



Planning and Development Department  
Land Use Planning Division

# A D M I N I S T R A T I V E U S E P E R M I T

CITY OF BERKELEY ZONING ORDINANCE  
Berkeley Municipal Code, Title 23

**AUP #2013-0142**

Property Address: **3032 HILLEGASS AVENUE**

Permittee Name: **GARY F. HARCOURT**

Use and/or Construction Permitted: to demolish an existing 317 square-foot garage and construct a 640 square-foot, single-story, Accessory Dwelling Unit located four feet from the rear property line and to waive the required off-street parking space pursuant to:

- Section 23D.16.030 to establish an Accessory Dwelling Unit within a required rear yard; and
- Section 23D.16.030 to waive the parking required for an Accessory Dwelling Unit.

FINDINGS, CONDITIONS AND APPROVED PLANS ATTACHED

Following the expiration of the mandatory appeal period set forth in Section 23B.28.040 of the Berkeley Municipal Code, with no timely appeal being filed, the Administrative Use Permit described herein has been duly granted by the Zoning Officer on March 20, 2014.

Attest: Greg Powell  
Greg Powell, Senior Planner  
For Eric Angstadt, Zoning Officer

March 20, 2014  
Effective Date

## FINDINGS AND CONDITIONS FEBRUARY 26, 2014

### 3032 Hillegass Avenue

#### Administrative Use Permit #2013-0142

To demolish an existing 317 square-foot garage and construct a 640 square-foot, single-story, Accessory Dwelling Unit located four feet from the rear property line (where 20-feet is required) and to waive the required off-street parking space.

#### CEQA FINDINGS

1. The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA, Public Resources Code §21000, et seq. and California Code of Regulations, §15000, et seq.) pursuant to Section 15303 of the CEQA Guidelines ("New Construction or Conversions of Small Structures"). Furthermore, none of the exceptions in CEQA Guidelines Section 15300.2 apply, as follows: (a) the site is not located in an environmentally sensitive area, (b) there are no cumulative impacts, (c) there are no significant effects, (d) the project is not located near a scenic highway, (e) the project site is not located on a hazardous waste site pursuant to Government Code Section 65962.5, and (f) the project will not affect any historical resource.

#### FINDINGS FOR APPROVAL

2. As required by Section 23B.28.050.A of the Zoning Ordinance, the project, under the circumstances of this particular case existing at the time at which the application is granted, will not be detrimental to the health, safety, peace, morals, comfort, and general welfare of the persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements of the adjacent properties, the surrounding area or neighborhood, or to the general welfare of the City because:
  - The location of the Accessory Dwelling Unit within the rear yard setback, four feet from the property line where 20 feet is typically required, would not be detrimental to the surrounding neighbors because the new building would not unreasonably obstruct sunlight, air, or views, nor would it cast new shadows on the windows or a substantial area of open space of adjacent residences as it is a single story structure with an average height of 11.5'.
  - The new structure has been oriented towards the interior of the parcel so as to minimize impacts to adjacent residences.
  - All neighbors have signed the plans indicating that there are no objections to the proposed building.
3. As required under Section 23D.20.090.C, the Zoning Officer finds that providing an on-site parking space for the new accessory dwelling unit would be detrimental, and that the existing parking supply in the immediate neighborhood is adequate as further explained below:
  - The single family dwelling located on the site spans a majority of the width of the parcel and limits the ability to establish a viable tandem parking space within the side yard. Alternative locations such as the front of the property would remove open space on the site.
  - The granting of this permit will not be detrimental to the neighboring properties and tenants/owners or the City as a whole because based on the parking survey conducted by Omni-Means, Ltd. on October 17, 2013 and staff site visits, there is sufficient on-street parking in the immediate area to justify the granting of a parking waiver and the unit conforms to all other applicable accessory dwelling unit regulations.

