



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: August 1, 2018

TO: Hearing Officer

SUBJECT: Hillside Development Permit #6631

LOCATION: 527 La Loma Road

APPLICANT: Bruce and Marty Coffey

ZONING DESIGNATION: RS-4-HD (Single-Family Residential, 0-4 dwelling units per acre, Hillside Overlay 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** Hillside Development Permit #6631 with the conditions in Attachment B.

PROJECT PROPOSAL: Hillside Development Permit: To allow construction of a 182 square-foot front porch and an 809 square-foot, single-story addition to an existing single-family residence. A Hillside Development Permit is required for a single-story addition exceeding 500 square feet. The property is located within the RS-4 zoning district and Hillside Overlay District.

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 the addition will not result in an increase of more than 10,000 square feet if the project is in an area where all public services and

facilities are available to allow for maximum development permissible in the General Plan and the area in which the project is located is not environmentally sensitive.

BACKGROUND:

Site characteristics: The subject property is an interior lot located on the north side of La Loma Road, east of South Grand Avenue. The 9,909 square-foot lot is developed with a one-story, 2,122 square-foot single-family dwelling. The topography ascends gradually from south to north across the site. The average slope of the site is 4.39 percent. According to the slope analysis for the site, there are no slopes equal to or greater than 50 percent. Surrounding properties consist of single-family dwellings.

Adjacent Uses: North – Single-Family Residential
South – Single-Family Residential
East – Single-Family Residential
West – Single-Family Residential

Adjacent Zoning: North – RS-4-HD (Single-Family Residential, 0-4 dwelling units per acre, Hillside Overlay District)
South – RS-4-HD (Single-Family Residential, 0-4 dwelling units per acre, Hillside Overlay District)
East – RS-4-HD (Single-Family Residential, 0-4 dwelling units per acre, Hillside Overlay District)
West – RS-4-HD (Single-Family Residential, 0-4 dwelling units per acre, Hillside Overlay District)

Previous Zoning Cases on this Property: Variance #11477: A request to allow the addition of a detached two-car garage within the front yard setback. (Denied 5/19/2004)

PROJECT DESCRIPTION:

The applicants, Bruce and Marty Coffey, have submitted a Hillside Development Permit application to allow construction of a 182 square-foot front porch and an 809 square-foot, single-story addition to an existing single-family residence. The proposal also includes relocation of the existing driveway approach to align the driveway approach and driveway with the proposed attached garage. Relocation of the driveway approach would result in the removal of an existing street tree. A Hillside Development Permit is required for additions of 500 square feet or greater to the first floor of an existing structure located within the Hillside Overlay District. The property is located within the RS-4 zoning district and Hillside Overlay District and is therefore subject to this requirement.

ANALYSIS:

The existing single-family residence consists of 2,221 square feet of habitable space with four bedrooms and four bathrooms. The proposed project would allow construction of a 182 square-foot front porch and an 809 square-foot addition, which includes an attached two-car garage, expansion of the kitchen and laundry room, new sunroom and new sitting room. Other proposed improvements include the relocation of the driveway approach to align with the proposed attached garage. The relocation of the driveway approach requires the removal of an existing street tree.

Hillside Development Permit

The subject property is located in the RS-4-HD (Single-Family Residential, 0-4 units per acre, Hillside Overlay District) zoning district. Properties located within the Hillside Overlay are required to comply with additional standards beyond those applicable to the base single-family residential zoning district (RS-4). These additional standards are intended, in part, to preserve and protect views to and from hillside areas, maintain an environmental equilibrium by preserving and protecting existing natural resources, prohibit features that would create or increase fire, flood, landslide or other safety hazards to public health and safety, and preserve significant natural topographic features. A Hillside Development Permit is required for additions of 500 square feet or greater to the first floor of an existing structure located within the Hillside Overlay District.

The Hearing Officer may approve a Hillside Development Permit only after making eight findings pursuant to Zoning Code Section 17.61.050 (Conditional Use Permits and Master Plans) and 17.29.080 (Hillside Development Permit). Findings are necessary for the purpose of evaluating compliance with the Zoning Code and General Plan, whether the use would be detrimental or injurious to the neighborhood, and compatibility of the operation with existing and future uses. The following analysis discusses the proposal's compliance with development standards of the Hillside Overlay District, as applicable to one-story additions.

RS-4 and Hillside Overlay Development Standards

Properties located within the Hillside Overlay District are required to comply with all of the required development standards of the RS-4 district, except as superseded by additional development standards listed in Sections 17.29.050 through Section 17.29.070 (Hillside Overlay District). In addition to the following discussion, an outline of development standards provided in Table A illustrates compliance with all applicable zoning and overlay development standards.

