



City Council Agenda Report

ITEM NO. 16

DATE: September 16, 2020

TO: City Council Members

FROM: Stephanie DeWolfe, City Manager
Joanna Hankamer, Director of Planning and Community Development

PREPARED BY: Malinda Lim, Associate Planner

SUBJECT: **Request For Review By the City Council of the Cultural Heritage Commission's Decision to Approve Project No. 2238-COA – Certificate of Appropriateness**

Recommendation

Staff recommends that the City Council **uphold** the Cultural Heritage Commission's approval of Project No. 2238-COA, Certificate of Appropriateness for 1030 Brent Avenue based on the findings and conditions of approval contained in the July 16, 2020 Cultural Heritage Commission staff report.

Executive Summary

Pursuant to the South Pasadena Municipal Code (SPMC) Section 36.610.020A, a Request For Review can be initiated by any two members of the City Council to review a decision. On July 31, 2020, two Council members (Council Member Michael Cacciotti and Mayor Bob Joe), submitted a Request For Review of the Cultural Heritage Commission's (CHC) decision to approve a Certificate of Appropriateness (COA) for 1030 Brent (see **Attachment 2**). This Request For Review was in response to Mr. Travis Dunville's request (adjacent neighbor south of the project site) for the Council to reconsider the CHC's decision on the project based on the following assertions:

- A delay in Staff's processing of his first and second public records requests;
- Staff presented inaccurate information to the CHC.

A letter from Mr. Dunville describing his assertion of information he considers inaccurate is included as **Attachment 3** to this report. Pursuant to SPMC Section 36.610.020A, the Call for Review does not state that any error was made and no Councilmember who called for the review has predetermined the matter, which will be heard de novo by the entire City Council.

Background

On July 16, 2020, the CHC voted 3-0 (Commissioners Morrish and Friedman were absent) approving a Certificate of Appropriateness (COA) to convert an unpermitted patio cover into habitable space for an approximately 329 square-foot single-story addition to the rear of an existing single-story home.

During the meeting, the Commissioners asked several questions relating to the issues expressed in the public comments received for this project. The questions and answers are provided below.

- Was the detached unit that was converted into an accessory dwelling unit (ADU) permitted?

Response: Yes. The building records for the property were attached to the July 16, 2020 CHC staff report and show that both units were permitted in the early 1920s.

As mentioned in the CHC staff report, one of the duplex units was converted into an ADU to alleviate the requirement of a required covered parking space. This determination was made by the previous Planning Director.

- In a public comment from Mr. Dunville regarding the July 16, 2020 CHC meeting, he states that two trees were removed from the property without permits.

Response: As stated in the July 16, 2020 staff report, the Public Works Department investigated the complaint of an unpermitted tree removal and found that it was unclear if a tree removal permit would have been required.

The Commissioners heard the concern and included a requirement that the property owner plant a tree as stated below:

A minimum 24-inch box tree listed on the City's protected tree species list shall be planted on site.

- What was the delay for Code Enforcement in resolving the code citations on the property?

Response: The code compliance was addressed in two parts, first the ADU conversion (approved on March 4, 2019) and then the unpermitted patio cover (the subject of the CHC approval being reviewed). The resolution of the unpermitted patio went through a few design iterations before Staff could support a compliant resolution. Given staff turnover during these design iterations, current staff needed time to understand the history of the project approvals and code violations in order to pursue an appropriate solution for compliance. In **Attachment 9**, Mr. Robert Roybal provided a timeline from March 2018 of when the first correction notice was issued to present time (stop work order was issued to August 2020).

- Can the proposed addition be denied by the Commission?

Response: Staff explained that the Commission cannot deny the proposed addition if the design has been determined to meet the development standards in the Zoning Code and the design standards in the CHC ordinance, which the ordinance requires consistency with the Secretary of the Interior's standards. Staff also explained that the Commission can deny the conversion of the illegal patio by requiring the applicant to demolish the existing patio before the applicant applies for a building permit for the proposed addition. Staff did not recommend demolishing the existing patio cover because staff was concerned about construction delay that could affect Mr. Dunville. Instead, Staff recommended the conditions listed below as a penalty to the applicant:

1. A recorded covenant requiring the removal of the unpermitted patio cover if the proposed addition is not built, and the proposed addition to be completed in 18 months from date of COA approval.
2. Restricting the issuance of building permits for renovation or addition for 5 years.

3. Doubling of the cost of the building permit for the inspection fee.

For the project history, staff report, and comments received for CHC meeting, see **Attachments 4 and 5**.

Discussion

The SPMC Section 2.65(e)(10) includes mandatory and project-specific findings which the CHC must make in order to approve the Certificate of Appropriateness. The Request For Review is confined to the denial of the Certificate of Appropriateness on the grounds that there was inaccurate information presented to the CHC in the staff report. Accordingly, this staff report addresses only Mr. Dunville's claims of inaccurate information.

Issues Raised by Mr. Travis Dunville

Mr. Dunville provided the below list of staff statements that he states are incorrect. Below each statement from Mr. Dunville are Staff's responses.

1. ***Staff stated in June 2008, Planning & Building staff approved the 400 square-foot carport removal. There are no documents showing the removal of the 400 sq/ft carport, but there is a permit signed by the owner the day after approval for a single story with 400 sq/ft carport. A refund letter request shows the owner requesting the refund for fees for the single-story addition and 400 sq/ft carport.***

Staff Response: The Planning Division staff approved a proposed change to the first Certificate of Appropriateness that removed only the proposed second story addition (and not the carport) on June 19, 2008. A copy of those plans are included as **Attachment 6**.

2. ***Staff stated a correction notice was issued in March of 2018. I ordered in a Public Records Request in February 2019 with all correspondences. No copy has ever been provided and a second request was ordered on July 13th, 2020. At the writing of this letter on July 29th, the city has not provided any information on the July 13th PRR. Critical to what the owner agreed to for complying.***

Staff Response: A correction notice was issued on March 13, 2018 after Code Enforcement received and verified a complaint of an unpermitted structure built in the backyard and other possible construction occurring without the proper approvals and permits. A stop work order letter was provided to the Roybals on April 9, 2018 as a follow-up to stop the work on the unpermitted construction. See **Attachment 8** for a copy of both documents.

3. ***Staff's statement that the CHC Chairman approved the minor modifications to the plans on August 24, 2018. The CHC Chair stated that he never approved the plans. This would make sense since the city does not have a record of the original 8/24/18 signed by CHC Gallatin. I inquired on January 28th, 2019 about the approved plans and the city staffer could not find them. A few hours later the same city staffer emailed the architect and stated he found copies of the approved plans and needed to meet. The city staffer never contacted me. My wife and I walked into the city office three days later January 31, 2019 and found the city staffer, architect and CHC chair Gallatin signing off on a 1/31/2019 approval that was based on the 8/24/18 review. There is no evidence that the CHC chair ever approved the 8/24/18 plans and he is stating he did not. If there was a review and it is based on the 1/31/2019 signature, the size alone would disqualify it from a minor review. Besides that, items changed were***

for larger footprint, structure moved south more than 3ft covering the original bedroom window, raising the roof and adding multiple doors. All these falls under a Major Design Review and do not fall under a minor review.

In either case if there was never an approval, then the COA 1101 was never amended and has not expired. If there was an approval, it is based on a major design changed that would have required notice to the surrounding properties and would also make the COA still valid. If there is validity to the 1/31/19 CHC approval and the items do fall into a minor review, then the 18 months have not expired. It would seem like a good idea to get this clarified.

Staff Response: The property owners (Mr. and Mrs. Roybal) stated that they were not able to make the improvements to their property as approved by the Cultural Heritage Commission (CHC) on November 15, 2007 due to financial hardships. The approval includes a 293 square-foot addition on the first floor, a new 555 square-foot second story addition, and a new 400 square-foot carport. Therefore, in January 2019, they submitted revised plans for a design change to only include the 293 square-foot addition on the first floor (same size as original CHC approval). At that time, staff determined that the design change was within the review authority of the Chair of the CHC under SPMC Section 2.65(e)(4)(E) for Minor Project Review. This section states the following:

“...minor changes to a previously approved certificate; or any other undertaking determined by the director or his/her designee to not materially alter the features or have an adverse effect on the integrity of a cultural resource.”

The revised design was approved on January 31, 2019 by the Chair of the CHC (see **Attachment 7**). The Chair did not approve the illegal patio cover.

The property owners have the right to seek a new entitlement for various reasons and Mr. and Mrs. Roybal did receive the proper approvals as permitted in the CHC ordinance.

4. *Staff’s statement that the owner applied for a building permit in June 2019 based on the 8/24/18 CHC Chair approval but was found to be inconsistent. Then stated, based on all the changes from the originally approved COA, a new COA would be needed.*

Why did the owner and or architect submit different plans in the permit process if they were already approved in 8/24/18? How did the owner make the changes to those plans? Keep in mind the staffer stated it was found out in the permit process that the plans changed. That was me going into the office and reviewing the update. I was told it was in the permit process. The then pointed out the inconsistencies with the plans to the city staffer and then emailed David Bergman.

Staff Response: As stated in the staff response above for Comment No. 3, the revised design was approved by the CHC Chair on January 31, 2019 and it was for a 293 square-foot addition on the first floor in which case, it falls under the approval authority of the CHC Chair under SPMC Section 2.65(e)(4)(E). After receiving approval from the Chair, the property owners submitted a construction drawing set to the Building Division for a building permit. The construction drawing set submitted was not consistent with the revised design that was approved by the CHC Chair because it showed a 329 square-foot addition on the first floor, which is 36 square feet larger than the Chair approval. Staff reviewed the revised design and determined that a new Certificate of Appropriateness is needed by the

entire CHC because the project had evolved significantly from the original approval by the CHC in November 2007.

5. **Staff’s statement that there were 4 code issues with this property and 3 resolved without mentioning how they were resolved. Staffer stated while a single story was approved by CHC, the CHC chair stated he did not approve. The other single-story approval in 2008 by staffers.**
As previously stated, this seems very important to clarify the approval. There is an approval in 2008 for forgoing with the construction of the second story addition and just doing the single-story addition, but no mention of eliminating the carport. The permit for the single story and refund show carport.

Staff Response: The 2008 approval by the Planning Staff involved only the elimination of the second-story addition from the original approval by the CHC, and therefore, was found to be consistent with the CHC’s original approval for the COA in November 2007. When the carport proposal was eliminated and the property owners were only requesting for the 293 square-foot addition on the first floor, in which case, falls under the approval authority of the CHC Chair under SPMC Section 2.65(e)(4)(E).

The July 16, 2020 CHC staff report provided brief summaries of the code enforcement issues on the property site and how they were addressed to be in compliance.

The refund identified by Mr. Dunville was for the fee paid for the original building permit which included the second-story addition and carport. The refund was requested because the property owners were no longer pursuing those improvements.

6. **Staff’s statement that the proposed would not be visible from the street.**
Attached are pictures from north and south elevation on Brent from the Wells Fargo parking lot and NW corner of Brent/Oxley in January 28, 2019 before the 1/31/19 approval. I have included panned out and zoomed in. I have planted trees to cover as much as I can. The structure can also be seen from Park Ave as well. These pictures show the roof line. The proposed roof line is proposed to be 6 feet taller.

Figure 1: Photos of Unpermitted Patio Cover From Street



Staff Response: Mr. Dunville is correct that portions of the proposed rear addition would be visible from the street. As the images above show, it appears that portions of the unpermitted patio cover are currently visible from the street, and therefore, the proposed addition would also be visible from the street. These images were provided by Mr. Dunville show the existing unpermitted patio is visible from Brent Avenue after zooming in.

While the July 16, 2020 staff report stated that the addition would not be visible from the street, staff still supports the approval of the project because the proposed addition will match the roof and building materials and colors of the existing house. The addition will replace the visible portion of the existing patio cover, which was not designed to blend with the existing house.

The rear addition approved by the CHC on July 16, 2020 has been designed to retain and preserve the character-defining features with matching materials and colors to the existing residence, including wood French doors, wood siding, and composition shingle roofing. A wooden gable vent and outriggers/knee braces for the gable wall will match the existing architectural features of the home. The existing river rock veneer over concrete along the sides of the home will continue along the base of the proposed addition. The proposed design changes would remove the existing patio cover and replace it with an addition that would complement the architectural style of the existing house.

Therefore, the images above will be replaced with an addition that will blend in with the existing house and would not stand out to people walking on the street.

7. *Staff's figure of the existing site plan outlined in blue.*

The existing layout is still incorrect as it currently mirrors the red proposed. The existing building separation from unpermitted construction and the duplex is still under 10ft, which was on the original plans. Existing show 10'2". A PRR was requested on July 13, 2020 for the city staff measurements. This is not a surveyor issue since they are landmark measurements (driveway and fence). It should also be noted that the existing plan still shows the back patio that was already torn down. If you remember, the owner, city staffer and architect stated that the owner was building a covered patio. The owner did not have COA approval for a covered patio, it was for a first and second story addition. This itself can be reason for tearing down the structure and a 5-year moratorium for building.

Staff Response: Below is the figure Mr. Dunville is referring to. This was Figure 3 from the July 16, 2020 CHC staff report.

Figure 2: Figure 3 From July 16, 2020 CHC Staff Report



The site survey that was conducted included property line and setbacks but did not include the distance measurement between the existing ADU and unpermitted patio cover. The measurements of existing building locations, including the distance between the ADU and the unpermitted patio cover, were provided by the architect. However, even if the architect’s dimension is incorrect regarding the separation of the ADU and unpermitted patio cover, the proposed addition that will replace the unpermitted patio cover will be plan checked and inspected to meet current codes, including building separation distances.

In the July 16, 2020 CHC staff report, it was stated clearly that the existing patio cover is unpermitted and is the subject of the active code enforcement case for unpermitted construction. With all the unapproved and unpermitted demolition and construction causing a public nuisance to the surrounding neighbors, the CHC approved the project with the following conditions to ensure that the proposed project is completed within the time allotted for a Certificate of Appropriateness:

- *Within 30 days of approval of a Certificate of Appropriateness, the property owner shall execute and record a covenant for removal of the unpermitted patio cover and the proposed addition to be completed within 18 months from the date of approval of the Certificate of Appropriateness.*
 - *If the owner refuses to execute and record such covenant, then the City shall remove the patio cover and restore the original house, and the owner shall reimburse the City for all costs incurred in doing the work. The cost of the work performed by the City shall constitute a lien against the property on which the work is performed.*
 - *Upon application to the Commission, the time may be extended on a covenant if the owner shows that the work cannot reasonably be performed within 18 months.*

- *The covenant shall also include no building or construction-related permits which change the architectural or character-defining features of the home, or expansion of the home, shall be issued for a period of five years following the date of demolition of the unpermitted patio cover or completion of the proposed addition pursuant to South Pasadena Municipal Code Section 2.67c. Permits which are necessary for public safety or welfare in the opinion of the Planning Director may be issued.*
- *The construction of this project shall be subjected to an inspection fee which doubles the amount of the building permit.*

In addition to the statements listed above involving Staff, Mr. Dunville also had responses to the comments the Commissioners and the Applicant's representative made during the July 16, 2020 CHC meeting. The details can be viewed starting in the middle of page 2 of **Attachment 3**. Staff is unable to respond on behalf of the Commission.

As staff has mentioned to the CHC, the original COA that was approved in 2007 did not have an expiration date under the Cultural Heritage Ordinance in place at that time but when the property owners came in with a revised project in 2019, it was subjected to the current Cultural Heritage Ordinance which had an 18 month expiration date on the approvals.

Conclusion

As discussed above, the information staff presented to the CHC for consideration of the project on July 16, 2020 was correct according to City records. Therefore, Staff recommends that the City Council uphold the decision by the CHC for approval of the project subject to conditions of approval.

Legal Review

This report was reviewed by the City Attorney.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15331, Class 31 Historical Resource Restoration/Rehabilitation and 15301, Class 1 Existing Facilities. Class 31 consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer. Class 1 exemption includes additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet in which the project site is in an area where all public facilities are available and is not located in an environmentally sensitive area.

Required Cultural Heritage Findings

Based on the discussions above, Staff recommends that the City Council make the findings as provided in more detail in the Resolution, included as **Attachment 1**, pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.040(I), mandatory findings, and project-specific findings. A brief summary of the findings for the COA is provided below.

Design Review

- 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);*
- 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;*
- 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;*
- 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.*

Mandatory Findings

The City Council shall make **all** of the required findings listed below:

- 1. The project is consistent with the goals and policies of the General Plan.*
- 2. The project is consistent with the goals and policies of Article IVH – Cultural Heritage Commission Ordinance – of Chapter 2 of the South Pasadena Municipal Code.*
- 3. The project is consistent with the applicable criteria identified in Section 2.65(e)(8) which the Commission applies to Alterations, Demolitions, and relocation requests.*

Project-Specific Findings

The City Council shall make at least **three (3)** of the findings listed below:

- 1. The project removes inappropriate Alterations of the past;*
- 2. The project is appropriate to the size, massing, and design context of the historic neighborhood; (Staff Recommendation)*
- 3. In the case of an addition or enlargement, the project provides a clear distinction between the new and historic elements of the Cultural Resource or Improvement; (Staff Recommendation)*

4. *The project restores original historic features in accordance with the Secretary of the Interior Standards for the Treatment of Historic Properties;*
5. *The project adds substantial new living space (for example: a second story toward the rear of a residence) while preserving the single story [architectural style or building type] character of the streetscape;*
6. *The project enhances the appearance of the residence without adversely affecting its original design, character, or heritage;*
7. *The project will not adversely affect the character of the Historic District in which the property is located; and/or;*
8. *The project will be compatible with the appearance of existing Improvements on the Site and the new work will be compatible with the massing, size, scale, and Character-Defining Features to protect the Historic Integrity of the property and its environment;*
9. *The Project is consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties, and is therefore exempt from CEQA under Class 31, which applies to “projects limited to Maintenance, Repair, stabilization, rehabilitation, restoration, Preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstruction Historic Buildings (1995), Weeks and Grimmer.” (CEQA Guideline [Cal. Code Regs. Title 14] § 15331). (Staff Recommendation)*
10. *Relocation as an alternative to Demolition of the Cultural Resource is appropriate because of the following: CEQA analysis has been conducted and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource; Relocation is required to prevent destruction of the resource at its current location; the new location is compatible with the Cultural Resources original character and use; upon relocation, the resource retains its historic features and compatibility in orientation, setting, and general environment; if re-located within the City of South Pasadena, the receiving location is appropriately zoned; the relocation is part of a definitive series of actions that will assure Preservation of the Cultural Resource.*
11. *Demolition of the Cultural Resources is appropriate because of one or all of the following:*
 - i. *CEQA analysis has been conducted and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource;*
 - ii. *The owner is approved for a Certificate of Economic Hardship;*
 - iii. *The size, massing and scale of the proposed replacement structure is harmonious with other improvements and natural features that contribute to the Historic District, or the neighborhood character; and*

- iv. *The proposed replacement structure contributes to the integrity of the Historic District or neighborhood.*
- 12. *In the case of a structure that poses an Imminent Threat and is unsafe to occupy, the Commission shall make one or all of the following findings to approve a Demolition of a Cultural Resource:*
 - i. *The building has experienced several structural damage and there is substantial evidence to support this conclusion from at least two sources (e.g., Structural Engineer, Civil Engineer, or Architect); or*
 - ii. *No economically reasonable, practical, or viable measures could be taken to adaptively use, rehabilitate, or restore the building or structure on its existing site and there is substantial evidence to support this conclusion from at least two sources (e.g., Structural Engineer, Civil Engineer, or Architect); or*
 - iii. *A compelling public interest justifies demolition.*

Alternatives to Consider

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

1. The City Council can Approve with additional condition(s) added (e.g. removal of the existing patio cover before submitting a building permit for the proposed addition); or
2. The City Council can send the project back to the CHC for reconsideration; or
3. The City Council can Deny the project, if it cannot make the required findings for approval.

Next Steps

If the City Council agrees with Staff's recommendation, the applicant will proceed through the Plan Check Process with the Building Department and staff will review the construction plans to ensure that all conditions are satisfied.

If denied, the applicant will remove the unpermitted covered patio.

Fiscal Impact

Not Applicable.

Public Comment

At the time of writing this report, staff received no public comments in regards to this Request to Review.

Public Notification of Agenda Item

The public was made aware that this item 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, publication in the *South Pasadena Review* newspaper, and mailing of a postcard notice to property owners within a 300-foot radius of the subject property.

The Roybals sent an email to Council Member Cacciotti requesting the reasoning behind why their project was requested for review. The email is provided as **Attachment 10**.

Attachments

1. Resolution
 - a. Exhibit A - Conditions of Approval
2. Request For Review Email from City Council
3. Travis Dunville Reconsideration Document & Attachments
4. July 16, 2020 CHC Staff Report & Additional Documents
5. June 18, 2020 CHC Staff Report & Additional Document
6. Plans Approved by Staff on June 19, 2008
7. Plans Approved by CHC Chair on January 31, 2019
8. Correction Notice & Stop Work Notice
9. Roybal's Timeline of Events for Property
10. Roybal's Email to Council Member Cacciotti

ATTACHMENT 1
Resolution and Exhibit A – Conditions of Approval

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA PROJECT NO. 2238-REQUEST FOR REVIEW, TO UPHOLD THE CULTURAL HERITAGE COMMISSION DECISION TO APPROVE PROJECT NO. 2238-COA – CERTIFICATE OF APPROPRIATENESS FOR 1030 BRENT AVENUE (ASSESSOR’S PARCEL NUMBER 5318-015-019)

WHEREAS, on November 15, 2007, the Cultural Heritage Commission (CHC) approved a 293 square-foot addition on the first floor, a new 555 square-foot second story addition, and a new 400 square-foot carport. The approved additions were located in the rear of the primary dwelling unit at 1030 Brent Avenue, (Assessor’s Parcel Number 5318-015-019); and

WHEREAS, on December 4, 2007, the Design Review Board approved a 293 square-foot addition on the first floor, a new 555 square-foot second story addition, and a new 400 square-foot carport. The approved additions were located in the rear of the primary dwelling unit; and

WHEREAS, on June 19, 2008, the Planning Division staff approved a proposed change to the project that removed the proposed second story addition and the 400 square-foot carport. The revised project would construct only the 293 square-foot single story addition, which was determined to be consistent with the previous CHC and DRB approvals; and

WHEREAS, on March 13, 2018, the Planning Division was notified of unpermitted construction occurring at the project site. The Building Inspector conducted an inspection of the property and issued a correction notice. The notice was provided to the property owner with instructions to contact the Planning and Building Department to apply for the appropriate applications to gain compliance for the unpermitted construction by either receiving approval or removing the improvements; and

WHEREAS, on January 31, 2019, the CHC Chair approved the rear addition of a 293 square-foot patio cover; and

WHEREAS, in June 2019, the property owner applied for a building permit and during the building permit review process, it was discovered that the submitted construction plans were not consistent with the CHC Chair approval dated January 31, 2019. The construction plan submittal incorporated a 329 square-foot existing unpermitted patio cover as part of the single story addition that would result in a project that was 36 square-feet larger than the design approved by the CHC Chair; and

WHEREAS, on March 4, 2019, the Planning Division approved the conversion of the detached duplex unit into an accessory dwelling unit (ADU) which alleviated the requirement of additional parking for the proposed addition; and

WHEREAS, on July 10, 2019, the owners of 1030 Brent Avenue submitted an application for a new Certificate of Appropriateness for the conversion of an unpermitted patio cover into habitable space; and

WHEREAS, the proposed project is considered a "Project" as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, the City determined that the proposed project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15331, Class 31 Historical Resource Restoration/Rehabilitation and 15301, Class 1 Existing Facilities; and

WHEREAS, on June 5, 2020, the City of South Pasadena Planning and Building Department published a legal notice in compliance with state law concerning Project No. 2238-COA in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena Cultural Heritage Commission public hearing of June 18, 2020. In addition, on June 4, 2019, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the public hearing at the Cultural Heritage Commission meeting for Project No. 2238-COA; and

WHEREAS, on June 18, 2020, the Cultural Heritage Commission continued Project No. 2238-COA to the July 16, 2020 Cultural Heritage Commission meeting; and

WHEREAS, on July 16, 2020, the Cultural Heritage Commission conducted a duly noticed public hearing, at which time public testimony was taken concerning Project No. 2238-COA, and following the close of the public hearing, approved Project No. 2238-COA, a Certificate of Appropriateness for 1030 Brent Avenue, subject to conditions of approval; and

WHEREAS, pursuant to SPMC Section 36.610.040(A), a Request For Review can be initiated by any two members of the City Council to review a decision by the Cultural Heritage Commission; and

WHEREAS, on July 31, 2020, the last date of the appeal period for the July 16, 2020 Cultural Heritage Commission meeting, City Council members Michael Cacciotti and Mayor Bob Joe, filed a Request for Review, in response to Mr. Travis Dunville's request for the Council to reconsider the Cultural Heritage Commission's approval with the City Clerk's Office; and

WHEREAS, in accordance with state law, on September 4, 2020, City of South Pasadena Planning and Building Department published a legal notice in compliance with South Pasadena Municipal Code Section 36.630.020 concerning the Request for Review of the Cultural Heritage Commission's approval of Project No. 2238-COA in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena City Council meeting of September 16, 2020. In addition, on September 3, 2020, a public hearing notice was mailed to all property owners and occupants within a 300-foot radius of the project site, indicating the date and time of the public hearing at the City Council meeting for the Request for Review.

WHEREAS, on September 16, 2020, the City Council conducted a duly noticed public hearing, at which time public testimony was taken concerning the Request for Review of the Cultural Heritage Commission's approval of Project No. 2238-COA, a Certificate of Appropriateness for the conversion of an unpermitted patio cover into habitable space for an approximately 329 square-foot single-story addition to the back of an existing single-story home located at 1030 Brent Avenue.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: ENVIRONMENTAL REVIEW FINDINGS

This project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15331, Class 31 Historical Resource Restoration/Rehabilitation and 15301, Class 1 Existing Facilities. Class 31 consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer. Class 1 exemption includes additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet in which the project site is in an area where all public facilities are available and is not located in an environmentally sensitive area.

SECTION 2: DESIGN REVIEW FINDINGS

The City Council hereby upholds the Cultural Heritage Commission's approval and findings for approval of a Design Review for the Project pursuant to South Pasadena Municipal Code Section 36.410.040, as follows:

- 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 existing house is a Craftsman architectural style home. The proposed project has been designed to retain and preserve the character-defining features of the house. The proposed addition is in keeping with the City's design guidelines for the scale, massing, and building placement of Craftsman style homes. The gable roof form, wooden vent, and outriggers of the addition have been designed to complement the architectural style of the existing Craftsman home. The project would be consistent with the potential historic character of the 1000 Block Brent District and is also consistent 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 project will not unreasonably interfere with the use or enjoyment of the neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards. The proposed project involves reusing the framing of an unpermitted patio for the proposed addition, which will remove the existing code violation on the property. Conditions are included to prohibit the property from obtaining additional building permits to change or expand the house for a period of five years after completion of the proposed addition.

The project, as designed, is in compliance with the Residential Multi-Family development standards. The proposed addition is in keeping with the design guidelines for scale, massing, and building. The proposed addition is not out character with the existing neighborhood as there are other homes with similar additions nearby and the addition would not be visible to the street. Conditions are also included

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

The proposed project has been designed to retain and preserve the character-defining features of the house. The scale of the addition will not change the visual appearance of the home from the street because no changes are proposed to the front of the existing house and the proposed addition would not be visible to the street. Therefore, the existing house with the proposed addition remains harmonious and compatible with surrounding homes and neighborhood.

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

The project, as designed, would provide a desirable environment for its occupants and neighbors because the project will use the same exterior building materials as the existing house. The proposed addition is at the rear of the home and will not be visible from the street. In addition, the project will retain and preserve the character-defining features of the house such as the exposed rafter tails, river rock trim, and front porch. The existing home is consistent with the historic character of the neighborhood and potential district, 1000 Block Brent District; the proposed addition will not change this. The project will fix an existing code violation and is conditioned to prohibit issuance of building permits for a period of five years after completion of the proposed addition so that this property would stop being a nuisance to nearby neighbors.

SECTION 3: CERTIFICATE OF APPROPRIATENESS FINDINGS

The City Council hereby upholds the Cultural Heritage Commission's approval and findings that the proposed project is consistent with all mandatory findings and three project specific findings to approve the Certificate of Appropriateness of the project pursuant to SPMC Article 4H, Chapter 2, as follows:

Mandatory Findings.

1. The project is consistent with the goals and policies of the General Plan.

The proposed project is consistent with the goals and policies of the General Plan for preservation, rehabilitation, and use of historic resources in the City. The existing house is a Craftsman architectural style home. The proposed project has been designed to retain and preserve the character-defining features of the house. The project would be consistent with the historic character of the potential district, 1000 Block Brent District and is consistent with the General Plan.

2. The project is consistent with the goals and policies of Article IVH – Cultural Heritage Ordinance – of Chapter 2 of the South Pasadena Municipal Code.

The project is consistent with the goals and policies of the Cultural Heritage Commission Ordinance. The project implements the goals of the Cultural Heritage Commission Ordinance by perpetuating the use of a cultural resource through rehabilitation and adaptive reuse of the historic resource. The project preserves the architectural and aesthetic features of the historic home consistent with the Secretary of Interior's Standards. *(See the detailed discussion of these standards below.)*

3. The project is consistent with the applicable criteria identified in Section 2.65(e)(8) which the Commission applies to Alterations, Demolitions, and relocation requests.

The renovations proposed for the project are consistent with the Secretary of Interior Standards for rehabilitation.

Project-Specific Findings

1. The project is appropriate to the size, massing, and design context of the historic neighborhood

The project is appropriate with the size, massing, and design context of the surrounding historic neighborhood. The design of the renovation features the same building materials and color finishes as the existing structure. The proposed addition is in keeping with the design guidelines for scale and massing of the historic neighborhood as the addition is not visible to street. Therefore, the proposed addition would be harmonious and compatible with surrounding homes and neighborhood.

2. In the case of an addition or enlargement, the project provides a clear distinction between the new and historic elements of the Cultural Resource or Improvement

The project is designed to add the additional living space behind the existing house. The height of the addition will be shorter than the original structure and is offset from the sides of the home. It will be set in about 12 feet from the north wall and

about 6 feet in for the south wall of the existing home. The gable roof for the proposed addition will be perpendicular to the existing home with a roof pitch of 6:12, which is different from the existing roof pitch of 5:12. Therefore, the proposed addition will provide a clear distinction from the existing dwelling.

- 3. The project is consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties, and is therefore exempt from CEQA under Class 31, which applies to “projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstruction Historic Buildings (1995), Weeks and Grimmer.” (CEQA Guideline [Cal. Code Regs. Title 14] § 15331)**

Consistency with Secretary of the Interior Standards	
Standard	Consistency Determination
Standard 1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships	Consistent. The property will continue to be used as a single-family home. The proposed project would have minimal changes to the materials and features of the house.
Standard 2: The historic character of a property will be retained and preserved. The removal of distinctive materials of alteration of features, spaces, and spatial relationships that characterize a property will be avoided.	Consistent. The project proposes to retain all of the character-defining features. The proposed rear addition is to accommodate more living space to the existing structure and would be constructed in the rear of the house. The addition will be architecturally consistent with the character of the existing home.
Standard 3: Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	Consistent. As described in Standard 2, the overall design does not create a false sense of historical development and does not incorporate conjectural features from other historic properties into the development.
Standard 4: Changes to a property that have acquired historic significance in their own right will be retained and preserved.	Consistent. The proposed design and modifications to the house will maintain and preserve the historic accuracy of the house.
Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.	Consistent. The project proposes to retain all of the character-defining materials, features (such as existing windows), finishes, construction techniques, etc.
Standard 6: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.	Consistent. No deteriorated historic features are identified.
Standard 7: Chemical or physical	Consistent. No chemical or physical treatments are

treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	proposed.
Standard 8: Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.	Consistent. No archeological resources are known to exist on the site.
Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property, the new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.	Consistent. The proposed rear addition would be off set from the existing sides of the home and the gable roof has a different pitch and is perpendicular to the existing roof. The modifications would be compatible with the existing massing, scale, and materials of the house.
Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	Consistent. The new construction, if removed at some later time, would not impair the essential form and integrity of the retained portion of the building.

SECTION 4: RECORD OF PROCEEDING

The documents and other materials that constitute the record of the proceedings upon which the Cultural Heritage Commission's decision is based, which include, but are not limited to, staff reports, as well as all materials that support the staff reports for the proposed project, and are located in the Planning and Building Department of the City of South Pasadena at 1414 Mission Street, South Pasadena, CA 91030. The custodian of these documents is the City Clerk of the City of South Pasadena.

SECTION 5. DETERMINATION

For the following reasons and based on the information included in the Staff Report and findings outline in this Resolution, and record of proceeding, the City Council hereby upholds the Cultural Heritage Commission's Decision of Approval on July 16, 2020 for the proposed Certificate of Appropriateness to convert an unpermitted patio cover into habitable space for an approximately 329 square-foot single-story addition at the rear of an existing single-family home located at 1030 Brent Avenue, subject to conditions of approval attached hereto as Exhibit "A".

SECTION 6. CERTIFICATION OF THE RESOLUTION

The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 16th day of September 2020.

Robert Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 16th day of September, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A
CONDITIONS OF APPROVAL
Certificate of Appropriateness

**PROJECT NO. 2238-Request For Review of the Cultural Heritage
Commission’s Approval of Project No. 2238-COA
1030 Brent Avenue (APN: 5318-015-019)**

CONDITIONS OF APPROVAL

On September 16, 2020, the City Council upheld the Cultural Heritage Commission’s approval of Project No. 2238-COA at 1030 Brent Avenue. Therefore, the following approval is granted for the land as described in the application and any attachments thereto, as shown on the development plans submitted to and approved by the Cultural Heritage Commission on July 16, 2020:

1. **Certificate of Appropriateness** for a partial demolition of the rear portion of a warehouse and restoration of the remaining front portion of an existing historic structure

PLANNING DIVISION:

- P1. Approval by the Cultural Heritage 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.
- P2. 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.
- P3. 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.
- P4. 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 Cultural Heritage Commission concerning this use.
- P5. 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.
- P6. 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.
- P7. 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.
- P8. Within 30 days of approval of a Certificate of Appropriateness, the property owner shall execute and record a covenant for removal of the unpermitted patio cover and the proposed addition to be completed within 18 months from the date of approval of the Certificate of Appropriateness.
- a. If the owner refuses to execute and record such covenant, then the City shall remove the patio cover and restore the original house, and the owner shall reimburse the City for all costs incurred in doing the work. The cost of the work performed by the City shall constitute a lien against the property on which the work is performed.
 - b. Upon application to the Commission, the time may be extended on a covenant if the owner shows that the work cannot reasonably be performed within 18 months.
- P9. The covenant shall also include no building or construction-related permits which change the architectural or character-defining features of the home, or expansion of the home, shall be issued for a period of five years following the date of demolition of the unpermitted patio cover or completion of the proposed addition pursuant to South Pasadena Municipal Code Section 2.67c. Permits which are necessary for public safety or welfare in the opinion of the Planning Director may be issued.
- P10. The construction of this project shall be subjected to an inspection fee which doubles the amount of the building permit.

BUILDING AND SAFETY DIVISION:

General conditions for all existing buildings and proposed addition:

- B1. The second sheet of building and grading plans is to list all conditions of approval and to include a copy of the Cultural Heritage Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. Park Impact Fee to be paid at the time of permit issuance.
- B3. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- B4. Project shall comply with the CalGreen Residential mandatory requirements.

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 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.
- PW3 The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway 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).
- PW4 If any 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.
- PW5 No overnight storage of materials or equipment within the public right-of-way shall be permitted.
- PW6 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.
- PW7 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.

ATTACHMENT 2
Request For Review Email From City Council

From: [Michael Cacciotti](#)
To: [Joanna Hankamer](#); [Kanika Kith](#); [Maria Ayala](#); [Kenia Lopez](#); [Stephanie DeWolfe](#)
Cc: [Mark- Steven Gallatin](#); [Robert Joe](#); [Michael Cacciotti](#); dunvillefisk@earthlink.net; [Travis D](#); [Teresa Highsmith](#)
Subject: Re: COA 2238 Correction to the record for 1030/1032 Brent
Date: Friday, July 31, 2020 10:38:38 PM

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.

Hi Maria, Joanna, and Kanika,

My previous email regarding an appeal of the CHC decision on July 16, 2020 regarding 1030/1032 Brent Avenue was actually intended to be a call for review pursuant to SPMC section 36.610.020. I have a second from Mayor Bob Joe to call this matter up for review. I have in no way predetermined the outcome of the matter before the City Council in requesting review of this matter.

Thanks
Michael

Sent from my iPhone

ATTACHMENT 3
Travis Dunville Reconsideration
Document and Attachments

From: Travis D [REDACTED]
Sent: Wednesday, July 15, 2020 11:39 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: mcacciotti@southpasadena.gov; Nichole [REDACTED] >
Subject: Project Number 2238-COA

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 Commissioners,

I previously sent an email for the June meeting with my concerns and opposition to this project. My questions were to the architect for clarification. As of the writing of this email, the deadline for the owner presentation has expired. It appears no owner or architect will be able to answer any of the questions. After reading the CHC July 16th Agenda packet, I have more comments and questions regarding the staff presentation and recommendation. My replies go with the timeline of staff comments and the Ongoing Enforcement 1-4, in addition to supplemental comments.

I see this is not the first time the GC/Owner has received a stop work order for his home. It appears that he was issued a stop work order in 2002 for interior demolition and re-roofing. While it looks like some permits were pulled, they appear to have expired with only the electrical panel finalized (Edison had to sign off). While we are not looking into that, it does show a pattern of ignoring the code as a GC/Owner.

On agenda packet page 2-2 a timeline of events from the city staffers appear to have inaccurate and incomplete information.

June 19, 2008 states that the Planning staff approved the removal of the proposed second story addition and the 400 square foot carport. There is no documentation of the removal of the carport for approval. In fact, permit #023034 was issued the next day June 20th, 2008 and states in the description of work "Add Family RM. To Back Of Existing Home; 400SQ/ft carport." This is signed by the owner. If you scroll to 2-65, you can see a year later on June 5th, 2009 that both Dianne and Robert Roybal submitted a letter for a refund of permit # 23034 that they state was for the room addition and carport project that was permitted in June 30, 2008(actualy June 20th). If there was approval to eliminate the carport, why mention the carport in the permit and the refund? I would also ask if parking was not an issue, why did staffers state in 2019 to David Bergman that parking was holding this project up (see previous emails)?

March 13th, 2018 Planning was notified of unpermitted construction. The inspector came into our house 40 days earlier on February 1, 2018 and took pictures. The City has failed to provide us with copies of those pictures after numerous requests. They have not provided the stop work order and correspondences from the owner to comply. The pictures show 12 doors that were installed vertically and horizontally. We have one picture from our kitchen at night (in the agenda packet). If you look, you can see the two doors installed next to each other with another above, horizontally.

CHC chair review was done on August 24th, 2018 and it was determined to be consistent with the previous approval and approved minor modifications. Please see the previous documents as they show the footprint shifted, the height of the structure increased and the addition of more doors. These changes were not minor per SPMC that has previously been mentioned (see previous emails), they required a major design review.

A year later in 2019 the same plans were submitted and now staffers in their current CHC presentation are stating that the plans are inconsistent. It was discovered that they were not consistent with the CHC chair approval. What happened in the year of complying? It has been 2 ½ years and they still are unable to comply.

Staff states that with all the changes, the project now requires a new COA? The new design is a hybrid of the original approval, so why not use the original COA#1101 with a modification to approve, deny or revoke? Because the information originally provided to DRB and CHC confirms to be false and falls under misrepresentation and fraud in approval of a COA and that needs to be enforced. See the site plan approval of 2007 vs. 2020.

Ongoing Code Enforcement 1-4

- 1.
2. Incorrect measurements?
3. Simple tape measurements were able confirm the numerous errors on the original site plan. With or without a surveyor, the measurement errors were in feet and not inches. The site plan in this agenda packet still has errors on the building separation from
4. the duplex to unpermitted construction. It shows 10ft 2 inches in an existing site plan. After meeting with the Director of Planning in November, we followed up with a letter and image to the Director of Planning showing the measurement of about 7 ft (see
5. both below). We acknowledged that the rafter areas need to be considered in the measurement, but both are small. When staffers measured the property by tape measure, city staffer (Jose) stated to Robert Roybal (owner) that he thought all the measurements
6. were good except the building separation. A visit to the property by CHC and councilmember Cacciotti to confirm this error would be great. We have requested a PRR for the measurements from the January 9th
7. staffers site visit. Don't forget the carport area that measures 20ft and needed additional space for the required setback, nor could it have been constructed with the items behind the duplex (see image below). There is also a utility pole in that area that
8. we asked the Director of Planning about in our one and only meeting in November 2019 that was not included in the original plans. It too requires an additional setback. Director of planning never got back to us.
- 9.

- 2.
3. Construction or conversion
4. to an ADU. Since 2016, the City of South Pasadena has had a minimum lot size for ADUs. This owner's lot did not meet the requirement and there was not a state law that overrode it. The owner in a 2018 letter told the city what could be built to eliminate
5. the carport (see emails). The city was made aware of this numerous times in 2018, 2019 and 2020 but never formally addressed it. Only in 2020 did the state requirement change that did not require a minimum lot size for ADUs to be
6. **constructed**
7. or **converted**
8. from an Accessory Structure. This is a legal duplex and the state and city websites are clear that a duplex is not considered an Accessory Structure (i.e. garage, carport, pool house, incidental). In February 2019 this was brought up with David Bergman and

9. at the same time, Bergman was in contact with the California Department of Housing and Community Development (CDHCD) regarding ADUs. Bergman could not provide any support docs on a conversion. In November 2019, we brought this up to the Director of Planning,
10. but she never got back to us. I contacted the California Department of Housing and Community Development regarding this issue early on in this process and a follow up in 2020 and they confirmed a duplex is not an Accessory Structure. The CDHCD can set up
11. a Webex or conference call to confirm this information, but it is in the code.
- 12.

- 3.
4. This was brought up informally
5. with city staffer prior to the investigation. Formally we brought it up with Interim Planning Director David Bergman in February 2019. After numerous requests, City Manager emailed us on October 10, 2019 that "Based on the Public Works investigation the
6. removed tree was less than 12-inches in diameter and did not require a tree removal permit." When we emailed back providing pictures and stated that the tree was multi trunk and required a stump grinder and who and how did they investigate, there was no reply.
7. After part of the Public Records Request was provided to us in May 2020, Public Works stated that they never investigated the tree removal. Now city staffers are stating it was investigated with aerial views and unable to determine. In a PRR we found that
8. on October 10th,
9. 2019 the city arborist was sent pictures of the aerial views and could not determine. The arborist asked for any ground pictures. No other follow up was done on this request from any city staffers. There are now three versions of this story. It appears
10. the homeowner was never questioned or asked to provide any support documentation about the tree removal. Neither tree was ever listed on the original COA approval. You can use Google Earth and the Los Angeles County Assessor maps for measurements. You can
11. also request receipts and cancelled checks to confirm what work was performed. An arborist can also estimate the size of the multi trunk trees based on the tree that is visual in Google images from at least 2006 and cut down in 2015. (To date, the city never
12. followed up with the oak tree that was cut out of season without a permit)
- 13.

- 4.
5. When you look at the original
6. COA #1101 which never expired (according to Bergman April 2019 & Stephanie DeWolfe October 2019, see emails) and the new design, there is no need for a new COA. The designs are very similar. This would fall under a Major Design Review under the original
7. COA #1101. When misrepresentation or fraud occurs in the approval process, the SP municipal code allows revocation of the COA and for the project to be torn down and no permits issued for 5 years under this behavior. The owner and architect did exactly that.
8. They used fraudulent measurements and misrepresented the site plan to the CHC and DRB (which originally included Morrish) on the original DRB approval. To get around this, staffers are recommending a new COA.
- 9.

In the staff presentation slides, there are still mistakes I would like to point out. Remember, the owner and architect have had 2 ½ years to fix these items and it appears that they continue to misrepresent the project to the residents of SP and CHC.

Slide 6:

The original, existing, and proposed site plans have never shown the utility pole in the back of the duplex. The pole has been there since before they owned the property. This was brought to the Director of Planning, but she never followed up with a CPU set back requirement. See the picture of guide wire below in front of the fence.

The carport area behind the duplex measures 20.89 or about 20ft 10inches. Different from the original measurements used for approval. The carport they were required to build would have never been able to fit there and comply with the electrical panel, washer, dryer, garden window and water heater. In a conversation with the owners in January 2019, the owners told us that they knew all along that the carport would have never fit. See the picture below.

The existing blue line goes completely to the house and is tied into the roof like the proposed red. The blue line makes it look like it is open (see previous email pictures). In either case, they are both wrong. The “existing” is not what is built. What is built looks like the red “proposed”. It is a square box. In the existing, it also shows the stairs in the unpermitted patio running north and south. This is not the case. They come straight off the door and down in a west/east direction.

The existing blue shows building separation is 10’ 2”. This is not the case as it measures 8 to 9ft. We have requested a PRR for the field measurements from the city site visit in January 2020. The existing also is misrepresented in scale. It is built like the red proposed. The only bump out is underneath the rafters that extend out about a foot. The large blue area that extends out in the existing is the original porch that was torn down in 2015 or 2016 when unpermitted construction started. See the picture below. Why are there still errors after all the previous notifications?

On the interior, it is unclear if the existing proposed hallway area between the master bathroom and closet will be taken down. Rafters were modified in the attic to allow plenty of clearance to walk around and a ladder or steep staircase was installed. I would suggest a site visit or lots of pictures or video provided to you via the owner for a better explanation. Based on previous details, it appears that this project is being constructed with the intent to add a staircase and possibly finish the attic like the original COA#1101 approval since the roof line has increased to 17’ 10”. The centerline of the roof pitch goes right to the top of the master closet. Compare to the original COA#1101 (see previous emails)

Slide 9:

Existing makes it appear like it is an open patio, but it has vertical wood 8-10 tall (see previous emails for picture)

The height of the new roof appears to be 17ft 10 which also appears to be tall enough for clearance into the attic. Like the original approval with the staircase into the closet and a slight turn inches that appears to be high enough that a dormer would not be needed.

Slide 10:

North elevation existing appears to be open but is installed with OSB plywood. See picture below.

Slide 11:

East elevation shows the existing master bedroom window but fails to show the bathroom window or the exterior door into the unpermitted construction. See picture below.

Slide 12:

Staff recommended a new COA when comparing the original approval to the new design because there are so many changes. When you look at slide 6, it is almost the same footprint, but a little wider which would require a Major Design Review.

Parking requirements were lied about in measurements in the original approval in the carport section and the driveway width. Now staffers are stating that the CHC approved in 2008 a single-story addition with no carport. The permit and refund letter from the owners do not confirm that (see agenda packet).

CHC spends lots of volunteer hours on all types of projects to ensure compliance in the city. Send the message and deny this COA and revoke COA 1101 based on fraud and misrepresentation. Only then will the residents of South Pasadena know they can be granted a fair approval process with the CHC.

Kind regards,
Travis Dunville

From: Travis D [REDACTED]
Sent: Thursday, July 30, 2020 12:22 AM
To: Kanika Kith <kkith@southpasadenaca.gov>
Cc: Joanna Hankamer <jhankamer@southpasadenaca.gov>; Mark- Steven Gallatin <mgallatin@prodigy.net>; Robert Joe <rjoe@southpasadenaca.gov>; Michael Cacciotti <mcacciotti@southpasadenaca.gov>
Subject: COA 2238 Correction to the record for 1030/1032 Brent

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.

Hello Kanika,

I'm asking for reconsideration of the COA approval based on the inaccurate information provided in the meeting. This would include all the items that are in the attached CHC consideration letter and the supporting documents regarding the inaccurate information. I held off as long as I could because I was waiting for more support documentation from a July 13th Public Records Request. The request was based on the material the city uploaded on the city website prior to the meeting. As of the writing of this document, I have not received any of the items I requested. I have not been contacted by the city stating it may take some time. While it would be great to have this information for the CHC, I think the corrected information attached should be enough.

Because the window is closing on the appeal process, it is urgent that everyone review the information. If the city or CHC is unable to still make the call for reconsideration, the next step would be to have a council member review the commission's decision and file with the City Clerk's office. I think with the history of this project and the lack of the first PRR and now the delay in the second PRR, consideration should be highly considered.

Kind regards,
Travis Dunville

Dear City Staffers & CHC members,

I am asking for reconsideration of the approval of COA #2238 because of the following inaccurate information that was provided to the commission by staff and the owners representative that were imperative for this project to be approved.

Staff report:

Staff stated in June 2008 Planning & Building staff approved of the 400 sq/ft carport removal.

There are no documents showing the removal of the 400 sq/ft carport, but there is a permit signed by the owner the day after approval for a single story with 400 sq/ft carport. A refund letter requests shows the owner requesting the refund for fees for the single-story addition and 400 sq/ft carport.

Staff stated a correction notice was issued in March of 2018.

I ordered in a Public Records Request in February 2019 with all correspondences. No copy has ever been provided and a second request was ordered on July 13th, 2020. At the writing of this letter on July 29th, the city has not provided any information on the July 13th PRR. Critical to what the owner agreed to for complying.

Staff stated that on 8/24/2018 the CHC Chair approved the minor modifications to the plans.

The CHC Chair stated that he never approved the plans. This would make sense since the city does not have a record of the original 8/24/18 signed by CHC Gallatin. I inquired on January 28th, 2019 about the approved plans and the city staffer could not find them. A few hours later the same city staffer emailed the architect and stated he found copies of the approved plans and needed to meet. The city staffer never contacted me. My wife and I walked into the city office three days later January 31, 2019 and found the city staffer, architect and CHC chair Gallatin signing off on a 1/31/2019 approval that was based on the 8/24/18 review. There is no evidence that the CHC chair ever approved the 8/24/18 plans and he is stating he did not. If there was a review and it is based on the 1/31/2019 signature, the size alone would disqualify it from a minor review. Besides that, items changed were for larger footprint, structure moved south more than 3ft covering the original bedroom window, raising the roof and adding multiple doors. All these falls under a Major Design Review and do not fall under a minor review.

In either case if there was never an approval, then the COA 1101 was never amended and has not expired. If there was an approval, it is based on a major design changed that would have required notice to the surrounding properties and would also make the COA still valid. If there is validity to the 1/31/19 CHC approval and the items do fall into a minor review, then the 18 months have not expired. It would seem like a good idea to get this clarified.

Staffer stated that the owner applied for a building permit in June 2019 based on the approval of the 8/24/18 CHC Chair approval but was found to be inconsistent. Then stated, based on all the changes from the originally approved COA, a new COA would be needed.

Why did the owner and or architect submit different plans in the permit process if they were already approved in 8/24/18? How did the owner make the changes to those plans? Keep in mind the staffer stated it was found out in the permit process that the plans changed. That was me going into the office and reviewing the update. I was told it was in the permit process. The then pointed out the inconsistencies with the plans to the city staffer and then emailed David Bergman.

Staff stated there were 4 code issues with this property and 3 resolved without mentioning how they were resolved. Staffer stated while a single story was approved by CHC, the CHC chair stated he did not approve. The other single-story approval in 2008 by staffers.

As previously stated, this seems very important to clarify the approval. There is an approval in 2008 for forgoing with the construction of the second story addition and just doing the single-story addition, but no mention of eliminating the carport. The permit for the single story and refund show carport.

Staff stated the proposed would not be visible from the street.

Attached are pictures from north and south elevation on Brent from the Wells Fargo parking lot and NW corner of Brent/Oxley in January 28, 2019 before the 1/31/19 approval. I have included panned out and zoomed in. I have planted trees to cover as much as I can. The structure can also be seen from Park Ave as well. These pictures show the roof line. The proposed roof line is proposed to be 6 feet taller.

Staff showed the existing site plan in blue.

The existing layout is still incorrect as it currently mirrors the red proposed. The existing building separation from unpermitted construction and the duplex is still under 10ft, which was on the original plans. Existing show 10'2". A PRR was requested on July 13, 2020 for the city staff measurements. This is not a surveyor issue since they are landmark measurements (driveway and fence). It should also be noted that the existing plan still shows the back patio that was already torn down. If you remember, the owner, city staffer and architect stated that the owner was building a covered patio. The owner did not have COA approval for a covered patio, it was for a first and second story addition. This itself can be reason for tearing down the structure and a 5-year moratorium for building.

Question for staff from the commission:

Commissioner Cross asked about the history and permits of the backhouse. Then asked if the accessor building description slips show that structure on the property.

Staffer said it was converted to and ADU and was originally a duplex. Staff then stated it needs to investigate the permits but stated that it is a legal non-conforming structure. Then stated because of the non-conforming setbacks it could be converted to an ADU.

First, It has not been converted to an ADU. While utilities have recently been altered to eliminate an electric meter, this is not a requirement for an ADU. An ADU would not have been approved in 2018 when the owner proposed it based on lot size. Nor could it in 2019. This was brought to the attention of staffers in 2018 and 2019 in person and email. Even in 2020 when state law changed on lot size requirements, it is clear that an ADU is intended to add new housing with new construction or a conversion of an Accessory Structure which is incidental to the primary residence like a garage, carport or covered parking. Not a legal duplex with setbacks from the early 1900's. The California Department of Housing and Community Development are very clear about this with the state code.

"Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

Clarifies that when ADUs are created through the conversion of a garage, carport or covered parking structure, replacement off street parking spaces cannot be required by the local agency.

Staffer said because of it is a legal unit that is non-conforming it could be converted. In 2008, the CHC approved the parking behind the duplex to meet this requirement, so there is no issue why the parking could not have been established. You can see that neither apply to the owner's duplex.

*I have had a handful of conversations with Greg Nickless at the California Department of Housing and Community Development. This week he emailed and stated "Travis-ADU law addresses **the creation of additional dwelling units, not an addition to existing living units. Parking requirements, and exemptions, are related directly to the creation of additional units.** Generally, if the proposed improvements are not related to the **creation of an ADU**, the local agency's development standards, or zoning code, would apply." Please see the attached email.*

Commissioner Gallatin asked, does this owner have a valid COA?

Staffer stated that when the original COA was approved, it did not have an expiration date. Because it was amended and approved by CHC in 2018, it has now expired. Please remember, the CHC Chair mentioned that he did not approved the CHC plans. With no approval, this COA has not expired. The city has no record of the original plans that show a CHC

approval in 2018 that was signed off by CHC Chair Gallatin. In the staffers report, it was stated that because there were so many changes, staff **recommended** a new COA, not that it was **expired**. There are two versions for the COA.

There is a CHC approval from 1/31/2019 signed by Commissioner Gallatin. The remarks state it is based on the 2018 approval when signed off on 1/31/2019. Please keep in mind that I requested to look at the 2018 approved plans just a few days earlier and was told by city staffer that they could not find the approved plans. A few hours later that same staffer emailed the architect for a meeting. This is provided in a letter from the original PRR.

While the owner could have asked for a 12-month extension (if there is an approval), this process was under investigation which would allow the owner to be discussing the misrepresentation of the original COA. It would benefit the owner to delay this process. It was brought up later that over last 3 years the Planning and Building has had issues "off the rails". It was the owner's responsibility to comply and they failed. After 18 months of the city knowing about this nuisance, the city failed to comply which would have required the owner to tear down. Why is the city picking and choosing the rules it wants to follow?

Gallatin asked about the removal of the tree.

This is not about one tree being cut down illegally. More important is that there were two trees at the time of the original COA approval. They were in the proposed driveway area to the required carport and the project stated no trees to be trimmed or cut. The site plan stated no trees to be trimmed, cut, or removed. The trees were not added to the site plan which was critical to the CHC to approve the original COA. This was a question for the architect that he failed to address. In fact, he did not address any of the items that were grossly misrepresented and were in the June 2020 meeting notes and the July agenda. Instead he stated errors and omissions (insurance) and was happy to have a survey of the property. Keep in mind that the architect used landmarks which are implied markers regardless of the actual property line. Not one measurement really needed a surveyor to survey the property. It only confirmed the misrepresentations.

Staff Public Comments.

While it was mentioned that there were 7 in opposition, staffers forgot to include the ones from the June meeting. There were three including mine. Resident Lisa Chin sent a reply on time for the June meeting, but it did not make the meeting notes. It appears she followed up and it was then added in the July agenda. It should be noted that all four owner that border this property opposed the project. Two of them do not know the Roybals and have never even met them. There were no residents in favor of this project.

In the meeting notes, it is stated that there is a comment from the applicant's representative, Jim Fenske; these comments are attached. There was no attached comment from Jim Fenske. The owner or rep failed to meet the 48-hour deadline for submitting a presentation. Following the COVID guidelines all items needed to be emailed by specific deadlines. While none of my neighbors or myself who opposed the project were able to speak or read the prepared statements, later in the evening these privileges were given to another agenda item. The agenda item could have been continued. While I think it would be fine to have the owner's rep discuss the project, he was given the opportunity to explain the misrepresentations. I stated earlier that he did not answer one. Instead we went on and stated that the owner has been working "Over a decade to resolve". Let me be clear, he quit and asked for refund of permit fees in 2009. Then in 2015 he started tearing down the back porch and cut a tree. He then took 2 ½ years to construct the covered patio. Now he has been trying to comply for 2 ½ years. Jim Fenske stated it would be loud to tear down the structure. The demo could be completed in less than a week. This would be less noise than the construction schedule over the next year. While not a factor in the CHC process, kids start school in two weeks and parents still working from home. The Roybal's tenant in the duplex is a teacher and will be teaching from home. I too have a tenant that will be teaching from home.

Jim Fenske stated "they required us that we make that an ADU. Who are they? Bob Roybal started this in 2018 and stated in a letter what was required to convert the duplex into an ADU.

Question for Fenske.

Commissioner Thompson: Asked about convoluted timeline and so many lag times.

Fenske stated that the owner responded to the city for anything they asked for. First, it is the owner responsibility to comply with the stop work order. Any delay from the city should have continued follow ups with the city. This is what I did. Based on emails from a PRR, there were times where I would go into the city and inquire on the status and the same or next day, emails would be send to the architect from a city staffer asking the architect what the status was.

Fenske stated at some point they said let's do an ADU. In the middle of all of this ...2018 Let's not do the carport. We won't have to do the carport anymore... But you have to get that done first...eventually got that done... It has been pointed out that this is not an ADU.

Fenske "Set backs don't make any difference". Actually, they do. The approved trellis carport needed the required setback and with landmark measurements are clear that the project could not comply.

Thompson: Looking at the facts and dimensions were curious.

Fenske: "Resolved that with a licensed surveyor"

All the survey did is confirm Jim Fenske's measurements were grossly off. The surveyor was not needed for the SE corner of the house to the edge of the driveway. The driveway never conformed and is why the owner tried to purchase the strip of land from me to conform. That did not need a survey. The missing trees did not need a survey. The building separation from the duplex to the patio cover that is built to plans is off by 1ft and still off on the details submitted for the meeting did not need a survey. He made the back of the duplex smaller that the front of the duplex when the back gets larger and cannot conform to the 10ft code. That did not need a survey. The measurement from the back of the duplex to the fence measurement could not conform and that did not need a survey. The utility pole that was not on the site plan and didn't need a survey. The garage set back to the fence had an overage of 2ft 9 inches past the fence and into the neighbor's yard. This did not need a survey either when it was based off the fence landmark.

Thompson: Ticked off and vindictive.

This was a description of me. In reading the emails, they might "sound" like I am coming on strong. Keep in mind that this was one of the hardest things that I have ever had to do. It took a long time and I tried to remain anonymous and give the city all the information they needed. I have been neighbors with the Roybals for 18 years and we have never had any issues. I think you would be pleasantly surprised about our relationship if you knew me and my family. Beside the Roybal's illegal construction, there has never been any type of dispute between the Roybals and me or my family.

I did not oppose any of Fenske's projects on Brent Ave. I did not oppose the construction two doors up on Park Ave, who did oppose the Roybal's project. I am not a NIMBY. In fact, I have spent 22 years at the same company in the building industry working with contractors and architects daily. All I asked for was transparency from the beginning. They city failed and if the issues I brought up during this process were addressed, the story would not be so convoluted.

It should be noted that on July 20th, the owner moved forward with construction on the unpermitted patio and was issued another stop work order. Please review the information I provided and make sure the record is corrected. If the city is unable to correct the record and revoke the COA decision and the CHC commission chooses not to review the corrected information, I'm asking for two members of the Council to review the Commission's decision and file with the City clerk's office.

Kind regards,

Travis Dunville

From: [Nickless, Greg@HCD](mailto:Nickless.Greg@HCD)
To: Dunville, Travis
Subject: [EXTERNAL] RE: ADU
Date: Monday, July 27, 2020 11:12:29 AM
Attachments: [image001.jpg](#)

Travis-

ADU law addresses the creation of additional dwelling units, not an addition to existing living units. Parking requirements, and exemptions, are related directly to the creation of additional units. Generally, if the proposed improvements are not related to the creation of an ADU, the local agency's development standards, or zoning code, would apply.

-Greg



Greg Nickless

Housing Policy Specialist

Housing & Community Development

2020 W. El Camino Avenue, Suite 500 | Sacramento, CA 95833

Phone: 916.274.6244

From: Dunville, Travis [REDACTED] >
Sent: Sunday, July 26, 2020 11:16 AM
To: Nickless, Greg@HCD [REDACTED] >
Subject: RE: ADU

Greg,

We've had a few conversations about ADUs in South Pasadena, CA. I see the Technical Assistance Booklet is under construction to include the current 2020 law. Because this is not ready, I am hoping you might be able to assist in a letter regarding ADU conversions. In case you forgot, South Pasadena has a project that has a single family home with a legal duplex that is occupied by a tenant. The project is adding about 300 sq/ft to the existing single family home and nothing to the duplex. With the proposed addition they cannot meet the parking requirements. They are using the "conversion" of the legal duplex as a basis for eliminating the required parking. In our previous conversations, you mention that the intent to construct or convert an ADU is to provide housing because of the shortage of inventory in California. This does not assist in additional inventory. You also mentioned that even if they chose to add on to the duplex, it would not be considered an ADU (nothing is being added). The state and South Pasadena codes are clear about the conversion of an "Accessory

Structure” into an ADU. Your memorandum dated June 10 2020 defines an “accessory structure” to mean a structure that is accessory or incidental to a dwelling on the same lot as the ADU.

I need to submit something to the city by Thursday this week. Please feel free to call me so I can answer any specific questions you may have.

Kind regards,
Travis Dunville

[REDACTED]

From: Dunville, Travis
Sent: Monday, October 21, 2019 10:00 AM
To: Nickless, Greg@HCD <[REDACTED]>
Subject: RE: ADU

Greg,
I got your out of office message Friday and thought I would check in again today to see if you have a few minutes. Darby Whipple and David Bergman had been working with Paul and maybe yourself on suggestions to the South Pasadena ADU ordinance form the HDC website. Both of them are no longer employed with the City of South Pasadena. Because I see that you are heavily involved in ADU and look to be a keynote speaker as well, I assume you will understand my questions and concerns.

Than you in advance for your consideration.

Travis Dunville

[REDACTED]

From: Dunville, Travis
Sent: Friday, October 18, 2019 12:01 PM
To: Nickless, Greg@HCD <[REDACTED]>
Subject: FW: ADU

Greg,
You were kind enough to get the attached letter updated on your website and provide me a copy. Would you have time for a 3-6minute call today to answer 1 or 2 questions for me?
Thanks,

Travis Dunville

[REDACTED]

From: Nickless, Greg@HCD <[REDACTED]>

Sent: Tuesday, July 30, 2019 3:12 PM

To: Dunville, Travis <[REDACTED]>

Subject: [EXTERNAL] ADU



11:23

LTE



January 28, 2019
3:13 PM

Edit

HDR



16 - 43

11:26



January 30, 2019
9:47 AM

Edit

HDR



16 - 44

Done



Done



11:28



January 30, 2019
9:50 AM

Edit



16 - 47

COVID-19/CORONAVIRUS UPDATE:

The City of South Pasadena's top priority is the health and safety of our community as the situation around the coronavirus continues to evolve. For facility closures, event cancellations, and more information, [click here](#)

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ATTACHMENT 4
July 16, 2020 CHC Staff Reports
& Additional Documents



Cultural Heritage Commission Agenda Report

ITEM NO. ____

DATE: July 16, 2020

TO: Chair and Members of the Cultural Heritage Commission

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

PREPARED BY: Malinda Lim, Associate Planner
Jose Villegas, Management Intern

SUBJECT: **Project No. 2238-COA – Certificate of Appropriateness** to convert an unpermitted patio cover into habitable space for an approximately 329 square-foot single-story addition to the back of an existing single-story home located at 1030 Brent Avenue (Assessor’s Parcel Number: 5318-015-019).

Recommendation

Staff recommends that the Cultural Heritage Commission **approve** the Certificate of Appropriateness for 1030 Brent Avenue, subject to conditions of approval.

Background

The existing historic structure is a 1,332 square foot, single-story bungalow located at 1030 Brent Avenue (see **Figures 1-2**). The home, built in the Craftsman Bungalow style, was built in 1910. The home is located in the potential historic district, 1000 Block Brent District, and has a National Register status code of 5D1, which means the property is a contributor to a district that is listed or designated locally by the local government. Property information is provided in **Table 1**.

Table 1: Historic Property Information

Year Built: 1910 House	
Historic Name: N/A	
Architectural Style: Craftsman Bungalow	
National Register Status Code: 5D1*	
*The property is recognized as historically significant by local government as a contributor to a district that is listed or designated locally.	

On November 15, 2007, the Cultural Heritage Commission (CHC) approved a 293 square-foot addition on the first floor, a new 555 square-foot second story addition, and a new 400 square-foot carport. The approved additions were located in the rear of the primary dwelling unit. On December 4, 2007 the Design Review Board approved the same project.

On June 19, 2008, the Planning Division staff approved a proposed change to the project that removed the proposed second story addition and the 400 square-foot carport. The revised project would construct only the 293 square-foot single story addition, which was determined to be consistent with the CHC approval.

On March 13, 2018, the Planning Division was notified of unpermitted construction occurring at the project site. The Building Inspector conducted an inspection of the property and issued a correction notice. The notice was provided to the property owner with instructions to contact the Planning and Building Department to apply for the appropriate applications to gain compliance for the unpermitted construction by either receiving approval or removing the improvements.

A Cultural Heritage Commission (CHC) Chair review was required for the unpermitted construction and on August 24, 2018, the CHC Chair approved the minor modifications to the approved plans, which were determined to be consistent with the previous approval and within the authority of the Chair under the Cultural Heritage Ordinance Section 2.65(e)(4).

In June 2019, the property owner applied for a Building Permit and submitted plans per the design approved by the CHC Chair on August 24, 2018. During the building permit review process, it was discovered that the submitted construction plans were not consistent with the CHC Chair approval. The construction plan submittal incorporated a 329 square-foot existing unpermitted patio cover as part of the single story addition that would result in a project that was 36 square-feet larger than the design approved by the CHC Chair.

Given the extent of the changes, approved and proposed, from the original project, Staff determined that the project requires a new Certificate of Appropriateness, to be reviewed and approved by the CHC.

Ongoing Code Enforcement

There is an active code complaint for this property for the four issues listed below. Over the last year, the Applicant has been working with the City to resolve the following complaints and gain compliance with the Zoning Code.

- 1. The plans for the original approval by the CHC for the 293 square-foot addition on the first floor, a new 555 square-foot second story addition, and a new 400 square-foot carport and the subsequent approvals by the Planning Division and the CHC Chairman had incorrect measurements and property lines.*

Following Staff's recommendation, the applicant hired a surveyor to provide measurements between the property lines and existing structures. The plans for the CHC's consideration have been corrected to reflect true measurements. The proposed addition complies with all Zoning Code requirements and setbacks.

2. *There is no parking provided for the existing second unit on the property.*

Prior to approval of an addition to the primary dwelling, a covered parking space was required to be constructed to serve an existing detached second unit. Based on state law that allows construction of or conversion to an Accessory Dwelling Unit (ADU) without requiring dedicated or replacement parking, the Applicant submitted plans to convert the detached unit into an ADU. On March 4, 2019, the detached second unit was approved as an ADU conversion, which alleviated the requirement of additional parking.

3. *A tree was removed without proper authorization.*

The removal of a tree was referred from a code complaint to the Public Works Department for review. After review of aerial photographs of the subject property and further investigation, it was unclear if the tree that was removed would have required a tree removal permit. Therefore, the Public Works Department deemed the tree removal investigation as inconclusive.

4. *A patio cover was erected in the rear yard without any building permits.*

While an approval for a single story addition was reviewed and approved by the CHC Chair, the addition and/or modified addition that was constructed is not consistent with the Chair approval. The proposed project for consideration of a new Certificate of Appropriateness is the Applicant's proposed correction to the pending code violation.

Project Description

The applicant is requesting approval of a Certificate of Appropriateness to convert an unpermitted patio cover into habitable space for an approximately 329 square-foot single-story addition to the rear of the existing single-family home.

The proposed home addition, designed to be a family room, will not be visible from the street. **Figure 4** provides a comparison between the existing and proposed site plans; the blue outlined area is the proposed area to be demolished and the red box is the proposed addition.

Building records are provided as **Attachment 3**. Property photos are provided as **Attachment 4** and details of the proposed changes are provided in the attached development plans, included as **Attachment 6**.

The site is a rectangular lot that is surrounded by single-family homes. The approximate depth of the lot is 124 feet and the approximate width is 60 feet with a total lot area of 7,436 square feet. **Figure 1** is an aerial view of the neighborhood, with the project site outlined in green. **Figure 2** shows a view of the property from the street.

Figure 1: Project Location

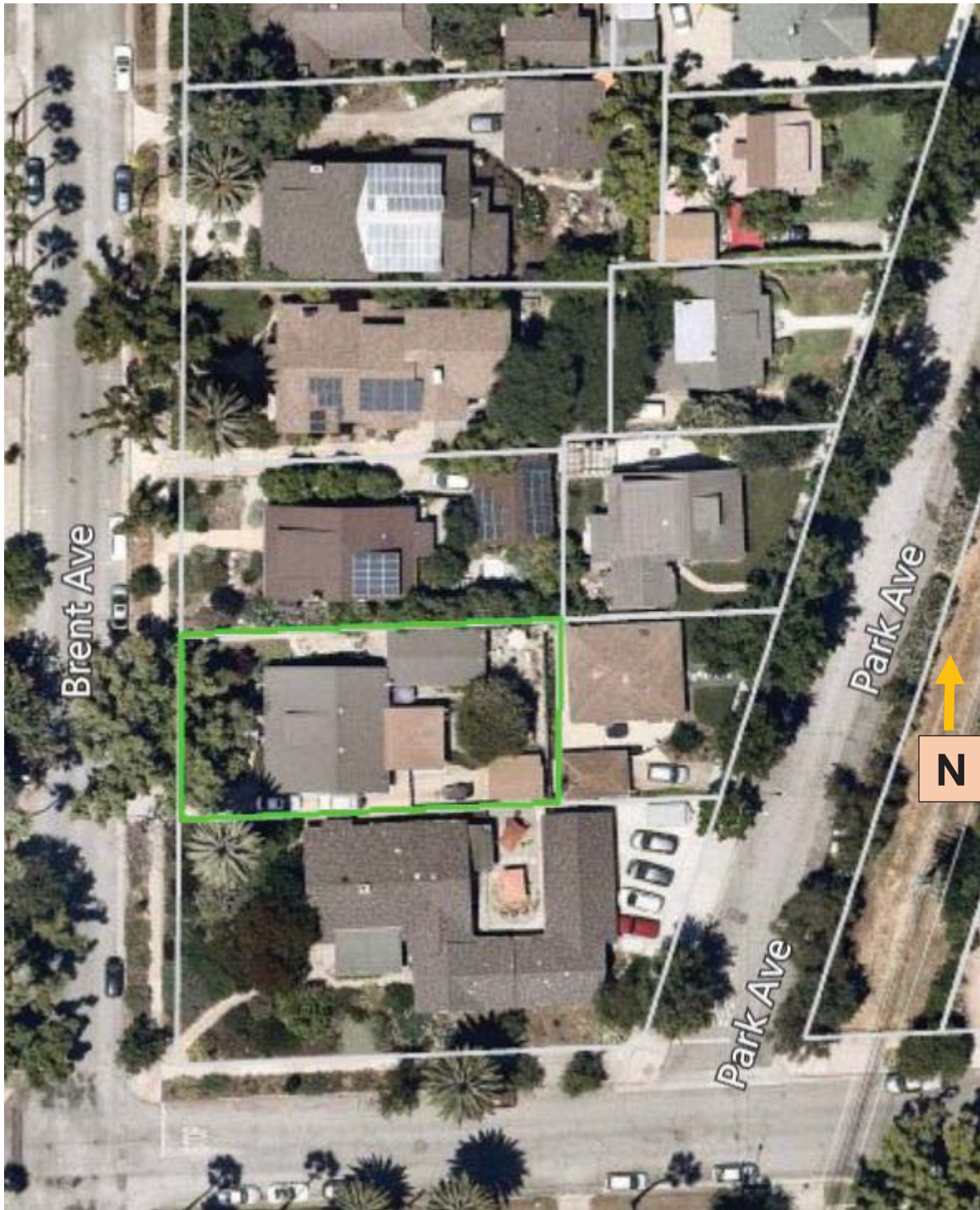
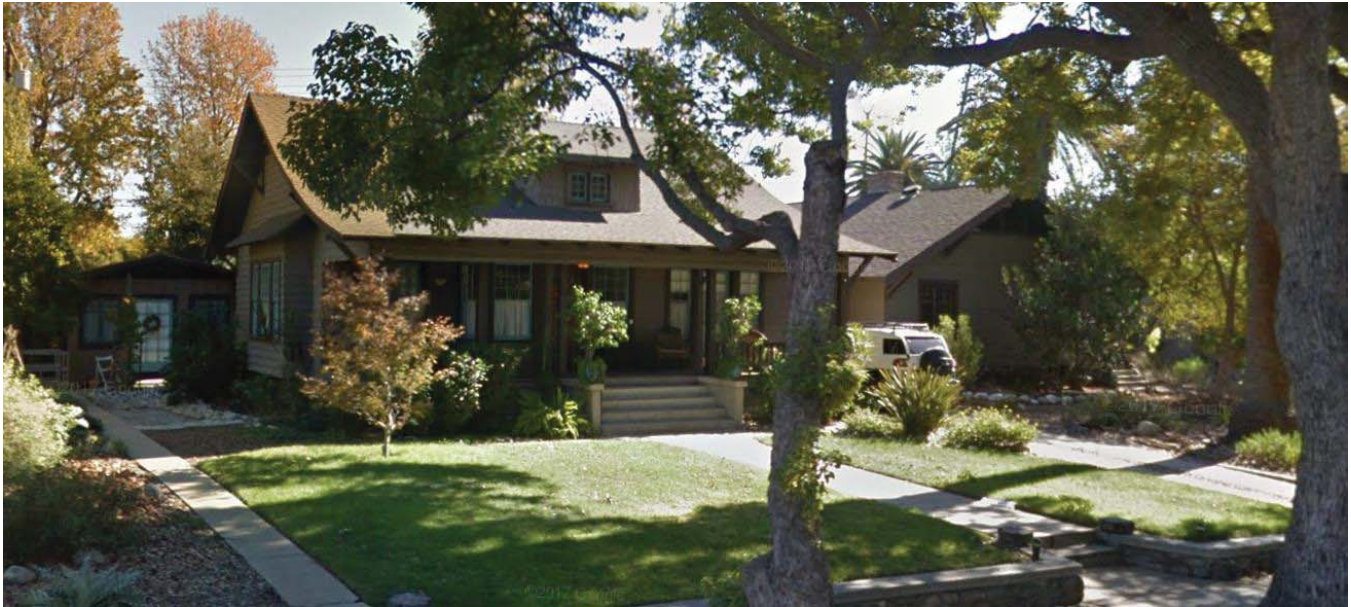


Figure 2: Street View



General Plan and Zoning Consistency

General Plan Consistency

The General Plan land use designation of the site is Medium Density Residential which allows for development of duplexes, triplexes, fourplexes, and other attached dwellings at a density of 6 to 14 units per acre, not exceeding two stories, or in combination with single-family dwellings as “bungalow courts.” The project site consists of two dwellings (a single family residence and an ADU) and the proposed project is an addition to the existing single-family home, therefore, it is consistent with the General Plan density level of the Medium Density Residential district.

Zoning Code and Design Review Compliance

The subject property is zoned Residential Medium Density (RM) which is intended for the development of a variety of housing types including single-family homes. 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. Standards from the South Pasadena Zoning Code Section 220.040 Residential Zoning District General Development Standards were applied to the project. **Table 2** below gives a breakdown of the existing and proposed property and its compliance with Section 220.040.

The original project plans for this property had incorrect distance measurements from the structures to the property lines. Staff required that the Applicant hire a land surveyor to verify the property lines and distances between the existing structures and property lines. The survey is included as **Attachment 2**. The Planning and Building Department also conducted a field inspection to measure and verify that the measurements on the proposed plans are consistent with the existing conditions. The distances in the proposed project plan set are consistent with the survey.

Table 2: Development Standard Compliance

	DEVELOPMENT STANDARD COMPLIANCE			
	Allowed/ Required	Existing w/o Unpermitted Patio Cover	Existing w/ Unpermitted Patio Cover	Proposed
Lot Coverage	50% (3,718 sq. ft.)	33.4% 2,487 sq. ft.	38% 2,816 sq. ft.	38% 2,816 sq. ft.
Floor Area Ratio (FAR)	50% (3,718 sq. ft.)	26.4% 1,957 sq. ft.	26.4% 1,957 sq. ft.	30.7% 2,286 sq. ft.
Building Height	35'	Existing Home: 21'-9"	Existing Home: 21'-9"	Existing Home: No Change Proposed Addition: 17'10"
Off-Street Parking (covered)	1 covered space	1 covered spaces	1 covered spaces	1 covered spaces
Front Setback	15'	27'-9"	27'-9"	No change
Side Setback	10% of lot width (6' both sides)	House North Side: 12'11.5" House South Side: 7'-8.5"	Patio North Side: 27'7.5" Patio South Side: 12'11.5"	House North Side: no change* House South Side: no change*
Rear Setback	15'	50'	33'6"	34'9"

*There is no changes to the existing side setbacks because the addition is set in from the existing building face.

