



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
November 15, 2021**

**Planning Commission
Commissioners**
Sara Vasquez, Chair
Tina Heany, Vice-Chair
Danny Ramirez
Wally Wolff

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES:

Chair Vasquez called the meeting to order at 7:02 p.m. The following were in attendance:

PRESENT:	Vasquez, Heany, Ramirez, Wolff
ABSENT:	None
STAFF:	Hensley, Golding, Baldwin, McCurley, Hernandez
DEPUTY CITY ATTORNEY:	None

2. PLEDGE OF ALLEGIANCE:

Ramirez led the Pledge of Allegiance.

3. APPROVAL OF MINUTES: October 18, 2021

Vasquez called for a motion on the October minutes. Heany motioned to approve the October 18, 2021 minutes, seconded by Ramirez and carried 4-0-0-0 (Vote: Yes: Vasquez, Heany, Ramirez, Wolff; No: None; Abstain: None; Absent: None).

4. ORAL COMMUNICATIONS ITEMS NOT ON THE AGENDA:

None.

5. PUBLIC HEARINGS:

A. Conditional Use Permit 2021-01. A request to allow the on-site sale of beer and wine at the proposed Heemo Sushi restaurant to be located at 1221 Huntington Drive.

Maia McCurley, Associate Planner, presented the staff report, discussed the business's operations, and highlighted areas of the project that required additional attention under the CUP, such as alcohol sales training for all employees that serve/sell alcohol in order to prevent unlawful sales to minors; a security plan; and installation of a CCTV surveillance system within the restaurant.

Vasquez opened Commissioner's Inquiries.

Vasquez asked if the restaurant will be closed between lunch and dinner. Mr. Alex Ryu, affiliate of the applicant, responded that the restaurant will not be closed during that time.

Vasquez opened Public Comments. There were none. Vasquez closed the Public Comments.

Vasquez called for a motion on the item. Vasquez moved to approve and seconded by Wolff. The motioned was approved 4-0-0-0. (Vote: Yes: Vasquez, Heany, Ramirez, Wolff; No: None; Abstain: None; Absent: None).

6. BUSINESS ITEMS:

A. Project Update on Conditional Use Permit 2019-07. Review of progress of performance requirements associated with the approval for ReStore retail and second-hand store.

Nick Baldwin, Associate Planner, provided a brief update on the progress of the ReStore business Conditional Use Permit that required a façade upgrade of the shopping center.

Hensley stated the reasons for bringing an update to the Commission regarding the City Council's approval of the project and thanked Baldwin for doing a good job and keeping tabs on the activity progress.

Vasquez opened Commissioners Inquiries.

Heany commented on being pleased with the project that is moving forward and the drawings presented.

Wolff stated he is pleased with the progress of the project and wished all the current businesses good luck during the construction activity.

Ramirez stated that the project looks great and that he is excited to see the results.

7. ITEMS FROM DIRECTOR:

Hensley provided development updates and informed the Commissioners of the scheduled meeting for December.

8. ITEMS FROM COMMISSIONERS:

Heany complimented the Fasana Road event.

9. ADJOURNMENT: Monday, December 20, 2021

Vasquez moved to adjourn at 7:32 p.m., seconded by Wolff. The next meeting is scheduled for December 20, 2021.

Craig Hensley, Secretary



PLANNING COMMISSION STAFF REPORT

Date: December 20, 2021

Project: Site Plan and Design Review SPDR 2019-05; Subdivision 2020-01; and Planned Development Permit PDP 2019-01

Subject: 20-Unit, Multi-Family Residential Condominium Development Project

Location: 1401 Santo Domingo Avenue

Applicant: Jimmy Lee

SUMMARY

The architect, Jimmy Lee, is proposing to develop the subject property that has a size of 44,213 square feet and zoned Town Center Specific Plan, Residential Town Center, Area 8. The proposal is for a new, 20-unit, multi-family residential condominium project. The existing structures and site will be demolished and cleared, and 20 new units will be constructed. The one existing feature on the property that will remain is the mature oak tree located southeast corner of the lot and this tree will be protected in place.

As part of the project approval process, the Planning Commission will need to recommend to the City Council approval of the following: Site Plan and Design Review, Subdivision (Tentative Tract Map), and the Planned Development Permit. Final approval from the City Council is required for all entitlements.

Staff is recommending that the Planning Commission adopt PC Resolutions 21-07 through 21-09, recommending approval of the project and entitlements to the City Council for consideration.

BACKGROUND

The project site is 44,213 square feet and zoned Town Center Specific Plan, Residential Town Center, Specific Plan Area 8. Per the Specific Plan, the Multiple Family Residential R-4 development standards shall be applied to all residential zoned properties. The property is currently developed with eight, single-story detached residential units, which are mostly vacant. The property is only accessible from Santo Domingo Avenue. It is surrounded by multiple-family residential uses on the north, south and west sides of the property and Westminster Gardens is across the street to the west.

The ARB met to discuss this project on November 22, 2021 and provided a recommendation of approval for the Planning Commission's consideration. The Planning Commission will serve as the recommending body to the City Council for each component of the project. Final approval will be made by the City Council.

PROJECT DESCRIPTION

The applicant is proposing to prepare the site for development by demolishing the eight existing structures and all the vegetation with the exception of the mature oak tree on the southeasterly corner of the property that will remain.