Floor Area

Calculating the maximum allowed floor area is generally a multi-step process. The intent of the process is to consider the steepness or topography of a property when determining the size of a development. A steeper property may provide less land area suitable for development. The Zoning Code considers this with respect to maximum allowed floor area. The following calculations were undertaken:

Gross floor area generally includes all covered parking (garage and carport areas), habitable attic space, and accessory structures, among other enclosed space. The maximum allowable gross floor area for properties located in the RS-4-HD zoning district with a property size less than 10,000 square feet is 30 percent of the lot size plus 500 square feet, which translates to a maximum of 3,473 square feet for the 9,909 square-foot subject site.

Pursuant to Section 17.29.060.A.4 of the Zoning Code, the maximum floor area ratio (FAR) for a lot with an average slope exceeding 15 percent shall be further reduced. To confirm applicability of this reduction, the applicant calculated the average slope across the lot using contour information taken from a topographic survey of the site. The applicant calculated an average slope of 4.39 percent. As a result, the reduction is not applicable to calculation of the maximum allowable gross floor area for this site.

The project proposes a floor area of 2,931 square feet; therefore, it complies with the maximum allowable gross floor area of 3,473 square feet for the subject site.

Lot Coverage

The maximum allowed lot coverage is equal to 35 percent of the lot area. Lot coverage is the percentage of the site covered by roofs, soffits or overhangs extending more than three feet from a wall, and decks more than four feet in height. This standard generally evaluates the percentage of land area covered by development. In this case, 35 percent of the 9,909 square-foot lot is 3,468 square feet. The proposed lot coverage is 31 percent, or 3,113 square feet, which is less than the maximum allowable coverage, and therefore complies with the maximum allowable lot coverage.

Setbacks

Minimum front setback requirements for the main structure in the Hillside Overlay District is 25 feet, measured from the front property line. In this case, the proposed addition maintains a front setback of 39 feet 6 inches, which complies with the minimum front setback requirement.

Additionally, the minimum front setback for an attached garage is at the point on the centerline of the front lot line where the elevation is ten feet above or below the top of the curb, or 25 feet, whichever is less. According to the topographic survey, the elevation at the centerline of the front lot line abutting La Loma Road is approximately 103 feet. The topographic survey indicates no point on the subject property that is ten feet above (upslope) or below (downslope) the centerline elevation at the front lot line. Therefore, the minimum garage setback from La Loma Road is 25 feet. The plans demonstrate the proposed garage addition will maintain the existing front setback of 39 feet 6 inches, and therefore complies with the minimum front setback for an attached garage.

The required interior side setback is equal to 10 percent of the lot width, with a minimum requirement of five feet and a maximum requirement of ten feet. The lot width measures across the lot at the required front setback line, in this case, 25 feet from the front property line. According to the plans submitted, the lot width is 66 feet, resulting in a minimum side setback of 6 feet and 6 inches. The proposed addition to the east side of the existing dwelling proposes a side setback of 6 feet 7 inches from the side property line, which complies with the minimum side setback requirement.

Pursuant to Section 17.40.160.E – Table 4-1, Allowed Projections into Setbacks, a proposed single-story addition to a main structure may project into the required side setback provided the addition maintains the existing setback of the structure to which it relates, provided the existing distance between the main structure and the side property line complies with the following: is a minimum of four feet; does not project into the required side encroachment plane; the length of the addition does not exceed 20 linear feet. The addition to the west side of the dwelling proposes a side setback of 4 feet 10 inches, for a distance of 14 feet. As such, the proposed west side setback complies with the minimum side setback requirement and encroachment plane.

The minimum required rear setback is 25 feet. The setback measured from the proposed rear addition to the rear property line is 70 feet, which complies with the minimum rear setback requirement.

Encroachment Plane

Structures may not be located within an encroachment plane that slopes upward and inward at a 30-degree angle. The plane commences at a point six feet above existing grade along the side property lines. The intent of the encroachment plane standard is to moderate the mass and scale of structures and maintain desired neighborhood character. Plans provided by the applicant depict the encroachment plane and demonstrate the proposed dwelling complies with the requirement.

Height

Properties in the Hillside Overlay District are required to comply with two separate standards for building height. No structure may exceed a height of 28 feet at any point on the site and no structure shall exceed a maximum top plate height of 23 feet, measured from existing grade. In addition, structure height may not exceed 35 feet, measured from the lowest elevation on the site where the structure touches the grade, to the highest point of the roof (ridge or parapet). The project proposes a building height of 16 feet and 7 inches, measured to the highest point of the building. As proposed, the addition complies with top plate height and both standards for overall building height.

