



**CITY OF SOUTH PASADENA  
PLANNING COMMISSION  
SPECIAL MEETING AGENDA**

**Tuesday, February 23, 2021 at 6:30 p.m.**

*South Pasadena Planning Commission Statement of Civility*

*As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

***NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY***

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the special meetings of the Planning Commission will be conducted remotely and held by video conference. The meeting will be broadcast live on the City's Planning Commission website and can be viewed by [clicking here](#).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission members will be participating remotely and will not be physically present in the Council Chambers.

The Planning Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for the Planning Commission consideration, by emailing comments or questions to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12:00 p.m. on Tuesday, February 23, 2021** to ensure adequate time to compile and post. Please provide: 1) your name; and 2) agenda item for the comments/questions. All comments/questions received will be distributed to the Commission for consideration and will also be posted on the City's website prior to the meeting.

**CALL TO ORDER:**

Chair John Lesak

**ROLL CALL:**

Amitabh Barthakur, Commissioner, Janet Braun,  
Commissioner, Laura Dahl, Commissioner, Lisa Padilla,  
Vice-Chair and, John Lesak Chair

**COUNCIL LIAISON:**

Diana Mahmud, Mayor, Council Liaison

**STAFF PRESENT:**

Teresa L. Highsmith, City Attorney  
Joanna Hankamer, Planning & Community Dev. Director  
Kanika Kith, Planning Manager  
Malinda Lim, Associate Planner

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with Commission business.

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

Disclosure by Commissioners of site visits and ex-parte contact for items on the agenda.

**PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

If you wish to address the Planning Commission on items not on the agenda and within the subject-matter jurisdiction of the Planning Commission, members of the public may submit their comments in writing to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a 3-minute voicemail message to be played during the meeting. Public comments must be received **by 12:00 p.m. on Tuesday, February 23, 2021** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) stating it is for general public comments/suggestions.

The public should be aware that the Planning Commission may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda.

**PRESENTATION**

**1. Housing Accountability Act**

**PUBLIC HEARING**

**2. Recommendation to Amend Provisions of SPMC Chapter 36 (Zoning) Pertaining to Accessory Dwelling Units (ADUs)**

Recommendation

It is recommended that the Planning Commission adopt a resolution recommending that the City Council adopt the proposed ordinance amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses – Accessory Dwelling Units Accessory Dwelling Units).

**DISCUSSION**

- 3. **Phase 2, Accessory Dwelling Units (ADUs) Ordinance Update: Project Introduction – Facilitating ADUs while implementing historic preservation standards.**

**Recommendation**

Receive presentation and provide feedback

**ADMINISTRATION**

- 4. **Comments from City Council Liaison**
- 5. **Comments from Planning Commissioners**
- 6. **Comments from Staff**

**ADJOURNMENT**

- 7. **Adjourn to the Regular Planning Commission meeting scheduled for March 9, 2021.**

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Planning Commission meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/test-planning-commission-agendas-minutes-copy>

Agenda related documents provided to the Planning Commission are available for public review on the City’s website. Additional documents, when presented to Planning Commission, will also be uploaded and available on the City’s website. The meeting will be broadcast live on the City’s website via Zoom, and a recording of the meeting will be available on the website within 48 hours of adjournment.

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk’s Division at (626) 403-7230.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior

to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*



2/18/21  
Date

\_\_\_\_\_  
Elaine Serrano,  
Administrative Secretary



## Planning Commission Agenda Report

ITEM NO. 2

**DATE:** February 23, 2021

**TO:** Planning Commission

**FROM:** Joanna Hankamer, Director of Planning and Community Development

**PREPARED BY:** Elizabeth Bar-El, AICP, Interim Manager of Long Range Planning and Economic Development

**SUBJECT:** **Proposed Zoning Code Amendment to South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) Pertaining to Accessory Dwelling Units (ADUs)**

---

### Recommendation

It is recommended that the Planning Commission adopt a resolution recommending that the City Council adopt the proposed ordinance amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses – Accessory Dwelling Units Accessory Dwelling Units).

### Background

On January 28, 2019, within the framework of a broader discussion on housing affordability initiatives related to the 2021-2029 Housing Element Update, the Planning Commission discussed and provided direction to amend the Accessory Dwelling Units (ADUs) ordinance to comply with State law and encourage more ADUs. ADUs are an important component for South Pasadena's pending sites inventory for the 2021-2029 Housing Element, and the City is planning to reference its ADU program in the package currently being prepared for HCD's preliminary review.

In September 2019, the City held a series of housing workshops regarding tenant protections, ADUs, and Inclusionary Housing. During these meetings, participants were receptive to promoting ADUs as a means of attaining more affordable housing units in general, with many seeing opportunities to provide housing for their adult children or senior relatives and as a source of extra income to support the high cost of home ownership.

On October 9, 2019, the governor signed further changes to ADU regulations into law, which became effective in January 2020. The Council adopted an urgency ordinance on December 18, 2019, to incorporate these changes (current SPMC Section 36.350.200, Attachment 2). Community members also requested consideration of additional amendments to the Code, and the discussion continued at the Planning Commission level, including a study session held on August 11, 2020.

California State Government Code Section 65852.150, (ADUs) has become progressively more permissive over the last few years in the legislature's efforts to reverse statewide land use trends that have purposed a large percentage of developable land to single-family use. The 2019 State legislation, layered on top of previous amendments, added complexity that resulted in confusion for jurisdictions statewide. In response, the State Department of Housing and Community

Development (HCD) updated its ADU Handbook in December 2020, with definitive interpretations and clarification (Attachment 3). Based on some of these clarifications, South Pasadena needs to adjust some of the Code provisions adopted in December 2020, along with changes being proposed based on community input. State law also requires jurisdictions to send their ADU ordinances to HCD within 60 days of adoption, to give the agency an opportunity to review the language for compliance with State law.

The City is receiving pro-bono support from Arup, a global Planning and Engineering firm with an office in Los Angeles, on this project. Arup approached Planning staff to offer this service to support their efforts to learn more about housing issues facing Los Angeles communities. In January, Arup provided a research memo that scanned the practices of other cities that have grappled with some of the issues relevant to South Pasadena such as hillside and historic context (Attachment 4). Arup and staff have worked together to develop the draft ordinance, considering these best practices and adjusting as appropriate for the unique context of South Pasadena. Arup is also in the process of designing an illustrated brochure to release at the end of this process to help applicants understand the process and basic requirements for ADUs.

### Insights from Applicants

Homeowners in neighborhoods across the city have shown interest in building ADUs, with ADU applications up from five in 2019 to 27 last year. Staff receives inquiries on a daily basis from homeowners and architects navigating the Code to determine how and where they can construct their ADUs. Some of the most confusing issues revolve around the meaning and intent of Code language, such as not allowing ADU entrances to be visible from the street. Many homeowners are interested in building two-story ADUs, either above a garage or free-standing. Some struggle with the Code's locational requirements if their property has unusual circumstances, such as a rear-sited primary dwelling, unusual lot shape or hillside configuration,

Applicants also struggle to understand how ADU applications interface with other processes. For instance, if the ADU location potentially involves removal of one or more trees, a tree removal permit must first be obtained. If a property has historic designation, Cultural Heritage processes may be required. Or if an applicant is building a new primary home or adding floor area together with an ADU application, coordination of the requirements and processes for each of these activities might be confusing.

While Planning staff has worked with individual applicants to resolve issues on a case-by case basis, it is acknowledged that there is a need for more fundamental solutions to improve ADU permit processing by amending the Code and developing handout materials. Planning staff has gained some of the key insights that inform the changes proposed herein from members of the community through their regular interaction through the ADU application process.

### Community Outreach

Staff has also sought community input through meetings and Planning Commission discussion items. Following the initial outreach steps described above, outreach opportunities continued last year over the last month, including the following:

- May-September 2020: Virtual Housing Workshops
- August 11, 2020 – Planning Commission discussion on potential inclusionary and ADU housing policies related to the Housing Element update
- January 25, 2021 – Housing Workshop in partnership with the Housing Rights Center
- February 10, 2021 – Virtual ADU Community Meeting
- February 11, 2021 – Follow-up discussion with South Pasadena Chamber Economic Development Committee

While earlier community events were primarily for the purpose of hearing community concerns and suggestions, the February 10th virtual ADU community meeting was an opportunity to present the proposed Code changes that the Planning Commission is considering this evening. The event was attended by 62 participants, representing homeowners, architects, housing advocates and other community members interested in developing ADUs. Questions were submitted during the presentation and attendees were brought into the conversation to ask questions during two Q&A sessions. Based on a poll conducted during the meeting, most attendees favored allowing two stories and front yard ADUs in certain circumstances. A post-meeting survey was sent to attendees with 23 responding. Although this is a fairly small number, respondents were generally favorable to the proposed standards (See Attachment 5).

Staff also presented the work plan timeline, which includes two phases for amending the ADU ordinance, with the second phase to propose standards for historic properties to guide staff approval, or possibly discretionary approval in some situations. Phase 2 is anticipated to be completed by late summer. A workshop/discussion to kick off discussion about ADUs on historic properties with the Cultural Heritage Commission was scheduled on Thursday, February 18<sup>th</sup>, prior to this hearing but after publication of this staff report. Staff shared the intent to delay allowing two-story ADUs on historic property until the historic preservation consultants (Architectural Resources Group) complete their research and recommend specific standards. In the survey, participants expressed strong support for finding a path to allow two-story ADUs on properties defined as historic, either with Cultural Heritage Board approval or in some cases with staff approval.

Staff continued the discussion the following morning with the Chamber's Economic Development Committee at their regular meeting with Planning staff. Committee members expressed their support for ADUs to increase the city's housing supply and made suggestions for clarifying the proposed language.

Staff received valuable insight from all of these interactions with the community. In response to the feedback received, some of the recommendations that staff shared at the community meeting have been adjusted.

### Fire Department Input

Planning staff met with the South Pasadena Fire Department to consider how the ordinance should address ADUs in the context of long-standing concerns about maintaining and improving their ability to access residential properties in the hilly southwest portion of South Pasadena. Over the past few years, the Public Works Department has completed some street-widening projects as part of an effort to improve access, and more are planned for the future. Nevertheless, some streets are

still difficult for fire vehicles to navigate. Fire Department officials also are concerned with introducing additional units in this area on parts of the lot that would be difficult to reach with their fire suppression equipment. They also have expressed that fire sprinklers, which are now required for new units, would be important for any new construction in this high risk fire area. Staff has addressed these concerns in the proposed ordinance as further discussed below.

## **Discussion**

Staff's experience in administering the ADU regulations and the community's concerns about confusing language led to development of the draft ordinance as a complete reorganization of SPMC Section 36.350.200 in an effort to make it more intuitive and understandable to the community that uses it regularly, including homeowners and architects. Accordingly, the draft presented herein is not shown as a redline, but rather as a complete replacement section of the existing ADU section.

The following summarizes each sub-section, highlighting the changes. It should be noted that current sub-sections R (Permit termination) and S (Permit revocation) have been eliminated in the proposed draft. In practice, there is no "ADU permit," as the staff approval is conducted through the regular building permit review. Building permits have their own procedures for expiration once issued, so these sections are no longer relevant.

### *A. Definitions*

The current Code does not provide specialized definitions that apply to ADUs. The term "accessory dwelling unit" is defined in SPMC Chapter 36, Article 7. The proposed definitions are provided as a convenience for users and to support mutual understanding of relevant terms such as types of ADUs, the facilities to be included in kitchens and bathrooms, and terms related to special requirements (high risk fire area, historic property).

### *B. Applicability*

This sub-section states that ADUs are permitted in all zoning districts in which residential uses are allowed, consistent with State requirements. This is a change from the current Code, which permits ADUs in the RE, RS, RM, and RH zoning districts. While most ADU applications are expected to be submitted for single-family properties located in these residential districts, ADUs may in future also be added to mixed-use developments, which the new language accommodates.

### *C. Applications*

The proposed language expands the current sub-section B, which includes the State requirement to approve an ADU within 60 days of its being deemed complete. Complications to this process can arise when the proposed ADU requires additional review, such as a tree removal application, hillside development permit, demolition or certificate of appropriateness, all of which are discretionary. Such permits are considered to be prerequisites, required before the ADU application may be deemed complete, triggering the 60-day maximum review period.