Figure 3: Existing and Proposed Floor Plans

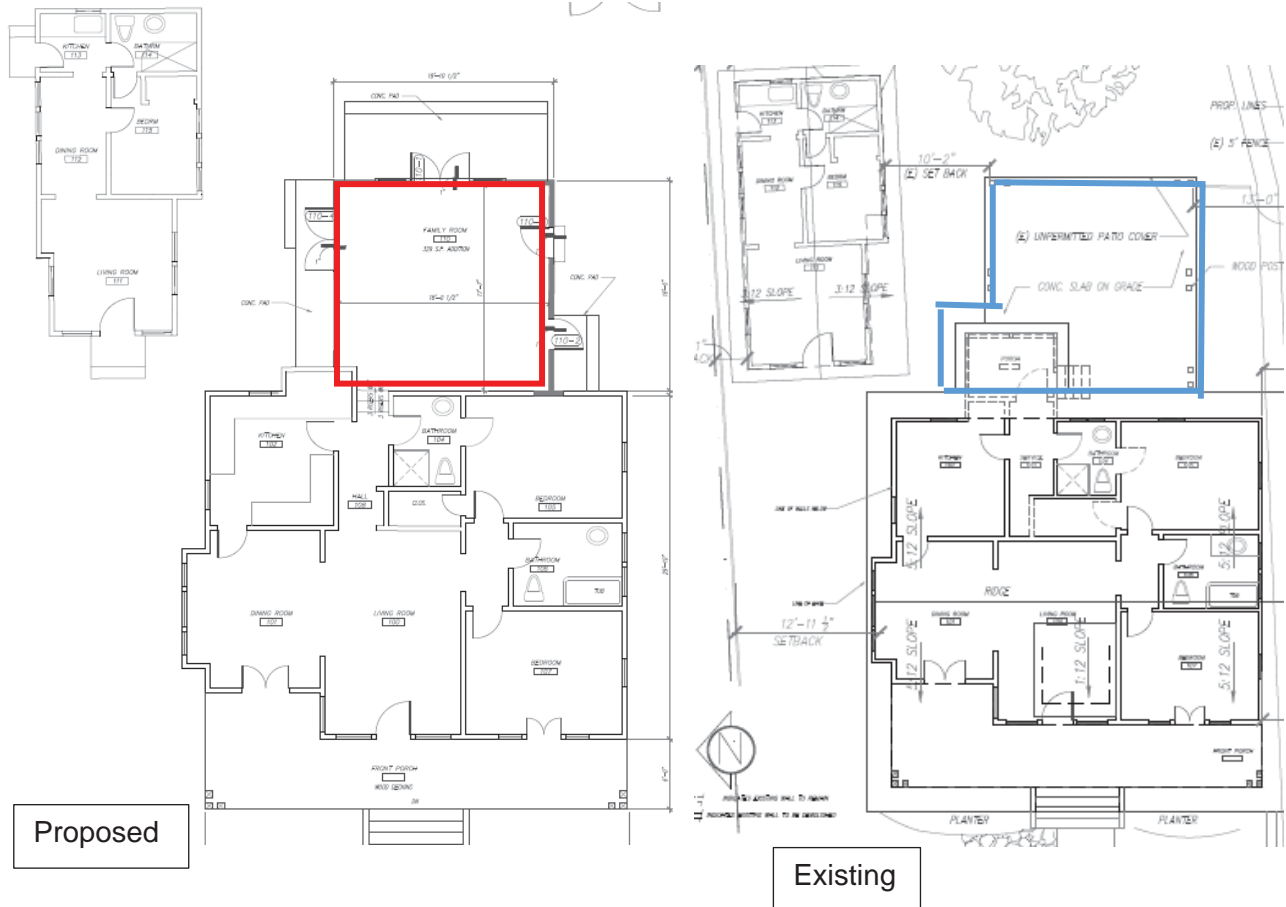
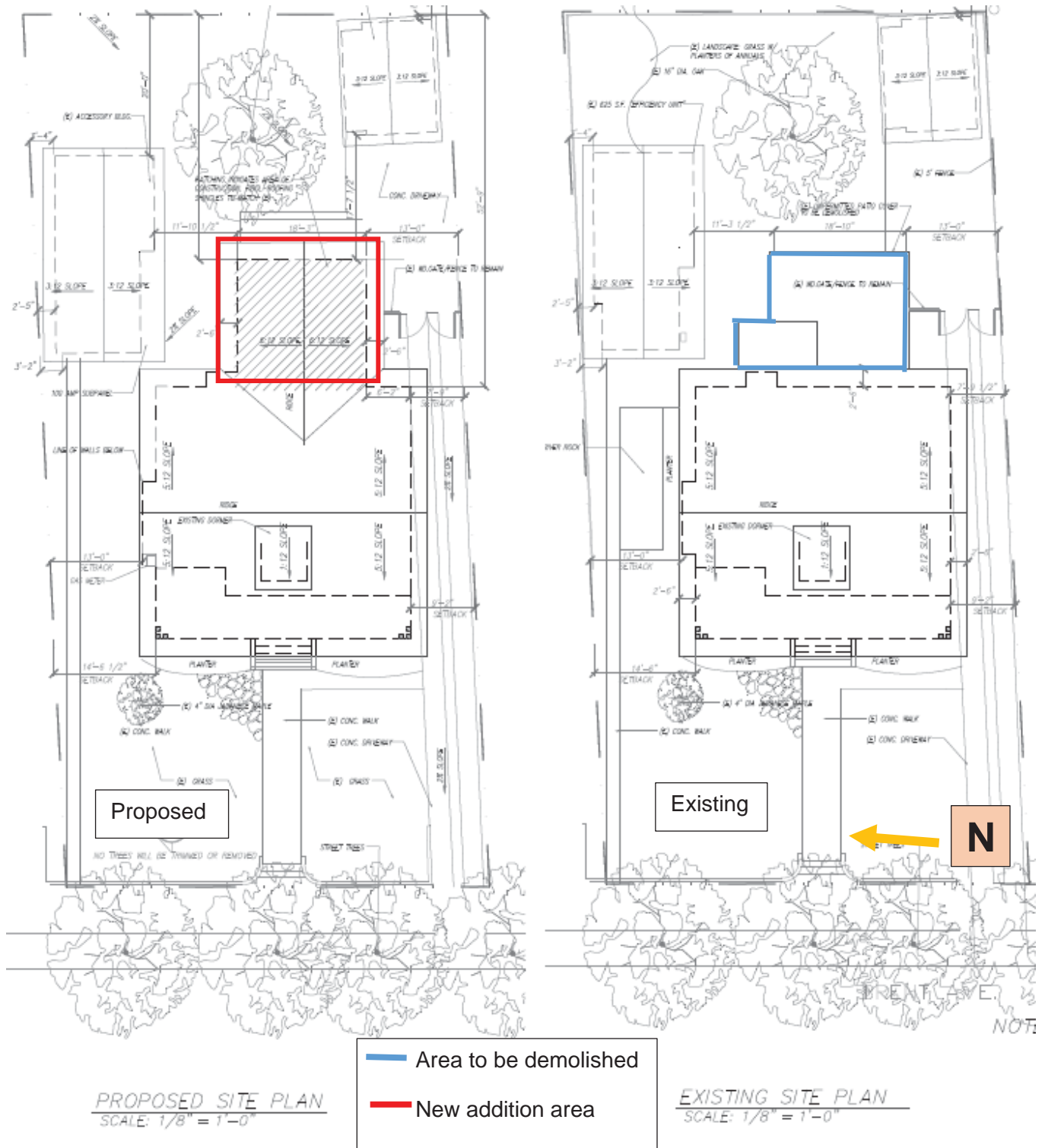


Figure 4: Existing and Proposed Site Plans



The design and size of the proposed addition is in compliance with the South Pasadena Zoning Code Section 220.040. Overall, the proposed project has been designed to meet the development standards in the Zoning Code including but not limited to building height, FAR, and setbacks.

Architectural Design

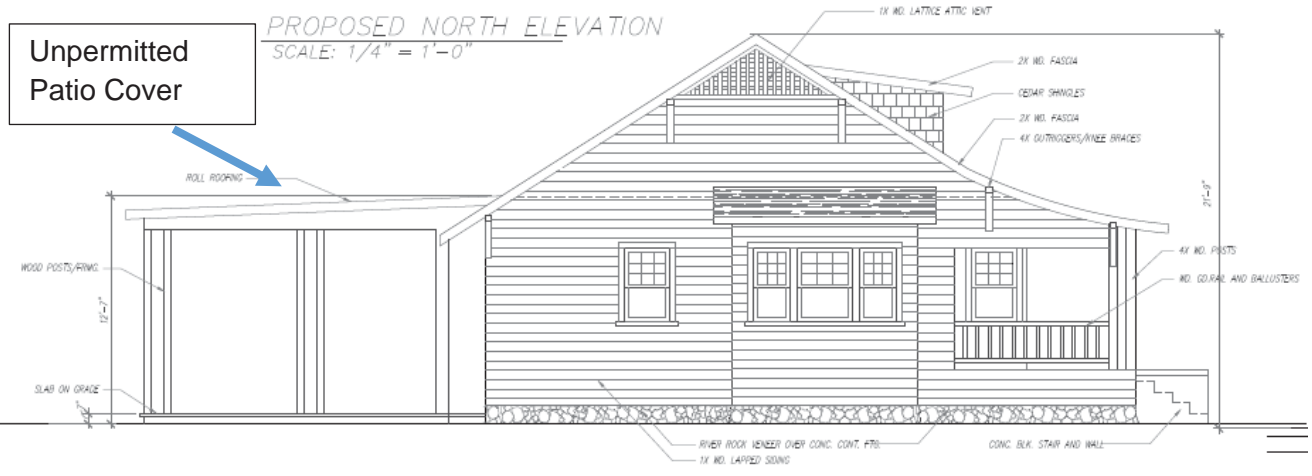
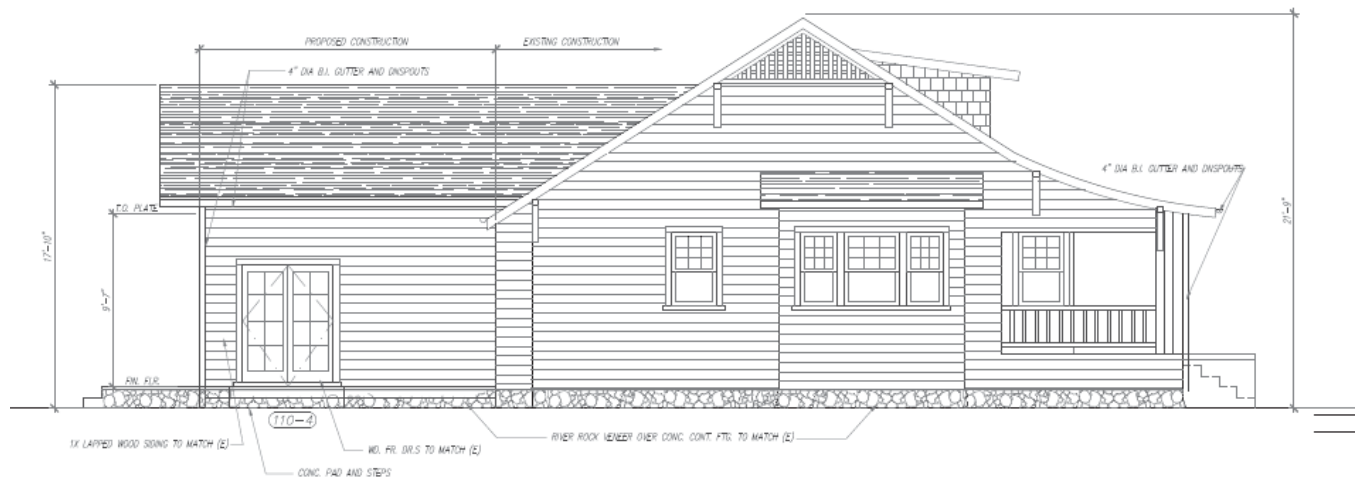
The City's list of historic resources identifies the property with a Craftsman architectural style. The proposed addition has been designed to retain and preserve the character-defining features of the house with matching materials and colors to the existing residence, including wood French doors, wood siding, and composition shingle roofing. The proposed additional living space to the rear of the home will include a new gable roof with a slope at 6:12 which is different from the existing home with a slope of 5:12; this difference in roof slope will help distinguish the new from the existing. A wooden gable vent and outriggers/knee braces for the gable wall will match the existing architectural features of the home. There is river rock veneer over concrete along the sides of the home which will continue along the base of the proposed addition. The proposed design changes would complement the architectural style of the existing house. No changes are proposed for the west (front) elevation, see **Figure 5**. **Figures 6 through 8** are a comparison between the existing and proposed elevations.

Figure 5: Existing and Proposed West Elevation (No Change)



PROPOSED WEST ELEVATION (NO CHANGE)
SCALE: 1/4" = 1'-0"

Figure 6: Existing and Proposed North Elevation



EXISTING NORTH ELEVATION
 SCALE: 1/4" = 1'-0"

Figure 7: Existing and Proposed South Elevation

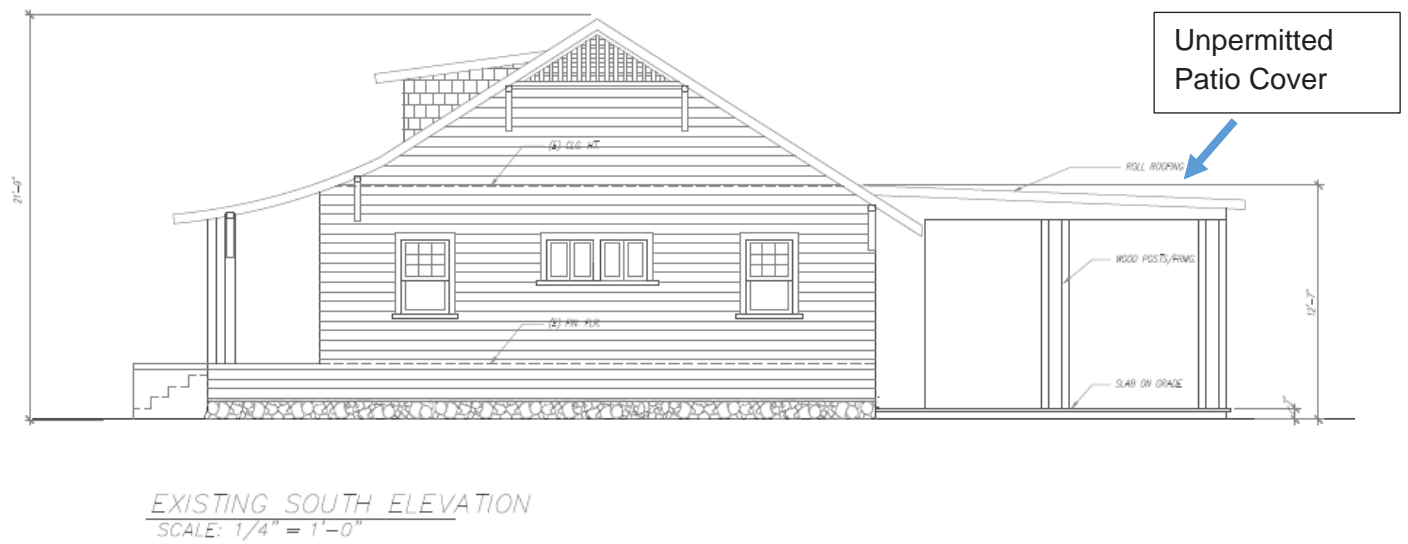
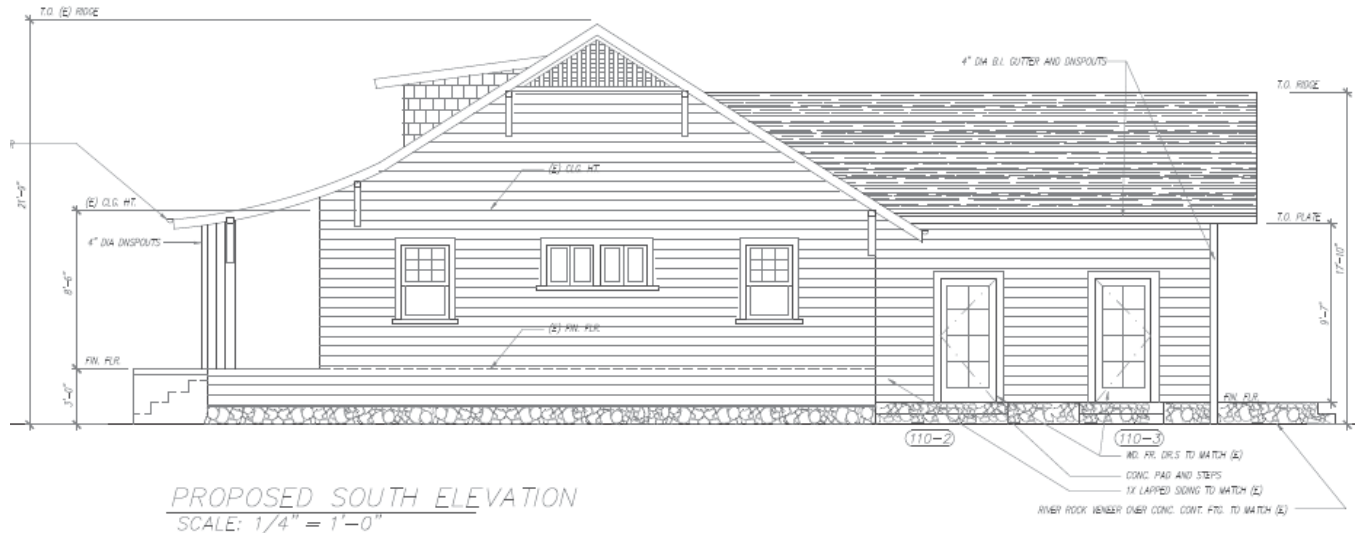
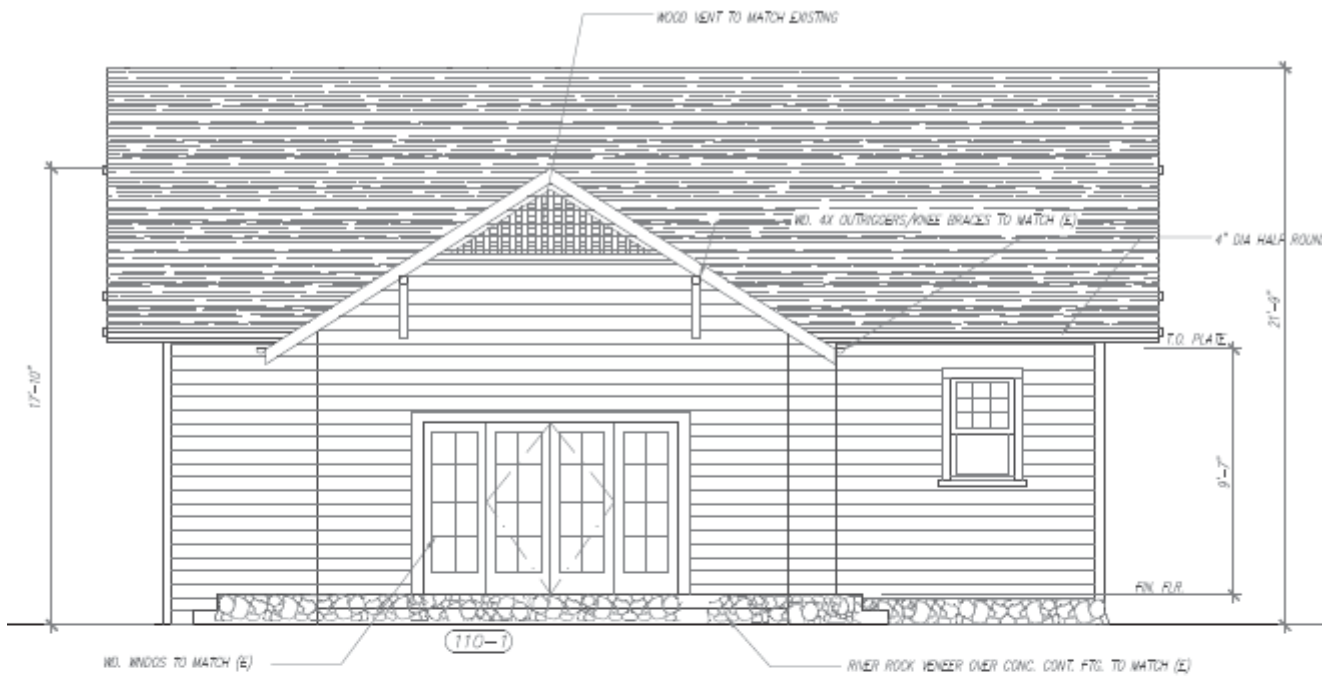
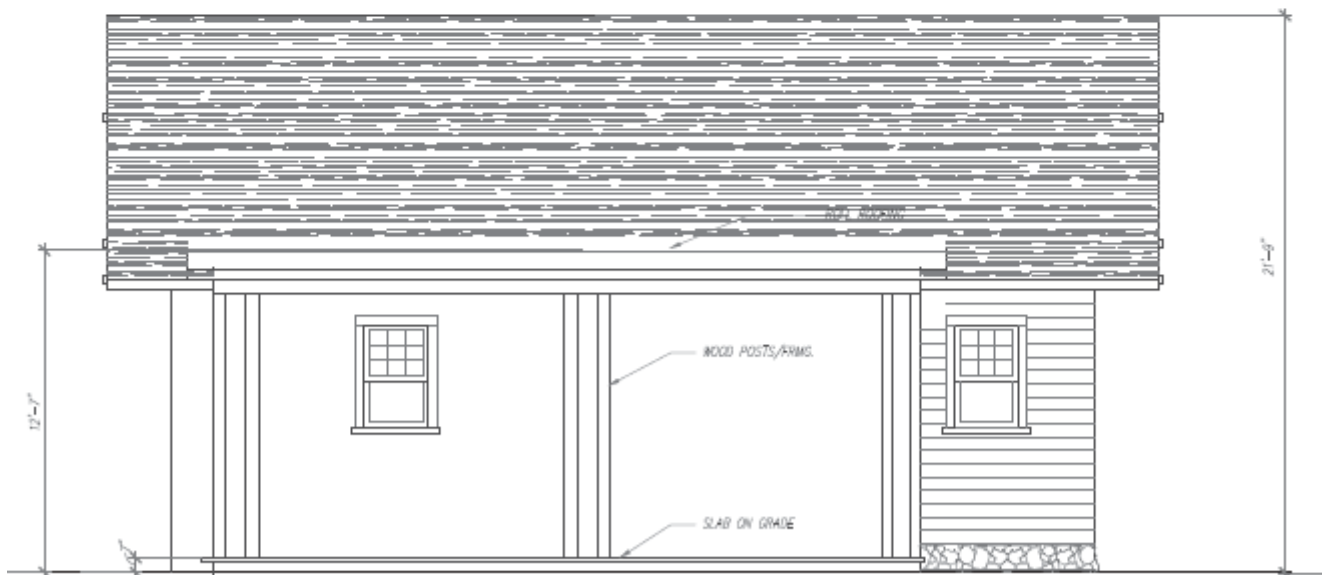


Figure 8: Existing and Proposed East Elevation



PROPOSED EAST ELEVATION
SCALE: 1/4" = 1'-0"



EXISTING EAST ELEVATION
SCALE: 1/4" = 1'-0"

Scale and Mass

The proposed addition is located at the back of the existing house and the height of the addition is 17 feet 10 inches which is lower than the height of the existing home at 21 feet 9 inches. Therefore the visual impact of the addition is minimized and the overall massing of the house is maintained from street frontage.

Differentiating from Existing

One of the Secretary of the Interior standard requirements is that the new addition shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. As described above, the project is designed to add the additional living space in the rear of the house. The height of the addition will be shorter than the original structure and is offset from the sides of the home; it will be set in about 12 feet from the north wall of the house and about 6 feet in for the south wall of the existing home (see **Figures 3 and 4** above). The gable roof for the addition will be perpendicular to the existing home with a roof pitch of 6:12, which is different from the existing roof pitch of 5:12. These design features create a clear distinction between the original house and the proposed addition.

Conditions of Approval

In the past, this property has undergone unapproved and unpermitted demolition and construction, causing a public nuisance to the surrounding neighbors. To ensure that the project is completed within the time allotted for a Certificate of Appropriateness, Staff proposes the following conditions be added to the project:

- *Within 30 days of approval of a Certificate of Appropriateness, the property owner shall execute and record a covenant for removal of the unpermitted patio cover and the proposed addition to be completed within 18 months from the date of approval of the Certificate of Appropriateness.*
 - *If the owner refuses to execute and record such covenant, then the City shall remove the patio cover and restore the original house, and the owner shall reimburse the City for all costs incurred in doing the work. The cost of the work performed by the City shall constitute a lien against the property on which the work is performed.*
 - *Upon application to the Commission, the time may be extended on a covenant if the owner shows that the work cannot reasonably be performed within 18 months.*
- *The covenant shall also include no building or construction-related permits which change the architectural or character-defining features of the home, or expansion of the home, shall be issued for a period of five years following the date of demolition of the unpermitted patio cover or completion of the proposed addition pursuant to South Pasadena Municipal Code Section 2.67c. Permits which are necessary for public safety or welfare in the opinion of the Planning Director may be issued.*
- *The construction of this project shall be subjected to an inspection fee which doubles the amount of the building permit.*

Required Cultural Heritage Findings

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

Design Review:

In order to approve a proposed project, the Commission shall first find that the design and layout of the proposed development:

- 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 existing house is a Craftsman architectural style home. The proposed project has been designed to retain and preserve the character-defining features of the house. The proposed addition is in keeping with the City's design guidelines for the scale, massing, and building placement of Craftsman style homes. The gable roof form, wooden vent, and outriggers of the addition have been designed to complement the architectural style of the existing Craftsman home. The project would be consistent with the potential historic character of the 1000 Block Brent District and is also consistent 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 project will not unreasonably interfere with the use or enjoyment of the neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards. The proposed project involves reusing the framing of an unpermitted patio for the proposed addition, which will remove the existing code violation on the property. Conditions are included to prohibit the property from obtaining additional building permits to change or expand the house for a period of five years after completion of the proposed addition.

The project, as designed, is in compliance with the Residential Multi-Family development standards. The proposed addition is in keeping with the design guidelines for scale, massing, and building. The proposed addition is not out character with the existing neighborhood as there are other homes with similar additions nearby and the addition would not be visible to the street. Conditions are also included

- 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;**

The proposed project has been designed to retain and preserve the character-defining features of the house. The scale of the addition will not change the visual appearance of the home from the street because no changes are proposed to the front of the existing house and the proposed addition

would not be visible to the street. Therefore, the existing house with the proposed addition remains harmonious and compatible with surrounding homes and neighborhood.

- 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 project, as designed, would provide a desirable environment for its occupants and neighbors because the project will use the same exterior building materials as the existing house. The proposed addition is at the rear of the home and will not be visible from the street. In addition, the project will retain and preserve the character-defining features of the house such as the exposed rafter tails, river rock trim, and front porch. The existing home is consistent with the historic character of the neighborhood and potential district, 1000 Block Brent District; the proposed addition will not change this. The project will fix an existing code violation and is conditioned to prohibit issuance of building permits for a period of five years after completion of the proposed addition so that this property would stop being a nuisance to nearby neighbors.

Mandatory Findings

The Commission shall make **all** of the required findings listed below:

- 1. The project is consistent with the goals and policies of the General Plan.**

The proposed project is consistent with the goals and policies of the General Plan for preservation, rehabilitation, and use of historic resources in the City. The existing house is a Craftsman architectural style home. The proposed project has been designed to retain and preserve the character-defining features of the house. The project would be consistent with the historic character of the potential district, 1000 Block Brent District and is consistent with the General Plan.

- 2. The project is consistent with the goals and policies of Article IVH – Cultural Heritage Commission Ordinance – of Chapter 2 of the South Pasadena Municipal Code.**

The project is consistent with the goals and policies of the Cultural Heritage Commission Ordinance. The project implements the goals of the Cultural Heritage Commission Ordinance by perpetuating the use of a cultural resource through rehabilitation and adaptive reuse of the historic resource. The project preserves the architectural and aesthetic features of the historic home consistent with the Secretary of Interior's Standards. (*See the detailed discussion of these standards below.*)

- 3. The project is consistent with the applicable criteria identified in Section 2.65(e)(8) which the Commission applies to Alterations, Demolitions, and relocation requests.**

The renovations proposed for the Project are consistent with the Secretary of Interior Standards for rehabilitation.

Project-Specific Findings: *The Commission shall make at least **three (3)** of the findings listed below:*

Staff recommends the Commission make the **Findings bolded** below.

1. The project removes inappropriate Alterations of the past;
2. **The project is appropriate to the size, massing, and design context of the historic neighborhood; (Staff Recommendation)**

The project is appropriate with the size, massing, and design context of the surrounding historic neighborhood. The design of the renovation features the same building materials and color finishes as the existing structure. The proposed addition is in keeping with the design guidelines for scale and massing of the historic neighborhood as the addition is not visible to street. Therefore, the proposed addition would be harmonious and compatible with surrounding homes and neighborhood.

3. **In the case of an addition or enlargement, the project provides a clear distinction between the new and historic elements of the Cultural Resource or Improvement; (Staff Recommendation)**

The project is designed to add the additional living space behind the existing house. The height of the addition will be shorter than the original structure and is offset from the sides of the home. It will be set in about 12 feet from the north wall and about 6 feet in for the south wall of the existing home. The gable roof for the proposed addition will be perpendicular to the existing home with a roof pitch of 6:12, which is different from the existing roof pitch of 5:12. Therefore, the proposed addition will provide a clear distinction from the existing dwelling.

4. The project restores original historic features in accordance with the Secretary of the Interior Standards for the Treatment of Historic Properties;
5. The project adds substantial new living space (for example: a second story toward the rear of a residence) while preserving the single story [architectural style or building type] character of the streetscape;
6. The project enhances the appearance of the residence without adversely affecting its original design, character, or heritage;
7. The project will not adversely affect the character of the Historic District in which the property is located; and/or;
8. The project will be compatible with the appearance of existing Improvements on the Site and the new work will be compatible with the massing, size, scale, and Character-Defining Features to protect the Historic Integrity of the property and its environment;
9. **The Project is consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties, and is therefore exempt from CEQA under Class 31, which applies to “projects limited to Maintenance, Repair, stabilization, rehabilitation, restoration,**

Preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstruction Historic Buildings (1995), Weeks and Grimmer.” (CEQA Guideline [Cal. Code Regs. Title 14] § 15331). (Staff Recommendation)

Consistency with Secretary of the Interior Standards	
Standard	Staff’s Recommended Consistency Determination
Standard 1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships	Consistent. The property will continue to be used as a single-family home. The proposed project would have minimal changes to the materials and features of the house.
Standard 2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.	Consistent. The project proposes to retain all of the character-defining features. The proposed rear addition is to accommodate more living space to the existing structure and would be constructed in the rear of the house. The addition will be architecturally consistent with the character of the existing home.
Standard 3: Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	Consistent. As described in Standard 2, the overall design does not create a false sense of historical development and does not incorporate conjectural features from other historic properties into the development.
Standard 4: Changes to a property that have acquired historic significance in their own right will be retained and preserved.	Consistent. The proposed design and modifications to the house will maintain and preserve the historic accuracy of the house.

<p>Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</p>	<p>Consistent. The project proposes to retain all of the character-defining materials, features (such as existing windows), finishes, construction techniques, etc.</p>
<p>Standard 6: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.</p>	<p>Consistent. No deteriorated historic features are identified.</p>
<p>Standard 7: Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.</p>	<p>Consistent. No chemical or physical treatments are proposed.</p>
<p>Standard 8: Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.</p>	<p>Consistent. No archeological resources are known to exist on the site.</p>
<p>Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property, the new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the</p>	<p>Consistent. The proposed rear addition would be off set from the existing sides of the home and the gable roof has a different pitch and is perpendicular to the existing roof. The modifications would be compatible with the existing massing, scale, and materials of the house.</p>

<p>historic integrity of the property and its environment.</p>	
<p>Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</p>	<p>Consistent. The new construction, if removed at some later time, would not impair the essential form and integrity of the retained portion of the building.</p>

10. Relocation as an alternative to Demolition of the Cultural Resource is appropriate because of the following: CEQA analysis has been conducted and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource; Relocation is required to prevent destruction of the resource at its current location; the new location is compatible with the Cultural Resources original character and use; upon relocation, the resource retains its historic features and compatibility in orientation, setting, and general environment; if re-located within the City of South Pasadena, the receiving location is appropriately zoned; the relocation is part of a definitive series of actions that will assure Preservation of the Cultural Resource.

11. Demolition of the Cultural Resources is appropriate because of one or all of the following:
 - i. CEQA analysis has been conducted and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource;
 - ii. The owner is approved for a Certificate of Economic Hardship;
 - iii. The size, massing and scale of the proposed replacement structure is harmonious with other improvements and natural features that contribute to the Historic District, or the neighborhood character; and
 - iv. The proposed replacement structure contributes to the integrity of the Historic District or neighborhood.

12. In the case of a structure that poses an Imminent Threat and is unsafe to occupy, the Commission shall make one or all of the following findings to approve a Demolition of a Cultural Resource:
 - i. The building has experienced several structural damage and there is substantial evidence to support this conclusion from at least two sources (e.g., Structural Engineer, Civil Engineer, or Architect); or

- ii. No economically reasonable, practical, or viable measures could be taken to adaptively use, rehabilitate, or restore the building or structure on its existing site and there is substantial evidence to support this conclusion from at least two sources (e.g., Structural Engineer, Civil Engineer, or Architect); or
- iii. A compelling public interest justifies demolition.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15331, Class 31 Historical Resource Restoration/Rehabilitation and 15301, Class 1 Existing Facilities. Class 31 consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer. Class 1 exemption includes additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet in which the project site is in an area where all public facilities are available and is not located in an environmentally sensitive area.

Alternatives to Consider

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

1. The Cultural Heritage Commission can Approve with additional condition(s) added; or
2. The Cultural Heritage Commission can Deny the project.
3. The Cultural Heritage Commission can continue consideration of the project to a future meeting, providing the applicant with clear recommendations to revise the proposal.

Next Steps

If approved, the applicant will proceed through the Plan Check Process with the Building Department and staff will review the construction plans to ensure that all conditions are satisfied.

If denied, the applicant will remove the unpermitted covered patio.

Fiscal Impact

Not Applicable.

Public Comment

At the time of writing this report, staff received three public comments in regards to this project; they were in opposition to this project and are included as **Attachment 5**.

Public Notification of Agenda Item

At the June 18, 2020 Cultural Heritage Commission meeting, the Commission notified the public that the project was continued to the July 16, 2020 meeting. In addition, the public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website, and in the *South Pasadena Review* newspaper.

Attachments

1. Conditions of Approval
2. Survey
3. Building Records
4. Property Photos
5. Public Comments
6. Development Plans
7. Door Brochure

ATTACHMENT 1
Conditions of Approval

ATTACHMENT 1
CONDITIONS OF APPROVAL
Certificate of Appropriateness

PROJECT NO. 2238-COA
1030 Brent Avenue (APN: 5318-015-019)

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. Approval by the Cultural Heritage 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.
- P2. 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.
- P3. 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.
- P4. 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 Cultural Heritage Commission concerning this use.
- P5. 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.
- P6. 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.
- P7. 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.
- P8. Within 30 days of approval of a Certificate of Appropriateness, the property owner shall execute and record a covenant for removal of the unpermitted patio cover and the proposed addition to be completed within 18 months from the date of approval of the Certificate of Appropriateness.
- a. If the owner refuses to execute and record such covenant, then the City shall remove the patio cover and restore the original house, and the owner shall reimburse the City for all costs incurred in doing the work. The cost of the work performed by the City shall constitute a lien against the property on which the work is performed.
 - b. Upon application to the Commission, the time may be extended on a covenant if the owner shows that the work cannot reasonably be performed within 18 months.
- P9. The covenant shall also include no building or construction-related permits which change the architectural or character-defining features of the home, or expansion of the home, shall be issued for a period of five years following the date of demolition of the unpermitted patio cover or completion of the proposed addition pursuant to South Pasadena Municipal Code Section 2.67c. Permits which are necessary for public safety or welfare in the opinion of the Planning Director may be issued.
- P10. The construction of this project shall be subjected to an inspection fee which doubles the amount of the building permit.

BUILDING AND SAFETY DIVISION:

General conditions for all existing buildings and proposed addition:

- B1. The second sheet of building and grading plans is to list all conditions of approval and to include a copy of the Cultural Heritage Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. Park Impact Fee to be paid at the time of permit issuance.
- B3. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- B4. Project shall comply with the CalGreen Residential mandatory requirements.

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.

- 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.
- PW7 The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway 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).
- PW9 If any 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.
- PW10 No overnight storage of materials or equipment within the public right-of-way shall be permitted.
- PW11 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.
- PW12 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.

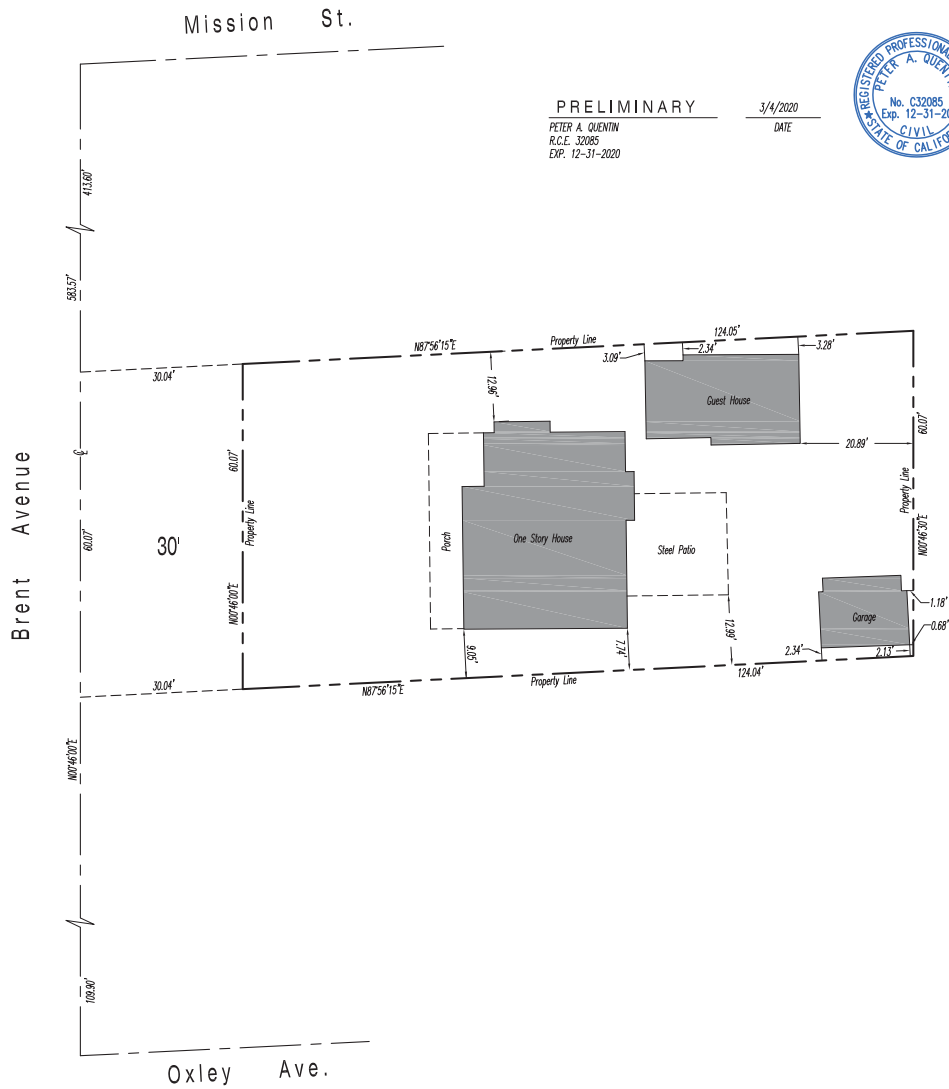
ATTACHMENT 2
Survey



SITE SURVEY MAP

IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA.

BEING A SURVEY OF A PORTION OF LOTS 1, 2, AND 3 IN BLOCK K OF RAYMOND VILLA TRACT No. 1,
AS PER MAP RECORDED IN BOOK 1, PAGE 91 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER
OF SAID COUNTY.



PRELIMINARY

3/4/2020

PETER A. QUENTIN
R.C.E. 32085
EXP. 12-31-2020

DATE



ATTACHMENT 3
Building Records

BUILDING DESCRIPTION BLANK

No. 1030 Permit Index 5318
 Tract Raymond Villa #1 1415
N 60 ft W
 Lot No. 1-2-3 Block No. K
 Examined by mcl Date 12/14/22

CLASS	EXTERIOR	HEATING	TRIMMINGS
Single	Bay Windows	Fire Place	Cobblestone
Double	1 sty 2 sty 3 sty	Wood, Coal, Oil	Brick, Plaster
California	Number	and Gas Furnace	Stone, Wood
Bungalow	Wall Covering:	Steam	Plain
Residence	Plaster, Met Lath	Stove	Ornamental
Flat	" Wood Lath		
Apartment	Shakes, Rustic		
Factory	Siding, B & B	PLUMBING	INSIDE FINISH
Garage	Brick, P or C	No. of Fixtures	Plain
Shed	Corr. Iron		Ornamental
Barn			Stock
Church	ROOF		Special
School	Flat Hip	Good, Medium	BUILT-IN
Store	Gables, Dormers	Cheap	FEATURES
Storage	Cut up, Ordinary	Sewer	Buffet
	Plain, Gravel	Cesspool	Patent Beds
	Tile, Shingle		Refrigerator
	Corr. Iron	LIGHTING	Bookcases
	Composition	Gas, Electric	Plain
FOUNDATION	CONSTRUC- TION	Good	Ornamental
Stone	Good	Medium <u>2 1/2</u>	CONDITION
Concrete	Medium	Cheap	Good
Brick	Cheap		Medium
Wood			Poor

OCCUPANCY		bsmt	1	2	3	4	5	attic
Owner, Rented, Vacant	Living Room							
Rent Paid \$ Per Mo.	Bed							
Basement	Bath							
ft. x ft.	Kitchen							
ft. deep	Storage							
cu. ft. @	Store							
+	Hardwood Floor							
Lot Grade	Hardwood Fin.							
	Cement Floor							
	Unfinished							

Remarks:

OWNER

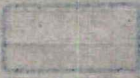
No. of Permit 448
 Date of " 10 20
 Amt. of " \$ 20
 Cost Factor Checked 2
 Computations Checked 32
 Entered On Map Book 10
 Compared mcl
L. 10
10
Ad

BUILDING VALUES

No. Cu. Ft.	<u>160</u>
No. Sq. Ft.	<u>160</u>
At \$	<u>40 30</u>
Bldg. Cost \$	<u>64 40</u>
Bsmt. Cost \$	
Heat Cost \$	
Garage Cost \$	
Total Cost \$	
Depreciation	<u>10 30</u>
Utility Dep.	
Depreciated Val.	<u>54 10</u>
Assessed Value	<u>30 30</u>

10

Entered on n60 ft of Lot 1. Belk St
n60 ft of Lot 2. Belk St
w24 ft of n60 ft of Lot 3. Belk St
1-4-29



BUILDING DESCRIPTION BLANK **PARCEL 17** FORM NO. 1.
 THE JOINT BUREAU OF APPRAISAL—LOS ANGELES, CITY & COUNTY

No. 1032 19 #1 of 2
 Tract RAYMOND VILLA TR. NO. 1
 Lot No. 11206 Block No. 1615
 Examined by RB Date 8

CLASS	EXTERIOR	HEATING	TRIMMINGS
Single Double California Bungalow Residence Flat Apartment Out Building Garage Shed Barn Church School Shop Storage	Bay Windows 1 sty 2 sty 3 sty Number Wall Covering: Plaster, Met Lath " Wood Lath Shakes, Rustic Siding, Board and Batten Corr. Iron	Fire place Wood, Coal, Oil and Gas Furnace Steam Stove	Cobblestone Brick, Plaster Stone, Wood Plin Ornamental
	ROOF	PLUMBING	INSIDE FINISH
	Flat, Hip Gables, Dormers Cut up, Ordinary Plain Tile, Shingle Tin, Gravel Composition	No. of Fixtures <u>5</u>	Plain Ornamental Stucco Special
FOUNDATION	CONSTRUCTION	LIGHTING	BUILT IN FEATURES
Stone Concrete Brick Wood	Good Medium Cheap	Gas, Electric Good Medium Cheap	Bullet Patent Bed Refrigerator Bookcases Plin Ornamental
			CONDITION
			Good Medium Poor <u>1910</u>

OCCUPANCY		BSMT	1	2	3	4	5	ATTIC
Owner, Rented, Vacant	Living Room		2					
Rent Paid \$ Per Mo.	Bed		2					
Basement	Bath		1					
ft. x ft.	Kitchen		1					
ft. deep	Storage							
cu. ft. @	Store							
Lot Grade	Hardwood Floor							
	Hardwood Fin.							
	Cement Floor							
	Unfinished							

Remarks: no one home

OWNER: Frank H. Burbank

EACH SQUARE EQUALS 10 FEET		BLDG. VALUES	
	CLASS	<u>4</u>	<u>360</u>
	No. SQ. FT.		<u>1170</u>
	AT \$	<u>125</u>	<u>140</u>
	BLDG. COST \$	<u>1463</u>	
	BSMT. COST \$		
	HEAT COST \$		
	TOTAL COST \$	<u>1638</u>	<u>1463</u>
	PER CENT DEP.	<u>50</u>	<u>40</u>
	DEP. VALUE \$	<u>980</u>	<u>770</u>
	PER CENT UTILITY DEP.	<u>36</u>	<u>719</u>
PRESENT VALUE \$	<u>490</u>	<u>1170</u>	

n 60 ft of Lot 1 - Bell
n 60 ft of Lot 2 - Bell
w 24 ft of n 60 ft of Lot 3 - Bell

1-4-29

$$\begin{array}{r} \textcircled{72} \text{ RES} \\ 2 \times 9 = 18 \\ 26 \times 36 = 936 \\ \hline 954 \end{array}$$

$$\begin{array}{r} \phi \\ \text{Pch} \\ \hline 6 \times 26 = 156 \end{array}$$

$$\begin{array}{r} 14 \\ 364 \\ \hline 378 \end{array}$$



#6717 - 11/21/30 - #50 alt - moved Beta

PARCEL 20F2
BUILDING DESCRIPTION BLANK FORM No. 1
THE JOINT BUREAU OF APPRAISAL - LOS ANGELES, CITY & COUNTY

No. 1030 Brent St. Dr. Ave. Pl.
 Tract Raymondville Tr
 Lot No. 1/2 (No left) Block No. K 5318
1015
 Examined by B 2-28 Date

CLASS	EXTERIOR	HEATING	TRIMMINGS
Single Double California Bungalow Residence Flat Apartment Out Building Garage Shed Barn Church School Shop Storage	Bay Windows 1 sty 2 sty 3 sty Number Wall Covering: Plaster, Mch. Lath " Wood Lath Shakes, Rustic Siding, Board and Batten Corr. Iron ROOF Flat, Hip, Gables, Dormers Curtain, Ordinary Plain Tile, Shingle Tin, Gravel Composition	Fire place Wood, Coal, Oil and Gas Furnace Steam Stove PLUMBING No. of Fixtures Good, Medium Cheap Sewer Cesspool LIGHTING Gas, Electric Good Medium Cheap	Cobblestone Brick, Plaster Stone, Wood Plain Ornamental INSIDE FINISH Plain Ornamental Stucco Special BUILT IN FEATURES Built in Patent Beds Refrigerator Bookcases Plain Ornamental CONDITION Good Medium Poor

OCCUPANCY		BSMT	1	2	3	4	5	ATTIC
Owner, Rented, Vacant	Living Room							
Rent Paid \$ <u>8</u> Per Mo.	Bed							
Basement	Bath							
ft. x ft.	Kitchen							
ft. deep	Storage							
cu. ft. @	Store							
Lot Grade	Hardwood Floor							
	Hardwood Fin.							
	Cement Floor							
	Unfinished							

Remarks:
 OWNER: Frank H. Burbank

EACH SQUARE EQUALS 10 FEET

BLDG. VALUES

CLASS	<u>Wal.</u>
No. SQ. FT.	<u>378</u>
AT \$	<u>804</u> <u>1090</u>
BLDG. COST \$	<u>416</u> <u>307</u>
BSMT. COST \$	
HEAT COST \$	
TOTAL COST \$	<u>416</u> <u>307</u>
PER CENT DEP.	<u>100</u> <u>133</u> <u>115</u> <u>80</u>
DEP. VALUE \$	<u>68</u>
PER CENT UTILITY DEP.	
PRESENT VALUE \$	<u>1090</u> <u>255</u>

PACIFIC COAST SALESBOOK CO., LOS ANGELES, CAL.
1030 130

W 60 ft of Lot 1 - Belk Jr - 178
W 60 ft of Lot 2 - Belk Jr - 178
W 24 ft of W 60 ft of Lot 3 - Belk Jr -

1-4-29

218

60
486
1215
1761

12x14 = 168
14x15 = 210
378



CITY So Pasadena ADDRESS 1030 Brent Ave

RESIDENTIAL INCOME BUILDING RECORD

L.A. CO. ASSESSOR CITY So Pasadena ADDRESS 1030 Brent Ave

DESCRIPTION OF BUILDING

CLASS & SHAPE NO. STY. BLDG. NAME MAIN IMPR YR. BLT.

FOUNDATION EXTERIOR ROOF STYLE INTER. FINISH LIGHTING AIR COND. KITCHEN UNIT BREAKDOWN ROOMS NO. NO. INT. CO.

Conc. Raised Strucco Gable Plaster Wiring Heating Forced Air Cabinets L.F. No. of Units No. of Units No. of Units

Conc. Slab Siding "x" Hip Inter. Stucco Amps: K.T. Conditi Gravity Dishwasher L.F. Area per Unit Entry

Crosswalls Shingle B. & B. T. & G. Sheat Gypsum B.X. M.Cable FLOOR FURN. Range-Oven Mlx-Blend BATHS B I 2 3 4 FLOORS B I 2 3 4

Piers Conc. Block Cur Lip Exp. Beam FEW Creap Med. Radia: Elect 2 Pipes 3 Pipes H.P. 1 B.R. - 1 Bath 2 B.R. - 1 Bath

Hvy Light Brick Pitch L. M. H. Spray Plast. Avg. Med. Spec. Low Voltage Steam Cooling Boche:lar Pullman Sp. Pullman Dbl. Glass Door Walls: Concl. Arch Attr. Con- Stg. Work- Qual.

WOOD FRAME Steel Frame veneer Fin. Unfin. Wd. Wk: Pipe Hard Wd. Special PLUMBING Elevator Elect. Hydrant. No. Staps H.P. Thru Wall Evap. Cooler Bath

Masonry Masonry Trim: Wood Brick Stone Shingle: Wood Compo. Asbest. No. Fixtures Water Heater: Central Individual

Sub-Floor Insul. Cig. Stone Sliding Doors Hvy. Light Tile Gravel, Rock Composition Guffens No. No. Dbl.

WINDOWS D.H. Casmt. ENTRANCE Individual Central Hall Size: No. No. R.C.N. TOTAL R.C.N. OTHER R.C.N. % GOOD R.C.L.N.D. SP APPRAISER DATE COST REV'D INT. VIEW NO. INT. CO.

Sliding Metal Screens

YEAR USE CLASS UNITS EFF. DEPR. YR. TABLE SQ. FEET MAIN IMPR UNIT COST R.C.N. MAIN IMPR R.C.N. OTHER R.C.N. TOTAL R.C.N. % GOOD R.C.L.N.D. SP APPRAISER DATE COST REV'D INT. VIEW NO. INT. CO.

01 0200 2 10 15-48 15-48 380 380 218 2810 378 480 480 2730 2730 9/1/65 ALTERMAN 7/1/65

1030 - 1032 Brent

NUMBER & STREET 1032 BRENT

APPLICATION FOR A HEATING, VENTILATING, AIR-CONDITIONING OR REFRIGERATION PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA TELEPHONE 799-9101 • 682-2175

CONTRACTOR <u>Facidius Installers</u>	STATE LIC. NO.
MAIL ADDRESS <u>10926 Grand</u>	PHONE <u>442-7070</u>
OWNER <u>V. JOHNSTON</u>	CITY BUS. LIC.
MAIL ADDRESS <u>1826 FLETCHER</u>	OWNER PHONE <u>799-6215</u>

DESCRIPTION OF WORK

<input checked="" type="checkbox"/> HEATING	<input type="checkbox"/> AIR CONDITIONING
<input type="checkbox"/> REFRIGERATION	<input type="checkbox"/> VENTILATION

DESCRIBE WORK TO BE DONE

NO. OF HEATING APPLIANCES (INCL. VENTS) INSTALLED, ALTERED, REPLACED, REPAIRED OR RELOCATED		B. T. U.
TYPE		
<u>Installing 50 M BTU floor furnace</u>		<u>50,000</u>

NO. OF REFRIGERANT COMPRESSORS INSTALLED OR REPLACED			
QUANTITY	OVER	INCL.	ACTUAL H.P.
	0	20	
	20	50	
	50	UP	

VALUATION OF ABOVE WORK \$ 200.00

P. C. FEE AND VALIDATION \$ _____

PERMIT FEE \$ _____

INVESTIGATION FEE \$ _____ TOTAL FEE \$ 5.00

WHEN PROPERLY VALIDATED, BELOW, THIS FORM CONSTITUTES A PERMIT TO DO THE WORK DESCRIBED HEREON.

UNIT # 1 - FLOOR 4F

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

[Signature]
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECEIPT

DATE

APPROVED

ROUGH HEATING

ROUGH REFRIG OR AIR COND.

GLISTS

PARTIAL OR MISC. INSPECTIONS

FINAL HEATING

FINAL REFRIG OR AIR COND.

1-15-69



NUMBER & STREET 1030 Brent

APPLICATION FOR A LATHING/PLASTERING PERMIT OR ROOFING PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA TELEPHONE 799-9101 • 682-2175

CONTRACTOR <u>Royal Roofing Co</u>	STATE LIC. NO. <u>94409</u>
MAIL ADDRESS <u>560 So. Raymond</u>	PHONE <u>7930635</u>
OWNER <u>Concetta Reilly</u>	(CITY BUS. LIC.) <u>9637</u>
MAIL ADDRESS <u>1876 Helton</u>	OWNER PHONE <u>7991334</u>

DESCRIPTION OF WORK

NEW BLDG.	ALTER	ADD'N	REPAIR <u>Reroofing</u>
PRESENT USE		PROPOSED USE	

ROOFING DETAILS

(INCLUDE WEIGHTS, NO. OF LAYERS, TYPE OF SHINGLES, ETC.)

TYPE OF ROOFING	NO. OF SQUARES <u>7</u>
-----------------	----------------------------

DESCRIPTION

VALUATION (INCLUDE ALL LABOR AND MATERIAL) \$ 100 FEES \$ 500

LATHING & PLASTERING DETAILS

_____ YDS. EXTERIOR LATH.
 _____ YDS. EXTERIOR PLASTER
 _____ YDS. INTERIOR LATH.
 _____ YDS. INTERIOR PLASTER

COMBINED LATHING & PLASTERING VALUATION \$ _____
 PERMIT FEE \$ _____
 TOTAL FEE \$ 500

INFORMATION PROVIDED BY BUILDING DEPT.

USE ZONE <u>R3</u>	FIRE ZONE <u>III</u>	OCCUPANCY <u>T</u>	CHECKER'S APPROVAL <u>JRN</u>
-----------------------	-------------------------	-----------------------	----------------------------------

WHEN PROPERLY VALIDATED, BELOW, THIS FORM CONSTITUTES A PERMIT TO DO THE WORK DESCRIBED HEREON. 015012 H -500 80

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

Mrs. L. J. de May

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT PERMANENT

INSPECTION RECORD -- LATHING & PLASTERING

	DATE	APPROVED
EXTERIOR LATHING		
EXTERIOR SCRATCH COAT		
EXTERIOR BROWN COAT		
EXTERIOR FINISH COAT		
INTERIOR LATHING		
INTERIOR BROWN COAT		
INTERIOR FINISH COAT		
PARTIAL OR MISC. INSPECTIONS		
FINAL		

INSPECTION RECORD -- ROOFING

	DATE	APPROVED
SHEATHING (COMMERCIAL)		
IN-PROGRESS INSPECTION	11-25-68	<i>[Signature]</i>
PARTIAL OR MISC. INSPECTIONS		
NO WORK	11-15-68	<i>[Signature]</i>
FINAL	11-26-68	<i>[Signature]</i>

NUMBER & STREET 1032-~~32~~ Brent (~~2-1013~~)

APPLICATION FOR A
LATHING/PLASTERING PERMIT
OR

ROOFING PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR <u>Royal Roofing Co</u>	STATE LIC. NO. <u>94409</u>
MAIL ADDRESS <u>500 So. Raymond</u>	PHONE <u>7930635</u>
OWNER <u>Conetta Realty Co</u>	(CITY BUS. LIC.) <u>9637</u>
MAIL ADDRESS <u>1826 Fletcher Ave</u>	OWNER PHONE <u>7997334</u>

DESCRIPTION OF WORK

NEW BLDG.	ALTER	ADD'N	REPAIR <u>Roofing</u>
PRESENT USE <u>Residence</u>		PROPOSED USE	

ROOFING DETAILS

(INCLUDE WEIGHTS, NO. OF LAYERS, TYPE OF SHINGLES, ETC.)

TYPE OF ROOFING	NO. OF SQUARES <u>20</u>
-----------------	-----------------------------

DESCRIPTION

VALUATION (INCLUDE ALL LABOR AND MATERIAL) \$ 380 FEES \$ 5.00

LATHING & PLASTERING DETAILS

_____ YDS. EXTERIOR LATH.
 _____ YDS. EXTERIOR PLASTER
 _____ YDS. INTERIOR LATH.
 _____ YDS. INTERIOR PLASTER

COMBINED LATHING & PLASTERING VALUATION \$ _____
 PERMIT FEE \$ _____
 TOTAL FEE \$ 5.00

INFORMATION PROVIDED BY BUILDING DEPT.

USE ZONE <u>R3</u>	FIRE ZONE <u>III</u>	OCCUPANCY <u>I</u>	CHECKER'S APPROVAL <u>JRN.</u>
--------------------	----------------------	--------------------	-----------------------------------

WHEN PROPERLY VALIDATED, BELOW, THIS FORM CONSTITUTES A PERMIT TO DO THE WORK DESCRIBED HEREON.

1032-32 - 500 10

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

Mrs Leonard L. LeMay
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD -- LATHING & PLASTERING

	DATE	APPROVED
EXTERIOR LATHING		
EXTERIOR SCRATCH COAT		
EXTERIOR BROWN COAT		
EXTERIOR FINISH COAT		
INTERIOR LATHING		
INTERIOR BROWN COAT		
INTERIOR FINISH COAT		
PARTIAL OR MISC. INSPECTIONS		
FINAL		

INSPECTION RECORD -- ROOFING

	DATE	APPROVED
SHEATHING (COMMERCIAL)		
IN-PROGRESS INSPECTION	11-25-68	<i>[Signature]</i>
PARTIAL OR MISC. INSPECTIONS		
NO WORK ✓	11-12-68	<i>[Signature]</i>
	11-15-68	<i>[Signature]</i>
FINAL	11-26-68	<i>[Signature]</i>

Made in Duplicate.

No. 3261

City of South Pasadena

Department of Buildings

This permit becomes null and void if work is not commenced within 60 days from date of issue.

SOUTH PASADENA, CAL. Aug 2 1922

Permission is hereby granted to Henry Swann Owner

Owner's Address:

City and State..... Phones.....

Contractor's Name S. E. Barlow

Contractor's Address:

City and State..... Phones.....

To Garage 10 x 16

On Lot 1 Block K

Tract Hayward Imp Co

Street and Number 1032 Brent

In accordance with Application No. on file in this office, and subject to the provisions of the Building Ordinances of the City of South Pasadena.

Estimated value, \$ 82.00

Fee, \$ 5.00

R. V. Orbuson
Building Inspector.

By D. A. Hewitt

(Owner must post Inspection Card on job)

1—Trench is dug.
2—Foundation is in.
3—Joists are laid.
4—Frame is up.
5—Rough plumbing is in.
6—Electric wires are in.
7—Plumbing fixtures are in.
8—Electric fixtures are in.
9—Final completion.

WHEN

JOB CARD

ADDRESS: 1032 Brent Street DATE: 11/18/83

OWNER: Herma Ochoco

CONTRACTOR: Louis A. Coleman

PERMIT NUMBER: 011997 VALUE: Wye \$10.00

JOB: Sewer Street-Cut Permit \$2.00

ROUGH INSPECTION

FINAL INSPECTION

INSPECTOR:

[Signature] 1/23/84

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
CITY OF SOUTH PASADENA

PERMIT

DATE 4/12/83

JOB ADDRESS 1232 ...

LEGAL: LOT _____ BLOCK _____ TRACT _____

ENGINEERING DIVISION

CONTRACTOR _____ OWNER _____ ADDRESS _____ CITY _____ PHONE _____

		AMOUNT
10-3306	Excavation: Utility Cos. (Chgs)	
	" Street & Parkway	
	Inspection Fee	
10-3329	Misc. Street — Vehicle Moving (See Routing Sheet attached)	
	House Moving (See Routing) House(s) Garage(s)	
10-3704	Sewer Connection: Saddle or Wye	10 00
	Cap Sewer in Parkway or Street	
	Driveway Approach	
	Sidewalk or Parkway Paving	
	Curb and Gutter	
	Drains: Curb Pour or Core Drill	
	Storm Drains	
	Barricades — Construction Work	
	Relocation: House or Structure	
	Grading	
	Restoration Inspection	
10-3704	Maps: City, Zoning, Address	
	Xerox Copies (R) (L)	
	Investigation Fee: Covenants	
	Vacation: Street or Easement	
	Recordation: Covenants	
	Plan Check	
10-3704	Parcel Map — Lot Split	
	Lot Combination	
	Subdivision — No. of Lots	
10-2141	Deposit: Surety: Permit No.	200 00
	Plans and Specifications	
	Moving of Light Standard	
10-3704	Basic Permit Fee \$2, When Applicable	2 00

TOTAL 302 00

1414 MISSION STREET
SOUTH PASADENA, CALIF. 91030
TELEPHONE: 799-9101



CITY OF SOUTH PASADENA

1414 Mission Street

Inspection Request (626) 403-7226

Office Phone: (626) 403-7220

Fax: (626) 403-7221

CORRECTION NOTICE

1030 Brent Ave ADDRESS 04/24/05 DATE

11:55 TIME D. Van Puyen INSPECTOR'S NAME Page 1 of 1

① Bond metal gas piping to cold water pipe

② Complete installation of Bridged Metal Conduit supports. Use #10 AWG.



CITY OF SOUTH PASADENA

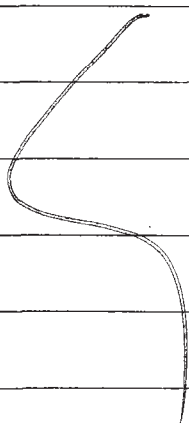
1414 Mission Street
Inspection Request (626) 403-7226
Office Phone: (626) 403-7220
Fax: (626) 403-7221

CORRECTION NOTICE

1032 Brent Ave 2/13/03
ADDRESS DATE

10:18 Ramirez Page 1 of 1
TIME INSPECTOR'S NAME

- ① Submit Plan for Framing that matches scope of work (Removed & Replaced Damaged Walls at Main Bathroom).
- ② OK. to cover all other areas with Drywall.



CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101
 PLANNING & BUILDING DIVISION

ELECTRICAL PERMIT

department of PUBLIC WORKS

Building Address 1032 Brent
 Lot Tract Tract
 No.
 Owner HERMA OCHO CO
 Mailing Address 2043 MARENBO AVE.
 City S. PASADENA Zip CALIF. Tel. 818 799 8351
 Contractor ELIAS TANNOUS
 Address 2761 MATARO ST
 City PAS Zip CA 91107 Tel. 796 6449
 State Lic. No. & Classif. 456-585 City Lic. No. 21110

WORKER'S COMPENSATION DECLARATION
 I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec. 3800, Lab.C.).
 Policy No. _____ Company _____

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE
 I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.
 Date 4-22-86 Applicant Elias Tannous
 NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY
 I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civil Code.)
 Lender's Name _____
 Lender's Address _____

LICENSED CONTRACTOR'S DECLARATION
 I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
 Exp. Date 5-31-86 Signature of Contractor Elias Tannous

OWNER-BUILDER DECLARATION
 I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (Sec. 7031.5, Business and Professions Codes)
 I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Sec. 7044, Business & Professions Codes).
 I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044 Business and Professions Code.)
 I am exempt under Sec. _____, B.&P.C. for this reason _____
 Date _____ Owner _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.
 Signature of Applicant Elias Tannous Date 4-22-86
 Mailing Address 2761 MATARO ST
 City, State, Zip PAS CA 91107

PERMIT NO. 002974 WORKERS COMP. EXP. Exempt PROCESSED BY: AR
 Date: 4-22-86

PUBLIC WORKS DEPARTMENT
 APPLICATION FOR AN ELECTRICAL PERMIT
 BUILDING DIVISION • CITY OF SOUTH PASADENA, CALIFORNIA
PERMITTEE TO COMPLETE:

DESCRIPTION OF WORK

NEW BUILDING	EXISTING BUILDING	NO SERV. CHANGE	RECONNECT OR RESEAL

FEE COMPUTATION

FIXTURES	RECEPTACLES	SWITCHES	First 10 @ 50c ea. Ea. Additional @ 30c ea. \$
RANGES	OVENS	GARB. DISP.	} @ 3.00 ea. \$
WATER HTR	FAN OUTLET	DISH WSHR.	
Wall Heaters Up to 1650 W	Ceiling Heaters Up to 1650 W		
WASHING MACHINES			@ 7.50 \$
220 VOLT OUTLETS—CCT			@ 5.00 \$
SIGN FIXTURES—CCT			@ 10.00 \$
AIR HEATERS OVER 1650 W			@ 5.00 \$
TEMPORARY POWER POLE			@ 10.00 \$
NEW SERVICE UP TO 100 AMPS			@ 10.00 \$ <u>10</u>
" " 200 AMPS			@ 12.50 \$
" " 400 AMPS			@ 25.00 \$
" " Over 400 AMPS			@ 50.00 \$
Motors under 2 hp @ 3.00 ea. \$		Motors 50-100 hp @ 10.00 ea. \$	
Motors 2-8 hp @ 4.00 ea. \$		Motors 100-500 hp @ 20.00 ea. \$	
Motors 8-17 hp @ 5.00 ea. \$		Motors 500-1000 hp @ 30.00 ea. \$	
Motors 15-50 hp @ 6.00 ea. \$		Motors over 1000 hp @ 40.00 ea. \$	
COLUMN TOTAL			<u>\$10</u>

POOL OR SPA : \$20.00 POOL & SPA : \$30.00 } \$ _____

VALUATION: \$ 300

PERMIT FEE		<u>10</u>
INVESTIGATION FEE		
PLAN CHECKING FEE		
ENERGY COMPL. FEE		
BLANKET PERMIT		
ELECTRICAL PERMIT		<u>10</u>
TOTAL		<u>20</u>

..... 12 2000

CASHIER USE

INSPECTOR COPY

CONST. HRS. 8 AM-7 PM ONLY 101
 ORD. NO. 1582

This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

PLUMBING PERMIT

APPLICATION FOR A
 PLUMBING PERMIT
 BUILDING DIVISION • CITY OF SOUTH PASADENA, CALIFORNIA
 TELEPHONE 799-9101

Building Address 1032 Brent
 Owner Herma Ochoa
 Mailing Address SAME
 City S. Pas. Zip 91030 Tel. 799-5368
 Contractor Luis A Coleman
 Address 328 S. Rosemeid
 City Pas. Zip 91103 Tel. 449 2562
 State Lic. & Classif. 401453 City Lic. No. 10774

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Jenny W. Caldwell

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason:

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.
- I am exempt under Sec. _____, B. & P. C. for the reason: _____

Date _____ Owner _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Workers' Compensation Insurance, or a certified copy thereof. (Sec. 3800, Labor Code.)

Policy No. _____ Company _____

- Copy is filed with the city.
- Certified copy is hereby furnished.

CERTIFICATE OF EXEMPTION FROM WORKERS' COMPENSATION INSURANCE

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Workers' Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant _____ Date _____

Mailing Address _____

City, State, Zip _____

PROPOSED USE		USE ZONE	
NO. EACH FIXTURE	NO. EACH FIXTURE	NO. EACH FIXTURE	
BATHTUBS	ACC. SINKS	WASHING MACHINES	
STALL SHOWERS	FLOOR SINKS AND DRAINS	WATER HEATERS	
LAVATORYS	"P" TRAPS	VENTS	
WATER CLOSETS	GARBAGE DISPOSALS	WATER PIPE	
URINALS	DISHWASHERS	SPRINKLER SYSTEM	
KITCHEN SINKS	LAUNDRY TRAYS	DRINKING FOUNTAINS	

TOTAL FOR ABOVE FIXTURES	@ 4.00	\$ _____
SAND OR GREASE TRAPS	@ 5.00	\$ _____
GAS PIPE SYSTEM, 1-5 OUTLETS	5.00	\$ _____
+ EACH ADDITIONAL OUTLET	1.00	\$ _____
SOIL OR VENT PIPE ALTER OR REPAIR	4.00	\$ _____
DILUTING TANK OR WATER SOFTENER	7.00	\$ _____
BUILDING DRAIN, ALTER OR REPAIR	8.00	\$ _____
SEWERS, CESSPOOLS, SEPTIC TANKS & CAP	@ 12.00	\$ <u>12.00</u>
SWIM POOL	20.00	\$ _____
ADDITIONAL INSPECTION	@ 10.00	\$ _____
INVESTIGATION FEE		\$ _____
OTHER		\$ _____
BLANKET PERMIT	6.00	\$ _____
PLUMBING PERMIT	5.00	\$ <u>5.00</u>
TOTAL FEE \$		<u>17.00</u>

VALUATION OF ABOVE WORK

P. C. FEE AND VALIDATION

\$ 3473.00 ¹² 17.00 ^{12:09:03} **OK**

PERMIT FEE \$ _____

INVESTIGATION FEE \$ _____

TOTAL FEE \$ _____

PROCESSED BY

SPEC. COND.

PERMIT NO. 3473

VALIDATION

DATE

WHEN PROPERLY VALIDATED, THIS FORM CONSTITUTES A PERMIT TO DO THE WORK DESCRIBED HEREON.

department of PUBLIC WORKS

INSPECTOR COPY

CONST. HRS. 8 AM - 7 PM ONLY
 ORD. NO. 1582

REROOF COVERING REQUIREMENTS

1. A PREROOF COVERING INSPECTION IS REQUIRED.

If the new roof covering is being applied over an existing roof covering, the City Building inspector must make an inspection to determine the number of existing roof coverings and the serviceability of the existing, exposed roof covering before the new Roof covering is applied.

If the contractor is removing one or more of the existing roof coverings, but not all of The existing roof coverings, the City building Inspector must make an inspection to Determine the number of remaining roof coverings and the serviceability of the Remaining, exposed roof covering before the new roof covering is applied.

If the contractor is removing all the existing roof coverings, the City building inspector Must make an inspection of the exposed wood base (spaced sheathing, solid board Sheathing, plywood sheathing, etc) to determine the serviceability of the existing, Exposed wood base before the new roof covering is applied.

If the contractor is removing all the existing roof coverings and applying new plywood Sheathing, the City building inspector must make an inspection of the plywood nailing Befor the new roof is applied.

2. ANY PORTION OF THE ROOF WHICH IS COVERED WITHOUT INSPECTION SHALL BE ENTIRELY UNCOVERED AT THE EXPENSE OF THE CONTRACTOR.

It shall be the duty of the permit applicant to cause the work to remain accessible and Exposed for inspection purposes. Neither the building official nor the jurisdiction shall Be liable for the expense entailed in the removal or replacement of any material required To allow inspection.

3. A FINAL INSPECTION IS REQUIRED.

The reroof permit will not be approved and finaled unless a final inspection has been made, And all noted deficiencies corrected.

CHECK ONE OF THE FOLLOWING

- I am the owner doing the roof covering work.
- I am the contractor doing the roof covering work.
- I am a responsible employee of the contractor doing the roof covering work, and assume full responsibility for insuring that all necessary people will be notified of the city's roof Covering requirements.
- I am a responsible agent acting on behalf of the contractor doing the roof covering work, and assume full responsibility for insuring that all necessary people will be notified of the City's roof covering requirements.

I certify that I have read and understand the requirements listed above, and agree to comply fully with these Requirements. I also agree to comply fully with all Federal and State laws, City ordinances, and the currently Adopted Los Angeles County Building Code.

ROBERT AND ROYBAC
Name

[Signature]
Signature

4/15/03
Date

REQUEST FOR RELEASE OF ELECTRIC POWER FOR INSPECTION AND TESTING PURPOSES

SITE ADDRESS: 1032 Brent Ave

BUILDING PERMIT NO.: 008914

ELECTRIC PERMIT NO.: 00 9372

I, Robert Roybal, am acting in the capacity of General Contractor
 Electrical Contractor
 Owner

I wish to request *temporary* release of power to the building electric service prior to building final for the project identified above. I clearly understand that release of power prior to final, *if approved*, is done solely as a courtesy to me and may be withdrawn without notification to me at any time by the City Building Division.

While temporary power is provided to the building service, I agree to comply with the following conditions:

- 1) At all times while the building service is energized, I will exercise *extraordinary* care to protect all individuals from unnecessary exposure to electric hazard.
- 2) At all times while the building service is energized, I will keep the service and all subpanels which are supplied with electric power secured by lock and key. Keys to all locks which secure the service and subpanels will only be carried by either the General Contractor having sole responsibility for the project, the Electrical Contractor having sole responsibility for the electrical installation, or the owner.

I wish to request temporary release of electric power to the building service prior to building final from the following dates: 1/1/03 to 3/18/03
Starting Date Ending Date

I certify that I have read all conditions on this form and agree to all terms and conditions.

ROBERT O. ROYBAL Robert Roybal 3/18/03
Name (Please Print) Signature Today's Date

FOR BUILDING DIVISION USE ONLY

Approved By: _____ Date Approved: _____
Date Temporary Power Released: _____
Date Temporary Power Release Terminated: _____

REQUEST FOR RELEASE OF ELECTRIC POWER FOR INSPECTION AND TESTING PURPOSES

SITE ADDRESS:

1030 BRENT AVE. SO. PAS

BUILDING PERMIT NO.:

8914

ELECTRIC PERMIT NO.:

9371

I, ROBERT ROYBAL CANO
Applicant's Name

am acting in the capacity of

- General Contractor
 Electrical Contractor
 Owner

I wish to request *temporary* release of power to the building electric service prior to building final for the project identified above. I clearly understand that release of power prior to final, *if approved*, is done solely as a courtesy to me and may be withdrawn without notification to me at any time by the City Building Division.

While temporary power is provided to the building service, I agree to comply with the following conditions:

- 1) At all times while the building service is energized, I will exercise *extraordinary* care to protect all individuals from unnecessary exposure to electric hazard.
- 2) At all times while the building service is energized, I will keep the service and all subpanels which are supplied with electric power secured by lock and key. Keys to all locks which secure the service and subpanels will only be carried by either the General Contractor having sole responsibility for the project, the Electrical Contractor having sole responsibility for the electrical installation, or the owner.

I wish to request temporary release of electric power to the building service prior to building final from the following dates: 4/15/03 to 5/15/03.

Starting Date

Ending Date

I certify that I have read all conditions on this form and agree to all terms and conditions.

ROBERT ROYBAL CANO
Name (Please Print)

Robert Roybal Cano
Signature

4/15/03
Today's Date

FOR BUILDING DIVISION USE ONLY

Approved By: _____ Date Approved: _____

Date Temporary Power Released: _____

Date Temporary Power Release Terminated: _____

REQUEST FOR RELEASE OF ELECTRIC POWER FOR INSPECTION AND TESTING PURPOSES

SITE ADDRESS:
1032 BRENT AVE. SO. PAS.

BUILDING PERMIT NO.:
913701
8914

ELECTRIC PERMIT NO.:
9372

I, ROBERT ROYBAL CAND am acting in the capacity of General Contractor
 Electrical Contractor
 Owner
Applicant's Name

I wish to request *temporary* release of power to the building electric service prior to building final for the project identified above. I clearly understand that release of power prior to final, *if approved*, is done solely as a courtesy to me and may be withdrawn without notification to me at any time by the City Building Division.

While temporary power is provided to the building service, I agree to comply with the following conditions:

- 1) At all times while the building service is energized, I will exercise *extraordinary* care to protect all individuals from unnecessary exposure to electric hazard.
- 2) At all times while the building service is energized, I will keep the service and all subpanels which are supplied with electric power secured by lock and key. Keys to all locks which secure the service and subpanels will only be carried by either the General Contractor having sole responsibility for the project, the Electrical Contractor having sole responsibility for the electrical installation, or the owner.

I wish to request temporary release of electric power to the building service prior to building final from the following dates: 4/15/03 to 5/15/03.
Starting Date Ending Date

I certify that I have read all conditions on this form and agree to all terms and conditions.

ROBERT ROYBAL CAND
Name (Please Print)

Robert Roybal Cand
Signature

4/15/03
Today's Date

FOR BUILDING DIVISION USE ONLY

Approved By: _____ Date Approved: _____

Date Temporary Power Released: _____

Date Temporary Power Release Terminated: _____



CITY OF SOUTH PASADENA
COMMUNITY DEVELOPMENT DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 • FAX: 626.403.7221
WWW.CI.SOUTH-PASADENA.CA.US

NOTICE

April 13, 2004

This is to inform you that your permit(s) that are listed below for the job address, 1032 Brent Avenue will expire on April 23, 2004 Section 107.6 of South Pasadena Building Code.

Building 8914
Plumbing 8916
Re-Roof 9666

Electrical 9371, 9372, 8915
Mechanical 9373

If you any questions regarding this matter, you can call us at (626) 403-7224 on Monday – Thursday 7:30 A.M. to 4:30 P.M. or Friday 7:30 A.M. – 4:00 P.M.

Thank you,

City of South Pasadena
Building Division

OWNER-BUILDER VERIFICATION

Type of Permit: BLDG ELEC GRAD MECH PLMB _____

Site Address: 1030-1032 BRENT AVE

- I, or immediate members of my family living with me, will provide all the labor and materials for the permit identified above. I understand that it is illegal for me to employ any individuals without providing workers' compensation insurance, and I further understand that it is illegal for me to employ any individual who is not licensed as a contractor where the value of labor and materials exceeds \$300.

- I have contracted with the licensed person(s) and/or firm(s) listed below to provide all the labor and materials for the permit identified above. I understand that it is my responsibility to verify that the person(s) and/or firm(s) listed below have and maintain workers' compensation insurance. I also understand that it is illegal for me to employ any individuals without providing workers' compensation insurance, and I further understand that it is illegal for me to employ or contract with any individual who is not licensed as a contractor where the value of labor and materials exceeds \$300.

- I, or immediate members of my family living with me, plan to provide portions of the labor and materials, but I have hired the licensed person(s) and/or firm(s) listed below to coordinate, supervise, and/or provide a portion of the labor and materials for the permit identified above. I understand that it is my responsibility to verify that the person(s) and/or firm(s) listed below have and maintain workers' compensation insurance. I also understand that it is illegal for me to employ any individuals without providing workers' compensation insurance, and I further understand that it is illegal for me to employ or contract with any individual who is not licensed as a contractor where the value of labor and materials exceeds \$300.

PERSON'S OR FIRM'S NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		
LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
DESCRIPTION OF LABOR AND MATERIALS TO BE PROVIDED		

PERSON'S OR FIRM'S NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		
LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
DESCRIPTION OF LABOR AND MATERIALS TO BE PROVIDED		

I certify that I have read this application and the information on the front side. I state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction and workers' compensation insurance. I also agree to provide the City with revised information in the event labor and materials will be provided in a manner other than as described on this form.

ROBERT D. ROYBAL
Print Owner's Name

Robert D. Roybal
Owner's Signature

10/2/02
Date



CITY OF SOUTH PASADENA
COMMUNITY DEVELOPMENT DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 • FAX: 626.403.7221
WWW.CI.SOUTH-PASADENA.CA.US

Dear Property Owner:

For your protection you should be aware that as an owner-builder you are the responsible party of record on such permit. If your work is being performed by a licensed individual other than yourself, you may help reduce your personal liability by having that individual obtain the permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City. They are also required by law to put their license number on all contracts and permits for which they apply.

If you employ or otherwise engage any persons other than immediate family members living with you, and the work, including labor and materials, exceeds \$300; and such persons are not licensed as contractors or subcontractors; then **you are their employer.**

If you are an employer, you must register with the State and Federal Government as an employer, and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, and worker's compensation contributions. Failure to properly withholding required income tax is a crime.

For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

Property owners who are not licensed contractors are allowed to perform work personally or through their own employees, without being a licensed contractor or subcontractor, only under the following conditions:

- The homeowner has actually resided in the residence for 12 months prior to or immediately after completion of the work.
- The homeowner has not availed him/herself of this exemption on more than two structures in any three-year period.
- The work is performed prior to sale.

Information about licensed contractors may be obtained by contacting the Contractor's State License board by mail at P.O. Box 26000, Sacramento, California 95826.

Please complete and return the owner-builder declaration statement on the back of this form so that we can confirm that you are aware of your obligations under the law. The permit will not be issued until the declaration is completed.

REROOF COVERING REQUIREMENTS

1. A PREROOF COVERING INSPECTION IS REQUIRED.

If the new roof covering is being applied over an existing roof covering, the City Building inspector must make an inspection to determine the number of existing roof Coverings and the serviceability of the existing, exposed roof covering before the new Roof covering is applied.

