



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: November 18, 2020

TO: Hearing Officer

SUBJECT: Neighborhood Development Permit #6842

LOCATION: 3860 Mayfair Drive

APPLICANT: Franciz Bragg

ZONING DESIGNATION: RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District)

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: Jason Van Patten

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Neighborhood Development Permit #6842 with the conditions in Attachment B.

PROJECT PROPOSAL: Neighborhood Development Permit: To allow one-story additions totaling 898 square feet to an existing 1,426 square-foot single-family dwelling with attached 400 square-foot two-car garage.

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 that will not result in an increase of more than 10,000 square feet provided the project is located 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. The proposed 898 square-foot additions to an existing single-family residence would occur in areas that are not environmental sensitive, where public services and facilities are available, and would be consistent with the General Plan and Zoning.

BACKGROUND:

Site characteristics: The subject property is located on the south side of Mayfair Drive, between Michillinda Avenue on the east and Hastings Ranch Drive on the west. The 8,781 square-foot rectangular property is improved with a one-story single-family dwelling with attached two-car garage. The site topography is relatively flat. Surrounding properties to the north, east, and west are developed with single-family uses. To the south, is the Hastings Ranch Plaza shopping center.

Adjacent Uses: North – Single-Family Residential
South – Retail sales, Restaurants, Fast Food, Banks, Financial Institutions
East – Single Family Residential
West – Single-Family Residential

Adjacent Zoning: North – RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District)
South – EPSP-d3-CG-E (East Pasadena Specific Plan, subarea d3, general commercial district)
East – RS-6-ND (Single-Family Residential, 0-6 lots per acre, Neighborhood Overlay District)
West – RS-6-ND (Single-Family Residential, 0-6 lots per acre, Neighborhood Overlay District)

Previous Zoning Cases on this Property: None

PROJECT DESCRIPTION:

The applicant, Franciz Bragg, has submitted a Neighborhood Development Permit application to allow additions totaling 898 square feet to an existing 1,426 square-foot single-family dwelling with an attached 400 square-foot two-car garage. Areas of addition are proposed at the front (north) of the dwelling and at the side (east), behind the existing garage. Other improvements proposed include a new attached patio cover at the rear (south), updates to the façade color and materials, new windows and doors, and alterations to the roof that would increase the building height from approximately 15'-8" to 19'-10". A Neighborhood Development Permit is required for any building addition that is visible from the public right-of-way. The existing two-car garage, driveway, and vehicular access from Mayfair Drive would remain. No protected trees are planned for removal.

ANALYSIS:

Neighborhood Development Permit

The subject property is located in the RS-6-ND (Single-Family Residential, 0-6 units per acre, Neighborhood Overlay District) zoning district. Properties located in the Neighborhood Development Overlay are required to comply with additional standards beyond those applicable to the base single-family residential zoning district (RS). These additional standards are intended to promote development that is orderly and compatible with the traditional scale and character of the neighborhood. Lower Hastings Ranch is predominantly defined by one-story, single-family dwellings exhibiting California Ranch and/or Modern Ranch style architecture. A Neighborhood Development Permit is required for proposals that include any building addition visible from a public right-of-way.

The Hearing Officer may approve a Neighborhood Development Permit only after making four findings pursuant to Zoning Code Section 17.28.090.L (Neighborhood Development Permit). Findings are necessary for the purposes of evaluating consistency with development standards, building and design standards, compatibility with neighborhood character, scale and proportion.

Lower Hastings Ranch is predominantly defined by one-story, single-family dwellings exhibiting California Ranch and/or Modern Ranch style architecture. These types of architecture are defined as a series of set elements that address both the building form and the spaces in and around the house. The prevailing neighborhood character surrounding the subject property includes one-story dwellings that have moderate-to-wide roof overhangs, entries sheltered under the main roof of the house, garages attached to the main dwelling, and picture windows on the front facade. Gable and hipped roofs, stucco facades, asphalt shingles are common in the area, as are large front and rear setbacks.

The applicant's proposal is reasonably consistent with the scale and proportion of existing houses in the neighborhood. The proposed additions and improvements retain the one-story height, recessed entry, and ample front and rear setbacks. The size and scale of the proposed project complies with maximums for floor area, lot coverage, and height. The front facing addition visible from the public right-of-way complies with the front setback requirement, which is calculated based on the existing setbacks at the adjacent properties on the blockface. The proposal maintains ranch style architecture, the attached garage, and incorporates a well-defined covered entry, consistent with the character in the neighborhood. Materials used include stucco, wood, and asphalt shingles, consistent with the neighborhood. The analysis that follows summarizes the project's compliance with applicable development standards of the Neighborhood Overlay District.