Additionally, homeowners may apply for an ADU along with other property improvements, such as an addition to the primary dwelling, or the ADU may be part of a project that includes



construction of a new home. The proposed ADU or JADU may be detached or attached to the primary home. Under *C.1 Timing of Concurrent Applications*, it is clarified that:

- For new construction, all discretionary entitlements for the primary dwelling must be obtained before the ADU or JADU application is deemed complete and may be approved.
- The application to convert an existing accessory structure to an ADU may be deemed complete and approved, even while a concurrent proposed addition is being reviewed through a discretionary process. It is also clarified that if the converted accessory unit replaces a garage, replacement parking for the primary structure is not required, and the proposed addition to the primary dwelling will not trigger additional parking.
- An application for an attached ADU or JADU submitted concurrently with an addition to the primary dwelling will require approval of all discretionary applications for the primary dwelling before the ADU portion may be deemed complete and approved.
- A demolition permit, if required in order to construct an ADU in place of a structure to be demolished, must be issued prior to an ADU application being deemed complete.

These clarifications are proposed to comply with the non-discretionary processes required by State law for the ADU while ensuring the discretionary review procedures that the community has determined to be necessary for other activity on residential properties.

#### *D. Ownership*

This sub-section restates the current Code sub-section C, which precludes sale of an ADU separately from the primary dwelling, combining it with parallel language regarding JADUs in (current) sub-section P. It also allows the City to require a deed restriction to enforce this restriction.

#### *E. Development Standards for ADUs on Single-Family Properties*

The next three sub-sections gather the objective development and design standards applicable to ADUs into a more accessible format. Applications on single-family properties will need to comply with sub-section E, as well as G, which has requirements that apply in all cases. For multi-family properties, the applicable standards will be in sub-sections F and G. A major shift from the current Code is allowing two-story ADUs, either as stand-alone structures or over a new or existing garage or other accessory structure, subject to objective design standards in sub-section G (applicable in all zoning districts).

Sub-section E is the longest of the three sections, addressing the complexities and variety of South Pasadena's single-family properties where most ADUs are proposed. The new provisions address location particularities on hillsides or in front of a primary dwelling, as well as changes to allowable floor area and maximum height to accommodate two-story ADUs. There are no proposed changes to side and rear setbacks, which must comply with State law. Highlights of changes in this section are:

- Clarification of allowable locations for an ADU on a hillside property. As proposed, ADUs on hillside properties may be located underneath the primary dwelling or other structure, such as a parking bridge, even if the ADU is located closer to the front property line than the existing home. A hillside development permit may be required before the application can be deemed complete.
- Provisions for locating an ADU in front of an existing home that is sited in the rear of the property. There have already been inquiries and requests to locate ADUs in front of homes in such circumstances, and two proposed subsections (E.1.d. and E.1.e) provide a process and objective standards for compatibility with the surrounding neighborhood through a staff-approved process for one-story ADUs up to 850 square feet for one bedroom or 1,000 square feet for two or more bedrooms. The applicant may also request to build up to 1200 square feet and two stories with discretionary approval (design review) by the Design Review Board.
- ADUs allowed to exceed lot coverage/FAR maximums. Based on the “State Exemption ADU” requirement, it is recommended to allow up to 800 square feet of the ADU to exceed the underlying lot coverage and FAR maximums for the property. This is the minimum exemption allowable under State law. The intent of the draft language is that the ADU will be considered to comprise floor area, but will be permitted (up to 800 square feet) even though it may cause the property to exceed the maximum lot coverage and FAR. However, the ADU area would count in an overall calculation for the property and may limit other additions to the primary residence if lot coverage and/or FAR are exceeded.
- A proposed change to the standard for maximum floor area in an attached ADU. HCD’s handbook has interpreted the internal conflicts within State ADU laws to require that the City must set a maximum allowable floor area at 850 square feet for a unit up to one bedroom and 1000 square feet for a unit of two or more bedrooms. The current Code limits a detached ADU to 1200 square feet, which complies with State law as it is a more generous limitation. However, for attached ADUs, the current Code states a maximum of 1200 square feet or 50% of the size of the main dwelling unit, whichever is smaller. HCD has determined that use of a percentage to limit size cannot result in precluding the minimum of 850/1000 square feet, so this provision must be removed. Therefore, it is recommended to limit the size of attached ADUs to the lowest allowable maximum size (850sf/1000sf) to reduce the potential for the ADU to overwhelm the attached home.
- Clarification for conversion ADUs. The HCD Handbook clarifies that an accessory structure of any size may be converted into an ADU. Their example is of a 3,000 square foot barn, which is now allowed to be converted, in whole, to a new ADU. While there may not be many cases in South Pasadena of non-habitable accessory structures larger than 1200 square feet, to comply it is recommended to clarify that the conversion ADU may occupy more than 1200 square feet if the existing structure exceeds 1200 square feet. Furthermore, floor area may be added for ingress and egress, in compliance with State law, with a maximum area of 150 square feet, exempt from lot coverage and FAR.
- Placement of ADUs on historic properties. As discussed above, the ADU ordinance update is being developed in two phases, and the second phase will produce more specific standards

and an appropriate process for reviewing ADU applications on historic properties. In the interim, staff is recommending a standard for placement of the ADU requiring that it be at least 50% behind the historic structure and placed so that it does not block visibility from the street or compete with the resource's character-defining features.

- Height limits for one and two story ADUs. In compliance with State law, a one-story ADU may be up to 16 feet in height. It is proposed to specify that the height is measured to the top of the pitched roof or parapet. Two story ADUs are proposed to be 18 feet for a flat roof, plus one foot for the parapet, or up to 22 feet for a pitched room. The proposed language limits ADUs for historic properties to one story, 16 feet, until Phase 2 of the ADU Code amendment project, as explained above.
- Setbacks. State law requires that the minimum side and rear setback for new construction of an ADU cannot be more than four feet and the current Code complies with this. One change is proposed to accommodate a fairly common condition in which existing garages are not quite four feet from the property line. Over the last year, some homeowners have asked to be able to extend these structures along the existing wall in order to simplify the structure and reduce project costs. It is proposed to allow the extension of an existing wall up to 10 feet provided it is not less than three feet from the property line to resolve many of these cases. The same exception is recommended for two-story ADUs in sub-section G (see below).
- Separation between a detached ADU and other structures. The last point in sub-section E clarifies that ADUs that exceed 800 square feet must maintain a distance of at least 10' from other structures on the property. State law precludes requiring this standard for ADUs up to 800 square feet, but for larger ADUs, it is important to maintain open space on the property to the allowable extent.
- JADUs. JADUs are only allowed in single-family primary dwellings. This section includes the same basic standards set forth in State law that are in the current Code. A separate entrance, living and sleeping area, bathroom and efficiency kitchen are required.

#### *F. Development standards for ADUs on multifamily properties*

The main difference in this section from the current Code is the proposal to allow two-story ADUs, at the same height as on non-historic single-family properties.

#### *G. Design Standards Applicable to ADUs in all Districts*

Sub-section G includes the design standards for two-story ADUs for the purpose of mitigating visual and privacy impacts on neighboring residential uses. These include:

- Windows on elevations facing the property lines must be at least five feet above the floor level (clerestory windows) or comprised of obscured glass (such as frosted glass)
- Balconies are only permitted facing into the property

- Walls facing the side and rear must be articulated on 30% of the wall planes with minimum 18” recesses. The intent is to achieve 360-degree architecture that avoids large blank walls in the direction of the neighboring residents.
- Based on the State-requirement setbacks of four feet from rear and side property lines for the first floor of ADUs, in order to simplify and reduce construction costs, the second floor setbacks are also recommended at four feet. However, to support efforts to add above an existing garage, staff is recommending that the second floor be allowed with a setback consistent with the existing wall or walls as long as that is at least three feet from the property line.

Other standards gathered here from the current ADU Code section specify the requirements for a separate entrance, and interior amenities for an ADU and JADU. Two changes of note are:

- Allowing separate utility meters (currently not allowed) for the ADU’s electrical and water use.
- Allowing a mini-split condenser in the rear yard. The Zoning Code does not allow mechanical equipment in side and rear yards, which makes it particularly difficult to find a suitable location for ADU equipment, especially since ADUs are allowed and often placed in the rear yard. Many ADUs utilize an electrical mini-split HVAC system, which is smaller and quieter than typical mechanical equipment. In order to encourage use of these systems and resolve the problem of mechanical equipment placement, it is proposed to make an exception to allow mini-split HVAC systems in the rear yard.

## *H. Parking*

Other than language to clarify the current Code, there no changes to the Parking sections. A proposed change to the parking requirement in high risk fire areas is contained in sub-section J and referenced in the Parking sub-section.

## *I. High Risk Fire Areas*

South Pasadena residents have shown great support for ADUs and interest is high. The proposed revised ordinance generally encourages homeowners to build ADUs. However, there are public safety concerns associated with adding units on properties in the city’s southwest area (south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border), which Chapter 14 of the South Pasadena Municipal Code has defined as a “high risk fire area.” The concerns relate to maintaining emergency access to properties in the area in case of fire and serving potential emergency needs of the ADU itself. Some of the streets in the neighborhood are particularly narrow, with less than the 28-foot width needed to provide minimal lanes in two directions and a parking lane on one side of the street.

According to HCD’s Handbook, limitations on ADUs are permitted based on specific conditions including impacts on traffic flow and public safety, provided that the limitation is accompanied by detailed findings of fact explaining why such limitations are required and how they are consistent with State law. The South Pasadena Fire Chief has provided a memo (Attachment 6) that explains

the public safety concerns and requests the considerations that staff has included in the draft ordinance. Staff is recommending the following specific limitations for public safety purposes, made with the required findings and consistent with the recommendations of the Fire Chief.

- On narrow streets (defined as less than 28'), it is recommended to require that ADUs that would otherwise be exempt from parking provide a parking space for the unit. Furthermore, provisions that otherwise allow an existing single-family property to convert the garage to an ADU without replacing parking would not apply on properties in this area with narrow streets. This would ensure that a single-family home with an ADU would have three on-site parking spaces, which may be either covered or uncovered.
- Although generally the State precludes cities from requiring fire sprinklers for ADUs unless sprinklers are required the primary dwelling, based on the Fire Department's recommendation, it is proposed to require sprinklers for ADUs on all properties within the high risk fire area. In the case of attached ADUs, in order to avoid the need to provide sprinklers for the entire existing primary dwelling, the ADU may have a fire-rated separation from the primary dwelling.
- In order for Fire personnel to reach the ADU with their equipment in case of fires, staff is recommending that the front of the ADU be placed no more than 150 feet from the front property line. In the case of flag lots, installing a dry stand pipe system is permitted as an acceptable alternative. The dry stand pipe must extend from the street to within 100' of the ADU.

The proposed ordinance contains findings of public safety necessity to support the proposed restrictions in the high risk fire areas.

### *Sub-sections J, K, and L*

The last three sections have no proposed substantive changes. Short-term rentals will still be prohibited and the proposed language facilitates the City's ability to require a deed restriction if it chooses to do to support enforcement efforts. The current Fee requirements are consistent with State law and no changes are recommended. Finally, the current Code's requirement for a primary dwelling to receive a certificate of occupancy before one is issued for an ADU or JADU is consistent with State law and no changes are recommended.

### **Environmental (CEQA) Review**

In accordance with the California Environmental Quality Act (CEQA), the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment to amend regulations pertaining to ADUs may have a significant effect on the environment.

### **Conclusion**

Staff's recommendations for amending the ADU provisions of the Zoning Code have been drafted to address State law, support ADUs as an important source of future housing units to comply with

the Regional Housing Needs Assessment (RHNA) and address the issues that have arisen as staff has reviewed and processed ADU applications over the past two years. The intent is to make the process easier to allow homeowners to build ADUs that meet the needs of their households while providing objective standards to maintain the character of the city's neighborhoods where ADUs will be built. At the same time, the proposed standards address access concerns that have been expressed in regard to building ADUs in the high risk fire area, which already contends with narrow road widths that challenge emergency access. Finally, although Phase 2 of this project will more comprehensively address historic properties, there was a desire to address some basic standards to guide staff's review and approval process until these standards are fully developed. Staff now seeks the Planning Commission's recommendation as presented or with revisions as deemed appropriate in order to bring the ordinance to the Council for adoption.

