



Community Development Department

Memo

DATE: August 12, 2025
TO: Planning Commission
FROM: Robert (Dean) Flores, Acting Planning Manager
RE: Additional Documents, Items No. 3, 6, and 7

Please accept this Additional Documents Memo as described below:

- **Attachment 1:** Item 3 – June 24, 2025 Planning Commission Minutes. Correct name spelling on page 3-3 of the 08/12/2025 PC Agenda Packet: Joanne ~~Knuckles~~Nuchols.
- **Attachment 2:** Item No. 6 – Revised Conditions of Approval (Exhibit A of Attachment 1). Public Works Department sent revised conditions of approval to correct some errors. Both the redlined and clean copies of revised conditions have been provided.
- **Attachment 3:** Item No. 6 – Public Comments received by noon on August 12, 2025.
- **Attachment 4:** Item No. 7 – Public Comments received by noon on August 12, 2025.

Attachment 1

Revised Item No. 3 – 06/24/25 PC Minutes page 3-3

discussion, including height averaging standards, landscaping standards for the Mixed Use/Housing Opportunity Overlay Zone and RM parcels fronting on La Senda Place and Olive Avenue and Palm Street.

Questions for Staff:

The Commissioners inquired about the economic analysis, assumptions regarding base density and height limits, concessions requested under density bonus scenarios, implications of height limits in terms of feet vs stories, and the feasibility of height averaging.

Staff, Assistant City Attorney David Snow and Consultant Burns addressed the Commissioners' questions.

Public Comment:

Dwight Bond, resident and architect, expressed appreciation to the Staff and the Commission for their hard work. He spoke about density and the height limit and asked for clarification on how building heights are measured.

Bianca Richards, resident, was very impressed with the Consultants and the accessibility of the information. She supported the process and encouraged the Commission to consider Mr. Bond's prior public comments.

Carol LaBrie, resident, spoke on behalf of Neighbors on Brent about concerns about the recommended 60-foot height designation for Brent Avenue.

Ed Elsner (via Zoom), spoke about a written comment he submitted two years ago regarding the Program Environmental Impact Report for the General Plan update and Housing Element Implementation Program.

Chair Padilla acknowledged receipt of written comments via email from resident Joanne ~~Knuckles~~Nuchols.

Commissioner Discussion:

Chair Padilla began the discussion with a review of the comments and input received from the Community Meeting. There were many positive comments, for which the Commission was very appreciative. A key question was about the maximum height.

Commissioner Claypool provided background regarding height – feet vs stories and height averaging - and reviewed a drawing which provided a visual representation (included in the Agenda packet).

The Commissioners engaged in a robust, detailed discussion regarding height, height limit and height averaging, and site landscaping - including consideration of

Attachment 2

Item No. 6 – Revised Exhibit A Conditions of Approval
(Redlined and Clean copies)

EXHIBIT "A"
CONDITIONS OF APPROVAL
PROJECT NO. PLR24-0006
1327 Indiana Avenue (APN: 5314-008-014)

The following approvals are granted as described below and as shown on the development plans submitted to and approved by the Planning Commission on August 12, 2025:

1. A Hillside Development Permit to construct a new multi-level 2,317 square-foot single-family dwelling with an attached 428 square-foot garage, two balconies, and an upper-story deck at a vacant hillside property.
2. A Design Review Permit for the review of the design aspects of the proposed development.

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 Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure on any of the properties involved with the project.
- P2. This Design Review and Hillside Development Permit and all rights hereunder shall terminate within 24 months of the effective date of the Design Review and Hillside Development Permit unless otherwise conditioned and/or unless action is taken to secure Building Permits and maintain active Building Permits with the Building Division beginning with the submittal of the plans for Plan Check review.
- P3. 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.
- P4. 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.
- P5. Any changes to the proposed project shall be submitted for review and approval to the Planning Division.
- P6. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or Planning Commission concerning this approval. In the event of any claim or lawsuit, the

applicant and/or successor shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

- P7. The construction site and the surrounding area shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures.
- P8. The hours of construction shall be limited to the following: 8:00 am and 7:00 pm Monday through Friday, 9:00 am and 7:00 pm Saturday, and construction on Sundays limited to 10:00 am to 6:00 pm.
- P9. During construction, the clearing, grading, earth moving, or excavation operations that cause excessive fugitive dust emissions shall be controlled by regular water or other dust preventive measures using the following procedures:
 - a. All material excavated or graded shall be sufficiently watered to prevent excessive amounts of dust. Watering shall occur at least twice daily with complete coverage, preferable in the late morning and after work is done for the day;
 - b. All material transported on-site or off-site shall be either sufficiently watered or securely covered to prevent excessive amounts of dust;
 - c. The area disturbed by clearing, grading, earth moving, or excavation operations shall be minimized so as to prevent excessive amounts of dust; and
 - d. Visible dust beyond the property line emanating from the project shall be prevented to the maximum extent feasible.
- P10. The applicant shall install all landscaping and irrigation per the approved final landscape plans pursuant to the City's Water Efficient Landscape Ordinance (SPMC Section 35.50). The applicant shall provide documentations as required under SPMC Section 35.50, which shall include:
 - a. A Certification of Completion certifying that landscape and irrigation have been installed per the approved final landscape plans and complies with the City Water Efficient Landscape Ordinance.
 - b. A Landscape Irrigation Audit Report from a certified landscape irrigation auditor shall be submitted to the City. The landscape irrigation audit shall not be conducted by the person who designed the landscape plans or installed the landscape irrigation.
- P11. The construction plan shall show that all lighting on the site will be directed downward and shielded to prevent off-lighting on adjacent properties.
- P12. A construction sign with contact information for the contractor shall be clearly posted on-site during construction.
- P13. Any proposed revision to the approved plans shall require review and approval by the Community Development Department prior to construction. The Community Development Department may refer the proposed revision to the Planning Commission or Planning Commission Chair for approval.

- P14. As stated in the Biological Constraints Analysis Report, should proposed project activities (e.g., grading and vegetation removal) occur during the nesting bird season (15 February – 31 August), a nesting bird survey must be completed to determine the potential presence of any active nests and any subsequent recommendations by the surveying biologist be implemented prior initiation of authorized ground disturbance and/or vegetation removal activities

BUILDING DIVISION:

- B1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance. As such, it shall include all applicable requirements for code upgrades from the previous edition under which the former plans were approved. Resubmitting the former plans without revisions to reflect code upgrades for plan review will not be accepted. **Please be advised that a new code cycle will take effect on January 1, 2026, which may impact design requirements if plans are submitted on or after that date.**
- B3. Construction plans shall clearly identify remnants of retaining wall construction under previous building permits and indicate the design intent to reuse these existing structural elements. If reuse is desired, the engineer of record shall provide documentation demonstrating the structural remnants are in sound conditions and adequate to support the new construction. This documentation shall be submitted along with the construction plans for plan check review.
- B4. Prior to the application of a building or grading permit, a preliminary Geotechnical report that specifically identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity shall be approved by the Building Official or his/her designee. The applicant shall submit and pay a separate review fee for the soils report prior submitting building and grading plans for review. Approval letter of the geotechnical report review shall be copied and pasted on the first sheet of building and grading plans.
- B5. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
- B6. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
- B7. Park Impact Fee to be paid at the time of permit issuance.
- B8. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- B9. A separate address required. An application to assign address and unit numbers shall be filed with Public Works Department prior to plan check submittal.

- B10. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
- B11. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
- B12. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
- a. Observation of cleared areas and benches prepared to receive fill;
 - b. Observation of the removal of all unsuitable soils and other materials;
 - c. The approval of soils to be used as fill material;
 - d. Inspection of compaction and placement of fill;
 - e. The testing of compacted fills; and
 - f. The inspection of review of drainage devices
- B13. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by other soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Building Division, a new Preliminary Soils and/or Geotechnical Investigation.
- B14. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
- B15. Preliminary MS4 Project Application (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. The form can be found at the following link <https://www.dropbox.com/scl/fi/xliqonam5j4jro5oklnw4/MS4-Permit-LID-Determination-Form.pdf?rlkey=zr7tu632u2staheexj6vqvxxvg&dl=0>
- B16. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.
- B17. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- B18. Project shall comply with the CalGreen Residential mandatory requirements.
- B19. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.
- B20. Prior to the issuance of building permit, a written consent shall be obtained from the current easement holder(s) for any proposed development encroaching into existing easement(s).

B21. 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.

B22. Separate permit is required for Fire Sprinklers.

PUBLIC WORKS DEPARTMENT:

- PW 1. The applicant shall obtain City approval for any modifications or revisions to the approval of this project. Deviations not identified on the plans may not be approved by the City, potentially resulting for the project to be redesigned/resubmitted.
- PW 2. The applicant shall pay all applicable City fees including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule, which can be found on the City's website. This includes all costs incurred by 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 provide receipts of all applicable fees paid prior to submitting plans for review.
- PW 3. The applicant shall identify all existing on-site easements. Any conflict with and/or presence of existing easements must be addressed. The applicant shall provide a Title Report, with effective date within the last 60 days, to verify the presence of easements.
- PW 4. Indiana Avenue shall be photographed and video recorded before the start of construction and after construction for assessing the damage caused to the street by construction related activity. The applicant will be responsible to restore the public right-of-way to its original condition and to the satisfaction of the City Engineer. These video recordings and photographs shall be submitted to the City before the project approval and immediately upon completion of the project.
- PW 5. Prior to issuance of a permit, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide a copy of the inspection video of the cleared pipe for review.
- PW 6. The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3.

~~PW 7. The applicant shall submit the proposed sewage flow calculations to the City. The proposed sewage flow from the property will be used to create a Hydraulic Analysis Report to determine if the sewer outlet has adequate capacity for the proposed sewage flow from the property. The developer shall be responsible for all sewer improvements to provide adequate capacity for the proposed sewage flow. The applicant shall pay for the cost to create a Hydraulic Analysis Report.~~

~~PW 8.~~ PW 7. The applicant shall 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.

- ~~PW 9.~~ PW 8. The applicant shall contact the City of South Pasadena Water Operations Manager, Victor Magana, VMagana@SouthPasadenaCA.gov for the fire flow test. The applicant shall submit water demand calculations to the City for potable water and fire (if applicable). The calculations will be used to verify the adequacy of the existing water/determine the size of the meter connection for the proposed structure and Fire Department approved fire sprinkler system (if applicable). The applicant shall coordinate with the Water Operations Manager the size, location and the associated fee for the installation of a new water meter connection.
- ~~PW 10.~~ PW 9. The applicant shall provide clearance letter from utility companies for any proposed relocation of utility lines that encroach on the properties prior to obtaining permits for the project.
- ~~PW 11.~~ PW 10. All utility service lines servicing the property shall be installed underground. Improvement plans shall be prepared for all underground utilities (i.e. water, sewer, electrical, telecommunications, etc.) to be placed in the public right-of-way or easement that will be owned and maintained by other entities shall be reviewed by the City prior to Utility Agency approval. The City shall have a place on the title sheet to accept the plans with a statement: "The City's acceptance is limited to the placement of utilities relative to public infrastructure clearances, uses, and future plans within the right-of-way."
- ~~PW 12.~~ PW 11. The applicant shall bring the existing parkway on Indiana Avenue (front of property) up to current standards per SPMC Section 31.48. The applicant shall submit a parkway landscape plan for review and the landscape design shall conform to the Model Water Efficient Landscape Ordinance (MWELO) as stipulated in SPMC Chapter 35, Article III.
- ~~PW 13.~~ PW 12. The applicant shall provide a detailed drainage and grading plan signed and stamped by a CA licensed civil engineer for improvements within the public right-of-way. Drainage from property shall drain through conveyance pipe onto Indiana Avenue. Applicant shall provide detailed plan showing proposed drainage system at the rear of property. Improvement plans will proposed resolution to existing conditions of soil run off over retaining wall at rear of property.
- ~~PW 14.~~ PW 13. The applicant shall provide an erosion control plan for improvements within the public right-of-way, showing dust control techniques to be implemented during project construction which shall include, but not be limited to, use of appropriate BMPs, plans for daily watering of the construction site, limitations on construction hours, and adherence to standard construction practices such as watering of inactive and perimeter areas.
- ~~PW 15.~~ PW 14. If applicable, the applicant shall provide a copy of the Notice of Intent (NOI), a Waste Discharge Identification Number (WDID), and a Storm Water Pollution Prevention Plan (SWPPP) developed by a certified Qualified SWPPP Developer (QSD) per SPMC Section 23.12(b). Provide a copy of the approved plan from the Building & Safety Department. The applicant shall submit a Stormwater Pollution Prevention Plan (SWPPP) and file a Notice of Intent with the State Water Quality Control Board. A Waste Discharge Identification Number (WDID#) must be obtained prior to any construction work onsite.
- ~~PW 16.~~ PW 15. Provide an arborist report and clear site plan of all trees on site. The arborist report shall make note of any trees that are to be removed, and shall include methods to protect trees and roots of trees that remain on site during and after construction. Arborist report shall measure diameter and

condition of all trees on site. Submit a design narrative with the arborist report explaining why certain trees are being removed and what alternative options were considered to preserve the existing trees.

~~W-17.~~ PW 16. Provide a preconstruction survey for nesting birds performed by a Designated Biologist no more than 30 days prior to the start of project activities. All native migratory non-game birds, including raptors, and their active nests are protected from “take” by Sections 3503, 3503.5, and 3513 of the California Fish and Game Code and the Migratory Bird Treaty Act (MBTA). If active nests are found, the applicant shall provide a Nesting Bird Management Plan (NBMP) prepared by the Designated Biologist.

