



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

**Wednesday, January 4, 2017
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 19, 2016. **Recommendation: Approval**
3. **DISCUSSION ITEM:**
A. Accessory Building Permit Checklist Requirements: Norco Municipal Code and Application Requirements for Accessory Buildings. **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.

Item 2.A. – Minutes

The meeting minutes of December 19, 2016 were not completed in time for distribution of the agenda packet. The minutes will be made available to you for review by Tuesday, January 3rd. Thank you.

CITY OF NORCO STAFF REPORT

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

PREPARED BY: Steve King, Planning Director

DATE: January 4, 2017

SUBJECT: Accessory Buildings: Checklist Requirements for Evaluating Various Accessory Building Types in the Norco Municipal Code and on the Application Form

RECOMMENDATION: Discuss and provide direction

SUMMARY/BACKGROUND: At the last Ad-Hoc Committee meeting checklist items to be required by the Norco Municipal Code (NMC) for non-discretionary requirements, and those to be required as part of the application process for discretionary review were discussed with general concurrence as to what those checklist items should be. Attached is a draft new Code section for the NMC (Section 18.68), and a draft new application form for accessory buildings (Minor Site Plan Review Application) that incorporate the agreed-upon checklist items.

The Ad-Hoc Committee needs to review and make sure that the agree-upon checklist items have been appropriately addressed in the new NMC 18.68 and the new application form.

Attachments:
Draft NMC Section 18.68
Draft Minor Site Plan Review Application

Chapter 18.68 ACCESSORY BUILDING USE PERMITS

Sections:

- 18.68.02 Intent and Purpose.**
- 18.68.04 Initiation.**
- 18.68.06 Application.**
- 18.68.08 Investigation of Application for an Accessory Building Use Permit.**
- 18.68.10 Concurrent Procedures.**
- 18.68.12 Appeals of Actions Taken on an Accessory Building Use Permit Application.**
- 18.68.14 Conditions Necessary to Granting an Accessory Building Use Permit.**
- 18.68.16 Conditions of Approval.**
- 18.68.18 Force of Conditions of Approval.**
- 18.68.20 Size, Layout, and Design of Accessory Buildings.**
- 18.68.22 Variance from Size Allowances.**
- 18.68.24 Administration of Accessory Building Use Permits.**
- 18.68.26 Reapplication for Accessory Building Use Permit.**
- 18.68.28 Revocation and Expiration of Accessory Building Use Permit.**

18.68.02 Intent and Purpose.

The purpose of the Accessory Building Use Permit is to review the location, architectural design, and/or conduct of certain land uses associated with accessory buildings in residential and agricultural zones. Accessory buildings and their associated uses can have a unique and distinct impact on the area and surrounding properties in which they are located, and thus require special review and conditions as needed. An Accessory Building Use Permit may be granted at the discretion of the Planning Director or designee, or the Planning Commission whichever is the approving body, and is not the automatic right of any applicant.

18.68.04 Initiation.

An Accessory Building Use Permit may be initiated by the owner or owners (or their authorized agents) of property in the City, only where the proposed use is specifically authorized by the zoning that applies to the subject property.

18.68.06 Application.

Application for an Accessory Building Use Permit shall be made on a form provided by the Planning Department, and shall be accompanied by the following:

(1) The name and address of the applicant; evidence that the applicant is the owner of the parcel or premises involved, or that there is permission from the owner to make such application; including a legal description of the subject parcel or premises.

(2) An application fee to assist in defraying the expense of postage, posting, advertising, and other costs of labor and materials incidental to the proceedings prescribed herein. This fee shall be in accord with a schedule established by resolution of the City Council and shall be non-refundable.

(3) Nine (9) copies of a Site Plan, containing all the information required by Section 18.40.08 (CONTENT OF A SITE PLAN) using the terms and criteria of said Chapter as modified in the Minor Site Plan Review application.

(4) Such other information as the Planning Commission or City Council may require, that could include but not limited to, engineering studies for grading and drainage, architectural plans for consistency with the primary dwelling, etc.

(5) Responsibility for Accuracy. The applicant shall be solely responsible for the accuracy of information submitted as part of their application. Submission of inaccurate plans, legal descriptions, application requirements, and other information may be cause for invalidation of all actions regarding this petition.

