



PLANNING COMMISSION STAFF REPORT

APPLICATION: TPM77090

AGENDA ITEM: PH-1

PREPARED BY: Teresa Santilena
Assistant Planner

MEETING DATE: December 13, 2017

SUBJECT: Tentative Parcel Map TPM77090
1408 South Alta Vista Avenue

REQUEST: Subdivision of a two-story 4-unit residential apartment building with subterranean parking and a detached 2-car garage. The Planning Commission approved Conditional Use Permit CUP2017-05 for the construction of the building on July 12, 2017. This property is located in the RH (Residential High Density) Zone.

APPLICANT: PDS Studio Inc., Philip Chan
68 Genoa Street, Unit B
Arcadia, CA 91006

ENVIRONMENTAL DETERMINATION: Categorical Exemption (Class 3)

BACKGROUND: The applicant is requesting approval of a Tentative Parcel Map for the subdivision of a two-story, four-unit attached apartment building with three subterranean two-car garages and one detached two-car garage into a residential condominium complex. The Planning Commission approved Conditional Use Permit CUP2017-05 for the construction of the building on July 12, 2017, and the project plans are in building plan check. The approval of the map will allow separate ownership of each unit and common ownership of the common areas. These common areas include common open space and driveway access. Per Monrovia Municipal Code §16.20.040, the proposed parcel map requires the Planning Commission to find that the map complies with the provisions of the Subdivision Map Act and the Monrovia General Plan.

SUBJECT PROPERTY: The subject property is located on the east side of South Alta Vista Avenue between West Cypress and West Central Avenues. The site measures approximately 95.51' wide and approximately 91.50' deep for a total lot area of 8,744 square feet, per the Los Angeles County Assessor's records.

Site and Surrounding Land Uses

The property is designated Residential High (54 du/acre) in the General Plan and is zoned RH (Residential High Density). The site is surrounded by the following land uses.

North:	
General Plan:	Residential High (54 du/acre)
Zoning:	RH (Residential High Density)
Land Use:	Multifamily Residential (46 units)

South:

General Plan: Residential High (54 du/acre)
Zoning: RH (Residential High Density)
Land Use: Multifamily Residential

East:

General Plan: Residential High (54 du/acre)
Zoning: RH (Residential High Density)
Land Use: Multifamily Residential (24 units)

West (Across South Alta Vista Avenue):

General Plan: Residential Low (5.8 du/acre)
Zoning: RL (Residential Low Density)
Land Use: Single Family Residential (1 unit)

DISCUSSION/ANALYSIS: At the July 12, 2017 Planning Commission meeting, the Commission approved Conditional Use Permit CUP2017-05 for the construction of a two-story, four-unit multi-family building with three subterranean two-car garages and one detached two-car garage. The conditions of approval for CUP2017-05 have been attached as Exhibit "A" for the Planning Commission's review. Construction of the building has not yet commenced, as the project is currently in building plan check. In order for the residential units to be sold individually, the building must be subdivided through the recordation of a parcel map. Tentative Parcel Map TPM77090 has been attached as Exhibit "B" for the Planning Commission's review.

Tentative Parcel Map

The proposed condominium subdivision is the only request associated with this project. The residential density, site plan, floor plan, and building elevations associated with approved CUP2017-05 will remain unchanged. The Tentative Parcel Map (TPM77090) includes the approved site plan showing four attached two-story units. Three dwelling units (Units B, C, and D) have subterranean two-car garages located beneath the proposed dwelling units; the fourth unit (Unit A) will have the detached two-car garage for parking. All of the garages, including the detached garage are located 5'-6" below the existing grade. A new driveway will be constructed along the south property line, which will slope down toward the rear (east) of the property to allow vehicles to enter the subterranean parking. Each unit will have three bedrooms and two and a half bathrooms. The four units range in size from 1,212 square feet to 1,260 square feet as shown in the table below.

