



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

# Memo

**Date:** September 14, 2021

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

**From:** Margaret Lin, Interim Planning and Community Development Director

**Prepared By:** Malinda Lim, Associate Planner

**By:**

**Re:** September 14, 2021 Planning Commission Meeting Item No. 2 – Additional Document No. 1 – Neighbor Support List and Revisions to Conditions of Approval 89 Monterey Road (Project No. 2197-HDP/DRX/VAR)

---

After posting of the staff report, a public comment was received (see **Attachment 1**) and a list of neighbors in support of the project was provided by the applicant (see **Attachment 2**).

Staff has revised the Conditions of Approval to remove Condition B10 for the naming of the assignment of the address and revised Conditions PW10 and PW18 to include the correct street name. This is included as **Attachment 3**.

**Attachments:**

1. Public Comment
2. Neighbor Support List
3. Revised Conditions of Approval

# **ATTACHMENT 1**

Public Comment

**Malinda Lim**

---

**From:** Leticia Lopez [REDACTED]  
**Sent:** Tuesday, September 14, 2021 10:45 AM  
**To:** PlanningComments  
**Subject:** 2197-HDP/DRX/VAR

**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: 89 Monterrey Road

This is Leticia Lopez, owner of 84 Short Way, unit A. I am writing in reference to the proposed project of the neighboring lot.

I am excited to hear that plans to begin construction on this unsightly lot are moving forward.

However, i do have a couple of concerns /requests. I would like to know if the “variance” or construction project will comprise my property which shares the same hillside as 89 Monterrey Rd?

Another concern is about the taking over of street parking by contractors who drive to site in individual cars. Is it possible to request contractors to park their private cars/trucks on Monterrey Road and not on Short Way? Short Way is narrow street with limited parking space.

Thank you!

Here is my contact information:

Leticia Lopez  
[REDACTED]  
POBox 3264  
South Pasadena, CA 91031



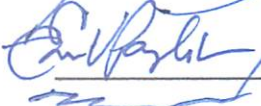

**ATTACHMENT 2**  
Neighbor Support List

Dear Commissioners,

This petition is in support of the new home being proposed at 89 Monterey Road, (Project no. 2197-HDP/DRX/VAR). The neighbors on Short Way are excited to see the completion on this project. This site has sat vacant and incomplete since the previous owner began construction many years ago. It is an eyesore both from Short Way and Monterey Rd. The proposal will fill in an unsightly gap on our block without adversely affecting the character of our little street. The only structure readily visible from Short Way will be the cantilevered garage – which is contextually appropriate for the neighborhood. We have reviewed the plans and are in support of the project. We urge to approve the proposed house.

Thank you for your time.

Short Way Neighbors

Name	Signature	Address	Date
Knaik & Edel Vizzarra		20 Short Way South Pasadena, CA 91030	9/13/21
PJ Attebery		25 Short Way So. Pas, CA 91030	9.13.21
Mike & Emma Pangelinan		84 Short Way S. Pas Unit B	9/13/2021
Chuck Saint.		21 Short Way So. Pas. CA 91030	9/13/21

# **ATTACHMENT 3**

## **Revised Conditions of Approval**

**EXHIBIT “A”**  
**CONDITIONS OF APPROVAL**  
**PROJECT NO. 2197 – HDP/DRX/VAR**  
**89 MONTEREY ROAD (APN: 5312-031-027)**

---

**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 September 14, 2021:
- a. **Hillside Development Permit** to allow construction of a 2,315-square-foot, two-story home with a detached 434-square-foot 2-car garage on an approximately 6,724 square-foot lot with an average slope of 47.1%; and
  - b. **Design Review** for the proposed project; and
  - c. **Variance** to allow less area to be remediated to its natural slope and vegetation.
- 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 this approval.
- 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 approval.
- P7. The applicant shall pay for all applicable City development impact fees, and all other public agency fees including plan review and permit fees.

### Notes on Construction Plans

The following conditions shall be noted on the construction plans and the contractor shall be responsible to implement and monitor compliance with these conditions:

- P8. 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.
- P9. 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.
- P10. 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.
- 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. If construction activities are to commence during the nesting season (January 15-September 15), a nesting survey shall be completed by a qualified biologist within 30 days prior to the issuance of a grading permit to determine whether nesting birds are present. If active nests are found on site, the nesting survey shall identify appropriate measures to protect them, including buffer space between nests and construction and/or biological monitoring.
- P13. The project design must comply with the South Pasadena Outdoor Lighting Standard to avoid excessive lighting of surrounding areas.
- P14. From the start of construction to the issuance of a Certificate of Occupancy, the contractor shall maintain a construction fence approved by the City for the reduction of dust and noise to neighboring properties.

**Prior to Issuance of Grading Permit**

- P15. 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. Any construction activity that may require closing public roadways shall be identified and mitigation identified as part of the staging plan. 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.
  - 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 applicant shall notify businesses, residents 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.

