



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: May 3, 2023

TO: Hearing Officer

SUBJECT: Hillside Development Permit #6840

LOCATION: 1495 Washburn Road

APPLICANT: Henry Moseley, on behalf of the property owner

ZONING DESIGNATION: RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development 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** Hillside Development Permit #6840 with the conditions in Attachment B.

PROJECT PROPOSAL: Hillside Development Permit: To allow one-story additions and demolitions totaling 954 square feet to the front and rear of an existing one-story, 1,834 square-foot single-family dwelling with an attached two-car garage in the Hillside Overlay District. A Hillside Development Permit is required to allow an addition of 500 square feet or greater in the Hillside Overlay District.

Minor Variance: To allow an addition at the front of the dwelling to provide a 24'-1" front setback, where 25 feet is required. A Minor Variance is required to adjust the required front yard setback.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, Existing Facilities) and there are no features that distinguish this project from others in the

exempt class; therefore, there are no unusual circumstances. Section 15301 exempts additions to existing structures, provided the additions 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 proposed addition 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. Therefore, the proposal is exempt from environmental review.

BACKGROUND:

Site characteristics: The subject property is located on the west side of Washburn Road, between the end of the Washburn Road cul-de-sac to the north and Cresthaven Drive to the south. The 11,272 square-foot rectangular property is currently developed with an existing 1,834 square-foot single-story dwelling with an attached 432 square-foot garage. Existing landscaping on the site consists of 12 small to large trees, none of which are protected. The site topography is flat at the center with slopes along the northern side property line and in the rear yard to the west of the residence. Based on the slope analysis submitted, 2,769 square feet of the lot has a slope equal to or greater than 50 percent slope. The average slope across the site, excluding the areas over 50 percent in slope, is approximately 4.2 percent.

Adjacent Uses: North – Single-Family Residential
South – Single-Family Residential
East – Single-Family Residential
West – City of Los Angeles (Single-Family Residential)

Adjacent Zoning: North – RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development Overlay District)
South – RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development Overlay District)
East – RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development Overlay District)
West – City of Los Angeles

Previous Zoning Cases on this Property: Variance #11886 – Variance to permit the construction of a carport in front of house and a Minor Variance to encroach into the required front setback. Withdrawn August 21, 2018.

PROJECT DESCRIPTION:

The applicant, Henry Moseley, on behalf of the property owner, has submitted a Hillside Development Permit application to allow additions and demolitions totaling 954 square feet to the front and rear of an existing 1,834 square-foot single-story dwelling with an attached two-car

garage in the Hillside Overlay District. The property is located within the RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development Overlay) zoning district.

Specifically, the project includes the infill of a front entryway with an 18 square-foot addition, a 155 square-foot addition that would expand the existing garage to the front setback, a 624 square-foot addition along the northern property line at the rear, and a 378 square-foot addition along the southern property line at the rear of the existing house. In addition, the project includes the demolition of approximately 20 square feet at the front of the house and 194 square feet at the rear. A Hillside Development Permit is required when adding more than 500 square feet to an existing single-family residence in the Hillside Development Overlay District. It is also required for any project defined as a “major renovation,” pursuant to 17.29.060.E.b. In this case, the proposed alteration of the roofline resulting in an increase in height above the highest point of the existing roof is considered a major renovation.

In addition, the project includes a Minor Variance application to allow a four square-foot addition to the front of the residence, which infills an existing entryway to expand a bathroom, to encroach into the 25-foot front yard setback. The maximum proposed encroachment would be 11 inches, providing a 24'-1" setback from the front property line. A Minor Variance is required to encroach into a required setback.

No protected trees are proposed to be removed with the project.

ANALYSIS:

Hillside Development Permit - To allow additions over 500 square feet to an existing single-family dwelling

The subject property is located within the RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development Overlay District) zoning district. Properties located in the Hillside 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 in part, to preserve and protect views to and from hillside areas, maintain an environmental equilibrium by preserving and protecting existing natural resources, prohibit features that would create or increase fire, flood, landslide or other safety hazards to public health and safety, and preserve significant natural topographic features.

The reviewing authority (Hearing Officer) may approve a Hillside Development Permit for an addition greater than 500 feet and for a major renovation due to the proposed increase in height only after making eight findings pursuant to Zoning Code Section 17.61.050 (Conditional Use Permits and Master Plans) and 17.29.080 (Hillside Development Permit). The general purpose of the Hillside Development Permit is to ensure that the proposed project minimizes its visual and environmental impact and to evaluate whether the proposed changes to the roofline are consistent with the requirements for the Hillside Development Overlay district in terms of color, material, scale, and character. Findings are necessary for the purpose of evaluating compliance with the Zoning Code and General Plan, whether the use would be detrimental or injurious to the neighborhood, and compatibility of the operation with existing and future uses.

Properties located within the Hillside Overlay District are required to comply with all of the required development standards of the RS-6 district, except as superseded by additional development standards listed in Sections 17.29.050 through Section 17.29.070 (Hillside Overlay District). In

addition to the following discussion, an outline of development standards provided in Table A (page 6) illustrates compliance with all applicable zoning and overlay development standards.