The Tentative Parcel Map subdividing the existing 8,744 square feet of land area for the development of four attached condominium units, together with the provisions for the subdivision's design and improvements, are consistent with the General Plan and satisfy the requirements of the Map Act and of the Municipal Code. The conditions of approval and findings for the subdivision have been included. Specific conditions related to the subdivision of property include condition number 1 on Data Sheet 1, which requires that the Conditions, Covenants, and Restrictions (CC&R's) be provided to the Planning Division for review and approval prior to issuance of a Certificate of Occupancy. The CC&R's will require the establishment of a Homeowner's Association (HOA) and will state that HOA fees shall be collected and that common areas shall be maintained. Additionally, the CC&R's will reflect that garages shall be used only for the storage of vehicles. Condition number 5 provides instructions and timelines for recordation of the Final Parcel Map.

Conclusion

The proposed Tentative Parcel Map will not change the site layout or architectural design of the previously approved multi-family residential building granted under CUP2017-05. The conditions of approval and the findings specific to the subdivision of property have been included.

RECOMMENDATION: Staff recommends approval of TPM77090 to subdivide a four-unit apartment complex with three subterranean two-car garages and one detached two-car garage. 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 TPM77090 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 TPM77090, which are incorporated herein by this reference.
4. The Planning Commission approves TPM77090, subject to the attached Planning Conditions on Data Sheet No. 1, Public Works Conditions on Data Sheet No. 2, and recommendations in the Staff Report, all of which are incorporated herein by this reference.

MOTION:

Approve Tentative Parcel Map TPM77090 pursuant to the recommendations in the Staff Report.



Development of the subject property and operation on the site must remain in substantial conformance at all times with the request and application forms and plans for construction of a two-story, four-unit attached condominium complex with three subterranean two-car garages and one detached two-car garage (CUP2017-05 and TPM77090) 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. All conditions of approval related to CUP2017-05 shall remain in place. If any conflict occurs between the conditions of approval for CUP2017-05 and TPM77090, TPM77090 shall prevail. The term "Applicant" as used herein shall include the applicant, the property developer and all successors in interest to this map.

GENERAL REQUIREMENTS

1. A draft copy of the Conditions, Covenants, and Restrictions (CC&R's) shall be provided in electronic form to the Planning Division for review. The CC&R's, acceptable in form and substance to the City Attorney, must meet the approval of the Planning Division Manager and City Engineer, and shall be recorded against each unit with the Los Angeles County Recorder's Office. No Certificate of Occupancy will be issued by the City until the CC&R's are approved and recorded. The CC&R's shall include that a homeowner's fee be collected by the Board of Governors of the Homeowners Association (HOA) for maintenance of all common areas, including the front yard and common landscaping, walls/fences, and the driveway. Additionally, the CCR's shall incorporate all of the provisions listed in MMC §17.44.050(C)(4)(a) as well as provisions imposing and enforcing the following conditions of approval:
 - a. The CC&R's shall not be modified or revoked without the prior written approval of the City of Monrovia.
 - b. All trees indicated on the approved Landscape and Irrigation Plan and/or Tree Retention Plan shall be retained. Removal of any trees requires the approval of the Planning Division Manager.
 - c. Garages shall be used for the storage of vehicles only and shall not be converted for livable, recreational or storage usage in a way that would prohibit its primary use as a two-car garage.
 - d. Maintenance of common landscaping and irrigation includes all areas not in enclosed private yard areas.
2. In addition to Planning (Data Sheet No. 1) and Public Works (Data Sheet No. 2) 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.

3. 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.
4. 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 Numbers 1 and 2. The Tentative Parcel Map TPM77090 shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.
5. The Final Map for the proposed subdivision shown on this Tentative Parcel Map No. 77090 must satisfy the requirements of Section 16.20.100 et seq. of the Monrovia Municipal Code and be filed with and deemed a complete filing by the City Engineer, and the use or development to which the Conditional Use Permit applies must begin, within twenty-four months after the Tentative Map was conditionally approved, or TPM77090 and CUP2017-05 will expire without further action by the City.
6. 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.
7. 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, 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

TPM77090

1408 S. Alta Vista Avenue

Development shall be subject to the conditions of approval listed below, and if so indicated, the condition(s) shall be satisfied before the Final Map is filed in the Department of Public Services for review and approval. The term "Applicant" shall include, without limitation, the applicant, the property developer, the property owner, and all subsequent owners of each parcel.

