



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD
MEETING AGENDA**

Thursday, August 6, 2020 at 6:30 p.m.

South Pasadena Design Review Board 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 regular meeting of the Design Review Board for June 4, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (https://www.spectrumstream.com/streaming/south_pasadena_drb/live.cfm) and local cable channels.

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. Board members will be participating remotely and will not be physically present in the Council Chambers.

The Design Review Board welcomes public input. Members of the public may provide comments to the Design Review Board by emailing: 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 p.m. on Thursday, August 6, 2020** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) what agenda item you are submitting public comment on, or if it is a general public comment. All comments/questions received will be distributed to the Board for consideration and will also be posted on the City's website prior to the meeting.

CALL TO ORDER:

Chair Mark Smeaton

ROLL CALL:

Melissa Hon Tsai, Yael Lir, Kay Younger, Samantha Hill, Vice-Chair, and Mark Smeaton, Chair

COUNCIL LIAISON:

Richard Schneider, M.D., Council Liaison

STAFF PRESENT:

Kanika Kith, Planning Manager
Malinda Lim, Associate Planner

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

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

PUBLIC COMMENTS AND SUGGESTIONS

Members of the public may provide general public comments the Design Review Board by emailing: 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 p.m. on Thursday, August 6, 2020** 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.

Pursuant to state law, the Design Review Board may not discuss or take action on issues not on the meeting agenda, except that members of the Design Review Board or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC HEARING

- 1. Project No. 2264 & 2265 –NID/DRX – Notice of Intent to Demolish a 1,068 square-foot single-family home and accessory structures and Design Review for the construction of a new 2,207 square-foot single-story single-family home on Lot 1 and a 3,843 square-foot 2-story single-family home on Lot 2 at 1733 Hanscom Drive.**

Recommendation

Approve the Notice of Intent to Demolish the existing single-family residence and Design Review for construction of two new single-family homes at 1733 Hanscom Drive, subject to conditions of approval.

CONSENT ITEMS

- 2. None**

PRESENTATIONS

- 3. None**

DISCUSSION ITEMS

- 4. None**

ADMINISTRATION

- 5. Comments from City Council Liaison
- 6. Comments from Board Members
- 7. Comments from Subcommittees
- 8. Comments from Staff

ADJOURNMENT

- 9. Adjourn to the regular Design Review Board meeting scheduled for September 3, 2020 at 6:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Design Review Board meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/design-review-board/design-review-board-agendas-and-minutes>

Agenda related documents provided to the Design Review Board are available for public review on the City’s website. Additional documents, when presented to Design Review Board, will also be uploaded and available on the City’s website. The meeting will be broadcast live on the local cable channel (Spectrum Channel 19 and AT&T Channel 99) and on the City’s website, and a recording of the meeting will be available within 48 hours of adjournment at the following links:

- Live Stream: https://www.spectrumstream.com/streaming/south_pasadena_drb/live.cfm
- Recorded meeting: https://www.spectrumstream.com/streaming/south_pasadena_drb/

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing 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.

7/30/20
Date

Elaine Serrano
Elaine Serrano,
Administrative Secretary



Design Review Board Agenda Report

ITEM NO. 1

DATE: August 6, 2020

FROM: Joanna Hankamer, Director of Planning and Community Development
Kanika Kith, Planning Manager

VIA: Malinda Lim, Associate Planner

SUBJECT: Project No. 2264 & 2265-NID/DRX – Notice of Intent to Demolish a 1,068 square-foot single-family home and accessory structures and Design Review for the construction of a new 2,207 square-foot single-family home on Lot 1 and a new 3,843 square-foot single-family home on Lot 2 at 1733 Hanscom Drive (APN No: 5308-026-032)

Recommendation

Staff recommends that the Design Review Board approve the demolition of the existing house and accessory structures and Design Review for the construction of a new 2,207 square-foot single-story single-family home on Lot 1 and a 3,843 square-foot 2-story single family home on Lot 2 at 1733 Hanscom Drive, subject to conditions of approval.

Background

The existing one-story, single-family home was built in 1929. The applicant is proposing to demolish the existing single-family home structure. Therefore, the Historic Resources Evaluation (HRE) report was prepared in accordance with the City's Preservation Ordinance, 2.65(e)(3). The City entered into a contract with an Architectural Historian to prepare the HRE report. The HRE report was presented to the Cultural Heritage Commission (CHC) for a determination of whether the property meets the national, state, or local criteria for historic designation prior to proceeding through the city's application process. On May 21, 2020, the CHC voted 4 to 0 determining that the property does not meet the national, state, or local criteria for historic designation and the project may proceed through the city's application process without any further restrictions under the Cultural Heritage Ordinance. The staff report for this meeting is included as **Attachment 2**.

Discussion/Analysis

Project Description

The project site is located in Monterey Hills on the west side of Hanscom Drive and surround by single family homes. **Figure 1** is an aerial view of the project site outlined in green below and **Figure 2** is a street view of the structure to be demolished.