If the contractor is removing one or more of the existing roof coverings, but not all of The existing roof coverings, the City building Inspector must make an inspection to Determine the number of remaining roof coverings and the serviceability of the Remaining, exposed roof covering before the new roof covering is applied.

If the contractor is removing all the existing roof coverings, the City building inspector Must make an inspection of the exposed wood base (spaced sheathing, solid board Sheathing, plywood sheathing, etc) to determine the serviceability of the existing, Exposed wood base before the new roof covering is applied.

If the contractor is removing all the existing roof coverings and applying new plywood Sheathing, the City building inspector must make an inspection of the plywood nailing Befor the new roof is applied.

2. ANY PORTION OF THE ROOF WHICH IS COVERED WITHOUT INSPECTION SHALL BE ENTIRELY UNCOVERED AT THE EXPENSE OF THE CONTRACTOR.

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3. A FINAL INSPECTION IS REQUIRED.

The reroof permit will not be approved and finaled unless a final inspection has been made, And all noted deficiencies corrected.

CHECK ONE OF THE FOLLOWING

- I am the owner doing the roof covering work.
- I am the contractor doing the roof covering work.
- I am a responsible employee of the contractor doing the roof covering work, and assume full responsibility for insuring that all necessary people will be notified of the city's roof Covering requirements.
- I am a responsible agent acting on behalf of the contractor doing the roof covering work, and assume full responsibility for insuring that all necessary people will be notified of the City's roof covering requirements.

I certify that I have read and understand the requirements listed above, and agree to comply fully with these Requirements. I also agree to comply fully with all Federal and State laws, City ordinances, and the currently Adopted Los Angeles County Building Code.

ROBERT D. ROYBAL
Name

Robert D. Roybal
Signature

OCT. 2, 2002
Date

OWNER-BUILDER VERIFICATION

Type of Permit: BLDG ELEC GRAD MECH PLMB _____

Site Address: 1022 Brent

- I, or immediate members of my family living with me, will provide all the labor and materials for the permit identified above. I understand that it is illegal for me to employ any individuals without providing workers' compensation insurance, and I further understand that it is illegal for me to employ any individual who is not licensed as a contractor where the value of labor and materials exceeds \$300.
- I have contracted with the licensed person(s) and/or firm(s) listed below to provide all the labor and materials for the permit identified above. I understand that it is my responsibility to verify that the person(s) and/or firm(s) listed below have and maintain workers' compensation insurance. I also understand that it is illegal for me to employ any individuals without providing workers' compensation insurance, and I further understand that it is illegal for me to employ or contract with any individual who is not licensed as a contractor where the value of labor and materials exceeds \$300.
- I, or immediate members of my family living with me, plan to provide portions of the labor and materials, but I have hired the licensed person(s) and/or firm(s) listed below to coordinate, supervise, and/or provide a portion of the labor and materials for the permit identified above. I understand that it is my responsibility to verify that the person(s) and/or firm(s) listed below have and maintain workers' compensation insurance. I also understand that it is illegal for me to employ any individuals without providing workers' compensation insurance, and I further understand that it is illegal for me to employ or contract with any individual who is not licensed as a contractor where the value of labor and materials exceeds \$300.

PERSON'S OR FIRM'S NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		
LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
DESCRIPTION OF LABOR AND MATERIALS TO BE PROVIDED		

PERSON'S OR FIRM'S NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		
LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
DESCRIPTION OF LABOR AND MATERIALS TO BE PROVIDED		

I certify that I have read this application and the information on the front side. I state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction and workers' compensation insurance. I also agree to provide the City with revised information in the event labor and materials will be provided in a manner other than as described on this form.

ROBERT DAVID ROYBAL CMO
Print Owner's Name

[Signature]
Owner's Signature

June 20, 2008
Date

Robert and Dianne Roybal
1032 Brent Ave.
South Pasadena, CA 91030

June 5, 2009

To: City of South Pasadena
Planning and Building Department
1414 Mission Street
South Pasadena, CA 91030

Re: Notice of abandonment of project

This letter is to notify your offices that the room addition and carport project that was permitted on June 30, 2008 will not be started. No demolition or any other work has been performed on this project. Our permit # is 23034.

Please cancel our permit and return any monies due back to us on this project.

Thank you,


Robert Roybal


Dianne Roybal

City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226



SITE ADDRESS 1030 BRENT AVE	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME ROBERT D ROYBAL	
STREET ADDRESS 1032 BRENT AVE	ZIP CODE 91030
CITY So. PASADENA CA	STATE CA
PHONE NUMBER 661-441-3253	LICENSE NO.
PRINCIPAL DESIGNER'S NAME 61	
STREET ADDRESS 115	ZIP CODE
CITY N/A	STATE
PHONE NUMBER	
CONTACT PERSON ROBERT ROYBAL	
PHONE NUMBER (818) 599-3283	
CONTRACTOR'S NAME	
STREET ADDRESS	
CITY	STATE
LICENSE CLASS N/A	LICENSE NUMBER
PHONE NUMBER	EXPIRATION DATE
WORKER'S COMPENSATION INSURANCE COMPANY NAME	
WORKER'S COMP. INSURANCE POLICY NUMBER	EXPIRATION DATE

ELECTRICAL PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section _____ of the Business and Professions Code for the following reason: _____

Signature: X Robert Roybal Date: 4/21/05

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm and declare that I have obtained and am maintaining the required workers' compensation insurance for the work to be performed on the premises of the project for which this permit is issued.

I have and will maintain workers' compensation insurance as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My building and safety work for which this number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation law of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall comply with those provisions.

Signature: Robert Roybal Date: 4/21/05

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: X Robert Roybal Date: 4/21/05
 Signature: Robert Roybal

QTY.

ITEM

FEES

New residential construction
 Less than 3 units: _____ sq. ft. \$ _____
 3 or more units: _____ sq. ft. \$ _____

Outlet Boxes(s) for receptacles, switches, lights & similar
 First 20 _____ \$ _____
 21 or more _____ \$ _____

Lighting Fixture(s)
 First 20 _____ \$ _____
 21 or more _____ \$ _____

Branch circuit(s) (in lieu of Outlet Box fees above)
 First 10 branch circuits _____ \$ _____
 11 to 40 branch circuits _____ \$ _____

Residential appliances _____ \$ _____
 Nonresidential appliances _____ \$ _____
 Power apparatus (size in HP, KW, or kVA)
 Over 1 but not over 10 _____ \$ _____
 Over 10 but not over 50 _____ \$ _____
 Over 50 but not over 100 _____ \$ _____

Signs, outline lighting, and marquees
 Supplied from one branch circuit _____ \$ _____
 Additional circuits within the same sign _____ \$ _____

Service New Change Size: 100 MB \$ φ
 Switchboards, subpanels, motor control centers
 0 to 399A RE-NEW _____ \$ _____
 400A to 1,000A PERMIT # 0912 71 _____ \$ _____
 Over 1,000A _____ \$ _____

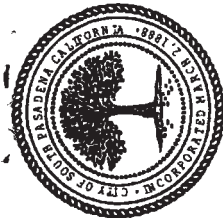
Misc. apparatus, conduit, and conductors _____ \$ _____
 Temporary power pole(s) _____ \$ _____
 Temporary distribution system _____ \$ _____

Subtotal 12 HR INSP. TIME \$ 26.38
 Plan Checking Fee _____ \$ _____
 Additional Plan Checking Fee _____ \$ _____

Plan Maintenance Fee _____ \$ 27.75
 Permit Issuance Fee _____ \$ 54.13
 Total Permit Fee _____ \$ _____

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
PERMIT NUMBER <u>013402</u>	INITIALS <u>MR</u>	DATE <u>4/21/05</u>
DATE OF FINAL <u>4.25.05</u>	FINISH BY <u>[Signature]</u>	

City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226



SITE ADDRESS <u>1030 Brent One</u>	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME <u>ROBERT D. ROYBAL</u>	
STREET ADDRESS <u>1700 Chevy Knoll Dr.</u>	
CITY <u>GLENDALE</u>	STATE <u>CA</u>
PHONE NUMBER <u>(818) 247-7443</u>	ZIP CODE <u>91206</u>
PRINCIPAL DESIGNER'S NAME <u>ROBERT D. ROYBAL</u>	
LICENSE NO. <u>6</u>	
STREET ADDRESS <u>11</u>	
CITY <u>CA</u>	STATE <u>CA</u>
PHONE NUMBER	ZIP CODE
CONTACT PERSON	
PHONE NUMBER	
CONTRACTOR'S NAME <u>ROBERT CARO ROYBAL</u>	
STREET ADDRESS <u>1700 Chevy Knoll Dr.</u>	
CITY <u>GLENDALE</u>	STATE <u>CA</u>
LICENSE CLASS <u>B-HIC</u>	LICENSE NUMBER <u>367682</u>
PHONE NUMBER <u>(818) 247-1841</u>	EXPIRATION DATE <u>12/31/08</u>
WORKER'S COMPENSATION INSURANCE COMPANY NAME	
WORKER'S COMP. INSURANCE POLICY NUMBER	EXPIRATION DATE

REROOF APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section Code for the following reason: Business and Professions Code 4/15/03
 Signature: Robert D. Roybal Date: 4/15/03

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7006) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: Robert D. Roybal Date: 4/15/03

WORKER'S COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Robert D. Roybal Date: 4/15/03

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: ROBERT D. ROYBAL CMR
 Signature: Robert D. Roybal Date: 4/15/03

DESCRIPTION OF WORK

Reroof Over Existing Tear-Off and Reroof
 New Plywood and Roof Metal Roof or Existing
 Other 30 YR. COMPOSITION (COLOR) WEATHERED WOOD

TYPE OF STRUCTURE

RESIDENTIAL NONRESIDENTIAL

AREA 400 SQUARES / SQ. FT. CODE IN EFFECT LA 1002
 INITIAL VALUATION \$ 1500 REVISED VALUATION \$ _____

PRE-ROOF INSPECTION IS REQUIRED

DO NOT COVER THE ROOF UNTIL APPROVAL FROM THE CITY BUILDING INSPECTOR HAS BEEN OBTAINED

ANY PORTION OF THE ROOF WHICH IS COVERED WITHOUT INSPECTION SHALL BE ENTIRELY UNCOVERED AT THE EXPENSE OF THE APPLICANT

BUILDING PERMIT FEE

ISSUANCE FEE

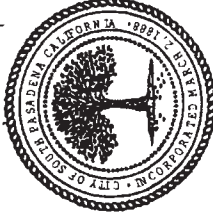
EXPIRES 57.46
EXPIRES 7-75
EXPIRES 10-09

Rec# 176754

PERMIT NUMBER 009666 INITIALS SR DATE 4-15-03

DATE OF FINAL

FINAL BY



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

SITE ADDRESS 1032 BRENT AVE. So PAS	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME ROBERT D. ROYBAL	
STREET ADDRESS 1700 CHEVY KNOLL DR.	
CITY GLENDALE	STATE CA
PHONE NUMBER (818) 247-7443	ZIP CODE 91206
PRINCIPAL DESIGNER'S NAME N/A	
LICENSE NO.	
STREET ADDRESS 1700 CHEVY KNOLL DR.	
CITY GLENDALE	STATE CA
PHONE NUMBER B-HIC 367682	ZIP CODE 91206
EXPIRATION DATE 12-31-03	
WORKER'S COMPENSATION INSURANCE COMPANY NAME STATE FUND COMPENSATION	
WORKER'S COMP. INSURANCE POLICY NUMBER 1475618-02	EXPIRATION DATE 10/03

BUILDING PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):
 I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).
 I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).
 I am exempt under Section _____, Business and Professions Code for the following reason: _____
 Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7009) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
 Signature: Robert D. Roybal Date: 11/6/02

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:
 I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
 I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.
 I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.
 Signature: Robert D. Roybal Date: 11/6/02

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.
 Name: Robert D. Roybal Date: 11/6/02
 Signature: Robert D. Roybal Date: 11/6/02

DESCRIPTION OF WORK A. REMOVE CABINETRY B. WOOD Moulding & TRIM C. Replace 2 Non-Bearing WALLS	
OCCUPANCY GROUP	TYPE OF CONSTRUCTION AREA WOOD FRAME ROOF
OCCUPANCY GROUP	TYPE OF CONSTRUCTION AREA
NUMBER OF STORIES 1	FIRE SPRINKLERS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
STATISTICAL CLASSIFICATION	PLANNING FILE NO.
NO.	UNITS:
\$ 30,000 -	INITIAL VALUATION \$
\$ 31,500	REVISED VALUATION \$
PLAN CHECK FEE	ADDITIONAL PLAN CHECK FEE
PLAN CHECK NUMBER 008913	INITIALS SR
DATE 11-06-02	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS
DATE	DATE
<input type="checkbox"/> SCHOOL FEES PAID	<input type="checkbox"/> SCAQMD
<input type="checkbox"/> SANITATION DIST. PAID	<input type="checkbox"/> INDUSTRIAL WASTE APPROVAL
<input type="checkbox"/> HEALTH DEPT. APPROVAL	<input type="checkbox"/> OSHA PERMIT OBTAINED
<input type="checkbox"/> FIRE DEPT. APPROVAL	<input type="checkbox"/> PUBLIC WORKS FEES PAID
BUILDING PERMIT FEE	\$ 493.52
ISSUANCE FEE	\$ 25.25
SMIP FEE	\$ 13.00
PLAN MAINTENANCE FEE	\$
TOTAL	\$ 538.77
PERMIT NUMBER 008914	INITIALS SR
DATE OF FINAL	DATE 11-06-02
DATE OF FINAL	FINAL BY



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

SITE ADDRESS 1030 BRENT AVE	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME ROBERT D. ROYBAL	
STREET ADDRESS 1700 CHEVY KNOWE DR.	
CITY GLENDALE	STATE CA
ZIP CODE 91206	
PHONE NUMBER (818) 247-1841	LICENSE NO.
PRINCIPAL DESIGNER'S NAME N/A	
STREET ADDRESS N/A	STATE
CITY	ZIP CODE
PHONE NUMBER	
CONTACT PERSON ROBERT CANO ROYBAL	
PHONE NUMBER (818) 247-1841	
CONTRACTOR'S NAME ROBERT D. CANO ROYBAL	
STREET ADDRESS 1700 CHEVY KNOWE DR.	
CITY GLENDALE	STATE CA
ZIP CODE 91206	EXPIRATION DATE 12/31/03
LICENSE CLASS B-A1C	LICENSE NUMBER 3627682
PHONE NUMBER (818) 247-1841	
WORKER'S COMPENSATION INSURANCE COMPANY NAME STATE FUND COMP INS.	
WORKER'S COMP INSURANCE POLICY NUMBER 1475618-2	EXPIRATION DATE 10/3

ELECTRICAL PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section _____ Business and Professions Code for the following reason: _____
 Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7006) of Division 4 of the Business and Professions Code, and my license is in full force and effect.

Signature: Robert D. Cano Date: 2/10/03

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with these provisions.

Signature: Robert D. Cano Date: 2/10/03

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: ROBERT D. CANO ROYBAL Date: 2/10/03
 Signature: Robert Cano Roybal

QTY.

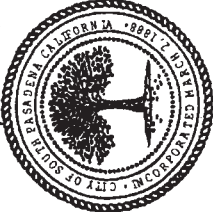
ITEM

FEES

Less than 3 units: _____ sq. ft.	\$ _____
3 or more units: _____ sq. ft.	\$ _____
Outlet Boxes(s) for receptacles, switches, lights & similar	
First 20 _____	\$ _____
21 or more _____	\$ _____
Lighting Fixture(s)	
First 20 _____	\$ _____
21 or more _____	\$ _____
Branch circuit(s) (in lieu of Outlet Box fees above)	
First 10 branch circuits _____	\$ _____
11 to 40 branch circuits _____	\$ _____
Residential appliances _____	\$ _____
Nonresidential appliances _____	\$ _____
Power apparatus (size in HP, KW, or kVA)	
Over 1 but not over 10 _____	\$ _____
Over 10 but not over 50 _____	\$ _____
Over 50 but not over 100 _____	\$ _____
Signs, outline lighting, and marquee	
Supplied from one branch circuit _____	\$ _____
Additional circuits within the same sign _____	\$ _____
Service New Change Size: <u>100 AMP</u>	<u>26-25</u>
Switchboards, subpanels, motor control centers	
0 to 399A _____	\$ _____
400A to 1,000A _____	\$ _____
Over 1,000A _____	\$ _____
Misc. apparatus, conduit, and conductors _____	\$ _____
Temporary power pole(s) _____	\$ _____
Temporary distribution system _____	\$ _____

Subtotal	\$ <u>26-25</u>
Plan Checking Fee	\$ _____
Additional Plan Checking Fee	\$ _____
Plan Maintenance Fee	\$ _____
Permit Issuance Fee	\$ <u>25-25</u>
Total Permit Fee	\$ <u>51-50</u>

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Permit Number <u>Rec# 169350</u>	INITIALS <u>SR</u>	DATE <u>2-10-03</u>
Permit Number <u>009371</u>	INITIALS	DATE
DATE OF FINAL	FINAL BY	



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

SITE ADDRESS 1000-1032 BRENT AVE. SO. PAS	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME ROBERT D. ROYBAC	PARCEL
STREET ADDRESS 1700 CHERY KNOCC DR.	
CITY GLENDALE	STATE CA.
ZIP CODE 91206	
PHONE NUMBER	
PRINCIPAL DESIGNER'S NAME 66	LICENSE NO.
STREET ADDRESS N/A	
CITY 23	STATE
ZIP CODE	
PHONE NUMBER	
CONTACT PERSON ROBERT CANO ROYBAC	
PHONE NUMBER (818) 247-1841	
CONTRACTOR'S NAME ROBERT D. CANO ROYBAC	
STREET ADDRESS 1700 CHERY KNOCC DR.	
CITY GLENDALE	STATE CA.
ZIP CODE 91206	
LICENSE CLASS B-H1C	LICENSE NUMBER 3607682
EXPIRATION DATE 12/31/02	
PHONE NUMBER (818) 247-1841	
WORKER'S COMPENSATION INSURANCE COMPANY NAME STATE FUND COMPENSATION INS.	
WORKER'S COMP. INSURANCE POLICY NUMBER 1475618-2	EXPIRATION DATE 10/1/03

ELECTRICAL PERMIT APPLICATION

OWNER-BUILDER DECLARATION
 I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section _____ of the Business and Professions Code for the following reason: _____
 Signature: *Robert D. Cano* Date: *10/24/02*

LICENSED CONTRACTOR'S DECLARATION
 I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
 Signature: *Robert D. Cano* Date: *10/24/02*

WORKERS' COMPENSATION DECLARATION
 I hereby affirm under penalty of perjury one of the following declarations:
 I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
 I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall do so with my family with those provisions.
 Signature: *Robert D. Cano* Date: *10/24/02*

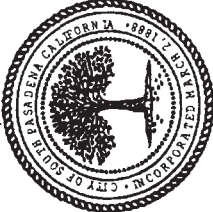
CONSTRUCTION LENDING AGENCY
 See the back of this form for required statement

AUTHORIZATION OF ENTRY
 I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.
 Name: *Robert D. Cano Roybac* Date: *10/24/02*
 Signature: *Robert D. Cano Roybac*

QTY.	ITEM	FEE
Less than 3 units:	New residential construction	
3 or more units:	sq. ft.	\$ 72.00
30	Outlet Boxes(s) for receptacles, switches, lights & similar	\$
First 20		\$
21 or more		\$
10	Lighting Fixture(s)	\$
First 20		\$
21 or more		\$
20	Branch circuit(s) (in lieu of Outlet Box fees above)	\$
First 10 branch circuits		\$
11 to 40 branch circuits		\$
	Residential appliances	\$
	Nonresidential appliances	\$
	Power apparatus (size in HP, KW, or kVA)	\$
	Over 1 but not over 10	\$
	Over 10 but not over 50	\$
	Over 50 but not over 100	\$
	Signs, outline lighting, and marquees	\$
	Supplied from one branch circuit	\$
	Additional circuits within the same sign	\$
	Service New Change Size	\$
	Switchboards, subpanels, motor control centers	\$
	0 to 399A	\$
	400A to 1,000A	\$
	Over 1,000A	\$
	Misc. apparatus, conduit, and conductors	\$
	Temporary power pole(s)	\$
	Temporary distribution system	\$

Subtotal **72.00**
 Plan Checking Fee \$
 Additional Plan Checking Fee \$
 Plan Maintenance Fee \$
 Permit Issuance Fee \$ **25.25**
 Total Permit Fee \$ **77.25**

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Permit # 158436		
PERMIT NUMBER	INITIALS	DATE
008915	SR	11-00-02
DATE OF FINAL	FINAL BY	



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

SITE ADDRESS 1037 Brent Ave. S. Pas	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME ROBERT D. ROYBAL	
STREET ADDRESS 1700 CHEVY KNOW DR	
CITY GLENDALE	STATE CA
PHONE NUMBER 91206	ZIP CODE 91206
PRINCIPAL DESIGNER'S NAME 66	
LICENSE NO.	
STREET ADDRESS N/A	
CITY 25	STATE
PHONE NUMBER	ZIP CODE
CONTACT PERSON ROBERT CANO ROYBAL	
PHONE NUMBER 949-1841	
CONTRACTOR'S NAME ROBERT CANO ROYBAL	
STREET ADDRESS 1700 CHEVY KNOW DR.	
CITY GLENDALE	STATE CA
LICENSE CLASS B.H.C.	LICENSE NUMBER 367687
PHONE NUMBER (818) 247-1841	EXPIRATION DATE 12/03
WORKER'S COMPENSATION INSURANCE COMPANY NAME STATE PENN COMP INS	
WORKER'S COMP. INSURANCE POLICY NUMBER 1475018-2	EXPIRATION DATE 10/3

ELECTRICAL PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section _____, Business and Professions Code for the following reason: _____
 Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 9 of the Business and Professions Code, and my license is in full force and effect.

Signature: Robert D. Cano Date: 2/10/03

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:
 I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Robert D. Cano Date: 2/10/03

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: ROBERT D. CANO ROYBAL Date: 2/10/03
 Signature: Robert D. Cano

QTY. ITEM FEE

Less than 3 units: _____ sq. ft.	\$ _____
3 or more units: _____ sq. ft.	\$ _____
Outlet Boxes(s) for receptacles, switches, lights & similar	
First 20 _____	\$ _____
21 or more _____	\$ _____
Lighting Fixture(s)	
First 20 _____	\$ _____
21 or more _____	\$ _____
Branch circuit(s) (in lieu of Outlet Box fees above)	
First 10 branch circuits _____	\$ _____
11 to 40 branch circuits _____	\$ _____
Residential appliances _____	\$ _____
Nonresidential appliances _____	\$ _____
Power apparatus (size in HP, KW, or KVA)	
Over 1 but not over 10 _____	\$ _____
Over 10 but not over 50 _____	\$ _____
Over 50 but not over 100 _____	\$ _____
Signs, outline lighting, and marquee	
Supplied from one branch circuit _____	\$ _____
Additional circuits within the same sign _____	\$ _____
Service New Change <input checked="" type="checkbox"/> Size: <u>200AMP</u>	\$ <u>26.25</u>
Switchboards, subpanels, motor control centers	
0 to 399A _____	\$ _____
400A to 1,000A _____	\$ _____
Over 1,000A _____	\$ _____
Misc. apparatus, conduit, and conductors _____	\$ _____
Temporary power pole(s) _____	\$ _____
Temporary distribution system _____	\$ _____
Subtotal	\$ <u>26.25</u>
Plan Checking Fee _____	\$ _____
Additional Plan Checking Fee _____	\$ _____
Plan Maintenance Fee _____	\$ _____
Permit Issuance Fee _____	\$ <u>25.25</u>
Total Permit Fee _____	\$ <u>51.50</u>

EXPIRED
 2-20-01

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
<u>Rec#161350</u>		
PERMIT NUMBER	INITIALS	DATE
<u>009372</u>	<u>SK</u>	<u>2-10-03</u>
DATE OF FINAL	FINAL BY	

INSPECTION NOTES

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS			
E1	Temporary Power Pole		
E2	System Ground <input type="checkbox"/> Ground Rod <input type="checkbox"/> UFER <input checked="" type="checkbox"/> Water Pipe <input type="checkbox"/>	2-11-03	R. King
E3	Underground Electrical		
E4	Rough Wiring	2-11-03	R. King
E5	Rough Conduit		
E6	Bonding Water and Gas		
E7	Service		
E8	Final Electrical Inspection		
	Utility Released		

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 pm Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

PLUMBING PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).
- I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: Robert D. Roybal Date: 11/16/02

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 5 of the Business and Professions Code, and my license is in full force and effect.

Signature: Robert D. Roybal Date: 11/16/02

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.
- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with these provisions.

Signature: Robert D. Roybal Date: 11/16/02

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections

Name: ROBERT D. CAND ROYBAL Date: 11/16/02
 Signature: Robert D. Roybal

SITE ADDRESS <u>1032 BRENT AVE. So. PAS</u>	
ASSESSOR PARCEL NUMBER	PARCEL
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME <u>ROBERT D. ROYBAL</u>	
STREET ADDRESS <u>1700 CHEVY KNOCK DR</u>	
CITY <u>GLENDALE</u>	STATE <u>CA</u>
PHONE NUMBER <u>(818) 247-1841</u>	ZIP CODE <u>91206</u>
PRINCIPAL DESIGNER'S NAME <u>N/A</u>	LICENSE NO.
STREET ADDRESS	
CITY	STATE
PHONE NUMBER	ZIP CODE
CONTACT PERSON <u>ROBERT CAND ROYBAL</u>	
PHONE NUMBER <u>(818) 247-1841</u>	
CONTRACTOR'S NAME <u>ROBERT D. CAND ROYBAL</u>	
STREET ADDRESS <u>1700 CHEVY KNOCK DR.</u>	
CITY <u>GLENDALE</u>	STATE <u>CA</u>
LICENSE CLASS <u>B-HIC</u>	LICENSE NUMBER <u>367682</u>
PHONE NUMBER <u>(818) 247-1841</u>	EXPIRATION DATE <u>12/31/02</u>
WORKER'S COMPENSATION INSURANCE COMPANY NAME <u>STATE FUND COMPENSATION INS.</u>	
WORKER'S COMP. INSURANCE POLICY NUMBER <u>1475618-2</u>	EXPIRATION DATE <u>10/1/03</u>

QTY. 9

ITEM

FEE

Plumbing fixtures: <u>2</u> water closets <u>1</u> tubs	
<u>2</u> lavatories <u>1</u> sinks <u>1</u> floor drains	
<u>1</u> floor sinks <u>1</u> showers <u>1</u> trap primers	
<u>1</u> clothes washers <u>1</u> dishwashers	
Repair or alteration of drainage and/or vent piping per fixture	\$ <u>92.25</u>
Interceptor(s), clarifier(s) and grease trap(s)	\$
Water pressure regulator(s)	\$ <u>10.25</u>
Water heater(s) including vent	\$ <u>13.10</u>
Water treatment equipment	\$
Gas piping system(s) with 5 or less outlets	\$ <u>6.75</u>
Additional gas outlet(s) per system	\$
Drains in a rain water system	\$
Lawn sprinkler system(s)	\$
Hose bibs (first 5)	\$
Backflow / sewer backwater valve(s)	\$
Water service: <u>1 1/2</u> inch and smaller	\$
<u>1</u> 2 inch to 3 inch <u>Over 3</u> inches	\$
Repair or alteration of water piping per fixture, or per water-using or water-dispensing device	\$
Solar water heating system	\$
Connection of new sewer to existing sewer	\$
Disconnection, abandonment or repair of sewer	\$
Installation of grey water system	\$
Public or private spa	\$
Public or private swimming pool	\$
Subtotal	\$ <u>129.35</u>
Plan Checking Fee	\$
Additional Plan Checking Fee	\$
Plan Maintenance Fee	\$
Permit Issuance Fee	\$ <u>25.25</u>
Total Permit Fee	\$ <u>147.60</u>

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Permit # <u>158436</u>		
PERMIT NUMBER 008916	INITIALS <u>SR</u>	DATE <u>110008</u>
DATE OF FINAL		FINAL BY

EXPIRED
 2-20-04

INSPECTION NOTES

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED PLUMBING INSPECTIONS AND APPROVALS			
P1	Underground/Floor Plumbing	11-27-02	Pratt
P2	Water Service <input type="checkbox"/> Plastic <input type="checkbox"/> Metal		
P3	Rough Plumbing/Topout	11-13	Realty
P4	Rough Gas System		
P5	Sewer		
P6	Private Sewage Disposal System		
P7	Water Heater		
P8	Lawn Sprinklers		
P9	Gas Test		
P10	Gas Final		
P11	Final Plumbing Inspection		
	Utility Released		

16 - 128

INCLUDE NORTH ARROW, DISTANCE TO TWO PROPERTY LINES, AND DEPTH OF CONNECTION

SEWER MAP

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

SITE ADDRESS <i>1032 BRENT AVE S. PAS</i>
ASSESSOR PARCEL NUMBER
BOOK PAGE PARCEL
ADDITIONAL INFORMATION/LEGAL DESCRIPTION
OWNER'S NAME <i>ROBERT D. ROYBA</i>
STREET ADDRESS <i>1700 CHEVY KNOW DR.</i>
CITY STATE ZIP CODE <i>GLENDALE CA 91206</i>
PHONE NUMBER <i>(818) 247-1841</i>
PRINCIPAL DESIGNER'S NAME LICENSE NO.
STREET ADDRESS <i>N/A</i>
CITY STATE ZIP CODE
PHONE NUMBER
CONTACT PERSON <i>ROBERT CANO ROYBA</i>
PHONE NUMBER <i>(818) 247-1841</i>
CONTRACTOR'S NAME <i>ROBERT O. CANO ROYBA</i>
STREET ADDRESS <i>1700 CHEVY KNOW DR.</i>
CITY STATE ZIP CODE <i>GLENDALE CA 91206</i>
LICENSE CLASS LICENSE NUMBER EXPIRATION DATE <i>BALC 367682 12/31/02</i>
PHONE NUMBER <i>(818) 247-1841</i>
WORKER'S COMPENSATION INSURANCE COMPANY NAME <i>STATE FUND COMP. INS.</i>
WORKER'S COMP. INSURANCE POLICY NUMBER EXPIRATION DATE <i>1475618-2 10/3</i>

MECHANICAL PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section _____ of the Business and Professions Code for the following reason: *16-103*
 Signature: *Robert D. Royba* Date: *10/10/03*

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7006) of Division _____ of the Business and Professions Code, and my license is in full force and effect.

Signature: *Robert D. Royba* Date: *10/10/03*

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.
 Signature: *Robert D. Royba* Date: *10/10/03*

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: *ROBERT D. CANO ROYBA* ¹⁶
 Signature: *Robert D. Cano Royba* Date: *10/10/03*

ITEM

Each Furnace, A/C condenser, heater, boiler or vented decorative appliance (includes duct work)
 Up to 100,000 Btu \$ 34.00
 Over 100,000 Btu but not over 500,000 Btu \$
 Over 500,000 Btu \$
 Air inlets and outlets served by heat/AC system \$ 27.00
 Installation, relocation, or replacement of appliance vents not included in another permit \$ 8.50
 Installation or alteration of air handling units (including ducts) up to and including 2000 cfm \$
 Installation or alteration of air handling units (including ducts) over 2000 cfm but not over 10,000 cfm \$
 Installation or alteration of air handling units (including ducts) over 10,000 cfm \$

Evaporative coolers other than portable types \$
 Ventilation fans which serve a single register \$
 Ventilation systems not part of AC system \$
 Commercial kitchen hoods \$
 Spray booths \$
 Product conveying systems \$
 Fire dampers \$
 Alteration of existing duct systems \$
 Subtotal \$ 69.50
 Plan Checking Fee \$
 Additional Plan Checking Fee \$
 Plan Maintenance Fee \$
 Permit Issuance Fee \$ 25.25
 Total Permit Fee \$ 94.75

EXPIRED

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Permit # <i>118350</i>		
PERMIT NUMBER	INITIALS	DATE
009373	<i>SR</i>	<i>2-10-03</i>
DATE OF FINAL	FINAL BY	

INSPECTION NOTES

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED MECHANICAL INSPECTIONS AND APPROVALS			
M1	FAU/Wall Furnace	2-13-03	Reed
M2	Combustion Air Openings	2-13-03	Reed
M3	Duct Work		
M4	Air Conditioning System		
M5	Thermostat		
M6	Fire Dampers		
M7	Smoke Detection Devices		
M8	Manufactured Fireplace		
M9	Commercial Hood		
M10	Final Mechanical Inspection		

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-F
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

REROOF APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt/under section Code for the following reason: Business and Professions

Signature: Robert D. Knox Date: 10/2/02

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: 10/2/02

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Robert D. Knox Date: 10/2/02

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Robert D. Knox Date: 10/2/02

Signature: Robert D. Knox Date: 10/2/02

SITE ADDRESS <u>1036-1032 BRENT AVE</u>	
ASSESSOR PARCEL NUMBER <u>1036-1032 BRENT AVE</u>	PARCEL
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME <u>ROBERT D ROXBAAK</u>	
STREET ADDRESS <u>1700 CHEVY KNOC DR</u>	
CITY <u>GLENDALE CA</u>	STATE <u>CA</u>
PHONE NUMBER <u>(818) 247-1841</u>	ZIP CODE <u>91206</u>
PRINCIPAL DESIGNER'S NAME <u>ROBERT D ROXBAAK</u>	
LICENSE NO. <u>818 247-1841</u>	
STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
PHONE NUMBER	
CONTACT PERSON	
PHONE NUMBER	
CONTRACTOR'S NAME	
STREET ADDRESS <u>"Owner Builder"</u>	
CITY	STATE
LICENSE CLASS	LICENSE NUMBER
PHONE NUMBER	EXPIRATION DATE
WORKER'S COMPENSATION INSURANCE COMPANY NAME	
WORKER'S COMP INSURANCE POLICY NUMBER	EXPIRATION DATE

DESCRIPTION OF WORK

- Reroof Over Existing
- New Plywood and Roof
- Other

40 YR. COMPOSITION (COLOR) - WEATHERED WOOD.

TYPE OF STRUCTURE

- RESIDENTIAL
- NON-RESIDENTIAL

AREA 1680 SQUARES / SQ. FT. CODE IN EFFECT LA C 099

INITIAL VALUATION \$ 8,000.00 REVISED VALUATION \$ _____

PRE-ROOF INSPECTION IS REQUIRED

DO NOT COVER THE ROOF UNTIL APPROVAL FROM THE CITY BUILDING INSPECTOR HAS BEEN OBTAINED

ANY PORTION OF THE ROOF WHICH IS COVERED WITHOUT INSPECTION SHALL BE ENTIRELY UNCOVERED AT THE EXPENSE OF THE APPLICANT

BUILDING PERMIT FEE \$ 163.06

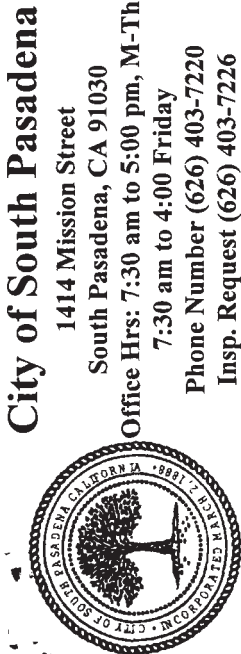
ISSUANCE FEE \$ 25.25

+ Investigation Fee working without permit \$ 50.25

Permit Number: Rec# 154939 TOTAL \$ 238.56

Permit Number: 008717 INITIALS: SR DATE: 10 2 02

DATE OF FINAL: _____ FINAL BY: _____



BUILDING PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).
- I am exempt under Section Code for the following reason: Business and Professions

Signature: [Signature] Date: 6/20/08

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:
 I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
 I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: [Signature] Date: 6/20/08

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: [Signature] Date: 6/20/08

SITE ADDRESS 1032 BRENT	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNERS NAME BOB & DIANE ROYSAK	
STREET ADDRESS 1032 BRENT	
CITY SO. PAS.	STATE CA.
PHONE NUMBER 626 399 2174	ZIP CODE 91030
PRINCIPAL DESIGNER'S NAME Jim Fenske	
LICENSE NO. 625524	
STREET ADDRESS 111 Peterson	
CITY SO. PAS.	STATE CA.
PHONE NUMBER 626 399 2174	ZIP CODE 91030
CONTACT PERSON Jim Fenske	
PHONE NUMBER 626 399 2174	
CONTRACTOR'S NAME DIVERSIFIED INSURERS	
STREET ADDRESS 1032 BRENT AVE	
CITY SO. PAS.	STATE CA.
LICENSE CLASS SR	LICENSE NUMBER 0267608
PHONE NUMBER (818) 599-3283	EXPIRATION DATE 12/31/08
WORKER'S COMPENSATION INSURANCE COMPANY NAME STATE FUND	
WORKER'S COMP INSURANCE POLICY NUMBER	EXPIRATION DATE

DESCRIPTION OF WORK 1032 BRENT ADD FAMILY RM. TO BACK OF EXIST'G HOME; ADD 400 SF CARPORT	
OCCUPANCY GROUP RES. R	TYPE OF CONSTRUCTION VN
OCCUPANCY GROUP U	TYPE OF CONSTRUCTION VN
NUMBER OF STORIES 1	FIRE SPRINKLERS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
STATISTICAL CLASSIFICATION 151000	PLANNING FILE NO. LAC0UBC 2007
INITIAL VALUATION 15,000	REVISED VALUATION 245,53
PLAN CHECK FEE	ADDITIONAL PLAN CHECK FEE F.D. Plan Fee
PLAN CHECK NUMBER 023032	DATE 6/20/08
ADDITIONAL PLAN CHECK NUMBER # 196407	INITIALS [Signature]
PLAN CHECK NUMBER 023033	DATE 6/20/08
ADDITIONAL PLAN CHECK NUMBER # 196407	INITIALS [Signature]
<input type="checkbox"/> SCHOOL FEES PAID	<input type="checkbox"/> SCAQMD
<input type="checkbox"/> SANITATION DIST. PAID	<input type="checkbox"/> INDUSTRIAL WASTE APPROVAL
<input type="checkbox"/> HEALTH DEPT. APPROVAL	<input type="checkbox"/> OSHA PERMIT OBTAINED
<input checked="" type="checkbox"/> FIRE DEPT. APPROVAL	<input type="checkbox"/> PUBLIC WORKS FEES PAID
BUILDING PERMIT FEE \$ 288.86	
ISSUANCE FEE \$ 25.30	
SMIP FEE \$ 17.20	
Bank Impact Fee	
Growth Fee	\$ 480.52
General Plan Fee	\$ 28.89
# 196407	TOTAL \$ 314.16
PERMIT NUMBER 023034	INITIALS [Signature]
DATE OF FINAL 6/24/08	DATE 6/24/08
\$15,000 AT FEE REFUNDED ON 6/8/09	
CANCELLED AT THE REQUEST OF THE APPLICANT	

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED BUILDING INSPECTIONS AND APPROVALS			
B1	Soils Engineer's Approval		
B2	Location and Setbacks		
B3	Foundation/Trench Forms		
B4	Structural Concrete Slab on Grade		
B5	Raised Floor Framing		
B6	Underfloor Insulation		
B7	First Level Floor Diaphragm		
B8	Second Level Floor Diaphragm		
B9	Third Level Floor Diaphragm		
B10	Roof Diaphragm		
B11	Concrete Deck		
B12	Steel Framing		
B13	Fire Dept. Frame Inspection		
B14	Bldg. Dept. Frame Inspection		
B15	Fire Sprinkler Hangers		
B16	Insulation/Weather Stripping		
B17	Interior Lath and/or Drywall		
B18	Exterior Lath		
B19	Rated Horizontal Assemblies		
B20	Rated Wall Assemblies		
B21	Rated Opening Protection		
B22	Rated Shaft Construction		
B23	T-Bar Ceilings		
B24	Lot Drainage		
B25	Planning Dept. Approval		
B26	Fire Dept. Approval		
B27	Public Works Dept. Approval		

DESCRIBE COMPLETELY THE INTENDED USE OF ALL SPACE APPLICABLE TO THIS BUILDING PERMIT

THE FOLLOWING STATEMENT MUST BE SIGNED BY THE BUILDING OWNER.
 WHEN APPROVED BY THE BUILDING OFFICIAL, THE OWNER'S AGENT MAY SIGN FOR PERMITS OTHER THAN THE INITIAL OR SHELL BUILDING PERMIT.

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amounts specified on the hazardous materials information guide? YES NO

If the answer to the question above was yes, will the proposed building or modified facility be within 1000 feet of the outer boundary of a school. YES NO

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the South Coast Air Quality Management District (SCAQMD)? See permitting checklist for guidelines. YES NO

I have read the hazardous material information guide and the SCAQMD permitting checklist. I understand my requirements under the State of California Health and Safety Code Section 25505, 25533, and 25634 concerning hazardous materials reporting.

OWNER AGENT

NAME: _____
 SIGNATURE: _____

DATE APPROVED: _____
 DATE PERMITTED TO BE REMOVED: _____

PEDESTRIAN PROTECTION:

INSPECTION NOTES

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____
 Lender's Address: _____

CITY OF SOUTH PASADENA
APPLICATION FOR SEWER STREET-CUT PERMIT

NO. 011997
PERMIT

Job Address 1032 Brent St. Lot No. _____ Block _____ Tract _____
Owner Herma Ochoa Address Same
Contractor Louis A Coleman Address 328 S. Rosewood
Phone No. 795-8180 Workmen's Comp. Yes No _____ City Business License 10774

The house sewer lateral will connect to the City Main 30 feet from the nearest manhole.

The length of the excavation in the street is 15 feet.

Wye Connection \$10.00 Saddle \$15.00 Lateral Repair \$15.00

Lateral Connection \$5.00 All Other \$ _____ \$ _____

Total
Sq.Ft. _____ Asphalt or Concrete \$4.00/Sq.Ft. + \$50.00 move-in & Set-up charge \$ _____
TOTAL FEES \$ _____

STREET DEPT.
Approval 11-18-83 By JH Remarks: _____

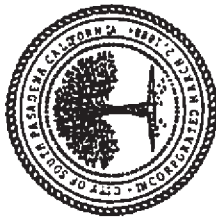
PARK DEPT.
Approval 11-21-83 By TC Remarks: SEE CONDITION # 1

WATER DEPT.
Approval 11-18-83 By B.S.P. Remarks: _____

If work is in the roadway, a cash deposit or a bond in the amount of three hundred dollars (\$300.00) will be required. Said cash or bond may be used to assure all permit conditions will be met, and shall be refunded if not used. This cash deposit or bond will be held for 30 days from the time of installation of the temporary patch.

THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS WHEN HE TAKES OUT THIS PERMIT:

1. No tree roots shall be cut without prior approval.
2. No work shall be done on public property until a permit has been issued.
3. The minimum width of a trench is two (2) feet.
4. When any trench is greater than 5 feet in depth the following will be required:
 - A. Shoring per CAL-OSHA requirements.
 - B. A ladder must be kept at the site.
5. All streets must be sawcut before installing temporary patch.
6. No tunneling except under curbs and gutters.
7. Dirt left in the street will be removed by the Street Department without notice.
8. No overnight storage or construction in the roadway without prior approval of the City Engineer.
9. Approved lighted barricades are required day and night on a trench which does not have a patch and on any material which is temporarily stored in the public right-of-way.
10. Whenever two-directional traffic is reduced to less than eighteen (18) feet a flagman will be required. Traffic control is subject to Engineering Department approval.
11. A temporary patch is required and must be installed by the applicant immediately after the trench is back-filled or the City will install this patch without notice. Defective patches will be replaced



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

SITE ADDRESS 1032 BRENT AVE		PARCEL
ADDITIONAL INFORMATION / LEGAL DESCRIPTION		
OWNER'S NAME Robert Roybal-Roybal	DIANE	
STREET ADDRESS 1032 Brent Ave		
CITY So Pasadena	STATE CA	ZIP CODE 91030
PHONE NUMBER 818-216-5726		
PRINCIPAL DESIGNER'S NAME DIANE		
LICENSE NO		
STREET ADDRESS		
CITY		
STATE		
ZIP CODE		
PHONE NUMBER		
CONTACT PERSON		
PHONE NUMBER		
CONTRACTOR'S NAME		
STREET ADDRESS		
CITY		
STATE		
ZIP CODE		
LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
PHONE NUMBER		
WORKER'S COMPENSATION INSURANCE COMPANY NAME		
WORKER'S COMPENSATION INSURANCE POLICY NUMBER		
EXPIRATION DATE		

PLUMBING PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code)
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code)
- I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature Diane Roybal Date 10-1-19

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:
 I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
 I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature Diane Roybal Date 10-1-19

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name Diane Roybal *initials*

QTY: 1032 BRENT AVE FEE

- Plumbing fixtures: water closets _____ tubs _____
- lavatories _____ sinks _____ floor drains _____
- floor sinks _____ showers _____ trap primers _____
- clothes washers _____ dishwashers _____
- Repair or alteration of drainage and/or vent piping per fixture \$ _____
- Interceptor(s), clarifier(s) and grease trap(s) \$ _____
- Water pressure regulator(s) \$ _____
- Water heater(s) including vent \$ _____
- Water treatment equipment \$ _____
- Gas piping system(s) with 5 or less outlets \$ 17.80
- Additional gas outlet(s) per system \$ _____
- Drains in a rain water system \$ _____
- In-law sprinkler system(s) \$ _____
- Hose bibs (first 5) \$ _____
- Backflow / sewer backwater valve(s) \$ _____
- Water service: _____ 1/2 inch and smaller _____ 2 inch to 3 inch _____ Over 3 inches _____
- Repair or alteration of water piping per fixture, or per water-using or water-dispensing device \$ _____
- Solar water heating system \$ _____
- Connection of new sewer to existing sewer \$ _____
- Disconnection, abandonment or repair of sewer \$ _____
- Installation of grey water system \$ _____
- Public or private spa \$ _____
- Public or private swimming pool \$ _____

Subtotal \$ 37.60
 Plan Checking Fee \$ 18.80
 Additional Plan Checking Fee \$ 37.60
 Plan Maintenance Fee \$ 31.90
 Permit Issuance Fee \$ 69.50
 Total Permit Fee \$ 155.80

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
# <u>409198</u>		
PERMIT NUMBER	INITIALS	DATE
<u>045487</u>	<u>NT</u>	<u>10-1-19</u>
DATE OF FINAL <u>19</u> FINISH <u>19</u>		

INSPECTION NOTES

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED PLUMBING INSPECTIONS AND APPROVALS			
P1	Underground/Floor Plumbing		
P2	Water Service <input type="checkbox"/> Plastic <input type="checkbox"/> Metal		
P3	Rough Plumbing/Topout		
P4	Rough Gas System		
P5	Sewer		
P6	Private Sewage Disposal System		
P7	Water Heater		
P8	Lawn Sprinklers		
P9	Gas Test		
P10	Gas Final		
P11	Final Plumbing Inspection		
	Utility Released		

INCLUDE NORTH ARROW, DISTANCE TO TWO PROPERTY LINES, AND DEPTH OF CONNECTION

SEWER MAP

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____



City of South Pasadena
 1414 Mission Street
 South Pasadena, CA 91030
 Office Hrs: 7:30 am to 5:00 pm, M-Th
 7:30 am to 4:00 pm Friday
 Phone Number (626) 403-7220
 Insp. Request (626) 403-7226

ELECTRICAL PERMIT APPLICATION

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature _____ Date _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature _____ Date _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature Robert D. Roybal Date 7/11/19

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name ROBERT D. ROYBAL

SITE ADDRESS <u>1030-1032 BRENT AVE.</u>	
ASSESSOR PARCEL NUMBER	PARCEL
BOOK	PAGE
ADDITIONAL INFORMATION / LEGAL DESCRIPTION	
OWNER'S NAME <u>ROBERT D. ROYBAL</u>	
STREET ADDRESS <u>1032 BRENT AVE</u>	
CITY <u>So. PASADENA</u>	STATE <u>CA.</u>
PHONE NUMBER <u>(818) 599-3283</u>	ZIP CODE <u>91036</u>
PRINCIPAL DESIGNER'S NAME <u>(818) 599-3283</u>	
LICENSE NO	
STREET ADDRESS	
CITY	STATE
PHONE NUMBER	ZIP CODE
CONTACT PERSON	
PHONE NUMBER	
CONTRACTOR'S NAME	
STREET ADDRESS	
CITY	STATE
LICENSE CLASS	LICENSE NUMBER
PHONE NUMBER	EXPIRATION DATE
WORKER'S COMPENSATION INSURANCE COMPANY NAME	
WORKER'S COMP INSURANCE POLICY NUMBER	EXPIRATION DATE

1030-1032 BRENT AVE
 QTY. ITEM FEE

New residential construction	Less than 3 units	sq. ft.	\$
	3 or more units	sq. ft.	\$
Outlet Boxes(s) for receptacles, switches, lights & similar	First 20		\$
	21 or more		\$
Lighting Fixtures(s)	First 20		\$
	21 or more		\$
Branch circuits(s) (in lieu of Outlet Box fees above)	First 10 branch circuits		\$
	11 to 40 branch circuits		\$
Residential appliances			\$
Nonresidential appliances			\$
Power apparatus (size in HP, KW, or KVA)	Over 1 but not over 10		\$
	Over 10 but not over 50		\$
	Over 50 but not over 100		\$
Signs, outline lighting, and marquees	Supplied from one branch circuit		\$
	Additional circuits within the same sign		\$
Service New	Change	Size	\$
Switchboards, subpanels, motor control centers	0 to 399A		\$ 4490
	400A to 1,000A		\$
	Over 1,000A		\$
Misc. apparatus, conduit, and conductors			\$
Temporary power poles(s)			\$
Temporary distribution system			\$
Subtotal			\$ 4490
Plan Checking Fee			\$
Additional Plan Checking Fee			\$
Plan Maintenance Fee			\$
Permit Issuance Fee			\$ 3190
Total Permit Fee			\$ 7680

PLAN CHECK NUMBER	INITIALS	DATE
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
#40790		
PERMIT NUMBER	INITIALS	DATE
044688	NT	7-11-19
DATE OF FINAL	INITIALS	
7-11-19	FINAN	

INSPECTION NOTES

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS			
E1	Temporary Power Pole		
E2	System Ground <input type="checkbox"/> Ground Rod <input type="checkbox"/> UFER <input type="checkbox"/> Water Pipe <input type="checkbox"/> _____		
E3	Underground Electrical		
E4	Rough Wiring		
E5	Rough Conduit		
E6	Bonding Water and Gas		
E7	Service		
E8	Final Electrical Inspection	11/2/19	<i>CDH</i>
	Utility Released		

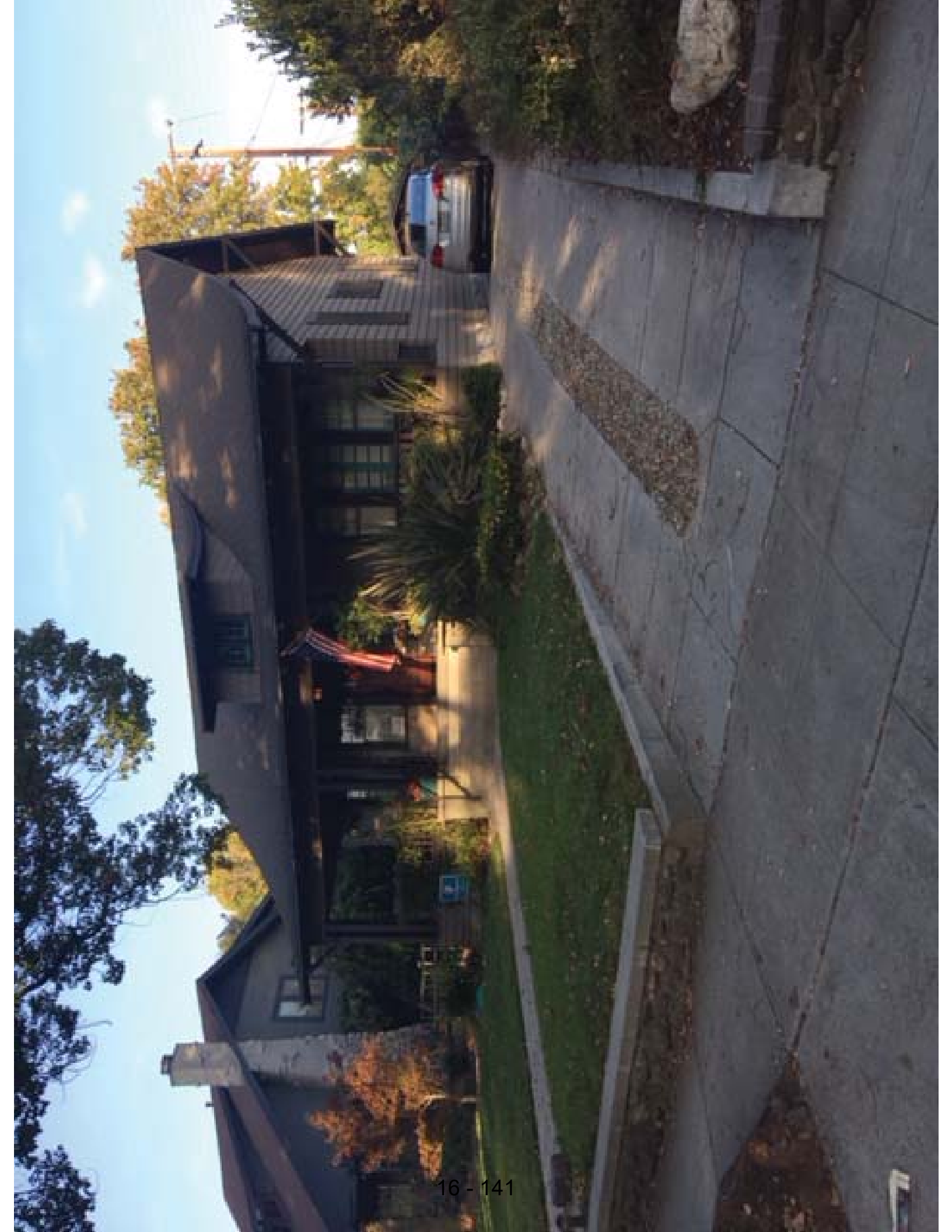
CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

ATTACHMENT 4
Property Photos









ATTACHMENT 5
Public Comments

From: L Chin [REDACTED]
Sent: Thursday, June 4, 2020 3:59 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: Chin Lisa [REDACTED]
Subject: Project #2238-COA; 1030 Brent 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.

- 1) My name is Elizabeth Chin, [REDACTED], South Pasadena, CA 91030
- 2) Project #2238-COA; 1030 Brent Ave.

Dear Commissioners,

Regarding the consideration of a Certificate of Appropriateness to convert an unpermitted patio cover into habitable space.

My comments:

First, this unpermitted patio cover should follow South Pasadena City code requirements to submit a building permit get this patio cover legally permitted. It does not sound right to me. When the patio cover was built illegally and allow it convert to a living space.

My understanding the City of South Pasadena had required them to tear down this structure (patio) before (correct me if I am wrong). May be they should tear down the patio cover, get a permit to build an addition (additional living space) according to the city code.

I am happy to hear people willing to improve their property, getting more living space. But they need to follow the City Code requirements.

Thank you for reviewing my comments.

Thank You.
Elizabeth Chin
[REDACTED]

From: L Chin
Sent: Friday, July 3, 2020 6:38 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: Michael Cacciotti - Personal <macacciotti@yahoo.com>
Subject: Re: Project #2238-COA; 1030 Brent 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 Mr. Gallatin,

Thank you all at the June 18 meeting. Good job! Well done!

I am aware that project number:2238-COA moved to the next meeting. I am looking forward to watching the July 16 meeting.

Thank You.
Lisa Chin
626-484-7655

On Thu, Jun 4, 2020 at 3:58 PM L Chin wrote:

- 1) My name is Elizabeth Chin, [REDACTED] South Pasadena, CA 91030
- 2) Project #2238-COA; 1030 Brent Ave.

Dear Commissioners,

Regarding the consideration of a Certificate of Appropriateness to convert an unpermitted patio cover into habitable space.

My comments:

Planning Commission:

FROM: Richard and Janet Marshall
[REDACTED]

There is no agenda number on the notice we received. We just called the number provided for the planning department, but could only leave a message.

We are commenting in regards to

Project Number: 2238-COA Address: 1030 Brent Avenue

We strongly **oppose** granting a Certificate of Appropriateness to convert an “unpermitted patio cover into a habitable space” for the following reasons:

- 1) The owner of this property is a Licensed General Contractor who knowingly proceeded with building this unpermitted structure after his next door neighbors, Travis and Nichole Dunville, would not agree to sell him a strip of their property.
- 2) First it was just an eyesore with random French doors nailed on horizontally and vertically to beams to act as makeshift walls. It was not a patio, so much as a de facto shop/storage area. It is plainly visible from the Dunville’s kitchen window.
- 3) Then, the owner’s brother, also a contractor, arrived to pour a slab foundation beneath this makeshift structure. Again, this work was done with no permit.
- 4) We know this “project” has been going on for close to five years. The Dunville’s have made requests (PRRs) for paperwork in regards to this project only to be told the records cannot be found. I know this has been an excruciating experience for them. They are to speak with Mayor Bob Joe as to the inability of the city to provide responses to their PRRs.
- 5) We are frankly appalled that the Cultural Heritage Commission//Planning Department would even consider looking the other way and allowing this project to go forward since all work was done without a permit to circumvent the city.

This is especially distressing as we completed a 3-year remodel of our 1910 Craftsman down the street just last year. We had to submit plans numerous times to the Planning Department.

We demolished a shed that had been attached to the rear of our house since the 1940s that we were using as a bedroom. Though not visible from the street, we were required to pour a new foundation that met current seismic standards. It could NOT be a slab foundation. And all of this was done for a one-story bedroom/bathroom addition.

The city conducted numerous inspections of the work being done. We earned the approvals. EVERYTHING we did was permitted. Meanwhile, the owner at 1030 Brent, purposely avoided the entire permitting process and now wants to keep building.

There cannot be two standards for residents contemplating a construction project. Residents who require permits and those who, many times through their professional connections, don’t need to bother to wait in line with the rest of us.

Richard Marshall
[REDACTED]

Janet Marshall
[REDACTED]

First, this unpermitted patio cover should follow South Pasadena City code requirements to submit a building permit get this patio cover legally permitted. It does not sound right to me. When the patio cover was built illegally and allow it convert to a living space.

My understanding the City of South Pasadena had required them to tear down this structure (patio) before (correct me if I am wrong). May be they should tear down the patio cover, get a permit to build an addition (additional living space) according to the city code.

I am happy to hear people willing to improve their property, getting more living space. But they need to follow the City Code requirements.

Thank you for reviewing my comments.

Thank You.
Elizabeth Chin

Malinda Lim

From: Kanika Kith
Sent: Wednesday, June 17, 2020 2:04 PM
To: Malinda Lim
Cc: Joanna Hankamer
Subject: FW: Project Number 2238-COA

From: Nichole [REDACTED]
Sent: Wednesday, June 17, 2020 11:35 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: 'Travis D' [REDACTED]
Subject: Project Number 2238-COA

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.

I am asking for project #2238-COA to be denied. This property already has COA approval under project #1101 for a 293 sq/ft addition to the back of the house. Stephanie DeWolfe stated in an email that this COA is still valid. Why would the owners submit a new COA? Because the original COA was approved with what appears to be numerous fraudulent and misleading information to the DRB and CHC for approval that would never allow for an approval. We are asking for COA 1101 to be revoked. The owners could not comply with the original approved COA and are now misleading the CHC and residents again with a description of what appears to be a simple enclosure of an unpermitted patio.

The unapproved and unpermitted demo and construction started in the summer of 2015 and took more than 2 ½ years to build with electrical, structural, roofing and the cement slab being poured last and without any footings. When the owner installed 12 doors to the structure, we inquired about the permits. The city stated there were no permits. The city inspected this on February 1st, 2018 and has taken more than 2 years and 4 months to investigate. We have requested the city to enforce the 18-month nuisance ordinance for residential construction. We have also requested a 5-year moratorium for any building permits for this property from the day the structure is torn down based on fraud and misrepresentations. There are numerous issues with this project.

For fraud and misrepresentation, the owner who is a licensed general contractor and has been for 40 years tried to purchase a small portion of our property to conform with building requirements on the original approval. We were not interested in selling our land. On the site plan, Jim Fenske stated the driveway was 8 ½ ft from the SW corner of the house. A simple tape measurement shows 7 1/2 feet and is confirmed with a survey. Depending on the rear setback of the garage, the property line is about 6 inches to one foot based on the owner's survey. The site plan shows 5ft, which would go into the next-door neighbor's yard and under the garage roofline. There were two trees in the backyard. Along with the narrative stating no trees could be cut or trimmed, the site plan stated no trees to be cut, trimmed or removed. The site plan does not show any trees in the backyard. There is required parking for this project that would need both trees to be removed since they were in the path to the parking. In the required two car parking, the measurement is about 21ft and the parking required 20ft. There is a utility pole in this area that was not on the site plan. The plan did not show the objects that encroached into this parking area (bay window, washer, dryer, electrical panel). There is a building separation that was marked at 10ft(code). The actual measurement was 8ft and some change. On the site plan, the duplex is modified to appear that there is more room for the separation than the actual building. There was a correction notice that was given to the owners on the original approval asking about measurements and setbacks. The owner and architect made no changes. We are asking the CHC to question Jim Fenske about each item to clarify how there could be so many errors.

This is just the beginning of the issues and you can see a portion of the email thread below what we have been going through. We have asked for transparency and the city has failed. We welcome any questions from the CHC or residence in South Pasadena.

Travis Dunville

[REDACTED]

From: Nichole [REDACTED]
Sent: Sunday, November 17, 2019 11:09 PM
To: 'Tamara Binns' <tbinns@southpasadenaca.gov>; 'Teresa Highsmith' <thighsmith@chwlaw.us>; 'Lucy Demirjian' <ldemirjian@southpasadenaca.gov>; 'Dr. Richard Schneider - Personal' <Rdschneider0@yahoo.com>; 'City Clerk's Division' <CityClerk@southpasadenaca.gov>; 'Robert Joe' <rjoe@southpasadenaca.gov>; 'mkhubesran@southpasadenaca.gov' <mkhubesran@southpasadenaca.gov>; 'Michael Cacciotti - Personal' <macacciotti@yahoo.com>; 'Stephanie DeWolfe' <sdewolfe@southpasadenaca.gov>; 'Diana Mahmud' <diana.mahmud@gmail.com>; 'jhankamer@southpasadenaca.gov' <jhankamer@southpasadenaca.gov>
Subject: RE: Unpermitted Construction 1030 & 1032

Stephanie, thank you for your response and willingness to look deeper into this project. However, we do not understand why the City continues to ignore its own ordinances. Planning and Building seems to be going out of its way to find loopholes to allow this homeowner to continue adding onto his unpermitted addition and circumvent required parking. As a General Contractor, he is aware of the ordinances and the required processes. The relationships that exist between Planning and Building staff, the homeowner, the architect for this project and the Chair appear to be very chummy with emails that demonstrate willingness to do favors for each other while ignoring city ordinances. And the city has yet to fulfill our request for public documents from February 2019.

Here is a summary: Our neighbor, who is a general contractor, had an addition conditionally approved in 2007. The conditional approval was based upon the addition of covered parking on the property. In 2009 he changed his mind and requested a refund for the fees he'd paid. No construction was ever started. Years later, in 2015 he started building a patio with a concrete foundation and a flat roof attached to his house. He cut down a tree and tore off the back porch, none of this was approved or permitted. After almost 3 years of construction, in 2018, he installed 12 doors vertically and horizontally to enclose the patio/addition. We went to the city to see the permits but there were none.

As a City Manager, we knew it would be difficult to understand the history since you are using the same incorrect information from the timeline David Bergman's staff created and only referencing items from February 1, 2019 - present day. Since the city inspector came to our house to look at the addition through our windows the first week in February 2018, until our email to Michael Cacciotti a year later in February 2019, no one from the City ever was proactive and reached out to us for one update or asked any questions after that visit. During that period, we called and went into the office asking for updates. We met with the interim director David Bergman but he was unwilling to hear our complaints or even look at our documents. There were specific questions that you and David still have not answered and maybe we will get the responses once our public document request is complete. Below is information regarding ADUs, COAs, Major vs. Minor Reviews, Code Enforcement, tree removal and trimming, property lines and setbacks that may help you reevaluate your assumptions.

- Converting to an ADU only to circumvent parking requirements
- ADU only allowed on lots 12,500 sq/ft per 2016 SPMC which is current. This property is 7,500 sq/ft
- Property Lines and setbacks written incorrectly on blueprints

- Illegal tree removal and illegal trimming of Oak Tree
- Unpermitted driveway

To City Council-

If you read the email thread that started on February 1, 2019, thank you. We realized that you have not received any other supporting documentation, so we thought it would be best to include it in our response to Stephanie DeWolfe's most recent email to us.

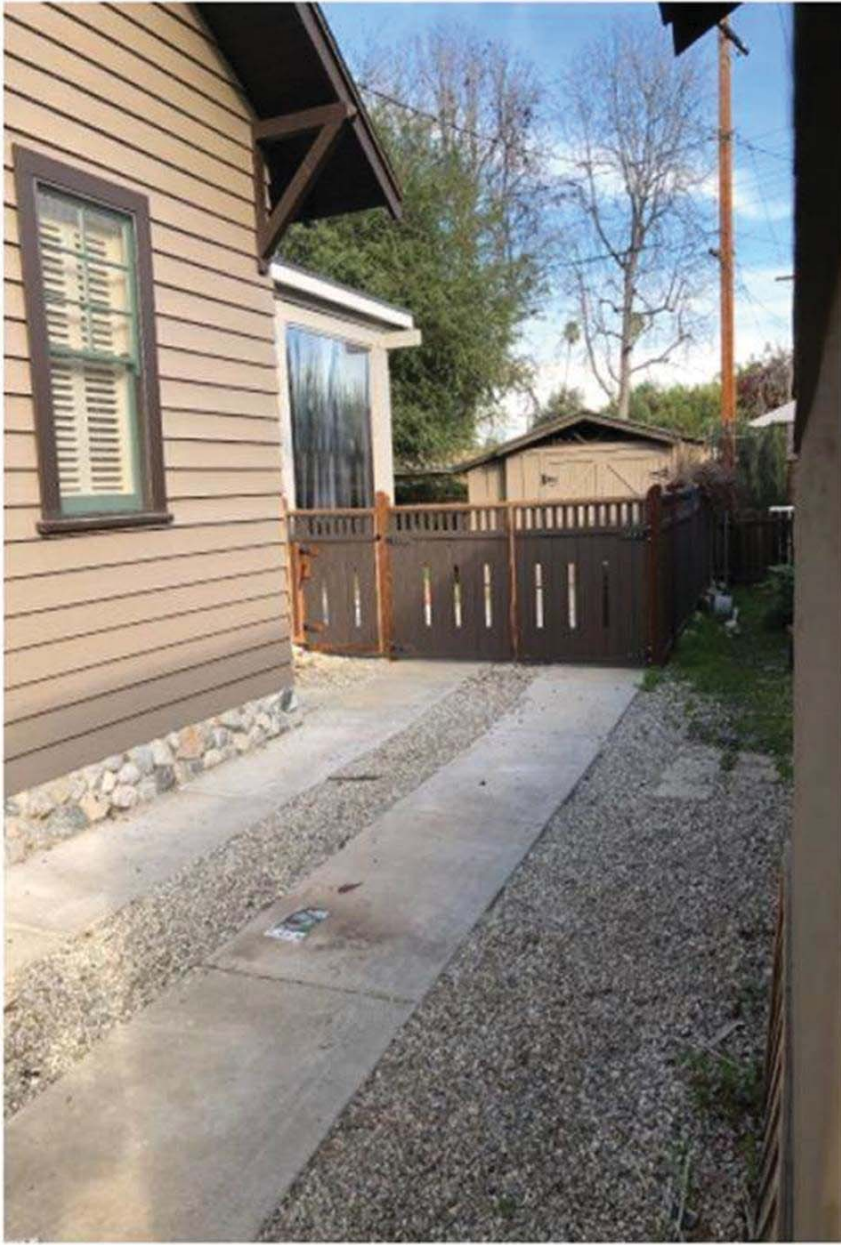
If you haven't read it, we understand and ask that you please review the patio images in this email. This is what we currently see from our bedroom, bathroom, kitchen, laundry room and backyard every day since construction started in the summer of **2015**. The one at night shows the patio enclosed with glass doors. We will also share the timeline of construction per Google Earth and street view.

If Stephanie Dewolfe is still not concerned about what really happened, we ask you this; if you do think there are items that concern you, please let her know. We have tried to get this unpermitted construction to stopped, but you will see our concerns were ignored when valid points were brought up and not followed through. City Council has the power to revoke the COA. We ask that you consider revoking the COA.

This is what we look at every day from our bedroom, kitchen, bathroom, laundry and backyard.











February 9, 2018
9:04 PM

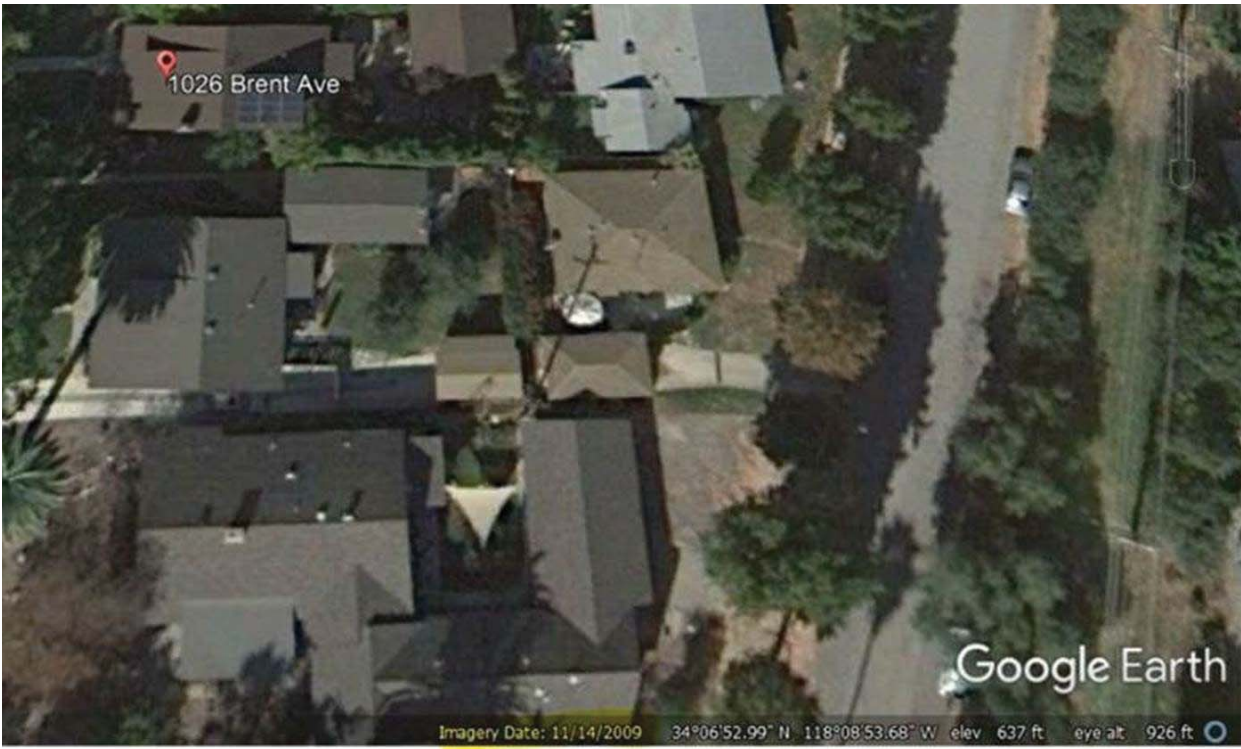
Edit



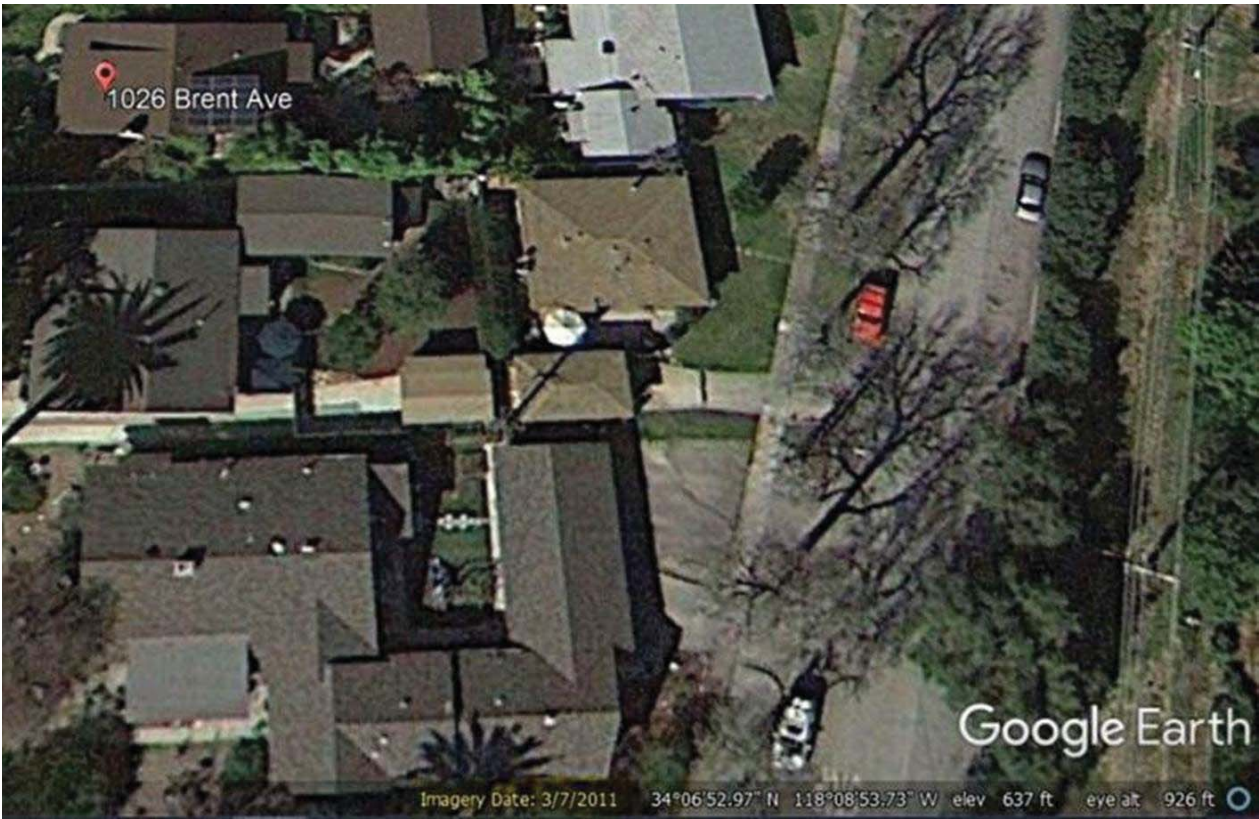
Below is the construction timeline from Google Earth from the original approval in 2007-2019.



2007 with two trees in the backyard circled in red and the required trellis area in yellow for parking.



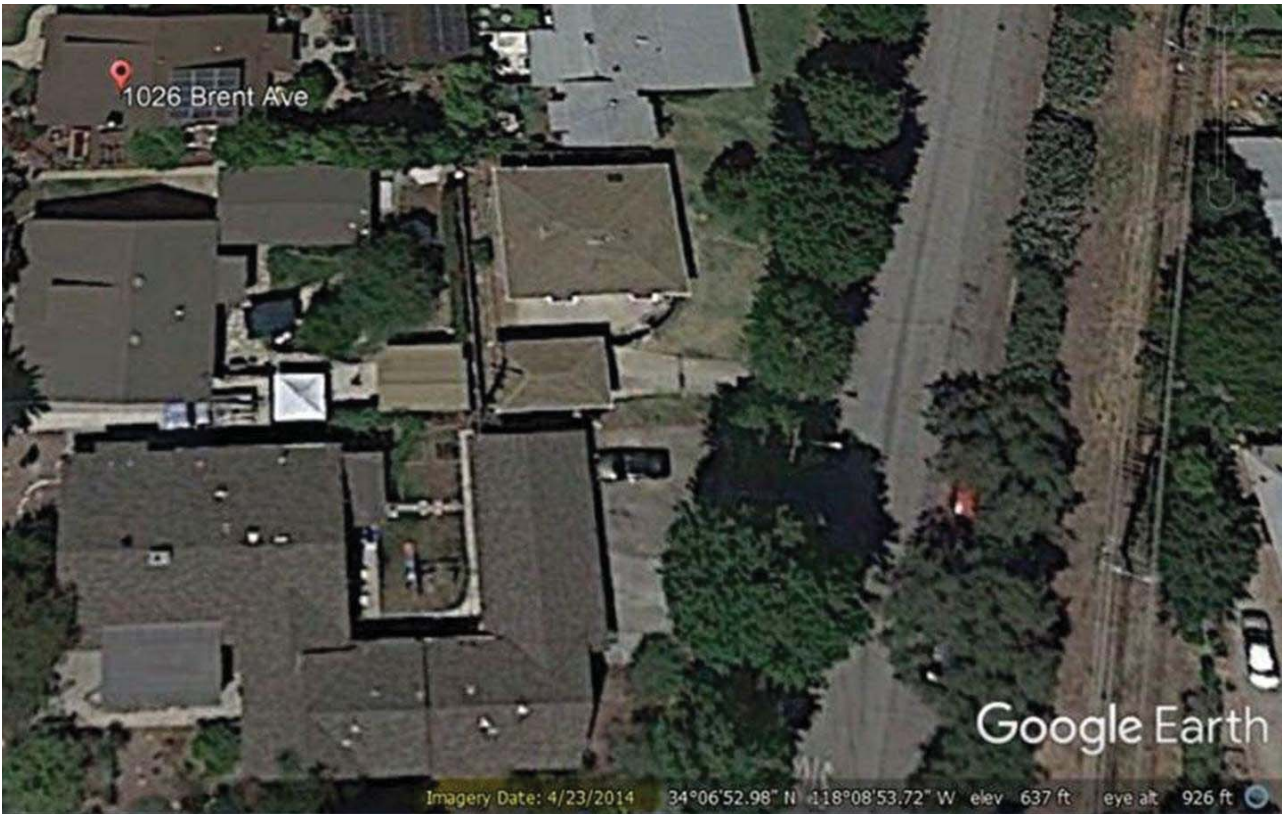
November 2009- Two trees in the backyard and no construction.