Parking

Single-family dwellings are required to provide two covered parking spaces within a garage or carport in the RS-4-HD zoning district. Additionally, properties within the Hillside Overlay District are required to provide a minimum of two guest parking spaces. Guest parking spaces may be located in the driveway side-by-side or in a tandem configuration. Currently, the subject site does not provide the required covered parking. The project proposes a two-car attached garage accessible from La Loma Road, with interior dimensions of 19 feet wide by 20 feet deep. The submitted site plan demonstrates that the driveway leading to the garage can accommodate the two guest parking spaces required. Therefore, with the addition of the attached two-car garage, the project will comply with the minimum parking requirement for single-family residential uses and required guest parking for properties located in the Hillside Overlay District.

Neighborhood Compatibility

Additions to single-family residences subject to a Hillside Development Permit are required to consider the character and scale of existing development in the neighborhood. The analysis for neighborhood compatibility is generally comprised of lots located within a 500-foot radius of the subject site. The Zoning Code specifies that the allowable floor area of a proposed dwelling (excluding garages and other accessory structures) may not exceed the median floor area of existing dwellings within the 500-foot radius by more than 35 percent. Floor area for this calculation relies on data from the Los Angeles County Assessor.

Within a 500-foot radius of the subject site, there are 68 single-family residential properties. The median floor area of those 68 properties is 2,917 square feet. Thirty-five percent above the median floor area of 2,917 square feet equates to 3,938 square feet. The subject site proposes a floor area of 2,931 square feet, which well below the maximum allowed floor area of neighborhood compatibility. Data obtained for the median calculation is included in Attachment C.

Architecture, Setting and Views

The existing single-family residence built in 1952, is a single-story Minimal Traditional-style residence. The project includes the addition of a front porch, an attached two-car garage, sitting area, sunroom and expansion to the kitchen and laundry room. The exterior finish of the proposed addition will match the existing shingle siding and stucco finish, and presidential shake tile roofing. The proposed design, materials, and color palette are consistent with the applicable design criteria (architectural features) for the Hillside Overlay district, specifically the requirement earth tones, on the building walls and the roof. As shown on the elevations, single-story elements such as overhangs and building articulation is incorporated into the design of the residence, by providing building articulation and contrasting materials such as the shingle siding and stucco in order to articulate the exterior walls.

The proposed single-story addition will comply with the ridgeline protection standards of the Zoning Code. There are no ridgelines adjacent to the subject property. Therefore, no part of the proposed addition or the single-story residence will appear silhouetted against the sky above a ridge when viewed from a public street or park.

The proposed addition to the front of the existing single-story residence will be partially visible to properties located across the street to the south of the subject property. The proposed addition will not be visible to the adjacent properties located directly to the east and west of the subject site. The surrounding properties are all relatively flat, with no actual view to impede. The east adjacent property maintains a single-family residence with a tennis court abutting the subject site along the east property line. The property located to the west of the subject site consists of a single-family residence set back approximately 100 feet from the front property line. Additionally, the site located to the west has mature landscaping along the west property line that provides little to no visibility of the subject site or proposed improvements. The proposed project would not impede the view for properties located to the east, west, or south of the subject site, given the placement of the proposed single-story addition is not directly in the view of primary living areas of the neighboring properties on La Loma Road.

Preliminary Geotechnical Report

Environmental Geotechnology Laboratory, Inc. conducted a geotechnical investigation of the site and prepared a report. This included field exploration and laboratory testing. The geotechnical investigation is required for projects subject to a Hillside Development Permit. The purpose of the report is to identify any soils or geological problems that may affect site stability or structural integrity. The purpose of the report was to determine the subsurface conditions as they relate to the proposed addition to the existing single-family residence. The subsurface exploration consisted of one (1) 8-inch diameter hollow-stem auger boring and one (1) 4-inch diameter hand auger boring, drilled to a maximum depth of 25 feet below the existing ground surface. Based on the test borings, consultation and review of the development plans, it is found that the construction of the proposed project is feasible from a geologic and soils engineering standpoint with the recommendations contained in the report.

Tree Protection Ordinance and Preliminary Landscape Plan

The tree inventory report and plan submitted by the applicant identify four trees located on the subject site, with a diameter-at-breast-height of eight inches or more. Two native Coast Live Oak (*Quercus agrifolia*), and two Indian Laurel Fig (*Ficus microcarpa*). Both native Coast Live Oak (*Quercus agrifolia*) will remain, have a diameter-at-breast-height of 12" and 33", and are the only

trees out of the four trees identified on the property as protected by the City based on the species, size, and location on the property. The inventory report and plan indicate that the remaining two Laurel Fig (*Ficus microcarpa*) trees, are not protected trees, and will remain.