Figure 1: Aerial View of Project Site

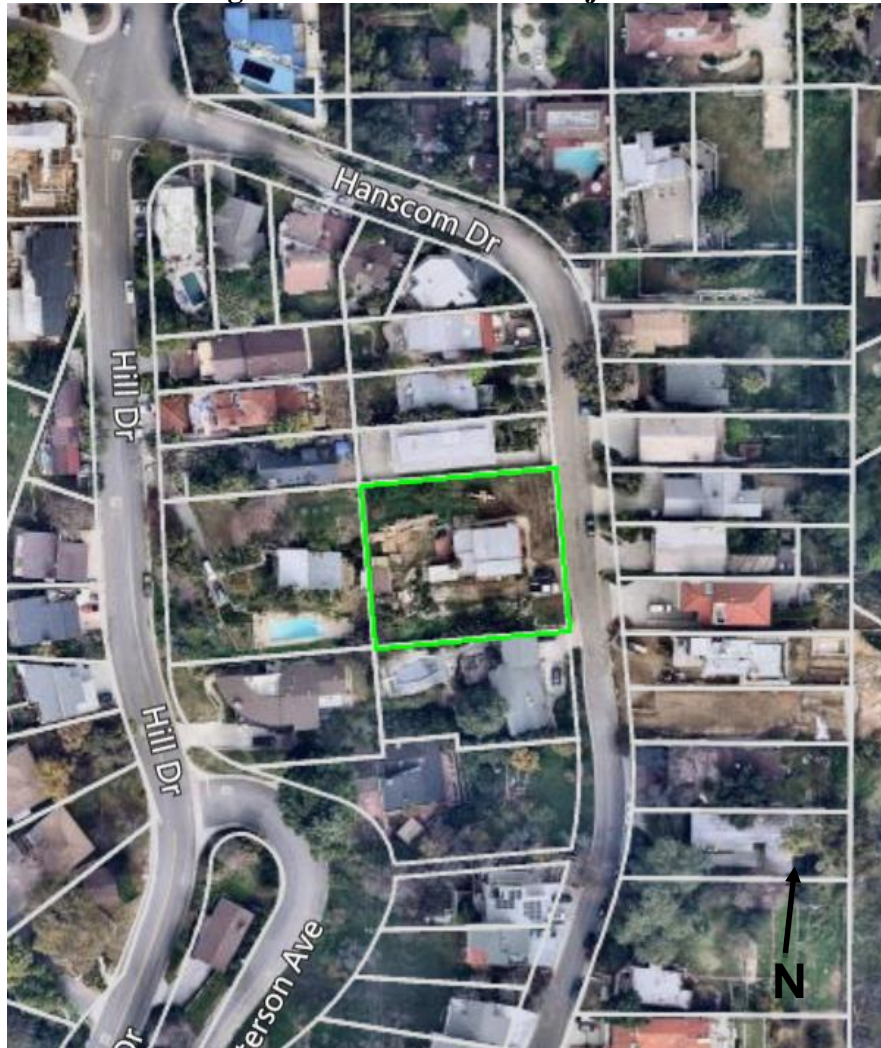


Figure 2: Single-Family Home Street View



The property of 1733 Hanscom Drive consists of three, sub-standard legal lots - 16, 17, and 18 - tied together (see **Figure 3**). Because they are legal lots, the applicant has the right to untie and develop on each lot. Rather than building three homes, one on each lot, the applicant is proposing to untie Lots 16, 17, and 18 to build one single family home on Lot 18 which will be referred to as Lot 1, and build one single-family home on Lots 17 and 16, which will be referred to as Lot 2.

The applicant proposes to demolish the existing single-family residence, build two new single-family homes, and create two new lots - a home on each newly created lot. In order to do this, the applicant has applied for a Lot Line Adjustment to untie the lots and a Parcel Merger to combine lots 16 and 17 together.

The newly formed lots will be referred as Lot 1 and Lot 2. Lot 1 will consist only of the original lot 18 boundary while Lot 2 will be the larger lot with the combination of lots 16 and 17. If the property was split evenly in half, the lots would still be substandard therefore, the applicant decided to split the lots as proposed to create at least one lot meeting the lot size standards in the underlying zone. **Table 1** is to help provide a breakdown of the existing lot sizes and the new lot sizes. Both homes will be developed in conjunction with each other. The approval of this project is subject to the approval and recordation of the Lot Line Adjustment and Parcel Merger.

