



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Planning Commission

Tuesday, December 2, 2025, 7:30 AM

Special Field Trip Meeting
City of Rolling Hills

AGENDA

1. Call to Order

2. Roll Call

3. Public Comment on Non-Agenda Items

This is the appropriate time for members of the public to make comments regarding items not listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.

4. Public Hearing Field Trips

4.A. Approve Affidavit of Posting for the Planning Commission Special Field Trip Meeting of December 2, 2025

RECOMMENDATION: Approve.

4.B. Zoning case no. 25-101: Site plan review for new construction, non-exempt grading and related improvements; variances for a detached garage within front and side yard area, detached pool house within rear yard area, deck exceeding 12", import of soil, and to exceed 40 percent disturbance; conditional use permit to exceed 200 square feet for accessory structures, and finding the project exempt from the California Environmental Quality Act for location at 10 Saddleback Road (Birkett) (LOT 17-2-RH)

RECOMMENDATION: Staff recommends the Planning Commission open the public hearing, receive public testimony, discuss the proposed project and continue to the evening meeting.

5. Adjournment

Next regular meeting: Tuesday, December 2, 2025 at 6:30 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 4.A.

Meeting Date: 12/2/2025

To: Planning Commission
From: Christian Horvath, Assistant to the City Manager / City Clerk
Thru: Karina Bañales, City Manager
Subject: Approve Affidavit of Posting for the Planning Commission Special Field Trip Meeting of December 2, 2025

Background:

None.

Discussion:

None.

Fiscal Impact:

None.

Recommendation:

Approve.

Attachments:

1. CL_AGN_251202_PC_FT_AffidavitofPosting



Administrative Report

4.A., File # 2025-203

Meeting Date: 12/2/2025

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations below.

Legislative Body	Planning Commission
Posting Type	Field Trip Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: https://www.rolling-hills.org/government/agendas_meetings.php https://rollinghillsca.portal.civicclerk.com/
Meeting Date & Time	DECEMBER 2, 2025 7:30am
Meeting Location	10 SADDLEBACK ROAD, ROLLING HILLS, CA 90274 – 7:30 A.M

As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: November 28, 2025



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 4.B.

Meeting Date: 12/2/2025

To: Planning Commission

From: Reina Schaetzl, Wildan Principal Planner

Thru: Karina Bañales, City Manager, Michael Ervin, Assistant City Attorney

Subject: Zoning case no. 25-101: Site plan review for new construction, non-exempt grading and related improvements; variances for a detached garage within front and side yard area, detached pool house within rear yard area, deck exceeding 12", import of soil, and to exceed 40 percent disturbance; conditional use permit to exceed 200 square feet for accessory structures, and finding the project exempt from the California Environmental Quality Act for location at 10 Saddleback Road (Birkett) (LOT 17-2-RH)

Background:

This item was originally noticed for the Planning Commission meeting on November 18, 2025. Due to a noticing error by Staff, this item was re-noticed for the December 2, 2025 Planning Commission meeting.

Zoning, Location, and Lot Description

The property is zoned RAS-1. The subject property is located just east of Portuguese Bend Road with frontage on Saddleback Road. The rear of the property also abuts Palos Verdes Drive North (PVDN). It is an irregular shaped lot. The lot size is 1.07 acres and 36,590 square feet net, as calculated for development purposes. The site includes a 25-foot-wide roadway easement along Saddleback Road and 100-foot-wide roadway easement along PVDN.

There are two building pads. The first residential building pad is 6,143 square feet and contains the existing house and garage. The second pad is 1,298 square feet, and includes the existing pool and deck areas. The topography of the land is such that the rear building pad is set above the grade of the PVDN and includes the large roadway easement making much of the rear of the property unavailable for development. Additionally, the front of the property narrows towards Saddleback Road which further hinders development in the front yard area.

Previous Projects

The house, garage and pool were built in the mid-1970s. In September 1969, a Variance was approved to construct a tennis court in the front yard but it was never completed.

In July 1990, the Planning Commission approved a Site Plan Review to build two new bedrooms, one and one-half bathrooms, and a recreation room, expanding the house by 1,347 square feet. In March 2022, an interior remodel was approved for ridge beam expansion. The footprint of the house and

attached four-car garage remained the same. In May 2025, the property owner submitted an application to convert the existing four-car garage into an additional bedroom and office. This application is still pending provided a new garage is approved on site. Finally and most recently, in June 2025, City Staff administratively approved a project to construct a spa near the existing pool, planters and fire pit in the rear of the property. This project is currently under construction.