In addition to the four trees identified on the subject site, the tree inventory report and plan identify two street trees. One Cork Oak (*Quercus suber*) and one Coast Live Oak (*Quercus agrifolia*). The report indicates removal of the Cork Oak (*Quercus suber*) in order to construct a new driveway approach. The applicant submitted the removal request to the Department of Public Works, Urban Forestry Advisory Committee (UFAC). On April 11, 2018, the Urban Forestry Advisory Committee (UFAC) evaluated the applicant's request to remove the street tree, and ultimately approved the request to remove the tree with a condition that requires the applicant to pay a replacement fee to Public Works, prior to the removal of the tree (Attachment D).

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

Table A: RS-4 and Hillside Overlay Development Standards

Development Feature	Required	Proposed	Analysis
RS-4 – Single Family Residential Development Standards			
Minimum Area	12,000 square feet	9,909 square feet	Legal non-conforming
Lot Width	75 feet	66 feet	Legal non-conforming
Setbacks			
Front	25 feet	39 feet 6 inches	Complies
Interior Side (East)	6 feet 6 inches or (10% of lot width, minimum of 5 feet – maximum of 10 feet)	6 feet 7 inches	Complies
Interior Side (West)	6 feet 6 inches or (10% of lot width, minimum of 5 feet – maximum of 10 feet)	4 feet 10 inches	Legal non-conforming Allowed encroachment per Section 17.40.160
Rear	25 feet	70 feet	Complies
Maximum Coverage			
Site Coverage	3,468 square feet or 35 percent	3,113 square feet or 31 percent	Complies
Floor Area Ratio	3,473 square feet or (30 percent, plus 500 square feet)	2,931 square feet or 30 percent	Complies
Parking	2 covered spaces	2 car garage	Complies
Hillside Overlay: Development Standards			
Height Limit	28 feet at any point on the site; and 35 feet from existing grade to highest point of the roof	16 feet 7 inches	Complies
Guest Parking	2 on-site guest spaces	2 guest spaces	Complies

Neighborhood Compatibility – within 500’ radius	Median – 2,917 square feet Median + 35 percent – 3,938 square feet	2,931 square feet	Complies
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GENERAL PLAN CONSISTENCY:

The subject site is designated as Low Density Residential in the General Plan Land Use Element. The use of the site would remain a single-family residence; therefore, the character of the single-family neighborhood would be maintained. General Plan Land Use Policy 21.9 (Hillside Housing) requires residences to maintain appropriate scale, massing and access to residential structures located in hillside areas. The proposed single-story addition complies with all the development standards set forth in the City’s Zoning Code. The proposed living area of 2,931 square feet is compatible with the median home size of single-family residences within the immediate neighborhood. The residence will maintain the existing Minimal-Traditional architectural style utilizing earth tone colors and materials, an architectural style and color scheme that is compatible with the architectural guidelines of the City’s Hillside Development Ordinance. Additionally, the scale and massing of the proposed single-story addition is consistent with the scale and setting of the surrounding residences. Vehicle access to the site will continue to occur from La Loma Road via the relocated driveway approach. Therefore, staff finds that the project would be consistent with General Plan objectives and policies.

ENVIRONMENTAL REVIEW:

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 the addition will not result in an increase of more than 10,000 square feet if the project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and the area in which the project is located is not environmentally sensitive.

REVIEW BY OTHER CITY 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, the Building Division, Department of Public Works, and Design and Historic Preservation Section 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 the building permit plan check process.

CONCLUSION:

It is staff’s assessment that the findings necessary for approving the Hillside Development Permit to allow construction of a 182 square-foot front porch and an 809 square-foot, single-story addition to an existing single-family residence can be made (Attachment A). The proposed project meets all applicable development standards required by the Zoning Code for the RS-4 zoning district and the additional development standards required within the Hillside Overlay District, including

the Neighborhood Compatibility guidelines of the Hillside Ordinance. Given that the proposed project is a single-story addition to an existing single-family residence, and would have to comply with all Building Code requirements, the proposed project would not be detrimental or injurious to surrounding properties or improvements. Therefore, staff recommends approval of the Hillside Development Permit, subject to the findings in Attachment A and recommended conditions of approval in Attachment B.