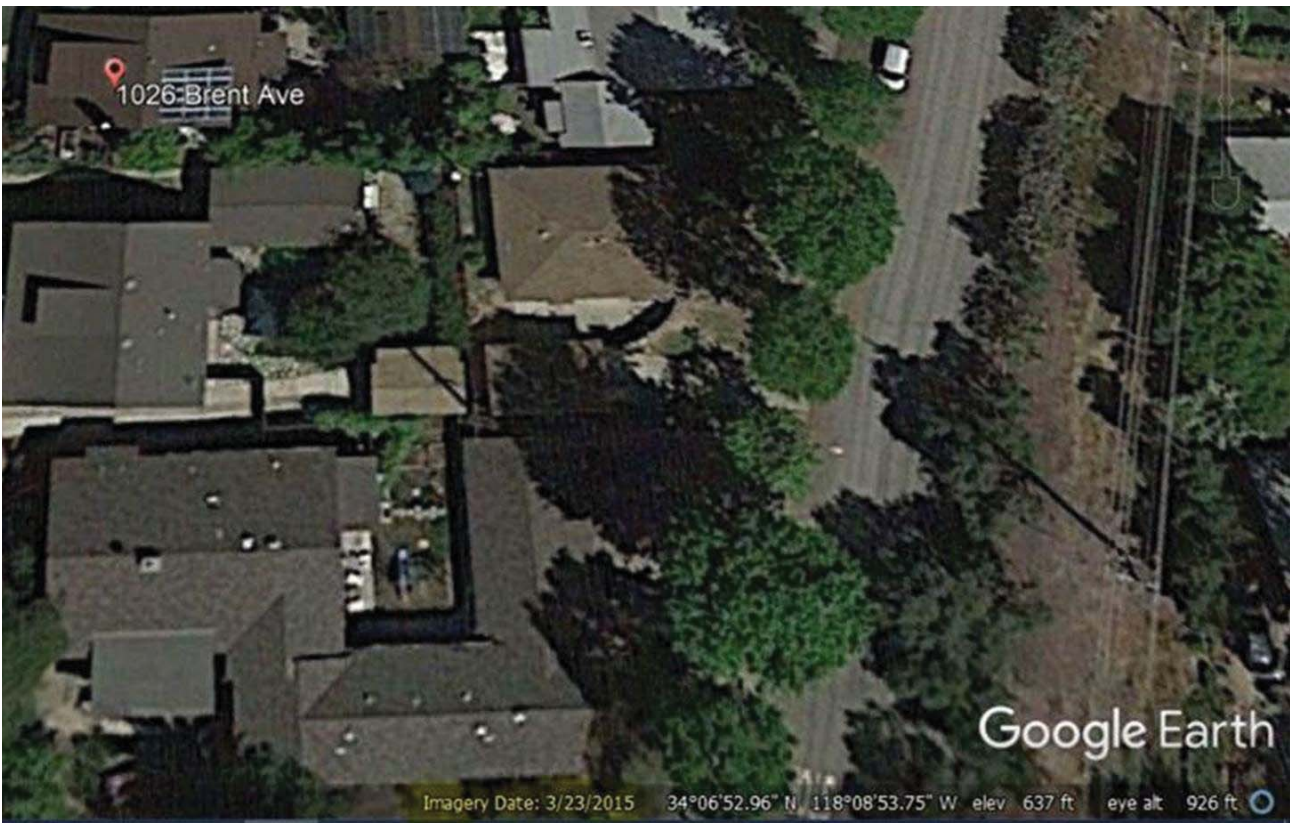
March 2011- Two trees and no construction



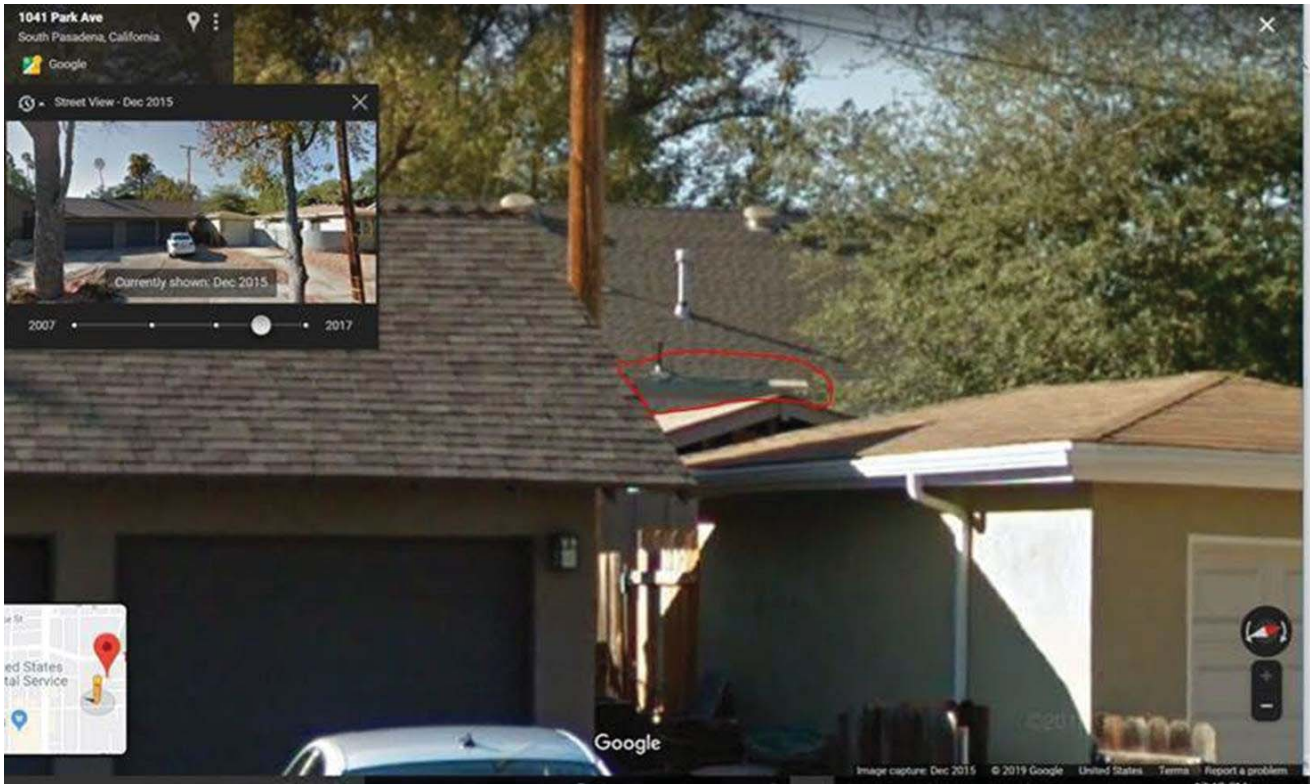
April 2013- Two trees and no construction



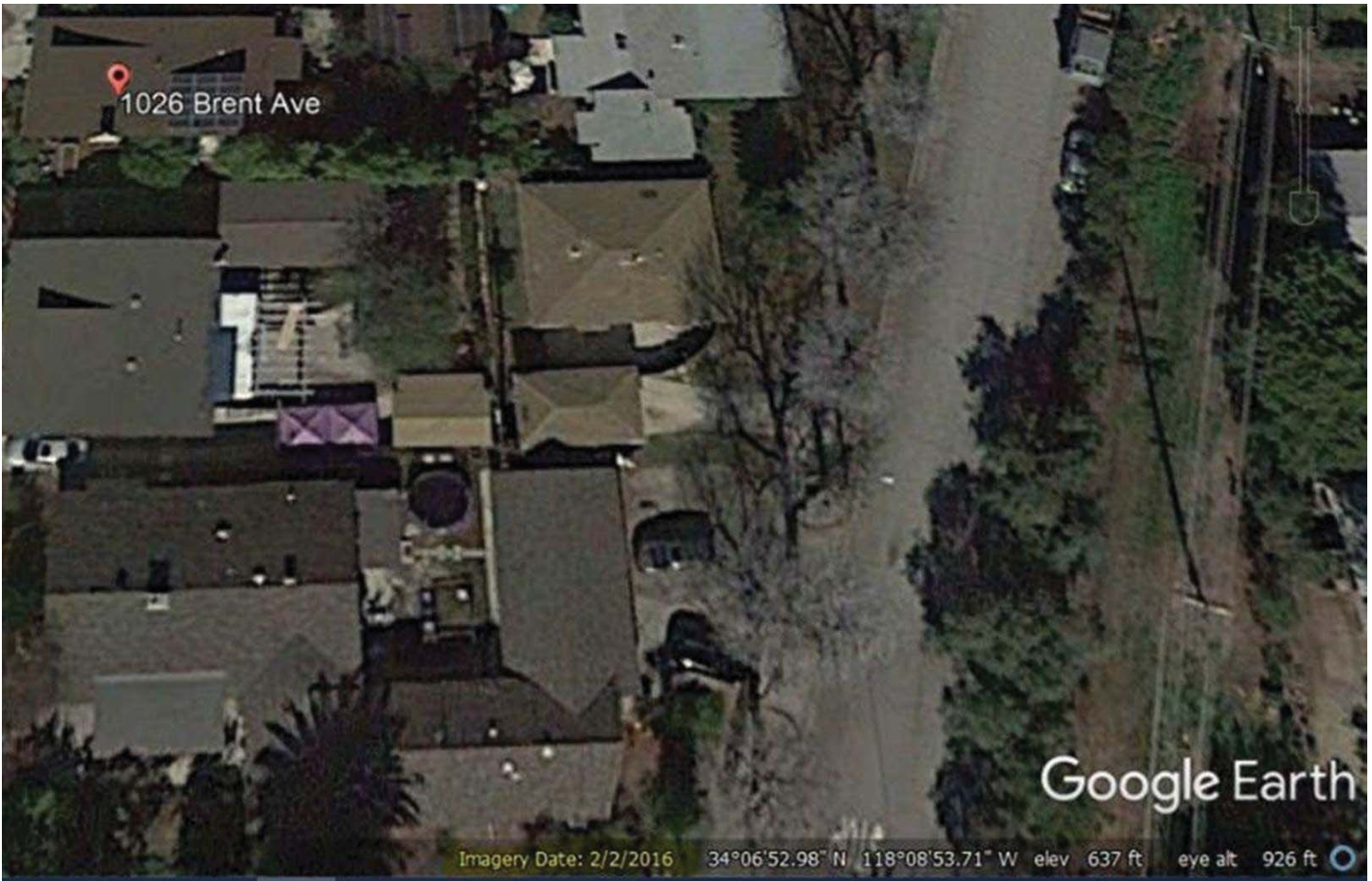
April 2014- two trees and no construction



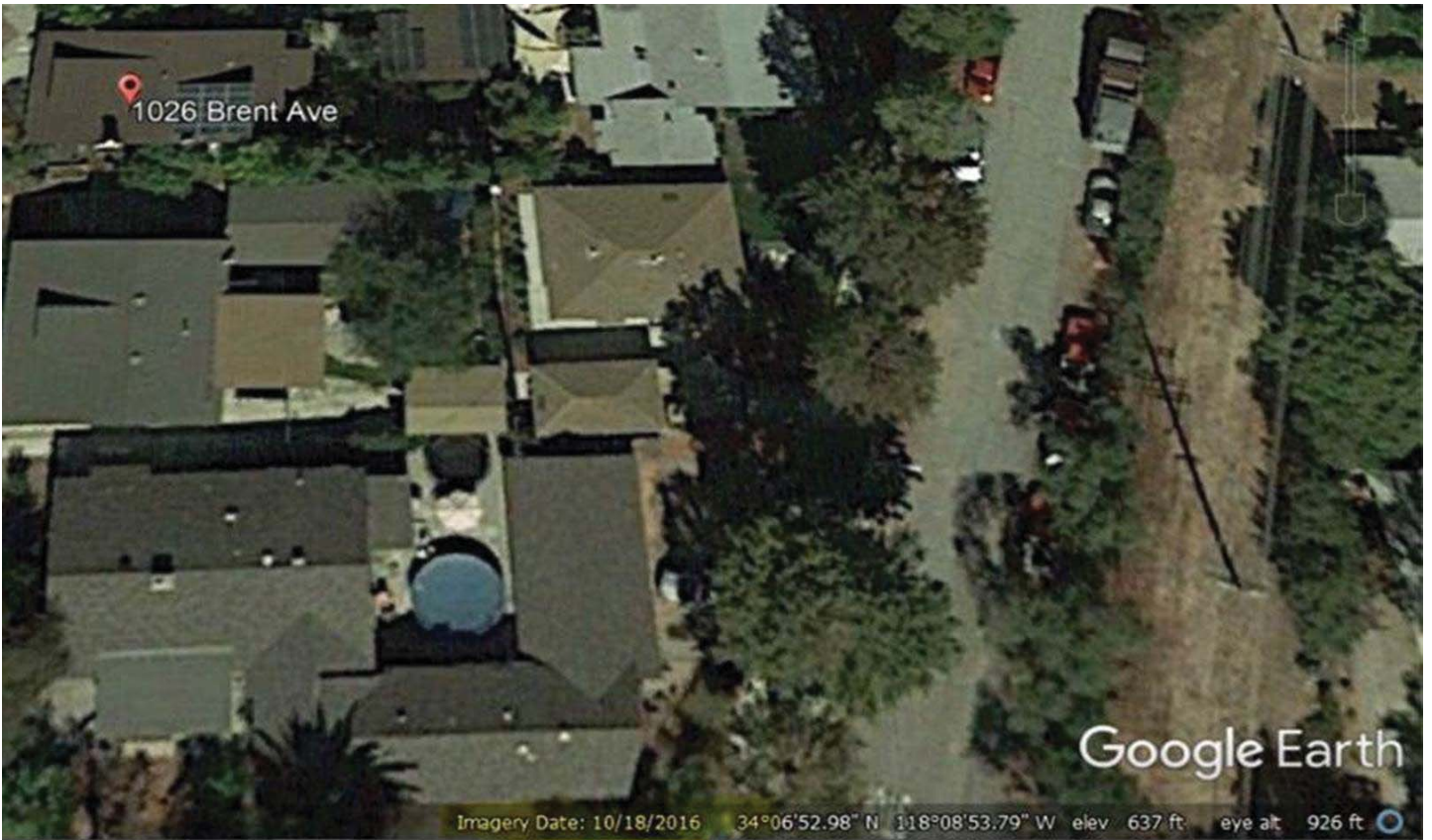
March 2015- two trees and no construction



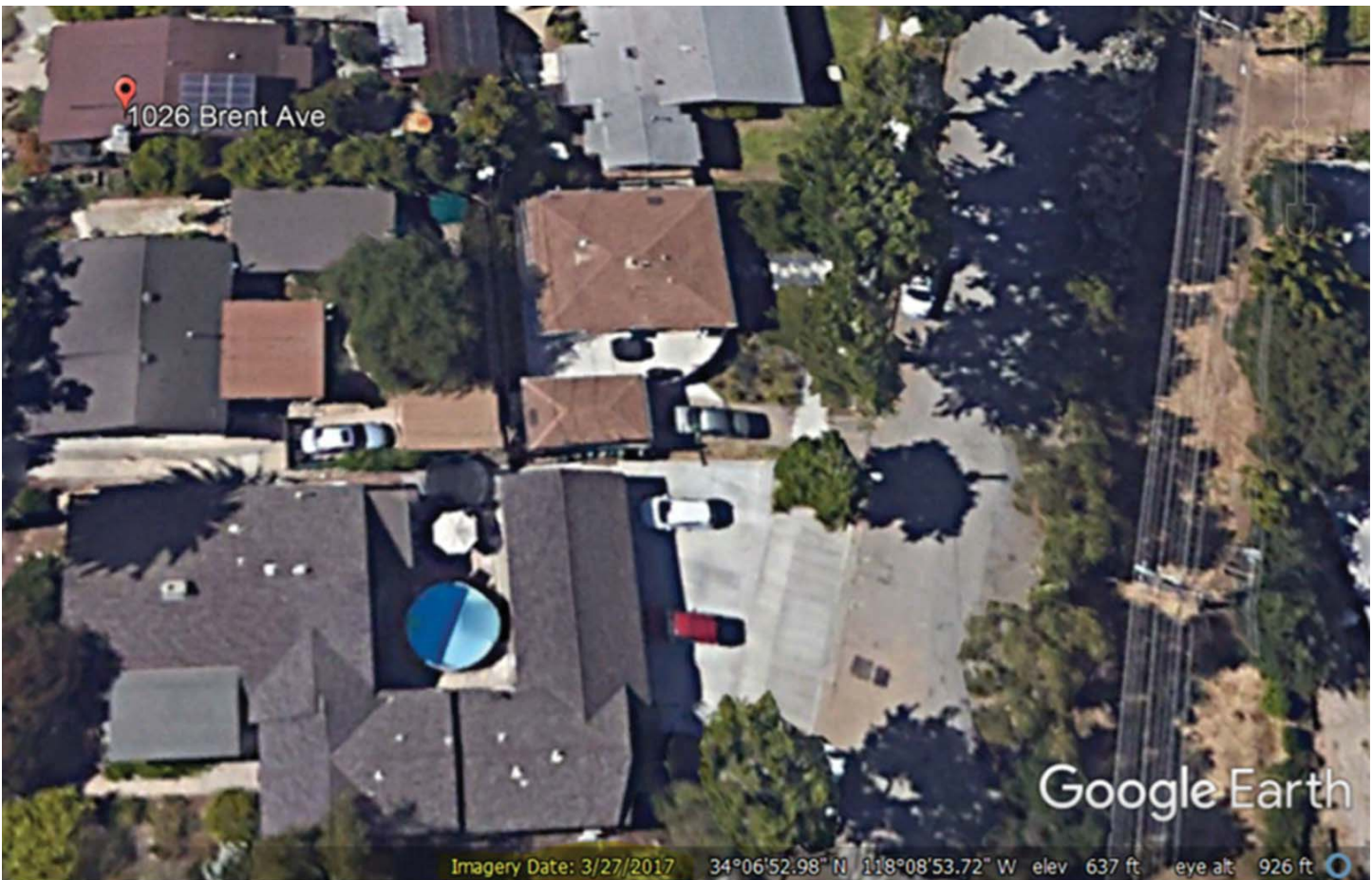
December 2015-Tree removed and framing started in the summer of 2015. **6 months** of construction.



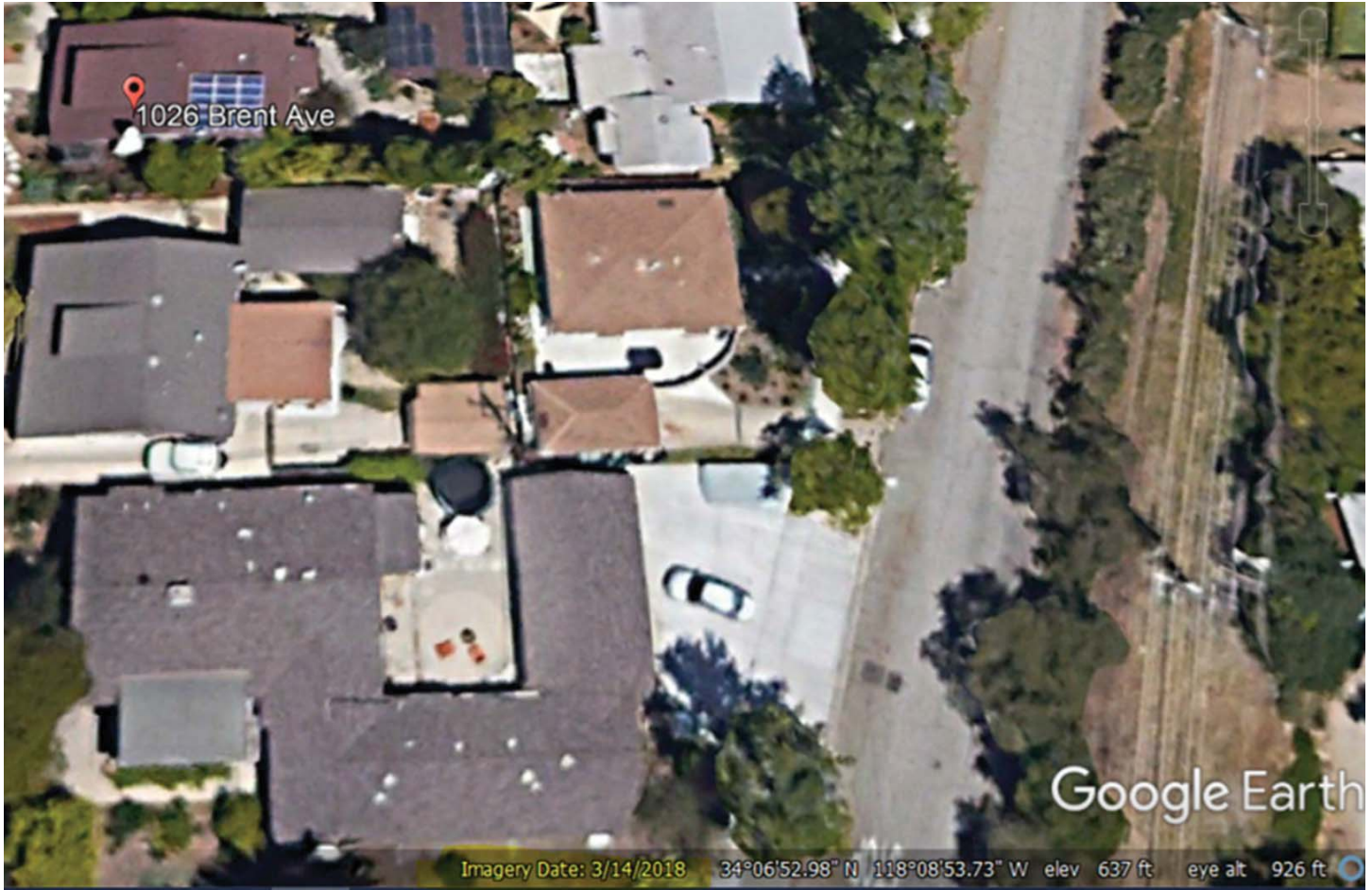
February 2016 Framing and no concrete. **7 months** of construction.



October 2016- flat roof is on and no concrete. **15 months** of construction.



March 2017-Roof on and no concrete. **20 months** of construction.



March 2018 concrete has been poured and visible from the south and east roofline. **2 years 8 months** of construction.

Below is our response to Stephanie DeWolfe's email.

For clarification:

Black-Stephanie DeWolfe quoting our email

Red-Stephani DeWolfe's response to us (SD)

Black-Our response to her

Conflicting information regarding the project status in February 2019: 1. "Building and Planning said that it had to be torn down..." 2. "...had to be turned into an ADU..." 3. "...illegal addition was approved by the Chair..." 4. "...told it had not been approved." 5. "show a new set of drawings that had been approved and signed..."

SD: To clarify the Project status, here is a timeline of the Project. The original Project was submitted in 2007 and included an addition to the rear of the primary residence and a second story addition. The proposed Project was

approved by the Cultural Heritage Commission on November 15, 2009(2007). Permits were pulled and construction began soon after the approval, but was later halted and permits withdrawn by the property-owner.

At no time did **any** construction start on this project and the approval was in 2007 not 2009. The homeowner requested a refund of fees paid in 2009 and was granted the refund. A City staffer confirmed this with us but would not tell us the amount refunded or provide a copy. This is a public record that we would like to see and should have received on our original public records request. Construction started in 2015 with the removal of a tree and porch on the back of the house.

You stated construction began soon after. Can you please elaborate on why you believe this to be true? Who told you this and what construction began soon after? The more details the better and any supporting documents would be helpful. We have been told many things from City Staffers that we later discover to be untrue. Jose was the only employee around at that time, so we assume it is him.

SD: In March of 2018, it was brought to the City's attention that there was unpermitted construction of a covered patio adjoining the primary residence. On April 9, 2018, City Staff issued a Correction Notice to the property-owner and Notice to Stop Work.

This issue was actually brought to the attention of Edwar Sissi who recently left the City and is now employed with the City of Pasadena and Jose Villegas in **2017** with anonymous calls until we actually came into the office. We encouraged Edwar and Jose to view it from our property, view from the sidewalk or look via Google Earth. Finally, we requested the City Code Enforcement Officer to investigate. He came into our house the first week of February 2018, so the City actually knew prior to March of 2018 as you stated in your response. We never found out why it took over 60 days for the City to issue a correction letter from the initial pictures that were taken. We requested a copy of this too, but Jose Villegas stated we needed to get it through public records. We never received a copy of this in our public records request.

SD: In January of 2019, the property-owner returned with minor changes and reduced the project to a 293 sq. ft. single-story addition, including revised design of windows and doors, to replace the unpermitted covered patio. The Commission approvals were still in effect and staff approved the reduced scale of the Project as being in compliance with prior approvals. These changes were approved by the Commission Chair, as required by ordinance.

SD: On July 10, 2019, the property-owner requested a Chair Review to add approximately 36 sq. ft. to the first-floor addition that was previously approved. The 329 sq. ft. addition is pending review.

You mention the owner returned with minor changes and reduced the project to 293 sq. ft to comply with prior approvals. Why would they come back and ask the City to consider an increase in square footage 7 months later in July 2019? The only reason the owner requested the extra 36 sq/ft is because his structure is already built, the concrete is poured and he wants to use the footprint he has already built and not the originally approved footprint. We thought the Chair "approved" these drawings in August 2018. Why are there more changes? We brought this up to David Bergman in our February 11th meeting and in the emails and have yet to receive an answer. Also in the afternoon on January 28th, 2019 we came into the office and wanted to see the approved plans(see the **City timeline**). Jose was unable to locate them. About two hours later Jose was able to find them, but neglected to contact us. Instead he emailed the Jim Fenske the architect and stated "Let's meet on Wednesday January 30 and discuss the project plans for the addition of 1030 Brent Ave. I found the approved set of copies. **This is a time sensitive issue.**"

On January 11, 2019; Mr. Jim Fenske submitted the plans for the 1030-1032 Brent Avenue ADU conversion.

On January 28, 2019; [REDACTED] stopped by the office to follow-up on 1030-1032 Brent Avenue. She was told by staff that 1030-1032 Brent Avenue was approved. I was not aware of this and I told her the project still needed to be approved by the CHC Chairman. (This was a mistake as the project was approved on August 24, 2018.) I once again told [REDACTED] that she needs to provide a letter or email to me with her concerns, so I can forward it to the CHC Chairman.

On January 28, 2019; [REDACTED] stopped by the office again. [REDACTED] asked me many questions about the project and the code enforcement process. I was not up to date on the project and I was unable to answer his questions. I did inform Mr. and Ms. Dunville to send me an email regarding their concerns about 1030-1032 Brent Avenue. I never received any email. After that conversation, I was informed by Edwar that 1030-1032 Brent Avenue was approved by the CHC Chairman.

On January 30, 2019; I had a meeting with Mr. Jim Fenske regarding 1030-1032 Brent Avenue. The approved CHC plans were missing. I asked Jim to meet once again with the CHC Chairman to re-review 1030-1032 Brent Avenue. Staff has determined to use SPMC 36.360.090(F) Alterations or Additions to Nonconforming Structures, can be used for this property in regards to the parking situation.

On January 31, 2019; Jim Fenske met with the CHC Chairman. The Chairman confirmed he was reviewing the same project he approved in August 2018. I never received any email or letter from [REDACTED] about their concerns with the project. As this chair review meeting was occurring, [REDACTED] walked in and walked out.

Jose Villegas

From: Jose Villegas
Sent: Monday, January 28, 2019 5:39 PM
To: Jim Fenske
Subject: 1030-1032 Brent Avenue

Hi Jim,

Let's meet on Wednesday January 30 and discussed the project plans for the addition to 1030 Brent Avenue. I found the approved set of copies. This is a time sensitive issue.

Thanks,

Jose

Here are more problems with this project approval process.

Original DRB approval- All work needs to conform to stamped approved plans, this does not. Planning approval from DRB is valid for one year. This expired in **2008**.

Here are some issues with the changes from the original design.

South: Single door changed to a set of French doors and the room is expanded and now covers a window on the east side of the house.

East: French door changed to two sets of French doors.

North: Single door, Chimney, Single door changed to a set of French doors without a chimney.

The layout is almost exactly what the owner was caught with in February 2018.

Dear Mr. & Mrs. Roybal,

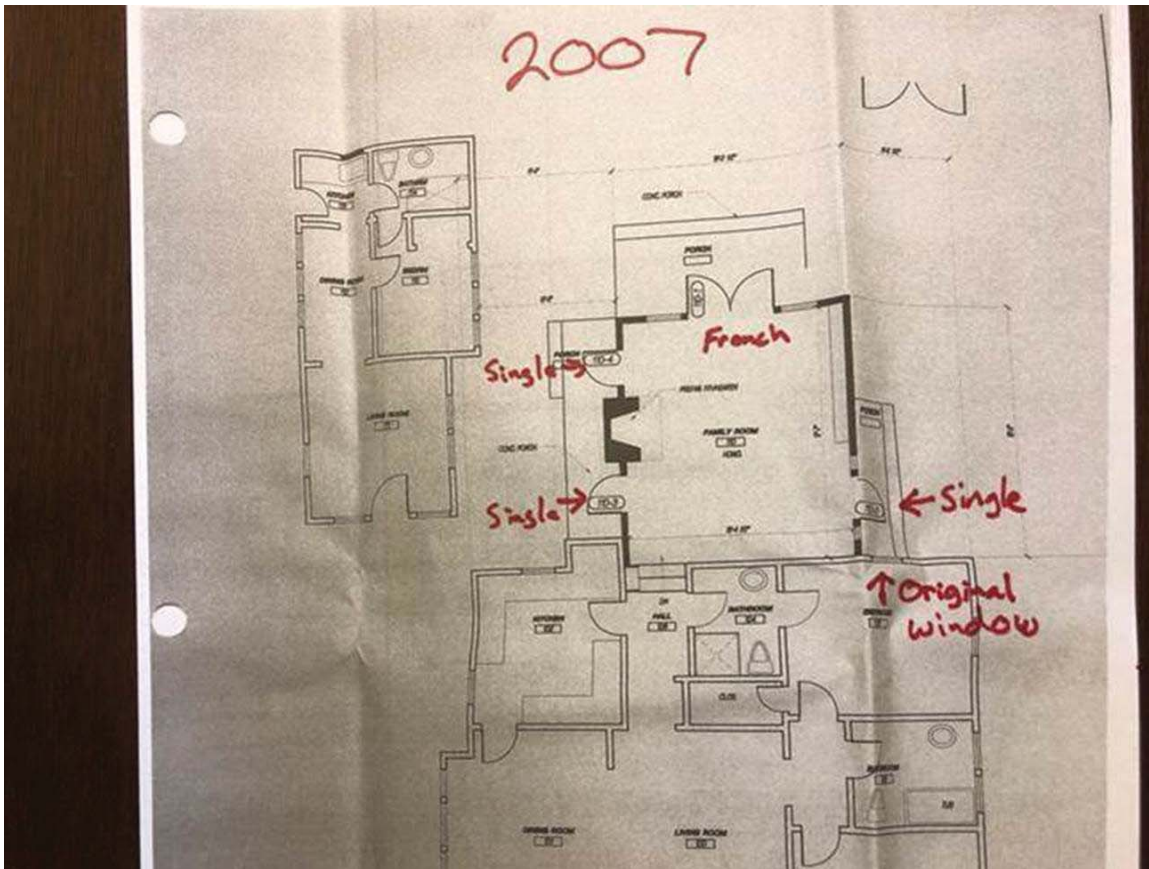
NOTICE IS HEREBY GIVEN THAT on December 4, 2007, the City of South Pasadena AM Design Review Board approved your proposal to construct a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

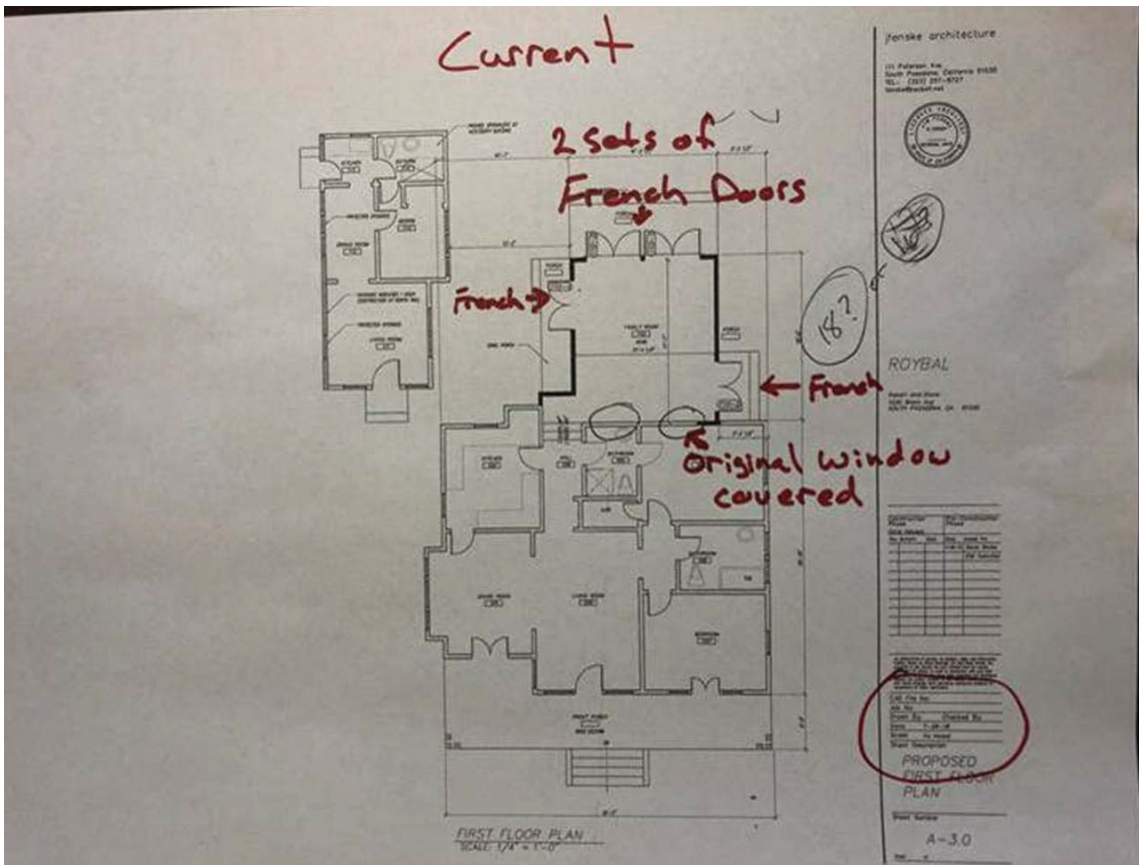
Any interested person may appeal this decision in writing to the Planning Commission fifteen (15) calendar days from the date of this notice and must be accompanied by an \$815.00 appeal fee. Assuming no appeal is filed, the planning approval is valid for one (1) year from the effective date of approval.

The effective date of approval is December 20, 2007, the expiration of the 15 day appeal period.

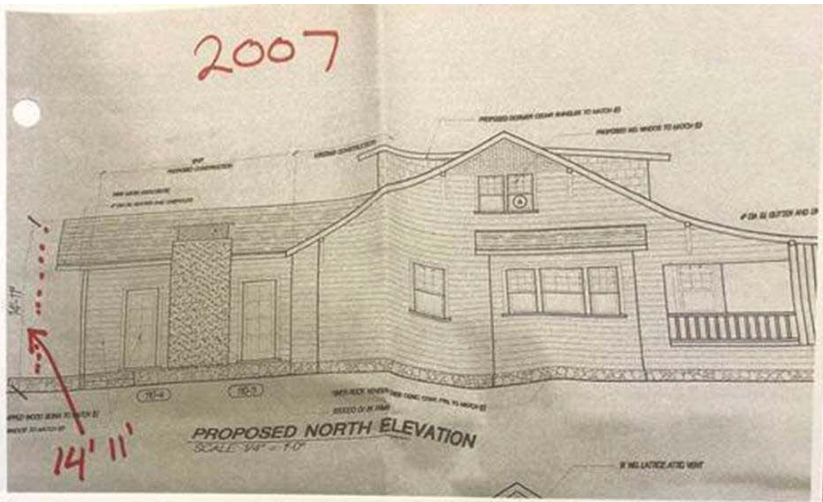
PLEASE NOTE: PLANNING DEPARTMENT APPROVAL IS REQUIRED FOR ANY CHANGES TO THE PLANS THAT WERE APPROVED BY THE DESIGN REVIEW BOARD ON December 4, 2007. BUILDING PERMITS WILL NOT BE FINALED IF CONSTRUCTION DEVIATES FROM THE PLANS APPROVED BY THE DESIGN REVIEW BOARD.

Please note that you may submit the approved plans to Building and Safety for "plan check" prior to the expiration date of the appeal period, however, a building permit will not be issued





There are several reasons why this cannot qualify for a Minor Project review. A Minor Project review does not include structures over 200sq/ft, an increase in the height of the roof from 14ft 11" to 16ft 2", covering of an original window that was not originally approved, moving the entire footprint south more than 3ft while being visible from the public right-of-way on Brent Ave and Park Ave. These would require a Major Review with notification to the neighbors, which was not done.



Inventory and the provisions of Section 2.65(E), the Procedures for a Certificate of Appropriateness, shall apply to the proposed demolition. If any such resources are potentially affected by a project, the City shall require preparation of the appropriate CEQA documentation.

4. Minor Project Review. A Certificate of Appropriateness may be obtained by going through a minor project review if it involves: Demolition or relocation of non-Character-Defining Features; non-contributing additions, garages, accessory structures or incompatible and previously replaced windows, doors or siding material; any undertaking that does not change exterior features such as re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material; replacement of windows and doors if the proposed replacements are of the same materials, form, color, and location as the existing or original windows and doors; an addition of less than 200 square feet proposed for the side or rear elevations (not visible from the public right-of-way) and does not materially alter the features or have an adverse effect on the Historic Integrity of a Cultural Resource; minor changes to a previously approved Certificate; or any other undertaking determined by the Director or his/her designee to not materially alter the features or have an adverse effect on the integrity of a Cultural Resource.
- a. **Requirements.** The required application materials for minor project review shall include, without limitation: a written narrative of the proposed project, a

4. Minor Project Review. A Certificate of Appropriateness may be obtained by going through a minor project review if it involves: Demolition or relocation of non-Character-Defining Features; non-contributing additions, garages, accessory structures or incompatible and previously replaced windows, doors or siding material; any undertaking that does not change exterior features such as re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material; replacement of windows and doors if the proposed replacements are of the same materials, form, color, and location as the existing or original windows and doors; an addition of less than 200 square feet proposed for the side or rear elevations (not visible from the public right-of-way) and does not materially alter the features or have an adverse effect on the Historic Integrity of a Cultural Resource; minor changes to a previously approved Certificate; or any other undertaking determined by the Director or his/her designee to not materially alter the features or have an adverse effect on the integrity of a Cultural Resource.

SD: Is there an ADA concern here that I missed?

No, we are unaware of an ADA issue.

SD: In January of 2019, the property-owner submitted plans to convert the second unit into an Accessory Dwelling Unit (ADU). The conversion would require the removal of the electrical and gas meters. On March 4, 2019 the plans were reviewed by staff for Zoning Code compliance and approved. On July 11, 2019, the property-owner pulled electrical

permits to remove the electrical meter and on October 1, 2019, the property-owner pulled plumbing permits to remove the gas line to duplex.

Would you not agree that the intent of an ADU is to create new housing in California? David Bergman agreed with this when he spoke with The California Department of Housing and Community Development (CDHC). Give them a call and have a discussion with them. They will also say that if the duplex were to be expanded, that too does not justify creation of an ADU. A duplex just isn't an ADU.

Jose recommended two options to bypass the parking requirements that were **originally a condition** of the original project. Either demolish the unpermitted construction or convert the duplex to an ADU.

Jose Villegas stated convert to ADU(aka SPMC 36.350.200) or SPMC 36.360.090(F). Below is the email and images of both codes. The owner's property does not comply with either. SPMC 36.360.090(F) doesn't work because the CHC already approved the parking under the trellis.

The current SPMC 36.350.200 was passed in 2016 and signed by Michael Cacciotti and Terri Highsmith and requires an ADU to meet a minimum lot size of 12,500sq.ft. for an approval and not be visible from the street. The owner's lot is less than 7500sq.ft and the duplex is visible from the street, even with the new tree they planted. Why would the City ignore its own ordinance? At that time, Jose's second option would be to it tear down.

While we know that new legislation for ADUs lot sizes will change in 2020, we want to make sure everyone is aware that in **April of 2018** the City was having discussions with the owner about converting this into an ADU and state legislation was not introduced until **2019**. In **August of 2018** there was discussions of bypassing the parking. Everyone on that email was in agreement that there is **really no change to the structure**. In the emails below dated February 8th and 15th of **2019**, you will see what transpired. At that time, Jose's option to demolish would have been appropriate and would still be appropriate today. Please note that we met with David Bergman on February 11th with this concern and he ignored us.

February 8, 2019, Jose emailed David explaining "what was holding up this project" which he stated was the original parking requirement from the original COA, DRB that was a conditional requirement for approval. Jose failed to address the previous years' worth of information that we brought up as our concerns then and now. Why didn't David Bergman know about this issue?

February 11, 2019, we met with David Bergman to ask questions and find out why the project was moving forward. We tried to explain the history of the ongoing construction but he refused to even look at our pictures and documents. We now know that he did not have the entire story and why he was so confused in our meeting.

February 15, 2019, Jose reviewed and approved the ADU conversion 4 days after our meeting with David to avoid the original parking requirements of the COA, DRB and CHC requirements. It doesn't appear as if there was any actual follow through after our meeting with David.

David and Jose ignored the SP Code and waived the parking requirements on an unpermitted addition. This just doesn't make sense. The property is one block from Fair Oaks, between Mission and Monterey. Parking in the area is impacted by Blaze Pizza and Mosaic Church. Employees and customers from the stores on Fair Oaks that don't have parking lots, use Brent for parking. It is shortsighted on the part of Planning and Building to allow a homeowner to add onto their house and remove parking requirements from the COA, DRB and CHC from 2007. In this area there are some homes and many apartments that do not have onsite parking so they park on the street. With the housing shortage and increase in rents, there are more occupants per unit now than in 2007, making street parking more impacted than it was 12 years ago. Why would Planning and Building overlook this detail?

Jose Villegas

From: Jose Villegas
Sent: Friday, February 8, 2019 1:57 PM
To: David Bergman
Cc: Edwar Sissi; Building Inspector; Darby Whipple
Subject: RE: 1030-1032 Brent Avenue

Hi David,

What has kept this project from getting resolved is the required parking; 4 covered parking spaces with 1 guest parking.

There are two solutions to address this requirement; converting the existing second unit into an ADU or using SPMC 36.360.090(F) Alterations or Additions to Nonconforming Structures.

The property owner and project architect have been working on converting second unit into an ADU. The plans for the ADU were submitted on January 11, 2019. However, on January 30, 2019 I met with the project architect and informed him that this project might be able to have the required four covered parking spaces and the one guest parking space, waived through SPMC 36.360.090(F). This will require the CHC to make the required finds to waive the required four cover parking spaces and the guest parking. (February 6, 2019). A COA modification will be required.

The property owner also wants to keep and use some of the existing construction from the unpermitted addition. The unpermitted construction will have to be reviewed by a Plan Checker and with inspections from the Building Inspector. The Building Dept. will ensure the construction complies with the current building codes.

The property owner can also decide to completely demolish the unpermitted addition construction.

Once we get a chance to discuss this, I can call the property owner and find out how he would like to proceed with this project. I can also provide him with a deadline. Please let me know if you have any questions.

Jose

F. Residential off-street parking.

1. If the work is in connection with a residential unit that is listed on the City's Cultural Heritage Inventory (hereinafter "cultural resource") and is nonconforming due to an insufficient number of covered parking spaces, the Director may waive the requirement for two covered spaces if as part of a Certificate of Appropriateness, the Cultural Heritage Commission first determines that either of the following circumstances apply:

- a. Providing the two covered parking spaces would otherwise result in a substantial adverse change in the historic significance of a cultural resource; or
- b. Providing the two covered parking spaces would jeopardize the integrity of the cultural resource (as defined in National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation).

In determining whether to waive the requirement for two covered parking spaces in connection with work to a cultural resource, all of the following conditions shall exist:

- c. The existing garage contributes to the historic significance of the cultural resource. Supporting documentation shall be provided to show that the existing garage was constructed during the period of significance of the cultural resource.
- d. The existing garage space can accommodate at least one vehicle.
- e. The historic garage shall be structurally sound or, if deteriorated, the Cultural Heritage Commission approves a rehabilitation plan for the historic garage as part of the Certificate of Appropriateness approval.
- f. The second required parking space can be accommodated outside of the existing covered parking space within an existing legal driveway, tandem space, carport, etc.
- g. Increases in square footage to the cultural resource would not exceed 50 percent of the square footage of the floor area within the structure that legally existed as of the date of adoption of the ordinance codified in this Section, including any detached accessory buildings and/or guest house.
- h. The proposed work is not associated with the addition of a second residential unit as authorized in SPMC Section 36.350.200, or is not associated with an increase in the number of dwelling units on land zoned for multi-family uses.

(Ord. No. 2108 § 1; Ord. No. 2183 § 17, 2009; Ord. No. 2243 § 4, 2013.)

Jose Villegas

From: Jose Villegas
Sent: Friday, February 15, 2019 3:27 PM
To: Jim Fenske
Cc: Code Enforcement; Edwar Sissi; Darby Whipple
Subject: 1030-1032 Brent Avenue
Attachments: 1030-1032 Brent Avenue ADU review.pdf; ADU.docx

Hello Jim,

Sorry for the delay email. I have completed my review of the proposed conversion of the second dwelling unit to an ADU. Thank you for stopping by and going over the required corrections with me. I have attached the required corrections.

Since the project is an existing second dwelling unit being converting to an ADU it needs to comply with SPMC 36.350.200 Residential Uses—Accessory Dwelling Units. I have attached it for your review. Per our previous conversation, the second dwelling unit needs to remove all the utilities (water, gas, electricity) the unit address needs to be removed and a covenant needs to be record with the property as the property owner needs to reside in one of the units.

If you have any questions, please contact me.

Regards,

Jose

36.350.200 Residential Uses—Accessory Dwelling Units.



A. Applicability. The standards and criteria in this section apply to properties containing single-family residences within the RE, RS, and RM zoning districts. These standards are in addition to all other applicable standards found in this Zoning Code. Pursuant to Government Code Section 65852.2, applications for second dwelling units shall be considered ministerially, without discretionary review or a hearing.

B. Minimum lot area. An accessory dwelling unit may be approved only on a parcel of 12,500 square feet or larger.

Whose name is redacted below? That person told Jim Fenske what was required for the ADU in August of 2018. You'll see the owner's name (Robert) is in the next paragraph, so we assume it's not him. This shouldn't be redacted since there doesn't appear to be any privilege. Can you please let us know who assisted in the ADU conversion discussion? You will also see that Mark, Edwar and Jim discussed the fact that the existing unit's use would not change.

Jose Villegas

From: jim fenske [REDACTED] >
Sent: Thursday, August 9, 2018 4:44 PM
To: Jose Villegas
Subject: 1030 Brent

Follow Up Flag: Follow up
Flag Status: Completed

Jose,

I met with Mark today and he says he's ok with the redesign of the addition. We also discussed what [REDACTED] told me was required for the second unit to be changed to an ADU. Changing the windows and glass doors, upgrading the insulation, providing a one hour rated wall at the north side is what he tells me the engineer (Jeffrey?) said was required. Mark, Edwar and I discussed the fact that the existing unit's use would not change and so these things should not be required especially since this was the original structure on the site. What is your understanding of what is required to make this an ADU?

I'll be in tomorrow to talk to Robert about building code issues for this.

Jim Fenske
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Expiration of the original Certificate of Appropriateness

SD: The previous code section regarding the Certificate of Appropriate (COA) did not establish an expiration date for COAs. On July 19, 2017, Ordinance No. 2315 was adopted to repeal and replace Article IVH (Cultural Heritage Commission) of Chapter 2 (Administration) of the South Pasadena Municipal Code (Code) which established an eighteen-month expiration date for COAs. This Code section does not apply to the Project since the original approval of the COA preceded the adoption of the ordinance in July 2017. Consequently, the original COA does not have an expiration date.

Since you mentioned that the COA is based on the project, you should have reviewed the conditions for getting permits on the original approval. The DRB approval was only valid for 1 year which expired on December 20, 2008. See image below. This is almost 11 years later. Why is the city using this project as the bases to get everything approved?


Even if the COA was still good, which we think is debatable, an additional COA is required for exterior changes not described in the above description and approved by CHC. The COA needs to conform to the stamped approved drawings. See the images below.

Dear Mr. & Mrs. Roybal,

NOTICE IS HEREBY GIVEN THAT on November 15, 2007 the City of South Pasadena Cultural Heritage Commission approved the Certificate of Appropriateness (Alteration) to:

Build a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Any interested person may appeal this decision in writing to the City Council fifteen (15) calendar days from the date of this notice and must be accompanied by a \$815.00 appeal fee.

CONDITIONS:  This Certificate of Appropriateness (C of A) is effective only for exterior changes detailed that was presented to the Cultural Heritage Commission on November 15, 2007.

An additional C of A is required for exterior changes not described in the above description and approved by the Cultural Heritage Commission.

All work (alteration, demolition, removal, or exterior changes) requiring a C of A shall substantially conform to the stamped approved plans dated the effective date of this approval.

Dear Mr. & Mrs. Roybal,

NOTICE IS HEREBY GIVEN THAT on December 4, 2007, the City of South Pasadena AM Design Review Board approved your proposal to construct a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Any interested person may appeal this decision in writing to the Planning Commission fifteen (15) calendar days from the date of this notice and must be accompanied by an \$815.00 appeal fee. Assuming no appeal is filed, the planning approval is valid for one (1) year from the effective date of approval.

The effective date of approval is December 20, 2007, the expiration of the 15 day appeal period.

PLEASE NOTE: PLANNING DEPARTMENT APPROVAL IS REQUIRED FOR ANY CHANGES TO THE PLANS THAT WERE APPROVED BY THE DESIGN REVIEW BOARD ON December 4, 2007. BUILDING PERMITS WILL NOT BE FINALED IF CONSTRUCTION DEVIATES FROM THE PLANS APPROVED BY THE DESIGN REVIEW BOARD.

Please note that you may submit the approved plans to Building and Safety for "plan check" prior to the expiration date of the appeal period, however, a building permit will not be issued

Authorization for a Chair Review and difference between a Major and Minor Project Review and request for a copy of the Chair Review Application

SD: The modifications to the previously approved Project plans were considered minor and therefore were subject to a Minor Project Review. Chapter 2, Article IVH, Section 2.65 (Certificate of Appropriateness – Alteration and Demolition) establishes that a Minor Project Review may be conducted if it involves "replacement of windows and doors if the proposed replacements are of the same material, form, color, and location..." or "minor changes to a previously approved certificate..." As defined by the Code a Chair Review was appropriate for the review and approval of those changes. Currently, there is no formal application for a Chair Review. Project applicants that are subject to a Chair Review are requested to visit City Hall to meet with the Chair to discuss their projects. Moving forward, the City will create a more defined process for Chair Reviews.

We understand that minor changes could be acceptable, but these are not minor changes. The structure is over 200 sqft, the elevation of the roof and the entire structure has increased in size and the structure has been moved to the south. The height has increased from 14' 11" originally to 16' 2" on the new details. The structure now covers an original window on the house that was not covered in the original approval. The doors and windows have also moved. The chimney has been removed.

If there were minor changes to the plans, why has it taken over 20 months to get this approved and why do they keep coming back for more changes? Please see the previous images regarding this section.

Code Enforcement actions and remedies

SD: As previously noted, Code Enforcement issued a Correction Notice and Notice to Stop Work in March of 2018. Once issued, the property-owner had 30-days to report to City Hall to work with City to remedy the issue. Currently, City policy establishes that as long as the property-owner demonstrates good faith to work with the City, Code Enforcement does not issue any citations. If no remedies are provided Code Enforcement may move forward with the issuance of a citation. However, the property-owner was responsive to the March 2018 notices and has been working with the City to bring the unpermitted construction into compliance with City code. Therefore, no citations have been issued at this time.

You claim the owner was responsive, but only after the 30-day deadline from the City letter. These are document we've requested but have yet to receive copies of those notices, letters or responses in our request for public documents. You mention this demonstrates good faith and compliance with the City code. He is and has been a general contractor for 40 years and knows the City ordinances. Why does Planning and Building continue to assist him in ignoring the ordinances and finding loopholes to build what he wants without public approval from neighbors? What he intends to build is different from what was conditionally approved 11 years ago and is almost identical to what he built illegally.

Illegal tree removal and oak tree trimming investigation

SD: In March of 2019, the Public Works Department was informed of a possible illegal tree removal and oak tree trimming. Based on the Public Works Department's investigation the removed tree was less than 12-inches in diameter and did not require a tree removal permit.

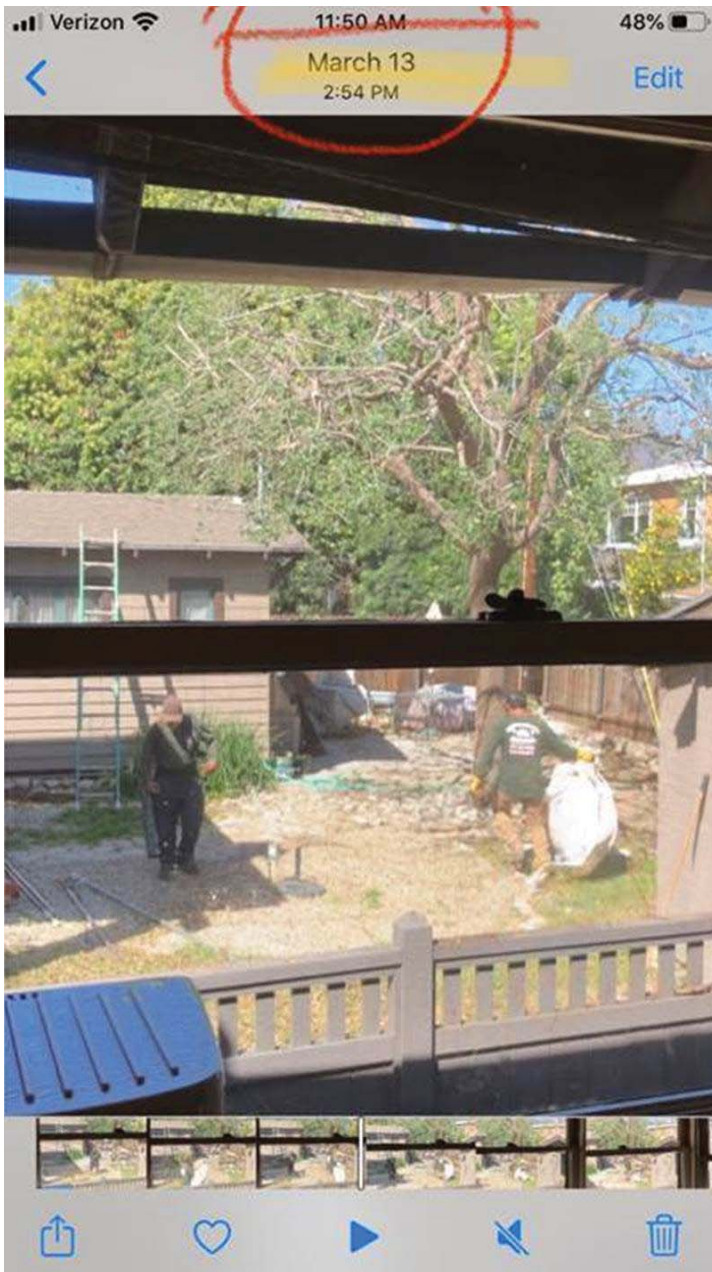
Edwar and Jose were notified about the tree removal when we first started this process in 2018. The timeline fails to address this. At no time did either of them state we should go to the Public Works and report it when a quick Google search could confirm. We discussed this at the February 11th meeting with David Bergman. If there was an investigation on the removal of the tree, why not investigate the oak tree at the same time? We contacted Public works twice by phone on the day of the cutting of the Oak and confirmed there was no permit. After numerous reminders, nothing appears to have been done on this. Below are pictures in January 2019 and March 2019 of the oak tree that was trimmed out of season. You didn't actually respond to this issue.



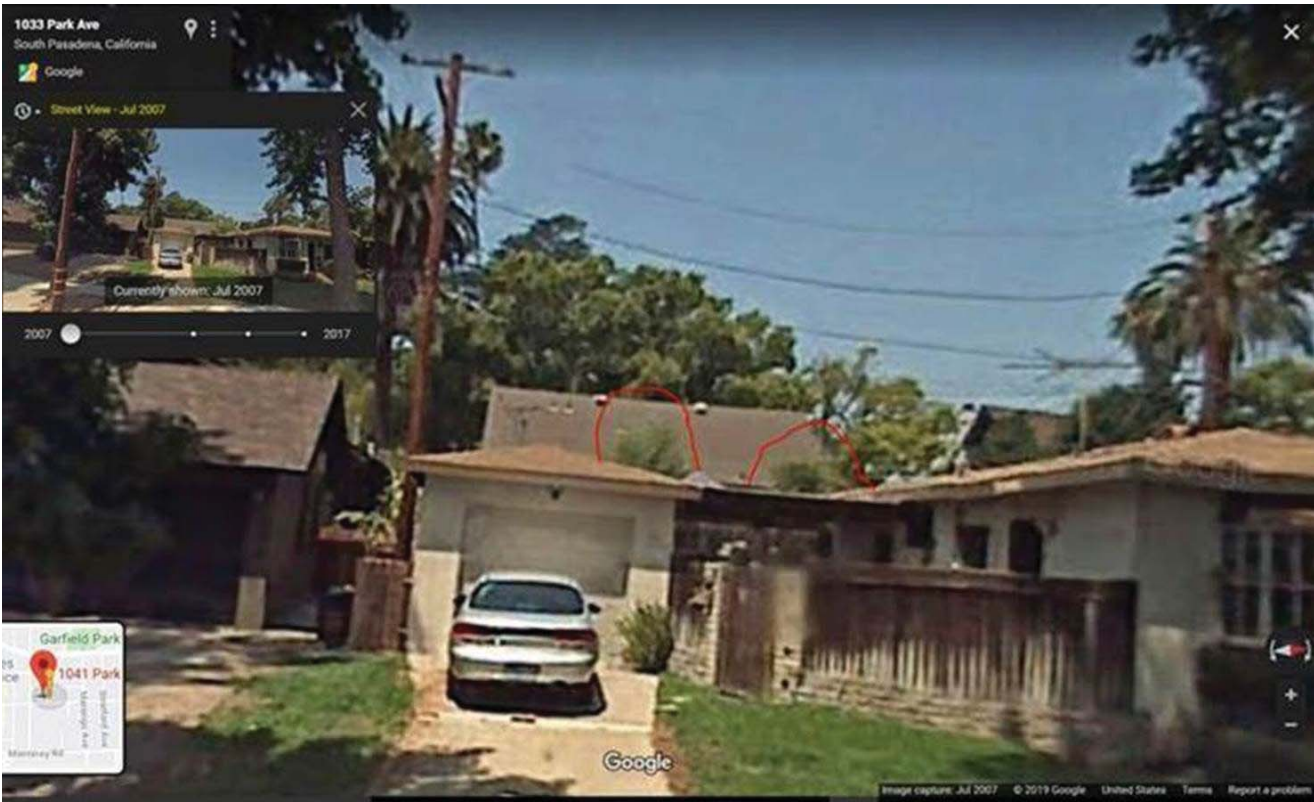
January 28
3:12 PM

Edit





Regarding the tree that the Public Works Department's did investigate, you stated it was less than 12-inches in diameter and did not require a tree removal permit. This is the first that we have heard of an investigation. Can you elaborate on this and include the public records that we've requested previously? Who investigated this and who did they speak with? Was it the owner who is a General Contractor? Are you aware that this was a multi trunk tree? You can see in the first picture from **2007** below that the tree was already well established and taller than the house roof line. Please see the second picture from July 2007 prior to approvals in November 2007. The red markings show the two trees in the Google street view. The picture below also shows the original porch that was torn down.





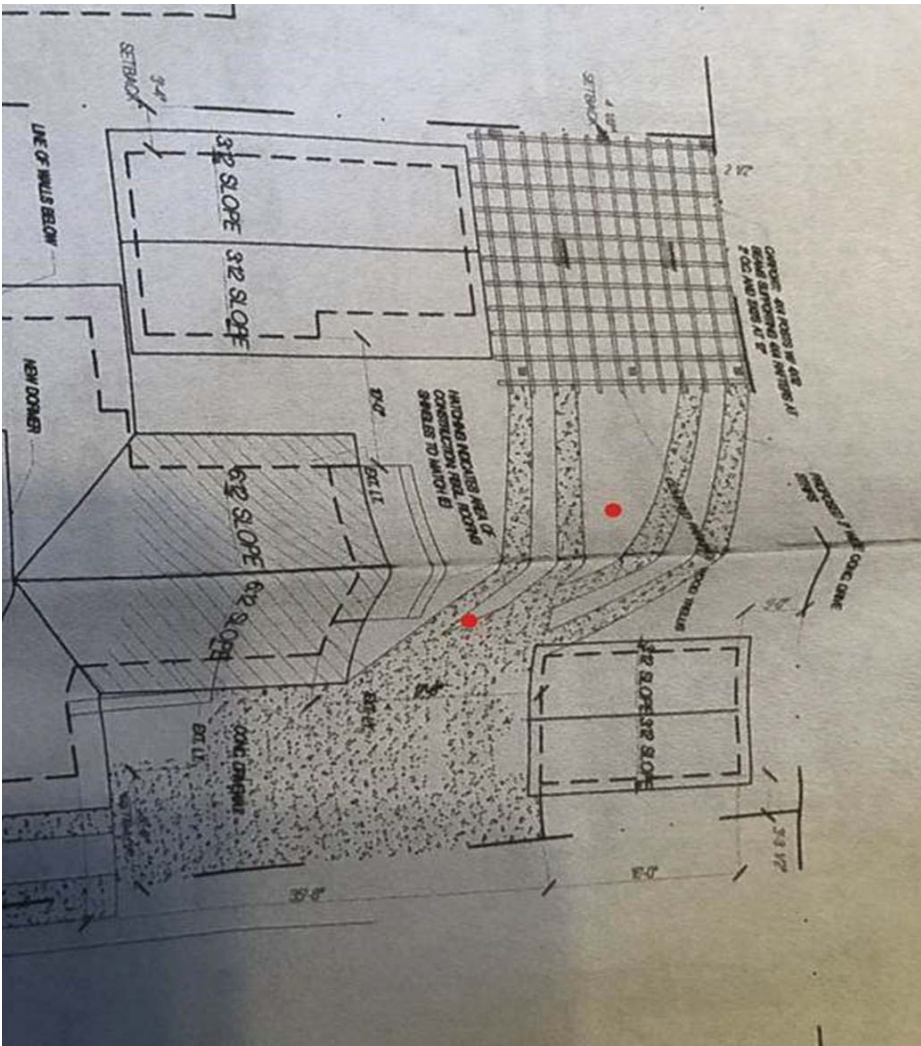
This is important because it shows that the owner knew that they could not conform to the parking that was a condition of the original approval. See how the pathway crosses where the tree was cut down and the Oak tree. See the November 2017 conditional approval plan and **no trees to be cut or trimmed**. We added the red dots to show the placement of the trees in the drawing below. The lower left dot was the multi-truck tree that was cut down and the upper right is the oak that sits in the middle of the path to the carport that was supposed to be built if they wanted to build the addition.

Narrative for 1030 Brent Avenue

Diane and Robert Roybal would like to add a second floor to their existing one story bungalow as well as add a one story family room at the rear yard. On the back yard side of the existing roof they would also like to add a dormer to get more ceiling height in the second floor addition. The downstairs family room will have three small concrete patios off of the east, south and north elevations and will also have a fireplace and chimney on the northerly wall . In order to satisfy the parking requirement a two car trellis will be erected in the north east corner, to the east (behind) the existing efficiency unit.

- There will be no trees trimmed or cut. The new windows, doors, roofing, paint and sidewall materials will match the existing conditions.

2007 Narrative



How was the tree that was cut down investigated? Since the tree was removed 4 years ago, how does the investigator know the diameter of the tree? Did you know this was a **multi-trunk tree** and one would need to measure the circumference of each trunk at 4 ft from the ground and add them together? An established tree planted before **2007** and cut down **8 years later in 2015** could reasonably be presumed that the multi trunk tree did meet the tree ordinance minimums with just 3 or 4 trunks. Because the trunks of the tree were so large, a stump grinder was needed to remove the stumps. You could also call the tree a shrub, the pictures clearly show it towers over 16 ft. Since the owner is a licensed General Contractor, please note the Intentional violation in the SPMC.

(r) "Protected shrub" means a woody plant that is over sixteen feet in height, which has one or more trunk(s) equal to or greater than a four inch diameter.

(l) "Intentional violation" means a violation of this Chapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of, or who has previously violated, its provisions. A commercial certified arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or tree removal permit in the city shall be presumed to know the provisions of this Chapter 34.

Property line dispute and setback concerns

SD: Property line disputes are a civil matter and are not addressed by the City. If there are concerns regarding the property line and setbacks that were used in the Project plans, a surveyor would need to be retained to determine the exact location of the property lines.

This is not a civil matter as there is clearly fraud in the misrepresentation of the current and 2007 documents provided to the City. John Pope was recently quoted in the South Pasadena Review stating “The City has little choice but to respond when the facts are ignored or misrepresented as they have been.....”

We aren't talking about leaves falling on our property or even disputing inches. This is clearly a big discrepancy and we've taken pictures to help you understand. Keep in mind that the owner approached us to acquire a 2 ft swath of land for about \$12k along the length of their driveway during the process of getting this project approved in 2007. So even then he knew he did not have enough space to build what he wanted. In the pictures below, you can see the owner had trouble complying with a correction notice that included **setbacks** in **2007** when the architect was asked to clarify unclear property lines and setbacks even in **2007** and it clearly shows they put down what was needed to get approved.

The original plans and the new plans show a setback of **5ft** at the back of the property which isn't even our property, but another neighbor's. It doesn't take a surveyor to see in the pictures below that the fence line is at **2ft 9 inches**, not **5 feet** like the plans show. If it's true that they have a 5ft setback, it would be just under their neighbor's gutter on the back of the neighbor's garage.

You'll see in pink below that we measured the driveway in numerous sections and marked them accordingly on the owners site plan which don't conform. We even took a picture of their driveway showing **6 ft** in one section when their site plans clearly shows nothing smaller than **8ft 6 inches** at the top of the driveway. The image with the red tape measurer shows the actual location at 8' 6". Because of the confusion of the setbacks on the driveway and back of garage, the owner needs to have the property surveyed. See the text images from the owner in **February 2019** when he acknowledges that the City may require a survey and thinks it's a good idea since he mentions he's probably encroaching and states that the City may require verification of property lines. Then deciding that he doesn't want to disclose it to the new owners if/when he sells as his plans are to move on and not even live in the property.

Neither you nor David ever responded to the driveway that was poured without a permit. It's time to correct this issue once and for all and require a survey from the property owner.

**COMPLETE WITH CORRECTIONS
NOTICE**

File
Curry
October 31, 2007

APPLICANT NO.: Development Case No. 1101-DRX/COA

Applicant: Jim Fenske
111 Peterson Avenue
South Pasadena CA 91030

Owner: Robert and Diane Roybal
1030 Brent Avenue
South Pasadena CA 91030

Location of Project: 1148 Oxley Street.

Project Description: The applicant is proposing a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Pursuant to State Law, City staff has completed a preliminary review of the application referenced above within the prescribed 30-day review period. Your application has been deemed complete with minor corrections. The corrections following corrections must be made to the submitted plans.

Please correct the size of the property lot from 7440 sq ft to 7436 sq ft. This is the correct size according to the South Pasadena Building records. This correction will also cause a correction in the existing lot coverage, existing F.A.R., proposed lot coverage, proposed F.A.R. The maximum lot coverage is 50% for 1030 Brent Ave. The new lot coverage will be 50%, not 49.9%.

Site Plan

- 1) Please include and show all the existing walls/fences.
- 2) Please include the location of any proposed exterior lights.
- 3) Please include the setbacks for all property lines (existing and proposed)

Presentation

Staci Nesbitt (Project Architect) presented the project and responded to the Board's questions and regarding colors and tree removals.

Public Comment:

None

Discussion/Vote

After further review, and discussion, the Board voted 4-0 (Rusk-Morrish) to **APPROVE** the project finding that it meets all four of the required design review findings outlined in the Zoning Code Section 36.410.040(D).

1030 Brent Ave

Applicant: Jim Fenske, Architect
Project #: 1101 - COA/DRX

Description:

Construction of a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Presentation

Jim Fenske (Project Architect) presented the project and responded to the Board's questions regarding a proposed skylight, railings, and the accuracy of drawings.





2ft 9 inches at the back yard fence.



5ft at the section in the neighbor's backyard and just at the edge of the other neighbor's gutter.



Bob >

Fri, Feb 15, 1:43 PM

Talking to our architect today and looking like a major room addition will take place. We are in the process of converting the Cottage from a duplex designation to an ADU. I will continue to Keep your view into our backyard as presentable as possible. We can do plantings if you desire

Also, city may require verification of property lines which would probably be a good idea anyway. I'll let you know.

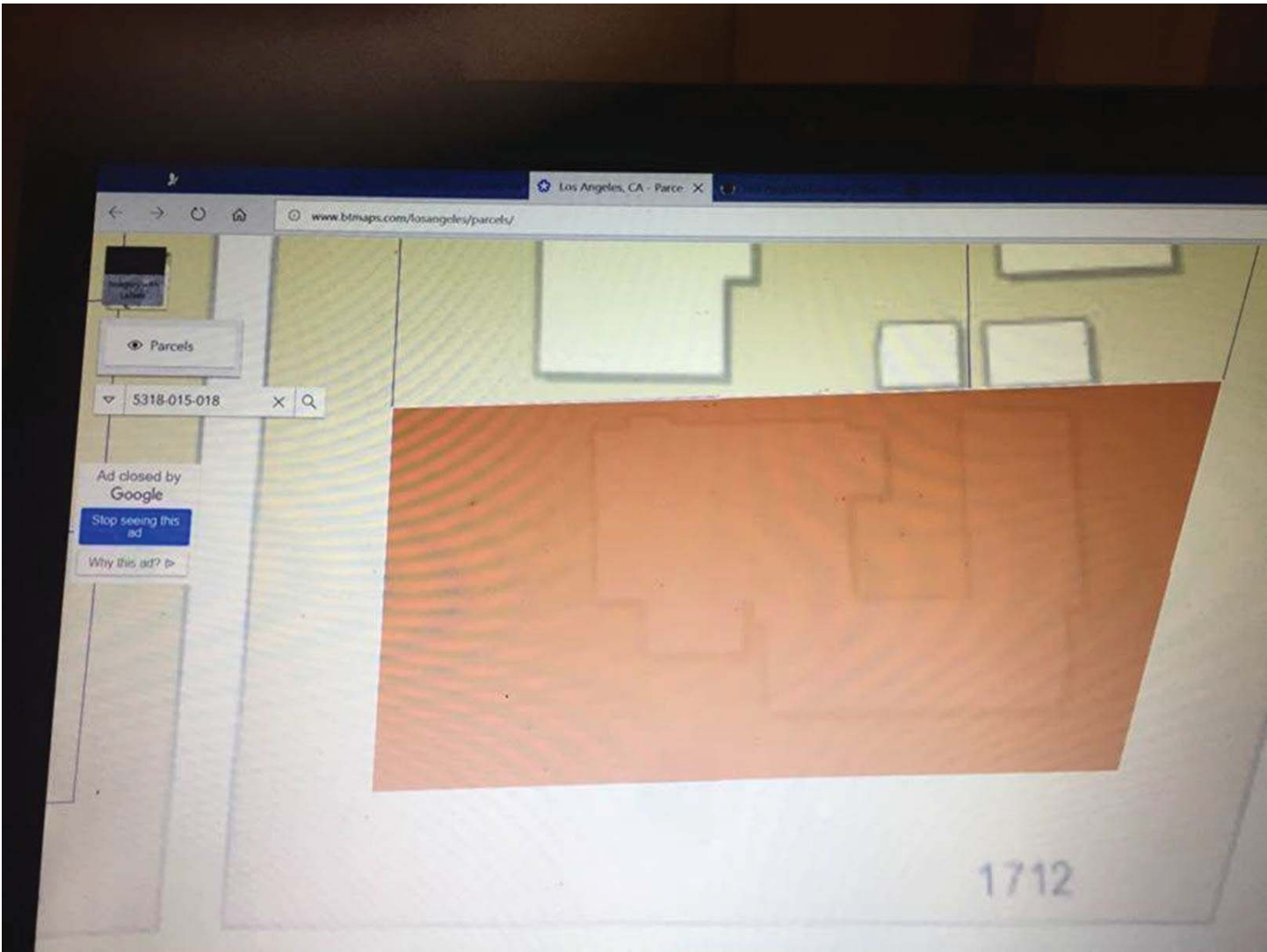
Sat, Feb 16, 11:01 PM

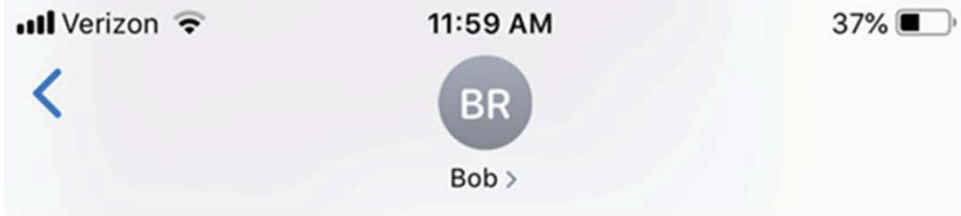
Travis, just to let you know that, as per our conversation, our intention is to complete this process and either sell or rent and move on. We have really appreciated you all as neighbors and will leave with having increased the value of all are properties. I thank you for your patience. Bob



iMessage





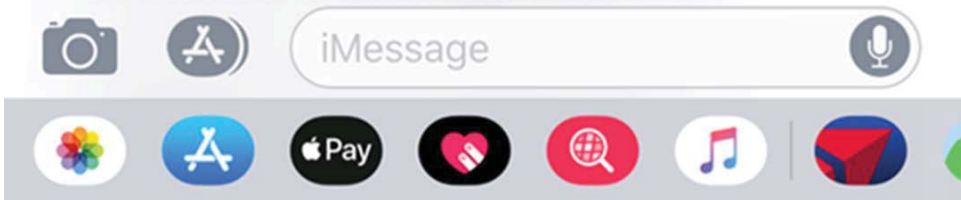


Thu, Feb 21, 10:03 AM

Hi Travis, still waiting on city to process our intentions. Also, I obtained an aerial picture of our property showing property lines and setbacks. Although, these views are only prospective, they do indicate non conformity and encroachment . I will not call for a survey right now because we might sell and then I would have to declare it any new buyers. I will wait on that . Again, we appreciate your help.

Thu, Feb 28, 3:03 PM

Hi Travis, New Report. I just received a call from the new city code enforcement officer Gus. The original complaint from last April regarding my patio addition just arrived at his desk. He knows nothing about it. Fortunately I have detailed documentation of my responses and compliance to all their requests and requirements. He



We also requested the documents and responses the owner is referring to in those texts in our request for public documents, but those too have not been provided.

Public Records Request

SD: The City Clerk's Office is responsible for Public Records Request and is currently looking into the request.

Unfortunately, this too has been mishandled. The first request was marked complete by J. Equivalls and when you review that information, he only provided 9 emails from the 2018 calendar year. Of those 9, one was a duplicate and all were generated in August, just two hours after we visited the planning desk for an update. We know there were communications throughout 2018 and not just August. We will need the City Clerk's Office to go back from 2018 to present day correspondences.

After our initial request in February 2019 with minimal results, Juan reached out in April and asked us to clarify what we needed. We were very clear and he never provided us with any documents. In June, Miriam Ferrel followed up and provided a copy of the ordinance 2004 which is not valid anymore. We appreciated that, but she too needed us to clarify what we needed. After several follow ups with her over the next 2 months, she too provided us with nothing. Now, Maria Ayala is also requesting clarification. She states "With respect to the role of the City Clerk's Office, we are looking to fulfill your request for **subject emails to your request**. I believe City Manager DeWolfe along with other Planning personnel will be working to provide you with other records" We have been clear from the first request and are still asking the same questions. Besides that, you stated the City Clerk's Office is responsible for the Public Records Request, but Maria is only looking to provide emails. Please confirm who will provide the documents that are not in email form and when we can expect them. Since we are now at 9 months and three employees later and have yet to receive the information we've requested, we'd like the City to clarify the email retention policy. We want to make sure that everyone is clear that no emails or documents shall be deleted, trashed, disposed of or purged from the network or backup drives. We have more pictures, documents and notes to support our story and can share as soon as we get the documents we have requested.

Stephanie and City Council, after seeing more information about these problems and actual support documentation and not hearsay, we hope that you are able to clearly see through this facade of misrepresentation from the owner and architect. Compliance with manipulation, misrepresentation and fraud give you the right to step in and revoke the COA. Remember, John Pope stated "The city has little choice but to respond when the facts are ignored or misrepresented as they have been in regard to the Drive property. And the community has expressed an interest in hearing the city's side of the story," spokesman John Pope said in a prepared statement during the gathering, which also included Mayor Marina Khubesrian, City Attorney Teresa Highsmith and, by telephone, City Manager Stephanie DeWolfe. Clearly the facts have been ignored and misrepresented in this case. It's time for the City and the City Council to acknowledge that the Owner/GC, Architect, City staffers, and Design Review failed in their due diligence regarding 1030 Brent Ave over the last 21 months and failed to respond appropriately. We ask again that all movement for this project stop and the COA be revoked.

Travis & Nichole Dunville

From: Tamara Binns <tbinns@southpasadenaca.gov>

Sent: Thursday, October 10, 2019 3:26 PM

To: Teresa Highsmith <thighsmith@chwlaw.us>; Lucy Demirjian <ldemirjian@southpasadenaca.gov>; Dr. Richard Schneider - Personal <Rdschneider0@yahoo.com>; City Clerk's Division <CityClerk@southpasadenaca.gov>; Robert Joe <rjoe@southpasadenaca.gov>; mkhubesran@southpasadenaca.gov; Michael Cacciotti - Personal <macacciotti@yahoo.com>; Stephanie DeWolfe <sdewolfe@southpasadenaca.gov>; Diana Mahmud <diana.mahmud@gmail.com>; Nichole [REDACTED]

Subject: RE: Unpermitted Construction 1030 & 1032

Importance: High

Mr. and Mrs. Dunville,

Please see the attached letter answering your questions about the construction at 1030 and 1032 Brent Avenue.

If you have further questions, please feel free to contact our new Planning Director, Joanna Hankamer at jhankamer@southpasadenaca.gov or (626) 403-7222.

From: Stephanie DeWolfe

Sent: Wednesday, October 02, 2019 6:18 PM

To: Nichole; Teresa Highsmith; Maria Ayala; Tamara Binns; Miriam Ferrel; Lucy Demirjian; Dr. Richard Schneider - Personal; City Clerk's Division; Diana Mahmud; Robert Joe; mkhubesran@southpasadenaca.gov; Michael Cacciotti - Personal

Subject: RE: Unpermitted Construction 1030 & 1032

Mr. and Mrs. Dunville –

Thank you for sharing your concerns regarding the construction activities at this site. I apologize that you did not receive a timely and appropriate response from City staff in regard to your concerns. I know you had received several responses from David Bergman and it was my understanding that he was appropriately handling the issue. I'm sorry I did not realize that you had not received an appropriate response.

I have now personally delved into the history of this project at your request and have found the issues to be complex. Having the files spread out on my desk, I understand your frustration with the process. While I had hoped to have a complete response for you by today, I have not been able to complete my review due to the complexity and lengthy history of interrelated issues. Please know however, that this has my full attention and I am personally looking into each of the concerns you raised. I anticipate I will be able to provide you with a complete response next week.

I apologize again for the City's failure to respond in a timely manner and appreciate your patience. Please let me know if you have additional concerns in the meantime.

Sincerely,

Stephanie DeWolfe

City Manager

City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

www.southpasadenaca.gov

626.403.7210



From: Nichole [REDACTED]
Sent: Wednesday, September 25, 2019 10:05 AM
To: Stephanie DeWolfe <sdewolfe@southpasadenaca.gov>; Teresa Highsmith <thighsmith@chwlaw.us>; Maria Ayala <mayala@southpasadenaca.gov>; Tamara Binns <tbinns@southpasadenaca.gov>; Miriam Ferrel <mferrel@southpasadenaca.gov>; Lucy Demirjian <ldemirjian@southpasadenaca.gov>; Dr. Richard Schneider - Personal <Rdschneider0@yahoo.com>; City Clerk's Division <CityClerk@southpasadenaca.gov>; Diana Mahmud <dmahmud@southpasadenaca.gov>; Robert Joe <rjoe@southpasadenaca.gov>; mkhubesran@southpasadenaca.gov;
Michael Cacciotti - Personal <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

Hi Michael,

Another month has gone by and we still have not received a response from the city staff. On August 27th you asked Stephanie DeWolfe to have the staff provide an estimate as to when they would be able to respond to our requests. Is there a reason no one is responding? Is the city manager or city attorney concerned about liability? They both have been included on this thread since February.