Figure 3: Tract Map

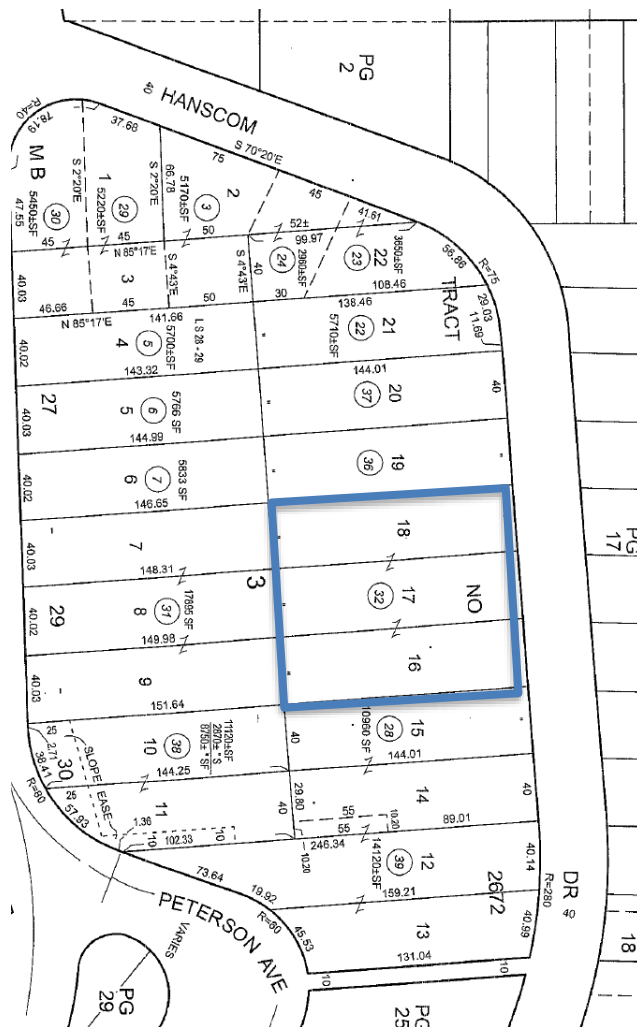


Table 1: New and Old Lot Calculation

Existing Lots	16	17	18	Total
Square-Footage	5,501.5	5,501.5	6,310	17,313
New Lots	2		1	
New Square-footage	11,003		6,310	17,313

Lot 1 Proposal

The proposed single-family home will consist of a 1,417 square-foot basement, a 2,207 square-foot main floor area, a 2-car garage, and a pool. The main level of the house spans above the entirety of the garage and basement.

Lot 2 Proposal

The proposed single-family 2-story home will consist of a 1,942 square-foot main floor area, a 1,901 square-foot second floor, a 2-car garage, and a pool.

General Plan and Zoning Consistency

General Plan Consistency

The General Plan land use designation of the site is Low Density Residential, which allows detached single-family units at a density of 3.5 to 6 units per acre. In order to encourage maintenance of existing structures and to prevent encroachment of higher density development, this designation has been applied to the majority of existing single-family neighborhoods. The proposed projects involves the construction of one dwelling unit per lot, and therefore, it is consistent with the General Plan.

Zoning Code Compliance

The zoning for the site is Residential Single-Family (RS), which is intended for the development of detached, single family homes with allowable residential density ranges from 3.51 to 6 dwelling units per acre. The proposed projects conform to the development standards in the RS in that the project complies with the development standards of the RS zone such as building height, floor area ratio (FAR), and setbacks.

Residential Design Review

The purpose of the Residential Design Review process is to ensure that the proposed site layout and building design are suitable and compatible with the City’s design standards and guidelines. The project site is zoned RS. Standards from the South Pasadena Zoning Code Section 220.040 Residential Zoning District General Development Standards were applied to both proposed lots of the project.

With the lot line adjustment, Lot 1 will have a lot size smaller than the standard for the underlying zone. The Zoning Code has a development standard section for nonconforming parcels with areas less than

10,000 square-feet. Section 220.050 Development of Small Nonconforming Residential Parcels were applied to Lot 1.

Table 2 and Table 3 below gives a breakdown of the existing and proposed property and its compliance with Section 220.040 and Section 220.050 (for Lot 1 only); these calculations are separated by each new proposed lot size of 1733 Hanscom Drive.

Table 2: RS Zone Parcel Standards for Lot 1

	Allowed/Required	Existing	Proposed
House Setbacks	Front & Rear: 20 feet Side: 10% of lot width, 4 ft. minimum (4 ft. needed)	Existing house is not on Lot 1	Front (East): 20 feet Rear (West): 30 feet 2 inches Side (North): 4 feet Side (South): 4 feet
Garage Setbacks	Shall be setback a minimum of 10 feet from the front of the main structure	Existing house is not on Lot 1	Setback 10 feet 4 inches from front of building face
Maximum Height	35 feet	Existing house is not on Lot 1	21 feet 6 inches
Lot Coverage	50% (3,155 square feet)	0%	46.5% (2,942 square feet)
Floor Area Ratio	0.35 (2,208.5 square feet)	0.0	0.34 (2,207 square feet)

Table 3: RS Zone Parcel Standards for Lot 2

	Allowed/Required	Existing	Proposed
House Setbacks	Front & Rear: 20 feet Side: 10% of lot width, 4 ft. minimum (4 ft. needed)	Front (East): 30 feet 3 inches Rear (West): 65 feet 7 inches Side (North): 3 feet Side (South): 43 feet 11 inches	Front (East): 35 feet Rear (West): 35 feet Side (North): 10 feet Side (South): 8 feet
Carport Setback	If detached, cannot be located in front of the residence	No carport	Attached to the home and located 2 feet behind the face of the building
Maximum Height	35 feet	18 feet 8 inches	22 feet 6 inches
Lot Coverage	45% (4,951 square feet)	15.3% (1,683 square feet)	42% (4,620 square feet)
Floor Area Ratio	0.35 (3,851 square feet)	0.09% (1,067 square feet)	0.34 (3,843 square feet)

The design and size of the proposed homes are in compliance with South Pasadena Zoning Code Section 220.040 Residential Zoning District General Development Standards for both lots and Section 220.050 Development of Small Nonconforming Residential Parcels for Lot 1.