Gross Floor Area

In the RS-6-HD zoning district, the maximum allowable gross floor area for properties with a property size greater than 10,000 square feet is 27.5 percent of the lot size plus 500 square feet. Gross floor area includes all covered parking (e.g. detached garage and/or carport), habitable attic space, and accessory structures, among other enclosed space. For lots 10,000 square feet or more in the Hillside Overlay District, any portion equal to or greater than 50 percent slope, or any access easement on the lot must be deducted from the lot area when calculating the maximum allowable gross floor area. For lots over 10,000 square feet, if, after removing the lot area over 50 percent in slope, the resulting maximum allowable gross floor area is less than 3,000 square feet, a maximum allowable gross floor area of 3,000 square feet (including all structures on site) shall be allowed.

The site survey provided by the applicant identifies that the lot area measures 11,272 square feet. Based on the slope analysis submitted, 2,769 square feet of the lot has a slope equal to or greater than 50 percent slope, and the average slope, excluding the area that has a slope equal to or over 50 percent slope, is approximately 4.2 percent. Using the base FAR calculation applicable to the RS-6-HD zone and excluding the areas of the lot over 50 percent slope, the maximum allowed floor area is 2,992 square feet. As the resulting maximum allowed gross floor area is less than 3,000 square feet after removing the lot area over 50 percent in slope, a maximum allowable gross floor area of 3,000 square feet (including all structures on site) shall be allowed. The project results in 2,788 square feet of gross floor area, which complies. This figure accounts for the existing single-family dwelling with attached garage and the proposed additions.

Lot Coverage

The maximum allowed lot coverage is equal to 35 percent of the lot area. Lot coverage is the percentage of the site covered by roofs, soffits or overhangs extending more than three feet from a wall, and by decks more than four feet in height. This standard generally evaluates the percentage of land area covered by development. In this case, 35 percent of the 11,272 square-foot lot is 3,945 square feet. The proposed lot coverage is approximately 26 percent, or 2,886 square feet, which complies. This calculation includes the existing building footprint, the additions, and the attached garage.

Setbacks

The minimum front setback for the main structure (excluding the garage) in the Hillside Development Overlay is 25 feet. At the closest point, the proposed front yard addition would be set back 24'-1" from the front property line; and therefore, a Minor Variance has been requested as part of this application. Additional discussion is included under the "Minor Variance" section of this report.

The minimum side setback is equal to 10 percent of the lot width, with a minimum requirement of five feet and a maximum requirement of 10 feet. Lot width is measured across the lot at the rear of the required 25-foot front setback. The lot is approximately 90 feet wide at the front setback, resulting in a minimum required side setback of nine feet. Where a building site abuts a lot with an elevation that is three feet or more above or below that of the site, the required side setback is measured from the nearest toe or top of slope to the structure, whichever is closer.

The adjacent lot to the north is approximately 10 feet higher in elevation than the subject property, therefore the setback is measured from the toe of the slope to the structure on the northern side. The existing dwelling provides a 6'-1" northern side setback from the toe of the slope and approximately 21'-3" from the northern side property line. The adjacent lot to the south is at the same approximate elevation and the existing dwelling is setback six feet. As such, the existing side yard setbacks are nonconforming.

Pursuant to Table 4-1 of the City's Zoning Code, a first story addition to the main structure may project into a required side yard setback that is nonconforming as to side setback requirements; provided that the addition maintains the existing setback of the structure to which it relates, the existing setback is no less than four feet, the addition does not project into a required side setback encroachment plane, and the maximum length of the addition does not exceed 20 feet. The proposed addition along the northern property line continues the existing nonconforming side yard setback for approximately 17'-2" and also includes a 20-foot linear addition at the rear with a 9'-1" setback. The proposed addition to the existing garage along the southern property line continues the existing nonconforming side yard setbacks for a length of no more than 20 feet (12'-4" at the rear of the garage and 7'-7" at the front of the garage) and includes a 4'-11" addition at the rear with a nine-foot side setback. The proposed addition along the northern and southern property lines meets the side setback requirement, and the associated exceptions, and is therefore in compliance with the Zoning Code.

The minimum rear setback is 25 feet. As proposed, the addition would be set back 33'-8" from the rear property line and is therefore in compliance with the Zoning Code.

Encroachment Plane

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

Height

Primary residences in the Hillside Development Overlay are required to comply with two separate standards for building height. A residence may not exceed a height of 28 feet at any point on the site, measured from existing grade. In addition, a residence may not exceed an overall height of 35 feet, measured from the lowest elevation on the site where the structure touches the grade, to the highest point of the roof (ridge or parapet).

In this case, the applicant has proposed first story additions at the front and rear of an existing one-story residence. According to the plan, the height of the additions from the lowest and adjacent existing grade is 16'-2", which complies with the 28-foot requirement. Therefore, the proposed additions also comply with the maximum 35-foot from lowest grade requirement.

Parking

Single-family dwellings are required to provide two covered parking spaces. Additionally, properties within the Hillside Overlay District are required to provide a minimum of four guest

parking spaces when parking is prohibited on both sides of the street, or a minimum of two guest parking spaces on a site fronting a street where on-street parking is allowed. Guest parking spaces may be located in the driveway, in side-by-side and/or tandem configurations. The proposed project includes an attached, two-car garage and since parking is allowed on Washburn Road, two guest parking spaces are required to be provided. The driveway that leads into the garage provides no less than two guest parking spaces, which satisfies the guest parking requirement.

Neighborhood Compatibility

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

Within a 500-foot radius, there are 31 parcels within the City of Pasadena jurisdiction. The median floor area is 1,836 square feet. Thirty-five percent above the median is 2,479 square feet. The proposal includes a 2,317 square-foot dwelling (excluding the garage) and complies with Neighborhood Compatibility. Data obtained for the median calculation is included in Attachment C.