Engineering Conditions

1) Prior to any development, the Applicant shall provide the following:

a) Final Parcel Map for a Unit Condominium Subdivision

- i) The Applicant shall submit a Final Parcel Map (FM) as required by the City's Municipal Code, Chapter 16 – Subdivisions and all conditions of the Planned Unit Development (PUD)
- ii) Prior to filing the Final Map with the Department of Public Services, the Applicant shall provide a current title report (Parcel Map Guarantee) for the project site located in the City of Monrovia. The title report and guarantee is required and such documents shall show all fee interest holders; all interest holders whose interest could ripen into a fee; all trust deeds, together with the name of the trustee; and all easement holders and supporting documents accompanying the title report.
- iii) All easements and dedications shown on the approved tentative parcel map and those not shown but to be recorded, such as: Covenants, Conditions & Restrictions (CC&Rs) must be accounted for at the time of the Final Map approval along with the establishment of the ownership of the common lot.
- iv) A Final Map prepared by or under the direction of a Licensed Land Surveyor or Licensed Civil Engineer legally authorized to practice land surveying in the State of California must be filed in the Department of Public Services for review and approval and processed through the City Engineer prior to being filed with the Los Angeles County Recorder.
- v) Prior to filing the Final Map with the Department of Public Services for review and approval, the Applicant's surveyor or engineer shall set durable monuments to the satisfaction of the City Engineer in conformance with Section 66495 of Subdivision Map Act.
- vi) Improvement plans and an engineer's estimate of the improvements, using the departments approved unit rates, along with the necessary letters of credit, cash and/or bonds to secure the construction of all public improvements shall be submitted and approved by the City Engineer prior to the recordation of the Final Map. No security or bond will be released in partial amounts. When the project has been completed in full, the final punch list is complete, and the notice of completion filed with the appeal time frames expired, then and only then, will the bonds will be release with a formal request to the City Engineer, and processed though the City Clerk Office.

vii) Prior to filing the Final Map for recordation the developer shall execute a subdivider agreement with the City of Monrovia and shall adhere to the requirements of this subdivision agreement including a 10% warranty bond for a period of 3 years from the date of completion and acceptance.

viii) Prior to filing the Final Map with the Department of Public Services for review and approval, the Applicant shall provide street improvements adjacent to the proposed land division to the satisfaction of the City Engineer. Improvements shall include, but are not limited to, driveway modifications, new driveways, removal of abandoned driveways, sidewalk improvements, ADA improvements, replacement of damaged curb and gutter, and street resurfacing and/or slurry seal of street pavement within the boundary of the dedicated Right-of-Way property as directed by the Engineer.

b) Site Plan showing: survey monuments, boundaries, easements and right-of-ways

i) Submit existing site plan, topographic map of the project site, grading, drainage and utility plan to Public Services Department for review and approval. The 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 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-895 for this project. Partial or incomplete submittals will not be accepted.

ii) All site plans, grading plans, drainage plans and street improvement plans shall be coordinated for consistency prior to the issuance of any permits.

c) Water Improvements

i) The Applicant shall install water service to Monrovia's water system to serve the entire development for domestic and fire usage within the City of Monrovia to the specifications of the City Engineer.

d) Waste Water Improvements

i) The Applicant shall install sanitary sewers to Monrovia's sewer system to serve the entire development within the City of Monrovia to the specifications of the City Engineer.

e) Geotechnical Investigation and Report

i) Prior to issuance of a grading permit or encroachment permit, 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, pavement structural sections and recommendations. 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.

f) Hydrology Report and Hydraulic Calculations

Applicant shall provide hydrology study and hydraulic calculations per L.A. County standards, for mitigation of off-site and on-site flows tributary to these structures and conveyances. And shall obtain permits from the county for any connections or modifications to their system.

