



## Planning Commission **STAFF REPORT**

*Ken Goldstein, Chair  
Gina Frierman-Hunt, Vice-Chair  
Matthew Buckles, Commissioner  
Manish Desai, Commissioner  
Leslee Hinton, Commissioner  
John Hutt, Commissioner  
Bob Spears, Commissioner*

*Vincent Gonzalez, Director –  
Planning & Community Preservation*

DATE: May 5, 2016

TO: Planning Commission

FROM: Leticia Cardoso, Planning Manager

**SUBJECT: Conditional Use Permit 16-01 (CUP 16-01) to allow the addition of 550 square feet to the existing garage/hobby room structure on the property located at 150 S. Baldwin Avenue.**

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### **Executive Summary**

The applicants, Jim and Kathy Watson, are requesting that the Planning Commission consider a Conditional Use Permit (CUP) to allow the addition of 550 square feet to the existing garage/hobby room structure on the property located at 150 S. Baldwin Avenue. Pursuant to SMMC 17.76.030.G, a CUP is required for all development in the R-3 Zone.

Staff recommends that the Planning Commission approve Conditional Use Permit 16-01 (CUP 16-01) pursuant to Resolution 16-03, subject to conditions of approval.

### **BACKGROUND**

The subject property is a 13,420-square-foot rectangular lot located in the R-3 Zone (Multiple Family Residential) with a General Plan Land Use Designation of RH (Residential Medium/High Density). Similarly, the adjacent properties to the north, west and south are also zoned R-3 and developed with single-family residences. The property to the east is zoned R-1 (One Family Residential) and is also developed with a single-family residence.

The property includes a 1,520-square-foot one-story residence and a 1,232-square-foot detached structure that includes two separate one-car garages, one measuring 240

square feet and the other 280 square feet, as well as a 376-square-foot hobby room and a 336-square-foot carport; there is also a 120-square-foot shed on the property.

### **PROPOSED PROJECT**

The project involves the construction of a one-story, 264-square-foot garage for a proposed second unit, and a one-story, 198-square-foot hobby room, both attached to the rear of the 1,232-square-foot structure. The one-car garage will be accessed from Lowell Avenue through a new curb-cut and driveway, and the proposed hobby room includes a wide garage-style door along the back of the carport. The applicants are also proposing to add 88 square feet to the front of the 280-square-foot garage to accommodate a longer vehicle.

The applicants have submitted a Second Unit Permit application to convert the existing 376-square-foot hobby room to a second unit, however, it is important to note that approval of a second unit is a ministerial action, therefore not subject to review under this conditional use permit application. It is also important to note, however, that because the applicants wish to construct a garage to fulfill the required parking space for a second unit, rather than provide an uncovered parking space as allowed under Code Section 17.22.070, a conditional use permit is required to add the 264 square feet of floor area pursuant to Code Section 17.60.030.G as it is considered development in the R-3 Zone.

The site plan and 3-D simulation are included herein for reference as Exhibit B. The applicants have also provided a prevailing front yard setback analysis to determine the minimum required secondary front yard setback along Lowell Avenue, attached herein as Exhibit E.

There are no protected trees on the property.



*150 S. Baldwin Avenue outlined in red*

**PROJECT SUMMARY**

Category	Existing	Proposed	Code Requirement / Allowed	Meets Code
<b>Lot size</b>	13,420 sq. ft. (approx. 175' deep X 76' wide)	No Change	12,600 sq.ft. (minimum)	Yes
<b>Lot Coverage</b>	21%	25%	Not to exceed 40% of lot area.	Yes
<b>Building Height</b>	18 feet 3 inches (existing garage)	13 feet 6 inches (garage & hobby room)	25 feet (measured at 1/3 of the roof pitch)	Yes
<b>Gross Floor Area</b>	2,872 sq.ft. including 1,520 sq.ft.residence, 896 sq.ft. of garage, 336 sq.ft. carport and 120 sq.ft. shed.	3,422 sq.ft. (including existing plus 198 sq.ft. hobby room, 264 sq.ft. second unit garage and 88 sq.ft. garage addition)	3,790 sq.ft.	Yes
<b>Building Setbacks:</b>				
<u>Front</u>	33 feet 6 inches	No change	25 feet	Yes
<u>Sides:</u>				
<b>North (Secondary front yard)</b>	N/A	25 feet	25 feet	Yes <sup>1</sup>
<b>South</b>	N/A	7 feet 8 inches	7 feet 8 inches	Yes <sup>1</sup>
<u>Rear</u>	40 feet	59 feet 10 inches	15 feet	Yes
<b>Parking</b>	Two 1-car garages and a carport	Existing plus new 264-square foot, one car garage	2 spaces per dwelling unit in a garage or carport for dwelling units with maximum of four bedrooms	Yes

<sup>1</sup> Pursuant to Code Section 17.20.050.B.b, lots that are wider than 60 feet require a total cumulative side yard setback of 30 percent of the lot width distributed between the sides, with a minimum of 10 percent of the lot width provided on each side, and the balance on the other side. In this case, the total cumulative is 23 feet, however, since the north side is also a secondary front yard, it requires a minimum side yard setback of 25 feet; the south side requires a minimum 10 percent of the lot width, or 7 feet 8 inches.



### **ANALYSIS/ FINDINGS**

The granting of a CUP is subject to the following findings pursuant to Code Section 17.60.040:

**A. That the site for the proposed use is adequate in size, shape, topography, and location;** in that the project site is rectangular in shape and is of adequate width and length to accommodate the proposed garage, hobby room and addition to the existing garage while providing all required setbacks. The topography of the lot is characterized by a gentle slope typical of the majority of Sierra Madre, and can easily accommodate the proposed project. The site is located in the R-3 Zone, which allows single-family residential development pursuant to R-1 Zone standards, and the site size, shape, topography are adequate in meeting all zoning requirements including setbacks, allowable gross floor area, angle plane requirement, and maximum allowable height. The location of the property is adequate for single-family residential use in that it is surrounded by other residential uses, and in fact it is currently developed with a single-family residence.

**B. That the site has sufficient access to streets which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;** in that Lowell Avenue from where the proposed garage takes access is approximately 60 feet wide which is a standard width for residential areas. The proposed project involves construction of a single-car garage, a new hobby room and a small addition to an existing garage, therefore the single-family use will remain the same and will not result in more traffic than as currently generated.

**C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;** in that the proposed one-story addition to the existing structure is associated with a single-family residential use which is surrounded by other single-family residential uses, and meets zoning development standards of height, yard setbacks, floor area, lot coverage, and parking.

**D. That there is a demonstrated need for the use requested;** in that the applicant wishes to increase the length of the 280-square-foot garage to accommodate a longer vehicle; the proposed garage provides a required parking space for a future second unit and provides space for the washer and dryer to be located outside of the unit; the new hobby room replaces the existing hobby room which the applicant is proposing to convert to a second unit under a separate application.

**E. That the proposed use is consistent with the general plan, zoning and any applicable design standards;** in that the proposed use as a single family residence is consistent with the site's current use as well as the R-1 Zone standards as required in the R-3 Zoning Ordinance. The proposed use complies with Objective L24 of the General Plan Residential – Medium/High Density land use designation in that it is compatible in scale with existing development on the same block and the neighboring properties.

**F. That the use at the location requested would benefit the public interest and convenience;** in that single-family residential properties serve the needs of the City when such projects are consistent with the General Plan and development guidelines. The proposed project would continue to be used for single-family residential purposes in the R-3 Multiple Family Residential Zone which allows single-family residential uses.

**Additional burden of proof for permits for certain noted projects pursuant to Code Section 17.20.041.**

Before a conditional use permit is granted, the application shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

**A. That the height, bulk, scale, mass and siting of the proposed project be compatible with the existing neighborhood, landforms and surroundings.**

The proposed one-story addition conforms to all R-1 requirements, including height, maximum floor area, setbacks and lot coverage, and is compatible with the existing neighborhood, which consists of both one and two-story, single-family homes. The scale of the addition is consistent with that of the existing one-story structure, and its siting at the rear of the existing building is appropriate given that there is ample space available to accommodate the addition while complying with the required rear yard setback.

**B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting.**

The one-story addition is consistent with the one- and two-story residential character of the adjacent neighborhood. Moreover, the 13-foot, 6-inch-high addition is of a typical height for single-story residential structures so it will not visually overpower the neighboring properties. The project design is well-proportioned relative to the existing structure as well as to the foothill village setting of Sierra Madre, and will not overpower or dominate the neighborhood;

- C. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts.**

The addition does not interfere with public views or the views and privacy of neighbors as it is single story and provides the required setbacks from all property lines. The garage and hobby room do not have windows overlooking adjacent properties, and their use is accessory to a single-family residential use and therefore not expected to produce unreasonable noise levels nor cause material adverse impacts.

