



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT

**DATE:** May 6, 2020

**TO:** Hearing Officer

**SUBJECT:** Variance #11917

**LOCATION:** 771 North Holliston Avenue

**APPLICANT:** Johnny Ray Zone and Amanda Chapman

**ZONING DESIGNATION:** RS-6-LD-1 (Single-Family Residential, 0-6 units per acre, Bungalow Heaven Landmark District)

**GENERAL PLAN DESIGNATION:** Low Density Residential

**CASE PLANNER:** Kristen Johnston

**STAFF RECOMMENDATION:** Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Variance #11917 with the conditions in Attachment B.

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**PROJECT PROPOSAL:** Variance: To allow a 223 square-foot addition to the existing 247 square-foot, single-car garage resulting in a tandem parking configuration, where the Zoning Code does not permit tandem parking for a single-family residential land use;

Minor Variance: To allow a 370 square-foot addition to the existing single-family residence with a three-foot rear yard setback, where the Zoning Code requires a minimum 25-foot rear yard setback;

Minor Variance: To allow a 223 square-foot garage addition with a three-foot side yard setback, where the Zoning Code requires a minimum side yard setback of 5'-8"; and,

Minor Variance: To allow an existing detached garage and addition to maintain a three-foot side yard setback with a linear wall length of 38'-7", where the Zoning Code requires a minimum side yard

setback of five feet when the linear wall length of an accessory structure exceeds 22 feet.

**ENVIRONMENTAL DETERMINATION:**

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, (Existing Facilities), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15301 exempts additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less. The project involves additions to the existing single-family residence and single-car detached garage, totaling 593 square feet, which is less than 50 percent of the existing floor area.

**BACKGROUND:**

**Site characteristics:**

The subject property is a 10,239 square-foot parcel located on the west side of North Holliston Avenue between East Orange Grove Boulevard and East Mountain Street. The property is improved with a 1,163 square-foot, single-family residence and 247 square-foot, single-car detached garage. The existing residence is situated at the rear of the property, with the existing single-car detached garage placed in front of the residence along the north side property line. The existing residence and detached garage, constructed in 1913, are contributors to the Bungalow Heaven Landmark District.

**Adjacent Uses:**

North – Single-Family Residential  
South – Single-Family Residential  
East – Single-Family Residential  
West – Single-Family Residential

**Adjacent Zoning:**

North – RS-6-LD-1 (Single-Family Residential, 0-6 units per acre, Bungalow Heaven Landmark District)  
South – RS-6-LD-1 (Single-Family Residential, 0-6 units per acre, Bungalow Heaven Landmark District)  
East – RS-6-LD-1 (Single-Family Residential, 0-6 units per acre, Bungalow Heaven Landmark District)  
West – RS-6-LD-1 (Single-Family Residential, 0-6 units per acre, Bungalow Heaven Landmark District)

**Previous zoning cases on this property:**

Minor Variance #11798: To allow a 494 square-foot addition to the existing single-family residence with a 5'-6" rear yard setback. (Approved 6/18/2014, not constructed)

## **PROJECT DESCRIPTION:**

The applicants, Johnny Ray Zone and Amanda Chapman, have submitted the following applications to facilitate additions to the existing single-family residence and single-car detached garage, totaling 593 square feet: a Variance to allow a 223 square-foot addition to the existing 247 square-foot, single-car garage resulting in a tandem-parking configuration, where the Zoning Code does not permit tandem parking for a single-family residential land use; a Minor Variance to allow a 370 square-foot addition to the existing single-family residence with a three-foot rear yard setback, where the Zoning Code requires a minimum 25-foot rear yard setback; a Minor Variance to allow the 223 square-foot garage addition with a three-foot side yard setback, where the Zoning Code requires a minimum side yard setback of 5'-8"; and, a Minor Variance to allow the detached garage and addition to maintain a three-foot side yard setback with a linear wall length of 38'-7", where the Zoning Code requires a minimum side yard setback of five feet when the linear wall length of an accessory structure exceeds 22 feet. The subject property is a 10,239 square-foot parcel, located within the RS-6-LD-1 (Single-Family Residential, 0-6 dwelling units per acre, Bungalow Heaven Landmark District) zoning district. The existing single-family residence and single-car detached garage are contributors to the Bungalow Heaven Landmark District.

The existing single-family residence consists of 1,163 square-feet and is situated in the rear southwest corner of the property, with the existing 247 square-foot, single-car detached garage placed along the north side property line in front of the residence. The residence is set back 124 feet from the front property line, three feet from the rear property line, 2'-9" from the south side property line, and 26'-4" from the north side property line. The garage is set approximately 30 feet in front of the existing residence, 3'-4" from the north side property line, and 89'-9" from the front property line.

The proposed project would allow construction of a 370 square-foot addition to the north side of the existing single-family residence to accommodate a new living room, dining area, entry and covered porch, with a three-foot rear yard setback. The project would also allow construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage to provide two covered parking spaces in a tandem-parking configuration. The proposed garage addition would result in a linear wall length of 38'-7", with a three-foot side (north) yard setback.

As a result of the existing location of the single-family residence and single-car detached garage on the property, and given both structures are contributors to the Bungalow Heaven Landmark District, the applicant is proposing to construct additions within the required rear and side yard setbacks, which requires approval of a Variance and three Minor Variances.

## **ANALYSIS:**

The subject property is located within the RS-6-LD-1 (Single-Family Residential, 0-6 dwelling units per acre, Bungalow Heaven Landmark District) zoning district. The existing residence and single-car detached garage are contributors to the Bungalow Heaven Landmark District.