g) Grading Plan

- i) Grading plan shall conform to MMC Chapter 15.28 and be prepared on a 24" x 36" sheets with City title block. Required improvements may be shown on the grading plan along with site drainage.
- ii) Applicant shall provide an analysis and construct required infiltration and/or treatment of storm water from impervious surfaces prior to reaching direct connections leading to the main storm drainage system.
- iii) All required mitigation measures identified in the soils engineer's and geologist's reports shall be incorporated into the grading/drainage plans and a made a part thereof.
- iv) The lot shall mitigate its own drainage and thereby not impacting off-site drainage structures.
- v) Grading plan to provide a scaled detail section at each property line where the project is in cut or fill greater than 0.5 feet. Provide in relation to the adjacent property existing conditions: set back dimensions, retaining wall dimensions and encroachments, ground and finish surface elevations, cut and fill slopes including code setbacks, and direction of flow indicators.

h) Utility Coordination Plan

- i) 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. Pay all applicable fees for Engineering Division services for issuance of Public Works permits.

i) Off-site Street Improvement Plans

- i) Applicant shall dedicate additional rights of way if determined in the review of the improvement plans they are needed (none identified at this time).
- ii) Remove and replace any curb, gutter, sidewalk, driveway approach or street pavement found by the City Engineer to be broken, uplifted ("holding water"), damaged or not meeting current ADA standards. Construct improvements as required, per City standard drawings 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.

- iii) 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 of the Public Services Department, and will require construction and encroachment permit from the City's Public Services 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.
 - iv) Applicant shall obtain applicable permits for all work to be done within the public right-of-way from the Public Services Department and shall pay all applicable fees for Engineering Division services such as plan check fee and construction inspection fee as applicable.
 - v) The City requires the restoration of the existing pavement after utility installation. Restoration is required from the outer limits of the area covering and encompassing all the utility cuts as shown on the plans, but actual limits shall be determined out in the field by City Engineer. Restoration of asphalt pavement may be up to 2-inch pavement grind and 2-inch asphalt overlay and slurry seal type II
- j) Off-site Utility Extension/Connection Plans
- i) Applicant shall connect all units to the public sewer. The sewer is to be constructed with new lateral(s) (sized per the feasibility study and engineered calculation, minimum 6 inches) with clean-out(s) at property line per City standard drawing S-215 and S-225. Individual laterals connecting to the "common" main line shall be sized per Building Code. Cap off all abandoned laterals at the connection point from the main line to the satisfaction of the City Engineer. Indicate on the Site/Utility Plan the work to be done by the Applicant
 - ii) 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 a 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 waste through the lateral to the sewer main is free from stoppage and obstruction; all devices and safeguards required for the operation of sewer laterals shall be maintained in good working order. The Applicant shall provide the Department of Public Services a copy of a closed circuit television inspection report of the condition of the existing sewer lateral. If the sewer lateral needs repair, it shall be completed to the satisfaction of the City Engineer prior to commencement of the applicant's operation or prior to issuance of certificate of occupancy.
- k) Environmental Conditions
- i) 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:

- 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.
- 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 as 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.
- The Applicant shall conduct annual maintenance inspections by the manufacturer or by a City approved inspector of all structural and/or treatment control storm water devices by following best management practices which shall also verify the legibility of all required stencils and signs which shall be repainted and labeled as necessary. Proof of such inspection shall be retained by the Applicant and a copy submitted to the City of Monrovia on a yearly basis.

l) Demolition of Existing Structures

- i) 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. 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.
- ii) Building, demolition, and grading permits will not be issued until the applicant provides copy of Air Quality Management District (AQMD) permit.



TENTATIVE PARCEL MAP

As required by Sections 66473.5 & 66474 of the California Government Code, the decision for approving Tentative Parcel Map No. TTM77090 for a 4-unit Condominium Development located at 1408 South Alta Vista Avenue is based on the following findings:

- A. That the tentative parcel map subdividing the existing 8,744 square feet of land area for the development of four attached units, together with the provisions for the subdivision's design and improvement, are consistent with the General Plan and satisfy the requirements of the Map Act and of the Municipal Code. *This project is consistent with the General Plan in that it meets the requirements of the current General Plan land use designation for the property. The Residential High Density land use designation in the General Plan allows 54 units to the acre. The RH (Residential High Density) zoning allows for two dwelling units for the first 5,000 square feet of lot area and one dwelling unit for each additional 1,500 square feet of lot area. The property's zoning would allow for up to four units, which is what the applicant is proposing with the condominium subdivision. The project is also consistent with Policy 1.6 of the Land Use Element that promotes a variety of housing types ranging in size, density, and price. The increase in the intensity of the land use from its current use will not be significant; thus it is compatible with the objective policies, general land uses and the programs specified in the General Plan. This project will conform to the Municipal Code standards for multifamily residential developments.*

- B. That the site is physically suitable for this type of development. *The size of the subject lot allows for the lot to be subdivided and developed with a new residential condominium development project without creating detrimental visual or privacy impacts. The lot measures 95.51' feet wide and 91.50' feet deep, resulting in a total lot area of 8,744 square feet. The development of four residential units with three attached subterranean two-car garages and one detached two-car garage was approved by the Planning Commission under CUP2017-05 on July 12, 2017. The residential density, site plan, floor plan, and building elevations associated with approved CUP2017-05 will remain unchanged. The approval of the map will allow separate ownership of each unit and common ownership of the common areas.*

- C. That the site is physically suitable for the proposed density of development, specifically the 8,744 square foot parcel is zoned RH (Residential High Density), and is being developed within the maximum density and floor area ratio thresholds of the Zoning Ordinance. *The residential density, site plan, floor plan, and building elevations associated with approved CUP2017-05 will remain unchanged. The approval of the map will allow separate ownership of each unit and common ownership of the common areas.*

- D. That the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat *in that the property was first developed with a primary residence (1408 South Alta Vista Avenue) that was built in 1947, and a detached carport. On July 12, 2017 the Planning Commission approved Conditional Use Permit CUP2017-05 for the development of a two-story, four-unit multi-family building with three subterranean two-car garages and one detached two-car garage. The residential density, site plan, floor plan, and building elevations associated with approved CUP2017-05 will remain unchanged. The approval of the map will allow separate ownership of each unit and common ownership of the common areas. The land surrounding the site is also developed with multi-family residential uses on the north, east, and south. Across the street to the west are single family homes. Therefore, the proposed subdivision and the proposed site improvements are not likely to cause substantial damage to the environment.*
- E. The design of the subdivision and the type of improvements are not likely to cause serious public health problems, as it will comply with all City design and safety standards, including fire suppression requirements. *On July 12, 2017 the Planning Commission approved Conditional Use Permit CUP2017-05 for the development of a two-story, four-unit multi-family building with three subterranean two-car garages and one detached two-car garage. The residential density, site plan, floor plan, and building elevations associated with approved CUP2017-05 will remain unchanged. The City Engineer has reviewed this proposed subdivision relative to the adjacent right-of-way. Access to the site is proposed to be taken from South Alta Vista Avenue. Based on the City Engineer's review, it is determined that the design and construction of the project would preserve public safety and provide adequate access and circulation for vehicular and pedestrian traffic. All necessary public improvements will be made prior to the recordation of the final map.*
- F. The design of the subdivision and the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision, *as the public sidewalk incorporated into the design will continue to provide access to the public along that right-of-way. The existing utility and road easement, and the existing easement for Southern Counties Gas Company of California will continue to be accessible.*
- G. The City has considered the effect of the subdivision on the housing needs of the region in which the City is situated, and balanced those needs against the public service needs of its residents and available fiscal and environmental resources. *On July 12, 2017 the Planning Commission approved Conditional Use Permit CUP2017-05 for the development of a two-story, four-unit multi-family building with three subterranean two-car garages and one detached two-car garage. The residential density, site plan, floor plan, and building elevations associated with approved CUP2017-05 will remain unchanged. The proposed subdivision will not significantly increase the demands on available fiscal and environmental resources. The housing needs will be improved in the region by the addition of three more units. Lastly, by subdividing the land, the opportunity for individual home ownership becomes a possibility.*

H. The discharge of waste from the proposed subdivision into an existing community sewer system will not result in violation of existing requirements of the Regional Water Quality Control Board. The City Engineer has reviewed the proposed subdivision. All necessary public improvements will be made prior to the recordation of the final map.