- D. That the proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publically visible.**

The proposed addition was designed to continue the same style, color and finish of the existing structure, and it matches the existing garage frontage along the same elevation. The overall style of the addition is also consistent and complementary to the architectural style of the existing structure and the single-family residence on the property.

- E. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.020(A)), that the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether the same are publically visible.**

This finding is not applicable as the applicants are not seeking relief from development standards.

- F. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.025(C), 17.30.040(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of:**
- 1. Innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or "cookie-cutter" plans;**
  - 2. Where applicable, adaptive reuse or other preservation and restoration of historic structures;**

3. Preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;
4. Siting of structures in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
5. High quality architectural details and building materials compatible with the overall project design; and
6. Sustainable building and landscaping practices, especially water-saving features.

This finding is not applicable as the conditional use permit is not requested to exceed the thresholds established in Sections 17.20.025.C or 17.30.040.B.

### **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, the Sierra Madre Public Library, and on the City's website.

### **ENVIRONMENTAL**

The proposed project qualifies for a Class 1 Categorical Exemption, pursuant to Section 15301(e) of the California Environmental Quality Act (CEQA) as it involves the addition to an existing structure that will not result in an increase of more than 50 percent of its floor area before the addition.

### **ALTERNATIVES**

The Planning Commission can:

1. Approve the application for Conditional Use Permit 16-01, pursuant to Resolution 16-03.
2. Deny the application for Conditional Use Permit 16-01, and direct staff to draft a Resolution for the Commission's consideration at the next meeting, specifying those findings that cannot be made.
3. Continue the subject project, and provide the applicant with direction.



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## **RECOMMENDATION**

Staff recommends that the Planning Commission approve CUP 16-01 pursuant to Resolution 16-03, subject to conditions of approval.

Prepared By:



Leticia Cardoso  
Planning Manager

Attachments:

1. Exhibit A: Planning Commission Resolution 16-03
2. Exhibit B: Site Plan
3. Exhibit C: Project Application
4. Exhibit D: Site Photos
5. Exhibit E: Front Yard Setback Comparison
6. Exhibit F: Vicinity Map

# EXHIBIT A

Planning Commission Resolution 16-03

## PC RESOLUTION 16-03

### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE APPROVING CONDITIONAL USE PERMIT 16-01 TO ALLOW AN ADDITION OF 550 SQUARE FEET TO THE EXISTING GARAGE/HOBBY ROOM STRUCTURE ON THE PROPERTY LOCATED AT 150 S. BALDWIN AVENUE.

THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, an application for a Conditional Use Permit was filed by:

**James and Kathy Watson  
150 S. Baldwin Avenue  
Sierra Madre, CA 91024**

WHEREAS, the request for a CONDITIONAL USE PERMIT can be described as:

A request for a conditional use permit to allow the addition of 550 square feet to the existing garage/hobby room structure on the property located at 150 S. Baldwin Avenue. Pursuant to SMMC 17.76.030.G, a CUP is required for all development in the R-3 Zone;

WHEREAS, the Planning Commission has received the report and recommendations of staff;

WHEREAS, notice was duly given of the public hearing on the matter, which public hearing was held before the Planning Commission on May 5, 2016, with all testimony received being made part of the public record;

WHEREAS, the proposed project qualifies for a Class 1 Categorical Exemption, pursuant to section 15301(e)(1) of the California Environmental Quality Act (CEQA) as it involves the addition of floor area to an existing structure that will not result in an increase of more than 50 percent of the existing floor area;

NOW THEREFORE, in consideration of the evidence received at the hearing, and for the reasons discussed by the Commissioners at said hearing, the Planning Commission now finds as follows:

**A. That the site for the proposed use is adequate in size, shape, topography, and location;** in that the project site is rectangular in shape and is of adequate width and length to accommodate the proposed garage, hobby room and addition to the existing garage while providing all required setbacks. The topography of the lot is characterized by a gentle slope typical of the majority of Sierra Madre, and can easily accommodate the proposed project. The site is located in the R-3 Zone, which allows single-family

**Planning Commission Resolution 16-03**  
**May 5, 2016**

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residential development pursuant to R-1 Zone standards, and the site size, shape, topography are adequate in meeting all zoning requirements including setbacks, allowable gross floor area, angle plane requirement, and maximum allowable height. The location of the property is adequate for single-family residential use in that it is surrounded by other residential uses, and in fact it is currently developed with a single-family residence.

**B. That the site has sufficient access to streets which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;** in that Lowell Avenue from where the proposed garage takes access is approximately 60 feet wide which is a standard width for residential areas. The proposed project involves construction of a single-car garage, a new hobby room and a small addition to an existing garage, therefore the single-family use will remain the same and will not result in more traffic than as currently generated.

**C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;** in that the proposed one-story addition to the existing structure is associated with a single-family residential use which is surrounded by other single-family residential uses, and meets zoning development standards of height, yard setbacks, floor area, lot coverage, and parking.

**D. That there is a demonstrated need for the use requested;** in that the applicant wishes to increase the length of the 280-square-foot garage to accommodate a longer vehicle; the proposed garage provides a required parking space for a future second unit and provides space for the washer and dryer to be located outside of the unit; the new hobby room replaces the existing hobby room which the applicant is proposing to convert to a second unit under a separate application.

**E. That the proposed use is consistent with the general plan, zoning and any applicable design standards;** in that the proposed use as a single family residence is consistent with the site's current use as well as the R-1 Zone standards as required in the R-3 Zoning Ordinance. The proposed use complies with Objective L24 of the General Plan Residential – Medium/High Density land use designation in that it compatible in scale with existing development on the same block and the neighboring properties.

**F. That the use at the location requested would benefit the public interest and convenience;** in that single-family residential properties serve the needs of the City when



such projects are consistent with the General Plan and development guidelines. The proposed project would continue to be used for single-family residential purposes in the R-3 Multiple Family Residential Zone which allows single-family residential uses.

**Additional burden of proof for permits for certain noted projects pursuant to Code Section 17.20.041.**

- A. That the height, bulk, scale, mass and siting of the proposed project be compatible with the existing neighborhood, landforms and surroundings.**

The proposed one-story addition conforms to all R-1 requirements, including height, maximum floor area, setbacks and lot coverage, and is compatible with the existing neighborhood, which consists of both one and two-story, single-family homes. The scale of the addition is consistent with that of the existing one-story structure, and its siting at the rear of the existing building is appropriate given that there is ample space available to accommodate the addition while complying with the required rear yard setback.

- B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting.**

The one-story addition is consistent with the one- and two-story residential character of the adjacent neighborhood. Moreover, the 13-foot, 6-inch-high addition is of a typical height for single-story residential structures so it will not visually overpower the neighboring properties. The project design is well-proportioned relative to the existing structure as well as to the foothill village setting of Sierra Madre, and will not overpower or dominate the neighborhood;

- C. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts.**

The addition does not interfere with public views or the views and privacy of neighbors as it is single story and provides the required setbacks from all property lines. The garage and hobby room do not have windows overlooking adjacent properties, and their use is accessory to a single-family residential use and therefore not expected to produce unreasonable noise levels nor cause material adverse impacts.

- D. That the proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publically visible.**

The proposed addition was designed to continue the same style, color and finish of the existing structure, and it matches the existing garage frontage along the same elevation. The overall style of the addition is also consistent and complementary to the architectural style of the existing structure and the single-family residence on the property.

- E. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.020(A)), that the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether the same are publically visible.**

This finding is not applicable as the applicants are not seeking relief from development standards.

- F. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.025(C), 17.30.040(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of:**
- 1. Innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or “cookie-cutter” plans;**
  - 2. Where applicable, adaptive reuse or other preservation and restoration of historic structures;**
  - 3. Preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;**
  - 4. Siting of structures in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;**
  - 5. High quality architectural details and building materials compatible with the overall project design; and**

**6. Sustainable building and landscaping practices, especially water-saving features.**

This finding is not applicable as the conditional use permit is not requested to exceed the thresholds established in Sections 17.20.025.C or 17.30.040.B.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the Planning Commission APPROVES Conditional Use Permit 16-01, subject to the conditions of approval in Exhibit A, attached herein.

The approval is final, unless appealed to the City Council in writing within ten (10) days following the adoption of this Resolution, pursuant to the provisions of Section 17.60.120 of the Sierra Madre Municipal Code.

The time in which to seek judicial review of this decision shall be governed by Code of Civil Procedure Section 1094.6. The Planning Commission Secretary shall certify to the adoption of this resolution, transmit copies of the same to the applicant and his counsel, if any, together with a proof of mailing in the form required by law and shall enter a certified copy of this resolution in the book of resolution of the City.

APPROVED, the 5<sup>th</sup> day of May, 2016, by the following vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT: None

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Ken Goldstein, Chair  
Sierra Madre Planning Commission

ATTEST:

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Vincent Gonzalez, Director  
Planning & Community Preservation Department

**EXHIBIT A**

**CONDITIONS OF APPROVAL  
CUP 16-01**

**General Conditions:**

The applicants and property owners shall:

1. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
2. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.
3. Execute and deliver to the City's Department of Planning & Community Preservation an Affidavit of Acceptance of Conditions on a form to be provided by such Department prior to submitting construction plans for 1<sup>st</sup> Plan Check. This approval shall not be effective for any purpose until the Applicant complies with this condition.
4. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicants and property owners shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicants and property owners shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

**Planning Conditions:**

The applicants and property owners shall:



**Planning Commission Resolution 16-03**  
**May 5, 2016**

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1. Construct the project in substantial conformance with all applications and supporting materials presented to the Planning Commission on May 5, 2016. Inaccuracies and misrepresentations will be grounds for immediate revocation of the Conditional Use Permit.
2. Submit construction plans, for 1<sup>st</sup> Plan Check within one (1) year of the date of this approval; failure to do so will constitute an abandonment of the entitlement, and shall render this approval null and void.

**Public Works Conditions:**

The applicants and property owners shall:

1. Comply with Low Impact Development Standards (LID) as the addition of 550 square feet of new building footprint exceeds the compliance threshold. LID improvements are required to be constructed with the garage addition. Recordation of a covenant is required agreeing to maintain LID improvements in perpetuity.
2. Shall obtain a separate permit from the Public Works Department to allow the additional curb cut.

**Fire Department Conditions:**

The applicants and property owners shall install fire sprinklers in the entire garage/hobby room structure.

(end of conditions)

# EXHIBIT B

Site Plan

APR 25 2016

[illegible]

A hand-drawn diagram consisting of a central cross. The four arms of the cross are labeled with lowercase letters: 'z' at the top, 'u' at the bottom, 'm' on the right, and 'x' on the left.

**LEGAL DESCRIPTION:** Lot 2 of Tract 14370 in the City of Pasadena, as per map recorded in Book 297, pages 1 and 7 inclusive of maps, in the office of the County Recorder of said county.

## LOT COVERAGE TABLE

Description	Sq. Ft.
Existing Single Family Residence	1,520
Existing Shed	120
Existing Garage	240
Existing Garage	656
Existing Carport	336
Existing Structures Subtotal	2,872
Proposed Garage Addition	88
Proposed Hobby Room	198
Proposed Second Unit Garage	764
Proposed Second Unit Garage	530
Proposed Additions Subtotal	
Existing & Proposed Gross Floor Area Total	3,422
ALLOWABLE GROSS FLOOR AREA UNDER R-1 (Code Section 17.20.125)	3,790

FLOOR PLAN AND PARTIAL PLOT PLAN SCALE  $\frac{1}{4}" = 1'-0"$

## SITE PLAN AND FLOOR PLAN

**PROPOSED SECOND UNIT FOR:**

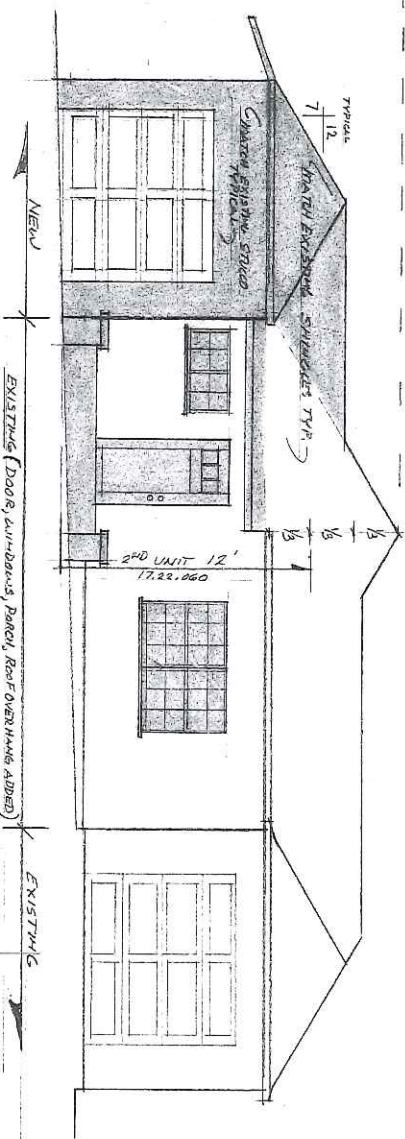
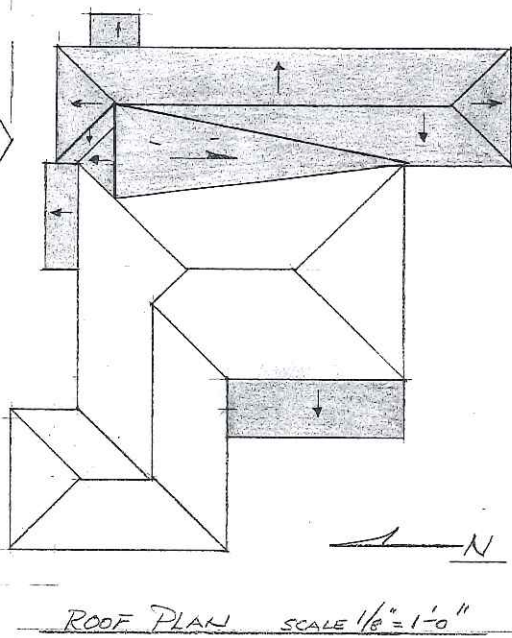
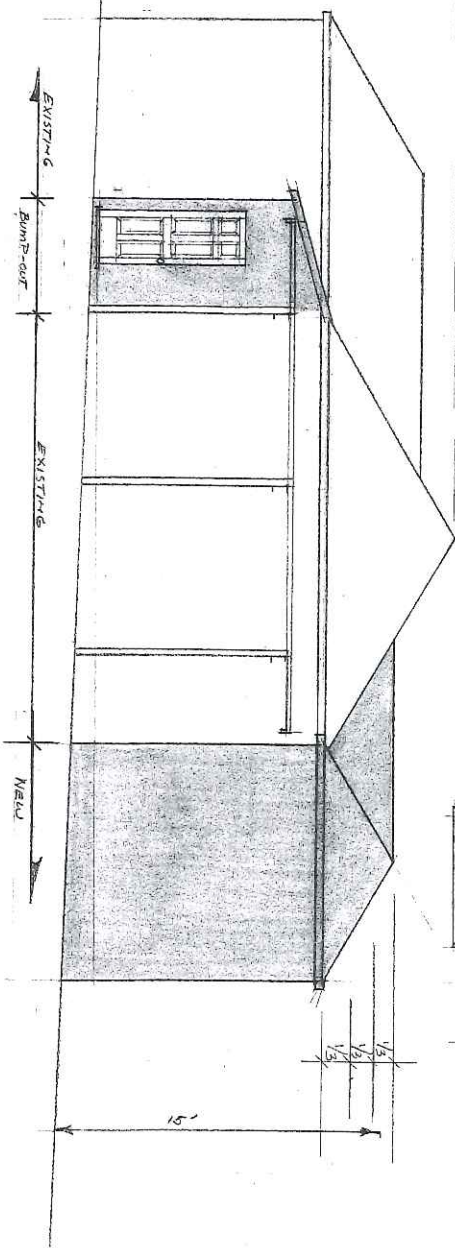
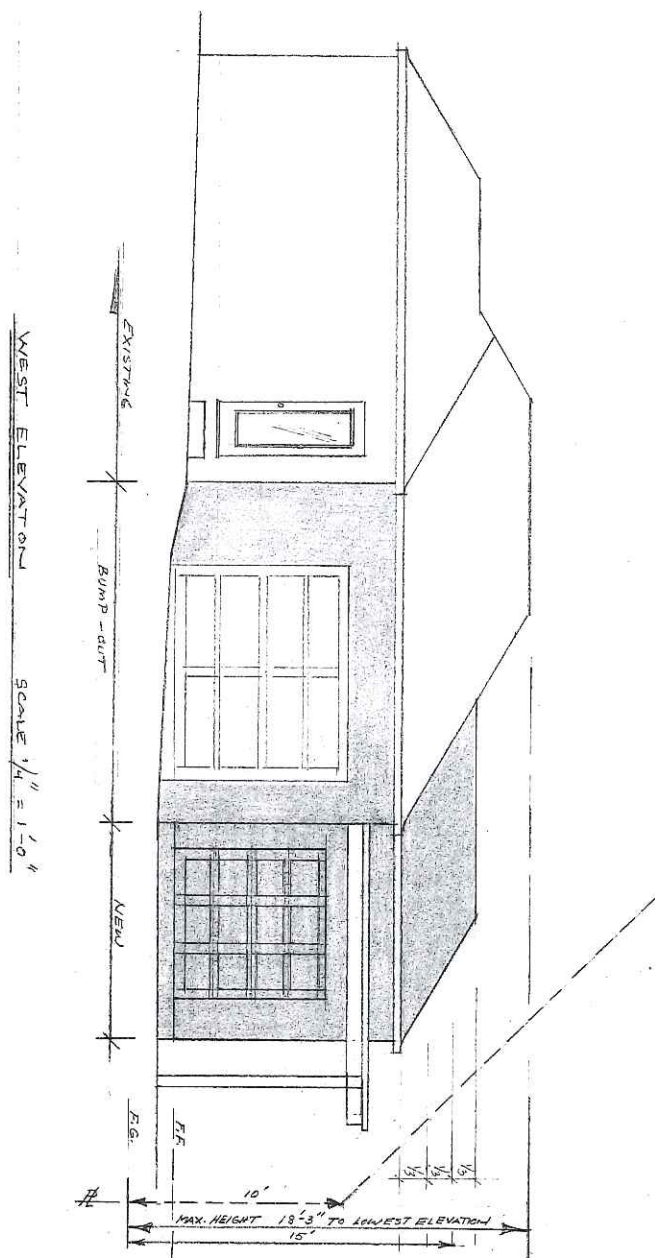
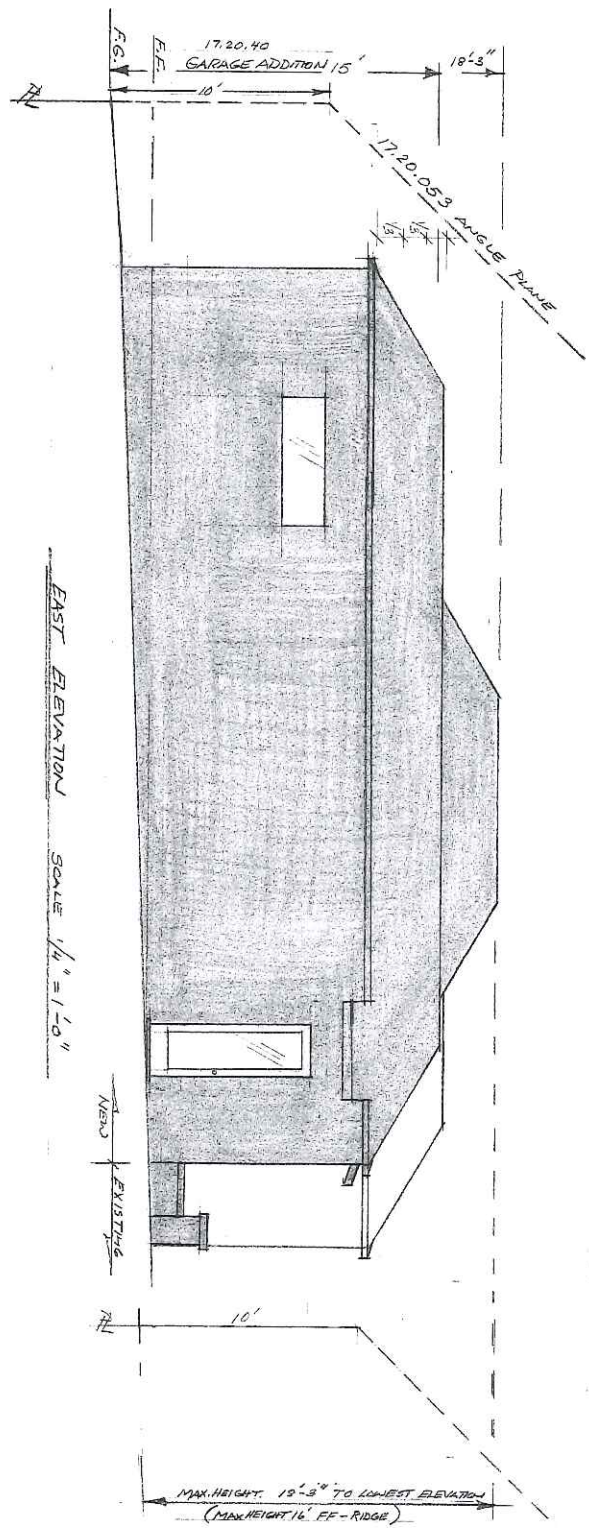
Jim & Kathy Watson  
150 South Baldwin Avenue  
Sierra Madre CA 91024 Ph: 626.836.8350

**WATSON**

**Watson Custom Construction, Inc.**  
License 388016  
150 S Baldwin Avenue, Sierra Madre CA 91024  
800/R/EA/ 918.87

REVISION DATE:  
5/30/2015  
6/22/2015  
2/27/2016





**RECEIVED**  
 APR 25 2016  
 CITY OF SIERRA MADRE  
 PLANNING & BUILDING

SHEET <b>2</b> of 2	<b>EXTERIOR ELEVATIONS AND ROOF PLAN</b>  PREPARED BY: JAMES WATSON Date: 04/18/2015	<b>PROPOSED SECOND UNIT FOR:</b>  Jim & Kathy Watson 150 South Baldwin Avenue Sierra Madre CA 91024 Ph: 626.836.8350	<b>WATSON</b> Watson Custom Construction, Inc. License 388016 150 S Baldwin Avenue, Sierra Madre CA 91024 PHONE/FAX (626) 836-8350	REVISION DATE: 5/30/2015 6/23/2015 2/27/2016
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**RECEIVED**

APR 25 2016

CITY OF SIERRA MADRE  
PLANNING & BUILDING





# EXHIBIT C

Project Application

#204240



# City of Sierra Madre Planning Application Form

232 W. Sierra Madre Blvd. Sierra Madre, CA 91024  
626-355-7135 Fax: 626-355-2251

Date Received

1/25/16

P.C. Hearing Date

Project Location 150 S. BALDWIN AVE

APN # 5767-038-004 General Plan & Zoning R-3

Project No.

CUP 16-01 / SUP 15-01

Exact Legal Description: CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES

STATE OF CALIFORNIA: LOT 2 OF TRACT 14370 IN THE CITY OF PASADENA

AS PER MAP RECORDED IN BOOK 297, PAGES 1 AND 7 INCLUSIVE OF  
MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

Applicant Requests: PERMIT TO BUILD SECOND UNIT

IN R-3 ZONE

Type of Discretionary  
Review/Fee

Variance

☐

Minor Variance

☐

Conditional Use Permit

☒

\$ 4570.00

## Applicant Information

Name:

JAMES F

JIM & KATHY M. WATSON

Address:

150 S. BALDWIN AVE

SIERRA MADRE CA. 91024

Owners ☒

Escrow ☐

Lessee ☐

Other ☐

Minor Conditional Use Permit

☐

Zone Change

☐

General Plan  
Amendment

☐

Public Facilities Fee

☐

If required:

COVENANTS, CONDITIONS AND/OR RESTRICTIONS:

Second Unit Permit

☐

Environmental Fee

☒

\$ 1574.00

Noticing Fee

Director

☒

PC \$

CC \$

012.00

SIERRA MADRE MUNICIPAL CODE (Sections) (For Office Use Only)

TOTAL \$ 5,336.00

RECEIVED

IAN 25 2016

CITY OF SIERRA MADRE  
PLANNING & BUILDING

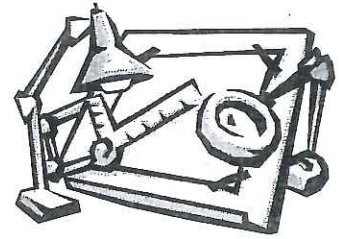
T.B.D.