Table A: RS-6 and Hillside Overlay Development Standards

Development Feature	Required	Proposed Additions	Analysis
RS-6 – Single Family Residential and Hillside Overlay Development Standards			
Setbacks			
Front	25'	24'-1"	Does Not Comply (Minor Variance Requested)
Side (North)	9' from toe of slope	6'-1" to match existing with max. length of 20' per 17.40.160.E and 9' for remainder	Complies
Side (South)	9' from property line	6' to match existing with max. length of 20' per 17.40.160.E and 9' for remainder	Complies
Rear	25'	33'-8"	Complies
Site Coverage	35% (3,945 sf)	26% (2,886 sf)	Complies
Floor Area Ratio	3,000 square feet per 17.22.060.A.6	2,788 square feet	Complies
Minimum Parking	2 covered spaces	2-car attached garage	Complies
Maximum Allowable Height	28' and 35'	16'-2"	Complies
Guest Parking	2 on-site guest spaces	2 on-site guest spaces	Complies
Neighborhood Compatibility	2,479 sf	2,317 sf	Complies

Architecture and Setting

The existing single-story residence is located on the western side of Washburn Road, one house from the southern bend in the road and six houses south of the end of the cul-de-sac. Washburn Road is a street that slopes upwards, with its lowest grade at a bend at the south and highest point at the end of the cul-de-sac at the north. The neighborhood generally includes properties along Washburn Road, Cresthaven Drive, and Dormus Road. Within this neighborhood, the existing dwellings consist of one-story structures mainly featuring a Modern Ranch architecture style, but also consist of varying architectural styles such as California Ranch, Cape Cod, modern-contemporary or Mediterranean. These residences share similar elements, profile and materials that include stucco and wood façade materials as well as varied, light hued natural colorings.

The existing Modern Ranch style single-family dwelling was constructed in 1958. The existing exterior tan walls are clad with a textured stucco finish and horizontal wood siding by the entry. The front façade also features stone veneer at the bottom of the walls. The existing roof material and style consists of dark grey composition shingles and a low-pitched gable roof design with deep extended eaves that shade the exterior. The City's Design and Historic Preservation section reviewed the proposed project and determined that the building is not eligible for landmark designation under any of the criteria listed in Zoning Code Section 17.62.040 and no further historic evaluation of the property is necessary.

In the Hillside Development Overlay, all additions subject to a Building Permit are required to use a mixture of materials and color to blend structures with the natural appearance of the hillside. Specifically, darker tones, including earth tones shall be used for building walls and roofs; and exterior finish materials shall be appropriate for the architectural style of the structure and compatible with the hillside environment.

As proposed, the remodel would include the replacement of windows, front door, garage door, roof and exterior cladding and the additions will mainly be at the rear of the residence with infill additions at the front. It is designed to be in a contemporary architectural style with a butterfly-styled roof and a low, one-story profile. The exterior cladding would consist of bleached, vertical cedar wood siding treated to transition into a weathered, muted tan/gray hue. The proposed modifications maintain the element of linear, wood siding and the use of natural materials as well as providing a varied roof design that is consistent with the surrounding neighborhood. In addition, the proposed design maintains the intermittent use of textured stucco to be consistent with the varied use of material on the existing façade. Furthermore, the use of treated cedar wood siding is in keeping with the goal to be compatible with the natural hillside environment because it will age to be a muted, tan/gray hue and blend into the natural hillside appearance.

The proposed remodel and addition at the front and rear would be compatible with the surrounding varied architectural styles. The design elements, intended to be similar in terms of materials and colors with the existing condition, are in keeping with architectural elements in the neighborhood, and would not alter the existing character. Therefore, it is the staff position that the proposed size, design, materials, and color palette are consistent with the applicable design criteria (architectural features) of the Hillside Development Overlay and with properties in the neighborhood.

View Protection

The Zoning Code requires applicants to design and locate improvements so that they avoid blocking views from surrounding properties. Specifically, new structures shall not be centered directly in the view of any room of a primary structure on a neighboring parcel. Views shall be

considered from windows of any room in the primary structure. The standard specifies that improvements are to avoid blocking culturally significant structures such as the Rose Bowl, Colorado Street Bridge, City Hall, downslope views of the valley floor, prominent ridgelines, and/or the horizon line. Views of the open sky, existing foliage, private yards, and existing structures on surrounding properties shall not be taken into consideration by the review authority.

The subject site is improved with a relatively flat building pad, with slopes ascending from the building pad to the neighboring property on the northern portion of property and descending on the western side of the property. The additions would occur on the eastern and western sides of the existing dwelling with the overall roofline of the building proposed to increase in height from 12 feet to 16'-2". The properties located across Washburn Road to the east are located at a higher elevation than the property and have no existing views through the site. Any potential views from these properties are directed downhill toward the south and not through the subject site. Therefore, any protected view from the properties across the street would not be affected by the proposed additions.

As it relates to the adjacent properties, the neighboring property to the north (1505 Washburn Road) is approximately 10 feet higher in elevation than the subject property building pad. The views from the windows on the southern elevation of 1505 Washburn Road would not be impacted by the increase in height of approximately four feet, as the existing windows are set higher than the proposed addition. Furthermore, the windows have obstructed views due to the existing six-foot height wood fence and landscaping along the side property line. Due to the change in elevation between the two properties and the existing obstruction, the proposed 4'-2" height increase would not impact any views from 1505 Washburn Road that presently exist through the site. The property to the south at 1485 Washburn Road is at the same approximate elevation but any protected view of the ridgeline would be to the southeast of the site, and not through the subject site.

