

**ZONING HEARING OFFICER
STAFF REPORT
August 3, 2005**

SUBJECT: Tentative Parcel Map #061676
Hillside Development Permit #4395

LOCATION: 720 South San Rafael Avenue

APPLICANT: Dennis Smith, for Christopher and Lois Madison

ZONING DESIGNATION: RS-2-HD (Single-Family Residential, Hillside Overlay district)

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: David Sinclair

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachments A and B to **approve** the application with the conditions in Attachments C, D, E, F, G, and H.

PROJECT PROPOSAL: Tentative Parcel Map – Subdivide one land lot into two land lots (Parcels A and B).
Hillside Development Permit – Subdivision of land within the Hillside Overlay district.
Hillside Development Permit – Construction of single-family house on Parcel B.
Private Tree Removal – Removal of one Toyon (*Heteromeles Arbutifolia*) tree.

ENVIRONMENTAL DETERMINATION: An Initial Environmental Study has been prepared for this project. The Study found no significant environmental impacts and therefore a Negative Declaration has been prepared per the requirements of the California Environmental Quality Act. The public review period was from July 13, 2005 through August 3, 2005.

BACKGROUND:

- **Site characteristics:** The subject site is a 2.5 acre, irregular-shaped lot that has frontage on South San Rafael Avenue and Hillside Terrace. The property connects to South San Rafael Avenue via a 250-foot long, 30 feet wide portion of the property. The property is not a 'flag lot' because this portion that connects to South San Rafael Avenue exceeds a width of 25 feet. The rear of the property slopes down to Hillside Terrace and is heavily vegetated and has several asphalt paths. The average sloped is approximately 30%.

- **Adjacent Uses:** North – Single-Family Residential
South – Single-Family Residential
East– Single-Family Residential
West – Single-Family Residential
- **Adjacent Zoning:** North – RS-2-HD (Single-Family Residential, Hillside Overlay district)
South – RS-2-HD (Single-Family Residential, Hillside Overlay district)
East – RS-2-HD (Single-Family Residential, Hillside Overlay district)
West – RS-2-HD (Single-Family Residential, Hillside Overlay district)
- **Previous Zoning Cases on this Property:** TPM#23764 – Subdivide a 2.54 acre land lot into two land lots of 86,597.3 square feet and 24,044.7 square feet. Approved with conditions 06/09/1993

PROJECT DESCRIPTION:

The applicant, Dennis Smith, on behalf on the property owners Christopher and Lois Madison, has submitted: 1) a Tentative Parcel Map application to allow a lot split of the existing 110,642 square foot (2.5 acres) lot into two lots of 86,172 square feet (Parcel A) and 24,514 square feet (Parcel B), respectively, 2) a Hillside Development Permit application to allow the construction of a new single-family house on Parcel B (725 Hillside Terrace); and 3) a private tree removal application for the removal of one Toyon (*Heteromeles Arbutifolia*) tree.

The new house would be 4,448 square feet with two, attached two-car garages that are 480 square feet and 400 square feet respectively, for a total of 5,328 square feet. A Hillside Development Permits required for all subdivisions and new homes in the Hillside Overlay zone.

ANALYSIS:

Tentative Parcel Map – Subdivide one land lot into two land lots (Parcels A and B).

The subject property is zoned for single-family residential development as regulated by the RS-2 development standards. The minimum lot size for new parcels in this zone is 20,000 square feet. Parcel A, on which the existing house would be located, would be 86,172 square feet, while Parcels B would be 24,514 square feet.

Section 17.29.040 of the Zoning Code details a specific method for determining the maximum number of lots allowed in a new subdivision that takes into account the slope throughout the property. First, the site is divided into 'cells' of similar slope (0% to 15%, more than 15% to 20%, more than 20% to 25%, etc., up to greater than 50%). Second, the maximum number of lots allowed by the base zoning district (site lot size divided by minimum required lot size) is multiplied by a reduction factor assigned to each cell. Finally, the values for all the cells is added together and divided by the number of cells to determined the average. This is the maximum number of sub-dividable parcels.

