

**CITY OF SAN MARINO  
RESOLUTION NO. PCR 25-02**

**A RESOLUTION OF THE CITY OF SAN MARINO PLANNING  
COMMISSION APPROVING CONDITIONAL USE PERMIT NO. CUP  
24-03 AT 1151 OXFORD ROAD, CITY OF SAN MARINO, LEGALLY  
DESCRIBED AS TRACT NO. 8414 & 11330, LOT 4, 8, & 17, IN THE  
CITY OF SAN MARINO, COUNTY OF LOS ANGELES**

WHEREAS, on August 21, 2024, an application for a Conditional Use Permit to construct 33 residential units within seven, two-story buildings consisting of 34,724 square feet (sq ft), a 3,312 sq ft clubhouse, a new 6 foot - 8 inch vehicle entrance gate, and associated parking area consisting of 98 parking spaces and three carports, was duly filed by The Huntington Library (Applicant), for the property located at 1151 Oxford Road, San Marino, California, 91108 (the Property),

WHEREAS, the Property is Zoned Historical and Cultural (H&C), and

WHEREAS, the Property in question is legally described as follows:

LOT NOS. 4, 8, & 17 OF TRACT NO. 8414 & 11330, IN THE CITY OF SAN MARINO,  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

WHEREAS, a public hearing to consider said application was set and held before the special meeting of the Planning Commission on January 28, 2025, at the hour of 6:00 p.m., and relevant testimony, evidence, and comments have been made a part of the record; and

WHEREAS, on January 28, 2025, the Planning Commission also reviewed all of the information provided in the staff reports and considered the testimony given at the public hearings, including all written communications to the Planning Commission, as well as other pertinent information; and

WHEREAS, on January 28, 2025, the Planning Commission deliberated the merits of the Project and made a motion to continue the project to a date uncertain; and

WHEREAS, on March 26, 2025, the Planning Commission also reviewed all of the information provided in the staff report and considered the testimony given at the public hearing, including all written communications to the Planning Commission, as well as other pertinent information; and

WHEREAS, on March 26, 2025, the Planning Commission deliberated the merits of the Project and made a Motion of Intent to Approve the Project.

WHEREAS, the proposed project is Categorically Exempt from CEQA pursuant to State CEQA Guidelines, Article 19, Section 15332, Class 32 (Infill Development Projects).

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SAN MARINO does hereby find, determine and declare:

**SECTION I.** All of the above recitals are true and correct and are incorporated herein as part of this decision by this reference.

**SECTION 2.** The San Marino Planning Commission makes the following findings regarding the issuance of a **CONDITIONAL USE PERMIT CASE NO. CUP 24-03:**

- A. That the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort or general welfare or persons residing in or working in the area of such proposed use nor be detrimental or injurious to property or improvements in the neighborhood or to be general welfare of the City.**

*The proposed project will not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing in the area as noise levels, air quality standards, emissions thresholds, wastewater generation, and water demand as outlined in the CEQA Exemption analysis included as attachment 4; the project would not have a significant effect on the environment as defined by CEQA.*

*The project is proposed within a 4.79-acre area within the 207-acre Huntington Library campus, which provides a substantial land area to accommodate the residential project and amenities without being detrimental to the safety, peace, and general welfare of the campus and surrounding community.*

*The project is designed in accordance with the adopted objective design standards for multifamily residential within the H&C zone. Additionally, the project is consistent with the City's adopted General Plan and Housing Element, which identifies the project site as anticipated to be developed with 33 housing units to assist in accommodating the City's RHNA during the planning period.*

*As such, this project meets this finding.*

- B. That the site for the proposed conditional use is adequate in size and shape to accommodate the yards, walls and fences, parking and loading, landscaping, and other development features prescribed in this Chapter or required by the Commission in order to integrate said conditional use with the land and uses in the neighborhood.**

*The 4.79-acre project area is adequate in size and shape to accommodate the residential project, inclusive of all the proposed yards, walls, fences, associated parking, and other amenities within the 207-acre Huntington Library campus. The proposed parking areas will be screened by heavy integrated landscaping that will provide a transition between the surrounding single-family homes along Orlando Road to the project.*