~~W-18.~~ PW 17. ~~Prepare Show all existing and proposed trees, including size and species, and indicate their disposition. 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. a tree removal and replacement plan to show all existing, proposed to be removed, and proposed to be planted trees, including size and species, and indicate their disposition. 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. These notes shall be per the applicants arborist report.~~

~~W-19.~~ PW 18. The applicant shall provide a Construction Management Plan to the Public Works Department for review and approval prior to issuance of permits. The Construction Management Plan shall include, but not be limited to, types of proposed construction activities, an on-site staging plan, haul route, construction schedule for major activities (i.e. demolition, grading, material delivery, etc.), and shall indicate a contractor parking location. All vehicles including workers’ vehicles shall not be parked near the construction site. Provide a shuttle service if necessary.

~~W-20.~~ PW 19. The applicant shall provide a traffic sight distance study prepared by a CA licensed civil engineer for vehicular ingress and egress from the proposed driveway entrance. The applicant shall be responsible for implementing safety measures based on the sight distance study.

~~W-21.~~ PW 20. The applicant shall apply for a change of address permit for the proposed development before issuance of a certificate of occupancy.

~~PW 22.~~ ~~The applicant shall provide a covenant for unconditional and indefinite maintenance of any private improvements within the public right of way. This covenant shall be reviewed and approved by the Public Works Department and the City Attorney and a fully executed covenant, in recordable form, shall be provided to the City prior to obtaining a permit.~~

~~W-23.~~ PW 21. The applicant shall include the following information on the plans:

- On the title sheet, the 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.
- The location, grade, and dimensions of all existing conditions and proposed improvements within the public right-of-way, including, but not limited to, curb and gutter, sidewalk, driveway, traffic striping, signage, trees, utilities, pavement and other features.
- The location of all existing utilities on adjacent street(s), as well as the location and size of all existing or proposed utilities serving the property. Show all utility points of connection (POC).
- Show the location and area of trench sections for any proposed sewer and water line connections within the public right-of-way. Provide a trench restoration detail per City standards if any new utility connections are proposed.
- A trench restoration detail per City standards for proposed utility connections.
- All utility poles adjacent to the properties and note to "PROTECT-IN-PLACE".

W-24-PW 22. The applicant shall prepare separate improvement plans prepared by a CA licensed civil engineer which will include:

- ~~Street The applicant shall bring the existing parkway on Indiana Avenue up to current standards per SPMC Section 31.48, improvement plans for Hanscom Drive which shall include asphalt paving along the property frontage from curb face to curb face, including construction of sidewalk, new curb and gutter and driveway approach improvements to match alignment of existing parkways along Hanscom Drive.~~
- The applicant shall construct curb and gutter, sidewalk and driveway approaches, and if applicable paint all curb markings along the perimeter of the property to the satisfaction of the City Engineer. All improvements within the public right-of-way shall conform to the current Standard Specifications for Public Works Construction (SSPWC) and Standard Plans for Public Works Construction (SPPWC).
 - i. The applicant shall install new 4" thick sidewalk with maximum cross slope of 2% conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 112-2. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC).
 - ii. The applicant shall construct a driveway approach conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 110-2, Type B. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the width with the Community Development Department and the actual limits of concrete removal with the Public Works Department.
 - iii. The applicant shall remove and replace/install new curb and gutter conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 120-3, Type A2-6 and A2-8. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the actual limits of concrete removal with the Public Works Department.
- The applicant shall repave the existing asphalt street fronting the property from curb face to curb face. Asphalt that will be repaved shall be grinded to a minimum of 2-inches. The applicant shall verify the actual limits of paving with the Public Works Department depending on the condition of the existing pavement adjacent to the property asphalt shall be C2 PG 64-10 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). Any pre-existing pavement markings and traffic striping shall be restored in accordance to the

latest editions of the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, and to the satisfaction of the City Engineer. All manholes and/or utility covers shall be adjusted within the limits of paving and to grade after paving has been completed.

- The applicant shall prepare plans for adjustments required to the power pole that shall be reviewed and approved by the appropriate utility service provider and City staff.
- The proposed building structure shall not be constructed within critical root zone area of any trees. For native species, use the tree trunk's diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native, use the tree's DBH (X3) as the minimum critical root mass.
- Any construction activity that may require roadway or lane closures where two-way traffic cannot be accommodated will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. Safe pedestrian access, including ADA and bicycle, must be maintained at all times. All street closures will require an encroachment permit from the Public Works Department. Street closures are only allowed between 8:30 am to 2 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and residents at least 48 hours in advance of the street closure.
- The applicant shall post temporary "No Parking " signs along the entire length of the property prior to the start of any construction. The temporary "No Parking" signs shall be covered at the end of each working day and uncovered at the start of the following working day prior to any construction activity.
- The applicant shall place a minimum of two Portable Changeable Message Signs (PCMS) are required to be placed in advance of the project site.
- The applicant shall be responsible for posting a project sign at the entrance to the project site displaying the City's construction hours per SPMC Section 19A.13. The project sign shall be 24" x 36" and made of durable weather-resistant material. The applicant shall provide a 24-hour emergency contact number for the designated contact who will be responsible for maintaining the public right-of-way during the all stages of construction until the project is complete.
- No overnight storage of materials or equipment within the public right-of-way shall be permitted.
- Temporary bins (low boy), if used, shall be "roll off" style to be provided by Athens Services. Athens Services has an exclusive agreement with the City for the provision of trash removal services: only Athens dumpsters can be used. Any dumpsters placed on the roadway shall require a protective barrier underneath (such as plywood) to protect the pavement. The applicant shall obtain dumpster permit from the Public Works Department.
- 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.
- The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.

FIRE DEPARTMENT:

- FD1. Required Code References: Current South Pasadena Municipal Code (SPMC); 2022 California Fire Code (CFC); Current California Building Code; NFPA standards, Title 19 applicable NFPA

and related fire standards.

- FD2. Fire Sprinklers are required for this project. Submit plans to the City for approval.
- FD3. The applicant shall obtain a Water Flow Test from South Pasadena Water Department be used for the sprinkler design and submitted to the City for approval.
- FD4. Where Required. Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in Sections 903.2.1 through 903.2.12.
- FD5. Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.
- FD6. Fire sprinklers shall not be able to shut off unless the domestic line to the property is shut off. There shall be no other means to turn off water to the sprinkler system. Ensure this sprinkler system is installed by an approved C-16 licensed company. Please provide a drawing of the sprinkler system to the Fire Department prior to beginning of work.
- FD7. Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section and the standards referenced in Section 903.3.1. The potable water supply shall be protected against backflow in accordance with Health and Safety Code Section 13114.7.
- FD8. Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.
- FD9. The applicant shall provide a current water flow test to Building and Safety along with the fire sprinkler submittal.
- FD10. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.
- FD11. The fire code official shall be notified prior to the water supply test. Water supply tests shall be witnessed by the fire code official or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system.
- FD12. The applicant shall show on plans the nearest fire hydrant location in relation to the building.
- FD13. Address Identification. New and existing buildings shall have *approved* address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.
- FD14. Notwithstanding anything else in this code, or any other code incorporated, herein, by reference any new roof shall be of Class "A" roof material.
- FD15. Exception: Any re-roofing shall provide Class A roof material for the entire roof when the aggregated reroofing for the same building during any consecutive twelve months exceeds fifty percent of the existing roof. (14.4 SPMC).

- FD16. Groups R-2, R-2.1, R-3, R-3.1, and R-4. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-2.1, R-3, R-3.1 and R-4 regardless of occupant load at all of the following locations:
- 1) On the Ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms;
 - 2) In each room used for sleeping purposes.
 - 3) In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- FD17. Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit in Group R-1, R-2, R-3, R-3.1, or R-4, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed (CFC 907.2.11.3).
- FD18. Where required for new construction, an approved carbon monoxide alarm shall be installed in dwelling units and in sleeping units within which fuel-burning appliances are installed; and in dwelling units that have attached garages (CBC 420.4.1).
- FD19. Power Supply. For new construction, required carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery back-up. Alarm wiring shall be directly connected to the permanent building wiring without a disconnecting switch other than as required for overcurrent protection.
- FD20. Interconnection. Where more than one carbon monoxide alarm is required to be installed within the dwelling unit or within a sleeping unit, the alarm shall be interconnected in a manner that activation of one alarm shall activate all of the alarms in the individual unit (CBC 420.4.1.2).
- FD21. Exception. Interconnection is not required in existing dwelling units or within sleeping units where repairs do not result in the removal of wall and ceiling finishes, there is no access by means of attic, basement or crawl space, and no previous method for interconnection existed.
- FD22. Alarm Requirements. Single and multiple station carbon monoxide alarms shall be listed as complying with the requirements of UL 2034. Carbon monoxide detectors shall be listed as complying with the requirements of UL 2075. Carbon monoxide alarms and carbon monoxide detectors shall be installed in accordance with this code, the current edition of NFPA 720 "Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment" and the manufacturer's installation instructions. Other carbon monoxide alarm and detection devices are recognized in NFPA 720 are also acceptable. Carbon monoxide alarms required by 420.4.1 and 420.4.2 shall be installed in the following locations:
- 1) Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s).
 - 2) On every level of a dwelling unit including basements.
 - 3) On the ceiling of sleeping units with permanently installed fuel-burning appliances.

- FD23. Carbon monoxide alarms combined with smoke alarms shall comply with Section 420.4, all applicable standards, and requirements for listing and approval by the Office of the State Fire Marshal, for smoke alarms. (CBC 420.4.3.1).
- FD24. (CFC 903.2.18) Group U private garages and carports accessory to Group R-3 occupancies. Carports with habitable space above and attached garages, accessory to Group R-3 occupancies, shall be protected by residential fire sprinklers in accordance with this section. Residential fire sprinklers shall be connected to, and installed in accordance with, and automatic residential fire sprinkler system that complies with Section R313 of the California Residential Code or with NFPA 13D. Fire sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a minimum density of 0.05 /ft² (2.04 mm/min) over the area of the garage and/or carport, but not to exceed two sprinklers for hydraulic calculation purposes. Garage doors shall not be considered obstructions with respect to sprinkler placement.
- FD25. The proposed project shall comply with the requirements in Chapter 49 of the California Fire Code.
- FD26. 4901.3 The fire code official is authorized to require the owner or owner's authorized agent to provide a fire protection plan. The fire protection plan shall be prepared to determine the acceptability of fire protection and life safety measures designed to mitigate wildfire hazards presented for the property under consideration. The fire protection plan shall be prepared by a registered design professional, qualified landscape architect, qualified fire safety specialist or similar specialist acceptable to the fire code official and shall analyze the wildfire risk of the building, project, premises or region to recommend necessary changes. The fire code official is authorized to require a preliminary fire protection plan prior to the submission of a final fire protection plan.
- FD27. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, that are not specifically provided for by this code, shall be determined by the fire code official.
- FD28. This residence is in the City of South Pasadena High Fire Severity Zone. Please note the following Wild Land Urban Interface Fire Requirements:
- 1) 504.2 Roof Coverings – Class A only. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eaves ends shall be fire stopped to preclude entry of flames or embers.
 - 2) Eaves and soffits shall be protected on the exposed underside by materials approved for a minimum 1 hour fire resistance rated construction, 2 inch nominal dimension lumber or 1 inch nominal fire-retardant treated lumber or ¾ inch nominal fire retardant treated plywood, identified for exterior use.
 - 3) Attic ventilation openings, foundation or other ventilation openings shall not exceed 144 square inches each. Such vents shall be covered with noncombustible corrosion resistant mesh with openings not to exceed ¼ inch or shall be designed to prevent flame or ember penetration into structure.
 - 4) Attic ventilation openings shall not be located in soffits, eave overhangs, between rafters at eaves or in overhang areas. Gable end or dormer vents shall be located at least 10 feet from property lines. (Also see 504.11 Detached Accessory Structures).
 - 5) Defensible space requirement per section 603.2 and Table 603.2 is 100 feet. Non

- FD29. Buildings under construction shall meet the condition of “Chapter 33 Fire Safety During Construction and Demolition” of the 2022 California Fire Code. Structures under construction, alteration or demolition, shall be provided with no less than one 2A10BC fire extinguisher as follows:
- 1) At each stairway on all floor levels where combustibles materials have accumulated.
 - 2) In every storage and construction shed.
 - 3) Where special hazards exist included but not limited an storage and use of combustible and flammable liquids.
- FD30. A set of plans must remain on the job site at all times. Appointments for inspectors should be made at least two days in advance of required inspection by calling the Fire Department at (626) 403-7304.
- FD31. Any water meter inquires shall be directed to South Pasadena Water Department at (626) 403 7240.
- FD32. The City of South Pasadena Fire Department reserves the right to change or otherwise modify requirements based upon receiving additional project information or other unforeseen circumstances.

EXHIBIT "A"
CONDITIONS OF APPROVAL
PROJECT NO. PLR24-0006
1327 Indiana Avenue (APN: 5314-008-014)

The following approvals are granted as described below and as shown on the development plans submitted to and approved by the Planning Commission on August 12, 2025:

1. A Hillside Development Permit to construct a new multi-level 2,317 square-foot single-family dwelling with an attached 428 square-foot garage, two balconies, and an upper-story deck at a vacant hillside property.
2. A Design Review Permit for the review of the design aspects of the proposed development.