In summary, the proposal would not obstruct a protected view from surrounding properties. Potentially protected views of prominent ridgelines or downslope views of the valley floor are not affected because the proposed additions are not centered in view and the increase of roofline height would not create a view impact based on the existing grade difference of the adjacent lots.

Ridgeline Protection

The proposed addition complies with the ridgeline protection standards of the Zoning Code. There are no ridgelines near the subject property. Therefore, no part of the proposal would appear silhouetted against the sky above a ridge when viewed from a public street or park.

Arroyo Seco Slope Bank

Section 17.29.050.D of the City's Zoning Code states that no structure shall extend over or below the top edge of the Arroyo Seco slope bank on a lot identified on the *Arroyo Seco Slope Bank Map*, dated May 11, 2004. The subject property is not located within the boundary identified on the Map. Therefore, the project complies with the Arroyo Seco slope bank requirements.

Preliminary Geotechnical Report

Irvine Geotechnical Inc. conducted a preliminary geotechnical investigation of the site and prepared a report. The report includes a description of site conditions, results of field exploration, and laboratory testing. The geotechnical investigation is required for projects subject to a Hillside

Development Permit. The purpose of the exploration was to evaluate the nature, distribution, engineering properties, and geologic structure of the earth materials underlying the property with respect to the proposed addition. Irvine Geotechnical Inc. explored the subsurface conditions around the location of the proposed addition by excavating six test pits by hand to a maximum depth of 24 feet. Based on the investigation and exploration, Irvine Geotechnical Inc. concluded that construction of the proposed additions is feasible as it relates to the geologic and soils engineering evaluation, provided advice and recommendations are made a part of the plans and are implemented during construction. The investigation determined that no ground stabilization is deemed necessary and no structural reinforcing beyond normal conditions is necessary. The proposed additions are feasible at the suitable site from the geologic and soils engineering investigation. The report identified that the underlying firm soils found on site should provide sufficient strength to support the proposed additions.

Minor Variance: To deviate from the required 25'-0" front yard setback

A Variance or Minor Variance application allows the City to review whether a deviation from the Zoning Code can be granted for a project. It may only be granted when, because of special circumstances applicable to the subject property, the strict application of the Zoning Ordinance denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts, or creates an unnecessary and non-self-created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the applicable development standards. A Variance or Minor Variance shall not be granted if the granting of the application would be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety, or general welfare.

The minimum front setback for the main structure (excluding the garage) in the Hillside Development Overlay is 25 feet. At the closest point, the proposed front yard addition would be set back 24'-1" from the front property line and a Minor Variance is needed to deviate from the front yard setback requirement.

The existing site has a curved front property line along Washburn Road and the existing dwelling is designed with straight, linear facades in juxtaposition to the curved front property line and does not abide by a curved 25-foot front yard setback. As a result, the existing façade encroaches at most 15 inches into the required front setback and tapers to meet the setback requirement as the front property line curves.

As proposed, the application includes a request to infill an 18 square-foot covered front entryway on the eastern, street facing side of the existing building, of which four square feet will encroach approximately 8 to 11 inches into the required 25-foot front setback. The existing roof eave currently encroaches approximately three feet into the front yard setback, and the proposed addition would infill the entryway area under the existing roofline to align the exterior wall of the expanded bathroom with the existing walls on either side of the entryway, which also encroaches approximately 11 inches into the front setback. Furthermore, the proposed modifications will remove the roof eaves and thus the overall encroachment into the 25-foot front setback from existing conditions is a decrease of approximately two feet (three-foot eave encroachment versus an 11-inch façade encroachment). As a result, the visual change in the appearance of the front façade massing would not be significant.

The granting of the Minor Variance would facilitate a reasonable enjoyment of real property because the addition will provide for a slightly larger bathroom for the property owner to enjoy. The project will result in a minimal visual impact from the street because it will be located entirely

beneath the existing roofline and will maintain the front setback of the existing residence, thus maintaining the character of the streetscape along Washburn Road. In addition, as several of the properties on Washburn Road also encroach within their required front setback, the granting of this application will not constitute a special privilege because many other properties within the vicinity also enjoy an existing non-conforming front setback. As such, the Minor Variance request would facilitate a reasonable enjoyment of real property. As a result, staff can make all the findings necessary to recommend approval of the Minor Variance.

Tree Protection Ordinance

The applicant provided a tree inventory that identified 12 trees on the property. None of the existing trees are protected by the City's Tree Protection Ordinance.

GENERAL PLAN CONSISTENCY:

The subject site is designated as Low Density Residential in the General Plan Land Use Element. General Plan Land Use 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 frontages, architectural design and landscaped setbacks. The proposed project would add to the rear of an existing single-story single-family residence. The residence after the additions is contextually appropriate with the character of the neighborhood, particularly in regard to building form, massing, and architectural design. The use of the site would remain a single-family residence; therefore, the character of the single-family neighborhood would be maintained.