Overall, the proposed projects have been designed to meet the development standards in the Zoning Code, including but not limited to building height, FAR, and setbacks. Based on staff's review, the projects on both lots are consistent with South Pasadena's Design Guidelines for non-historic homes.

Additional excavation of soil will occur on Lot 1 for the basement; the soil excavated for this will be used to help level Lot 2. **Figure 4** below is a rendering showing the proposed homes in comparison to their neighbors to the north and south. Hanscom Drive slopes downward toward the south.

Figure 4: Proposed Homes in Comparison to Neighbors



Figures 5 and 6 are side-by-side site plan comparisons for Lots 1 and 2. Due to the smaller lot size, Lot 1 has a smaller required front yard setback and the proposed home is situated closer to the street.

Figure 5: Site Plan for Lot 1

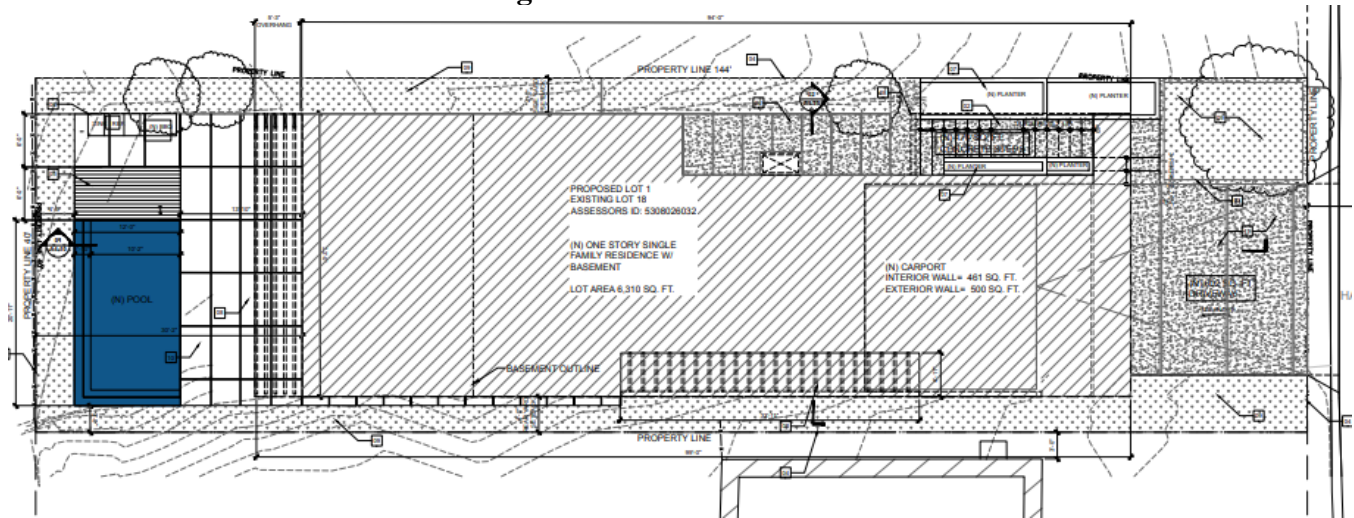
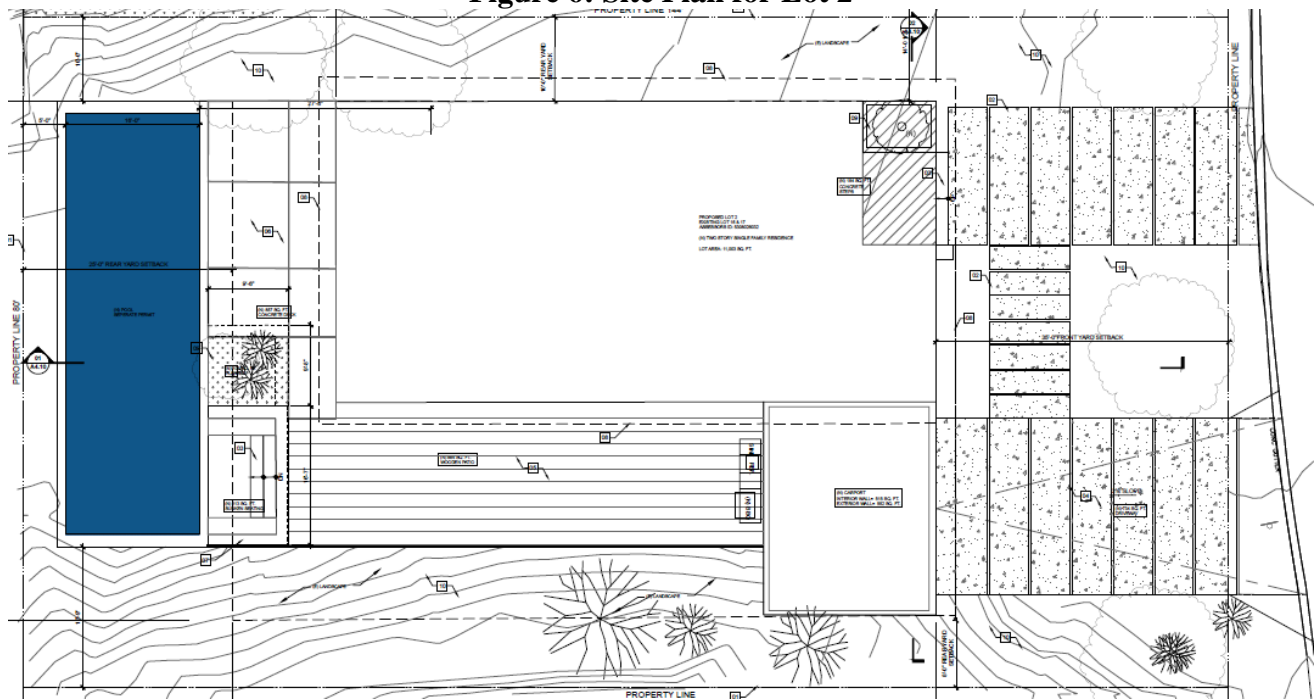