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 Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure on any of the properties involved with the project.
- P2. This Design Review and Hillside Development Permit and all rights hereunder shall terminate within 24 months of the effective date of the Design Review and Hillside Development Permit unless otherwise conditioned and/or unless action is taken to secure Building Permits and maintain active Building Permits with the Building Division beginning with the submittal of the plans for Plan Check review.
- P3. 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.
- P4. 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.
- P5. Any changes to the proposed project shall be submitted for review and approval to the Planning Division.
- P6. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or Planning Commission concerning this approval. In the event of any claim or lawsuit, the

applicant and/or successor shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

- P7. The construction site and the surrounding area shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures.
- P8. The hours of construction shall be limited to the following: 8:00 am and 7:00 pm Monday through Friday, 9:00 am and 7:00 pm Saturday, and construction on Sundays limited to 10:00 am to 6:00 pm.
- P9. During construction, the clearing, grading, earth moving, or excavation operations that cause excessive fugitive dust emissions shall be controlled by regular water or other dust preventive measures using the following procedures:
 - a. All material excavated or graded shall be sufficiently watered to prevent excessive amounts of dust. Watering shall occur at least twice daily with complete coverage, preferable in the late morning and after work is done for the day;
 - b. All material transported on-site or off-site shall be either sufficiently watered or securely covered to prevent excessive amounts of dust;
 - c. The area disturbed by clearing, grading, earth moving, or excavation operations shall be minimized so as to prevent excessive amounts of dust; and
 - d. Visible dust beyond the property line emanating from the project shall be prevented to the maximum extent feasible.
- P10. The applicant shall install all landscaping and irrigation per the approved final landscape plans pursuant to the City's Water Efficient Landscape Ordinance (SPMC Section 35.50). The applicant shall provide documentations as required under SPMC Section 35.50, which shall include:
 - a. A Certification of Completion certifying that landscape and irrigation have been installed per the approved final landscape plans and complies with the City Water Efficient Landscape Ordinance.
 - b. A Landscape Irrigation Audit Report from a certified landscape irrigation auditor shall be submitted to the City. The landscape irrigation audit shall not be conducted by the person who designed the landscape plans or installed the landscape irrigation.
- P11. The construction plan shall show that all lighting on the site will be directed downward and shielded to prevent off-lighting on adjacent properties.
- P12. A construction sign with contact information for the contractor shall be clearly posted on-site during construction.
- P13. Any proposed revision to the approved plans shall require review and approval by the Community Development Department prior to construction. The Community Development Department may refer the proposed revision to the Planning Commission or Planning Commission Chair for approval.

- P14. As stated in the Biological Constraints Analysis Report, should proposed project activities (e.g., grading and vegetation removal) occur during the nesting bird season (15 February – 31 August), a nesting bird survey must be completed to determine the potential presence of any active nests and any subsequent recommendations by the surveying biologist be implemented prior initiation of authorized ground disturbance and/or vegetation removal activities

BUILDING DIVISION:

- B1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance. As such, it shall include all applicable requirements for code upgrades from the previous edition under which the former plans were approved. Resubmitting the former plans without revisions to reflect code upgrades for plan review will not be accepted. **Please be advised that a new code cycle will take effect on January 1, 2026, which may impact design requirements if plans are submitted on or after that date.**
- B3. Construction plans shall clearly identify remnants of retaining wall construction under previous building permits and indicate the design intent to reuse these existing structural elements. If reuse is desired, the engineer of record shall provide documentation demonstrating the structural remnants are in sound conditions and adequate to support the new construction. This documentation shall be submitted along with the construction plans for plan check review.
- B4. Prior to the application of a building or grading permit, a preliminary Geotechnical report that specifically identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity shall be approved by the Building Official or his/her designee. The applicant shall submit and pay a separate review fee for the soils report prior submitting building and grading plans for review. Approval letter of the geotechnical report review shall be copied and pasted on the first sheet of building and grading plans.
- B5. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
- B6. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
- B7. Park Impact Fee to be paid at the time of permit issuance.
- B8. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- B9. A separate address required. An application to assign address and unit numbers shall be filed with Public Works Department prior to plan check submittal.

- B10. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
- B11. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
- B12. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
- a. Observation of cleared areas and benches prepared to receive fill;
 - b. Observation of the removal of all unsuitable soils and other materials;
 - c. The approval of soils to be used as fill material;
 - d. Inspection of compaction and placement of fill;
 - e. The testing of compacted fills; and
 - f. The inspection of review of drainage devices
- B13. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by other soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Building Division, a new Preliminary Soils and/or Geotechnical Investigation.
- B14. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
- B15. Preliminary MS4 Project Application (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. The form can be found at the following link <https://www.dropbox.com/scl/fi/xliqonam5j4jro5oklnw4/MS4-Permit-LID-Determination-Form.pdf?rlkey=zr7tu632u2staheexj6vqvxxvg&dl=0>
- B16. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.
- B17. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- B18. Project shall comply with the CalGreen Residential mandatory requirements.
- B19. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.
- B20. Prior to the issuance of building permit, a written consent shall be obtained from the current easement holder(s) for any proposed development encroaching into existing easement(s).

B21. 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.

B22. Separate permit is required for Fire Sprinklers.

PUBLIC WORKS DEPARTMENT:

- PW 1. The applicant shall obtain City approval for any modifications or revisions to the approval of this project. Deviations not identified on the plans may not be approved by the City, potentially resulting for the project to be redesigned/resubmitted.
- PW 2. The applicant shall pay all applicable City fees including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule, which can be found on the City's website. This includes all costs incurred by 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 provide receipts of all applicable fees paid prior to submitting plans for review.
- PW 3. The applicant shall identify all existing on-site easements. Any conflict with and/or presence of existing easements must be addressed. The applicant shall provide a Title Report, with effective date within the last 60 days, to verify the presence of easements.
- PW 4. Indiana Avenue shall be photographed and video recorded before the start of construction and after construction for assessing the damage caused to the street by construction related activity. The applicant will be responsible to restore the public right-of-way to its original condition and to the satisfaction of the City Engineer. These video recordings and photographs shall be submitted to the City before the project approval and immediately upon completion of the project.
- PW 5. Prior to issuance of a permit, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide a copy of the inspection video of the cleared pipe for review.
- PW 6. The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3.
- PW 7. The applicant shall 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.
- PW 8. The applicant shall contact the City of South Pasadena Water Operations Manager, Victor Magana, VMagana@SouthPasadenaCA.gov for the fire flow test. The applicant shall submit water demand calculations to the City for potable water and fire (if applicable). The calculations will be used to verify the adequacy of the existing water/determine the size of the meter connection for the

proposed structure and Fire Department approved fire sprinkler system (if applicable). The applicant shall coordinate with the Water Operations Manager the size, location and the associated fee for the installation of a new water meter connection.

- PW 9. The applicant shall provide clearance letter from utility companies for any proposed relocation of utility lines that encroach on the properties prior to obtaining permits for the project.
- PW 10. All utility service lines servicing the property shall be installed underground. Improvement plans shall be prepared for all underground utilities (i.e. water, sewer, electrical, telecommunications, etc.) to be placed in the public right-of-way or easement that will be owned and maintained by other entities shall be reviewed by the City prior to Utility Agency approval. The City shall have a place on the title sheet to accept the plans with a statement: "The City's acceptance is limited to the placement of utilities relative to public infrastructure clearances, uses, and future plans within the right-of-way.
- PW 11. The applicant shall bring the existing parkway on Indiana Avenue (front of property) up to current standards per SPMC Section 31.48. The applicant shall submit a parkway landscape plan for review and the landscape design shall conform to the Model Water Efficient Landscape Ordinance (MWELO) as stipulated in SPMC Chapter 35, Article III.
- PW 12. The applicant shall provide a detailed drainage and grading plan signed and stamped by a CA licensed civil engineer for improvements within the public right-of-way. Drainage from property shall drain through conveyance pipe onto Indiana Avenue. Applicant shall provide detailed plan showing proposed drainage system at the rear of property. Improvement plans will proposed resolution to existing conditions of soil run off over retaining wall at rear of property.
- PW 13. The applicant shall provide an erosion control plan for improvements within the public right-of-way, showing dust control techniques to be implemented during project construction which shall include, but not be limited to, use of appropriate BMPs, plans for daily watering of the construction site, limitations on construction hours, and adherence to standard construction practices such as watering of inactive and perimeter areas.
- PW 14. If applicable, the applicant shall provide a copy of the Notice of Intent (NOI), a Waste Discharge Identification Number (WDID), and a Storm Water Pollution Prevention Plan (SWPPP) developed by a certified Qualified SWPPP Developer (QSD) per SPMC Section 23.12(b). Provide a copy of the approved plan from the Building & Safety Department. The applicant shall submit a Stormwater Pollution Prevention Plan (SWPPP) and file a Notice of Intent with the State Water Quality Control Board. A Waste Discharge Identification Number (WDID#) must be obtained prior to any construction work onsite.
- PW 15. Provide an arborist report and clear site plan of all trees on site. The arborist report shall make note of any trees that are to be removed, and shall include methods to protect trees and roots of trees that remain on site during and after construction. Arborist report shall measure diameter and condition of all trees on site. Submit a design narrative with the arborist report explaining why certain trees are being removed and what alternative options were considered to preserve the existing trees.

- PW 16. Provide a preconstruction survey for nesting birds performed by a Designated Biologist no more than 30 days prior to the start of project activities. All native migratory non-game birds, including raptors, and their active nests are protected from “take” by Sections 3503, 3503.5, and 3513 of the California Fish and Game Code and the Migratory Bird Treaty Act (MBTA). If active nests are found, the applicant shall provide a Nesting Bird Management Plan (NBMP) prepared by the Designated Biologist.
- PW 17. Show all existing and proposed trees, including size and species, and indicate their disposition. 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.
- PW 18. The applicant shall provide a Construction Management Plan to the Public Works Department for review and approval prior to issuance of permits. The Construction Management Plan shall include, but not be limited to, types of proposed construction activities, an on-site staging plan, haul route, construction schedule for major activities (i.e. demolition, grading, material delivery, etc.), and shall indicate a contractor parking location. All vehicles including workers’ vehicles shall not be parked near the construction site. Provide a shuttle service if necessary.
- PW 19. The applicant shall provide a traffic sight distance study prepared by a CA licensed civil engineer for vehicular ingress and egress from the proposed driveway entrance. The applicant shall be responsible for implementing safety measures based on the sight distance study.
- PW 20. The applicant shall apply for a change of address permit for the proposed development before issuance of a certificate of occupancy.
- PW 21. The applicant shall include the following information on the plans:
- On the title sheet, the 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.
 - The location, grade, and dimensions of all existing conditions and proposed improvements within the public right-of-way, including, but not limited to, curb and gutter, sidewalk, driveway, traffic striping, signage, trees, utilities, pavement and other features.
 - The location of all existing utilities on adjacent street(s), as well as the location and size of all existing or proposed utilities serving the property. Show all utility points of connection (POC).
 - Show the location and area of trench sections for any proposed sewer and water line connections within the public right-of-way. Provide a trench restoration detail per City standards if any new utility connections are proposed.
 - A trench restoration detail per City standards for proposed utility connections.
 - All utility poles adjacent to the properties and note to “PROTECT-IN-PLACE”.
- PW 22. The applicant shall prepare separate improvement plans prepared by a CA licensed civil engineer which will include:

- The applicant shall bring the existing parkway on Indiana Avenue up to current standards per SPMC Section 31.48.
- The applicant shall construct curb and gutter, sidewalk and driveway approaches, and if applicable paint all curb markings along the perimeter of the property to the satisfaction of the City Engineer. All improvements within the public right-of-way shall conform to the current Standard Specifications for Public Works Construction (SSPWC) and Standard Plans for Public Works Construction (SPPWC).
 - i. The applicant shall install new 4" thick sidewalk with maximum cross slope of 2% conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 112-2. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC).
 - ii. The applicant shall construct a driveway approach conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 110-2, Type B. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the width with the Community Development Department and the actual limits of concrete removal with the Public Works Department.
 - iii. The applicant shall remove and replace/install new curb and gutter conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 120-3, Type A2-6 and A2-8. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the actual limits of concrete removal with the Public Works Department.
- The applicant shall repave the existing asphalt street fronting the property from curb face to curb face. Asphalt that will be repaved shall be grinded to a minimum of 2-inches. The applicant shall verify the actual limits of paving with the Public Works Department depending on the condition of the existing pavement adjacent to the property asphalt shall be C2 PG 64-10 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). Any pre-existing pavement markings and traffic striping shall be restored in accordance to the latest editions of the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, and to the satisfaction of the City Engineer. All manholes and/or utility covers shall be adjusted within the limits of paving and to grade after paving has been completed.
- The applicant shall prepare plans for adjustments required to the power pole that shall be reviewed and approved by the appropriate utility service provider and City staff.
- The proposed building structure shall not be constructed within critical root zone area of any trees. For native species, use the tree trunk's diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native, use the tree's DBH (X3) as the minimum critical root mass.
- Any construction activity that may require roadway or lane closures where two-way traffic cannot be accommodated will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. Safe pedestrian access, including ADA and bicycle, must be maintained at all times. All street closures will require an encroachment permit from the Public Works Department. Street closures are only allowed between 8:30 am to 2 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and residents at least 48 hours in advance of the street closure.
- The applicant shall post temporary "No Parking " signs along the entire length of the property prior to the start of any construction. The temporary "No Parking" signs shall be covered at the

end of each working day and uncovered at the start of the following working day prior to any construction activity.

- The applicant shall place a minimum of two Portable Changeable Message Signs (PCMS) are required to be placed in advance of the project site.
- The applicant shall be responsible for posting a project sign at the entrance to the project site displaying the City's construction hours per SPMC Section 19A.13. The project sign shall be 24" x 36" and made of durable weather-resistant material. The applicant shall provide a 24-hour emergency contact number for the designated contact who will be responsible for maintaining the public right-of-way during the all stages of construction until the project is complete.
- No overnight storage of materials or equipment within the public right-of-way shall be permitted.
- Temporary bins (low boy), if used, shall be "roll off" style to be provided by Athens Services. Athens Services has an exclusive agreement with the City for the provision of trash removal services: only Athens dumpsters can be used. Any dumpsters placed on the roadway shall require a protective barrier underneath (such as plywood) to protect the pavement. The applicant shall obtain dumpster permit from the Public Works Department.
- 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.
- The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.

