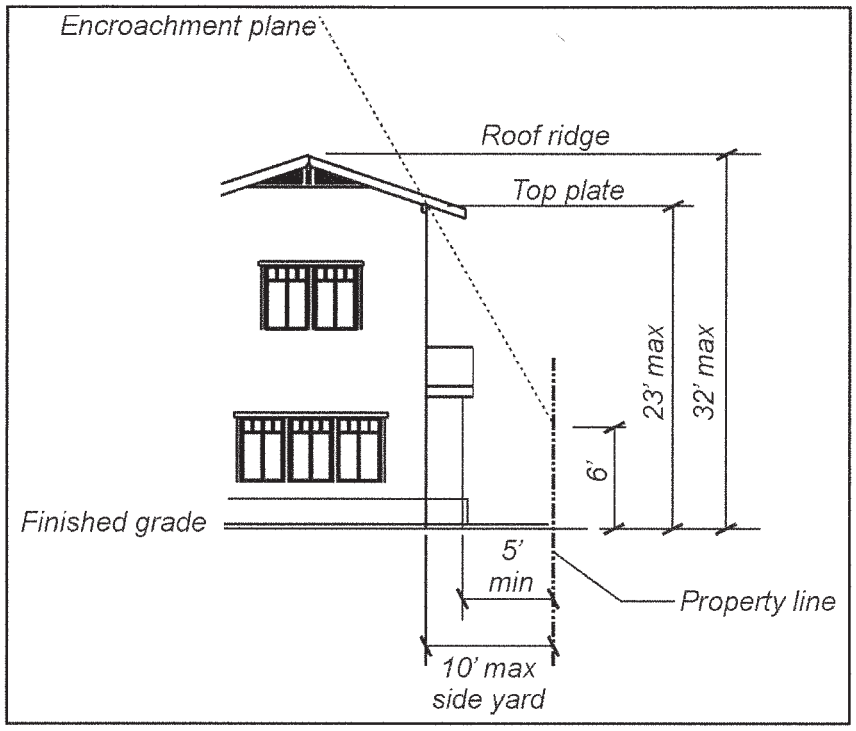


Figure 4-8 - Encroachment plane requirements for the RS and RM districts

2. **Nonresidential structures abutting RS or RM-12 districts.** Principal and accessory structures shall be located within an encroachment plane sloping upward and inward to the site at a 45-degree angle, commencing six feet above the existing grade at the property line of the abutting residential zoning district. This encroachment plane requirement shall not apply along a property line that abuts a parking overlay property (PK) that is used for parking. See Figure 4-8.1.

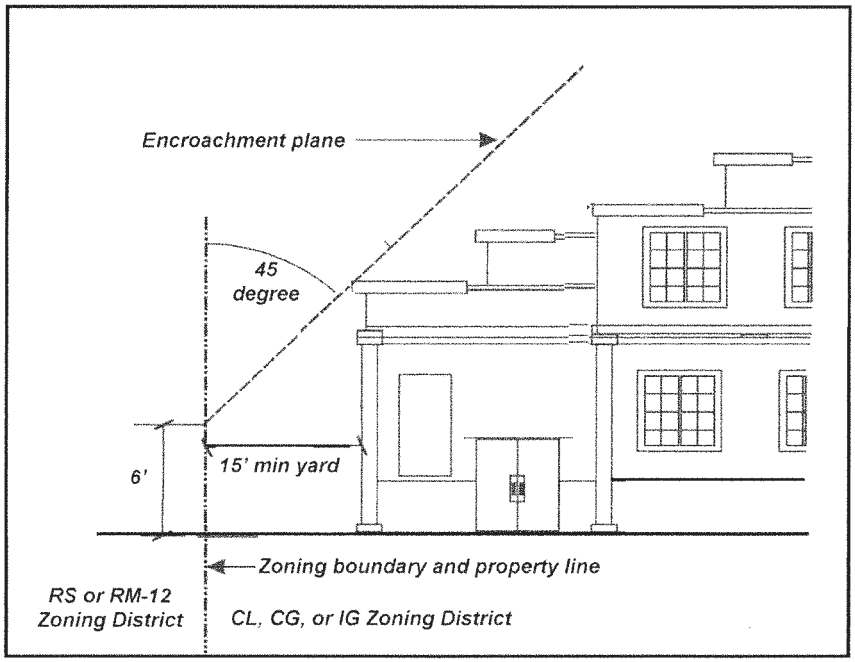


Figure 4-8.1 - Encroachment Plane Requirements for Projects Abutting RS and RM-12 Zoning Districts

3. **Nonresidential structures abutting RM-16, RM-32, and RM-48 zoning districts.** Principal and accessory structures shall not be located within an encroachment plane sloping upward and inward to the site at a 45-degree angle, commencing 20 feet above the existing grade at the property line of the

abutting residential zoning district. This encroachment plane requirement shall not apply along a property line that abuts a parking overlay property (PK) that is used for parking. See Figure 4-9.

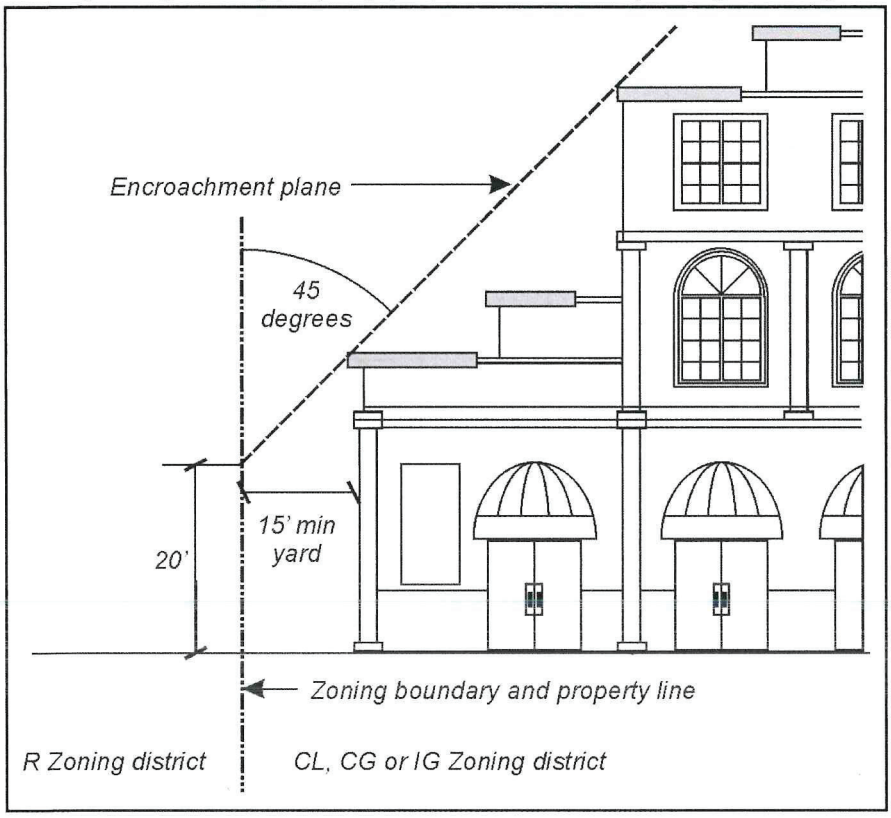


Figure 4-9 - Encroachment plane requirements for projects abutting an RM-16, RM-32, and RM-48 district

4. **Multi-family projects adjacent to single-family districts.** Principal and accessory structures using the City of Gardens Standards (Section 17.22.070) that adjoin an RS district along a side lot line shall provide a five-foot side yard setback and shall not be located within a side encroachment plane sloping upward and inward to the site at a 30-degree angle measured from the vertical, commencing six feet above the existing grade along the side lot line. See Figure 4-9.1. Also see encroachment exceptions in Table 4-2.1.

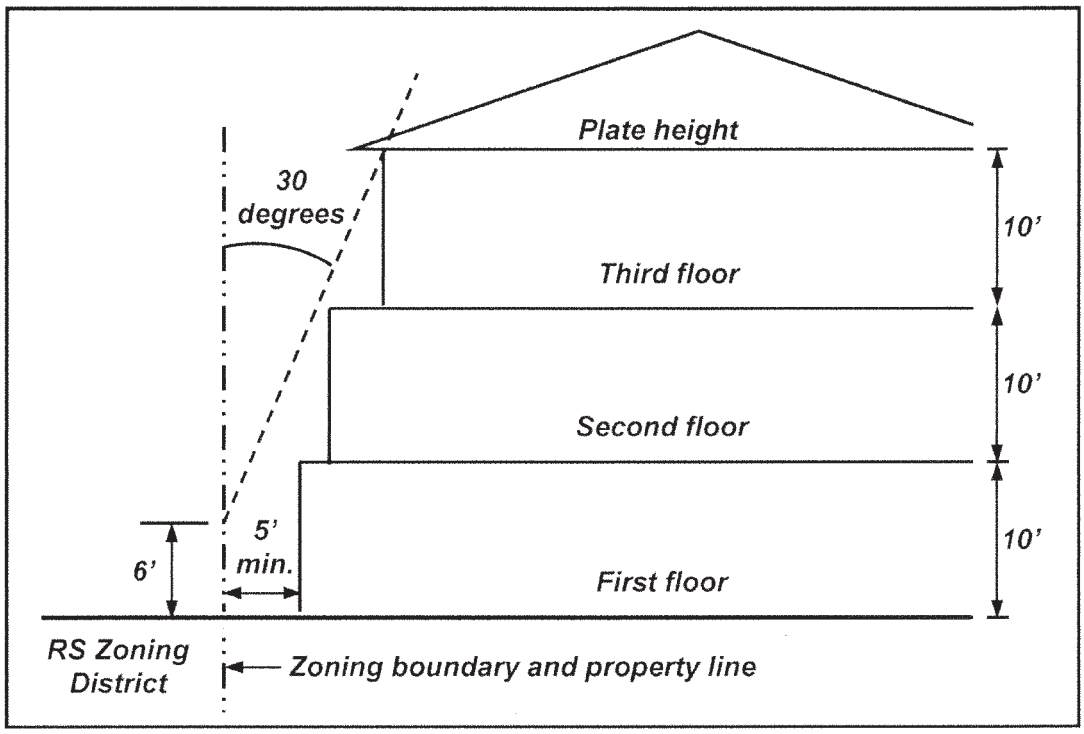


Figure 4-9.1 - Side Yard Encroachment Plane under City of Gardens

E. **Setback and encroachment plane exceptions, allowed projections.** An attached architectural feature may extend beyond the wall of the structure and into a front, side, or rear setback, and into the encroachment plane required by Subsection D. (Encroachment plane requirements), above, in compliance with Tables 4-1 and 4-2.

TABLE 4-1- ALLOWED PROJECTIONS INTO SETBACKS	
Projecting Feature	Allowed Projection into Setback
Additions to multi-family buildings with 3 or more units built before February 14, 1989	May project into a required side yard which is nonconforming as long as addition maintains existing setback and is no closer than 4 feet to a property line.
Balconies (1)	Maximum depth of 10 feet into the front yard.
Bay window	24 inches into a required front, rear or corner side yard setback for a linear distance not to exceed 10 ft for any one bay, nor a total of 15 ft for all bays into each setback.
Bay window (1)	No greater than 3 feet deep and 10 feet long and no higher than one story may project into the front yard. A bay window must be a minimum of 3 feet above finished grade. The maximum frequency

TABLE 4-1- ALLOWED PROJECTIONS INTO SETBACKS	
Projecting Feature	Allowed Projection into Setback
	of such bays is one bay per 15 feet of lot width measured at the front property line.
Eave/roof overhang	36 inches
Fireplace or chimney (2)	24 in. for a maximum length of 10 ft along the wall from which it projects.
Fireplace or chimney (1)	3 feet into a required yard.
First story addition to main structure (2)	May project into a required side setback that is nonconforming as to side setback requirements; provided, that: 1. The addition maintains the existing setback of the structure to which it relates 2. The existing distance between the main structure and the side property line is a minimum of four ft; and 3. The addition does not project into a required side setback encroachment plane. 4. The maximum length of the addition does not exceed 20 linear feet.
Freestanding trellis (2)	May be located in a front or corner side yard setback; provided, that the trellis: 1. Does not occupy more than 5% of the required setback area; 2. Is nine ft or less in height; 3. Is at least 50% open on top and all sides; 4. Complies with Municipal Code Chapter 12.12 relating to the obstruction of views at intersections; and 5. Is not located over a driveway.
Uncovered steps, or landings, not more than 36 in. in height (3); may project into a side yard as long as not more than 35 in. in height and there is no guard railing	36 inches in width, for a maximum length of 10 ft.

TABLE 4-1- ALLOWED PROJECTIONS INTO SETBACKS	
Projecting Feature	Allowed Projection into Setback
Unenclosed front porch (3)	May project into a required front setback as follows: 1. The maximum projection into the front setback shall be 10 ft, but shall be no closer than 15 ft to the front property line; 2. The width of the porch shall not exceed the width of the main structure; 3. The porch shall not exceed one story and a maximum plate height of 12 feet; and 4. The porch shall not be enclosed.
Unenclosed front porch (1)	May project into a required front setback as follows: 1. The maximum projection into the front setback shall be 10 ft; 2. The porch shall not exceed one story 3. The porch shall not be enclosed.
Concrete walkway or deck (2)	May project into a rear or side yard as long as not more than 6 inches in height.

Notes:
(1) Applies to projects subject to the City of Gardens standards of 17.22.060.
(2) Applies only to projects subject to the RS or RM-12 development standards.
(3) This limitation only affects the front and corner side yard setbacks.