ATTACHMENTS:

Attachment A: Hillside Development Permit Findings
Attachment B: Recommended Conditions of Approval
Attachment C: Neighborhood Compatibility Analyses
Attachment D: Public Works (UFAC) approval letter

ATTACHMENT A
SPECIFIC FINDINGS FOR HILLSIDE DEVELOPMENT PERMIT #6631

Hillside Development Permit

1. *The proposed use is allowed with a Hillside Development Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* A single-family residential use is a permitted use within the RS-4-HD (Residential Single-Family, Hillside Overlay District) Zoning District. In addition, the proposed single-story addition will be in compliance with all applicable development standards, including maximum allowable floor area, lot coverage, setbacks, building height, and off-street parking requirements of the RS-4-HD Zoning District.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* The subject property is zoned RS-4-HD, which is designated primarily for single-family residential purposes. The subject site and the surrounding properties within the neighborhood are developed with single-family residences. The proposed project will be consistent with existing development within the vicinity. As analyzed, the project will meet all applicable development standards for the RS-4-HD zoning district and Hillside Overlay such as setbacks, lot coverage and floor area, height and neighborhood compatibility.
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.* The subject site is designated as Low Density Residential in the General Plan Land Use Element. The use of the site would remain a single-family residence; therefore, the character of the single-family neighborhood would be maintained. General Plan Land Use Policy 21.9 (Hillside Housing) requires residences to maintain appropriate scale, massing and access to residential structures located in hillside areas. The proposed single-story addition complies with all the development standards set forth in the City's Zoning Code. The proposed living area of 2,931 square feet is compatible with the median home size of single-family residences within the immediate neighborhood. The residence will maintain the existing Minimal-Traditional architectural style utilizing earth tone colors and materials, an architectural style and color scheme that is compatible with the architectural guidelines of the City's Hillside Development Ordinance. Additionally, the scale and massing of the proposed single-story addition is consistent with the scale and setting of the surrounding residences. Vehicle access to the site will continue to occur from La Loma Road via the relocated driveway approach. Therefore, staff finds that the project would be consistent with General Plan objectives and policies.
4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The project will be constructed in such a manner as to minimize impacts to surrounding property owners. The proposed project meets all adopted Code requirements and will be subject to all current Code provisions. As proposed, the height of the proposed addition will be below the maximum allowable height, and the floor area will be within the maximum floor area permitted for the site. The project meets all code requirements and no variances are required. Furthermore, the project is required to all applicable Building & Safety and Public Works conditions. Therefore, the proposed project will not be detrimental to the public health, safety, or welfare of persons or properties within the surrounding neighborhood.

5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The proposed single-story addition will be constructed in compliance with the current Building Code and Zoning standards. Furthermore, the City's plan check process will ensure that the proposed project will meet all of the applicable building and safety and fire requirements. The project must also comply with the conditions of approval required by Public Works Department, Building Department and Design and Historic Preservation. In addition, a Tree Protection Plan will be submitted for a building permit plan check to ensure that the project will comply with the City's Tree Ordinance. A Soils Engineering Report has been submitted which reported that the site is considered feasible for construction of the proposed addition.
6. *The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.* The use of the site will remain as a single-family residential use. The project complies with all the development standards of the Zoning Code. The project is not located on the top of any prominent ridgelines and will not block views from neighboring properties. The proposed project will be below the maximum allowable floor area requirements and meets Neighborhood Compatibility guidelines. The project has been designed with the use of natural materials, which are design elements that are commonly found in the neighborhood. Additionally, the addition's scale and massing is within the scale and setting of the surrounding residences. Thus, the project would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.
7. *The design, location, and size of the proposed structures and/or additions or alterations to existing structures will be compatible with existing and anticipated future development on adjacent lots as described in Section 17.29.060.D of this ordinance and in terms of aesthetics, character, scale, and view protection.* The Neighborhood Compatibility guidelines are established to ensure that a project is compatible with the character and scale of existing development in the vicinity. The size of the proposed project (after the addition to the existing single-story residence) is 2,931 square feet, which is below the maximum allowable Neighborhood Compatibility floor area for properties located within 500-foot radius of the subject site. The project has been designed with the use of natural materials, which are materials compatible with the surrounding environment. Additionally, the proposed residence scale and massing is in keeping with the scale and setting of the surrounding residences. Furthermore, as designed, the placement of the proposed single-story addition to the existing residence would not impede the protected view of an adjoining property. Thus, the project is in scale with the context and character of existing and future development in the neighborhood in terms of aesthetics, character, scale, and view protection.
8. *The placement of the proposed additions avoids the most steeply sloping portions of the site to the maximum extent feasible and minimizes alteration of hillside topography, drainage patterns, and vegetation.* The subject site is relatively flat, with an average slope of 4.39 percent. The proposed single-story addition to the existing residence would not be located within the required setbacks, with the exception of the west side setback. The zoning code allows for a setback encroachment to a main structure, so long as the setback is not less than four-feet, complies with the encroachment plane requirement, and does not exceed 20 linear feet. The proposed west setback, will match the existing structure setback of four feet and ten inches, is within the required encroachment plane, and is 14 linear feet. The proposed front setback is 39 feet 6 inches from the front property line. Given the site is developed on a previously graded pad with a single-family residence, constructed in 1952, the project

proposes minimal grading and site disturbance compared to typical hillside development. As part of the building permit review, the Building Division will review any grading and/or drainage plans to ensure that the drainage conditions after construction comply with all applicable regulations. A soil and Geological report was prepared by Environmental Geotechnology Laboratory, Inc., which concludes that the proposed development is safe and adequate for its intended use.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR HILLSIDE DEVELOPMENT PERMIT #6631

