



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

October 27, 2025

Peter Tolkin, TOLO Architecture  
1700 S. Santa Fe Avenue, Unit 240  
Los Angeles, CA 90021

**Re: Hillside Development Permit #7134  
1530 Scenic Drive  
Council District #6**

**ZENT2023-00073**

Dear Mr. Tolkin:

The application for a **Hillside Development Permit #7134** at **1530 Scenic Drive** was considered by the **Board of Zoning Appeals** on **October 23, 2025**.

**HILLSIDE DEVELOPMENT PERMIT:** To allow a new 4,280 square-foot, two-story single-family dwelling with an attached 2,685 square-foot six-car garage;

**VARIANCE:** To allow paving across 37.5 percent of the front yard area, where a maximum of 30 percent is allowed; and

**TREE REMOVAL PERMIT:** To allow removal of two protected trees: one 11.5" DBH Coast Live Oak tree, and one 18.7" DBH Olive tree.

At the conclusion of the public hearing, and with full knowledge of the property and vicinity, a motion was made that resulted in a 5-0 vote by the members present. As a result, action was taken to:

1. Adopt the Environmental Determination, that the project is exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15303, Class 3, New Construction) and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances; and
2. Adopt the findings in Attachment A and uphold the Hearing Officer's decision and approve Hillside Development Permit #7134 with the conditions of approval in Attachment B, and in accordance with submitted plans stamped **October 23, 2025**.

In accordance with Section 17.64.040 (Time Limits and Extensions) of the Pasadena Municipal Code (PMC), the exercise of the right granted under this application must be commenced within three years of the effective date of the approval, unless otherwise specified in the conditions of approval. This approval is eligible for two one-year extensions. Each one-year extension is

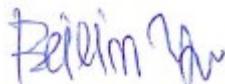
required to be reviewed and approved by the Planning and Community Development Director. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement. The right granted by this approval may be revoked if the entitlement is exercised contrary to the conditions of approval or if it is exercised in violation of the Zoning Code.

Please be advised that pursuant to Section 17.64.040.B (Exercise of permit) of the PMC, the rights granted by this approval is vested when a building permit has been issued and construction diligently pursued to completion; or when a Certificate of Occupancy has been issued by the City; or if no building permit is required, when the use has commenced; or for project that also requires Design Review, when an application for Concept Design Review has been filed and determined complete within 12 months from the effective date of this approval. It should be noted that the time frame within which judicial review of the decision must be sought is governed by California Code of Civil Procedures, Section 1094.6.

You are hereby notified that, pursuant to Chapter 17.72 of the Pasadena Municipal Code, any person affected or aggrieved by the decision of the Board of Zoning Appeals has the right to appeal this decision to the City Council within **ten days**, with the decision being effective the following day. If the tenth day falls on a day when City offices are closed, the appeal deadline shall be extended through the next day when offices are open. The last date to appeal this case will be **November 3, 2025**, and the effective date will be **November 4, 2025**. Prior to the effective date, a member of the City Council may stay the decision and request that it be called for review to the City Council. However, if there is a request for a call for review, the appeal period will continue to run. The regular Appeal fee is \$2,051.89. The Appeal fee for non-profit community-based organizations is \$1,025.94.

For further information regarding this case, please contact **Joseph Weaver** at **(626) 744-3813** or **joweaver@cityofpasadena.net**.

Sincerely,



Beilin Yu  
Zoning Administrator

Enclosure:    Attachment A (Specific Findings)  
                  Attachment B (Conditions of Approval)  
                  Attachment C (Site Plan)

xc:    City Manager, City Clerk, City Council, City Council District Liaisons, Planning Commission, Hearing Officer, Building Division, Public Works Department, Design and Historic Preservation Section, Department of Transportation, Department of Water and Power, Fire Department, Code Compliance, Director of Planning and Community Development, Deputy Director of Planning and Community Development, Case File

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR HILLSIDE DEVELOPMENT PERMIT #7134**

Hillside Development Permit: To allow the construction of a new single-family residence