General Plan Land Use Policy 21.9 (Hillside Housing) requires residences to maintain appropriate scale, massing and access to residential structures located in hillside areas. The additions to the existing single-story residence complies with most applicable development standards in the Zoning Code. The exterior cladding would consist of bleached, vertical cedar wood siding treated to transition into a weathered, muted tan/gray hue. The proposed modifications maintain the element of linear, wood siding and the use of natural materials as well as providing a varied roof design that is consistent with the surrounding neighborhood. In addition, the proposed design maintains the intermittent use of textured stucco to be consistent with the varied use of material on the existing façade. The residence proposes colors and materials that comply with the requirements of the Hillside Development Overlay and with the goal to be compatible with the natural hillside environment. Additionally, the scale and massing of the proposed additions are consistent with the scale and setting of the surrounding residences. Therefore, staff finds that the project will be consistent with General Plan objectives and policies.

ENVIRONMENTAL REVIEW:

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, Existing Facilities) and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15301 exempts additions to existing structures, provided the additions 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 proposed addition 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. Therefore, the proposal is exempt from environmental review.

REVIEW BY OTHER CITY DEPARTMENTS:

The Design and Historic Preservation Section, Building and Safety Division, Public Works Department and Fire Department have reviewed the project. The Design and Historic Preservation Section had no comments. The Building and Safety Division, Public Works Department and Fire Department provided conditions, which are included in Attachment B.

CONCLUSION:

It is staff's assessment that the findings necessary for approving the Hillside Development Permit to allow the construction of additions and demolitions totaling 954 square feet to an existing 1,834 square-foot single-story dwelling with an attached two-car garage and the Minor Variance to allow a four square-foot addition to encroach into the required 25-foot front setback by 11 inches can be made (Attachment A). The height increase would not create a view impact and would maintain the existing character of the neighborhood. Other than the request for the Minor Variance, the proposed project meets applicable development standards required by the Zoning Code for the RS-6 HD zoning district, including the Neighborhood Compatibility guidelines. In addition, the project would be required to comply with all Building and Fire Code requirements, and therefore, would not be detrimental or injurious to surrounding properties or improvements. Therefore, staff recommends approval of the Hillside Development Permit and Minor Variance subject to the findings in Attachment A and recommended conditions of approval in Attachment B.

ATTACHMENTS:

- Attachment A: Findings
- Attachment B: Conditions of Approval
- Attachment C: Neighborhood Compatibility Analysis

ATTACHMENT A
SPECIFIC FINDINGS FOR HILLSIDE DEVELOPMENT PERMIT #6840

Hillside Development Permit: To allow additions over 500 square feet to an existing single-family dwelling

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.* The subject property is located in the RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development Overlay District) zoning district, which permits single-family residential uses by-right. The proposed single-story additions and alterations to the existing dwelling will comply with applicable development standards, including maximum allowable floor area, lot coverage, building heights, off-street parking requirements, and exterior colors. A condition of approval is included to require that the project comply with the front yard setback requirements during building permit plan check process.
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 purpose of the RS-6 HD district is to provide areas for single-family residential neighborhoods. The Hillside Development Overlay is intended to preserve and maintain hillside areas. The existing single-family residential use of the property is located in a neighborhood that is developed with single-family residential uses. The location of the proposed additions will preserve and protect views, preserve existing topographic features and existing natural resources, consistent with the purpose of the Zoning Code and applicable zoning district. The additions will generally be located in geologically stable portions of the site. The improvements will be located in areas that will have minimal impact to drainage patterns.
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. General Plan Land Use 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 frontages, architectural design and landscaped setbacks. The proposed project would add to the front and rear of an existing single story single-family residence and is designed to be in a contemporary architectural style with a butterfly-styled roof and a low, one-story profile. The residence after the additions is contextually appropriate with the character of the neighborhood, particularly in regard to building form, massing, and architectural design. The use of the site would remain a single-family residence; therefore, the character of the single-family neighborhood would be maintained.

General Plan Land Use Policy 21.9 (Hillside Housing) requires residences to maintain appropriate scale, massing and access to residential structures located in hillside areas. The additions to the existing single-story residence complies with most applicable development standards in the Zoning Code. The exterior cladding would consist of bleached, vertical cedar wood siding treated to transition into a weathered, muted tan/gray hue. The proposed modifications maintain the element of linear, wood siding and the use of natural materials as well as providing a varied roof design that is consistent with the surrounding neighborhood. In addition, the proposed design maintains the intermittent use of textured stucco to be consistent with the varied use of material on the existing façade. The residence proposes

colors and materials that comply with the requirements of the Hillside Development Overlay and with the goal to be compatible with the natural hillside environment. Additionally, the scale and massing of the proposed additions are consistent with the scale and setting of the surrounding residences. Therefore, staff finds that the project 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 proposed additions will not change the existing single-family residential use of the property that has existed on-site for over fifty years. The additions will be located in a geologically stable portion of the site, maintain safe means of ingress and egress, and remain low profile in scale, consistent with the general site standards of the Hillside Development Overlay. The proposed additions will generally be contained to the flat portions of the lot in the center of the property, thereby limiting effects on neighboring properties. These conditions will prevent detriment to the health, safety, or general welfare of those residing or working in the neighborhood. Conditions of approval and applicable development standards will ensure the proposal minimizes impacts to surrounding property owners. In addition, conditions of approval will ensure that the establishment, maintenance, and operation of the use will be compatible with the surrounding neighborhood. 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.* Irvine Geotechnical Inc. conducted a preliminary geotechnical investigation of the site and prepared a report. The report includes a description of site conditions, results of field exploration, and laboratory testing. The geotechnical investigation is required for projects subject to a Hillside Development Permit. The purpose of the exploration was to evaluate the nature, distribution, engineering properties, and geologic structure of the earth materials underlying the property with respect to the proposed addition. Irvine Geotechnical Inc. explored the subsurface conditions around the location of the proposed addition by excavating six test pits by hand to a maximum depth of 24 feet. Based on the investigation and exploration, Irvine Geotechnical Inc. concluded that construction of the proposed additions is feasible as it relates to the geologic and soils engineering evaluation, provided advice and recommendations are made a part of the plans and are implemented during construction. The investigation determined that no ground stabilization is deemed necessary and no structural reinforcing beyond normal conditions is necessary. The proposed additions are feasible at the suitable site from the geologic and soils engineering investigation. The report identified that the underlying firm soils found on site should provide sufficient strength to support the proposed additions.

The applicant is required to design all improvements in compliance with current Building and Fire codes and standards established in the Zoning Code. Through the plan check process, the City will review plans for substantial conformance with this Hillside Development Permit, all applicable standards, and compliance with required conditions of approval.

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 proposed modifications maintain the element of linear, wood siding and the use of natural materials as well as providing a varied roof design that is consistent with the surrounding neighborhood. In addition, the proposed design maintains the intermittent use of textured stucco to be consistent with the varied use of

material on the existing façade. Furthermore, the use of treated cedar wood siding is in keeping with the goal to be compatible with the natural hillside environment because it will age to be a muted, tan/gray hue and blend into the natural hillside appearance. The proposed remodel and addition at the front and rear would be compatible with the surrounding varied architectural styles. The design elements, intended to be similar in terms of materials and colors with the existing condition, are in keeping with architectural elements in the neighborhood, and would not alter the existing character.

The proposed additions are in locations that will not affect views protected by the Zoning Code. As it relates to the adjacent properties, the neighboring property to the north (1505 Washburn Road) is approximately 10 feet higher in elevation than the subject property building pad. The views from the windows on the southern elevation of 1505 Washburn Road will not be impacted by the increase in height of approximately four feet, as the existing windows are set higher than the proposed addition. Furthermore, the windows have obstructed views due to the existing six-foot height wood fence and landscaping along the side property line. Due to the change in elevation between the two properties and the existing obstructions, the proposed 4'-2" height increase will not impact any views from 1505 Washburn Road that presently exist through the site. The property to the south at 1485 Washburn Road is at the same approximate elevation as the subject property and any protected view of the ridgeline would be to the southeast of the site, and not through the subject site. Potentially protected views of prominent ridgelines or downslope views of the valley floor are not affected because the proposed additions are not centered in view and the increase of roofline height would not create a view impact based on the existing grade difference of the adjacent lots. Therefore, the design, location, operating characteristics, and size of the dwelling will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.

7. *The design, location, and size of proposed structures and/or additions or alterations to existing structures will be compatible with existing and anticipated future development on adjacent lots, as described in Section 17.29.060.D, and in terms of aesthetics, character, scale, and view protection.* The purpose of the Neighborhood Compatibility guidelines is to emphasize designs that consider the character and scale of existing development in the vicinity. Within a 500-foot radius, there are 31 parcels within the City of Pasadena jurisdiction. The median floor area is 1,836 square feet. Thirty-five percent above the median is 2,479 square feet. The proposal includes a 2,317 square-foot dwelling (excluding the garage) and complies with Neighborhood Compatibility.

The neighborhood generally includes properties along Washburn Road, Cresthaven Drive, and Dormus Road. Within this neighborhood, the existing dwellings consist of one-story structures mainly featuring a Modern Ranch architecture style, but also consist of varying architectural styles such as California Ranch, Cape Cod, modern-contemporary or Mediterranean. These residences share similar elements, profile and materials that include stucco and wood façade materials as well as varied, light hued natural colorings. The proposal is consistent with the established varied architectural style and character of the neighborhood, as the building and roof materials and colors would be compatible with the requirements of the Hillside Development Overlay zone. Due to the existing grade differences of the adjacent lots and that the additions and proposed increase in height are not centered in view, there will be no view impact to surrounding properties. As a result, it is anticipated that the proposal will maintain compatibility with existing structures and future development in terms of aesthetic values, character, scale, and view protection.

8. *The placement of proposed structures 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 site is flat at the center of the lot, with slopes along the northern frontage and in the rear yard to the west of the existing residence; 2,769 square feet of the 11,272 square-foot lot have a slope over 50%. With the area over 50% excluded, the average slope across the site is approximately 4.2 percent. The proposed additions do not require substantial changes to grading, drainage, and landscaping. Any grading that will occur will comply with the City's Grading and Building Codes. The project shall meet all applicable SUSMP (Standard Urban Water Mitigation Plan) requirements of the Building Division and is required to submit a Tree Protection Plan as part of the building permit plan review process.