Properties located within the RS-6 zoning district are required to comply with all of the applicable development standards provided in Section 17.22.040 (Residential District Development Standards), and Section 17.22.050 (Residential District Additional Development Standards). Given the proposed project, the subject property is also subject to development standards provided in Chapter 17.46 (Parking and Loading), and Section 17.50.250 (Residential Uses – Accessory Uses and Structures) of the Zoning Code. In addition to the following discussion, an

outline of development standards provided in Table A illustrates project compliance with the applicable development standards.

#### RS-6 Single-Family Residential District General Development Standards

##### *Maximum Allowable Floor Area*

Pursuant to Section 17.22.040, Table 2-3 (RS and RM-12 Residential Districts General Development Standards), the maximum allowable gross floor area for a lot less than 12,000 square feet, is 30 percent of the lot size plus 500 square feet. Gross floor area includes the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking (either garage or carport). In addition, any portion of a structure, including stairwells over 17 feet in interior height, is counted twice for purposes of computing floor area.

As such, the maximum allowable gross floor area based on a lot size of 10,239 square feet is 3,572 square feet. The combined floor area of the existing single-family residence and single-car detached garage, and the proposed 593 square-foot additions would be 2,003 square-feet, which is in conformance with the maximum allowable floor area requirement.

##### *Maximum Site Coverage*

In addition to the maximum allowable gross floor area, single-family residential properties are also subject to compliance with maximum allowable site coverage. Site coverage is defined as the percentage of a site covered by roofs, soffits or overhangs extending more than three feet from a wall, and by decks more than four feet in height. As prescribed in the Zoning Code, the maximum allowable site coverage for a site greater than 7,200 square feet and less than 11,999 square feet in area is 35 percent up to 40 percent; any additional coverage over 35 percent shall be single-story only.

The subject property has a lot size of 10,239 square feet, which allows for a maximum allowable site coverage of 4,096 square feet. The plans (Attachment C) provided by the applicant indicate the proposed site coverage is 2,133 square feet, which includes the existing footprint of the single-family residence and single-car detached garage, and proposed 593 square foot additions and 130 square-foot covered porch. Therefore, as proposed the project complies with the maximum allowable site coverage.

##### *Setbacks*

Pursuant to Section 17.22.040, Table 2-3 of the Zoning Code, the required side setbacks for the subject property is ten percent of the lot width, with a minimum of five feet and a maximum requirement of ten feet, and in compliance with the encroachment plane requirements as provided in Section 17.29.160 of the Zoning Code; with a lot width of 58 feet, a 5'-8" side setback is required. In addition, the minimum required rear yard setback is 25 feet.

The plans provided by the applicant demonstrate the proposed 370 square-foot addition to the existing residence would provide a 9'-6" setback to the north side property line, and would maintain a three-foot rear yard setback. The proposed north side property line complies with the required minimum setback and there is no change to the south side property line. The proposed rear yard setback of three feet requires approval of a Minor Variance to proceed as proposed; discussed further in the Minor Variance analysis below.

## *Parking*

A single-family residential land use is required to provide two covered parking spaces within a garage or carport, as provided in Section 17.46.040, Table 4-6 (Off-Street Parking Requirements) of the Zoning Code, and prohibits tandem parking for a single-family residential land use (Zoning Code Section 17.46.080). In addition, small additions (with a maximum aggregate total of 150 square feet) may be made to existing residences without requiring the two-car covered parking requirement. However, any addition to an existing residence, including the construction of an accessory structure (e.g., a pool house or workshop) of over 150 square feet shall require the construction of a two-car covered parking structure.

Furthermore, Section 17.62.130(B)(2) (Incentives for Preserving Historic Resources – Waiver of covered parking requirements) of the Zoning Code states, preservation incentives shall be made available to owners of properties that are individually designated historic monuments or landmarks, or individually listed in the National Register of Historic Places, or properties that are contributing to designated landmark districts, or districts listed in the National Register. Specifically, for designated historic resources, the requirement for two covered parking spaces – when adding floor area to a residential dwelling – shall be waived if an existing one-car garage contributes to the significance of the property and/or district and is in good condition or, it will be returned to good condition as part of the work to add new living space to the dwelling.

Given the single-family residence and detached garage are contributing structures to the Landmark District, the applicant was discouraged to pursue the aforementioned side-by-side configuration due to impacts to both contributing structures and to the Landmark District. As a result, the applicant was provided with the option to request a waiver from the two-car covered parking requirement, as an addition proposed to the south side of the garage would result in the garage extending further in front of the existing residence.

Consequently, in lieu of pursuing the waiver of the two-covered parking space requirement, the proposed 223 square-foot addition would be constructed on the west (rear) elevation of the existing 247 square-foot, single-car detached garage resulting in a two-car garage in a tandem-parking configuration, which would be in compliance with the two-covered parking space requirement. As noted above, the Zoning Code prohibits tandem parking for a single-family residential land use; therefore, a Variance is required to allow deviation from the tandem-parking requirement.

## Residential Uses – Accessory Uses and Structures

Residential accessory uses and structures are subject to the development standards provided in Section 17.50.250 of the Zoning Code, which states that accessory structures shall be limited to uses which are accessory to the main use, including but not limited to, cabana, garage or carport, gazebo, greenhouse, pergola, pool, or hot tub and related equipment, or workshop. An accessory structure shall not be used for sleeping quarters.

As previously discussed, the 223 square-foot addition would be constructed on the west (rear) elevation of the existing 247 square-foot single-car detached garage, with a three-foot north side yard setback. The existing single-car detached garage is situated in the front yard of the existing residence, approximately 30 feet from the residence, 89'-9" from the front property line, and 3'-4" from the north side property line.

