayor Pro Tem Newton indicated that with regards to the R-1 zoning and accessory dwelling units, the current law is written to allow up to a size of 1200 square feet. He would like the Municipal Code to read "50% of the existing residence up to a maximum of 1200 square feet".

M/S NEWTON/HEDGES recommending that the discussion on the issue of accessory dwelling units be returned to the Planning Commission for a Zone Code Amendment, including the size limitation of "50% of the existing residence up to a maximum of 1200 square feet"; the motion passed by the following roll call vote:

AYES: JAFFARIAN, NEWTON, HEDGES, HOFFMAN

NOES: NONE

ABSENT: LEONARD

ABSTAIN: NONE

B. Accessory Building Permit Processing and Impact Analysis. **Recommended Action: Discuss and provide direction** (Planning Director)

Planning Director King presented the staff report on file in the City Clerk's office. Director King stated that the current information being required in the application for an Accessory Building is a Conditional Use Permit (CUP) and how that should change. He would like the Committee to help establish the criteria and findings needed for the Planning Commission to make its decisions; and how to identify what potential impacts there could be from accessory buildings and what information needs to be requested in the application.

It was agreed that the current CUP process is not sufficient for the approval of accessory buildings.

Director King recommended that an application process be created that sets out very specific criteria for three types of accessory buildings:

- 1) Recreational/agricultural vehicle parking
- 2) Animal-Keeping Shelter
- 3) Garage/Shop/All Others

Chair Jaffarian stated that there may be a need to separate the Animal Keeping into two categories; for rest and activity areas.

City Manager Okoro suggested the Committee create a set of criteria for each type of building including specific details that would help staff and the Planning Commission in approving accessory buildings.

Committee Members discussed many factors that need to be covered in the criteria: building use, size, height, architectural design, and material usage.

All Members agreed that the properties' Primary Animal Keeping Area (PAKA) must be maintained in tack to approve any accessory building.

The Committee asked staff to pull a couple of random accessory building plans that had been submitted in the past to review at the next meeting.

Chair Jaffarian invited those who wish to speak:

Mike Thompson noted that he had reviewed the Planning Commission staff reports for the last 12 months and has noticed that applications to build animal keeping accessory buildings have declined.

Chair Jaffarian brought discussions back to the Committee.

COMMITTEE AND STAFF COMMENTS:

- Mayor Pro Tem Newton noted that Commission Member Leonard has missed a couple of Ad-Hoc Committee meetings and would like to recommend to the Planning Commission that Alternate Committee Member Hedges take his place on the Ad-Hoc Committee.

- Next meeting is scheduled for **Monday, December 19, 2016 at 4:30 p.m.**

ADJOURNMENT: Chair Jaffarian adjourned the meeting at **6:33 p.m.**

CITY OF NORCO STAFF REPORT

TO: Honorable Chair and Members of the Accessory Building Ad-Hoc Committee

PREPARED BY: Steve King, Planning Director

DATE: December 19, 2016

SUBJECT: Accessory Buildings: Application Requirements for Evaluating Various Accessory Building Types

RECOMMENDATION: Discuss and provide direction

SUMMARY: At the last Ad-Hoc Committee meeting the application review process using a conditional use permit was discussed and it was decided that a separate permit process be established based on the review of accessory buildings only. This staff report analyzes potential application requirements in the application for evaluation purposes and what minimum requirements there ought to be for each type of building based on a category of uses.

ANALYSIS: The categories for different types of accessory buildings were determined to be: large vehicle parking structure, animal-keeping shelter structure, and all other accessory use structures. The direction given at the last Ad-Hoc Committee meeting was to prepare for review a list of the non-discretionary requirements for each of the three types of accessory building types and then list the information that would be needed (again for each type) so that the approving body could perform the discretionary review for things such as use and design. One change in the design review was that the height of a building be determined based on the height to the roof eave rather than to the peak of the structure.

Listed below under each of the three accessory building types is: first a list of the non-discretionary requirements based on discussions from the Ad-Hoc Committee and issues that have come up in recent reviews of accessory buildings; and then the list of application information needed for the discretionary approval or denial. These are listed as a starting point for discussion and the Ad-Hoc Committee should clarify, delete, or add to the lists as is seemingly fit.

The allowed maximum height for a large recreational vehicle was adjusted down to not be more than 3 feet above the minimum wall height allowed which would be 17 feet (14 feet plus 3). Exhibit A (Graduated setback requirements) was also modified to show a comparison of the current minimum accessory building setback requirement (5 feet) to what it would be if the minimum setback was increased to 10 feet. Because the allowed

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maximum height of the building would still be 17 feet, the increased setback would allow for a steeper pitch to the roof as long as it didn't exceed the pitch of the roof on the primary dwelling.

