

**CITY OF SANTA CLARITA**  
**ADMINISTRATIVE HEARING**

**Monday, May 6, 2024**  
**1:00 p.m.**  
**The Centre, Oak Room**  
**20880 Centre Pointe Parkway**  
**Santa Clarita, CA 91350**

**AGENDA**

**CALL TO ORDER**

**ITEM 1      MASTER CASE 24-008: MINOR USE PERMIT 24-003 AND ADMINISTRATIVE PERMIT 24-003**

**Case Planner:**      Kyla Danforth, Planning Technician

**Applicant:**      Stephen J. Bradley

**Location:**      24715 Aden Avenue  
(Assessor's Parcel Number: 2834-033-015)

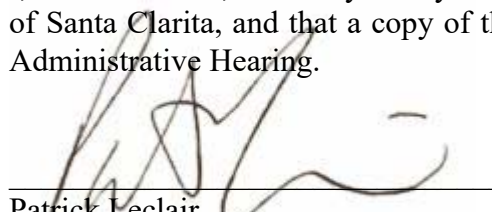
**Request:**      The applicant, Stephen J. Bradley, is requesting approval of a Minor Use Permit and an Administrative Permit to allow for a second accessory structure in the rear yard at 24715 Aden Avenue (Assessor's Parcel Number: 2834-033-015), within the Urban Residential 1 zone and the Placerita Canyon Special Standards District.

**Recommendation:**      1. Receive staff presentation; 2. Conduct the hearing; and 3. Approve Master Case 24-008, including Minor Use Permit 24-003 and Administrative Permit 24-003, allowing the proposed recreational vehicle metal garage at 24715 Aden Avenue, subject to the attached conditions of approval, included as Exhibit B.

**ADJOURNMENT**

**CERTIFICATION**

I, Patrick Leclair, do hereby certify that I am the duly appointed and qualified Planning Manager for the City of Santa Clarita, and that a copy of this agenda was provided to the applicant(s) within 72-hours of this Administrative Hearing.

  
\_\_\_\_\_  
Patrick Leclair  
Planning Manager  
Santa Clarita, California



**CITY OF SANTA CLARITA  
ADMINISTRATIVE HEARING  
AGENDA REPORT**

ADMINISTRATIVE HEARING

PLANNING MANAGER APPROVAL: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "K. Danforth", written over a horizontal line.

DATE: May 6, 2024

SUBJECT: MASTER CASE 24-008: MINOR USE PERMIT 24-003 AND  
ADMINISTRATIVE PERMIT 24-003

APPLICANT: Stephen J. Bradley

LOCATION: 24715 Aden Avenue (Assessor's Parcel Number: 2834-033-015)

CASE PLANNER: Kyla Danforth, Planning Technician

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**RECOMMENDED ACTION**

Staff recommends the Hearing Officer:

1. Receive staff presentation;
2. Conduct the hearing; and
3. Approve Master Case 24-008, including Minor Use Permit 24-003 and Administrative Permit 24-003, allowing the proposed recreational vehicle metal garage at 24715 Aden Avenue, subject to the attached conditions of approval, included as Exhibit B.

**REQUEST**

The applicant, Stephen J. Bradley, is requesting approval of a Minor Use Permit and an Administrative Permit to allow for a second accessory structure in the rear yard at 24715 Aden Avenue (Assessor's Parcel Number: 2834-033-015), within the Urban Residential 1 (UR1) zone and the Placerita Canyon Special Standards District.

**BACKGROUND**

On January 16, 2024, the applicant formally submitted a request for an Administrative Permit (AP) and Minor Use Permit (MUP) for a second accessory structure in the rear yard. The proposed accessory structure is a new prefabricated recreational vehicle (RV) metal garage. The current rear yard includes a detached car garage that was permitted in 2000. The application was deemed complete on February 14, 2024.

A public notice was circulated to surrounding property owners on March 6, 2024, providing a 15-day comment period, in accordance with the requirements of the Unified Development Code (UDC). During the noticing period, City of Santa Clarita (City) staff received letters, generated by adjacent properties, objecting to the request. A copy of these letters is attached for reference. Of the letters received, only one requested an Administrative Hearing. The second letter was anonymous. The letter requesting the hearing identified the following concerns:

- A concern that the proposed structure is not consistent with the Placerita Canyon Special Standards District because it does not enhance the surrounding neighborhood;
- A concern regarding an oak tree adjacent to the subject property;
- A concern that the accessory structure's proposed architecture is not consistent with code requirements; and
- A concern that the structure is a modular building for nonresidential use and requires additional regulations.