### *Accessory Structure Size and Placement*

Pursuant to Section 17.50.250(G) of the Zoning Code, the maximum size of all accessory structures on a site shall not exceed an aggregate of 600 square feet or six percent of the lot size, whichever is greater. Based on the lot size of 10,239 square feet, the maximum allowable aggregate size of all accessory structures is 614 square feet. The proposed detached garage would total 470 square feet or four percent of the lot size; therefore, the proposed size of the accessory structure complies with the maximum allowable floor area for accessory structures.

Pursuant to Section 17.50.250(D)(2) of the Zoning Code, an accessory structure may be located in a required side or rear setback; provided it is more than 100 feet from the front property line or entirely within the rear 25 feet of the site. Otherwise, the minimum required setbacks of the primary structure shall also apply to the accessory structure.

The existing detached garage is set back 89'-9" from the front property line, and 3'-4" from the north side property line. Therefore, the minimum required side yard setback is 5'-8". The proposed 223 square-foot garage addition would be constructed at the rear of the garage, and three feet from the north side property line. As a result, the existing detached garage and the proposed addition would be located within the required side setback.

Additionally, in order to prevent an excessive amount of structure located along a property line, the maximum horizontal length of an accessory structure than can be located less than five feet from the property line shall be limited to 22 feet. As a result of the proposed garage addition, the overall structure length along the north side property line would be 38'-7", which exceeds the maximum allowable length of 22 feet with a side setback of less than five feet.

Therefore, approval of two Minor Variances are necessary to allow the detached garage to deviate from the required side setback and placement requirements.

### *Height*

As prescribed in Section 17.50.250(E) of the Zoning Code for accessory structures, the top plate height for an accessory structure shall not exceed nine feet. Additionally, the overall height of an accessory structure may exceed the nine-foot height limit as it steps, or slopes, away from the two-foot initial setback, but shall not intercept an encroachment plane sloping inward from a point nine feet in height and rising a maximum of one and one-half feet of distance starting at the two-foot setback. Furthermore, an accessory structure may rise to, but shall not exceed, an overall height of 15 feet, so long as the structure does not intercept the encroachment plane.

The proposed top plate height of the garage addition is 7'-8", with an overall height of ten feet, measured from existing grade and does not intercept the encroachment plane at any point. Therefore, the proposed addition to the existing detached garage complies with the maximum allowable top plate and overall height requirement.

### Variance: To allow tandem parking for a single-family residential land use

A Variance application allows the City to review whether a deviation from the Zoning Code can be granted for a project. A Variance may only be granted after making five findings pursuant to Zoning Code Section 17.61.080.G (Findings and Decision). The general purpose of review is to identify compliance with the Zoning Code and General Plan, whether exceptional or extraordinary

circumstances exist, whether the application is necessary for the preservation and enjoyment of property rights, and to ensure no detriment or injury to surrounding properties.

The existing single-family residence is situated within the rear southwest corner of the property and is 124 feet from the front property line, three feet from the rear property line, 2'-9" from the south side property line, and 26'-4" from the north side property line. The existing 247 square-foot, single-car detached garage is placed along the north side property line, approximately 30 feet in front of the existing residence, 3'-4" from the north side property line, and 89'-9" from the front property line.

As previously noted, the existing residence and single-car detached garage are contributors to the Bungalow Heaven Landmark District. Therefore, constructing a garage that complies with the development standards, specifically a side-by-side two-car garage, poses unusual circumstances that a typical single-family residential property does not encounter. As such, staff's analysis concludes that the proposed two-car garage in a tandem configuration, would allow the applicant to provide covered parking as required by the Zoning Code, in order to enjoy accessory uses and structures that single-family residential properties are typically afforded. Additionally, the analysis shows that the proposed addition to the rear of the existing garage would not disrupt the character of the neighborhood or compromise the property's historic integrity, as the addition to the garage would not be visible from the street.

If the Variance were to be approved, it would allow the applicant to construct a 223 square-foot addition to the existing single-car detached garage in a tandem-parking configuration. With the exception of the requested Variance, and Minor Variances discussed below, the proposed detached garage would comply with all other applicable development standards such as height, encroachment plane, and maximum allowable accessory structure floor area.

Minor Variance: To allow the construction of a 370 square-foot addition to the existing single-family residence with a reduced rear yard setback of three feet; in lieu of a 25-foot rear setback

A Minor Variance application allows the City to review whether a deviation from the Zoning Code can be granted for a project. It may only be granted when five specific findings are made in the affirmative. These findings relate to special circumstances related to the property; not granting of special privilege; meeting the intent and purpose of any applicable specific plan and the purposes of the Zoning Code; and that the request would not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety, or general welfare.

The existing single-family residence and single-car detached garage are contributors to the Bungalow Heaven Landmark District. The residence is situated in the rear southwest corner of the subject property with the existing single-car detached garage located in front of the residence along the north side property line, subsequently resulting in setback and buildable areas different from traditional lots within single-family residential zones.

The existing single-family residence maintains a three-foot rear yard setback, and constructing a 370 square-foot addition to the residence that complies with the developments standards, specifically the required 25-foot rear setback, poses unusual circumstances that a typical property in the RS-6-LD-1 zoning district does not encounter, as an addition to the front of the existing residence would adversely affect the architectural integrity of the historic structure which is classified as a contributing resource to the Bungalow Heaven Landmark District

Furthermore, single-family residential properties along North Holliston Avenue are situated toward the front property line with useable rear yards to construct additions that are in compliance with the rear yard setback requirements. As noted above, the existing single-family residence is a contributor to the Bungalow Heaven Landmark District, which precludes the applicant from proposing additions to the front of the existing residence in compliance with the rear yard setback requirement.

If the Minor Variance were to be approved, there would be a three-foot setback from the proposed addition to the rear (west) property line. The adjacent properties to the west and northwest are improved with single-family residences situated toward the front property line and accessory structures placed within the rear yard setback. Therefore, as proposed, the addition to the existing residence would not be inconsistent with the neighboring property improvements, including improvements such as primary and accessory structures that maintain minimal setbacks to the adjoining property lines. With the exception of the requested Minor Variance, the proposed addition complies with all other applicable development standards.