1. *The proposed use is allowed with a Hillside Development Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The subject property is located in the RS-4-HD (Single-Family Residential, 0-4 units per acre of site area, Hillside Development Overlay District) zoning district, which permits single-family uses by right. The proposed single-family dwelling is allowed with a Hillside Development Permit and complies with applicable provisions that include maximum allowable floor area, lot coverage, setbacks, building heights, encroachment plane, and off-street parking requirements.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* The purpose of the Pasadena Zoning Code is to protect and promote the public health, safety and general welfare, and to implement the policies of the General Plan by classifying and regulating the uses of land and structures within the City of Pasadena in a manner consistent with the General Plan. The proposed single-family use will be located on a lot designated for low density residential and in a zone (RS-4-HD) intended to provide areas for single-family residential neighborhoods. The Hillside Development Overlay is intended to preserve and maintain hillside areas. The location of the dwelling will preserve and protect views, preserve existing topographic features and existing natural resources, consistent with the purpose of the Zoning Code and applicable zoning district. The proposed residence will be sited at the front setback to minimize disturbance to the hillside topography. The location of the residence avoids the sloped portions of the lot and minimizes impacts to natural vegetation and swales.
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.* The subject property is designated Low Density Residential in the Land Use Element of the General Plan. This designation corresponds to lots that are characterized by a variety of single-family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings. The proposed single-family dwelling is consistent with the applicable designation, will maintain ample open space, and include extensive landscaping. Separation to neighboring single-family dwellings will be maintained. The project will maintain consistency with General Plan Land Use Element Policies 7.1 (Architectural Quality), 21.9 (Hillside Housing) and 22.2 (Garages and Accessory Structures). Policy 7.1 requires design to be a high-quality, long term addition to the City's urban fabric. The exterior design and buildings material shall exhibit permanence and quality, minimize maintenance concerns, and extend the life of the building. Policy 21.9 requires housing to maintain appropriate scale, massing and access to residential structures located in hillside areas. The proposal complies with applicable development standards in the City's Zoning Code. The proposed dwelling is appropriate with the residences in the immediate neighborhood. The proposed residence will be recessed down into existing grade to limit its height and provide building articulation to modulate the building's massing. The scale and two-story massing are consistent with surrounding properties that consist of one and two-story developments. The proposed residence incorporates elements and features present at properties in the vicinity. In addition, access will be provided by a driveway off Scenic Drive, consistent with properties in the neighborhood. Policy 22.2 emphasizes locating and designing garages and accessory structures, so they do not dominate the appearance of the dwelling from the street. The project

has located the garage below grade beneath the dwelling, which minimizes its appearance. Therefore, the project is consistent with the General Plan Land Use Element.

4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The proposed single-family use will occur on a property adjacent to existing single-family uses. Establishment of the dwelling will be subject to compliance with applicable building and fire codes. Through this review and the City's building inspection program, it's expected that the construction of the dwelling will not be detrimental to the health, safety or general welfare of persons residing in the neighborhood. The project design and construction activities are required to follow standard good housekeeping methods and use proper sediment and erosion control measures to protect the hillside and development area. The proposed residence is situated to avoid the steep portions of the lot, and complies with development standards related to size, height, and setbacks. Operation and maintenance of the single-family use will be compatible with the surrounding neighborhood.
5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The addition of a single-family use to the vacant property will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. A Geotechnical Report was provided which concluded that the site is suitable for the proposed development from a soils engineering standpoint, provided their recommendations are followed. As part of the Building Permit plan check process, the Building and Safety Division will review the final soils report and verify the project complies with applicable requirements to not affect off-site property or improvements. A Hydrology Report was provided which concludes that adjacent downslope properties will not be affected by water run off as a result of the proposed residence. Conditions of approval require the applicant to design all drainage facilities (pipes, inlets, basins, gutters/swales, basins, etc) consistent with requirements and to develop a slope maintenance program.
6. *The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.* The design, location, and size of the proposed use will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection. The dwelling will adhere to all setback requirements and comply with the encroachment plane, which is intended to moderate the massing. The site will be landscaped and irrigated to add to the aesthetic value of the property. The proposed dwelling shares architectural elements that are found within the neighborhood, therefore will be compatible.

The proposed residence will not impact protected views from surrounding properties. Adjacent residences at 1508 Scenic Drive, 1529 Vista Lane, and 1549 Vista Lane are located toward the east of the subject property and are sited at lower elevations. From these surrounding properties, foliage, trees, and the open sky are in view when looking west towards the project site. The proposed dwelling may be visible to these easterly properties if constructed. However, the surrounding easterly properties do not have views protected by the City that will be affected by the project. The abutting residence at 1550 Scenic Drive is located west of the subject property and is sited at a higher elevation. From this neighboring residence, existing off-site structures, foliage and trees, are in view when looking east towards the project site. The proposed dwelling will be visible to the westerly property if constructed.

However, the surrounding westerly property does not have views protected by the City that will be affected by the project. The abutting residence to the north at 1555 Vista Lane is located north of the subject property and is sited at a higher elevation. From this neighboring residence, existing foliage, trees, and on-site yard areas are in view when looking south towards the project site. Additionally, the existing residence on this property is located approximately 200 feet from the proposed residence, therefore visibility will be limited and obscured by existing vegetation. The surrounding northerly property does not have views protected by the City that will be affected by the project. Properties across the street from the subject property similarly have views of existing off-site structures, foliage, and trees when looking towards the project site. Although the proposed residence may be visible from these properties, there are no protected views that will be affected by the project. In February 2025, story poles were installed on the subject property. Staff has determined that while the silhouette was visible from the abutting properties, the project will not affect any views that the City protects.

As such, the proposed design and size, design, location and operating characteristics will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.