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 stamped "Approved at Hearing, August 1, 2018," except as modified herein.
2. The right 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 Zoning Code Section 17.64.040.C (Time Limits and Extensions – Extensions of Time).
3. This approval will allow the applicant to construct a 182 square-foot front porch and an 809 square-foot, single-story addition to an existing single-family residence.
4. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
5. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
6. The proposed project, Activity Number **PLN2018-00097** 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 inspection appointment time.

Planning Division

7. The applicant shall comply with all requirements of Zoning Code Chapters 17.22 (Residential Zoning Districts) and 17.29 (Hillside Overlay District) that relate to residential development in the Hillside Development Overlay District.
8. 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).
9. The applicant or successor in interest shall obtain Certificate of Appropriateness approval from the Design and Historic Preservation section for the proposed project, prior to the issuance of building permits.
10. No demolition or grading permit shall be issued until the building permit for the residential project is ready to be issued.
11. The applicant or successor in interest shall use darker tones, including earth tones, for the exterior walls and roofs on the house that blend with the natural terrain. Color and material

samples shall be reviewed and approved by the Zoning Administrator prior to the issuance of any building permits.

12. 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.
13. A construction staging and traffic management plan shall be submitted to and approved by the Zoning Administrator, Department of Public Works, and Department of Transportation prior to issuance of any permits. The plan shall include information on the removal of demolished materials as well as the on-site storage of new construction materials. A copy of the approved construction parking and staging plan shall be furnished to the Current Planning Division for inclusion into the case file on this project. The plan shall be available for review by surrounding property owners.
14. 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.
15. Any new construction shall meet all applicable SUSMP (Standard Urban Water Mitigation Plan) requirements as determined by the Building and Safety Division.
16. All construction vehicles or trucks including trailers with length over 30 feet or widths over 102 inches shall require a lead pilot vehicle and flag person to enter the streets within the Hillside District. The flag person will stop opposing traffic as necessary when trucks are negotiating tight curves. Operation of construction vehicles or trucks with lengths over 35 feet shall require approval from the Department of Transportation and Department of Public Works, subject to demonstration that such vehicles can maneuver around specific tight curves in the Hillside District. Operation of construction trucks with lengths over 30 feet shall be prohibited before 9:00 a.m. and after 3:00 p.m., Monday through Friday and all day during weekends and holidays. On refuse collection days, the operation of construction trucks with lengths over 30 feet shall be prohibited before 10:00 a.m. and after 3:00 p.m.
17. At no time shall construction activities, including, but not limited to, construction materials, vehicles and equipment, obstruct access to vehicular driveways of adjacent properties.

Building Division

18. The project shall comply with the Current Edition of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Standards Codes. The governing edition is based on the date in which the project is submitted to the City for review.
19. The applicant is required to provide a soils report for the project.
20. Grading/Drainage Plans, where required, shall be prepared by a registered engineer. Grading shall conform to the provisions of Municipal Code Chapter 14.05 (Excavation and Grading in Hillside Areas).

21. Separate permits are required for demolition, grading, fire sprinkler, mechanical, electrical, plumbing, and pool/spa.

Public Works Department

22. The proposed new drive approach required a removal of an existing street tree. All tree removals shown on the plans are subject to the approval of the Urban Forestry Advisory Committee (UFAC). Please contact Kenneth Graham, Parks and Natural Resources, at 626-744-3880 for details.
23. The proposed private improvements between the sidewalk and the curb, river rock landscape, are within the public right-of-way. All private improvements in the public right-of-way require a license agreement, which must be approved by the City. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

The applicant is responsible for all fees involved in the preparation of the document. The applicant shall submit the application, plan and processing fee/deposit, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any building or demolition permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions. If the applicant does not wish to enter into a license agreement, all private improvements shall be relocated to within the private property.

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. Past experience has indicated that projects such as this tend to damage the existing public and private street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$5,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the existing public and private street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting

from damage to street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.

26. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>. A non-refundable flat fee, based on the current General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way (and the private street) including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

27. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

28. 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 <https://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- Stormwater Management and Discharge Control Ordinance – Chapter 8.70 of the PMC
This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance. Information on the SUSMP requirements can be obtained from the Permit Center's webpage at: <https://ww5.cityofpasadena.net/planning/permit-center/apply-for-permit/>.