*The proposed landscape offers a variety of new trees listed on sheet L3. The new trees will border Orlando Road and will surround internal streets, pedestrian walkways, and all of the buildings. A variety of shrubs and ground covers will also be planted, as identified in L3.01.*

*Therefore, this project meets this finding.*

- C. That proposed conditional use will not have a detrimental effect upon the nature, condition and development of nearby uses and buildings.**

*The proposed project will not have a detrimental effect on the nature and existing use of the Huntington Library and the surrounding single-family neighborhoods. The proposed units will house*

*scholars from the Huntington Library, which offers an integrated living environment separate and local from the other single-family living environments.*

*As such, this project meets this finding.*

**D. That the site for the proposed conditional use will relate to streets and highways adequate in width and pavement to carry the kind and quantity of traffic such use would generate.**

*The project would not generate any new trips and would not result in operational deficiencies to the surrounding streets of Orlando Road, South Allen Avenue, South Sierra Bonita Avenue, Oxford Road, and San Marino Avenue. The proposal is located within a Low Vehicle Miles Traveled (VMT) area and qualifies as a local-serving project.*

*In 2020, the City Council adopted, under Resolution R-20-18, a new VMT methodology and threshold for identifying transportation-related impacts pursuant to the requirements of SB 743.*

*Therefore, this project meets this finding.*

**SECTION 3.** The San Marino Planning Commission makes the following findings regarding the City's available sites to accommodate the City's share of the regional housing need at each income level as required by paragraph (2) of subdivision (b) of Section 65863 of the California Government Code:

*The City's adopted Housing Element identifies the project site as being available to accommodate 33 units affordable to very low income households to accommodate a portion of the City's Regional Housing Need Allocation (RHNA) for this income level. Consistent with the density assumed in the Housing Element, the project proposes to develop 33 units.*

*As shown on the Huntington Library's website (<https://huntington.org/verso/huntingtons-foundations-and-futures>), the project is intended to provide "residences for visiting scholars at affordable rental rates." Further, the City understands that the project is intended to serve visiting scholars, including graduate students, and other positions with limited incomes and economic means. Due to the limited incomes and cost burdens faced by future residents, it remains likely that the project will include units that are rented at no more than the maximum rent for a very low-income household. However, the anticipated rents for the units have not yet been determined.*

*Consistent with Housing Element Program 1.16, the City will require the project to identify its rent ranges, and the City will evaluate the affordability of the project's units to determine if the prices would be affordable to extremely low and very low income households. Unless and until more information regarding the project's rent levels is available, it is most conservative to assume that the project's 33 units would serve above moderate income households.*

*Based on this assumption, approval of the project would result in a decrease in capacity of 33 units available to extremely low and very low income households. Accounting for the Housing Element's existing surplus of 23 units available at this income level, the City finds that it must identify how it will accommodate at least 10 additional units at this income level within 180 days of approving the project. Applying this currently available information, the remaining unmet need for its RHNA at each income level would be quantified as follows (differences from the adopted Housing Element are shown in ~~strikethrough~~ and underlined text):*

Income Group	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total
Total RHNA	149		91	91	66	397
Units Approved Since 6/30/21	0		0	0	1	1
ADUs Approved Since 6/30/21	24		44	2	30	100
Projected ADUs	43		84	4	56	187
Huntington Site	33-0		0	0	0-33	33
Southwestern Academy Site	0		0	20	0	20
Stoneman Site	49		0	0	0	49
San Marino Community Church Site	23		0	0	0	23
Mixed-Use Sites 1, 2, and 3	0		0	96	0	96
<b>Total Capacity</b>	<del>172</del> 139		128	122	<del>87</del> 120	509
<b>Surplus RHNA</b>	<del>23</del> -10		37	31	<del>21</del> 54	112

**SECTION 4.** PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the San Marino Planning Commission hereby approves CONDITIONAL USE PERMIT CASE NO. CUP 24-03 subject to conditions of approval.

**SECTION 5.** The proposed project is Categorically Exempt from CEQA pursuant to State CEQA Guidelines, Article 19, Section 15332, Class 32 (Infill Development Projects) and none of the circumstances that would give rise to the exceptions to the exemption described in State CEQA Guidelines, Article 19, Section 15300.2 are present.