LARGE VEHICLE PARKING STRUCTURES

Recreational and agricultural vehicles

Non-discretionary requirements:

- 14' maximum height at roof eave, with the same or lesser roof pitch as the primary dwelling. The maximum allowed height at the highest point of the building shall be the lesser of 17' or the highest point of the primary dwelling roof.
- Maximum allowed square-footage of a building (or portion of a building) at the 14-foot eave height is 1,000 square feet*. This is based on a 20'X 50' building to accommodate parking for an 8.5' X 44' recreational vehicle with about 5.5 feet of maneuvering room on either side, and 3 feet in the front and back.
- An additional 400 square feet for a total maximum allowed building square-footage, including the RV portion of the building, is 1,400 square feet* to accommodate additional room for other recreational or agricultural vehicles.
- The maximum allowed height for the remaining 400 square feet allowed is 9' at roof eave with a roof pitch that matches the rest of the accessory building.
- All proposed accessory buildings cannot exceed the allowed maximum lot coverage for all structures based on the underlying zone.
- All portions of a proposed accessory building shall meet the graduated setback requirement based on the height of any portion of the building per the attached exhibit (Exhibit A).
- No washroom or restroom is allowed. A one-basin sink can be allowed for emergency purposes.
- Any side of the building that exceeds 20 feet in length shall be required to include doors and/or windows for articulation.
- There shall be no interior wall separations.
- Exterior wall finishes shall match the materials, style, and colors of the primary dwelling (e.g. brick, siding, stucco, etc.).

* *The allowed maximum square-footage for a large vehicle parking structure does not currently make any restriction with correlation to the size of the primary dwelling since the size of an RV establishes a minimum-needed square-footage. The Ad-Hoc Committee should determine if a correlation to the size of the primary dwelling needs to be included.*

Needed application information for discretionary review:

- Intended use of the building.
- Does the building meet all setback and height requirements? (show on plans)
- Has the site plan been designed so as not to increase drainage run-off to adjoining properties? (show how on site plan including before and after drainage patterns)
- Do the finish building materials and colors match the materials and colors of the primary dwelling? (include a material and color call-out box on plans)

- Is the area of the property where the building is located flat (4% grade or less)? If not:
 - How much cut into an existing slope (greater than 4% grade) will occur? (show the square-footage of the area of cut and approximate cubic yards of cut on site plan)
 - How much fill against an existing slope will occur? (show area of fill and approximate cubic yards of fill on site plan)
- What will be the grade differential between the top-of-floor of the proposed building and the adjoining grade of property (measured 2 feet from outside wall) on all sides of building? (show on site plan)
- Does the location of the proposed structure preserve adequate open animal area on the property (as defined in the zoning requirements)? If vehicular access to the structure is required across the open animal area is there an enclosed area for keeping large animals (AU's) while vehicles are accessing the structure? (show on site plan including turning movements to enter and exit the building)

ANIMAL-KEEPING SHELTERS FOR LARGE ANIMALS

(For animals counted as an animal unit)

Non-discretionary requirements:

- 8' maximum height at roof eave with the same or lesser roof pitch as the primary dwelling.
- Maximum allowed square-footage of a building is equal to the allowed number of animal units (AU) on the property in question multiplied by 225 square feet + an additional 225 square feet for every 5 AU's allowed for tack and feed.
- All proposed accessory buildings cannot exceed the allowed maximum lot coverage for all structures based on the underlying zone.
- All portions of a proposed accessory building shall meet the graduated setback requirement based on the height of any portion of the building per the attached exhibit (Exhibit A).
- Only one 30 square-foot washroom is allowed consisting only of a one-basin sink and toilet.
- Any side of the building that exceeds 20 feet in length shall be required to include doors and/or windows for articulation.
- There shall be no interior wall separations (does not apply to stall separations) except between the washroom and the open building area, between those portions of the building constructed with a different eave height, and between any tack or hay room and the open building area.
- No roll-up garage doors permitted.
- Buildings shall include open ventilation areas and any windows that are below eight feet measured from the floor to the bottom of the window frame shall not include glass, acrylic, or other window covering.
- All electrical outlets or fixtures (with the exception of a washroom or a tack or hay room) shall not be placed lower than eight feet measured from the floor.

Needed application information:

- Intended use of the building.
- Does the building meet all setback and height requirements? (show on plans)
- Has the site plan been designed so as not to increase drainage run-off to adjoining properties? (show how on site plan)
- Is the area of the property where the building is located flat (4% grade or less)? If not:
 - How much cut into an existing slope (greater than 4% grade) will occur? (show the square-footage of the area of cut and approximate cubic yards of cut on site plan)
 - How much fill against an existing slope will occur? (show area of fill and approximate cubic yards of fill on site plan)
- What will be the grade differential between the top-of-floor of the proposed building and the adjoining grade of property (measured 2 feet from outside wall) on all sides of building? (show on site plan)
- Does the location of the proposed structure preserve adequate open animal area on the property (as defined in the zoning requirements)? (show on site plan)

ALL OTHER ACCESSORY STRUCTURES

Includes animal-keeping structures for small animals

Non-discretionary requirements:

- 8' maximum height at roof eave with the same or lesser roof pitch as the primary dwelling.
- Maximum allowed square-footage of a building is the lesser of 864 square feet or 1/3 the size of the primary dwelling footprint square-footage.
- All proposed accessory buildings cannot exceed the allowed maximum lot coverage for all structures based on the underlying zone.
- All portions of a proposed accessory building shall meet the graduated setback requirement based on the height of any portion of the building per the attached exhibit (Exhibit A).
- No washroom or restroom is allowed. A one-basin sink can be allowed for emergency purposes.
- Any side of the building that exceeds 20 feet in length shall be required to include doors and/or windows for articulation.
- There shall be no interior wall separations except between the washroom and the open building area, and between those portions of the building constructed with a different eave height.
- Exterior wall finishes shall match the materials, style, and colors of the primary dwelling (e.g. brick, siding, stucco, etc.).

