



PLANNING COMMISSION STAFF REPORT

APPLICATION: CUP2017-08
ME2017-16

AGENDA ITEM: PH-2

PREPARED BY: Teresa Santilena
Assistant Planner

MEETING DATE: October 11, 2017

SUBJECT: Conditional Use Permit CUP2017-08
Minor Exception ME2017-16
609 West Olive Avenue

REQUEST: Construct a new, detached 1,607 square foot, two-story unit behind an existing single-story home. Applicant is also requesting a Minor Exception from Monrovia Municipal Code Section 17.24.030 to allow two (2) open parking spaces and two (2) garage spaces in lieu of the required four (4) garage parking spaces. The subject property is located in the RM 3500 (Residential Medium Density) zone.

APPLICANT: Minghua Na
2335 Cumberland Road
San Marino, CA 91108

ENVIRONMENTAL DETERMINATION: Categorical Exemption (Class 3)

BACKGROUND: The applicant is requesting approval to construct a new, detached 1,607 square foot, two-story residential unit with an attached two-car garage, behind an existing single-story home. The applicant is also requesting a Minor Exception to allow two open parking spaces and two enclosed garage parking spaces, in lieu of the required four enclosed garage spaces. The proposed development requires a Conditional Use Permit in accordance with Monrovia Municipal Code (MMC) Section 17.12.030(B)(1)(a) for the construction of a two-story residential unit behind the main dwelling.

SUBJECT PROPERTY: The subject property is located on the north side of West Olive Avenue between South Mayflower Avenue and Monterey Avenue. The site measures approximately 50' wide and approximately 145' deep for a total lot area of 7,363 square feet and is developed with a 694 square foot single-family residence and a detached one-car garage.

Site and Surrounding Land Uses

The property is designated Residential Medium Density (17.4 du/acre) in the General Plan and is zoned RM3500. The site is surrounded by the following land uses.

North:

General Plan: Residential Medium (17.4 du/acre)
Zoning: RM3500 (Residential Medium Density)
Land Use: Single-Family Residential

South:

General Plan: Public/Quasi-Public
 Zoning: P/QP (Public/Quasi-Public)
 Land Use: Lucinda Garcia Park

East:
 General Plan: Residential Medium (17.4 du/acre)
 Zoning: RM3500 (Residential Medium Density)
 Land Use: Multi-family Residential (2 units)

West:
 General Plan: Residential Medium (17.4 du/acre)
 Zoning: RM3500 (Residential Medium Density)
 Land Use: Single-Family Residential

DISCUSSION/ANALYSIS: The 7,363 square foot parcel is permitted for a maximum density of two units in accordance with the RM3500 zoning development standards.

Site Plan

The existing front unit is oriented toward West Olive Avenue and a 12'-10" driveway is located on the west side of the residence. The development of two-story detached dwelling unit is proposed behind the existing unit.

As shown in the following table, the proposed dwelling unit meets or exceeds all Zoning Code requirements in relation to front, rear, and side yard setbacks, private recreation space, and building separation requirements.

TABLE 1.0 DEVELOPMENT STANDARD COMPLIANCE REVIEW

Development Standard	Required	Proposed
Density (1 du /3,500SF)	Maximum 2 units	2 units
Floor Area Ratio (FAR) (40% Dwelling Unit / 20% Accessory Structure)	Maximum 40% / 20%	31% / 7%
Front Setback (25 FT or Average Setback, whichever is greater)	25'-0"	25'-0" (existing)
Side Setback – First Story 10% of lot width (5ft min. – 15ft max.)	5'-0"	5'-0" (east side) 5'-0" (west side)
Side Setback – Second Story	8'-0"	8'-0" (east side) 8'-0" (west side)
Rear Setback	20'-0"	20'-0"
Building Height	Maximum 27'-0"	23'-6 ¾"
Private Recreation Space 40% of gross dwelling unit floor area	278 SF (Front Unit) 643 SF (Rear Unit)	320 SF (Front Unit) 1,000 SF (Rear Unit)
Parking	2-car garage/dwelling	2-car garage 2 open parking spaces (Minor Exception)

Minor Exception

In accordance with Monrovia Municipal Code Section 17.24.030, a two-car garage is required for each unit within a multifamily residential development consisting of five or fewer units. Furthermore, each enclosed garage is required to have an internal dimension of no less than 18 feet in width and 20 feet in depth. Based on these requirements, a minimum of a two-car garage is required for each unit at 609 West Olive Avenue. However, the Planning Division has observed that while the design of the main residential building(s) are successfully benefiting from the new Neighborhood Compatibility design standards, one of the challenges, from a compatibility standpoint has been related to meeting the City's two-car garage requirement which tends to negatively affect the overall aesthetic quality of the project.

In response to these observations, the Planning Division has been working with property owners on several small multifamily proposals to explore design sensitive parking strategies. Staff initiated discussion with the Commission regarding the use of screened carports and/or open parking spaces to provide off street parking at the April 12, 2017 Planning Commission meeting. The Commission expressed that with good design, allowing some carports and open parking spaces could be a planning tool to improve neighborhood compatibility and concurred that unintended consequences could be identified and vetted through case study scenarios. Based on this direction, the applicant is requesting a Minor Exception for the required on-site parking in order to reduce building mass and bulk on the proposed second unit. The proposed project provides one 2-car garage (with dividing wall) and two open parking spaces. Each unit will have one enclosed parking space and one open parking space. Upon comparing the project submittal, the two two-car garage concept with the one two-car garage and two open spaces concept, the latter greatly improves the overall design.

Floor Plans

The existing front unit provides two bedrooms and one bathroom. The proposed rear unit will have three bedrooms and three bathrooms. The proposed first floor plan consists of an attached two-car garage, an open dining/living room and kitchen area, a utility room, and one bathroom. The proposed second story floor plan consists of three bedrooms, including a master suite with a walk-in closet and private bathroom, and a bathroom.

Compatibility Review

As part of the review of this project, staff applied components of the Neighborhood Compatibility Review process that included an assessment of building heights, site design features, and common architectural styles of the neighborhood in comparison to the proposed development to ensure that the new dwelling fits the context of the existing development. The 600 block of West Olive Avenue is developed with a variety of residential single-family and multi-family units. The neighborhood is primarily developed with one-story dwellings, but there are some two-story homes on this block of West Olive Avenue. The development is also relatively mixed in terms of architectural style. In an effort to achieve a compatible design, the applicant proposes to use some of the existing architectural features found on the existing front unit and within the neighborhood.

The existing single-family home was built in 1932 and has been significantly altered from its original state. Permit history indicates that all of the exterior doors and windows have been replaced, and a patio and patio cover were added to the rear of the home. It is also likely that the home was originally clad in wood siding, and had exposed rafter tails. The applicant has designed the rear unit to incorporate the few original details remaining on the existing front unit, including the side gable roof design with jerkinhead (clipped) gables. The rear unit will be wrapped in horizontal Hardie Board siding on the first floor and stucco on the second floor, to match the existing front unit. Decorative windows are proposed to add visual interest.

To reduce the mass and bulk of the proposed second unit, the height has been limited to 23'-6 ³/₄", well below the maximum of 27' allowed per the Monrovia Municipal Code. The applicant is also requesting a Minor Exception to provide two of the required parking spaces as open parking, rather than enclosed garage space, which significantly reduces the size of the structure. Finally, while the RM zoning allows 40% Floor Area Ratio (FAR) for dwelling units, the proposed project, when realized, will bring the FAR on the property to 31%.

The proposed two-story home has also been designed to minimize privacy and view shed impacts on the neighboring properties. The second story windows on the west elevation were eliminated so as to limit the view into the adjacent private yard space within the property to the west. The windows on the south elevation have also been designed to further minimize impacts to the neighbor to the west. Specifically, the master bedroom window sizes have been reduced and placed at a higher sill height, while the larger windows on that elevation are placed within a bathroom and the stairway. The second story windows on the east elevation overlook an accessory structure within the adjacent property to the east. There is also significant mature landscape screening, both on the subject property and the property to the east. The proposed second unit is set back 20' from the rear property line, and the mature tree in rear yard will remain to screen views into the property to the north.

Development Review Committee Advisory Review

Prior to the Advisory Review by the Development Review Committee (DRC) meeting, Staff sent out a courtesy notice to property owners within 300 feet of the subject property. The courtesy notice was provided to further encourage and allow for any public input regarding the project prior to any public hearings. At the August 30, 2017 DRC meeting, several neighbors attended and expressed concerns regarding the proposed two-story unit. The main concerns were the impacts on privacy, compatibility with the neighborhood, and deviation from the parking requirements of the Monrovia Municipal Code. The DRC reviewed the size and placement of windows and landscaping and determined that most of the privacy impacts were mitigated through the design of the floor plan. Additionally, the DRC reviewed the initial proposed plan with the required four enclosed garage parking spaces and determined that the added bulk would have a greater impact upon the surrounding neighborhood than the current plan, which includes two enclosed and two open parking spaces.

To further address some of the concerns brought forth by the neighbors, the DRC amended the conditions of approval on the project. As stated in the conditions of approval, the applicant will be required to install a decorative block wall adjacent to the side property lines consistent with the existing rear property line wall, but outside the front yard setback area. The DRC amended the condition to state that the applicant shall work with the adjacent property owner to the west to ensure that proper security is in place at all times during construction of the required perimeter walls. Furthermore, the DRC added the condition that storage of anything other than vehicles in the open parking spaces is prohibited.

Conclusion

The proposed development will result in a new home that will be an attractive addition to the neighborhood and community. The new unit will incorporate various quality building materials to visually tie to the existing front unit. Other than the Minor Exception request pertaining to on-site parking, the project meets all the development guidelines for this multi-family zoned property, and the proposed development is fitting with the character of the neighborhood.

RECOMMENDATION: Staff and the Development Review Committee recommend approval of CUP2017-08 and ME2017-16 for a new, detached 1,607 square foot, two-story unit with attached two-car garage and two open parking spaces, behind an existing single-story residential unit. If the Planning Commission concurs with this recommendation then, following the public hearing, the appropriate actions would be:

1. Pursuant to the California Environmental Quality Act (“CEQA”) and the City’s local CEQA Guidelines, the Planning Commission in the exercise of its independent judgment finds that CUP2017-08 and ME2017-16 is categorically exempt from CEQA under Class 3.
2. The Planning Commission finds that the custodian of records for all other materials that constitute the record of proceeding upon which this decision is based is the Planning Division Manager. Those documents are available for public review in the Planning Division located at 415 South Ivy Avenue, Monrovia, California, 91016.
3. The Planning Commission in the exercise of its independent judgment hereby makes the findings listed on attached Data Sheet No. 3 for CUP2017-08 and ME2017-16, which are incorporated herein by this reference.
4. The Planning Commission approves CUP2017-08 and ME2017-16, subject to the attached Planning Conditions on Data Sheet No. 1 and Data Sheet No. 2, and recommendations in the Staff Report, all of which are incorporated herein by this reference.

MOTION:

Approve Conditional Use Permit CUP2017-08 and Minor Exception ME2017-16 pursuant to the recommendations in the Staff Report.