**SECTION 6.** The decision of the Planning Commission, as set forth in this Resolution, is final unless a timely appeal to the City Council is filed within fifteen (15) days of the date of the adoption of this Resolution by the Planning Commission pursuant with the provisions of Section 23.15.10 of the San Marino Municipal Code.

VOTE:           **AYES:**  
                      **NOES:**  
                      **ABSTAIN:**  
                      **ABSENT:**

#### CERTIFICATION

I hereby certify the foregoing Resolution No. PCR 25-02 is a true and complete record of the action taken by the Planning Commission of the City of San Marino, California, at its regular meeting of March 26, 2025.

**PASSED, APPROVED, AND ADOPTED** on this 26th day of March 2025.

\_\_\_\_\_  
SHELLEY BOYLE,  
Chair, San Marino Planning Commission

ATTEST:

---

ISIDRO FIGUEROA,  
Secretary, San Marino Planning Commission

EXHIBITS

A. CONDITIONS OF APPROVAL

**EXHIBIT A**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**STANDARD CONDITIONS**

**PROJECT:** Conditional Use Permit Case No. CUP 24-03

**SUBJECT:** The applicant proposes to construct 33 residential units within seven, two-story buildings consisting of 34,724 square feet (sq ft), a 3,312 sq ft clubhouse, a new 6 foot - 8 inch vehicle entrance gate, and associated parking area consisting of 98 parking spaces and three carports.

**APPLICANT:** The Huntington Library

**LOCATION:** 1151 Oxford Road, San Marino, CA 91108

**ALL OF THE FOLLOWING CONDITIONS APPLY TO YOUR PROJECT. THE APPLICANT SHALL CONTACT THE PLANNING DIVISION VIA PHONE AT (626) 300-0700 OR EMAIL AT PLANNING@SANMARINOCA.GOV**

**A. General Requirements**

1. The applicant shall defend, indemnify, protect and hold harmless the City, its elected and appointed council members, boards, commissions, officers, officials, agents, consultants, employees, and volunteers from and against any and all claims, actions, or proceeding against the City and its elected and appointed council members, boards, commissions, officers, officials, agents, consultants, employees and 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.
2. Copies of the signed Planning Commission Resolution of Approval or Approval Letter, Standard Conditions, and all environmental mitigations shall be included on the plans (full size). The sheet(s) are for information only to all parties involved in the construction/grading activities and are not required to be wet sealed/stamped by a licensed Engineer/Architect.

**B. Time Limits**

1. Any approval shall expire if a Building Permit has not been issued or the approved use has not commenced within one year from the date of approval, or a time extension has been granted.

**C. COMMUNITY DEVELOPMENT DEPARTMENT**

1. The site shall be developed and maintained in accordance with the approved plans which include site plans, architectural elevations, exterior materials and colors, landscaping, and grading on file in the Community Development Department, the conditions contained herein, and the Zoning Code regulations.
2. Prior to commencement of construction, all necessary building permits must be obtained from the Building and Safety Division.
3. The project must comply with the building codes in effect at this time, which include the “2022” California Building, Plumbing, Mechanical, and Electrical codes as amended by Chapter 25 (Uniform Codes) of the Municipal Code.
4. Prior to the use of the project site being commenced thereon, all Conditions of Approval shall be completed to the satisfaction of the Community Development Director.
5. Operation of the facilities shall not commence until such time as all California Building and Fire Marshal regulations have been complied with. Prior to commencement of operation, plans shall be submitted to the San Marino Fire Department and the Community Development Department to show compliance. The facility shall be inspected for compliance and final acceptance granted prior to the start of operation.
6. Pedestrian entrances and walkways shall be clearly identified through paving pursuant to section 23.05.03.9.B.1. and landscaping, and be separated by a physical barrier consisting of either a raised planting strip a minimum of three feet wide or grade separation of at least six inches from vehicle access areas.
7. Pedestrian pathways shall be provided in parking lots between parking areas and building entrances, and shall consist of special paving as identified in section 23.05.03.9.B.1., or a landscaped path or trellis-covered path.
8. Access control. Gated, fenced, or underground parking facilities, and gated exterior stairwells, shall incorporate access control technology (e.g., access card or key). In cases where all units and main parking area are located in a single gated complex, the control mechanism shall be limited to use on exterior vehicular and pedestrian gates.
9. Bicycle parking. Short-term bicycle parking shall be provided in the form of an inverted “U” shape facility. Bicycle parking shall not be separated from building entrances by a road, parking area or structure. Long-term bicycle parking shall be provided on-site in a secure, enclosed structure, or in a secured location within a parking structure.