FIRE DEPARTMENT:

- FD1. Required Code References: Current South Pasadena Municipal Code (SPMC); 2022 California Fire Code (CFC); Current California Building Code; NFPA standards, Title 19 applicable NFPA and related fire standards.
- FD2. Fire Sprinklers are required for this project. Submit plans to the City for approval.
- FD3. The applicant shall obtain a Water Flow Test from South Pasadena Water Department be used for the sprinkler design and submitted to the City for approval.
- FD4. Where Required. Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in Sections 903.2.1 through 903.2.12.
- FD5. Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.
- FD6. Fire sprinklers shall not be able to shut off unless the domestic line to the property is shut off. There shall be no other means to turn off water to the sprinkler system. Ensure this sprinkler system is installed by an approved C-16 licensed company. Please provide a drawing of the sprinkler system to the Fire Department prior to beginning of work.
- FD7. Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section and the standards referenced in Section 903.3.1. The potable water supply shall be protected against backflow in accordance with Health and Safety Code Section 13114.7.
- FD8. Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of

buildings are hereafter constructed or moved into or within the jurisdiction.

- FD9. The applicant shall provide a current water flow test to Building and Safety along with the fire sprinkler submittal.
- FD10. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.
- FD11. The fire code official shall be notified prior to the water supply test. Water supply tests shall be witnessed by the fire code official or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system.
- FD12. The applicant shall show on plans the nearest fire hydrant location in relation to the building.
- FD13. Address Identification. New and existing buildings shall have *approved* address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.
- FD14. Notwithstanding anything else in this code, or any other code incorporated, herein, by reference any new roof shall be of Class "A" roof material.
- FD15. Exception: Any re-roofing shall provide Class A roof material for the entire roof when the aggregated reroofing for the same building during any consecutive twelve months exceeds fifty percent of the existing roof. (14.4 SPMC).
- FD16. Groups R-2, R-2.1, R-3, R-3.1, and R-4. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-2.1, R-3, R-3.1 and R-4 regardless of occupant load at all of the following locations:
- 1) On the Ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms;
 - 2) In each room used for sleeping purposes.
 - 3) In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- FD17. Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit in Group R-1, R-2, R-3, R-3.1, or R-4, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed (CFC 907.2.11.3).
- FD18. Where required for new construction, an approved carbon monoxide alarm shall be installed in dwelling units and in sleeping units within which fuel-burning appliances are installed; and in

dwelling units that have attached garages (CBC 420.4.1).

- FD19. Power Supply. For new construction, required carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery back-up. Alarm wiring shall be directly connected to the permanent building wiring without a disconnecting switch other than as required for overcurrent protection.
- FD20. Interconnection. Where more than one carbon monoxide alarm is required to be installed within the dwelling unit or within a sleeping unit, the alarm shall be interconnected in a manner that activation of one alarm shall activate all of the alarms in the individual unit (CBC 420.4.1.2).
- FD21. Exception. Interconnection is not required in existing dwelling units or within sleeping units where repairs do not result in the removal of wall and ceiling finishes, there is no access by means of attic, basement or crawl space, and no previous method for interconnection existed.
- FD22. Alarm Requirements. Single and multiple station carbon monoxide alarms shall be listed as complying with the requirements of UL 2034. Carbon monoxide detectors shall be listed as complying with the requirements of UL 2075. Carbon monoxide alarms and carbon monoxide detectors shall be installed in accordance with this code, the current edition of NFPA 720 "Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment" and the manufacturer's installation instructions. Other carbon monoxide alarm and detection devices are recognized in NFPA 720 are also acceptable. Carbon monoxide alarms required by 420.4.1 and 420.4.2 shall be installed in the following locations:
- 1) Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s).
 - 2) On every level of a dwelling unit including basements.
 - 3) On the ceiling of sleeping units with permanently installed fuel-burning appliances.
- FD23. Carbon monoxide alarms combined with smoke alarms shall comply with Section 420.4, all applicable standards, and requirements for listing and approval by the Office of the State Fire Marshal, for smoke alarms. (CBC 420.4.3.1).
- FD24. (CFC 903.2.18) Group U private garages and carports accessory to Group R-3 occupancies. Carports with habitable space above and attached garages, accessory to Group R-3 occupancies, shall be protected by residential fire sprinklers in accordance with this section. Residential fire sprinklers shall be connected to, and installed in accordance with, and automatic residential fire sprinkler system that complies with Section R313 of the California Residential Code or with NFPA 13D. Fire sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a minimum density of 0.05 /ft² (2.04 mm/min) over the area of the garage and/or carport, but not to exceed two sprinklers for hydraulic calculation purposes. Garage doors shall not be considered obstructions with respect to sprinkler placement.
- FD25. The proposed project shall comply with the requirements in Chapter 49 of the California Fire Code.
- FD26. 4901.3 The fire code official is authorized to require the owner or owner's authorized agent to provide a fire protection plan. The fire protection plan shall be prepared to determine the acceptability of fire protection and life safety measures designed to mitigate wildfire hazards presented for the property under consideration. The fire protection plan shall be prepared by a registered design professional, qualified landscape architect, qualified fire safety specialist or

similar specialist acceptable to the fire code official and shall analyze the wildfire risk of the building, project, premises or region to recommend necessary changes. The fire code official is authorized to require a preliminary fire protection plan prior to the submission of a final fire protection plan.

FD27. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, that are not specifically provided for by this code, shall be determined by the fire code official.

FD28. This residence is in the City of South Pasadena High Fire Severity Zone. Please note the following Wild Land Urban Interface Fire Requirements:

- 1) 504.2 Roof Coverings – Class A only. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eaves ends shall be fire stopped to preclude entry of flames or embers.
- 2) Eaves and soffits shall be protected on the exposed underside by materials approved for a minimum 1 hour fire resistance rated construction, 2 inch nominal dimension lumber or 1 inch nominal fire-retardant treated lumber or $\frac{3}{4}$ inch nominal fire retardant treated plywood, identified for exterior use.
- 3) Attic ventilation openings, foundation or other ventilation openings shall not exceed 144 square inches each. Such vents shall be covered with noncombustible corrosion resistant mesh with openings not to exceed $\frac{1}{4}$ inch or shall be designed to prevent flame or ember penetration into structure.
- 4) Attic ventilation openings shall not be located in soffits, eave overhangs, between rafters at eaves or in overhang areas. Gable end or dormer vents shall be located at least 10 feet from property lines. (Also see 504.11 Detached Accessory Structures).
- 5) Defensible space requirement per section 603.2 and Table 603.2 is 100 feet. Non

FD29. Buildings under construction shall meet the condition of “Chapter 33 Fire Safety During Construction and Demolition” of the 2022 California Fire Code. Structures under construction, alteration or demolition, shall be provided with no less than one 2A10BC fire extinguisher as follows:

- 1) At each stairway on all floor levels where combustibles materials have accumulated.
- 2) In every storage and construction shed.
- 3) Where special hazards exist included but not limited to storage and use of combustible and flammable liquids.

FD30. A set of plans must remain on the job site at all times. Appointments for inspectors should be made at least two days in advance of required inspection by calling the Fire Department at (626) 403-7304.

FD31. Any water meter inquiries shall be directed to South Pasadena Water Department at (626) 403 7240.