Figure 6: Site Plan for Lot 2



Architectural Design

Both houses are designed in contemporary style with extensive openings for light and air and a flat roof. The material palette for these projects uses grey concrete walls, metal fascia, wooden louvers, glass railings, and large glass windows and doors. The houses will be composed of a simple, volumetric form. Each building wall is no more than 15 feet in height to help reduce the massing of the structure. Vertical wooden louvers are used on the top stories. These design methods are being proposed in an effort to reduce the scale of the project and maintain the views of the neighbors. **Figures 7 through 10** are the proposed elevations for Lot 1 and **Figures 11 through 13** are the proposed elevations for Lot 2. Both homes provide a pool and yard space to accommodate indoor and outdoor living that is desirable for Southern California living.

The house on Lot 1 has wooden slats and concrete steps leading to the front walkway entry. From there, you reach the main level and living area which includes three bedrooms, 2.5 bathrooms, living and dining rooms, kitchen, and rear yard. The lower living area of the house contains a bedroom, a bathroom, entertainment area, laundry area, and mechanical room which can be accessed via the internal stairway.

Figure 7: Lot 1 Proposed East Elevation (Front)



Figure 8: Lot 1 Proposed North Elevation (Side)



Figure 9: Lot 1 Proposed South Elevation (Side)



Figure 10: Lot 1 Proposed West Elevation (Rear)



The house on Lot 2 has concrete steps leading to the front walkway entry with an open roof above. The main level includes a guest bedroom, 1.5 bathrooms, living and dining rooms, kitchen, and rear yard. The second level is the living area of the house which contains three bedrooms, three bathrooms, library room, and two covered balconies.

Figure 11: Lot 2 Proposed East Elevation (Front)



Figure 12: Lot 2 Proposed North Elevation (Side)



Figure 13: Lot 2 Proposed South Elevation (Side)



Figure 14: Lot 2 Proposed West Elevation (Rear)



Conditions of Approval

Staff has added the following conditions below:

P-1. Prior to the issuance of any permits, a lot line adjustment and parcel merger to create Lots 1 and 2 shall be approved by the Planning and Public Works Directors and be recorded with the Los Angeles County Register-Recorder.

The property as currently proposed is one single parcel. In order to develop two single-family homes, the three lots need to be untied and two of the lots need to be merged. The development review was based on the two new lots which will be formed.

P-2. The construction of each residence on Lot 1 and 2 shall occur concurrently. If construction of the residences need to occur in phases, the projects shall go back to the Design Review Board for review and approval.

There has been on-going construction occurring across the street for the development of two homes for a few years. Staff added this condition to reduce the negative impacts of construction – noise, traffic, dust, etc. - to the neighborhood.

P-10. Prior to the issuance of a grading permit, the property owner shall submit a construction management plan including but not limited to, traffic control, dust control, and construction equipment and materials staging.

As within any new home construction project, especially within a hillside area, Staff wanted to ensure that a construction management plan is in place.

P-11. The applicant and applicant's construction manager shall participate in a pre-construction meeting with the City of South Pasadena Planning and Building Divisions, and Public Works Department, to ensure all parties involved understand and implement appropriate construction measures and practices as required by the City, are aware of when construction will occur, what to expect, and to identify potential conflicts to eliminate otherwise unanticipated problems prior to the start of grading.

Staff is requesting this condition for a pre-construction meeting to ensure that the applicant/applicant's construction manager understand and implement appropriate construction practice as required by the City.

P-12. Prior to issuance of building permits, the applicant shall submit detail construction landscape and irrigation plans showing compliance with the City's Water Efficient Landscape Ordinance (SPMC Section 35.50) for approval by the Community Development Director. The applicant shall be responsible for the cost of reviewing the landscape plan by a Landscape Architect contracted by the City.

The construction of these two new homes are subject to compliance with the City's Water Efficient Landscape Ordinance.

Required Design Review Findings

In order to approve a Design Review application, the DRB shall first find that the design and layout of the proposed sign complies with South Pasadena Municipal Code (SPMC) Section 36.410.040(I):

- 1. Is consistent with the General Plan, any adopted design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);**

The project site has a General Plan land use designation of Low Density Residential. The two proposed homes are consistent with the General Plan and the City's adopted Design Guidelines for new single-family residences. The proposed homes were designed with consideration of the character and scale of the existing single-family developments in the vicinity. The mass and scale of the proposed homes are well proportioned and respectful of the topography and therefore, the project site maintains its consistency with the General Plan.