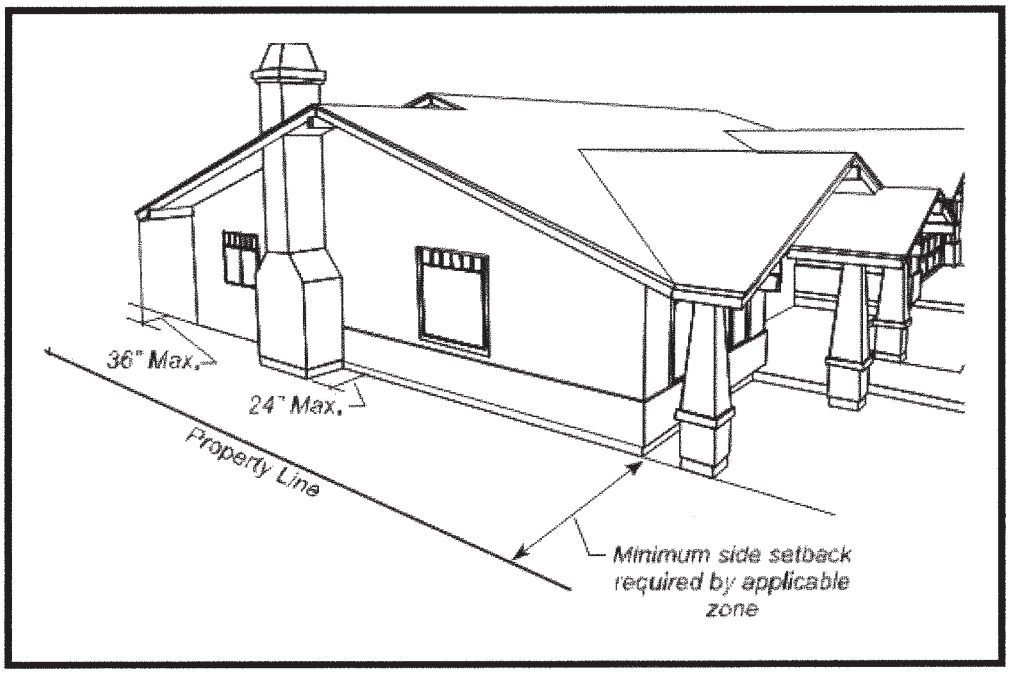


Figure 4-10 - Examples of allowed projections into setbacks

TABLE 4-2 - ALLOWED PROJECTIONS INTO ENCROACHMENT PLANE USING RS AND RM-12 STANDARDS	
Projecting Feature	Allowed Projection into Setback
Eave/roof overhang	36 inches
Fireplace or chimney	24 in. for a maximum length of 10 ft along the wall from which it projects.
Dormer, gable, and/or gable end of roof structure on main structure	36 inches
Second story of main structure	An addition to an existing second story may project within the encroachment plane that is nonconforming; provided that: 1. The structure setback of the second story continues the structure setback of the second story; 2. The side setback adjacent to the main structure complies with the minimum setback of 5 feet required by the applicable zoning district; and 3. The maximum length of the addition does not exceed 16 linear feet.

TABLE 4-2.1 ALLOWED PROJECTIONS INTO ENCROACHMENT PLANE FOR PROJECTS USING CITY OF GARDENS STANDARDS (17.22.070)	
Projecting Feature	Allowed Projection into Setback
Eave/roof overhang	36 inches
Fireplace or chimney	24 in. for a maximum length of 10 ft along the wall from which it projects.
Dormer, gable, and/or gable end of roof structure on main structure	36 inches

TABLE 4-2.1 ALLOWED PROJECTIONS INTO ENCROACHMENT PLANE FOR PROJECTS USING CITY OF GARDENS STANDARDS (17.22.070)	
Projecting Feature	Allowed Projection into Setback
Second story of main structure	May be within encroachment plane so long as: 1. The structure setback of the second story continues the structure setback of the first story; 2. The side setback adjacent to the main structure complies with the minimum setback required by the applicable zoning district; and 3. The structure was constructed under a Building Permit issued after June 3, 2006.

F. **Limitations on the use of setbacks.** A required setback shall only be used in compliance with the following requirements.

1. **Storage.** No required setback shall be used for the storage of:
   a. Junk, inoperable vehicles, scrap, or similar material; or
   b. Building materials, except during on-site construction, in compliance with a valid Building Permit.

2. **Parking.** Parking is allowable within a required setback only in compliance with Section 17.46.080 (Parking Design Standards).

3. **Front and corner side setback pavement in residential zones.** Within a residential zoning district, no portion of any front or corner side setback area between the street property line and the building line shall be paved unless paving has been approved by the Zoning Administrator and the paving and site comply with the following requirements:

   a. Not more than 30 percent of the front or corner side setback area shall be paved;
   b. All unpaved areas shall be improved and maintained with landscaping;
   c. A driveway shall lead to covered parking elsewhere on the lot; and
   d. Driveway widths shall not exceed the maximum allowed under Section 17.46.150(Driveway Design, Widths, and Clearances).

ATTACHMENT C

STAFF REPORT AND ATTACHMENTS (JULY 25, 2018 PLANNING COMMISSION HEARING)

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: JULY 25, 2018

TO: PLANNING COMMISSION

FROM: DAVID M. REYES, DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: ZONING CODE AMENDMENT: SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES AND DISCRETIONARY REVIEW PROCESS

RECOMMENDATION:

This report is for information and discussion only. Staff will provide an update on proposed Single Family Residential Design Guidelines, a proposed design review process, and potential amendments to development standards. The Planning Commission will be asked to discuss these matters and provide input in order to inform the Zoning Code amendment process. There is no action required.

BACKGROUND:

In response to concerns for the potential for "mansionization" in Pasadena, and at the direction of the City Council, City staff has undertaken an effort to revise the Zoning Code development standards governing single-family residences. This work program involves three phases: Phase 1 (Lower Hastings Ranch), Phase 2 (non-historic, non-hillside), and Phase 3 (Hillside Overlay Districts). The proposed amendments contained in this report are a part of Phase 2; Phase 1 was completed in 2016 and Phase 3 was completed in 2017.

Preservation of Pasadena's distinctive, high-quality single-family residential neighborhoods is one of the Goals of the Land Use Element of the City's General Plan, which includes the following associated goal and implementation policies:

Goal 22.0: Single-Family Neighborhoods. Distinct and quality single-family residential neighborhoods distinguished by their identity, scale, and character.

Policy 22.1: Appropriate Scale and Massing. Discourage mansionization by requiring building scale and massing that is compatible with existing development in single-family residential neighborhoods.

Policy 22.2: Garages and Accessory Structures. Locate and design garages and accessory structures so that they do not dominate the appearance of the dwelling from the street.

A significant segment of the community has voiced concerns regarding the potential for "mansionization" of Pasadena's single-family residential neighborhoods in response to a number of new houses and significant remodels that have occurred in recent years. These concerns have largely centered on potentially inappropriate size, scale, massing, on-site location, design and/or style of these houses.

Planning Commission Meeting – May 23, 2018

On May 23, 2018, the Planning Commission conducted a workshop to review the draft Single-Family Residential Design Guidelines and proposed review process at a regularly-scheduled Planning Commission meeting. Several members of the public spoke on the matter, expressing general support for the Guidelines, and requested the following for consideration:

- Basements should be limited to the footprint of the above-ground house;
- Consider limitations on location of accessory structures to locate them at the rear of the house only;
- Consider compatibility requirements for houses on large lots when surrounded by smaller lots;
- Review current regulations pertaining to front porch encroachment into required front-yard setbacks;
- Consider including more illustrative diagrams into the Guidelines;
- Consider requiring story poles for two-story projects to demonstrate possible view and privacy impacts

After receiving public comment, the Planning Commission provided staff with the following additional comments:

- Support measuring front yard setback to the face of a front porch, not the face of the house
- Consider neighborhood compatibility requirements for size of houses, similar to current regulations applicable to Hillside Overlay areas;
- Ensure that distinction between new construction and remodeling is clear;
- Focus on massing of new houses and additions, ensure that Guidelines related to massing are appropriate depending on style of house

Design Commission Hearing – July 10, 2018

On July 10, 2018, the Design Commission reviewed the proposed Single Family Residential Design Guidelines and review process. Several members of the public spoke, expressing general support for the updated Guidelines and proposed discretionary review, and requested the following for consideration:

- Consider increasing side-yard setbacks to create more distance between houses;
- Request that story poles be a requirement of the proposed discretionary review process;
- Limit number and size of accessory structures;
- Consider setback and architectural style requirements for Accessory Dwelling Units;
- Request for more illustrative diagrams throughout the Guidelines

- Consider adding diagrams and discussion related to Victorian and other pre-Arts & Crafts architectural styles;
- Consider more stringent inspection protocols and enforcement for projects under construction

After receiving public comment, the Design Commission provided staff with the following additional comments:

- Consider outreach methods that will proactively engage the public and inform them of the Guidelines and review process, such as utility bill mailers;
- Consider more illustrative diagrams;
- Guidelines should include Victorian, Farmhouse, and Midcentury Modern architectural examples;
- Guidelines should not discourage flat roofs where appropriate
- Examples of appropriate materials should be expanded to include pre-cast concrete and manufactured stone
- Submittal requirements for discretionary review should include elevations that include nearby houses and overall streetscape to provide context;
- Consider a remodel threshold for discretionary review of 50% of facades visible from a public right-of-way, instead of 50% of the entire house
- Suggest that Single-Family Development Permit appeals be heard by a subset of the Design Commission instead of the Board of Zoning Appeals.

Subsequent to the guidance received by the Planning Commission, Design Commission, and residents, staff refined the draft Guidelines and review process to more thoroughly address issues of scale, massing, and setbacks. Staff additionally developed a variety of illustrations corresponding to specific guidelines to more clearly demonstrate preferred styles of development. The revised Guidelines are provided as Attachment A to this report.

DISCUSSION:

Mansionization is commonly seen as a situation where a proposed house, addition, or remodel results in a structure that is out of scale, ill-proportioned, or out of character with its surrounding neighborhood. Newer houses and additions to older houses sometimes result in structures that are larger and stylistically different than houses built in previous decades due to a variety of factors, including changes in family size, rising property values and land costs, and a property owner's personal taste. In many of the citywide community meetings, these concerns (oversized houses, houses being "too big for the lot" and incompatible architecture) were prevalent. Staff has grouped residents' concerns into four broad categories, with potential solutions noted:

1. Size and Location of House
    a. Existing Standards (Height, Floor Area Ratio)
    b. Massing
2. Location of Other Structures
    a. Basements
    b. Accessory Structures
3. Neighborhood Compatibility
    a. Compatibility concerns when a large lot is surrounded by smaller lots
4. Architectural Style and Compatibility

Size and Location of House

The Zoning Code has a number of existing requirements which limit the size and location of a house: setbacks, encroachment planes, height, lot coverage, and floor area ratio. All of these factors set limits on the maximum permitted size for a house, relative to the underlying lot. Staff has identified several revisions to standards that may further encourage compatible development:

Height

The maximum allowed height of a primary structure depends on the width of the underlying lot. Properties less than 75 feet wide have a maximum height of 28 feet. Properties wider than 75 feet may have primary structures as tall as 32 feet. In both cases, the top plate of a primary structure is limited to 23 feet. The "top plate" is generally the top-most point of a wall, where the wall supports ceiling joists or rafters. Further, the encroachment plane diagram applies, which may require taller structures to be set back further than the minimum distance required.

A two-story house may be achieved within a 28-foot height limit. Therefore, staff recommends limiting all houses to a maximum of 28 feet to the top of the roof, regardless of the width of the underlying lot. This would result in greater compatibility between houses on different-sized lots.

Floor Area Ratio

In contrast to Site Coverage, which looks at a two-dimensional footprint of enclosed and unenclosed structures, the Floor Area Ratio only considers enclosed structures on a property, but includes first and second stories in the calculation. Similar to Site Coverage, Floor Area Ratio requirements depend on the size of the underlying lot:

ZONE:	RS-1	RS-2	RS-4	RS-6
Less than 12,000 s/f	30% of lot size plus 500 s/f			
12,000 – 24,000 s/f	20% of lot size plus 1,700 s/f			
24,000 s/f or more	25% of lot size plus 1,000 s/f			

The definition of Floor Area Ratio in the Zoning Code specifies that gross floor area "*means the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking..*" This definition specifies that only required parking areas are counted in floor area ratio. Currently, single family houses are required to have two covered parking spaces, meaning that any additional parking, such as a third covered parking space, does not count towards the floor area ratio calculation. To more accurately count enclosed spaces on a property, staff recommends modifying the definition so that all enclosed parking areas, not just required spaces, are counted in the floor area ratio calculation. Additional proposed restrictions on Floor Area Ratio are discussed below under "Neighborhood Compatibility".

Location of Other Structures

Basements

Outside of Hillside Overlay areas, basements are currently not limited in size or location for properties subject to RS development standards. Recent revisions to the Hillside Overlay development standards included a regulation limiting basements to the footprint of the house above, in order to limit subterranean activities, soil disruption, and concerns with transportation of

soil off-site on narrow hillside roadways. Basements are also prohibited beneath any other structure, may not be used to connect structures, and may not be constructed as standalone structures.

Some commenters have suggested that regulations adopted for Hillside Overlay areas may be applicable to other residential areas of the City. Given that this issue has not historically been a concern in areas outside of the Hillside, and since basement area is not visible and does not contribute to bulk and mass, staff suggests no change to basement regulations at this time.

Accessory Structures

Standards for accessory structures may be found in PMC Section 17.50.250, which include regulations related to use, location, and height. Accessory structures are currently prohibited from being located within a required front or corner side yard setback area. An accessory structure may be located in a side yard or rear yard setback, as long as it is more than 100 feet away from the front property line, or is within the rear 25 feet of the site. Additionally, accessory structures are limited to a top plate height of nine feet, a maximum height of 15 feet, and are subject to an encroachment plane that further limits their height and location.

Staff has heard concerns related to the location of accessory structures in front yards. While an accessory structure is not permitted within a required front yard setback (25 feet minimum, or average block face distance), it could potentially be placed in front of a primary dwelling if the primary dwelling has an unusually large front yard. While this is not known to be a common occurrence in the City, it is clear that accessory structures are intended to be subordinate to a primary dwelling. Therefore, staff recommends revising Section 17.50.250.D – Limitation on location to further clarify that accessory structures may not be located at any point between the front property line and the occupancy frontage, including situations where a primary structure is proposed to be converted into an accessory structure, with a new primary structure built behind.

Neighborhood Compatibility

Some residents have expressed concern regarding situations where a large lot is surrounded by numerous smaller lots, and the potential for a large house on a large lot to visually overwhelm smaller houses on smaller lots. In general, the maximum permitted size of a house is dependent on several factors, including setbacks, height, and the size of the underlying lot, with the understanding that larger lots will be able to support proportionally-scaled larger houses.

Section 17.29.070.F of the Zoning Code currently contains standards related to Neighborhood Compatibility in Hillside Overlay Districts, including regulations specifying that new houses and additions subject to a Hillside Development Permit may not exceed 35 percent of the median floor area (with the exception of garages and accessory structures) of existing houses within a 500-foot radius. Lots larger than 20,000 square feet may be approved for additional square footage, provided that the proposal does not exceed the average floor area ratio of the neighborhood. For reference, the average floor area ratio would be obtained by adding up all of the houses' floor areas and dividing by the total amount of houses. The median is simply the middle value in a range of houses. An example of the difference between median and average is below:

	House Sizes	Lot Sizes	Median House Size	Average House Size	Average FAR
House 1	970 s/f	6500 s/f	1570 s/f	2001 s/f	24%
House 2	1240 s/f	7200 s/f			
House 3	1500 s/f	7500 s/f			
House 4	1570 s/f	6800 s/f			
House 5	1800 s/f	7000 s/f			
House 6	2830 s/f	8000 s/f			
House 7	4100 s/f	12000 s/f			

1,570 represents the midpoint in the range of houses above, so 1,570 square feet would be the median house size, while 2,001 square feet would be the average house size. The average FAR would be 24%.

