



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: February 5, 2020

TO: Hearing Officer

SUBJECT: Hillside Development Permit #6483
Tentative Parcel Map #73181

LOCATION: 736 Burleigh Drive

APPLICANT: Linda Beek

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 #6483 with the conditions in Attachment B.

PROJECT PROPOSAL: Hillside Development Permit and Tentative Parcel Map: To allow the subdivision of a 27,266 square-foot parcel, developed with a single-family residential land use, into two separate parcels. As a result of the subdivision, Parcel #1 would maintain a lot area of 12,499 square feet. Parcel #2 would maintain a lot area of 14,767 square feet. The existing single-family residential land use would reside on Parcel #2. The property is located within the RS-4-HD (Single-Family Residential, Hillside Overlay District) zoning district. A Hillside Development Permit and a Tentative Parcel Map is required for a proposed subdivision of a parcel located within the Hillside Overlay District. There is no development or tree removals proposed as part of this application.

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, §15315, Class 15, (Minor Land Divisions), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15315 exempts the division of property in urbanized areas zoned for residential use into four or fewer parcels when the division is in compliance with the General Plan and zoning, no variance or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the two previous years, and the parcel does not have an average slope greater than 20 percent. The project involves the subdivision of one parcel into two parcels in compliance with the General Plan and Zoning Code. The subject site is located within the RS-4-HD zoning district, and has an average slope of less than 20 percent.

BACKGROUND:

Site characteristics: The subject site is a 27,266 square-foot parcel located on the south side of Burleigh Drive. The site is developed with a two-story, 2,894 square-foot, single-family residence, and 400 square-foot, two-car detached garage, situated toward the eastern portion of the site. The site has a gradual descending slope from the northeast corner of the site toward the westerly property line, with an average slope of 17.01 percent.

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: None.

PROJECT DESCRIPTION:

The applicant, Linda Beek, has submitted a Hillside Development Permit and Tentative Parcel Map application to allow the subdivision of a 27,266 square-foot parcel into two parcels. The subject site is developed with a 2,894 square-foot, two-story, single-family residence and 400 square-foot detached garage, situated on the eastern portion of the site with vehicular access from Burleigh Drive.

The proposed project includes the subdivision of the existing 27,266 square-foot parcel into two separate parcels. As a result of the subdivision, Parcel #1 would maintain a lot area of 12,499 square feet. Parcel #2 would maintain a lot area of 14,767 square feet. The existing single-family residence and detached garage would reside on Parcel #2. This application only concerns a subdivision of the existing parcel. There is no development, demolition, or tree removals proposed as part of this application.

ANALYSIS:

The subject site is located within the RS-4-HD (Single-Family Residential, Hillside Overlay District) zoning district. The approval of a Hillside Development Permit in compliance with Section 17.29.080, is required for a proposed subdivision within the Hillside Overlay District. In addition, Tentative Parcel Maps are subject to compliance with Title 16 (Subdivisions) of the Pasadena Municipal Code.

The Hearing Officer may approve a Hillside Development Permit only after making eight required findings in the affirmative pursuant Sections 17.61.050 (Conditional Use Permits and Master Plans) and 17.29.080 (Hillside Development Permit) of the Zoning Code; and may approve a Tentative Parcel Map after making seven findings contained in the City's Subdivision Ordinance, Municipal Code Chapter 16.20 (Tentative Maps). The purpose of these findings are to evaluate 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 design of the subdivision, the suitability of the site, among other potential impacts, damage, or conflict with the environment, wildlife habitat, public health, water quality, and access.

RS-4-HD Development Standards

Properties located within the RS-4-HD zoning district 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 to retain natural features of hillsides. Specifically, the subdivision of an existing lot into two or more lots shall comply with the Hillside Subdivision Standards provided in Section 17.29.040 of the Zoning Code, and Title 16 (Subdivisions) of the Pasadena Municipal Code.