DATA SHEET 1

Planning Conditions

CUP2017-08
ME2017-16

609 West Olive Avenue

STANDARD CONDITIONS FOR MULTIPLE RESIDENTIAL DEVELOPMENT

Development of the subject property and operations on the site must remain in substantial conformance at all times with the request and application forms and plans, CUP2017-08, for an existing single-story front unit and new two-story rear unit submitted by the applicant, as approved by the Planning Commission and placed on file in the office of the Planning Division, except as modified by the conditions imposed by the Planning Commission and by subsequent modifications determined by the Planning Division Manager to be in substantial compliance with the conditions of approval. The term "Applicant" as used herein shall include the applicant, the property developer and all successors in interest to this conditional use permit.

DEVELOPMENT STANDARDS

1. A final materials board shall be submitted to the Planning Division Manager for review and approval prior to building permit issuance. The final materials board shall include a breakdown by unit of materials to be used and samples/examples of siding, stucco, stone veneers, windows, exterior doors, garage doors, roofing, color schemes and exterior light fixtures.
2. A decorative block wall shall be provided by the Applicant adjacent to the east and west side property lines but outside of the front setback area. The wall shall be consistent with the wall currently located along the rear property line. The property line wall must be a minimum of five feet above the subject property's finished grade and a minimum of five feet and a maximum of six feet above the adjacent property's grade, measured in accordance with the Monrovia Municipal Code. The wall shall be installed before building construction begins. Applicant shall work with the adjacent property owner to the west to ensure that proper security is in place at all times during wall construction.
3. All private recreation areas must be enclosed by 5' to 6' high wood fence or approved alternative. All proposed fences shall be shown and indicated on the submitted site plan.
4. The Applicant shall make a good faith effort to work with adjacent property owners (that have existing walls/fences) to avoid a double wall condition, and provide a single wall along the project's perimeter. The applicant shall notify by mail all contiguous property owners at least 30 days prior to the removal of any existing walls/fences along the project's perimeter.
5. If a driveway gate is proposed at a later date the Development Review Committee shall consider the request after providing written notification to property owners

within a 300' radius of the site. The cost of such notification shall be paid in advance by the Applicant.

6. An area for storage of individual trashcans shall be provided on a paved surface and screened and shall be shown and indicated on the submitted site plan.
7. Open parking spaces shall be used solely for the storage of personal vehicles. No storage of boxes, equipment, furniture or any other items shall be allowed in the open parking spaces.
8. A level concrete patio shall be provided for each unit in the private recreation area and shall be indicated on the site and grading plan prior to the start of grading.
9. Placement and design of mailboxes shall be reviewed and approved by both the U.S. Postal Service and the Planning Division prior to installation.
10. No roof mounted mechanical equipment shall be permitted.
11. Ground level mechanical equipment shall be placed a minimum of 5' from the interior property lines and shall be completely screened with landscaping. Ground level mechanical equipment shall not be located within the front setback.
12. Electrical power lines, telephone lines, and any other transmission lines (including, without limitation, cable television lines, data transmission lines, communication lines, other utility lines, etc.) to and from the development, and within the development, shall be placed underground and provided to each unit.
13. All utilities and structures such as gas meters, electrical meters, telephone pedestal-mounted terminal boxes, surface mounted electrical transformers, or other potential obstructions shall be noted on the plans with provisions for appropriate screening.
14. Plans showing all exterior lighting shall be submitted to the Planning Division for review prior to building permit issuance and no exterior lighting shall be installed without the approval of the Planning Division Manager. All exterior lighting shall be designed, arranged, and installed so as to confine direct rays onto the premises and to direct light away from adjacent structures.

LANDSCAPING

15. Landscaping over the entire site shall be improved. A Landscape and Irrigation Plan prepared by a Landscape Architect shall be submitted to the Planning Division for plan check showing the size, type, and location of all planting areas and the following conditions of approval:
 - a. Landscaping shall be a combination of 24" and 36" box trees, shrubs, groundcover, and turf. The use of turf shall be minimal.
 - b. All landscaping shall be maintained by a permanent automatic irrigation sprinkler system.
 - c. Any unimproved City right-of-way contiguous with the property shall be landscaped by the Applicant and incorporated into the required landscape plan.

- d. Hardscape improvements shall be provided in common areas.
 - e. The Landscape and Irrigation Plan shall comply with the State of California Model Water Efficient Landscape Ordinance.
16. A landscape documentation package pursuant to the requirements of the State Model Water Efficient Landscape Ordinance shall be submitted to the Planning Division for approval prior to landscape construction. A Landscape Certificate of Completion shall be submitted to the Planning Division at the completion of the installation, prior to request for a final inspection and Certificate of Occupancy.

PARKING

17. All paved parking and driveway areas shall be surfaced with Portland cement concrete (3-1/2" minimum thickness) or approved alternative.

CONSTRUCTION SITE REQUIREMENTS

18. Provide temporary perimeter fencing with view obscuring material during construction. If graffiti is painted or marked in any way upon the premises or on an adjacent area under the control of the Applicant (including without limitation, any temporary perimeter construction fencing or the permanent wall), the graffiti shall be removed or painted over by Applicant within twenty-four hours, unless any law in effect imposes a shorter time period. Fencing may be removed prior to landscape installation with Planning Division approval.
19. One waterproof sign (36" x 48") in both English and Spanish noting construction hours and a phone number for contact shall be posted at the front of the site prior to grading or construction.

GENERAL REQUIREMENTS

20. In addition to Planning (Data Sheet No. 1) conditions of approval the Applicant shall also comply with all requirements of the Monrovia Municipal Code, Building Division and Fire Department that are directly applicable to the project.
21. Any violation of these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit at the discretion of the City Attorney and City Prosecutor.
22. The Applicant shall, within 30 days after approval by the Planning Commission, submit to the Community Development Department his/her written consent to all of the conditions of approval contained in Data Sheet Number 1. The Conditional Use Permit 2017-08 shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.
23. The development associated with the Conditional Use Permit shall begin within one (1) year after its approval or it will expire without further action by the City.
24. All of the above conditions shall be complied with prior to issuance of the Certificate of Occupancy, unless an earlier compliance period is specified as part of a condition.

25. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, proceedings, losses, fines, penalties, judgments, settlements, defensive costs or expenses (including but not limited to, interest, expert witness fees and attorneys' fees), liabilities, damages or injuries, in law or equity, to persons or property, including wrongful death (collectively "Claims"), arising out of, attributable to, or relating to (i) the granting of CUP2017-08 and the granting of any permits for grading, building or any other activity on the property arising out of or relating to the relating to the construction of the proposed project on the property (the "Permits"), (ii) the work performed pursuant to the Permits, or (iii) any earth movement, erosion, earthquake, liquefaction, landslide, lateral displacement, vertical displacement, sloughing, slippage, settlement or any other cause on the subject property, whether related to the Permits or not, including but not limited to, Claims asserted by third parties and adjoining property owners, property owners' guests, invitees, tenants, successors in interest and permittees; provided, however, the Applicant will not be responsible for those Claims caused by the willful misconduct or sole negligence of the City, its officers, officials, employees, agents or volunteers. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.
26. Additional Indemnification. Further, as a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, or proceeding against the City, its officers, officials, employees, agents and/or volunteers to attack, set aside, void or annul, an approval of the City, Planning Commission or City Council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses (including, but not limited to, interest, attorneys' fees and expert witness fees), or liability of any kind related to or arising from such claim, action, or proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.



DATA SHEET 2

Public Works Conditions

CUP2017-08
ME2017-16

609 West Olive Avenue

All conditions shall be met prior to the final approval of the project.

Engineering Conditions

1. Prior to any development, the Applicant shall provide the following:
 - a. Soils and Geotechnical Report
 - b. Site Plan
 - c. Grading Plan(if over 50 cubic yards of soil moved)/Drainage Plan
 - d. Utility Plan
2. Submit existing site plan, grading with topographic map of the project site (if over 50 cubic yards of soil moved), or drainage plan with elevations, flow lines, percentage of slopes (if less than 50 cubic yards of soil moved) and utility plan to the Community Development Department for review and approval. The grading plans shall indicate existing and proposed structures, miscellaneous facilities if applicable and all utilities applicable within the project site. The plans shall be prepared on a maximum 24" x 36" sheets with City standard title block stamped and signed by a Registered Professional Civil Engineer in the State of California. The submittal of the plans shall include: a hydrology report, a geotechnical report, required design calculations, a cost estimate, a plan check fee, and an inspection fee. The final submittal for final approval shall include a Mylar of the approved grading, drainage and utility plans. The applicant shall use the assigned drawing number G-__ for this project. Partial or incomplete submittals will not be accepted.
3. All submitted plans by the Applicant such as but not limited to site plans, grading plans which include drive approach modifications, drainage plans, and utility plans shall be coordinated for consistency and shall be approved by the City Engineer prior to the issuance of any construction permit. Applicant shall pay all fees for Engineering Divisions services such as plan check fee and construction inspection fee as applicable.
4. Applicant shall remove and replace any curb, gutter, sidewalk, driveway approach or street pavement found by the City Engineer to be broken, uplifted "holding water" or damaged. Applicant shall construct improvements as required to match existing improvements on adjacent properties. All ADA requirements shall be satisfied by the Applicant. These conditions apply on public right-of-way along property frontage. All work such as, but not limited to demolition, construction and improvements within the public right-of-way shall be subject to review and approval by the City Engineer, and will require construction and encroachment permit from the City's Public Works Department, prior to start of any construction. All work within the public right-of-way shall be in accordance with applicable standards of the City of Monrovia, Standard Specifications for Public Works Construction ("Green Book", latest edition) and the Manual on Uniform Traffic Control Devices (MUTCD, latest edition), and further that construction equipment ingress and egress be controlled by a plan approved by the City Engineer.

5. Site plan shall show street width, right-of-way width and property line to cure face dimension.
6. Applicant shall provide the Engineering Division with a soils and geotechnical report. The soils investigation shall evaluate the soils percolation characteristics for storm drainage considerations. Grading plan, if required shall conform to MMC Chapter 15.28 and be prepared on a maximum 24" x 36" sheets with City title block. Required improvements may be shown on the grading plan along with site drainage.
7. All grading is to be done under the supervision of a licensed engineer qualified in soils field. Upon completion of the grading, the Soils Engineer shall file a certification with the Community Development Department that he/she supervised the grading and that the grading was done pursuant to the City of Monrovia Municipal Code, Chapter 15.28, and the grading plan approved by the City.
8. The project shall handle its own drainage on site in compliance with Municipal Code Section 15.28.200. On site infiltration or percolation may be used if quantified by a Soils engineer, thereby not impacting off site drainage systems. Site drainage discharge shall be subject to the requirements of the City of Monrovia Storm Water Management and Discharge Control Ordinance. Plans shall include the existing catch basins/parkway drains.
9. With the submittal of a grading/drainage plan for plan check, Applicant shall provide geotechnical report that addresses earthwork and foundation recommendations, including but not limited to, earthwork, retaining walls and foundation construction adjacent to the existing structures located on the property. The geotechnical report shall include data regarding the nature, distribution and strengths of existing soils, conclusions and recommendations for grading procedures, design criteria for and identified corrective measures, and opinions and recommendations regarding existing conditions and proposed grading. The report shall also include subsurface geology of the site, degree of seismic hazard, if any, conclusions and recommendations regarding the effect of geologic conditions on the proposed development, opinions and recommended design criteria to mitigate any identified geologic hazards including locations of surface and subsurface fault lines in the area as applicable.
10. Applicant shall submit a utility plan showing all proposed utility cuts for services such as Water, Sewer, Fire Department Stand Pipe, Gas, Edison, Telephone, Cable TV, etc. The Utility plan shall be submitted and approved prior to issuance of grading permits. Private utility plans including sewer, water, gas, including all abandoned, or to be removed facilities, etc. for the proposed development shall be submitted for review and approval by the City Engineer.
11. If a second water service is required or an upgrade of the existing, the Applicant shall obtain water service from the City of Monrovia. Apply to the City's Utilities Division for new water services and for removal of all unused meters by the City. Deposit fee will be required, construction costs will be based on actual time and material incurred by the City.
12. The Applicant, if approved by the Building Department may use the existing sewer lateral to serve the second unit once the existing lateral is determined to be in a safe and sanitary condition. The Applicant shall provide the Public Works Department a copy of CCTV Inspection.
13. The Applicant shall comply with the requirements of MMC Section 13.12.015 Non-

Storm Water Discharges, Section 13.12.02 Deposit or Discharge of Specified Substances Prohibited, Section 13.12.030 Grease Traps Required and Section 13.12.040 Maintenance of Sewer Laterals. All sewer laterals shall be maintained by the owner of the property served by such lateral in safe and sanitary operating condition so that there is no seepage of waste at any point up to and including the junction of the sewer lateral and sewer main so that passage of all waste through the lateral to the sewer main is free from stoppage and obstruction; all devices and safeguards required for the operation of the sewer laterals shall be maintained in a good working order.