A neighborhood compatibility analysis similar to that found in Hillside Overlay Districts would help ensure that new houses and additions to existing houses are contextually appropriate. However, using such an analysis would mean that FAR is no longer linked to a property's size, but is instead reflective of the existing houses on surrounding properties. This is a significant shift from the City's standard practice of determining FAR as a function of individual lot size for non-hillside properties. Should the Planning Commission recommend implementation of a Neighborhood Compatibility analysis for projects requiring discretionary review, staff suggests using the median floor area ratio of houses within a 500-foot radius to be consistent with the neighborhood compatibility calculations that are applied in Hillside Overlay area.

Standard-Size Lots

Using the example above, if a homeowner had a 7,500 square foot property, they would be limited to the median house size of 1,570 square feet. In comparison, current regulations would allow for 30% FAR + 500 square feet, resulting in a maximum house size of 2,750 square feet.

Larger lots

Some residential properties in the City are up to an acre (43,560 square feet) or more in size. Using the example above, a homeowner would remain limited to 1,570 square feet. In comparison, current regulations would allow for 25% FAR + 1000 square feet, resulting in a maximum house size of 11,890 square feet.

In some cases, restricting house size to the median size found in the neighborhood may be too limiting and prevent homeowners from reasonable additions to their property. One option to consider would be to allow larger properties to utilize the average neighborhood FAR, subject to making certain findings, which would be consistent with how Neighborhood Compatibility is applied in Hillside Overlay areas. Projects that do not require discretionary review could remain subject to existing FAR standards as found in Section 17.22.040 of the Zoning Code.

Staff seeks input from the Planning Commission regarding the application of Neighborhood Compatibility calculations for projects requiring the proposed Single-Family Development Permit.

Architectural Style and Compatibility

Of particular concern to many is a that new residences and additions are being constructed with little regard to the architectural style, massing, and character of existing residential

neighborhoods. The regulation of single-family architectural style is particularly challenging, given the City's wide variety of architectural styles and rich history of architectural innovation. With assistance from John Kaliski Architects, acting as a consultant to the City, staff has developed draft Design Guidelines applicable to single-family residences in RS and RM-12 zones (not applicable to properties within Lower Hastings Ranch, Hillside Overlay Areas, or landmark districts) that are intended to encourage greater compatibility without dictating a specified style. Staff has received comments from the Planning Commission, Design Commission, and the general public related to architectural design and neighborhood compatibility, which have been incorporated into the latest draft of the Guidelines. (Attachment A).

Single-Family Development Permit

In order to effectively apply Single-Family Residential Design Guidelines, staff proposes to create a new discretionary review process for larger projects, such as new construction or significant renovations. The Guidelines are intended to provide guidance to homeowners and applicants to ensure that such projects are contextually appropriate with the surrounding neighborhood, and include recommendations and best practices related to respecting existing neighborhood context, guidance on understanding concepts such as bulk, mass, proportion, and scale, a summary of common architectural styles found in Pasadena, recommendations for appropriate architectural design and exterior treatments, guidance on designing new houses and additions to be respectful of neighbors' privacy, and recommendations for appropriate landscaping in single-family neighborhoods.

The proposed Single-Family Development Permit would be required for all new single-family houses, second-floor additions of any size, and substantial alteration/remodeling of existing single-family houses. Applicants would be required to demonstrate an understanding of and compliance with the Guidelines by submitting a design narrative and responding to required findings of approval. Depending on the scope of the project, staff may additionally require an applicant to erect story poles to visually demonstrate the height and massing of the project.

The Single-Family Development Permit would then be processed similarly to a Minor Conditional Use Permit or Minor Variance. The Zoning Administrator will set a date and time to consider the application. Notices would be posted and mailed to all properties within 300 feet of the subject property 14 days before the decision date. Notices would indicate that any interested person may request, either in person or in writing, that a hearing be held on the decision. If no request for a hearing is received, then the Hearing Officer may make a decision to approve or deny the application without a public hearing. If a request for a public hearing is received, the Hearing Officer would hold a public hearing in compliance with the provisions of PMC Section 17.76.

Single Family Development Permit Findings

As proposed, the Single Family Development Permit process would require decision makers to apply the Design Guidelines and adopted development standards to make findings for approval. The proposed findings are summarized below:

1. **Neighborhood Compatibility.** The proposed structure or addition is compatible with adjoining residences and the neighborhood in terms of massing, size, bulk, and scale.

2. **Architectural Compatibility.** The proposed structure or addition is architecturally compatible with adjoining residences and residences on the same block.

3. **Quality Materials.** The proposed structure or addition is designed with quality architectural materials and detailing that enhance the neighborhood.

4. **Consideration of Neighbors.** The proposed structure is designed with the privacy of adjoining neighbors in mind related to appropriate building design and landscaping.

NEXT STEPS:

Staff will review the Planning Commission's comments and recommendations on the revised draft Single-Family Residential Design Guidelines, permit process, and potential development standards and incorporate them into a final draft. The final draft will then be presented to the Planning Commission at a publicly noticed hearing for consideration by the public and Planning Commission for the Commission's recommendation to the City Council.

ENVIRONMENTAL DETERMINATION:

This report is for information and discussion only, no action is proposed that would be subject to environmental review. Environmental analysis of code revisions will be evaluated once proposed code changes are identified.

Respectfully submitted,

DAVID M. REYES
Director of Planning & Community
Development Department

Prepared by:

Martin Potter
Associate Planner

Reviewed by:

David Sanchez
Principal Planner

Attachments:

Attachment A – Design Guidelines (draft)

Draft Design Review Guidelines for Single Family Residences

1. Introduction

Pasadena's single-family neighborhoods are both locally and nationally cherished for their design excellence, mix of traditional and contemporary architectural styles and tranquil settings. Equally important, Pasadena's neighborhoods convey a consistent block-by-block and house-by-house sense of place and character that contributes to their livability. Recent examples of new single-family houses and additions to existing houses have sometimes come into conflict with established development patterns and architectural styles. Pasadena residents seek to ensure that new construction and additions to existing houses are designed to be compatible with and respectful of the City's single-family neighborhoods.

In Pasadena single-family neighborhoods, a high-quality design for a new house or addition to an existing residence begins with an understanding of and sensitivity to the existing neighborhood setting. This context-based sensitivity additionally focuses on the immediate and abutting residential property conditions. For new construction, second stories, additions, and substantial exterior remodels, key neighborhood residential design factors that need to be preserved or mitigated include the conservation of existing relationships of new construction to existing massing, bulk, views to and from properties, front yard and side yard setbacks, scale and modulation along the same street, and the character, materials, and colors of the surrounding neighborhood.

To address compatibility of new construction in Pasadena's existing single-family neighborhoods and preserve the character and value of residential settings, Neighborhood Compatibility Design Review Guidelines have been developed as evaluative criteria for the City's neighborhood compatibility review process. The Guidelines are intended to serve as a useful tool for residents, applicants, staff and decision-makers to make the findings required to approve projects subject to this process.

2. Single-Family Residential Neighborhood Compatibility Design Review Process

A. Applicability

The Neighborhood Compatibility Design Review Guidelines are applicable to all single family residences located outside of Lower Hastings Ranch, Hillside Overlay Districts, and Landmark or Historic Districts. Certain projects, such as a new single-family house or second-story addition, may require a public hearing with the Hearing Officer.

B. Review Authority

Hearing Officer Review required for:

- Construction of a new single-family residence
- A new second story added to an existing one-story residence
- Any second story addition to an existing two story house, if visible from a street
- Significant exterior alterations

3. Design Review Guidelines

A. Neighborhood Context

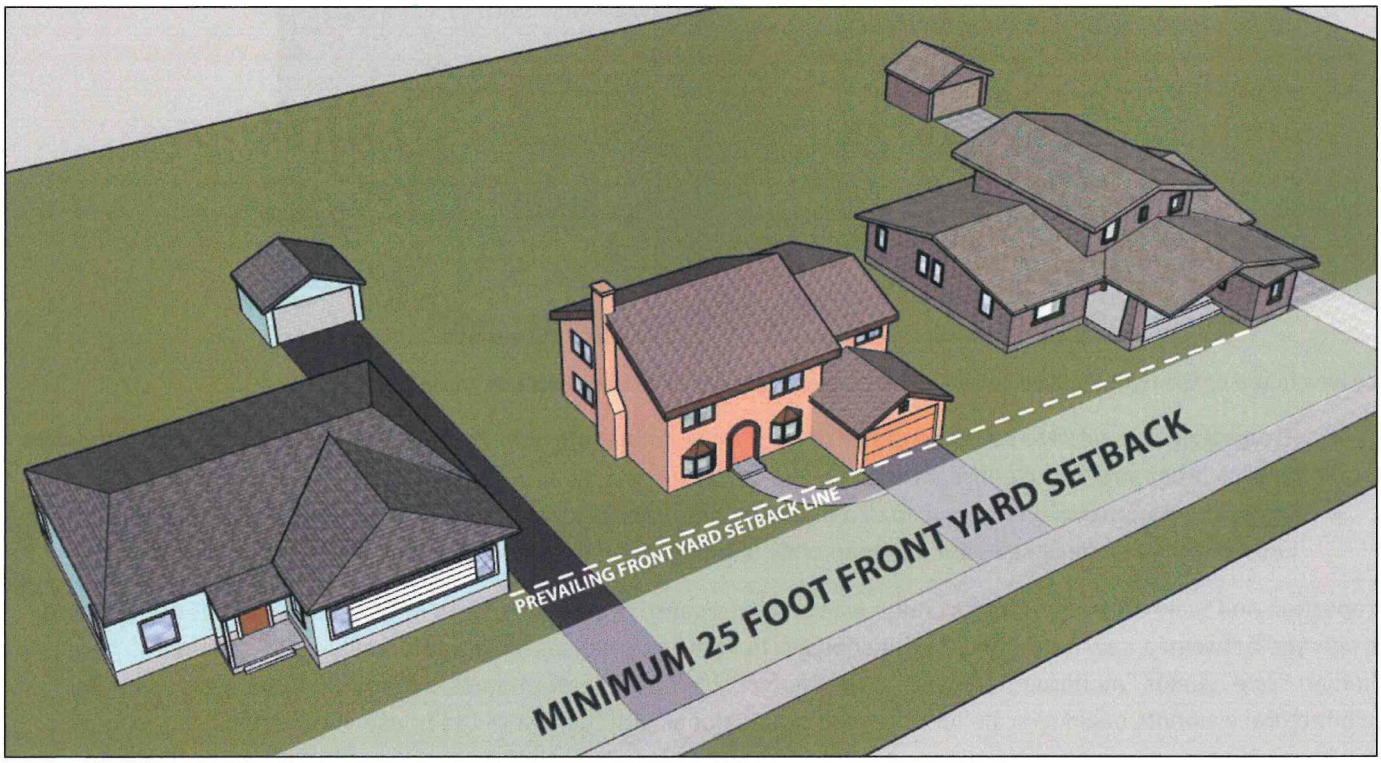
Buildings are what principally define a neighborhood's character and form. As houses are constructed, modified, and added on to over time, they contribute to the community feel of a neighborhood and give it a sense of place. Therefore,

it is essential for homeowners, designers, and architects to first consider how a proposed new house or addition will relate to its physical, historical, cultural, and climactic environment and ensure that a new house or major addition is compatible with its surroundings.

It is important to note that compatibility does not necessarily mean repeating the existing or historical design patterns found in a neighborhood. Compatibility is understanding these existing patterns and interpreting them in ways that acknowledge and contribute to the distinctive form of a neighborhood.

Guidelines:

1. **Preserve Prevailing First- and Second-Story Front Yard Setbacks**.
   A project design should maintain and follow the existing and prevailing front yard setbacks at both the first and second stories. In cases where adjoining dwellings have different setbacks, the project design should establish transitions in the front building plane that average and blend the different front yard setbacks.



2. **Maintain Single-Story Neighborhood Context.** One-story houses and additions are preferred in many of Pasadena's neighborhoods, particularly in areas with a predominantly single-story character. In neighborhoods with a majority of one-story houses, new two-story dwellings and new second-stories are discouraged. Specifically, where a majority of adjoining dwellings along a block face are one-story, one-story construction and additions shall be prioritized and preferred before consideration of two-story designs.

B. Bulk, Massing, Proportion and Scale

New houses and additions should be designed to be compatible with neighboring houses in terms of bulk, massing, proportion, and scale, as defined below.

- **Bulk:** The visual perception of the shape and composition of a structure. A house's perceived bulk is affected by variations in height, setbacks, and stepped-back upper stories.
- **Massing:** The arrangement of a house's bulk, including relationships between open areas (such as patios and atriums) and solid areas (the enclosed portions of the house).

Bulk and Massing are important to consider when designing a new house, or when adding on to an existing one, because both help determine whether or not a house is compatible with its surroundings. For example, a blocky, tall two-story house may look out of place when surrounded by one-story traditional houses that have a lot of variation and detailing in their design. New houses and additions to existing houses should be complementary to other houses on the block and not overwhelm them.

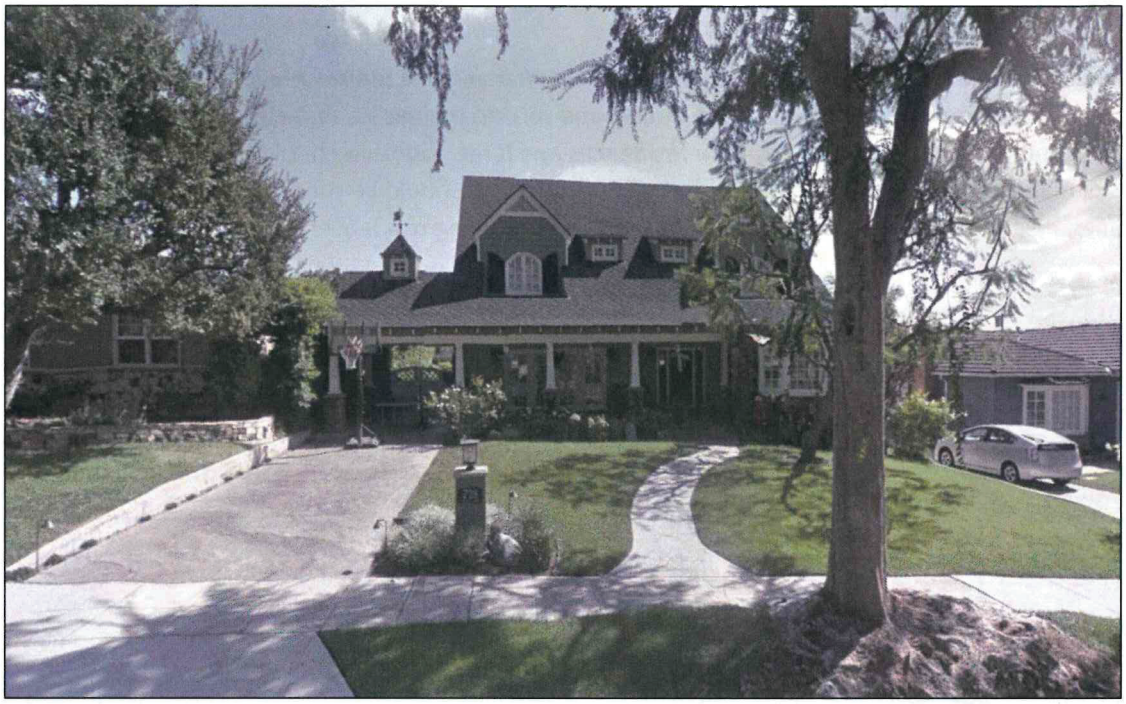
The new house on the right appears bulky and massive compared to the older house on the left.