Lot Size

The minimum lot size in the RS-4 zoning district is 12,000 square feet. As a result of the subdivision, Parcel #1 would be 12,499 square feet in area, and Parcel #2 would be 14,767 square feet in area. Therefore, as proposed the both parcels would comply with the minimum lot size requirements.

Lot Density

The number of lots allowed in a new subdivision shall be reduced as the average slope of the lot increases, as established in Table 2-8 (Lot Density Reduction) of the Zoning Code. The maximum number of lots allowed by the base zoning district shall be multiplied by the applicable density reduction; resulting in the maximum allowable number of parcels.

As previously discussed, the minimum lot size in the RS-4 zoning district is 12,000 square feet. The subject site is 27,266 square feet in area with an average slope of 17.01 percent. Based on the density reduction factor provided in Section 17.29.040 Table 2-8, the density reduction factor

is 0.9. Which results in a maximum of two parcels allowed. Therefore, the proposed subdivision to create two separate parcels is in compliance with this requirement.

Lot Width

The required minimum lot width is 75 feet for properties located within the RS-4-HD zoning district. The subject site currently maintains a lot width of 340 feet. The lot width is the horizontal distance between the side property line of a lot, measured at right angles to the lot depth at the rear of the required front setback. The plans provided by the applicant demonstrate that Parcel #1 would provide a lot width of 237 feet, and Parcel #2 would provide a lot width of 103 feet. Therefore, both Parcel #1 and Parcel #2 would comply with the minimum lot width requirement.

Gross Floor Area

In the RS-4-HD zoning district, the maximum allowable gross floor area, which includes all covered parking (garage and carport areas), habitable attic space, basements, and accessory structures, among other enclosed space, is 25 percent of the lot area plus 500 square feet. For lots greater than 10,000 square feet in the Hillside Overlay District, any portions of the lot that exceed a 50 percent slope or maintain an access easement must be deducted from the lot area for calculating the maximum allowable gross floor area. If the average slope of the remaining lot area exceeds 15 percent, the maximum allowable gross floor area shall be further reduced in compliance with the slope reduction formula as described in Section 17.29.060(A)(4) of the Zoning Code.

According to the topographic survey map and supplemental information provided as part of the application package, the average slope of the subject site prior to the proposed subdivision is 17.01 percent. After the subdivision, Parcel #1 would maintain an average slope of 16.22 percent and Parcel #2 would maintain an average slope of 18.95 percent. The maximum allowable gross floor area for both parcels are provided in Table A, below.

Table A: Maximum Allowed Gross Floor Area

Parcel No.	Proposed Lot Area	Average Slope	Maximum Allowed Gross Floor Area	Existing Gross Floor Area	Analysis
1	12,499 sq. ft.	16.22 percent	3,535 sq. ft.	vacant	-
2	14,767 sq. ft.	18.95 percent	3,967 sq. ft.	3,294 sq. ft.	Complies

As demonstrated in the above table, the maximum allowed gross floor area for Parcel #1 would be 3,535 square feet. There is no development proposed for Parcel #1. Although, any future development would be required to comply with the maximum allowed gross floor area, as established in Section 17.29.060 of the Zoning Code.

The maximum allowed gross floor area for Parcel #2 would be 3,967 square feet. The existing 2,894 square-foot, single-family residence and 400 square-foot detached garage, would remain on Parcel #2. The existing residential improvements total 3,294 square feet, which is below the maximum allowed floor area. Therefore, as proposed Parcel #2 would comply with the maximum allowed gross floor area.

Lot Coverage

The maximum allowed lot coverage is 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. The maximum allowed lot coverage for both parcels is demonstrated in Table B, below.

The maximum allowed lot coverage for Parcel #1 would be 4,374 square feet. Parcel #1 would remain vacant, as there is no development proposed. However, any future development would be required to comply with the maximum allowed lot coverage, as established in Section 17.29.050(E) of the Zoning Code.

Maximum allowed lot coverage for Parcel #2 would be 5,168 square feet. The existing single-family residence and detached garage, covers an area of 1,875 square feet, or 12 percent, which complies with the maximum allowed lot coverage.