(6) Such applications shall be numbered consecutively in the order of their filing and shall become a part of the permanent official records of the City, and there shall be attached to each such application copies of all reports, notices and actions pertaining thereto.

18.68.08 Investigation of Application for an Accessory Building Use Permit.

The Commission shall cause to be made such investigation of facts bearing on the application for an Accessory Building Use Permit as will provide necessary information to ensure that the action on each such application is consistent with the intent and purpose of this Ordinance.

18.68.10 Concurrent Procedures.

In considering the Accessory Building Use Permit application, the Commission, and Council on Appeal, shall review the proposed plans pursuant to Chapter 18.40 (SITE PLAN REVIEW), using the terms and criteria of said Chapter as modified in the Minor Site Plan Review application.

18.68.12 Appeals of Actions Taken on an Accessory Building Use Permit Application.

Any appeals on the actions taken regarding an Accessory Building Use permit application shall be held and governed by the provisions of Chapter 18.43 (HEARINGS AND APPEALS THEREFROM).

18.68.14 Conditions Necessary to Granting an Accessory Building Use Permit.

Before an Accessory Building Use Permit may be granted the approving body shall make a finding from the evidence as submitted, that the following conditions exist in reference to the property being considered:

(1) The requested Accessory Building Use Permit is consistent with the General Plan and zoning requirements of the zone in which the property in question is located including the protection of adequate open animal areas on lots where the keeping of large animals is permitted.

(2) The requested Accessory Building Use Permit will not have an adverse effect on the public convenience or general welfare of persons residing or working in the neighborhood thereof and will not adversely affect adjoining land uses including run-off and drainage impacts and architectural compatibility.

18.68.16 Conditions of Approval.

In the granting of an Accessory Building Use Permit conditions may be included to which the building or the lot or parcel where it is approved may be used, or the building constructed or altered, with requirements that can include but not be limited to use, architecture, height of building, open spaces, on-site parking and access areas, and conditions of operation that the approving body may consider necessary to prevent damage or prejudice to adjacent properties, and/or detriment to the welfare of the community.

18.68.18 Force of Conditions of Approval.

Any restrictions or conditions required by the approving body or other approving body on appeal, in the granting of an Accessory Building Use Permit under the provisions of this chapter must be complied with. If such conditions or requirements are not met, the Planning Commission shall hold a hearing in the manner as set forth in Chapter 18.46 (REVOCATIONS OF PERMITS AND VARIANCES).

(1) Upon revocation, further use or maintenance of the building authorized by the Accessory Building Use Permit shall constitute a violation of this Ordinance.

18.68.20 Size, Layout, and Design of Accessory Buildings.

(1) Large Vehicle Parking Building (recreational and agricultural vehicles)

(a) Maximum height: 14' at roof eave with the same or lesser roof pitch as the primary dwelling.

The maximum allowed height at the peak shall be the lesser of 18' or the highest point of the primary dwelling.

(b) Maximum allowed size: 1,000 square feet.

- (c) Maximum allowed lot coverage: Cannot exceed the maximum allowed lot coverage for all buildings that require a building permit, including all accessory buildings, based on the underlying zone of the property in question.
 - (d) All portions of a proposed accessory building shall meet the graduated setback requirement based on the height of any portion of the building per Exhibit 18.68.20-1 (Allowed Building Height).
 - (e) No washroom or restroom is allowed. A one-basin sink can be allowed for emergency purposes.
 - (f) Any side of a building that exceeds 20 feet in length shall be required to include doors and/or windows for articulation.
 - (g) No interior wall separations are allowed.
 - (h) Exterior wall finishes shall match the materials, style, and colors of the primary dwelling (e.g. brick, siding, stucco, etc.).
 - (i) A five-foot buffer shall be maintained around the required open animal area where the open animal area is adjacent to a property line or an existing or proposed structure.
- (2) Animal-Keeping Shelters for Large Animals (animals counted as an “animal unit”)
- (a) Maximum height: 10' at roof eave with the same or lesser roof pitch as the primary dwelling.
 - (b) Maximum allowed size: Equal to the allowed number of animal units (AU's) on the subject property multiplied by 225 square feet, plus an additional 225 square feet for every 5 AU's allowed for tack and feed storage.
 - (c) Maximum allowed lot coverage: Cannot exceed the maximum allowed lot coverage for all buildings that require a building permit, including all accessory buildings, based on the underlying zone of the property in question.
 - (d) Only one 30 square-foot washroom/restroom is allowed consisting only of a one-basin sink and toilet.
 - (e) Any side of a building that exceeds 20 feet in length shall be required to include doors and/or windows for function.
 - (f) The only allowed interior wall separations are for stall enclosures, the separate tack and feed rooms, and for the washroom/restroom.
 - (g) No roll-up garage doors are allowed.
 - (h) 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 type of window pane/cover that can shatter.