Environmental Conditions

Based upon the requirements of the City's Stormwater Management Ordinance, MMC 12.36 and the Los Angeles County Municipal Storm Water National Pollutant Discharge Elimination System (MS4 NPDES) Permit issued by California Regional Water Quality Control Board, Los Angeles Region, the following shall be incorporated into the project application:

The Applicant shall be responsible for the following:

- Minimize impacts from storm water runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under the California Environmental Quality Act (California Public Resources Code Section 21100), Section 13369 of the California Water Code, Sections 319, 402(p), and 404 of the Clean Water Act, Section 6217(g) of the Coastal Zone Act Reauthorization Amendments, Section 7 of the Environmental Protection Act, and local governmental ordinances.
 - Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground.
 - Minimize the amount of storm water directed to impermeable surfaces.
 - Minimize pollution emanating from parking lots through the use of appropriate treatment control using best management and good housekeeping practices.
14. The Applicant shall integrate Best Management Practices to ensure compliance with NPDES guidelines and the City's Stormwater Management Ordinance, MMC 12.36 to the satisfaction of the City Engineer, prior to the issuance of the grading permit. The design, implementation, construction activities and maintenance of the management devices shall mitigate and reduce pollutants in storm water discharges to the maximum extent practicable and shall be identified on a "site specific mitigation plan". Site Specific Mitigation Plan must specifically address and provide best management practices (BMPs) either structural or non-structural to mitigate pollutants.
15. The Applicant shall comply with NPDES guidelines and the City's Stormwater Management Ordinance, MMC 12.36 to the satisfaction of the City Engineer, prior to the commencement of the applicant's operation. The design, implementation, construction activities and maintenance of the management devices shall mitigate and reduce pollutants in storm water discharges to the maximum extent practicable and shall be identified on a "site specific mitigation plan". Site Specific Mitigation Plan must specifically address and provide best management practices (BMPs) to mitigate pollutants.
16. In compliance with AB 939, any waste and recyclables that are generated must be reported. The applicant must work with the hauler to fulfill this on-going condition. The

report must provide the following information: the total tonnage collected, total tonnage diverted, total tonnage disposed, and disposal sites used and tonnages delivered to each.

17. Roof down spouts should be discharged to gravel or heavily vegetated areas whenever possible.
18. The project demolition activities shall comply with the City's Construction and Demolition Recycling Program (C&D Recycling Program) by filing an application and submitting a deposit to Public Works Environmental Services prior to issuance of permits. The C&D Recycling Program requirements are enclosed as an attachment and made part of the Conditions of Approval.
19. Building, demolition, and grading permits will not be issued until the applicant provides the City with the required forms and the waste management plan has been reviewed and approved by the Environmental Services. If the Applicant chooses not to participate in the C&D Recycling Program, then the hauler must be identified on the demolition, building and grading plans. The C&D Recycling Program requirements are enclosed as an attachment and made part of the conditions of approval.



DATA SHEET 3

Findings

CUP2017-08
ME2017-16

609 West Olive Avenue

CONDITIONAL USE PERMIT 2017-08

As required by Section 17.52.290 of the Monrovia Municipal Code, the decision for granting Conditional Use Permit No. 2017-08 to allow the development of a two-story rear unit behind an existing single-story front unit located at 609 West Olive Avenue is based on the following findings:

- A. The project site is adequate in size, shape and topography for the development of a two-story rear residential unit. *The subject property is located in the RM3500 (Residential Medium) zone, which allows a maximum density of one dwelling per 3,500 square feet of lot area. The subject parcel as a total lot area of 7,363 square feet, and therefore is allowed to be developed with up to two residential dwelling units with a maximum 40 percent Floor Area Ratio (FAR). The site has sufficient width, depth and lot area to accommodate this type of development. The site is rectangular and relatively flat and of sufficient size to accommodate the proposed two-story rear unit behind an existing single-story residential unit.*
- B. The project site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by this two-story rear unit. *The project will be accessed by a 12'-10" wide residential driveway for both ingress and egress onto West Olive Avenue. The project provides the required residential parking spaces for both the existing and proposed residential units. West Olive Avenue is a Local Street designed to accommodate traffic from residential driveways as indicated in the Circulation Element of the General Plan.*
- C. The two-story rear unit will be compatible with the General Plan and will not adversely impact the objectives of the General Plan. *The proposed development is consistent with the goals and policies of the General Plan that require new developments in established neighborhoods to consider the established architectural styles, building materials, and scale of buildings within the vicinity of the proposed project. The applicant proposes to use some of the existing architectural features found on the existing unit and within the neighborhood. Additionally, the proposed development is consistent with the residential designation for Residential Medium Density allowing multiple detached units.*
- D. The new two-story residential unit will comply with the applicable provisions of the Zoning Ordinance. *Except for a Minor Exception request to allow two open parking spaces and two enclosed garage spaces, in lieu of the required four garage parking spaces on-site, there are no variances requested for this CUP. The project is zoned RM3500 (Residential Medium Density) and is being developed at less than the maximum 40 percent Floor Area Ratio that is permitted by the Monrovia*

Municipal Code. All other development standards, including setbacks, recreation space, walls, and parking requirements, are being met.

- E. The proposed location of the two-story residential unit and the conditions under which it will be operated or maintained will not be detrimental to the public health, safety or welfare, nor will it be materially injurious to properties or improvements in the vicinity. *This site allows for a multi-family development that is consistent with properties in the area in terms of the number of units. Several design elements have been incorporated into the design to ensure that the new structure is compatible in scale, massing, style, and architectural materials with the existing structures in the surrounding neighborhood. The building elevations were designed to complement the existing residential development in the immediate neighborhood. The second story windows on the west elevation were eliminated so as to limit the view into the adjacent private yard space within the property to the west. To further reduce privacy impacts to the dwelling to the west, window sizes have been reduced and placed at a higher sill height.*

- F. The proposed project will not result in the demolition of a residential structure built prior to January 1, 1940, with architectural or know historic value. *As part of this project, there is no proposed demolition of any residential structure. The single-story front unit will remain.*

MINOR EXCEPTION

As required by Section 17.52.110 of the Monrovia Municipal Code, the decision for granting Minor Exception ME2017-16, which will allow the development of a two-story rear unit behind an existing single-story front unit located at 609 West Olive Avenue with two open parking spaces and two enclosed garage parking spaces in lieu of the required four garage parking spaces, is based on the following findings:

Practical difficulties, unnecessary hardships and results that may be inconsistent with the general intent of the code warrant the granting of ME2017-16. The applicant is requesting a Minor Exception that would allow two open parking spaces and two enclosed garage parking spaces in lieu of the four required enclosed parking spaces. The granting of this Minor Exception is warranted due to the fact that the massing and bulk of four enclosed garage spaces have would have a detrimental impact upon the neighborhood. The overall design of the project, including the use of two open parking spaces, limits impact to the surrounding properties and improves neighborhood compatibility. The proposed open parking spaces meet the requirements set forth in the Monrovia Municipal Code, including minimum dimensions, back-up maneuverability distance, and placement outside of view of the public right-of-way. Conditions of approval will ensure that the open parking spaces are used solely for parking of personal vehicles. No storage will be permitted within the open parking spaces.



DATA SHEET 4

Surrounding Land Uses

CUP2017-08
ME2017-16

609 West Olive Avenue

Property Description:

The subject property is located on the north side of West Olive Avenue between South Mayflower Avenue and Monterey Avenue. The site measures approximately 50' wide and approximately 145' deep for a total lot area of 7,363 square feet and is developed with a 694 square foot single family residence and detached one-car garage.

Zoning

Subject site:

RM3500 (Residential Medium Density)

Surrounding pattern:

north: RM3500 (Residential Medium Density)

south: P/QP (Public/Quasi-Public)

east: RM3500 (Residential Medium Density)

west: RM3500 (Residential Medium Density)

Land Use

Subject site:

Single Family Residence

Surrounding pattern:

north: Single Family Residence

south: Lucinda Garcia Park

east: Multi-Family Residence

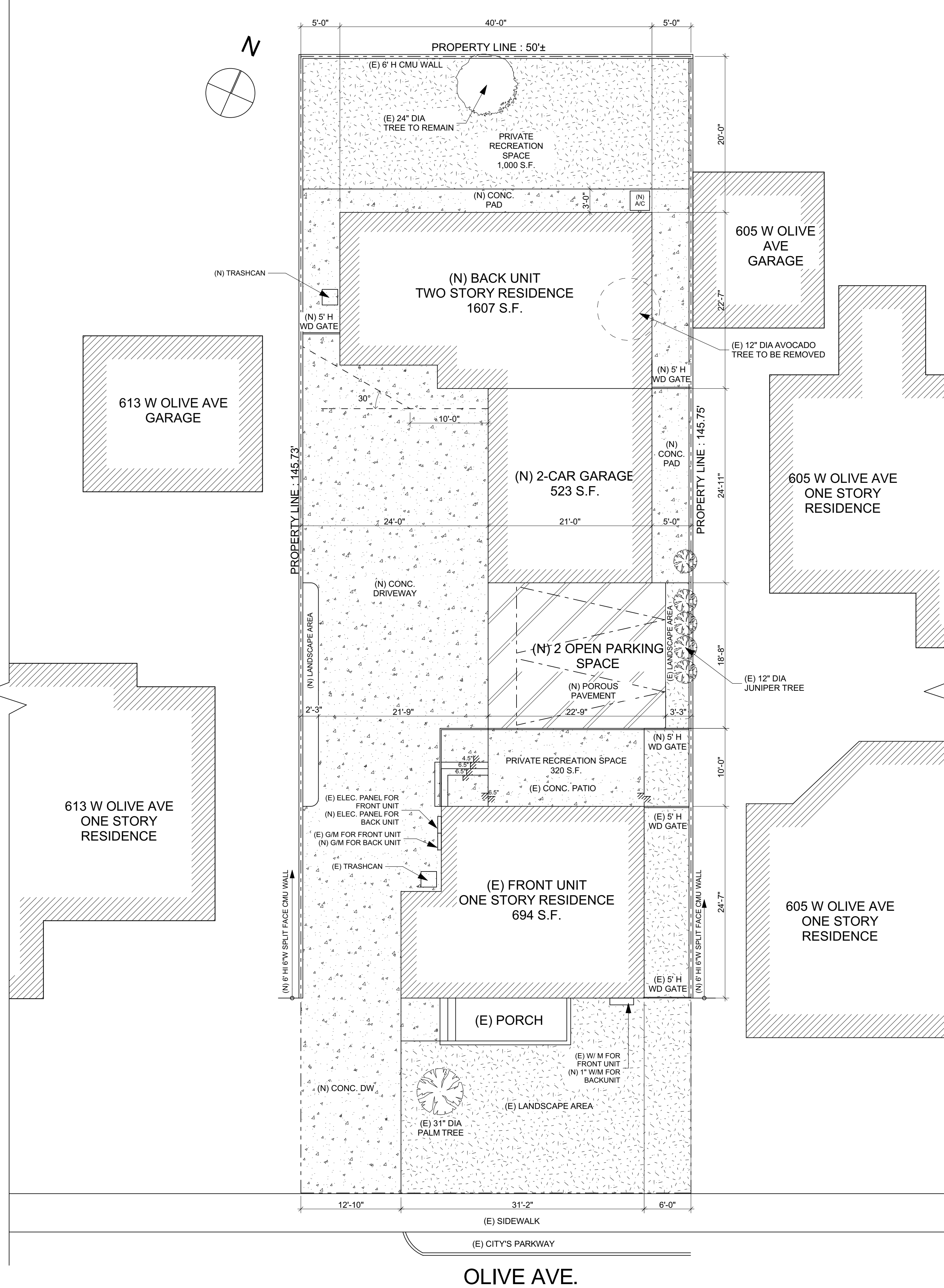
west: Single Family Residence

Environmental Determination:

Categorical Exemption Class 3

Applicable Ordinance Regulations:

MMC 17.12.030 Planning Commission Authority for CUP



1 SITE PLAN
SCALE: 1/8" = 1'-0"

& @ AFF ALUM ANDD BOT CIP CL CLR CMU COL CONC CONT DBL DEMO DIA DIMS DN DR DWG EA ELEC ELEV EQ EXIST EXT FAU FD FIXT FLR FND GA GALV HC HGT HM HR HVAC	AND AT ABOVE FINISH FLOOR ALUMINUM ANODIZED BOTTOM CAST IN PLACE CENTER LINE CLEAR CONCRETE MASONRY UNIT COLUMN CONCRETE CONTINUOUS DOUBLE DEMOLISH DIAMETER DIMENSIONS DOWN DOOR DRAWING EACH ELECTRICAL ELEVATION EQUAL EXISTING EXTERIOR FORCED AIR UNIT FLOOR DRAIN FIXTURE FLOOR FOUNDATION GAUGE GALVANIZED HOLLOW CORE HEIGHT HOLLOW METAL HOUR HEATING VENTILATING AND AIR CONDITIONING	INT LAV MAX MECH MIN MTL NIC NO OC OPP OZ PAR PLUMB PLYWD PT PVC RCP RD REQD RM SHLF SHWR SIM SPEC SPKR STSL STL STRUCT T&G TEL TO TOC TOS TV TYP UNO VIF W/ WC WD	INTERIOR LAVATORY MAXIMUM MECHANICAL MINIMUM METAL NOT IN CONTRACT NUMBER ON CENTER OPPOSITE OUNCE PARAPET PLUMBING PLYWOOD PRESSURE TREATED POLYVINYL CHLORIDE REFLECTED CEILING PLAN ROOF DRAIN REQUIRED ROOM SHELF SHOWER SIMILAR SPECIFICATION SPEAKER STAINLESS STEEL STEEL STRUCTURAL TONGUE AND GROOVE TELEPHONE TOP OF TOP OF CONCRETE TOP OF STEEL TELEVISION TYPICAL UNLESS NOTED OTHERWISE VERIFY IN FIELD WITH WATER CLOSET WOOD
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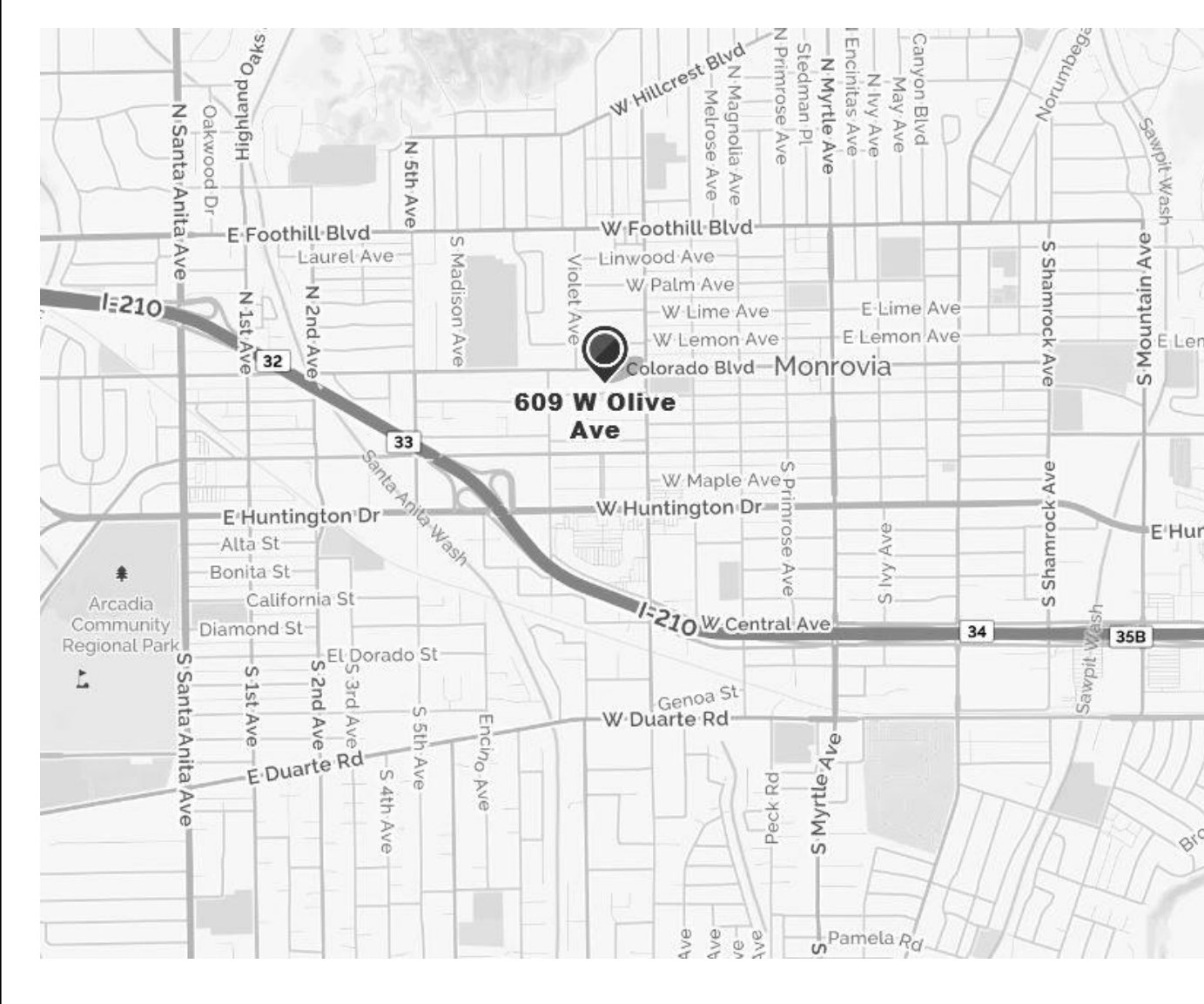
LIST OF ABBREVIATIONS

NEW SECOND UNIT DWELLING
OWNER / ADDRESS
MR. DAWU ZHAO AND MRS. MINGHUA NA
609 W OLIVE AVE.,
MONROVIA, CA 91016
TEL: 818-858-8588

PROJECT

ADDRESS: 609 W OLIVE AVE., MONROVIA, CA 91016
LEGAL DESCRIPTION: TRACT # 7721 LOT 16
APN: 8506-011-018
PROJECT DESCRIPTION: NEW TWO STORIES BACK UNIT
ZONE: RM-3500
LOT AREA: 7,363 S.F.
FLOOR AREA: 694 S.F.
(E) FRONT UNIT: 7,363 S.F.
(N) BACK UNIT: 694 S.F.
1ST FL: 865.5 S.F.
2ND FL: 741.5 S.F.
TOTAL LIVING AREA: 1,607 S.F.
(N) 2 CAR GARAGE: 523 S.F.
TOTAL LIVING AREA: 2,301 S.F.
(N) PRIVATE REC. SPACE FOR FRONT UNIT: 320 S.F.
(N) PRIVATE REC. SPACE FOR BACK UNIT: 1,000 S.F.
(N) 2 - 9'4" X 20' OPEN SPACE PARKING
LOT COVERAGE=(694+865.5+523)/7,363x100%= 28.2%
SET BACK: SEE SITE PLAN
CONSTRUCTION TYPE: TYPE V / NON RATED
OCCUPANCY: R-3/U-1

PROJECT SUMMARY



VICINITY MAP

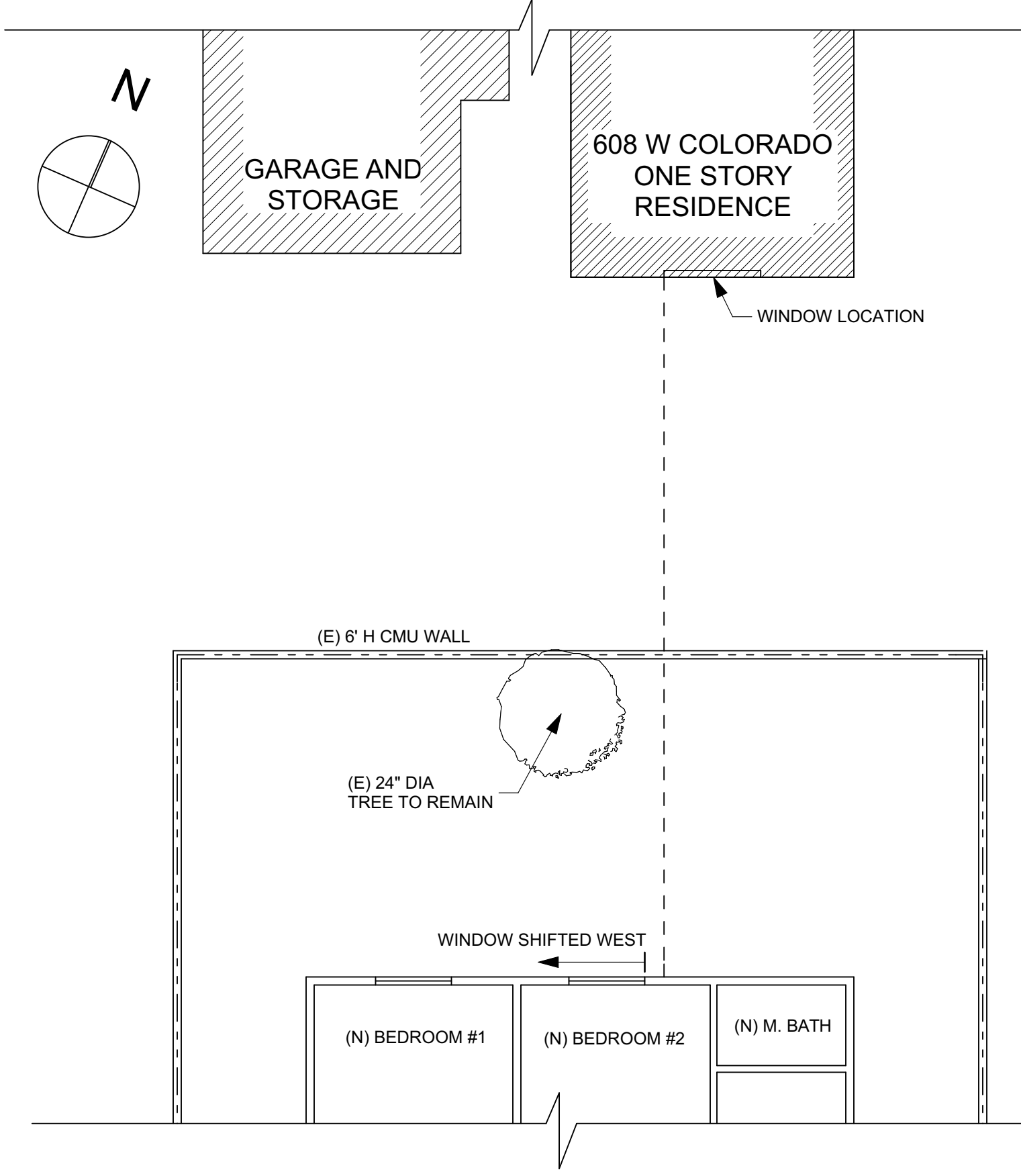
- ARCHITECTURAL**
A-1 TITLE SHEET / INDEX / SUMMARY / SITE PLAN / SIGHTLINE ANALYSIS
A-2 EXISTING FRONT UNIT FL PLAN, ROOF PLAN AND ELEVATIONS
A-3 BACK UNIT FLOOR PLANS / DOOR AND WINDOW SCHEDULE
A-4 BACK UNIT ELEVATIONS / ROOF PLAN

DRAWING INDEX

ARCHITECT:
RT DESIGN, INC.
401 E CAMINO REAL AVE., ARCADIA, CA 91006
(626) 203-3372

CONSULTANTS

2016 CALIFORNIA BUILDING CODE (CBC), THE 2016 CALIFORNIA RESIDENTIAL CODE (CRC), THE 2016 CALIFORNIA MECHANICAL CODE (CMC), THE 2016 CALIFORNIA PLUMBING CODE (CPC), THE 2016 CALIFORNIA ELECTRICAL CODE (CEC), THE 2016 CALIFORNIA ENERGY CODE (T24-6), THE 2016 CALIFORNIA GREEN BUILDING CODE, (GBC) AND THE 2016 CALIFORNIA FIRE CODE, (CFC), ALL WITH REFERENCED STANDARDS



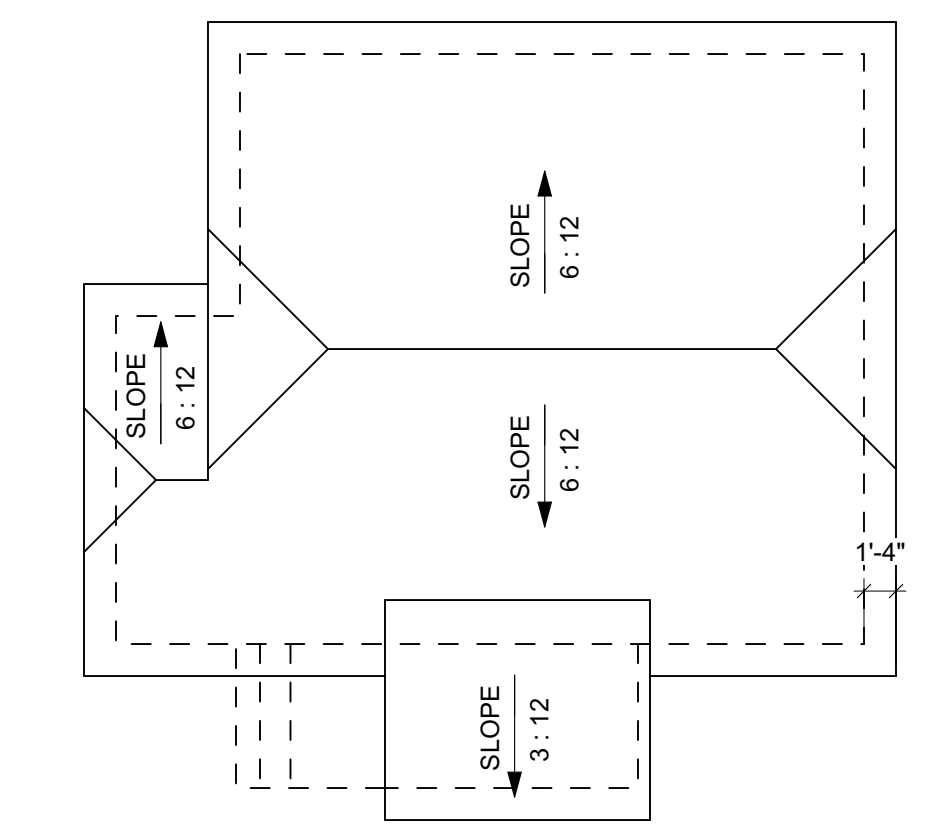
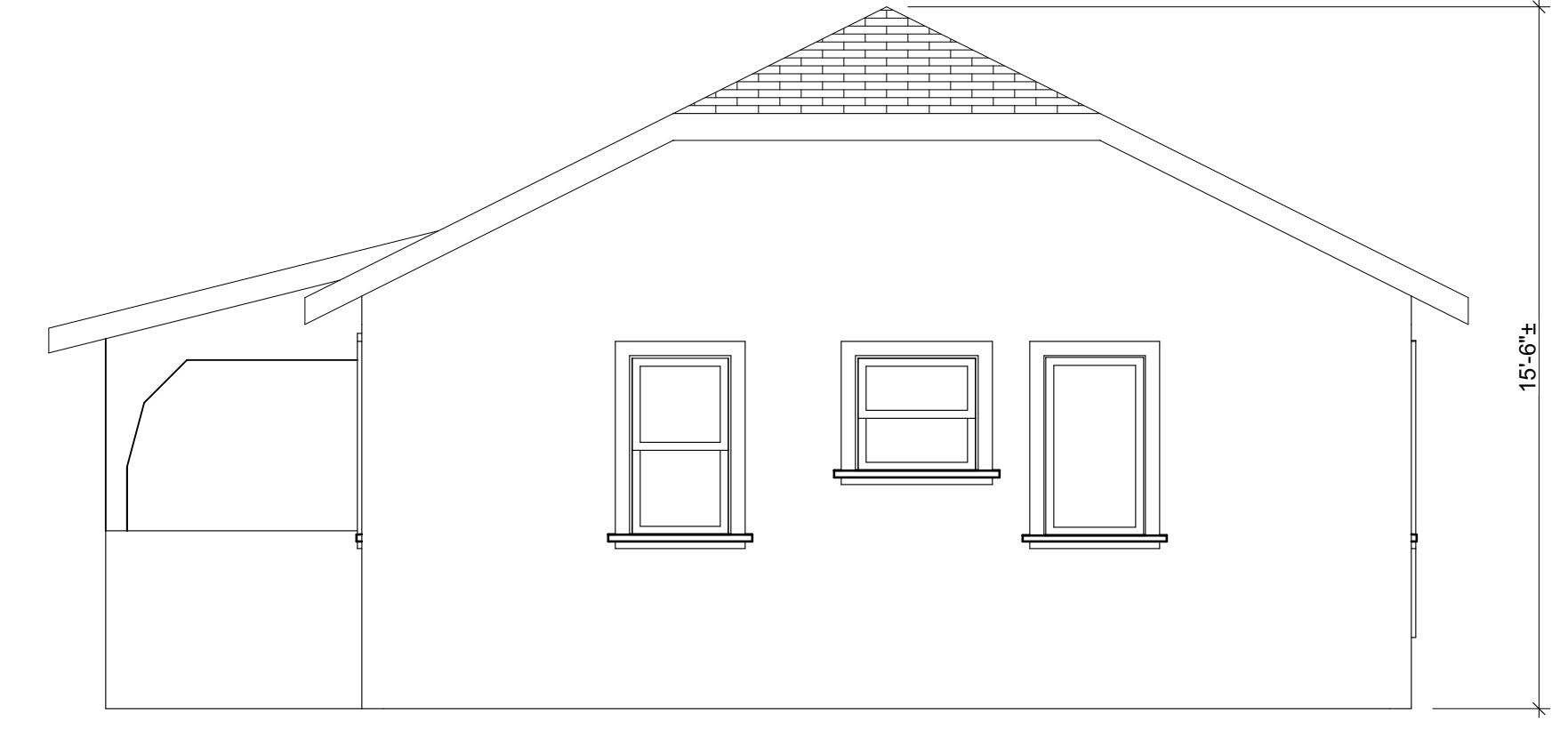
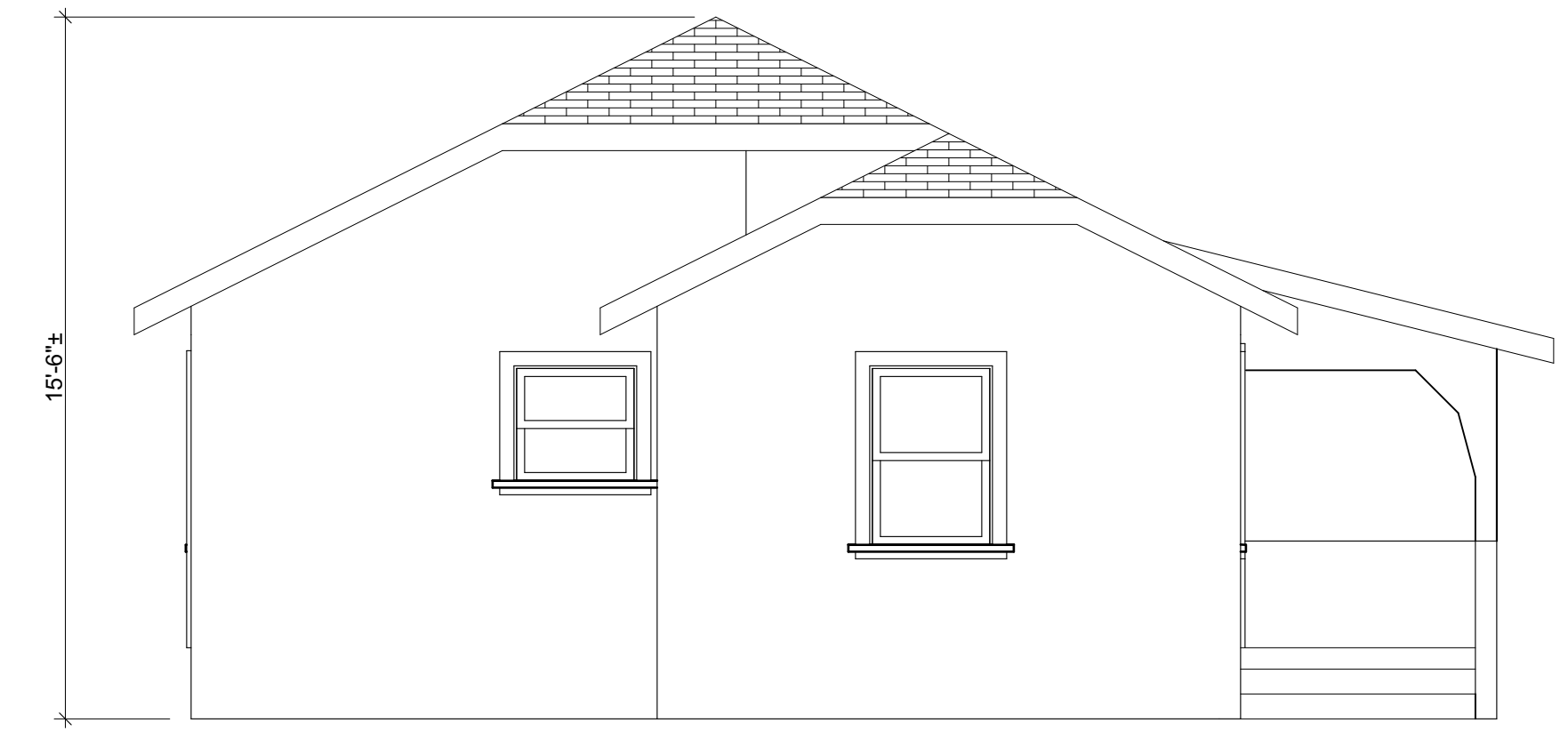
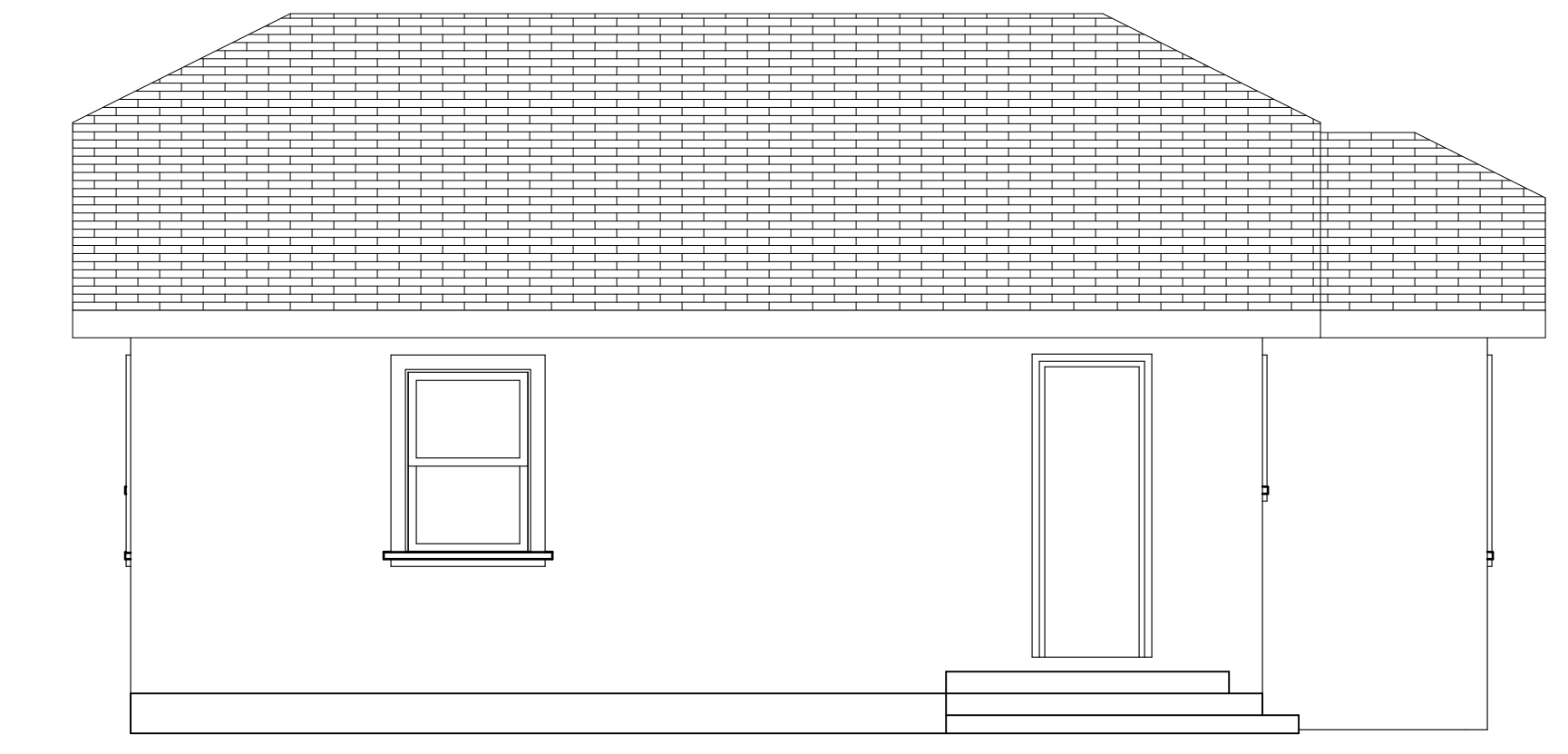
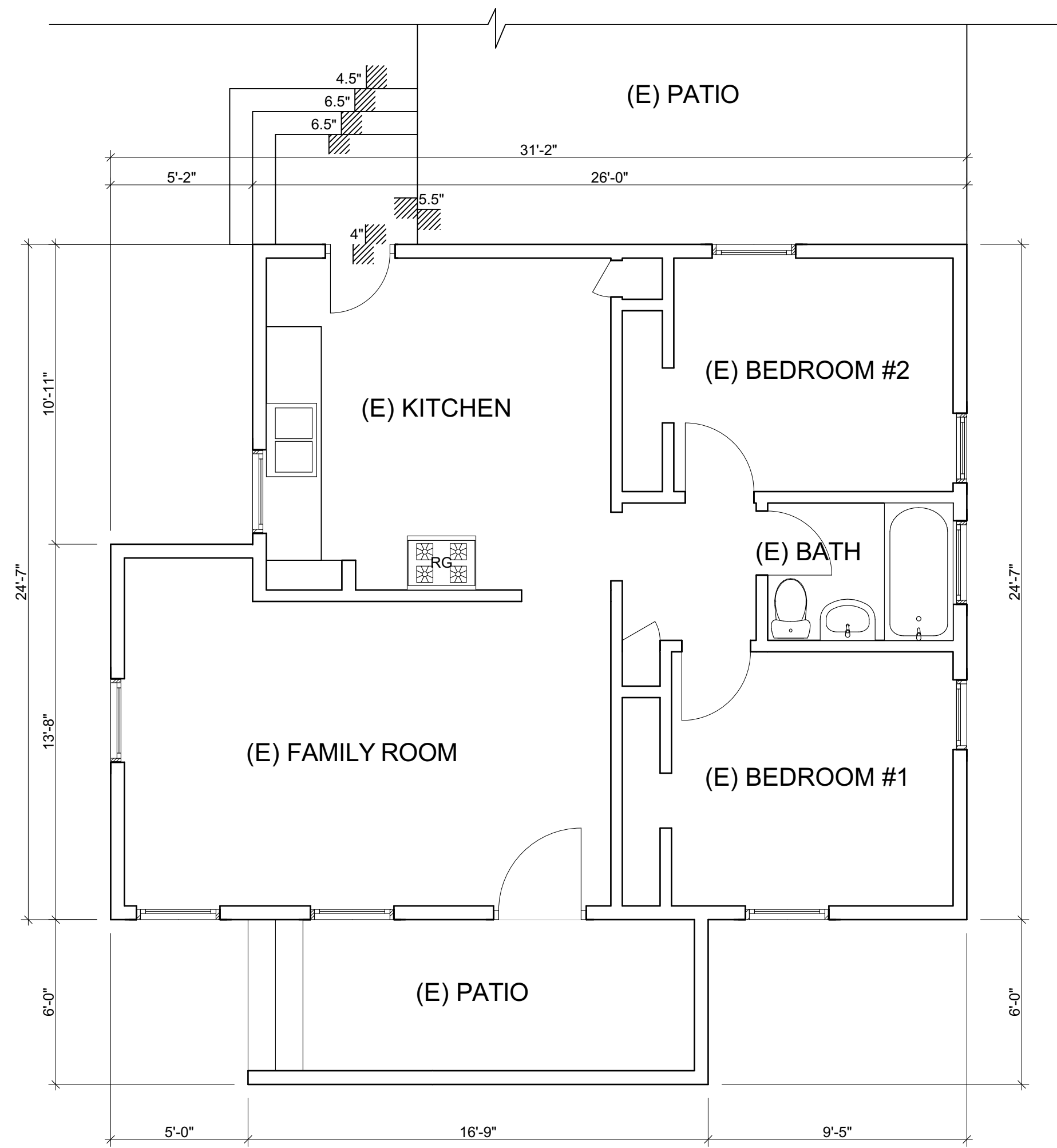
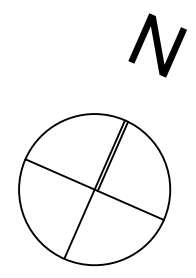
2 SIGHTLINE ANALYSIS
SCALE: 1/8" = 1'-0"