- 2. Will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards;**

The proposed homes will accommodate single-family functions and activities proposed for the site. The new homes will provide sufficient size and space for residential living, with indoor/outdoor living incorporated into the architectural design. The design of the homes meet all the required setbacks and height limit of the home. The homes will not interfere with the use and enjoyment of neighboring, existing, or future developments. The proposed homes are sited on a currently developed lot and sits within a developed single-family residential neighborhood. The site will be accessed along its Hanscom Drive street frontage. Thus, the proposed project, as conditioned, will not impose adverse pedestrian or traffic hazards, nor will the proposed project interfere with the use and enjoyment of neighboring, existing or future developments.

- 3. Is compatible with the existing character of the surrounding neighborhood and that all reasonable design efforts have been made to maintain the attractive, harmonious, and orderly development contemplated by this Section, and the General Plan; and**

The existing character of the surrounding neighborhood consists of single-family residential and is predominately two-story homes of various architectural styles. The proposed homes incorporate a contemporary aesthetic with pure simple geometric volumes in accordance to the City's Design Guidelines. The material palette includes grey concrete walls, metal fascia, wooden slats, glass railings, and large glass windows and doors. The overall design of the homes will maintain an attractive, harmonious, and orderly development as contemplated by this Section, and the General Plan.

- 4. Would provide a desirable environment for its occupants and neighbors, and is aesthetically of good composition, materials, and texture that would remain aesthetically appealing with a reasonable level of maintenance and upkeep.**

The proposed homes will incorporate indoor/outdoor design elements through its balcony, rear yard, and large windows and doors that should provide an abundance of air and natural light into the home. Large windows and doors will be located along areas that open up to outdoor spaces to bring in light, reduce mass, and provide visual relief from the proposed development. The

proposed home will also incorporate a pleasing and simple composition of materials and colors that further assist in helping the home blend into the hillside. All of these materials are known for their durability and can be found on many homes throughout the City as they remain aesthetically appealing with a reasonable level of maintenance and upkeep.

Alternatives to Consider

If the Board does not agree with staff's recommendation, the following options are available:

1. The Design Review Board can Approve with condition(s) added; or
2. The Design Review Board can Continue the project to address comments discussed; or
3. The Design Review Board can Deny the project.

Next Steps

1. If approved, either conditionally or as submitted, the applicant will proceed through the Plan Check Process with Building and Safety. If any Conditions of Approval are proposed or added by the Board, they must be met prior to submittal of Plan Check.
2. If denied, the Design Review Board's decision can be appealed by the applicant to the Planning Commission.

Fiscal Impact

Not Applicable.

Environmental Analysis

This project qualifies for a categorical exemption from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 – Existing Facilities and under Section 15303, Class 3. Class 1 exemption includes demolition and removal of individual small structures such as a single-family residence. Class 3 exemption includes the construction of single-family residences totaling no more than three dwelling units in an urbanized area. The proposed project involves the construction of two single-family residences within an established residential neighborhood and therefore is categorically exempt.

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, in the *South Pasadena Review* newspaper, and individual property mailings to those within 300 feet of the project site.

Attachment

1. Conditions of Approval
2. Staff Report From May 21, 2020 CHC Meeting
3. Development Plans for Lot 1
4. Development Plans for Lot 2

ATTACHMENT 1
Conditions of Approval

ATTACHMENT 1
CONDITIONS OF APPROVAL
Intent to Demolish & Design Review Permit

PROJECT NO. 2264 & 2265 – NID/DRX
1733 Hanscom Drive (APN: 5308-026-032)

The following approvals are granted as described below and as shown on the development plans submitted to and approved by the Design Review Board on August 6, 2020:

- **Notice of Intent to Demolish** a 1,068 square-foot single-family home and accessory structures.
- **Design Review** for the construction of a 2,207 square-foot single-story single-family home on Lot 1 and a 3,843 square-foot 2-story single-family home on Lot 2.

Note: As a convenience to the applicant, the development requirements from applicable Departments/Agencies are listed herein. These requirements list what the applicant will be required to comply with in order to receive a Building Permit, a Certificate of Occupancy, or other Department-issued entitlement.

PLANNING DIVISION:

- P1. Prior to the issuance of any permits, a lot line adjustment and parcel merger to create Lots 1 and 2 shall be approved by the Planning and Public Works Directors and be recorded with the Los Angeles County Register-Recorder.
- P2. The construction of each residence on Lot 1 and 2 shall occur concurrently. If construction of the residences need to occur in phases, the projects shall go back to the Design Review Board for review and approval.
- P3. Approval by the Design Review Board does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure.
- P4. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.
- P5. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining any occupancy inspection clearance and/or prior to obtaining any occupancy clearance.
- P6. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or Design Review Board concerning this use.
- P7. The construction site and the surrounding area shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures.