7. *The design, location, and size of proposed structures and/or additions or alterations to existing structures will be compatible with existing and anticipated future development on adjacent lots, as described in Section 17.29.060.D, and in terms of aesthetics, character, scale, and view protection.* The neighborhood generally consists of properties along Scenic Drive, Vista Lane, Arroyo View Drive, Lancashire Place, and Lida Street. These properties are one- and two-stories in height. Architectural styles and elements vary within the neighborhood. Architectural styles such as California Ranch, Mid-century Modern, and Modern Contemporary can be found in the neighborhood. Many dwellings in the neighborhood feature elements such as two-story facades, flat or slightly sloping roofs, clean lines, expansive windows. Examples on the street include properties at 1502 and 1554, and 1475 Scenic Drive. Other examples of modern architecture are located 1530, 1535, and 1506 Lancashire Place, 1439 Lida Street, and 1500 Vista Lane.

The proposed design reflects a contemporary interpretation of the Mid-Century and late Modern styles. The two-story residence features expansive windows, building overhangs, low sloping roofs, and textured cement siding. The applicant has sought to minimize the massing of the proposed residence by recessing it down into existing grade. The siting of the building down into existing grade reduces the overall height and appearance of the residence as visible from off the site. In addition, the building is positioned at an acute angle from the street property line which minimizes the massing and perceived height of the building from the street and adjacent properties. The project further attempts to modulate mass and wall surfaces by including building overhangs, expansive windows, and varying exterior colors and materials. The below-grade garage will not be visible from the street and visibility of the garage will be limited from adjacent properties as it is primarily below grade and will be screened by landscaping. According to the applicant, privacy of the surrounding lots will be protected by placing windows on facades that are set back or screened from adjacent property lines and maintaining trees along property lines. Specifically, consideration was taken by limiting the number of windows on the west elevation of the residence. The project includes one outdoor deck and pool area at the rear of the residence which are oriented toward on-site yard areas to the north, which protects the privacy of adjacent properties.

The Zoning Code specifies that the allowable floor area of a proposed dwelling (excluding garages, other accessory structures, and basements) may not exceed the median floor area of existing dwellings within the 500-foot radius by more than 35 percent. Thirty-five percent above the median floor area of the dwellings in the neighborhood is 2,761 square feet. According to the plan, the applicant proposes a dwelling with 4,280 square feet, which exceeds neighborhood compatibility. For lots larger than 20,000 square feet in size, additional floor area may be approved if it does not exceed the average FAR of the neighborhood, the dwelling is in compliance with the remainder of the Hillside District standards, and that no additional view impacts will occur to neighboring properties as a result of granting additional square footage, and that the massing, scale, and building articulation of the proposed dwelling is compatible with the neighborhood as viewed from public or private streets. The average FAR of the neighborhood is 18 percent and the project proposes a FAR of 14.3 percent which does not exceed the average of the neighborhood. The two-story scale and massing are compatible with other developments in the area that consist of two stories. Further, the residence will be substantially recessed down into existing grade, having a height of 15'-1" above existing grade as viewed from the street. The project complies with the maximum height limits and the placement of the dwelling will not conflict with existing views from abutting properties. Therefore, it is anticipated that the project will fit appropriately within the context and character of existing and future development in the neighborhood in terms of aesthetics, character, scale, and view protection.

8. *The placement of proposed structures avoids the most steeply sloping portions of the site to the maximum extent feasible and minimizes alteration of hillside topography, drainage patterns, and vegetation.* The site is relatively flat near the street frontage, slopes down toward a natural swale at the center of the lot and slopes up toward the rear property line. In evaluating placement of the proposed dwelling, the applicant studied existing slopes of the lot. To minimize disturbance to existing features, the proposed dwelling will be sited at the 25-foot front setback, primarily within areas with 0-15% slope. In general, areas of the lot with slopes 15-50% and greater are located to the center and rear of the lot behind the proposed residence. As such, placement of the residence at the front setback will avoid steeply sloped areas to the maximum extent feasible. Additionally, the proposed dwelling will utilize a relatively small footprint as the floors have a stacked design. This minimizes the building footprint and overall alteration to the hillside topography. Further, the residence is positioned at the front setback to avoid an existing drainage swale at the center of the lot. Runoff from developed properties to the west flows easterly through this property via the existing swale, therefore, its preservation was a primary objective of the project. Lastly, the placement of the proposed structure avoids the need for the removal of additional trees that exist downslope. Siting the residence on other portions of the lot would require additional grading, disturbance of steep sloped areas, disturbance of the existing swale, and removal of additional trees. As part of the project, the applicant has also proposed installation of additional plants and trees to augment existing vegetation, as well as to help slope stability, consistent with the Zoning Code. Any grading that may occur will comply with the City's Grading and Building Codes.