Table B: Maximum Allowed Lot Coverage

Parcel No.	Proposed Lot Area	Maximum Allowed Lot Coverage	Existing Lot Coverage	Analysis
1	12,499 sq. ft.	4,374 sq. ft.	vacant	-
2	14,767 sq. ft.	5,168 sq. ft.	1,875 sq. ft.	Complies

Minimum Setback Requirements

Properties located within the RS-4-HD zoning district require a 25-foot setback, measured from the main structure, for both the front yard and rear yard. The minimum side setback is equal to 10 percent of the lot width, with a minimum setback of five feet and a maximum of 10 feet. Lot width is measured across the lot at the required front setback line, in this case, 25 feet from the street property line.

Moreover, 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 located 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. 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.

After the proposed subdivision, Parcel #1 would have an established street property line (north) of 237 feet along Burleigh Drive. As a result, any future development on Parcel #1 would be subject to the following setback requirements: a minimum front yard setback of 25 feet for the entire width of Parcel #1, along the street property line; a minimum side yard setback of 10 feet, for the east side property line and south side property line; and, a minimum required rear yard setback of 25 feet, measured from a line 10 feet in length, parallel to and at the maximum possible distance from the front property line.

According to the plans submitted, the single-family residence currently maintains a 44-foot front yard (north) setback, a 14'-6" side yard (east) setback, and a 65-foot rear yard (south) setback. Parcel #2 would maintain a street lot line of 105 feet. There are no additions or any alterations proposed to the existing residential structures. Therefore, the existing front yard, east side yard, and rear yard setbacks would be maintained. However, as result of the subdivision, the existing residence would be set back 34'-7" to the proposed west side property line. As proposed, the existing single-family residence complies with the minimum required setbacks.

The existing detached garage is located 101 feet from the front property line, and is set back 14'-7" from the rear property line. The horizontal length of the east wall of the garage is 22 feet, and is set back 5 feet from the east side property line. Therefore, complies with the minimum setback requirements for accessory structures.

GENERAL PLAN CONSISTENCY:

The subject site is designated as Low Density Residential in the General Plan Land Use Element. The proposed subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two separate parcels is consistent with the General Plan Objectives and Policies, specifically Policy 21.9 (Hillside Housing), which encourages maintaining appropriate scale, massing, and access to the existing residential structures within hillside areas. The proposed subdivision of an existing residential lot is within the maximum density allowed for the Low Density Residential land use designation of the General Plan. Furthermore, the proposed subdivision is consistent with the lot size and character of other residential lots in the vicinity of the site, and does not impact existing access to any lots. Vehicle access will continue to occur from Burleigh Drive to Parcel #2. Although development is not proposed on Parcel #1, any future land use would be limited to a single-family residential land use. The existing single-family residential use would remain on Parcel #2, and complies with all applicable development standards set forth in the City's Zoning Code; as such, the character of the single-family neighborhood would be maintained. Therefore, staff finds that the proposed subdivision 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, §15315, Class 15, (Minor Land Divisions), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15315 exempts the division of property in urbanized areas zoned for residential use into four or fewer parcels when the division is in compliance with the General Plan and zoning, no variance or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the two previous years, and the parcel does not have an average slope greater than 20 percent. The project involves the subdivision of one parcel into two parcels in compliance with the General Plan and Zoning Code. The subject site is located within the RS-4-HD zoning district, and has an average slope of less than 20 percent.

REVIEW BY OTHER CITY DEPARTMENTS:

The City's Department of Transportation, Public Works Department, Housing and Career Services Department, Fire Department, and Department of Water and Power have reviewed the proposal. AT&T California and Southern California Edison have also reviewed the current application. The Department of Public Works provided comments and recommended conditions of approval that have been included in Attachment B of this staff report. No other comments or concerns were provided.