- **Proportion:** The relative sizes and dimensions of architectural elements such as windows, doors, and entryways to each other and to the entire structure.
- **Scale:** The proportional relationship of a house and its architectural elements to human beings. In general, houses should be designed with a human scale in mind, and not appear monumental or overbearing.

Proportion and Scale are equally important in establishing a sense of harmony, both in terms of a house's architectural design and between a new house and existing houses. In Pasadena, houses have traditionally been designed to be "human-scale" versus "monumental scale". A common problem with larger homes is that as a house gets larger, its architectural elements begin to scale up to remain proportional with the rest of the house. As a result, a large house may have elements that look proportional, but human scale may be lost. New houses and additions must also be considerate of surrounding houses, and be designed to generally match the prevailing scale and proportion.

Examples of Architectural Elements that affect a House's scale:

- Walls (blank walls are discouraged)
- Windows and Doors (size, proportion, number, height and placement)
- Entryway (over 10' in height is considered "monumental" in scale)
- Garage (location, type of door, number of bays)
- Roof Style and Elements (hipped, gable, flat, dormers, etc.)
- Columns (should be appropriate to the style of the house)
- Exterior Stairs and Porches (width, location, quantity)
- Pedestal Treatment (is the house or entry raised on a pedestal?)

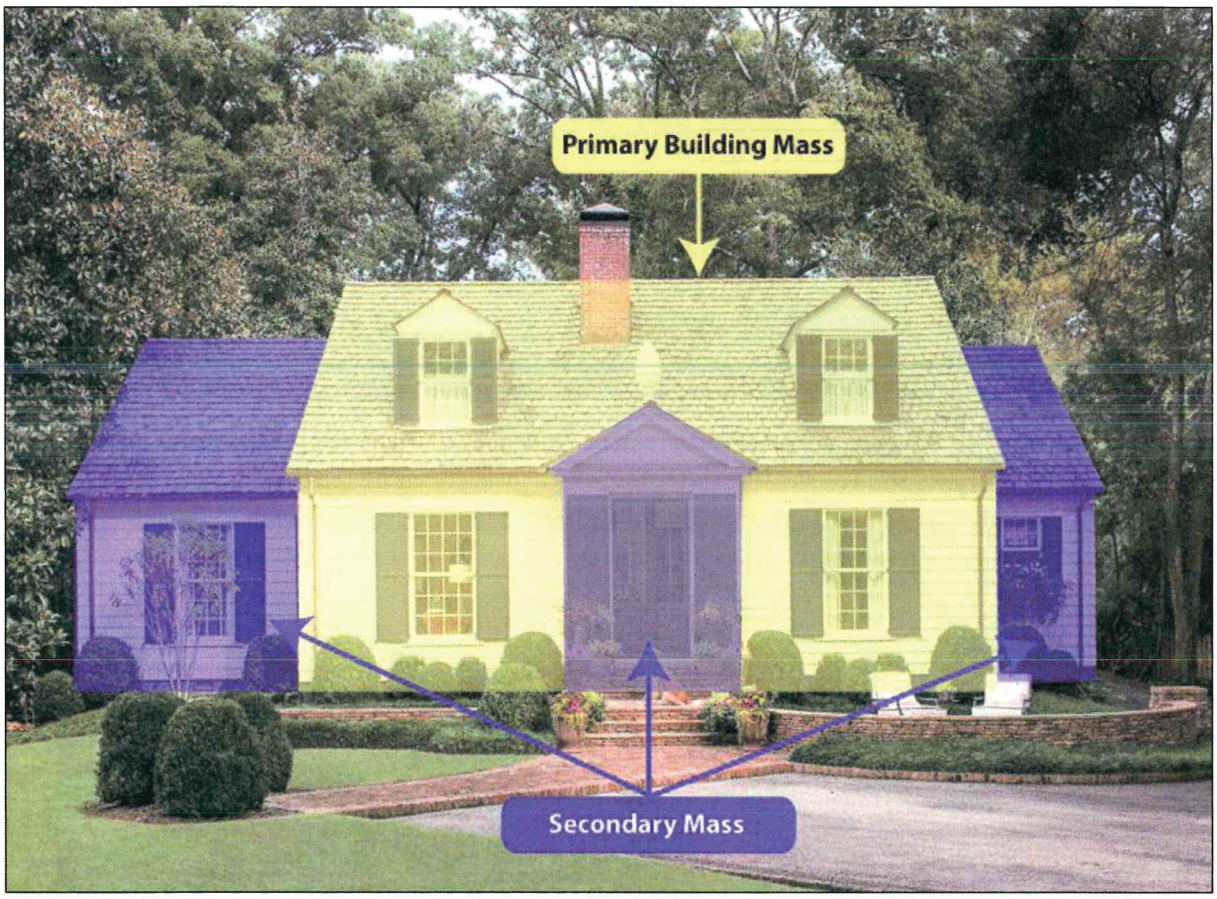


The two-story house at center has architectural elements such as a porch, windows, and dormers that exhibit a human scale, are proportional to each other, and relate well to the architectural elements on neighboring houses.

The house at right has a two-story, monumentally-scaled entry that is out of scale compared to the modestly-sized porch and entry of the neighboring house. The house's windows and doors are also disproportionately large.

Guidelines:

1. **Complement Major Massing with Minor Massing.** The massing of a house should be broken down into the primary mass, which forms the bulk of the house, and secondary masses that add architectural interest to a structure and reduce its overall bulk. New residences and large additions should be designed to respond to the types of massing found in the surrounding neighborhood, and should be proportionally similar to the massing, rooflines, height, setbacks, and front building planes of adjoining residences.



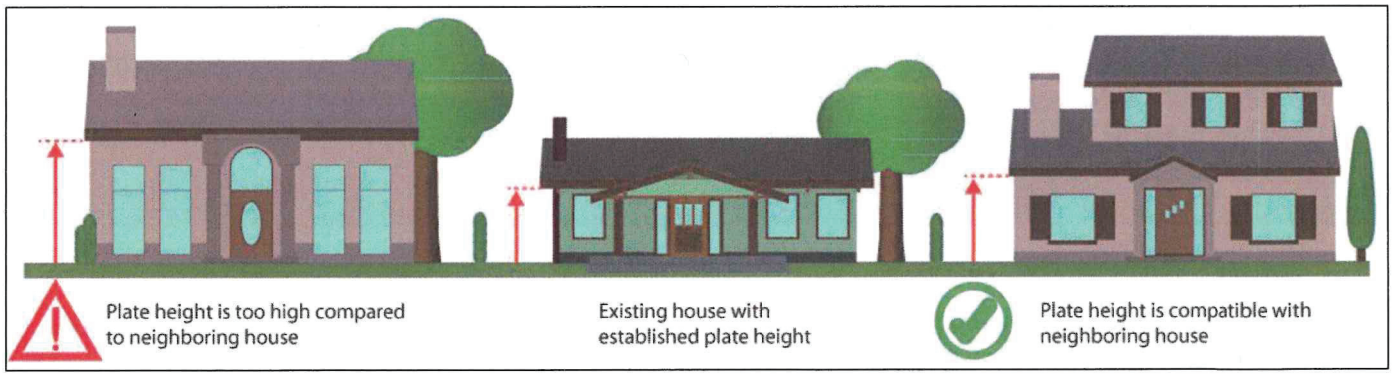
2. **Main Entries.** Front entries and front porches that are human-scale and which face the street are a common element in most of Pasadena's single-family neighborhoods. Front doors and windows that are visible from the street also enhance neighborhood safety by keeping "eyes on the street".

   New houses or substantial exterior renovations should incorporate main entries that are visible from and oriented towards the street and contribute to a friendly neighborhood experience.

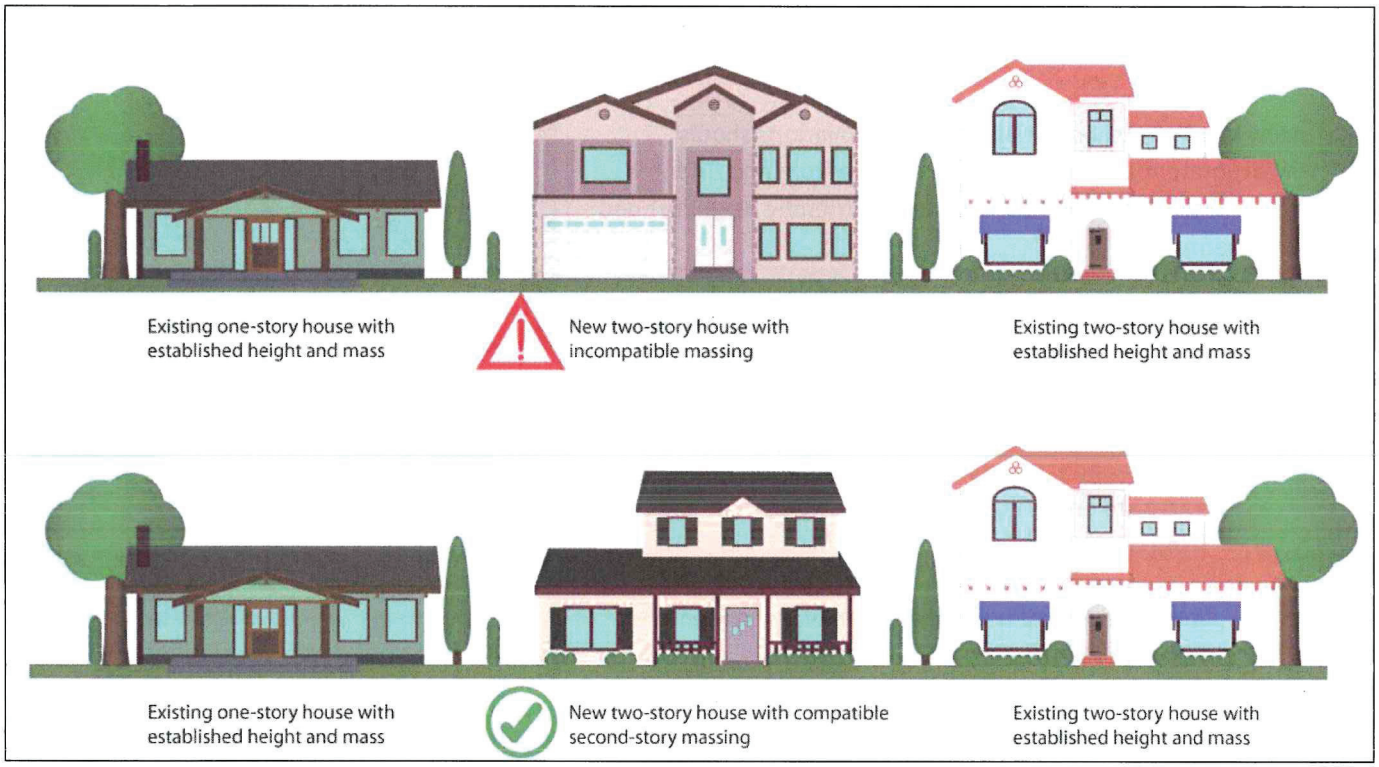
   When designing a new house or major addition involving the front façade, consider the design, orientation, and visibility of other front entries in the neighborhood.

   - Landscaped pathways from the sidewalk to the main entry are encouraged, rather than a path directly from the driveway.
   - Avoid blocking a front entry with walls, screens, hedges or fences.

3. **Compatible First and Second Story Floor-to-Plate Height.** Newly constructed houses often have taller first-story plate heights compared to older, established houses. This can cause a new house to appear overbearing and out of scale in relation to surrounding houses. The floor-to-plate height of the first story of a new dwelling or first-story addition should be consistent with the floor-to-plate heights found along the same block face, and should not exceed the average height along the block face by more than one foot. The floor-to-plate height of new second stories or second-story additions should be no greater than the first-story plate height.



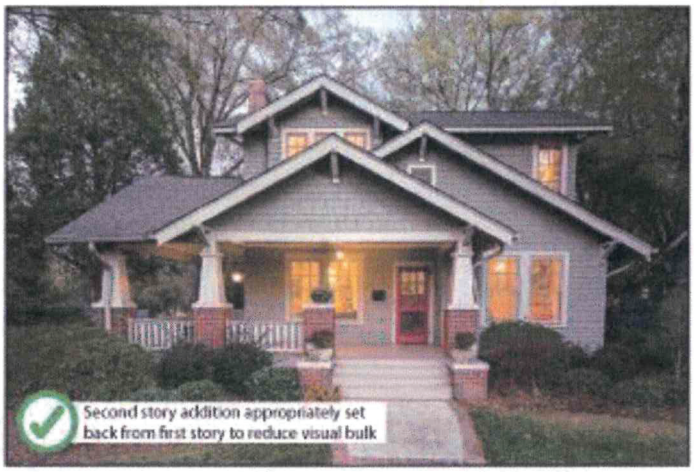
4. **Provide Height Transitions Where Upper Levels Abut Existing One-Story Dwellings.** Where a new two-story residence or new second-story addition abuts an existing one-story dwelling, the second-story portion should be set back from the adjacent one-story dwelling to provide a gradual transition in height between the one-story dwelling and two-story dwellings. In cases where both abutting dwellings are one-story, second-story massing should be set back on both sides, or both first and second story should observe a larger side yard setback.

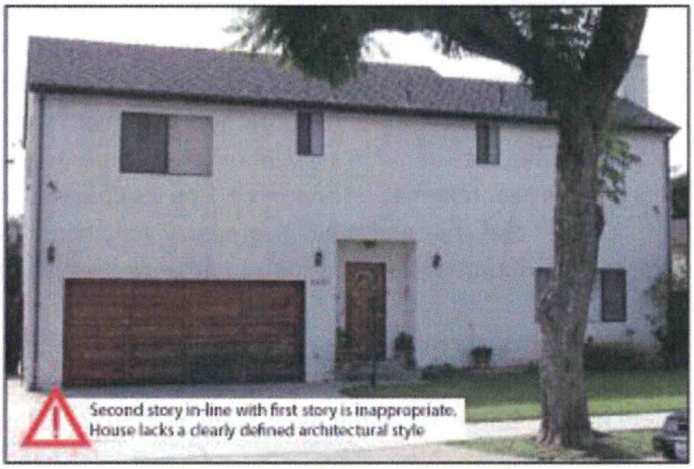


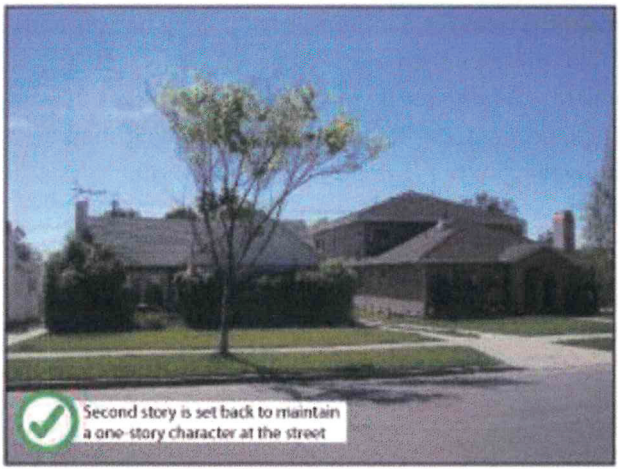
5. **Modulate Side Yard-Facing Bulk.** Consider the side yard elevations of adjoining residences and, where appropriate, include horizontal and vertical plane breaks similar to those found on adjoining residences. Where a new structure or addition is greater in size than an adjoining residence, the additional area, mass, and bulk of the new residence or addition should be stepped back beyond the minimum side-yard setback requirements.