Minor Variance: To deviate from the required 25'-0" front yard setback

9. *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, with a curved front lot line along Washburn Road and the existing dwelling is designed with straight, linear facades in juxtaposition to the curved front property line. There are exceptional conditions applicable to the site in that a portion of the existing residence does not abide by a curved 25-foot front yard setback. As a result, the existing façade encroaches at most 15 inches into the required front setback, and tapers to meet the setback requirement as the front property line curves. The proposed front addition will fill the entryway area under the existing eave to align the exterior wall of the expanded bathroom with the existing walls on either side of the entryway. In addition, the granting of this application will not constitute a special privilege because many other properties within the vicinity also enjoy an existing non-conforming front setback.
10. *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.* Because of the location of the existing residence within the 25-foot front yard setback, development opportunities to the front of the residence are constrained. The intent of the proposed addition is to infill an 18 square-foot covered entryway and to enlarge an existing bathroom, which is currently located at the front of the residence. The proposed addition of four square feet within the front setback is a modest extension of the existing residence. The Minor Variance request would facilitate a reasonable enjoyment of real property because the addition will provide for a larger bathroom for the property owner to enjoy while maintaining the existing front setback of the residence.
11. *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 project will result in a minimal visual impact from the street because it will be located entirely beneath the existing roofline and will continue the front setback of the existing residence thus maintaining the character of the streetscape along Washburn Road. Additionally, the proposed modifications will remove the existing roof eaves and thus the overall encroachment into the 25-foot front setback from existing conditions is a decrease of approximately two feet (three-foot eave encroachment versus an 11-inch façade encroachment). Furthermore, the project will comply with applicable development standards for the zone and the project will not result in a change in use. As a result, the visual change in the appearance of the front façade massing would not be significant. In addition, 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.

12. *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 in the front setback would not alter the existing character of the neighborhood as it involves a small, four square-foot addition that will be contained entirely beneath the existing roofline. Additionally, the addition will match the existing front setback of the residence, thus maintaining the character of the streetscape and same visual appearance as the existing homes along Washburn Road.
13. *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.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR HILLSIDE DEVELOPMENT PERMIT #6840

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, May 3, 2023," 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 for additions and demolitions totaling 954 square feet to an existing 1,834 square-foot residence with an attached two-car garage with a minimum front setback of 24'-1".
4. The applicant or successor in interest shall meet the applicable code requirements of all City Departments and the Pasadena Municipal Code.
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 **ZENT2020-10017** 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 all requirements of Zoning Code Chapters 17.22 (Residential Zoning Districts) and 17.29 (Hillside Development Overlay District) that relate to residential development in the Hillside Development Overlay District.
8. The applicant or successor in interest shall comply with all requirements of Municipal Code Chapter 9.36 (Noise Restrictions). Specifically, all construction activities shall adhere to Municipal Code Section 9.36.070 (Construction Projects) and Section 9.36.080 (Construction Equipment).
9. No demolition or grading permit shall be issued until the building permit for the residential project is ready to be issued.
10. Pursuant to Section 17.40.140 of the Zoning Code, if more than 50 percent of the exterior walls of the residence are removed, the replacement construction shall constitute a new structure that would have to comply with all current land use and development standards of the RS-6 HD (Single-Family Residential, 0-6 dwelling units per acre, Hillside Development

Overlay District) zoning district and a modification of this Hillside Development Permit or a new Hillside Development Permit will be required.

11. The applicant or successor in interest shall use darker tones, including earth tones, for the exterior walls and roofs on the house that blend with the natural terrain. Color and material samples shall be reviewed and approved by the Zoning Administrator prior to the issuance of any building permits.
12. A construction staging and traffic management plan shall be submitted to and approved by the Zoning Administrator, Department of Public Works, and Department of Transportation prior to issuance of any permits. The plan shall include information on the removal of demolished materials as well as the on-site storage of new construction materials. A copy of the approved construction parking and staging plan shall be furnished to the Current Planning Division for inclusion into the case file on this project. The plan shall be available for review by surrounding property owners.
13. Any above-ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code. Mechanical equipment shall be placed on a rooftop only if the equipment is not visible from off the site.
14. Any new construction shall meet all applicable SUSMP (Standard Urban Water Mitigation Plan) requirements as determined by the Building and Safety Division.
15. All construction vehicles or trucks including trailers with length over 30 feet or widths over 102 inches shall require a lead pilot vehicle and flag person to enter the streets within the Hillside District. The flag person will stop opposing traffic as necessary when trucks are negotiating tight curves. Operation of construction vehicles or trucks with lengths over 35 feet shall require approval from the Department of Transportation and Department of Public Works, subject to demonstration that such vehicles can maneuver around specific tight curves in the Hillside District. Operation of construction trucks with lengths over 30 feet shall be prohibited before 9:00 a.m. and after 3:00 p.m., Monday through Friday and all day during weekends and holidays. On refuse collection days, the operation of construction trucks with lengths over 30 feet shall be prohibited before 10:00 a.m. and after 3:00 p.m.
16. At no time shall construction activities, including, but not limited to, construction materials, vehicles and equipment, obstruct access to vehicular driveways of adjacent properties.

Building and Safety Division

17. 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.
 - a. Important: New 2022 Codes will be in effect starting on January 1, 2023.
18. 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.

19. 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> .

20. Green Code: Photocopy to plans and complete the 2019 California Green Building Standards Code with City of Pasadena Amendments Forms. These forms can be found at:

<https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts> .

21. Property Line Survey Required. Per City of Pasadena Policy property line survey is required for:

a. **New construction**

b. Auxiliary buildings and additions where setback is less than 5'-0" to property line.

c. All buildings where specific Zoning Division Variance is issued for approved setbacks and whether newly constructed or altered.

22. Soils Report Required. A soils engineer report is required for:

a. **All new constructed single and multi-family residential, commercial and industrial buildings.**

b. An addition to a commercial or industrial building.

c. Second story addition to existing one-story building.

d. Hillside construction, i.e. decks, retaining walls and swimming pools.