10. The Community Development Director can authorize the reduction of the off-street parking identified in the approved project plans, but the remaining off-street parking shall comply with the minimum required off-street parking requirements outlined in the SMMC Section 23.05.03.7(C).
11. Native plants. New plant material in landscaped areas shall include at least 25 percent native plant species selected from those listed by the California Native Plant Society in the Calscape website specific to the Western San Gabriel Valley. Existing plant material, if preserved, shall not be subject to this requirement.
12. Drought tolerant plants. Notwithstanding section 23.16, at least 50 percent of new plant material in landscaped areas shall be low-water use plants. Plant selection shall reflect water conservation through the use and grouping of plants that are well adapted to the particular site and require similar water needs (same hydrozones), and climatic, geological and topographical conditions. Existing plant material, if preserved, shall not be subject to this requirement.
13. Trees, shrubs and groundcover. New trees shall consist of both evergreen and deciduous varieties, the distribution of which shall be the applicant's choice providing that no more than 50 percent of trees shall be deciduous. Existing trees, if preserved, shall not be subject to this requirement. At least five different species of shrubs and groundcover shall be used in planter areas.
14. Water Efficient Landscaping. New irrigation systems outlined in landscape and irrigation plans subject to the California State Model Water Efficient Landscape Ordinance shall conform to the requirements of such ordinance and section 23.16 to achieve water efficient landscaping.
15. Dry landscaping. No more than 20 percent of any landscaped area shall contain dry landscaping of decomposed granite, bark, or decorative pebbles, rocks, and boulders.
16. Pedestrian paving. Pedestrian walkway materials shall consist of stamped or scored concrete, interlocking unit pavers, tiles, bricks, or stone, and shall also be used to delineate crossings at circulation drives and parking aisles.
17. Lighted areas. All pedestrian pathways, vehicle parking areas, bicycle parking areas, structure entries, trash enclosures, and landscaped areas, and common open space areas shall be illuminated for safety and security.
18. Fixture orientation. No outdoor lighting shall be permitted where the light source is directed toward, or results in direct illumination of, a parcel(s) other than that upon which such light source is physically located. Accent lighting of buildings, trees or other landscape features may be permitted, provided the lighting only accentuates those individual features, and not an



entire structure or landscaped area. Accent lighting shall be directed onto the building façade or tree, and all lighting fixtures shall be fully shielded and mounted as close as possible to the architectural feature of the building or tree being illuminated. Uplighting and flood lighting is prohibited.

19. Illumination limits. No one fixture or luminaire shall exceed 1,600 lumens, however accent lighting shall not exceed 800 lumens.
20. Correlated color temperature. For outdoor lighting, the maximum correlated color temperature (CCT) for each luminaire shall not exceed 4,000 Kelvin (K). Outdoor lights that exceed 4,000 K, commonly referred to as cool color temperatures, are prohibited.
21. No outdoor lighting shall be permitted where the light source or fixture, if located on a building, is above the eave line. If the light source or fixture is located on a building with no eaves, the light source or fixture shall not be more than 10 feet above existing grade, adjacent to the building or pole. Free-standing light standards for pedestrian and parking lot lighting shall be a maximum of 14 feet high, including the pole and light fixture. The light fixture, separate from the light pole, shall not be more than two feet in height.
22. Light trespass. The maximum illumination level at the project site property line shall be no more than a 0.07 foot as measured at grade. Light trespass that results in glare to neighboring properties or public/private streets is prohibited unless the director determines that there is no other alternative to provide such security lighting required by the California Building Code, or approves the use of alarm or motion-activated security lighting. For the purposes of this section, “glare” means stray, unshielded lighting striking the eye that results in discomfort, such as bright light causing squinting of the eyes; and/or disabling glare, such as bright light that reduces the ability to drive or see into shadows.
23. Fixture types. All light fixtures, including pole-mounted and wall-mounted light fixtures, shall be fully shielded so that the light bulb is invisible from the adjacent neighbors or streets. Light fixtures shall be “cut-off” where lenses, refractors or lamp sources do not extend below the surface of the fixture housing, and no light shall be directed at or above the lowest horizontal plane of the light fixture. Louvered light fixtures shall not qualify as fully shielded fixtures.
24. Extinguishment of lights. With the exception of approved security lighting, or operational lighting conditions approved through a conditional use permit, all exterior lighting and parking lot lighting shall be extinguished by 10:00 p.m.
25. The Community Development Director can issue a certificate of occupancy absent the completion of the project’s landscaping by imposing additional