- P8. The hours of construction shall be limited to the following: 8:00 am and 7:00pm Monday through Friday, 9:00am and 7:00pm Saturday, and construction on Sundays limited to 10:00am to 6:00pm.
- P9. During construction, the clearing, grading, earth moving, or excavation operations that cause excessive fugitive dust emissions shall be controlled by regular water or other dust preventive measures using the following procedures:
 - a. All material excavated or graded shall be sufficiently watered to prevent excessive amounts of dust. Watering shall occur at least twice daily with complete coverage, preferable in the late morning and after work is done for the day;
 - b. All material transported on-site or off-site shall be either sufficiently watered or securely covered to prevent excessive amounts of dust;
 - c. The area disturbed by clearing, grading, earth moving, or excavation operations shall be minimized so as to prevent excessive amounts of dust; and
 - d. Visible dust beyond the property line emanating from the project shall be prevented to the maximum extent feasible.
- P10. Prior to the issuance of a grading permit, the property owner shall submit a construction management plan including but not limited to, traffic control, dust control, and construction equipment staging.
- P11. The applicant and the applicant's construction manager shall participate in a pre-construction meeting with the City of South Pasadena Planning and Building Divisions, and Public Works Department, to ensure all parties involved understand and implement appropriate construction measures and practices as required by the City, are aware of when construction will occur, what to expect, and to identify potential conflicts to eliminate otherwise unanticipated problems prior to the start of grading.
- P12. Prior to issuance of building permits, the applicant shall submit detail construction landscape and irrigation plans showing compliance with the City's Water Efficient Landscape Ordinance (SPMC Section 35.50) for approval by the Community Development Director. The applicant shall be responsible for the cost of reviewing the landscape plan by a Landscape Architect contracted by the City.

BUILDING AND SAFETY DIVISION:

- B1. Prior to the application of a building or grading permit, a preliminary Geotechnical report that specifically identifies and proposes mitigation measures for any soils or geotechnical problems that may affect site stability or structural integrity shall be approved by the Building Official or his/her designee. The applicant shall reimburse the City for all costs incurred to have the project soils report evaluated by an independent third-party, per-level soils and/or geological engineer. Approval letter of the geotechnical report review shall be copied and pasted on the first sheet of building and grading plans.
- B2. A current title report, vesting deeds along with existing and proposed site plan shall be submitted for Building Division review prior the start of grading and building plan review.
- B3. The second sheet of building and grading plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

- B4. Proof of payment of the School Development Fees paid to the School District shall be provided prior to the issuance of a building permit.
- B5. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
- B6. Park Impact Fee to be paid at the time of permit issuance.
- B7. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance. Note: Growth fee is required for new constructions and additions.
- B8. A separate address required. An application to assign address shall be filed with Public Works Department prior to plan check submittal.
- B9. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
- B10. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
- B11. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
 - a) Observation of cleared areas and benches prepared to receive fill;
 - b) Observation of the removal of all unsuitable soils and other materials;
 - c) The approval of soils to be used as fill material;
 - d) Inspection of compaction and placement of fill;
 - e) The testing of compacted fills; and
 - f) The inspection of review of drainage devices.
- B12. The geotechnical and soils engineer shall review and approve the project grading and foundation plans to show compliance that their recommendations have been properly implemented.
- B13. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by Building Division, a new Preliminary Soils and/or Geotechnical Investigation.
- B14. At the time of plan submittal, the pdf copy of the soils report shall be provided by the applicant.
- B15. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
- B16. The property shall be surveyed and the boundaries marked by a land surveyor licensed by the State of California.

- B17. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- B18. Project shall comply with the CalGreen Residential mandatory requirements.
- B19. Demolition permit is required for any existing buildings which are to be demolished.
- B20. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit and a separate is required for Fire Sprinklers.

DEPARTMENT OF PUBLIC WORKS:

- PW1 The applicant shall obtain City approval for any modifications or revisions to the approval of this project. Deviations not identified on the plans may not be approved by the City, potentially resulting in the need for the project to be redesigned.
- PW2 The applicant shall pay all applicable City and Los Angeles County fees, including Public Works Department plan review fee of \$500 and permit fees per the current adopted Master Fee Schedule which can be found on the City's website. The applicant shall provide receipts of all applicable fees paid prior to the issuance of permits.
- PW3 The applicant shall provide a copy of a current Title Report (within the last 60 days). The applicant shall show all easements per the Title Report to the satisfaction of the Public Works Department. Any conflict with existing easements resulting in the site being redesigned potentially requires a minor change or amendment approval by the Design Review Board.
- PW4 The applicant shall be responsible for all costs incurred by the City and the Public Works Department for the use of professional services or consultants in the review, investigation, and/or plan check of the public improvement plans. The applicant shall deposit monies into an approved project account from which the City shall draw funds to pay for said professional services.
- PW5 The applicant shall provide a deposit of \$12,000 for a Deputy Inspector for hillside construction. Whenever the balance drops below \$6,000, the applicant shall be required to make an additional deposit of \$6,000. Any unused funds will be refunded to the applicant at the completion of the project.
- PW6 The applicant shall provide a detailed drainage plan signed and stamped by a CA licensed civil engineer. Cross lot drainage is not permitted. Provide a copy of the approved plan from the Building & Safety Department.
- PW7 The applicant shall comply with all requirements of the City of South Pasadena Low Impact Development (LID) Ordinance. The applicant shall include the necessary Best Management Practices (BMP) measures and a Standard Urban Storm Water Mitigation Plan (SUSMP) for construction and post-construction phases as part of the LID plan per SPMC Section 23.14. Provide a copy of the approved plan from the Building & Safety Department.