# Planning Application Form

Page 2

## Architect Information

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_



## Contractor Information

Company: WATSON CUSTOM CONST. Contact: JIM  
 Address: 150 S. BALDWIN AVE Phone: 626 836-8350  
SIERRA MADRE, CA. 91024 Fax: \_\_\_\_\_

## Engineer Information

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_

## Appeal

If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information please contact the Department of Development Services for the procedure and time constraints.

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CITY OF SIERRA MADRE  
 PLANNING

## For Office Use Only

### Cultural Heritage Commission

Date: \_\_\_\_\_

Action: \_\_\_\_\_

### Tree Advisory Commission

Date: \_\_\_\_\_

Action: \_\_\_\_\_

### City Council Appeal

Date: \_\_\_\_\_

Action: \_\_\_\_\_

### CRA

Date: \_\_\_\_\_

Action: \_\_\_\_\_



# Planning Application Form

Page 3

**Application Completeness:** Only applications that include all of the required documents described on the following page will be deemed "complete." The Department of Development Services retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision making body. Applicants will be notified if the application is not complete, within 30 days of filling the application and paying all required fees.

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

The City will work with one individual, or firm, who is the "applicant." It is expected that the applicant will convey all project related information to the individuals involved in the project.



## Certification

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

JAMES F. WATSON  
Name of Applicant

James F. Watson  
Signature

KATHY M. WATSON  
Name of 2nd Applicant

Kathy M. Watson  
Signature

**Variance and  
Conditional Use  
Permit applications  
must include:**

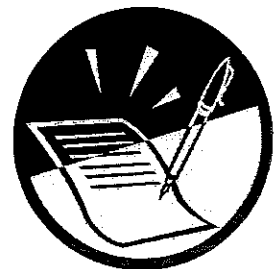
Descriptions and/or  
analysis to the  
required attached  
findings, in order to  
be deemed  
complete.

**PLEASE NOTE: THE ABOVE SIGNATURE(S) MUST BE NOTARIZED.**

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CITY OF SIEPRA MADRE  
PLANNING & BUILDING



**Required Submittal Materials:**

- ☐ Completed Planning Application Form
- ☐ PROJECT DESCRIPTION & ANALYSIS: On **page 10**, describe the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.
- ☐ SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of all structures. Indicate the location of any structures within 5 feet of the abutting site(s). The site plan must indicate a north direction, the architect's name, the owner's name, existing trees & plant materials, internal & external right-of-ways, yard dimensions, and a scale. *To be included in two (2) blue print size (24"x36") sets of plans, due at the time of application submittal.*
- ☐ DIMENSIONED FLOOR PLANS: Must indicate North direction, architect's name, owner's name, and a scale. *To be included in the set of plans, due at the time of application submittal.*
- ☐ ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural & finished grade, and massing of structures on adjacent properties. *To be included in the set of plans, due at the time of application submittal.*
- ☐ COLORED PHOTOGRAPHS: Include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out. *One (1) set of photos due at the time of application submittal.*
- ☐ Fourteen (14) copies/sets of the following: 1) 3-hole punched 11"x17" reductions of site plan, floor plans, and elevations; 2) Colored photographs (3-hole punched). *These items to be submitted a minimum 10 days prior to Planning Commission hearing date.*
- ☐ ELECTRONIC COPY OF PLANS: PDF format. *To be submitted a minimum 10 days prior to Planning Commission hearing date.*
- ☐ Colored rendering of front elevation
- ☐ Owner's Affidavit
- ☐ NOTIFICATION:  
A **300-foot-radius** map and the names of the property owners within a 300 foot radius is required.  
Submit a master list and 2 (two) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. \*Note: A 150-foot-radius is required for Minor Variances or consent of abutting owners and owner directly across the street from the project site.
- ☐ Environmental Information Form
- ☒ SITE SURVEY: The survey must be completed by a licensed surveyor and show existing grades, structures, and other relevant information. (If required by the Planning Department)
- ☒ Tree removal plan (if necessary) for review by the Tree Advisory Commission
- ☐ Entry onto Private Land. By submitting said form a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- ☒ Public Facilities Fee: Please check with Development Services staff if this fee applies to your project (Title 15; Chapter 15.52)

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CITY OF SIEPRA MADRE  
PLANNING DEPARTMENT

**CONDITIONAL USE PERMIT FINDINGS**

Before any conditional use permit is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter, the existence of the following facts:

- A. That the site for the proposed use is adequate in size, shape, and topography;

PROPOSED 2<sup>ND</sup> UNIT WILL FIT ON THE PROPERTY ADHERING TO THE REQUIRED SET BACKS, LOT IS RECTANGLE IN SHAPE, LOT SLOPES GENTLY TO THE SOUTH.

- B. That the site has sufficient access to street which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;

PROPOSED 2<sup>ND</sup> UNIT PLAN INCLUDES ITS OWN PAVED DRIVEWAY ACCESS ENTRY ON LOWELL AVE.

- C. That the proposed use will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;

THE PROPOSED 2<sup>ND</sup> UNIT IS DESIGNED TO MATCH THE ARCHITECTURE OF THE EXISTING HOUSE WHICH WILL RESULT IN ITS BLENDING WELL IN THE SURROUNDING NEIGHBORHOOD. THERE IS ADEQUATE SPACE FOR THE UNIT AND PARKING WHICH WILL RESULT IN MINIMAL IMPACT TO THE SURROUNDING AND ADJACENT PROPERTIES.

- D. That there is a demonstrated need for the use requested;

OUR GOAL IS TO BUILD AN AFFORDABLE AND DESIRABLE SECOND UNIT THAT WILL MEET SIERRA MADRE'S STATED SECOND UNIT GOAL WHILE MAINTAINING OUR SMALL TOWN CHARACTER AND OUR RETIREMENT INCOME GOAL.

- E. That the use, if permitted, will, as to location and operation, be consistent with the objectives of the general plan;

HELPS CARRY OUT THE STATED GOALS OF SECTION III OF THE CITY OF SIERRA MADRE 2014-2021 HOUSING ELEMENT THAT ENCOURAGES NEW SECOND UNITS.

JAN 23 2016

- F. That the public interest, convenience, and necessity require that use be permitted at the location requested.

WILL PROVIDE ADDITIONAL AFFORDABLE HOUSING IN A DESIRABLE RESIDENTIAL NEIGHBORHOOD NEAR THE DOWNTOWN AREA.

**CONDITIONAL USE PERMIT FINDINGS****RECEIVED**

Additional burden of proof for permits for single-family houses as described in Section 17.20.025 shall be:

- A. That the proposed project be designed in one consistent style and the height, bulk, scale and mass of new construction and reconstruction be compatible with the existing neighborhood and the surroundings.

PROPOSED SECOND UNIT IS DESIGNED TO MATCH THE  
STYLE AND HEIGHT OF THE EXISTING BUILDING AND WILL  
BE COMPATIBLE WITH THE SURROUNDING NEIGHBORHOOD.

- B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting and does not cause adverse impacts.

PROPOSED SECOND UNIT WILL ENHANCE THE  
FOOTHILL VILLAGE SETTING WITH ITS SMALL SCALE.

- C. That the conditional use permits required to accommodate design features which are characteristic of an identifiable architectural style or a coherent architectural design that is consistent on all sides of the building.

PROPOSED SECOND UNIT IS DESIGNED TO MATCH THE  
ARCHITECTURAL DESIGN OF THE EXISTING HOUSE  
AND GARAGE WITH ITS HIP ROOF, SLIGHT UPSWEPT  
OVER HAUG AND INVITING FRONT PORCH, IN A  
STYLE REMINISCENT OF "IRISH FARMHOUSE"



**CONDITIONAL USE PERMIT FINDINGS**

For projects described in Sections 17.20.025, 17.30.040, or others referencing this section, before any permit is granted, the application shall show, to the reasonable satisfactions of the reviewing authority, the existence of the following facts:

*(Attach additional sheets as necessary)*

- A. That the height, bulk, scale, mass and siting of the proposed project be compatible with the existing neighborhood, landforms and surroundings;

This project adds only 550 square feet to the existing property. The small scale of the proposed single-story second unit design compliments the surrounding residential neighborhood.

- B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting;

There are some two-story homes in the neighborhood, at least one small rental, but primarily it is a neighborhood of single-story residences. The proposed small scale of the second unit is in keeping with the scale of the single-story residences.

- C. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts;

The small 376 square feet proposed second unit with its own porch, side yard and garage is designed to provide a serene atmosphere for the tenant and minimal impact to the surrounding neighborhood.

- D. The proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publically visible.

The proposed addition matches the architectural style of the existing primary residence and garage. Because of the modulation of the garage, it will compliment the overall design and character of the existing architecture.