#### Neighborhood Compatibility findings to grant additional floor area

9. *No additional view impacts will occur to neighboring properties as a result of granting additional square footage.* The Zoning Code requires that new improvements shall not be centered directly in the view of any room of a primary structure on a neighboring parcel. The standard specifies that improvements are to avoid blocking culturally significant structures such as the Rose Bowl, Colorado Street Bridge, City Hall, downslope views of the valley floor, prominent ridgelines, and/or the horizon line. Views of the open sky, existing foliage, private

yards, and existing structures on surrounding properties shall not be taken into consideration by the review authority. The presently vacant site slopes down towards the northeast away from Scenic Drive. The proposed residence will be sited at the front setback and recessed down into existing grade. The height of the residence ranges from 15 feet above existing grade at the front of the residence, to 28 feet above existing grade at the rear of the residence. Neighboring properties generally have views of existing off-site structures, foliage, trees, and the open sky when looking toward the subject property. The proposed dwelling may be visible to these properties if constructed. However, the surrounding properties do not have views protected by the City that will be affected by the project. Further, because the proposed residence will be recessed down into existing grade, its height and massing are much lower than if it were situated entirely above existing grade. Specifically, a large portion of the first floor will be situated below existing grade, and the overall height of the structure will be reduced. The project complies with development standards which regulate visual impacts to neighboring properties such as setbacks, encroachment plane, and height limitations. As such, no additional view impacts will occur to neighboring properties as a result of granting additional square footage.

10. *The massing, scale, and building articulation of the proposed dwelling or other structure is compatible with the neighborhood as viewed from public or private streets.* The proposed two-story residence is sited at the 25-foot front setback. The residence will have a two-story appearance at the front elevation, however, will be substantially recessed down into existing grade, having a height of 15'-1" above existing grade as viewed from the street. This height is consistent with that of neighboring properties. In addition, the front building line of the proposed residence is at an acute angle from the street property line which will minimize the massing and perceived height of the building from the street. The front elevation includes building articulation including overhangs, windows, and a recessed front entry which helps to articulate the building massing. The proposed setback is compatible with and even exceeds the setbacks of residences within the neighborhood. Other two-story residences exist within the neighborhood and on Scenic Drive, therefore the proposed project as viewed from the street is compatible. Further, the applicant has demonstrated that the footprint of the proposed residence is comparable in size to the footprint of existing residences on Scenic Drive, thus maintaining appropriate scale with the neighborhood. As such, the proposed massing, scale, and building articulation of the proposed residence will be compatible with the neighborhood as viewed from the street.

Variance: To exceed the maximum front yard paving permitted

11. *There are exceptional or extraordinary circumstances or conditions applicable to the subject site that do not apply generally to sites in the same zoning district.* The Zoning Code requires that not more than 30 percent of the front setback area, between the street property line and building line, shall be paved. The subject property is an irregular pentagon-shaped lot, which narrows at the street frontage. The proposed residence is sited toward the front setback to avoid the steeply sloped portions of the lot, an existing drainage swale, and existing trees. In addition, the front building line of the proposed residence is at an acute angle from the street property line. The proposed residence is oriented in such a way to minimize the massing and perceived height of the building from the street, to maximize energy efficiency, and to further avoid steeply sloped portions of the lot and existing trees. The area between the street property line and building line is 2,759 square feet and 30 percent of the front yard area equates to 827 square feet. The project proposes front yard paving of 37.5 percent. The shape of the lot, narrow street frontage, and the placement of the proposed residence creates a unique condition at the subject site that does not apply generally to sites in the same zoning

district. Typical lots in the same zoning district are developed where the building line is parallel to the street property line and are regularly shaped which do not narrow at the street. Without a Variance, the subject site could not accommodate the required 15-foot-wide vehicular driveway or the proposed 6-foot-wide pedestrian walkway to the front door.

12. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant and to prevent unreasonable property loss or unnecessary hardship.* The project proposes a 15-foot-wide driveway which leads to the below-grade garage and a 6-foot-wide walkway which connects the sidewalk to the front door of the proposed residence. The inclusion of a 15-foot-wide driveway is a requirement of the Zoning Code for single-family residences and is necessary for vehicular access to the site. Additionally, a walkway connecting from the sidewalk to the front door is a reasonable request to provide pedestrian access to the residence. Without a Variance, the subject site could not accommodate the required 15-foot-wide vehicular driveway or the proposed 6-foot-wide pedestrian walkway to the front door. Therefore, granting the Variance is necessary to prevent an unnecessary hardship.
13. *Granting the application would not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety, or general welfare.* The project proposes a 15-foot-wide driveway which leads to the below-grade garage and a 6-foot-wide walkway which connects the sidewalk to the front door of the proposed residence. A driveway and walkway within the front yard are common features of residential properties. Additionally, the remaining areas of front yard will be landscaped with trees, shrubs, and groundcovers, thus maintaining a landscaped front setback consistent with properties in the vicinity. Therefore, the additional paving will not be detrimental or injurious to property or improvements in the vicinity, or to the public health, safety, or general welfare.
14. *Granting the application is in conformance with the goals, policies, and objectives of the General Plan, and the purpose and intent of any applicable specific plan and the purposes of this Zoning Code, and would not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* The subject property is designated Low Density Residential in the Land Use Element of the General Plan. This designation corresponds to lots that are characterized by a variety of single-family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings. The proposed single-family dwelling is consistent with the applicable designation, will maintain ample open space, and include extensive landscaping. Separation to neighboring single-family dwellings will be maintained. The project will maintain consistency with General Plan Land Use Element Policies 21.9 (Hillside Housing) and 22.2 (Garages and Accessory Structures). Policy 21.9 requires housing to maintain appropriate scale, massing and access to residential structures located in hillside areas. Policy 22.2 emphasizes locating and designing garages and accessory structures, so they do not dominate the appearance of the dwelling from the street.