FD32. The City of South Pasadena Fire Department reserves the right to change or otherwise modify requirements based upon receiving additional project information or other unforeseen circumstances.

Attachment 3

Item No. 6 – Public Comments Received

Robin Green
1335 Indiana Avenue
S. Pasadena, CA 91030

August 5, 2025

Mr. Dean Flores
Acting Planning Manager
City of South Pasadena
Community Development Department
1414 Mission Street
S. Pasadena, CA 91030

RE: Notice of Public Hearing – Project PLR24-0006 / 1327 Indiana Ave. / APN 5314-008-014

Dear Mr. Flores:

I have been a resident of S Pasadena since 1990 and have owned 1335 Indiana Avenue since 1999. I am writing to you regarding the Project referenced above, and any additional projects slated for this part of Indiana Avenue (i.e., proposed additions or ADUs). This section of Indiana Avenue is lined with houses built in the 1920s and 1950s with limited garage and driveway spaces and heavily used street parking. This steep street is curved and narrow causing cars to honk to warn of uphill traffic and has limited spaces to 'duck in' to allow for the single lane of traffic. While the city has required most new builds to have 3 garage spaces, it continues to allow for liberal use of parking permits (more than 1 per household) and has discontinued monitoring and citing parking violators since Covid 19 timeframes. Additionally, many owners in this section use their garage space for storage versus parking thus creating a street parking situation which has come to a breaking point. With this project, please consider increasing the garage space to 3 versus 2 or ensuring that ample street parking will continue if allowing a 2-car garage. The city has good intentions with its planning practices but it can not force people to use their garages for parking (unfortunately) and with its liberal distribution of parking permits plus discontinued patrolling of parking violators, this project may eliminate several parking street parking spaces meaning that my family and guests will have even a harder time parking near my home.

Attached is my rough estimate of the parking situation around my home to illustrate the challenge residents face in this section of Indiana Avenue. Thank you for understanding the specifics of current parking practices. I am hopeful that this stalled project will continue as its blight is affecting nearby property values. I am sending this letter as I will be on vacation during the public hearing timeframe and unable to attend to express my concerns.

Sincerely,



Robin Green

AIN	Street Address	Bedrooms	Yr Built	Garage Size	Driveway Space	Street Parking Spaces	Relation to Project	Comments
5314-010-0027	1311 Indiana	5	1926	1	2	2	3 Lots N of Project	Unknown garage use, owner parks 2 cars in driveway. Frontage allows for neighbor parking.
5314-010-0026	1315 Indiana	4	2012	2	1	2	2 Lots N of Project	Owner parks 2 cars in garage. Frontage allows for neighbor parking.
5314-007-005	1316 Indiana	2	1947	2	1	0	4 Lot NE of Project	Unknown garage use, owner parks 1 car in driveway, additional information unknown. East side of street does not allow for street parking.
5314-007-006	1320 Indiana	4	1924	2	2	0	3 Lot NE of Project	Unknown garage use, owner parks 1 car in driveway, additional information unknown. East side of street does not allow for street parking.
5314-010-0025	1323 Indiana	2	1924	2	0	1	1 Lot N of Project	Frontage allows for neighbor parking.
5314-007-007	1324 Indiana	4	1929	1	1	0	2 Lot NE of Project	Garage used for storage, owner parks 1 car in driveway, 1 car on street. East side of street does not allow for street parking.
5314-008-0014	1327 Indiana	Vacant Lot	N/A	N/A	N/A	0	Project Site	Currently allows for street parking, assuming it will be eliminated with new construction, owner will have 2 garage spaces.
5314-007-008	1330 Indiana	2	1950	1	0	0	1 Lot E of Project	Garage used for storage, owner parks 2 cars on street. East side of street does not allow for street parking.
5314-008-0013	1331 Indiana	3	2015	3	0	0	1 Lot S of Project	Owner uses 1 carport space, 2 garage spaces used for storage vs parking. Currently parking 3 cars in front of 1335 Indiana Ave.
5314-007-009	1332 Indiana	2	1950	1	1	0	2 Lot SE of Project	House has been vacant for 2 years. Prior owner used garage for storage, parked 1 car in driveway. House has illegal 'granny flat' behind garage, tenant parked on street (at project site).
5314-008-0021	1335 Indiana	3	1925	1	0	3	2 Lots S of Project	My property, owner parks 1 car in garage. Frontage allows for neighbor parking. Curve prohibits observing oncoming traffic, causing people to honk to warn of uphill traffic.
5314-007-010	1336 Indiana	3	1949	2	0	0	3 Lot SE of Project	Owner parks 2 cars in garage. East side of street does not allow for street parking.
5314-007-026	1340 Indiana	2	1948	1	1	0	4 Lot SE of Project	Garage used for storage, owner parks 1 car in driveway, 1 car on street. East side of street does not allow for street parking.
5314-008-0020	1345 Indiana	4	1994	3	1	3	3 Lots S of Project	Owner parks 2 cars in garage. Frontage allows for neighbor parking.

From: [Lisa Setzer](#)
To: [PlanningComments](#)
Subject: 1327 Indiana South Pasadena APN# 5314008014
Date: Monday, August 11, 2025 11:45:04 AM

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My name is Lisa Setzer owner 1323 Indiana South Pasadena. During our ownership of this property we have lived a nightmare next door (address and APN # in subject line). This property has been red tagged and abandoned for a very long time. There is a gigantic Coyote Den living on the property, and our property line has deteriorated and eroded our property line.

We need assurance the permitting process will address security of our property line. The entire hillside has crumbled inside the "PIT"(PIT is what we call 1327 Indiana)

Please do not tell me to call Animal Control, as the Coyote Den started because the project has been abandoned! We have been threatened multiple times by large packs of Coyotes, and we are feeling very vulnerable and scared.

Best,

Lisa Setzer
1323 41st Street
Sacramento, CA. 95819
916-549-8117

Attachment 4

Item No. 7 – Public Comments Received

From: [Terence Chan](#)
To: [PlanningComments](#)
Subject: PLR25-0004 (1903 Hanscom Drive)
Date: Monday, August 11, 2025 10:02:07 AM

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I lived right next to this proposed new house at 1905 Hanscom Dr, South Pasadena, CA 91030. If the full set of floor plans is not available to view online, how am I going to know and comment on the design, building height and location of windows? I have windows in my bedroom on the North side and also my living room window facing North. Is the proposed building height going to obstruct my view and also is the proposed windows going to look into my bedroom and living room. So, if you can ask the applicant to stake the height of building and windows location from the South side of the proposed building, just like those projects in the City of San Marino, that would be great. At least I have some idea where the windows will be.

I was studying the color rendering, it seems there are two windows at the upper level on the South side which may overlook my bedroom or living room.

Since there is no floor plan attached to the online package, please have applicants to clarify the exact location.

Also the pool equipment is located toward our side, it will be better off to relocate to the other side yard since the other lot (North side) is currently vacant

Terence Chan
1905 Hanscom
South Pasadena, CA 91030