6. **Street-Facing Facades.** In cases where a majority of the adjoining residences are one-story, a project proposing a second story addition should set the second story behind the main roof ridgeline of the first story.

- **Exceptions.** A second story may be constructed closer to or in line with the front plane of the enclosed portion of the first story, provided that such a design is typical for the style of architecture proposed (e.g. Colonial Revival) and that style is compatible with the surrounding neighborhood. In such cases, consider providing a first-story covered porch element where appropriate. Porches should be designed to be compatible with the architectural style of the house (e.g., deep porches for a Craftsman style house).







C. Architectural Design

Pasadena is distinguished by a unique built environment that differentiates it from most other cities in Southern California. Its sense of place is rooted in its majestic natural setting at the base of the San Gabriel Mountains and

adjacent to the Arroyo Seco, in its pedestrian-friendly neighborhoods with interconnected streets, in its human-scaled building fabric, and in its Mediterranean climate of hot summer days, temperate summer nights, and mild winters.

Pasadena is home to many prominent houses, neighborhoods, districts, and corridors designed and built during various periods in its history and in a variety of configurations and architectural styles. The successful introduction of a new house or significant alteration to existing houses requires an unusual degree of skill and sensitivity on the part of architects, thoughtful communication and discussion between property owners and residents, as well as a great deal of insight and critical sense on the part of those sitting in judgement of their work.

Guidelines:

1. **Respond to Architectural Styles Found In The Neighborhood.** Pasadena has a rich history of houses representing Victorian, Arts and Crafts, Period Revival, and Mid-Century Modern periods, with many examples of traditional architectural styles from each period. While each architectural style is different, they work together throughout Pasadena's neighborhoods towards creating a consistent sense of place and character. When considering a new residence or major addition, it is important to observe, study, and creatively respect the architectural styles and characteristics found in the surrounding neighborhood and especially along the same block face.

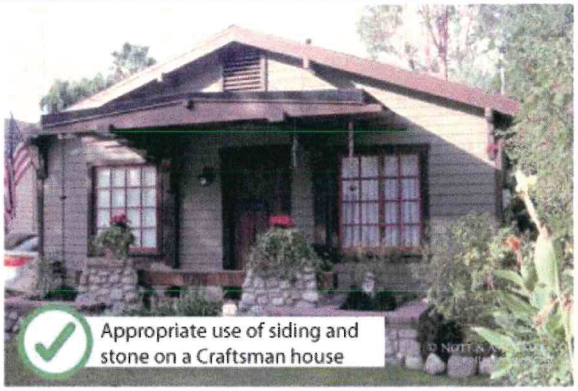
   Examples of architectural styles that are commonly found throughout Pasadena's neighborhoods may be found in **Appendix A**. Homeowners are not limited to using only these styles; however, new construction should be designed to be complementary to these and other styles found throughout the neighborhood. Projects subject to the Design Review process will be required to demonstrate how the proposed architectural style is compatible with the surrounding context. Note that this guideline does not require mimicry of historical architectural styles found in a neighborhood. Contemporary designs that demonstrate compatibility with the surrounding context may be approved. Houses designed in traditional architectural styles should follow the language of that style and avoid incorporating elements from other styles, including such elements as massing, roof form, proportions of solid walls to openings, materials, detailing, etc.

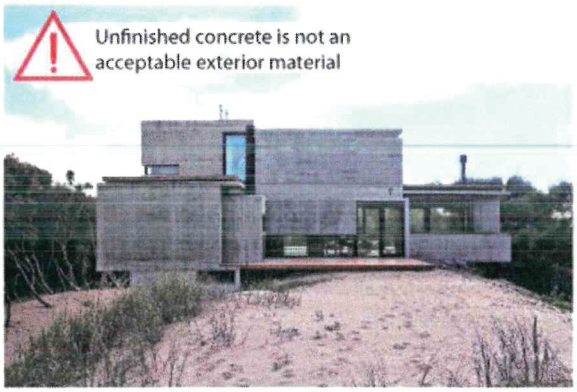
2. **Accessory Structures.** When a proposed accessory structure would be visible from a public right-of-way, it should be designed to reflect the same character and architectural expression as the main dwelling, while remaining subordinate to the main dwelling in size, height, and location.

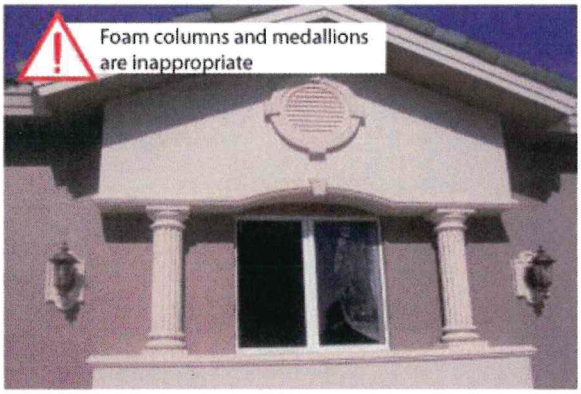
3. **Compatible Roofs.** Roof forms should be designed to be compatible with the roof form of adjoining houses and those houses on the same block face. Typically, buildings should utilize pitched roofs, roofs with intersecting ridgelines, and roofs with multi-level ridgelines at differing heights. When new dwellings and upper level additions are proposed adjacent to homes of lesser height, bulk, or mass, the roof of the new dwelling should express a transition in height and/or mass from the adjacent dwelling to the high point of the new roof construction.

4. **Quality Materials.** Housing in Pasadena is typified by high-quality construction that adds a sense of permanence and value to the City's single-family neighborhoods. Building walls should be clad in materials that age gracefully, weather well, and are appropriate to the architectural style of the structure. Examples of appropriate materials include, but are not limited to, brick, stone (natural and manufactured), stucco, and wood. Materials such as corrugated metal, unfinished concrete, and architectural foam are inappropriate. Stucco coatings over existing wood shingles or siding on Craftsman residences are highly discouraged. When multiple materials are used on a building wall, they should transition at inside corners.

Examples of Appropriate and Inappropriate Building Materials







D. Consideration of Neighbors

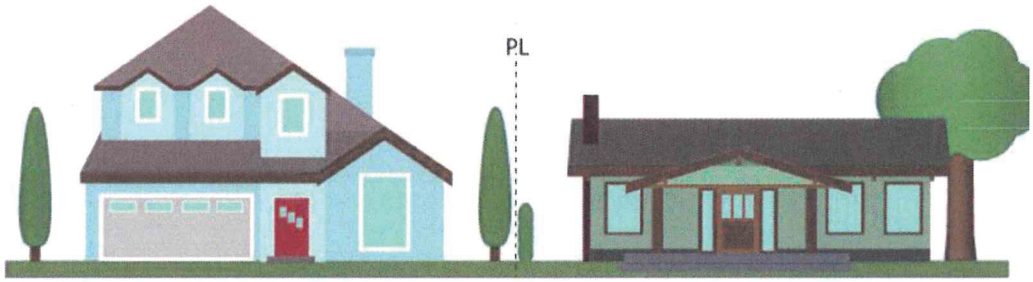
When designing a new single-family house or extensively remodeling an existing structure, consider the impact to neighboring properties. Consider the concerns that you might have if your next door neighbor were proposing to build a new house or addition, and incorporate those concerns into your thinking as your project is being designed. It is necessary for applicants to demonstrate how a proposed project was designed with neighbors in mind and to ensure that efforts are made to maximize privacy between properties.

Guidelines:

1. **Appropriately Place Second Story Massing.** To help provide privacy between neighboring properties, new second stories should be placed closer to existing two-story houses than to existing one-story houses. If neither of the existing adjacent houses is two-story, placement of a new second story should favor one adjacent property and should consider the neighbor's privacy when determining placement. Second story portions of a building adjoining an interior side yard should be set back no less than ten (10) feet from the interior side property line to provide a privacy buffer between adjacent dwellings. Aligning second story massing near other two-story houses also helps satisfy Guideline B.4. In some cases, the above guidelines may not be compatible with certain architectural styles, such as Colonial Revival. Proposals that cannot satisfy the guidelines should explain why the guideline cannot be followed and provide alternative privacy measures, such as additional landscaping.

2. **Maximize Privacy For Windows Overlooking Side Yards.** Windows on second stories are encouraged to face front yards and rear yards. When second-story windows are located on side yards, they should be located with consideration to a neighbor's privacy, generally be smaller in size such as clerestory windows, and avoid direct views into a neighbor's back yard or into the windows, balconies, and patios of neighboring houses.

3. **Consider Landscaping As A Buffer.** Consider the use of landscaping in the form of tall hedges and trees along interior side and rear yard property lines to provide enhanced privacy between residences.



E. Project Landscaping

Pasadena's single-family residential neighborhoods are typically graced with lush, well-kept landscaping that provides a sense of privacy and tranquility. Appropriate landscaping also serves to integrate a new structure into the surrounding neighborhood's environmental setting. When designing a new single-family house or extensively remodeling an existing structure, study the existing tree and landscaping patterns found throughout the neighborhood and design accordingly. Consideration should also be given to water use and compliance with the Model Water Efficient Landscape Ordinance.

Guidelines:

1. **Architectural Design Should Be Complemented By Landscaping.** When a new dwelling or addition is proposed, consider the landscaping found on properties along the block face, as well as City requirements for irrigation and low water use. The selection of plant materials and hardscape should be chosen with consideration to adjoining landscaping and should be compatible with the design of the proposed structure.

2. **Provide Shade Trees Along Street Frontages.** Projects involving the construction of a new dwelling should incorporate one or more shade trees in a front yard and/or street-facing corner side yard.

3. **Constrain Use of Fences, Walls, and Hedges at Front Yards.** Observe the front yards of houses in the surrounding neighborhood. Front yards with an open design (i.e., minimal or no front-yard fences, walls, or tall hedges) are encouraged in Pasadena's single-family neighborhoods.

    - If more than half of the developed lots along a residential blockface have an open front yard design or if the houses on either side of the project have open front yard designs, maintaining an open front yard design is highly encouraged.

    - If fences, walls, and/or hedges are placed in a front yard, they should maintain unobstructed views to and from the residence (particularly the front entry). Fences, walls, and hedges lower than 42" are encouraged.

APPENDIX A

EXAMPLES OF COMMON SINGLE-FAMILY RESIDENTIAL ARCHITECTURAL STYLES IN PASADENA

A.1 Craftsman

A.2 Mediterranean

A.3 Minimal Traditional

A.4 Mid-Century Modern

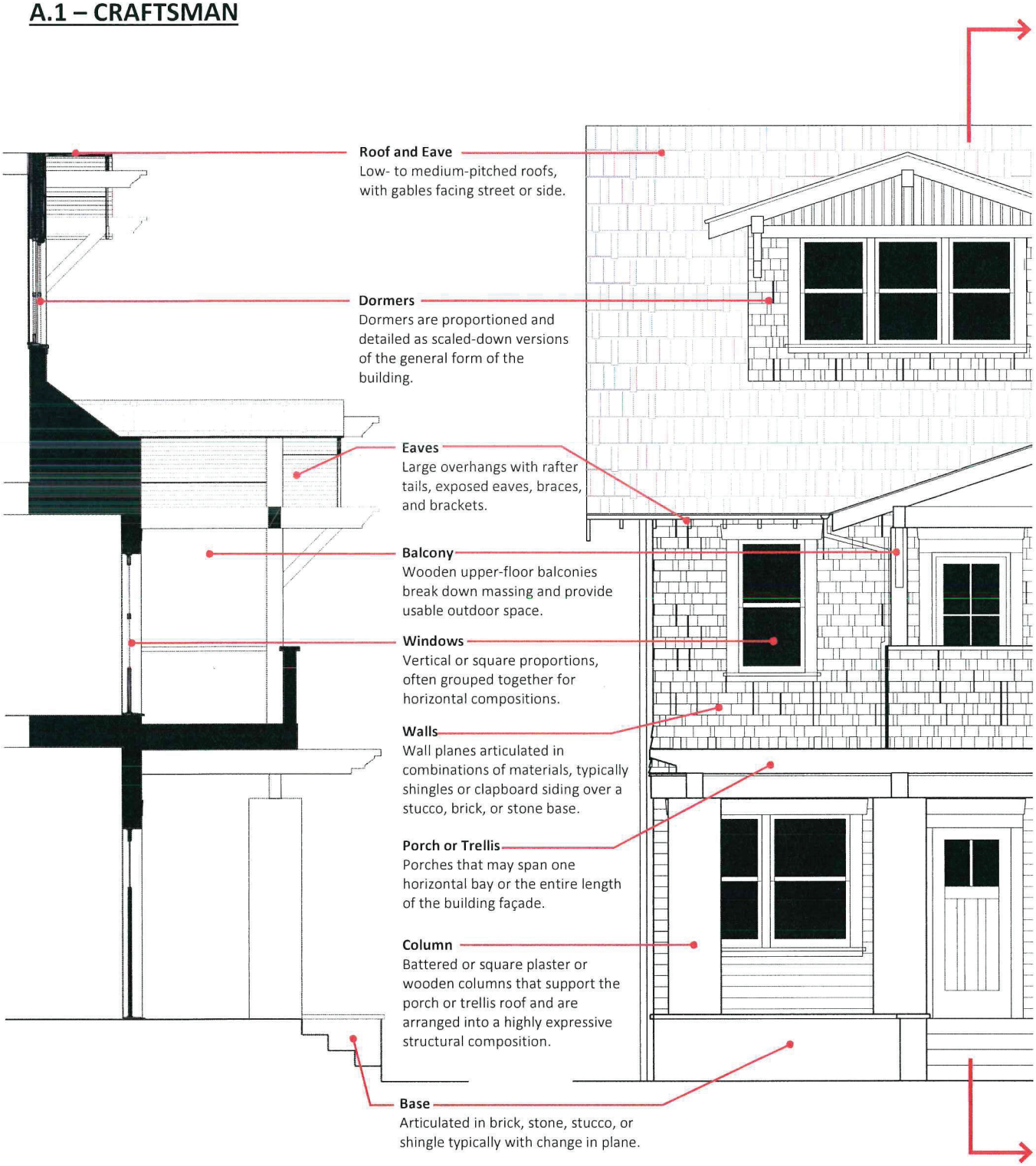
A.5 Colonial Revival

A.6 English Tudor/Cottage

A.7 Victorian

A.8 Ranch

A.1 – CRAFTSMAN



Roof and Eave
Low- to medium-pitched roofs, with gables facing street or side.

Dormers
Dormers are proportioned and detailed as scaled-down versions of the general form of the building.

Eaves
Large overhangs with rafter tails, exposed eaves, braces, and brackets.

Balcony
Wooden upper-floor balconies break down massing and provide usable outdoor space.

Windows
Vertical or square proportions, often grouped together for horizontal compositions.

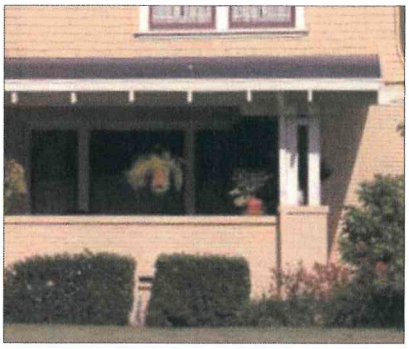
Walls
Wall planes articulated in combinations of materials, typically shingles or clapboard siding over a stucco, brick, or stone base.

Porch or Trellis
Porches that may span one horizontal bay or the entire length of the building façade.

Column
Battered or square plaster or wooden columns that support the porch or trellis roof and are arranged into a highly expressive structural composition.

Base
Articulated in brick, stone, stucco, or shingle typically with change in plane.

A. One-story volume with occupied attic space



B. Painted brick base

C. Painted shakes above painted plaster

A. Two-story volume with wrap-around porch

B. Brick base

C. Stone base with clapboard siding

A. Cantilevered bay window

B. Plaster ground floor as base

C. Plaster and wood siding

A. Massing

1. Form is a simple rectangular mass, horizontally proportioned, either one or two stories in height.

2. The mass is articulated by components such as attached porches, balconies, bay windows, or projecting room volumes so integrally composed into the building that they are indistinguishable from principal volumes.

3. Inhabited attics are typical. They reduce the apparent volume of buildings and enrich their roof form through the scale, location, and rhythm of dormers.

B. Base

1. Bases are often articulated as separate from the main wall through a change of plane or material.

2. The base may be expressed as a foundation, or be comprised of the entire first floor.

3. The lower floor walls may be stucco, brick, or stone.

4. When stone is used as a base, stones are stacked naturally, with large stones lower on the wall and smaller ones above.

C. Primary Walls

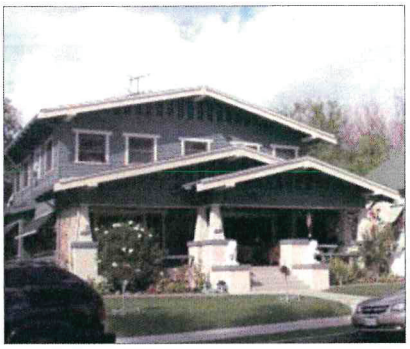
1. Walls are articulated with changes in planes and or/materials.

2. Material changes are limited to two.

3. Heavy materials, such as stone, brick or stucco, are located at the ground floor.

4. Lighter materials, such as shingles, shakes, or clapboard siding, should be located above heavier materials.

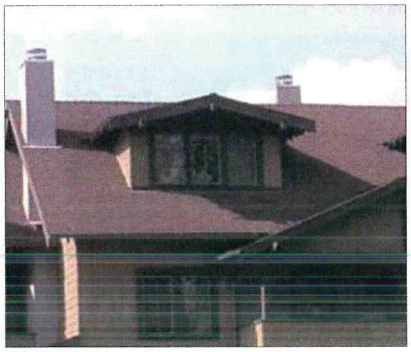
D. Attic vents placed at gable ends



E. Low-slung roofs

F. Downspout

D. Wood brace and exposed rafters

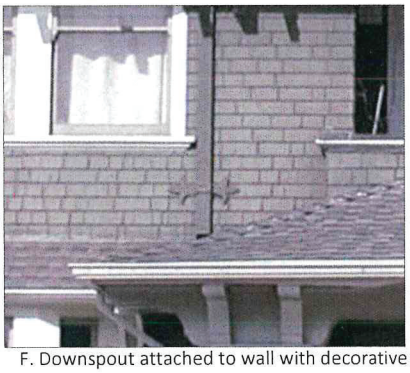


E. Dormer window with pitched roof

F. Gutter and downspout

D. Exposed rafter tails

E. Dormer with shed roof



F. Downspout attached to wall with decorative strap

D. Roof-Wall Connections

1. Wide eaves with exposed rafters and projecting rafter tails are typical.

2. Wood braces, brackets, and extended beams are often used to support large roof projections.

3. Attic vents are placed at the gable ends of the roof and finished with decorative wood grilles.

4. The detailing and joinery typical of carpentry construction are prominent in roof-wall connections.

E. Roof

1. Roof forms include gables that face the street or side yard.

2. Principal gables have a shallow pitch between 3:12 and 5:12. Shed slopes are less than the principal slope. Dormers may be used to provide light and air to attic rooms.

3. Heavy timbers are used in roof construction for braces, brackets, and principal structural supports.

4. Roofs are detailed to appear thin and insubstantial. Their structure (often in 2x4s) and roofing (asphalt sheets or shingles) reinforces this intended visual thinness.

F. Rainwater Drainage

1. Rainwater may be conducted off pitched roofs by a traditional combination of gutters and downspouts.

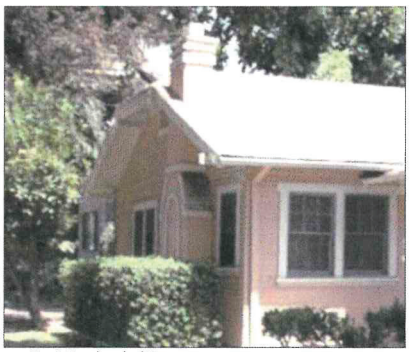
2. Gutters and downspouts are painted galvanized metal or copper and typically half-round, round, square, or ogee.

G. Picture window with transom windows

H. Front Porch

I. Trellis with vines

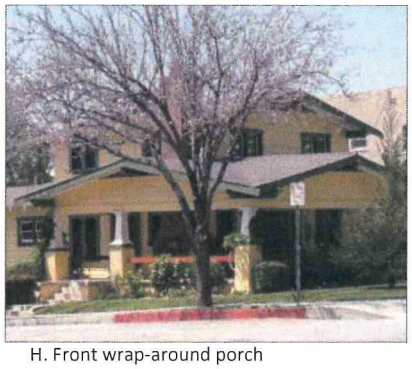
G. Painted openings framed by wide boards



H. Attached chimney

I. Wooden fence

G. Single opening and wide door with lights



H. Front wrap-around porch

I. Porte-cochere with driveway

G. Openings

1. Window openings are usually vertically-proportioned and aligned or grouped to form a horizontal composition.

2. Windows typically are not deeply recessed and may be divided into lights of equal increments, or divided on upper portion only.

3. Front doors are typically wider than average and often include decorative lights.

4. Openings are typically framed in wide boards.

H. Attached Elements

1. Porches, balconies, porte-cocheres, chimneys and trellises are often added to the simple main mass of the building and articulated as separate elements.

2. Columns are highly elaborated. They are tapered and square, articulated as columns or piers, and rendered in stone, brick, plaster, wood, or a combination of these materials.

I. Site Definition and Landscaping

1. Entries are typically elevated and defined by porches and terraces.

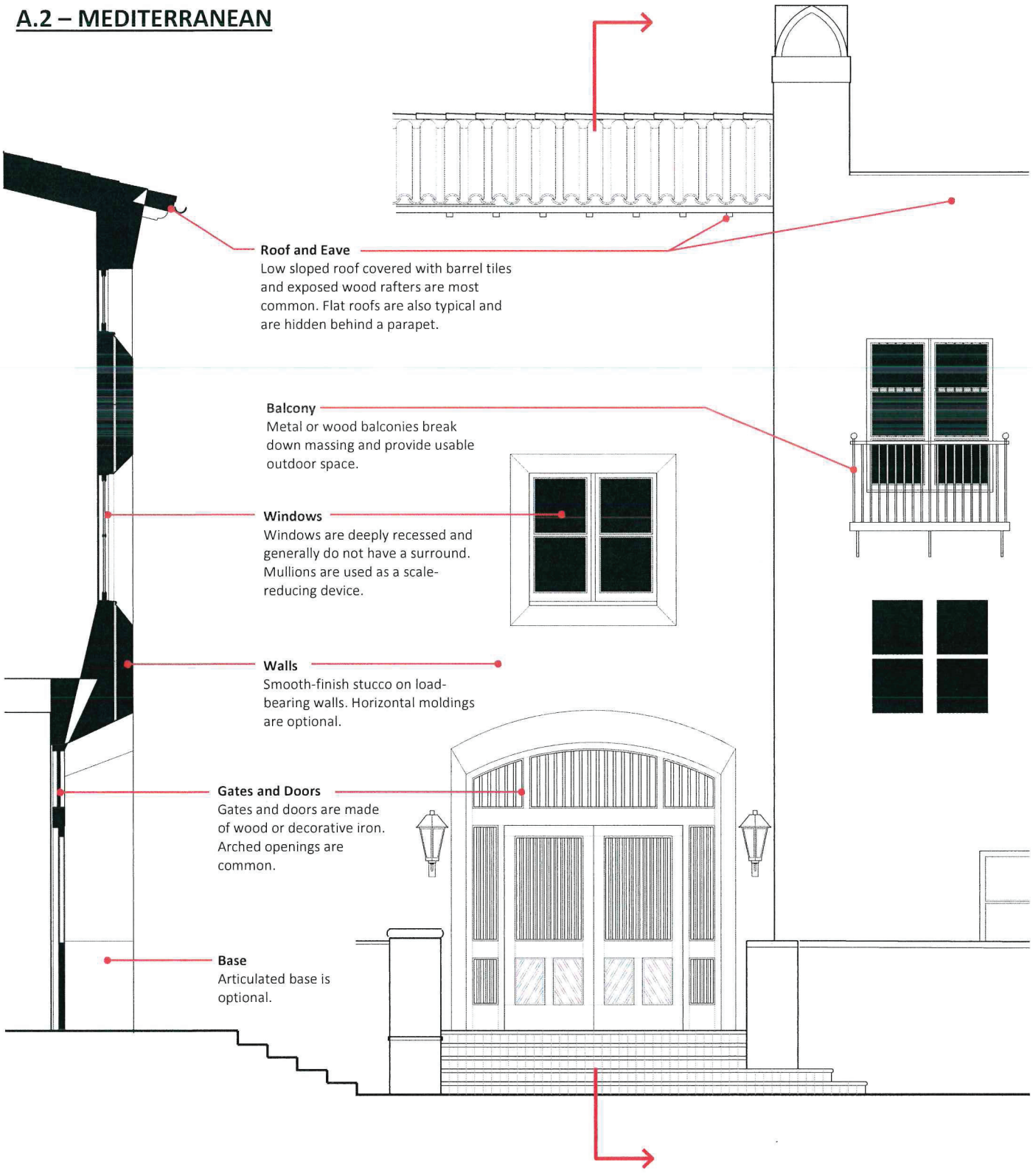
2. Fences and garden gates are typically wooden.

3. Driveways through porte-cocheres are common.

4. Terrace or patio walls are of river stone, brick, or concrete. Floors are finished in concrete.

5. Attached or detached vine-covered trellises are typical.

A.2 – MEDITERRANEAN



Roof and Eave
Low sloped roof covered with barrel tiles and exposed wood rafters are most common. Flat roofs are also typical and are hidden behind a parapet.

Balcony
Metal or wood balconies break down massing and provide usable outdoor space.

Windows
Windows are deeply recessed and generally do not have a surround. Mullions are used as a scale-reducing device.

Walls
Smooth-finish stucco on load-bearing walls. Horizontal moldings are optional.

Gates and Doors
Gates and doors are made of wood or decorative iron. Arched openings are common.

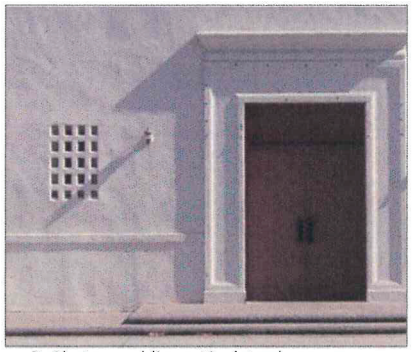
Base
Articulated base is optional.

A. Primary mass with secondary side massing

B. Painted base

C. Plaster Walls with formal window composition

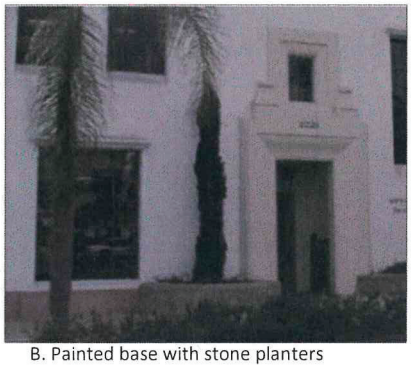
A. Primary mass with secondary tower element



B. Plaster molding articulates base

C. Plaster walls with informal window composition

A. Single mass



B. Painted base with stone planters

C. Plaster walls with clay tile grilles.

A. Massing

1. Buildings can be composed of a single mass or of a primary mass offset by a variety of secondary masses.

2. Multiple masses can interlock or offset vertically or horizontally.

B. Base

1. Buildings may be designed with or without a base.

2. The base, when present, may be composed of cast concrete, stone or ceramic tile, articulated as a painted band, or defined as a zone of plaster.

3. Elements set back within the wall may be composed of different materials than adjacent walls. Typical materials include tile, stone, or plaster painted a different color.

C. Primary Walls

1. In keeping with historical precedents constructed of load-bearing masonry, exterior walls convey a sense of mass and weight and are expressed as expanses of plaster.

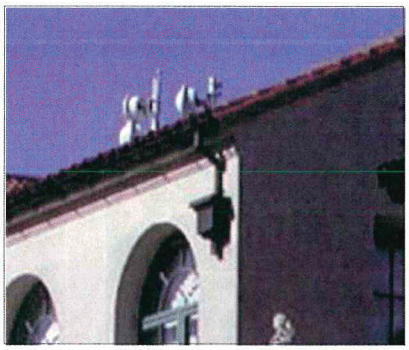
2. Walls are often articulated with moldings or applied ornament of stone or cast concrete.