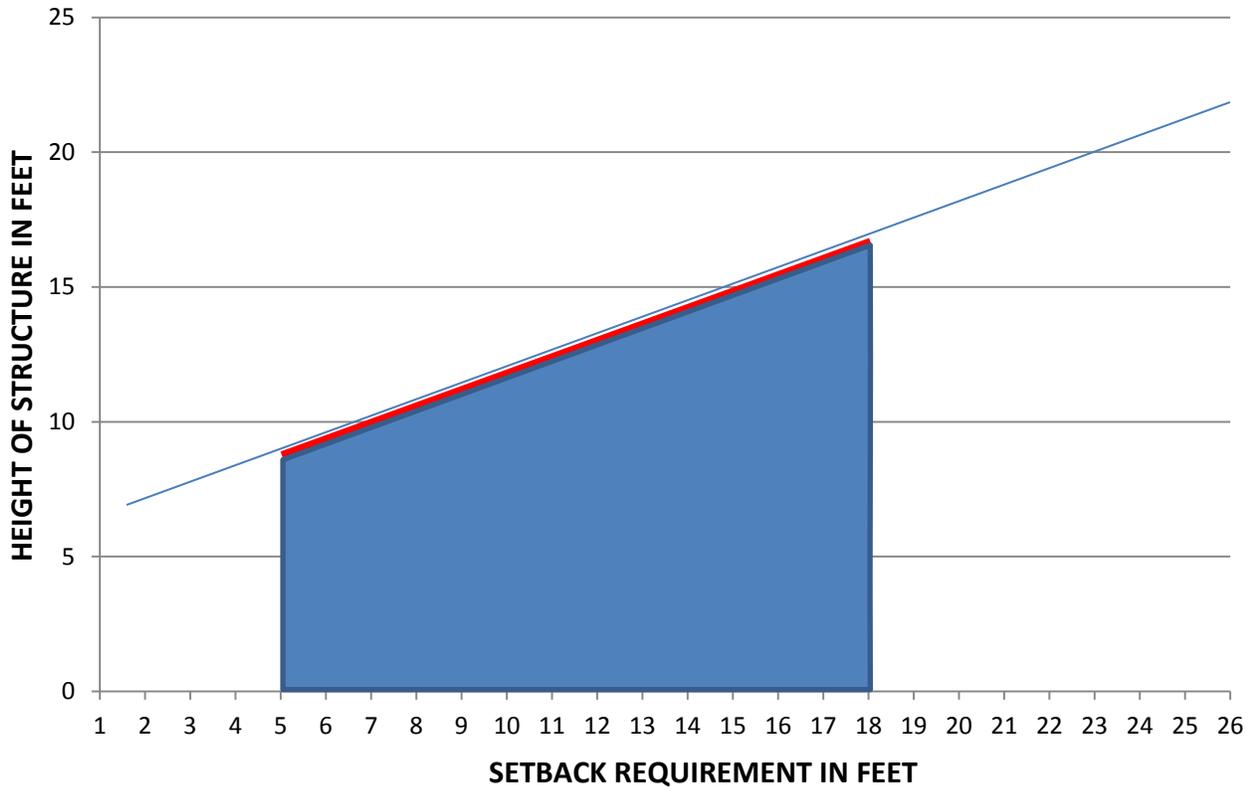
Needed application information:

- Intended use of the building.
- Does the building meet all setback and height requirements? (show on plans)
- Has the site plan been designed so as not to increase drainage run-off to adjoining properties? (show how on site plan)
- Do the finish building materials and colors match the materials and colors of the primary dwelling? (include a material and color call-out box on plans)
- Is the area of the property where the building is located flat (4% grade or less)? If not:
 - How much cut into an existing slope (greater than 4% grade) will occur? (show square-footage of the area of cut and approximate cubic yards of cut on site plan)
 - How much fill against an existing slope will occur? (show area of fill and approximate cubic yards of fill on site plan)
- What will be the grade differential between the top-of-floor of the proposed building and the adjoining grade of property (measured 2 feet from outside wall) on all sides of building? (show on site plan)
- Does the location of the proposed structure preserve adequate open animal area on the property (as defined in the zoning requirements)? If vehicular access to the structure is required across the open animal area is there an enclosed area for keeping large animals (AU's) while vehicles are accessing the structure? (show on site plan)

Attachments:

Exhibit "A" – Graduated Setback Requirements Based on Increased Building Heights

5-FOOT MINIMUM SETBACK



10-FOOT MINIMUM SETBACK