NEW SECOND UNIT DWELLING
MR. DAWU ZHAO AND MRS. MINGHUA NA
609 W OLIVE AVE., MONROVIA, CA 91016

REV	DATE	DESCRIPTION	BY	CHK

SHEET TITLE

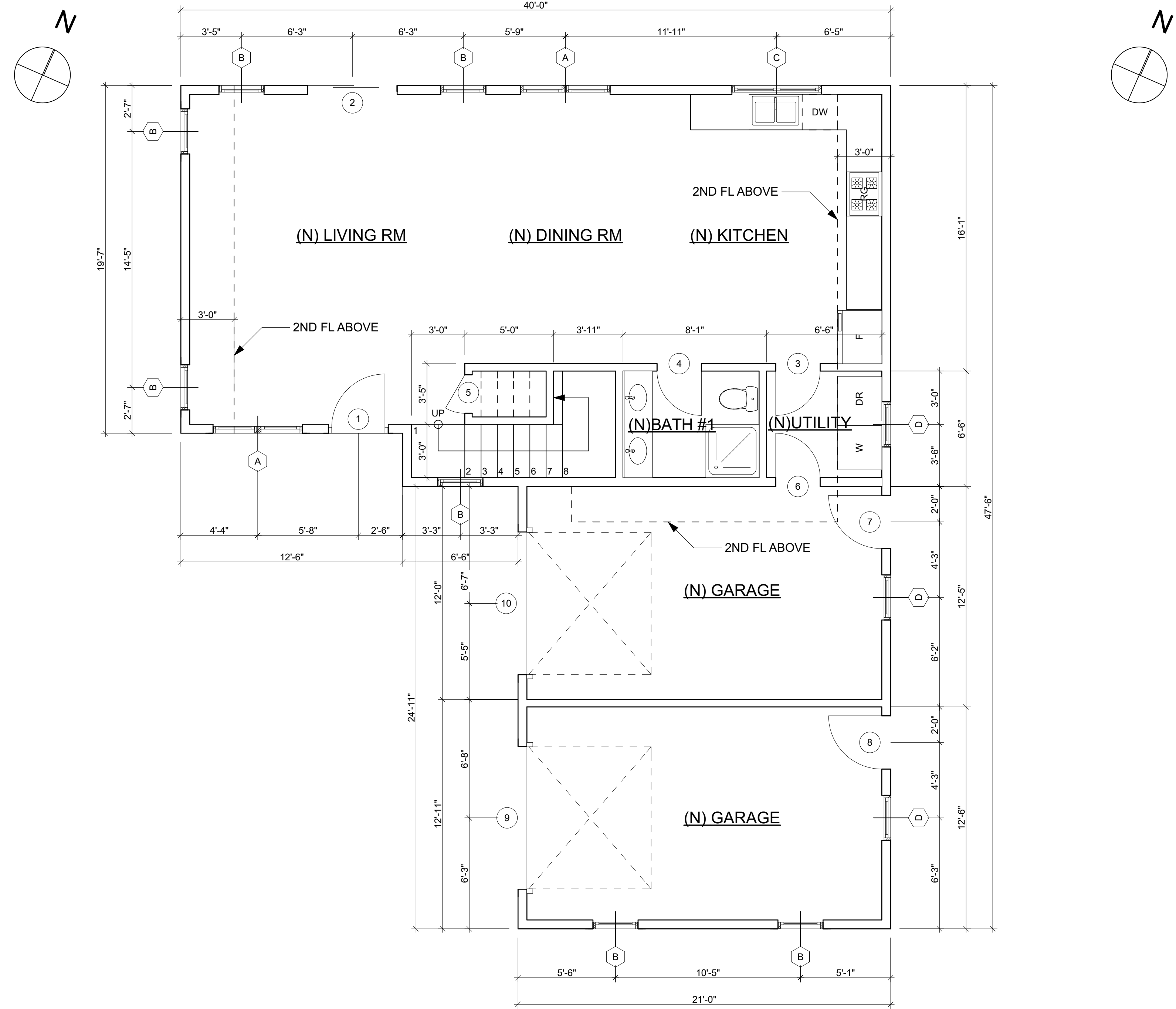
A-1



NEW SECOND UNIT DWELLING
MR. DAWU ZHAO AND MRS. MINGHUA NA
609 W OLIVE AVE., MONROVIA, CA 91016

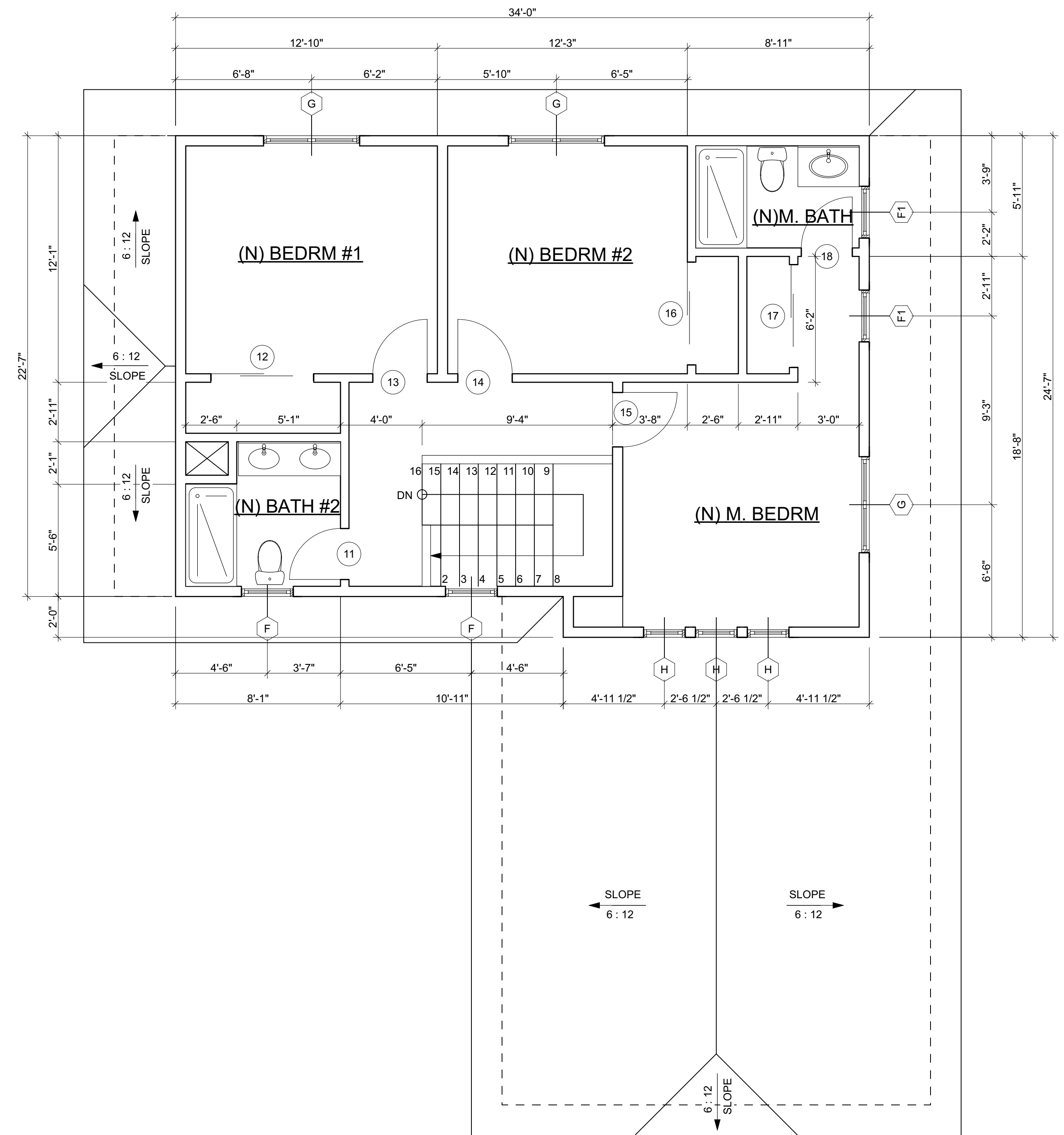
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SHEET TITLE



1 BACK UNIT 1ST FLOOR PLAN

SCALE: 1/4" = 1'-0"



2 BACK UNIT 2ND FLOOR PLAN

SCALE: 1/4" = 1'-0"

DOOR SCHEDULE

ID	W	HT	THK	GLZ	MATERIAL	DETAILS			HW SET	REMARK
						HEAD	JAMB	SILL		
1	3'	6'-8"	0'-1 3/4"	TEMPERED	WOOD				MORTISED EXTERIOR LOCKSET W/ DEADBOLT; WEATHER STRIP	CRAFTSMAN STYLE ENTRANCE DOOR
2	5'	6'-8"	0'-1 1/4"	TEMPERED	-			PER MFR.		SLIDING GLASS DOOR
3	2'-6"	6'-8"	0'-1 1/4"						MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY
4	2'-6"	6'-8"	0'-1 1/4"		WOOD				MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY
5	2'-2"	6'-8"	0'-1 1/4"	-					MORTISED PASSAGE DOOR HARDWARE	PASSAGE
6	2'-6"	6'-8"	0'-1 1/4"						MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	20 MIN. FIRE RATE
7	3'	6'-8"	0'-1 1/2"	-					MORTISED EXTERIOR LOCKSET W/ DEADBOLT; WEATHER STRIP	CRAFTSMAN STYLE DOOR
8	3'	6'-8"	0'-1 1/2"	-					MORTISED EXTERIOR LOCKSET W/ DEADBOLT; WEATHER STRIP	CRAFTSMAN STYLE DOOR
9	8'	7'	0'-1 1/4"	-	STEEL			PER MFR.		GARAGE DOOR, SECTIONAL, ROLL-UP
10	8'	7'	0'-1 1/4"	-	STEEL			PER MFR.		GARAGE DOOR, SECTIONAL, ROLL-UP
11	2'-6"	6'-8"	0'-1 1/4"	-					MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY
12	5'	6'-8"	0'-1 1/4"	-					MOTISED SLIDING DOOR PULL	CLOSET SLIDING DOOR
13	2'-8"	6'-8"	0'-1 1/4"	-					MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY
14	2'-8"	6'-8"	0'-1 1/4"	-					MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY
15	2'-8"	6'-8"	0'-1 1/4"	-					MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY
16	5'	6'-8"	0'-1 1/4"	-					MOTISED SLIDING DOOR PULL	CLOSET SLIDING DOOR
17	5'	6'-8"	0'-1 1/4"	-					MOTISED SLIDING DOOR PULL	CLOSET SLIDING DOOR
18	2'-6"	6'-8"	0'-1 1/4"	-					MORTISED PASSAGE DOOR HARDWARE W/ PRIVACY LOCK; DOOR STOP	PRIVACY

WINDOW SCHEDULE

ID	SIZE		HEAD HT.	TYPE	MATERIAL	NOTES
	WIDTH	HEIGHT				
A	5'-0"	4'-5"	6'-8"	DOUBLE HUNG	VINYL W/ GRID	
B	2'-6"	4'-5"	6'-8"	DOUBLE HUNG	VINYL W/ GRID	
C	5'-0"	2'-6"	6'-8"	DOUBLE CASEMENT	VINYL W/ GRID	
D	2'-6"	2'-6"	6'-2"	CASEMENT	VINYL W/ GRID	
F	2'-6"	4'-0"	6'-8"	CASEMENT	VINYL W/ GRID	WITH SUNSHADE
F1	2'-6"	4'-0"	6'-8"	CASEMENT	VINYL W/ GRID	
G	4'-8"	4'-0"	6'-8"	DOUBLE CASEMENT	VINYL W/ GRID	WITH SUNSHADE
H	2'-0"	2'-0"	7'-0"	AWING	VINYL W/ GRID	