For example, the subject site's lot size of 110,642 square feet is divided by the minimum lot size allowed in the RS-2 district, 20,000 square feet. This result is 5.5 lots. Next, for a cell whose range of slope is more than 40%, up to 50%, a slope reduction factor of 0.4 is multiplied by 5.5 for a result of 2.2 lots. The 2.2 is added to all other cells and the average is

calculated. In this case, the maximum number of lots that can be created from the subject site, based on size alone, which results from the above method, is 3.8 lots, which exceeds the two proposed lots.

The minimum required lot width for new properties in the RS-4 zoning district is 100 feet. The portion of Parcel A that fronts onto South San Rafael Avenue is approximately 30-35 feet wide for the first 250 feet; whereupon the property widens significantly to over 300 feet. This configuration will not change. Parcel B would be 286 feet wide.

For any subdivision where an existing house is remaining, staff must find that the existing house will comply with all size and setbacks requirements applicable to the property.

First, the maximum allowable gross floor area is calculated by first removing all areas of the property that have an average slope of greater than 50% and then multiplying the remaining area by a floor area ratio of 22.5% and then adding 500 square feet. This results in the base floor area. If the remaining area has an average slope of greater than 15%, the average slope and the base floor area are inserted into a slope reduction formula (Section 17.29.060(A) of the Zoning Code) that reduces the allowable floor area further.

In this instance 3,884 square feet of Parcel A exceeds a slope of 50%, thereby reducing the lot size from the 86,172 square foot lot to 82,243 square feet. The average slope of Parcel A is 30.05%. Therefore, after utilizing the slope reduction formula the resulting maximum gross floor area is 17,575 square feet. The existing gross floor area of 5,761 square feet is significantly less than what is allowed.

Second, the required property setbacks are 25 feet from the front and rear property lines, and 10% of the property width, or 10 feet whichever is greater, from the side property lines. The existing front setback is approximately 350 feet and the portion of the house that is closest to the proposed rear property line is 84 feet away. The existing side setbacks of 40 feet on the north and 120 feet on the south are far in excess of the 10-foot side setback requirement.

All other development standards such as lot coverage and covered parking will be met by Parcel A.

Hillside Development Permit – Subdivision of land within the Hillside Overlay district.

The intent of requiring a Hillside Development Permit for subdivisions in the Hillside Overlay district is to ensure that a proposed subdivision has appropriately considered the hillside nature of the property it is subdividing. For example, properties with areas of steep slopes or unique geological features tend to not lend themselves to a typically rectangular lot that one would find in most residential neighbors in Pasadena. Further, given this potential for the creation of irregularly-shaped lots, a proposed lot shall be designed such that at least one building site is provided that allows proposed structures to comply with the applicable requirements of the Hillside District Ordinance.

In this case, Parcel A would be located where the existing house is and would maintain its connection to South San Rafael Avenue. The house would continue to meet all applicable development standards such as floor area, lot coverage, setbacks, and height.

Parcel B would be located on the portion of the existing lot that slopes down to Hillside Terrace. The slope is generally consistent down to Hillside Terrace with a small 200 square

foot area in the northern portion of the property that increases in slope to over 50%. The portion of the rear lot line of Parcel B that parallels Hillside Terrace also generally parallels the slope contours of the property. According to the applicant, the utilities for Parcel A will continue to run along the north property line. This requires that a utility easement across the north end of Parcel B be provided. In order to require as little easement as possible, the north portion of rear property of Parcel B angles northeast towards Hillside Terrace where it connects with the front property line where the north property line of Parcel A also connects to Hillside Terrace, creating a trapezoidal shape for Parcel B.

Parcel B is large enough that it provides adequate room for a new house (See 'Hillside Development Permit – Construction of new single-family house.' discussion below) that can meet or exceed the applicable development standards such as floor area, lot coverage, setbacks, and height.

Hillside Development Permit – Construction of new single-family house.

The intent of the Hillside District Ordinance is to minimize the impacts of residential construction within the Hillside District. In this case, the applicant is proposing to construct a new house totaling 5,328 square feet. The new house would be located in the approximately center of the newly created Parcel B and would face Hillside Terrace.