conditions to the project to ensure the landscaping will be completed consistent with the approved plans.

**D. FIRE DEPARTMENT**

1. The apartment housing must be occupied by non-transient residents in accordance with the 2022 California Fire Code. The apartment building occupants' stay must be longer than 30 days; the buildings are to be classified as an R-2 occupancy.
2. Building data must be provided in construction documents submitted for SMFD and Building Department plan review. The following building data must be provided for each building: total square footage, type of construction, occupancy, number of stories, reference to the type of fire sprinkler and fire alarm systems to be installed, code references based on the plan check submittal date, building height based on the building code.
3. A fire flow and will serve letters from the Pasadena Water and Power (PWP) dated September 4, 2024 have been received and are acceptable by the SMFD; the fire flow of 2,631 gpm at 20 psi exceeds the minimum required fire flow of 1500 gpm at 20 psi; shall the design submittal exceed 24 months from the date of the fire flow letter a new fire flow letter from PWP must be requested by the design team and presented with the design documents. Incorporate the current "will-serve" and the fire flow letters from the PWP into the building plan set.
4. Per the CUP submittal, there will not be natural gas service to the project site, the use of LPG portable cylinders will not be permitted in the apartment buildings. Special outdoor events at the site must be permitted by the SMFD.
5. The Fire Department (FD) access and hydrant location plan is required for plan check. The plans must be to scale, complete, and consistent with other plan sheets. It is preferred that all FD access information is presented in single sheet prepared by the project engineer; during the entitlement process only the overall concept of the site access and hydrant locations have been evaluated the FD Access/hydrant plan sheet must be a part of the building plan set and be included in set's "sheet index".
6. All current discrepancies such as the pedestrian pathway's locations, the final design of the proposed trellises and patios, the final floor plans types and buildings' footprints between various sheets and the FD Access exhibit must be eliminated in the plan check documents.
7. Hose pulls drawn thru landscaping must clearly identify the surface material on the plan sheets submitted, hose pulls to buildings must be measured along an approved route around the exterior of the building, to the most remote portion of the exterior walls, must lead to accessible doors of the buildings. An accessible route is defined as hardscape path, a decomposed granite (DG) path, or a turf area; hose pulls through shrubs and/or ground covers that

need maintenance to maintain a 4" maximum height and/or tree canopies or limbs less than 8' high are not acceptable on the approved path. Illustrate the location of the hose pulls through the FD approved path and dimension the maximum length. Currently, hose pull across most of the proposed vegetation is not acceptable. Hose pulls must be properly dimensioned on the approved paths; hose pulls in excess of 150' but not exceeding 175' have been mitigated in these conditions of approval by the SMFD.