- E. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.020(A)), that the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether that same are publically visible.

Not applicable as this project does not seek relief from development standards.

**CONDITIONAL USE PERMIT FINDINGS**

*(Continued from previous page)*

- F. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.025(C), 17.30.040(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of the following:
1. innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or "cookie-cutter" plans;
  2. Where applicable, adaptive reuse or other preservation and restoration of historic structures;
  3. preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;
  4. siting of structure in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
  5. high quality architectural details and building materials compatible with the overall project design; and
  6. sustainable building and landscaping practices, especially water-saving features.

Not applicable as this project does not exceed size thresholds.

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*(See information regarding Conditional Use Permit Findings on next page)*

\* UPDATED 3/6/16

Planning Application Form

Page 10

**Project Description & Analysis:** Please print a narrative summary of the proposed project within the box.

- CONVERT EXISTING GARAGE SPACE (PERMITTED DEC 2000) INTO A SECOND UNIT.  
- ADD A ONE CAR GARAGE FOR SECOND UNIT USE.  
- ADD A SMALL HOBBY ROOM.  
- ADD SMALL EXTENSION TO EXISTING GARAGE.  
EXISTING PROPERTY HAS A SINGLE FAMILY RESIDENCE.

Fill in the following information:

**Square Footage of Structures**

Existing Dwelling		1520 SQ. FT
Existing Garage	656 + 240	896
Other Structure(s)	CARPORT 336 + SHED 120	456
Proposed Structure	462 + 88	550
* TOTAL SQUARE FOOTAGE EXISTING AND PROPOSED		3422 SQ. FT.

**Floor Area**

* Maximum Allowable Floor Area	17.20.125	3790 <sup>+</sup>
Existing Floor Area		2872
Proposed Floor Area		550

**Permissible Lot Coverage**

* Permitted Lot Coverage	17.20.120 13,420 X 40%	5368
Existing Lot Coverage		2872
Proposed Lot Coverage		3422

**Front Yard Setback**

Required	25'
Existing	33.5'
Proposed	33.5'

**Side Yard Setbacks**

Required	7.66'
Existing	VARIES 14' - 7.66'
Proposed	7.66'

**Rear yard Setback**

Required	15'
Existing	26'
Proposed	15'

**Height**

Existing	18'-3"
Proposed	18'-3"

**Parking**

Existing	2 CAR
Proposed	3 CAR

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PLANNING & BUILDING



Any trees, shrubs, or vegetation to be removed? ☐ NO ☒ YES If YES, please describe type and total numbers.

FOUR ROSES BUSHES NEED TO BE REMOVED FOR DRIVEWAY.

Proposed Landscaping includes:

LEAVE TREES & SHRUBS THAT EXIST.

Any existing structure(s) to be demolished? ☒ NO ☐ YES

If YES, please describe structure.

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Is the site on the Register of Historic Cultural Landmarks? ☒ NO ☐ YES

Is the site in the Community Redevelopment Area? ☒ NO ☐ YES

Will the site be graded? ☒ NO ☐ YES

Cubic Yards  Cut  Fill  Import  Export

Will a wall be constructed? ☒ NO ☐ YES

Height  Length  Material

## City of Sierra Madre

ENTRY ONTO PRIVATE LAND

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra

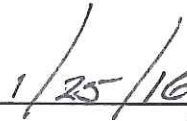
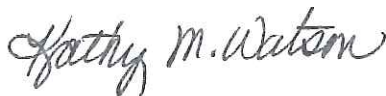
Madre may enter upon my land located at 150 S. BALDWIN AVE SIERRA MADRE

and make examinations provided that the entries and examinations do not interfere with the use of the land by

those persons lawfully entitled to the possession thereof.



Signature of Land Owner



Date

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PLANNING BUILDING

## City of Sierra Madre

**OWNER'S AFFIDAVIT**

I am the owner of the property located at 150 S. BALDWIN AVE SIERRA MADRE.

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permits.

I certify under penalty of perjury that the foregoing is true and correct.

  
James F. Watson  
Signature

Please print:

Name

JAMES F. WATSON

Address

150 S. BALDWIN AVESIERRA MADRE CA. 91024

Telephone

(626) 836-8350CELL (626) 695-3894

**PLEASE NOTE: THE ABOVE SIGNATURE MUST BE NOTARIZED.**

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CITY OF SIERRA MADRE  
PLANNING DEPARTMENT

## City of Sierra Madre

OWNERSHIP LIST

I, JAMES F. WATSON, hereby certify that the attached list contains the Names, Complete Addresses, and Zip Codes of all persons to whom all property is assessed as they appear on the LATEST AVAILABLE ASSESSMENT ROLL OF THE LOS ANGELES COUNTY ASSESSOR\*, within the area described and for a distance of three hundred (300) feet from the exterior boundaries of the property described as:

Legal Description: CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES,  
STATE OF CALIFORNIA: LOT 2 OF TRACT 14370 IN THE CITY OF PASADENA,  
AS PER MAP RECORDED IN BOOK 297 PAGES 1 AND 7 INCLUSIVE OF  
MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

Assessor's Pin: 5767 — 038 — 004

Signature

James F. Watson  
James F. Watson

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CITY OF SIERRA MADRE  
PLANNING & ZONING

**PLEASE NOTE: THE ABOVE SIGNATURE MUST BE NOTARIZED.**

\*Ownership information from other sources is not acceptable. Ownership roles may only be used for six months.



**CALIFORNIA JURAT**  
(CALIFORNIA GOVERNMENT CODE § 8202)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

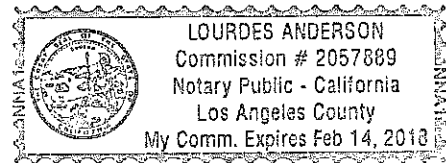
STATE OF CALIFORNIA )  
COUNTY OF LOS Angeles )

Subscribed and sworn to (or affirmed) before me on this 25 day of January, 2016,  
by James F. Watson and Kathy M. Watson, proved to me on the basis of  
(Name of Signer(s))  
satisfactory evidence to be the person(s) who appeared before me.

L Anderson

Signature of Notary Public

(Notary Seal)



**ADDITIONAL OPTIONAL INFORMATION**

**Description of Attached Document**

Title or Type of Document: CITY OF SIERRA MADRE  
planning Application Document Date: 1-25-16  
Form  
Number of Pages: 15 Signer(s) Other Than Named Above: \_\_\_\_\_  
Additional Information: \_\_\_\_\_