The maximum allowable gross floor area for Parcel B is calculated by first removing all areas of the property that have an average slope of greater than 50% and then multiplying the remaining area by a floor area ratio of 22.5% and then adding 500 square feet. This results in the base floor area. If the remaining area has an average slope of greater than 15%, the average slope and the base floor area are inserted into a slope reduction formula (Section 17.29.060(A) of the Zoning Code) that reduces the allowable floor area further.

In this instance, 200 square feet of Parcel B exceeds a slope of 50% and is therefore removed from the 24,514 square foot lot for a resulting lot size of 24,314 square feet for this calculation. The average slope of Parcel B is 31.78%. Therefore, after utilizing the slope reduction formula the resulting maximum gross floor area is 5,470 square feet. This exceeds the proposed floor area by 142 square feet.

The Hillside District Ordinance sets two height limits, as measured from the existing grade of the site. First, the maximum height of a primary residence can be no more than 28 feet at any one point on the property and the maximum height as measured from the lowest part of the house to the highest cannot exceed 35 feet. As proposed, highest point of the house as measured from existing grade would be 24 feet and the overall height would be 32 feet.

The minimum setback requirements are 25 feet in the front and rear and 10 feet on the sides. As proposed, the house meets or exceeds these requirements as the setbacks would be 25 feet in the front, 35 feet in the rear, 56 feet on the south side, and 92 feet on the north side.

The Hillside District Ordinance also has a requirement for Neighborhood Compatibility. This limits the gross floor area of a house, not including garages, to 35% over the median floor area of houses within 500 feet of the subject property. In this case, the median home size within 500 feet (58 homes) is 3,429 square feet. Thirty-five percent above the median of these 58 homes is 4,629 square feet. The new house is proposed to be 4,448 square feet in size, not counting the attached garages. Thus, the home is 181 square feet below this maximum.

Further, the new house does not occupy a ridge or prominent location. The proposed development would occupy approximately 9% of Parcel B and will not convey an over-developed appearance. The proposed house will not impact any existing views as houses to the north and south will maintain their eastern views, houses to the east are below the proposed house and face east, and the existing house on Parcel A is located approximately 50 feet above the highest point of the proposed house on Parcel B.

Based on the compliance of the proposed house with the applicable development standards of the single-family and Hillside Distinct overlay sections of the Zoning Code, staff is able to make the necessary findings for approval of this Hillside Development Permit.

Private Tree Removal – Removal of one Toyon (Heteromeles Arbutifolia) tree.

The applicant has also proposed to remove nine of the 52 trees on Parcel B. Of these nine trees, only one protected per the City's Tree Protection Ordinance. This tree, a Toyon (*Heteromeles Arbutifolia*) (#18 on the tree inventory), is located between the front property line and the front of the proposed house, approximately 20 feet from the property line. Four trees are located within the footprint of the proposed house and four are within close proximity of the house.

The applicant has proposed to compensate for not only the removal of the Toyon tree, but also the other eight trees. A preliminary landscape plan submitted with the application shows the planting of 34 new trees: 24-inch box Ginkos (3), 24-inch box Japanese Maples (2), 15-gallon Coast Live Oaks (9), 15-gallon California Rosebud trees (6), and 15-gallon Toyon trees (14). Most of these trees are proposed to be planted at the rear of the property, but the Ginkos and Japanese Maples will be planted at the front and sides of the new house, within visibility of the street. Three California Rosebud trees will be planted at the southern end of the front property line, while the remaining three will also be planted at the front property line, but on the opposite side of the house.

Because the proposed landscape plan will result in a greater tree canopy than what currently exists, staff has made the necessary finding to allow the removal of the Toyon tree.

CONCLUSION:

The applicant is requesting approval of a Tentative Parcel Map to subdivide one land lot into two land lots, a Hillside Development Permit for the subdivision of land in the Hillside Overlay district, a Hillside Development Permit for the construction of a new house in the Hillside Overlay district, and the Private Tree Removal of one Toyon tree.

The new lots exceed the minimum development standards of the Zoning Code and will not significantly impact the topography of the site, while the new house, the new house will not impact the views of the neighbors, has mature vegetation on the lot that will be preserved, and new vegetation and trees that will be added to the site. Based on the findings in Attachments A and B and with the adoption of the recommended conditions in Attachments C, D, E, F, G, and H staff recommends the Zoning Hearing Officer approve the applications.

ATTACHMENT A
SPECIFIC FINDINGS FOR TENTATIVE PARCEL MAP #061676

Tentative Tract Map – Subdivide one land lot into two land lots.

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450 in that the two proposed properties are not in conflict with the intent and purpose of the RS-2-HD zoning district or the Low Density Residential General Plan land use designation. The proposed lot sizes and widths comply with the standards established for the RS-2-HD district.*
2. *The site is physically suitable for the type of development in that any future development on either proposed property shall comply with the development standards of the Pasadena Municipal Code, specifically the RS-2-HD single-family zoning district. The proposed parcels meet or exceed the minimum development standards of the RS-2-HD zoning district.*
3. *The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat in that the property is in an urbanized area that is fully developed with single-family dwellings. The wildlife in the vicinity of the property have adapted to the urban environment. The creation of two parcels from one will not significantly change the surrounding area and will not lead to the degradation of the environment.*
4. *The design of the subdivision or type of improvements is not likely to cause serious public health problems in that any future development on either proposed property shall comply with the development standards of the Pasadena Municipal Code. Any future construction will require building permits which will ensure that all code requirements are met.*
5. *The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision in that easements acquired for the public at large do not traverse the site of the proposed subdivision.*
6. *The design of the subdivision shall provide, to the extent feasible, for future passive or natural heating or cooling in that any future development on either proposed property shall comply with the development standards of the Pasadena Municipal Code. Specifically, the RS-2-HD development standards limit the amount of lot coverage and front yard paving, as well as the size of structures. This ensures adequate open space and softscape, as well as building separation, which will facilitate natural heating and cooling patterns on the site.*
7. *The discharge of waste from the proposed subdivision into the existing sewer system would not add to or result in violation of existing water quality control standards in that the required sewer connection will be reviewed to ensure compliance with the applicable city regulations.*

Hillside Development Permit – Subdivision in the Hillside Overlay District.

8. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code. As conditioned, the creation of two lots from one will be compatible with the existing residential properties in the surrounding area. Both properties will exceed the minimum required lot size for properties in the RS-2-HD zoning district and the number of lots, two, is less than what is allowed by the Hillside District Ordinance.*
9. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district. The site will continue to be used for single-family residential purposes in an area which is designated for such use. Furthermore, the new properties will not impact views to and from hillside area and will maintain the identity, image, and environmental quality of the City, which is the intent of the Zoning Code.*
10. *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 site will continue to be used for single-family residential purposes in an area which is designated for such use. Also, Objective 7 of the General Plan is to "Preserve the character and scale of Pasadena's established residential neighborhoods". Policy 7.1 discourages "mansionization" and policy 7.6 protects the special character of hillsides throughout the City limits. Through conditions, the applicant's proposal will be consistent with the General Plan objectives and policies.*
11. *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 two properties will not in of themselves impact the surrounding property owners. Construction on either property will be reviewed for compliance with the Pasadena Municipal Code to ensure any impacts on the surrounding neighborhood are reduced.*
12. *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 in that any proposed project will be constructed utilizing current building codes. Furthermore, any construction on either of the two properties would be reviewed for compliance with the Pasadena Municipal Code.*
13. *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 in that the proposed project has met the minimum development standards of the Zoning Code. The new properties provide adequate area for development that can meet or exceed the minimum requirements for setbacks, lot coverage, floor area, and height. There are no unique geologic features on the site that would be impacted by the subdivision.*

14. *The design, location, and size of the 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 17.29.060D of this ordinance and in terms of aesthetics, character, scale, and view protection.* The proposed lots exceed the minimum lot size required for new lots in the RS-2 zoning district and the number of new lots is less than what is permitted by Section 17.29.040 (Hillside Subdivision Standards) of the Zoning Code. Any proposed development on either property shall meet or exceed the minimum development standards and regulations of section 17.29 (Hillside Overlay district) and the Pasadena Municipal Code. These development standards and regulations include floor area, lot coverage, setbacks, height, and neighborhood compatibility.

15. *The placement of the proposed additions avoids the most steeply sloping portions of the site to the maximum extent feasible and minimizes alteration of hillside topography, drainage patterns, and vegetation.* The new lots provide adequate space for development on either lot to meet or exceed the minimum required development standards such as floor area, lot coverage, setbacks, and height without significantly impacting the existing topography of the property.

ATTACHMENT B
SPECIFIC FINDINGS FOR HILLSIDE DEVELOPMENT PERMIT #4395

Hillside Development Permit – Construction of single-family house.

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code in that the project will be compatible with the existing residential uses in the surrounding area. The proposed house complies with all the development standards of the Zoning Code (i.e. setbacks, height, lot coverage, floor area, etc.) and will fit with the neighboring structures. Furthermore, the size of the residence is within the limit established as part of the neighborhood compatibility requirement. Finally, the house is not proposed on a ridgeline.*
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 site will continue to be used for single-family residential purposes in an area which is designated for such use. Furthermore, the new house will not impact views to and from hillside area and will maintain the identity, image, and environmental quality of the City, which is the intent of the Zoning Code.*
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 site will continue to be used for single-family residential purposes in an area which is designated for such use. Also, Objective 7 of the General Plan is to "Preserve the character and scale of Pasadena's established residential neighborhoods". Policy 7.1 discourages "mansionization" and policy 7.6 protects the special character of hillsides throughout the City limits. Through conditions, the applicant's proposal will be consistent with the 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 residence will be constructed in such a manner as to minimize impact to surrounding property owners. The proposed construction would be less than the maximum allowable height limit for the site and will cover approximately 9% of the lot area. There will be no views blocked as a result of the construction.*
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 in that the proposed project will be constructed utilizing current building codes. Furthermore, the proposed house would be able to meet all of the applicable development standards.*
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 in that the proposed project has met the minimum development standards of the Zoning Code. As proposed, the house will meet the minimum setback requirements, lot coverage, height, and floor area.*

7. *The design, location, and size of the 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 17.29.060D of this ordinance and in terms of aesthetics, character, scale, and view protection because the proposed size of the house will be below the Neighborhood Compatibility maximum. The area in which the property is located has a variety of older and newer architectural styles and as such the proposed house will not be out of character with the neighborhood.*

8. *The placement of the proposed additions avoids the most steeply sloping portions of the site to the maximum extent feasible and minimizes alteration of hillside topography, drainage patterns, and vegetation. The proposed house would be constructed on an appropriate area on the property. To require that it be set back farther from the street would result in increased grading and excavation of the site. Similarly, to require that there be less grading and excavation would result in the house being situated higher on the site and would result in the house being more visible and prominent the street and neighborhood.*

Private Tree Removal – Removal of one Toyon (Heteromeles Arbutifolia) tree.

9. *The project includes a landscape design plan which will result in tree canopy coverage of greater significance than the tree canopy being removed, within a reasonable time after completion of the project. The landscape plan submitted with the applicable includes the planting of 34 new trees: 24-inch box Ginkos (3), 24-inch box Japanese Maples (2), 15-gallon Coast Live Oaks (9), 15-gallon California Rosebud trees (6), and 15-gallon Toyon trees (14). Most of these trees are proposed to be planted at the rear of the property. The Ginkos and Japanese Maples will be planted at the front and sides of the new house, within visibility of the street. Three California Rosebud trees will be planted at the southern end of the front property line, while the remaining three will also be planted at the front property line, on the opposite side of the house.*

ATTACHMENT C
CONDITIONS OF APPROVAL FOR TENTATIVE PARCEL MAP #061640

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

1. The final map to be recorded with the Los Angeles County Recorder shall substantially conform to the Tentative Tract Map submitted with this application and stamped, "Received at Hearing, August 3, 2005", except as modified herein.
2. Any future development on the proposed properties shall comply with the development standards of the Pasadena Municipal Code.
3. All utilities shall be provided underground if applicable.
4. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
5. No condition monitoring, mitigation, or final zoning inspections are required for the proposed Tentative Parcel Map.

ATTACHMENT D
CONDITIONS OF APPROVAL FOR HILLSIDE DEVELOPMENT PERMIT #4395

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

1. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans submitted and stamped "Received at Hearing, August 3, 2005", except as modified herein.
2. The applicant shall comply with all requirements of Chapter 17.22 and 17.29 that relate to residential development in the Hillside Overlay district.
3. The project shall comply with the Tree Protection Ordinance. A tree protection plan shall be submitted to the Zoning Administrator for approval prior to the approval of any building or grading permits. The approval of a Tree Removal Application shall be obtained prior to the issuance of building permits if any protected trees, as specified in the Tree Ordinance, are removed.
4. A construction parking and staging plan shall be submitted to and approved by the Zoning Administrator and the Department of Public Works and Transportation prior to issuance of any permits. The construction parking and staging 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.
5. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
6. No mechanical equipment, with the exception of solar collectors, shall be permitted on any roof unless fully enclosed in an enclosure designed to be architecturally compatible with the existing house. Any above ground mechanical equipment shall be screened from the street and shall be more than 5 feet from all property lines.
7. All new construction shall meet all applicable SUSMP (Standard Urban Water Mitigation Plan) requirements of the Building Division.
8. All landscape and walkway lighting shall be directed downwards to minimize glare from the property.
9. For projects subject to a building permit, 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 AM. and after 3:00 PM. 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 AM and after 3:00 PM.

10. The proposed project, **Case No. PLN2004-00304** , shall comply with all conditions of approval, subject to a Final Zoning Inspection. Contact the Code Compliance Staff at (626) 744-4633 to verify the fee and to schedule an inspection appointment time. All fees are to be paid to the cashier at the permit center located at 175 N. Garfield Avenue. The cashier will ask for the case number provided above. Failure to pay the inspection fee prior to initiating the application may result in revocation proceedings of this entitlement.

ZONING HEARING OFFICER ACTION: The Zoning Hearing Officer decided to acknowledge the Environmental Determination and Findings and **approved** the Hillside Development Permit with the conditions in Attachment B, C, D, E, F, G and H.

ATTACHMENT E

MEMORANDUM - CITY OF PASADENA DEPARTMENT OF PUBLIC WORKS

DATE: July 14, 2005

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Tentative Parcel Map No. 061676
725 Hillside Terrace

The Department of Public Works has reviewed the application for Tentative Parcel Map No. 061676 at 725 Hillside Terrace. The applicant is proposing to create two lots with areas of 86,172 square feet (parcel A) and 24,514 square feet (Parcel B). A new house is proposed for Parcel B. The existing house would remain on Parcel A. The approval of this tentative parcel map should be based upon satisfying all of the following conditions:

1. Excavation in the street for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.
2. The applicant shall construct a new drive approach with a minimum of 12 feet width and in accordance with Standard Drawing No. S-403. The existing gutter shall be cut as near the flow line and the paving shall not be disturbed.
3. The applicant shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. The existing damaged asphalt sidewalk shall be removed and reconstructed with concrete sidewalk. Sawcutting shall be done along the flow line. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).
4. All vegetation overgrowing into San Rafael Avenue or into Hillside Terrace public right-of-way shall be trimmed back.
5. Retaining wall footings shall not encroach into the public right-of-way.

6. The project shall comply with the Tree Protection Ordinance (TPO) that provides protection for specific types of trees on private property as well as all trees on public property.
7. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be made by the Planning and Development Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
8. If the proposed improvement drains to the driveway, the applicant shall construct a non-sump grate drain in the driveway at the back of the sidewalk. The drain shall discharge to the street in a curb outlet approved by the Department of Public Works.
9. This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance.
10. If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including conduits, conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.
11. The proposed development shall be connected to the public sewer by a method approved by the Department of Public Works. The sewer connections shall be 6-inch diameter vitrified clay or cast iron pipe with a minimum slope of 2 percent.

