



**City of South Pasadena
Planning and Community
Development Department**

Memo

Date: October 13, 2020

To: Chair and Members of the Planning Commission

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

Prepared By: Malinda Lim, Associate Planner

Re: October 13, 2020 Planning Commission Meeting Item No. 2 – Additional Document No. 1 - Public Comments for 1312 Meridian Avenue Received and Additional Conditions of Approval (Project No. 2205-NID/HDP/DRX/VAR)

After posting of the staff report, ten (10) written and two (2) verbal public comments were received. Below are the list of people who provided comments. Seven (7) of the public comments were in support to the project, two (2) comments were concerned with the foundation of the project, and three (3) were concerned about the construction traffic and provided suggested design changes.

Written comments received from the following:

- Cindy Kang
- Ellen Yang
- Judy and Devin Asakura
- Kelly Choo
- Marko Chase
- Miluka Matlovsky
- SMART Families (Delaine W. Shane and Susan L. Sulsky)
- Sergio Seche
- Stephanie Rigolot

- Udomsup and Niratt Jittrikawiphol

Verbal comments received from the following:

- Joanne Nuckols
- SMART Families (Delaine W. Shane and Susan L. Sulsky)

Written comments are included as Attachment 1. Verbal comments are included as Attachment 2 with a link to listen to the comments, and these will be played during the meeting.

To address the concerns raised, staff is requesting revisions to Condition P11 and the addition of PW22 as follows:

- P-11. The applicant shall submit a construction management plan for approval by the Building, Planning, and Public Works Departments. The construction management plan shall include, but not be limited to:
- a. A proposed haul route and location of a proposed off-site construction staging area where project construction workers and/or subcontractors will park and equipment will be stored. Equipment and construction staging area shall be located away from adjacent residential uses. *Street and travel lane closures will not be allowed except under exceptional circumstances.* Any construction activity that may require closing public roadways shall be identified and mitigation identified as part of the staging plan *and will require a permit from the Public Works Department.* The applicant shall obtain input from Public Works to identify haul route and staging area. The applicant shall provide notification of at least 48 hours prior to any road closure to all affected property owners, including SMART Families (email: SMART-Families@outlook.com).
 - b. A plan for dust control techniques to be implemented during project construction which shall include, but not be limited to, 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 (refer to Condition No. P9).
 - c. A traffic control plan for the duration of the construction prepared by a licensed civil engineer for approval by the City Engineer. *The plan shall show the anticipated number of construction related traffic, haul route, and time of day.* The applicant shall notify businesses, residents (including SMART Families) impacted by any parking restrictions, road closure, and any off-site staging areas during construction.
 - d. A list of construction equipment, fixed or mobile, showing that all equipment will be equipped with properly operating and maintained mufflers and other state-required noise-attenuation devices.
 - e. A plan for limiting the number of noise-generating, heavy-duty off-road construction equipment (e.g., backhoes, dozers, excavators, loaders, rollers, etc.) simultaneously used on the project site to no more than one or two pieces of heavy-duty, off-road equipment to reduce construction noise levels.

- f. A sign of at least 24" x 36", legible at a distance of 50 feet, shall be posted at the project site and shall contain the following information:
 - i. Indicate the dates and duration of construction activities.
 - ii. A construction manager (name and telephone number) responsible for maintaining the public right-of-way and project site during all stages of construction until the project is completed.
 - iii. A 24-hour emergency contact person (name and a telephone number) where residents and affected public stakeholders can inquire about the construction process and register complaints. This person shall also be responsible for responding to any complaints about construction noise or activities associated with this project, and shall notify the City to determine the cause and implement reasonable measures to the complaint, as deemed acceptable by the City. All complaints shall be addressed within 24 hours and the person registered the complaint shall be notified of the resolution.
- g. *Pedestrian and bike access shall not be blocked. The sidewalk shall be kept open and operational at all times. If for some reason the sidewalk requires closure, an alternate and convenient access must be maintained and approved by the City Engineer.*

PW22. *Meridian Avenue will be videotaped before the start of construction and after the completion of construction for assessing the damage caused to the street by construction related traffic. The applicant will be responsible in restoring the road to its original condition before the completion of construction. These video tapes will be submitted to the City before the start of construction and immediately on completion of the project.*

A couple of the public comments received suggested design changes to the project. They include:

1. Fenestration, i.e., the new windows, should replicate and look like the existing wood divided lite windows.
2. The half timbering applied to the front gables should match the existing design and extra attention should be focused on the north gable and minimized on the south/garage gable.
3. The new garage doors should match as much as possible the existing all wood garage door and not have windows.