CONCLUSION:

It is staff's assessment that the findings necessary for approving the Hillside Development Permit and Tentative Parcel Map to allow the subdivision of a 27,266 square-foot parcel, developed with

a single-family residential land use, into two separate parcels, can be made (Attachment A). Parcel #1 would remain vacant, and the existing single-family residence to remain on Parcel #2 meets all applicable development standards required by the Zoning Code for the RS-4-HD zoning district, including the additional development standards required within the Hillside Overlay District, and the applicable sections of the City's Subdivision Ordinance. Therefore, staff recommends approval of the Hillside Development Permit and Tentative Parcel Map, subject to the findings in Attachment A and recommended conditions of approval in Attachment B.

ATTACHMENTS:

Attachment A: Hillside Development Permit and Tentative Parcel Map Findings

Attachment B: Recommended Conditions of Approval

**ATTACHMENT A
SPECIFIC FINDINGS FOR
HILLSIDE DEVELOPMENT PERMIT #6483
TENTATIVE PARCEL MAP #73181**

Hillside Development Permit: To allow the subdivision of one parcel, into two separate parcels within the Hillside Overlay District

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. Although development is not proposed on Parcel #1, any proposed land use will be limited to a single-family residential land use. The existing single-family residential use will remain on Parcel #2, and complies with all applicable development standards set forth in the City's Zoning Code.
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 project proposes the subdivision of an existing 27,266 square-foot residential parcel, developed with a single-family residential land use, into two separate parcels. As a result of the subdivision, Parcel #1 will maintain a lot area of 12,499 square feet. Parcel #2 will maintain a lot area of 14,767 square feet. Both of which comply with the minimum lot size and lot width requirements. Furthermore, no development is proposed on Parcel #1. Although development is not proposed on Parcel #1, any proposed land use will be limited to a single-family residential land use. The existing single-family residential use will remain on Parcel #2 which meets all applicable development standards for the RS-4-HD zoning district, including the additional standards of the Hillside Overlay such as setbacks, lot coverage and floor area.
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 proposed subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two separate parcels is consistent with the General Plan Objectives and Policies, specifically Policy 21.9 (Hillside Housing), which encourages maintaining appropriate scale, massing and access to the existing residential structures within hillside areas. The proposed subdivision of an existing residential lot is within the maximum density allowed for the Low Density Residential land use designation of the General Plan. Furthermore, the proposed subdivision is consistent with the lot size and character of other residential lots in the vicinity of the site, and does not impact existing access to any lots. Vehicle access will continue to occur from Burleigh Drive to Parcel #2. Although development is not proposed on Parcel #1, any proposed land use will be limited to a single-family residential land use. The existing single-family residential use will remain on Parcel #2, and complies with all applicable development standards set forth in the City's Zoning Code; as such, the character of the single-family neighborhood will be maintained. Therefore, staff finds that the proposed subdivision will 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 proposes the

subdivision of an existing 27,266 square-foot residential parcel, developed with a single-family residential land use, into two separate parcels. There is no development proposed for Parcel #1, and the existing single-family residential use will remain on Parcel #2; therefore, the site will remain as a single-family residential use. Both parcels comply with the minimum required lot size and lot width for properties located within the RS-4-HD zoning district. Furthermore, the existing single-family residential use complies with all of the applicable development standards of the Zoning Code, such as setbacks, floor area, and lot coverage. 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 project proposes the subdivision of an existing 27,266 square-foot residential parcel, developed with a single-family residential land use, into two separate parcels. There is no development proposed for Parcel #1, and the existing single-family residential use will remain on Parcel #2; therefore, the site will remain as a single-family residential use. Therefore, the use will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City, as there is no development proposed for Parcel #1 and the existing single-family residential land use will remain on Parcel #2.
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 proposed subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two separate parcels. As a result of the subdivision, Parcel #1 will maintain a lot area of 12,499 square feet. Parcel #2 will maintain a lot area of 14,767 square feet. Both of which comply with the minimum lot size and lot width requirements. Furthermore, no development is proposed on Parcel #1, and the existing single-family residential use will remain on Parcel #2, and complies with all applicable development standards for the RS-4-HD zoning district and Hillside Overlay, such as setbacks, lot coverage and floor area.
7. *The design, location, and size of the proposed structures and/or additions or alterations to existing structures would 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 project proposes the subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two parcels. As a result of the subdivision, Parcel #1 will maintain a lot area of 12,499 square feet. Parcel #2 will maintain a lot area of 14,767 square feet. Both of which comply with the minimum lot size and lot width requirements. Furthermore, no development is proposed on Parcel #1, and the existing single-family residential use will remain on Parcel #2, and meets all applicable development standards for the RS-4-HD zoning district and Hillside Overlay, such as setbacks, lot coverage and floor area.
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 has a gradual descending slope from the northeast to west property line, maintaining an average slope of 17.01 percent. The project proposes the subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two parcels. As a result of the subdivision, Parcel #1 will maintain a lot area of 12,499 square feet. Parcel #2 will maintain a lot area of 14,767 square feet. Both

of which comply with the minimum lot size and lot width requirements. Furthermore, no development is proposed on Parcel #1, and there are no proposed additions to the existing single-family residential use, which will remain on Parcel #2. The existing single-family residential use meets all applicable development standards for the RS-4-HD zoning district and Hillside Overlay, such as setbacks, lot coverage and floor area.

Tentative Parcel Map: To allow the subdivision of one parcel, into two separate parcels

9. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The proposed subdivision of an existing residential lot is within the maximum density allowed for the Low Density Residential land use designation of the General Plan (0-4 dwelling units per acre). The subdivision is consistent with General Plan Policy 21.9 (Hillside Housing), which encourages maintaining appropriate scale, massing and access to the existing residential structures within hillside areas. Furthermore, the proposed subdivision is consistent with the lot size and character of other residential lots in the vicinity of the site, and does not impact existing access to any lots.
10. *The site is physically suitable for the type of development.* The site is located in an urban area, and has a gradual slope descending from the northeast corner of the site toward the west property line, and maintains an average slope of 17.01 percent. The project proposes the subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two parcels. As a result of the subdivision, Parcel #1 will maintain a lot area of 12,499 square feet. Parcel #2 will maintain a lot area of 14,767 square feet. Both of which comply with the minimum lot size and lot width requirements. Furthermore, no development is proposed on Parcel #1, and there are no proposed additions or alterations proposed to the existing single-family residential use, which will remain on Parcel #2. The existing single-family residential use meets all applicable development standards for the RS-4-HD zoning district and Hillside Overlay, such as setbacks, lot coverage and floor area and is consistent with lots on the block and in the vicinity that are similar in size and topography and developed with similar uses.
11. *The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat.* The property is located in an urbanized area and is not located near any sensitive habitat. Properties within the vicinity of the subject site are developed with single-family residential dwellings, consistent with the existing single-family residential land use to remain on Parcel #2. The proposal for the subdivision of an existing 27,266 square-foot parcel will not cause substantial environmental damage as the area is developed with residential uses, and the subdivision request is for a mapping action only and does not include any physical changes to the site or the existing residential structure. Further, it was determined through the analysis of this application, that the project is Categorical Exempt from CEQA (Section 15315, Class 15, Minor Land Divisions). The project involves the subdivision of one parcel into two parcels in compliance with the General Plan and Zoning Code, and the subject site is located within the RS-4-HD zoning district, and maintains an average slope of less than 20 percent.
12. *The design of the subdivision or the proposed improvements is not likely to cause serious health problems in that the subdivision is compatible with existing residential land uses in the vicinity.* The proposal includes the subdivision of an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two parcels. As a result of the subdivision, Parcel #1 will maintain a lot area of 12,499 square feet. Parcel #2 will maintain a lot area of 14,767 square feet. Both of which comply with the minimum lot size and lot width

requirements for properties located within the RS-4-HD zoning district. Furthermore, no development is proposed on Parcel #1, and there are no proposed additions or alterations proposed to the existing single-family residential use, which will remain on Parcel #2. Therefore, the subdivision is compatible with existing residential land uses in the vicinity, and is consistent with requirements of the Zoning Code. Therefore, proposed improvements are not likely to cause serious health problems.