If the existing house sewer connection is used, a closed circuit television (CCTV) inspection of the sewer connection shall be performed and a CCTV inspection tape submitted to the Department of Public Works for review. If any portion of the sewer connection is in need of repair or there is potential sewer leakage, as determined by the Department, a new six-inch diameter vitrified clay or cast iron pipe with a minimum slope of two percent shall be installed. The applicant shall be responsible for all costs to obtain the CCTV inspection of the existing sewer connection, and if required, to install the new six-inch diameter sewer connection.

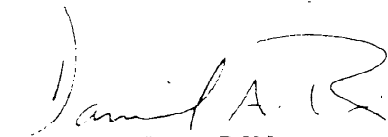
12. The applicant shall submit the following plan and form which are obtainable from the Recycling Coordinator. (626) 744-4721, of the Department of Public Works for approval:
 - a. C & D Recycling & Waste Assessment Plan -- Submit plan prior to issuance of the grading permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
 - b. Monthly reports must be submitted throughout the duration of the project.
 - c. 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. This deposit is fully refundable upon compliance with Chapter 8.62 of the Pasadena Municipal Code. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

13. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$5,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. A processing fee will be charged against the deposit.
14. Upon submission of the final parcel map to the City for approval by the City Council, the applicant shall supply the City with 24 blue-line copies of the final map.
15. The applicant's engineer shall be required to set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24.060, and furnish to the City a set of original field notes.
16. Upon submission of the final parcel map to the City for approval, the applicant shall pay a flat fee of \$100 to have appropriate record quality copies of the

recorded map made by the City for public record purposes and a deposit (based on the current General Fee Schedule) to cover the cost of processing the final map.

17. Currently, the County of Los Angeles Department of Public Works is utilizing the computer to update and digitize the countywide land use base. If the parcel map is prepared using a computerized drafting system, it is recommended that the applicant's engineer submit a map in digital graphic format with the final Mylar map to the County of Los Angeles Department of Public Works for recordation and to the City of Pasadena Department of Public Works for incorporation into its GIS land use map. The City of Pasadena's GIS Coordinate System must be used for the digital file.
18. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.



DANIEL A. RIX
City Engineer

DAR jo

ATTACHMENT F

**MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS**

DATE: July 14, 2005

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Hillside Development Permit No. 4395
725 Hillside Terrace

The Department of Public Works has reviewed the application for Hillside Development Permit No. 4395 at 725 Hillside Terrace. The applicant is proposing to construct a 5,328 square-foot, two and three-story single family house in the Hillside Overlay district. The approval of this hillside development permit should be based upon satisfying all of the following conditions:

1. Excavation in the street for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.
2. The applicant shall construct a new drive approach with a minimum of 12 feet width and in accordance with Standard Drawing No. S-403. The existing gutter shall be cut as near the flow line and the paving shall not be disturbed.
3. The applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk and shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done along the flow line. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).
4. All vegetation overgrowing into San Rafael Avenue or into Hillside Terrace public right-of-way shall be trimmed back.
5. Retaining wall footings shall not encroach into the public right-of-way.

6. The project shall comply with the Tree Protection Ordinance (TPO) that provides protection for specific types of trees on private property as well as all trees on public property.
7. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be made by the Planning and Development Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
8. If the proposed improvement drains to the driveway, the applicant shall construct a non-sump grate drain in the driveway at the back of the sidewalk. The drain shall discharge to the street in a curb outlet approved by the Department of Public Works.
9. This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance.
10. If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including conduits, conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.
11. The proposed development shall be connected to the public sewer by a method approved by the Department of Public Works. The sewer connections shall be
12. 6-inch diameter vitrified clay or cast iron pipe with a minimum slope of 2 percent.
13. If the existing house sewer connection is used, a closed circuit television (CCTV) inspection of the sewer connection shall be performed and a CCTV inspection tape submitted to the Department of Public Works for review. If any portion of the sewer connection is in need of repair or there is potential sewer leakage, as determined by the Department, a new six-inch diameter vitrified clay or cast iron pipe with a minimum slope of two percent shall be installed. The applicant shall be responsible for all costs to obtain the CCTV inspection of the existing sewer connection, and if required, to install the new six-inch diameter sewer connection.