### **Next Steps**

If the Commission adopts a resolution recommending amending SPMC Section 36.350.200, as recommended or with a revised recommendation, the following next steps are anticipated:

March 17, 2021: Council hearing for first reading

April 7, 2021: Second reading and adoption.

Implementation: Staff and consultants (Arup) are developing a brochure that explains the ADU process, the key design standards in the ordinance, and other important information for applicants. The brochure is scheduled to be available to the public by the effective date of the ordinance. Staff will also be revising the application form to support more complete ADU application submittals.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact.

### **Public Notification of Agenda Item**

A notification of this hearing was published on February 12, 2021, in the South Pasadena Review. The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the and/or the South Pasadena Review.

### **Attachments**

1. Planning Commission resolution (Exhibit A – Draft Ordinance)
2. SPMC Section 36.350.200
3. [California Department of Housing and Community Development, \*Accessory Dwelling Unit Handbook, December 2020\*](#)
4. Arup memo, *ADU Ordinance Precedents & Best Practices (1/8/21)*
5. February 10 Community Meeting Survey Results
6. Memo from Fire Chief Paul Riddle (2/17/21)

ATTACHMENT 1  
Planning Commission resolution  
with Exhibit A (Draft Ordinance)

## P.C. RESOLUTION NO. 21-\_\_

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 36.350.200 (RESIDENTIAL USES- ACCESSORY DWELLING UNITS) OF DIVISION 36.350 (STANDARDS FOR SPECIFIC LAND USES) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE**

**WHEREAS**, in May through September, 2020, the City held a series of virtual housing workshops, which included discussion of increasing opportunities for development of accessory dwelling units; and

**WHEREAS**, on August 11, 2020, the Planning Commission discussed the preparation of an ordinance amending and updating the City's existing accessory dwelling unit ordinance for compliance with existing law, state Housing and Community Development interpretations and to encourage development of accessory dwelling units as a means of providing affordable housing in an effort to meet the City's Regional Housing Needs Assessment; and

**WHEREAS**, as part of the review of the existing accessory dwelling unit ordinance, the City received pro-bono support from Arup, a global planning and engineering firm in the development of an updated accessory dwelling unit ordinance; and

**WHEREAS**, on February 10, 2021, a virtual community meeting was held with 62 participants to present proposed changes to the ADU ordinance and solicit feedback and suggestions, which have been considered and incorporated herein; and

**WHEREAS**, on February 23, 2021, the Planning Commission held an additional duly noticed public meeting to consider the draft accessory dwelling unit ordinance, at which all interested parties were given the opportunity to be heard and present evidence.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1:** The Planning Commission hereby finds that the proposed amendments would not have a significant impact on the environment and so is exempt from the California Environmental Quality Act (CEQA) review under Section 15061(b)(3)—General Rule, which provides that CEQA applies only to projects that have the potential for causing a significant effect on the environment.



**SECTION 2:** Pursuant to SPMC Section 36.620.070 (Findings and Decision), the Planning Commission recommends that the City Council approve the proposed amendments set forth in Exhibit A, based on a finding of benefit to the public interest, health, safety, convenience, and general welfare of the City by facilitating the production of additional housing units through the updating the City’s accessory dwelling units, consistent with the City’s General Plan.

**SECTION 3:** This Resolution Recommending City Council Adoption satisfies the requirements of SPMC Section 36.620.300(A)(1)(b) for a Resolution of Intention regarding initiating a zoning amendment.

**SECTION 4.** For the foregoing reasons and based on the information and findings included in the Resolution, Staff Report, Minutes and testimony received during the public hearing, the Planning Commission of the City of South Pasadena hereby recommends that the City Council adopt the attached ordinance amending section 36.350.200 of Division 36.350 (Standards for Specific Land Uses) to Chapter 36 (Zoning).

**SECTION 5.** The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 23rd day of February, 2021.

**PASSED, APPROVED, AND ADOPTED this 23rd day of February 2021 by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Chair

**ATTEST:**

\_\_\_\_\_  
Vice-Chair

## Exhibit A

### 36.350.200 Residential Uses—Accessory Dwelling Units (ADUs).

A. **Definitions.** The following definitions shall apply to this section.

**Accessory Dwelling Unit (ADU).** See SPMC 36.700.020.A.

**Attached ADU:** An ADU that is attached to the primary dwelling, not including a JADU.

**Bathroom.** Facility required to include a shower and/or bath, sink and a toilet.

**Conversion.** All or a portion of an existing space or structure which is used to create an ADU or JADU (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary dwelling. A conversion does not include the portion of any expansion of the existing space or structure.

**Cooking Facilities.** Facility required to include an installed stovetop/oven range, a refrigerator, sink, and food preparation counter area and storage cabinets.

**Detached ADU.** The unit is separated from the primary dwelling.

**Efficiency kitchen.** Required to include a cooking appliance, such as a hot plate and microwave with a sink, and a food preparation counter and storage cabinets.

**High risk fire area.** The area located south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border, as established in SPMC Chapter 14.

**Historic Property.** For purposes of this section, this shall refer to a property that is: 1) designated as a landmark or as a contributor to a designated historic district; 2) identified on an inventory that has been adopted by the City as a property with potential as an individual landmark or as a contributing structure to a potential historic district, as authorized by Health and Safety Code Section 18955.

**Junior Accessory Dwelling Unit (JADU).** A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence, which shall not exceed 500 square feet in size. A JADU may share central systems (HVAC, water, electric), contain an efficiency kitchen or cooking facilities, bathroom or may share a bathroom with the primary dwelling.

B. **Applicability.** The standards and criteria in this section apply to properties containing single-family or multifamily housing units within all zoning districts that allow residential uses. These standards are in addition to all other applicable standards found in this Zoning Code; in case of conflict the standards of this section shall apply.

C. **Applications.** Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially (staff-level approval) within 60 days after the

## Exhibit A

application is deemed complete. The application for the creation of an ADU or JADU shall be deemed approved if the local agency has not acted on the application within 60 days from the date it is deemed complete. The application process and requirements shall be set forth in a written document provided by the Planning Department.

1. **Timing of Concurrent Applications.** An applicant may submit an application to construct an ADU concurrently with other proposed development, such as new construction of or an addition to an existing primary dwelling. The following shall apply in these cases:
  - a. **New construction of primary dwelling unit, with attached ADU/JADU or detached ADUs:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the ADU/JADU application may be deemed complete and approved.
  - b. **Conversions of existing accessory structures:** The ADU application for conversion of a detached accessory structure may be approved within 60 days after it has been deemed complete, regardless of a concurrent applicant for an addition to the primary dwelling. If the conversion is a garage that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking. Conversion does not include demolition of the existing accessory structure.
  - c. **Additions to existing primary dwelling with proposed attached ADU/JADU:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the attached ADU/JADU application may be deemed complete and approved.
  - d. **Demolition of accessory structure to facilitate new construction of ADU:** Demolition, as defined by SPMC Section 2.59(d), of an existing structure that is considered to be located on an historic property or is 45 years or older, shall require a certificate of appropriateness, pursuant to SPMC section 2.65(c) and (e), as a prerequisite to an application for an ADU being deemed complete. The resulting ADU application shall be considered new construction and shall comply with the minimum setback requirements for new construction, set forth in subsection E.4. below.
2. **Prerequisite Discretionary Permits.** Accessory dwelling unit applications shall not be deemed complete until all applicable discretionary prerequisites have been approved. Prerequisites may include tree removal permits, Certificates of Appropriateness, and hillside development permits.

D. **Ownership.** An ADU or JADU may not be owned or sold separately from the primary dwelling. The City may require a deed restriction in a form approved by the City Attorney to enforce the restrictions set forth in this section.

1. **JADU Owner-occupancy required.** The owner shall reside in either the remaining portion of the primary residence, or in the newly created JADU.

## Exhibit A

**E. Development Standards for ADUs on Single-Family Properties.****1. Location**

- a. **Number of ADUs.** One ADU, either attached or detached, and one JADU shall be allowed on a single-family property.
- b. **Location on site.** An accessory dwelling unit may be attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit may be located within and/or above a garage or other existing accessory structure.
- c. **Hillside locations.** An ADU on a hillside property may be attached or detached, in a location within, behind or underneath the primary dwelling, underneath a parking bridge even if it is closer to the front property line than the primary dwelling, or as a conversion of existing space. A hillside development permit may be required, consistent with SPMC division 36.340.
- d. **Location in front of primary dwelling.** If 50% or more of the existing primary dwelling is located in the rear 1/3rd of a property that is not a historic property, an attached or detached ADU shall be allowed in front of the primary structure as follows:
  - i. Ministerial review (staff-approval): For an ADU that is one-story, not more than 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms, and maximum 16 feet in height.
  - ii. Design Review Board approval: For an ADU that exceeds the standards of (i) above, and is no more than 1200 square feet in size and maximum two stories not to exceed a height of 18 feet for a flat roof and 22 feet for a pitched roof.
- e. **Standards for ADUS in front of primary dwelling.** ADUs located in front of a primary dwelling per (d) above shall comply with the following standards:
  - i. The ADU shall comply with the applicable front yard setback requirement for the district in which it is located, and with side setbacks of four feet.
  - ii. The front elevation shall include an entry into the unit and a covered porch or awning.
  - iii. The application shall provide a landscape plan for the area in front of the ADU in compliance with 36.330.030. No driveway or parking area shall be allowed in front of the ADU.
  - iv. A minimum 20 square feet of window area shall be provided on each front and corner elevation. No vinyl windows shall be allowed on elevations visible from the street.
  - v. The ADU shall have a pitched roof if adjacent properties have pitched roofs.
  - vi. If a garage is attached to the ADU, it shall be set back 10' from the front elevation.

## Exhibit A

- f. **Placement on Historic properties.** All ADU's and JADU's proposed for an historic property, including conversions or additions shall:
- i. Be located in the rear of the property such that at least 50% of the ADU's first floor, front facing plane is behind the existing structure.
  - ii. Not be placed in a manner to block visibility of the historic resource from the public right-of-way, or compete with character-defining features of the historic resource.

**2. Floor area**

- a. **New Construction Attached ADU.** An accessory dwelling unit attached to the primary dwelling shall have a minimum floor area of 150 feet, and a maximum floor area of 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
  - b. **New Construction Detached ADU.** A detached accessory dwelling unit shall have a minimum floor area of 150 square feet, and a maximum floor area of 1,200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
  - c. **Conversion ADUs.** An ADU that is a conversion of an existing accessory structure may have a maximum of 1200 square feet or the size of the existing structure, whichever is greater. An ADU that is a conversion may include an expansion of up to an additional 150 square feet if necessary for ingress and egress. Conversions, including up to an additional 150 square feet for necessary ingress and egress are exempt from lot coverage and FAR. An ADU that expands upon the existing structure in excess of the ingress and egress exemption is subject to lot coverage and FAR of the underlying zoning district.
  - d. **Junior Accessory Dwelling Units (JADUs).** The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet.
- 3. Height Limits.** The maximum height of an attached or detached new accessory dwelling unit shall not exceed:
- a. **For a one-story ADU:** 16 feet to top of parapet or pitched roof
  - b. **For a two-story ADU including an ADU located above an accessory structure:** 18 feet for a flat roof, plus a 1-foot parapet, or 22 feet for a pitched roof
  - c. **For a conversion ADU (without an addition):** the height of the existing structure
  - d. **For a historic property:** One story only is permitted with a maximum height not to exceed 16 feet to top of parapet or pitched roof. However, the maximum height for a conversion ADU shall be the height of the existing structure.

## Exhibit A

4. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
  - a. **Additions to structures with non-conforming setbacks.** If the ADU is a conversion of an existing accessory structure with a side yard setback of less than 4 feet, the wall may be extended for an additional 10 feet at the same setback, provided it is not less than 3 feet from the side property line and not less than 4 feet from the rear property line. If the existing setback is less than 3 feet, the addition shall be required to maintain the 4' setback.
5. **Building Separation.** Detached ADUs on residentially zoned parcels that are larger than 800 square feet shall comply with the ten-foot building separation requirement in SPMC 36.220.040.
6. **Standards for JADUs.** (see also Sub-section I) A JADU shall include:
  - a. an outdoor entrance that is separate from the primary dwelling
  - b. at a minimum, an efficiency kitchen, a separate or shared bathroom, sleeping and living area.

**F. Development standards for ADUs on multifamily and mixed-use properties**

1. **Number of Detached ADUs.** Not more than two detached accessory dwelling units may be located on lots with a multifamily dwelling.
2. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
3. **Detached ADU standards.** The accessory dwelling units shall maintain four-foot side and rear yard setbacks; and shall not exceed 16 feet for a one-story structure or, for a two-story structure, 18 feet for a flat roof or 22 feet for a pitched roof.
4. **Conversion ADUs.** Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the number of accessory dwelling units created do not exceed 25 percent of the number of existing multifamily dwelling units, including the accessory dwelling units created.

## Exhibit A

**G. Development Standards Applicable to all ADUs**

1. **Two-Story ADUs.** Except as approved by the Design Review Board pursuant to E.1.d above, a two-story ADU shall comply with the following standards as applicable:
  - a. **Windows:** On 2<sup>nd</sup> floor elevations facing adjacent residential parcels, only fixed windows comprised of plain obscured glass (such as frosted) with no color shall be placed in the area up to five feet above the interior floor height. Any clear window on these elevations shall be placed so that the bottom of the window is at least five feet above the interior floor height.
  - b. **Balconies:** Balconies shall only be allowed on elevations facing the interior of the property.
  - c. **Setbacks for 2<sup>nd</sup> floor:** The second floor of an ADU shall be set back a minimum of 4' from the side and rear property line.
    - i. Notwithstanding the above, a second floor ADU proposed above an existing accessory structure shall be allowed to maintain the same setback as an existing wall provided the wall is at least three feet from the property line.
  - d. **Articulation:** 30% of the side and rear wall plane above the first floor shall be articulated with minimum 18" recesses.
2. **Separate Entrance.:** An attached ADU shall have an outdoor entrance that is separate from the primary dwelling.
3. **Interior Facility Requirements.** An ADU shall provide living quarters independent from the primary dwelling, including living, sleeping, cooking facilities and a bathroom.
4. **Utilities.** An ADU may have shared or separate utility services (i.e., an electrical and/or gas meter) from the primary dwelling.
5. **Mechanical Equipment.** A mini-split condenser for an attached or detached ADU may be placed in the rear yard setback area.

**H. Parking**

1. **Exemptions.** With the exception of I,1, below, no off-street parking shall be required for an ADU or JADU if:
  - a. The ADU is located within one-half mile walking distance of a bus stop or light rail station.

## Exhibit A

- b. When on-street parking permits are required but not offered to the occupant of the ADU.
  - c. The ADU is within an historic district or potential historic district, or a historic designated property, as identified by the National Register for Historic Places, the California Register for Historic Places, or the City's Cultural Heritage Ordinance.
  - d. The ADU or JADU is within the existing primary dwelling.
  - e. There is a car share vehicle located within one block of the ADU.
2. **Parking required.** Parking shall be required for an accessory dwelling unit under the following conditions (see also I.1, below):
- a. If the ADU does not qualify for an exemption based on the list above, in which case one off-street parking space shall be required.
  - b. If the ADU or ADUs are within a multi-family property, in which case one off-street parking space shall be required per three accessory dwelling units, or fraction thereof. The requirement shall be cumulative if ADUs are built sequentially.

**I. High Risk Fire Areas.** The areas of the City defined as "high risk fire area" pursuant to SPMC Section 14.1, are subject to additional requirements for parking and fire sprinklers due to topographic and climatic conditions which create public safety risks, including accessibility of fire apparatus on narrow streets, and delay times in evacuation and response due to accessibility challenges. Requiring parking on-site is intended to reduce parking on the narrow streets, in order to increase accessibility of fire apparatus and facilitate evacuation; use of fire sprinklers in new development helps control the spread of small fires, which promotes effectiveness in controlling a fire in early stages, allowing for responding fire apparatus to arrive on scene, deploy hose lines, and rescue occupants. Based on these findings of public safety necessity, proposed ADUs and JADUs in the High Risk Fire Area shall be subject to the following additional requirements.

1. **Parking.** If the property is located adjacent to a narrow street, defined as a street with a width of less than 28 feet, one off-street parking space shall be provided. The ADU may not displace existing parking for the primary residence. Notwithstanding, a garage may be converted to an ADU if two parking spaces are provided elsewhere on the property for the primary dwelling in addition to the parking space for the ADU.
2. **Fire Sprinklers.** Fire sprinklers shall be required. For attached ADU's and JADU's where the primary dwelling unit is not equipped with first sprinklers, a fire-rated wall separating the ADU or JADU from the primary dwelling shall also be required unless the applicant chooses to install sprinklers for the entire structure.



## Exhibit A

3. **Distance from front property line.** A detached ADU shall be located within 150 feet of the front property line in order to facilitate emergency fire access. Notwithstanding, for flag lots, the ADU may be located within 100 feet of a dry standpipe installed on the property with approval of the Fire Chief.

J. **Short-term rentals.** Short-term rentals. An accessory dwelling unit shall not be rented out for a period of less than 30 days. The City may require a deed restriction to enforce this limitation, in a form approved by the City Attorney.

K. **Fees.** An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.

1. The City may impose a fee on the applicant in connection with approval of an ADU for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
2. The City will not consider an ADU to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was part of an application for a new single-family dwelling.
3. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. Units that are deed-restricted, that rent can be no more than 80% of Area Median Income (AMI), are exempt from impact fees.
4. The City shall collect school impact fees pursuant to the State Law for development of an ADU or JADU.

L. **Certificate of occupancy.** A certificate of occupancy for an ADU or JADU shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.

ATTACHMENT 2

South Pasadena Municipal Code Section  
36.350.200 (Residential Uses – Accessory  
Dwelling Units)

**36.350.200 Residential Uses—Accessory Dwelling Units.**

A. **Applicability.** The standards and criteria in this section apply to properties containing single-family or multifamily residences within the RE, RS, RM, and RH zoning districts. These standards are in addition to all other applicable standards found in this Zoning Code.

B. **Applications.** Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially within 60 days of submission of a complete application. Accessory dwelling unit applications submitted with other applications for entitlements may be subject to discretionary review.

C. **Ownership.** An accessory dwelling unit may not be owned or sold separately from the primary dwelling.

D. **Location on site.** An accessory dwelling unit may be permanently attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit shall not be located above a garage, unless it is a conversion. For purposes of this section, “conversion” means the repurposing of all or a portion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all required residential building and construction standards set forth in the applicable California Building Codes.

E. **Height and setback requirements.** The maximum height of a detached new accessory dwelling unit shall not exceed 16 feet and shall not be greater than one story. An accessory dwelling unit shall comply with the setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than four feet from the side and rear lot lines shall be required for new construction or replacement structures.

F. **Floor area.** An accessory dwelling unit attached to the primary structure shall have a maximum floor area not to exceed 50 percent of the existing living area (including a basement and attic) of the primary structure, or 1,200 square feet (whichever is less). Notwithstanding the foregoing, an applicant will be allowed to build an 800-square-foot accessory dwelling unit subject to subsection (O) of this section. A detached accessory dwelling unit shall not exceed a maximum of 1,200 square feet. The minimum floor area for a detached or attached accessory dwelling unit shall not be less than 150 square feet pursuant to the State Health and Safety Code for Efficiency Units.

G. **Interior facility requirements.** An accessory dwelling unit shall provide living quarters independent from the primary dwelling, including living, sleeping, cooking and restroom facilities. An accessory dwelling unit shall be limited to one bedroom.

H. **Entrance location and visibility.** An accessory dwelling unit shall have an outdoor entrance separate from the primary dwelling. In order to maintain the single-family residential character of the street, the construction of new accessory dwelling units, located within single-family zones, shall be located so that the entrance is not visible from the public right-of-way. This provision shall not apply to accessory dwelling units located in multifamily zones or conversions.

## ATTACHMENT 2, Current ADU Code

I. Utilities. An accessory dwelling unit shall not have utility services (i.e., an electrical and/or gas meter) separate from the primary dwelling.

J. Design standards. An accessory dwelling unit must comply with the design standards approved by the Director and must conform to the architectural design and materials of the primary dwelling.

K. Parking. A minimum of one covered or uncovered parking space shall be required for each accessory dwelling unit. No accessory dwelling unit shall be allowed unless the primary dwelling is also in compliance with all applicable parking requirements of this Zoning Code. No replacement parking is required for the primary dwelling unit when the existing garage is converted or demolished to make room for an accessory dwelling unit. No parking will be required for an accessory dwelling unit if:

1. The accessory dwelling unit is located within one-half mile of a bus stop or light rail station;
2. The accessory dwelling unit is within an historic district or potential historic district as identified by the National Register for Historic Places, the California Register for Historic Places, or the City's Cultural Heritage Ordinance;
3. The accessory dwelling unit is within the existing primary dwelling or existing accessory structure;
4. (Repealed by Ordinance No. 2339); or
5. There is a car share vehicle located within one block of the accessory dwelling unit.

L. (Repealed by Ordinance No. 2339).

M. Short-term rentals. An accessory dwelling unit may not be rented out for a period of less than 30 days.

N. Multifamily dwellings.

1. Not more than two detached accessory dwelling units may be located on lots with a multifamily dwelling with the following limitations: (i) the accessory dwelling units maintain four-foot side and rear yard setbacks; and (ii) the accessory dwelling units are not more than 16 feet high.
2. Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the number of accessory dwelling units created do not exceed 25 percent of the existing multifamily dwelling units.

O. Exception. Notwithstanding any height, setback, floor area, lot coverage, or design standards under this section or the Zoning Code, an applicant shall be permitted to construct an 800-square-foot accessory dwelling unit that is no more than 16 feet in height with four-foot side and rear yard setbacks.

P. Junior accessory dwelling units.

1. All the requirements under this chapter apply equally to junior accessory dwelling units, unless stated otherwise in this section.
2. “Junior accessory dwelling unit” means a unit that is contained entirely within the walls of a proposed or existing single-family residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.
3. The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet.
4. No additional parking is required for a junior accessory dwelling unit.
5. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure. “Efficiency kitchen” means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
6. The owner must reside in the primary residence but may choose to reside within the remaining portion of the structure or the newly created junior accessory dwelling unit.
7. The owner must record a deed restriction and file a copy with the City. The deed restriction must include a prohibition on the sale of the junior accessory dwelling unit separate from the sale of the primary residence, including a statement that the deed restriction may be enforced against future purchasers, and a restriction on the size and attributes of the junior accessory dwelling unit that conforms to this chapter.

Q. Certificate of occupancy. A certificate of occupancy for an accessory dwelling unit shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.

R. Permit termination. An accessory dwelling unit permit validly issued pursuant to this section shall terminate when any one or more of the following occur:

1. The permit is not used within 360 days from the date of permit’s issuance;
2. The permit has been abandoned or discontinued for 360 consecutive days;
3. The accessory dwelling unit owner files a declaration with the Director of Planning and Community Development that the permit has been abandoned or discontinued and the accessory dwelling unit has been removed from the property;
4. The permit has expired by its terms; or
5. The permit has been revoked as provided in this section.

S. Permit revocation. In the event an accessory dwelling unit permit was obtained by fraud or misrepresentation, or a permitted accessory dwelling unit dwelling is used, operated, or

maintained in violation of this chapter or applicable State or Federal law, or the accessory dwelling unit has been used or is being used in a manner so as to constitute a public nuisance, the Director of Planning and Community Development, on not less than 10 days' written notice to the accessory dwelling unit owner, may hold a permit revocation hearing which shall be heard by a hearing officer in accordance with applicable law.

1. The Director and the accessory dwelling unit owner shall each be permitted to present evidence with respect to the proposed permit revocation.
2. The hearing officer shall issue a written decision within 10 days of the conclusion of the hearing. The decision of the hearing officer shall be final.
3. Upon revocation, the accessory dwelling unit shall be removed. However, if at the time of revocation there are tenants occupying the accessory dwelling unit pursuant to a valid and binding rental or lease agreement that is consistent with the provisions of this chapter, such tenants shall be permitted to continue to occupy the accessory dwelling unit until the expiration or earlier termination of the rental or lease agreement, and upon such expiration or earlier termination the accessory dwelling unit shall be removed.

Nothing herein shall preclude or prevent the City from undertaking any other enforcement action with respect to the accessory dwelling unit which the City is otherwise authorized under this code or applicable State or Federal law, including but not limited to the abatement of public nuisances.

#### T. Fees.

1. An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.
2. The City may impose a fee on the applicant in connection with approval of an accessory dwelling unit for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
3. The City will not consider an accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
4. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(Ord. No. 2108 § 1; Ord. No. 2183 § 16, 2009; Ord. No. 2246 § 4, 2013; Ord. No. 2309 § 3, 2016; Ord. No. 2339 § 3, 2019.)

## ATTACHMENT 3

California Department of Housing and Community  
Development, Accessory Dwelling Unit Handbook

(Updated December 2020)

See online at:

[California Department of Housing and Community Development,  
Accessory Dwelling Unit Handbook, December 2020](#)

ATTACHMENT 4

Arup memo, *ADU Ordinance Precedents &  
Best Practices (1/8/21)*



## Memorandum

ARUP

To	Elizabeth Bar-El, AICP, Interim Long-Range Planning and Economic Development Manager, City of South Pasadena	Date January 8, 2021
Copies	1	Reference number
From	William Anderson, FAICP, Principal, Arup Katherine Buck, Consultant, Arup Zach Postone, Planner, Arup	File reference ADU Research
Subject	South Pasadena – ADU Ordinance Precedents & Best Practices	

## Introduction

This document summarizes information about select Accessory Dwelling Unit (ADU) ordinances across California to provide best practices and examples from other jurisdictions that can inform the development of South Pasadena’s ADU ordinance. A summary matrix is attached for reference.

The following sections contain details on specific topics related to ADUs, such as restricting ADUs in hillside zones, historic preservation, accelerating permitting and approvals, educating the public about ADUs, and providing financing support. Based on this research and our next discussion, we suggest formulating specific recommendations for amending South Pasadena’s ordinance, preparing a draft public information e-brochure, and developing supportive programs.

## Hillside Areas

Under California State regulation, local limits on where ADUs are permitted may only be based on the adequacy of water and sewer service, impacts on traffic flow, and public safety considerations.<sup>1</sup>

In Los Angeles, safety is the primary concern for ADUs in hillside neighborhoods, specifically fire danger and the impacts of construction on roads and sensitive hillsides. While some have been pushing for restrictions, others argue that ADUs would have limited impact on traffic or safety in areas with wide streets and public transit access.<sup>2</sup>

<sup>1</sup> “Accessory Dwelling Unit Handbook” (California Department of Housing and Community Development, December 2020), <https://www.hcd.ca.gov/policy-research/accessorydwellingunits.shtml#booklet>.

<sup>2</sup> Elijah Chiland, “Should LA Ban ADUs in Hillside Neighborhoods like Highland Park?,” Curbed Los Angeles, July 17, 2018, <https://la.curbed.com/2018/7/17/17578492/los-angeles-building-adu-rules-hillside>.

## Memorandum

The **City of Los Angeles** Ordinance No. 186481 restricts ADUs in fire-prone hillside areas unless the ADU complies with additional parking and roadway improvement measures and provides fire sprinklers:

“No ADU is permitted on any lot that is located in both a Very High Fire Hazard Severity Zone designated by the City of Los Angeles Fire Department pursuant to Government Code Section 51178 and a Hillside Area as defined by the Hillside Area Map pursuant to Section 12.03 of this Code, unless it meets one of the following exceptions:

- (i) The ADU is located within the boundaries of either the Northeast Los Angeles Community Plan or the Silver Lake – Echo Park – Elysian Valley Community Plan Area; or
- (ii) The ADU complies with all of the following requirements:
  - a. Notwithstanding Subparagraph (c)(10) below, the ADU is protected throughout with an approved automatic fire sprinkler system, in compliance with the Los Angeles Plumbing Code;
  - b. Notwithstanding Subparagraph (c)(12) below, one off-street parking space is provided for the ADU; and
  - c. The ADU is located on a lot fronting on a street that is improved with a roadway width of 20 feet or more in unobstructed width, as measured along the entire frontage of the subject property, after any associated dedication and improvement. In the event the ADU is located on a Through Lot or a Corner Lot, the lot must front on at least one street that is improved with a roadway width of 20 feet or more in unobstructed width after any associated dedication and improvement.<sup>3</sup>

The **County of Los Angeles** similarly prohibits fire hazard hillside areas with exceptions to ensure adequate vehicular access and roadway conditions. While generally the County does not require parking for ADUs, parking is required in Very High Fire Hazard Severity Zones unless certain exceptions are met. Ordinance No. 2020-0059 states the following:

Where a lot, or any portion thereof, is located within a Very High Fire Hazard Severity Zone, as depicted in the General Plan, and a Hillside Management Area, as depicted in the General Plan, other than those described in Section 22.104.030.D, an accessory dwelling unit or a junior accessory dwelling unit shall be prohibited on the lot, unless it has two distinct means of vehicular access to a highway that meet the following requirements:

- (i) The two distinct means of vehicular access, as measured from the lot frontage to the point of intersection with a highway, shall not overlap with each other. For example, see Figure 22.140.640-A, below;
- (ii) Each distinct means of vehicular access shall contain pavement of at least 24 feet in width, exclusive of sidewalks; and
- (iii) Each distinct means of access shall be built to public street standards approved by Public Works.<sup>4</sup>

No parking shall be required for an accessory dwelling unit that is located outside of a Very High Fire Hazard Severity Zone; Parking for an accessory dwelling unit located within a Very High Fire Hazard Severity Zone shall be provided in accordance with Chapter 22.112 (Parking), unless any of the following exceptions are met, in which case no parking shall be required:

1. The accessory dwelling unit has no bedroom;
2. The accessory dwelling unit is detached, with a maximum floor area of 800 square feet and a maximum height of 16 feet, and is located on a lot with a proposed or existing single-family residence;
3. The accessory dwelling unit is detached, with a maximum height of 16 feet and minimum rear and side yard depths of four feet, and is located on a lot with an existing multi-family residential building;

<sup>3</sup> Ordinance No. 186481. City of Los Angeles, California, Municipal Code §12.03. [https://clkrep.lacity.org/onlinedocs/2016/16-1468\\_ORD\\_186481\\_12-19-2019.pdf](https://clkrep.lacity.org/onlinedocs/2016/16-1468_ORD_186481_12-19-2019.pdf).

<sup>4</sup> Ordinance No. 2020-0059. Los Angeles County, California, County Code Title 22 – Planning and Zoning. [https://library.municode.com/CA/Los\\_Angeles\\_County/ordinances/code\\_of\\_ordinances?nodeId=1045229](https://library.municode.com/CA/Los_Angeles_County/ordinances/code_of_ordinances?nodeId=1045229).

## Memorandum

4. The accessory dwelling unit is entirely within an existing, legally built single-family or multi-family residential building;
5. The accessory dwelling unit is the result of the conversion of an existing, legally built accessory structure with an expansion of not more than 150 square feet beyond the same physical dimensions of said structure, limited to accommodating ingress and egress;
6. The accessory dwelling unit is located within one-half mile walking distance of public transit;
7. The accessory dwelling unit is located within an architecturally and historically significant historic district;
8. When on-street parking permits are required, but not offered to the occupant of the accessory dwelling unit; or
9. When there is a car share vehicle location within one block of the accessory dwelling unit.”<sup>5</sup>

In **Culver City**, ADUs and JADUs are also prohibited within designated hillside areas indicated on a map within the ordinance.<sup>6</sup>

## Historic Districts

Under California’s ADU regulations, local agencies may impose additional standards on ADUs regarding parking, height, setback, lot coverage, landscape, architectural review and the maximum size of a unit, which enables the adoption of design review standards that could benefit historic properties. Local agencies may also impose standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places.<sup>7</sup> The award of \$40,000 to South Pasadena by the State Office of Historic Preservation will enable the city to update its ADU ordinance to integrate historic preservation planning guidelines.<sup>8</sup>

The ADU ordinance in the **City of San Jose** includes simplified design standards, including siting and aesthetic requirements, for attached ADU units for historic buildings listed in the Historic Resources Inventory. Detached ADUs are permitted if they are set back 45 feet from the front property line. San Jose has also simplified the required permitting for ADUs on historic properties:

Any new addition for an attached Accessory Dwelling unit, on a property listed on the San José Historic Resources Inventory, shall be located along the rear wall of an existing primary dwelling, unless the Accessory Dwelling unit is fully enclosed within the existing building walls.

- a. The attached Accessory Dwelling unit shall not result in the enclosure of or net loss of any existing porch, unless such porch is located along the rear façade, and the enclosure of or net loss does not exceed ten percent (10%) or more of an existing porch.
- b. If an attached Accessory Dwelling unit is constructed on a second story of the primary dwelling, the Accessory Dwelling Unit shall not overhang the lower floors of the primary building and shall be set back at least forty-five (45) feet from the front property line.
- c. The roofline and materials of the attached Accessory Dwelling unit shall be differentiated from the primary dwelling.

<sup>5</sup> Ibid.

<sup>6</sup> Culver City, California Municipal Code, §17.400.095 Residential Uses – Accessory Dwelling Units. [https://codelibrary.amlegal.com/codes/culvercity/latest/culvercity\\_ca/0-0-0-55429](https://codelibrary.amlegal.com/codes/culvercity/latest/culvercity_ca/0-0-0-55429).

<sup>7</sup> “Accessory Dwelling Units (ADUs),” California State Parks Office of Historic Preservation, [https://ohp.parks.ca.gov/?page\\_id=29972/](https://ohp.parks.ca.gov/?page_id=29972/).

<sup>8</sup> “Outgoing Mayor Bob Joe | State of the City: South Pasadena,” South Pasadena, December 8, 2020, <https://southpasadenan.com/outgoing-mayor-bob-joe-state-of-the-city-south-pasadena/>.

## Memorandum

A detached Accessory Dwelling unit may be constructed on any property listed on the City's Historic Resources Inventory, provided the Accessory Dwelling unit is set back at least forty-five (45) feet from the front property line.<sup>9</sup>

An Accessory Dwelling unit located on a site that is listed on the San José Historic Resources Inventory that meets the design standards listed in 20.30.460(K)(1) shall not require issuance of a Single-Family House Permit, or Historic Preservation Permit for a site that is a designated City Landmark or within a City Landmark District. When a garage, carport, or other accessory structure is demolished or converted into an Accessory Dwelling Unit, a Single-Family House Permit, or Historic Preservation Permit shall not be required for the demolition or conversion.<sup>10</sup>

The **City of Palo Alto** requires that ADUs on historic properties comply with the appropriate Secretary of Interior's Standards for the Treatment of Historic Properties, although it does not appear that a design review is typically required. Overall, Palo Alto's ordinance incorporates more design standards than most other ordinances reviewed in this memo, including provisions to ensure privacy.<sup>11,12</sup> In the **City of Eureka**, ADUs must comply with the City's historic preservation rules, including historic review.<sup>13</sup>

In the **City of Glendale**, the Glendale Historical Society voiced its concern about the absence of design review and public comment in the State regulations, and advocated for a number of measures to mitigate negative impacts of ADUs while the city developed longer-term rules: that new ADUs be out of the public view for historic properties, that ADUs be prohibited in front yards to preserve historic look and feel, and that staff review ADU plans on historic properties for architectural compatibility.<sup>14</sup>

## Pre-approved Plans and Expedited Approval

Many local jurisdictions have accelerated ADU approval through permit-ready pre-approved plans.