The resolution of the City Council of the City of Pasadena approving the amended stormwater and urban runoff pollution control regulations and repealing resolution No. 8151, can be found at the following link: http://ww2.cityofpasadena.net/councilagendas/2015%20Agendas/Aug_17_15/AR%2019%20RESOLUTION%20APPROVING%20AMENDED%20STORMWATER%20&%20URBAN%20RUNOFF%20POLLUTION.pdf
- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/recycling-resources/construction-and-demolition-debris-recyclers/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - 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.

**ATTACHMENT C
NEIGHBORHOOD COMPATIBILITY – PROPERTIES WITHIN 500 FT.**

	Parcel No.	Address	Zoning	Hillside Overlay	Lot Area	Building Area	FAR
1	5714-009-006	515 W CALIFORNIA BLVD	RS4		28924	4364	0.15
2	5714-009-007	511 W CALIFORNIA BLVD	RS4		27349	4675	0.17
3	5714-009-010	455 W CALIFORNIA BLVD	RS4		17842	2982	0.17
4	5714-009-017	477 W CALIFORNIA BLVD	RS4		22238	3720	0.17
5	5714-009-019	555 W CALIFORNIA BLVD	RS4	HD	37889	6160	0.16
6	5714-009-020	558 S GRAND AVE	RS4	HD	20153	3537	0.18
7	5714-009-034	485 W CALIFORNIA BLVD	RS4		15702	5243	0.33
8	5714-009-035	487 W CALIFORNIA BLVD	RS4		14894	3664	0.25
9	5714-010-013	575 S GRAND AVE	RS4	HD	9702	2698	0.28
10	5717-001-001	601 LA LOMA RD	RS4	HD	9497	2297	0.24
11	5717-001-002	639 S GRAND AVE	RS4	HD	10050	4058	0.40
12	5717-001-003	629 S GRAND AVE	RS4	HD	10545	2887	0.27
13	5717-001-004	619 S GRAND AVE	RS4	HD	11056	3249	0.29
14	5717-001-005	600 W CALIFORNIA BLVD	RS4	HD	13590	3521	0.26
15	5717-001-006	610 W CALIFORNIA BLVD	RS4	HD	7510	1709	0.23
16	5717-002-001	657 S GRAND AVE	RS4	HD	16521	3904	0.24
17	5717-002-003	695 S GRAND AVE	RS4	HD	10429	2000	0.19
18	5718-001-001	510 W CALIFORNIA BLVD	RS4	HD	12817	4070	0.32
19	5718-001-002	520 W CALIFORNIA BLVD	RS4	HD	8993	3700	0.41
20	5718-001-003	530 W CALIFORNIA BLVD	RS4	HD	10020	2488	0.25
21	5718-001-004	540 W CALIFORNIA BLVD	RS4	HD	11235	2390	0.21
22	5718-001-005	550 W CALIFORNIA BLVD	RS4	HD	14990	2591	0.17
23	5718-001-006	566 W CALIFORNIA BLVD	RS4	HD	13522	2573	0.19
24	5718-001-007	610 S GRAND AVE	RS4	HD	10734	3824	0.36
25	5718-001-008	620 S GRAND AVE	RS4	HD	12457	1730	0.14
26	5718-001-009	632 S GRAND AVE	RS4	HD	9352	3928	0.42
27	5718-001-010	640 S GRAND AVE	RS4	HD	8685	2917	0.34
28	5718-001-011	575 LA LOMA RD	RS4	HD	9152	3005	0.33
29	5718-001-012	561 LA LOMA RD	RS4	HD	6242	2186	0.35
30	5718-001-013	549 LA LOMA RD	RS4	HD	14986	2646	0.18
31	5718-001-014	533 LA LOMA RD	RS4	HD	15227	2984	0.20
32	5718-001-015	527 LA LOMA RD	RS4	HD	9910	1966	0.20
33	5718-001-016	475 LA LOMA RD	RS4	HD	28688	7416	0.26
34	5718-001-017	455 LA LOMA RD	RS4	HD	22099	2908	0.13
35	5718-002-001	460 W CALIFORNIA BLVD	RS4		14386	7038	0.49
36	5718-002-002	470 W CALIFORNIA BLVD	RS4	HD	4702	870	0.19
37	5718-002-003	476 W CALIFORNIA BLVD	RS4	HD	4003	878	0.22
38	5718-002-004	440 LA LOMA RD	RS4	HD	12631	3316	0.26