14. The applicant shall submit the following plan and form which are obtainable from the Recycling Coordinator, (626) 744-4721, of the Department of Public Works for approval:
- a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the grading permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
 - b. Monthly reports must be submitted throughout the duration of the project.
 - d. 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. This deposit is fully refundable upon compliance with Chapter 8.62 of the Pasadena Municipal Code. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

15. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$5,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. A processing fee will be charged against the deposit.
16. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.


DANIEL A. RIX
City Engineer

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ATTACHMENT G PASADENA WATER DIVISION

Check Sheet

TENTATIVE PARCEL MAP NO.: 061676
DATE TENTATIVE MAP RECEIVED: June 27, 2005
LOCATION: 725 Hillside Terrace Avenue
DATE CHECK OF TENTATIVE MAP AND ACCOMPANY DATA COMPLETED: July 7, 2005

	YES	NO
Can the City serve the area in accordance with Water Rate Ordinance No. 4583?	X	
Are any easements or rights of way required?		X
Are special contracts required for reservoirs, pumping plants, or other uses?		X

REMARKS:

Pasadena Water and Power (PWP), Water Division, can serve water to this project. Currently, there is a 12-inch water main in Hillside Terrace Avenue, 16-feet west of the east property line of Hillside Terrace Avenue, and an 8-inch water main in San Rafael Avenue, 21-feet east of the west property line of San Rafael Avenue.

Verify with The Public Works Department regarding any construction moratorium affecting this project.

The approximate water pressure range at the project site is 60-70 psi (pounds per square inch).

There is one (1) 2-inch water service to this project site. This service may not be sufficient for the proposed development. The size of any new service for this development will be determined per the Uniform Plumbing Code when the final building plans are submitted. PWP will install any new service at the Pasadena Water Service Rate Ordinance in effect at the time of application and installation. (NOTE: Pasadena Water Service Rate Ordinance is applied to new services tapped off the main closest to the parcel when installed in the street under normal conditions and standard methods).

There is no current fire flow information available in the vicinity of this project. The Pasadena Fire Department has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. They must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer.

All city cross-connection prevention policies must be adhered to. Please note that water lines are not permitted to cross lot lines to serve adjoining lots. Each parcel must have a separate water service.



Peter Tran
Assistant Engineer, Water Division

ATTACHMENT H PASADENA POWER DIVISION

Check Sheet

TENTATIVE PARCEL MAP NO.: 61676
DATE TENTATIVE MAP RECEIVED: JUNE 21, 2005
LOCATION: 725 HILLSIDE TERRACE
DATE CHECK OF TENTATIVE MAP AND ACCOMPANYING DATA COMPLETED: JULY 11, 2005

	YES	NO
The Water & Power, Power Delivery Unit can serve the area in accordance with the light & Power Rate Ordinance.	X	
Are underground installations specified?		X
Are easements required?		X

REMARKS:

This proposed lot split for development will be served by the Pasadena Water and Power Department, Power Delivery Unit.

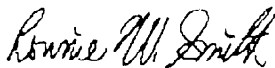
PARCEL, LOT 1.

This lot is presently fed electrically, from its own private electric vault facility.

PARCEL, LOT 2.

Power department is to install new 2-4" PVC, concrete encased, service conduits west from its electrical system located in Hillside Terrace, stubbing at the property line, as a cost to owner/developer. If future electric load requirements are greater than 200amps., the owner/developer will be required to install a new private property electric vault as per the department's Engineering and Utility Planners recommendations.

No bonds or certificates of deposit will be required for Power Department facilities.
SBC should be contacted for their requirements.



RON SMITH
Principal Engineer