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PLANNING DEPARTMENT

# EXHIBIT D

Site Photos



Neighbor to East on Lowell

APR 20 2015



Proposed secend unit location

APR 20 2015





150 South Baldwin garage



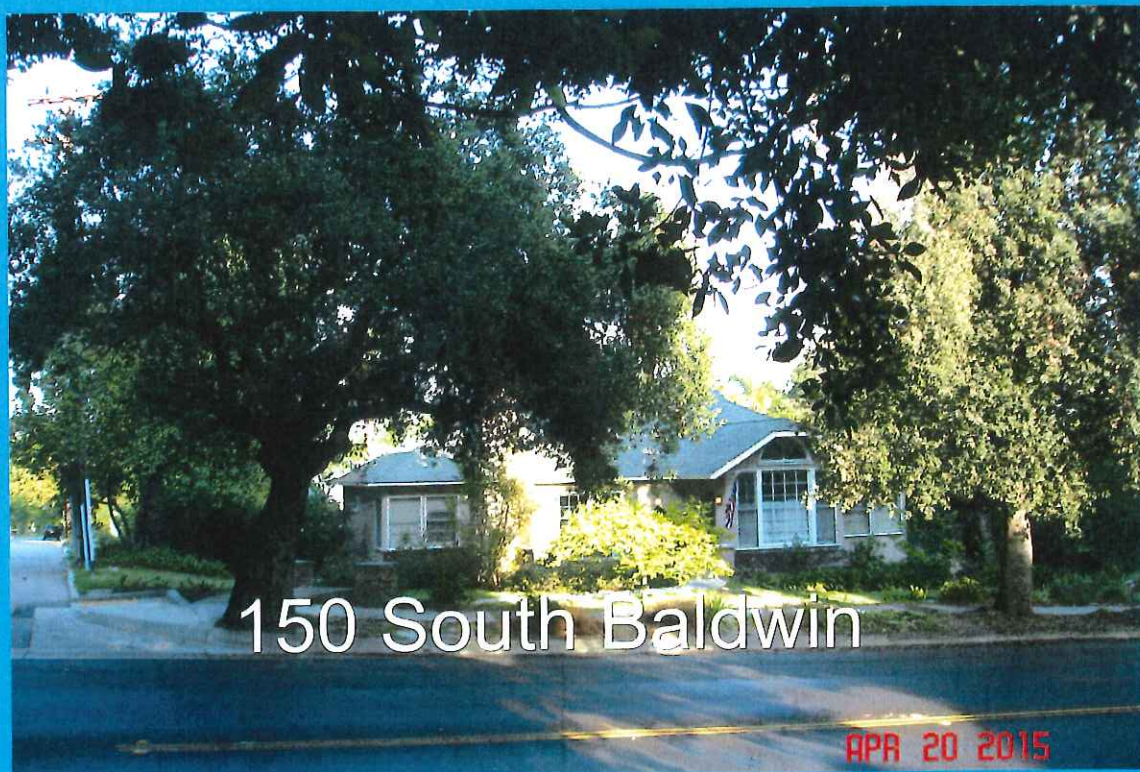
Looking South across Lowell Ave





150 South Baldwin Ave

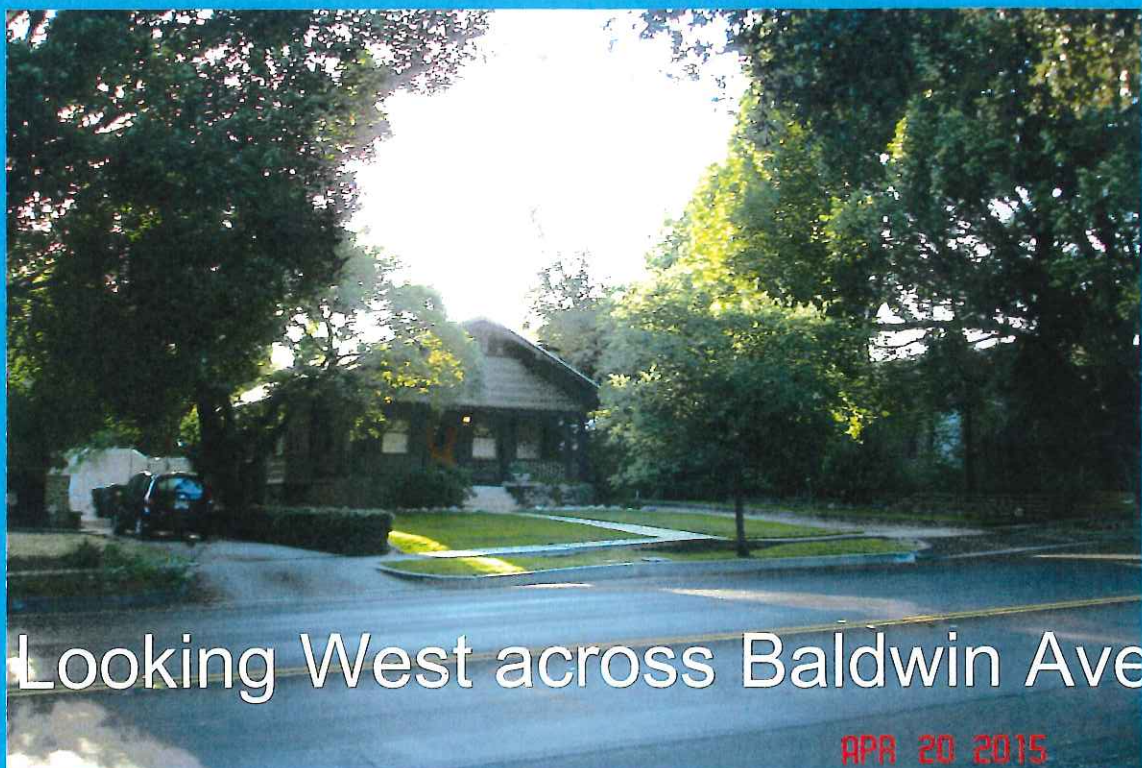
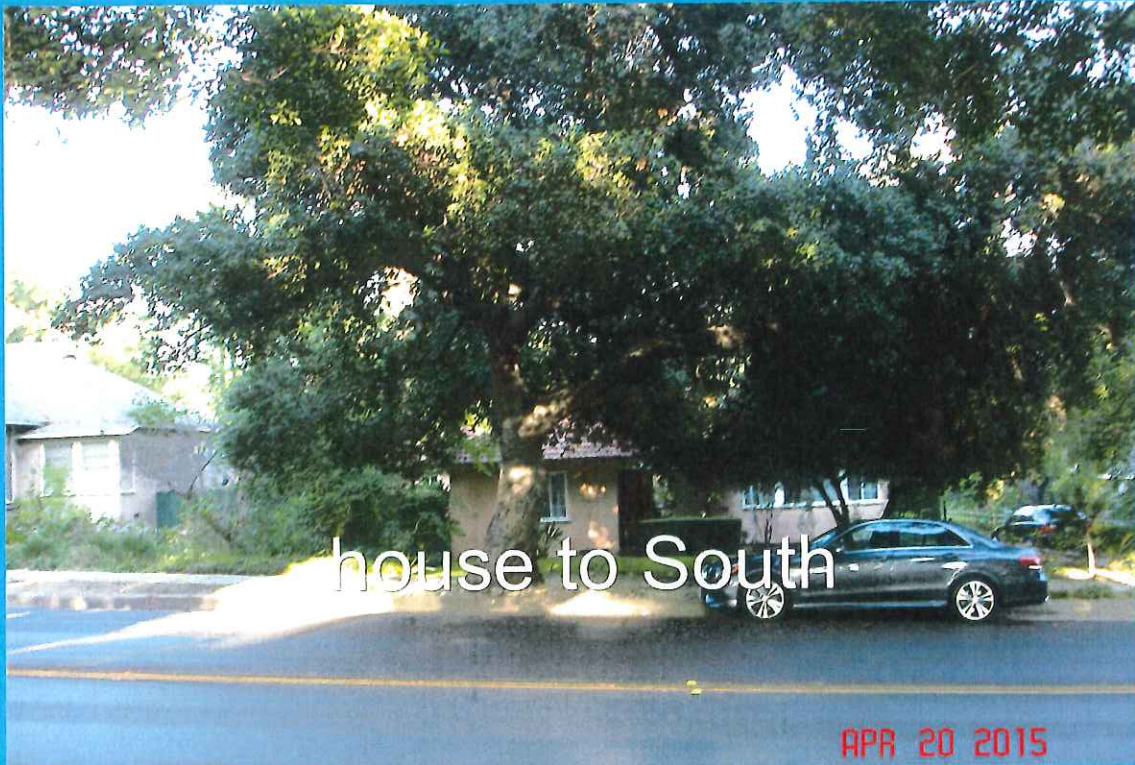
APR 20 2015