### PROJECT DESCRIPTION

The proposed residential garage is a prefabricated metal structure that would be 810 square feet, to be used for recreational vehicle parking. Dimensionally, it is 17-feet, 6-inches tall, 45-feet long, and 18-feet wide. The height of the proposed structure does not exceed the height of the 19-foot tall existing primary structure. The location of the garage would be 15 feet from the rear property line and 5 feet from the side property line, consistent with the Unified Development Code requirements. The walls and roof of the structure would be painted to be consistent with the primary residence. An aerial map depicting the location of the site, a site plan indicating the location of the proposed garage, and the elevations of the garage are provided herein.

### ZONING AND LAND USES

The subject property has a General Plan designation of residential land use and is located within the Placerita Canyon Special Standards District area, as provided in Section 17.39.020. The zoning designation for the subject property is UR1. The UR1 zone, as provided in Section 17.33.010, is for residential neighborhoods at densities that require urban services.

Table 1, below, and the attached zoning map summarize the zoning designations and land uses surrounding the subject property:

**Table 1 – Land Use, Zoning, and Existing Uses**

	Zoning	Land Use/Existing Uses
Project Site:	Urban Residential 1 (UR1)	Residential – single-family homes and other residential uses
North:	Non-Urban 5 (NU5)	Residential – single-family homes and other residential uses
East:	Urban Residential 1 (UR1).	Residential – single-family homes and other residential uses
South:	Urban Residential 1 (UR1).	Residential – single-family homes and other residential uses
West:	Mixed-Use Neighborhood (MX-N).	Mixed use – residential with complementary commercial services, including retail and office uses

**ANALYSIS***Consistency with the Unified Development Code*

The proposed residential accessory structure meets the requirements of rear and side setbacks, distance between main and accessory structures and the height for accessory structures of the UR1 zone. The UDC requirements and the project proposal are summarized in Table 2, below:

**Table 2 – Existing and Proposed Project Requirements**

UDC Requirements			
UDC Section	Description	Requirement	Applicants Plans
17.33.010	Side yard setback, each side (in feet)	5/5	5
17.33.010	Rear yard setback (in feet)	15	15
17.33.010	Maximum height of accessory structures not exceeding the height of the main structure without a CUP (in feet)	35	17'6"

To address concerns regarding the oak tree adjacent to the subject property, the City's oak-tree specialist conducted a site visit on March 26, 2024, and determined there would be no impact to the oak tree, and therefore, no Oak Tree Permit is required.

To be consistent with the primary structure on site, the proposed accessory structure uses a pitched roof, does not exceed the height of the primary structure, and would be finished with a smooth panel painted to match the colors of the primary structure.

*Compliance with Other Governmental Agencies*

In addition to obtaining the necessary local land use entitlement, the applicant is required to comply with all applicable requirements of other government agencies and City Divisions that include, but are not limited to, the City's Building & Safety Division and the Los Angeles County Fire Department.

## ENVIRONMENTAL STATUS

The project is exempt from the California Environmental Quality Act under Article 19 Categorical Exemptions, Section 15303 Class 3. A Class 3 exemption consists of construction and location of limited numbers of new, small facilities, or structures. The proposed structure, qualifies as a Class 3 exemption because the proposal includes the construction of an accessory structure.

## PUBLIC NOTICING

All noticing of the public for the project for minor use permits, and for an administrative hearing, as required by the UDC (Sections 17.24.120 (D) and 17.06.100 (D)) have been provided.

## CONCLUSION

The proposed use is consistent with the Placerita Canyon Special Standards District, the UDC, would not endanger the public, and is physically suited for the subject site. Therefore, staff has drafted the necessary findings for approval as detailed in the “Findings” document, attached to this staff report as Exhibit A.