- PW8 Prior to issuance of a grading permit, the applicant shall provide an erosion control plan for dust control techniques to be implemented during project construction which shall include, but not be limited to, use of appropriate BMPs, plans for daily watering of the construction site, limitations on construction hours, and adherence to standard construction practices such as watering of inactive and perimeter areas.
- PW9 Prior to issuance of a permit, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide a copy of the inspection video of the cleared pipe for review.
- PW10 The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3.
- PW11 Provide a copy of an approval letter and receipt for the sewer connection fee from the Los Angeles County Sanitation District (LACSD). A copy of the receipt for any fees to be paid must be submitted before permit issuance.
- PW12 Show the location of all existing utilities on adjacent street(s), as well as location and size of all existing or proposed services serving the property. Show all utility points of connection (POC). If there is an existing sewer connection, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide a copy of the inspection video of the cleared pipe for review.
- PW13 If there is no existing sewer utility, the applicant shall construct a new sewer connection to the City's sewer system on Hanscom Drive. Show the proposed sewer lateral pipe is a four-inch (4") diameter vitrified clay pipe (VCP) within the public right-of-way.
- PW14 If there is no existing water utility, the applicant shall contact the City of South Pasadena Water Division to coordinate the size, location, and associated fee for a new water meter connection, as applicable. Please contact the Water Operations Manager at (626) 460-6393 or atesfaye@southpasadenaca.gov for additional information.
- PW15 If new utilities need to be installed, show the location and area of trench sections for the proposed sewer and water lines connection within the public right-of-way. Provide a trench restoration detail per City standards.
- PW16 The applicant shall replace all broken, damaged, or out-of-grade gutter and asphalt roadway fronting the property on Hanscom Drive to the satisfaction of the City Engineer per SPMC Section 31.54. All improvements within the public right-of-way shall conform to the current editions of the Standard Specifications for Public Works Construction (SSPWC) and Standard Plans for Public Works Construction (SPPWC).
- PW17 The applicant shall provide a construction schedule for each stage of any major activities (i.e. demolition, grading, material delivery, etc.) and the timing of special access if necessary, as it relates to site staging, traffic, and access. If there are any changes to the construction schedule, the applicant shall submit a revised schedule to the Public Works Department.
- PW18 The applicant shall provide a haul route map, on-site staging plan, and indicate a contractor parking location to the Public Works Department for review and approval prior to issuance of

permits. All vehicles including workers' vehicles shall not be parked near the construction site. Provide a shuttle service if necessary.

- PW19 Any construction activity that may require roadway closures will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. A minimum of two Portable Changeable Message Signs (PCMS) are required to be placed in advance of the project site. All street closures will require an encroachment permit from the Public Works Department.
- PW20 Street closures are only allowed between 8:30 am and 2:00 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and resident at least 48 hours in advance of the street closure.
- PW21 The applicant shall post temporary "No Parking " signs along the entire length of the property prior to the start of any construction. The temporary "No Parking" signs shall be covered at the end of each working day and uncovered at the start of the following working day prior to any construction activity. If two-way traffic cannot be accommodated, a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor depicting the use of flagmen and/or detouring shall be submitted for review.
- PW22 No overnight storage of materials or equipment within the public right-of-way shall be permitted.
- PW23 Temporary bins (low boy) will be "roll off" style to be provided by Athens Services. Athens Services has an exclusive agreement with the City for the provision of trash removal services; only Athens dumpsters can be used. Any dumpsters placed on the roadway shall require a protective barrier underneath (such as plywood) to protect the pavement. The applicant shall obtain dumpster permit from the Public Works Department.
- PW24 The applicant shall obtain oversize/overload permits from the Public Works Department for any oversized equipment used during the stages of construction, including, but not limited to: demolition; clearing and grubbing; grading; material disposal; drilling for piles and/or caissons; trenching for footings; excavation for retaining walls; core sampling of soils; etc.
- PW25 The applicant shall be responsible for posting a project sign at the entrance to the project site displaying the City's construction hours per SPMC Section 19A.13. The project sign shall be 24" x 36" and made of durable weather-resistant material. The applicant shall provide a 24-hour emergency contact number for the designated contact who will be responsible for maintaining the public right-of-way during the all stages of construction until the project is complete.
- PW26 The applicant shall provide a traffic sight distance study prepared by a CA licensed civil engineer for vehicular ingress and egress from the proposed driveway entrance. The applicant shall be responsible for implementing safety measures based on the sight distance study.
- PW27 The applicant shall apply for a change of address permit for the new residence prior to final occupancy approval.

Fire Department

The project shall comply with all current adopted California Building, Fire Codes, NFPA, and SPFD standard requirements based on occupancy classification.

Please click on attachment title to view attachment.

ATTACHMENT 2
Staff Report from May 21, 2020 CHC Meeting

Please click on attachment title to view attachment.

ATTACHMENT 3
Development Plans for Lot 1

Please click on attachment title to view attachment.

ATTACHMENT 4
Development Plans for Lot 2