DATA SHEET 4

Surrounding Land Uses

TPM77090

1408 South Alta Vista Avenue

Property Description:

The subject property is located on the east side of South Alta Vista Avenue between West Cypress and West Central Avenues. The site measures approximately 95.51' wide and approximately 91.50' deep for a total lot area of 8,744 square feet and is developed with a 909 square foot house and detached carport.

Zoning

Subject site: RH (Residential High Density)

Surrounding pattern:

north: RH (Residential High Density)

south: RH (Residential High Density)

east: RH (Residential High Density)

west: RL (Residential Low Density)

Land Use

Subject site: Vacant Land

Surrounding pattern:

north: Multi Family residence

south: Multi Family development

east: Multi Family development

west: Single Family residence

Environmental Determination: Categorical Exemption Class 3

Applicable Ordinance Regulations: MMC 17.44.050 Condominiums and Planned Developments; MMC 16.12 Tentative Maps



DATA SHEET 1

Planning Conditions

CUP2017-05

1408 South Alta Vista Avenue

Development of the subject property and operation on the site must remain in substantial conformance at all times with the request and application forms and plans for construction of a two-story, four-unit attached apartment building with three subterranean two-car garages and one detached two-car garage (CUP2017-05) 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 stucco, windows, exterior doors, garage doors, roofing, color schemes and exterior light fixtures.
2. Appropriate landscaping shall be added along the north property line within the front setback area to screen existing wall. Vine pockets shall be added along the south property line and planted with appropriate landscaping to screen the new wall. The existing wood fencing along the east property line shall be repaired and refurbished after obtaining permission from adjacent property owner. 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 on the apartment units or the garages. The Applicant shall make a good faith effort to work with adjacent property owners (that have existing walls/fences) to repair and refurbish the existing walls/fences in conjunction with neighboring property owners 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.
3. All ground level 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. 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.

5. 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.
6. Placement and design of mailboxes shall be reviewed and approved by both the U.S. Postal Service and the Planning Division prior to installation.
7. No roof mounted mechanical equipment shall be permitted.
8. 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.
9. 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.
10. 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.
11. The existing power pole located in the public right of way, near the southwest corner of the property, shall be relocated as a result of the new driveway approach along the south property line prior to issuance of building permits. The new location shall be determined by the corresponding utility company subject to review by the city.
12. 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

13. 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 shall incorporate the following conditions of approval:
 - a. Landscaping shall be a combination of 24" and 36" box trees, shrubs, and groundcover. 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.
14. 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

15. All paved parking and driveway areas shall be surfaced with Portland cement concrete (3-1/2" minimum thickness) or approved alternative.
16. All driveway surface areas shall incorporate accent treatment throughout the design. Accent treatment shall include stamped concrete or other approved treatment. A portion of the driveway design shall incorporate a permeable surface.

CONSTRUCTION SITE REQUIREMENTS

17. 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.
18. 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

19. In addition to Planning (Data Sheet No. 1) and Public Works (Data Sheet No. 2) 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.
20. 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.
21. 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 Numbers 1 and 2. The Conditional Use Permit CUP2017-05 shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.
22. 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.
23. 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.
24. 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, 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.



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. LID/SUSMP Plan with Hydrology Report
 - c. Site Plan
 - d. Grading Plan/Drainage Plan
 - e. Utility Plan
2. Submit existing site plan, topographic map of the project site, grading, drainage and utility plan to the Community Development Department for review and approval. The 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 Services 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. Applicant shall obtain applicable permits for all work to be done within the public right-

of-way from the Public Services Department and shall pay all applicable fees for Engineering Division services such as plan check fee and construction inspection fee as applicable.