#### **Prior to issuance of Building Permits**

- P16. 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.
- P17. The applicant shall submit final landscape and irrigation plans showing compliance with state law and the City's Water Efficient Landscape Ordinance (SPMC Section 35.50), for approval by the Community Development Director. The applicant shall be responsible for consultant cost for reviewing the landscape and irrigation plans. The final landscape plans shall provide, but not limited to the following:
  - a. Screening of all above ground equipment from public view.
  - b. Using California Native plants exclusively in all areas marked as "natural state" on the slope analysis.
- P18. The construction plan shall show that all lighting on the site will be directed downward and shielded to prevent off-lighting on adjacent properties.

#### **Prior to Final Inspection**

- P19. The applicant shall install all landscaping and irrigation per the approved final landscape plans pursuant to the City's Water Efficient Landscape Ordinance (SPMC Section 35.50). The applicant shall provide documentations as required under SPMC Section 35.50, which shall include, but not limited to the following:

- a. A Certification of Completion certifying that landscape and irrigation have been installed per the approved final landscape plan and complies with the City Water Efficient Landscape Ordinance.
- b. A Landscape Irrigation Audit Report from a certified landscape irrigation auditor shall be submitted to the City. The landscape irrigation audit shall not be conducted by the person who designed the landscape or installed the landscape irrigation.

**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 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. Single-family dwelling development where any portion of the disturbed area with a slope equal to or greater than twenty-five percent when calculated in accordance with the methods prescribed by the current Zoning Code shall comply with Low Impact Development requirements per City's Ordinance. The project soils report shall include a percolation test in determining the feasibility of on-site capability of stormwater infiltration.
- B3. The design and construction of new building on or into slopes steeper than one unit vertical in three units horizontal (33.3 percent) shall comply with seismic design provisions per section 1613.6 of Los Angeles County Building Code. The project soils report shall provide design recommendations for foundation anchorage in accordance with this section.
- B4. Building clearances from ascending slope steeper than one unit vertical in three units horizontal (33.3% slope) not meeting the minimum requirements per Figure R403.1.7.1 of the Residential Code shall be substantiated by the project geotechnical engineer and be subsequently approved by the Building Official per Section R403.1.7.4.
- B5. 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.
- B6. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
- B7. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
- B8. Park Impact Fee to be paid at the time of permit issuance.

- B9. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- ~~B10. It is recommended to assign 1818 Peterson Ave. as the address. An application to assign address and unit numbers shall be filed with Public Works Department prior to plan check submittal.~~
- 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. 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.
- B15. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.
- B16. 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.
- B17. Plans shall be prepared under the supervision of an architect licensed in the State of California or a civil or structural engineer registered in the State of California. Each sheet of the plans and the cover sheet of the calculations is to be stamped and signed by the person preparing the plans.
- B18. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

- B19. Exterior stairway shall not have a flight of stair of vertical rise greater than 151 inches between floor levels and landings per Section R311.7.3 of the Residential Code.
- B20. Project shall comply with the CalGreen Residential mandatory requirements.
- B21. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.
- B22. Separate plan review and permit is required for each detached retaining wall.
- B23. 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.

### **PUBLIC WORKS DEPARTMENT**

#### General Requirements:

- PW 1. 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.
- PW 2. The applicant shall provide a copy of a current Title Report (effective date shall be within the last 60 days). The applicant shall show all easements (if any) 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 Planning Commission.

#### Fees:

- PW 3. The applicant shall pay all applicable City and LA County fees, including Public Works Department plan review fee for two (2) reviews and an additional fee for each additional review 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 submitting plans for review.
- PW 4. 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.
- PW 5. 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.

- PW 6. 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.
- PW 7. 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.
- PW 8. The applicant shall provide a copy of the Notice of Intent (NOI), a Waste Discharge Identification Number (WDID), and a Storm Water Pollution Prevention Plan (SWPPP) developed by a certified Qualified SWPPP Developer (QSD) per SPMC Section 23.12(b). Provide a copy of the approved plan from the Building & Safety Department.
- PW 9. The applicant shall construct a retaining wall along the frontage of the property for slope protection and to prevent sloughing of dirt onto the sidewalk.
- PW 10. ~~Peterson Avenue~~ Short Way shall be videotaped before the start of construction and after construction for assessing the damage caused to the street by construction related traffic. The applicant will be responsible to restore the road to its original condition before the start of construction. These video tapes shall be submitted to the City before start of the project and immediately upon completion of the project.

Utilities:

- PW 11. Provide a 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.
- PW 12. 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.
- PW 13. The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3. ADUs exempt per AB 881 unless City requires a new or separate utility connection directly between the ADU and the utility. Applicable to ADUs for (1) an ADU constructed with a new SFD (attached or detached), (2) the construction of a new detached ADU, and (3) any ADU as part of a multi-family residence. Not applicable to ADUs for (1) conversion of an attached ADU, (2) the addition of an attached ADU (like an addition to a house), and (3) the conversion of a detached ADU.
- PW 14. 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. ADUs to verify with LACSD if applicable.