If the Planning Commission would like to consider these design changes, they could be added as a new conditions of approval.

A revised set of Conditions of Approval are provided in **Attachment 3**.

Attachments:

1. Written Public Comments
2. Verbal Public Comments
3. Revised Conditions of Approval

ATTACHMENT 1
Written Public Comments

From: Cindy M Kang [REDACTED]
Sent: Sunday, October 11, 2020 11:16 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave.

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Re: **Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave.**

Hello, my name is Cindy Kang and I live at 912 Adelaine Avenue South Pasadena CA 91030.

I've had a chance to review the new design for the above referenced project and I support the project for the following reasons:

- I drive on Meridian and would like to see less parked cars on this street.
- I think the design (English Revival) compliments the aesthetics of South Pasadena homes.
- I think the new design will be an improvement to the current house.
- I think the new design will be a great new addition to the neighborhood.

Thank you for your consideration and support for this project.

Sincerely submitted,
Cindy Kang

From: Ellen Yang [REDACTED]
Sent: Tuesday, October 13, 2020 10:40 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave.

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To Whom It May Concern,

My name is Ellen Yang and I am a South Pasadena resident living at 1214 Kolle Ave, South Pasadena, CA 91030. I am writing to support the new design for 1312 Meridian Ave.

My house is a new build and my project took about 3.5 years from design, demolition to build, so I am very familiar with this process. When I tell other South Pasadena residents about my journey to build my family home, they are always shocked at the length of time. All my neighbors thank me for taking what was a decrepit, falling apart house to the modern home they see today, causing everyone's property value to appreciate.

I have had a chance to review the new design located at 1312 Meridian Ave because (i) I know the family living there from Arroyo Vista Elementary, and (ii) I travel down Meridian everyday on my way to and back from work so I was interested in the project.

I support this project because Meridian has turned into a very busy street with many cars (like me!) using it as an alternative to Fremont. With its twists and turns, and it being a narrow street, I can see why families living along the street would want to park on a driveway or in a garage for safety reasons. Moreover, having fewer cars parked on this street will improve the flow of traffic on Meridian.

Finally, I think this new design is not only aesthetically pleasing, but it also provides a nice refresh to the older homes along Meridian. Also, the redesign (English Revival) still pays homage to the aesthetics of South Pasadena homes. Most homes in South Pasadena look older and having gone through the build process myself, I can see why many people do not renovate their homes because it's such an arduous process. I fully support this project!

Thank you.

Ellen Yang
[REDACTED]

From: Judy Asakura <[REDACTED]>
Sent: Saturday, October 10, 2020 3:11 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave.

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Planning Commission,

We would like to express our support for the project referenced above at 1312 Meridian Avenue. As residents of this city, we frequently travel on Meridian Avenue by car and on foot and have noticed many cars parked on the street. We have always been concerned about how the parked vehicles affect the flow of traffic on this somewhat narrow and very busy street. It is particularly concerning when you reach the blind curve on Meridian Avenue. We have had the opportunity to review the new design and appreciate the plans for the driveway which would allow the homeowners to move their vehicles from the street onto their property.

Additionally, the lovely English Revival design of the home will compliment the aesthetics of other South Pasadena homes. The new design is not only an improvement over the current structure, but will add to the charm and historic character of our community.

Sincerely,
Judy & Devin Asakura
240 Hillside Road, South Pasadena

From: Kelly Choo [REDACTED]
Sent: Saturday, October 10, 2020 1:28 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave.

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Hello,

My name is Kelly Choo and my family and I live at 1502 Oak St in South Pasadena.

We recently had a chance to review the new design and improvements proposed for our neighbors' house at 1312 Meridian Ave.