23. Grading, Slopes Setbacks & Retaining Walls:

a. Show compliance with CBC 2016 Appendix J – Grading with City of Pasadena Amendments.

i. Clearly show the cubic yard quantities for excavation (cuts) and fills and label if site grading or foundation excavations.

b. Setbacks (PMC 14.05.190)

i. The tops and toes of cut and fill slopes shall be set back from property boundaries as far as necessary and as specified in Section 14.05.180(A) for safety of the adjacent properties and to prevent damage resulting from water runoff or erosion of the soils. The tops and the toes of cut and fill slopes shall be set back from structures as far as

is necessary for adequacy of foundation support and to prevent damage as a result of water runoff or erosion of the slopes. Unless otherwise approved by the building official based on recommendations in the approved soil endangering or engineering geology report and shown on the approved grading plan, setbacks shall be no less than shown on Appendix A.

c. Retaining walls (PMC 14.05.250)

- i. The cumulative height of retaining walls (existing, new, replacement or combination) built because of cuts or fills pursuant to this chapter shall not exceed 8 feet in height as viewed in the vertical plane. The height of freeboard shall be included in measuring the height of retaining walls.
- ii. Retaining walls shall be constructed with a minimum of freeboard not to exceed a maximum of 6 inches and designed to prevent drainage from continuing down the slope. Drainage devices should be placed at the top or the bottom of the retaining wall.
- iii. The maximum height of retaining walls for pools, hot tubs, and similar accessory structures built because of cuts or fills pursuant to this chapter shall not exceed 8 feet in height as viewed in the vertical plane. The height of freeboard shall be included in measuring the height of retaining walls.

24. Energy

- a. Submit the current, applicable **residential energy documentation** using either the "Prescriptive Standard" or the "Performance Standard". Photocopy form to plans, include the mandatory measures.

25. Required Plans and Permit(s):

- a. In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, Energy Documents, PV systems and grading plans as required.
- b. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

Public Works Department

26. 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.

27. 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.
28. 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.

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

29. 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://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/> .

30. All costs associated with these conditions shall be the applicant's responsibility.

- a. 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.

31. In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- a. 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.
- b. 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.
- c. 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/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - i. 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.
 - ii. 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.

Fire Department

32. Fire sprinklers are required due to increase of over 50% of square footage.

**ATTACHMENT C
NEIGHBORHOOD COMPATIBILITY – PROPERTIES IN CITY OF PASADENA
WITHIN 500 FEET**

#	APN	Address	Zone	HD	Lot Size (sf)	Building Size (sf)
1	5483-002-024	1550 WASHBURN RD	RS6	HD	14,636	3,453
2	5483-002-008	1335 CRESTHAVEN DR	RS6	HD	13,015	3,165
3	5483-008-016	1225 CRESTHAVEN DR	RS6	HD	10,441	2,652
4	5483-002-013	1450 WASHBURN RD	RS6	HD	14,142	2,355
5	5483-002-020	1565 WASHBURN RD	RS6	HD	40,914	2,319
6	5483-002-006	1375 CRESTHAVEN DR	RS6	HD	13,009	2,289
7	5483-008-007	1525 WASHBURN RD	RS6	HD	17,306	2,268
8	5483-002-012	1265 CRESTHAVEN DR	RS6	HD	16,842	2,220
9	5483-002-009	1325 CRESTHAVEN DR	RS6	HD	16,806	2,170
10	5483-008-006	1535 WASHBURN RD	RS6	HD	15,257	2,132
11	5483-002-007	1355 CRESTHAVEN DR	RS6	HD	15,058	2,016
12	5483-002-010	1305 CRESTHAVEN DR	RS6	HD	16,848	1,836
13	5483-002-011	1285 CRESTHAVEN DR	RS6	HD	12,038	1,836
14	5483-002-015	1500 WASHBURN RD	RS6	HD	15,301	1,836
15	5483-002-016	1510 WASHBURN RD	RS6	HD	18,301	1,836
16	5483-002-017	1520 WASHBURN RD	RS6	HD	18,335	1,836
17	5483-002-014	1460 WASHBURN RD	RS6	HD	17,121	1,636
18	5483-002-018	1530 WASHBURN RD	RS6	HD	15,942	1,636
19	5483-002-019	1540 WASHBURN RD	RS6	HD	11,947	1,636
20	5483-002-021	1555 WASHBURN RD	RS6	HD	13,426	1,636
21	5483-008-012	1475 WASHBURN RD	RS6	HD	15,512	1,554
22	5483-008-008	1515 WASHBURN RD	RS6	HD	15,094	1,518
23	5483-004-001	1210 CRESTHAVEN DR	RS6	HD	15,356	1,218
24	5483-008-005	1545 WASHBURN RD	RS6	HD	12,400	1,218
25	5483-008-009	1505 WASHBURN RD	RS6	HD	12,201	1,218
26	5483-008-010	1495 WASHBURN RD	RS6	HD	11,286	1,218
27	5483-008-011	1485 WASHBURN RD	RS6	HD	15,719	1,218
28	5483-008-013	1465 WASHBURN RD	RS6	HD	14,027	1,218
29	5483-008-014	1455 WASHBURN RD	RS6	HD	15,727	1,218
30	5483-008-015	1445 WASHBURN RD	RS6	HD	15,952	1,218
31	5483-008-017	1205 CRESTHAVEN DR	RS6	HD	11,490	1,218
Median						1,836
Median + 35%						2,479