In the last 9 months the City Clerk has failed to provide the public records we've requested, even after multiple requests and reminders. In the last 18 months, the Planning/Building Department started and failed to complete two investigations, first under David Watkins and then again under David Bergman. Also, Public Works and city staffers in Building & Planning have known about the unpermitted tree removal for the unpermitted construction and promised to look into it and as far as we know, they still have not. Two months into the investigation, Planning and Building knew that this addition deviated from the expired plans the homeowners had from 2007. Since then, Planning and Building has done nothing except help the homeowner who is acting as his own contractor, continue what is clearly an unpermitted addition, blatantly ignoring city ordinances.

We reported the unpermitted construction in 2017, wishing to remain anonymous. This is extremely frustrating. Please review the email thread below. The entire City Council needs to be aware of the unprofessionalism of city staff and management.

Kind regards,

Nichole and Travis Dunville

From: Nichole [REDACTED]
Sent: Monday, September 9, 2019 8:41 PM
To: 'Michael Cacciotti' <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

Hi Michael,

This is a follow up on your last email to Stephanie DeWolfe. After watching this video of the most recent Planning Commission meeting, we have a better understanding of what's going on. Between the antiquated analogue system and the lack of staff, Planning and Building appears to be off the rails! Now we understand how plans were lost and files were unavailable and changes were able to happen at the desk without any record or documentation. If you haven't seen this yet, we suggest a quick review of Councilmen Richard Schneider's comments at the 21:40-22:34 mark, Commissioner Braun from 24:00-25:45 and David Bergman from 30:00-37:30
http://www.spectrumstream.com/streaming/south_pasadena_pc/2019_08_13.cfm

We understand that City Council doesn't handle every single issue in the city, but with all of the vacancies in Planning and Building we have nowhere else to turn. It's been 4 years and 2 months since the start of the unpermitted construction going on next door and 19 months since a code enforcement officer was in our house and took pictures of it. No investigation has ever been completed and our requests for public records have been ignored. David Bergman claimed to be overworked and was either unwilling or unable to follow up on the investigation or answer our emails. When you came over to our house you mentioned setting up a meeting. With the departure of David Bergman we think it's time to set up a day and time to finally take care of this issue with a decision maker who has authority to put an end to this illegal construction.

As always, we thank you for your time and service to our city!

Travis and Nichole Dunville

From: Michael Cacciotti <macacciotti@yahoo.com>

Sent: Tuesday, August 27, 2019 6:15 PM

To: Nichole [REDACTED]

Cc: sdewolfe@southpasadenaca.gov; Teresa L. Highsmith <thighsmith@chwlaw.us>; Maria Ayala <mayala@southpasadenaca.gov>; tbinns@southpasadenaca.gov; Marc Donahue Miriam Ferrel <mferrel@southpasadenaca.gov>; Lucy Kbjian <LKbjian@ci.south-pasadena.ca.us>; richard schneider <rdschneider0@yahoo.com>; cityclerk@southpasadenaca.gov

Subject: Re: Unpermitted Construction 1030 & 1032

Hi Nichole,

I have not received a response from Staff from my email last week. I will check on the status of your request.

Hi Stephanie,

Would you please have our staff provide Nichole and Travis with an estimate as to when staff will be able to respond to their request. They have been very patient up to this point.

Thanks

Michael

Sent from my iPhone

On Aug 27, 2019, at 9:26 AM, Nichole <dunvillefisk@earthlink.net> wrote:

Hi Michael,

Wanted to know if you've heard anything regarding this, because we haven't. Thanks for following up with this!

Kind regards,

Nichole and Travis

From: Michael Cacciotti <macacciotti@yahoo.com>

Sent: Monday, August 19, 2019 9:11 AM

To: dbergman@southpasadenaca.gov

Cc: sdewolfe@southpasadenaca.gov; Teresa L. Highsmith <thighsmith@chwlaw.us>; Maria Ayala <mayala@southpasadenaca.gov>; Marc Donahue Miriam Ferrel <mferrel@southpasadenaca.gov>; tbinns@southpasadenaca.gov; LDemirjian@SouthPasadenaCA.gov; RSchneider@SouthPasadenaCA.gov;

richard schneider <rdschneider0@yahoo.com>; [REDACTED]

Subject: Fwd: Unpermitted Construction 1030 & 1032

Good morning David,

Just wanted to follow up on my email from two weeks ago about the above mentioned issue on Brent Ave. Please have staff provide us a response later this week as Travis and Nichole have been patiently waiting a response.

If for some reason we are not able to provide a response, please let them know when a response will be provided.

Thanks

Michael

Sent from my iPhone

Begin forwarded message:

From: "Nichole" [REDACTED]
Date: August 19, 2019 at 8:35:13 AM PDT
To: "Michael Cacciotti" <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

Hi Michael,

We appreciate your email two week ago. Have you had any contact or conversations regarding this issue since you sent the email? The reason we ask is that we still haven't heard anything.

Thanks,

Travis and Nichole

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Sunday, August 4, 2019 6:27 PM
To: dbergman@southpasadenaca.gov
Cc: sdewolfe@southpasadenaca.gov; tbinns@southpasadenaca.gov; Marc Donahue
Miriam Ferrel <mferrel@southpasadenaca.gov>; Maria Ayala
<mayala@southpasadenaca.gov>; Teresa L. Highsmith <thighsmith@chwlaw.us>;
[REDACTED]; Lucy Kbjian <LKbjian@ci.south-pasadena.ca.us>
Subject: Fwd: Unpermitted Construction 1030 & 1032

Hi David

Good to see you at city Hall last week.

I wanted to follow up with Travis and Nichole's request for assistance (see emails below) on the alleged unpermitted construction occurring at the above location at 1030 and 1032 Brent Ave, just north of Oxley (which is adjacent to and north of their home).

When I met with Travis and Nichole today, they mentioned that they had requested some documents back in June 2019 from the city, but had not received everything they had requested in their Public Records Request. They are also concerned because construction continues intermittently at the location, which they believe is not

consistent with plans and/or permits approved by the city.

I know we have had substantial turnover in your department and the city clerk's office, but please, at your earliest available opportunity, this week, work with the city clerks office to provide any documents that are responsive to their request and are not privileged, etc. Also, please work with staff to address and respond to their concerns about this project including permitting, alleged deviations from approved plans, ongoing construction activities, etc.

Thanks for your hard work!

Michael

Sent from my iPhone

Begin forwarded message:

From: "Nichole" [REDACTED]
Date: August 1, 2019 at 11:25:05 PM PDT
To: "'Michael Cacciotti'" <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

You're welcome to come over to our house. It's 1036 Brent Ave.

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Thursday, August 1, 2019 11:16 PM
To: Nichole [REDACTED]
Subject: Re: Unpermitted Construction 1030 & 1032

Hi Travis and Nichole

I can meet at 2 pm. on this Sunday. - Where you want to meet?

Thanks

Michael

Sent from my iPhone

On Aug 1, 2019, at 4:06 PM, Nichole [REDACTED] wrote:

Hi Michael,

Thank very much for responding so quickly! We are available anytime Sunday afternoon. Would that work?

Nichole and Travis

626-627-1010

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Tuesday, July 30, 2019 11:59 PM
To: Nichole [REDACTED]
Cc: Michael Cacciotti <mcacciotti@southpasadenaca.gov>
Subject: Re: Unpermitted Construction 1030 & 1032

Hi Travis and Nichole,

I am usually CC'd on the email communications between our city staff and you.

I would be happy to meet. Are you available to meet this weekend in the afternoon?

Thanks
Michael

Sent from my iPhone

On Jul 30, 2019, at 3:48 PM, Nichole

<[REDACTED]> wrote:

Hi Michael,
Hope you're enjoying your summer. You may remember that we reached out to you 6 months ago regarding the unpermitted construction at 1030/1032 Brent. In that email, we were clear that we wanted honesty, transparency and oversight. As of today, we have not received answers to our questions about how this project was investigated and how it keeps moving forward when there are so many problems that have not been addressed. We were very specific in our questions and have yet to receive answers. In your reply to us on February 5, you mentioned that you wanted the staff to keep you informed on how they are working to resolve this issue. Besides the below thread, has the staff informed you of anything else? We ask because in the attached email thread, we requested specific documents with repeated follow ups with no response.

It's now been over 4 years since the start of construction and 18 months since the city inspector took pictures of the unpermitted structure. This is unacceptable. We would like to have a conversation with you when you are available.

Regards,
Travis & Nichole Dunville

From: Nichole
<[REDACTED]>
Sent: Monday, June 17, 2019 8:25 AM
To: 'David Bergman'
<dbergman@southpasadenaca.gov>;
'Teresa Highsmith'
<thighsmith@chwlaw.us>
Cc: 'Michael Cacciotti'
<mcacciotti@southpasadenaca.gov>;
'Stephanie DeWolfe'
<sdewolfe@southpasadenaca.gov>;
'Code Enforcement'
<CodeEnforcement@southpasadenaca.gov>; 'Alex Chou'
<achou@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

David,
We reviewed the plans at the counter on Friday, June 14th. Once again we are getting conflicting answers and there are still many errors that have not been addressed. The plans dated 7/28/2018 but are different from the Roybal's plans they provided us this year that are also dated 7/28/2018. It appears that the architect continues to make changes to the plans, that were not part of the original approvals,

without properly notating them on the plans. When we were in on Friday, Jose mentioned that everything has been corrected and permits are ready to be issued and paid for. While there are many errors in the plans, we pointed out just a couple of inaccuracies in the plans and stated it may be better to wait for you to come back on Monday before issuing anything and Jose agreed. The Roybals want an addition that is based on what they have already constructed illegally. These are some of the items that are different from the original approval: the pitch of the roof has increased in height, the width of the structure has increased, the footprint has moved 3ft south and every

elevation has changed from what was originally approved. The original plans were conditionally approved with the addition of additional parking on the property. The approval was based on a duplex, not an ADU. Everything about this project is different than the original plans. We would expect the planning and building department to notice these changes as we have mentioned them in person and in emails.

Also, the drawings have inaccurate setback measurements that we have discussed with you and your staff. One example is the setback behind the garage. We've attached a picture of the garage setback that shows 5ft on both the original and

new plans from 7/28/19. You'll see in the picture the setback is actually only 2 feet 9 inches. Besides the owner sending us a text stating that he believes he's encroaching our property with their driveway, he also poured a new wider driveway to possibly meet the minimum requirements for new construction and parking on the original approval. You may want to look at their permits and see if they have one for the driveway and if the driveway is even wide enough to meet the minimum parking requirements for the original approval.

On February 11th we requested all public documents. We received a few select items, but not what we originally

requested. After our second request to Juan on April 30th , we received an email from Miriam stating Juan is no longer working for the City on June 3rd. We sent her an email on Friday to request an update as to when we may expect those documents. We believe that the City should not move forward on this project and issue any permits until all issues have been resolved. If you disagree, please let us know.

You stated in your April 18th email that public works is in charge of the tree trimming and removal. A tree, that was never notated on any of the drawings, was cut down in 2015 to build the existing unpermitted structure and then another tree,

an oak, was trimmed in March of this year without a permit and out of season. Public works was notified twice on the day in March. It's now been two months and nobody from public works has followed up.

It has now been 16 months since the city inspector took pictures of this nuisance and 4 years since tree removal, demolition of the original back porch and construction of the eyesore started. As residents of this city for 25 years, we expect more. Regarding our other concerns in our previous emails, you have not responded to our specific questions about the approval process and how Mark G ignored the South Pasadena major review process. Will you or the

City Attorney be
addressing this issue?

Finally the new ordinance from 2017 repeals and replaces the previous ordinance. It appears that the city is choosing to ignore this. Why would the city choose to use the old ordinance 2315, from 1992 and not the current ordinance from July 2017?

Sincerely,
Travis and Nichole
Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Monday, June 3, 2019 8:55 AM
To: Nichole
[REDACTED]; Teresa Highsmith <thighsmith@chwlaw.us>
Cc: Michael Cacciotti <mcacciotti@southpasadenaca.gov>; Stephanie DeWolfe <sdewolfe@southpasadenaca.gov>; Code Enforcement <CodeEnforcement@southpasadenaca.gov>; Alex Chou <achou@southpasadenaca.gov>
Subject: RE: Unpermitted Construction 1030 & 1032

Hello Mr and Ms. Dunville:

The development application has been reviewed by the City's Public Works Department and returned to the applicant with requests for corrections. The property has been issued a notice to correct unpermitted construction.

Please let me know if you have any additional questions.

Best

David Bergman

From: Nichole
[REDACTED]

Sent: Sunday, June 2, 2019 11:27 AM

To: David Bergman

[<dbergman@southpasadenaca.gov>](mailto:dbergman@southpasadenaca.gov);

Teresa Highsmith

[<thighsmith@chwlaw.us>](mailto:thighsmith@chwlaw.us)

Cc: Michael Cacciotti

[<mcacciotti@southpasadenaca.gov>](mailto:mcacciotti@southpasadenaca.gov);

Stephanie DeWolfe

[<sdewolfe@southpasadenaca.gov>](mailto:sdewolfe@southpasadenaca.gov)

Subject: RE: Unpermitted Construction
1030 & 1032

Hello Mr. Bergman,
We are following up on our previous email from April 29th. Can you please update us regarding 1030/1032 Brent Ave.?

Sincerely,
Travis and Nichole Dunville

From: Nichole
[REDACTED]

Sent: Monday, April 29, 2019 10:45 PM

To: 'David Bergman'

[<dbergman@southpasadenaca.gov>](mailto:dbergman@southpasadenaca.gov);

'thighsmith@chwlaw.us'

[<thighsmith@chwlaw.us>](mailto:thighsmith@chwlaw.us)

Cc: 'Michael Cacciotti'

[<mcacciotti@southpasadenaca.gov>](mailto:mcacciotti@southpasadenaca.gov);

'Stephanie DeWolfe'

[<sdewolfe@southpasadenaca.gov>](mailto:sdewolfe@southpasadenaca.gov)

Subject: RE: Unpermitted Construction
1030 & 1032

Mr. Bergman,

While we are glad to see you mentioned the structure will be removed, this is only part of the problem. If building permits are issued and the structure is torn down, whatever the City has approved could be rebuilt. Rebuilding the new structure is our concern since the City did not follow the ordinance and municipal code. Let's start with the investigation that originated on February 3rd or 4th of 2018. Over a year later, we receive a text from Bob Roybal on February 28th, 2019 that states: "Hi Travis, New Report. I just received a call from the new City Code Enforcement Officer Gus. The original complaint from last April regarding my patio addition just arrived at his desk. He knows nothing about it. Fortunately, I have detailed documentation on my responses and compliance to all their requests and requirements. He indicated that he would find out the present status of the matter and inform me. I also notified my architect. He replied that he is current and awaiting direction. I am pulling my hair out at this point and thinking about lighting matches! Thanks, hope we can get this done soon."

As for the COA still being valid, we would like the City Attorney to state why she believes that the COA is grandfathered in, as the new ordinance specifically states that the CHC of the South Pasadena Municipal Code is hereby repealed in its entirety and replaced with the following new CHC. We would like the City Attorney to explain directly so it doesn't get misinterpreted. Perhaps the City Attorney can explain how the Roybals will be able to get building permits without the COA and Design Review Board (DRB) certificate as well. The original COA and Design Review Board(DRB) certificates were needed to

acquire building permits under that approval. The original COA is based on the approved details. The COA then goes on to state an additional COA is required for exterior changes not described in the above description and approved by the CHC. All work (alteration, demolition or exterior changes) requiring a COA shall substantially conform to the stamped approved plans dated the effective date of this approval.

As we've previously mentioned to City staffers, and to you, on our February 11th meeting and in the previous emails, we still haven't been told how the Chair was able to "approve" the updated drawings. The original approval specifically states on the certificates and stamped approved drawings that it needs to be built exactly as CHC and DRB approved. This included the addition of 2 covered parking spots. The City staffer's own timeline states on April 16, 2018 that the owner called in and spoke to a plan checker and stated that the project plans have diverted from the original plans. At that time staffers should of stated these are considered new plans and will need to be resubmitted as a new project. There is a process that needed to take place and the former Director did not follow that process. Even if the Director did approve, which he did not, the Chair would have then needed to decide if this was a Major or Minor review. Clearly this procedure was overlooked. It would have been a good idea to include the other committee member of the CHC since this was unpermitted construction that was under investigation and diverted from the original approvals. Please let us know in as much detail as you can why the Major review was not followed or the rest of the CHC involved.

The next concern is the property line. You might remember that we mentioned the setbacks on the original

plan and the current site plan were incorrect and you would investigate it. What did you find? On February 15th, 2019 Bob Roybal stated in a text: "Also, City may require verification of property lines which would probably be a good idea anyway. I'll let you know." Then the next day on February 16th, 2019 Bob Roybal texted: " Travis, just to let you know that, as per our conversation, our intention is to complete this process and either sell or rent and move on. We have really appreciated you all as neighbors and will leave with having increased the value of all our properties. I thank you for your patience."

Then on February 21st, 2019 Bob Roybal texted:

"Hi Travis, still waiting on the City to process our intentions. Also, I obtained an aerial picture of our property showing property lines and setbacks. Although, these views are only prospective, they do indicate non conformity and encroachment. I will not call for a survey right now because we might sell and then I would have to declare it to any new buyers. I will wait on that. Again, we appreciate your help."

This is making more sense to us now because when the Roybals were getting the original plans approved in 2007, they wanted to purchase a 12 inch strip of our property along the North elevation of our property. We declined the offer. Looking back, they probably didn't have the minimum requirements for the driveway. The Roybals need to confirm their property lines.

There is no consideration of neighbors who were not living here in 2007/2008 when this was originally approved. Specifically, the owners directly behind who can see into the backyard at 1033 Park Ave. and 1029 Park. who are currently under construction and can see the addition from their property as well. Both neighbors were appalled at the process

and construction of the structure. Two doors from them are more new owners. It keeps on going around the block and at least 40% of the homeowners are new to the area since the original approvals. Maybe these neighbors should have had a chance to know what is going on as well.

We are demanding transparency. We do not want a structure to be built next door to us that has not gone through the correct approval process. If they want to build a structure, they need to go through the process and let the neighbors within a 300 foot radius know what is being built. We look forward to hearing from you and the city attorney.

Regards,
Travis and Nichole Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Thursday, April 18, 2019 5:22 PM
To: Nichole
[REDACTED]
Cc: Michael Cacciotti
<mcacciotti@southpasadenaca.gov>;
Stephanie DeWolfe
<sdewolfe@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Dear Mr. and Ms. Dunville:

Thank you for contacting me with your concerns about 1030 and 1032 Brent St. I wanted to provide you with an update on the status of the project. As I mentioned in our correspondence on April 2nd the property owner is in the process of submitting plans for new construction that will remove the unpermitted conditions. The plans for this project have been reviewed by the Planning Department for conformance with the project's conditions of approval and with the City's

development codes. The City's Public Works Department received the plans for their review on April 17th. They are currently in the process of checking the plan for conformance with their conditions of approval. After they have completed their review, which is expected to occur by April 26th, the City's Fire Department will review the plans. Assuming that no major revisions are required, the property owner should be able to receive building permits for the project that will remove the unpermitted construction in the first half of May.

As I mentioned previously, as a matter of policy, the City does not move forward with code enforcement on a property when it is being reviewed for approvals that would remediate unpermitted conditions. However, once the permits have been approved, we will begin code the enforcement process as an incentive for the property owner to begin work within 30 days after the clearance of the project for building permits.

As to your other concerns, please note the following:

- 1) I have reached out to the Deputy City Clerk regarding items missing from your initial Public Records Request. He should be able to work with you to determine if any disclosable public records were not included in your request. He should be able to engage with you to discuss other records that may be relevant to your inquiry. I have asked him to reach out to you on this matter.
- 2) I have contacted our City's Public Works Department regarding the unpermitted tree trimming and removal. This department's staff manages the

City's tree program and they should be able to give you the correct information on the status of the trees at the property. I have asked them to respond directly to you.

- 3) I reviewed your concerns about the Certificate of Appropriateness with the City Attorney. The City's historic preservation ordinance has been amended to include an 18 month expiration date on certificates of appropriateness. This is a change from the previous ordinance that did not have any time limit for these approvals. Because the certificate of appropriateness for this project was issued prior to the revision, it does not expire. If you have questions about the timing of the revisions of this ordinance I'd encourage you to reach out to the City Clerk's office for assistance.

City staff is engaged on this application and aware of the need for the property owner at 1030 and 1032 Brent to remediate any unpermitted construction. I will instruct our staff to inform me when the project has cleared its review for building permits.

Please let me know if you have additional questions or concerns.

Yours,

David Bergman

David Bergman
Interim Director
Planning and Building Dept.
City of South Pasadena
Wk: 626-403-7223
Fax: 626-403-7221

<image001.jpg>

*Help us shape the future of South Pasadena
by getting
involved in the General Plan and Mission
Street Specific
Plan updates. **Click the logo to see how!***

From: Nichole
[REDACTED]

Sent: Wednesday, April 17, 2019 10:58
PM

To: David Bergman
<dbergman@southpasadenaca.gov>

Cc: Michael Cacciotti
<mcacciotti@southpasadenaca.gov>

Subject: RE: Unpermitted Construction
1030 & 1032

Hello David,

Thank you for the update. We still have concerns that have not been addressed. We have made our position very clear; we want this addition torn down. This project has been under construction since 2015 and now we look out at an ugly plywood structure. Since they were cited building illegally, the Roybals have told us they want to rebuild it to their old plans but with many significant changes, including making the addition taller and closer to our property. We don't understand why the city would continue to ignore the municipal code and continue to assist a general contractor to build without a permit or a Certificate of Appropriateness. We requested all public documents on February 11, 2019. While we have received some documents, we have received no emails, letters or documents between June 5, 2009 and August 7, 2018. In your timeline you stated there are correspondences between the Roybals and the City during this time period. The Roybals have the certified letter dated March 13, 2018 from the City to correct the

unpermitted construction. Jose Villegas showed the letter to us on January 31, 2019. When we asked him for copies of the letter and the investigation file, he stated that we would need to make a public file request. We were surprised that this letter was not in the public document file we requested; it makes us wonder what else we were not given.

We still don't understand how this process has gone on for over a year since the Roybals received their non-compliance letter and why the City did not follow the rules set in place for this type of situation. After telling you and your staff that the COA does expire and providing a copy of the ordinance in the last email, you still stated they do not expire. We'd like to point you to the municipal code that states Certificates of Appropriateness do indeed expire. Please review City Code 2.65 (11) Expiration of Certificate of Appropriateness. A certificate of appropriateness shall lapse and become void 18 months (or shorter period if specified as a condition of approval) from the date of final approval, unless a building permit (if required) has been issued and the work authorized by the certificate has commenced prior to such expiration date and is diligently pursued to completion. Upon application by the property owner before the expiration of a certificate of appropriateness, the commission may extend the expiration date of the certificate for an additional period of up to 12 months. The commission may approve, approve with conditions, or deny any request for extension. Not only do the COAs expire, the Roybals COA had conditions to it. Their certificate stated: "This certificate of Appropriateness (C of A) is effective only for exterior changes detailed that was presented to the Cultural Heritage Commission on November 15, 2007. An additional C of A is required for changes not described in the above description and approved by the Cultural Heritage

Commission.” Not only did the C of A expire, so did the Design Review Board (DRB). The letter to the Roybals dated December 12, 2007 states in bold: “Assuming no appeal is filed, the planning approval is valid for one (1) year from the effective date of approval.” Because the effective date was December 20, 2007, this expired over ten (10) years ago. Not only did everything expire, the Roybals requested a refund and they were refunded fees spent on this project in 2009.

Besides the expirations, we also asked about the about how the Chair “approved” this project in our February 11th meeting with you, and again in our email. You stated you would find out what happened. After six weeks, all you state is that “On August 24th, 2018 the CHC Chairman approved the revisions to the approved COA for this project.” We stated that the owners didn’t file for a new COA and the Chair has no authority to approve a major design review. The only item that has a mention of approval from public documents was when architect Jim Fenske tells Jose, “Mark is good with it”. On August 24th Jose emailed Mark Gallatin and Mark only responds the “the site plan looks fine”. Is this how plans are approved?

Early February 2018 the illegal construction was reported to the City. From the beginning of the investigation in early Feb 2018, the first email we received in the public documents we requested was from Aug 7, 2018. This is the same day we inquired about the status of the property. A few hours later Jose emailed Jim, “I was wondering if you had an update on 1030 Brent St? Can you please let me know what is going on with this project? Thanks Jose” Jim replied “I’d like to meet with Marky G. on Thursday to see what changes were

made to the approved design.” On August 9, 2018 Jim writes back to Jose, “I met with Mark today and he says he’s ok with the redesign of the addition.” On August 24, 2018 Jim sent Jose the plans for the project. Minutes later Jose writes to Mark and says, “Jim mentioned he met with you about two weeks ago and that you were ok with this project. However, a site plan should be provided because it was missing.” A few minutes later Mark replies by email, “The site plan looks fine.” There were no more emails until five months later on January 28th, 2019, when we went in the office at about 2pm to ask the status again. On that day we requested to see the approved plans and Jose was unable to find them and he said the architect did not have copies either. Then that evening at 5:39, Jose emailed Jim, “Let’s meet on Wed, January 30 and discuss the project plans for the addition to 1030 Brent Ave. I found the approved set of copies. This is a time sensitive issue.” We find it curious that neither the City nor the architect had the approved plans. It was only after we would visit the planning and building office and ask questions that emails would start up again. And why would staff from planning building reach out to an architect of a current code enforcement case? But none of this actually matters since the COA expired years ago and a minor or major project review cannot happen without a COA. The changes that the Roybals and the architect have made to the plans would cause this to fall under a Major Project Review.

At the end of our meeting on February 11th, we talked about the tree that was cut down to build this unpermitted structure. You mentioned you would look into that. What were your findings? A search with Google Earth Pro shows the tree prior to the structure being constructed. The reason

we bring this up is that on March 13, 2019, the Roybals had the oak tree in their backyard trimmed. Per the City staffers, this tree was cut out of season and without a permit. We believe this continues to show a pattern of the Roybals ignoring City regulations.

Thank you for the offer to review the submitted plans, but we already have copies of the originals from 2007 and the plans that were submitted dated July 26, 2018. That is how we know that there are changes to all of the elevations including the amount of doors, the increase in height and placement of the structure closer to our property. On February 11, 2019 we left the meeting with you feeling confident that you would investigate what actually happened, or didn't happen. So far, this is not the transparency we were expecting. We have CC'd Michael Cacciotti to assist in a resolution before this moves any further.

Nichole and Travis Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Tuesday, April 2, 2019 9:50 AM
To: Nichole
[REDACTED]
Subject: RE: Unpermitted Construction
1030 & 1032

Hello Mr. and Ms. Dunville

I wanted to provide you with an update on the status of the application for development at 1030/ 1032 Brent. The property owner has been working with an architect and our staff to bring the property in to compliance with all applicable planning requirements and building codes. Please note the following:

- 1) The owner has submitted plans for the property that are currently waiting for Fire Dept. and Public Works Dept. review and approvals.
- 2) The property owner has been issued a notice to correct the unpermitted conditions at the property. As a general rule unless there is an immediate life safety issue the City does not move forward on enforcement of conditions where the property owner has applied for permits to correct the cited conditions. No building permits can be issued until the Fire Dept. and the Public Works Dept. have completed their review of the project. Building Dept. plan check and Planning Dept. plan check will proceed, once Fire Dept. and Public Works Dept. conditions are approved.
- 3) No building inspections have been done on this property as no building permits have been issued.
- 4) The Certificate of Appropriateness (COA) was issued at the November 15, 2007 CHC meeting, unlike building permits COA's do not have an expiration date. On August 24, 2018 the CHC Chairman approved the revisions to the approved COA for this project.

We are continuing to work with the property owner to ensure that the conditions on the site are brought in to conformance with the City's municipal code and that all reviews occur as specified in the City's approval process. I'd encourage you to come to the Planning Department to review the development plans that have been submitted. I will follow up with staff to investigate that any issues regarding

incorrectly designated set backs are being addressed under the proposed development application.

Please let me know if you have any further questions and thank you for your patience as we work with the property owner to remediate the issues at the property.

Yours,

David Bergman

From: Nichole

Sent: Friday, March 29, 2019 8:33 AM

To: David Bergman

[<dbergman@southpasadenaca.gov>](mailto:dbergman@southpasadenaca.gov)

Subject: RE: Unpermitted Construction 1030 & 1032

Hello David,

We received the records we requested on March 4. We've reviewed the records, time line and codes, comparing them with our own notes and timeline. We wanted to wait to give you time to review the records as well. In our conversation on Feb. 11 you stated that you were going to review the code enforcement investigation. Has that been completed? And what are your findings? We still have yet to receive any public records regarding the code enforcement violation. Based on what we received, the South Pasadena Municipal Code (SPMC) has not been followed.

In our review of the records and time line there are several big red flags.

1. There is no current certificate of appropriateness.
2. This project does not fall under minor project review.
3. The setbacks are incorrect.
4. There is no reason to waive the parking requirement.

1. In reviewing the public records there is no current certificate of appropriateness. The owner/builder cannot get a building permit until he has a Certificate of Appropriateness. The first step after being caught building illegally, according to the SPMC, would be to apply for a certificate of appropriateness. The owner would have had to apply for this within 30 days of being notified by the city. It's been over one year, and there is still no public record of a certificate of appropriateness application. This is a very experienced General Contractor who knows exactly what he's doing. He cut down a tree without a permit to begin building, demolished an existing back porch, built an unpermitted addition, claiming it's a patio, and spent three years on construction. After three years of construction, he was notified by the city to stop construction, another year has passed and it's been a total of four years since this project began. After he was told to stop he brought in his old plans from 2007 with an expired certificate of appropriateness from 2008. It is not our job to enforce the city of South Pasadena's municipal codes. We rely on code enforcement and the building and planning office to do this job. When the codes are violated, the city has the obligation to investigate and follow the proper procedures, see below.

2.67 Enforcement and penalties. [Source](#)

(a) **Unpermitted Work without a Certificate.** Demolition, relocation, alteration or removal of any improvement, site or natural feature subject to the provisions of this article without obtaining a certificate of appropriateness is a misdemeanor and is further hereby expressly declared to be a nuisance.

(b) **Obligations and Consequences upon Failure to Obtain a Certificate of Appropriateness.**

Unpermitted work, without the approval of a certificate of appropriateness pursuant to the requirements of this article, shall be addressed as follows:

(1) The director or his/her designee shall give notice to the owner of record by certified or registered mail of the specific demolition or alteration work that was made without first obtaining a certificate of appropriateness. **The owner or person in**

charge of the structure shall apply within 30 days for a certificate of appropriateness.

(2) In reviewing the unpermitted alterations, demolition, relocation, or removal, the commission shall either:

(A) Approve the certificate of appropriateness pursuant to the criteria specified in SPMC [2.65](#); or

(B) Deny the certificate of appropriateness and require that the inappropriate alteration(s) or demolition be abated pursuant to subsection (c) of this section.

(3) If the property owner fails to apply for a certificate of appropriateness or abatement of the public nuisance pursuant to subsection (c) of this section is not possible, the matter shall be referred to the city prosecutor for further action.

(c) Abatement of Nuisance. Any work undertaken for which a certificate of appropriateness is required but was not obtained shall be deemed a nuisance. Such nuisance shall be abated by reconstructing or restoring the property to its original condition prior to the performance of work in violation of this article in the following manner:

(1) Covenant to Reconstruct Within One Year. Within 30 days of the effective date of the commission's denial of a certificate of appropriateness, the owner of the property shall execute and record a covenant in favor of the city to do such reconstruction or restoration within one year of the effective date of the commission's decision to deny a certificate of appropriateness. The form of the covenant shall be subject to approval by the city attorney, and shall run with the land.

(2) Time Extension on Covenant. Upon application to the commission, the time may be extended on a covenant to reconstruct if the owner shows the work cannot reasonably be performed within one year.

(3) City Action. If the owner refuses to execute and record such covenant, then the city may cause such reconstruction or restoration to be done, and the owner shall reimburse the city for all costs incurred in doing the work. The cost of the work performed by the city shall constitute a lien against the property on which the work is performed. Restoration or reconstruction may only be required when plans or other evidence is available to affect the reconstruction or restoration to the satisfaction of the director.

2. This project does not qualify for a minor project review. According to the SPMC, a project that qualifies for a minor review does not change exterior features and is fewer than 200 square feet. This is an entirely new project

that is well over 200 square feet and dramatically changes the exterior of the house and has shifted to the south and is visible from the street. The proposed addition is completely different than the 2007 project on all elevations, including the height and pitch of the roof.

- The north elevation called for a single door, exterior wall chimney in between, and another single door. Now, there is no chimney and one set of French doors. The north elevation is moved south more than three feet.
- The east elevation originally called for a set of French doors with glass panel/lights on each side. Now, the east elevation has two sets of French doors. The height of the roof was 14'11", it has been changed to 16'2".
- The south elevation was a single door with glass panel/lights on each side. The new plans call for a set of French doors. The south wall is moved over more than 3 feet to the south, covering an existing bedroom window.

This addition is a major project review. See SMPC below.

(4) Minor Project Review. A certificate of appropriateness may be obtained by going through a minor project review if it involves: demolition or relocation of non-character-defining features; noncontributing additions, garages, accessory structures or incompatible and previously replaced windows, doors or siding material; any undertaking that does not change exterior features such as re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material; replacement of windows and doors if the proposed replacements are of the same materials, form, color, and location as the existing or original windows and doors; an addition of less than 200 square feet proposed for the side or rear elevations (not visible from the public right-of-way) and does not materially alter the features or have an adverse effect on the historic integrity of a cultural resource; minor changes to a previously approved certificate; or any other undertaking determined by the director or his/her designee to not materially alter the

features or have an adverse effect on the integrity of a cultural resource.

(A) Requirements. The required application materials for minor project review shall include, without limitation: a written narrative of the proposed project, a vicinity map, a site plan, exterior elevations drawn to scale, a window and door schedule, and photographs of the structure and the neighborhood.

(B) Review Process. After the certificate of appropriateness application for minor project review is deemed complete by the director or his/her designee, the commission's chairperson (the "chair"), or his/her designee, shall evaluate the application to determine its eligibility for minor project review. If the proposed project meets the eligibility criteria for minor project review, the commission's chairperson, or his/her designee, may elect to do one of the following:

(i) Approve the Certificate of Appropriateness. If the proposed minor project is deemed consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the city of South Pasadena's adopted design guidelines, the commission's chairperson or his/her designee may approve the proposed project;

(ii) Consent Calendar. If the chair, or his/her designee, determines that the proposed minor project needs additional review by the commission, he or she may elect to place it on the commission's next meeting agenda. Such project shall be noticed pursuant to subsection (e)(7) of this section, Public Notice Requirements, as a consent calendar item on that agenda; or

(iii) Deny the Certificate of Appropriateness. If the proposed minor project is deemed to be inconsistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the city's adopted design guidelines, the chair or his/her designee may elect to refer the proposed project to the entire commission through the certificate of appropriateness (major project review) procedure pursuant to

subsection (e)(5) of this section.

Major Project Review. The certificate of appropriateness application must be accompanied by any fee as required by the city of South Pasadena and documentation as the commission shall require, including without limitation:

- (A) **Written Narrative.** A written narrative of the project indicating the manner and the extent in which the proposed project is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the city of South Pasadena's adopted design guidelines.
- (B) **Landscaping Plan.** A plan that accurately and clearly displays the following: existing trees on the project site that are subject to this city's adopted tree ordinance as set forth in Chapter 34 SPMC; species of all trees and their appropriate trunk diameter, height, and condition; proposed final disposition of all existing trees; the extent and location of all proposed vegetation; species and planting sizes of all proposed landscaping along with the provisions for irrigation and ongoing maintenance; an irrigation plan; and indication of all hardscape along with the exterior of all structures and amenities, including colors and materials keyed to a materials and colors board as appropriate.
- (C) **Site of Plot Plan.** A site or plot plan drawn at an appropriate scale that reflects the proposed project including: areas of alteration and/or demolition, property lines, and all recorded or proposed easements and public rights-of-way. The site plan shall also indicate the footprint of buildings on adjacent properties.
- (D) **Floor Plan.** Building floor plans and building sections at a scale of at least one-eighth inch equals one foot.
- (E) **Elevations.** Exterior elevations specifying all exterior materials with critical dimensions and existing character-defining features clearly indicated.
- (F) **Exterior Finishes.** Materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location, and light effects of all exterior lighting fixtures, and a two-point perspective rendering showing proposed structures with profile

drawings of the adjoining structures from an eye-level elevation.

(G) Window and Door Schedule. All doors and windows labeled with symbols that correspond to the labeling on the floor plans and elevations. The door and window schedule is a table containing the following information: existing and new window and door sizes, window and door manufacturer information, exterior finish, fabrication material, operational type, glazing information, divided lite details, and window muntins details when applicable.

(H) Photographs. Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context. This includes photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite the subject and adjacent properties. The photos shall be mounted color prints, supplied from continuous views along the principal streets, along with a key map provided indicating the relationship of all views to the parcels, streets, and related features.

(I) Other Documentation. Documentation as may be required to understand the history of previous construction on the property including but not limited to: a series of site plans illustrating the chronological order of construction of permitted and nonpermitted work, the construction or removal of character-defining features, or building permits.

(J) Scale Model. Although not a mandatory requirement, a three-dimensional scale model, a perspective view, or other similar types of graphic information may be recommended for a complete understanding of a proposed project.

3. The setbacks on the drawings are incorrect. It is our understanding that no one on the staff has been to the jobsite to verify any information. The setbacks on the plans on the south state "varies". The owner believes that he is encroaching on our property and told us that the city will require property line verification. On Feb. 21, 2019 the owner wrote to us and said

“Hi Travis, still waiting on city to process our intentions. Also, I obtained aerial picture of our property showing property lines and setbacks. Although, these views are only prospective, they do indicate nonconformity and encroachment. I will not call for a survey right now because we might sell and then I would have to declare it to any new buyers.”

4. The approval of this project in 2008 required the addition of covered parking. There have been conversations about converting the duplex into an ADU to skirt the parking requirements. The parking requirements for this project should not be waived. We are one block away from Fair Oaks and our street parking has been impacted by Mosaic and Blaze. The Blaze parking lot is almost always full and spills onto Oxley and Brent. With the addition of Burger Time, next door to Blaze, parking will even be more impacted. If Wells Fargo or Rite Aid were to sell or develop their parking lots, parking on Brent would be even worse. With rising cost of housing most of the apartments in our neighborhood are inhabited by couples or families as opposed to several years ago when many of the apartments were occupied by single people. The additional residents in apartments that do not have off street parking impact our street parking even more. Waiving a parking requirement for a property on a busy street is short sighted.

Every day when we look out the windows on the north side of our house, over the past four years, we are faced with a huge structure that has been illegally added and is out of proportion with the house (see attached picture). The noisy construction has been a nuisance and the addition is an eyesore. The uncertainty and duration of the project and the tension it has created between

the neighbors and us is causing us physical and emotional stress. We feel uncomfortable being in our backyard and along the north side of our house. The time we have spent researching municipal codes, going into the planning and building office and documenting the situation is taking time up too much time. We have been lied to by the neighbor who told us he was building a patio, now that he has been caught -over a year ago- and is being forced to comply with the building codes, he is trying to tweak his design on the same footprint which would allow him to build a bigger structure, that is higher and wider, and more than 3 feet closer to our property than what he originally had planned back in 2008. We are asking the city to do its job and protect the integrity of its historic resources and neighborhoods. We request that this structure be removed, with the possibility of additional penalty.

d) Additional Penalty. With respect to a violation of this article on a landmark district, or a on a building or structure listed on the inventory of cultural resources, no building or construction-related permits shall be issued for a period of five years following the date of demolition or complete reconstruction pursuant to subsection (c) of this section, whichever occurs last, for property on which demolition has been done in violation of this article. No permits or use of the property as a parking area shall be allowed during the five years if plans or other evidence for reconstruction or restoration of a demolished structure do not exist, or if the reconstruction or restoration is not completed for any reason. Permits which are necessary for public safety or welfare in the opinion of the director may be issued.

We look forward to hearing from you soon.

Regards,

Nichole and Travis Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Tuesday, February 19, 2019 10:59 AM
To: [REDACTED]
Subject: RE: Unpermitted Construction
1030 & 1032

Mr. and Ms. Dunville

Please see the attached
chronology The property owner has
been contacted about existing
unpermitted construction

On November 15, 2007; the CHC approved the “293 sq. ft. addition on the first floor and a new 555 sq. ft. second story, for a total of 848 sq. ft. This addition will be located in the rear of an existing single story 1,332 sq. ft. Craftsman house on a 7,436 sq. ft. lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.”

On December 4, 2007: the DRB approved the “293 sq. ft. addition on the first floor and a new 555 sq. ft. second story, for a total of 848 sq. ft. This addition will be located in the rear of an existing single story 1,332 sq. ft., Craftsman house on a 7,436 sq. ft. lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

On March 13, 2018; the Building Inspector did an investigation inspection in regards to the

unpermitted construction taking place at 1030-1032 Brent Avenue. Staff received an anonymous call from a concerned resident reporting the unpermitted construction. A correction noticed was left with the property owner, informing him of the violation and to contact the Planning and Building Dept.

On April 9, 2018; the Community Improvement Coordinator, Marlon Ramirez sent the property owner a letter with options on how to resolved the unpermitted construction.

On April 16, 2018 Property owner contacted the City stating his intention to comply with notice of correction. He had a conversation with the plan checker, project plans have diverted from the original approved plans. The project did not comply with the required parking four cover parking spaces and one guest parking.

On April 16, 2018 Community Improvement Coordinator received a second call for the same violation.

On April 27, 2018; property owner met with the CHC Chairman Mr. Gallatin regarding his proposal for the 293 sq. ft. single story addition. The CHC approved project was revised to only include the single story addition only. Property owner stated that he was doing the designs drawings himself.

May 3, 2018; property owner met with the CHC Chairman again, and provided a revised set of plans that included the required covered parking. Four covered parking spaces and one guest parking.

On May 9, 2018; Property owner wrote a letter replying to Mr. Ramirez (received on May 14, 2018) confirming all unpermitted construction has stopped, and plans for an ADU have been submitted. Property owner wanted to confirm the deadline has

been extended as he has been working to resolve this situation.

On May 18, 2018; Property owner wrote another letter to Mr. Ramirez (received on May 21, 2018). After speaking with the Plan Checker, additional information will be required to convert the existing second unit to an ADU.

On August 24, 2018; the CHC Chairman approved the proposed change to the 2007 CHC project. A 293 sq. ft. single story addition with exterior materials to match the existing was approved.

On January 11, 2019; Mr. Jim Fenske submitted the plans for the 1030-1032 Brent Avenue ADU conversion.

On January 31, 2019; Jim Fenske met with the CHC Chairman. The Chairman confirmed he was reviewing the same project he approved in August 2018.

From: dunvillefisk@earthlink.net
<dunvillefisk@earthlink.net>
Sent: Tuesday, February 19, 2019 9:58 AM
To: David Bergman
<dbergman@southpasadenaca.gov>
Subject: RE: Unpermitted Construction 1030 & 1032

Hello David,

We appreciate the time you took to meet with us last week, on Feb. 11 regarding the illegal construction taking place at 1030 and 1032 Brent. Directly after our meeting, as you suggested, we requested copies of the public records pertaining to 1030 and 1032 Brent. We would like to know what steps the Planning and Building Department have taken and are taking in the investigation of illegal construction at 1030 and 1032 Brent between February 2018 – February 2019. We would also like to request a copy of the chronology and

review your staff prepared that you referred to in the previous email. Over the weekend the owner notified us in writing that it's "looking like a major room addition will take place" and "our intention is to complete this process and either sell or rent and move on." We request that this project not move forward until a thorough investigation has taken place.

We thank you for your attention to this matter.

Regards,
Nichole and Travis Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Tuesday, February 5, 2019 10:27 AM
To: Michael Cacciotti - Personal
<macacciotti@yahoo.com>;
[REDACTED]
Cc: Stephanie DeWolfe
<sdewolfe@southpasadenaca.gov>;
Teresa Highsmith
<thighsmith@chwlaw.us>; Lucy
Demirjian
<ldemirjian@southpasadenaca.gov>
Subject: Re: Unpermitted Construction

Hello Council Member Cacciotti:

Thank you for bringing this matter to my attention. Other than the request for an appointment next Monday this is the first I have heard about this matter. Although I'm not in the office today I have requested that my staff prepare a chronology and review of what has happened. I will brief you and Stephanie as soon as I am able to.

Best

David Bergman

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On Tue, Feb 5, 2019 at 10:13 AM -0800,

"Michael Cacciotti"

<macacciotti@yahoo.com> wrote:

Hi Nichole and Travis,

Wow, sorry for the inconvenience, frustration and uncertainty this project has caused you.

Since this issue/home construction project seems to be somewhat complicated by its history and city code's involved, my best recommendation is to provide our staff with the background information you have provided so Mr. Bergman is informed when he meets with you next Monday 2/11/19.

Consequently, I am including Mr. Bergman, the city manager and City attorney on this email so that they are aware of this issue and can work with Mr. Bergman and our Planning and Building Department to properly assess all the facts and determine how we can best assist you with your request.

I am also asking staff to keep me informed of how we are working to resolve this issue.

Thanks

Michael

Sent from my iPhone

On Feb 1, 2019, at 1:11 PM,



wrote:

Hi Michael,

Hope all is well with you. We're enjoying the open space on Park Ave. and are looking forward to working on tree and shrub planting with my friend from Edison very soon.

We have a separate issue that we thought you might be able to advise us on since we noticed that you are the city council liaison for the Cultural Heritage Commission. Our neighbor went through the process to build an addition to their house in 2007. The additional square footage was contingent on them adding covered parking spaces in their backyard. They decided to not go through with the addition and got a refund for the plan check in 2009.

In 2015, the neighbor, who is also general contractor, started building the addition himself, working on it part-time. After three years of intermittent construction, something very different than the original plans has emerged. An inspector issued a stop work order in Feb 2018 since the work was unpermitted. We've followed up with Building and Planning and talked to the owners but have not been able to get a straight answer about the future of the unfinished addition. First,

Building and Planning said that it had to be torn down, then we were told that the city said the neighbor's duplex had to be turned into an ADU to avoid the city's additional parking requirements, then we were told that the illegal addition was approved by the Chairman since they had already gone through CHC and DRB in 2007. On Tuesday 1/29/19 we went into Building and Planning and were told it had not been approved. We went back Thursday 1/31/19 and were shown a new set of drawings that had been approved and signed shortly before we arrived. Building and Planning insisted that the plans had actually been approved in August of 2018 but the Building and Planning office lost the signed and stamped plans and the architect had lost his signed and stamped set as well. Our next step is to talk to the new Interim Director of Planning and Building, David Bergman. We are meeting with him Monday February 11th, his first available appointment time.

The frustrating part of this process has been living next to

unfinished construction since 2015, not knowing when it will be finished and what it will ultimately look like. It's been a nuisance. Right now there is a large 20' by 20' flat roofed structure with plywood siding and no windows or doors in the openings. The neighbor/builder even recently called it a monstrosity that he said he built on a whim. As much as we value the friendly relationship we have with our neighbors, our patience with this project is wearing thin. We have made many trips into Building and Planning to ask about the status, and the latest seems to be that the neighbor will be able to keep the structure, with modifications to the elevation plans that allow it to be wider, closer to our property, cover existing windows and 15% higher. We're surprised at the Building and Planning office's eagerness to approve this addition.

We're asking for honesty, transparency and oversight. The city has taken great care and time in developing codes and ordinances to keep people safe and maintain the

historical integrity of South Pasadena homes. We would like the addition either removed or rebuilt adhering to the size and details of the original plans of the first story addition.

We appreciate all you do for the city and want to thank you in advance for your advice.

Sincerely,

Nichole & Travis
Dunville

<mime-attachment>

ATTACHMENT 6
Development Plans



ROYBAL

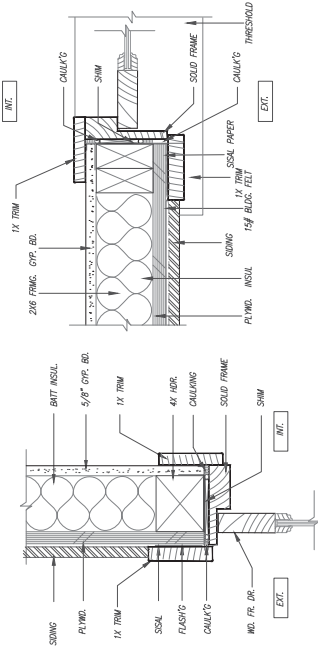
Robert and Diane
 3001 Bayview Ave.
 San Francisco, CA 94134

Construction Phase	Pre-Construction	Phase	Issue	Issued For
1-20-11	Owner Review			
1-22-11	Final Review			
1-22-11	Permitting Review			

As Represented on sheets of design, same as shown on previous sheets, unless otherwise noted. This drawing is prepared in accordance with the standards of professional practice and the rules and regulations of the State Board of Professional Engineers and Surveyors. It is the responsibility of the user to verify the accuracy of the information contained herein.

CAD File No:
 Job No:
 Drawn By: Checked By:
 Date: 7-28-18
 Scale: As Noted
 Sheet Description
DOOR AND WINDOW SCHEDULES

Sheet Number
A-1.1
 of



DOOR HEADER DETAIL 5
 SCALE: 3" = 1'-0"

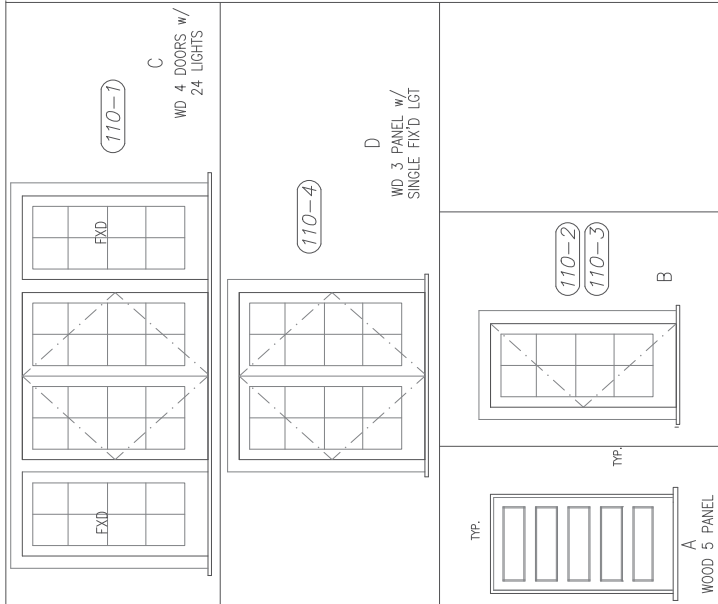
DOOR JAM DETAIL
 SCALE: 3" = 1'-0"

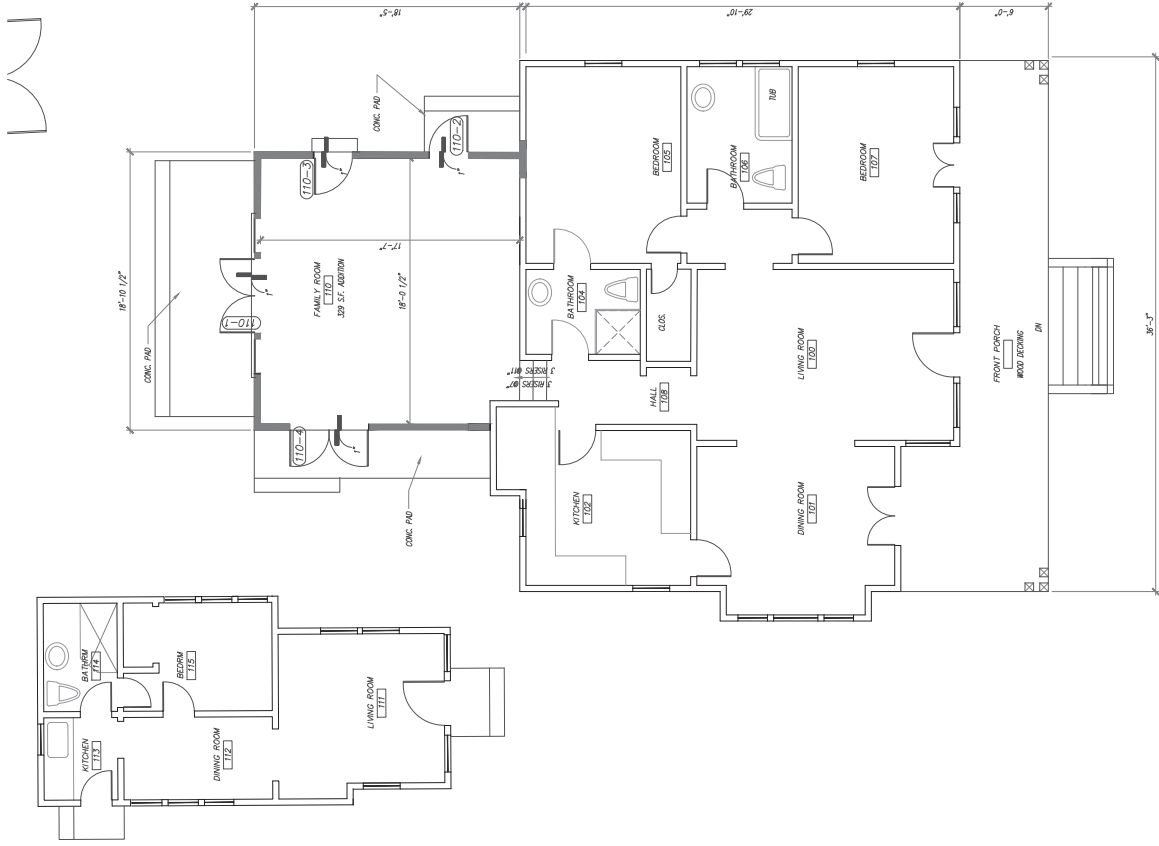
DOOR SCHEDULE NOTE: DOORS ARE TO BE FULL DIMENSIONED, NO NOMINALLY DIMENSIONED DOORS. FRAME SIZES ARE IN ADDITION TO SIZE OF DOORS
 - ADD " FOR VEHICLE ROUGH OPEN'G & " FOR HORIZONTAL ROUGH OPEN'G.

DOOR NO.	ROOM NO.	ROOM	SIZE		HEIGHT	THICK	CONSTRUCTION		REMARKS
			WIDTH	DEPTH			MAT.	TYPE	
110-1		DOOR ROOM	10'-0"	6'-8"	1 3/4"	WD	C	PAIR OF 8 LT. FR. DR.S ; 2 french doors w/ 2 FIXED sidelights	ALL HARDWARE TO HAVE ANTIQUE BRONZE FINISH SIMULATED DIVIDED LIGHTS
110-2		FAMILY ROOM	3'-0"	6'-8"	1 3/4"		B	SINGLE FRENCH DOOR, 8 LIGHTS	
110-3		FAMILY ROOM	3'-0"	6'-8"	1 3/4"		B	SINGLE FRENCH DOOR, 8 LIGHTS	
110-4		FAMILY ROOM	5'-0"	6'-8"	1 3/4"		D	PAIR OF 8 LT. FR. DR.S	

WINDOW SCHEDULE WINDOWS AS BY VENT VUE OR EQUAL

WINDOW NO.	TYPE	SIZE		GLAZING	FINISH	CONSTRUCTION			REMARKS
		WIDTH	HEIGHT			MATERIAL	HEAD	JAMB	
									NOTE: ALL ACTIVE LEAFS TO RECV. SCREENS TYPICAL PROVIDE TRUE DIVIDED LTS.





FIRST FLOOR PLAN
 SCALE: 1/4" = 1'-0"

Construction Phase	Pre-Construction	Construction	Post-Construction
Approval	1-28-11	1-28-11	1-28-11
Issue	Owner Review	Owner Review	Owner Review
Check	CHC Submittal	CHC Submittal	CHC Submittal
Review	1-11-11	1-11-11	1-11-11
Planning	1-11-11	1-11-11	1-11-11
Permit	1-11-11	1-11-11	1-11-11
Construction	1-11-11	1-11-11	1-11-11
Final	1-11-11	1-11-11	1-11-11

As Represented of record, all design, detail and schedule information is subject to change without notice. The contractor shall be responsible for verifying all dimensions and conditions of the site and existing structures. The architect shall not be responsible for any errors or omissions in the construction documents or for any consequences of the construction of the project.

CAD File No:
 Job No:
 Drawn By: Checked By:
 Date: 7-28-18
 Scale: As Noted
 Sheet Description

PROPOSED
 FIRST FLOOR
 PLAN

Sheet Number
 A-3.0
 of



ROYBAL

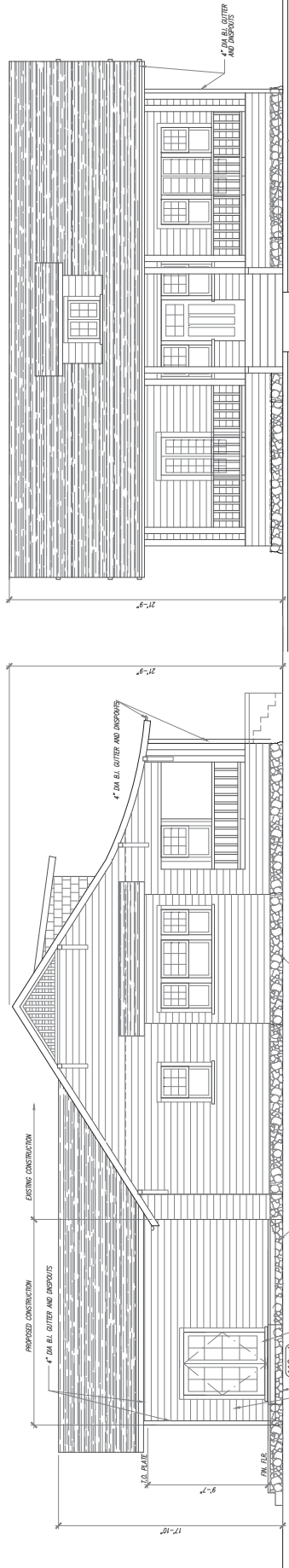
Robert and Diane
 3301 BAYVIEW AVENUE
 SOUTH PASADENA, CA 91030

Construction Phase	Pre-Construction	Phase	Issue For	Issue Date
Approval	1-20-18	Owner Review		
Permit	1-22-18	Permitting Review		

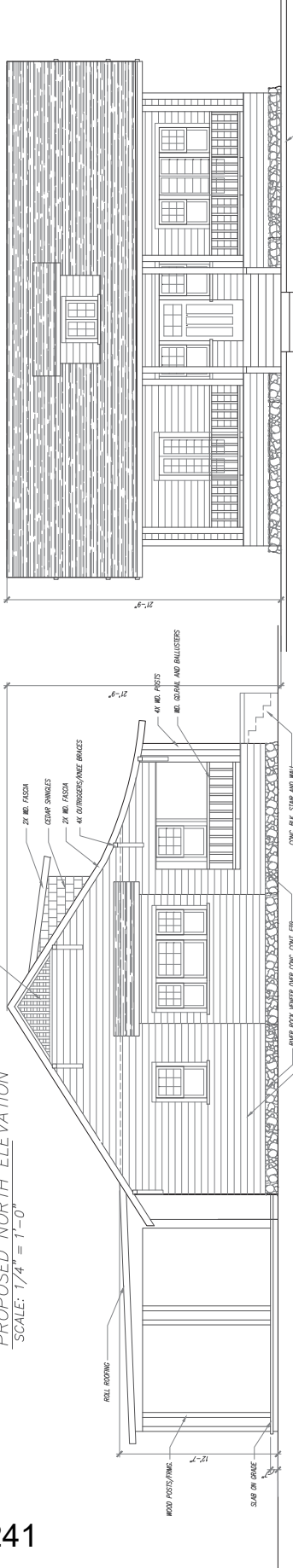
CAD File No:
 Job No:
 Drawn By: 7-28-18
 Date: As Noted
 Scale: As Noted
 Sheet Description

WEST AND
 NORTH
 ELEVATIONS

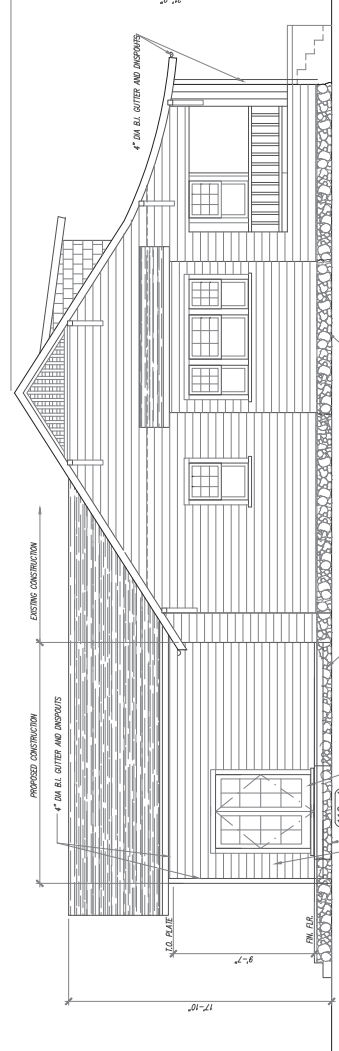
Sheet Number
A-4.0
 of



PROPOSED WEST ELEVATION (NO CHANGE)
 SCALE: 1/4" = 1'-0"



EXISTING WEST ELEVATION
 SCALE: 1/4" = 1'-0"



PROPOSED NORTH ELEVATION
 SCALE: 1/4" = 1'-0"



EXISTING NORTH ELEVATION
 SCALE: 1/4" = 1'-0"

ATTACHMENT 7
Door Brochure

T.M. COBB
QUALITY DOORS, WINDOWS & MILLWORK

84 YEARS

EIGHTY FOUR YEARS

1935 - 2019

CELEBRATING
OUR 84TH YEAR


WWW.TMCOBB.COM

CRAFTSMANSHIP AND DEPENDABILITY SINCE 1935

The logo is a central emblem with a red and black color scheme. It features a large '84' in a red circle on both sides, with 'YEARS' written below each. The central part is a circular seal with a serrated edge, containing the letters 'TM' in a stylized font. Below the seal is a black banner with '1935 - 2019' in white. The entire logo is set against a background of vertical stripes. At the top, the company name 'T.M. COBB' is in large, bold, red letters, with 'QUALITY DOORS, WINDOWS & MILLWORK' in smaller black letters below it. At the bottom, the website 'WWW.TMCOBB.COM' and the tagline 'CRAFTSMANSHIP AND DEPENDABILITY SINCE 1935' are displayed.



California Craftsman Collection



*The 'Gamble' Craftsman
Door with Optional
Dentil Mantel
Clear Glass*

16 - 245



French Doors True Divided Lites



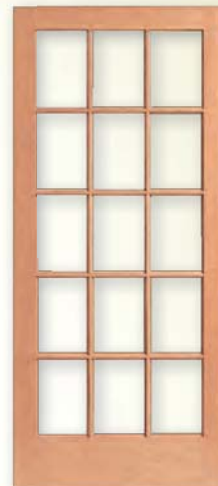
3-Lite / 3 High



5-Lite / 5 High



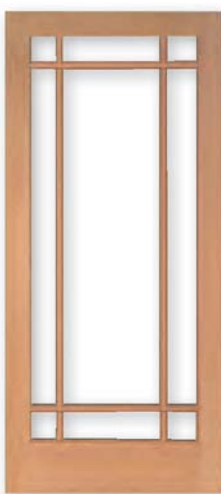
10-Lite / 5 High ▲



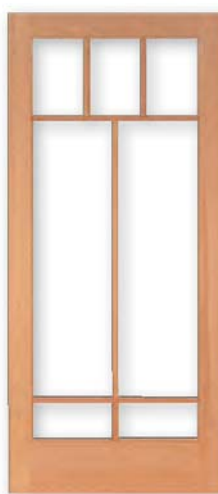
15-Lite / 5 High ▲



1-Lite



9-Lite Marginal



PF-7



PF-13



PF-9



PF-10



PF-12



PF-12-A

All doors available single glazed or insulated glass. Beveled glass also available or see page 30 for additional glass options.
 ▲ These doors also stocked with simulated divided lites with low-E glass.
 All other french doors shown are available in simulated divided lites and low-E glass.



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

Memo

Date: July 16, 2020

To: Chair and Members of the Cultural Heritage Commission

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

Prepared By: Malinda Lim, Associate Planner

Re: Additional Document for **Item No. 2** –1030 Brent Avenue (Project No. 2238-COA)

Staff received seven (7) written public comments in opposition of the project from the following people:

- Kate Hetu
- Catherin Douvan
- Travis Dunville
- Leticia Cheng
- Michael and Barbara McLendon
- Jessica and Romulo Salazar
- Brenda Blatt

and a comment from the applicant's representative, Jim Fenske; these comments are attached. These comments were not included in the Cultural Heritage Commission agenda packet because the comments were received after the posting of the agenda packet.

Attachments:

1. Written Public Comments

ATTACHMENT 1
Written Public Comments

From: Kate Hetu [REDACTED]
Sent: Tuesday, July 14, 2020 8:14 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Opposition of Project 2238-CAO: The Addition to 1030 Brent Avenue

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.

Kate Hetu
1036 Brent Avenue Unit B
South Pasadena, CA 91030

Agenda Item 2: Project Number: 2238-COA

Dear Board Members,

I writing to oppose the 1030 Brent Avenue Project 2238-CAO. The owners did not adhere to the Cultural Heritage Commission guidelines when they began the work on an addition to their property many years ago. This project has been going on for too long and has been an inconvenience for existing neighbors. As a resident of South Pasadena and a neighboring citizen of this property, I feel it is imperative that all community members follow the South Pasadena municipal codes to ensure that the homes in this city maintain their historical value and meet the guidelines provided by the Cultural Heritage Commission. Please consider denying the proposed additions and having the owners remove the unauthorized patio.

Thank you for your consideration.

Kind Regards,
Kate Hetu

From: Kate Douvan [REDACTED]
Sent: Wednesday, July 15, 2020 1:00 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: Travis D [REDACTED]
Subject: Project Number: 2238-COA Address: 1030 Brent Avenue

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.

Project Number: 2238-COA Address: 1030 Brent Avenue

I oppose granting a Certificate of Appropriateness to convert an unpermitted patio at 1030 Brent Avenue into a habitable space.

The owner of this property is a Licensed Contractor and he knowingly built an un-permitted structure on his property. If the Cultural Heritage Commission and Planning Department allow his project to go forward, they will be condoning the way the 1030 Brent owners have circumvented city planning and have avoided the permitting process.

There cannot be two construction standards in our town. One for regular residents who are required to follow planning /permit procedures. And another laxer route for those in the construction business.

Sincerely,
Catherin Douvan
Owner: 1021 Park Ave., South Pasadena CA 91030

From: Travis D [REDACTED]
Sent: Wednesday, July 15, 2020 11:39 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: mcacciotti@southpasadena.gov; Nichole [REDACTED]
Subject: Project Number 2238-COA

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 Commissioners,

I previously sent an email for the June meeting with my concerns and opposition to this project. My questions were to the architect for clarification. As of the writing of this email, the deadline for the owner presentation has expired. It appears no owner or architect will be able to answer any of the questions. After reading the CHC July 16th Agenda packet, I have more comments and questions regarding the staff presentation and recommendation. My replies go with the timeline of staff comments and the Ongoing Enforcement 1-4, in addition to supplemental comments.

I see this is not the first time the GC/Owner has received a stop work order for his home. It appears that he was issued a stop work order in 2002 for interior demolition and re-roofing. While it looks like some permits were pulled, they appear to have expired with only the electrical panel finalized (Edison had to sign off). While we are not looking into that, it does show a pattern of ignoring the code as a GC/Owner.

On agenda packet page 2-2 a timeline of events from the city staffers appear to have inaccurate and incomplete information.

June 19, 2008 states that the Planning staff approved the removal of the proposed second story addition and the 400 square foot carport. There is no documentation of the removal of the carport for approval. In fact, permit #023034 was issued the next day June 20th, 2008 and states in the description of work "Add Family RM. To Back Of Existing Home; 400SQ/ft carport." This is signed by the owner. If you scroll to 2-65, you can see a year later on June 5th, 2009 that both Dianne and Robert Roybal submitted a letter for a refund of permit # 23034 that they state was for the room addition and carport project that was permitted in June 30, 2008 (actually June 20th). If there was approval to eliminate the carport, why mention the carport in the permit and the refund? I would also ask if parking was not an issue, why did staffers state in 2019 to David Bergman that parking was holding this project up (see previous emails)?

March 13th, 2018 Planning was notified of unpermitted construction. The inspector came into our house 40 days earlier on February 1, 2018 and took pictures. The City has failed to provide us with copies of those pictures after numerous requests. They have not provided the stop work order and correspondences from the owner to comply. The pictures show 12 doors that were installed vertically and horizontally. We have one picture from our kitchen at night (in the agenda packet). If you look, you can see the two doors installed next to each other with another above, horizontally.

CHC chair review was done on August 24th, 2018 and it was determined to be consistent with the previous approval and approved minor modifications. Please see the previous documents as they show the footprint shifted, the height of the

structure increased and the addition of more doors. These changes were not minor per SPMC that has previously been mentioned (see previous emails), they required a major design review.

A year later in 2019 the same plans were submitted and now staffers in their current CHC presentation are stating that the plans are inconsistent. It was discovered that they were not consistent with the CHC chair approval. What happened in the year of complying? It has been 2 ½ years and they still are unable to comply.

Staff states that with all the changes, the project now requires a new COA? The new design is a hybrid of the original approval, so why not use the original COA#1101 with a modification to approve, deny or revoke? Because the information originally provided to DRB and CHC confirms to be false and falls under misrepresentation and fraud in approval of a COA and that needs to be enforced. See the site plan approval of 2007 vs. 2020.

Ongoing Code Enforcement 1-4

- 1.
2. Incorrect measurements?
3. Simple tape measurements were able confirm the numerous errors on the original site plan. With or without a surveyor, the measurement errors were in feet and not inches. The site plan in this agenda packet still has errors on the building separation from
4. the duplex to unpermitted construction. It shows 10ft 2 inches in an existing site plan. After meeting with the Director of Planning in November, we followed up with a letter and image to the Director of Planning showing the measurement of about 7 ft (see
5. both below). We acknowledged that the rafter areas need to be considered in the measurement, but both are small. When staffers measured the property by tape measure, city staffer (Jose) stated to Robert Roybal (owner) that he thought all the measurements
6. were good except the building separation. A visit to the property by CHC and councilmember Cacciotti to confirm this error would be great. We have requested a PRR for the measurements from the January 9th
7. staffers site visit. Don't forget the carport area that measures 20ft and needed additional space for the required setback, nor could it have been constructed with the items behind the duplex (see image below). There is also a utility pole in that area that
8. we asked the Director of Planning about in our one and only meeting in November 2019 that was not included in the original plans. It too requires an additional setback. Director of planning never got back to us.
- 9.

- 2.
3. Construction or conversion
4. to an ADU. Since 2016, the City of South Pasadena has had a minimum lot size for ADUs. This owner's lot did not meet the requirement and there was not a state law that overrode it. The owner in a 2018 letter told the city what could be built to eliminate
5. the carport (see emails). The city was made aware of this numerous times in 2018, 2019 and 2020 but never formally addressed it. Only in 2020 did the state requirement change that did not require a minimum lot size for ADUs to be
6. **constructed**
7. or **converted**

8. from an Accessory Structure. This is a legal duplex and the state and city websites are clear that a duplex is not considered an Accessory Structure (i.e. garage, carport, pool house, incidental). In February 2019 this was brought up with David Bergman and
9. at the same time, Bergman was in contact with the California Department of Housing and Community Development (CDHCD) regarding ADUs. Bergman could not provide any support docs on a conversion. In November 2019, we brought this up to the Director of Planning,
10. but she never got back to us. I contacted the California Department of Housing and Community Development regarding this issue early on in this process and a follow up in 2020 and they confirmed a duplex is not an Accessory Structure. The CDHCD can set up
11. a Webex or conference call to confirm this information, but it is in the code.
- 12.

- 3.
4. This was brought up informally
5. with city staffer prior to the investigation. Formally we brought it up with Interim Planning Director David Bergman in February 2019. After numerous requests, City Manager emailed us on October 10, 2019 that "Based on the Public Works investigation the
6. removed tree was less than 12-inches in diameter and did not require a tree removal permit." When we emailed back providing pictures and stated that the tree was multi trunk and required a stump grinder and who and how did they investigate, there was no reply.
7. After part of the Public Records Request was provided to us in May 2020, Public Works stated that they never investigated the tree removal. Now city staffers are stating it was investigated with aerial views and unable to determine. In a PRR we found that
8. on October 10th,
9. 2019 the city arborist was sent pictures of the aerial views and could not determine. The arborist asked for any ground pictures. No other follow up was done on this request from any city staffers. There are now three versions of this story. It appears
10. the homeowner was never questioned or asked to provide any support documentation about the tree removal. Neither tree was ever listed on the original COA approval. You can use Google Earth and the Los Angeles County Assessor maps for measurements. You can
11. also request receipts and cancelled checks to confirm what work was performed. An arborist can also estimate the size of the multi trunk trees based on the tree that is visual in Google images from at least 2006 and cut down in 2015. (To date, the city never
12. followed up with the oak tree that was cut out of season without a permit)
- 13.

- 4.
5. When you look at the original
6. COA #1101 which never expired (according to Bergman April 2019 & Stephanie DeWolfe October 2019, see emails) and the new design, there is no need for a new COA. The designs are very similar. This would fall under a Major Design Review under the original
7. COA #1101. When misrepresentation or fraud occurs in the approval process, the SP municipal code allows revocation of the COA and for the project to be torn down and no permits issued for 5 years under this behavior. The owner and architect did exactly that.
8. They used fraudulent measurements and misrepresented the site plan to the CHC and DRB (which originally included Morrish) on the original DRB approval. To get around this, staffers are recommending a new COA.

9.

In the staff presentation slides, there are still mistakes I would like to point out. Remember, the owner and architect have had 2 ½ years to fix these items and it appears that they continue to misrepresent the project to the residents of SP and CHC.

Slide 6:

The original, existing, and proposed site plans have never shown the utility pole in the back of the duplex. The pole has been there since before they owned the property. This was brought to the Director of Planning, but she never followed up with a CPU set back requirement. See the picture of guide wire below in front of the fence.

The carport area behind the duplex measures 20.89 or about 20ft 10inches. Different from the original measurements used for approval. The carport they were required to build would have never been able to fit there and comply with the electrical panel, washer, dryer, garden window and water heater. In a conversation with the owners in January 2019, the owners told us that they knew all along that the carport would have never fit. See the picture below.

The existing blue line goes completely to the house and is tied into the roof like the proposed red. The blue line makes it look like it is open (see previous email pictures). In either case, they are both wrong. The “existing” is not what is built. What is built looks like the red “proposed”. It is a square box. In the existing, it also shows the stairs in the unpermitted patio running north and south. This is not the case. They come straight off the door and down in a west/east direction.

The existing blue shows building separation is 10’ 2”. This is not the case as it measures 8 to 9ft. We have requested a PRR for the field measurements from the city site visit in January 2020. The existing also is misrepresented in scale. It is built like the red proposed. The only bump out is underneath the rafters that extend out about a foot. The large blue area that extends out in the existing is the original porch that was torn down in 2015 or 2016 when unpermitted construction started. See the picture below. Why are there still errors after all the previous notifications?

On the interior, it is unclear if the existing proposed hallway area between the master bathroom and closet will be taken down. Rafters were modified in the attic to allow plenty of clearance to walk around and a ladder or steep staircase was installed. I would suggest a site visit or lots of pictures or video provided to you via the owner for a better explanation. Based on previous details, it appears that this project is being constructed with the intent to add a staircase and possibly finish the attic like the original COA#1101 approval since the roof line has increased to 17’ 10”. The centerline of the roof pitch goes right to the top of the master closet. Compare to the original COA#1101 (see previous emails)

Slide 9:

Existing makes it appear like it is an open patio, but it has vertical wood 8-10 tall (see previous emails for picture)

The height of the new roof appears to be 17ft 10 which also appears to be tall enough for clearance into the attic. Like the original approval with the staircase into the closet and a slight turn inches that appears to be high enough that a dormer would not be needed.

Slide 10:

North elevation existing appears to be open but is installed with OSB plywood. See picture below.

Slide 11:

East elevation shows the existing master bedroom window but fails to show the bathroom window or the exterior door into the unpermitted construction. See picture below.

Slide 12:

Staff recommended a new COA when comparing the original approval to the new design because there are so many changes. When you look at slide 6, it is almost the same footprint, but a little wider which would require a Major Design Review.

Parking requirements were lied about in measurements in the original approval in the carport section and the driveway width. Now staffers are stating that the CHC approved in 2008 a single-story addition with no carport. The permit and refund letter from the owners do not confirm that (see agenda packet).

CHC spends lots of volunteer hours on all types of projects to ensure compliance in the city. Send the message and deny this COA and revoke COA 1101 based on fraud and misrepresentation. Only then will the residents of South Pasadena know they can be granted a fair approval process with the CHC.

From: Nichole <ndurville@earthlink.net>
Sent: Thursday, December 5, 2019 2:46 PM
To: 'Joanna Harkamer' <jharkamer@southpasadenaca.gov>
Subject: RE: Unpermitted Construction 1030 & 1032

Dear Joanna,

Thank you for the taking time last week to meet with us. Because an hour and fifteen minutes flew by, we really just scratched the surface of this complaint. We understand that you are still reading and digesting our email thread and have not been able to review any other documents so far.

In our meeting, you mentioned looking into bringing the structure into compliance and said you would need to see what they could legally build, but we think the City needs to address the bigger issues first. Misrepresentation and fraud were committed to get the original project conditionally approved. And the ongoing and unfinished project we have had to live next door to continues to be a nuisance. This needs to be addressed. Below is a list of the fraudulent measurements and misrepresentations on the original approval:

- Misrepresented the space between their house and the property line on the south driveway side (They knew they needed more space because they tried to buy land from us to increase this area).
- They claimed to have enough space to build a carport that was required for the addition and lied about the size of the space of this area. The necessary easement would never allow the proper carport size for the conditional parking.
- Neglected to include existing trees on the plans that were in the direct path of the carport parking.
- Cutting down a mature tree and lying to the City about the size of the tree in the investigation when the narrative and site plan stated no trees to be cut, trimmed or removed.
- Changing the dimensions of the duplex to create the appearance of more clearance to fit a car through to the carport.
- Design Review Board accuracy of drawings. The owner was given a correction notice after submitting his plans on October 31, 2007 and on Dec. 4, 2007 in the Design review minutes, Fenske responded to the Board's questions about the accuracy of drawings. Even after he was asked about the accuracy of the drawings, he still did not correct the measurements.
- Required 10ft minimum between structures. See attached picture. Duplex and illegal structure are 7ft apart. We didn't get a chance to talk about this detail when we met, but you will see in the attached picture that between the illegal addition and the duplex, there are 7 ft between structures. It may be 8ft if accounting for the eaves and overhang. The City's minimum between structures is 10ft and Jim Fenske detailed on the plans 10ft. The illegal addition was built on the same footprint as the original plans and neither are 10ft away from the existing duplex.

All of these details were measured by the architect by hand and if all these items were on the site plan correctly to begin with, this project would not have been approved. This is critical since the owner and architect misrepresented the measurements to meet minimum setbacks and easements, even after he tried to acquire extra land and proceeded to use measurements that would make their property look like it was in compliance to the reviewing committees. Since the addition is based on the original 2007 approval and COA and obvious fraud was committed, the City has the authority to revoke the COA and stop this from continuing. A Certificate of Appropriateness may be revoked or modified for any of the following reasons:

- A. Non-compliance with any terms or conditions of the certificate.
- B. Non-compliance with any revision of this article; or
- C. A finding of fraud or misrepresentation used in the process of obtaining the certificate.

We know the City does not have the bandwidth to handle every possible building infraction, but when South Pasadena resident and licensed architect, Jim Fenske, who has served on the Design Review Board and knows the workings of Planning and Building intimately, intentionally misrepresented the measurements, and was then asked in a second correction letter to correct these items and still proceeded with the same information, this should be cause for serious concern.