- (i) There shall be no electrical outlets within wall enclosures to keep animals. Any outlets shall only be located in a breezeway, tack or feed room, or in the washroom/restroom. Interior lights shall only be located on the ceiling or hanging not lower than ten feet measured from the floor.
- (3) All Other Accessory Buildings (includes animal-keeping shelters for small animals)
- (a) Maximum height: 10' at roof eave with the same or lesser roof pitch as the primary dwelling. The maximum allowed height at the building peak is 14'.
 - (b) Maximum allowed size: the lesser of 864 square feet or 1/3 the square-footage of the primary dwelling footprint.
 - (c) Maximum allowed lot coverage: Cannot exceed the maximum allowed lot coverage for all buildings that require a building permit, including all accessory buildings, based on the underlying zone of the property in question.
 - (d) All portions of a proposed accessory building shall meet the graduated setback requirement based on the height of any portion of the building per Exhibit 18.68.20-1 (Allowed Building Height).
 - (e) No washroom or restroom is allowed. A one-basin sink can be allowed for emergency purposes.
 - (f) Any side of a building that exceeds 20 feet in length shall be required to include doors and/or windows for articulation.
 - (g) No interior wall separations are allowed.
 - (h) Exterior wall finishes shall match the materials, style, and colors of the primary dwelling (e.g. brick, siding, stucco, etc.).
 - (i) A five-foot buffer shall be maintained around the required open animal area where the open animal area is adjacent to a property line or an existing or proposed structure.

18.68.22 Variance from Allowed Sizes.

Notwithstanding whether the proposed structure is equal to or less than the maximum square footage, all findings contained in Section 18.68.14 must be made. Any proposed structure larger than the maximum allowed may only be requested as a variance pursuant to Chapter 18.44 and the findings required by Section 18.44.16 must be made; that is, because of special circumstances, applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the provisions of Section 18.68.20 deprive the property of privileges enjoyed by other properties in the vicinity and under identical zoning classification.

18.68.24 Administration of Accessory Building Use Permits.

(1) All acts under this section shall be construed as administrative acts performed for the purpose of assuring that the intent and purpose of this Ordinance shall apply in special cases, as provided in this section, and shall not be construed as amendments to the provisions of this Ordinance or map.

(2) The site plan submitted with an application, together with the conditions, if any required by the approving body, shall be kept on file in the office of the Planning Director and shall be referred to prior to issuing a building permit. Where there is a substantial change from the original site plan, said plan shall be referred to the approving body for action under the procedures of this chapter. No modifications to the conditions of the original approval granting the Accessory Building Use Permit shall be permitted without approval of the original approving body. In case of such a review, a new application, filing fee, and procedure may be required.

(3) A copy of the approved site plan, together with the conditions, if any required by the approving body, shall be recorded with the Riverside County Recorder's Office prior to the issuance of a building permit.

18.68.26 Reapplication for Accessory Building Use Permit.

The City shall not accept for filing nor consider any application for an Accessory Building Use Permit on premises for which a similar Accessory Building Use Permit application was denied by the City, irrespective of whom the applicants are on either application, until twelve consecutive calendar months have expired from the date of the final decisions of the city denying the earlier application, unless such final decision was a denial with the grant of the privilege that a similar application may be filed sooner than twelve consecutive months from the date of said decision.