39	5718-002-005	484 W CALIFORNIA BLVD	RS4	HD	4268	804	0.19	
40	5718-002-006	430 LA LOMA RD	RS4	HD	6131	1710	0.28	
41	5718-002-007	450 LA LOMA RD	RS4	HD	13236	2666	0.20	
42	5718-002-008	460 LA LOMA RD	RS4	HD	12511	2100	0.17	
43	5718-002-009	470 LA LOMA RD	RS4	HD	22442	3862	0.17	
44	5718-002-018	440 W CALIFORNIA BLVD	RS4		5759		VACANT	
45	5718-002-020	490 LA LOMA RD	RS4	HD	21444	2137	0.10	
46	5718-003-005	508 LA LOMA RD	RS4	HD	8604	3871	0.45	
47	5718-003-006	500 LA LOMA RD	RS4	HD	10866	3892	0.36	
48	5718-003-011	455 BRADFORD ST	RS4		99371	11214	0.11	
49	5718-003-012	501 BRADFORD ST	RS4		13167	1772	0.13	
50	5718-004-001	586 LA LOMA RD	RS4	HD	11205	3966	0.35	
51	5718-004-002	694 S GRAND AVE	RS4	HD	12018	4146	0.34	
52	5718-004-003	574 LA LOMA RD	RS4	HD	8218	3072	0.37	
53	5718-004-004	564 LA LOMA RD	RS4	HD	12502	2660	0.21	
54	5718-004-005	556 LA LOMA RD	RS4	HD	11702	3292	0.28	
55	5718-004-006	546 LA LOMA RD	RS4	HD	13835	2872	0.21	
56	5718-004-007	536 LA LOMA RD	RS4	HD	12776	3236	0.25	
57	5718-004-008	526 LA LOMA RD	RS4	HD	8568	1961	0.23	
58	5718-004-010	516 LA LOMA RD	RS4	HD	8918	2552	0.29	
59	5718-004-013	527 BRADFORD ST	RS4	HD	11585	2280	0.20	
60	5718-004-014	547 BRADFORD ST	RS4	HD	11120	1956	0.18	
61	5718-004-015	549 BRADFORD ST	RS4	HD	11583	3556	0.31	
62	5718-004-016	551 BRADFORD ST	RS4	HD	11640	1414	0.12	
63	5718-004-019	577 BRADFORD ST	RS4		8871	2210	0.25	
64	5718-004-020	581 BRADFORD ST	RS4		9005	1778	0.20	
65	5718-004-021	710 S GRAND AVE	RS4		8922	2387	0.27	
66	5718-004-023	702 S GRAND AVE	RS4		9182	1570	0.17	
67	5718-004-024	561 BRADFORD ST	RS4	HD	18414	3526	0.19	
68	5718-004-025	521 BRADFORD ST	RS4	HD	39657	6372	0.16	
						MEDIAN	2917	
						MEDIAN + 35%	3938	

**ATTACHMENT D
PUBLIC WORKS (UFAC) TREE REMOVAL APPROVAL LETTER**



OFFICE OF THE DIRECTOR
DEPARTMENT OF PUBLIC WORKS

May 9, 2018

David Serrurier
Serrurier Architects and Associates
7033 Sunset Boulevard Suite 310
Los Angeles, CA 90028

Dear David Serrurier:

The City of Pasadena Tree Protection Ordinance, as contained in Chapter 8.52 of the Pasadena Municipal Code, recognizes the substantial economic, environmental, and aesthetic importance of trees within the community. Protection measures apply to trees on public property and landmark, native, and specimen trees in specified areas of private property.

On April 11, 2018, the Urban Forestry Advisory Committee (UFAC) evaluated your request to remove one public Cork Oak, *Quercus suber*, tree located at 527 La Loma Road. The request to remove the subject tree was based on the property owner's application to relocate their driveway as part of a new garage construction project. UFAC made a recommendation to support the removal of the subject tree with the condition that the applicant remit the cost associated with replanting a 48" box-sized tree.

As the City Manager's designee pursuant to Chapter 8.52.030 of the Pasadena Municipal Code, I hereby inform you that your request for removal of the subject tree located at 527 La Loma Road is **approved** once the following fees are received:

- a. The removal cost of the subject tree estimated at \$500 subject to refund or additional billing; and
- b. The replacement fee cost for a 48" box-sized tree, which is \$2,360.

Should you have any questions, please contact Kenneth Graham, Forestry Superintendent at (626) 744-3880.

Respectfully submitted,

Ara Maloyan, P.E.
Director of Public Works

Copy: Steve Mermell, City Manager
Charles Peretz, Public Works Administrator
Kenneth Graham, Forestry Superintendent

*100 North Garfield Avenue • P.O. Box 7115 • Pasadena, CA 91109-7215
(626) 744-4233*