Kind regards,
Nichole Durville

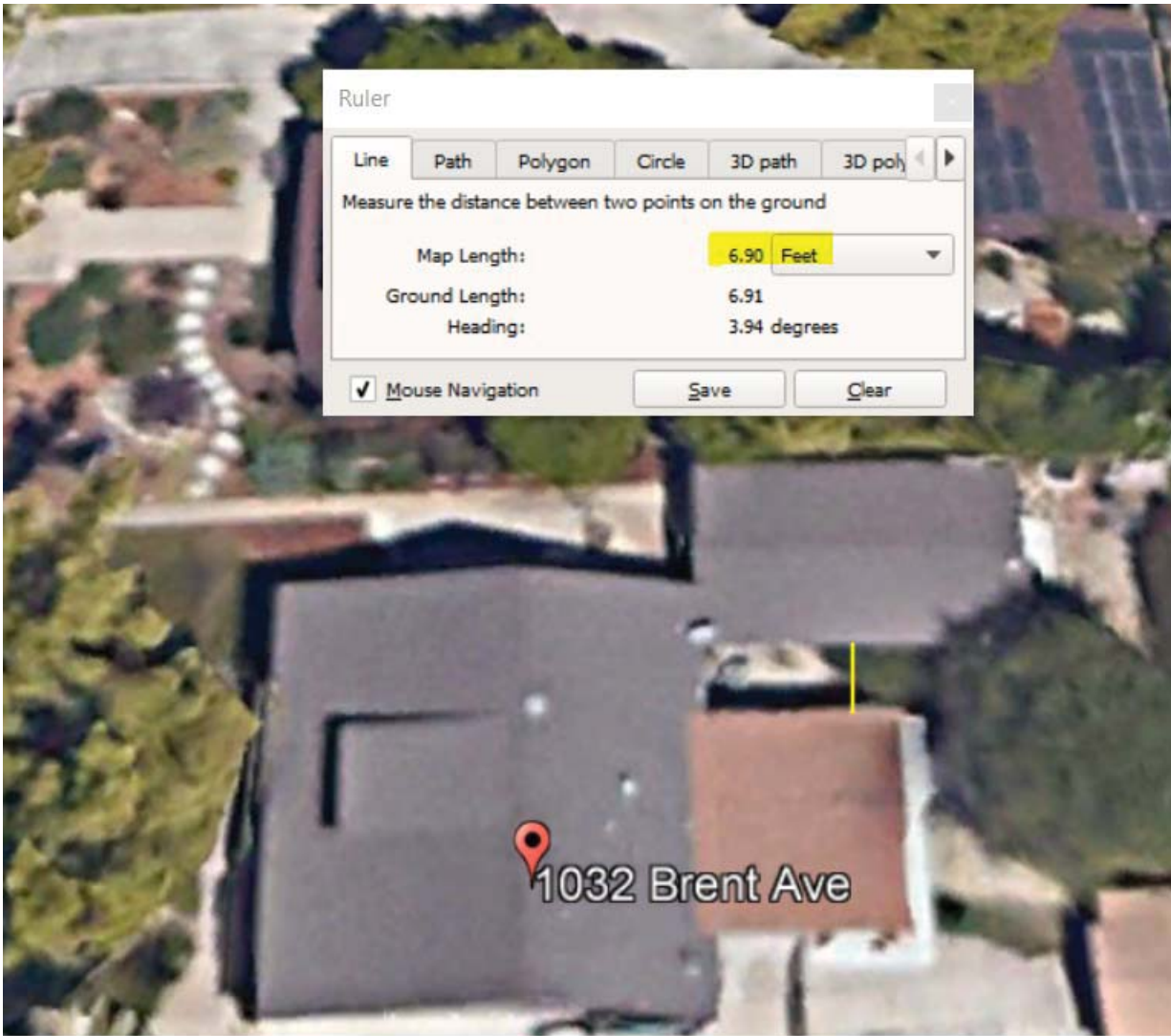
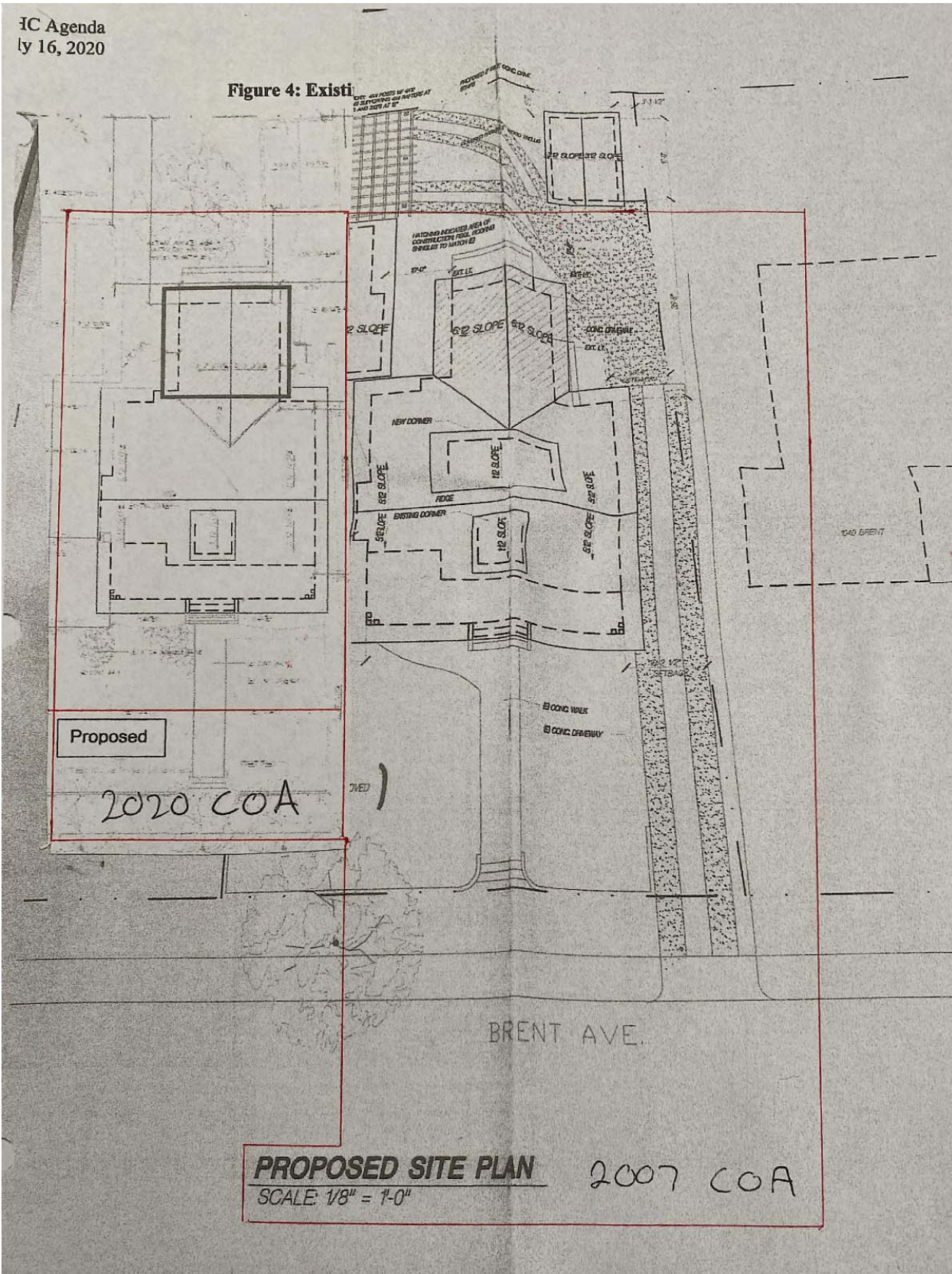






Figure 4: Existi



Kind regards,
Travis Dunville

From: Leticia Cheng [REDACTED]
Sent: Wednesday, July 15, 2020 3:55 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Item 2 - 1030 Brent Avenue - 07/16/2020 Meeting

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.

Hello,

Although the permitting process is laborious, it's a necessary step to ensure that building and safety codes are met and historical structures preserved. Further, it is unfair to homeowners who take the time to apply for permits for their own construction projects. Please deny the project, especially as stop order has previously been issued.

Leticia Cheng
1033 Park Avenue
South Pasadena, CA 91030

From: Barbra McLendon [REDACTED]
Sent: Thursday, July 16, 2020 11:38 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Item #2 Project No. 2238-COA

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 Members of the Cultural Heritage Commission,

We urge the Commission members to ensure that all projects carried out in South Pasadena are held to the same standards and that all residents are treated fairly. Given how challenging it can be to navigate all of the rules and regulations when undertaking a home renovation, residents should at least be able to draw some comfort in knowing that everyone has to adhere to the same rules.

The project being considered today certainly seems to have been handled in ways that are outside the norm. We hope the decisions made today will reflect a commitment to ensuring these past deviations will not be perpetuated.

Sincerely,

Michael and Barbra McLendon
1732 Virginia Place
South Pasadena, CA 91030

From: Romulo Salazar [REDACTED]
Sent: Thursday, July 16, 2020 7:57 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: Project Number: 2238-COA, 1030 Brent 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.

To Whom It May Concern,

Regarding the project at 1030 Brent Ave, municipal codes need to be enforced. The current unpermitted structure must be approved by the city and meet current building and planning codes or be torn down before approval for the addition can be granted. Approval of this project in its current state is a public circumvention of state and municipal building and planning codes meant to protect the character of the city and significantly reduces the power of this department to enforce building and planning codes in the future.

Had the unpermitted patio been constructed prior to the properties designation as historic we would have been more understanding, as the historic structure of the home would have been maintained. Construction of the unpermitted patio, however, commenced in February of 2016 per Google Earth (see attached image). Therefore, the patio should have gone through, and should still go through, the required historic and building and planning review.

Please note, we are not asking the owners at 1030 Brent Ave, to jump through unnecessary hoops to complete their project. We understand the challenges of remodeling a historic home in South Pasadena, having completed our addition in August of last year. We simply ask that they follow and adhere to the same rules and guidelines as other residents within our city.

Sincerely,
Jessica & Romulo Salazar
1029 Park Ave



1030 brent ave, south

ex: Restaurants

Get Directions History

1030 Brent Ave

16 - 263

My Places

Sightseeing Tour

Make sure 3D Buildings

Temporary Places

Layers

Primary Database

Announcements

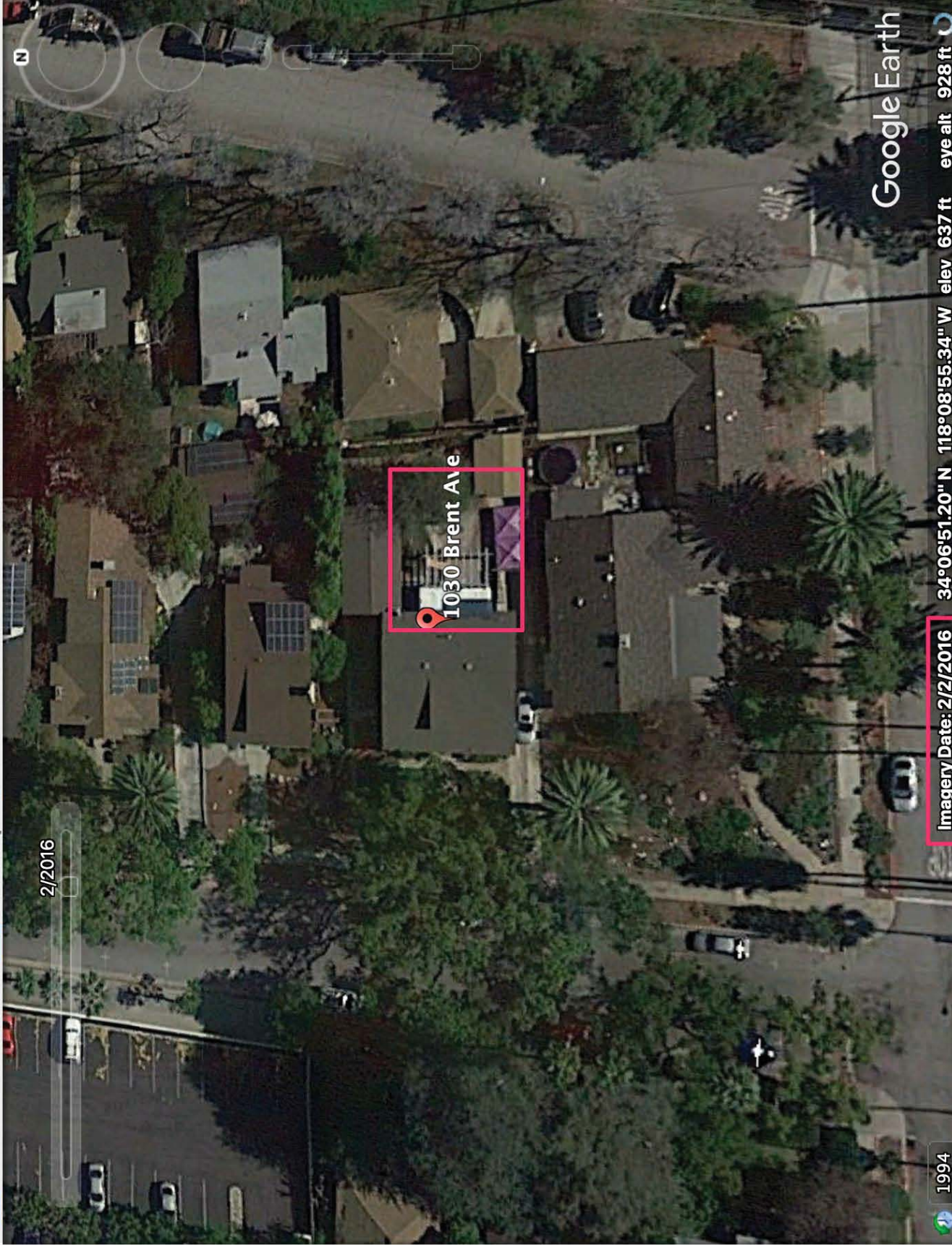
Borders and Lab...

Places

Photos

Roads

3D Buildings



Imagery Date: 2/2/2016

elev 637 ft

eye alt 928 ft

1994



Search

1030 brent ave, south

Search

ex: Restaurants

Get Directions History

1030 Brent Ave



16 264

My Places

Sightseeing Tour

Make sure 3D

Buildings

Temporary Places

Layers

Primary Database

Announcements

Borders and Lab...

Places

Photos

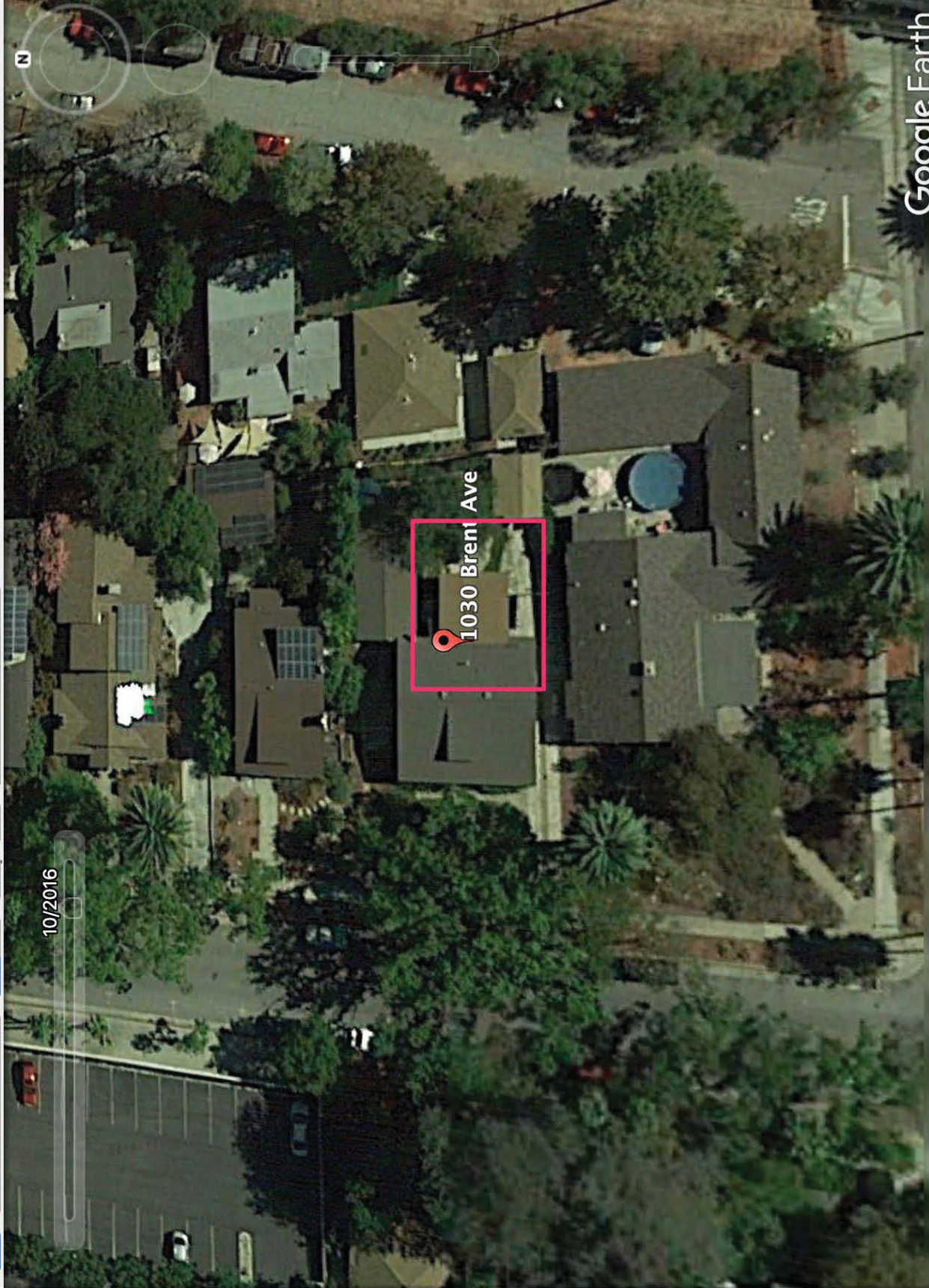
Roads

3D Buildings

Google Earth Pro



10/2016



1030 Brent Ave

1994

Imagery Date: 10/18/2016

34°06'51.20"N 118°08'55.34"W elev 637 ft

eye alt 928 ft

Google Earth

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

From: Brenda Blatt [REDACTED]
Sent: Thursday, July 16, 2020 12:01 PM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Subject: 1030 Brent Avenue Project-COA

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.

Chair and members of the Cultural Heritage Commission,

As a neighbor on Brent Avenue I have concerns about the way the city has handled the requests for documents that have been submitted multiple times over several years. The fact that David Bergman was unwilling to even look at documents provided by the Dunvilles is unacceptable. Then instead of giving them the documents requested (stating they couldn't be found) Jose called the architect and alerted him but never did forward the documents to the party requesting them.

Based on what I have read Code Enforcement no longer seems to be a priority for the City.

This is a mess. As far as I can see the city has neglected to serve either party in this situation. Both of my neighbors have suffered the inadequacy of our current City government, and I think this issue needs to be given the attention it deserves before anything goes forward.

Sincerely,

Brenda Blatt
1026 Brent Avenue

ATTACHMENT 5
June 18, 2020 CHC Staff Report
& Additional Documents



Cultural Heritage Commission Agenda Report

ITEM NO. 5

DATE: June 18, 2020

TO: Chair and Members of the Cultural Heritage Commission
Kanika Kith, Planning Manager

FROM: Joanna Hankamer, Director of Planning and Community Development

PREPARED BY: Malinda Lim, Associate Planner
Jose Villegas, Management/Planning Intern

SUBJECT: **Project No. 2238-COA – Certificate of Appropriateness** to convert an unpermitted patio cover into habitable space of approximately 329 square feet as a single-story addition to the rear of an existing single-family home, at 1030 Brent Avenue (Assessor's Parcel Number: 5318-015-019).

Recommendation

Staff recommends that the Cultural Heritage Commission **continue** this project to the July 16, 2020 Cultural Heritage Commission meeting.

Discussion

Staff is requesting continuation of this project to the next Cultural Heritage Commission (CHC) meeting to provide time for staff and the applicant to finalize project plans and conditions for consideration by the CHC.



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

Memo

Date: June 17, 2020

To: Chair and Members of the Cultural Heritage Commission

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

Prepared By: Malinda Lim, Associate Planner

Re: June 18, 2020 Cultural Heritage Commission Meeting Item No. 5 – Public
Comments for 1030 Brent Avenue (Project No. 2238-COA)

Staff received two comments in opposition to the project; these comments are attached. These comments were not included in the Cultural Heritage Commission agenda packet because the comment was received after the posting of the agenda packet.

Planning Commission:

FROM: Richard and Janet Marshall
1728 Oxley Street

There is no agenda number on the notice we received. We just called the number provided for the planning department, but could only leave a message.

We are commenting in regards to

Project Number: 2238-COA Address: 1030 Brent Avenue

We strongly **oppose** granting a Certificate of Appropriateness to convert an “unpermitted patio cover into a habitable space” for the following reasons:

- 1) The owner of this property is a Licensed General Contractor who knowingly proceeded with building this unpermitted structure after his next door neighbors, Travis and Nichole Dunville, would not agree to sell him a strip of their property.
- 2) First it was just an eyesore with random French doors nailed on horizontally and vertically to beams to act as makeshift walls. It was not a patio, so much as a de facto shop/storage area. It is plainly visible from the Dunville’s kitchen window.
- 3) Then, the owner’s brother, also a contractor, arrived to pour a slab foundation beneath this makeshift structure. Again, this work was done with no permit.
- 4) We know this “project” has been going on for close to five years. The Dunville’s have made requests (PRRs) for paperwork in regards to this project only to be told the records cannot be found. I know this has been an excruciating experience for them. They are to speak with Mayor Bob Joe as to the inability of the city to provide responses to their PRRs.
- 5) We are frankly appalled that the Cultural Heritage Commission//Planning Department would even consider looking the other way and allowing this project to go forward since all work was done without a permit to circumvent the city.

This is especially distressing as we completed a 3-year remodel of our 1910 Craftsman down the street just last year. We had to submit plans numerous times to the Planning Department.

We demolished a shed that had been attached to the rear of our house since the 1940s that we were using as a bedroom. Though not visible from the street, we were required to pour a new foundation that met current seismic standards. It could NOT be a slab foundation. And all of this was done for a one-story bedroom/bathroom addition.

The city conducted numerous inspections of the work being done. We earned the approvals. EVERYTHING we did was permitted. Meanwhile, the owner at 1030 Brent, purposely avoided the entire permitting process and now wants to keep building.

There cannot be two standards for residents contemplating a construction project. Residents who require permits and those who, many times through their professional connections, don’t need to bother to wait in line with the rest of us.

Richard Marshall
626-484-0597

Janet Marshall
626-484-0598

Malinda Lim

From: Kanika Kith
Sent: Wednesday, June 17, 2020 2:04 PM
To: Malinda Lim
Cc: Joanna Hankamer
Subject: FW: Project Number 2238-COA

From: Nichole <dunvillefisk@earthlink.net>
Sent: Wednesday, June 17, 2020 11:35 AM
To: PlanningComments <PlanningComments@southpasadenaca.gov>
Cc: 'Travis D' <travisdunville@gmail.com>
Subject: Project Number 2238-COA

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.

I am asking for project #2238-COA to be denied. This property already has COA approval under project #1101 for a 293 sq/ft addition to the back of the house. Stephanie DeWolfe stated in an email that this COA is still valid. Why would the owners submit a new COA? Because the original COA was approved with what appears to be numerous fraudulent and misleading information to the DRB and CHC for approval that would never allow for an approval. We are asking for COA 1101 to be revoked. The owners could not comply with the original approved COA and are now misleading the CHC and residents again with a description of what appears to be a simple enclosure of an unpermitted patio.

The unapproved and unpermitted demo and construction started in the summer of 2015 and took more than 2 ½ years to build with electrical, structural, roofing and the cement slab being poured last and without any footings. When the owner installed 12 doors to the structure, we inquired about the permits. The city stated there were no permits. The city inspected this on February 1st, 2018 and has taken more than 2 years and 4 months to investigate. We have requested the city to enforce the 18-month nuisance ordinance for residential construction. We have also requested a 5-year moratorium for any building permits for this property from the day the structure is torn down based on fraud and misrepresentations. There are numerous issues with this project.

For fraud and misrepresentation, the owner who is a licensed general contractor and has been for 40 years tried to purchase a small portion of our property to conform with building requirements on the original approval. We were not interested in selling our land. On the site plan, Jim Fenske stated the driveway was 8 ½ ft from the SW corner of the house. A simple tape measurement shows 7 1/2 feet and is confirmed with a survey. Depending on the rear setback of the garage, the property line is about 6 inches to one foot based on the owner's survey. The site plan shows 5ft, which would go into the next-door neighbor's yard and under the garage roofline. There were two trees in the backyard. Along with the narrative stating no trees could be cut or trimmed, the site plan stated no trees to be cut, trimmed or removed. The site plan does not show any trees in the backyard. There is required parking for this project that would need both trees to be removed since they were in the path to the parking. In the required two car parking, the measurement is about 21ft and the parking required 20ft. There is a utility pole in this area that was not on the site plan. The plan did not show the objects that encroached into this parking area (bay window, washer, dryer, electrical panel). There is a building separation that was marked at 10ft(code). The actual measurement was 8ft and some change. On the site plan, the duplex is modified to appear that there is more room for the separation than the actual building. There was a correction notice that was given to the owners on the original approval asking about measurements and setbacks. The owner and architect made no changes. We are asking the CHC to question Jim Fenske about each item to clarify how there could be so many errors.

This is just the beginning of the issues and you can see a portion of the email thread below what we have been going through. We have asked for transparency and the city has failed. We welcome any questions from the CHC or residence in South Pasadena.

Travis Dunville
1036 Brent Ave

From: Nichole <dunvillefisk@earthlink.net>
Sent: Sunday, November 17, 2019 11:09 PM
To: 'Tamara Binns' <tbinns@southpasadenaca.gov>; 'Teresa Highsmith' <thighsmith@chwlaw.us>; 'Lucy Demirjian' <ldemirjian@southpasadenaca.gov>; 'Dr. Richard Schneider - Personal' <Rdschneider0@yahoo.com>; 'City Clerk's Division' <CityClerk@southpasadenaca.gov>; 'Robert Joe' <rjoe@southpasadenaca.gov>; 'mkhubesran@southpasadenaca.gov' <mkhubesran@southpasadenaca.gov>; 'Michael Cacciotti - Personal' <macacciotti@yahoo.com>; 'Stephanie DeWolfe' <sdewolfe@southpasadenaca.gov>; 'Diana Mahmud' <diana.mahmud@gmail.com>; 'jhankamer@southpasadenaca.gov' <jhankamer@southpasadenaca.gov>
Subject: RE: Unpermitted Construction 1030 & 1032

Stephanie, thank you for your response and willingness to look deeper into this project. However, we do not understand why the City continues to ignore its own ordinances. Planning and Building seems to be going out of its way to find loopholes to allow this homeowner to continue adding onto his unpermitted addition and circumvent required parking. As a General Contractor, he is aware of the ordinances and the required processes. The relationships that exist between Planning and Building staff, the homeowner, the architect for this project and the Chair appear to be very chummy with emails that demonstrate willingness to do favors for each other while ignoring city ordinances. And the city has yet to fulfill our request for public documents from February 2019.

Here is a summary: Our neighbor, who is a general contractor, had an addition conditionally approved in 2007. The conditional approval was based upon the addition of covered parking on the property. In 2009 he changed his mind and requested a refund for the fees he'd paid. No construction was ever started. Years later, in 2015 he started building a patio with a concrete foundation and a flat roof attached to his house. He cut down a tree and tore off the back porch, none of this was approved or permitted. After almost 3 years of construction, in 2018, he installed 12 doors vertically and horizontally to enclose the patio/addition. We went to the city to see the permits but there were none.

As a City Manager, we knew it would be difficult to understand the history since you are using the same incorrect information from the timeline David Bergman's staff created and only referencing items from February 1, 2019 - present day. Since the city inspector came to our house to look at the addition through our windows the first week in February 2018, until our email to Michael Cacciotti a year later in February 2019, no one from the City ever was proactive and reached out to us for one update or asked any questions after that visit. During that period, we called and went into the office asking for updates. We met with the interim director David Bergman but he was unwilling to hear our complaints or even look at our documents. There were specific questions that you and David still have not answered and maybe we will get the responses once our public document request is complete. Below is information regarding ADUs, COAs, Major vs. Minor Reviews, Code Enforcement, tree removal and trimming, property lines and setbacks that may help you reevaluate your assumptions.

- Converting to an ADU only to circumvent parking requirements
- ADU only allowed on lots 12,500 sq/ft per 2016 SPMC which is current. This property is 7,500 sq/ft
- Property Lines and setbacks written incorrectly on blueprints

- Illegal tree removal and illegal trimming of Oak Tree
- Unpermitted driveway

To City Council-

If you read the email thread that started on February 1, 2019, thank you. We realized that you have not received any other supporting documentation, so we thought it would be best to include it in our response to Stephanie DeWolfe's most recent email to us.

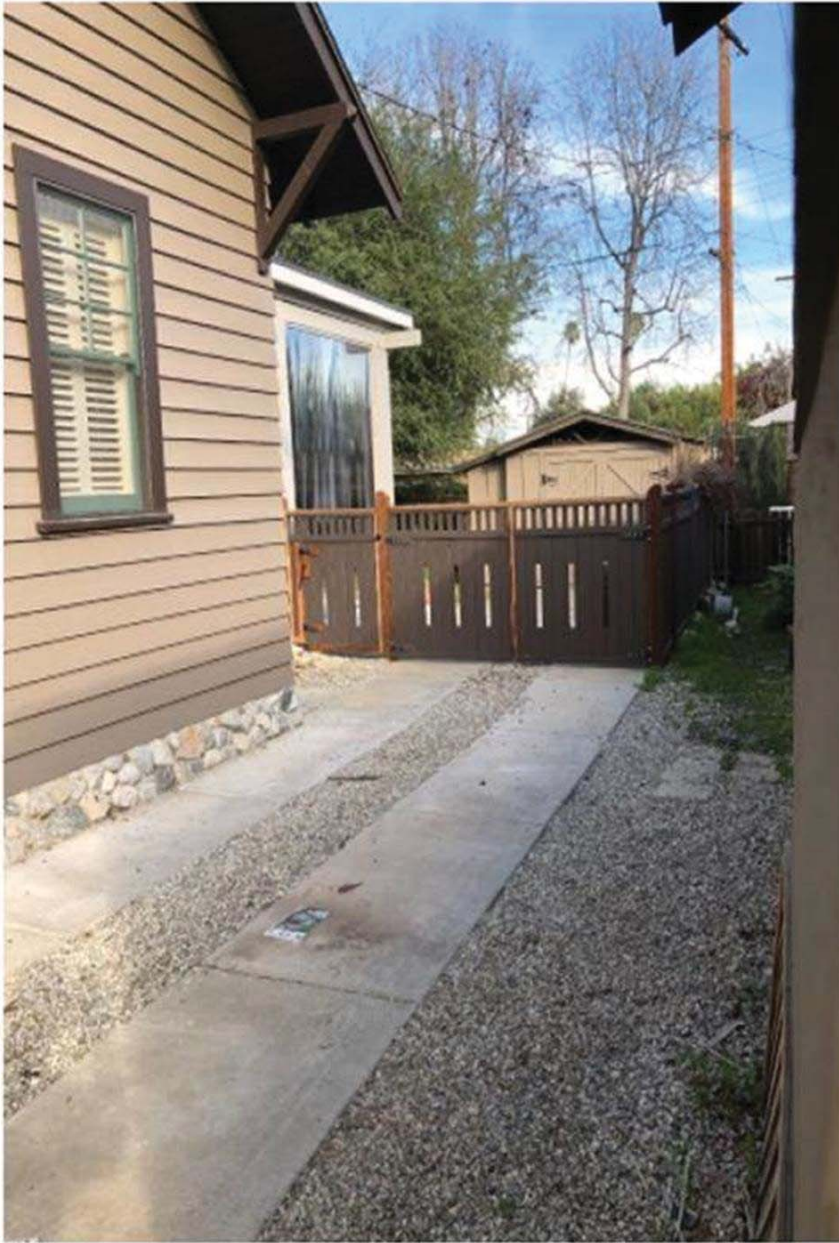
If you haven't read it, we understand and ask that you please review the patio images in this email. This is what we currently see from our bedroom, bathroom, kitchen, laundry room and backyard every day since construction started in the summer of **2015**. The one at night shows the patio enclosed with glass doors. We will also share the timeline of construction per Google Earth and street view.

If Stephanie Dewolfe is still not concerned about what really happened, we ask you this; if you do think there are items that concern you, please let her know. We have tried to get this unpermitted construction to stopped, but you will see our concerns were ignored when valid points were brought up and not followed through. City Council has the power to revoke the COA. We ask that you consider revoking the COA.

This is what we look at every day from our bedroom, kitchen, bathroom, laundry and backyard.











February 9, 2018
9:04 PM

Edit



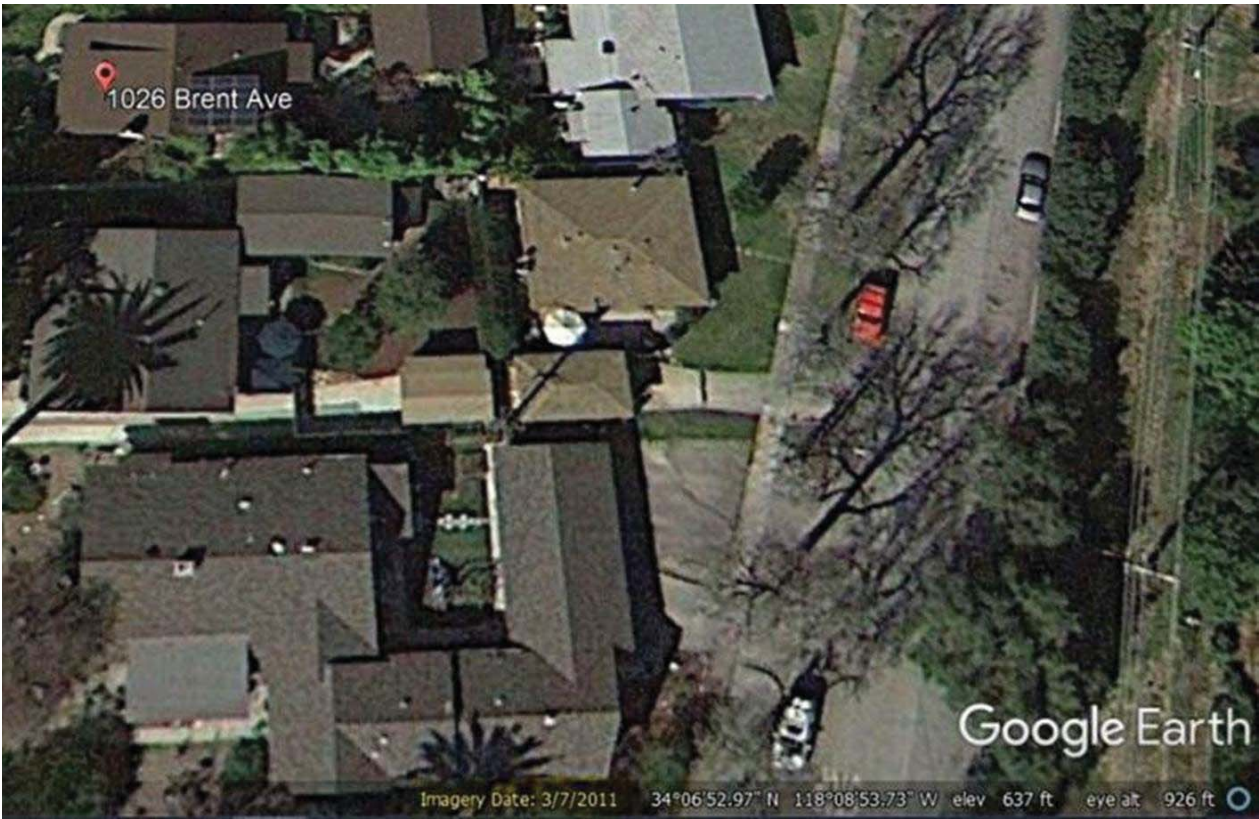
Below is the construction timeline from Google Earth from the original approval in 2007-2019.



2007 with two trees in the backyard circled in red and the required trellis area in yellow for parking.



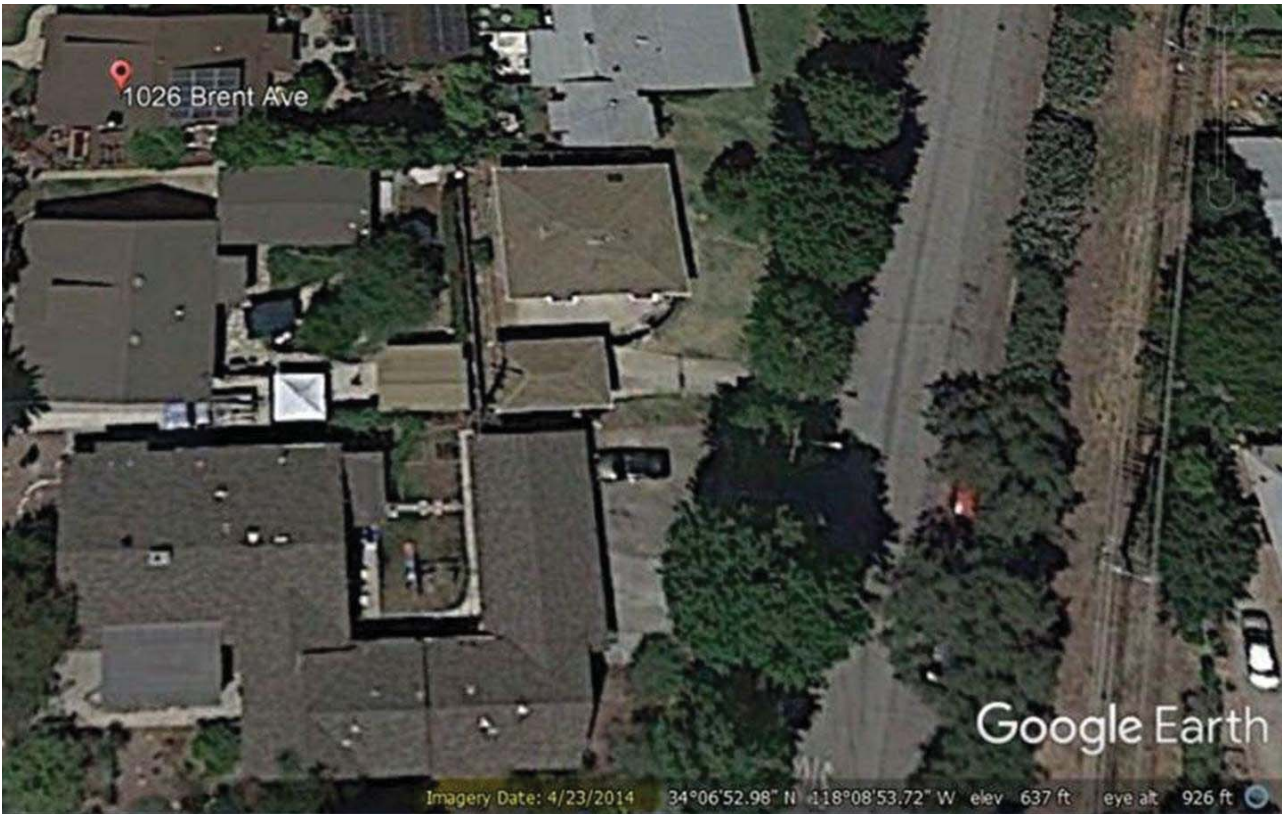
November 2009- Two trees in the backyard and no construction.



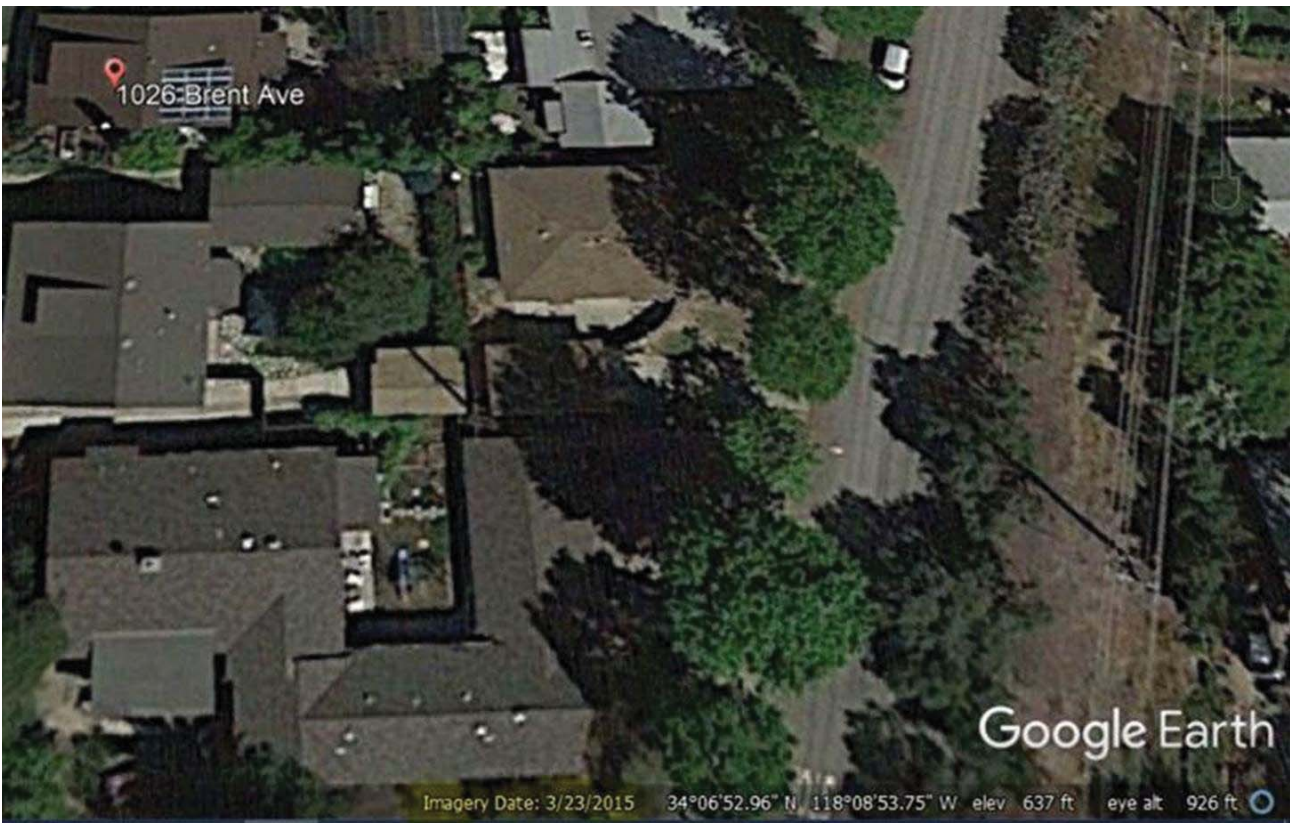
March 2011- Two trees and no construction



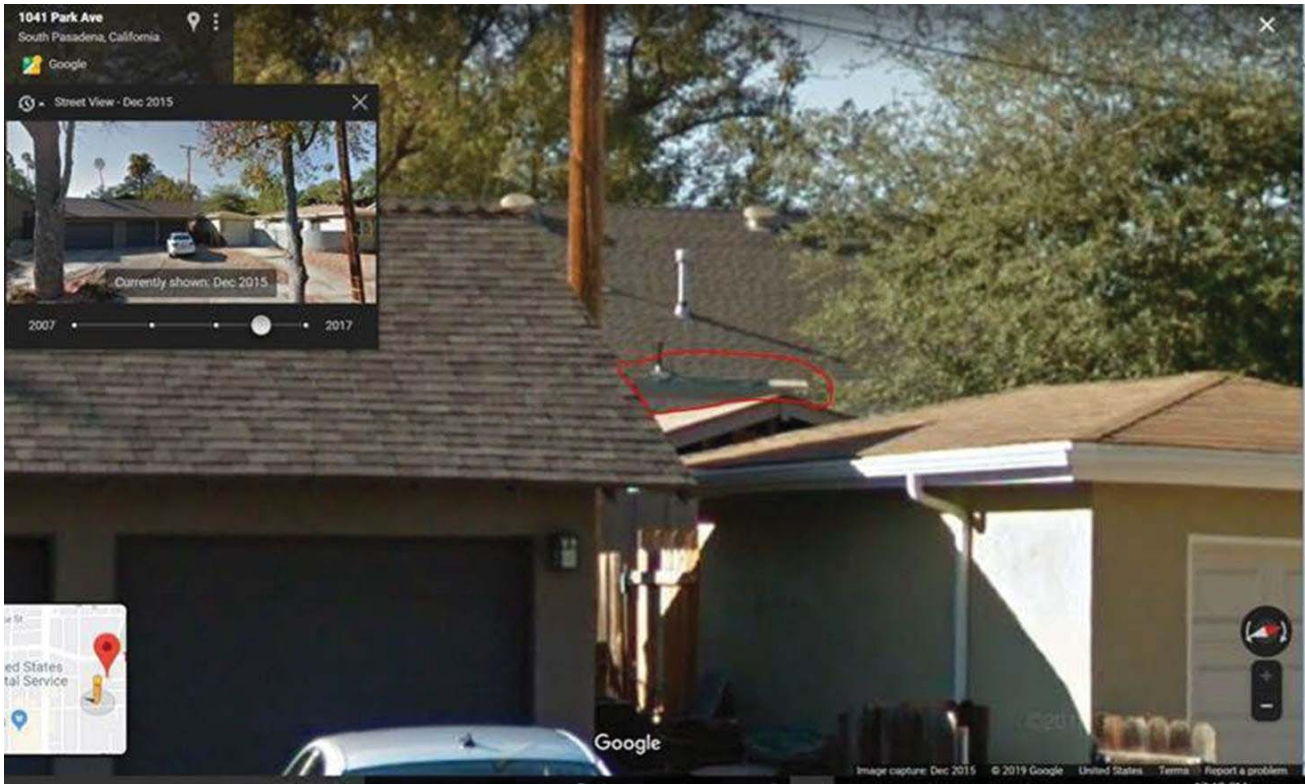
April 2013- Two trees and no construction



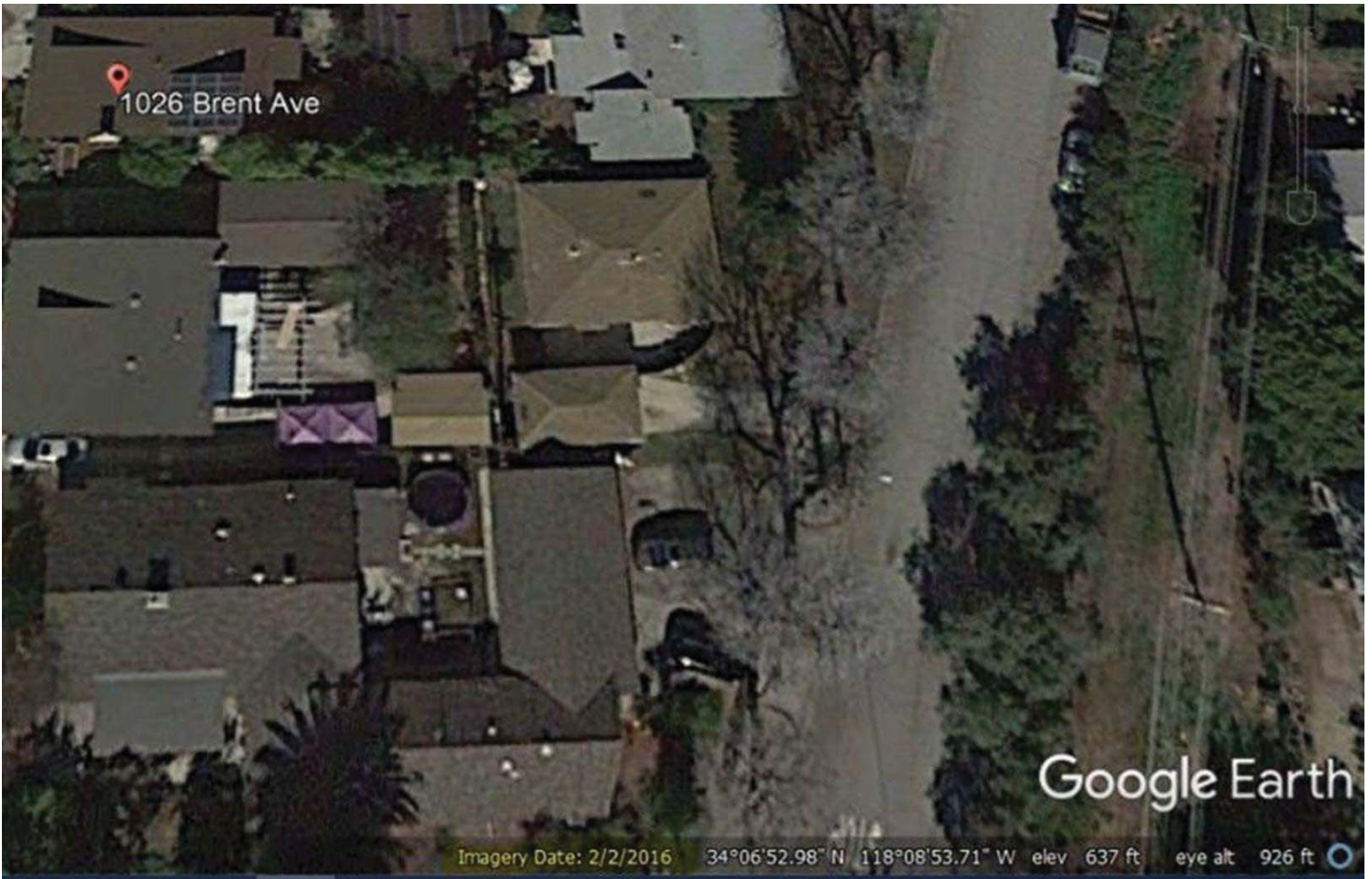
April 2014- two trees and no construction



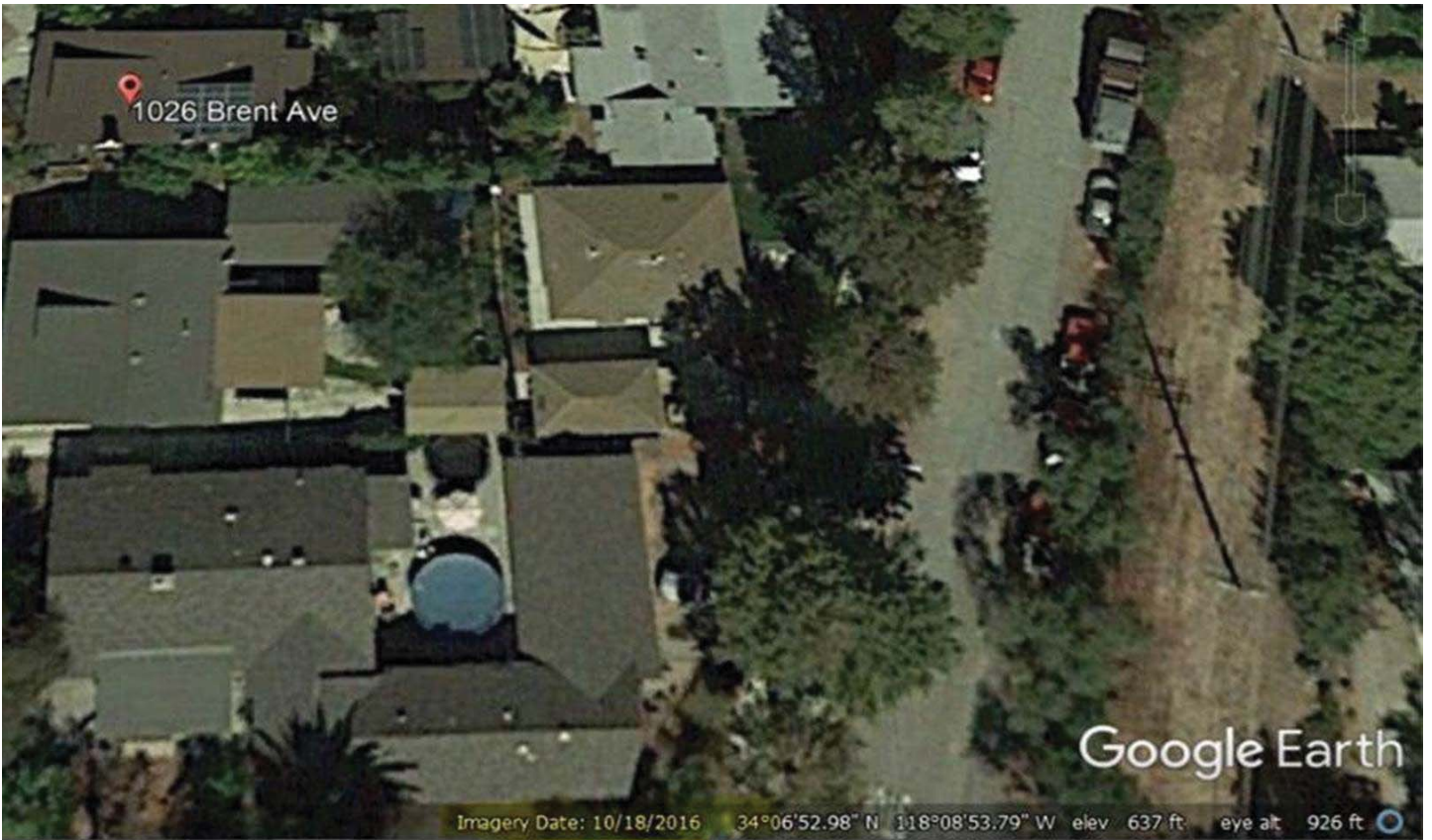
March 2015- two trees and no construction



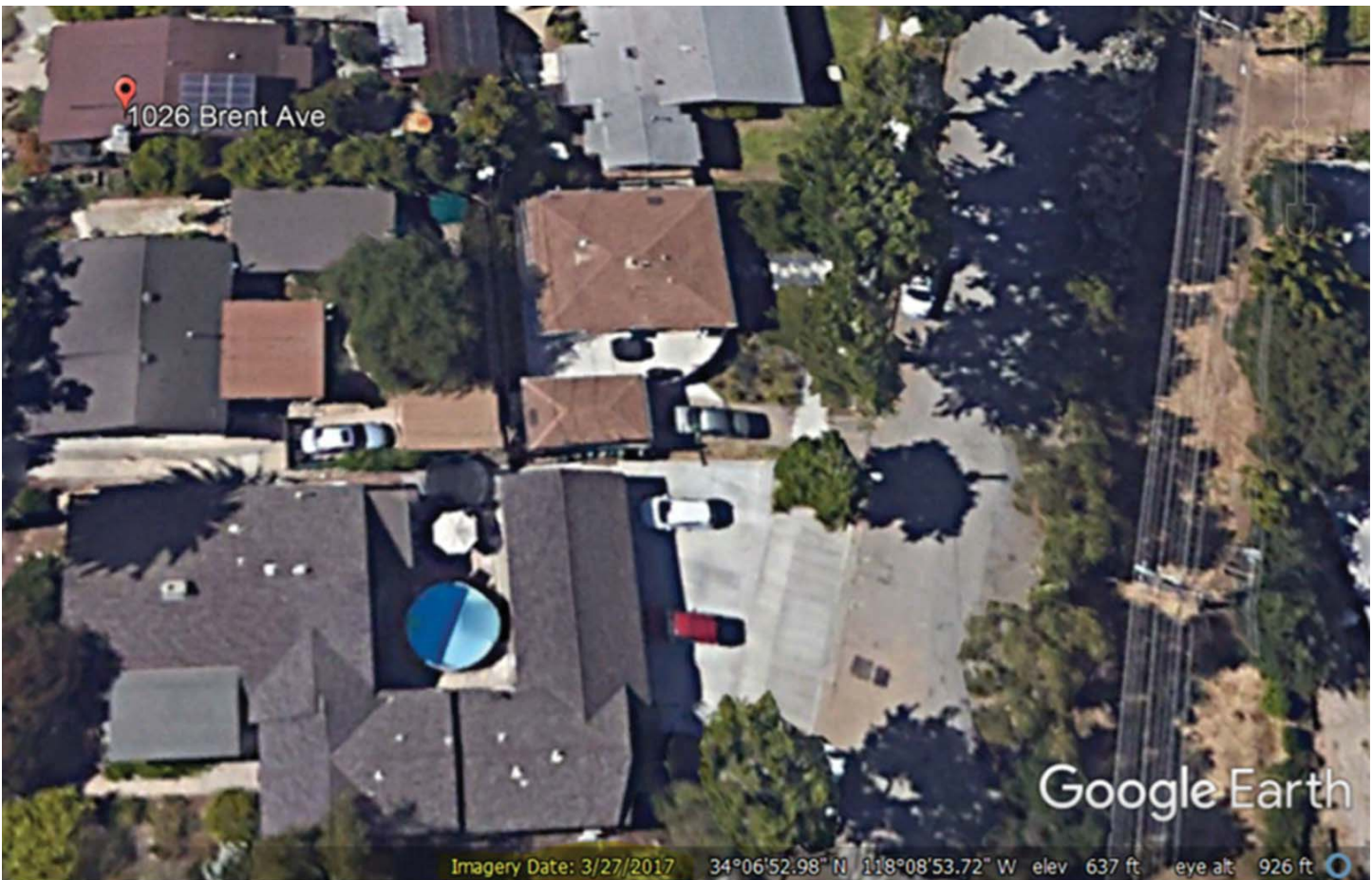
December 2015-Tree removed and framing started in the summer of 2015. **6 months** of construction.



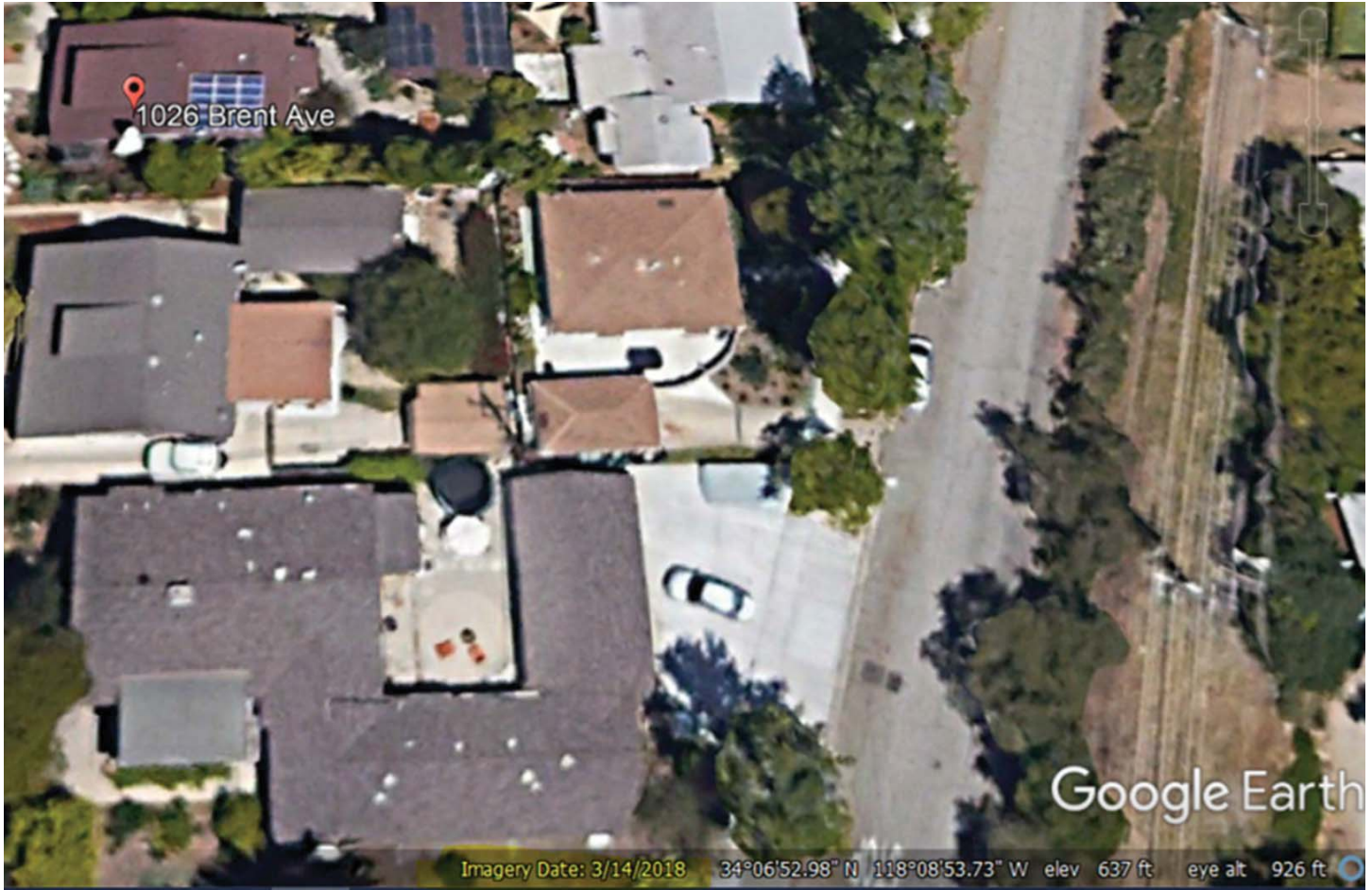
February 2016 Framing and no concrete. **7 months** of construction.



October 2016- flat roof is on and no concrete. **15 months** of construction.



March 2017-Roof on and no concrete. **20 months** of construction.



March 2018 concrete has been poured and visible from the south and east roofline. **2 years 8 months** of construction.

Below is our response to Stephanie DeWolfe's email.

For clarification:

Black-Stephanie DeWolfe quoting our email

Red-Stephani DeWolfe's response to us (SD)

Black-Our response to her

Conflicting information regarding the project status in February 2019: 1. "Building and Planning said that it had to be torn down..." 2. "...had to be turned into an ADU..." 3. "...illegal addition was approved by the Chair..." 4. "...told it had not been approved." 5. "show a new set of drawings that had been approved and signed..."

SD: To clarify the Project status, here is a timeline of the Project. The original Project was submitted in 2007 and included an addition to the rear of the primary residence and a second story addition. The proposed Project was

approved by the Cultural Heritage Commission on November 15, 2009(2007). Permits were pulled and construction began soon after the approval, but was later halted and permits withdrawn by the property-owner.

At no time did **any** construction start on this project and the approval was in 2007 not 2009. The homeowner requested a refund of fees paid in 2009 and was granted the refund. A City staffer confirmed this with us but would not tell us the amount refunded or provide a copy. This is a public record that we would like to see and should have received on our original public records request. Construction started in 2015 with the removal of a tree and porch on the back of the house.

You stated construction began soon after. Can you please elaborate on why you believe this to be true? Who told you this and what construction began soon after? The more details the better and any supporting documents would be helpful. We have been told many things from City Staffers that we later discover to be untrue. Jose was the only employee around at that time, so we assume it is him.

SD: In March of 2018, it was brought to the City's attention that there was unpermitted construction of a covered patio adjoining the primary residence. On April 9, 2018, City Staff issued a Correction Notice to the property-owner and Notice to Stop Work.

This issue was actually brought to the attention of Edwar Sissi who recently left the City and is now employed with the City of Pasadena and Jose Villegas in **2017** with anonymous calls until we actually came into the office. We encouraged Edwar and Jose to view it from our property, view from the sidewalk or look via Google Earth. Finally, we requested the City Code Enforcement Officer to investigate. He came into our house the first week of February 2018, so the City actually knew prior to March of 2018 as you stated in your response. We never found out why it took over 60 days for the City to issue a correction letter from the initial pictures that were taken. We requested a copy of this too, but Jose Villegas stated we needed to get it through public records. We never received a copy of this in our public records request.

SD: In January of 2019, the property-owner returned with minor changes and reduced the project to a 293 sq. ft. single-story addition, including revised design of windows and doors, to replace the unpermitted covered patio. The Commission approvals were still in effect and staff approved the reduced scale of the Project as being in compliance with prior approvals. These changes were approved by the Commission Chair, as required by ordinance.

SD: On July 10, 2019, the property-owner requested a Chair Review to add approximately 36 sq. ft. to the first-floor addition that was previously approved. The 329 sq. ft. addition is pending review.

You mention the owner returned with minor changes and reduced the project to 293 sq. ft to comply with prior approvals. Why would they come back and ask the City to consider an increase in square footage 7 months later in July 2019? The only reason the owner requested the extra 36 sq/ft is because his structure is already built, the concrete is poured and he wants to use the footprint he has already built and not the originally approved footprint. We thought the Chair "approved" these drawings in August 2018. Why are there more changes? We brought this up to David Bergman in our February 11th meeting and in the emails and have yet to receive an answer. Also in the afternoon on January 28th, 2019 we came into the office and wanted to see the approved plans(see the **City timeline**). Jose was unable to locate them. About two hours later Jose was able to find them, but neglected to contact us. Instead he emailed the Jim Fenske the architect and stated "Let's meet on Wednesday January 30 and discuss the project plans for the addition of 1030 Brent Ave. I found the approved set of copies. **This is a time sensitive issue.**"

On January 11, 2019; Mr. Jim Fenske submitted the plans for the 1030-1032 Brent Avenue ADU conversion.

On January 28, 2019; [REDACTED] stopped by the office to follow-up on 1030-1032 Brent Avenue. She was told by staff that 1030-1032 Brent Avenue was approved. I was not aware of this and I told her the project still needed to be approved by the CHC Chairman. (This was a mistake as the project was approved on August 24, 2018.) I once again told [REDACTED] that she needs to provide a letter or email to me with her concerns, so I can forward it to the CHC Chairman.

On January 28, 2019; [REDACTED] stopped by the office again. [REDACTED] asked me many questions about the project and the code enforcement process. I was not up to date on the project and I was unable to answer his questions. I did inform Mr. and Ms. Dunville to send me an email regarding their concerns about 1030-1032 Brent Avenue. I never received any email. After that conversation, I was informed by Edwar that 1030-1032 Brent Avenue was approved by the CHC Chairman.

On January 30, 2019; I had a meeting with Mr. Jim Fenske regarding 1030-1032 Brent Avenue. The approved CHC plans were missing. I asked Jim to meet once again with the CHC Chairman to re-review 1030-1032 Brent Avenue. Staff has determined to use SPMC 36.360.090(F) Alterations or Additions to Nonconforming Structures, can be used for this property in regards to the parking situation.

On January 31, 2019; Jim Fenske met with the CHC Chairman. The Chairman confirmed he was reviewing the same project he approved in August 2018. I never received any email or letter from [REDACTED] about their concerns with the project. As this chair review meeting was occurring, [REDACTED] walked in and walked out.

Jose Villegas

From: Jose Villegas
Sent: Monday, January 28, 2019 5:39 PM
To: Jim Fenske
Subject: 1030-1032 Brent Avenue

Hi Jim,

Let's meet on Wednesday January 30 and discussed the project plans for the addition to 1030 Brent Avenue. I found the approved set of copies. This is a time sensitive issue.

Thanks,

Jose

Here are more problems with this project approval process.

Original DRB approval- All work needs to conform to stamped approved plans, this does not. Planning approval from DRB is valid for one year. This expired in **2008**.

Here are some issues with the changes from the original design.

South: Single door changed to a set of French doors and the room is expanded and now covers a window on the east side of the house.

East: French door changed to two sets of French doors.

North: Single door, Chimney, Single door changed to a set of French doors without a chimney.

The layout is almost exactly what the owner was caught with in February 2018.

Dear Mr. & Mrs. Roybal,

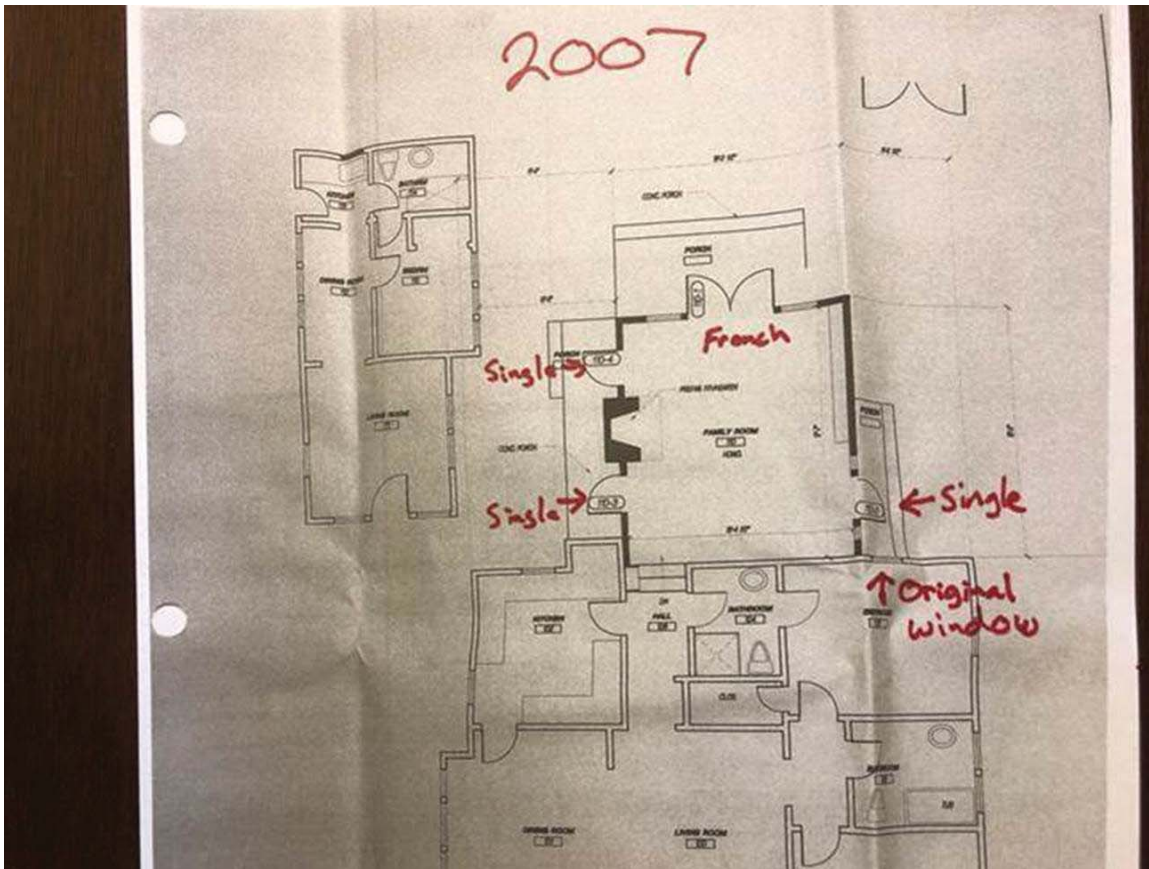
NOTICE IS HEREBY GIVEN THAT on December 4, 2007, the City of South Pasadena AM Design Review Board approved your proposal to construct a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

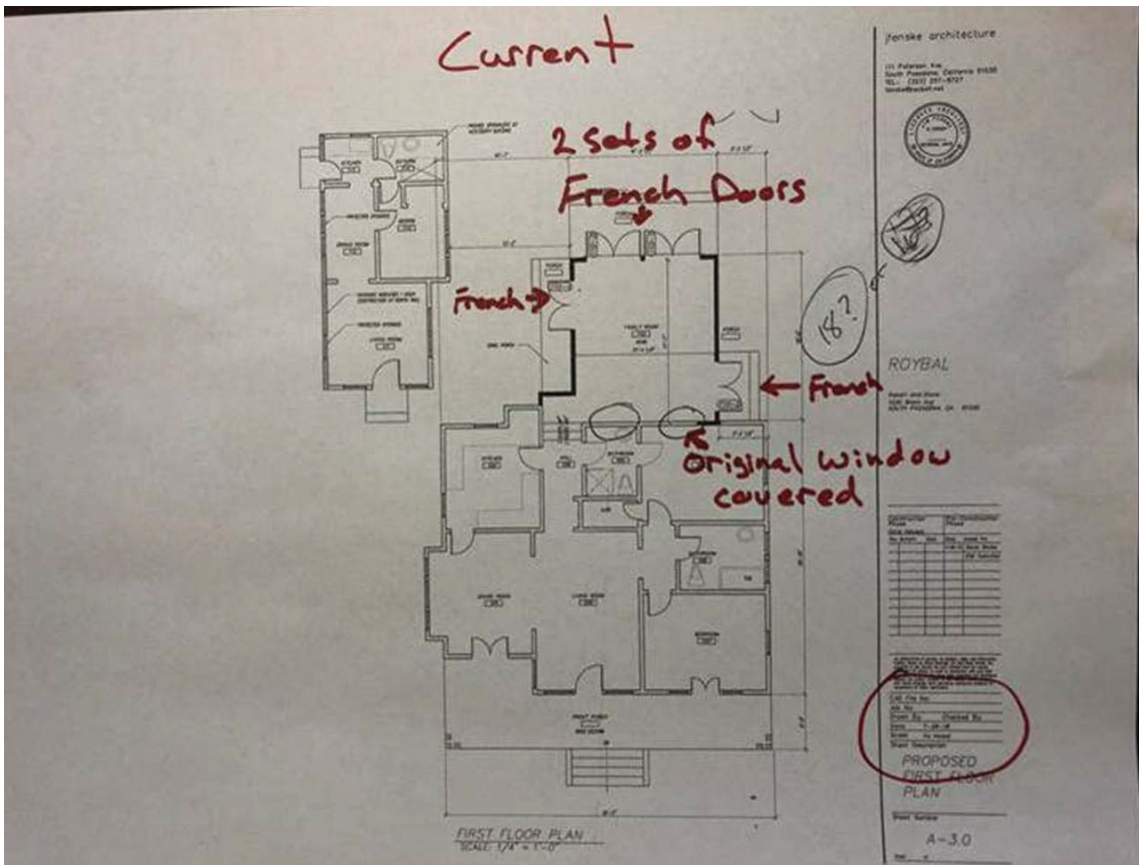
Any interested person may appeal this decision in writing to the Planning Commission fifteen (15) calendar days from the date of this notice and must be accompanied by an \$815.00 appeal fee. Assuming no appeal is filed, the planning approval is valid for one (1) year from the effective date of approval.

The effective date of approval is December 20, 2007, the expiration of the 15 day appeal period.

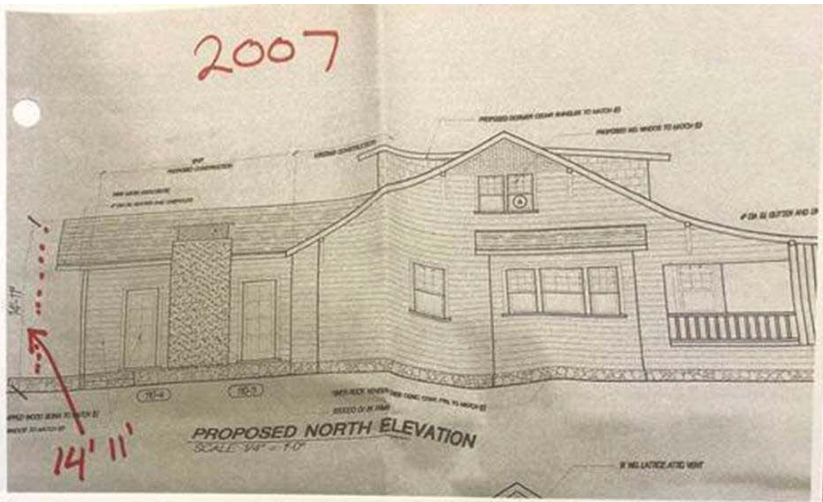
PLEASE NOTE: PLANNING DEPARTMENT APPROVAL IS REQUIRED FOR ANY CHANGES TO THE PLANS THAT WERE APPROVED BY THE DESIGN REVIEW BOARD ON December 4, 2007. BUILDING PERMITS WILL NOT BE FINALED IF CONSTRUCTION DEVIATES FROM THE PLANS APPROVED BY THE DESIGN REVIEW BOARD.

Please note that you may submit the approved plans to Building and Safety for "plan check" prior to the expiration date of the appeal period, however, a building permit will not be issued





There are several reasons why this cannot qualify for a Minor Project review. A Minor Project review does not include structures over 200sq/ft, an increase in the height of the roof from 14ft 11" to 16ft 2", covering of an original window that was not originally approved, moving the entire footprint south more than 3ft while being visible from the public right-of-way on Brent Ave and Park Ave. These would require a Major Review with notification to the neighbors, which was not done.



the federal, state, or local laws, rules, regulations, orders, decrees, edicts, or executive orders, the provisions of Section 2.65(E), the Procedures for a Certificate of Appropriateness, shall apply to the proposed demolition. If any such resources are potentially affected by a project, the City shall require preparation of the appropriate CEQA documentation.

4. Minor Project Review. A Certificate of Appropriateness may be obtained by going through a minor project review if it involves: Demolition or relocation of non-Character-Defining Features; non-contributing additions, garages, accessory structures or incompatible and previously replaced windows, doors or siding material; any undertaking that does not change exterior features such as re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material; replacement of windows and doors if the proposed replacements are of the same materials, form, color, and location as the existing or original windows and doors; an addition of less than 200 square feet proposed for the side or rear elevations (not visible from the public right-of-way) and does not materially alter the features or have an adverse effect on the Historic Integrity of a Cultural Resource; minor changes to a previously approved Certificate; or any other undertaking determined by the Director or his/her designee to not materially alter the features or have an adverse effect on the integrity of a Cultural Resource.
- a. **Requirements.** The required application materials for minor project review shall include, without limitation: a written narrative of the proposed project, a

4. Minor Project Review. A Certificate of Appropriateness may be obtained by going through a minor project review if it involves: Demolition or relocation of non-Character-Defining Features; non-contributing additions, garages, accessory structures or incompatible and previously replaced windows, doors or siding material; any undertaking that does not change exterior features such as re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material; replacement of windows and doors if the proposed replacements are of the same materials, form, color, and location as the existing or original windows and doors; an addition of less than 200 square feet proposed for the side or rear elevations (not visible from the public right-of-way) and does not materially alter the features or have an adverse effect on the Historic Integrity of a Cultural Resource; minor changes to a previously approved Certificate; or any other undertaking determined by the Director or his/her designee to not materially alter the features or have an adverse effect on the integrity of a Cultural Resource.

SD: Is there an ADA concern here that I missed?

No, we are unaware of an ADA issue.

SD: In January of 2019, the property-owner submitted plans to convert the second unit into an Accessory Dwelling Unit (ADU). The conversion would require the removal of the electrical and gas meters. On March 4, 2019 the plans were reviewed by staff for Zoning Code compliance and approved. On July 11, 2019, the property-owner pulled electrical

permits to remove the electrical meter and on October 1, 2019, the property-owner pulled plumbing permits to remove the gas line to duplex.

Would you not agree that the intent of an ADU is to create new housing in California? David Bergman agreed with this when he spoke with The California Department of Housing and Community Development (CDHC). Give them a call and have a discussion with them. They will also say that if the duplex were to be expanded, that too does not justify creation of an ADU. A duplex just isn't an ADU.

Jose recommended two options to bypass the parking requirements that were **originally a condition** of the original project. Either demolish the unpermitted construction or convert the duplex to an ADU.

Jose Villegas stated convert to ADU(aka SPMC 36.350.200) or SPMC 36.360.090(F). Below is the email and images of both codes. The owner's property does not comply with either. SPMC 36.360.090(F) doesn't work because the CHC already approved the parking under the trellis.

The current SPMC 36.350.200 was passed in 2016 and signed by Michael Cacciotti and Terri Highsmith and requires an ADU to meet a minimum lot size of 12,500sq.ft. for an approval and not be visible from the street. The owner's lot is less than 7500sq.ft and the duplex is visible from the street, even with the new tree they planted. Why would the City ignore its own ordinance? At that time, Jose's second option would be to it tear down.