3. Plaster finish has the texture and appearance of a hand-applied finish.

4. Arched openings are common.

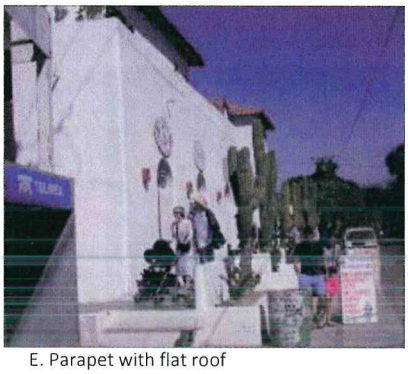
D. Flat roof with parapet and tile cap

E. Sloped tile roof

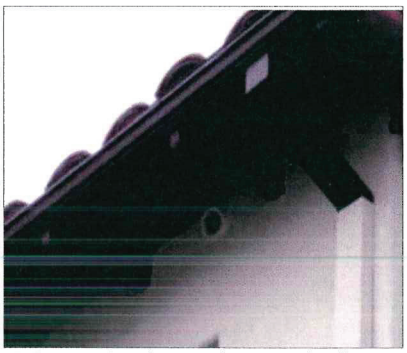


F. Gutter transitions to internal drain pipe

D. Tile roof without eaves

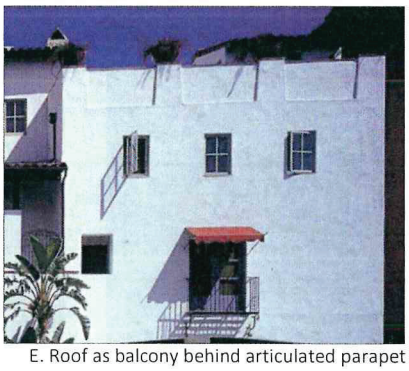


E. Parapet with flat roof

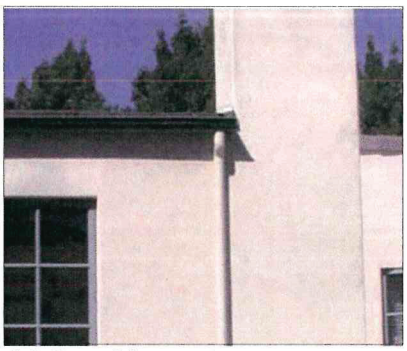


F. Gutter painted to match eave and walls

D. Shallow eave with large rafter tails



E. Roof as balcony behind articulated parapet



F. Gutter and downspout

D. Roof-Wall Connections

1. Roof visually dominates walls by firmly covering building mass.

2. Exterior walls transition into the roof by one of three means:
   a. A projected wooden eave with exposed wooden rafter,
   b. A plaster parapet with or without a tile cap, or
   c. A tile cap

3. Foam moldings are discouraged.

E. Roof

1. Roofs are typically pitched at a 3:12 ratio and finished in Roman or Mission tile laid irregularly (tile may be multi-color).

2. Flat roofs are common and are hidden by a substantial parapet. May be accessible and used as balconies or terraces.

3. Tile end conditions are mortar filled. Bird stops are discouraged.

F. Rainwater Drainage

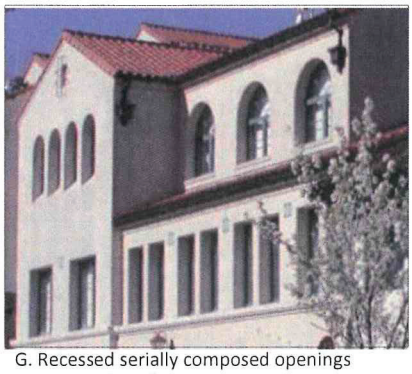
1. Rainwater is conducted off pitched roofs by a traditional combination of gutters and downspouts.

2. Flat roofs are typically drained by use of trumpet scuppers. Roofs that drain internally have copper or ceramic scuppers on exterior walls.

G. Recessed windows

H. Attached balcony and integrated chimney

I. An arched zaguán leads to a courtyard

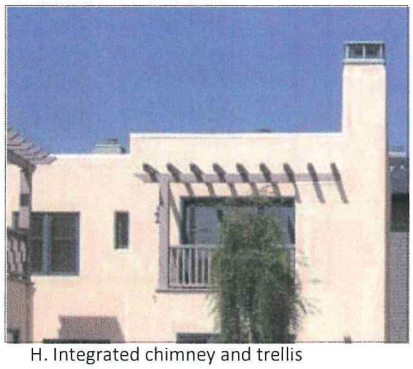


G. Recessed serially composed openings

H. Integrated stairs

I. Garden walls enclose a small patio area

G. Recessed formally composed openings



H. Integrated chimney and trellis

I. An internal courtyard.

G. Openings

1. Openings are deep-set, oriented vertically, and may be combined with balconies, loggias, and arcades.

2. Window compositions can be symmetrical overall, locally symmetrical, asymmetrical, or serial.

3. Functional shutters typically cover the entire window area when closed.

4. Wood or steel casement windows are often multi-pane and French doors are multi-panel.

H. Attached Elements

1. Architectural elements such as balconies, stairs, and chimneys may project beyond the building's primary mass.

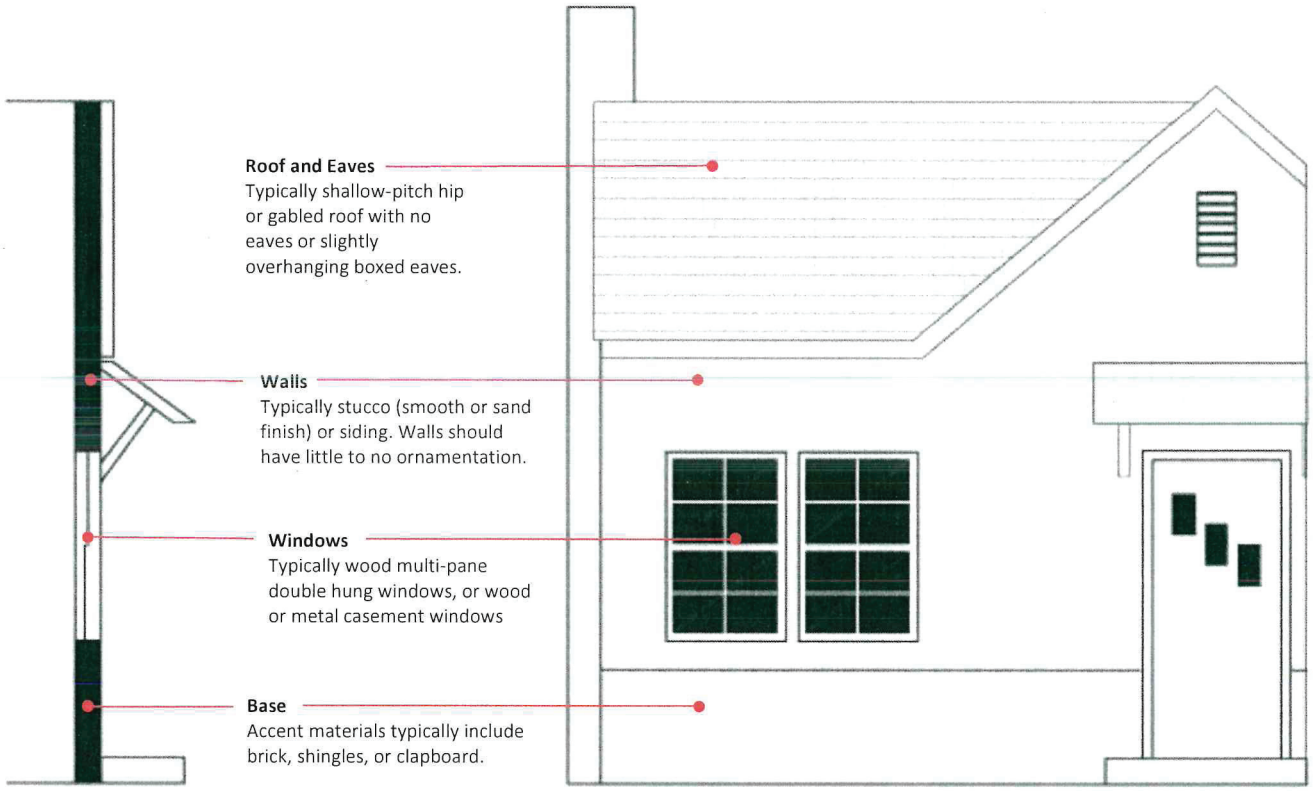
2. Building massing is enhanced by the incorporation of attached elements that generally reflect a human scale.

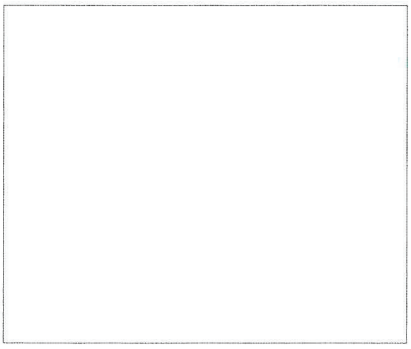
I. Site Definition and Landscape

1. Houses may be designed around an internal courtyard or atrium.

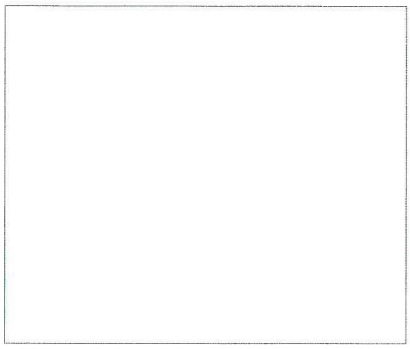
2. Garden walls and zaguáns (passageways leading from an entrance to a central patio area) are common

A.3 – MINIMAL TRADITIONAL

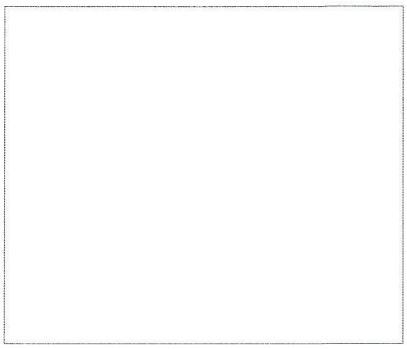




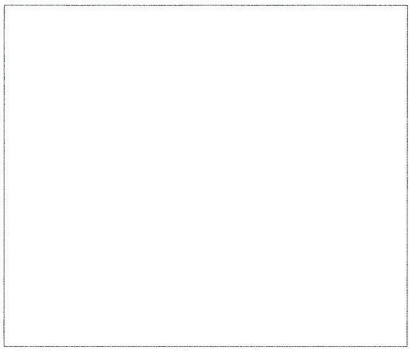
A. Primary mass with secondary side massing



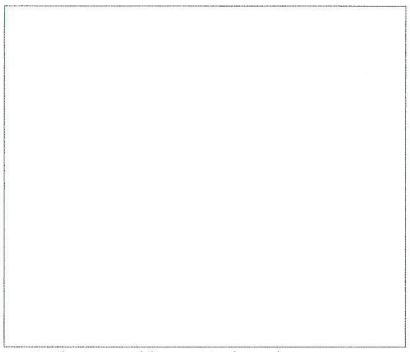
B. Painted base



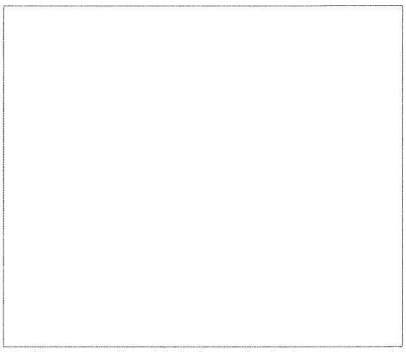
C. Plaster Walls with formal window composition



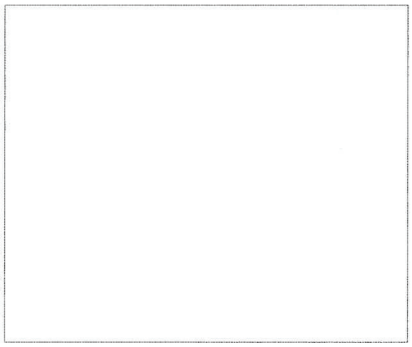
A. Primary mass with secondary tower element



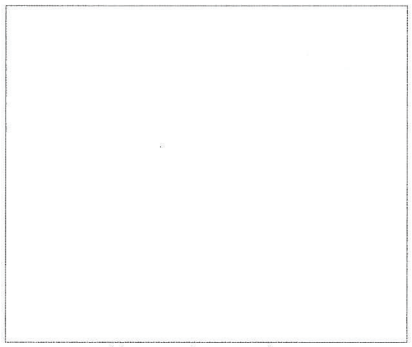
B. Plaster molding articulates base



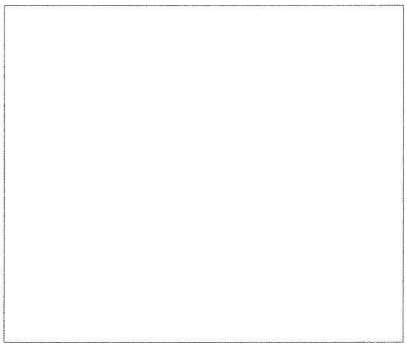
C. Plaster walls with informal window composition



A. Single mass



B. Painted base with stone planters



C. Plaster walls with clay tile grilles.

A. Massing

1. Buildings are typically one or two stories with asymmetrical massing.

2. Garages may be detached, or attached to main house. If attached, garages are less prominent and clearly subordinate to the main house.

B. Base

1. Buildings may be designed with or without a base.

2. The base, when present, may be composed of cast concrete, stone or ceramic tile, articulated as a painted band, or defined as a zone of plaster.

3. Elements set back within the wall may be composed of different materials than adjacent walls. Typical materials include tile, stone, or plaster painted a different color.

C. Primary Walls

1. In keeping with historical precedents constructed of load-bearing masonry, exterior walls convey a sense of mass and weight and are expressed as expanses of plaster.

2. Walls are often articulated with moldings or applied ornament of stone or cast concrete.

3. Plaster finish has the texture and appearance of a hand-applied finish.

4. Arched openings are common.

ATTACHMENT D

STAFF REPORT AND ATTACHMENTS (JULY 25, 2018 PLANNING COMMISSION HEARING)

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: JULY 25, 2018

TO: PLANNING COMMISSION

FROM: DAVID M. REYES, DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: ZONING CODE AMENDMENT: SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES AND DISCRETIONARY REVIEW PROCESS

RECOMMENDATION:

This report is for information and discussion only. Staff will provide an update on proposed Single Family Residential Design Guidelines, a proposed design review process, and potential amendments to development standards. The Planning Commission will be asked to discuss these matters and provide input in order to inform the Zoning Code amendment process. There is no action required.

BACKGROUND:

In response to concerns for the potential for "mansionization" in Pasadena, and at the direction of the City Council, City staff has undertaken an effort to revise the Zoning Code development standards governing single-family residences. This work program involves three phases: Phase 1 (Lower Hastings Ranch), Phase 2 (non-historic, non-hillside), and Phase 3 (Hillside Overlay Districts). The proposed amendments contained in this report are a part of Phase 2; Phase 1 was completed in 2016 and Phase 3 was completed in 2017.