Discussion:

Applicant Requests

On September 12, 2025, an application was duly filed by Deborah Richie-Bray, agent for Stephen and Elizabeth Birkett, requesting approval of the following proposed improvements (collectively referred to as the "Project"):

- 786 square-foot, three-car, detached garage;
- 800 square-foot, detached pool house;
- 800 square-foot attached deck over 12"
- 450 sf stable area
- 550 sf corral area

In addition to the above structures, the Project also includes a new driveway with emergency access for fire truck turnaround, walkways, landscaping, and other related site work improvements. Additional features, such as a service yard and other hardscape elements, are proposed but are not subject to discretionary review.

Site Plan Review

Site Plan Review is required for construction of any new building or structure pursuant to Rolling Hills Municipal Code ("RHMC") Section 17.46.020(A)(2). The applicant is proposing a new garage, pool house and raised deck resulting in approximately 2,400 square feet of total floor area. The Project also includes the proposed stable and corral set aside areas.

Conditional Use Permit

RHMC Section 17.16.030(Q) permits detached garages and similar accessory structures not to exceed two hundred square feet, subject to the conditions imposed by RHMC Section 17.16.200(L). The applicant is requesting to construct a new, 786 square-foot detached garage and 800 square-foot detached pool house. As both exceed 200 square feet, these structures will require approval of a Conditional Use Permit. (RHMC Section 17.16.210(A)(4) (detached garage); RHMC Section 17.16.210(A)(5) (guest house).)

Variances

RHMC Section 17.12.040 defines a deck as any platform elevated at maximum one foot in height above the ground by means of pylons, posts, or supporting walls. The applicant is requesting a deck at 2.41 feet in height, which exceeds the one-foot maximum. Due to the topography of the rear yard and the irregular shape of the property, a Variance is warranted.

RHMC Section 17.16.070(B) limits the amount of disturbed area to 40% of the net lot area. The Project proposal exceeds the total disturbance by 60% for a total of 100% disturbance. Given the topography of the rear yard, the irregular shape of the property, the large roadway easement off PVDN, and the narrowing of the lot towards the front or Saddleback Road, a Variance is warranted.

RHMC Section 17.16.110 requires a 50' front yard setback and RHMC Section 17.16.120 requires a 20' side yard setback for detached accessory structures. The applicant is requesting to construct the

detached garage approximately 40' from the front yard setback line and 10' from the side yard setback line. Given the irregular shape of the lot and it's narrowing towards the front on Saddleback Road, a Variance is warranted.

RHMC Section 17.16.130 requires a 50' rear yard setback for detached accessory structures. The applicant is requesting to construct a detached pool house in the rear yard approximately 27' from the rear yard setback line. Given the topography of the rear yard and the large roadway easement from PVDN, a Variance is warranted.

Finally, RHMC Section 17.16.230 requires the import and export of soil be balanced on site. The Project requires 136.7 cubic yards (CY) of soil to be imported in order to construct the proposed deck attached to the house. As such, the applicant is requesting a Variance. Given the topography of the building pad in the rear of the property, a Variance is warranted.

MUNICIPAL CODE COMPLIANCE

Lot Coverage and Building Pad Coverage

The Project complies with the remainder of the Development Standards in the RHMC. The existing structural lot coverage is 5,907.2 square feet (16.14%), and the project proposes a net addition of 1,594.6 square feet (4.35%) for a total of 7,501.8 square feet (20.49%) structural lot coverage. This is approximately at the maximum allowed 20% structural coverage.

The existing flatwork coverage is 6,143.7 square feet or 16.79%. The flatwork onsite will be reduced by 493.4 square feet upon approval of the two structures and the new reduced flatwork area will be 15.45%. The maximum allowable is 15% flatwork coverage. See the "Development Table" attachment for further details.

Finally, the total overall structural and flatwork coverage will result in 13,152.1 square feet or 35.94%, which slightly exceeds the 35% structural and flatwork coverage guideline. As a reminder, this is a guideline for development and may be modified through the Site Plan Review process.

Neighbor Concerns

There have been no responses to the public hearing notices mailed on November 8 and November 18, 2025.

Review by RHCA

The Rolling Hills Community Association reviewed and conceptually approved the detached garage and pool house plans in July 2025, subject to City approval.

Environmental Review

The Project has been determined to be exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures, including but not limited to garages, carports, patios, swimming pools and fences.

Fiscal Impact:

None.

Recommendation:

Staff recommends the Planning Commission open the public hearing, receive public testimony,

discuss the proposed project and continue to the evening meeting.

Attachments:

None