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## STANDARD CONDITIONS

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The following conditions, as well as all other applicable provisions of the Zoning Ordinance, apply to this Permit:

**1. Conditions Shall be Printed on Plans**

The conditions of this Permit shall be printed on the *second* sheet of each plan set submitted for a building permit pursuant to this Use Permit, under the title 'Use Permit Conditions'. *Additional sheets* may also be used if the *second* sheet is not of sufficient size to list all of the conditions. The sheet(s) containing the conditions shall be of the same size as those sheets containing the construction drawings; 8-1/2" by 11" sheets are not acceptable.

**2. Applicant Responsible for Compliance with Conditions**

The applicant shall ensure compliance with all of the following conditions, including submittal to the project planner of required approval signatures at the times specified. Failure to comply with any condition may result in construction being stopped, issuance of a citation, and/or modification or revocation of the Use Permit.

**3. Uses Approved Deemed to Exclude Other Uses (Section 23B.56.010)**

- A. This Permit authorizes only those uses and activities actually proposed in the application, and excludes other uses and activities.
- B. Except as expressly specified herein, this Permit terminates all other uses at the location subject to it.

**4. Modification of Permits (Section 23B.56.020)**

No change in the use or structure for which this Permit is issued is permitted unless the Permit is modified by the Zoning Officer, except that the Zoning Officer may approve changes that do not expand, intensify, or substantially change the use or building.

**5. Plans and Representations Become Conditions (Section 23B.56.030)**

Except as specified herein, the site plan, floor plans, building elevations and/or any additional information or representations, whether oral or written, indicating the proposed structure or manner of operation submitted with an application or during the approval process are deemed conditions of approval.

**6. Subject to All Applicable Laws and Regulations (Section 23B.56.040)**

The approved use and/or construction is subject to, and shall comply with, all applicable City Ordinances and laws and regulations of other governmental agencies. Prior to construction, the applicant shall identify and secure all applicable permits from the Building and Safety Division, Public Works Department and other affected City divisions and departments.

**7. Exercised Permit for Use Survives Vacancy of Property (Section 23B.56.080)**

Once a Permit for a use is exercised and the use is established, that use is legally recognized, even if the property becomes vacant, except as set forth in Standard Condition #8, below.

**8. Exercise and Lapse of Permits (Section 23B.56.100)**

- A. A permit for the use of a building or a property is exercised when, if required, a valid City business license has been issued, and the permitted use has commenced on the property.
- B. A permit for the construction of a building or structure is deemed exercised when a valid City building permit, if required, is issued, and construction has lawfully commenced.
- C. A permit may be declared lapsed and of no further force and effect if it is not exercised within one year of its issuance, except that permits for construction or alteration of structures or buildings may not be declared lapsed if the permittee has: (1) applied for a building permit; or, (2) made substantial good faith efforts to obtain a building permit and begin construction, even if a building permit has not been issued and/or construction has not begun.

**9. Indemnification Agreement**

The applicant shall hold the City of Berkeley and its officers harmless in the event of any legal action related to the granting of this Permit, shall cooperate with the City in defense of such action, and shall indemnify the City for any award of damages or attorneys fees that may result.

**ADDITIONAL CONDITIONS IMPOSED BY THE ZONING OFFICER**

Pursuant to BMC 23B.28.050.D, the Zoning Officer attaches the following additional conditions to this Permit:

**Prior to Submittal of Any Building Permit:**

- 10. The applicant shall provide the project planner with the name and telephone number of the individual empowered to manage construction noise from the project. The individual's name, telephone number, and responsibility for noise management shall be posted at the project site for the duration of construction in a location easily visible to the public. The individual shall record all noise complaints received and actions taken in response, and submit written reports of such complaints and actions to the project planner on a weekly basis. **Individual Responsible for Noise Management:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- 11. The applicant and all persons associated with the project are hereby notified that a Transportation Management Permit (TMP) would be required under any of the following circumstances:
  - Alterations, closures, or blockages to sidewalks or pedestrian paths
  - Alterations, closures, or blockages to vehicle travel lanes (including bicycle lanes)

- Storage of building materials, dumpsters, debris anywhere in the public ROW
- Provision of exclusive contractor parking on-street
- Significant truck activity.