13. *The proposed map meets the requirements of Title 16 as applicable.* The proposal to subdivide an existing 27,266 square-foot parcel, developed with a single-family residential land use, into two parcels will comply with applicable standards of Title 16. The Tentative Parcel Map was prepared by a registered engineer, obtained a map number assigned by the County, references the locations of adjacent streets and other public properties, labels and identifies easements, and references means of vehicular access. Copies of the Tentative Parcel Map were provided to the applicable parties, including, but not limited to the City Engineer, Water and Power Department, Fire Department, Transportation Department, Housing Department, telephone company (AT&T), and Pasadena Unified School District as required by Title 16. The subdivision complies with the maximum density allowed for the Low Density Residential land use designation under the General Plan.
14. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards.* The subdivision will allow one parcel to be subdivided into two separate parcels. There is no development proposed on Parcel #1, and the existing single-family residential land use which has existed on the site since the early 1930's, will remain on Parcel #2. However, any proposed development on Parcel #1 in the future will require compliance with the residential development standards of the Pasadena Municipal Code, which will require the applicant to connect to public sewer and will be verified during the plan check process.
15. *The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.* The design of the subdivision will not conflict with easements acquired by the public, because no public easements traverse the site.

**ATTACHMENT B
CONDITIONS OF APPROVAL FOR
HILLSIDE DEVELOPMENT PERMIT #6483
TENTATIVE PARCEL MAP #73181**

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

General

1. The final map to be recorded with the Los Angeles County Recorder shall substantially conform to Tentative Parcel Map #73181 submitted with this application and dated "Approved at Hearing February 5, 2020," except as modified herein.
2. This approval allows Tentative Parcel Map #73181 to create two legal parcels, and shall be in substantial conformance as shown on the submitted plans, except as modified herein and shall comply with the applicable land use regulations and development standards of the Pasadena Municipal Code subject to the approval of the Zoning Administrator.
3. The applicant or successor in interest shall comply with the attached conditions of approval from other City Departments.
4. The applicant shall receive written final approval of the addresses that will be assigned to each parcel prior to recordation of map. Final approval of the addresses shall come from the Addressing Coordinator. For additional information please contact the Addressing Coordinator at (626) 744-4622.
5. 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).
6. The approval of Hillside Development Permit #6483 allows the applicant to subdivide the existing 27,266 square-foot parcel, into two separate parcels within the Hillside Overlay District. Parcel #1 shall be 12,499 square feet in area, and Parcel #2 shall be 14,767 square feet in area.
7. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.

Public Works Department

8. Prior to submission of the final parcel map to the City for approval, the applicant shall pay a non-refundable flat fee (based on the current General Fee Schedule) to cover the cost of processing the final map. The applicant shall complete all required conditions before City's approval of the final map.
9. The applicant's engineer shall set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24.060, and furnish to the City a set of field notes that have been recorded with Los Angeles County Department of Public Works. The monuments shall be independently inspected by a third party licensed surveyor; with a certified report submitted to the City.

10. The existing private improvements, red brick pavers, 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. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted. 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. If the applicant does not wish to enter into a license agreement, all private improvements shall be relocated to within the private property. Please call 626-744-4195 for further details.
11. Each parcel of the proposed development shall connect to the public sewer main line with a new six-inch diameter sewer lateral laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer (lateral) "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewer within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. Please call 626-744-4195 for further details.
12. 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/>.

13. 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. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule.

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

- Sewer Facility Charge - Chapter 4.53 of the PMC
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.

- 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.

If you have questions regarding the above conditions and requirements of the ordinances, please contact me at (626) 744-3762 or email ywu@cityofpasadena.net.