8. The required Public Fire Hydrant, Master Fire Department Connection (Master-FDC), and the FD Back Flow Preventer with the system's control valves on the south side of Orlando Road are to be located near the project's entrance and must be included in the FD access and hydrant location plan. Locate the fire suppression devices on the south side of Orlando not less than 15' from the gate access and provide a clearance of 15' between the FDC and the public fire hydrant. The Master FDC is to consist of (1) 4" and (2) 2 1/2" inlets and the fire hydrant shall be a UL and/or an FM listed as required by the Water District. FDC's at each building are not required.
9. Including the public fire hydrant to be installed, a total of seven fire hydrants are required for the development of the apartment complex and the south parking lot. Fire hydrants located on roadways that are 20' wide or less must have 50' long pull-out areas per the LA County Fire Access Standards.
10. Hammer heads on the fire access road's must be a minimum of 35' in depth per Figure B for intermediate turn arounds in the LA County Fire Access Standard.
11. The canopies of new trees or transplanted trees must not extend over the fire lanes. The canopies of protected existing trees must be trimmed back at least 13'6" above the fire lane surface.
12. The roadway between the proposed apartment complex and the parking lot leading into west gate of the apartment complex is considered a secondary FD access fire lane and shall comply to minimum width requirements and required radius in the LA County Standards for its entire length until reaching the apartment complex.
13. The FD access plan must detail compliance with the required turn radius, grades, cross slopes and or grade breaks. If there is a conflict with Public Works's (PW's) on the interior roadways standards to be used, it must be resolved before moving on with the design.
14. If the Orlando's Main gate location and/or configuration is required to change due to Planning or Public Works Departments mandates, the designer must incorporate the Fire prescribed gate regulations into the redesign, gates must swing clear of required access widths.

15. A pedestrian gate and access path is required at the main access driveway gate location for FD use in case of driveway gate operation failure for the FD to override the automated gate. Knox box or Knox pad lock is required at the pedestrian gate.
16. The alternative fire lane surface approved is Invisible Structure's Grass Pave 2 as proposed; the proposed material must be specified in the FD access plan sheet. The engineer's construction plans must detail the installation requirements of the manufacturer, and the FD standard used.
17. The pedestrian gate access on the southeast corner of the development leading to the parking lot on the south is also required for FD access; a Knox box or Knox padlock is required.
18. It has been confirmed that all utilities are underground. The location, height and type of site lighting to be used shall not project over the fire department access roadway.
19. Solar panels are located on the parking canopies and EV Charging areas will be provided at some parking stalls, separate deferred building permits are required for these systems.
20. FD Access alternative surface (Grass Pave) will not be used for storm water retention to comply with the WQMP.
21. The site access must comply with the current regulations of the Los Angeles County Fire Apparatus Access Roadways Standard.
22. All buildings, and trash enclosures (if attached or adjacent to buildings) must be equipped with automatic fire sprinklers as required by the current California Fire Code (CFC) and the San Marino Municipal Code (SMMC). All attics, attached patios, covered balconies and decks must also be equipped with sprinkler protection regardless of if a NFPA 13R systems are installed in the apartment buildings. Carports as requested may be un-sprinklered if they comply with the necessary setbacks required by the CA Building Code and are classified as U occupancy.
23. All buildings must have their fire sprinkler systems and aboveground site control valves monitored by a Central Station Fire Alarm System.
24. The sprinkler systems and on-site fire hydrants must be supplied from a dedicated private fire main supplied from a public water supply. All shut off and sectional valves must be above ground indicating and monitored. The only valves that will be permitted not to be monitored are the underground valves next to the fire hydrant (foot valves) and those valves in the public right of way that are under the supervision of the water district.

25. All residential buildings and the Wendy Munger Commons (WMC) building must be equipped with a fire alarm system. The Fire Alarm system must be monitored by a listed central station and shall be automatic with the appropriate notification in each unit. The WMC building must have a master fire alarm control panel and annunciator completely addressable to indicate the location, type and description of the alarm, supervisory and/or trouble signals from this site (the building panels or systems are to be slaved of the WMC building master panel). Additional devices incorporated into the fire alarm system such as smoke detection and heat detection devices in the apartment units and common stairways will be required at the discretion of the SMFD Fire Official during the design phase of the system. Fire alarm systems and specific device requirements are being required as necessary mitigation to achieve early notification.
26. CSFM listed I I0v with sealed battery-backup single station smoke alarms are required in all residential building units per the current edition of the California Building Code (CBC). Carbon monoxide alarms are not required if fuel burning appliances are not installed and attached parking garages or carports to the apartments are not proposed.
27. Fire extinguishers (FE) are required for all residential buildings; FE must be mounted on the exterior of the residential buildings in recessed cabinets, visible and accessible to all occupants. The community building will be required to have fire extinguisher mounted inside and outside the building.
28. Carports canopies shall not encroach into the 26' wide driveway (FD Access Roadway).
29. Non-commercial Cooking operation such as the warming kitchen in the WMC building will not require a type I hood or a monitored fixed fire suppression system. if the cooking operation is determined to be of a commercial nature all of the above-mentioned requirements will be necessary.
30. The site must be tested for Emergency Responder Communication Coverage and results submitted for review by the SMFD and the fire plan check consultant. If the site fails to meet the minimum requirements by the fire code, the site will have to make the necessary code compliant improvements.
31. All the FD review comments in the entitlement process that were not addressed and/or corrected and still need to be designed and reviewed have been moved into the Conditions of Approval at the request of the applicant. The Conditions of Approval will be used in the Fire/Building plan review and eventual plan check approval of all construction documents, changes of design affecting reviewed conditions may generate additional comments.
32. An illuminated site monument with the MFR complex address will be required at the Orlando gate.