The subject property is an irregular pentagon shaped lot, which narrows at the street frontage. The proposed residence is sited toward the front setback to avoid the steeply sloped portions of the lot, an existing drainage swale, and existing trees. The garage is designed to be below grade beneath the dwelling, which minimizes its appearance. The building orientation results in a front yard area which includes more of the proposed driveway in the calculation than would otherwise be included. The project includes a 15-foot-wide driveway and a 6-foot-wide walkway, which is consistent with other properties in the vicinity and same zoning district.

Therefore, the project is consistent with the General Plan Land Use Element and will not constitute a granting of special privilege.

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

Tree Removal Permit: To allow removal of a 11.5" DBH Coast Live Oak (*Quercus Agrifolia*) tree

16. *The project, as defined in Section 17.12.020, includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the replacement matrix prepared by the city manager and included in the associated administrative guidelines.* As part of the project the applicant proposes removal of one protected 11.5" DBH Coast Live Oak tree (Tree #8). The subject Coast Live Oak tree is located within the front setback of the property and is proposed for removal due to grading associated with the project. A landscape plan has been provided as part of the proposed project. For the removal of the subject 11.5" DBH Coast Live Oak, the City's Tree Replacement Matrix requires a minimum of six 15-gallon or three 24-inch box trees. Additionally, protected native trees proposed for removal must be replaced with native trees. The proposed landscape plan includes the planting of three 72-inch box Coast Live Oak trees (identified as Replacement Tree 8.1, 8.2, and 8.3) which will be planted within the front yard of the proposed residence which satisfies the replacement requirement. Including the replacement trees for Tree #8, a total of 32 on-site trees and one right-of-way tree will be planted as part of the project, in addition to existing trees to remain. Therefore, the project includes a landscape plan which emphasizes a tree canopy and satisfies the replacement requirements

Tree Removal Permit: To allow removal of a 18.7" DBH Olive (*Olea Europaea*) tree

17. *The project, as defined in Section 17.12.020, includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the replacement matrix prepared by the city manager and included in the associated administrative guidelines.* As part of the project the applicant proposes removal of one protected 18.7" DBH Olive tree (Tree #17). The subject Olive tree is located within the east side setback of the property and is proposed for removal as it conflicts with the location of the proposed driveway. A landscape plan has been provided as part of the proposed project. For the removal of the subject 18.7" DBH Olive tree, the City's Tree Replacement Matrix requires a minimum of eight 24-inch box or four 36-inch box trees. The proposed landscape plan includes the planting of four 36-inch box Olive trees (identified as Replacement Tree 17.1, 17.2, 17.3, and 17.4) which will be planted between the proposed residence and pool near the east side setback which satisfies the replacement requirement. Including the replacement trees for Tree #17, a total of 32 on-site trees and one right-of-way tree will be planted as part of the project, in addition to existing trees to remain. Therefore, the project includes a landscape plan which emphasizes a tree canopy and satisfies the replacement requirements.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR HILLSIDE DEVELOPMENT PERMIT #7134**

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

**General**

1. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans stamped "Approved at Hearing, October 23, 2025," except as modified herein.
2. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Zoning Code Section 17.64.040.C (Time Limits and Extensions – Extensions of Time).
3. This approval allows for a new two-story, 4,280 square-foot single-family dwelling, an attached 2,685 square-foot six-car garage, 37.5 percent paving in the front yard, and the removal of one protected Coast Live Oak tree (Tree #8) and one protected Olive tree (Tree #17).
4. The applicant or successor in interest shall meet the applicable code requirements of all City Departments and the Pasadena Municipal Code.
5. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
6. The proposed project, Activity Number **ZENT2023-00073** is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Joseph Weaver, Current Planning Section, at (626) 744-3813 to schedule an inspection appointment time.