18.68.28 Revocation and Expiration of Accessory Building Use Permit.

The provisions of Chapter 18.46 (Revocation and Expiration of Permits and Variances) shall apply. (Ord. 501, Sec. 7, 1983)



CITY OF NORCO

MINOR SITE PLAN REVIEW APPLICATION FOR RESIDENTIAL AND AGRICULTURAL ACCESSORY BUILDINGS

REQUIRED SUBMITTALS:

- 1. Completed Uniform Application.
- 2. 9 copies of the site plan, floor plan, and building elevations (all maps and plans shall be folded to 8½" x 11"). Site Plan shall include information specified on the attached "Minor Site Plan Checklist".
- 3. One copy of an 8½" x 11" reduction of all plans, maps.
- 4. One copy of the Grant Deed or title Report indicating legal vesting, lot description, and easements.
- 5. Photos of the subject property and photos toward adjacent properties from the proposed building site (digital format or hard copy).
- 6. Filing fees:



CITY OF NORCO

UNIFORM APPLICATION

File No.: _____
 Related Files: _____
 Date Filed: _____
 Fees Paid: _____

GENERAL INFORMATION:

Project Location:	
Property Owner:	Applicant:
Address:	Address:
Telephone:	Telephone:
Fax: Email:	Fax: Email:
Engineer:	Architect:
Address:	Address:
Telephone:	Telephone:
Fax: Email:	Fax: Email:
General Plan:	Site Acreage:
Zoning:	Assessor's Parcel Number:
Description of Proposal:	

REQUESTED REVIEW:

<input type="checkbox"/> Conditional Use Permit (includes major, minor, and modifications)	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Site Plan Review (includes major, minor, modifications, development phasing plan, model homes sales complex, and wall and fence plan review)	<input type="checkbox"/> Variance (includes major and minor)
	<input type="checkbox"/> Zone Change
<input type="checkbox"/> Specific Plan Preparation/Amendment	<input type="checkbox"/> Other

APPLICATION CERTIFICATION:

I hereby certify that as applicant for this proposal, I have familiarized myself with the relevant provisions of the Norco Municipal Code; and I have read the foregoing application and know the contents of the application to be true to the best of my knowledge (if applicant is not same as property owner, owner shall authorize applicant to represent his/her interest in the above referenced application by signing below).

Owner:	Applicant:
Date:	Date:



CITY OF NORCO

MINOR SITE PLAN REVIEW APPLICATION FOR RESIDENTIAL AND AGRICULTURAL ACCESSORY BUILDINGS PROJECT INFORMATION WORKSHEET

1. Property size: What is the square-footage of the property in question? _____
(Correct and scaled dimensions of the property need to be shown on the site plan)
2. Lot coverage: What is the proposed building coverage as a percentage of the flat pad portion of the lot in question for all existing and proposed buildings (including pools and a five-foot coping area around the pools)? _____
(All existing and proposed buildings, including pools and coping areas, need to be correctly located and scaled correctly on the site plan)
(The flat pad of the lot is a total of all portions of the lot that are at 4% grade or less)

OFFICE USE: Does the proposed building meet lot coverage allowances?

YES NO

3. Building use: What is the proposed use of the building? _____
4. Building size: What is the square footage of the proposed building? _____
The maximum allowed size for each type of accessory building is as follows:
Large vehicle (RV) parking building, recreational/agricultural: 1,000 square feet.

Animal-keeping shelter for large animals: (# allowed Animal Units x 225 square feet) + (225 additional square feet for each five Animal Units allowed)

All other accessory buildings: 864 square feet.

OFFICE USE: Does the proposed building meet the size limitation for the proposed use?

YES NO

5. Building height: What is the proposed building height at roof eave? _____
What is the proposed building height at the highest point? _____
The maximum allowed height for each type of accessory building is as follows:
Large vehicle (RV) parking building, recreational/agricultural: roof eave: 14'; highest point: the lesser of 18' or the highest point of the primary dwelling.

Animal-keeping shelter for large animals: roof eave: 10' and roof pitch shall be equal to or less than the roof pitch of the primary dwelling.

All other accessory buildings: roof eave: 10'; highest point: 14' and roof pitch shall be equal to or less than the roof pitch of the primary dwelling.

YES NO

OFFICE USE: Does the proposed building height meet the height limitation for the proposed use?