## EXHIBITS

Findings (Exhibit A)  
Conditions of Approval (Exhibit B)  
Comment Letters  
Aerial Map  
Site Plan  
Rendering  
Zoning Map

## EXHIBIT A

### FINDINGS MASTER CASE 24-008 MINOR USE PERMIT 24-003 ADMINISTRATIVE PERMIT 24-003

On May 6, 2024, the Administrative Hearing Officer held a duly noticed hearing regarding Master Case 24-008, Minor Use Permit 24-003 and Administrative Permit 24-003. Based upon the written staff report, the testimony and the evidence presented at this hearing, the Administrative Hearing Officer determines as follows:

#### GENERAL FINDINGS FOR MASTER CASE 24-008

1. *That the proposal is consistent with the General Plan.*

The proposed land use is consistent with the General Plan's Land Use Element and the zoning designation of Urban Residential 1 (UR1). URI, General Plan designation is meant for single-family homes and associated uses. With the approval of an Administrative Permit and Minor Use Permit the accessory structure would be permitted on the project site.

2. *The proposal is allowed within the applicable underlying zone and complies with all other applicable provisions of the UDC.*

The proposed second accessory structure is permitted with a MUP pursuant to Chapter 17.57.040 of the UDC. If approved, as part of the MUP the applicant would be required to comply with the Conditions of Approval (Exhibit B) which would ensure that the proposal would comply with all provisions of the UDC. As proposed the accessory structure complies with all setbacks, height, and design standards for an accessory structure.

3. *The proposal will not endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare, or be materially detrimental or injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.*

The proposed second accessory structure would not include any hazardous materials and would not require the handling of, or use of, any hazardous materials. The applicant would be required to comply with all applicable California Building and Fire Codes for a residential accessory structure. There are no anticipated impacts to persons, property, or uses in the vicinity and zone.

4. *The proposal is physically suitable for the site. The factors related to the proposal's physical suitability for the site shall include, but are not limited to, the following:*

*a) The design, location, shape, size, and operating characteristics are suitable for the*

*proposed use;*

The subject property includes an existing 2,950 square-foot single-family home and an existing 979 square-foot accessory detached garage. The proposed project includes adding a second accessory structure. The design, location, shape, size and operating characteristics of the project site are suitable for the proposed use. The project will comply with the Unified Development Code's requirements for residential setbacks, height, roof pitch, and consistency of colors with the primary home.

- b) The highways or streets that provide access to the site are of sufficient width and are improved as necessary to carry the kind and quantity of traffic such proposal would generate;*

The project would not require any street improvements and would not cause any traffic-related impacts to the site or its vicinity. Because the daily operation of the subject property would not change, there would be no impact to the adjacent Placeritos Boulevard.

- c) Public protection services (e.g., Fire protection, Sheriff protection, etc.) are readily available; and*

The proposed use would be within an existing residential property, which is located within a developed area within the service area of public protection services, including those provided by the Los Angeles County Fire Department (LACFD) and Los Angeles County Sheriff's Department (LASD). The proposal would also be required to comply with all applicable requirements of the LACFD and LASD.

- d) The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.) is adequate to serve the site.*

The proposed use would be located within an existing residential area, which is located within a developed area with available and adequate utilities to serve the site.

#### FINDINGS FOR MINOR USE PERMIT

- 1. Neither present nor anticipated future traffic volumes generated by the use of the site reasonably require strict or literal interpretation and enforcement of the specified regulation:*

The proposed use is a typical residential use, to store a personal vehicle, in the UR1 zone and would not result in an increase in expected traffic volumes. The project would result in no significant impact to traffic.

- 2. The granting of the permit will not result in the parking or loading of vehicles in public and private streets in such a manner as to interfere with the free flow of traffic on the streets:*

EXHIBIT A

Master Case 24-008: Minor Use Permit 24-003 & Administrative Permit 24-003

Page 3 of 3

All parking or loading of vehicles associated with the accessory structure would occur on the subject property and not on private or public streets. As such, the request would not interfere with the free flow of traffic on the surrounding streets.

3. *The parking demand would be less than the requirements identified in Section 17.51.060(M):*

There would be no changes for parking demand as the proposed structure would be used for storage of vehicles.

4. *That sufficient parking would be provided to serve the use intended and potential future uses of the subject property.*

Sufficient parking is already provided to serve the existing property and the proposed accessory structure is not expected to increase parking demand as it will serve as garage for a recreational vehicle.