- PW 15. 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).
- PW 16. 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.
- PW 17. The applicant shall provide a new sewer connection to the property. The proposed sewer lateral shall be a four-inch (4") diameter vitrified clay pipe (VCP) that connects to the City sewer main within the public right-of-way.
- PW 18. The applicant shall provide a sewer study. Provide a report showing the proposed sewer outlet on ~~Peterson Avenue~~ Monterey Road has adequate capacity for the proposed sewage flow from the property.
- PW 19. The applicant shall contact the City of South Pasadena Water Division to verify the existing water meter connection is adequate for the proposed structure. 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 for additional information.
- PW 20. Provide clearance letter from utility companies for any proposed relocation of utility lines that encroach on the properties prior to obtaining permits for the project (if existing utilities on site that are to be relocated.)
- PW 21. Improvement plans for underground utilities (i.e. water, sewer, electrical, telecommunications, etc.) to be placed in the public right-of-way or easement that will be owned and maintained by other entities shall be reviewed by the City prior to Utility Agency approval. The City shall have a place on the title sheet to accept the plans with a statement: "The City's acceptance is limited to the placement of utilities relative to public infrastructure clearances, uses, and future plans within the right-of-way."

Street Improvements:

- PW 22. Show the existing grade, location, and dimensions of all existing and proposed conditions within public right-of-way including, but not limited to: curb and gutter, sidewalk, driveway, traffic striping, signage, utilities, storm drain facilities, trees, and other features for any proposed work within the public right-of-way.
- PW 23. The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway and repaint all curb markings fronting the property on Short Way and Monterey Road 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).
- PW 24. All flood control plans to be reviewed by the City or the Los Angeles County Flood Control District shall be submitted through the City of South Pasadena, unless otherwise directed

by the City Engineer. For projects requiring LACFCD review, the developer shall pay the appropriate fees to LACFCD.

PW 25. The applicant shall slurry seal the existing asphalt street fronting the property for the full width of the street. Slurry seal shall be Type II-CQS-1h-EAS and shall conform to the current edition of the Standard Specifications for Public Works Construction (SSPWC). Any pre-existing pavement markings and traffic striping shall be restored in accordance to the latest editions of the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, and to the satisfaction of the City Engineer.

PW 26. Provide a covenant for unconditional and indefinite maintenance of any private improvements within the public right-of-way. This covenant shall be reviewed and approved by the Public Works Department and the City Attorney and a fully executed covenant, in recordable form, shall be provided to the City prior to obtaining a permit.

Trees:

PW 27. Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees (12" in diameter or greater and/or native trees) are to be removed, apply for a tree removal permit with the Public Works Department per City Ordinance No. 2328 amending Section 34.10 of SPMC. See SPMC 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. If existing trees are to remain on site, the applicant shall note on the plans methods of protecting existing trees during construction.

PW 28. The proposed building structure shall not be constructed within critical root zone area of any trees. For native and protected species, use the tree trunk's diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native and protected species, use the tree's DBH (X3) as the minimum critical root mass.

PW 29. A preconstruction survey for nesting birds shall be performed by a Designated Biologist no more than 30 days prior to the start of project activities. All native migratory non-game birds, including raptors, and their active nests are protected from "take" by Sections 3503, 3503.5, and 3513 of the California Fish and Game Code and the Migratory Bird Treaty Act (MBTA). If active nests are found, the applicant shall provide a Nesting Bird Management Plan (NBMP) prepared by the Designated Biologist.

Encroachment/Traffic Control:

PW 30. 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.



- PW 31. 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.
- PW 32. 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. At least 48 hours advance notice shall be given to residents for street and lane closures. Safe pedestrian access, including ADA and bicycle, must be maintained at all times. [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.
- PW 33. Street closures are only allowed between 9:00 am and 3:00 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.
- PW 34. 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.
- PW 35. No overnight storage of materials or equipment within the public right-of-way shall be permitted.
- PW 36. Temporary bins (low boy), if used, shall 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.
- PW 37. 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.
- PW 38. 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.

PW 39. The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.

### **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.

#### **Building Division**

1. Applicable School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
2. Applicable Park Impact Fee shall 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. No work or construction materials will be permitted to encroach into adjacent property without written approval from the affected property owner.
8. A demolition permit is required for any existing structures to be demolished.
9. Single-family hillside homes shall comply with Low Impact Development (LID) standards for stormwater pollution control per Ordinance no. 2283.
10. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.
11. Separate plan review and permit is required for each detached retaining wall.

#### **Public Works Department**

12. 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.
13. 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.

14. The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3.
15. 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.
16. The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway and repaint all curb markings fronting the property on Indiana Avenue 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).
17. No overnight storage of materials or equipment within the public right-of-way shall be permitted.
18. Temporary bins (low boy), if used, shall 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.
19. 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.
20. The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.