



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

Memo

Date: September 1, 2020

To: Chair and Members of the Design Review Board

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

Prepared By: Aneli Gonzalez, Management/Planning Intern

Re: September 3, 2020 Design Review Board Meeting Item No. 1 – Revisions to Conditions of Approval for 1319 Stratford Avenue (Project No. 2299 - DRX)

In the staff report and in conditions of approval it was stated:

“Prior to issuance of building permits, the applicant shall submit final landscape and irrigation plans showing compliance with the City’s Water Efficient Landscape Ordinance (SPMC Section 35.50) and with Section 36.330.030 for approval by the Community Development Director.”

Per Section 36.330.020.A.2(d) The Water-Efficient Landscape Ordinance does not apply to landscaping for the following properties: Single-family residences unless there is landscaping associated with new construction or an addition to a single-family residence.

Staff has determined the project is not proposing any changes to the existing landscape and therefore, there is no “landscaping associated” with the proposed addition.

A revised Conditions of Approval document is attached for your review.

Attachments:

1. Revised Conditions of Approval

ATTACHMENT 1
CONDITIONS OF APPROVAL
Design Review Board

PROJECT NO. 2299-DRX
1319 Stratford Avenue (APN: 5320-025-017)

Design Review Permit for a 1,562 square-foot, two-story addition to an existing 910 square-foot single story single-family dwelling, addition of a 142 square-foot deck, relocation of an existing 244-square-foot (20 feet by 12 feet) one-car garage with an attached one-car carport.

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 Design Review Board does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure 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 Design Review Board 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. Prior to issuance of building permits, the applicant shall submit final landscape and irrigation plans showing compliance with the City's Water Efficient Landscape Ordinance (SPMC Section 35.50) and with Section 36.330.030 for approval by the Community Development Director.~~
- P9. The applicant shall submit plans for review and final approval by the Design Review Board Subcommittee that include the following changes:
- A. Remove the clearstory windows on both sides north and south elevations) of the back portion with the flat roof.
 - B. Lower the windows on the west elevation to be in line with the proposed door to allow a better view from the inside to the outside.
 - C. Move the back portion with the flat roof (area above the gable roof) in about 2 feet on the side north elevation.

BUILDING AND SAFETY DIVISION:

- B1. The second sheet of building and grading plans is to list all conditions of approval and to include a copy of the Design Review Board Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. Foundation inspection will not be made until setbacks on the south side of the relocated garage and on the north side of the addition meet the setbacks shown in the approved plans. A survey may be required by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- B3. Separate application is required for the existing garage and trellis relocation and foundation system.
- B4. When required by Fire Department, all fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit and a separate is required for Fire Sprinklers

DEPARTMENT OF PUBLIC WORKS:

- PW1. The applicant shall obtain City approval for any modifications or revisions to the approval of this project. Deviations not identified on the plans may not be approved by the City, potentially resulting in the need for the project to be redesigned.
- PW2. The applicant shall pay all applicable City and LA County fees, including Public Works Department plan review fee (\$515) for two (2) reviews and an additional fee of \$153 for each additional review) and permit fees per the current adopted Master Fee Schedule which can be found on the City's website. The applicant shall provide receipts of all applicable fees paid prior to the issuance of permits.
- PW3. 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.
- PW4. Prior to issuance of a permit, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide a copy of the inspection video of the cleared pipe for review.
- PW5. The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway fronting the property on Stratford 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).
- PW6. Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees (12" in diameter or greater and/or native trees) are to be removed, apply for a tree removal permit with the Public Works Department per City Ordinance No. 2328 amending Section 34.10 of SPMC. See SPMC Section 34.12 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planted per SPMC Section 34.12-5. If existing trees are to remain on site, the applicant shall note on the plans methods of protecting existing trees during construction.
- PW7. The proposed building structure shall not be constructed within critical root zone area of any trees. For native and protected species, use the tree trunk's diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native and protected species, use the tree's DBH (X3) as the minimum critical root mass.
- PW8. No overnight storage of materials or equipment within the public right-of-way shall be permitted.

General Compliance Items/Requirements and Information

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

Building Division

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

Public Works Department

9. A copy of a current Title Report (within the last 60 days) shall be provided. The applicant shall show all easements per the Title Report to the satisfaction of the Public Works Department. Any conflict with existing easements resulting in the site being redesigned potentially requires a minor change or amendment approval by the original decision-making body.
10. A detailed drainage plan signed and stamped by a CA licensed civil engineer may be required during construction plans review. Cross lot drainage is not permitted. Provide a copy of the approved plan from the Building & Safety Department.
11. Demonstrate compliance with all requirements of the City of South Pasadena Low Impact Development (LID) Ordinance. The applicant shall include the necessary Best Management Practices (BMP) measures and a Standard Urban Storm Water Mitigation Plan (SUSMP) for construction and post-construction phases as part of the LID plan per SPMC Section 23.14. Provide a copy of the approved plan from the Building & Safety Department.
12. Provide a copy of a will-serve letter and receipt for the sewer connection fee from the Los Angeles County Sanitation District (LACSD). A copy of the receipt for any fees to be paid must be submitted before permit issuance.

13. Show the location of all existing utilities on adjacent street(s), as well as location and size of all existing or proposed services serving the property. Show all utility points of connection (POC).
14. 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.
15. 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

Fire Department:

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