The **County of San Diego** has a set of six standard pre-approved ADU building plans, ranging from a 600 square foot 1-bedroom to a 1,200 square foot 3-bedroom.<sup>15</sup> The **City of Encinitas** released eight different pre-approved ADU plans in 2019 under its Permit-Ready Accessory Dwelling Unit (PRADU) program, ranging from 224 square feet to 1,199 square feet. **Chico** and **Danville** also developing pre-approved ADU plans.<sup>16</sup>

The **City of San Jose**'s pre-approved ADU program includes five pre-approved plans ranging from 364 to 640 square feet. The program has streamlined operations such that ADU units in San Jose can be

<sup>9</sup> San Jose, California, Code of Ordinances, Part 4.5 – Accessory Dwelling Units.  
[https://library.municode.com/ca/san\\_jose/codes/code\\_of\\_ordinances?nodeId=TIT20ZO](https://library.municode.com/ca/san_jose/codes/code_of_ordinances?nodeId=TIT20ZO).

<sup>10</sup> Ibid.

<sup>11</sup> Ordinance No. 5507. City of Palo Alto, California, Municipal Code, Title 18 (Zoning).  
<https://www.cityofpaloalto.org/civicax/filebank/documents/79549>.

<sup>12</sup> "Historic Preservation," City of Palo Alto, [https://www.cityofpaloalto.org/gov/depts/pln/historic\\_preservation/default.asp](https://www.cityofpaloalto.org/gov/depts/pln/historic_preservation/default.asp).

<sup>13</sup> Ordinance 885-C.S. City of Eureka, California, Municipal Code §155.316 Accessory Dwelling Units.  
[https://codelibrary.amlegal.com/codes/eureka/latest/eureka\\_ca/0-0-0-59762](https://codelibrary.amlegal.com/codes/eureka/latest/eureka_ca/0-0-0-59762).

<sup>14</sup> "Action Alert: ADUs," The Glendale Historical Society, <https://glendalehistorical.org/action-alert-adus>.

<sup>15</sup> "County Standard ADU Plans," San Diego County Planning & Development Services,  
[https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu\\_plans.html](https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu_plans.html).

<sup>16</sup> "ADU Case Study - Pre-Approved ADU's: A Tool for Revitalizing California's Affordable Housing Struggle," UC Riverside Inland Center for Sustainable Development, <https://icsd.ucr.edu/case-study-adu>.

## Memorandum

built in roughly 90 days.<sup>17</sup> The program allows ADU designers/builders with standard construction plan layouts to become pre-approved vendors, which are listed on the City’s website. The City offers low-cost over-the-counter service for plans without any changes and an expedited plan review for minor changes, while plans with more significant changes are referred to the standard plan review service.<sup>18</sup>

The **City of San Diego** allows the use of pre-approved plans from the County of San Diego and the City of Encinitas PRADU program, provided that the plans meet the city’s building permit submittal guidelines.<sup>19</sup> The City of San Diego has also made amendments making it easier to get approval, including expedited permit processing, plan review and construction inspection, as well as processing new ADU permits over-the-counter for detached one-story units, additions, conversions of garages or accessory structures. Over-the-counter permitting allows applicants to receive all required approvals as soon as the same day, rather than weeks.<sup>20</sup> The ADU coalition, part of the San Diego Center for Architecture and Design Foundation, has advocated for further improvements to ADU processes including enhanced digital approvals as well as a ‘fast pass’ certification for vendors with experience permitting and building ADUs,<sup>21</sup> a similar concept to San Jose’s pre-approved vendor list described above.

## Information Resources

An ADU survey issued by the Center for Community Innovation highlighted the fact that lack of awareness (16%) and lack of desire (16%) are major barriers to ADU development, exceeded only by financial barriers (27%).<sup>22</sup> Many cities and counties have made efforts to gather resources about ADUs into online hubs, and produced assets like checklists and guides to make it easier for prospective builders to get all the information they need in one place.

**San Mateo County** has developed a “Second Unit Resources Center” as part of its Home for All initiative to provide detailed design, policy, and procedural information for building ADUs, as well as application checklists and information about ADU ordinances in the County.<sup>23,24</sup> The **City of San Jose** has consolidated ADU information on its website and provides an “ADU Universal Checklist” to detail all the requirements for getting an ADU permit. San Jose also connects people to an “ADU Ally” to answer any questions or assist with any issues they encounter.<sup>25,26</sup>

A joint initiative between **Los Angeles County** and the **City of Los Angeles**, the “Guide to ADUs Across LA County” website provides easily accessible, step by step information about the ADU

<sup>17</sup> Ibid.

<sup>18</sup> “Preapproved ADUs,” City of San Jose - Planning, Building & Code Enforcement, <https://sanjoseresidentassistant.com/>.

<sup>19</sup> “Policy Updates,” ADU Coalition, <https://aducoalition.org/policy-updates>.

<sup>20</sup> Ibid.

<sup>21</sup> “Cleaning Up ADU Rules,” ADU Coalition, <https://aducoalition.org/highlights/cleaning-up-adu-rules>.

<sup>22</sup> Karen Chapple et al., “ADUs in CA: A Revolution in Progress” (UC Berkeley Center for Community Innovation, October 2020), <https://www.aducalifornia.org/wp-content/uploads/2020/10/ADU-Progress-in-California-Report-October-Version.pdf>.

<sup>23</sup> “Second Unit Center – A Program of the County of San Mateo’s Home for All Initiative,” Second Unit Resources Center San Mateo County, <https://secondunitcentersmc.org/>.

<sup>24</sup> “Second Units,” Home for All San Mateo County, <https://homeforallsmc.org/toolkits/second-units/>.

<sup>25</sup> “Accessory Dwelling Units,” County of Sonoma, California, <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units/>.

<sup>26</sup> “ADU Universal Checklist - Bulletin #210” (City of San Jose, October 30, 2020), <https://www.sanjoseca.gov/home/showdocument?id=39038>.

## Memorandum

development process.<sup>27</sup> The City of Los Angeles offers its own ADU handout,<sup>28</sup> and the Los Angeles County Department of Arts & Culture created the “Yes to ADU” program and publication to raise awareness among the public.<sup>29</sup>

**Sonoma County** offers a detailed ADU checklist, summaries of the application process, and customer service hours with the Planning Division.<sup>30</sup> The **City of Santa Cruz** includes fee estimate tables on their site, as well as a web map enabling homeowners to quickly figure out zoning information.<sup>31</sup> The City of Palo Alto also offers a summary handout about its ordinance.<sup>32</sup>

The **City of San Diego** developed a “Companion Unit” website to consolidate all the necessary information on ADUs for homeowners, such as ADU code details, fee schedules, and statistics on ADU construction in San Diego.<sup>33</sup> The City of San Diego also provides an ADU information bulletin and a “Companion Unit Handbook”.<sup>34,35</sup> **San Diego County’s** ADU website features an application checklist and pre-approved ADU plans, as well as a handout from the ADU Zoning Division detailing all planning requirements for ADU projects in a central location.<sup>36,37</sup> These resources are supplemented by groups such as the ADU Coalition of San Diego which provides technical assistance during the permitting process, a cost calculator, and service hours to answer questions.<sup>38</sup>

Another approach to providing information is to hold events. In 2018 the **City of Eureka** hosted a two-day ADU Fair with partner agencies to educate homeowners about the opportunity to build ADUs.<sup>39</sup> Also in 2018, the **City of Sebastopol** and **Sonoma County** hosted a “Raise the Roof” housing fair and expo to spread awareness about ADUs and JADUs.<sup>40</sup> The **City of Encinitas** offers “Housing for Generations” workshops to educate homeowners about ADUs throughout the year.<sup>41</sup>

<sup>27</sup> “Official Guide to ADUs Across LA County,” Los Angeles County and City of Los Angeles, <https://www.laadu.org/>.

<sup>28</sup> “Accessory Dwelling Unit (ADU) Ordinance Summary” (Los Angeles County Department of Regional Planning), [https://planning.lacounty.gov/assets/upl/project/adu\\_ordinance-summary.pdf](https://planning.lacounty.gov/assets/upl/project/adu_ordinance-summary.pdf).

<sup>29</sup> “Part of the Solution: Yes to ADU,” Los Angeles County Department of Arts and Culture, April 2, 2019, <https://www.lacountyarts.org/article/part-solution-yes-adu>.

<sup>30</sup> “Accessory Dwelling Unit Checklist” (County of Sonoma Permit & Resource Management Department), <https://sonomacounty.ca.gov/PRMD/Regulations/PDF/Permit-Sonoma-ADU-Checklist-for-Homeowners/>.

<sup>31</sup> “Accessory Dwelling Units (ADUs),” City of Santa Cruz, <https://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/accessory-dwelling-units-adus>.

<sup>32</sup> “Summary Guide to ADUs and Junior ADUs” (City of Palo Alto, November 30, 2020), <https://www.cityofpaloalto.org/civicax/filebank/documents/79550>.

<sup>33</sup> “Accessory and Junior Accessory Dwelling Units (ADU/JADU),” City of San Diego Development Services, <https://www.sandiego.gov/development-services/news-programs/programs/companion-junior-units>.

<sup>34</sup> “Accessory Dwelling Unit / Junior Accessory Dwelling Unit - Information Bulletin 400” (City of San Diego Development Services, December 2020), <https://www.sandiego.gov/sites/default/files/dsdb400.pdf>.

<sup>35</sup> “Companion Unit Handbook” (City of San Diego, 2019), <https://www.sandiego.gov/sites/default/files/2019-companion-unit-handbook.pdf>.

<sup>36</sup> “Accessory Dwelling Units,” San Diego County Planning & Development Services, <https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu.html.html>.

<sup>37</sup> “Accessory Dwelling Unit & Junior Accessory Dwelling Unit” (San Diego County Planning & Development Services, December 23, 2020), <https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-611.pdf>.

<sup>38</sup> Baird + Driskell Community Planning, “ADU Best Practices” (California ADU - UC Berkeley Center for Community Innovation, September 2020), <https://www.aducalifornia.org/wp-content/uploads/2020/09/ADU-Best-Practices.pdf>.

<sup>39</sup> Karen Chapple et al., “The ADU Scorecard: Grading ADU Ordinances in California - Interim Report” (UC Berkeley Center for Community Innovation, February 1, 2020), <https://www.aducalifornia.org/wp-content/uploads/2020/02/ADU-Scorecard-InterimReport-200201-1.pdf>.

<sup>40</sup> Ibid.

<sup>41</sup> Baird + Driskell Community Planning, “ADU Best Practices.”

## Memorandum

### Financing and Subsidy Programs

In an ADU survey issued by the Center for Community Innovation, 27% of respondents cited financial barriers as a challenge to ADU development.<sup>42</sup> Cities and counties throughout California have developed a range of programs to reduce the financial burden on homeowners who want to build ADUs.

**San Mateo County**, in partnership with the **Cities of East Palo Alto, Pacifica, and Redwood City**, has created the “One Stop Shop” pilot program that provides homeowners with ADU support from the nonprofit Hello Housing at no cost, including design, permitting and project management.<sup>43</sup>

Several jurisdictions offer financing support with the goal of increasing the supply of affordable housing. In the **City of Los Angeles**, the “Backyard Homes Project”, coordinated by the nonprofit design group LA Más, supports homeowners and provides design, permitting, construction, and financing services for ADUs up to 800 square feet, on the condition that homeowners rent the unit to a section 8 tenant for at least 5 years.<sup>44</sup> The program also incorporates support from local community development financial institutions and corporate lenders.<sup>45</sup> In the **City of San Jose** the “Yes In My Backyard” program offers homeowners a forgivable loan of up to \$20,000 to build ADUs for affordable housing, provided that the unit’s rent is capped to a low to moderate household income level for 5 years.<sup>46,47</sup> In **Los Angeles County**, the Second Dwelling Unit ADU Pilot Program supports homeowners with forgivable loans up to \$75,000 to build 2-3 new ADUs, or up to \$50,000 to preserve 2-3 unpermitted ADUs, if the owner rents the unit to a homeless resident or housing voucher program participant.<sup>48</sup> **Santa Cruz County** and the **City of Napa** also offer forgivable financing options with affordability requirements.<sup>49</sup>

The **City of Pasadena** has a Second Unit ADU program that provides support for financing, designing, permitting and construction of ADUs, as well as bringing existing ADUs up to code. For new ADUs, the program offers 3-year, \$150,000 loan at 1% interest with deferred payments for three years, requiring that the unit be rented to tenants with a housing choice voucher for 7 years. For unpermitted ADUs, the program offers 20-year, \$75,000 loans at 1% with deferred payments for five years, restricted to homeowners with a total annual household income below 80% of the area median income.<sup>50</sup> By November 2020, the City received \$4,050,000 in requests, far exceeding the \$800,000 in available funding.<sup>51</sup>

<sup>42</sup> Chapple et al., “ADUs in CA: A Revolution in Progress.”