**Planning Division**

7. The applicant or successor in interest shall comply with all requirements of Zoning Code Chapters 17.22 (Residential Zoning Districts) and 17.29 (Hillside Overlay District) that relate to residential development in the Hillside Development Overlay District.
8. The applicant or successor in interest shall comply with all requirements of Municipal Code Chapter 9.36 (Noise Restrictions). Specifically, all construction activities shall adhere to Municipal Code Section 9.36.070 (Construction Projects) and Section 9.36.080 (Construction Equipment).
9. No demolition or grading permit shall be issued until the building permit for the residential project is ready to be issued.
10. The applicant or successor in interest shall use darker tones, including earth tones, for the exterior walls and roofs on the house that blend with the natural terrain. Color and material samples shall be reviewed and approved by the Zoning Administrator prior to the issuance of any building permits.

11. The applicant or successor in interest shall comply with all requirements of Zoning Code Section 17.40.110 (Reflective Surfaces). Material samples with manufacturer's specifications shall be reviewed and approved by the Zoning Administrator prior to the issuance of any building permits.
12. The project shall comply with the Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits. Any proposal to remove additional protected trees shall require approval of a Tree Removal Permit prior to the issuance of building permits.
13. The removal of the protected Coast Live Oak tree (Tree #8) and Olive tree (Tree #17) shall only occur upon the issuance of a building permit for the proposed project.
14. The removal of the Coast Live Oak tree (Tree #8) and Olive tree (Tree #17) is subject to the City's Tree Replacement Matrix as demonstrated in the planting plan submitted as part of the proposed project. The replacement trees shall be planted in a manner that will ensure the trees can survive and thrive on the site.
15. The removal of native trees exceeding a four-inch caliper shall only occur upon the issuance of a building permit for the proposed project.
16. The removal of native trees exceeding a four-inch caliper shall be replaced pursuant to Zoning Code Section 17.44.070.F. as demonstrated in the planting plan submitted as part of the proposed project. The replacement trees shall be planted in a manner that will ensure the trees can survive and thrive on the site.
17. A final landscape plan, in compliance with Zoning Code Chapter 17.44 (Landscaping) shall be submitted along with plans for a building permit to the satisfaction of zoning staff. Landscaping shall be designed to screen the view of downslope building elevations. This project meets the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELO) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELO and the landscaping has been installed per such approved MWELO-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.
18. Any above-ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code.
19. All construction vehicles or trucks including trailers with length over 30 feet or widths over 102 inches shall require a lead pilot vehicle and flag person to enter the streets within the Hillside District. The flag person will stop opposing traffic as necessary when trucks are negotiating tight curves. Operation of construction vehicles or trucks with lengths over 35 feet shall require approval from the Department of Transportation and Department of Public Works, subject to demonstration that such vehicles can maneuver around specific tight curves in the Hillside District. Operation of construction trucks with lengths over 30 feet shall be prohibited before

9:00 a.m. and after 3:00 p.m., Monday through Friday and all day during weekends and holidays. On refuse collection days, the operation of construction trucks with lengths over 30 feet shall be prohibited before 10:00 a.m. and after 3:00 p.m.

20. At no time shall construction activities, including, but not limited to, construction materials, vehicles and equipment, obstruct access to vehicular driveways of adjacent properties.
21. A final hydrology report shall be submitted with plans for a building permit that addresses the final drainage/grading plans. The report shall analyze the effects of water runoff, drainage, sustained landscape irrigation, and increased groundwater on slope stability and analyzes the potential effects (flooding, mudslides, higher water table, etc.) of added groundwater on properties down slope.
22. The design of all drainage facilities (pipes, inlets, basins, gutters/swales, etc) shall meet the minimum requirements per the latest California Plumbing Code, the City of Pasadena Codes & Policies, and the Soils Engineer's recommendations.
23. Prior to Certificate of Occupancy, the applicant or successor in interest shall submit a slope maintenance program. This maintenance program shall include but need not be limited to annual cleanout of existing drainage ways, sealing of any cracks, elimination of gophers and earth burrowing rodents, maintaining low water consumptive, fire retardant, deep rooted ground cover and proper irrigation.
24. Project designs and construction activities shall follow standard good housekeeping methods and use proper sediment and erosion control measures to protect the hillside and development area. The owner and contractor shall be responsible for proper implementation of these measures.
25. If construction occurs during the nesting bird season (February 1 to September 30), a nesting bird survey shall be conducted within one week of construction initiation. If active nests of Migratory Bird Treaty Act-protected species are identified during the survey, and the surveying biologist determines that the nests could be impacted, the biologist shall develop a written plan including measures to ensure the protection of nesting bird resources. Restrictions may be placed on construction activities in the vicinity of any active nest observed until the nest is no longer active as determined by the biologist.
26. A copy of the approved construction staging and traffic management plan shall be furnished to the Current Planning Division for inclusion into the case file on this project. The plan shall be available for review by surrounding property owners.

#### Building and Safety Division

#### 27. GOVERNING CODES:

- Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.
- Important: New 2022 Codes are in effect starting on January 1st, 2023.

**28. BUILDING CODE ANALYSIS:**

- Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy group, assessor's parcel number, number of stories, hillside district, fire hazard level of property, type of construction, fire sprinklers, floor area, height, and allowable floor area.

