



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: December 7, 2022

TO: Hearing Officer

SUBJECT: Neighborhood Development Permit #6928

LOCATION: 3580 Greenhill Road

APPLICANT: Terrie Chen

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

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: Jennifer Driver

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Neighborhood Development Permit #6928 with the conditions in Attachment B.

PROJECT PROPOSAL: Neighborhood Development Permit: To allow the construction of a 138 square-foot single-story addition to the front of an existing 2,718 square-foot single-family residence with a detached 300 square-foot 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 138 square-foot addition to an existing single-family residence would occur in an area that is not environmental sensitive, where public services and facilities are available, and would be consistent with the General Plan and Zoning Code.

BACKGROUND:

Site characteristics: The subject property is located on the south side of Greenhill Road, between Cliff Drive on the west and Hastings Ranch Drive on the east. The 10,612 square-foot rectangular property is improved with a one-story, 2,718 square-foot single-family dwelling and a 300 square-foot detached garage constructed in 1954. The site topography is relatively flat.

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

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

Previous Zoning Cases on this Property: None

PROJECT DESCRIPTION:

The applicant, Terrie Chen, on behalf of the property owners, has submitted a Neighborhood Development Permit application to allow a 138 square-foot one-story addition to the primary elevation of an existing, 2,718 square-foot single-family dwelling with a detached 300 square-foot two-car garage. The addition is proposed at the front (north facade) of the dwelling. 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 Greenhill Road would remain unchanged. 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 dwelling 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 Lower Hastings Ranch neighborhood, which 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 (NDP) 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 and compatibility with neighborhood character, scale and proportion.

As noted above, 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, 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 analysis that follows summarizes the project's compliance with applicable development standards of the Neighborhood Overlay District (ND).

Development Standards

Development within the Neighborhood Overlay District shall comply with applicable development standards of the RS-6 zoning district, including 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 (Neighborhood Overlay District). The applicable ND development standards address heights, roofs, and building design. Table 1 (RS and ND Development Standards) below identifies the project's compliance with the applicable development standards.

Table 1: RS and ND Development Standards

Development Standard	Required	Proposed	Compliance
RS-6			
Setbacks			
<i>Front</i>	29'-11 ½"	30'-2"	Complies
<i>Side</i>	7'-7"	10'-3" (west – no change), 7'-7" (east)	Complies
<i>Rear</i>	25'-0"	34'-9" (no change)	Complies
Max Site Coverage	4,245 square feet (40% of lot size)	3,532 square feet (33.3%)	Complies
Max Floor Area	3,684 square feet (30% of lot size + 500 sf)	3,284 square feet	Complies
Parking	2 covered spaces	2 spaces in a garage (No change)	Complies

ND Overlay			
Height Limit	26'-0"	15'-0"	Complies
Top Plate Height	10'-0"	8'-5"	Complies
Roof Pitch	Same as existing, but not to exceed 4:12	4:12 (no change)	Complies
Roof Design	Hipped, Dutch-gabled, side-gabled, or cross-gabled	Cross-gabled (No change)	Complies
Roof Material	Asphalt shingles, wood shingles, flat concrete tile	Asphalt shingles (No change)	Complies
Roof Overhang	Min. 12" deep	Min. 12" (No change)	Complies
Exterior Wall Surface (at least one)	Wood, brick, stone, wood shingles, stucco, and/or board-and-batten	Stucco	Complies
Window Types	Casement, single-hung, double-hung, large picture windows, short windows grouped on an upper facade	Single-hung windows	Complies

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 1954 and reflects California Ranch-style architecture. The proposed 138 square-foot addition along the front elevation is located under the existing roofline and would lower the existing top plate height to 8'-5" and would retain the existing top of ridge height, roof pitch, and overhang depth. The proposal maintains the property's current California Ranch-style architecture, single-story scale, and well-defined, recessed covered entry, which are consistent with the character in the neighborhood. Additional improvements along the front façade include replacing the existing stone siding with stucco and installing a new bay window and two new single-hung windows, which comply with the applicable development standards. The proposed improvements are consistent with the California Ranch-style architecture and recommended architectural styles and design standards required of the Neighborhood Overlay District. Due to the addition's size, location under the existing roofline, and materials, the proposed project will also remain consistent with the size, scale, and architecture of the surrounding properties.

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 General Plan 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 addition 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 138 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 Code.

REVIEW BY OTHER CITY DEPARTMENTS:

The Fire Department, Public Works Department, Department of Transportation, the Building and Safety Division, and the Design and Historic Preservation Section had the opportunity to review the proposal. Based on their review of the project, the Building and Safety Division provided comments that are included as recommended conditions of approval in Attachment B. The remaining departments had no comments and in addition to recommend conditions of approval, will 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 California 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 #6928

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 addition is located under the existing cross-gable roof design. Façade improvements consist of stucco, incorporate a new bay window and two new single-hung windows, and comply with the applicable development standards. In addition, the proposed improvements comply with setback requirements, building heights, parking and maximums for floor area and lot coverage. As such, the proposed California 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, 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 the applicable standards for floor area, lot coverage, and height. The addition visible from the public right-of-way complies with the front setback requirement, which is calculated based on the existing setbacks of the properties on the blockface. The proposal maintains its one-story height, California Ranch-style architecture, and incorporates a well-defined covered entry, a stucco finish, a new bay window and two new single-hung windows which are consistent with the character in the neighborhood.

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 reasonably 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 meet setback requirements. The proposal is also consistent with building design requirements of Zoning Code Section 17.28.090.G, and 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 addition is located under an existing roof is not expected to have any effect on existing topographic conditions.

ATTACHMENT B
RECOMMENDED CONDITIONS OF APPROVAL FOR
NEIGHBORHOOD DEVELOPMENT PERMIT #6928

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 (Time Limits and Extensions – Extensions of Time).
3. This approval allows a one-story addition of up to 138 square feet to the front of 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 **ZENT2021-00117** 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 Jennifer Driver, Current Planning Section, at (626) 744-6756 or jdriver@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 or 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.

Building and Safety Division

12. 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.
13. 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.
14. 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> .
15. 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>.
16. Submit the current, applicable residential energy documentation using either the "Prescriptive Standard" or the "Performance Standard". Photocopy form to plans, include the mandatory measures.
17. In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required. No deferred submittal.
18. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.