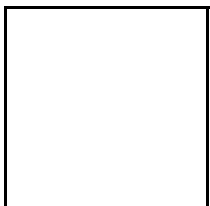
We support approval of their project for a few reasons:

- We often drive on Meridian and would like to see less parked cars on this street and this would also improve the flow and safety of traffic. Especially right in front of that address where there is a blind curve of Meridian where people often speed.
- I think their design (English Revival) compliments the aesthetics of South Pasadena homes and would be an improvement on the current house plans and an update/refresh to the neighborhood.

Thank you for your time.

Best,

Kelly Choo and family



Kelly Choo, RN, BSN
Client Care Coordinator
Hello! Home Care
p: 626.768.1476
a: 572 E. Green Street Ste. 303 Pasadena, CA 91101
w: www.hellohomecare.com

From: marko chase [REDACTED]
Sent: Thursday, October 8, 2020 5:28 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Planning Commission Public Hearing Meeting 10/13/20. Support of Project # 2205-NID/HDP/DRX/VAR Address 1312 Meridian

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To whom it may concern,

My name is Marko Chase and I am a homeowner at 900 Bank Street which is directly around the corner from 1312 Meridian.

As a South Pas native I have been using Meridian Avenue (south of Monterey Road) for a very long time. I recently received notice of the proposed modification to the residence located at 1312 Meridian, and, after looking at the plans as designed, I think it is a great idea and totally support it.

There has always been a concern about the flow of traffic on Meridian, especially at the curve below Lyndon. The 2 car garage (as designed with additional 2 spots of parking in the driveway) will help get the homeowners' cars off the street. Many other homes near to 1312 Meridian are afforded this amenity.

What is more, and perhaps most importantly, this design clearly retains the design integrity of the original house, and integrates nicely with the aesthetic fabric of the neighborhood.

It will be a welcome improvement to our neighborhood.

Thank you.

[REDACTED]

Marko Chase
900 Bank Street
South Pasadena

From: M Matlovsky [REDACTED]
Sent: Friday, October 9, 2020 4:46 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: Navarre Matlovsky <[REDACTED]>
Subject: (Demolition) Prop at: 1312 Meridian Avenue /2205-NID/HDP/DRX/VAR

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Planning Commission - Notice of Public Hearing
Project number: 2205-NID/HDP/DRX/VAR
(Demolition) Prop at: 1312 Meridian Avenue, So. Pasadena, CA

TO: Planning Commission

My neighbor, Mr. Cooper at 1312 Meridian Avenue, sent me a letter to support his new construction project. However, he only included the drawings of his design.

Our primary concern for this project is the close distance of Mr. Cooper's proposed plan to our property line. One of his back structures is encroaching on our river-rocks fence, and his property line is only about 5 feet from our fence. Which could impact our property's surrounding areas, during their excavation and total demolition of the 1312 Meridian's house. Our house is a large two-story Mediterranean Spanish style home built in the 30s and considered historic. We have to ensure that detailed Soil studies are conducted to show that there are no issues that could affect our property's: foundation, structure, fences, (some made with river rocks), and yards of the neighboring properties. Please make notes.

Should you have any questions please do not hesitate to contact me.

Thank you for your cooperation.

Respectfully,

Miluka R. Matlovsky
1304 El Cerrito Circle
South Pasadena, CA 91030
[REDACTED]

From: M Matlovsky [REDACTED] >
Sent: Monday, October 12, 2020 7:39 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: Navarre Matlovsky [REDACTED]
Subject: Please replace previous letter with the enclosed: (Demolition) Prop at: 1312 Meridian Avenue /2205-NID/HDP/DRX/VAR

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October 12, 2020

Planning Commission - Notice of Public Hearing
Project number: 2205-NID/HDP/DRX/VAR
(Demolition) Prop at: 1312 Meridian Avenue, So. Pasadena, CA

To: Planning Commission

This letter is in reference to my neighbor, Mr. Cooper's, proposed demolition work permit for his property located at 1312 Meridian Avenue in South Pasadena, CA, scheduled for tomorrow. He had previously provided me with a letter asking for my support of his proposed construction project however, he only included the drawings of his nice design, but has not provided a more detailed scope of work or construction plans.