33. An illuminated site directory will be required at the site entrance near the Orlando gate. SMFD must approve the draft before posting.
34. Los Angeles County Fire Apparatus Access Roads regulations will be used for FD access.
35. The following regulations and standards shall be used in the site development (except for FD access). The applicant may request in writing to use a different standard and provide all the necessary and relevant information to the SMFD to consider an alternate: Fire Construction Standards from the City of Rancho Cucamonga, California must be used for the design of the specific components identified in the particular standard or section of the standard: In standard 5-1 only the section pertaining to Fire Access Roadway identification, 5-2 Fire Apparatus Access Roadway Alternative Materials, 5-3 Gates-Residential, 5-7 Signage for Multi-Unit Residential Buildings, 5-9 Knox boxes and 5-11 Site Plan. The design team at the request of the HEH library construction management may request an Alternative, Methods and Materials (AM&M) for consideration by the SMFD; the request application must propose an equivalent alternative to the requirement in the standard. All AM&M requests must be made in writing, provide supporting documents, and be signed by the architect and the HEH construction management staff. SMFD will approve or deny the AM&M request and provide the reasoning for either.
36. Building Permits issuance will require SMFD clearance; a site inspection by SMFD is required to verify that temporary emergency access roads are in place and the points of entry are acceptable. Substantial approval is required for the public water supply plans by the water district and approval of the private water supply infrastructure plans from city plan check.
37. Before lumber can be dropped on site for the purpose of framing, the water supply and fire hydrants on site must be in service and the fire access roadway must be constructed (except for the final lift of asphalt), alternative road surfaces for fire department access must be compacted and a temporary lift of an all-weather surface installed under the supervision of the civil engineer, the SMFD must receive civil certification for non-paved surfaces from the civil engineer and upon SMFD inspection of the site, review of the documentation and approval, lumber drops may be authorized. The number and location of fire hydrants as well as the location of roadways and gates necessary to access the construction site by FD apparatus to conduct fire suppression operations and permit the necessary EMS service any time during the various stages of construction will be determined by the SMFD when the contractor presents a phasing plan. SMFD will review the phasing plan and upon approval the contractor may proceed in making the approved installation. When the contractor has completed the installation SMFD must be summoned to inspect and approve the installation to allow the next phase of construction to start. EMS access is required from the inception of the

project until final approval. Above ground temporary fire services can be considered but are not recommended.

38. Fire Safety during Construction must be observed in accordance with the CFC Chapter 33. Violations may result in the suspension of a particular construction activity or shutting down the entire construction site until the violations are remedied and permitted to restart by the Fire Official. Violations may result in fines. Temporary fencing and gate locations must be acceptable to the SMFD for phased construction.
39. Fire submittals are deferred from the building permitting submittal. Fire submittals are submitted at the Building and Safety office, city hall staff will route the plans to the consultants performing the fire review. The following are fire submittals required and submitted separately from the building plans: Public Water plans (submittal to both the water district and to building department), private fire service water plans, fire sprinklers, fire alarm, emergency Responder Communication Coverage System.
40. Emergency Responder Communication Coverage Must be in compliance with the CFC Section 510.
41. All fire appliances, utility meters and equipment subject to vehicular impact must be protected by the adequate curb set back or posts in accordance with the CFC Section 312.2.
42. Interior finishes must be in compliance with the CBC and the CFC Chapter 8.
43. An emergency guide shall be prepared by the facility owner and distributed to occupants.