Contact the Permit Service Center (PSC) at 2120 Milvia Street or 981-7500 for details on obtaining Construction/No Parking Permits (and associated signs and accompanying dashboard permits). Public Works Traffic Engineering (981-6400) reviews all submitted TMP requests.

The TMP may include designation of a specific truck haul route. Meter heads (if in the construction area) shall be removed only by City staff. Contact the site inspector 72 hours in advance of required removal so arrangements can be made.

**Prior to Issuance of Any Building Permit:**

12. All owners of record of the subject property shall sign and file a Declaration of Restrictions with the County Recorder, in a form satisfactory to the Zoning Officer, which makes any transfer of the property specifically subject to the restrictions contained in 23D.16.040, and requires that either the primary Dwelling Unit or the Accessory Dwelling Unit be occupied by the owner of the subject property and that non-occupancy of an owner for a period of more than three years is prohibited.
13. Drainage plans shall be submitted for approval of the Building & Safety Division and Public Works Department, if required.
14. The applicant shall file an "Address Assignment Request Application" with the Permit Service Center (2120 Milvia Street) for the new address associated with this Use Permit. The new address(es) shall be assigned prior to issuance of a building permit.

**During Construction:**

15. Construction activity shall be limited to between the hours of 8:00 a.m. and 6:00 p.m. on Monday through Friday, and between 9:00 a.m. and noon on Saturday. No construction-related activity shall occur on Sunday or on any Federal Holiday.
16. If underground utilities leading to adjacent properties are uncovered and/or broken, the contractor involved shall immediately notify the Public Works Department and the Building & Safety Division, and carry out any necessary corrective action to their satisfaction.
17. Subject to approval of the Public Works Department, the applicant shall repair any damage to public streets and/or sidewalks by construction vehicles traveling to or from the project site.
18. All piles of debris, soil, sand, or other loose materials shall be covered at night and during rainy weather with plastic at least one-eighth millimeter in thickness and secured to the ground.

- 19. All active construction areas shall be watered at least twice daily, and all piles of debris, soil, sand or other loose materials shall be watered or covered.
- 20. Trucks hauling debris, soil, sand, or other loose materials shall be covered or required to maintain at least two feet of board.
- 21. Public streets shall be swept (preferably with water sweepers) of all visible soil material carried from the site.
- 22. The applicant shall establish and maintain drainage patterns that do not adversely affect adjacent properties and rights-of-way.
- 23. The applicant shall ensure that all excavation takes into account surface and subsurface waters and underground streams so as not to adversely affect adjacent properties and rights-of-way.
- 24. Any construction during the wet season shall require submittal of a soils report with appropriate measures to minimize erosion and landslides, and the developer shall be responsible for following these and any other measures required by the Building and Safety Division and the Public Works Department.

**Prior to Issuance of Occupancy Permit or Final Inspection:**

- 25. All construction at the subject property shall substantially conform to the approved Use Permit drawings or to modifications approved by the Zoning Officer.
- 26. All landscape, site and architectural improvements shall be completed per the attached approved drawings **RECEIVED OCTOBER 31, 2013.**

**At All Times (Operation):**

- 27. No Residential Permit Parking (RPP) passes shall be issued to the residents of the new building's dwelling units. No commercial placards shall be issued for the on-site commercial businesses. Prior to the approval of the building permit, the City's Traffic Engineer shall notify the Finance Department, Customer Service Center, to exclude these addresses from the address range eligible for RPP permits.

City Monitor: Traffic Engineer \_\_\_\_\_  
Signature Date

- 28. All exterior lighting shall be shielded and directed downward and away from property lines to prevent excessive glare beyond the subject property.
- 29. This permit is subject to review, imposition of additional conditions, or revocation if factual complaint is received by the Zoning Officer that the maintenance or operation of this establishment is violating any of these or other required conditions or is detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working

in the neighborhood or is detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

- 30.** Noise and exterior lighting shall be controlled so as to prevent verified complaints from the surrounding neighborhood.



