



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

# Memo

**Date:** June 2, 2020

**To:** Chair and Members of the Design Review Board

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

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

**Re:** June 4, 2020 Design Review Board Meeting Item No. 2 – Revisions to  
Conditions of Approval for 2021 Maycrest Avenue (Project No. 2274 –  
DRX/TRP)

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Staff would like to remove Condition No. PW9 because it is not applicable to this project. Condition No. PW9 is stated below.

PW9 The applicant shall provide civil plans showing the existing grade, location, and dimensions of all existing and proposed conditions within public right-of-way including, but not limited to: curb and gutter, sidewalk, driveway, traffic striping, signage, utilities, storm drain facilities, and trees.

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

Attachments:

1. Revised Conditions of Approval

**ATTACHMENT 1**  
**CONDITIONS OF APPROVAL**  
**Design Review & Tree Removal Permit**

**PROJECT NO. 2274-DRX/TRP**  
**2021 Maycrest Avenue (APN: 5310-015-020)**

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**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.
- 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 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 detail construction landscape and irrigation plans showing compliance with the City's Water Efficient Landscape Ordinance (SPMC Section 35.50) for approval by the Community Development Director.
- P9. A Tree Removal Permit shall be issued by the Public Works Department prior to issuance of a building permit for the addition to the back of the garage.

**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 Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. The initial plan check fee will cover the initial plan check and one recheck only. Additional review required beyond the first recheck shall be paid for on an hourly basis in accordance with the current fee schedule.
- B3. Proof of payment of the School Development Fees paid to the School District shall be provided prior to the issuance of a building permit.
- B4. Park Impact Fee to be paid at the time of permit issuance.
- B5. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance. Note: Growth fee is required for new constructions and additions.
- B6. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
- B7. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
- B8. Separate plan review and permit is required for each detached structure, including, but not limited to detached garage addition.

**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 Los Angeles County fees, including Public Works Department plan review fee of \$500 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 provide a copy of a current Title Report (within the last 60 days). 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 Design Review Board..

- PW4 The applicant shall provide a detailed drainage plan signed and stamped by a CA licensed civil engineer. Cross lot drainage is not permitted. Provide a copy of the approved plan from the Building & Safety Department.
- PW5 The applicant shall provide the necessary Best Management Practices (BMP) measures and a Standard Urban Storm Water Mitigation Plan (SUSMP) package for construction and post construction phases per SPMC Section 23.14. Provide a copy of the approved plan from the Building & Safety Department.
- PW6 The applicant shall comply with all requirements of the City of South Pasadena Low Impact Development (LID) Ordinance No. 2283. Provide a copy of the approved plan from the Building & Safety Department.
- PW7 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.
- PW8 Provide civil plans that 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).

~~PW9 The applicant shall provide civil plans showing the existing grade, location, and dimensions of all existing and proposed conditions within public right-of-way including, but not limited to: curb and gutter, sidewalk, driveway, traffic striping, signage, utilities, storm drain facilities, and trees.~~

~~PW9~~PW9 The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway fronting the property on Maycrest 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).

~~PW11~~PW10 Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees, other than the one approved tree located at the back of the garage, 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.

~~PW12~~PW11 The proposed building structure shall not be constructed within critical root zone area. 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.

~~PW13~~PW12 The applicant shall provide methods of protecting existing trees during construction. Please

contact Public Works Department for additional information.

PW14PW13 The applicant shall provide a construction schedule for each stage of any major activities (i.e. demolition, grading, material delivery, etc.) and the timing of special access if necessary, as it relates to site staging, traffic, and access. If there are any changes to the construction schedule, the applicant shall submit a revised schedule to the Public Works Department.

PW15PW14 The applicant shall provide a haul route map, staging plan, and indicate a location for contractor parking for review and approval by the Public Works Department prior to issuance of permits. The applicant must designate a construction staging area on the site. Any construction activity that may require roadway closures will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. All street closures will require an encroachment permit from the Public Works Department.

PW16PW15 Street closures are only allowed between 9:00 am and 3:00 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and resident at least 48 hours in advance of the street closure.

PW17PW16 The applicant shall post temporary "No Parking " signs along the entire length of the property prior to the start of any construction. The temporary "No Parking" signs shall be covered at the end of each working day and uncovered at the start of the following working day prior to any construction activity. If two-way traffic cannot be accommodated, a traffic control plan depicting the use of flagmen and/or detouring shall be submitted for review.

PW18PW17 No overnight storage of materials or equipment within the public right-of-way shall be permitted.

PW19PW18 Temporary bins (low boy) will be "roll off" style provided by Athens. 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.

PW20PW19 The applicant shall obtain oversize/overload permits from the Public Works Department for equipment used during the stages of construction, including, but not limited to, activities such as clearing and grubbing, excavation, disposal, grading, drilling for piles and/or caissons, trenching for footings, core soil sampling, etc.

PW21~~0~~ Upon the applicant's proof to city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should applicant fail to plant any replacement trees in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by SPMC chapter 34.

PW221 No trees shall be removed from the site until the Tree Removal Permits are issued.