## **E. PUBLIC WORKS DEPARTMENT**

### **LID Determination Form:**

1. Check category 10 as applicable. The form shall be signed and dated. A template form is attached, if needed.

### **LID Plan Report:**

2. The LID Plan shall thoroughly describe all proposed LID BMPs to be implemented in the project (i.e. type, quantity, sizing, drainage to and from BMPs, etc.). Calculations should be included for all proposed LID BMPs and should follow the LA County LID Standards Manual or equivalent. The MS4 Permit requires for a project to retain the Stormwater Quality Design Volume (SWQDV) defined as the runoff from the 85th percentile, 24-hour rain event, as determined from the Los Angeles County 85th percentile precipitation isohyetal map. A LID Plan template is also attached.

Site-Specific Geotechnical Investigation:

3. The project shall demonstrate technical feasibility of infiltration through a site-specific geotechnical investigation, dated within one year. The report shall provide information on the nature, distribution, physical and engineering properties of the soils onsite and/or soils to be used as fill, and include recommendations on grading procedures. The report shall detail the results of the soil investigation, the infiltration rate, groundwater depths, soil characterization, etc. Note, soil borings must be conducted in the area of the proposed BMPs. If the geotechnical report deems infiltration feasible, the entire site (100%) must be retained by an infiltration BMP(s). In the case that infiltration is proven to be infeasible, biotreatment would be the next option and shall be sized to treat 1.5 times the design volume.

Precise Grading and Drainage Plans:

4. The grading and drainage plans shall depict how runoff from all areas of the project will be directed to the LID BMPs. The plans should indicate the conveyance systems, drainage connections, overflow processes, elevations, inverts, etc. The plans shall indicate the locations of all LID BMPs and cross-sectional details.

Hydrology and Hydraulic Analysis:

5. Hydrology and hydraulic calculations are required for sizing drainage devices proposed on the grading plans. Hydraulic analysis should be provided for sizing of all pipes, inlets, swales, energy dissipaters, parkway drains, or other proposed drainage devices.

Master Covenant & Agreement:

6. A Master Covenant & Agreement (MCA) shall be submitted for review and will ultimately be recorded to ensure proper maintenance of the LID BMPs. The MCA should indicate the quantity, make, model and size of all LID BMPs proposed. The MCA form must include an attached Project Owner's Certification, a LID Plan Exhibit and complete Operations & Maintenance Plan for all proposed BMPs. Once deemed sufficient, the MCA shall be signed and dated by the owner and/or approved signatory and notarized and recorded (along with attachments) with the County Recorder's Office. A template MCA is also attached.

Erosion and Sediment Control Plan (ESCP):

7. All active grading projects with grading proposed within the rainy season, October 15 to April 15, require an Erosion and Sediment Control Plan (ESCP). Grading permits will not be issued until ESCPs are approved or details for erosion control are included with the grading plan.

Storm Water Pollution Prevention Plan (SWPPP):

8. For projects with one acre or greater disturbed area, a State Storm Water Pollution Prevention Plan (State SWPPP) must be prepared and a "Notice of Intent" (NOI) filed with the State Water Resources Control Board. Prior to grading approval applicant must file a NOI and obtain a Waste Discharger Identification number (WDID) from the State Water Resources Control Board.



Other

9. Oxford Road is scheduled for rehabilitation this FY 24-25. Any utility connections made within Oxford Road will be subject to rehabilitation requirements for streets under moratorium.
10. Trash enclosures shall be sized to accommodate separate collection of three (3) waste streams: blue/recycle, green/organics and black/trash, and comply with all SB 1383 requirements.

**F. POLICE DEPARTMENT**

1. During construction, please install cameras and have a security guard on site during off hours.
2. All tools, equipment and building supplies, such as interior fixtures and copper pipes, shall be secured in a locked container(s) or structure.
3. Upon completion, each unit has its own address, Such as 1151 Oxford Unit 101 OR a separate address for each unit.
4. Each structure and parking area is required to have adequate exterior lighting and security cameras. The northern area of the project is required to have at least two emergency kiosks installed.
5. Provide alarms for each unit.