Minor Variances: To allow a 223 square-foot garage addition with a three-foot side yard setback, in lieu of the required 5'-8" minimum; and, to allow the detached garage and addition to maintain a three-foot side yard setback with a linear wall length of 38'-7", in lieu of the required five feet

The existing single-car detached garage is located in front of the residence along the north side property line and set approximately 30 feet from existing residence, 3'-4" from the north side property line, and 89'-9" from the front property line. Constructing a 223 square-foot addition to the existing detached garage that complies with the developments standards, specifically the required side yard setback, poses unusual circumstances that a typical property in the RS-6-LD-1 zoning district does not encounter.

As discussed above, a majority of the single-family residences along North Holliston Avenue are situated toward the front property line with useable rear yards to construct accessory uses and structures, including a detached garage. Moreover, along with the existing single-family residence, the single-car detached garage is a contributor to the Bungalow Heaven Landmark District, which prevents the applicant from constructing an addition to the south side of the existing detached garage, as an addition to the existing garage that is visible from the public right-of way and in compliance with the applicable development standards would adversely affect the architectural integrity of the historic structure, which is classified as a contributing resource to the Bungalow Heaven Landmark District.

If the Minor Variances were to be approved, the detached garage and addition would maintain a three-foot side setback with a structure length of 38'-7". The north adjacent property is improved with two multi-family residences, with the front residence set back four feet from the north side property line and the rear residence ten feet from the north side property line. As proposed, the addition to the existing detached garage would not be detrimental to the adjacent property, as the garage addition would be approximately 13'-4" from the adjacent property's rear unit. With the exception of the requested Minor Variances to allow a reduced side yard setback, the proposed addition complies with all other applicable development standards.

### Tree Protection Ordinance

The tree inventory report and tree inventory plan submitted by the applicant identified a total of nine trees, with four trees located on the subject site. Three of the four trees identified qualify for protection as defined in the City's Tree Protection Ordinance, as determined by species, size, and

location on the property: two Coast Live Oak (*Quercus agrifolia*), and one Eugenia or brush cherry (*Syzygium paniculata*). In addition to the protected on-site trees, there are four protected trees located on both the north and south adjacent properties, and one protected tree located within the public right-of-way, all of which will require protection.

As a condition of approval, the Planning and Community Development Department will require the submittal of a Tree Protection Plan for the protected trees on public and private property, and protection measures installed prior to the issuance of a building permit. This will ensure the health of the trees during and after construction is maintained.

### Certificate of Appropriateness

If one or more Variances, or similar land use approval, were not required for this project, pursuant to Section 17.62.090 of the Zoning Code, the project would require a Certificate of Appropriateness to ensure it is consistent with the applicable design guidelines and the Secretary of the Interior's Standards for Rehabilitation and the Design Guidelines for Historic Districts. Because the Zoning Code specifically exempts projects with such land use approvals from the Certificate of Appropriateness requirement, it is not required in this instance. However, equivalent analysis to the Certificate of Appropriateness analysis is discussed below.

### *Design Analysis*

The applicant worked with Design and Historic Preservation staff to revise the original design of the project so that the addition respects the proportions of the historic home, and allows the form and overall character of the historic building to remain prominent. As such, the proposed alterations would not adversely affect the architectural integrity of the historic structure and the structure will remain classified as a contributing resource to the Bungalow Heaven Landmark District. However, staff recommends the following conditions of approval (included in Attachment B) to ensure the design details of the project are appropriately resolved and are consistent with the Secretary of Interior's Standards for Rehabilitation and Design Guidelines for Historic Districts:

- The posts and eave lines of the proposed front porch shall be recessed behind the plane of the existing historic building so that the porch is clearly subordinate to the existing historic resource.
- The porch column details shall be revised to simple wooden posts without a concrete base.
- The material of the proposed exterior cladding shall be called out on the plans submitted for building plan check. Any wood siding removed from the existing structure shall be replaced in-kind.
- A complete door and window schedule shall be included in the plans submitted for building plan check, along with product literature or shop drawings for all proposed windows and doors, including the garage door. The schedule shall clearly call out the window sash and case materials, operation type, glazing details and if the window is existing, new, or a replacement window. All publicly visible windows and doors shall be subject to further review and approval by Design and Historic Preservation Staff.
- An enlarged window detail showing the window recess depth and trim details shall be included in the plans submitted for building plan check.

- The east (street facing) elevation of the garage shall be revised to accurately reflect the existing conditions. The existing garage door is slightly offset, while the drawings show it to be centered.
- A final construction (on-site) inspection by the Design and Historic Preservation Section staff is required to ensure that all details and specifications and/or construction techniques are as approved by the staff. Projects that do not receive on-site approval may be delayed in obtaining a finalized building permit until all architectural/design issues are resolved

Table A: Summary of Residential Development Standards

Development Feature		Requirement	Proposed	Analysis	
<b>RS-6-LD-1 Single-Family Residential – General Development Standards</b>					
Minimum Setbacks	Front		25 feet	173 feet	Complies
	Side	north	5'-8" or (10% of lot width, minimum 5 feet – maximum 10 feet)	9'-6"	Complies
		south		2'-9"	Non-Conforming
	Rear		25 feet	3 feet	Minor Variance
Maximum Floor Area		3,572 square feet	2,003 square feet	Complies	
Maximum Lot Coverage		4,096 square feet	2,133 square feet	Complies	
Maximum Height		28 feet; within the encroachment plane	15'-9"	Complies	
Minimum Parking (Single-Family Dwelling)		Two covered parking spaces; in a side-by-side configuration	Two covered parking; in tandem configuration	Variance	
<b>Residential Accessory Uses and Structures</b>					
Minimum Setback Per Structure Placement	Side (north)	5'-8"	3 feet	Minor Variance	
Structure Wall Length		Maximum wall length 22 feet; with setback less than 5 feet	38'-7" wall length; 3 feet	Minor Variance	
Maximum Height(s)	Structure	15 feet	10 feet	Complies	
	Top-plate	9 feet	7'-8"	Complies	
Maximum Allowable Aggregate Accessory Structure Size		614 square feet (6% of lot size)	470 square feet	Complies	

**GENERAL PLAN CONSISTENCY:**

The project as proposed is consistent with the goals and objectives of the General Plan. The subject site is designated as Low Density Residential in the General Plan Land Use Element. The use of the property would remain a single-family residential land use. Therefore, the character of the single-family neighborhood would be maintained. Furthermore, one of the Guiding Principles

of the Land Use Element of the General Plan is that Pasadena's historic resources will be preserved. Goal 8 of the General Plan (Historic Preservation) seeks the preservation and enhancement of Pasadena's cultural and historic districts as valued assets and important representations of its past. Specifically, General Plan Policy 8.5 promotes an architecturally sensitive approach to new construction in Landmark and Historic Districts. In addition, Policy 22.2 (Single-Family Neighborhoods, Garages and Accessory Structures) encourages designing garages and accessory structures in such manner that they do not dominate the appearance of the primary dwelling from the street. Therefore, as proposed the project has been designed to maintain the single-family residential character of the neighborhood, preserving and enhancing the existing single-family residence and detached garage, with the existing architectural form and overall character of the historic building to remain prominent which would not adversely affect the architectural integrity of the historic structures.

### **ENVIRONMENTAL REVIEW:**

Pursuant to 15300.2.f of the CEQA Guidelines, a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource. A substantial adverse change includes demolition, destruction, relocation, or alteration such that the significance of an historical resource would be impaired. The CEQA Guidelines also further provide that a project that demolishes or alters those physical characteristics of an historical resource that convey its historical significance (i.e., its character-defining features) can be considered to materially impair the resource's significance.

The house at 771 North Holliston Avenue was built in 1913 and it, as well as the existing garage, is a contributor to the Bungalow Heaven Landmark District. As a contributor, the house is not significant on its own as an individual resource, but rather because it, along with a grouping of other similar properties, retain architectural integrity on the exterior and represent the Arts & Crafts period architectural style and development patterns.

As proposed, the additions to the existing single-family residence and detached garage respect the proportions of the historic residence, and allows the form and overall character of the historic building to remain prominent. As such, the proposed alterations do not adversely affect the architectural integrity of the historic structure and the structure will remain classified as a contributing resource to the Bungalow Heaven Landmark District.

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, (Existing Facilities), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15301 exempts additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less. The project involves additions to the existing single-family residence and single-car detached garage, totaling 593 square feet, which is less than 50 percent of the existing floor area.

### **REVIEW BY OTHER DEPARTMENTS:**

The proposed project was reviewed by the Building Department, Pasadena Fire Department, Department of Transportation, Public Works Department, and Design and Historic Preservation Section. Based on their review of the project, Design and Historic Preservation Section and the Public Works Department provided comments and recommended conditions of approval, which

have been incorporated in Attachment B of this staff report. The remaining departments had no comments and would review the plans through building permit plan check process.

**CONCLUSION:**

It is staff's assessment that the findings necessary for approval of the Variance and three Minor Variances can be made. The proposed project meets all applicable development standards required by the Zoning Code, with the exception of the rear and side setbacks. Given the existing location of the single-family residence and detached garage, both contributor's to the Bungalow Heaven Landmark District, the property is limited to setback and buildable areas that would not result in substantial negative impacts to the Landmark District and surrounding single-family residential neighborhood. Granting of the Variance and Minor Variances would allow the property owners enjoyment of typical residential activities, such as providing a two-car garage in compliance with the required parking for single-family residential properties, while protecting the architectural integrity of the historic structure, which will allow the structure to maintain classified as a contributing resource to the Bungalow Heaven Landmark District. The project would be in conformance with the goals, policies, and objectives of the General Plan. Therefore, staff recommends that the Hearing Officer adopt the environmental determination and the specific findings in Attachment A to approve the application with the conditions in Attachment B.

**ATTACHMENTS:**

Attachment A: Variance and Minor Variance Findings  
Attachment B: Recommended Conditions of Approval

**ATTACHMENT A  
SPECIFIC FINDINGS FOR VARIANCE #11917**

Variance: To allow tandem parking for a single-family residential land use

1. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The existing single-family residence consists of 1,163 square-feet and is situated at the rear southwest corner of the property, with the existing 247 square-foot, single-car detached garage placed along the north side property line. The residence is set back 124 feet from the front property line, three feet from the rear property line, 2'-9" from the south side property line, and 26'-4" from the north side property line. The existing detached garage is set approximately 30 feet in front of the existing residence, 3'-4" from the north side property line, and 89'-9" from the front property line. The proposed project would allow construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem-parking configuration.

Given the garage is a contributing structure to the Landmark District, constructing a garage that complies with the development standards, specifically a side-by-side two-car garage, poses extraordinary circumstances that a typical single-family residential property does not encounter. As such, staff's analysis concludes that the proposed two-car garage in a tandem configuration, would allow the applicant to provide covered parking as required by the Zoning Code, in order to enjoy accessory uses and structures that single-family residential properties are typically afforded. Additionally, the analysis shows that the proposed addition to the rear of the existing garage would not disrupt the character of the neighborhood or compromise the property's historic integrity, as the addition to the garage would not be visible from the street; which warrants the approval of the Variance.

2. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.* The usable area of the lot to construct a two-car garage in compliance with the development standards (in a side-by-side configuration) is limited due to the locations of the existing residence and detached garage, and because the garage is a contributing structure to the Bungalow Heaven Landmark District. Therefore, the project proposes construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem-parking configuration. And as a result, will not disrupt the character of the neighborhood or compromise the property's historic integrity, as the addition to the garage would not be visible from the street. Thus, granting of the Variance would allow the property to contain a two-car garage, which is a substantial property right for a single-family property.
3. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The proposed use of the site is a single-family residential land use, which is a permitted use in the RS-6-LD-1 zoning district and compatible with surrounding residential uses. Furthermore, a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem-parking configuration, will not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare, as the project was reviewed by the Fire Department and Building and Safety Division, who posed no concerns regarding the project. The project is also required

to comply with all applicable Fire Department and Building and Safety Division standards through the City's plan check process.

4. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element, characterized by low density single-family residences. The project is consistent with Goal 8 of the General Plan (Historic Preservation) which seeks the preservation and enhancement of Pasadena's cultural and historic districts as valued assets and important representations of its past. Specifically, General Plan Policy 8.5 promotes an architecturally sensitive approach to new construction in Landmark and Historic Districts. In addition, Policy 22.2 (Single-Family Neighborhoods, Garages and Accessory Structures) encourages designing garages and accessory structures in such a manner that they do not dominate the appearance of the primary dwelling from the street. Therefore, as proposed the project has been designed to maintain the single-family residential character of the neighborhood, preserving and enhancing the existing single-family residence and detached garage, with the existing architectural form and overall character of the historic building to remain prominent which would not adversely affect the architectural integrity of the historic structures.
5. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered a factor at any time throughout the review of this application. Therefore, the proposed project meets this finding.

Minor Variance: To allow the construction of a 370 square-foot addition to the existing single-family residence with a reduced rear yard setback of three feet, in lieu of the required 25 feet

1. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The existing single-family residence consists of 1,163 square-feet and is situated at the rear southwest corner of the property, with the existing 247 square-foot, single-car detached garage placed along the north side property line. The residence is set back 173 feet from the front property line, three feet from the rear property line, 2'-9" from the south side property line, and 26'-4" from the north side property line, subsequently resulting in setback and buildable areas different from traditional lots within single-family residential zones. As previously noted, the existing single-family residence maintains a three-foot rear yard setback, and constructing a 370 square-foot addition to the residence that complies with the developments standards, specifically the required 25-foot rear setback, poses unusual circumstances that a typical property in the RS-6-LD-1 zoning district does not encounter. Furthermore, typical to the single-family residential properties along North Holliston Avenue, single-family residences are situated toward the front property line with useable rear yards to construct additions that are in compliance with the setback requirements, that single-family properties are typically afforded. Moreover, as noted above, the existing single-family residence is a contributor to the Bungalow Heaven Landmark District, which precludes the applicant from proposing additions to the front of the existing residence, in compliance with applicable development standards. With the exception of the requested Minor Variance, the proposed addition complies with all other applicable development standards.
2. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary*

*hardship*. The usable area of the lot is limited due to the existing residence and detached garage location, limiting setback and buildable area given the existing single-family residence is a contributor to the Bungalow Heaven Landmark District, which precludes the applicant from proposing additions to the front of the existing residence, in compliance with applicable development standards. With the exception of the requested Minor Variance, the proposed addition complies with all other applicable development standards. Thus, granting of the Minor Variance would allow the property to improve the existing structure, which is a substantial property right found in a single-family property.

3. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The proposed use of the site is a single-family residential land use, which is a permitted use in the RS-6-LD-1 zoning district and compatible with surrounding residential uses. Furthermore, a 370 square-foot addition north elevation of the existing single-family residence, will not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare, as the project was reviewed by the Fire Department and Building and Safety Division, who posed no concerns regarding the project. The project is also required to comply with all applicable Fire Department and Building and Safety Division standards through the City's plan check process.
4. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element, characterized by low density single-family residences. The project is consistent with Goal 8 of the General Plan (Historic Preservation) which seeks the preservation and enhancement of Pasadena's cultural and historic districts as valued assets and important representations of its past. Specifically, General Plan Policy 8.5 promotes an architecturally sensitive approach to new construction in Landmark and Historic Districts. In addition, Policy 22.2 (Single-Family Neighborhoods, Garages and Accessory Structures) encourages designing garages and accessory structures in such manner that they do not dominate the appearance of the primary dwelling from the street. Therefore, as proposed the project has been designed to maintain the single-family residential character of the neighborhood, preserving and enhancing the existing single-family residence and detached garage, with the existing architectural form and overall character of the historic building to remain prominent which would not adversely affect the architectural integrity of the historic structures.
5. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered as the main factor throughout the review of this application.

Minor Variance: To allow the 223 square-foot garage addition with a three-foot side yard setback, in lieu of the required 5'-8"

1. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The existing single-family residence consists of 1,163 square-feet and is situated at the rear southwest corner of the property, with the existing 247 square-foot, single-car detached garage placed along the north side property line. The residence is set back 124 feet from the front property line, three feet from the rear property line, 2'-9" from the south side property line, and 26'-4"

from the north side property line. The existing detached garage is approximately 30 feet in front of the existing residence, 3'-4" from the north side property line, and 89'-9" from the front property line. The proposed project would allow the construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, with a three-foot side yard setback, in order to provide the required two-covered parking spaces. Given the garage is a contributing structure to the Landmark District, constructing a garage that complies with the development standards, specifically a side-by-side two-car garage, poses extraordinary circumstances that a typical single-family residential property does not encounter. As such, staff's analysis concludes that the proposed two-car garage in a tandem configuration, would allow the applicant to provide covered parking as required by the Zoning Code, while maintaining a three-foot north side yard setback, which follows the existing wall plane of the single-car detached garage, in order to enjoy accessory uses and structures that single-family residential properties are typically afforded. Additionally, the analysis shows that the proposed addition to the rear of the existing garage would not disrupt the character of the neighborhood or compromise the property's historic integrity, as the addition to the garage would not be visible from the street; which warrants the approval of the Minor Variance.

2. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.* The usable area of the lot is limited due to the existing residence and detached garage locations, limiting setback and buildable area to construct a two-car garage in compliance with the development standards, specifically the side yard setback. The existing single-family residence and the single-car detached garage are contributors to the Bungalow Heaven Landmark District, which prevents the applicant from constructing an addition to the south side of the existing detached garage, as an addition to the existing garage that is visible from the public right-of way and in compliance with the applicable development standards would adversely affect the architectural integrity of the historic structure, which is classified as a contributing resource to the Bungalow Heaven Landmark District. Therefore, the project proposes construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem-parking configuration with a three-foot north side yard setback. Thus, granting of the Minor Variance would allow the property to contain a two-car garage, which is a substantial property right found in a single-family property.
3. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The proposed use of the site is a single-family residential land use, which is a permitted use in the RS-6-LD-1 zoning district and compatible with surrounding residential uses. Furthermore, a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem parking configuration with a three-foot north side yard setback, will not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare, as the project was reviewed by the Fire Department and Building and Safety Division, who posed no concerns regarding the project. The project is also required to comply with all applicable Fire Department and Building and Safety Division standards through the City's plan check process.
4. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element, characterized by low density single-family residences. The project is consistent with Goal 8 of the General

Plan (Historic Preservation) which seeks the preservation and enhancement of Pasadena's cultural and historic districts as valued assets and important representations of its past. Specifically, General Plan Policy 8.5 promotes an architecturally sensitive approach to new construction in Landmark and Historic Districts. In addition, Policy 22.2 (Single-Family Neighborhoods, Garages and Accessory Structures) encourages designing garages and accessory structures in such manner that they do not dominate the appearance of the primary dwelling from the street. Therefore, as proposed the project has been designed to maintain the single-family residential character of the neighborhood, preserving and enhancing the existing single-family residence and detached garage, with the existing architectural form and overall character of the historic building to remain prominent which would not adversely affect the architectural integrity of the historic structures.

5. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered a factor at any time throughout the review of this application. Therefore, the proposed project meets this finding.

Minor Variance: To allow the detached garage and addition to maintain a three-foot side yard setback with a linear wall length of 38'-7", in lieu of the required five feet

1. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The existing single-family residence consists of 1,163 square-feet and is situated at the rear southwest corner of the property, with the existing 247 square-foot, single-car detached garage placed along the north side property line. The residence is set back 124 feet from the front property line, three feet from the rear property line, 2'-9" from the south side property line, and 26'-4" from the north side property line. The existing detached garage is approximately 30 feet in front of the existing residence, 3'-4" from the north side property line, and 89'-9" from the front property line. The proposed project will allow for the construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, with a three-foot side yard setback. Given the garage is a contributing structure to the Landmark District, constructing a garage that complies with the development standards, specifically a side-by-side two-car garage, poses extraordinary circumstances that a typical single-family residential property does not encounter. As such, staff's analysis concludes that the proposed two-car garage in a tandem configuration, would allow the applicant to provide covered parking as required by the Zoning Code, while maintaining a three-foot north side yard setback, in order to enjoy accessory uses and structures that single-family residential properties are typically afforded. Additionally, the analysis shows that the proposed addition to the rear of the existing garage would not disrupt the character of the neighborhood or compromise the property's historic integrity, as the addition to the garage would not be visible from the street; which warrants the approval of the Minor Variance.
2. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.* The usable area of the lot is limited due to the existing residence and detached garage locations, limiting setback and buildable area to construct a two-car garage in compliance with the development standards, specifically the side yard setback. The existing single-family residence and the single-car detached garage are contributors to the Bungalow Heaven Landmark District, which prevents the applicant from constructing an addition to the south side of the existing detached garage, as an addition to the existing garage that is visible from the public right-of way and in compliance with the applicable development standards

would adversely affect the architectural integrity of the historic structure, which is classified as a contributing resource to the Bungalow Heaven Landmark District. Therefore, the project proposes construction of a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem-parking configuration with a three-foot north side yard setback. Thus, granting of the Minor Variance would allow the property to contain a two-car garage, which is a substantial property right found in a single-family property.

3. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The proposed use of the site is a single-family residential land use, which is a permitted use in the RS-6-LD-1 zoning district and compatible with surrounding residential uses. Furthermore, a 223 square-foot addition to the rear (west) elevation of the existing single-car detached garage, to provide two covered parking spaces in a tandem parking configuration with a three-foot north side yard setback, will not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare, as the project was reviewed by the Fire Department and Building and Safety Division, who posed no concerns regarding the project. The project is also required to comply with all applicable Fire Department and Building and Safety Division standards through the City's plan check process.
4. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element, characterized by low density single-family residences. The project is consistent with Goal 8 of the General Plan (Historic Preservation) which seeks the preservation and enhancement of Pasadena's cultural and historic districts as valued assets and important representations of its past. Specifically, General Plan Policy 8.5 promotes an architecturally sensitive approach to new construction in Landmark and Historic Districts. In addition, Policy 22.2 (Single-Family Neighborhoods, Garages and Accessory Structures) encourages designing garages and accessory structures in such manner that they do not dominate the appearance of the primary dwelling from the street. Therefore, as proposed the project has been designed to maintain the single-family residential character of the neighborhood, preserving and enhancing the existing single-family residence and detached garage, with the existing architectural form and overall character of the historic building to remain prominent which would not adversely affect the architectural integrity of the historic structures.
5. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered a factor at any time throughout the review of this application. Therefore, the proposed project meets this finding.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR VARIANCE #11917**