**CITY OF SANTA CLARITA  
COMMUNITY DEVELOPMENT DEPARTMENT  
MASTER CASE 24-008  
MINOR USE PERMIT 24-003  
ADMINISTRATIVE PERMIT 24-003  
PER CODE SECTION 17.23.100 OF THE  
UNIFIED DEVELOPMENT CODE**

**Date:** May 6, 2024

**Applicant:** Stephen J. Bradley  
24715 Aden Avenue  
Santa Clarita, CA, 91321

**Location:** 24715 Aden Avenue  
Assessor's Parcel Number (APN: 2834-003-015)

**Request:** The applicant is requesting an Administrative Permit and Minor Use Permit for a new 45-foot long by 18-foot wide and 17-foot, 6-inch tall (810 square-foot) detached accessory structure (recreation vehicle garage). The building would be located in the rear yard of the existing single-family home in the Urban Residential 1 (UR1) zone within the Placerita Canyon Special Standards District.

**Findings:** In granting this approval, the Director of Community Development finds that the required Burden of Proof set forth in Section 17.24.120 of the Santa Clarita Municipal Code has been met by the applicant. The Director further finds that the use is categorically exempt since it meets the criteria set forth for a Class 3 New Construction or Conversion of Small Structures exemption, pursuant to Section 15303 of the California Environmental Quality Act Guidelines. This approval is granted pursuant to the following conditions.

**CONDITIONS OF APPROVAL**

**GENERAL CONDITIONS**

- GC1. The approval of this project will expire if the approved use is not commenced within two years from the date of this approval, unless it is extended in accordance with the terms and provisions of the City of Santa Clarita's (City) Unified Development Code (UDC).
- GC2. To the extent the use approved with this project is a different use than previously approved for the property, the prior approval is terminated along with any associated vested rights to such use, unless such prior approved use is still in operation, or is still within the initial pre-commencement approval period. Once

- commenced, any discontinuation of the use approved with this project for a continuous period of two years or more terminates the approval of this use along with any associated vested rights to such use. The use may not be re-established or resumed after the two-year period. Discontinuation includes cessation of a use regardless of intent to resume.
- GC3. The permittee may file for an extension of the conditionally-approved project before the date of expiration. If such an extension is requested, it must be filed not later than 60 days before the date of expiration.
- GC4. Unless otherwise apparent from the context, the term “permittee” includes the permittee and any other persons, corporation, or other entity making use of this grant. The permittee must defend, indemnify, and hold harmless the City of Santa Clarita, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul the approval of this project by the City, including any related environmental approvals. In the event the City becomes aware of any such claim, action, or proceeding, the City will promptly notify the permittee. If the City fails to notify the permittee or if the City fails to cooperate fully in the defense, the permittee is not thereafter responsible to defend, indemnify, or hold harmless the City. Nothing contained in this condition prohibits the City from participating in the defense of any claim, action, or proceeding, if both of the following occur: 1) the City bears its own attorneys’ fees and costs; and 2) the City defends the action in good faith. The permittee is not required to pay or perform any settlement unless the settlement is approved by the permittee.
- GC5. The permittee and property owner must comply with all inspections requirements as deemed necessary by the Director.
- GC6. The project site must be developed and/or used in the manner requested and must be in substantial conformity with the submitted plans date-stamped May 6, 2024, unless revisions and/or additional conditions are specifically required herein.
- GC7. This approval runs with the land. All rights and obligations of this approval, including the responsibility to comply with the Conditions of Approval, are binding upon Permittee’s successors in interest. The Conditions of Approval may be modified, terminated, or abandoned in accordance with applicable law including, without limitation, the Santa Clarita Municipal Code (SCMC).
- GC8. Any proposed deviations from the Exhibits, Project Description, or Conditions of Approval must be submitted to the Director for review and approval. Any unapproved deviations from the project approval will constitute a violation of the permit approval.
- GC9. When exhibits and/or written Conditions of Approval are in conflict, the written Conditions of Approval prevail.