Our family primary concern for this project is the proximity of Mr. Cooper's proposed plan to the property line of our home. One of his back old structures is currently encroaching on one of my fences, and his property line is only about 5 feet from the fence boundary. We are very concerned that the proposed excavation and total demolition of the 1312 Meridian's house could significantly impact our property and it's surrounding areas. Our house is a large, two-story, Mediterranean Spanish style home built in the 30s and considered historic. I would like to ensure that detailed Soil studies are conducted to show that there are no issues that could affect our property's: foundation, structure, fences, (some made with river rocks), trees, and/or yards of the neighboring properties, and humbly ask that these concerns are thoroughly vetted and we are provided with the reports that ensure our property is protected.

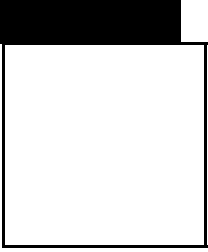
Should you have any questions please do not hesitate to contact me.

Thank you for your time and consideration.

Respectfully,

Miluka R. Matlovsky

1304 El Cerrito Circle
South Pasadena, CA 91030



Malinda Lim

From: D.W. Shane <SMART-Families@outlook.com>
Sent: Tuesday, October 13, 2020 10:24 AM
To: Kanika Kith; PlanningComments
Cc: Robert Joe; Diana Mahmud; Stephen Rossi; Richard D. Schneider; Michael Cacciotti; Maria Ayala; laalaw@att.net; szneimer@gmail.com; Kim Hughes; Michelle.h826@gmail.com; John E. Fisher; Janet Braun; Joanna Hankamer; Malinda Lim; Shahid Abbas; Garrett Crawford; Tatevik Barakazyan; Leaonna Dewitt; Margaret Lin; Tamara Binns
Subject: Planning Commission Meeting on October 13 2020: Public Comment on Agenda No. 2: 1312 Meridian Avenue Project No. 2205 - NID/HDP/VAR
Attachments: 1312-Meridian Avenue-Planning Commission Meeting October 2020 Agenda Item 2 Public Comments.pdf
Importance: High

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Dear Ms. Kith:

Enclosed please find our comment letter on Agenda Item No. 2 for the Planning Commission meeting scheduled for October 13, 2020.

This letter is provided to you as part of the administrative record related to the proposed remodeling and reconstruction on 1312 Meridian Avenue. **SMART Families** will also be leaving a brief voicemail to be replayed at the Commission's meeting. We are not opposed to this project. Our major concern is on potential transportation-related impacts on Meridian Avenue including the haul route along our residential collector street and local side streets, to the high school once in-session classes onsite resume, and to near-term street improvements being carried out by the Public Works Department. We also have some recommendations on design.

We appreciate the opportunity to comment on this project and request that further electronic notifications and documentation concerning this project be sent to our attention at smart-families@outlook.com.

Thank you.

Sincerely,

SMART Families



PUBLIC COMMENTS SUBMITTED BY SMART FAMILIES

October 13, 2020

City of South Pasadena
Planning Commission
1414 Mission Street
South Pasadena, CA 91030
Attention: Kanika Kith, Planning Manager

Dear Honorable Planning Chair and Commissioners:

Save Meridian Avenue for its **Residents Together** or **SMART Families** is a collective voice of South Pasadena residents who either live in or near the Meridian Avenue corridor or are community-wide supporters. Our goal is to encourage the City to correct dangerous traffic conditions on Meridian Avenue and to move beyond the 710 Freeway issues that have long afflicted our neighborhood.

We have reviewed the documentation related to the proposed project at 1312 Meridian Avenue. While we commend the Planning and Building Department, in particular Ms. Kanika Kith, in incorporating permit language pertaining to construction traffic, safety, and public health-related issues, we have additional concerns about the project.

The categorical exemption and the staff report do not disclose the estimated numbers of vehicle trips during construction, including heavy-duty hauling trucks, mobile construction equipment, vendor trucks, water trucks, and construction workers' vehicles. Nor does the documentation state the length of time construction and location(s) of the staging area/construction office site.