<sup>43</sup> “One Stop Shop Pilot Program,” Second Unit Resources Center San Mateo County, <https://secondunitcentersmc.org/onestopshop/>.

<sup>44</sup> “The Backyard Homes Project: An Affordable Housing Initiative,” LA Más, <https://www.mas.la/affordable-adus>.

<sup>45</sup> Karen Chapple et al., “Reaching California’s ADU Potential: Progress to Date and the Need for ADU Finance” (Terner Center for Housing Innovation - UC Berkeley Center for Community Innovation, August 2020), <https://ternercenter.berkeley.edu/wp-content/uploads/2020/12/ADU-Brief-2020.pdf>.

<sup>46</sup> Baird + Driskell Community Planning, “ADU Best Practices.”

<sup>47</sup> “Get Ready for Your Backyard Home, San José!,” San Jose Backyard Homes, <https://www.sjbackyardhomes.com>.

<sup>48</sup> Baird + Driskell Community Planning, “ADU Best Practices.”

<sup>49</sup> Chapple et al., “Reaching California’s ADU Potential: Progress to Date and the Need for ADU Finance.”

<sup>50</sup> Bradley Belmont, “Pasadena Offers Loans, Designs and Permit Help for Granny Flats,” Pasadena Star-News, September 4, 2020, <https://www.pasadenastarnews.com/2020/09/04/pasadena-offers-loans-designs-and-permit-help-for-granny-flats/>.

<sup>51</sup> André Colman, “ADU Pilot Program Draws 34 Applicants,” Pasadena Now, November 11, 2020, <https://www.pasadenanow.com/main/adu-pilot-program-draws-34-applicants/>.

## Memorandum

Somewhat different than the other incentive programs, in the **City of Los Angeles** the LA ADU Accelerator Program matches older adults with homeowners able to provide ADUs as affordable rentals. Homeowners benefit from qualified tenant referrals, tenant case management, and stable rental payments. Participating homeowners and tenants commit to participating in the program for three years.<sup>52</sup>

Fee reductions and waivers are another key strategy for reducing the financial burden of ADU development. According to an ADU survey issued by the Center for Community Innovation, approximately 67% of California jurisdictions provide free ADU application reviews, 17% of jurisdictions have instituted utility fee reductions, and 32% offer impact fee waivers for ADUs. Los Angeles County ranks second (17%), behind only the SF Bay Area (32%), in terms of offering free application reviews. However, it has among the lowest rate of fee reductions (at 3%, compared to 36% in the SF Bay Area).<sup>53</sup> Notably, **San Diego County** waived all permit fees for ADUs in the unincorporated areas of the county through 2024, saving homeowners an average of \$14,000. The fee waiver covers building permit fees, on-site wastewater fees, development impact fees, park fees, traffic impact fees, and drainage fees.<sup>54</sup> In order to offset the loss of these fees, the county said it would subsidize \$11 million for the five-year program.<sup>55</sup> In the **City of Encinitas**, all development service department fees are waived for both ADUs and JADUs.<sup>56</sup>

## Conclusion

The examples summarized in this document provide a horizon scan of some of the practices currently being employed around ADUs in other California jurisdictions. The next step will be to apply learnings from this research to the development of key recommendations for South Pasadena's ADU ordinance.

<sup>52</sup> "LA ADU Accelerator Program," City of Los Angeles, <https://adu.lacity.org/>.

<sup>53</sup> Chapple et al., "ADUs in CA: A Revolution in Progress."

<sup>54</sup> Brian Freeman, "San Diego County Waives Permit Fees for Accessory Dwelling Units," Freeman's Construction Inc., February 9, 2019, <https://tfgonline.com/2019/02/san-diego-county-waives-permit-fees-for-accessory-dwelling-units/>.

<sup>55</sup> Andrew Johnson, "Board of Supes Waive Permit Costs, Fees for 'Granny Flats' for Next Five Years to Address Housing Shortage," NBC 7 San Diego, January 9, 2019, <https://www.nbcsandiego.com/news/local/accessory-dwelling-units-granny-flats-board-of-supervisors-waive-fees-permits/2114/>.

<sup>56</sup> Baird + Driskell Community Planning, "ADU Best Practices."



ATTACHMENT 5

February 10, 2021 Community Meeting,  
Post Meeting Survey Results

## Post-Meeting Survey: ADU Ordinance Proposed Changes

**1. The existing standard (1200sf max) exceeds the lowest maximum size required by State Law. Should this be retained when the Code is amended?**

Yes, South Pasadena should continue allowing larger ADUs, up to 1200 sf.

65%

65% (15)

No, South Pasadena should reduce the maximum size to only what State requires: 850sf for up to one bedroom; 1,000 sf for 2 bedrooms.

13%

13% (3)

No, South Pasadena should reduce the maximum size to only what State requires: 850sf for up to one bedroom; 1,000 sf for 2 bedrooms. However, the maximum should still be 1200 sf for properties with 10,000 square feet or more.

21%

21% (5)

**2. The State requires ADUs carved out of existing structures to be exempt from lot coverage and FAR requirements. Furthermore, any ADU with up to 800sf is also exempt from these requirements. How should South Pasadena change the Code to comply?**

Allow up to 800 sf or existing structure, whichever is bigger, to exceed lot coverage/FAR.

47%

47% (11)

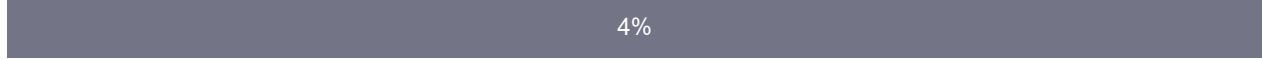
Allow the entire ADU to exceed lot coverage/FAR, even up to 1200 square feet of new construction.

47%

47% (11)

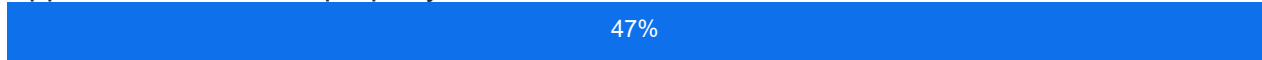
### 3. Two-story ADUs should:

Be approved by staff based on standards as presented, and not be allowed on a historic property.



4% (1)

Be approved by staff based on standards as presented, and be allowed with CHC approval on a historic property.



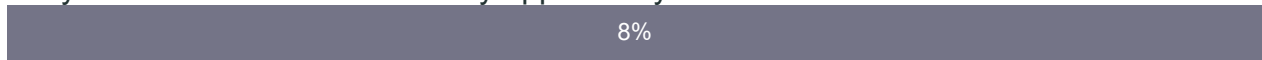
47% (11)

Be approved by staff, based on standards including historic properties.



39% (9)

Only be allowed with discretionary approval by DRB or CHC



8% (2)

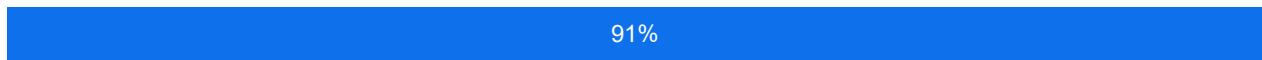
Not be allowed anywhere in South Pasadena



8% (2)

### 4. Do you agree with the proposed maximum height for a two story ADU (18 feet for flat roof, 22 feet for pitched roof)

Yes



91% (21)

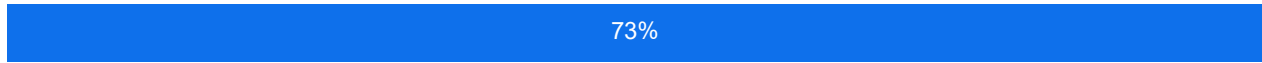
No



8% (2)

**5. For NON-HISTORIC properties, should a two-story ADU be allowed if the primary house is one story?**

Yes



73% (17)

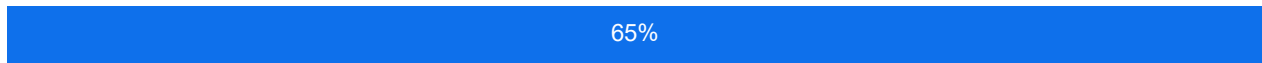
No



26% (6)

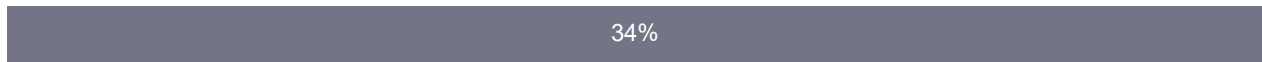
**6. For HISTORIC properties, should a two-story ADU be allowed if the primary house is one story?**

Yes



65% (15)

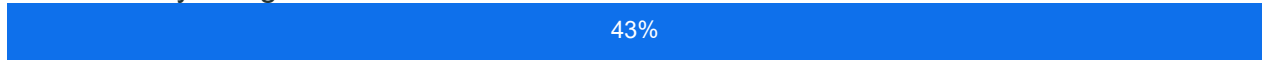
No



34% (8)

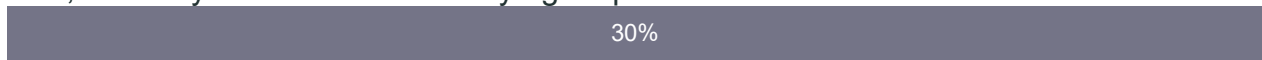
**7. For NON-HISTORIC properties, should ADUs be allowed in the front yard up to the front setback line if the existing house is in the rear of the property?**

Yes, and I agree with the proposal that allows one story by right and two stories with discretionary design review.



43% (10)

Yes, and they should be allowed by right up to two stories.



30% (7)

Yes, but they should only be allowed as one story



21% (5)

No.



4% (1)

**8. For HISTORIC properties, should ADUs be allowed in the front yard up to the front setback line if the existing house is in the rear of the property?**

Yes, and they should be allowed to be up to two stories.



52% (12)

Yes, but they should only be allowed as one story.



26% (6)

No.



21% (5)

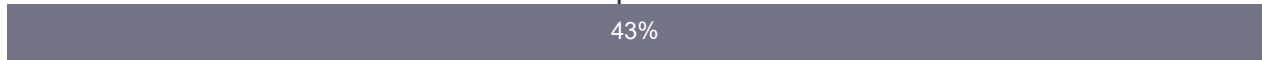
**9. If two-story ADUs are allowed, which of the following statements do you AGREE with? (multiple answers allowed)**

Windows on the side and rear elevations facing adjacent residential uses should have a minimum height from the floor of 5-6 feet.



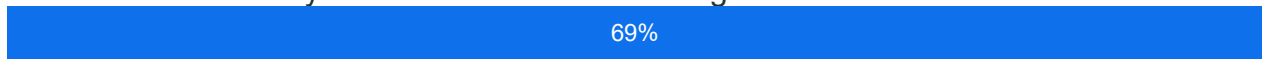
39% (9)

There should not be limitations on window placement on the second floor of ADUs



43% (10)

Balconies should only be allowed on interior facing elevations.



69% (16)

There should not be limitation on 2nd floor balcony location.



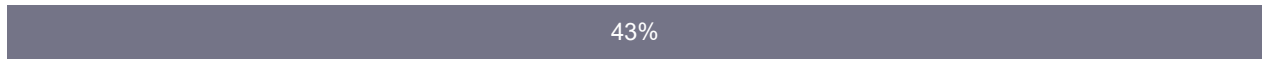
17% (4)

The second floor should be at least 10' from the rear property line if it backs up against another residential use.