Development Standards

Development within the Neighborhood Overlay District shall comply with applicable development standards of the RS-6 district, Zoning Code 17.22.040 (RS and RM-12 Residential Districts General Development Standards) and 17.22.050 (RS and RM-12 District Additional Development Standards), except as specified in Zoning Code Sections 17.28.090.E, F, and G (ND Neighborhood Overlay District). The applicable ND development standards address heights, roofs, and building design. The tables and discussion address the project's compliance with applicable development standards.

Table 1: RS and ND Development Standards

Development Standards	Required	Proposed	Compliance
RS-6			
Setbacks			
<i>Front</i>	26'4"	26'4"	Complies
<i>Side</i>	6'4"	5' (east); 5'6" (west)	Maintains existing*
<i>Rear</i>	25'	47'	Complies
Max Site Coverage	40% of lot size (3,512 sf)	33.5% (2,949 sf)	Complies
Max Floor Area	3,134 square feet (30% of lot size + 500 sf)	2,724 square feet	Complies
Parking	2 covered spaces	2 in a garage	Complies
ND Overlay			
Height Limit	26'	19'10"	Complies
Top Plate Height	10'	10'	Complies
Encroachment Plane	45 degrees	45 degrees	Complies
Roof Pitch	Same as existing, but not to exceed 4:12	Same as existing (4:12)	Complies
Roof Design	Hipped, Dutch-gabled, side-gabled, or cross-gabled	Dutch-gabled	Complies
Roof Material	Asphalt shingles, wood shingles, flat concrete tile	Asphalt shingles	Complies
Roof Overhang	Minimum 12" deep	2'	Complies
Exterior Wall Surface (at least one)	Wood, brick, stone, wood shingles, stucco, and/or board-and-batten	Stucco	Complies
Window Types	Casement, double-hung, large picture windows, short windows grouped on an upper facade	Double-hung	Complies

*A first-story addition may project into a required side setback and maintain the existing non-conforming setback to which it relates in compliance with Zoning Code Section 17.40.160 (Setback and Encroachment Plane Requirements and Exceptions).

ND Building Design Standards

Additions and façade improvements within the ND Overlay are required to comply with specific building design standards. Building design standards, as outlined in Table 1, are those associated with architectural style, roof design and materials, exterior wall surfaces, window design and styles. These requirements address both the building form and the spaces in and around the house.

Construction of the existing dwelling occurred in or around 1950 and reflects ranch-style architecture. The applicant proposes to update the dwelling, which shows signs of disrepair, while retaining the ranch-style architecture. Design elements incorporated into the project include a Dutch-gabled roof, a new front porch design, façade and roof materials, and windows and doors. Although a Dutch-gabled roof is proposed, roof slopes would maintain consistency with the existing 4:12 roof pitches. The façade would consist of stucco and wood trim elements. Windows proposed would consist of double-hung and picture type styles. The recessed porch would be integrated into the front façade under the roof of the dwelling. Roof overhangs would be

continuous around the perimeter of the dwelling and exceed the minimum 12 inch depth. The proposed improvements are consistent with the recommended architectural styles and design standards required of the Neighborhood Overlay District.

Tree Protection Ordinance

According to the tree inventory provided by the applicant, there are no trees on-site within the vicinity of the proposed improvements. Any existing protected trees will be retained during construction.

GENERAL PLAN CONSISTENCY:

The subject property is designated Low Density Residential in the Land Use Element of the General Plan. The existing use of the site is a single-family residence. The proposed single-story additions would not change the existing use of the property. The proposal would maintain consistency with General Plan Land Use Policy 21.5 (Housing Character and Design) which encourages the renovation of existing housing that provides unique neighborhood character and qualities. The proposed one-story additions to an existing single-family residence is compatible with the traditional scale and character of the neighborhood. Lower Hastings Ranch is defined by one-story residences exhibiting California and Modern Ranch style architecture. The proposed improvements are consistent with the recommended architectural styles and design standards outlined in the Neighborhood Overlay District and comply with all of the required development standards of the underlying zoning district. Therefore, the project is consistent with the General Plan.

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 that will not result in an increase of more than 10,000 square feet provided the project is located 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. The proposed 898 square-foot addition to an existing single-family residence would occur in area that is not environmental sensitive, where public services and facilities are available, and would be consistent with the General Plan and Zoning.

REVIEW BY OTHER CITY DEPARTMENTS:

The Fire, Public Works, Transportation, Water and Power Departments, Building and Safety Division, and Design and Historic Preservation Section reviewed the proposed project. The Public Works Department provided comments that are included as recommended conditions of approval in Attachment B. In addition to recommend conditions of approval, all departments would review the project for compliance during the building permit plan review process.

CONCLUSION:

It is staff's assessment that the findings necessary for approving the Neighborhood Development Permit to allow the proposed one-story additions can be made (Attachment A). The proposed

project would comply with applicable development standards of the Zoning Code. The architecture maintains Ranch-style architecture, one-story, and consists of architectural elements, materials, and features that are present in the neighborhood. Therefore, staff recommends approval of the Neighborhood Development Permit, subject to the recommended findings in Attachment A and recommended conditions of approval in Attachment B.

ATTACHMENTS:

Attachment A: Recommended Findings for a Neighborhood Development Permit

Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR NEIGHBORHOOD DEVELOPMENT PERMIT #6842

Neighborhood Development Permit

1. *The design, location, and character of the proposed house or other structure are consistent with the Development Standards in Section F and Building Design Standards in Section G.* The proposed additions and exterior improvements are consistent with applicable development standards in Section F and Building Design Standards in Section G. The one-story additions are not located within a side-yard encroachment plane. The Dutch-gabled roof design consist of asphalt shingles, incorporates continuous roof overhangs that exceed a depth of 12 inches, and maintains the same 4:12 pitch as the existing roof. Exterior wall surfaces consists of stucco with wood trim, double-hung and picture windows. These elements comply with development standards. In addition, the proposed improvements complies with setback requirements, building heights, parking and maximums for floor area and lot coverage. The proposed modern ranch-style architecture and associated design features comply with applicable development standards.

2. *Consistency is determined following a review of existing site conditions, visibility of the site, and the size, scale, materials, and character of existing development within 500 feet of the site. The Hearing Officer must find that the house or other structures are compatible with existing houses and consistent with the prevailing neighborhood character.* Lower Hastings Ranch is predominantly defined by one-story, single-family dwellings exhibiting California Ranch and/or Modern Ranch style architecture. These types of architecture are defined as a series of set elements that address both the building form and the spaces in and around the house. The prevailing neighborhood character includes one-story dwellings that have moderate-to-wide roof overhangs, entries sheltered under the main roof of the house, garages attached to the main dwelling, and picture windows on the front facade. Gable and hipped roofs, stucco facades, asphalt shingles are common in the area.

The size and scale of the proposed project complies with maximums for floor area, lot coverage, and height. The front facing addition visible from the public right-of-way complies with the front setback requirement, which is calculated based on the existing setbacks at the adjacent properties on the blockface. The proposal maintains ranch style architecture, the attached garage, and incorporates a well-defined covered entry, consistent with the character in the neighborhood. Materials used that include stucco, wood, asphalt shingles, and are also consistent.

3. *The massing, scale, and building articulation of the proposed house or other structure is reasonably consistent in scale and proportion to existing houses in the neighborhood.* The massing, scale, and building articulation are reasonable consistent with the scale and proportion of existing houses in the neighborhood. Existing houses in the neighborhood are generally one-story in height, extend the width of the property, provide recessed entries or elements, as well as large front and rear setbacks. The proposed additions and improvements retain the one-story height, recessed entry, and ample front and rear setbacks. The proposal is also designed consistent with building design requirements of Zoning Code Section 17.28.090.G, consistent with building articulation in the neighborhood.

4. *The house or other structure is designed to reasonably incorporate and avoid natural topographic features.* The subject property is generally flat. The proposed improvements are not expected to have any effect on existing topographic conditions.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR NEIGHBORHOOD DEVELOPMENT PERMIT #6842

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, November 18, 2020," 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 allows one-story additions of up to 898 square feet to the existing single-story dwelling.
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 **ZENT2020-10020** 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 Jason Van Patten, Current Planning Section, at (626) 744-6760 or jvanpatten@cityofpasadena.net to schedule an inspection appointment time.

Planning Division

7. The applicant shall comply with requirements of Zoning Code Chapters 17.22 (Residential Zoning Districts) and 17.28.090 (Neighborhood Overlay District) that relate to residential development in the Neighborhood 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. No demolition of grading permit shall be issued until the building permit for the residential project is ready to be issued.
10. The project shall comply with the Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). Where protected trees exist on-site, 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.

11. 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.

Public Works Department

12. The applicant shall protect all existing public facilities and maintain the right of way in good clean condition during the construction. If any damage is proven to be caused by the subject development, the applicant is responsible for replacing and/or repairing the facilities to the satisfaction of the City, prior to the issuance of Certificate of Occupancy.
13. 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.
14. In addition to the above condition, the requirements of the following ordinances may 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://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
 - 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://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris->

[recycling/](#) 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.