We do appreciate the permit condition stipulating that the contractor will be giving us at least 48 hours notification prior to any street closures and detours; however, we still do not know the construction truck haul route along Meridian Avenue. Meridian Avenue is a residential collector road (two lanes [one northbound, one southbound] and at times, just 36 feet wide). It already has almost 10,000 average vehicular daily trips including at times large trucks, although trucks over three tons are not permitted on Meridian Avenue. Pavement condition is severely deteriorated along Meridian Avenue and side streets near the project, including Glendon Way, Lyndon Street, and Bank Street; therefore, careful consideration of the haul route will be needed to impact the least number of residents, as well as students when the South Pasadena Senior High School commences with in-class sessions. We recommend that the Planning and Building Department coordinate with the South Pasadena Unified School District to determine when in-class sessions might begin and how this might affect construction times.

We further recommend that the Public Works Department be part of the coordination between the contractor and the City. Depending on its start date, this project may have the potential to impact the street improvements currently in process or planned for Meridian Avenue by the Public Works Department.

PUBLIC COMMENTS SUBMITTED BY SMART FAMILIES

Lastly, we wish to add the following comments on design:

1. Fenestration, i.e., the new windows, should replicate and look like the existing wood divided lite windows.
2. The half timbering applied to the front gables should match the existing design and extra attention should be focused on the north gable and minimized on the south/garage gable.
3. The new garage doors should match as much as possible the existing all wood garage door and not have windows.

Please direct any future planning and transportation documentation on this project to **SMART Families** at smart-families@outlook.com.

Thank you for the opportunity to comment on this project.

Sincerely,

<i>Delaine W. Shane</i>	<i>Susan L. Sulsky</i>
Delaine W. Shane	Susan L. Sulsky
2003 Meridian Avenue	2013 Meridian Avenue

On Behalf of **SMART Families**



cc: City Council
City Clerk
MTIC Commission
Planning Department
Public Works Department



August 9, 2020

Dear City of South Pasadena Planning Department,

I have looked over the designs for the remodel for 1312 Meridian Ave. and I support the project going forward. I believe the new structure will be an improvement to the neighborhood.

Sincerely,

A handwritten signature in cursive script that reads "Sergio Secae".

1314 El Cerrito Circle
Sergio Secae



Pitt

dar

C
F

a

From: Stephanie Rigolot [REDACTED] >
Sent: Tuesday, October 13, 2020 8:16 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: Scott Severson [REDACTED] >
Subject: Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Regarding Project Number: 2205-NID/HDP/DRX/VAR-1312 Meridian Ave

My name is Stephanie Rigolot and I live at 500 Monterey Rd, South Pasadena, CA 91030. My husband, Scott Severson, and I are trained and practice architecture and we have reviewed the new design. We write in support of this project for the following reasons:

- We drive on Meridian and would like to see less parked cars on this street and this plan allows the residents to move their 2 cars into their driveway and off of Meridian. This would improve the flow of traffic on Meridian on this blind curve of Meridian. Meridian averages over 10,000 cars daily, so unsafe for any family to exit their cars.
- We believe our design (English Revival) compliments the aesthetics of South Pasadena homes.
- We believe the new design will be an improvement to the current house
- We believe the new design will be a great new addition to the neighborhood

Thank you,
Stephanie

-----Original Message-----

From: pam Jittri <[REDACTED]>
Sent: Monday, October 12, 2020 3:01 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Put the new swimming pool with additional constructions

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Project number 2205-NID/HDP/DRX/VAR

Address 1312 Meridian South Pasadena

My name is Udomsup and Niratt Jittrikawiphol

1316 Meridian Ave South Pasadena

Our concern is my house is connecting to this new constructions and down slope in our site. California has a lot of Earthquakes.

Is this possible to flood to my house with the Big earthquakes from The New swimming pool?

Sincerely yours

Udomsup and Niratt Jittrikawiphol

Sent from my iPad

Thanks again.