6. The Applicant shall remove all existing driveway approaches not used along property frontage and reconstruct curb and gutter per City standards, and shall be inspected by the Public Works Inspector and approved by the City Engineer.
7. The City requires the restoration of the existing pavement after utility installation. Restoration is required from the outer limits of the area covering and encompassing all the utility cuts as shown on the plans, but actual limits shall be determined out in the field by City Engineer (Public Works Division). Restoration of asphalt pavement shall be a 2-inch pavement grind and 2-inch asphalt overlay where the existing asphalt pavement is 4-inches thick or greater. If the existing asphalt pavement is less than 4-inches, a new structural section of asphaltic pavement and base shall be installed. The street is under a moratorium, slurried with type II in the last 5 years and thus must be slurried within the limits of the project from edge of east street gutter to edge of west street gutter.
8. Prior to start of any construction activity, Applicant shall provide a Transportation Plan to the Public Services Department formalizing the approved truck route, staging areas, radio control points and manpower, street sweeping activities along with loading/unloading of supplies/materials and parking for contractors and employees in/on and around the site prior to issuance of any demolition, grading, construction or encroachment permits for the project. No construction activity will be allowed without first getting approval of all required submittals to the Public Services Department.
9. 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 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.
10. 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.
11. Applicant shall provide an analysis and construct required infiltration and/or treatment of storm water from impervious surfaces prior to reaching direct connections leading to the main storm drainage system or the street.
12. All required mitigation measures identified in the soils engineer's and geologist's reports shall be incorporated into the grading/drainage plans and a made a part thereof. Drainage devices shall be designed to handle and prevent erosion from damaging the proposed structure and surrounding neighborhood.
13. 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.

14. 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.
15. 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.
16. 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.
17. The Applicant, if approved by the Building Division 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 Services Department a copy of CCTV Inspection.
18. 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.
19. This project is subject to the MS4 NPDES' Standard Urban Stormwater Mitigation Plan (SUSMP) regulations. The Applicant must submit a site-specific drainage concept and stormwater quality plan to mitigate post-development stormwater.
 20. 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.
 21. The Applicant shall obtain approval of a Drainage BMP plan (which can also be included as part of the grading and drainage plan). The BMP must address run-off and pollutants of concern including, but not limited to trash/litter, fossil fuels, metals, bacteria, toxics, nutrients, and sediment. The Drainage BMP plan shall be reviewed and approved to the satisfaction of the City Engineer prior to the issuance of grading permit. The plans shall be prepared on a maximum 24" x 36" sheets with City title block. The submittal of the plans shall include: a cost estimate for the installation of structural BMP's, a plan check fee, and an inspection fee. The final submittal shall include a Mylar of the approved Drainage BMP plan. Partial or incomplete submittals will not be accepted.
 22. 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.
 23. 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.
 24. Roof down spouts should be discharged to gravel or heavily vegetated areas whenever possible.

25. Storm drains must be stenciled. All yard drains and catch basins to the street or storm drain system must be stenciled or labeled with the “No Dumping – Drains to Ocean” logo or equivalent.
26. The Applicant shall maintain the drainage devices such as paved swales, inlets, catch basins, pipes, and water quality devices as applicable that have been constructed within said areas according to BMP plans permitted by the City of Monrovia, in a good and functional condition to safeguard all lots within the development and the adjoining properties from damage and pollution.
27. The Applicant shall conduct annual maintenance inspections by the manufacturer or by a City approved inspector of all structural and/or treatment control storm water devices by following best management practices which shall also verify the legibility of all required stencils and signs which shall be repainted and labeled as necessary. Proof of such inspection shall be retained by the Applicant and a copy submitted to the City of Monrovia on a yearly basis.
28. The Applicant shall record a maintenance covenant with the L.A. County Registrar/Recorder and submitted to the City for the Standard Urban Stormwater Mitigations Plan and other Municipal NPDES Requirements to the satisfaction of the City Engineer prior to the issuance of Certificate of Occupancy.
29. For projects which disturb soil during wet season (October 1- April 15), Applicant must submit a signed certification statement declaring that contractor will comply with Minimum Best Management Practices (BMPs) required by the National Pollutant Discharge Elimination System (NPDES), and also submit a Local Storm Water Pollution Prevention Plan/Wet Weather Erosion Control Plan.
30. 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.
31. 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.



EXHIBIT "B"

TPM77090

1408 South Alta Vista Avenue