**29. BEST MANAGEMENT PRACTICES:**

- Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1 (form must be signed). Photocopy any other applicable pages and cross reference the location on the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.

**30. GREEN CODE:**

- Complete and attach the 2022 CALIFORNIA GREEN BUILDING RESIDENTIAL STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.

**31. PROPERTY LINE SURVEY REQUIRED.**

- Per City of Pasadena Policy property line survey is required for:
  - a. New construction.
  - b. Auxiliary buildings and additions where setback is less than 5'-0" to property line.
  - c. All buildings where specific Zoning Division Variance is issued for approved setbacks, whether newly constructed or altered.

**32. SOILS REPORT REQUIRED.**

- Soils engineer report is required for:
  - a. All new constructed single and multi-family residential, commercial, and industrial buildings.
  - b. An addition to a commercial or industrial building.
  - c. Second (2nd) story addition to existing one-story building.
  - d. Hillside construction, i.e. decks, retaining walls, and swimming pools.

**33. GRADING, SLOPES SETBACKS & RETAINING WALLS:**

- Show compliance with City of Pasadena Municipal Code Chapter 14.05 – Excavation and Grading in Hillside Areas and the CBC 2022 Appendix J – Grading with City of Pasadena Amendments.
- Clearly show the cubic yard quantities for excavation (cuts) and fills, and clearly label where site grading or foundation excavations are taking place. A grading permit may not be required per section J103.2 Exemptions.
- Setbacks (PMC 14.05.190)  
The tops and toes of cut and fill slopes shall be set back from property boundaries as far as necessary and as specified in Section 14.05.180(A) for safety of the adjacent properties and to prevent damage resulting from water runoff or erosion of the soils. The tops and the toes of cut and fill slopes shall be set back from structures as far as is necessary for adequacy of foundation support and to prevent damage as a result of water runoff or erosion of the slopes. Unless otherwise approved by the building official based on recommendations in the approved soil endangering or engineering geology report and

shown on the approved grading plan, setbacks shall be no less than shown on Appendix A.

- Retaining walls (PMC 14.05.250)
  - The cumulative height of retaining walls (existing, new, replacement or combination) built because of cuts or fills pursuant to this chapter shall not exceed 8 feet in height as viewed in the vertical plane. The height of freeboard shall be included in measuring the height of retaining walls.
  - Retaining walls shall be constructed with a minimum of freeboard not to exceed a maximum of 6 inches and designed to prevent drainage from continuing down the slope. Drainage devices should be placed at the top or the bottom of the retaining wall.
  - The maximum height of retaining walls for pools, hot tubs, and similar accessory structures built because of cuts or fills pursuant to this chapter shall not exceed 8 feet in height as viewed in the vertical plane. The height of freeboard shall be included in measuring the height of retaining walls.

**34. MEANS OF EGRESS (EXITING), NATURAL LIGHT & VENTILATION:**

- Provide and specify at least one operable exterior opening in basements, habitable attics, and every sleeping room with the minimum clear opening requirements for an emergency escape and rescue opening on the plans or schedule.
- Provide a minimum of 8 percent for natural lighting and 4 percent for natural ventilation of the floor area of all habitable rooms/areas.

**35. FIRE AND SMOKE PROTECTION FEATURES:**

- Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

**36. ENERGY:**

- Submit the current, applicable residential energy documentation using either the "Prescriptive Standard" or the "Performance Standard". Photocopy form to plans, include the 2022 mandatory measures.

**37. REQUIRED PLANS AND PERMIT(S):**

- In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required.
- Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.
- New ePermitting services. Visit the city website at: <https://www.cityofpasadena.net/planning/permit-center/permit-center-online/>

**38. POOL / SPA REQUIREMENTS:**

- Specify maximum depth of water features.
- For bodies of water over 18-in deep, show required fencing to isolate from neighboring properties and public ways [PMC 14.04.400]
- Show compliance with drowning prevention requirements as noted on RESIDENTIAL SWIMMING POOL REQUIREMENTS handout. The form can be found at: <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.