ATTACHMENT 2
Verbal Public Comments
[\(Click Here\)](#)

ATTACHMENT 3
Revised Conditions of Approval

EXHIBIT "A"
CONDITIONS OF APPROVAL
PROJECT NO. 2205-NID/DRX/HDP/VAR
1312 Meridian Avenue (APN: 5319-029-017)

DEVELOPMENT REQUIREMENTS

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. The following approvals are granted as described below and as shown on the development plans submitted to and approved by the Planning Commission on October 13, 2020:
- a. **Notice of Intent to Demolish** all unpermitted construction, portions of the home, and a 174 square-foot detach garage. As mentioned above, the CHC determined 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; and
 - b. **Hillside Development Permit** to allow construction on a site with an average slope of 20% or greater. The property has an average slope of 25.6%; and
 - c. **Design Review** to allow for an approximately 788 square-foot, two-story addition and an approximately 479 square-foot garage to the existing 1,049 square-foot single-family house on an approximately 5,249 square foot lot. The attic space is being converted into a second story; and
 - d. **Variations** to the allow uncovered stairs to exceed three feet in height within the front and side yard setbacks, reduction in the percentage of the site to be remediated to its natural slope and vegetation, and for a downhill building wall exceeding 15 feet in height.
- P2. This approval and all rights hereunder shall terminate within twelve (12) months of the effective date of their approval by the Planning Commission unless otherwise conditioned and/or unless action is taken to secure Building Permits and maintain active Building Permits with the Building Division beginning with the submittal of the plans for Plan Check review.
- P3. Approval by the Planning Commission 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 on any of the properties involved with the Certificate of Appropriateness.
- 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 City Planning Commission concerning this use.

Notes on Construction Plans

The contractor shall be responsible to implement and monitor compliance with the following conditions:

- P7. The construction site and the surrounding area, including sidewalks, parkways, gutters, and streets, shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes at all times. 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. Such debris shall be removed immediately from the street to prevent road hazards or public health related issues.
- P8. The hours of all construction activities 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, excavation operations, or transportation of cut or fill materials that cause fugitive dust emissions shall be controlled by regular water or other dust preventive measures using the following procedures:
- a. The area disturbed by clearing, grading, earth moving, or excavation operations shall be minimized to the maximum extent feasible to prevent fugitive dust; and
 - b. All material excavated or graded shall be sufficiently watered to prevent dust from leaving the construction area and to create a "crust" after each day's activities ceases. Watering shall occur at least twice daily with complete coverage, preferable in the late morning and after work is done for the day;
 - c. All material transported on-site or off-site shall be either sufficiently watered or securely covered to prevent fugitive dust;
 - d. All area of vehicle movement shall be water appropriately to prevent dust from leaving the construction site;
 - e. Soil stockpiles for more than two days shall be covered, kept moist, or treated with soil binders to prevent dust generation;
 - f. Gravel pads shall be installed at all access points to prevent tracking of mud onto public roads; and
 - g. Visible dust beyond the property line emanating from the project shall be prevented to the maximum extent feasible.

P10. 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.

Prior to Issuance of Grading Permit

P11. The applicant shall submit a construction management plan for approval by the Building, Planning, and Public Works Departments. The construction management plan shall include, but not be limited to:

- a. A proposed haul route and location of a proposed off-site construction staging area where project construction workers and/or subcontractors will park and equipment will be stored. Equipment and construction staging area shall be located away from adjacent residential uses. Street and travel lane closures will not be allowed except under exceptional circumstances. Any construction activity that may require closing public roadways shall be identified and mitigation identified as part of the staging plan and will require a permit from the Public Works Department. The applicant shall obtain input from Public Works to identify haul route and staging area. The applicant shall provide notification of at least 48 hours prior to any road closure to all affected property owners, including SMART Families (email: SMART-Families@outlook.com).
- b. A plan for dust control techniques to be implemented during project construction which shall include, but not be limited to, 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 (refer to Condition No. P9).
- c. A traffic control plan for the duration of the construction prepared by a licensed civil engineer for approval by the City Engineer. The plan shall show the anticipated number of construction related traffic, haul route, and time of day. The applicant shall notify businesses, residents (including SMART Families) impacted by any parking restrictions, road closure, and any off-site staging areas during construction.
- d. A list of construction equipment, fixed or mobile, showing that all equipment will be equipped with properly operating and maintained mufflers and other state-required noise-attenuation devices.
- e. A plan for limiting the number of noise-generating, heavy-duty off-road construction equipment (e.g., backhoes, dozers, excavators, loaders, rollers, etc.) simultaneously used on the project site to no more than one or two pieces of heavy-duty, off-road equipment to reduce construction noise levels.
- f. A sign of at least 24" x 36", legible at a distance of 50 feet, shall be posted at the project site and shall contain the following information:
 - i. Indicate the dates and duration of construction activities.
 - ii. A construction manager (name and telephone number) responsible for maintaining the public right-of-way and project site during all stages of construction until the project is completed.