30% (7)

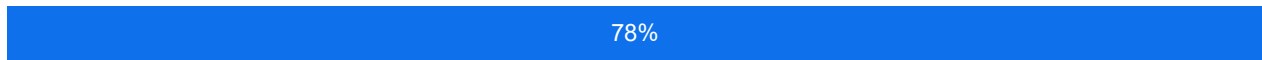
The minimum rear yard setback for the ground floor (4') is also sufficient for the second floor.



43% (10)

**10. Do you agree that properties in high risk fire areas with narrow streets and limited on-street parking, which will be identified by a map, should be required to provide an on-site parking space in order to have an ADU?**

Yes



78% (18)

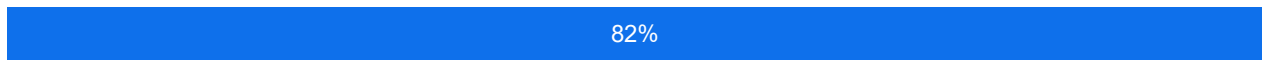
No



17% (4)

**11. Do you agree that ADUs in high risk fire areas with narrow streets and limited on-street parking, which will be identified by a map, should be required to have fire sprinklers even if the primary house does not?**

Yes



82% (19)

No



17% (4)

**12. Please share any other comments and suggestions you have for the ADU ordinance. Thank you for participating in this survey!**

- Thank you for the meeting!
- We should have exterior fire sprinklers instead of inside the ADU, since fire hazard are usually due to brush fires
- Question #4 is inaccurate "Do you agree with the proposed maximum height for a two story ADU (18 feet for flat roof, 22 feet for pitched roof)" This does not include the option for taller requirements. I believe restrictions should be as permissive as possible.
- I may not have reflected this accurately in my responses, but my priority as a citizen is for the city to encourage density of living in the code, both as a means of making housing more affordable and reducing car use.
- The success or failure of this ADU ordinance rests with the design of the ADU and the placement on the lot relative to the existing structures. And the design of the ADU rests with the ability of the DRB. There have been badly designed houses allowed to be built in town because the DRB appointees were not qualified. There needs to be strict qualifications for DRB members to make sure the character of So Pasadena does not get ruined. I'm worried also about ADUs ruining a neighborhoods property values because of over building.
- Question #3 is a bit hard to answer due to wording, so let me respond by saying that Staff should be able to approve 2nd story if the ADU is via conversion of an EXISTING 2 story accessory structure (even if on the so-called 'historical inventory' homes), and DRB or CHC should only be involved if new construction, and even then it should be open to Chair over the counter review and only go to full DRB/CHC commission if the chair so deems. THERE are many two story rear structures, some over garages, in the city, and many are post 1970 even though the primary home is 100 years old. Those existing 2 story accessory structures should have the 'by right' ADU conversion and new SoPas code should be clear on the matter of existing structure by rights without staff or DRB/CHC discretion.
- We have questions regarding our hillside property ....we'll submit a concept design that incorporates an ADU in order to detail some questions we have. Thank you for the presentation this evening.

- I think in a historic home, if the primary house is already a 2 story home, then the ADU in the backyard should be allowed to also be 2 stories in keeping with the same style as the primary house.
- 2nd floor window and balcony should be allowed to maximize sunlight exposure for resident's mental health and circadian rhythm.
- Very concerned that the 150' from PL fire zone restriction would be excessively restrictive to a large portion of the town and would like to see exemption such as allowing if homeowner can provide water source and pumps or other modifications.



ATTACHMENT 6

Memo from Fire Chief Paul Riddle  
(1/17/21)



## CITY OF SOUTH PASADENA

FIRE DEPARTMENT

817 MOUND AVENUE, SOUTH PASADENA, CA 91030

TEL: 626.403.7300 ■ FAX: 626.403.7301

WWW.CI.SOUTH-PASADENA.CA.US

As the Fire Chief of the South Pasadena Fire Department (SPFD) and as the Authority Having Jurisdiction (AHJ) for the City of South Pasadena (City), I support and recommend requiring unique fire code provisions related to Accessory Dwelling Units (ADU's) in the City's "high risk fire area." Specifically, requiring all ADU's to provide for on-site parking, requiring all ADU's to install fire sprinklers regardless of square footage or whether they are attached or detached, and require all ADU's to be located within 150' from the street. My recommendations are based on the following findings:

The City is a densely populated municipality located in the County of Los Angeles with hillside developments. It is subject to long periods of hot, dry, and windy conditions. These conditions increase the chance of a fire occurring and predispose the City to large destructive fires. These climatic conditions and winds can also contribute to the rapid spread of even small fires originating in moderate density housing or vegetation. These fires spread very quickly and create a need for increased levels of fire prevention and protection.

The City is also surrounded on three sides by state-recognized high fire severity zones. These areas are in Pasadena to the North and Los Angeles City to the South. Although a large portion of the City shares the same topographical, climatic and housing density as these boarding cities, South Pasadena is not included on the high risk severity maps.

The area of the City considered to be a high fire risk area is defined as those properties located south of Monterey Road, to the City border and West of Meridian Avenue to the City border. Historically, the area considered as the high risk area within the City was treated as high risk but was not codified in the South Pasadena Municipal Code (SPMC). During the 2016 Fire Code adoption, the City Council approved the recommendation to codify this area as a high risk fire area and is defined in Article 14.1 of the SPMC. Properties within this area of the City are subject to unique fire code provisions which include more restrictive requirements for roof types, clearance of flammable vegetation and chimney spark arrestors.

In addition to the topographical and climatic conditions the high risk fire area also creates accessibility challenges for responding fire apparatus. These unique accessibility challenges supports the recommendation to require ADU's to provide for on-site parking.

This area of the City was developed in the 1960's with narrow streets that are not up to the current minimum fire code standards of 26 feet wide. There are also multiple locations where the streets have sharp turns that when vehicles are legally parked fire apparatus cannot get by. Several years ago, the Fire Department did address this issue by identifying these areas called "Pinch points" and worked with the Public Works Department to paint the curbs in these critical



**CITY OF SOUTH PASADENA**

FIRE DEPARTMENT

817 MOUND AVENUE, SOUTH PASADENA, CA 91030

TEL: 626.403.7300 ■ FAX: 626.403.7301

WWW.CI.SOUTH-PASADENA.CA.US

areas red. Although these areas were addressed, the response challenges are still present throughout the high hazard area and are amplified when vehicles are legally parked.

In the event of a large fire these narrow streets would also create challenges for residents who needed to evacuate the area. Residents would be required to compete with responding fire apparatus, potentially leading to a “bottle neck” condition. This would lead to additional delays in fire suppression efforts and expose evacuating residents to additional risk.

The recommendation to require ADU’s to install fire sprinklers addresses the issue of delayed response times due to the accessibility challenges caused by the narrow streets. Sprinklers are proven to control small fires and prevent them from growing rapidly. The effectiveness in controlling a fire in the early stages allows for responding fire apparatus to arrive on scene, deploy hose lines and if needed, affect a rescue of occupants. In addition to controlling fires until responding apparatus arrive on scene, fire sprinklers also keep small fires from spreading to nearby structures or flammable vegetation. Again, due to the City’s predisposed risk, an uncontrolled fire could quickly overwhelm resources and lead to a large loss of life and property.

Finally, requiring ADU’s to be within 150’ from the street allows for responding fire units to quickly deploy hose lines and control fires before spreading out of control. SPFD utilizes pre-connected fire attack hose lines that are 250’ in length. The 150’ recommendation allows Firefighters to pull the pre-connected hose lines to the ADU and still have 100’ of workable hose line to extinguish the fire. 250’ pre-connected fire attack hose lines are a standard in the industry and are also utilized by neighboring agencies that assist SPFD with existing mutual aid agreements.

In the case of flag lots, installing a dry stand pipe system can serve as an alternate means of protection. The dry stand pipe must extend from the street to within 100’ of the ADU.

Paul Riddle

Fire Chief, South Pasadena Fire Department





## Planning Commission Agenda Report

ITEM NO.   3  

**DATE:** February 23, 2021

**TO:** Chair and Members of the Planning Commission

**FROM:** Joanna Hankamer, Planning and Community Development Director

**PREPARED BY:** Kanika Kith, Planning Manager

**SUBJECT:** **Phase 2 Accessory Dwelling Units (ADUs) Ordinance Update:** Project Introduction – Facilitating ADUs while implementing historic preservation standards.

---

### Recommendation

Receive presentation and provide feedback.

### Discussion/Analysis

In 2020, the Planning Division successfully applied for a \$40,000 Certified Local Government (CLG) Grant from the State of California Office of Historic Preservation (OHP) to update the Accessory Dwelling Units (ADUs) ordinance to include objective design standards for historic properties. The project is a priority because interest in and demand for ADUs has grown exponentially. Without an updated ADU ordinance that includes objective design standards for historic properties and districts, an influx of ADUs could erode the integrity of South Pasadena's historic character. The City of South Pasadena is fully committed to encouraging and facilitating the development of ADUs as a source of additional affordable housing units in a manner that is compatible with community character and historic preservation goals.

In order not to delay other Code amendments that are awaited by the community, the ADUs ordinance update process has been broken down into two phases:

- Phase 1 – develop objective design standards and procedure for ADUs on non-historic properties
- Phase 2 – develop objective design standards, guidelines, and procedures for ADUs on historic properties or within historic districts.

The CLG grant is funding Phase 2 of the ADUs ordinance update for facilitation of ADU production while implementing historic preservation standards. Architectural Resources Group (ARG), a specialized historic preservation firm, was selected to work with staff on this phase.

A special meeting with the Cultural Heritage Commission (CHC) was held with a study session and community workshop to introduce Phase 2 on February 18, 2021. The purpose of this

meeting was to explain the scope of the project and gather initial input from the community and CHC. The same presentation given to the CHC will be presented to the Planning Commission at this meeting, in order to hear thoughts from the Commissioners and public on the project's scope and considerations as the consultants begin their work.

## **Background**

On December 16, 2020, the City Council unanimously approved acceptance of the CLG grant funds; and on January 20, 2021, the City Council approved a Professional Services Agreement (PSA) with Architectural Resources Group, Inc. (ARG) to assist the City with the scope of work outlined in the CLG Agreement with OHP.

ARG was selected following a Request for Proposals (RFP) process, evaluation and interviews. The selection panel was comprised of City staff and the Chair and Vice Chair of the Cultural Heritage Commission. The following proposal evaluation guidance was approved by OPH and utilized by the Committee:

1. Education, training, and experience of project personnel with similar scope of services. Demonstrated understanding of the City's needs and solicitation requirements, including:
  - a. The approach to the project is presented in a concise and logical manner; and
  - b. Availability to perform all work within the project timeline stated in this RFP and required by the federal CLG grant is demonstrated.
2. Proposed use of technology, methodologies, and quality control are well-defined.
3. Reasonableness of cost and competitiveness with other rates submitted.

ARG was selected due to the firm's impressive qualifications and extensive experience with historic architecture, historic preservation, public outreach, planning policy, and for their in-house design capabilities, including experience with designing and evaluating accessory dwelling units. The Committee determined that ARG's proposal and experience would best meet the City's needs and the requirements of the CLG grant.

## Kick-off Meeting

On January 21, 2021, City staff and members of the Cultural Heritage Commission met with ARG to review and discuss project goals, scope, timeline, communication methodology and key deliverables. ARG is now in the process of reviewing existing background materials, including the City's current ADUs Ordinance, Historic Context Statement, Residential Design Guidelines and other historic preservation policies to become familiar with the range of architectural styles and design features to be addressed in the project. Best practices from other cities are also being considered to help inform the general content and format of the South Pasadena Design Standards and Guidelines for ADUs on historic properties.

## **Fiscal Impact**

ARG has proposed a project budget of \$40,000. No General Funds will be used for the contract, other than in-kind staff costs. The \$40,000 in CGL grant funds are available for this expense. The consultant costs will be budgeted in the Planning Department's Professional Services Account (276-7010-7011-8170-000).

## **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.