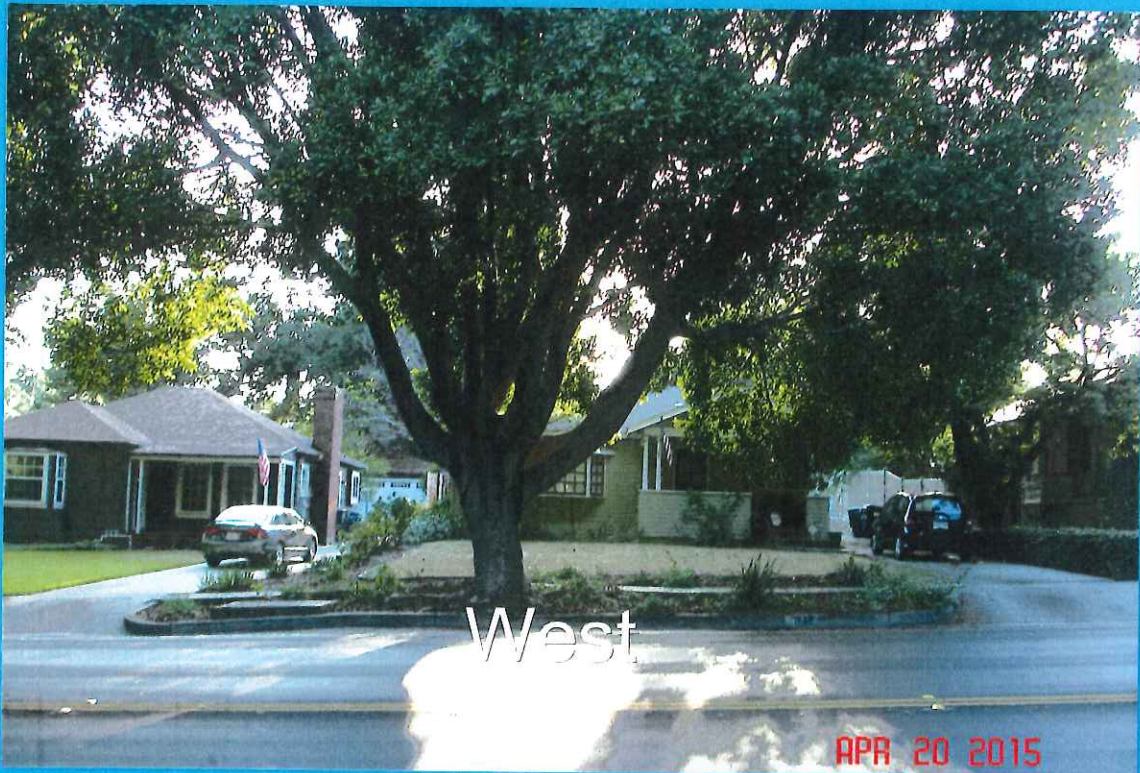
150 South Baldwin

APR 20 2015

















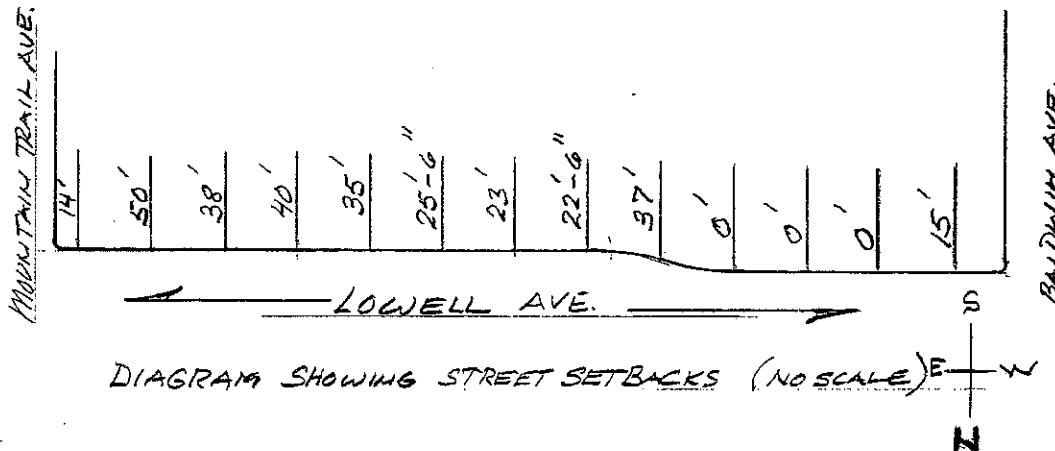
# EXHIBIT E

## Front Yard Setback Comparison

PROPOSED SECOND UNIT FOR: Jim & Kathy Watson  
150 South Baldwin Avenue, Sierra Madre CA 91024 PH: 626.836.8350

RE: Conditional Use Permit (CUP 16-01) – 150 S. Baldwin Avenue

Survey conducted February 27, 2016, regarding application of Section 17.20.050.A.2 (prevailing setback) on the south side of Lowell Avenue.



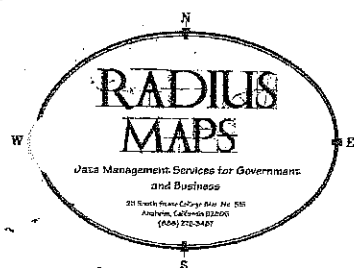
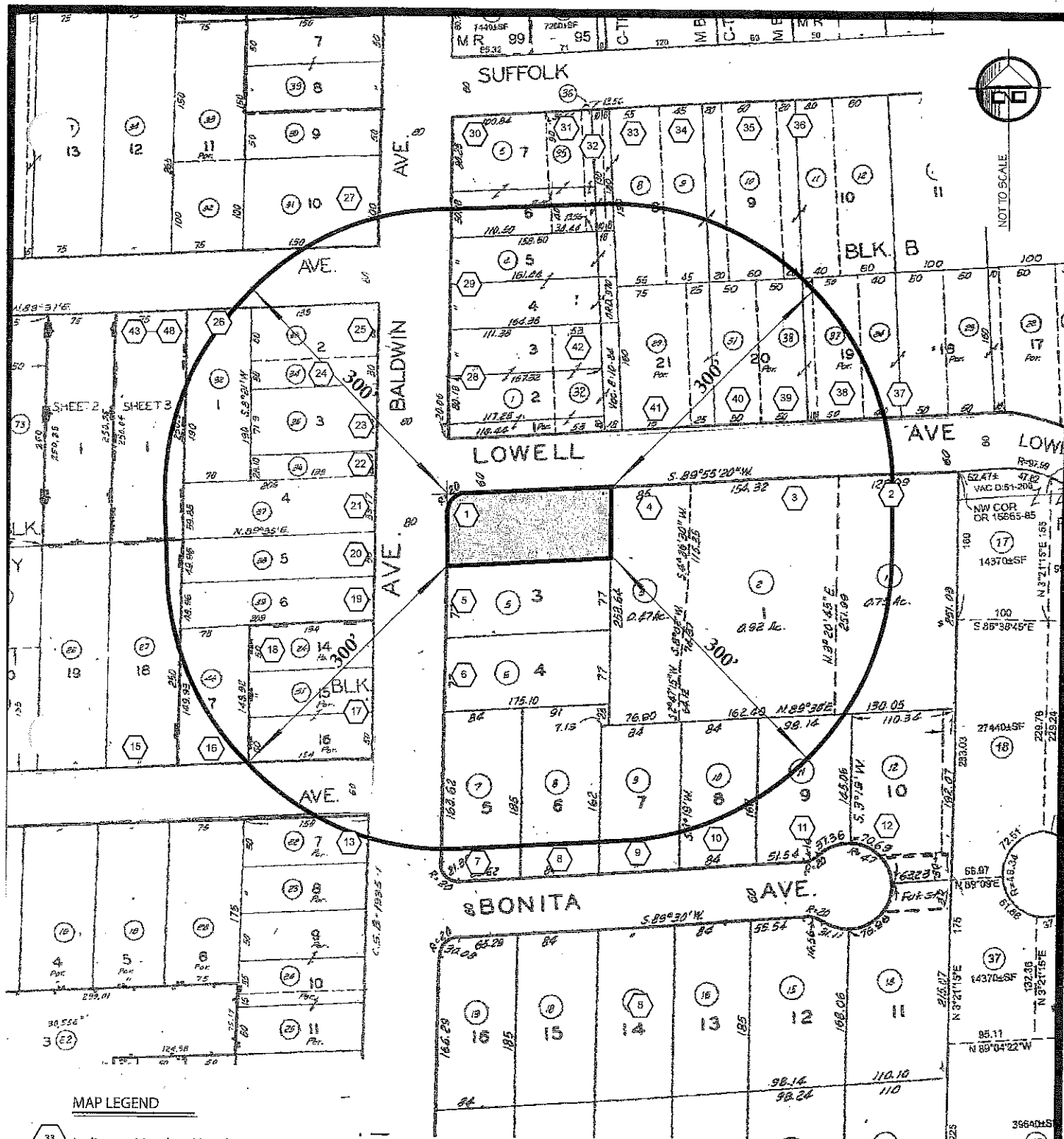
#	Address	Set Back	Notes	Properties Greater than 30' setback
1	185 S. Mountain Trail	14'		
2	170 E. Lowell	50'		>
3	160 E. Lowell	38'		>
4	150 E. Lowell	40'		>
5	140 E. Lowell	35'		>
6	126 E. Lowell	25'6"		
7	120 E. Lowell	23'		
8	110 E. Lowell	22'6"		
9	100 E. Lowell	37'		>
10	88 E. Lowell	0'	48" High Continuous Solid Block Wall	
11	40 E. Lowell	0'	60" High Continuous Solid Block Wall	
12	38 E. Lowell	0'	60" High Continuous Chain Link Fence	
13	150 S. Baldwin	15'		

Of the 13 properties on the south side of Lowell Avenue, 5 have a greater setback than 30 feet and 8 have a setback that is less than 30 feet to the existing structure. Since more than 50% of the properties have a setback less than 30 feet, Code Section 17.20.050.A.2 does not apply. Therefore, Code Section 17.30.050.A.1 that requires a secondary frontage set back of 25 feet is applicable.

# EXHIBIT F

Vicinity Map





## Public Notification Boundary

For

150 S. Baldwin Ave.  
West Covina CA 91024

APN 5767-038-004

April 22, 2015  
JN 15075