- iii. A 24-hour emergency contact person (name and a telephone number) where residents and affected public stakeholders can inquire about the construction process and register complaints. This person shall also be responsible for responding to any complaints about construction noise or activities associated with this project, and shall notify the City to determine the cause and implement reasonable measures to the complaint, as deemed acceptable by the City. All complaints shall be addressed within 24 hours and the person registered the complaint shall be notified of the resolution.
- g. Pedestrian and bike access shall not be blocked. The sidewalk shall be kept open and operational at all times. If for some reason the sidewalk requires closure, an alternate and convenient access must be maintained and approved by the City Engineer.

Prior to issuance of Building Permits

- P12. The applicant shall provide photographs to Planning, Building, and Public Works Departments illustrating that proper construction fencing is installed and signs describing construction and noise disturbance coordinator contact information are posted at the construction site.

DEPARTMENT OF PUBLIC WORKS:

- PW1. Video inspect the existing sewer lateral for obstructions and remove any obstructions observed. Provide copy of the inspection video of the cleared lateral.
- PW2. Show the location of all existing utilities on Meridian Avenue, as well as utility point of connection (POC) and size of all existing or proposed services serving the property.
- PW3. The proposed new driveway and sidewalk shall be construction per Caltrans Standard Plan detail A87A.
- PW4. The applicant shall remove and install new traffic sign (W1-2) and pole to the satisfaction of the City Engineer.
- PW5. The applicant shall provide slurry seal surface treatment from curb to curb along the entire street width on Meridian Avenue from property line to property line. Also, reinstate the existing pavement marking and striping to the satisfaction of the City Engineer.
- PW6. The applicant shall provide civil plans show all existing condition within public right-of-ways, curb/gutter, driveway, existing features, trees, dimensions, and proposed improvements.
- PW7. The applicant shall provide a traffic control plans for the duration of the construction (refer to Condition No. P11 for details).
- PW8. The applicant shall provide a traffic sight distance study prepared by a licensed civil engineer for vehicular ingress and egress from the proposed driveway. The applicant shall be responsible for implementing safety measures based on sight distance study.
- PW9. The applicant shall be responsible implement necessary Best Management Practice (BMP) measures Per City Municipal Code, Section 23.14. Provide a copy of approved BMP plan from Building & Safety Department.
- PW10. The applicant shall provide a detailed drainage plan prepared by a licensed civil engineer and signed and stamped by the civil engineer. Cross lot drainage is not permitted. Provide copy of approved plan from Building & Safety Department.

- PW11. The applicant shall provide a haul route map, staging plan, and indicate street parking location for review and approval to the Public Works Department prior to issuance of permits (See Condition No. P11 for details).
- PW12. Street closures are only allowed between 9:00 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 resident at least 48 hours prior to the street closure. All street closure required to obtain encroachment permit from the Public Works Department.
- PW13. The applicant shall post "Temporary No Parking" signs along the entire length of the property prior to start of any construction. The temporary no parking signs will be covered at the end of every working day, and uncovered at the start of the following working day prior to any construction activity. If two-way traffic cannot be accommodated, traffic shall be mitigated through use of flagmen and/or detouring. The applicant shall obtain encroachment permit from the Public Works Department.
- PW14. Show all existing and proposed trees (including parkway trees), including size and species, and indicate their disposition. The applicant shall show methods of protecting existing onsite and on the parkway trees during construction on the plans. The applicant shall submit an arborist report for all trees (including parkway trees) at project completion to the City, demonstrating that all protection methods were followed and document the tree disposition after construction.
- PW15. If any trees are to be removed, per City Ordinance No. 2328 amending section 34.10 of the South Pasadena Municipal Code (SPMC), file for a tree removal permit application. See Municipal Code Section 34.12 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planted per SPMC section 34.12-5. A copy of tree removal application and the guidelines are available at the counter in Public Works Department.
- PW16. Building structure shall not be constructed within critical root zone area. For native and protected species the use of the tree's DBH (X5) is the minimum critical root mass. For non-native and protected species use of the tree's DBH (X3) is the minimum critical root mass.
- PW17. The applicant shall provide methods of protecting existing trees during construction.
- PW18. Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development building permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit in the amount of \$1,440 for the 4 replacement trees. Upon the planning review authority's approval of the development application and satisfaction of all conditions of approval, and payment of all required fees, the applicant shall be issued a tree removal permit.
- PW19. Replacement trees shall be planted per SPMC section 34.12-5 (b). The applicant is required to plant 1 replacement trees based on the trees proposed for removal. The South Pasadena Public Works Department shall inspect the replacement trees before being planted.
- PW20. Upon the applicant's proof to the city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse the applicant's replacement tree deposit. Should the applicant fail to plant any replacement trees per the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by SPMC Chapter 34.