The applicant or successor in interest shall meet the following conditions:

General

1. The site plan, floor plan, elevations, and building sections, submitted for building permits shall substantially conform to plans submitted, stamped "Approved at Hearing, May 6, 2020", except as modified herein.
2. The rights granted under this application must be enacted within 24 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 17.64.040.C of the Zoning Code.
3. The approval of this Variance and three Minor Variances, allows for the construction of a 370 square-foot addition to the existing residence with a three-foot rear yard setback; a 223 square-foot addition to the existing single-car detached garage to provide two covered parking spaces in a tandem configuration; allow the 223 square-foot garage addition with a three-foot north side yard setback; and, allows the existing detached garage and garage addition to maintain a three-foot north side yard setback with a linear wall length of 38'-7".
4. Any change to these conditions of approval shall require the modification of this Variance or a new Variance.
5. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
6. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
7. The proposed project, Activity Number **PLN2019-00562**, is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Kristen Johnston, Current Planning Section, at (626) 744-6709 to schedule an appointment for the Final Zoning Inspection.

Planning Division

8. A final landscape and irrigation plan, in compliance with Chapter 17.44 (Landscaping) of the Zoning Code, identifying all remaining and proposed vegetation and trees shall be submitted along with plans for building permit. The plan shall include a mix of plant size and materials. Plant materials shall emphasize drought-tolerant and/or native species.
9. The project shall comply with the Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits. Any proposal to remove a protected tree requires approval of a Tree Removal Application prior to the issuance of building permits.

10. The tree protection plan and protection measures shall be incorporated in the submitted plans as part of the building plan check process. The tree protection measures shall be in place and certified by the project arborist, prior to the issuance of building permits.
11. A certified arborist shall monitor all related construction activities including, but not limited to: demolition, digging, grading, excavating, or trenching, and as recommended in the arborist report. The monitoring of construction activities shall ensure the project implements all of recommendations and conditions provided in the arborist report, and any additional conditions provided in the City's consulting arborist report, in order to protect the existing protected trees during construction.
12. This project meets the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.
13. Any above-ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code. Mechanical equipment shall be placed on a rooftop only if the equipment is not visible from off the site.
14. The applicant or successor in interest shall comply with all requirements of Municipal Code Chapter 9.36 (Noise Restrictions). Specifically, all construction activities shall adhere to Municipal Code Section 9.36.070 (Construction Projects) and Section 9.36.080 (Construction Equipment).
15. Any new construction shall meet all applicable SUSMP (Standard Urban Water Mitigation Plan) requirements as determined by the Building and Safety Division.
16. At no time shall construction activities, including, but not limited to, construction materials, vehicles and equipment, obstruct access to vehicular driveways of adjacent properties.

#### Design and Historic Preservation

17. The posts and eave lines of the proposed front porch shall be recessed behind the plane of the existing historic building so that the porch is clearly subordinate to the existing historic resource.
18. The porch column details shall be revised to simple wooden posts without a concrete base.
19. The material of the proposed exterior cladding shall be called out on the plans submitted for building plan check. Any wood siding removed from the existing structure shall be replaced in-kind.
20. A complete door and window schedule shall be included in the plans submitted for building plan check, along with product literature or shop drawings for all proposed windows and doors,

including the garage door. The schedule shall clearly call out the window sash and case materials, operation type, glazing details and if the window is existing, new, or a replacement window. All publicly visible windows and doors shall be subject to further review and approval by Design and Historic Preservation Staff.

21. An enlarged window detail showing the window recess depth and trim details shall be included in the plans submitted for building plan check.
22. The east (street facing) elevation of the garage shall be revised to accurately reflect the existing conditions. The existing garage door is slightly offset, while the drawings show it to be centered.
23. A final construction (on-site) inspection by the Design and Historic Preservation Section staff is required to ensure that all details and specifications and/or construction techniques are as approved by the staff. Projects that do not receive on-site approval may be delayed in obtaining a finalized building permit until all architectural/design issues are resolved.

#### Public Works Department

24. A closed circuit television (CCTV) inspection of the house sewer serving the property shall be performed and a CCTV inspection video submitted to the Department of Public Works for review. At the time of the video submittal, a non-refundable flat fee, per the current General Fee Schedule, shall be placed by the applicant to cover the staff cost of video review. The house sewer inspection shall include footage from the private cleanout to the connection at public sewer main, with no or minimum flow in the pipe during the televising. The property address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection. Defects may include, excessive tuberculation, offset joints, excessive root intrusion, pipe joints that can allow water infiltration, cracks, and corrosion or deterioration of the pipe or joint material, damaged or cracked connection to the sewer main, or other defects as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the house sewer, or installation of a structural or non-structural pipe liner. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing sewer connection, and if required, to correct the defects.
25. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.
26. The applicant shall protect all existing public facilities and maintain the right of way in good clean condition during the construction. If any damage is proven to be caused by the subject development, the applicant is responsible for replacing and/or repairing the facilities to the satisfaction of the City, prior to the issuance of Certificate of Occupancy.
27. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)  
In accordance with Section 12.04.035, entitled “Abandoned Driveways” of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled “Inspection required for Permit Clearance” of the PMC.
  
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC  
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to the link below for guidelines and requirements for tree protection: <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/>
  
- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC  
The applicant shall submit the following plan and form to the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit, which can be obtained from the Permit Center’s webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris-recycling/>
  - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
  
  - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.