- GC10. The effectiveness of this project will be suspended for the time period that any Condition of Approval is appealed whether administratively or as part of a legal action filed in a court of competent jurisdiction. If any Condition of Approval is invalidated by a court of law, the project must be reviewed by the City and substitute conditions may be imposed.
- GC11. The permittee is responsible for ascertaining and paying all City fees as required by the SCMC. This condition serves as notice, pursuant to Government Code § 66020(d) that the City is imposing development impact fees (DIFs) upon the project in accordance with the Mitigation Fee Act (Government Code § 66000, et seq.) and the SCMC. The permittee is informed that it may protest DIFs in accordance with Government Code § 66020.
- GC12. The permittee must sign these Conditions of Approval, as set forth below, to acknowledge acceptance, within 30 days from the date of approval by the Hearing Officer.
- GC13. The City will only issue permits for the development when the construction documents (e.g., building plans) substantially comply with the approved plans. Substantial conformity is determined by the Director.
- GC14. This decision is not effective until permittee acknowledges acceptance of all project conditions and any appeal period has lapsed, or a waiver of right to appeal is filed or if there is an appeal, until a final decision has been made on the appeal. By use of the entitlements granted by a development application, the permittee acknowledges agreement with the Conditions of Approval.
- GC15. Anything which is not shown on the application/plans, or which is not specifically approved, or which is not in compliance with this section, is not approved. Any application and/or plans which are defective as to, without limitation, omission, dimensions, scale, use, colors, materials, encroachments, easements, etc., will render any entitlements granted by this approval null and void. Construction must cease until all requirements of this approval are complied with. Development entitlements may be withheld until violations of the SCMC are abated.
- GC16. The City will not issue a final certificate of occupancy until the permittee complies with all project conditions.
- GC17. Permittee must reimburse the City for all attorneys' fees expended by the City that are directly related to the processing of this project. The City will not issue a Final Certificate of Occupancy or other final occupancy approval until all attorneys' fees are paid by the Permittee.

### **PLANNING DIVISION**

- PL1. The permittee is granted approval to construct a new 45-foot long by 18-foot wide and 17-foot, 6-inch tall (810 square-foot) detached accessory structure (recreational vehicle garage) in the rear yard of the existing single-family home. The construction of the project must be consistent with the approved plans on file with the Planning Division. Any modification to the approved plans is subject to further review and approval of the Director of Community Development.
- PL2. The colors of the accessory structure, including paint and roofing, must be consistent with the main house. The height of the accessory structure must not exceed the height of the primary structure, at 18 feet.
- PL3. The accessory structure is not permitted as an accessory dwelling unit (ADU) and is not permitted as living space.
- PL4. The accessory structure is permitted for private, residential use only and must not be used for commercial purposes.
- PL5. Unless otherwise stated in this permit, the proposed project must comply with the Unified Development Code including, but not limited to, residential development standards pursuant to Chapter 17.51 and Chapter 17.57.
- PL6. The applicant must comply with the City's Noise Ordinance including, but not limited to, Section 11.44.040(A) of the City of Santa Clarita Municipal Code regarding the following noise limits:
- a. Residential Zone, Day Time: 65db
  - b. Residential Zone, Night Time: 55db
  - c. Commercial Zone, Day Time: 80db
  - d. Commercial Zone, Night Time: 70db
- PL7. This approval does not supersede the approval of any other affected agency.
- PL8. The applicant must obtain all necessary approvals from the Building & Safety Division and Los Angeles County Fire Department.

### **ENVIRONMENTAL SERVICES DIVISION**

- ES1. All demolition projects regardless of valuation, all commercial construction projects valued greater than \$200,000 or over 1,000 square feet for new construction, all new residential construction projects, and all residential additions and improvements that increase building area, volume, or size must comply with the City's Construction and Demolition Materials (C&D) Recycling Ordinance.
- ES2. C&D Materials Recycling Ordinance:

- A Construction and Demolition Materials Management Plan (C&DMMP) must be prepared and approved by the Environmental Services Division prior to obtaining any grading or building permits.
- A minimum of 65% of the entire project's inert (dirt, rock, bricks, etc.) waste and 65% of the remaining C&D waste must be recycled or reused rather than disposing in a landfill.
- For renovation or tenant improvement projects and new construction projects, a deposit of 2% of the estimated total project cost or \$15,000, whichever is less, is required. For demolition projects, a deposit of 10% of the estimated total project cost or \$15,000, whichever is less, is required. The full deposit will be returned to the permittee upon proving that 65% of the inert and remaining C&D waste was recycled or reused.