- PW21. No trees shall be removed from the site until Tree Removal Permits are issued.
- PW22. Meridian Avenue will be videotaped before the start of construction and after the completion of construction for assessing the damage caused to the street by construction related traffic. The applicant will be responsible in restoring the road to its original condition before the completion of construction. These video tapes will be submitted to the City before the start of construction and immediately on completion of the project.

BUILDING AND SAFETY DIVISION:

General conditions for existing building and proposed addition:

- 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 geological 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, peer-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. 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.
- B3. The initial plan check fee will cover the initial plan check and one recheck only. Additional review required beyond the first plan check shall be paid for on an hourly basis in accordance with the current fee schedule.
- B4. 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.
- B5. At the time of plan submittal, the pdf copy of the soils report shall be provided by the applicant.
- B6. 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.
- B7. Demolition permit is required for any existing buildings which are to be demolished.
- B8. Separate plan review and permit is required for swimming pool.
- B9. Separate plan review and permit is required for each detached structure, including but not limited to common space open trellis.
- B10. Fire-resistance rating requirements for exterior walls and Maximum area of exterior wall openings and degree of open protection based on fire separation distance of 0 to 5 feet for dwellings and accessory buildings without automatic residential fire sprinkler protection shall comply with Table R302.1(1)

- B11. 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.
- B12. Separate permit is required for Fire Sprinklers
- B13. 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.

GENERAL COMPLIANCE ITEMS/REQUIREMENTS AND INFORMATION

The following items are noted for the applicant's information. These items are generally required for all projects by City ordinances, other local agencies, and state or federal agencies. PLEASE NOTE: This list is not comprehensive. The project is subject to all applicable standards, fees, policies, rules, and regulations for South Pasadena and many other agencies, including but not limited to Los Angeles County, and state and federal agencies.

Planning Department

1. Prior to issuance of building permits, a final landscape and irrigation plans showing compliance with the City's Water Efficient Landscape Ordinance (SPMC Section 35.50) and with Section 36.330.030 for approval by the Community Development Director may be required.

Public Works Department

2. The applicant shall pay for all applicable city and LA County fees including PW plan review and permit fees prior to the issuance of the Building Permits.
3. A copy of a current Title Report (within the last 60 days) shall be provided. 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 original decision-making body.
4. The applicant shall contact the City Water Division to coordinate size, location, and associated fee for a new water meter connection as applicable. Please contact Water Operation Manager (626) 460-6393 for additional information.
5. Video inspect the existing sewer lateral for obstructions and remove any obstructions observed. Provide copy of the inspection video of the cleared lateral.
6. Replace all broken, damaged, or out-of-grade sidewalk, curb and gutter fronting the property to current city standard per SPMC Section 31.54.
7. Demonstrate compliance 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.

8. Provide a copy of a will-serve 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.
9. 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).
10. 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.
11. 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

Building Division

1. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
2. Park Impact Fee to be paid at the time of permit issuance.
3. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
4. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
5. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
6. Project shall comply with the CalGreen Residential mandatory requirements.
7. Fire-resistance rating requirements for exterior walls and Maximum area of exterior wall openings and degree of open protection based on fire separation distance of 0 to 5 feet for dwellings and accessory buildings without automatic residential fire sprinkler protection shall comply with Table R302.1(1&2)
8. No work or construction materials will be permitted to encroach into adjacent property without written approval from the affected property owner.
9. Demolition permit is required for any existing buildings which are to be demolished.

Fire Department:

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