While we know that new legislation for ADUs lot sizes will change in 2020, we want to make sure everyone is aware that in **April of 2018** the City was having discussions with the owner about converting this into an ADU and state legislation was not introduced until **2019**. In **August of 2018** there was discussions of bypassing the parking. Everyone on that email was in agreement that there is **really no change to the structure**. In the emails below dated February 8th and 15th of **2019**, you will see what transpired. At that time, Jose's option to demolish would have been appropriate and would still be appropriate today. Please note that we met with David Bergman on February 11th with this concern and he ignored us.

February 8, 2019, Jose emailed David explaining "what was holding up this project" which he stated was the original parking requirement from the original COA, DRB that was a conditional requirement for approval. Jose failed to address the previous years' worth of information that we brought up as our concerns then and now. Why didn't David Bergman know about this issue?

February 11, 2019, we met with David Bergman to ask questions and find out why the project was moving forward. We tried to explain the history of the ongoing construction but he refused to even look at our pictures and documents. We now know that he did not have the entire story and why he was so confused in our meeting.

February 15, 2019, Jose reviewed and approved the ADU conversion 4 days after our meeting with David to avoid the original parking requirements of the COA, DRB and CHC requirements. It doesn't appear as if there was any actual follow through after our meeting with David.

David and Jose ignored the SP Code and waived the parking requirements on an unpermitted addition. This just doesn't make sense. The property is one block from Fair Oaks, between Mission and Monterey. Parking in the area is impacted by Blaze Pizza and Mosaic Church. Employees and customers from the stores on Fair Oaks that don't have parking lots, use Brent for parking. It is shortsighted on the part of Planning and Building to allow a homeowner to add onto their house and remove parking requirements from the COA, DRB and CHC from 2007. In this area there are some homes and many apartments that do not have onsite parking so they park on the street. With the housing shortage and increase in rents, there are more occupants per unit now than in 2007, making street parking more impacted than it was 12 years ago. Why would Planning and Building overlook this detail?

Jose Villegas

From: Jose Villegas
Sent: Friday, February 8, 2019 1:57 PM
To: David Bergman
Cc: Edwar Sissi; Building Inspector; Darby Whipple
Subject: RE: 1030-1032 Brent Avenue

Hi David,

What has kept this project from getting resolved is the required parking; 4 covered parking spaces with 1 guest parking.

There are two solutions to address this requirement; converting the existing second unit into an ADU or using SPMC 36.360.090(F) Alterations or Additions to Nonconforming Structures.

The property owner and project architect have been working on converting second unit into an ADU. The plans for the ADU were submitted on January 11, 2019. However, on January 30, 2019 I met with the project architect and informed him that this project might be able to have the required four covered parking spaces and the one guest parking space, waived through SPMC 36.360.090(F). This will require the CHC to make the required finds to waive the required four cover parking spaces and the guest parking. (February 6, 2019). A COA modification will be required.

The property owner also wants to keep and use some of the existing construction from the unpermitted addition. The unpermitted construction will have to be reviewed by a Plan Checker and with inspections from the Building Inspector. The Building Dept. will ensure the construction complies with the current building codes.

The property owner can also decide to completely demolish the unpermitted addition construction.

Once we get a chance to discuss this, I can call the property owner and find out how he would like to proceed with this project. I can also provide him with a deadline. Please let me know if you have any questions.

Jose

F. Residential off-street parking.

1. If the work is in connection with a residential unit that is listed on the City's Cultural Heritage Inventory (hereinafter "cultural resource") and is nonconforming due to an insufficient number of covered parking spaces, the Director may waive the requirement for two covered spaces if as part of a Certificate of Appropriateness, the Cultural Heritage Commission first determines that either of the following circumstances apply:

- a. Providing the two covered parking spaces would otherwise result in a substantial adverse change in the historic significance of a cultural resource; or
- b. Providing the two covered parking spaces would jeopardize the integrity of the cultural resource (as defined in National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation).

In determining whether to waive the requirement for two covered parking spaces in connection with work to a cultural resource, all of the following conditions shall exist:

- c. The existing garage contributes to the historic significance of the cultural resource. Supporting documentation shall be provided to show that the existing garage was constructed during the period of significance of the cultural resource.
- d. The existing garage space can accommodate at least one vehicle.
- e. The historic garage shall be structurally sound or, if deteriorated, the Cultural Heritage Commission approves a rehabilitation plan for the historic garage as part of the Certificate of Appropriateness approval.
- f. The second required parking space can be accommodated outside of the existing covered parking space within an existing legal driveway, tandem space, carport, etc.
- g. Increases in square footage to the cultural resource would not exceed 50 percent of the square footage of the floor area within the structure that legally existed as of the date of adoption of the ordinance codified in this Section, including any detached accessory buildings and/or guest house.
- h. The proposed work is not associated with the addition of a second residential unit as authorized in SPMC Section 36.350.200, or is not associated with an increase in the number of dwelling units on land zoned for multi-family uses.

(Ord. No. 2108 § 1; Ord. No. 2183 § 17, 2009; Ord. No. 2243 § 4, 2013.)

Jose Villegas

From: Jose Villegas
Sent: Friday, February 15, 2019 3:27 PM
To: Jim Fenske
Cc: Code Enforcement; Edwar Sissi; Darby Whipple
Subject: 1030-1032 Brent Avenue
Attachments: 1030-1032 Brent Avenue ADU review.pdf; ADU.docx

Hello Jim,

Sorry for the delay email. I have completed my review of the proposed conversion of the second dwelling unit to an ADU. Thank you for stopping by and going over the required corrections with me. I have attached the required corrections.

Since the project is an existing second dwelling unit being converting to an ADU it needs to comply with SPMC 36.350.200 Residential Uses—Accessory Dwelling Units. I have attached it for your review. Per our previous conversation, the second dwelling unit needs to remove all the utilities (water, gas, electricity) the unit address needs to be removed and a covenant needs to be record with the property as the property owner needs to reside in one of the units.

If you have any questions, please contact me.

Regards,

Jose

36.350.200 Residential Uses—Accessory Dwelling Units.



A. Applicability. The standards and criteria in this section apply to properties containing single-family residences within the RE, RS, and RM zoning districts. These standards are in addition to all other applicable standards found in this Zoning Code. Pursuant to Government Code Section 65852.2, applications for second dwelling units shall be considered ministerially, without discretionary review or a hearing.

B. Minimum lot area. An accessory dwelling unit may be approved only on a parcel of 12,500 square feet or larger.

Whose name is redacted below? That person told Jim Fenske what was required for the ADU in August of 2018. You'll see the owner's name (Robert) is in the next paragraph, so we assume it's not him. This shouldn't be redacted since there doesn't appear to be any privilege. Can you please let us know who assisted in the ADU conversion discussion? You will also see that Mark, Edwar and Jim discussed the fact that the existing unit's use would not change.

Jose Villegas

From: jim fenske [REDACTED] >
Sent: Thursday, August 9, 2018 4:44 PM
To: Jose Villegas
Subject: 1030 Brent

Follow Up Flag: Follow up
Flag Status: Completed

Jose,

I met with Mark today and he says he's ok with the redesign of the addition. We also discussed what [REDACTED] told me was required for the second unit to be changed to an ADU. Changing the windows and glass doors, upgrading the insulation, providing a one hour rated wall at the north side is what he tells me the engineer (Jeffrey?) said was required. Mark, Edwar and I discussed the fact that the existing unit's use would not change and so these things should not be required especially since this was the original structure on the site. What is your understanding of what is required to make this an ADU?

I'll be in tomorrow to talk to Robert about building code issues for this.

Jim Fenske
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Expiration of the original Certificate of Appropriateness

SD: The previous code section regarding the Certificate of Appropriate (COA) did not establish an expiration date for COAs. On July 19, 2017, Ordinance No. 2315 was adopted to repeal and replace Article IVH (Cultural Heritage Commission) of Chapter 2 (Administration) of the South Pasadena Municipal Code (Code) which established an eighteen-month expiration date for COAs. This Code section does not apply to the Project since the original approval of the COA preceded the adoption of the ordinance in July 2017. Consequently, the original COA does not have an expiration date.

Since you mentioned that the COA is based on the project, you should have reviewed the conditions for getting permits on the original approval. The DRB approval was only valid for 1 year which expired on December 20, 2008. See image below. This is almost 11 years later. Why is the city using this project as the bases to get everything approved?


Even if the COA was still good, which we think is debatable, an additional COA is required for exterior changes not described in the above description and approved by CHC. The COA needs to conform to the stamped approved drawings. See the images below.

Dear Mr. & Mrs. Roybal,

NOTICE IS HEREBY GIVEN THAT on November 15, 2007 the City of South Pasadena Cultural Heritage Commission approved the Certificate of Appropriateness (Alteration) to:

Build a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Any interested person may appeal this decision in writing to the City Council fifteen (15) calendar days from the date of this notice and must be accompanied by a \$815.00 appeal fee.

CONDITIONS:  This Certificate of Appropriateness (C of A) is effective only for exterior changes detailed that was presented to the Cultural Heritage Commission on November 15, 2007.

An additional C of A is required for exterior changes not described in the above description and approved by the Cultural Heritage Commission.

All work (alteration, demolition, removal, or exterior changes) requiring a C of A shall substantially conform to the stamped approved plans dated the effective date of this approval.

Dear Mr. & Mrs. Roybal,

NOTICE IS HEREBY GIVEN THAT on December 4, 2007, the City of South Pasadena AM Design Review Board approved your proposal to construct a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Any interested person may appeal this decision in writing to the Planning Commission fifteen (15) calendar days from the date of this notice and must be accompanied by an \$815.00 appeal fee. Assuming no appeal is filed, the planning approval is valid for one (1) year from the effective date of approval.

The effective date of approval is December 20, 2007, the expiration of the 15 day appeal period.

PLEASE NOTE: PLANNING DEPARTMENT APPROVAL IS REQUIRED FOR ANY CHANGES TO THE PLANS THAT WERE APPROVED BY THE DESIGN REVIEW BOARD ON December 4, 2007. BUILDING PERMITS WILL NOT BE FINALED IF CONSTRUCTION DEVIATES FROM THE PLANS APPROVED BY THE DESIGN REVIEW BOARD.

Please note that you may submit the approved plans to Building and Safety for "plan check" prior to the expiration date of the appeal period, however, a building permit will not be issued

Authorization for a Chair Review and difference between a Major and Minor Project Review and request for a copy of the Chair Review Application

SD: The modifications to the previously approved Project plans were considered minor and therefore were subject to a Minor Project Review. Chapter 2, Article IVH, Section 2.65 (Certificate of Appropriateness – Alteration and Demolition) establishes that a Minor Project Review may be conducted if it involves “replacement of windows and doors if the proposed replacements are of the same material, form, color, and location...” or “minor changes to a previously approved certificate...” As defined by the Code a Chair Review was appropriate for the review and approval of those changes. Currently, there is no formal application for a Chair Review. Project applicants that are subject to a Chair Review are requested to visit City Hall to meet with the Chair to discuss their projects. Moving forward, the City will create a more defined process for Chair Reviews.

We understand that minor changes could be acceptable, but these are not minor changes. The structure is over 200 sqft, the elevation of the roof and the entire structure has increased in size and the structure has been moved to the south. The height has increased from 14' 11" originally to 16' 2" on the new details. The structure now covers an original window on the house that was not covered in the original approval. The doors and windows have also moved. The chimney has been removed.

If there were minor changes to the plans, why has it taken over 20 months to get this approved and why do they keep coming back for more changes? Please see the previous images regarding this section.

Code Enforcement actions and remedies

SD: As previously noted, Code Enforcement issued a Correction Notice and Notice to Stop Work in March of 2018. Once issued, the property-owner had 30-days to report to City Hall to work with City to remedy the issue. Currently, City policy establishes that as long as the property-owner demonstrates good faith to work with the City, Code Enforcement does not issue any citations. If no remedies are provided Code Enforcement may move forward with the issuance of a citation. However, the property-owner was responsive to the March 2018 notices and has been working with the City to bring the unpermitted construction into compliance with City code. Therefore, no citations have been issued at this time.

You claim the owner was responsive, but only after the 30-day deadline from the City letter. These are document we've requested but have yet to receive copies of those notices, letters or responses in our request for public documents. You mention this demonstrates good faith and compliance with the City code. He is and has been a general contractor for 40 years and knows the City ordinances. Why does Planning and Building continue to assist him in ignoring the ordinances and finding loopholes to build what he wants without public approval from neighbors? What he intends to build is different from what was conditionally approved 11 years ago and is almost identical to what he built illegally.

Illegal tree removal and oak tree trimming investigation

SD: In March of 2019, the Public Works Department was informed of a possible illegal tree removal and oak tree trimming. Based on the Public Works Department's investigation the removed tree was less than 12-inches in diameter and did not require a tree removal permit.

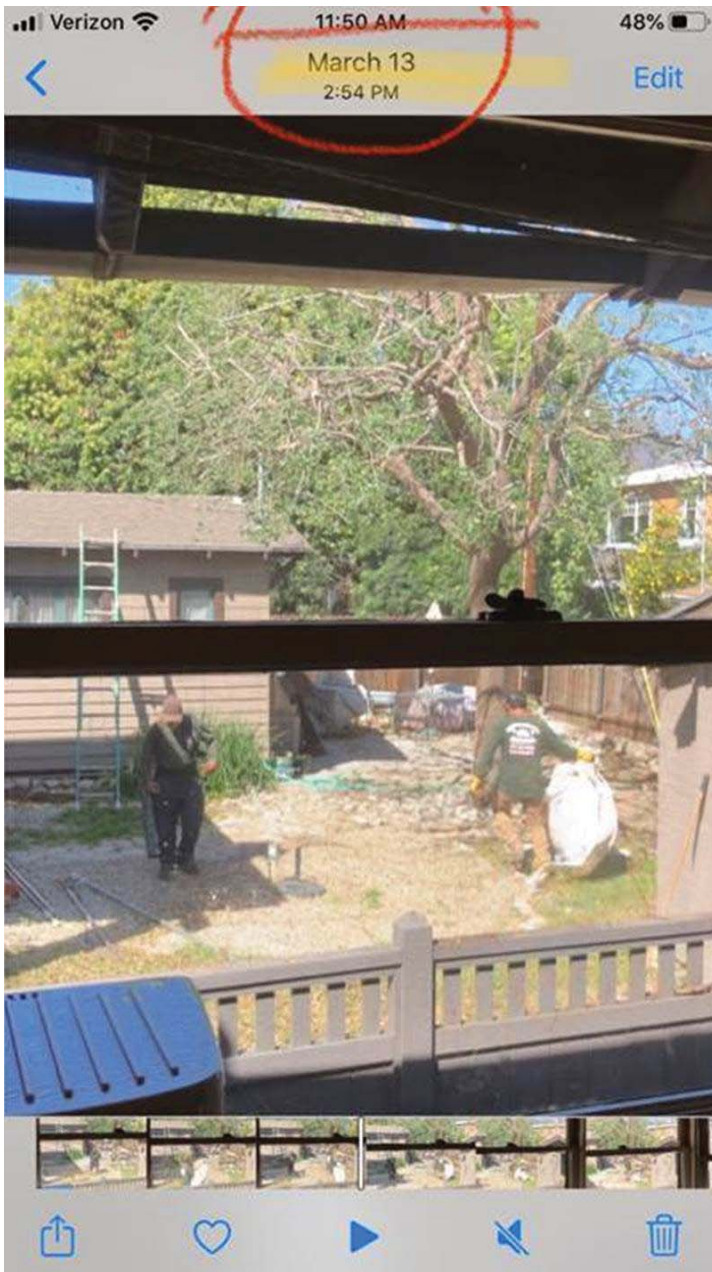
Edwar and Jose were notified about the tree removal when we first started this process in 2018. The timeline fails to address this. At no time did either of them state we should go to the Public Works and report it when a quick Google search could confirm. We discussed this at the February 11th meeting with David Bergman. If there was an investigation on the removal of the tree, why not investigate the oak tree at the same time? We contacted Public works twice by phone on the day of the cutting of the Oak and confirmed there was no permit. After numerous reminders, nothing appears to have been done on this. Below are pictures in January 2019 and March 2019 of the oak tree that was trimmed out of season. You didn't actually respond to this issue.



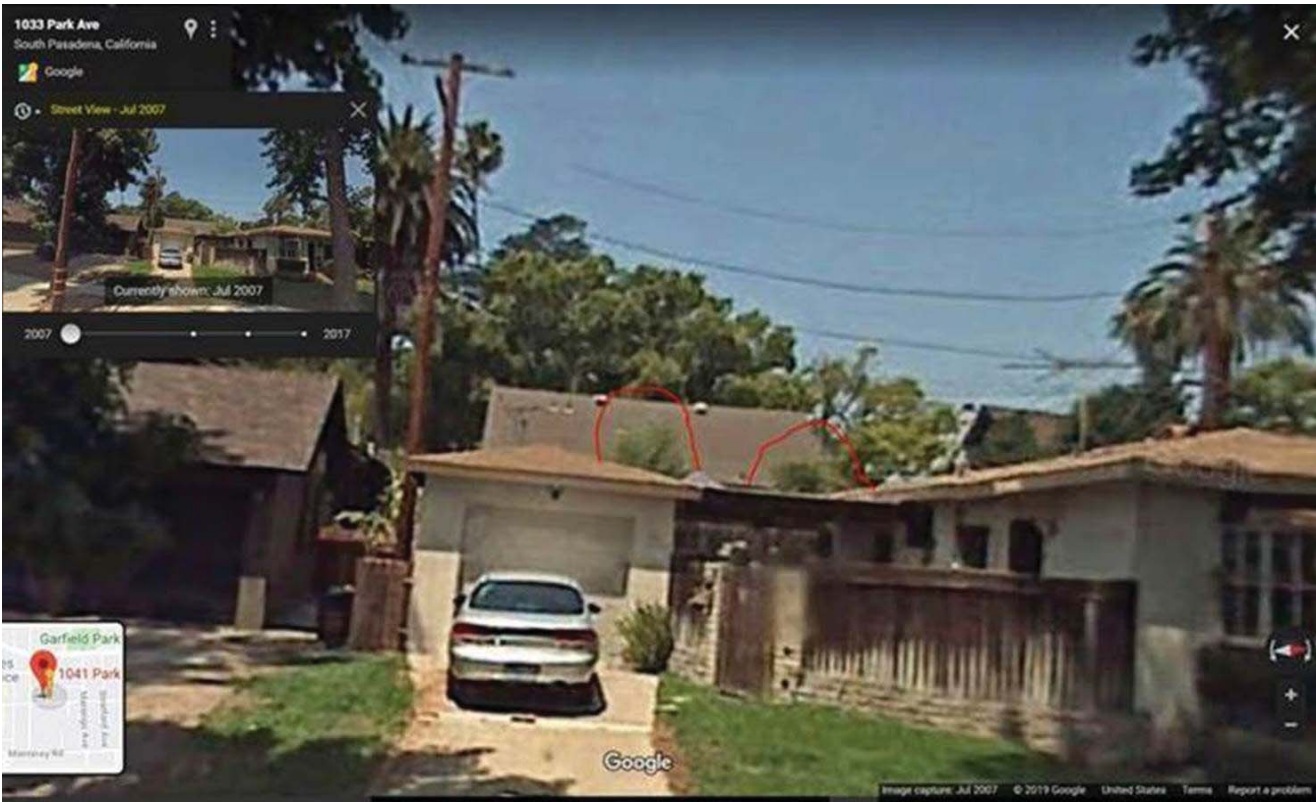
January 28
3:12 PM

Edit





Regarding the tree that the Public Works Department's did investigate, you stated it was less than 12-inches in diameter and did not require a tree removal permit. This is the first that we have heard of an investigation. Can you elaborate on this and include the public records that we've requested previously? Who investigated this and who did they speak with? Was it the owner who is a General Contractor? Are you aware that this was a multi trunk tree? You can see in the first picture from **2007** below that the tree was already well established and taller than the house roof line. Please see the second picture from July 2007 prior to approvals in November 2007. The red markings show the two trees in the Google street view. The picture below also shows the original porch that was torn down.





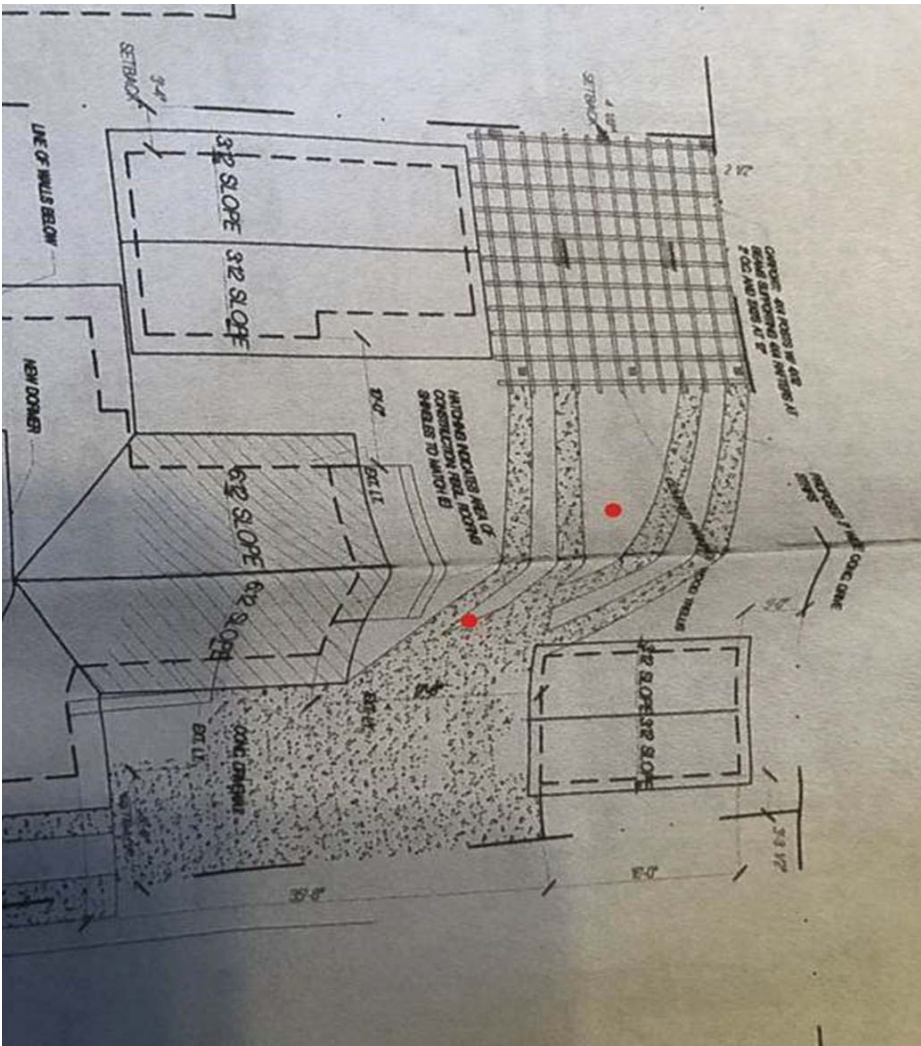
This is important because it shows that the owner knew that they could not conform to the parking that was a condition of the original approval. See how the pathway crosses where the tree was cut down and the Oak tree. See the November 2017 conditional approval plan and **no trees to be cut or trimmed**. We added the red dots to show the placement of the trees in the drawing below. The lower left dot was the multi-truck tree that was cut down and the upper right is the oak that sits in the middle of the path to the carport that was supposed to be built if they wanted to build the addition.

Narrative for 1030 Brent Avenue

Diane and Robert Roybal would like to add a second floor to their existing one story bungalow as well as add a one story family room at the rear yard. On the back yard side of the existing roof they would also like to add a dormer to get more ceiling height in the second floor addition. The downstairs family room will have three small concrete patios off of the east, south and north elevations and will also have a fireplace and chimney on the northerly wall . In order to satisfy the parking requirement a two car trellis will be erected in the north east corner, to the east (behind) the existing efficiency unit.

- There will be no trees trimmed or cut. The new windows, doors, roofing, paint and sidewall materials will match the existing conditions.

2007 Narrative



How was the tree that was cut down investigated? Since the tree was removed 4 years ago, how does the investigator know the diameter of the tree? Did you know this was a **multi-trunk tree** and one would need to measure the circumference of each trunk at 4 ft from the ground and add them together? An established tree planted before **2007** and cut down **8 years later in 2015** could reasonably be presumed that the multi trunk tree did meet the tree ordinance minimums with just 3 or 4 trunks. Because the trunks of the tree were so large, a stump grinder was needed to remove the stumps. You could also call the tree a shrub, the pictures clearly show it towers over 16 ft. Since the owner is a licensed General Contractor, please note the Intentional violation in the SPMC.

(r) "Protected shrub" means a woody plant that is over sixteen feet in height, which has one or more trunk(s) equal to or greater than a four inch diameter.

(l) "Intentional violation" means a violation of this Chapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of, or who has previously violated, its provisions. A commercial certified arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or tree removal permit in the city shall be presumed to know the provisions of this Chapter 34.

Property line dispute and setback concerns

SD: Property line disputes are a civil matter and are not addressed by the City. If there are concerns regarding the property line and setbacks that were used in the Project plans, a surveyor would need to be retained to determine the exact location of the property lines.

This is not a civil matter as there is clearly fraud in the misrepresentation of the current and 2007 documents provided to the City. John Pope was recently quoted in the South Pasadena Review stating “The City has little choice but to respond when the facts are ignored or misrepresented as they have been.....”

We aren't talking about leaves falling on our property or even disputing inches. This is clearly a big discrepancy and we've taken pictures to help you understand. Keep in mind that the owner approached us to acquire a 2 ft swath of land for about \$12k along the length of their driveway during the process of getting this project approved in 2007. So even then he knew he did not have enough space to build what he wanted. In the pictures below, you can see the owner had trouble complying with a correction notice that included **setbacks** in **2007** when the architect was asked to clarify unclear property lines and setbacks even in **2007** and it clearly shows they put down what was needed to get approved.

The original plans and the new plans show a setback of **5ft** at the back of the property which isn't even our property, but another neighbor's. It doesn't take a surveyor to see in the pictures below that the fence line is at **2ft 9 inches**, not **5 feet** like the plans show. If it's true that they have a 5ft setback, it would be just under their neighbor's gutter on the back of the neighbor's garage.

You'll see in pink below that we measured the driveway in numerous sections and marked them accordingly on the owners site plan which don't conform. We even took a picture of their driveway showing **6 ft** in one section when their site plans clearly shows nothing smaller than **8ft 6 inches** at the top of the driveway. The image with the red tape measurer shows the actual location at 8' 6". Because of the confusion of the setbacks on the driveway and back of garage, the owner needs to have the property surveyed. See the text images from the owner in **February 2019** when he acknowledges that the City may require a survey and thinks it's a good idea since he mentions he's probably encroaching and states that the City may require verification of property lines. Then deciding that he doesn't want to disclose it to the new owners if/when he sells as his plans are to move on and not even live in the property.

Neither you nor David ever responded to the driveway that was poured without a permit. It's time to correct this issue once and for all and require a survey from the property owner.

**COMPLETE WITH CORRECTIONS
NOTICE**

File
Curry
October 31, 2007

APPLICANT NO.: Development Case No. 1101-DRX/COA

Applicant: Jim Fenske
111 Peterson Avenue
South Pasadena CA 91030

Owner: Robert and Diane Roybal
1030 Brent Avenue
South Pasadena CA 91030

Location of Project: 1148 Oxley Street.

Project Description: The applicant is proposing a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Pursuant to State Law, City staff has completed a preliminary review of the application referenced above within the prescribed 30-day review period. Your application has been deemed complete with minor corrections. The corrections following corrections must be made to the submitted plans.

Please correct the size of the property lot from 7440 sq ft to 7436 sq ft. This is the correct size according to the South Pasadena Building records. This correction will also cause a correction in the existing lot coverage, existing F.A.R., proposed lot coverage, proposed F.A.R. The maximum lot coverage is 50% for 1030 Brent Ave. The new lot coverage will be 50%, not 49.9%.

Site Plan

- 1) Please include and show all the existing walls/fences.
- 2) Please include the location of any proposed exterior lights.
- 3) Please include the setbacks for all property lines (existing and proposed)

Presentation

Staci Nesbitt (Project Architect) presented the project and responded to the Board's questions and regarding colors and tree removals.

Public Comment:

None

Discussion/Vote

After further review, and discussion, the Board voted 4-0 (Rusk-Morrish) to **APPROVE** the project finding that it meets all four of the required design review findings outlined in the Zoning Code Section 36.410.040(D).

1030 Brent Ave

Applicant: Jim Fenske, Architect
Project #: 1101 - COA/DRX

Description:

Construction of a 293 sq ft addition on the first floor and a new 555 sq ft second story, for a total of 848 sq ft. This addition will be located in the rear of an existing single story 1,332 sq ft, Craftsman house on a 7,436 sq ft lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

Presentation

Jim Fenske (Project Architect) presented the project and responded to the Board's questions regarding a proposed skylight, railings, and the accuracy of drawings.





2ft 9 inches at the back yard fence.



5ft at the section in the neighbor's backyard and just at the edge of the other neighbor's gutter.



Bob >

Fri, Feb 15, 1:43 PM

Talking to our architect today and looking like a major room addition will take place. We are in the process of converting the Cottage from a duplex designation to an ADU. I will continue to Keep your view into our backyard as presentable as possible. We can do plantings if you desire

Also, city may require verification of property lines which would probably be a good idea anyway. I'll let you know.

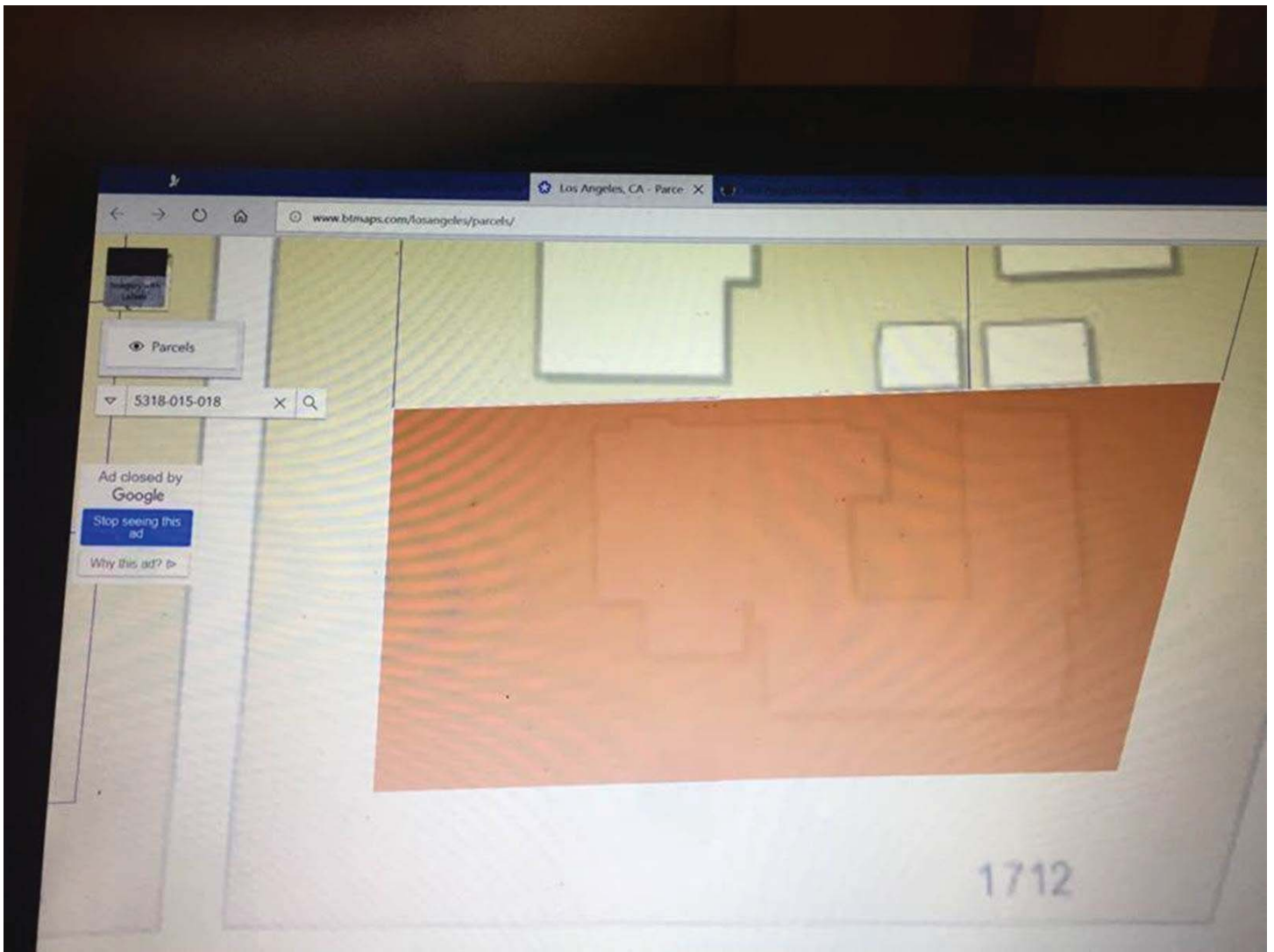
Sat, Feb 16, 11:01 PM

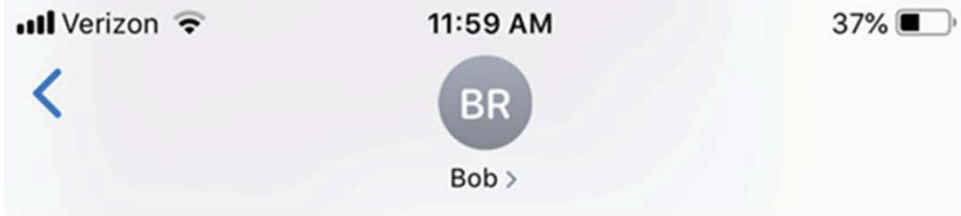
Travis, just to let you know that, as per our conversation, our intention is to complete this process and either sell or rent and move on. We have really appreciated you all as neighbors and will leave with having increased the value of all are properties. I thank you for your patience. Bob



iMessage





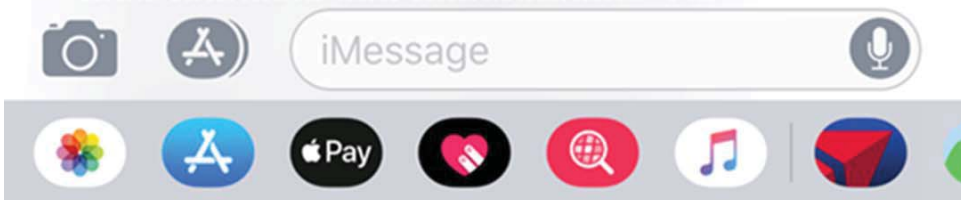


Thu, Feb 21, 10:03 AM

Hi Travis, still waiting on city to process our intentions. Also, I obtained an aerial picture of our property showing property lines and setbacks. Although, these views are only prospective, they do indicate non conformity and encroachment . I will not call for a survey right now because we might sell and then I would have to declare it any new buyers. I will wait on that . Again, we appreciate your help.

Thu, Feb 28, 3:03 PM

Hi Travis, New Report. I just received a call from the new city code enforcement officer Gus. The original complaint from last April regarding my patio addition just arrived at his desk. He knows nothing about it. Fortunately I have detailed documentation of my responses and compliance to all their requests and requirements. He



We also requested the documents and responses the owner is referring to in those texts in our request for public documents, but those too have not been provided.

Public Records Request

SD: The City Clerk's Office is responsible for Public Records Request and is currently looking into the request.

Unfortunately, this too has been mishandled. The first request was marked complete by J. Equivalls and when you review that information, he only provided 9 emails from the 2018 calendar year. Of those 9, one was a duplicate and all were generated in August, just two hours after we visited the planning desk for an update. We know there were communications throughout 2018 and not just August. We will need the City Clerk's Office to go back from 2018 to present day correspondences.

After our initial request in February 2019 with minimal results, Juan reached out in April and asked us to clarify what we needed. We were very clear and he never provided us with any documents. In June, Miriam Ferrel followed up and provided a copy of the ordinance 2004 which is not valid anymore. We appreciated that, but she too needed us to clarify what we needed. After several follow ups with her over the next 2 months, she too provided us with nothing. Now, Maria Ayala is also requesting clarification. She states "With respect to the role of the City Clerk's Office, we are looking to fulfill your request for **subject emails to your request**. I believe City Manager DeWolfe along with other Planning personnel will be working to provide you with other records" We have been clear from the first request and are still asking the same questions. Besides that, you stated the City Clerk's Office is responsible for the Public Records Request, but Maria is only looking to provide emails. Please confirm who will provide the documents that are not in email form and when we can expect them. Since we are now at 9 months and three employees later and have yet to receive the information we've requested, we'd like the City to clarify the email retention policy. We want to make sure that everyone is clear that no emails or documents shall be deleted, trashed, disposed of or purged from the network or backup drives. We have more pictures, documents and notes to support our story and can share as soon as we get the documents we have requested.

Stephanie and City Council, after seeing more information about these problems and actual support documentation and not hearsay, we hope that you are able to clearly see through this facade of misrepresentation from the owner and architect. Compliance with manipulation, misrepresentation and fraud give you the right to step in and revoke the COA. Remember, John Pope stated "The city has little choice but to respond when the facts are ignored or misrepresented as they have been in regard to the Drive property. And the community has expressed an interest in hearing the city's side of the story," spokesman John Pope said in a prepared statement during the gathering, which also included Mayor Marina Khubesrian, City Attorney Teresa Highsmith and, by telephone, City Manager Stephanie DeWolfe. Clearly the facts have been ignored and misrepresented in this case. It's time for the City and the City Council to acknowledge that the Owner/GC, Architect, City staffers, and Design Review failed in their due diligence regarding 1030 Brent Ave over the last 21 months and failed to respond appropriately. We ask again that all movement for this project stop and the COA be revoked.

Travis & Nichole Dunville

From: Tamara Binns <tbinns@southpasadenaca.gov>

Sent: Thursday, October 10, 2019 3:26 PM

To: Teresa Highsmith <thighsmith@chwlaw.us>; Lucy Demirjian <ldemirjian@southpasadenaca.gov>; Dr. Richard Schneider - Personal <Rdschneider0@yahoo.com>; City Clerk's Division <CityClerk@southpasadenaca.gov>; Robert Joe <rjoe@southpasadenaca.gov>; mkhubesran@southpasadenaca.gov; Michael Cacciotti - Personal <macacciotti@yahoo.com>; Stephanie DeWolfe <sdewolfe@southpasadenaca.gov>; Diana Mahmud <diana.mahmud@gmail.com>; Nichole <dunvillefisk@earthlink.net>

Subject: RE: Unpermitted Construction 1030 & 1032

Importance: High

Mr. and Mrs. Dunville,

Please see the attached letter answering your questions about the construction at 1030 and 1032 Brent Avenue.

If you have further questions, please feel free to contact our new Planning Director, Joanna Hankamer at jhankamer@southpasadenaca.gov or (626) 403-7222.

From: Stephanie DeWolfe

Sent: Wednesday, October 02, 2019 6:18 PM

To: Nichole; Teresa Highsmith; Maria Ayala; Tamara Binns; Miriam Ferrel; Lucy Demirjian; Dr. Richard Schneider - Personal; City Clerk's Division; Diana Mahmud; Robert Joe; mkhubesran@southpasadenaca.gov; Michael Cacciotti - Personal

Subject: RE: Unpermitted Construction 1030 & 1032

Mr. and Mrs. Dunville –

Thank you for sharing your concerns regarding the construction activities at this site. I apologize that you did not receive a timely and appropriate response from City staff in regard to your concerns. I know you had received several responses from David Bergman and it was my understanding that he was appropriately handling the issue. I'm sorry I did not realize that you had not received an appropriate response.

I have now personally delved into the history of this project at your request and have found the issues to be complex. Having the files spread out on my desk, I understand your frustration with the process. While I had hoped to have a complete response for you by today, I have not been able to complete my review due to the complexity and lengthy history of interrelated issues. Please know however, that this has my full attention and I am personally looking into each of the concerns you raised. I anticipate I will be able to provide you with a complete response next week.

I apologize again for the City's failure to respond in a timely manner and appreciate your patience. Please let me know if you have additional concerns in the meantime.

Sincerely,

Stephanie DeWolfe

City Manager

City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

www.southpasadenaca.gov

626.403.7210



From: Nichole <dunvillefisk@earthlink.net>
Sent: Wednesday, September 25, 2019 10:05 AM
To: Stephanie DeWolfe <sdewolfe@southpasadenaca.gov>; Teresa Highsmith <thighsmith@chwlaw.us>; Maria Ayala <mayala@southpasadenaca.gov>; Tamara Binns <tbinns@southpasadenaca.gov>; Miriam Ferrel <mferrel@southpasadenaca.gov>; Lucy Demirjian <ldemirjian@southpasadenaca.gov>; Dr. Richard Schneider - Personal <Rdschneider0@yahoo.com>; City Clerk's Division <CityClerk@southpasadenaca.gov>; Diana Mahmud <dmahmud@southpasadenaca.gov>; Robert Joe <rjoe@southpasadenaca.gov>; mkhubesran@southpasadenaca.gov;
Michael Cacciotti - Personal <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

Hi Michael,

Another month has gone by and we still have not received a response from the city staff. On August 27th you asked Stephanie DeWolfe to have the staff provide an estimate as to when they would be able to respond to our requests. Is there a reason no one is responding? Is the city manager or city attorney concerned about liability? They both have been included on this thread since February.

In the last 9 months the City Clerk has failed to provide the public records we've requested, even after multiple requests and reminders. In the last 18 months, the Planning/Building Department started and failed to complete two investigations, first under David Watkins and then again under David Bergman. Also, Public Works and city staffers in Building & Planning have known about the unpermitted tree removal for the unpermitted construction and promised to look into it and as far as we know, they still have not. Two months into the investigation, Planning and Building knew that this addition deviated from the expired plans the homeowners had from 2007. Since then, Planning and Building has done nothing except help the homeowner who is acting as his own contractor, continue what is clearly an unpermitted addition, blatantly ignoring city ordinances.

We reported the unpermitted construction in 2017, wishing to remain anonymous. This is extremely frustrating. Please review the email thread below. The entire City Council needs to be aware of the unprofessionalism of city staff and management.

Kind regards,

Nichole and Travis Dunville

From: Nichole <dunvillefisk@earthlink.net>
Sent: Monday, September 9, 2019 8:41 PM
To: 'Michael Cacciotti' <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

Hi Michael,

This is a follow up on your last email to Stephanie DeWolfe. After watching this video of the most recent Planning Commission meeting, we have a better understanding of what's going on. Between the antiquated analogue system and the lack of staff, Planning and Building appears to be off the rails! Now we understand how plans were lost and files were unavailable and changes were able to happen at the desk without any record or documentation. If you haven't seen this yet, we suggest a quick review of Councilmen Richard Schneider's comments at the 21:40-22:34 mark, Commissioner Braun from 24:00-25:45 and David Bergman from 30:00-37:30
http://www.spectrumstream.com/streaming/south_pasadena_pc/2019_08_13.cfm

We understand that City Council doesn't handle every single issue in the city, but with all of the vacancies in Planning and Building we have nowhere else to turn. It's been 4 years and 2 months since the start of the unpermitted construction going on next door and 19 months since a code enforcement officer was in our house and took pictures of it. No investigation has ever been completed and our requests for public records have been ignored. David Bergman claimed to be overworked and was either unwilling or unable to follow up on the investigation or answer our emails. When you came over to our house you mentioned setting up a meeting. With the departure of David Bergman we think it's time to set up a day and time to finally take care of this issue with a decision maker who has authority to put an end to this illegal construction.

As always, we thank you for your time and service to our city!

Travis and Nichole Dunville

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Tuesday, August 27, 2019 6:15 PM
To: Nichole <dunvillefisk@earthlink.net>
Cc: sdewolfe@southpasadenaca.gov; Teresa L. Highsmith <thighsmith@chwlaw.us>; Maria Ayala <mayala@southpasadenaca.gov>; tbinns@southpasadenaca.gov; Marc Donahue Miriam Ferrel <mferrel@southpasadenaca.gov>; Lucy Kbjian <LKbjian@ci.south-pasadena.ca.us>; richard schneider <rdschneider0@yahoo.com>; cityclerk@southpasadenaca.gov
Subject: Re: Unpermitted Construction 1030 & 1032

Hi Nichole,

I have not received a response from Staff from my email last week. I will check on the status of your request.

Hi Stephanie,

Would you please have our staff provide Nichole and Travis with an estimate as to when staff will be able to respond to their request. They have been very patient up to this point.

Thanks
Michael

Sent from my iPhone

On Aug 27, 2019, at 9:26 AM, Nichole <dunvillefisk@earthlink.net> wrote:

Hi Michael,
Wanted to know if you've heard anything regarding this, because we haven't. Thanks for following up with this!

Kind regards,
Nichole and Travis

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Monday, August 19, 2019 9:11 AM
To: dbergman@southpasadenaca.gov
Cc: sdewolfe@southpasadenaca.gov; Teresa L. Highsmith <thighsmith@chwlaw.us>; Maria Ayala <mayala@southpasadenaca.gov>; Marc Donahue Miriam Ferrel <mferrel@southpasadenaca.gov>; tbinns@southpasadenaca.gov; LDemirjian@SouthPasadenaCA.gov; RSchneider@SouthPasadenaCA.gov;

richard schneider <rdschneider0@yahoo.com>; dunvillefisk@earthlink.net

Subject: Fwd: Unpermitted Construction 1030 & 1032

Good morning David,

Just wanted to follow up on my email from two weeks ago about the above mentioned issue on Brent Ave. Please have staff provide us a response later this week as Travis and Nichole have been patiently waiting a response.

If for some reason we are not able to provide a response, please let them know when a response will be provided.

Thanks

Michael

Sent from my iPhone

Begin forwarded message:

From: "Nichole" <dunvillefisk@earthlink.net>
Date: August 19, 2019 at 8:35:13 AM PDT
To: "'Michael Cacciotti'" <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

Hi Michael,

We appreciate your email two week ago. Have you had any contact or conversations regarding this issue since you sent the email? The reason we ask is that we still haven't heard anything.

Thanks,

Travis and Nichole

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Sunday, August 4, 2019 6:27 PM
To: dbergman@southpasadenaca.gov
Cc: sdewolfe@southpasadenaca.gov; tbinn@southpasadenaca.gov; Marc Donahue
Miriam Ferrel <mferrel@southpasadenaca.gov>; Maria Ayala
<mayala@southpasadenaca.gov>; Teresa L. Highsmith <thighsmith@chwlaw.us>;
dunvillefisk@earthlink.net; Lucy Kbjian <LKbjian@ci.south-pasadena.ca.us>
Subject: Fwd: Unpermitted Construction 1030 & 1032

Hi David

Good to see you at city Hall last week.

I wanted to follow up with Travis and Nichole's request for assistance (see emails below) on the alleged unpermitted construction occurring at the above location at 1030 and 1032 Brent Ave, just north of Oxley (which is adjacent to and north of their home).

When I met with Travis and Nichole today, they mentioned that they had requested some documents back in June 2019 from the city, but had not received everything they had requested in their Public Records Request. They are also concerned because construction continues intermittently at the location, which they believe is not

consistent with plans and/or permits approved by the city.

I know we have had substantial turnover in your department and the city clerk's office, but please, at your earliest available opportunity, this week, work with the city clerks office to provide any documents that are responsive to their request and are not privileged, etc. Also, please work with staff to address and respond to their concerns about this project including permitting, alleged deviations from approved plans, ongoing construction activities, etc.

Thanks for your hard work!
Michael
Sent from my iPhone

Begin forwarded message:

From: "Nichole" <dunvillefisk@earthlink.net>
Date: August 1, 2019 at 11:25:05 PM PDT
To: "'Michael Cacciotti'" <macacciotti@yahoo.com>
Subject: RE: Unpermitted Construction 1030 & 1032

You're welcome to come over to our house. It's 1036 Brent Ave.

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Thursday, August 1, 2019 11:16 PM
To: Nichole <dunvillefisk@earthlink.net>
Subject: Re: Unpermitted Construction 1030 & 1032

Hi Travis and Nichole
I can meet at 2 pm. on this Sunday. - Where you want to meet?
Thanks
Michael

Sent from my iPhone

On Aug 1, 2019, at 4:06 PM, Nichole <dunvillefisk@earthlink.net> wrote:

Hi Michael,
Thank very much for responding so quickly! We are available anytime Sunday afternoon. Would that work?

Nichole and Travis
626-627-1010

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Tuesday, July 30, 2019 11:59 PM
To: Nichole <dunvillefisk@earthlink.net>
Cc: Michael Cacciotti <mcacciotti@southpasadenaca.gov>
Subject: Re: Unpermitted Construction 1030 & 1032

Hi Travis and Nichole,

I am usually CC'd on the email communications between our city staff and you.

I would be happy to meet. Are you available to meet this weekend in the afternoon?

Thanks
Michael

Sent from my iPhone

On Jul 30, 2019, at 3:48 PM, Nichole
<dunvillefisk@earthlink.net> wrote:

Hi Michael,
Hope you're enjoying your summer. You may remember that we reached out to you 6 months ago regarding the unpermitted construction at 1030/1032 Brent. In that email, we were clear that we wanted honesty, transparency and oversight. As of today, we have not received answers to our questions about how this project was investigated and how it keeps moving forward when there are so many problems that have not been addressed. We were very specific in our questions and have yet to receive answers. In your reply to us on February 5, you mentioned that you wanted the staff to keep you informed on how they are working to resolve this issue. Besides the below thread, has the staff informed you of anything else? We ask because in the attached email thread, we requested specific documents with repeated follow ups with no response.

It's now been over 4 years since the start of construction and 18 months since the city inspector took pictures of the unpermitted structure. This is unacceptable. We would like to have a conversation with you when you are available.

Regards,
Travis & Nichole Dunville

From: Nichole
<dunvillefisk@earthlink.net>
Sent: Monday, June 17, 2019 8:25 AM
To: 'David Bergman'
<dbergman@southpasadenaca.gov>;
'Teresa Highsmith'
<thighsmith@chwlaw.us>
Cc: 'Michael Cacciotti'
<mcacciotti@southpasadenaca.gov>;
'Stephanie DeWolfe'
<sdewolfe@southpasadenaca.gov>;
'Code Enforcement'
<CodeEnforcement@southpasadenaca.gov>; 'Alex Chou'
<achou@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

David,
We reviewed the plans at the counter on Friday, June 14th. Once again we are getting conflicting answers and there are still many errors that have not been addressed. The plans dated 7/28/2018 but are different from the Roybal's plans they provided us this year that are also dated 7/28/2018. It appears that the architect continues to make changes to the plans, that were not part of the original approvals,

without properly notating them on the plans. When we were in on Friday, Jose mentioned that everything has been corrected and permits are ready to be issued and paid for. While there are many errors in the plans, we pointed out just a couple of inaccuracies in the plans and stated it may be better to wait for you to come back on Monday before issuing anything and Jose agreed. The Roybals want an addition that is based on what they have already constructed illegally. These are some of the items that are different from the original approval: the pitch of the roof has increased in height, the width of the structure has increased, the footprint has moved 3ft south and every

elevation has changed from what was originally approved. The original plans were conditionally approved with the addition of additional parking on the property. The approval was based on a duplex, not an ADU. Everything about this project is different than the original plans. We would expect the planning and building department to notice these changes as we have mentioned them in person and in emails.

Also, the drawings have inaccurate setback measurements that we have discussed with you and your staff. One example is the setback behind the garage. We've attached a picture of the garage setback that shows 5ft on both the original and

new plans from 7/28/19. You'll see in the picture the setback is actually only 2 feet 9 inches. Besides the owner sending us a text stating that he believes he's encroaching our property with their driveway, he also poured a new wider driveway to possibly meet the minimum requirements for new construction and parking on the original approval. You may want to look at their permits and see if they have one for the driveway and if the driveway is even wide enough to meet the minimum parking requirements for the original approval.

On February 11th we requested all public documents. We received a few select items, but not what we originally

requested. After our second request to Juan on April 30th , we received an email from Miriam stating Juan is no longer working for the City on June 3rd. We sent her an email on Friday to request an update as to when we may expect those documents. We believe that the City should not move forward on this project and issue any permits until all issues have been resolved. If you disagree, please let us know.

You stated in your April 18th email that public works is in charge of the tree trimming and removal. A tree, that was never notated on any of the drawings, was cut down in 2015 to build the existing unpermitted structure and then another tree,

an oak, was trimmed in March of this year without a permit and out of season. Public works was notified twice on the day in March. It's now been two months and nobody from public works has followed up.

It has now been 16 months since the city inspector took pictures of this nuisance and 4 years since tree removal, demolition of the original back porch and construction of the eyesore started. As residents of this city for 25 years, we expect more. Regarding our other concerns in our previous emails, you have not responded to our specific questions about the approval process and how Mark G ignored the South Pasadena major review process. Will you or the

City Attorney be
addressing this issue?

Finally the new
ordinance from 2017
repeals and replaces the
previous ordinance. It
appears that the city is
choosing to ignore
this. Why would the
city choose to use the
old ordinance 2315,
from 1992 and not the
current ordinance from
July 2017?

Sincerely,
Travis and Nichole
Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Monday, June 3, 2019 8:55 AM
To: Nichole
<dunvillefisk@earthlink.net>; Teresa
Highsmith <thighsmith@chwlaw.us>
Cc: Michael Cacciotti
<mcacciotti@southpasadenaca.gov>;
Stephanie DeWolfe
<sdewolfe@southpasadenaca.gov>;
Code Enforcement
<CodeEnforcement@southpasadenaca.gov>; Alex Chou
<achou@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Hello Mr and Ms. Dunville:

The development application has been reviewed by the City's Public Works Department and returned to the applicant with requests for corrections. The property has been issued a notice to correct unpermitted construction.

Please let me know if you have any additional questions.

Best

David Bergman

From: Nichole
<dunvillefisk@earthlink.net>
Sent: Sunday, June 2, 2019 11:27 AM
To: David Bergman
<dbergman@southpasadenaca.gov>;
Teresa Highsmith
<thighsmith@chwlaw.us>
Cc: Michael Cacciotti
<mcacciotti@southpasadenaca.gov>;
Stephanie DeWolfe
<sdewolfe@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Hello Mr. Bergman,
We are following up on our previous email from April 29th. Can you please update us regarding 1030/1032 Brent Ave.?

Sincerely,
Travis and Nichole Dunville

From: Nichole
<dunvillefisk@earthlink.net>
Sent: Monday, April 29, 2019 10:45 PM
To: 'David Bergman'
<dbergman@southpasadenaca.gov>;
'thighsmith@chwlaw.us'
<thighsmith@chwlaw.us>
Cc: 'Michael Cacciotti'
<mcacciotti@southpasadenaca.gov>;
'Stephanie DeWolfe'
<sdewolfe@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Mr. Bergman,

While we are glad to see you mentioned the structure will be removed, this is only part of the problem. If building permits are issued and the structure is torn down, whatever the City has approved could be rebuilt. Rebuilding the new structure is our concern since the City did not follow the ordinance and municipal code. Let's start with the investigation that originated on February 3rd or 4th of 2018. Over a year later, we receive a text from Bob Roybal on February 28th, 2019 that states: "Hi Travis, New Report. I just received a call from the new City Code Enforcement Officer Gus. The original complaint from last April regarding my patio addition just arrived at his desk. He knows nothing about it. Fortunately, I have detailed documentation on my responses and compliance to all their requests and requirements. He indicated that he would find out the present status of the matter and inform me. I also notified my architect. He replied that he is current and awaiting direction. I am pulling my hair out at this point and thinking about lighting matches! Thanks, hope we can get this done soon."

As for the COA still being valid, we would like the City Attorney to state why she believes that the COA is grandfathered in, as the new ordinance specifically states that the CHC of the South Pasadena Municipal Code is hereby repealed in its entirety and replaced with the following new CHC. We would like the City Attorney to explain directly so it doesn't get misinterpreted. Perhaps the City Attorney can explain how the Roybals will be able to get building permits without the COA and Design Review Board (DRB) certificate as well. The original COA and Design Review Board(DRB) certificates were needed to

acquire building permits under that approval. The original COA is based on the approved details. The COA then goes on to state an additional COA is required for exterior changes not described in the above description and approved by the CHC. All work (alteration, demolition or exterior changes) requiring a COA shall substantially conform to the stamped approved plans dated the effective date of this approval.

As we've previously mentioned to City staffers, and to you, on our February 11th meeting and in the previous emails, we still haven't been told how the Chair was able to "approve" the updated drawings. The original approval specifically states on the certificates and stamped approved drawings that it needs to be built exactly as CHC and DRB approved. This included the addition of 2 covered parking spots. The City staffer's own timeline states on April 16, 2018 that the owner called in and spoke to a plan checker and stated that the project plans have diverted from the original plans. At that time staffers should of stated these are considered new plans and will need to be resubmitted as a new project. There is a process that needed to take place and the former Director did not follow that process. Even if the Director did approve, which he did not, the Chair would have then needed to decide if this was a Major or Minor review. Clearly this procedure was overlooked. It would have been a good idea to include the other committee member of the CHC since this was unpermitted construction that was under investigation and diverted from the original approvals. Please let us know in as much detail as you can why the Major review was not followed or the rest of the CHC involved.

The next concern is the property line. You might remember that we mentioned the setbacks on the original

plan and the current site plan were incorrect and you would investigate it. What did you find? On February 15th, 2019 Bob Roybal stated in a text: "Also, City may require verification of property lines which would probably be a good idea anyway. I'll let you know." Then the next day on February 16th, 2019 Bob Roybal texted: " Travis, just to let you know that, as per our conversation, our intention is to complete this process and either sell or rent and move on. We have really appreciated you all as neighbors and will leave with having increased the value of all our properties. I thank you for your patience."

Then on February 21st, 2019 Bob Roybal texted:

"Hi Travis, still waiting on the City to process our intentions. Also, I obtained an aerial picture of our property showing property lines and setbacks. Although, these views are only prospective, they do indicate non conformity and encroachment. I will not call for a survey right now because we might sell and then I would have to declare it to any new buyers. I will wait on that. Again, we appreciate your help."

This is making more sense to us now because when the Roybals were getting the original plans approved in 2007, they wanted to purchase a 12 inch strip of our property along the North elevation of our property. We declined the offer. Looking back, they probably didn't have the minimum requirements for the driveway. The Roybals need to confirm their property lines.

There is no consideration of neighbors who were not living here in 2007/2008 when this was originally approved. Specifically, the owners directly behind who can see into the backyard at 1033 Park Ave. and 1029 Park. who are currently under construction and can see the addition from their property as well. Both neighbors were appalled at the process

and construction of the structure. Two doors from them are more new owners. It keeps on going around the block and at least 40% of the homeowners are new to the area since the original approvals. Maybe these neighbors should have had a chance to know what is going on as well.

We are demanding transparency. We do not want a structure to be built next door to us that has not gone through the correct approval process. If they want to build a structure, they need to go through the process and let the neighbors within a 300 foot radius know what is being built. We look forward to hearing from you and the city attorney.

Regards,
Travis and Nichole Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Thursday, April 18, 2019 5:22 PM
To: Nichole
<dunvillefisk@earthlink.net>
Cc: Michael Cacciotti
<mcacciotti@southpasadenaca.gov>;
Stephanie DeWolfe
<sdewolfe@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Dear Mr. and Ms. Dunville:

Thank you for contacting me with your concerns about 1030 and 1032 Brent St. I wanted to provide you with an update on the status of the project. As I mentioned in our correspondence on April 2nd the property owner is in the process of submitting plans for new construction that will remove the unpermitted conditions. The plans for this project have been reviewed by the Planning Department for conformance with the project's conditions of approval and with the City's

development codes. The City's Public Works Department received the plans for their review on April 17th. They are currently in the process of checking the plan for conformance with their conditions of approval. After they have completed their review, which is expected to occur by April 26th, the City's Fire Department will review the plans. Assuming that no major revisions are required, the property owner should be able to receive building permits for the project that will remove the unpermitted construction in the first half of May.

As I mentioned previously, as a matter of policy, the City does not move forward with code enforcement on a property when it is being reviewed for approvals that would remediate unpermitted conditions. However, once the permits have been approved, we will begin code the enforcement process as an incentive for the property owner to begin work within 30 days after the clearance of the project for building permits.

As to your other concerns, please note the following:

- 1) I have reached out to the Deputy City Clerk regarding items missing from your initial Public Records Request. He should be able to work with you to determine if any disclosable public records were not included in your request. He should be able to engage with you to discuss other records that may be relevant to your inquiry. I have asked him to reach out to you on this matter.
- 2) I have contacted our City's Public Works Department regarding the unpermitted tree trimming and removal. This department's staff manages the

City's tree program and they should be able to give you the correct information on the status of the trees at the property. I have asked them to respond directly to you.

- 3) I reviewed your concerns about the Certificate of Appropriateness with the City Attorney. The City's historic preservation ordinance has been amended to include an 18 month expiration date on certificates of appropriateness. This is a change from the previous ordinance that did not have any time limit for these approvals. Because the certificate of appropriateness for this project was issued prior to the revision, it does not expire. If you have questions about the timing of the revisions of this ordinance I'd encourage you to reach out to the City Clerk's office for assistance.

City staff is engaged on this application and aware of the need for the property owner at 1030 and 1032 Brent to remediate any unpermitted construction. I will instruct our staff to inform me when the project has cleared its review for building permits.

Please let me know if you have additional questions or concerns.

Yours,

David Bergman

David Bergman
Interim Director
Planning and Building Dept.
City of South Pasadena
Wk: 626-403-7223
Fax: 626-403-7221

<image001.jpg>

*Help us shape the future of South Pasadena
by getting
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Street Specific
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From: Nichole
<dunvillefisk@earthlink.net>
Sent: Wednesday, April 17, 2019 10:58
PM
To: David Bergman
<dbergman@southpasadenaca.gov>
Cc: Michael Cacciotti
<mcacciotti@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Hello David,

Thank you for the update. We still have concerns that have not been addressed. We have made our position very clear; we want this addition torn down. This project has been under construction since 2015 and now we look out at an ugly plywood structure. Since they were cited building illegally, the Roybals have told us they want to rebuild it to their old plans but with many significant changes, including making the addition taller and closer to our property. We don't understand why the city would continue to ignore the municipal code and continue to assist a general contractor to build without a permit or a Certificate of Appropriateness. We requested all public documents on February 11, 2019. While we have received some documents, we have received no emails, letters or documents between June 5, 2009 and August 7, 2018. In your timeline you stated there are correspondences between the Roybals and the City during this time period. The Roybals have the certified letter dated March 13, 2018 from the City to correct the

unpermitted construction. Jose Villegas showed the letter to us on January 31, 2019. When we asked him for copies of the letter and the investigation file, he stated that we would need to make a public file request. We were surprised that this letter was not in the public document file we requested; it makes us wonder what else we were not given.

We still don't understand how this process has gone on for over a year since the Roybals received their non-compliance letter and why the City did not follow the rules set in place for this type of situation. After telling you and your staff that the COA does expire and providing a copy of the ordinance in the last email, you still stated they do not expire. We'd like to point you to the municipal code that states Certificates of Appropriateness do indeed expire. Please review City Code 2.65 (11) Expiration of Certificate of Appropriateness. A certificate of appropriateness shall lapse and become void 18 months (or shorter period if specified as a condition of approval) from the date of final approval, unless a building permit (if required) has been issued and the work authorized by the certificate has commenced prior to such expiration date and is diligently pursued to completion. Upon application by the property owner before the expiration of a certificate of appropriateness, the commission may extend the expiration date of the certificate for an additional period of up to 12 months. The commission may approve, approve with conditions, or deny any request for extension. Not only do the COAs expire, the Roybals COA had conditions to it. Their certificate stated: "This certificate of Appropriateness (C of A) is effective only for exterior changes detailed that was presented to the Cultural Heritage Commission on November 15, 2007. An additional C of A is required for changes not described in the above description and approved by the Cultural Heritage

Commission.” Not only did the C of A expire, so did the Design Review Board (DRB). The letter to the Roybals dated December 12, 2007 states in bold: “Assuming no appeal is filed, the planning approval is valid for one (1) year from the effective date of approval.” Because the effective date was December 20, 2007, this expired over ten (10) years ago. Not only did everything expire, the Roybals requested a refund and they were refunded fees spent on this project in 2009.

Besides the expirations, we also asked about the about how the Chair “approved” this project in our February 11th meeting with you, and again in our email. You stated you would find out what happened. After six weeks, all you state is that “On August 24th, 2018 the CHC Chairman approved the revisions to the approved COA for this project.” We stated that the owners didn’t file for a new COA and the Chair has no authority to approve a major design review. The only item that has a mention of approval from public documents was when architect Jim Fenske tells Jose, “Mark is good with it”. On August 24th Jose emailed Mark Gallatin and Mark only responds the “the site plan looks fine”. Is this how plans are approved?

Early February 2018 the illegal construction was reported to the City. From the beginning of the investigation in early Feb 2018, the first email we received in the public documents we requested was from Aug 7, 2018. This is the same day we inquired about the status of the property. A few hours later Jose emailed Jim, “I was wondering if you had an update on 1030 Brent St? Can you please let me know what is going on with this project? Thanks Jose” Jim replied “I’d like to meet with Marky G. on Thursday to see what changes were

made to the approved design.” On August 9, 2018 Jim writes back to Jose, “I met with Mark today and he says he’s ok with the redesign of the addition.” On August 24, 2018 Jim sent Jose the plans for the project. Minutes later Jose writes to Mark and says, “Jim mentioned he met with you about two weeks ago and that you were ok with this project. However, a site plan should be provided because it was missing.” A few minutes later Mark replies by email, “The site plan looks fine.” There were no more emails until five months later on January 28th, 2019, when we went in the office at about 2pm to ask the status again. On that day we requested to see the approved plans and Jose was unable to find them and he said the architect did not have copies either. Then that evening at 5:39, Jose emailed Jim, “Let’s meet on Wed, January 30 and discuss the project plans for the addition to 1030 Brent Ave. I found the approved set of copies. This is a time sensitive issue.” We find it curious that neither the City nor the architect had the approved plans. It was only after we would visit the planning and building office and ask questions that emails would start up again. And why would staff from planning building reach out to an architect of a current code enforcement case? But none of this actually matters since the COA expired years ago and a minor or major project review cannot happen without a COA. The changes that the Roybals and the architect have made to the plans would cause this to fall under a Major Project Review.

At the end of our meeting on February 11th, we talked about the tree that was cut down to build this unpermitted structure. You mentioned you would look into that. What were your findings? A search with Google Earth Pro shows the tree prior to the structure being constructed. The reason

we bring this up is that on March 13, 2019, the Roybals had the oak tree in their backyard trimmed. Per the City staffers, this tree was cut out of season and without a permit. We believe this continues to show a pattern of the Roybals ignoring City regulations.

Thank you for the offer to review the submitted plans, but we already have copies of the originals from 2007 and the plans that were submitted dated July 26, 2018. That is how we know that there are changes to all of the elevations including the amount of doors, the increase in height and placement of the structure closer to our property. On February 11, 2019 we left the meeting with you feeling confident that you would investigate what actually happened, or didn't happen. So far, this is not the transparency we were expecting. We have CC'd Michael Cacciotti to assist in a resolution before this moves any further.

Nichole and Travis Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Tuesday, April 2, 2019 9:50 AM
To: Nichole
<dunvillefisk@earthlink.net>
Subject: RE: Unpermitted Construction
1030 & 1032

Hello Mr. and Ms. Dunville

I wanted to provide you with an update on the status of the application for development at 1030/ 1032 Brent. The property owner has been working with an architect and our staff to bring the property in to compliance with all applicable planning requirements and building codes. Please note the following:

- 1) The owner has submitted plans for the property that are currently waiting for Fire Dept. and Public Works Dept. review and approvals.
- 2) The property owner has been issued a notice to correct the unpermitted conditions at the property. As a general rule unless there is an immediate life safety issue the City does not move forward on enforcement of conditions where the property owner has applied for permits to correct the cited conditions. No building permits can be issued until the Fire Dept. and the Public Works Dept. have completed their review of the project. Building Dept. plan check and Planning Dept. plan check will proceed, once Fire Dept. and Public Works Dept. conditions are approved.
- 3) No building inspections have been done on this property as no building permits have been issued.
- 4) The Certificate of Appropriateness (COA) was issued at the November 15, 2007 CHC meeting, unlike building permits COA's do not have an expiration date. On August 24, 2018 the CHC Chairman approved the revisions to the approved COA for this project.

We are continuing to work with the property owner to ensure that the conditions on the site are brought in to conformance with the City's municipal code and that all reviews occur as specified in the City's approval process. I'd encourage you to come to the Planning Department to review the development plans that have been submitted. I will follow up with staff to investigate that any issues regarding

incorrectly designated set backs are being addressed under the proposed development application.

Please let me know if you have any further questions and thank you for your patience as we work with the property owner to remediate the issues at the property.

Yours,

David Bergman

From: Nichole
<dunvillefisk@earthlink.net>
Sent: Friday, March 29, 2019 8:33 AM
To: David Bergman
<dbergman@southpasadenaca.gov>
Subject: RE: Unpermitted Construction
1030 & 1032

Hello David,

We received the records we requested on March 4. We've reviewed the records, time line and codes, comparing them with our own notes and timeline. We wanted to wait to give you time to review the records as well. In our conversation on Feb. 11 you stated that you were going to review the code enforcement investigation. Has that been completed? And what are your findings? We still have yet to receive any public records regarding the code enforcement violation. Based on what we received, the South Pasadena Municipal Code (SPMC) has not been followed.

In our review of the records and time line there are several big red flags.

1. There is no current certificate of appropriateness.
2. This project does not fall under minor project review.
3. The setbacks are incorrect.
4. There is no reason to waive the parking requirement.

1. In reviewing the public records there is no current certificate of appropriateness. The owner/builder cannot get a building permit until he has a Certificate of Appropriateness. The first step after being caught building illegally, according to the SPMC, would be to apply for a certificate of appropriateness. The owner would have had to apply for this within 30 days of being notified by the city. It's been over one year, and there is still no public record of a certificate of appropriateness application. This is a very experienced General Contractor who knows exactly what he's doing. He cut down a tree without a permit to begin building, demolished an existing back porch, built an unpermitted addition, claiming it's a patio, and spent three years on construction. After three years of construction, he was notified by the city to stop construction, another year has passed and it's been a total of four years since this project began. After he was told to stop he brought in his old plans from 2007 with an expired certificate of appropriateness from 2008. It is not our job to enforce the city of South Pasadena's municipal codes. We rely on code enforcement and the building and planning office to do this job. When the codes are violated, the city has the obligation to investigate and follow the proper procedures, see below.

2.67 Enforcement and penalties. [Source](#)

(a) **Unpermitted Work without a Certificate.** Demolition, relocation, alteration or removal of any improvement, site or natural feature subject to the provisions of this article without obtaining a certificate of appropriateness is a misdemeanor and is further hereby expressly declared to be a nuisance.

(b) **Obligations and Consequences upon Failure to Obtain a Certificate of Appropriateness.**

Unpermitted work, without the approval of a certificate of appropriateness pursuant to the requirements of this article, shall be addressed as follows:

(1) The director or his/her designee shall give notice to the owner of record by certified or registered mail of the specific demolition or alteration work that was made without first obtaining a certificate of appropriateness. **The owner or person in**

charge of the structure shall apply within 30 days for a certificate of appropriateness.

(2) In reviewing the unpermitted alterations, demolition, relocation, or removal, the commission shall either:

(A) Approve the certificate of appropriateness pursuant to the criteria specified in SPMC [2.65](#); or

(B) Deny the certificate of appropriateness and require that the inappropriate alteration(s) or demolition be abated pursuant to subsection (c) of this section.

(3) If the property owner fails to apply for a certificate of appropriateness or abatement of the public nuisance pursuant to subsection (c) of this section is not possible, the matter shall be referred to the city prosecutor for further action.

(c) Abatement of Nuisance. Any work undertaken for which a certificate of appropriateness is required but was not obtained shall be deemed a nuisance. Such nuisance shall be abated by reconstructing or restoring the property to its original condition prior to the performance of work in violation of this article in the following manner:

(1) Covenant to Reconstruct Within One Year. Within 30 days of the effective date of the commission's denial of a certificate of appropriateness, the owner of the property shall execute and record a covenant in favor of the city to do such reconstruction or restoration within one year of the effective date of the commission's decision to deny a certificate of appropriateness. The form of the covenant shall be subject to approval by the city attorney, and shall run with the land.

(2) Time Extension on Covenant. Upon application to the commission, the time may be extended on a covenant to reconstruct if the owner shows the work cannot reasonably be performed within one year.

(3) City Action. If the owner refuses to execute and record such covenant, then the city may cause such reconstruction or restoration to be done, and the owner shall reimburse the city for all costs incurred in doing the work. The cost of the work performed by the city shall constitute a lien against the property on which the work is performed. Restoration or reconstruction may only be required when plans or other evidence is available to affect the reconstruction or restoration to the satisfaction of the director.

2. This project does not qualify for a minor project review. According to the SPMC, a project that qualifies for a minor review does not change exterior features and is fewer than 200 square feet. This is an entirely new project

that is well over 200 square feet and dramatically changes the exterior of the house and has shifted to the south and is visible from the street. The proposed addition is completely different than the 2007 project on all elevations, including the height and pitch of the roof.

- The north elevation called for a single door, exterior wall chimney in between, and another single door. Now, there is no chimney and one set of French doors. The north elevation is moved south more than three feet.
- The east elevation originally called for a set of French doors with glass panel/lights on each side. Now, the east elevation has two sets of French doors. The height of the roof was 14'11", it has been changed to 16'2".
- The south elevation was a single door with glass panel/lights on each side. The new plans call for a set of French doors. The south wall is moved over more than 3 feet to the south, covering an existing bedroom window.

This addition is a major project review. See SMPC below.

(4) Minor Project Review. A certificate of appropriateness may be obtained by going through a minor project review if it involves: demolition or relocation of non-character-defining features; noncontributing additions, garages, accessory structures or incompatible and previously replaced windows, doors or siding material; any undertaking that does not change exterior features such as re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material; replacement of windows and doors if the proposed replacements are of the same materials, form, color, and location as the existing or original windows and doors; an addition of less than 200 square feet proposed for the side or rear elevations (not visible from the public right-of-way) and does not materially alter the features or have an adverse effect on the historic integrity of a cultural resource; minor changes to a previously approved certificate; or any other undertaking determined by the director or his/her designee to not materially alter the

features or have an adverse effect on the integrity of a cultural resource.

(A) Requirements. The required application materials for minor project review shall include, without limitation: a written narrative of the proposed project, a vicinity map, a site plan, exterior elevations drawn to scale, a window and door schedule, and photographs of the structure and the neighborhood.

(B) Review Process. After the certificate of appropriateness application for minor project review is deemed complete by the director or his/her designee, the commission's chairperson (the "chair"), or his/her designee, shall evaluate the application to determine its eligibility for minor project review. If the proposed project meets the eligibility criteria for minor project review, the commission's chairperson, or his/her designee, may elect to do one of the following:

(i) Approve the Certificate of Appropriateness. If the proposed minor project is deemed consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the city of South Pasadena's adopted design guidelines, the commission's chairperson or his/her designee may approve the proposed project;

(ii) Consent Calendar. If the chair, or his/her designee, determines that the proposed minor project needs additional review by the commission, he or she may elect to place it on the commission's next meeting agenda. Such project shall be noticed pursuant to subsection (e)(7) of this section, Public Notice Requirements, as a consent calendar item on that agenda; or

(iii) Deny the Certificate of Appropriateness. If the proposed minor project is deemed to be inconsistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the city's adopted design guidelines, the chair or his/her designee may elect to refer the proposed project to the entire commission through the certificate of appropriateness (major project review) procedure pursuant to

subsection (e)(5) of this section.

Major Project Review. The certificate of appropriateness application must be accompanied by any fee as required by the city of South Pasadena and documentation as the commission shall require, including without limitation:

- (A) **Written Narrative.** A written narrative of the project indicating the manner and the extent in which the proposed project is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the city of South Pasadena's adopted design guidelines.
- (B) **Landscaping Plan.** A plan that accurately and clearly displays the following: existing trees on the project site that are subject to this city's adopted tree ordinance as set forth in Chapter 34 SPMC; species of all trees and their appropriate trunk diameter, height, and condition; proposed final disposition of all existing trees; the extent and location of all proposed vegetation; species and planting sizes of all proposed landscaping along with the provisions for irrigation and ongoing maintenance; an irrigation plan; and indication of all hardscape along with the exterior of all structures and amenities, including colors and materials keyed to a materials and colors board as appropriate.
- (C) **Site of Plot Plan.** A site or plot plan drawn at an appropriate scale that reflects the proposed project including: areas of alteration and/or demolition, property lines, and all recorded or proposed easements and public rights-of-way. The site plan shall also indicate the footprint of buildings on adjacent properties.
- (D) **Floor Plan.** Building floor plans and building sections at a scale of at least one-eighth inch equals one foot.
- (E) **Elevations.** Exterior elevations specifying all exterior materials with critical dimensions and existing character-defining features clearly indicated.
- (F) **Exterior Finishes.** Materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location, and light effects of all exterior lighting fixtures, and a two-point perspective rendering showing proposed structures with profile

drawings of the adjoining structures from an eye-level elevation.

(G) Window and Door Schedule. All doors and windows labeled with symbols that correspond to the labeling on the floor plans and elevations. The door and window schedule is a table containing the following information: existing and new window and door sizes, window and door manufacturer information, exterior finish, fabrication material, operational type, glazing information, divided lite details, and window muntins details when applicable.

(H) Photographs. Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context. This includes photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite the subject and adjacent properties. The photos shall be mounted color prints, supplied from continuous views along the principal streets, along with a key map provided indicating the relationship of all views to the parcels, streets, and related features.

(I) Other Documentation. Documentation as may be required to understand the history of previous construction on the property including but not limited to: a series of site plans illustrating the chronological order of construction of permitted and nonpermitted work, the construction or removal of character-defining features, or building permits.

(J) Scale Model. Although not a mandatory requirement, a three-dimensional scale model, a perspective view, or other similar types of graphic information may be recommended for a complete understanding of a proposed project.

3. The setbacks on the drawings are incorrect. It is our understanding that no one on the staff has been to the jobsite to verify any information. The setbacks on the plans on the south state "varies". The owner believes that he is encroaching on our property and told us that the city will require property line verification. On Feb. 21, 2019 the owner wrote to us and said

“Hi Travis, still waiting on city to process our intentions. Also, I obtained aerial picture of our property showing property lines and setbacks. Although, these views are only prospective, they do indicate nonconformity and encroachment. I will not call for a survey right now because we might sell and then I would have to declare it to any new buyers.”

4. The approval of this project in 2008 required the addition of covered parking. There have been conversations about converting the duplex into an ADU to skirt the parking requirements. The parking requirements for this project should not be waived. We are one block away from Fair Oaks and our street parking has been impacted by Mosaic and Blaze. The Blaze parking lot is almost always full and spills onto Oxley and Brent. With the addition of Burger Time, next door to Blaze, parking will even be more impacted. If Wells Fargo or Rite Aid were to sell or develop their parking lots, parking on Brent would be even worse. With rising cost of housing most of the apartments in our neighborhood are inhabited by couples or families as opposed to several years ago when many of the apartments were occupied by single people. The additional residents in apartments that do not have off street parking impact our street parking even more. Waiving a parking requirement for a property on a busy street is short sighted.

Every day when we look out the windows on the north side of our house, over the past four years, we are faced with a huge structure that has been illegally added and is out of proportion with the house (see attached picture). The noisy construction has been a nuisance and the addition is an eyesore. The uncertainty and duration of the project and the tension it has created between

the neighbors and us is causing us physical and emotional stress. We feel uncomfortable being in our backyard and along the north side of our house. The time we have spent researching municipal codes, going into the planning and building office and documenting the situation is taking time up too much time. We have been lied to by the neighbor who told us he was building a patio, now that he has been caught -over a year ago- and is being forced to comply with the building codes, he is trying to tweak his design on the same footprint which would allow him to build a bigger structure, that is higher and wider, and more than 3 feet closer to our property than what he originally had planned back in 2008. We are asking the city to do its job and protect the integrity of its historic resources and neighborhoods. We request that this structure be removed, with the possibility of additional penalty.

d) Additional Penalty. With respect to a violation of this article on a landmark district, or a on a building or structure listed on the inventory of cultural resources, no building or construction-related permits shall be issued for a period of five years following the date of demolition or complete reconstruction pursuant to subsection (c) of this section, whichever occurs last, for property on which demolition has been done in violation of this article. No permits or use of the property as a parking area shall be allowed during the five years if plans or other evidence for reconstruction or restoration of a demolished structure do not exist, or if the reconstruction or restoration is not completed for any reason. Permits which are necessary for public safety or welfare in the opinion of the director may be issued.