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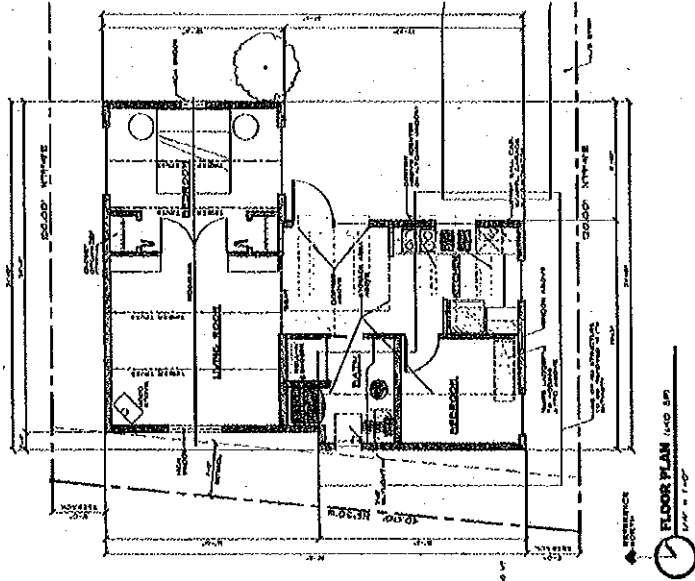
Greg Powell, Acting Principal Planner for  
Eric Angstadt, Zoning Officer



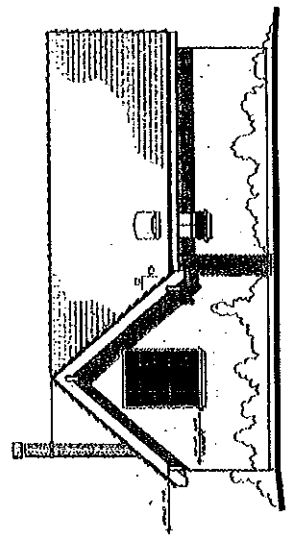
Prepared By Claudine Asbagh, Assistant Planner



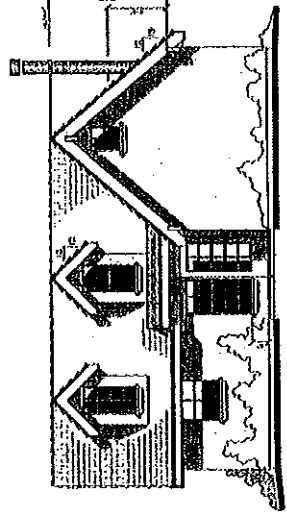




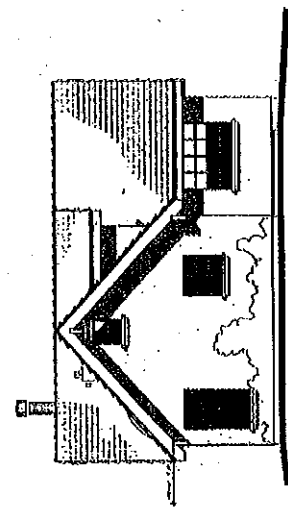
*APPROVED IN 2/2014*  
DATE: \_\_\_\_\_  
PLANNING: \_\_\_\_\_  
D.R. Conditions Attached:  **PK**  
A.U.P. Conditions Attached:   
U.P. Conditions Attached:



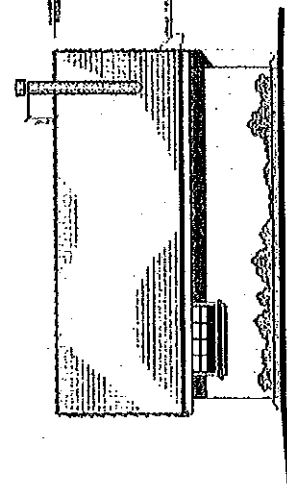
WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION