



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: December 7, 2022

TO: Hearing Officer

SUBJECT: Minor Variance #11954

LOCATION: 511 Thompson Drive

APPLICANT: Jill Frazee

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

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: Ivan Galeazzi

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A and to **approve** Minor Variance #11954 with conditions in Attachment B.

- PROJECT PROPOSAL:**
1. Minor Variance: To allow the construction of a two-story 495 square-foot addition to an existing 719 square-foot, single-story, single-family residence with a 28'-8" front yard setback, where a 37'-7½" is required.
 2. Minor Variance: To allow the addition to have a 4' rear yard setback, where 25' is required.

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, Class 1 §15301, 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 when 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. The project involves an addition of 495 square feet, to an existing 719 square foot single-story, single-family residence and does not exceed the threshold. 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 project location is not environmentally sensitive.

BACKGROUND:

Site Characteristics: The site is a 2,400 square-foot, rectangular-shaped lot located on the north side of Thompson Drive between North Oakland Avenue and North Madison Avenue. The site is currently developed with a 719 square-foot, one-story single-family residence.

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

Adjacent Zoning: North – RS-6 (Single-Family Residential, 0-6 units per acre)
South – RS-6 (Single-Family Residential, 0-6 units per acre)
East – RS-6 (Single-Family Residential, 0-6 units per acre)
West – RS-6 (Single-Family Residential, 0-6 units per acre)

Previous Zoning Cases on this Property: None

PROJECT DESCRIPTION:

The applicant, Jill Frazee, has submitted an application for two Minor Variances to facilitate the construction of a 31 square-foot addition to the first floor and a 464 square-foot second floor addition to an existing single-story, single-family residence. Specifically, the applicant requests a 28'-8" front setback where the minimum requirement is 37'-7 1/2" feet. In addition, the applicant requests a four-foot rear yard setback where the minimum required is 25 feet. A Minor Variance is required to adjust the required front and rear setback. The site is located within the RS-6 (Single-Family Residential) zoning district. No protected trees are proposed to be removed or impacted as part of the project.

ANALYSIS:

The project is subject to the development standards of the RS-6 zone and with the exception of the requested Minor Variances for the front setback and rear setback respectively, the proposed addition complies with all other applicable development standards, as shown in Table 1.

Table 1 – Residential Development Standards

Development Standard	Requirement	Proposed Project	Compliance	
Setbacks (Minimum)	Front	37'-7 1/2"	28'-8"	Minor Variance
	1 st Floor Side (east)	5'-0"	4'-0"	Existing Nonconforming
	1 st Floor Side (west)	5'-0"	10'-4"	Complies
	2 nd Floor Side (east)	5'-0"	7'-5"	Complies
	2 nd Floor Side (west)	5'-0"	10'-4"	Complies
	Rear	25'	4'-0"	Minor Variance
Height (Maximum)	25'	21'-5"	Complies	
Top Plate Height (first story maximum)	10'	9'-10"	Complies	
Top Plate Height (second story maximum)	20'	18'-10"	Complies	
Site Coverage (Maximum)	No Maximum	Not required	Complies	
Floor Area (Maximum)	30% + 500 sq. ft. or 1,220 sq. ft.	1,214 sq. ft.	Complies	

Minor Variance: To allow a 28'-8" front setback, where the minimum required is 37'-7 1/2"

Pursuant to Table 6-4 of Zoning Code Section 17.61.080 (Variances), adjustments of required setbacks are allowed subject to approval of a Minor Variance. The Hearing Officer may approve a Minor Variance to adjust a required setback only after making five findings in the affirmative pursuant to Zoning Code Section 17.61.080.G (Findings and Decision). The general purpose of review is to identify compliance with the Zoning Code and General Plan, whether exceptional or extraordinary circumstances exist, whether the application is necessary for the preservation and enjoyment of property rights, and to ensure no detriment or injury to surrounding properties. In addition, a Minor Variance shall not be granted that would have the effect of granting a special privilege not shared by other property owners in the vicinity and under identical zoning districts. Lastly, cost to the applicant of strict compliance with a regulation shall not be the primary reason for granting the Minor Variance.

Pursuant to Zoning Code Section 17.22.050.A.1, where 40 percent or more of the lots on a blockface in the same zoning district (excluding corner yards of reversed corner lots) are developed with primary structures (including the existing setback of the proposed development site), the minimum front setback shall be the average of the front setbacks of the developed lots, but not less than 25 feet. In this case, the blockface average is 37'-7 1/2" feet and is the minimum required front setback.

The existing residence is situated toward the rear (north) portion of the lot with an existing nonconforming front setback of 19'-9" feet. The house is articulated with a front porch and varying setbacks.

There are extraordinary circumstances that apply to this property in that the blockface along Thompson Drive consists of a mix of double frontage lots (two frontages) and single frontage lots.

Five out of the six lots used in determining the blockface average setback are double frontage lots, and these lots are substantially larger in size and in depth than the subject property. The subject site is the only property in these six lots that is not a double frontage lot. For the double frontage lots, Jackson Street on the north functions as the primary frontage, and Thompson Drive functions as the rear or back yard, which is often a significantly larger setback to the primary structure. The setback of the double frontage lots when measured from the property line fronting Thompson Drive to the rear building line of the residence are approximately 40 feet each. The inclusion of these lots in the blockface average results in a much larger average front setback requirement of 37'-7 1/2" for the subject property.

Furthermore, the lot is 60 feet in depth by 40 feet in width, resulting in a lot area of 2,400 square feet, which is substandard when compared to the minimum required 55-foot lot width and 7,200 square-foot lot size for a property in the RS-6 zoning district. The project consists of a 31 square-foot addition to the first floor to accommodate the stairwell leading to the new proposed second floor. The second-story addition consists of 464 square feet and is directly above the existing first-story. The first- and second-story additions would be set back further from the front property line and maintain a minimum 28'-8" front setback, larger than the existing 19'-9" front setback.

The granting of the Minor Variance to encroach into the required front setback would facilitate a reasonable enjoyment of real property because the addition will provide for a larger residence and be more consistent with the size and bedroom counts found in the neighborhood. The total size of the residence after the addition will be 1,214 square-foot and within the maximum size permitted by the development standards as it relates to gross floor area. The addition on the first floor is to accommodate the stairway providing access to the new second floor, while the second-floor addition would accommodate two bedrooms and one bathroom. Compliance with applicable requirements for encroachment plane, side setbacks, and maximum floor area moderate the mass and would ensure the adjustment to the front setback do not create any detriment. As such, the Minor Variance request would facilitate a reasonable enjoyment of real property and would not be a grant of special privilege.

Minor Variance: To allow a 4'-0" rear setback, where the minimum required is 25 feet

Pursuant to Zoning Code Section 17.22.040, Table 2-3, the minimum rear yard setback is 25 feet. The existing residence was built with a four-foot rear setback and is within the required 25-foot rear setback. The first-story addition is proposed to be set back 16'-7" from the rear property line, and the new second-story addition proposes to maintain the existing four-foot rear setback.

The size of the lot creates an extraordinary circumstance. As discussed above, the property is 60 feet in depth and 40 feet in width, and compliance with the minimum rear setback constrains development on the subject site. Due to this circumstance, the existing residence is currently located within the required rear setback.

As discussed above, granting of the Minor Variance would facilitate a reasonable enjoyment of real property because the addition will provide for a larger residence and improve the quality of life for the residents. This block consists of a mix of double frontage lots (two frontages) and single frontage lots. The other three single frontage lots on this city block also have nonconforming rear setbacks, as such, the granting of this application will not constitute a special privilege.

Design and Historic Preservation Analysis:

Findings of Consistency with the Secretary of Interior's Standards:

Pursuant to PMC Section 17.62.090(D)(2), a Certificate of Appropriateness for a major or minor project is not required for properties already entitled for alteration through a land use approval such as the subject Minor Variance, and if a finding of consistency with the Secretary of the Interior's Standards is made, in conjunction with such approval. This section also states that an advisory review by the Director is required, prior to action being taken on the land use approval, and that the Director shall provide comments to the land use approval review authority on compliance of the project with the Secretary of the Interior's Standards, including any recommended conditions of approval that would be necessary to ensure compliance with the Standards.

The proposed project, which involves an addition to an existing secondary elevation and a vertical addition, meets the definition of a major project in Section 17.62.030(U); therefore, a finding of consistency with the Secretary's Standards is required to be made in conjunction with the Minor Variance. In addition, the project shall comply with the City's Design Guidelines for Historic Districts, which are based on the Secretary of the Interior Standards. Therefore, the applicable standards and guidelines for this project are the following:

The Secretary of the Interior's Standards for Rehabilitation

Standard 1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

Standard 2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

Standard 9: New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Standard 10: New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Design Guidelines for Historic Districts

8.2: An addition should respect the proportions, massing, and sitting of an historic building.

8.3: The materials of an addition should be similar to that of the original structure.

8.4: The roof form of an addition should be compatible with that of the primary structure.

8.5: Windows of an addition that are visible from the public way should be compatible with those of the historic structure.

8.6 A roof-top addition should be in character with the style of the primary structure...

8.7 The size of a roof addition, including dormers, should be kept to a minimum and should be set back from the primary façade so that the original roof line and form is perceived from the street.

Analysis:

With the recommended conditions of approval, the proposed project complies with the applicable guidelines. Given the subject property's sub-standard lot size, the proposed additions will be visible from the street. However, in keeping with the Secretary of the Interior's Standards and Design Guidelines for Historic Districts, the addition will be sited and designed in a manner such that it will be compatible with the existing house but differentiated as a modern alteration. The existing pop out at the west side was constructed post-1907 but prior to the 1980s. Based on historic Sanborn maps and photo documentation this modification does not qualify as a historical character-defining feature of the house. The pop out is proposed to be expanded horizontally and vertically to accommodate a new enclosed stairwell that leads to a new second floor addition. The first story of the west addition will be finished in a similar horizontal wood clapboard siding that is found on the existing house and will reuse an existing wood casement window.

The design of the proposed second floor addition is compatible with but differentiated from the original house in volume, form, and detailing. The addition will be set back from the front plane of the existing building and even further from the existing roof ridgeline; as such, it will be sited as far to the rear of the existing property and building as possible, which will provide physical separation between the historic portion of the house and the new addition to achieve differentiation. The finishes of the addition will include cedar shingles, which will further the level of differentiation, and a side gabled roof form at the front and rear and punched wood sash windows, which will contribute to the overall compatibility. In order to ensure appropriate compatibility with the existing house, three conditions of approval (nos. 1 through 3) are recommended to provide specifications and details for all windows, doors, and exterior cladding materials to confirm compatibility with the existing house. In addition, to differentiate the addition as a new feature, an additional condition of approval (no. 4) is recommended to require that the proposed rafter tails at the second-floor addition be minimized, differentiated or otherwise removed to allow for the simplification of the proposed addition. Overall, with these conditions implemented, the proposed additions will be compatible with the design of the existing house and provide added living comfort and continued use and enjoyment of the single-family house.

Recommendation:

The Design and Historic Preservation Section (DHP) recommends several additional conditions of approval included in Attachment B, to ensure consistency of the project with the applicable standards and guidelines, which shall be subject to DHP staff review prior to issuance of a building permit, unless otherwise stated. These conditions include a requirement to provide details of the proposed windows including sill, header, and jamb conditions, and their consistency with the existing windows, along with a window schedule specifying the new window material as steel, to match the existing. An additional condition shall require for a final inspection of construction by DHP staff to ensure overall compliance with the approved plans and the applicable standards and guidelines. DHP staff recommends that the review authority include these conditions of approval in the decision and make a finding (Attachment B) that the project is consistent with the Secretary of the Interior's Standards for Rehabilitation and the Design Guidelines for Historic Districts.

Tree Protection Ordinance

A tree inventory was provided that identified ten trees on the subject property. Of the ten trees, three trees are protected under the City's Tree Protection Ordinance. The applicant is proposing to retain all trees in their existing location, and to ensure the health of the protected trees during and after construction, a tree protection plan will be required prior to Building Permit issuance.