ES3. Per the California Green Building Standards Code, 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing must be reused or recycled. For a phased project, such material may be stockpiled on site until the storage site is developed.

ES4. All projects within the City not self-hauling their waste materials must use one of the City's franchised haulers for temporary and roll-off bin collection services. Please visit [GreenSantaClarita.com](http://GreenSantaClarita.com) for a list of approved haulers.

## **BUILDING & SAFETY DIVISION**

### **Plans and Permits**

- BS1. Construction drawings must be submitted to the Building & Safety Division Permit Center for plan review and building permit issuance. Structural calculations must be part of the plan submittal. A soils investigation report is required for buildings over 1,000 square feet. This project will be considered a Group U Occupancy detached metal accessory building used as a garage.
- BS2. Construction drawings submitted for plan review must show full compliance with all applicable local, county, state and federal requirements and codes. The project must comply with the building codes in effect at time of building permit application. The current state building codes are: the 2022 California Building (CBC), Mechanical (CMC), Plumbing (CPC), Electrical (CEC), Fire (CFC), Energy Code, and the 2022 California Green Building Standards Code (CalGreen).
- BS3. Accessory buildings may also comply with the detailed architectural requirements of the 2022 California Residential Code.
- BS4. Construction drawings submitted for plan review must be complete. Submitted plans must show all architectural, structural, mechanical, plumbing, and electrical work that will be part of this project. Plans must include a foundation plan with properly sized perimeter footings. Footings under exterior walls must be a

minimum of 12-inches wide and 18 to 24-inches deep. A soils report may require different sized footings depending on soil type and strength.

- BS5. All plans must be prepared by qualified licensed design professionals (California licensed architects and engineers).
- BS6. Construction drawings may be submitted electronically or by submitting paper plans. In either case an “eService Account” must be created to use our online permitting system. Please log on to: [www.santa-clarita.com/eservice](http://www.santa-clarita.com/eservice) and create an account by clicking “register for an Account.”
- BS7. The submitted site plan must show all lot lines, any easements, restricted use areas, fire zone, etc. Any construction proposed in an easement must obtain the easement holders written permission.
- BS8. For an estimate of the building permit fees and the estimated time for plan review, please contact the Building & Safety Division directly at (661) 255-4935.

#### Agency Clearances

- BS9. Prior to issuance of building permits, clearances from the following agencies will be required:
  - a. Santa Clarita Planning Division,
  - b. Santa Clarita Environmental Services (Construction & Demolition Plan deposit),
  - c. Los Angeles County Fire Prevention Bureau,
- BS10. An agency referral list with contact information is available at the Building & Safety public counter. Please contact the agencies above to determine if there are any plan review requirements and/or fees to be paid. Clearances from additional agencies may be required and will be determined during the plan review process.

#### Hazard Zones

- BS11. The project is located within the City’s Fire Hazard Zone. New buildings must comply with the California Building Code Chapter 7A: MATERIALS AND CONSTRUCTION METHODS FOR EXTERIOR WILDFIRE EXPOSURE. Detached accessory buildings located over 50-feet from an applicable building (main residential building built after July 1, 2008), are exempt from the Fire Hazard Zone requirements.
- BS12. Indicate in the project data of the plans that this project IS LOCATED in a Fire Hazard Zone, IS NOT LOCATED in a Flood Hazard Zone, and IS NOT LOCATED in the Alquist-Priolo Earthquake fault zone.

Additional Info

BS13. These general conditions are based on a review of conceptual plans submitted by the applicant to the Planning Division. This list must not be considered a full plan review by the Building & Safety Division. Detailed comments will be listed during the plan review process when a building permit application and plans are submitted to Building & Safety.

If you have any questions regarding this application, I can be reached at (661) 255-4330 or by email at [kdanforth@santa-clarita.com](mailto:kdanforth@santa-clarita.com).

Sincerely,



Kyla Danforth  
Planning Technician

S:\CD\PLANNING DIVISION\CURRENT\2024\MC24-008 (AP residential metal RV garage)\5.Administrative Hearing\MC24-008 Draft Conditions of Approval.doc