## Fire Department

39. Fire Flow Test: The minimum fire flow shall be 1,000gpm @ 20psi per CFC 2022 Table B105.1(1) requirements.
40. Fire Hydrant: A fire hydrant shall be located within 600-feet of all exterior portions of structures per CFC 2022 Section 507.5.1 requirements.
41. Automatic Fire Sprinkler: A complete automatic fire sprinkler system designed and installed in compliance with NFPA 13D is required.
42. This project is located in a Extreme Fire Severity Zone and is required to comply with 2022 CFC; 2022 CRC Section R337, Urban- International Wildland-Urban Interface Code (IWUIC) requirements.
43. Smoke Alarms: Provide an approved hardwired smoke alarm(s), with battery backup, in each sleeping room or area(s) serving a sleeping area and at the top of stairways at each floor level. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms (new & existing) locations are to be interconnected for alarm sounders. All sounders are to produce a coded temporal pattern. All smoke alarms are to be UL 217 and California State Fire Marshal (CSFM) Listed. All smoke alarms (new & existing) are to be manufactured by the same company and compatible with each other. Smoke alarms shall not be installed within 3-feet of air registers or bathroom openings. [CBC 907]
44. Roof and Sidings: All roofing and siding materials shall be 1-hour fire-resistive or non-combustible.
45. Spark Arrestors: Provide an approved spark arrestor on all chimney(s).
46. Eaves and Projections: All eaves and other projections are required to be boxed with one-hour fire resistive or noncombustible material.
47. Wall Finishes: The exterior side of the wall finish is required to be of a one-hour fire resistive or noncombustible material.
48. Projections: Appendages and projections, i.e. decks, etc., are required to be a minimum of one-hour fire resistive construction, heavy timber or noncombustible material.
49. Exterior Glazing: All exterior windows, skylights etc. are required to be tempered glass and multilayered, dual or triple, glazing.
50. Exterior Doors: All exterior doors are required to be 1 3/8" solid core.
51. Attics and Elevated Foundations: Attic and foundation ventilation in vertical exterior walls and vent through roofs shall comply with CRC Section 337; CSFM Standard 12-7A. The vents shall be covered with noncombustible corrosion resistant mesh openings a minimum of 1/16-inch not to exceed 1/8-inch openings. Attic ventilation openings shall NOT be located in soffits, in eave overhangs, between rafters at eaves or in other overhang areas. Gable end and dormer vents shall be located at least 10 feet from property lines. Under floor ventilation openings shall be located as close to grade as possible. Clearly indicate these requirements

on the plan. (Pasadena Fire Department is recommending all vent openings be located on the leeward side of the house based on Santa Ana Wind Conditions, winds from the North - Northeast directions, to minimize flames and hot embers from entering the interior of the structure of the attic, living, or under floor spaces.) Alternate Method of Protection is acceptable provided it complies with CSFM – SFM 12-7A-1, 7A-3 Listed Opening Protection.

52. Property owners shall comply with Pasadena Fire Department brush clearance program requirements.

Public Works Department

53. The location of the proposed drive approach may be in conflict with the existing public street tree and/or public streetlight. If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including new LED lights, conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works. Removal/relocation of existing public street tree will require separate review and support of the City's Urban Forestry Advisory Committee.
54. The applicant shall construct the following public improvements along the subject development frontage of Scenic Drive, including concrete drive approach per Standard S-403; and concrete sidewalk per Standard Plan S-421. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.
55. The proposed development shall connect to the public sewer with one or more new six-inch diameter house sewers laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewers within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.
56. A backwater trap and valve shall be installed in the proposed basement per Section 13.24.300 of Pasadena Municipal Code, if applicable: In every case where a plumbing outlet or plumbing fixture is installed or located below the elevation of the curb or property line, an approved type of backwater trap or an approved type of backwater sewer valve shall be installed between the outlet and the public sewer in such a manner as to prevent sewage from flowing back or backing up into any such outlet or plumbing fixture. Every such trap or valve shall be installed in the basement, or in a box or manhole of concrete, or cast iron, or other material approved by the superintendent so that it will be readily accessible at all times. The trap or valve shall be placed only in the drain line serving the fixtures that are located below the elevation of the above-mentioned curb or property line and no drainage from fixtures located above this elevation shall pass through such trap or valve.
57. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of

improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted and will be based upon the estimated cost to the department for the work. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.

58. All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.

To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>

A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 6' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of

Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.

Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.

Prior to issuance of any permit, a deposit in the amount of the applicant's total liabilities based on the aforementioned approved tree assessment report shall be submitted to the City. The deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.

59. In order to ensure that the developer maintains a clean and safe site during the construction phase of development, the applicant shall place a \$10,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/ resurfacing, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.
60. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. A non-refundable flat fee, based on the current General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way (and the private street) including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. A maximum of two construction workers' vehicles can be parked on the street; all others shall be parked on-site only. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off

procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

61. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met.

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

- Sidewalk Ordinance - Chapter 12.04
- Sewer Facility Charge – Chapter 4.53
- Residential Impact Fee – Chapter 4.17
- City Trees and Tree Protection Ordinance - Chapter 8.52
- Construction and Demolition Waste Ordinance - Chapter 8.62
- Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100

#### Water & Power Department – Water

63. Water Division's comment: PWP records reflect that there is one 1-inch domestic service serving this property, the service was installed in 1992(#30870).The existing 1-inch water service should be sufficient for the project. If the applicant or the Fire Department requests an upgrade, please reach out to Utility Services Planning at (626) 744-4495. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire codes. The minimum sized service installed by PWP is 1-inch and any services 50 years and older require abandonment.

**ATTACHMENT C**  
**SITE PLAN**