6. Building setbacks: What are the proposed building setbacks of the proposed structure to property lines and nearest buildings? _____

(All proposed building setbacks to property lines and nearest existing buildings, including pools and coping areas, need to be correctly labeled and scaled on the site plan)

OFFICE USE: Does the proposed building meet setback and building separation requirements?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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7. Grading: How many cubic yards of soil will need to be moved in the preparation of a pad site for the construction of the proposed building? _____

Is the area of the subject site where the building is proposed flat (4% grade or less)? YES NO

If not, will the building pad require cutting into an existing slope, or? YES NO

Will fill material be needed to create the building pad? YES NO

What is the differential between the finished building pad and the site elevation measured two feet from the building on all sides? _____

Will the location of the building or the required grading affect existing drainage and run-off patterns with the potential to create drainage impacts to neighboring properties? YES NO

If yes, what on-site retaining features are being proposed so as not to increase amount, or rate of flow, of run-off to adjoining properties from existing conditions (prior to the proposed building)? _____

(All proposed grading including any proposed cut and fill material needs to be shown on the site plan including the areas where cut or fill will occur. The site plan needs to show existing drainage patterns prior to the building and if those patterns will change after the building is constructed. If those patterns will change, the proposed drainage pattern post construction also needs to be shown on the site plan including any on-site retaining facilities that the City determines is needed. The applicant may be required to provide a cubic-feet-per-second (CFS) change analysis to determine if on-site retaining will be needed).

OFFICE USE: Does the proposed building and related grading avoid creating potential run-off and drainage impacts to adjoining properties?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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8. Animal-keeping area: Does the location of the structure preserve adequate open animal area on the property (as defined in the zoning requirements)? _____

OFFICE USE: Does the proposed building preserve an adequate open animal area including any required buffer areas?

YES NO

Does the "Large Vehicle Parking" or "All Other Accessory Building" avoid vehicular access across the open animal area?

YES NO

9. Architecture: Does the design of the building incorporate the materials, style, and colors of the primary residence? YES NO

If yes, what are the exterior wall finishes of the primary dwelling that have been incorporated into the design of the building? _____

If yes, what is/are the colors of the primary dwelling and what will the color of the proposed building be? _____

OFFICE USE: Is the design of the proposed building compatible in design with the primary dwelling?

YES NO

10. View: Does the location or size of the proposed building negatively impact the view of adjoining properties? YES NO

If yes, what views will be impacted? _____



CITY OF NORCO

MINOR SITE PLAN REVIEW APPLICATION FOR RESIDENTIAL AND AGRICULTURAL ACCESSORY BUILDINGS SITE PLAN CHECKLIST

SITE PLANS SHALL INCLUDE ALL OF THE FOLLOWING INFORMATION (UNLESS SAID INFORMATION IS NOT APPLICABLE TO THE SUBJECT APPLICATION):

DRAFT

1. All plans shall display on one sheet not smaller than 11" x 17" and not to exceed 30" x 48" drawn to a scale from 1"=10' to 1"=60'. ARCHITECTURAL SCALES ARE NOT ACCEPTABLE.

2. Persons/firms responsible for project (names, addresses, and telephone numbers) such as property owners, developers, architects or engineers.

3. Site plan identification including property address, north arrow, date of preparation, property boundary lines*, dedications for public use, street center line, and right-of-way lines.

4. General slope degree and direction*, with direction of site drainage including roughly 50 feet beyond property lines showing where off-site drainage occurs*. Proposed drainage systems and any proposed change to the existing drainage pattern needs to be included.

5. Existing structures/easements on-site: a) Buildings over 120 square feet; b) Fences and walls (indicate height and type); c) Easements (indicate purpose and dimensions).

6. Existing structures (greater than 120 square feet) off-site to approximately 50 feet beyond property lines. The latest available City aerial photo printouts can be used to satisfy this requirement*.

7. Proposed buildings and structures: a) Location, dimensions, area and height; b) Building entrances and exits; c) Outdoor storage areas including trash, mechanical services, material storage, etc.; d) Locations, dimensions, height and type of screening materials of storage areas; and e) Proposed walls and fences including location, dimensions, height and materials.

8. Indicate on all proposals: lot number, dimensions, lot area (net square footage), flat pad area, pad elevation, building pads, the primary animal-keeping area (PAKA) if one exists, or the contiguous open animal area where a PAKA does not exist.

9. Proposed building setbacks and distance between buildings and structures.

10. Proposed on-site circulation pattern for vehicles, pedestrians, and equestrians (indicate location, dimensions, and directional arrows as needed).

11. Site plan summary (to appear as notes on site plan): a) Site acreage; b) Site zoning and land use (existing and proposed); c) Proposed buildings and structures (indicate type of construction, roof materials, total building and ground floor area of each building, and total building coverage (square feet and percentage)).

* The City will assist in providing whatever background site and topographical data that may be available from City files. There is no guarantee that this information exists in City files in which case the applicant would have to provide the information