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 neighborhood, consisting of single-family residences would be maintained. General Plan Land Use Element, Goal 21, Desirable Neighborhoods, Policy 21.5 (Housing Character and Design) encourages the renovation of existing housing stock in single- and multi-family neighborhoods. When additions or replacement housing is proposed, these should reflect the unique neighborhood character and qualities, including lot sizes; building form, scale, massing, and relationship to street frontage; architectural design, and landscaped setbacks. The project would allow the construction of an addition to a single-family residence within the required front yard and rear yard setbacks. The proposed addition would not alter the existing character of the neighborhood as it involves a small expansion and there are existing single-story and two-story single-family residences along Thompson Drive. Additionally, the addition will be pushed further back than the existing front setback of the residence, thus maintaining the character of the streetscape and same visual appearance as the existing homes along Thompson Drive.

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, Class 1 §15301, 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 when 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. The project involves an addition of 495 square feet, to an existing 719 square foot single-story, single-family residence and does not exceed the threshold. 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 project location is not environmentally sensitive.

COMMENTS FROM OTHER DEPARTMENTS:

The proposed project was reviewed by the Department of Public Works, Fire Department, Building and Safety Division, Design and Historic Preservation Section, Transportation Department, Water and Power Department, and the Power Engineering Department. The Transportation Department does not have any comments at this time and a second review is not required during the building permit plan check process. The remaining divisions/departments have provided conditions of approval which are incorporated in Attachment B of this staff report.

CONCLUSION:

Staff concludes that the findings necessary for approving the two Minor Variances can be made. The proposed project meets all other applicable development standards required by the Zoning Code, with the exception of the front and rear setbacks. The approval of the two Minor Variance requests would allow the property owner enjoyment of the existing residence without impacting the surrounding residential neighborhood. Conditions of approval would ensure that the project is compatible with the surrounding area. Therefore, staff recommends approval of the two Minor Variances, subject to the findings in Attachment A and the recommended conditions of approval in Attachment B.

Attachments:

Attachment A: Minor Variance Findings

Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR MINOR VARIANCE #11954

Minor Variance: To allow a 28'-8" front setback, where the Zoning Code requires a minimum of 25 feet.

1. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The subject site is a rectangular-shaped lot located on the north side of Thompson Drive between Oakland Avenue and Madison Avenue. There are exceptional conditions applicable to the site in that the blockface along Thompson Drive consists of a mix of double frontage lots (two frontages) and single frontage lots. Five out of the six lots used in determining the blockface average setback are double frontage lots, and these lots are substantially larger in size and in depth than the subject property. The subject site is the only property in these six lots that is not a double frontage lot. For the double frontage lots, Jackson Street on the north functions as the primary frontage, and Thompson Drive functions as the rear or back yard, which is often a significantly larger setback to the primary structure. The setback of the double frontage lots when measured from the property line fronting Thompson Drive to the rear building line of the residence are approximately 40 feet each. The inclusion of these lots in the blockface average results in a much larger average front setback requirement of 37'-7 1/2" for the subject property. Furthermore, the subject site is 60 feet in depth by 40 feet in width, resulting in a lot size of 2,400 square feet, which is substandard when compared to the minimum required 55-foot lot width and 7,200 lot size for a property in the RS-6 zoning district. These are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.
2. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.* The granting of the Minor Variance to encroach into the front setback will facilitate an addition that will provide for a larger residence that is more consistent with the size and bedroom counts found in the neighborhood. The addition on the first floor will accommodate the stairway providing access to the new second floor, while the second-floor addition would accommodate two bedrooms and one bathroom. The Minor Variance request would facilitate a reasonable enjoyment of real property and prevent unnecessary hardship.
3. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The granting of the Minor Variance request will not be detrimental to property or improvements in the vicinity because the proposed first and second-story additions will be set back further from Thompson Drive than the existing residence. In addition, the proposed addition would comply with all other applicable development standards for the zoning district, and the project will not result in a change in use. Further, the project will be required to obtain building permits ensuring that the construction will be safe. Conditions of approval will ensure that the project remains compatible with the surrounding area in that it would be a single-story addition to the front of the property.
4. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element. The use of the site would remain a single-family residence; therefore, the character of the neighborhood

would be maintained. General Plan Land Use Element, Goal 21, Desirable Neighborhoods, Policy 21.5 (Housing Character and Design) encourages the renovation of existing housing stock in single and multi-family neighborhoods. When additions or replacement housing is proposed, these should reflect the unique neighborhood character and qualities, including lot sizes; building form, scale, massing, and relationship to street frontage; architectural design, and landscaped setbacks. The proposed addition will be consistent with the existing character of the neighborhood as it involves a small, 495 square-foot addition that will be within the neighborhood scale in regard to existing sizes of homes. Additionally, the proposed addition will match the existing architectural style, materials, and design of the residence, thus maintaining the character of the streetscape and same visual appearance as the existing home along Thompson Drive.

5. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered throughout the review of this application.

Minor Variance: To allow a 4-foot rear setback, where the minimum required is 25 feet.

6. *There are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.* The subject site is a rectangular-shaped lot located on the north side of Thompson Drive between North Oakland Avenue and North Madison Avenue. There are exceptional conditions applicable to the site in that the property is 60 feet in depth and 40 feet in width, resulting in a lot size of 2,400 square feet, which is substandard when compared to the minimum required 55-foot lot width and 7,200 lot size for a property in the RS-6 zoning district. Furthermore, the existing residence is set back four feet from the rear property line and located within the rear yard setback. The first story addition is proposed to be set back 16'-7" from the rear property line, maintaining a larger setback than the existing residence, while the new second-story addition will maintain the existing four-foot rear setback. The lot depth and size, and the placement of the existing residence are exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district.
7. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.* The 60-foot lot depth and the minimum 25-foot rear setback constrains the development of the subject site. Granting of the Minor Variance to encroach into the rear setback will facilitate an addition that will provide for a larger residence that is more consistent with the size and bedroom counts found in the neighborhood. The addition on the first floor will accommodate the stairway providing access to the new second floor, while the second-floor addition would accommodate two bedrooms and one bathroom. The Minor Variance request is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship.
8. *Granting the application will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety, or general welfare.* The existing residence is set back four feet from the rear property line. The proposed second story addition will maintain the existing rear setback and does not propose large windows facing the rear. Compliance with applicable requirements for encroachment plane, side setbacks, and maximum floor area moderate the mass and would ensure the adjustment to the rear setback do not create any detriment. Lastly, the proposed project would comply with applicable development standards for the zone and will be required to obtain building permits ensuring

that the construction will be safe. Conditions of approval will ensure that the project remains compatible with the surrounding area.

9. *Granting the application is consistent with the General Plan and the purposes of Title 17 of the Municipal Code and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject site is designated as Low Density Residential in the General Plan Land Use Element. The use of the site would remain a single-family residence; therefore, the character of the neighborhood would be maintained. General Plan Land Use Element, Goal 21, Desirable Neighborhoods, Policy 21.5 (Housing Character and Design) encourages the renovation of existing housing stock in single- and multi-family neighborhoods. When additions or replacement housing is proposed, these should reflect the unique neighborhood character and qualities, including lot sizes; building form, scale, massing, and relationship to street frontage; architectural design, and landscaped setbacks. The proposed addition will be consistent with the existing character of the neighborhood as it involves a small, 495 square foot addition that will be within the neighborhood scale in regard to existing sizes of homes. Additionally, the addition will match the existing architectural style, materials, and design of the residence, thus maintaining the character of the streetscape and same visual appearance as the existing home along Thompson Drive.
10. *Cost to the applicant of strict compliance with a regulation is not the primary reason for the granting of the Variance.* The cost to the applicant of complying with the City's development standards has not been considered throughout the review of this application.

Design and Historic Preservation Consistency.

11. *The proposed project is consistent with the Secretary of the Interior's Standards and the City's Design Guidelines for Historic Districts.* With the recommended conditions of approval, the proposed project complies with the applicable guidelines. The proposed addition will be compatibly designed with the original house in volume, form, and detailing but will be differentiated enough to be read as a later addition. Although the addition will be visible from the street, it will be set back enough to provide a physical separation between the historic portion of the house and the new addition such that each can be read both individually and comprehensively. Furthermore, the proposed addition will provide a complementary and compositionally-balanced patterning of form and fenestration to the proposed front façade, and therefore, will not significantly impact the character-defining features of the existing house.