We look forward to hearing from you soon.

Regards,

Nichole and Travis Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Tuesday, February 19, 2019 10:59 AM
To: dunvillefisk@earthlink.net
Subject: RE: Unpermitted Construction
1030 & 1032

Mr. and Ms. Dunville

Please see the attached
chronology The property owner has
been contacted about existing
unpermitted construction

On November 15, 2007; the CHC approved the “293 sq. ft. addition on the first floor and a new 555 sq. ft. second story, for a total of 848 sq. ft. This addition will be located in the rear of an existing single story 1,332 sq. ft. Craftsman house on a 7,436 sq. ft. lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.”

On December 4, 2007: the DRB approved the “293 sq. ft. addition on the first floor and a new 555 sq. ft. second story, for a total of 848 sq. ft. This addition will be located in the rear of an existing single story 1,332 sq. ft., Craftsman house on a 7,436 sq. ft. lot. The addition on the first story will consist of adding a new family room. The addition on the second story will add a master bedroom, two walk-in closets, a master bathroom, and a sitting area. All proposed materials will match existing materials.

On March 13, 2018; the Building Inspector did an investigation inspection in regards to the

unpermitted construction taking place at 1030-1032 Brent Avenue. Staff received an anonymous call from a concerned resident reporting the unpermitted construction. A correction noticed was left with the property owner, informing him of the violation and to contact the Planning and Building Dept.

On April 9, 2018; the Community Improvement Coordinator, Marlon Ramirez sent the property owner a letter with options on how to resolved the unpermitted construction.

On April 16, 2018 Property owner contacted the City stating his intention to comply with notice of correction. He had a conversation with the plan checker, project plans have diverted from the original approved plans. The project did not comply with the required parking four cover parking spaces and one guest parking.

On April 16, 2018 Community Improvement Coordinator received a second call for the same violation.

On April 27, 2018; property owner met with the CHC Chairman Mr. Gallatin regarding his proposal for the 293 sq. ft. single story addition. The CHC approved project was revised to only include the single story addition only. Property owner stated that he was doing the designs drawings himself.

May 3, 2018; property owner met with the CHC Chairman again, and provided a revised set of plans that included the required covered parking. Four covered parking spaces and one guest parking.

On May 9, 2018; Property owner wrote a letter replying to Mr. Ramirez (received on May 14, 2018) confirming all unpermitted construction has stopped, and plans for an ADU have been submitted. Property owner wanted to confirm the deadline has

been extended as he has been working to resolve this situation.

On May 18, 2018; Property owner wrote another letter to Mr. Ramirez (received on May 21, 2018). After speaking with the Plan Checker, additional information will be required to convert the existing second unit to an ADU.

On August 24, 2018; the CHC Chairman approved the proposed change to the 2007 CHC project. A 293 sq. ft. single story addition with exterior materials to match the existing was approved.

On January 11, 2019; Mr. Jim Fenske submitted the plans for the 1030-1032 Brent Avenue ADU conversion.

On January 31, 2019; Jim Fenske met with the CHC Chairman. The Chairman confirmed he was reviewing the same project he approved in August 2018.

From: dunvillefisk@earthlink.net
<dunvillefisk@earthlink.net>
Sent: Tuesday, February 19, 2019 9:58 AM
To: David Bergman
<dbergman@southpasadenaca.gov>
Subject: RE: Unpermitted Construction 1030 & 1032

Hello David,

We appreciate the time you took to meet with us last week, on Feb. 11 regarding the illegal construction taking place at 1030 and 1032 Brent. Directly after our meeting, as you suggested, we requested copies of the public records pertaining to 1030 and 1032 Brent. We would like to know what steps the Planning and Building Department have taken and are taking in the investigation of illegal construction at 1030 and 1032 Brent between February 2018 – February 2019. We would also like to request a copy of the chronology and

review your staff prepared that you referred to in the previous email. Over the weekend the owner notified us in writing that it's "looking like a major room addition will take place" and "our intention is to complete this process and either sell or rent and move on." We request that this project not move forward until a thorough investigation has taken place.

We thank you for your attention to this matter.

Regards,
Nichole and Travis Dunville

From: David Bergman
<dbergman@southpasadenaca.gov>
Sent: Tuesday, February 5, 2019 10:27 AM
To: Michael Cacciotti - Personal
<macacciotti@yahoo.com>;
dunvillefisk@earthlink.net
Cc: Stephanie DeWolfe
<sdewolfe@southpasadenaca.gov>;
Teresa Highsmith
<thighsmith@chwlaw.us>; Lucy
Demirjian
<ldemirjian@southpasadenaca.gov>
Subject: Re: Unpermitted Construction

Hello Council Member Cacciotti:

Thank you for bringing this matter to my attention. Other than the request for an appointment next Monday this is the first I have heard about this matter. Although I'm not in the office today I have requested that my staff prepare a chronology and review of what has happened. I will brief you and Stephanie as soon as I am able to.

Best

David Bergman

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On Tue, Feb 5, 2019 at 10:13 AM -0800,

"Michael Cacciotti"

<macacciotti@yahoo.com> wrote:

Hi Nichole and Travis,

Wow, sorry for the inconvenience, frustration and uncertainty this project has caused you.

Since this issue/home construction project seems to be somewhat complicated by its history and city code's involved, my best recommendation is to provide our staff with the background information you have provided so Mr. Bergman is informed when he meets with you next Monday 2/11/19.

Consequently, I am including Mr. Bergman, the city manager and City attorney on this email so that they are aware of this issue and can work with Mr. Bergman and our Planning and Building Department to properly assess all the facts and determine how we can best assist you with your request.

I am also asking staff to keep me informed of how we are working to resolve this issue.

Thanks

Michael

Sent from my iPhone

On Feb 1, 2019, at 1:11 PM,

<dunvillefisk@earthlink.net>

<dunvillefisk@earthlink.net> wrote:

Hi Michael,

Hope all is well with you. We're enjoying the open space on Park Ave. and are looking forward to working on tree and shrub planting with my friend from Edison very soon.

We have a separate issue that we thought you might be able to advise us on since we noticed that you are the city council liaison for the Cultural Heritage Commission. Our neighbor went through the process to build an addition to their house in 2007. The additional square footage was contingent on them adding covered parking spaces in their backyard. They decided to not go through with the addition and got a refund for the plan check in 2009.

In 2015, the neighbor, who is also general contractor, started building the addition himself, working on it part-time. After three years of intermittent construction, something very different than the original plans has emerged. An inspector issued a stop work order in Feb 2018 since the work was unpermitted. We've followed up with Building and Planning and talked to the owners but have not been able to get a straight answer about the future of the unfinished addition. First,

Building and Planning said that it had to be torn down, then we were told that the city said the neighbor's duplex had to be turned into an ADU to avoid the city's additional parking requirements, then we were told that the illegal addition was approved by the Chairman since they had already gone through CHC and DRB in 2007. On Tuesday 1/29/19 we went into Building and Planning and were told it had not been approved. We went back Thursday 1/31/19 and were shown a new set of drawings that had been approved and signed shortly before we arrived. Building and Planning insisted that the plans had actually been approved in August of 2018 but the Building and Planning office lost the signed and stamped plans and the architect had lost his signed and stamped set as well. Our next step is to talk to the new Interim Director of Planning and Building, David Bergman. We are meeting with him Monday February 11th, his first available appointment time.

The frustrating part of this process has been living next to

unfinished construction since 2015, not knowing when it will be finished and what it will ultimately look like. It's been a nuisance. Right now there is a large 20' by 20' flat roofed structure with plywood siding and no windows or doors in the openings. The neighbor/builder even recently called it a monstrosity that he said he built on a whim. As much as we value the friendly relationship we have with our neighbors, our patience with this project is wearing thin. We have made many trips into Building and Planning to ask about the status, and the latest seems to be that the neighbor will be able to keep the structure, with modifications to the elevation plans that allow it to be wider, closer to our property, cover existing windows and 15% higher. We're surprised at the Building and Planning office's eagerness to approve this addition.

We're asking for honesty, transparency and oversight. The city has taken great care and time in developing codes and ordinances to keep people safe and maintain the

historical integrity of South Pasadena homes. We would like the addition either removed or rebuilt adhering to the size and details of the original plans of the first story addition.

We appreciate all you do for the city and want to thank you in advance for your advice.

Sincerely,

Nichole & Travis
Dunville

<mime-attachment>

ATTACHMENT 6
Plans Approved by Staff
on June 19, 2008

James E. Smith & Associates
James E. Smith & Associates
 Architects
 1000 West 10th Street
 South Pasadena, CA 91030
 Tel: 818 797 4727
 Fax: 818 797 4727



NOTAL RESIDENCE
 1000 West 10th Street
 South Pasadena, CA 91030

Robert and Dione
 1000 West 10th Street
 South Pasadena, CA 91030



Item	Description	Quantity	Unit	Price	Total
1	Site Plan	1	Sheet	100.00	100.00
2	Site Plan	1	Sheet	100.00	100.00
3	Site Plan	1	Sheet	100.00	100.00
4	Site Plan	1	Sheet	100.00	100.00
5	Site Plan	1	Sheet	100.00	100.00
6	Site Plan	1	Sheet	100.00	100.00
7	Site Plan	1	Sheet	100.00	100.00
8	Site Plan	1	Sheet	100.00	100.00
9	Site Plan	1	Sheet	100.00	100.00
10	Site Plan	1	Sheet	100.00	100.00
11	Site Plan	1	Sheet	100.00	100.00
12	Site Plan	1	Sheet	100.00	100.00
13	Site Plan	1	Sheet	100.00	100.00
14	Site Plan	1	Sheet	100.00	100.00
15	Site Plan	1	Sheet	100.00	100.00
16	Site Plan	1	Sheet	100.00	100.00
17	Site Plan	1	Sheet	100.00	100.00
18	Site Plan	1	Sheet	100.00	100.00
19	Site Plan	1	Sheet	100.00	100.00
20	Site Plan	1	Sheet	100.00	100.00

PROPOSED AND EXISTING SITE AND ROOF PLANS
 Sheet Number
A-1.0

Building Owner:
 Robert and Dione Rogal
 1000 West 10th Street
 South Pasadena, CA 91030
 Tel: 818 797 4727
 Fax: 818 797 4727

Architect:
 James E. Smith & Associates
 1000 West 10th Street
 South Pasadena, CA 91030
 Tel: 818 797 4727
 Fax: 818 797 4727

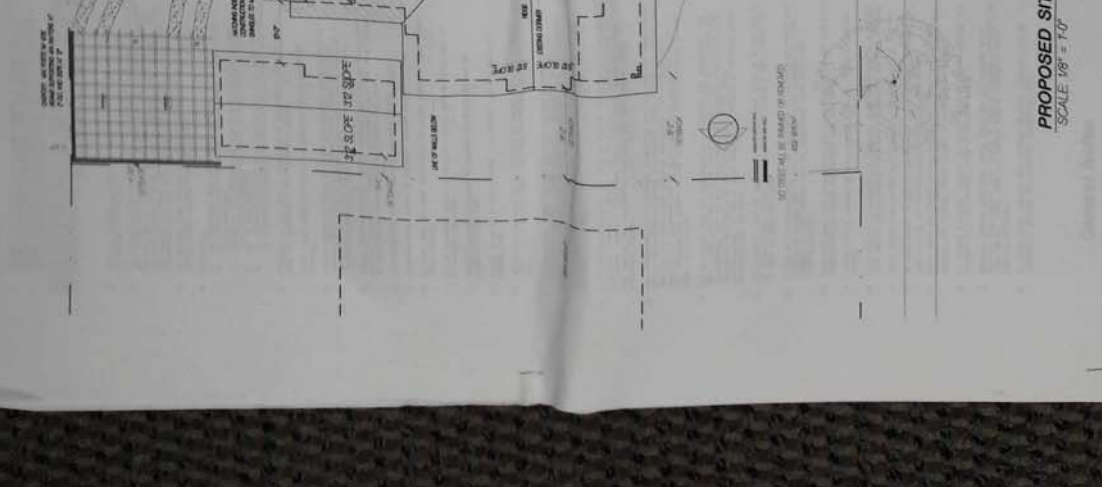
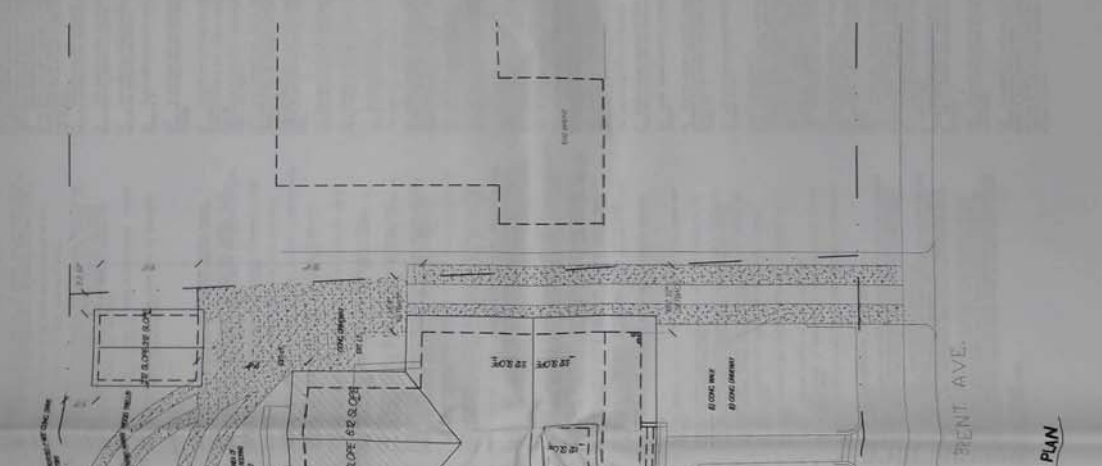
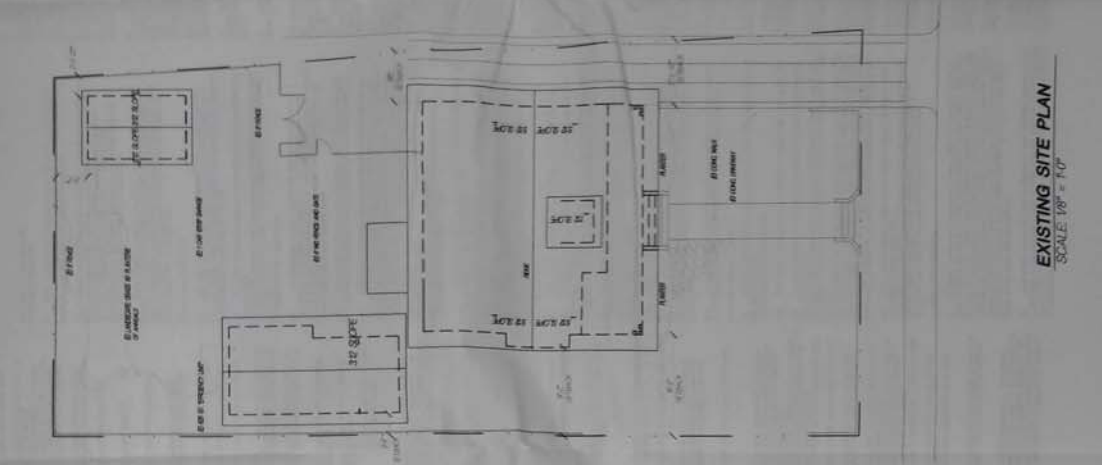
Directory
 This is a directory of the architects and engineers who are members of the California State Board of Architecture and the California State Board of Professional Engineers. The directory is published annually and is available to the public. For more information, please contact the California State Board of Architecture or the California State Board of Professional Engineers.

Scope of Work
 The scope of work for this project includes the preparation of site and roof plans for the proposed and existing buildings. The plans will show the location of the buildings, the roof structure, and the site layout. The plans will also show the proposed and existing site and roof plans.

Sheet Index
 This sheet index lists the sheets that are included in this project. The sheets are listed in numerical order and include the sheet number, the sheet title, and the sheet description.

Lot Coverage
 The lot coverage for this project is 100%. The lot coverage is calculated based on the area of the buildings and the area of the lot.

Set Backs
 The set backs for this project are 10 feet on all sides. The set backs are measured from the property lines to the buildings.



Henako architecture
 4100 West 10th Avenue
 Denver, CO 80202
 TEL: 303.733.4777
 FAX: 303.733.0588

ROYAL RESIDENCE
 1000 West 10th Avenue
 Denver, CO 80202

Robert and Dawn



NO.	DATE	REVISION
1	08/15/10	ISSUE FOR PERMIT
2	08/15/10	ISSUE FOR PERMIT
3	08/15/10	ISSUE FOR PERMIT
4	08/15/10	ISSUE FOR PERMIT
5	08/15/10	ISSUE FOR PERMIT
6	08/15/10	ISSUE FOR PERMIT
7	08/15/10	ISSUE FOR PERMIT
8	08/15/10	ISSUE FOR PERMIT
9	08/15/10	ISSUE FOR PERMIT
10	08/15/10	ISSUE FOR PERMIT

DATE: 08/15/10
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SCALE: AS SHOWN
 SHEET DESCRIPTION: [Text]

TITLE: 24
 CALCS

Sheet Number
A-104

Certificate of Compliance - Residential (Part 1 of 4) - CF-1R
 Address: 1000 West 10th Avenue, Denver, CO 80202
 Project Name: ROYAL RESIDENCE
 Date: 08/15/10

BUILDING COMPLETION VERIFICATION REQUIRED

Item	Code	Compliance
1. Fire	1001	Compliant
2. Structural	1002	Compliant
3. Mechanical	1003	Compliant
4. Electrical	1004	Compliant
5. Plumbing	1005	Compliant
6. Energy	1006	Compliant
7. Safety	1007	Compliant
8. Other	1008	Compliant

Certificate of Compliance - Residential (Part 2 of 4) - CF-1R
 Address: 1000 West 10th Avenue, Denver, CO 80202
 Project Name: ROYAL RESIDENCE
 Date: 08/15/10

WATER RELATED SYSTEMS

System	Code	Compliance
1. Water Supply	2001	Compliant
2. Sewer	2002	Compliant
3. Storm Drainage	2003	Compliant
4. Water Heating	2004	Compliant
5. Water Distribution	2005	Compliant

Mandatory Measures Summary - Residential (Page 2 of 2) - MF-1R
 Address: 1000 West 10th Avenue, Denver, CO 80202
 Project Name: ROYAL RESIDENCE
 Date: 08/15/10

MEASURES TO BE TAKEN

1. Fire
2. Structural
3. Mechanical
4. Electrical
5. Plumbing
6. Energy
7. Safety
8. Other

Certificate of Compliance - Residential (Part 3 of 4) - CF-1R
 Address: 1000 West 10th Avenue, Denver, CO 80202
 Project Name: ROYAL RESIDENCE
 Date: 08/15/10

COMPLIANCE STATEMENT

I, [Name], [Title], certify that the information provided in this certificate is true and correct to the best of my knowledge and belief.

Signature: [Signature]
 Date: 08/15/10

Mandatory Measures Summary - Residential (Page 1 of 2) - MF-1R
 Address: 1000 West 10th Avenue, Denver, CO 80202
 Project Name: ROYAL RESIDENCE
 Date: 08/15/10

MEASURES TO BE TAKEN

1. Fire
2. Structural
3. Mechanical
4. Electrical
5. Plumbing
6. Energy
7. Safety
8. Other

Certificate of Compliance - Residential (Part 4 of 4) - CF-1R
 Address: 1000 West 10th Avenue, Denver, CO 80202
 Project Name: ROYAL RESIDENCE
 Date: 08/15/10

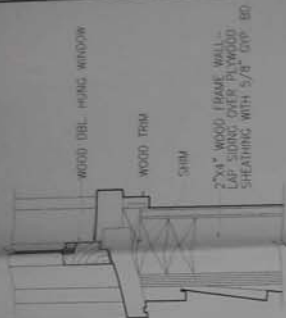
PERMISSIONS AND FEES

Item	Code	Amount
1. Permit Fee	3001	\$100.00
2. Inspection Fee	3002	\$50.00
3. Other Fees	3003	\$0.00

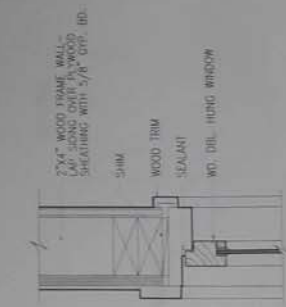


NO.	DATE	DESCRIPTION
1	10/15/20	ISSUED FOR PERMIT
2	11/05/20	REVISION: WINDOW SCHEDULE
3	11/15/20	REVISION: WINDOW SCHEDULE
4	11/25/20	REVISION: WINDOW SCHEDULE
5	12/05/20	REVISION: WINDOW SCHEDULE

PROJECT NO. 1000
 CLIENT: ROYAL RESIDENCE
 ARCHITECT: JENSK ARCHITECTURE
 DATE: 10/15/20



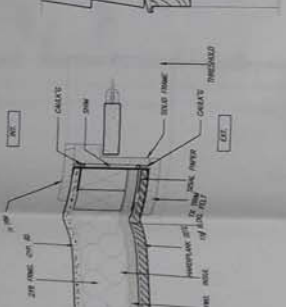
WINDOW JAM DETAIL 1
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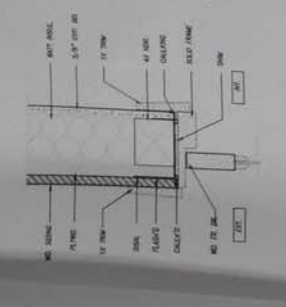
WINDOW SILL DETAIL 2
 SCALE: 3" = 1'-0"



WINDOW HDR. DETAIL 3
 SCALE: 3" = 1'-0"



WINDOW SCHEDULE DETAIL 4
 SCALE: 3" = 1'-0"



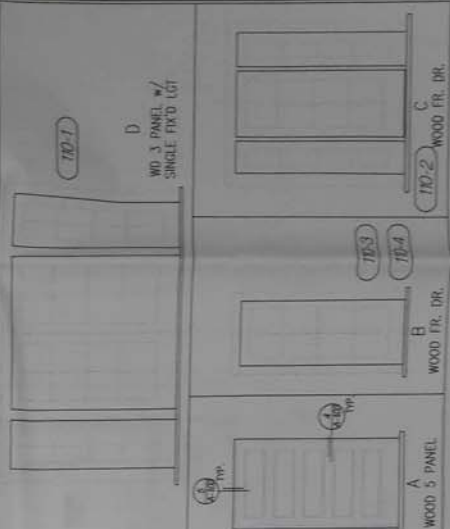
DOOR JAM DETAIL 5
 SCALE: 3" = 1'-0"

DOOR SCHEDULE
 NOTE: DOORS ARE TO BE FULL DIMENSIONED, NO NOMINALLY DIMENSIONED DOORS. FRAME SIZES ARE IN REDUCED TO SIZE OF DOORS.
 - ADD " FOR VETICLE ROUGH OPENING & " FOR HORIZONTAL ROUGH OPENING.
 - DOORS AS BY T.M. COBB

DOOR NO.	ROOM	SIZE	HEIGHT	THICK	CONSTRUCTION		REMARKS
					MAT.	TYPE	
110-1	FAMILY ROOM	10'-0" x 6'-8"	6'-8"	1 3/4"	WD	D	PAR OF 8 LT. FR. DR.S W/ 8 LT. OPERABLE SIDE L.T.S
110-1	FAMILY ROOM	5'-8" x 6'-8"	6'-8"	1 3/4"	C	C	1- 8 LT. FR. DR.S W/ 2- 4 LT. OPERABLE SIDE L.T.S
110-1	FAMILY ROOM	2'-8" x 6'-8"	6'-8"	1 3/4"	D	D	1- 8 LT. FR. DR.S
110-1	FAMILY ROOM	2'-8" x 6'-8"	6'-8"	1 3/4"	B	B	1- 8 LT. FR. DR.S

WINDOW SCHEDULE
 WINDOWS AS BY VENT VUE OR EQUAL
 NOTE: ADD " FOR VETICLE ROUGH OPENING & " FOR HORIZONTAL ROUGH OPENING.
 - ADD " FOR VETICLE ROUGH OPENING & " FOR HORIZONTAL ROUGH OPENING.

WINDOW NO.	TYPE	WIDTH	HEIGHT	MATERIAL	GLAZING	FINISH		REMARKS
						HEAD	SILL	



Professional seal and signature area.

NOTICE: RESIDENCE
10/1/2014

Project and Client information.

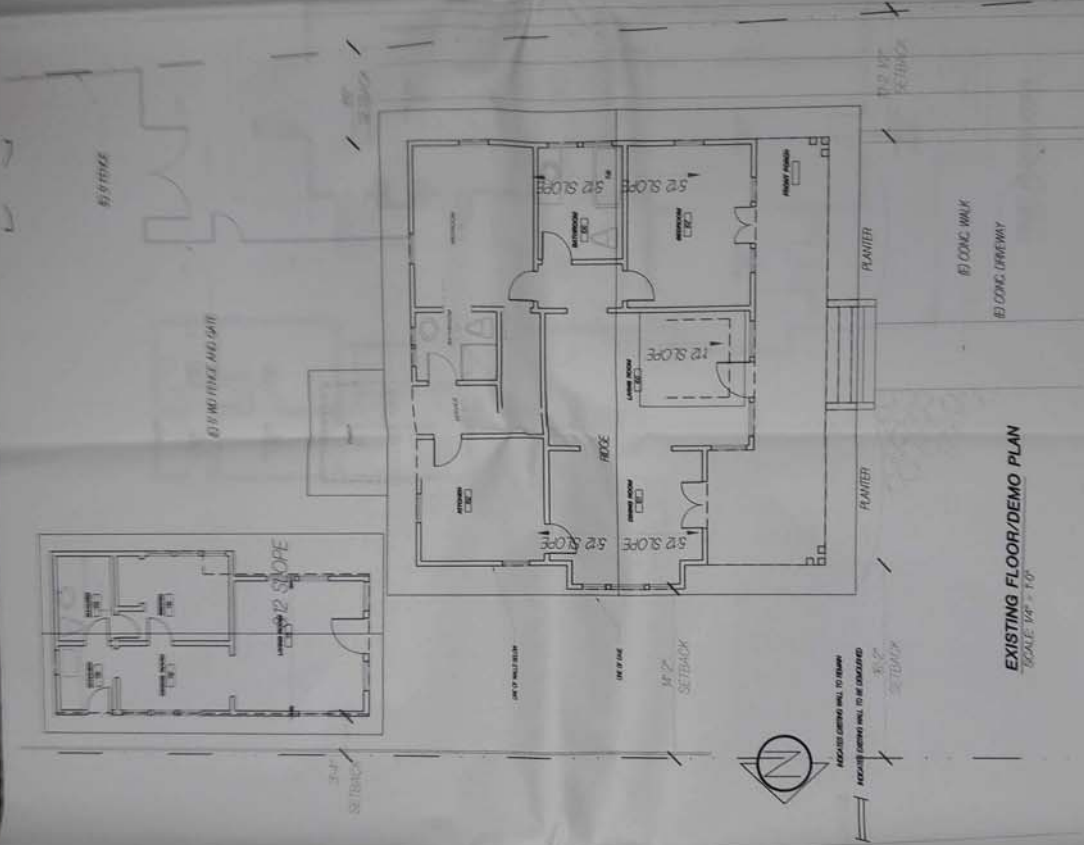


Table with columns for project details: NO. OF SHEETS, SHEET NO., DATE, etc.

NOTICE: RESIDENCE
10/1/2014

EXISTING FLOOR
PLAN AND
DEMOLITION
PLAN

A-2.0



EXISTING FLOOR/DEMO PLAN
SCALE: 1/4" = 1'-0"

juraska architecture
27 Pleasant Ave.
New York, NY 10023
Tel: 212 254-1237
Fax: 212 254-1238

ACTUAL RESIDENCE
107 West 11th St.
New York, NY 10011

Robert and Diana

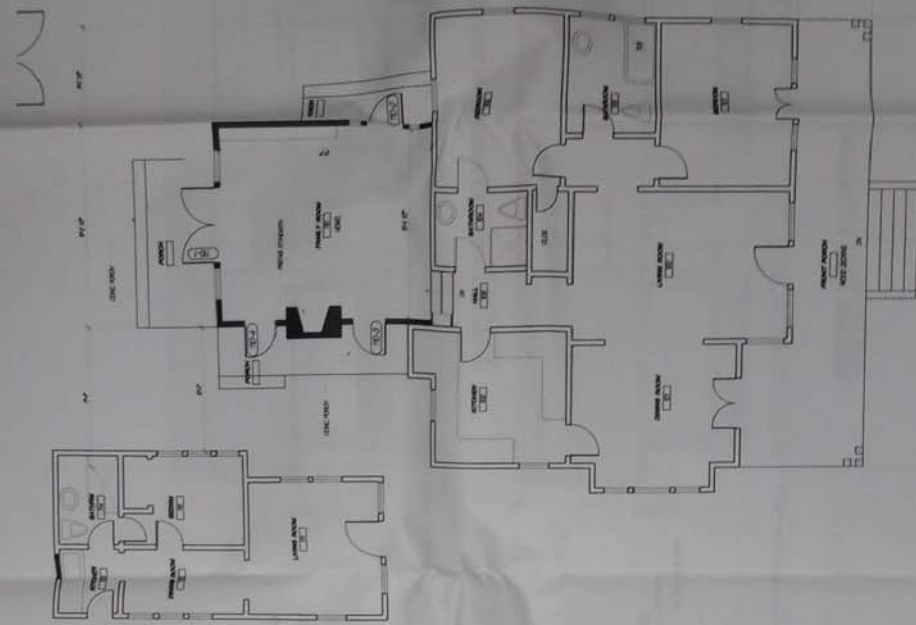


NO.	DATE	DESCRIPTION
1	10/10/01	CONCEPT
2	10/10/01	SCHEMATIC
3	10/10/01	PRELIMINARY
4	10/10/01	FINAL

DATE: 10/10/01
SCALE: 1/4" = 1'-0"
SHEET NO.: 1 OF 1
PROJECT NO.: A-3.0
DRAWN BY: J.A. JURASKA
CHECKED BY: J.A. JURASKA

PROPOSED FIRST FLOOR PLAN

A-3.0



FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"

Jenkins Architecture
1111 1st Street, Suite 100
San Francisco, CA 94103
Tel: 415.398.1234
Fax: 415.398.1235

ARCHITECTURAL RESOURCES
1000 Market Street, Suite 100
San Francisco, CA 94103

Richard and Sherry

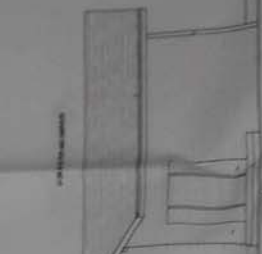


Project Name	
Client	
Address	
City	
State	
Zip	
Phone	
Fax	
E-mail	
Project No.	
Sheet No.	
Scale	
Date	

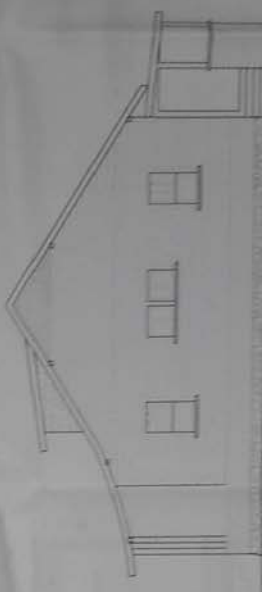
DATE: 10/15/03
SCALE: 1/4" = 1'-0"
SOUTH AND EAST ELEVATIONS

SOUTH AND EAST ELEVATIONS

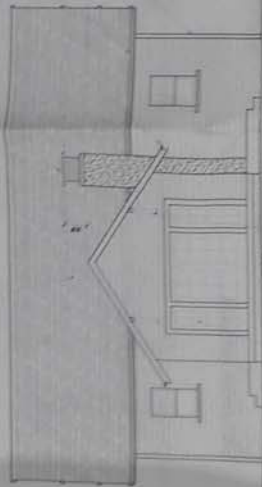
A-5.0



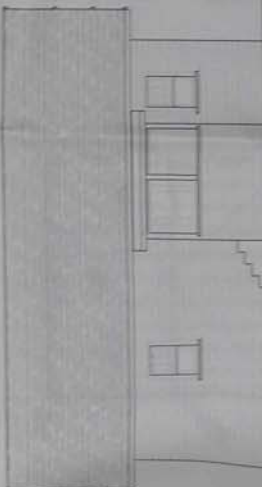
PROPOSED SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



EXISTING SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



PROPOSED EAST ELEVATION
SCALE: 1/4" = 1'-0"



EXISTING EAST ELEVATION
SCALE: 1/4" = 1'-0"

jerette architecture

1015 Broadway Ave
 San Francisco, CA 94109
 Tel: 415 398 2100
 Fax: 415 398 2100

ROYAL RESIDENCE
 1015 Broadway Ave
 San Francisco, CA 94109

Robert and Dawn



NO.	DATE	DESCRIPTION
1	10/10/10	ISSUED FOR PERMITS
2	10/10/10	ISSUED FOR PERMITS
3	10/10/10	ISSUED FOR PERMITS
4	10/10/10	ISSUED FOR PERMITS
5	10/10/10	ISSUED FOR PERMITS

PROJECT NO. 1015
 SHEET NO. A-6.0
 DRAWN BY: JERETTE ARCHITECTURE
 CHECKED BY: JERETTE ARCHITECTURE
 SCALE: AS SHOWN
 DATE: 10/10/10

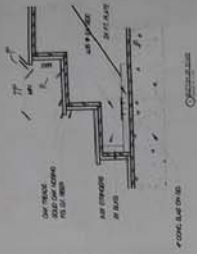
SECTIONS
 STAIRS
 A-6.0



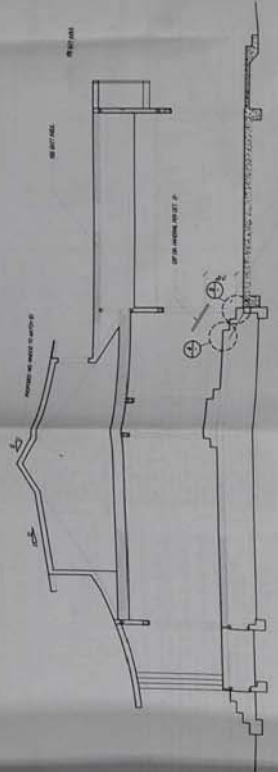
4 TOP OF STAIR
 SCALE: 1/2" = 1'-0"



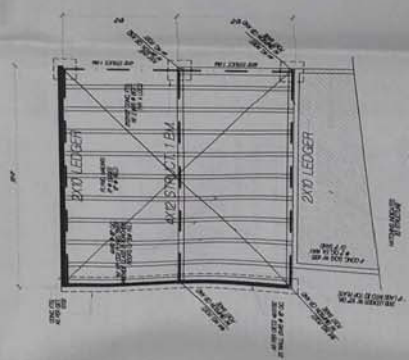
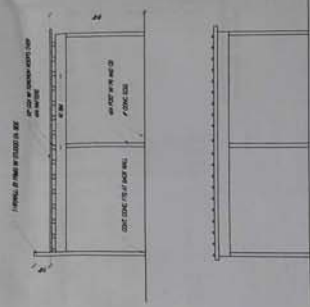
2 HANDRAIL
 SCALE: 3/4" = 1'-0"



3 BOTTOM OF STAIR
 SCALE: 1/2" = 1'-0"



PROPOSED SECTION
 SCALE: 1/4" = 1'-0"



5 CARPORT
 SCALE: 1/2" = 1'-0"

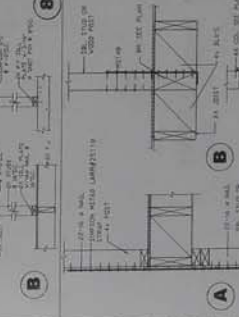
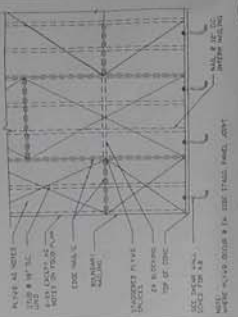
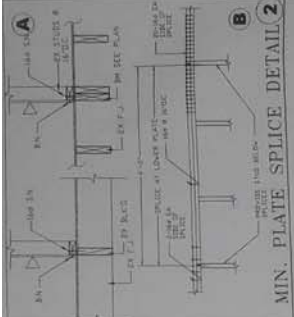
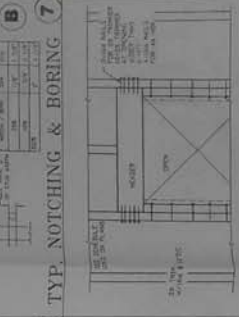
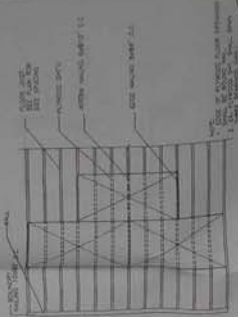
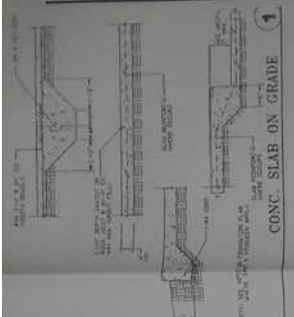


Project No.	100-1000
Client	ROYAL RESIDENCE
Architect	Jenske Architecture
Structural Engineer	Robert and Diane
Date	01/15/2010
Sheet No.	100-1000-01
Scale	AS SHOWN
Drawn By	RD
Checked By	RD

Notes:
 1. All work shall conform to the 2008 International Building Code (IBC) and the 2008 International Residential Code (IRC).
 2. All materials shall be of the highest quality and shall be approved by the local building department.
 3. All work shall be done in accordance with the manufacturer's instructions.
 4. All work shall be done in accordance with the applicable code requirements.
 5. All work shall be done in accordance with the applicable code requirements.

STRUCTURAL DETAILS AND NOTES

S-1



MAX. UNBARRICADED HEIGHT	MAX. UNBARRICADED HEIGHT
2 X 4 @ 16"	10'-0"
2 X 6 @ 16"	14'-0"
2 X 8 @ 16"	18'-0"

MIN. DISTANCE BETWEEN STUDS = 16"

TYPE	HEIGHT	SPACING
2X4	10'-0"	16"
2X6	14'-0"	16"
2X8	18'-0"	16"

TYPE	HEIGHT	SPACING
2X4	10'-0"	16"
2X6	14'-0"	16"
2X8	18'-0"	16"

ITEM	TEST METHOD	TEST FREQUENCY
Concrete Strength	ASTM C1064	1 per 1000 cu yd
Rebar Tensile	ASTM A631	1 per 1000 lb
Rebar Bend	ASTM A631	1 per 1000 lb

FOUNDATIONS:
 1. Foundations shall be designed to support the full design load of the structure.
 2. Foundations shall be designed to resist the full design load of the structure.
 3. Foundations shall be designed to resist the full design load of the structure.
 4. Foundations shall be designed to resist the full design load of the structure.
 5. Foundations shall be designed to resist the full design load of the structure.

CONCRETE:
 1. Concrete shall be designed to support the full design load of the structure.
 2. Concrete shall be designed to resist the full design load of the structure.
 3. Concrete shall be designed to resist the full design load of the structure.
 4. Concrete shall be designed to resist the full design load of the structure.
 5. Concrete shall be designed to resist the full design load of the structure.

WOOD JOISTS:
 1. Wood joists shall be designed to support the full design load of the structure.
 2. Wood joists shall be designed to resist the full design load of the structure.
 3. Wood joists shall be designed to resist the full design load of the structure.
 4. Wood joists shall be designed to resist the full design load of the structure.
 5. Wood joists shall be designed to resist the full design load of the structure.

REINFORCING STEEL:
 1. Reinforcing steel shall be designed to support the full design load of the structure.
 2. Reinforcing steel shall be designed to resist the full design load of the structure.
 3. Reinforcing steel shall be designed to resist the full design load of the structure.
 4. Reinforcing steel shall be designed to resist the full design load of the structure.
 5. Reinforcing steel shall be designed to resist the full design load of the structure.

FOUNDATIONS:
 1. Foundations shall be designed to support the full design load of the structure.
 2. Foundations shall be designed to resist the full design load of the structure.
 3. Foundations shall be designed to resist the full design load of the structure.
 4. Foundations shall be designed to resist the full design load of the structure.
 5. Foundations shall be designed to resist the full design load of the structure.

CONCRETE:
 1. Concrete shall be designed to support the full design load of the structure.
 2. Concrete shall be designed to resist the full design load of the structure.
 3. Concrete shall be designed to resist the full design load of the structure.
 4. Concrete shall be designed to resist the full design load of the structure.
 5. Concrete shall be designed to resist the full design load of the structure.

WOOD JOISTS:
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 5. Wood joists shall be designed to resist the full design load of the structure.

REINFORCING STEEL:
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 2. Reinforcing steel shall be designed to resist the full design load of the structure.
 3. Reinforcing steel shall be designed to resist the full design load of the structure.
 4. Reinforcing steel shall be designed to resist the full design load of the structure.
 5. Reinforcing steel shall be designed to resist the full design load of the structure.

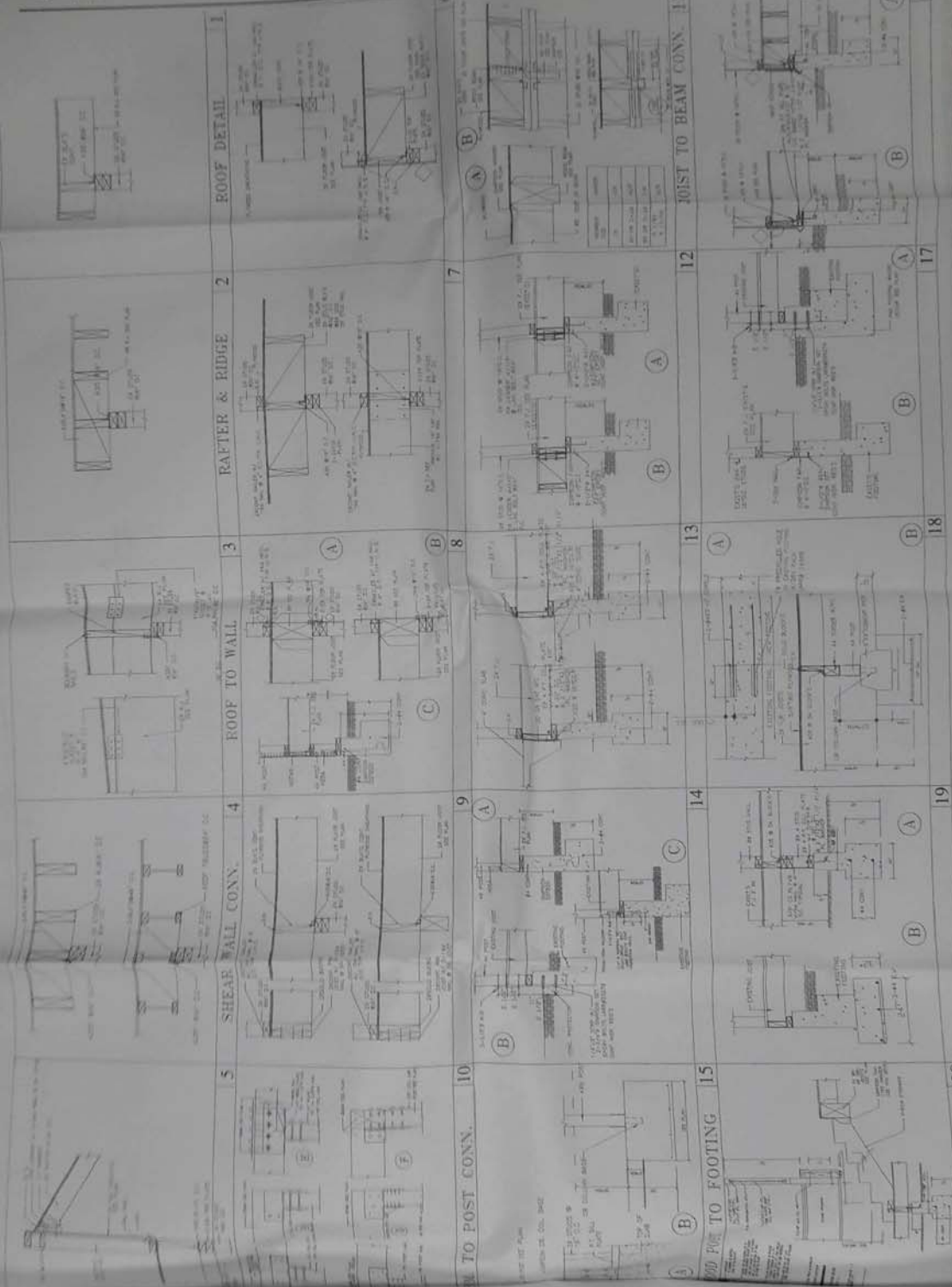


Project No.	
Client	
Architect	
Structural Engineer	
Date	
Scale	
Sheet No.	
Total Sheets	

Code No.	
Job No.	
Contract No.	
Scale	
Sheet No.	
Total Sheets	

STRUCTURAL
DETAILS

S-2



ATTACHMENT 7

Plans Approved by CHC
Chair on January 31, 2019



RECEIVED
 CITY OF SAN FRANCISCO
 DEPARTMENT OF PUBLIC WORKS
 100 MARKET STREET, 10TH FLOOR
 SAN FRANCISCO, CA 94102

ROYAL

RECEIVED
 CITY OF SAN FRANCISCO
 DEPARTMENT OF PUBLIC WORKS
 100 MARKET STREET, 10TH FLOOR
 SAN FRANCISCO, CA 94102

Item	Description	Quantity	Unit	Notes
1	Site Plan	1	Sheet	
2	Foundation Plan	1	Sheet	
3	Structural Framing	1	Sheet	
4	Roof Framing	1	Sheet	
5	Interior Framing	1	Sheet	
6	Exterior Framing	1	Sheet	
7	MEP	1	Sheet	
8	Site Grading	1	Sheet	
9	Site Erosion Control	1	Sheet	
10	Site Access	1	Sheet	
11	Site Parking	1	Sheet	
12	Site Landscaping	1	Sheet	
13	Site Utilities	1	Sheet	
14	Site Security	1	Sheet	
15	Site Signage	1	Sheet	

PROJECT NO. 2017-001
 SHEET NO. 1 OF 1
 DATE: 08/15/17
 DRAWN BY: JENISKA ARCHITECTURE
 CHECKED BY: JENISKA ARCHITECTURE

PROPOSED AND EXISTING SITE AND ROOF PLANS
 Sheet Number: **A-1.0**

Project and Truss Bay/Box
 550 Bryant Ave
 San Francisco, CA 94102
 111 Alexander Ave
 San Francisco, CA 94102
 Tel: (415) 241-4171

NOTES
 1. All work shall conform to the current editions of all applicable codes and standards.
 2. All work shall be in accordance with the City of San Francisco Building Code, Title 22, Part 2.5.
 3. All work shall be in accordance with the City of San Francisco Planning Code, Title 22, Part 2.5.
 4. All work shall be in accordance with the City of San Francisco Fire Code, Title 22, Part 2.5.
 5. All work shall be in accordance with the City of San Francisco Health Code, Title 22, Part 2.5.
 6. All work shall be in accordance with the City of San Francisco Environmental Code, Title 22, Part 2.5.
 7. All work shall be in accordance with the City of San Francisco Public Works Code, Title 22, Part 2.5.
 8. All work shall be in accordance with the City of San Francisco Department of Public Works Code, Title 22, Part 2.5.
 9. All work shall be in accordance with the City of San Francisco Department of Public Works Code, Title 22, Part 2.5.
 10. All work shall be in accordance with the City of San Francisco Department of Public Works Code, Title 22, Part 2.5.

EXISTING INDEX
 1. Existing Foundation
 2. Existing Structural Framing
 3. Existing Roof Framing
 4. Existing Interior Framing
 5. Existing Exterior Framing
 6. Existing MEP
 7. Existing Site Grading
 8. Existing Site Erosion Control
 9. Existing Site Access
 10. Existing Site Parking
 11. Existing Site Landscaping
 12. Existing Site Utilities
 13. Existing Site Security
 14. Existing Site Signage

PROPOSED INDEX
 1. Proposed Foundation
 2. Proposed Structural Framing
 3. Proposed Roof Framing
 4. Proposed Interior Framing
 5. Proposed Exterior Framing
 6. Proposed MEP
 7. Proposed Site Grading
 8. Proposed Site Erosion Control
 9. Proposed Site Access
 10. Proposed Site Parking
 11. Proposed Site Landscaping
 12. Proposed Site Utilities
 13. Proposed Site Security
 14. Proposed Site Signage

PROPERTIES
 Parcel: 2,350 s.f.
 FAR: 1.332 s.f.
 Lot: 2,350 s.f.
 Gross Floor: 2,350 s.f.
 Gross Volume: 2,350 s.f. x 12.5 ft = 29,375 cu ft.
 (e) FAR: 2,350 s.f. x 1.332 = 3,140 s.f.
 Lot: 2,350 s.f.
 Gross Floor: 2,350 s.f.
 Gross Volume: 2,350 s.f. x 12.5 ft = 29,375 cu ft.

Setbacks
 Side: 5 ft
 Front: 5 ft
 Rear: 5 ft
 Corner: 5 ft
 (e) Side: 5 ft
 Front: 5 ft
 Rear: 5 ft
 Corner: 5 ft



NOTES
 1. All work shall conform to the current editions of all applicable codes and standards.
 2. All work shall be in accordance with the City of San Francisco Building Code, Title 22, Part 2.5.
 3. All work shall be in accordance with the City of San Francisco Planning Code, Title 22, Part 2.5.
 4. All work shall be in accordance with the City of San Francisco Fire Code, Title 22, Part 2.5.
 5. All work shall be in accordance with the City of San Francisco Health Code, Title 22, Part 2.5.
 6. All work shall be in accordance with the City of San Francisco Environmental Code, Title 22, Part 2.5.
 7. All work shall be in accordance with the City of San Francisco Public Works Code, Title 22, Part 2.5.
 8. All work shall be in accordance with the City of San Francisco Department of Public Works Code, Title 22, Part 2.5.
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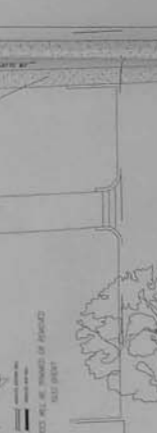
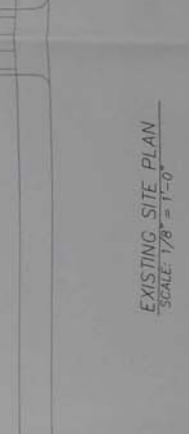
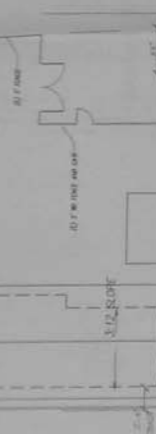
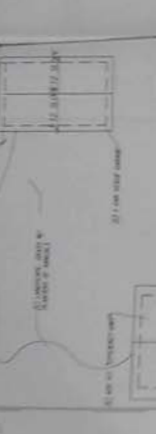
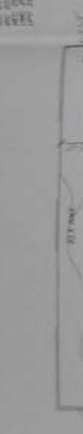
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 Corner: 5 ft
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 Front: 5 ft
 Rear: 5 ft
 Corner: 5 ft



EXISTING SITE PLAN
 SCALE: 1/8" = 1'-0"

PROPOSED SITE PLAN
 SCALE: 1/8" = 1'-0"



ROYBAL

Building Consultant
 1111 West Ocean Blvd
 Suite 200
 Newport Beach, CA 91030
 Phone: (949) 441-1923
 Fax: (949) 441-1924
 Email: roybal@roybal.com

Architect
 1111 West Ocean Blvd
 Suite 200
 Newport Beach, CA 91030
 Phone: (949) 441-1923
 Fax: (949) 441-1924
 Email: roybal@roybal.com

Direct

The sheet is for general use and does not constitute a contract. It is subject to the terms and conditions of the contract. The drawings are for general information only and do not constitute a contract. The drawings are for general information only and do not constitute a contract. The drawings are for general information only and do not constitute a contract.

Scope of Work

- A - Final Construction Documents
- B - Foundation
- C - Foundation

Sheet Index

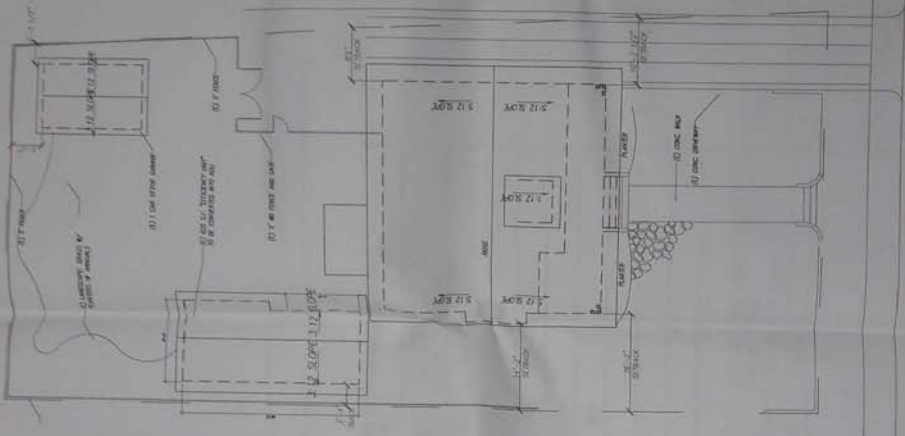
Spanners: None Required
 Type of Construction: Two (2)
 Number of Stories: Two (2)
 Occupancy: Office
 F.A.R. Site: 2.436 z.1
 Existing Floor Area: 6,822 s.f.
 First Floor: 6,822 s.f.
 Efficiency: 7.927 s.f.
 (e) FAR = 1.95/2.436 = 26.4%

Lot Coverage

Main Structure: 4,322 s.f.
 Covered Area: 5,200 s.f.
 Efficiency: 6.5 s.f.
 Total: 2,443 s.f.
 (e) Lot Coverage: 4.61/21.48 = 21.5%

Set Back

Front: 37'-8"
 Existing No. 100' East (12'-8") South (Front)
 Existing No. 100' East (12'-8") South (Front)
 Max. Ht. on Side: 25'-0" (No Change)



EXISTING/PROPOSED SITE PLAN
 SCALE: 1/8" = 1'-0"

Project Data

PROJECT LOCATION
 1111 West Ocean Blvd
 Newport Beach, CA

PROJECT NO.
 1111 West Ocean Blvd

DATE
 11/11/2024

DRAWN BY
 R. ROYBAL

CHECKED BY
 R. ROYBAL

SCALE
 AS SHOWN

SHEET DESCRIPTION
 SITE AND ROOF PLANS

SHEET NUMBER
 A-1.0



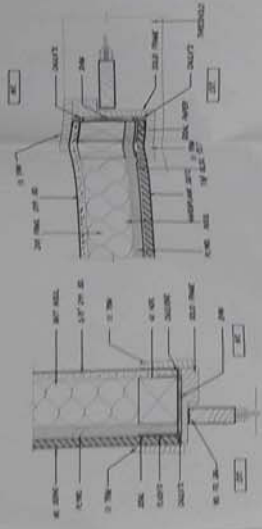
RO-FBAL

4031 E. 1st Ave., Suite 100
Denver, CO 80218
Tel: 303.733.1234
Fax: 303.733.1235
www.jeremiearch.com

Rev	Date	Description

Door Schedule
DOOR AND WINDOW SCHEDULES

Sheet Number
A-1.1



DOOR HEADER DETAIL 5
SCALE: 3/4" = 1'-0"

DOOR JAM DETAIL
SCALE: 3/4" = 1'-0"

NOTE: DOORS ARE TO BE FULL UNASSIGNED, NO NORMALLY DIMENSIONED DOORS. FRAMES SHALL BE IN ACCORD TO 28.5 DOORS
- ADD * FOR VEHICLE ROUGH OPENING & * FOR HORIZONTAL ROUGH OPENING

Transition info to be provided by architect upon selection of option
- DOORS AS BY I.M. COBB

DOOR SCHEDULE

REMARKS

DOOR NO.	ROOM NO.	SIZE (W) x (H)	FINISH	THICK	MAT.	CONSTRUCTION	TYPE
	DOOR ROOM	6'-0" x 8'-0"		1 3/4"	WG		0
	110-1 FAMILY ROOM	6'-0" x 8'-0"		1 3/4"			
	110-2 FAMILY ROOM	6'-0" x 8'-0"		1 3/4"			
	110-3 FAMILY ROOM	6'-0" x 8'-0"		1 3/4"			
	110-4 FAMILY ROOM	6'-0" x 8'-0"		1 3/4"			

WINDOW SCHEDULE

WINDOWS BY VENT VUE OR EQUAL

NOTE: ADD * FOR VEHICLE ROUGH OPENING & ** FOR HORIZONTAL ROUGH OPENING

NOTE: ALL ACTIVE LEADS TO RECV. SCREENS/PROCK. PROVIDE TIE DIVIDED LTS.

WINDOW NO.	TYPE	WIDTH	HEIGHT	MATERIAL	GLAZING	FINISH	HEAD	JAMB	SILL	REMARKS



NO. 1 PANE W/ SINGLE RND UP



WOOD S PANE.

Parsons Architecture
111 Broadway Ave.
New York, NY 10038
Tel: (212) 333-3333



ROYBAL

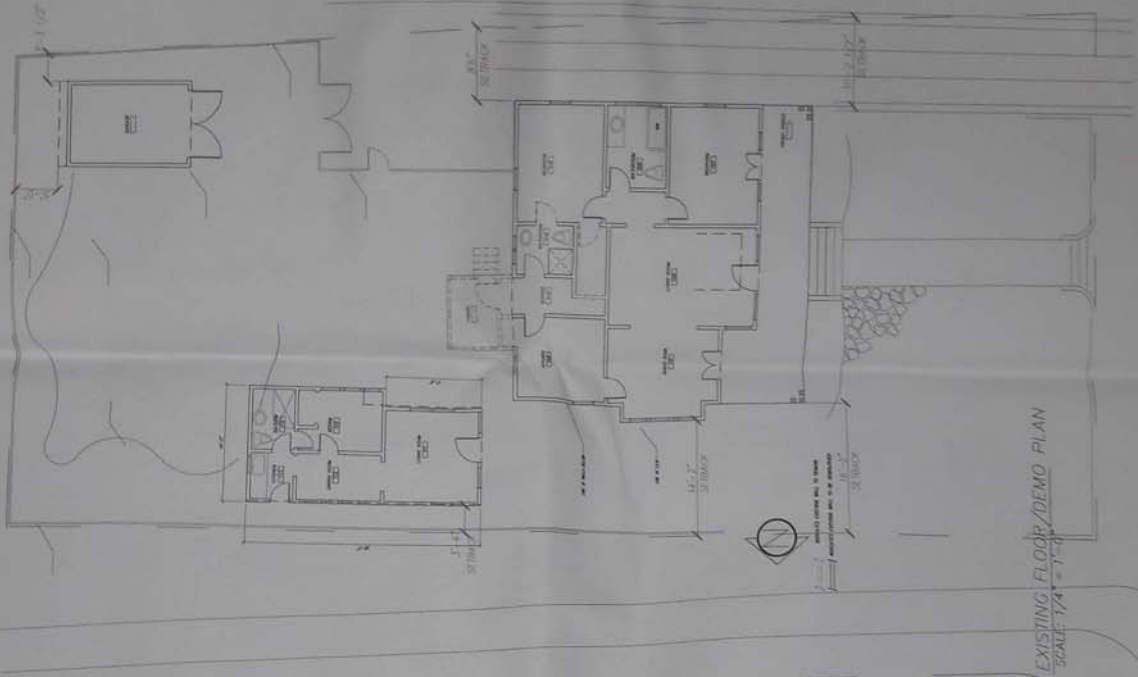
Project No. 100-10000
Date: 10/20/10

Rev	Date	Description

Drawn by: [Name]
Checked by: [Name]
Date: 10/20/10

EXISTING FLOOR
PLAN AND
DEMOLITION
PLAN

Sheet Number
A-2.0



EXISTING FLOOR/DEMO PLAN
SCALE: 1/4" = 1'-0"

jerabe architecture

1000 University Ave
Berkeley, CA 94702
Tel: 415.863.1000

NOTIAL RESIDENCE
1000 University Ave, Berkeley, CA 94702

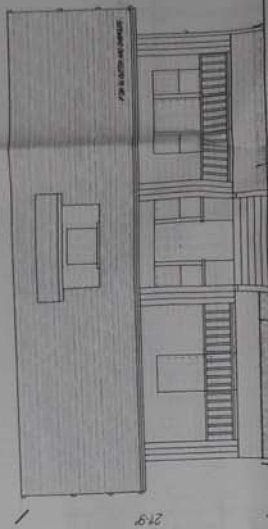
Robert and Diane



DATE	DESCRIPTION	BY	CHECKED BY

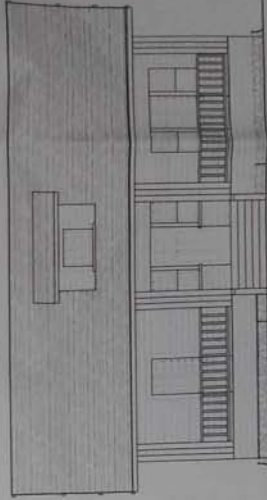
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 SHEET NO. 1000
 DATE 10/10/10
 DRAWN BY
 CHECKED BY
 SCALE 1/4" = 1'-0"

A-4.0



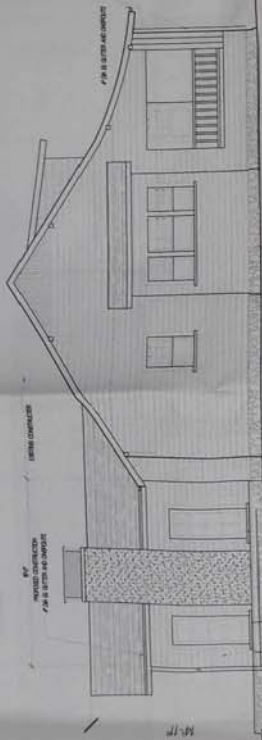
PROPOSED WEST ELEVATION (NO CHANGE)

SCALE 1/4" = 1'-0"



EXISTING WEST ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED NORTH ELEVATION

SCALE 1/4" = 1'-0"



EXISTING NORTH ELEVATION

SCALE 1/4" = 1'-0"



ROYBAL

Project and Date
 5007 WILSONA, CA. 94130

Sheet Number	Project	Scale	Date	By	Checked By

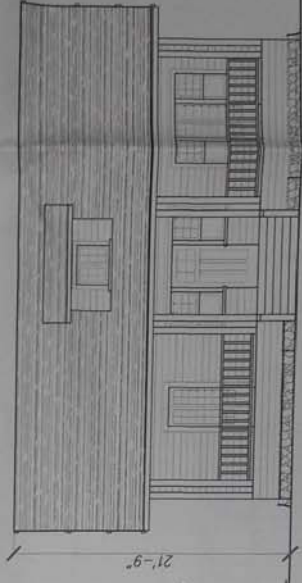
CAO File No.
 Job No.
 Drawing No.
 Scale
 Sheet Description

WEST AND
 NORTH
 ELEVATIONS

Sheet Number
A-4.0



PROPOSED WEST ELEVATION (NO CHANGE)
 SCALE: 1/4" = 1'-0"



EXISTING WEST ELEVATION
 SCALE: 1/4" = 1'-0"



PROPOSED NORTH ELEVATION
 SCALE: 1/4" = 1'-0"



EXISTING NORTH ELEVATION
 SCALE: 1/4" = 1'-0"



ROYBAL

Robert and Diane
 1020 West Ave.
 South Pasadena, CA 91326

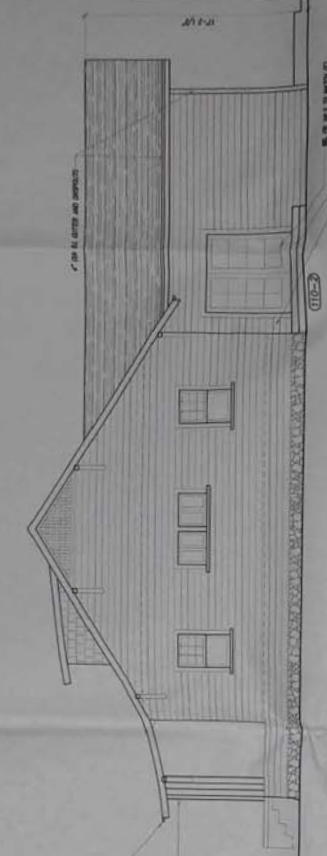
Rev.	Description	Date	By	Check

As shown on this set of plans, the proposed work shall be in accordance with the City of South Pasadena Ordinance No. 142, which requires that all new construction and substantial improvements be designed and constructed in accordance with the California Building Code, 2019 Edition, and all applicable local ordinances, rules and regulations.

CAD File No.
 Job No.
 Owner/By
 Date
 Scale
 As Noted
 Sheet Description

**SOUTH AND
 EAST
 ELEVATIONS**

Sheet Number
A-5.0



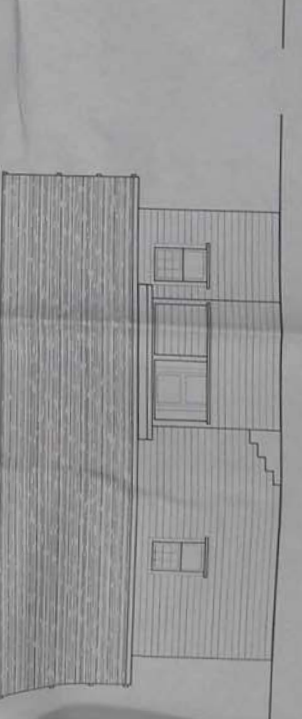
PROPOSED SOUTH ELEVATION
 SCALE: 1/4" = 1'-0"



EXISTING SOUTH ELEVATION
 SCALE: 1/4" = 1'-0"



PROPOSED EAST ELEVATION
 SCALE: 1/4" = 1'-0"



EXISTING EAST ELEVATION
 SCALE: 1/4" = 1'-0"

ATTACHMENT 8
Correction Notice & Stop Work Notice

CODE ENFORCEMENT REQUEST

Date of Request: 3/13/2018

Subject Address: 1032 BRENZ AVE

Reporting Party's Information (CONFIDENTIAL):

Name: _____

Address: _____

Hm. No.: _____

Wk. No.: _____

Cell No.: _____

E-mail: _____

Description of Complaint (Use back if necessary):

Possible UNPERMITTED STRUCTURE BUILT IN
BACKYARD, AND OTHER possible construction.

- INSPECTION VIEWED from public right of way, what appears ADDITIONAL STRUCTURE in REAR of STRUCTURE ATTACHED. PAINT DOES NOT APPEAR to MATCH. INITIAL overview of permits DOES NOT APPEAR to be on file.

3:30 pm
3/12/18



CORRECTION NOTICE

1032 BRENT AVE 3/13/2018
 4:20 PM ROBERT M. 1 of 2
TIME ADDRESS INSPECTOR'S NAME

Due to concerns brought to city's attention possible work without permits.

From public view, it appears an additional structure is

attached to existing dwelling.

After review of permits, previous and existing, appears additional structure is possibly unpermitted.

STOP WORK ORDER
 CONTACT PLANNING AND BUILDING AT City Hall.



CORRECTION NOTICE

1032 BRENT AVE 3/13/2018
 4:20 PM ROBERT M. 2 of 2
TIME ADDRESS INSPECTOR'S NAME

Obtain any approvals and

permits necessary

If issues in error, please bring any appropriate documents and plans.

Planning Hours M-Fri 7:30-4:30

*Fri 4pm

Plan Check Hours M-W-F 1:30-3pm

WISH NOT TO BE USED
- Internal Use Only



Wish not to be

Used

Internal

Use

Only

Wish not to be used
- Internal
USD
Syno







CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
COMMUNITY IMPROVEMENT COORDINATOR
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7225 ▪ FAX: 626.403.7221
WWW.SOUTHPASADENACA.GOV

April 9, 2018

Robert D. Roybal and Dianne J. Roybal
1032 Brent Avenue
South Pasadena, CA 91030

Re: Stop Work Order for Construction without a Building Permit

Dear Property Owners,

This letter serves as a follow-up to a stop work order issued to you for constructing a new structure in the backyard without the benefit of City approvals. I've enclosed a copy of the stop work order for your convenience. Construction without a permit is a violation of section 36.640.040 and Ch. 9 section 107.1 of the South Pasadena Municipal Code.

In order to bring your property into compliance with the Municipal Code, the following must be completed:

1. **Stop all work requiring permits and City approvals.**
2. **Obtain Planning approval. Submit required plans, application, and fees for required Planning approval. If you have any questions regarding Planning approvals, please call a Planner at (626)403-7220.**
3. **Obtain a Building permit. Submit required plans, application, and fees to obtain a building permit. Call for all required inspections. If you have any questions regarding the building permit process, please call the Plan Checker at (626)403-7224.**
4. **To Legalize Construction: Obtain Planning approval within by no later than May 11, 2018. Obtain a building permit by no later than June 11, 2018.**
5. **Legalize by Abatement: Remove unpermitted structure and restore the area back to its original permitted condition by May 11, 2018. Schedule an inspection when the structure is removed by calling (626)403-7225.**

Your cooperation in resolving this matter is highly appreciated will avoid the issuance of administrative citations. If you have any questions, please call me at (626)403-7225 or email me at mr Ramirez@southpasadenaca.gov. Thank you in advance for your cooperation.

Sincerely,

Marlon Ramirez
Community Improvement Coordinator

Enclosure

ATTACHMENT 9
Roybal's Timeline of
Events for Property

- 3/13/18 Original Correction Notice and Stop Work Order
- 4/9/18 Letter from city (Marlon Ramirez) regarding stop work order and steps required to bring property up to compliance.
- 5/9/18 Letter to Ramirez re. Progress in complying and deadline dates.
- 5/18/18 Letter sent to Marlon Ramirez indicating my progress and compliance on correction notice and stop work order.
- 6/24/18 Letter to Ramirez explaining architect needs to have a final consultation with Jeremy on the 26th, to finalize details on the drawings.
- 7/14/18 Letter to Marlon Ramirez to report progress and reporting a path to comply. Intent to begin process to change our duplex to a single-family residence with an ADU.
- 7/28/18 E-mail from architect (Jim Fenske) saying that he would come by, check dimensions and submit work done to Cultural Heritage Commission (CHC) with drawings.
- 7/30/18 E-mail from architect (Jim Fenske) "Ready to submit plans" sends bill.
- 8/14/18 E-mail from J. Fenske giving us an update on progress and further steps needed to satisfy City of South Pasadena.
- 8/24/18 Letter sent by us to Marlon Ramirez (Planning Coordinator) indicating progress and compliance. Reminding him of promise to extend deadline dates. (All letters sent to Mr. Ramirez were sent by priority mail with receipts)
- 5/9/18-8/24/18 Copies of all 5 letters sent to M. Ramirez. (last letter never claimed.)
- 12/20/18 E-mail from J Fenske responding to our request for a progress report. He indicates that he is now working with new people and is discussing pathways to complete this process.
- 1/30/19 My contemporaneous notes from J Fenske text: Fenske reports that
1. He received information that no ADU is needed. 2. Neighbors are getting angry and Building and Safety knows this. 3. Waiting for stamping plans. 4 Final decisions on ADU seem to be pending.

- 2/15/19 Email back and forth from Jim Fenske indicating that process of approval is again moving.
- 3/1/19 E-mails from Jose Villegas (Planning) to J Fenske giving us 30 days to obtain permits or incur a fine. He asks Fenske to meet with Jeffery Kao (Plan Checker) to do an "over the counter" final plan check.
- 3/4/19 E-mail to us stating approval of project pending clearing of ADU requirement.
- 3/4/19 Time line sent to Gus Alonzo when he came on scene (hand delivered)
- 3/7/19 Receipt of plan check fee \$643.43.
- 3/22/18- 3/29/19 Contemporaneous notes of discussion during permit process
- 3/28/19 E-mail from J. Fenske directing me to pull permits.
- 4/23/19 Copy of Public Works Dept. Plan Review Comment checklist with notations and supportive comments.
- 5/1/19 E-mail to J. Fenske: Public Works check list and my answers
- 5/2/19 Letter from Gus Alonzo (Code Enforcement Officer) as a follow-up to formally spell out compliance steps needed to satisfy violation.
- 7/11/19 Electrical permit to remove panel from 1030 unit pursuant to ADU conversion and to connect new line from main house panel to feed ADU unit. \$76.80
- 8/4/19 Edison information regarding removal of panel on ADU unit (1030) pursuant to city directives.
- 8/30/19 Communication to Fenske from Villegas that we would not be on the CHC agenda for September, postponed until October
- 10/1/19 Minutes of visit by Jose Villegas and inspector to view compliance in ADU conversion. He asked us to pull permit on removal of gas meter to 1030 unit and hook up to main house gas meter.
- 10/1/19 Permit for gas meter removal and gas line hook up to main house.
- 10/8/19 Comment letter from City of South Pasadena (Malinda Lim) to architect Jim Fenske verifying submittal of project and requesting corrections on plan measurement.
- 11/11/19 E-mail correspondence from J. Fenske to City Planning (Malinda Lim) showing drawings.

1/6/20 E-mails to and from city officials (new and old) picking up the ball on our belated approvals.

1/6/20 Letter from Gus Alonzo to notify us that officials will be by to our property to verify measurements (again).

1/9/20 Our notes regarding visit and measurements of city officials.

1/13/20, 2/4/20, 2/12/20, E-mails back and forth from City requiring us to do a new property line survey. Also, communications between City officials and Survey Company.

2/8/20 Survey contract and receipt of payment information \$3500.

2/20/20 Site survey map and interim plans for project.

3/13/20 E-mails from Dinville's disputing lot line surveys asking us to wait to record. E-mail from Dunville's (complaining neighbor) showing preliminary survey from their surveyor, asking us to wait.

5/29/20 E-mail from Jose Villegas stating that he has received the recorded survey and will accept it in submittal. Reminds us to make sure the site plan is consistent with the survey. He states that project is scheduled for June 18 CHC meeting.

5/29/20 E-mail from Fenske requesting copies of survey so that he can update plans.

6/8/20 E-mail from Malinda Lim (planner) that city needs more time to prepare paperwork for submittal to CHC meeting. Postponed until July.

6/24/20 E-mail with architect Fenske working out final door placement on South side of addition.

6/26/20 E-mail from Fenske showing final placement of doors and window on south Side of addition.

7/8/20 Text message from Nichole Dunville saying that she and her husband Travis were interested in buying our house "AS IS" before we put it on the market. Our response is that we will see it through with the city since we have much expense involved because of the complaints.

7/15/20 E-mails between Fenske and Lim regarding his (Fenske's) participation in the meeting.

7/15/20 E-mail from M. Lim asking for our contact numbers during the meeting in case they had questions. (Note: because of the postponed meeting in June, we had to be out of town and would be represented by Jim Fenske.)

7/16/20 Sent by M. Lim: Complaint letters from neighbors asking for denial of approval.

7/16/20 CHC Meeting – City Planner package requesting approval.

7/16/20 CHC after thorough discussion voted 3-0 to approve. Said we had to abide by various restrictions: Wait 15 days before starting to allow for appeals, plant a new tree and incur extra fines. (Recording of CHC meeting available at city website)

7/20/20 E-mail to Malinda Lim explaining why we had not responded before the CHC meeting, explaining why this process had been delayed so long, and thanking all involved at the city for their help in this process.

7/20/20 E-mail from Joanna Hankamer, Director of Planning, notifying us that a complaint was made by our neighbor, Mr. Dunville that we had resumed construction on our addition against a required moratorium.

7/20/20 E-mail to J. Hankamer: We responded that we were doing work but that it was preparing for a new air conditioner pad and installing a new cover for our water heater. Also to make room for the new a/c we were disconnecting the washer and dryer. None of this had anything to do with the addition.

7/20/20 E-mail from J. Hankamer to our architect notifying him of us possibly starting work too soon.

7/20/20 E-mail from J. Hankamer: Because Mr. Dunville had video tape of our activity, J. Hankamer sent out an inspector and explained that we may be fined. My contemporaneous notes included here indicate the discussion and decision by the inspector. (No violation was found and no citation given.)

7/20/20 E-mail from J. Fenske to J. Hankamer (cc to us) indicating that he would be moving forward on the project once the waiting period was over and no appeal was made regarding approval of the project. He also asked the City of strike libelous remarks made in writing to a public form by. (Our neighbor) Mr. Dunville.

8/2/20 E-mail from Mr. Fenske indicating that no appeals had been filed and that he would begin to move forward with the permit for the ADU work. He also outlined how we get our permits on line to do the work unrelated to the addition.

We wrote him that morning telling him that the Dunville's had a survey crew out here at 8:00 on Sunday morning putting down new markers. We are intimidated at Mr. Dunville's relentless complaints to the city.

8/12/20 E-mail forwarded by me from J. Hankamer indicating another complaint from neighbor, and informing us for the first time that our project has been "called-up" to the city council for review The end of the appeal was July 31 and we are first hearing about this (not even formally) on August 12.

8/12/20 E-mail to Fenske explaining our frustration at continual complaints when we are not working on the addition. And the difficulty we are having getting permits from the city. And in response his advice.

8/12/20 E-mails regarding "call-up" and M Lim's correction that it is not an appeal. Various back and forth e-mails about how to get permits. J. Hankamer is cooperative in assisting us. Also E-mail to M. Lim regarding our rights if any to rebut this review.

8/14/20 E-mail from Dennis Tarango about what was needed to get permits.

8/18/20 E-mail to Cacciotti from us asking for reason for the call-up of our project, his response and our response.

8/20/20 E-mail to J. Hankamer from us informing her of Cacciotti letter and asking for some formal request for the "Call-Up"

8/20/20 Sent site map requested by Nick at permittech to get permits.

8/20/20 Received Mechanical, Plumbing and Electrical permits.

8/21/20 E-mail to J. Hankamer informing her that if she gets complaints today we are installing our much-awaited a/c with permits.

ATTACHMENT 10
Roybal's Email to Council
Member Cacciotti

Malinda Lim

From: Michael Cacciotti <macacciotti@yahoo.com>
Sent: Wednesday, August 19, 2020 6:44 AM
To: Robert Roybal
Cc: jhamkamper@southpasadenaca.gov; Malinda Lim; City Manager's Office; Jim Fenske; Robert Joe
Subject: Re: Call-up 1030-1032 Brent

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.

Hi Mr. and Mrs. Roybal,

Thanks for your email below.

In response to your question, according to our South Pasadena Municipal Code section 36.610.020, any 2 members of the City Council can call up a decision made by a subordinate reviewing body by filing a request to do so in writing with the City Clerk within the applicable appeal period. The request shall not state that an error has been made or other grounds for reviewing the underlying decision. Neither myself, nor Mayor Joe, who has also made the request, have done so with any predetermination of the outcome of the matter. The matter will be heard "de novo" by the City Council pursuant to the call for review.

Thanks for your understanding.

Michael

Sent from my iPhone

> On Aug 18, 2020, at 3:59 PM, Robert Roybal [REDACTED] > wrote:

>

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> Dear Mr. Cacciotti, We are constituents of your district and live at 1030-1032 Brent Ave. On July 16, 2020, after a thorough discussion, the CHC voted 3-0 in favor of the room addition to the rear of our home. It has just come to our attention that you have "called-up" before the City Council this matter for review, to be heard in September.

> We are demanding an explanation and grounds for this action. With considerable expenditure of time and money, we have been in a long process working with the Planning Department to comply promptly with everything they have requested in order to get approval. We need know the reason for this "call-up" so that we can be prepared to respond.

> Very truly yours, Robert and Dianne Roybal