NEW SECOND UNIT DWELLING

MR. DAWU ZHAO AND MRS. MINGHUA NA

609 W OLIVE AVE., MONROVIA, CA 91016

REV	DATE	DESCRIPTION	BY	CHK

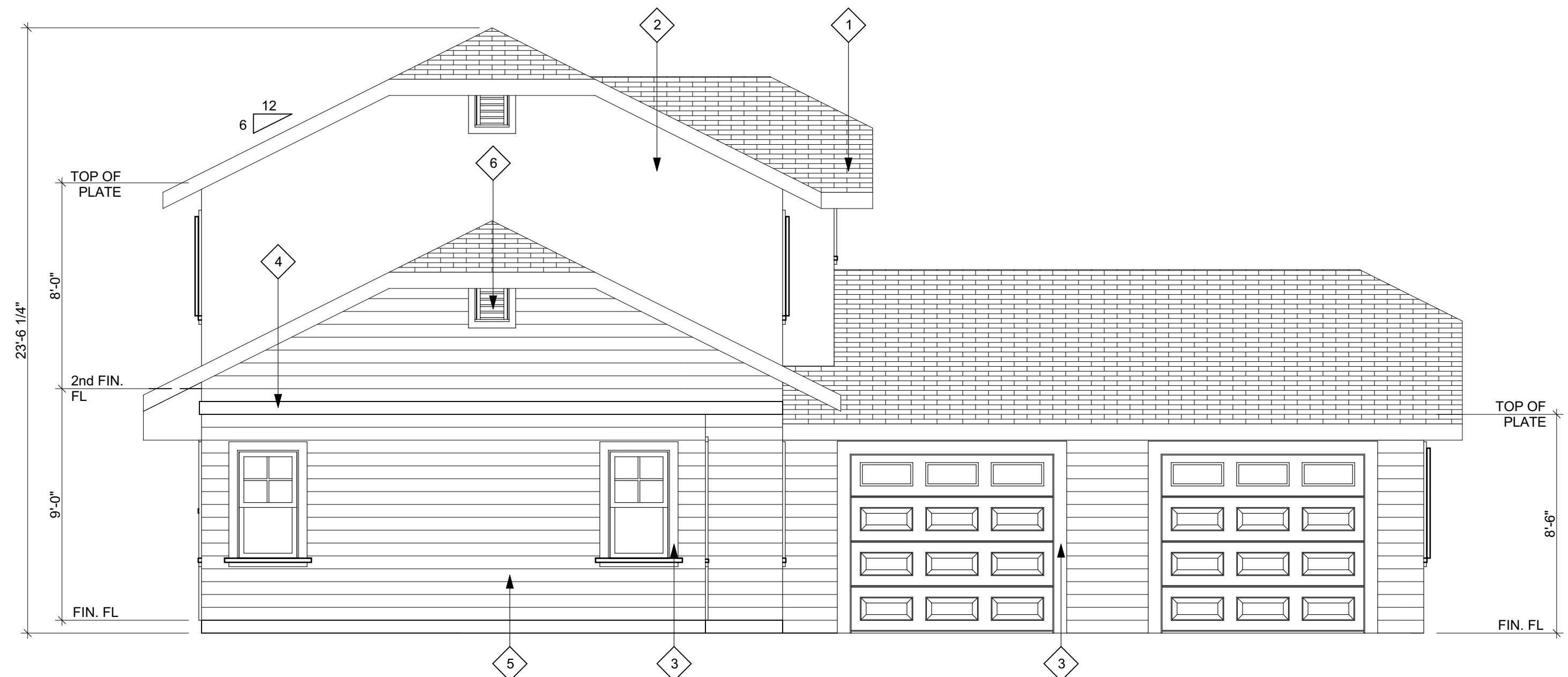
SHEET TITLE

A-3

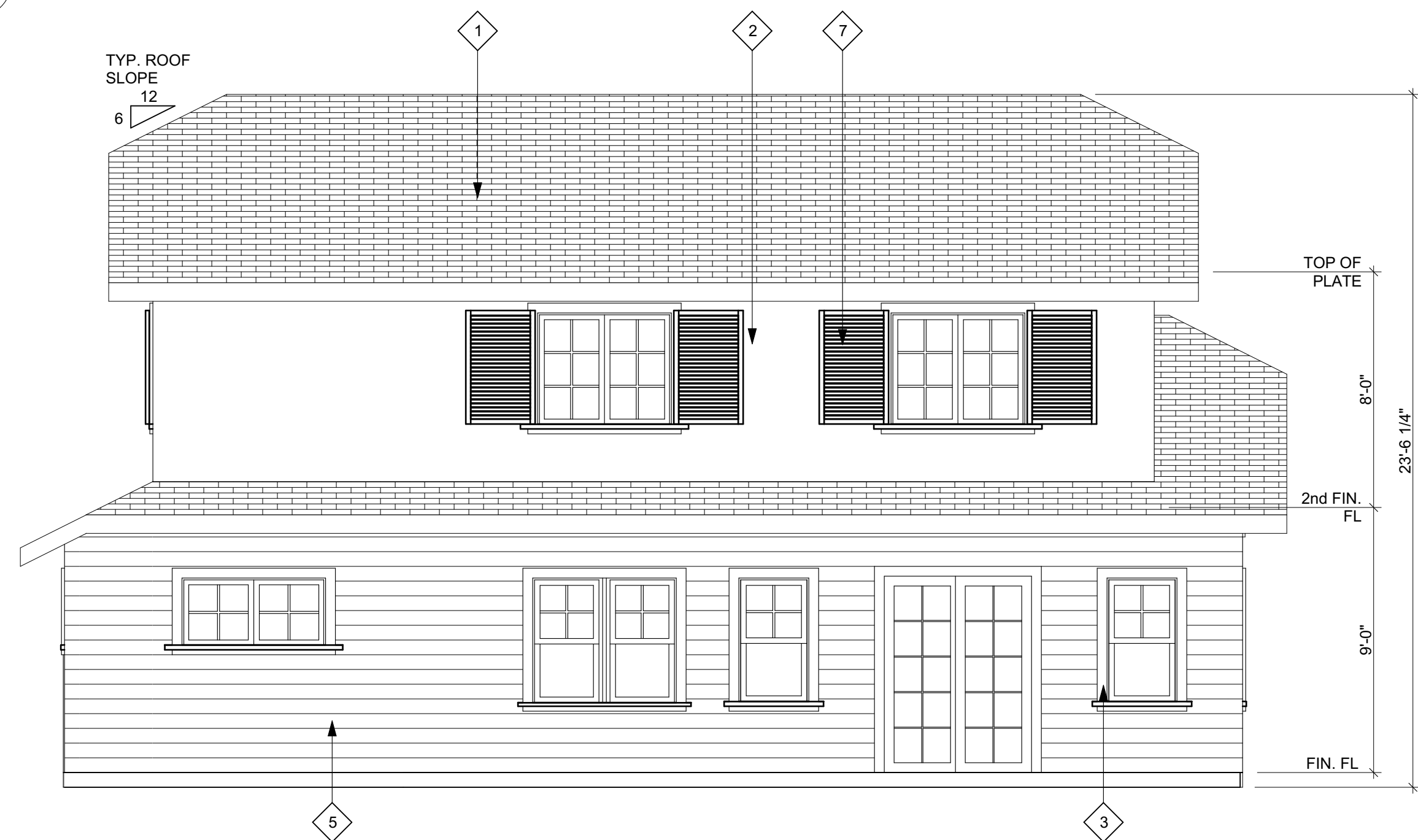
SHEET 3 OF 4



1 BACK UNIT SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



3 BACK UNIT WEST ELEVATION
SCALE: 1/4" = 1'-0"



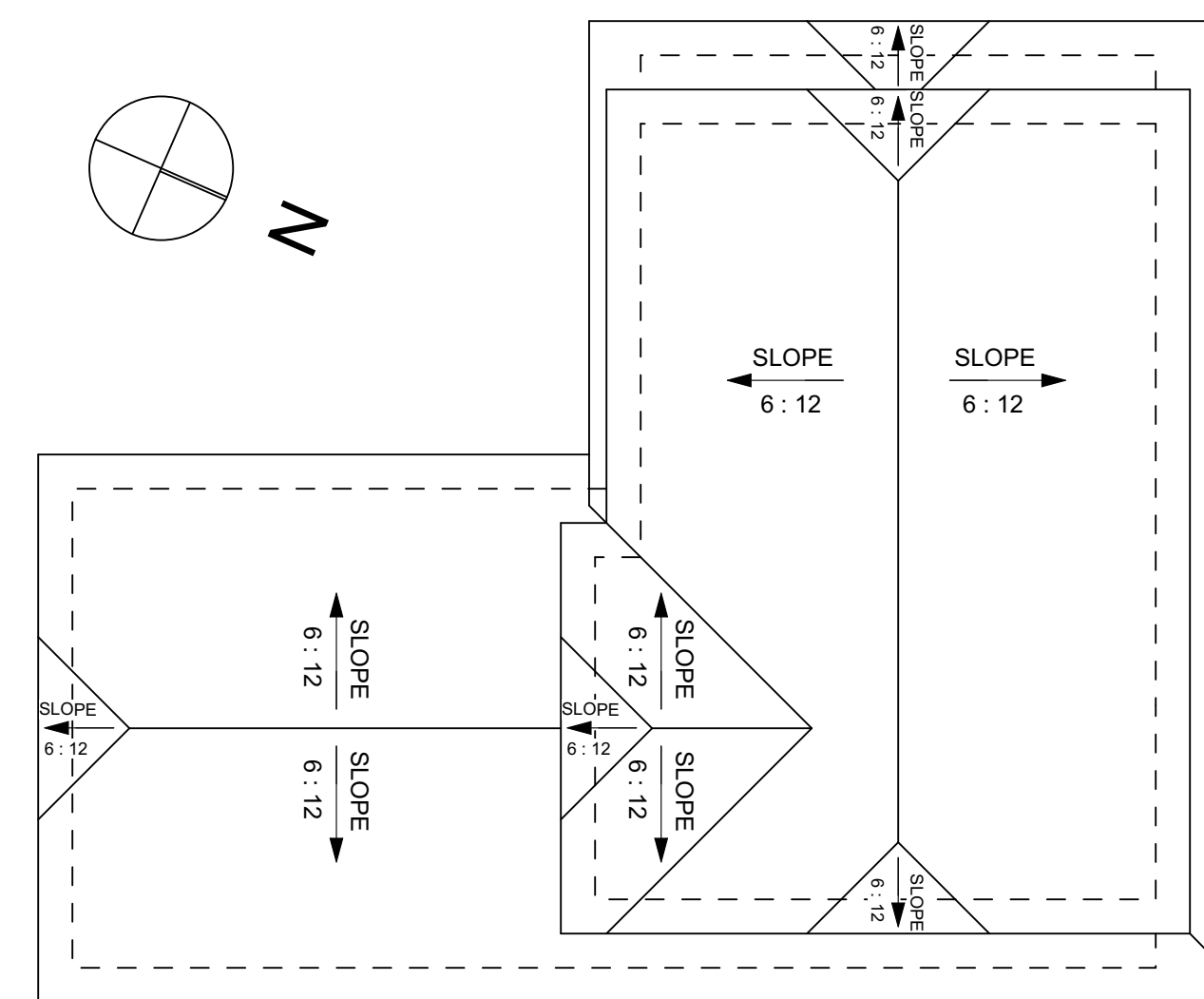
2 BACK UNIT NORTH ELEVATION
SCALE: 1/4" = 1'-0"



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

ELEVATION MATERIAL LEGEND

- 1 ROOF SHINGLE BY GAF TIMBERLINE ULTRA HD - SLATE
- 2 EXTERIOR THREE COAT STUCCO BY "LA HABRA" SANTA BARBARA FINISH, COLORED 40 DOVE GREY
- 3 4" JAMES HARDIE TRIM BOARDS COLORED COLORED W/ DUNN EDWARD DE6341 VULCAN
- 4 8" JAMES HARDIE TRIM BOARDS COLORED W/ DUNN EDWARD DEW341 SWISS COFFEE
- 5 6" JAMES HARDIE CEDARMILL LAP SIDING PANEL COLORED COBBLE STONE
- 6 14"x18" LOUVER WITH 3" TRIM BOARDS COLORED W/ DUNN EDWARD DE6341 VULCAN
- 7 SUNSHADE COLORED W/ DUNN EDWARD DEA152 DEEP CRIMSON



5 (N) BACK UNIT ROOF PLAN
SCALE: 1/8" = 1'-0"

NEW SECOND UNIT DWELLING
MR. DAWU ZHAO AND MRS. MINGHUA NA
609 W OLIVE AVE., MONROVIA, CA 91016

REV	DATE	DESCRIPTION	BY
			CHK

SHEET TITLE

A-4



1 BACK UNIT SOUTH ELEVATION
SCALE: 1:0.44



3 BACK UNIT WEST ELEVATION
SCALE: 1:0.40



2 BACK UNIT NORTH ELEVATION
SCALE: 1:0.49



4 BACK UNIT EAST ELEVATION
SCALE: 1:0.40

NEW SECOND UNIT DWELLING
MR. DAWU ZHAO AND MRS. MINGHUA NA
609 W OLIVE AVE., MONROVIA, CA 91016

REV	DATE	DESCRIPTION	BY	CHK

SHEET TITLE