ATTACHMENT B
RECOMMENDED CONDITIONS OF APPROVAL FOR MINOR VARIANCE #11954

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, December 7, 2022," 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.
3. This approval allows a minimum front setback of 28'-7 1/2" and a minimum rear setback of 4'-0" in conjunction with additions totaling 495 square-feet.
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. At no time shall construction activities, including, but not limited to, construction materials, vehicles and equipment, obstruct access to vehicular driveways of adjacent properties.
7. The proposed project, Activity Number **ZENT2022-00071** is subject to the Inspection Program by the City as well as the Mitigation Monitoring and Reporting program. 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 Ivan Galeazzi, Current Planning Section, at (626) 744-7124 to schedule an inspection appointment time.

Planning Division

8. The applicant shall comply with all requirements of the Zoning Code, including the applicable development standards provided in Chapter 17.22 (Residential Zoning Districts).
9. 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.
10. 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).

Design and Historic Preservation:

11. Sectional and elevation details of the proposed windows and doors shall be provided in the Building Plan Check submittal indicating sill, header, and jamb conditions, which shall be

consistent with the design of the existing openings, including recesses, unless slight variation of the design is used as a method of differentiating the addition from the original house.

12. A door and window schedule shall be provided in the Building Plan Check submittal indicating the new proposed windows and their material. The material of the new windows shall be wood.
13. Manufacturer specifications shall be provided in the Building Plan Check submittal for the proposed exterior wood shingles and clapboard siding to be reviewed and approved by DHP staff prior to approval.
14. The roof at the second-floor addition shall minimize, differentiate, or eliminate the proposed exposed rafter tails.
15. A final, on-site, inspection (100% inspection point) and sign-off by staff of the Design and Historic Preservation Section shall be required to ensure that all work performed is consistent with the approved plans and the applicable standards and guidelines as noted herein.

Building and Safety Division

16. Governing Codes: Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.
17. Building Code Analysis: Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, floor area, height, and allowable floor area.
18. Best Management Practices: Photocopy to plans and complete the Best Management Practice page 1 (form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at:
<https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts> .
19. Green Code: Photocopy to plans and complete the 2019 California Green Building Standards Code with City of Pasadena Amendments Forms. These forms are being provided attach and can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.
20. Means of Egress (Exiting): Provide and specify at least one operable exterior opening in basements, habitable attics, and every sleeping room with the minimum clear opening requirements for an emergency escape and rescue opening on the plans or schedule.
21. Energy: Submit the current, applicable residential energy documentation using either the "Prescriptive Standard" or the "Performance Standard". Photocopy form to plans, include the mandatory measures.

22. Soils Report Required: A soils engineer report is required for:
- All new constructed single and multi-family residential, commercial, and industrial buildings.
 - An addition to a commercial or industrial building.
 - Second (2nd) story addition to existing one-story building.
 - Hillside construction, i.e. decks, retaining walls, and swimming pools
23. Required Plans and Permit(s): In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required. No deferred submittal.

Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

Public Works and Engineering

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. The existing street lighting along the Linda Vista Avenue and Charles Street frontages is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one existing street lighting, on the Linda Vista Avenue frontage and one existing street lighting, on Charles Street frontage of the subject property per the City requirements and current standards. The renovation shall include but not limited to new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and miscellaneous related parts.
26. The applicant shall protect all existing public facilities and maintain the right of way in good clean condition during the construction. If any damage is proven to be caused by the subject development, the applicant is responsible for replacing and/or repairing the facilities to the satisfaction of the City, prior to the issuance of Certificate of Occupancy.
27. 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://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/> . 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. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way. Construction vehicles should only maneuver/turn-around within the project site private property. Parking of construction vehicles and construction worker vehicles shall be **prohibited on Thompson Drive which is 25 feet wide only.**

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.

In addition to the above conditions, the requirements of all applicable Pasadena Municipal Code (PMC) will apply and be implemented during the corresponding plan review and permitting. They may include but not limited to:

Sidewalk Ordinance - Chapter 12.04

Sewer Facility Charge – Chapter 4.53

Residential Impact Fee – Chapter 4.17

City Trees and Tree Protection Ordinance - Chapter 8.52

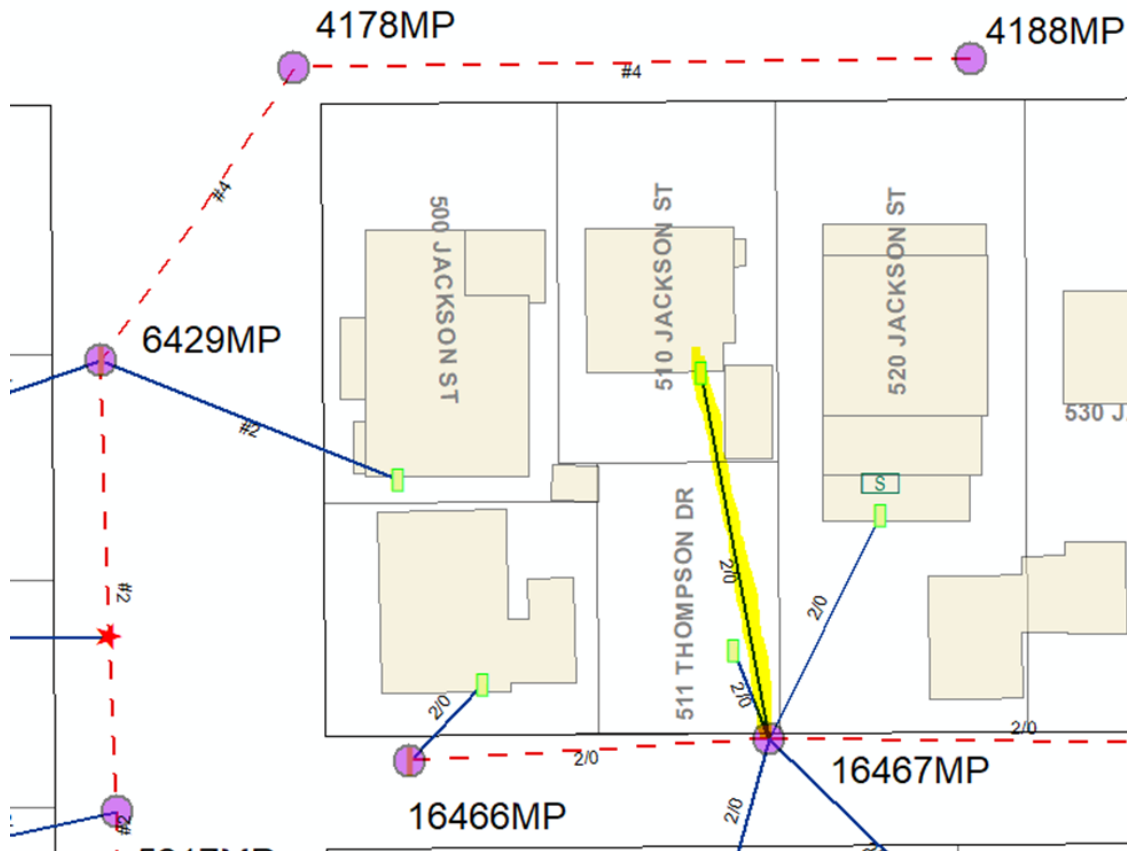
Construction and Demolition Waste Ordinance - Chapter 8.62

Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100

Water & Power - Power Delivery Division

29. Existing Electrical Services: PWP records indicate that there are two overhead services that may be in conflict with construction. Developer shall notify PWP of any overhead lines in conflict with construction. Any neighboring properties with overhead services in conflict with construction shall be subject to an agreement with respective owner(s) and relocated by PWP at the developer's expense.
30. Overhead Power Lines: Owner/developer shall maintain existing ingress & egress access for overhead poles/lines. Proper clearances between proposed structure and overhead lines must be maintained at all times.
31. Distributed Generation: Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of local building codes, Fire Department and the Pasadena Solar Initiative Program.

32. Coordination of Electric Service: All comments are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.



Water and Power – Water Delivery Division

33. The existing 1-inch water service from 1998 should be sufficient for the project. If an upgrade is requested, contact the Water Division at (626) 744-4495.

Fire Department

34. The house shall be protected with automatic fire sprinkler system; due to new addition is more than 50% of original square footage per Pasadena Municipal code Section 14.28.

35. Fire sprinkler system shall be designed per NFPA 13D.

36. A separate permit is required to be obtained for the fire sprinkler system. Fire sprinkler plan shall be submitted after the issuance of the building permit.

37. A fire flow test report shall be provided from Pasadena Water Department.