Preservation of Pasadena's distinctive, high-quality single-family residential neighborhoods is one of the Goals of the Land Use Element of the City's General Plan, which includes the following associated goal and implementation policies:

Goal 22.0: Single-Family Neighborhoods. Distinct and quality single-family residential neighborhoods distinguished by their identity, scale, and character.

Policy 22.1: Appropriate Scale and Massing. Discourage mansionization by requiring building scale and massing that is compatible with existing development in single-family residential neighborhoods.

Policy 22.2: Garages and Accessory Structures. Locate and design garages and accessory structures so that they do not dominate the appearance of the dwelling from the street.

A significant segment of the community has voiced concerns regarding the potential for "mansionization" of Pasadena's single-family residential neighborhoods in response to a number of new houses and significant remodels that have occurred in recent years. These concerns have largely centered on potentially inappropriate size, scale, massing, on-site location, design and/or style of these houses.

Planning Commission Meeting – May 23, 2018

On May 23, 2018, the Planning Commission conducted a workshop to review the draft Single-Family Residential Design Guidelines and proposed review process at a regularly-scheduled Planning Commission meeting. Several members of the public spoke on the matter, expressing general support for the Guidelines, and requested the following for consideration:

- Basements should be limited to the footprint of the above-ground house;
- Consider limitations on location of accessory structures to locate them at the rear of the house only;
- Consider compatibility requirements for houses on large lots when surrounded by smaller lots;
- Review current regulations pertaining to front porch encroachment into required front-yard setbacks;
- Consider including more illustrative diagrams into the Guidelines;
- Consider requiring story poles for two-story projects to demonstrate possible view and privacy impacts

After receiving public comment, the Planning Commission provided staff with the following additional comments:

- Support measuring front yard setback to the face of a front porch, not the face of the house
- Consider neighborhood compatibility requirements for size of houses, similar to current regulations applicable to Hillside Overlay areas;
- Ensure that distinction between new construction and remodeling is clear;
- Focus on massing of new houses and additions, ensure that Guidelines related to massing are appropriate depending on style of house

Design Commission Hearing – July 10, 2018

On July 10, 2018, the Design Commission reviewed the proposed Single Family Residential Design Guidelines and review process. Several members of the public spoke, expressing general support for the updated Guidelines and proposed discretionary review, and requested the following for consideration:

- Consider increasing side-yard setbacks to create more distance between houses;
- Request that story poles be a requirement of the proposed discretionary review process;
- Limit number and size of accessory structures;
- Consider setback and architectural style requirements for Accessory Dwelling Units;
- Request for more illustrative diagrams throughout the Guidelines

- Consider adding diagrams and discussion related to Victorian and other pre-Arts & Crafts architectural styles;
- Consider more stringent inspection protocols and enforcement for projects under construction

After receiving public comment, the Design Commission provided staff with the following additional comments:

- Consider outreach methods that will proactively engage the public and inform them of the Guidelines and review process, such as utility bill mailers;
- Consider more illustrative diagrams;
- Guidelines should include Victorian, Farmhouse, and Midcentury Modern architectural examples;
- Guidelines should not discourage flat roofs where appropriate
- Examples of appropriate materials should be expanded to include pre-cast concrete and manufactured stone
- Submittal requirements for discretionary review should include elevations that include nearby houses and overall streetscape to provide context;
- Consider a remodel threshold for discretionary review of 50% of facades visible from a public right-of-way, instead of 50% of the entire house
- Suggest that Single-Family Development Permit appeals be heard by a subset of the Design Commission instead of the Board of Zoning Appeals.

Subsequent to the guidance received by the Planning Commission, Design Commission, and residents, staff refined the draft Guidelines and review process to more thoroughly address issues of scale, massing, and setbacks. Staff additionally developed a variety of illustrations corresponding to specific guidelines to more clearly demonstrate preferred styles of development. The revised Guidelines are provided as Attachment A to this report.

DISCUSSION:

Mansionization is commonly seen as a situation where a proposed house, addition, or remodel results in a structure that is out of scale, ill-proportioned, or out of character with its surrounding neighborhood. Newer houses and additions to older houses sometimes result in structures that are larger and stylistically different than houses built in previous decades due to a variety of factors, including changes in family size, rising property values and land costs, and a property owner's personal taste. In many of the citywide community meetings, these concerns (oversized houses, houses being "too big for the lot" and incompatible architecture) were prevalent. Staff has grouped residents' concerns into four broad categories, with potential solutions noted:

1. Size and Location of House
    a. Existing Standards (Height, Floor Area Ratio)
    b. Massing
2. Location of Other Structures
    a. Basements
    b. Accessory Structures
3. Neighborhood Compatibility
    a. Compatibility concerns when a large lot is surrounded by smaller lots
4. Architectural Style and Compatibility

Size and Location of House

The Zoning Code has a number of existing requirements which limit the size and location of a house: setbacks, encroachment planes, height, lot coverage, and floor area ratio. All of these factors set limits on the maximum permitted size for a house, relative to the underlying lot. Staff has identified several revisions to standards that may further encourage compatible development:

Height

The maximum allowed height of a primary structure depends on the width of the underlying lot. Properties less than 75 feet wide have a maximum height of 28 feet. Properties wider than 75 feet may have primary structures as tall as 32 feet. In both cases, the top plate of a primary structure is limited to 23 feet. The "top plate" is generally the top-most point of a wall, where the wall supports ceiling joists or rafters. Further, the encroachment plane diagram applies, which may require taller structures to be set back further than the minimum distance required.

A two-story house may be achieved within a 28-foot height limit. Therefore, staff recommends limiting all houses to a maximum of 28 feet to the top of the roof, regardless of the width of the underlying lot. This would result in greater compatibility between houses on different-sized lots.

Floor Area Ratio

In contrast to Site Coverage, which looks at a two-dimensional footprint of enclosed and unenclosed structures, the Floor Area Ratio only considers enclosed structures on a property, but includes first and second stories in the calculation. Similar to Site Coverage, Floor Area Ratio requirements depend on the size of the underlying lot:

ZONE:	RS-1	RS-2	RS-4	RS-6
Less than 12,000 s/f	30% of lot size plus 500 s/f			
12,000 – 24,000 s/f	20% of lot size plus 1,700 s/f			
24,000 s/f or more	25% of lot size plus 1,000 s/f			

The definition of Floor Area Ratio in the Zoning Code specifies that gross floor area "*means the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking..*" This definition specifies that only required parking areas are counted in floor area ratio. Currently, single family houses are required to have two covered parking spaces, meaning that any additional parking, such as a third covered parking space, does not count towards the floor area ratio calculation. To more accurately count enclosed spaces on a property, staff recommends modifying the definition so that all enclosed parking areas, not just required spaces, are counted in the floor area ratio calculation. Additional proposed restrictions on Floor Area Ratio are discussed below under "Neighborhood Compatibility".

Location of Other Structures

Basements

Outside of Hillside Overlay areas, basements are currently not limited in size or location for properties subject to RS development standards. Recent revisions to the Hillside Overlay development standards included a regulation limiting basements to the footprint of the house above, in order to limit subterranean activities, soil disruption, and concerns with transportation of

soil off-site on narrow hillside roadways. Basements are also prohibited beneath any other structure, may not be used to connect structures, and may not be constructed as standalone structures.

Some commenters have suggested that regulations adopted for Hillside Overlay areas may be applicable to other residential areas of the City. Given that this issue has not historically been a concern in areas outside of the Hillside, and since basement area is not visible and does not contribute to bulk and mass, staff suggests no change to basement regulations at this time.

Accessory Structures

Standards for accessory structures may be found in PMC Section 17.50.250, which include regulations related to use, location, and height. Accessory structures are currently prohibited from being located within a required front or corner side yard setback area. An accessory structure may be located in a side yard or rear yard setback, as long as it is more than 100 feet away from the front property line, or is within the rear 25 feet of the site. Additionally, accessory structures are limited to a top plate height of nine feet, a maximum height of 15 feet, and are subject to an encroachment plane that further limits their height and location.

Staff has heard concerns related to the location of accessory structures in front yards. While an accessory structure is not permitted within a required front yard setback (25 feet minimum, or average block face distance), it could potentially be placed in front of a primary dwelling if the primary dwelling has an unusually large front yard. While this is not known to be a common occurrence in the City, it is clear that accessory structures are intended to be subordinate to a primary dwelling. Therefore, staff recommends revising Section 17.50.250.D – Limitation on location to further clarify that accessory structures may not be located at any point between the front property line and the occupancy frontage, including situations where a primary structure is proposed to be converted into an accessory structure, with a new primary structure built behind.

Neighborhood Compatibility

Some residents have expressed concern regarding situations where a large lot is surrounded by numerous smaller lots, and the potential for a large house on a large lot to visually overwhelm smaller houses on smaller lots. In general, the maximum permitted size of a house is dependent on several factors, including setbacks, height, and the size of the underlying lot, with the understanding that larger lots will be able to support proportionally-scaled larger houses.

Section 17.29.070.F of the Zoning Code currently contains standards related to Neighborhood Compatibility in Hillside Overlay Districts, including regulations specifying that new houses and additions subject to a Hillside Development Permit may not exceed 35 percent of the median floor area (with the exception of garages and accessory structures) of existing houses within a 500-foot radius. Lots larger than 20,000 square feet may be approved for additional square footage, provided that the proposal does not exceed the average floor area ratio of the neighborhood. For reference, the average floor area ratio would be obtained by adding up all of the houses' floor areas and dividing by the total amount of houses. The median is simply the middle value in a range of houses. An example of the difference between median and average is below:

	House Sizes	Lot Sizes	Median House Size	Average House Size	Average FAR
House 1	970 s/f	6500 s/f	1570 s/f	2001 s/f	24%
House 2	1240 s/f	7200 s/f			
House 3	1500 s/f	7500 s/f			
House 4	1570 s/f	6800 s/f			
House 5	1800 s/f	7000 s/f			
House 6	2830 s/f	8000 s/f			
House 7	4100 s/f	12000 s/f			

1,570 represents the midpoint in the range of houses above, so 1,570 square feet would be the median house size, while 2,001 square feet would be the average house size. The average FAR would be 24%.

A neighborhood compatibility analysis similar to that found in Hillside Overlay Districts would help ensure that new houses and additions to existing houses are contextually appropriate. However, using such an analysis would mean that FAR is no longer linked to a property's size, but is instead reflective of the existing houses on surrounding properties. This is a significant shift from the City's standard practice of determining FAR as a function of individual lot size for non-hillside properties. Should the Planning Commission recommend implementation of a Neighborhood Compatibility analysis for projects requiring discretionary review, staff suggests using the median floor area ratio of houses within a 500-foot radius to be consistent with the neighborhood compatibility calculations that are applied in Hillside Overlay area.

Standard-Size Lots

Using the example above, if a homeowner had a 7,500 square foot property, they would be limited to the median house size of 1,570 square feet. In comparison, current regulations would allow for 30% FAR + 500 square feet, resulting in a maximum house size of 2,750 square feet.

Larger lots

Some residential properties in the City are up to an acre (43,560 square feet) or more in size. Using the example above, a homeowner would remain limited to 1,570 square feet. In comparison, current regulations would allow for 25% FAR + 1000 square feet, resulting in a maximum house size of 11,890 square feet.

In some cases, restricting house size to the median size found in the neighborhood may be too limiting and prevent homeowners from reasonable additions to their property. One option to consider would be to allow larger properties to utilize the average neighborhood FAR, subject to making certain findings, which would be consistent with how Neighborhood Compatibility is applied in Hillside Overlay areas. Projects that do not require discretionary review could remain subject to existing FAR standards as found in Section 17.22.040 of the Zoning Code.

Staff seeks input from the Planning Commission regarding the application of Neighborhood Compatibility calculations for projects requiring the proposed Single-Family Development Permit.

Architectural Style and Compatibility

Of particular concern to many is a that new residences and additions are being constructed with little regard to the architectural style, massing, and character of existing residential

neighborhoods. The regulation of single-family architectural style is particularly challenging, given the City's wide variety of architectural styles and rich history of architectural innovation. With assistance from John Kaliski Architects, acting as a consultant to the City, staff has developed draft Design Guidelines applicable to single-family residences in RS and RM-12 zones (not applicable to properties within Lower Hastings Ranch, Hillside Overlay Areas, or landmark districts) that are intended to encourage greater compatibility without dictating a specified style. Staff has received comments from the Planning Commission, Design Commission, and the general public related to architectural design and neighborhood compatibility, which have been incorporated into the latest draft of the Guidelines. (Attachment A).

Single-Family Development Permit

In order to effectively apply Single-Family Residential Design Guidelines, staff proposes to create a new discretionary review process for larger projects, such as new construction or significant renovations. The Guidelines are intended to provide guidance to homeowners and applicants to ensure that such projects are contextually appropriate with the surrounding neighborhood, and include recommendations and best practices related to respecting existing neighborhood context, guidance on understanding concepts such as bulk, mass, proportion, and scale, a summary of common architectural styles found in Pasadena, recommendations for appropriate architectural design and exterior treatments, guidance on designing new houses and additions to be respectful of neighbors' privacy, and recommendations for appropriate landscaping in single-family neighborhoods.

The proposed Single-Family Development Permit would be required for all new single-family houses, second-floor additions of any size, and substantial alteration/remodeling of existing single-family houses. Applicants would be required to demonstrate an understanding of and compliance with the Guidelines by submitting a design narrative and responding to required findings of approval. Depending on the scope of the project, staff may additionally require an applicant to erect story poles to visually demonstrate the height and massing of the project.

The Single-Family Development Permit would then be processed similarly to a Minor Conditional Use Permit or Minor Variance. The Zoning Administrator will set a date and time to consider the application. Notices would be posted and mailed to all properties within 300 feet of the subject property 14 days before the decision date. Notices would indicate that any interested person may request, either in person or in writing, that a hearing be held on the decision. If no request for a hearing is received, then the Hearing Officer may make a decision to approve or deny the application without a public hearing. If a request for a public hearing is received, the Hearing Officer would hold a public hearing in compliance with the provisions of PMC Section 17.76. Decisions made by the Hearing Officer are appealable to the Board of Zoning Appeals.

Single Family Development Permit Findings

As proposed, the Single Family Development Permit process would require decision makers to apply the Design Guidelines and adopted development standards to make findings for approval. The proposed findings are summarized below:

1. **Neighborhood Compatibility.** The proposed structure or addition is compatible with adjoining residences and the neighborhood in terms of massing, size, bulk, and scale.

2. **Architectural Compatibility.** The proposed structure or addition is architecturally compatible with adjoining residences and residences on the same block.

3. **Quality Materials.** The proposed structure or addition is designed with quality architectural materials and detailing that enhance the neighborhood.

4. **Consideration of Neighbors.** The proposed structure is designed with the privacy of adjoining neighbors in mind related to appropriate building design and landscaping.

NEXT STEPS:

Staff will review the Planning Commission's comments and recommendations on the revised draft Single-Family Residential Design Guidelines, permit process, and potential development standards and incorporate them into a final draft. The final draft will then be presented to the Planning Commission at a publicly noticed hearing for consideration by the public and Planning Commission for the Commission's recommendation to the City Council.