A total of 20 units will be constructed on the property, proposed as a Tier 1 (base standards) project using the R-4 zone development standards. The condos will be three stories tall with a direct-access two-car garage on the ground floor and two floors of living area above. There will be seven plan types that range from 1,590 square-feet with two bedrooms and three baths to 1,888 square-feet with four bedrooms and three and one-half baths. The units will be dispersed among six structures in total with attached units in clusters of three and four.

Four three-plex clusters will be constructed on the south side of the drive aisle. The front and rear of these clusters will be oriented east and west, creating an alley-loaded design off the main drive aisle for garage access. The eastern most structure will be setback 31.5 feet from the front property line and the western most structure will be setback 27.5 feet from the rear property line, as measured from the ground floor. All four structures will maintain a five-foot (5') setback from the side (south) property line.

On the north side of the drive aisle there will be two, four-plex clusters constructed. The street fronting unit within these clusters will be oriented east to face Santo Domingo Avenue. Vehicle access to garages will occur directly from the main drive aisle. The easterly four-plex will be set back 30.33 feet from the front property line. The westerly four-plex will be set back 30 feet from the rear property line as measured on the ground floor. Both structures will maintain a five-foot (5') setback from the side (north) property line.

Site Plan and Improvements.

In addition to the condominium structures, the property will be improved with new vehicle and pedestrian access, new landscape throughout the property, and new fences and walls. A 26-foot wide two-way drive aisle will be constructed down the center of the property for ingress/egress, and access to the residential garages and surface parking. The driveways that lead to the garages for the three-plex buildings will have a 30-foot width. A total of 10 parking spaces will be provided throughout the property for guest and overflow parking. This meets the parking standards for the underlying zone. Walkways will extend from the condominium entries to the amenities on the property and to the main walkway for the project. This main pedestrian walkway is aligned along the northern edge of the property and will connect to the Santo Domingo Avenue right of way.

An extensive landscape palette will be incorporated throughout the property. The palette will include a variety of drought tolerant shrubs, ground cover, and a variety of tree species. The landscape and hardscape plan will require separate review and approval to ensure compliance with the landscape guidelines of the Duarte Development Code.

New walls will be constructed to create private yard areas for the residents. Each yard will be enclosed using a stucco finished blockwall with glass on panels on top for a combined height of five-feet (5').

Architectural Design

The condos will be designed using a Spanish architectural style. Overall, each building is well designed and incorporates a variety of detail that improves the property and creates visual appeal along Santo Domingo Avenue. Some of the general details include the following: a color and material palette that includes finely finished white and tan plaster applied throughout most of the exterior with complementary brown shades as accents colors; a variety of architectural features such as bay windows, garage doors, awnings, precast concrete window molding, exposed rafters, Spanish accent tile, circular clay gable vents, wrought-iron details, and decorative Spanish-style light fixtures; recessed windows at different depths depending on the window type and style and the recessed amount will range from two to twelve inches (2-12"); articulation and modulation of the buildings through the use of pop-out features, arched covered entries, recessed balconies, and brow roof extensions; and vertical massing that is controlled with a low profile gable roof using a combination of 3:12 and 5:12 pitches. The roof is finished with a concrete Spanish tile to complement the architectural style.

Open Space

A total of 5,454 square feet of common open space is provided, which exceeds the 4,000 square feet required by development standards. Four open space areas that vary in size and use will be provided for the benefit of the residents. The main open space area is located in the center of the property on the north side of the lot. It will feature a trellis-covered seating area with tables and benches which will be set upon a decorative hardscape surface. The other central open space area consists of a decorative pathway that meanders between trees and terminates at a landscaped square that includes turf and drought tolerant plants. There will also be a small open space area at the northwest portion of the property with seating, drought tolerant landscaping, and decorative hardscape. The fourth and final open space area is long and narrow and will be located at the southwest corner of the property. It features a long looping pathway that could attract strollers and dog walkers alike.

Each condo will include a small private yard area and/or balconies. The private yard and balconies together will provide between 58 to 348 square feet of private open space per unit, for a total of 3,572 square feet of total private open space. This amount is less than the minimum 200 square feet required per unit and less than the total amount of 4,000 square feet required for the whole development. To address this matter, the applicant has applied for a Planned Development Permit (PDP), which is intended to provide flexibility in meeting open space requirements, often in exchange for other amenities and upgrades to the development.

ANALYSIS

To allow consideration and processing of the proposed residential project, the following entitlements are required.

- *Subdivision 2020-01 (Tentative Tract Map No. 82962)*. The TTM is necessary to establish a new residential condominium subdivision.
- *Planned Development Permit (PDP 2019-01)*. The PDP will allow customized development standards that will provide optimal and efficient use of the land. These customized standards often yield a better project and include a variety of enhancements that help the project achieve a higher of excellence in design. This project does not meet the required amount of private open space required by the Duarte Development Code and is seeking approval of a PDP to provide other project enhancements, such as wider and more decorative driveways, and a greater amount of common open space than required.
- *Site Plan and Design Review (SPDR 2019-05)*. The SPDR addresses the architectural design and compatibility of the project, and the improvements to the property. The overall style and aesthetics of the residential structures, and other site improvements are analyzed to ensure the project meets the vision of the City and the design standards of the Duarte Development Code.

These entitlements are being processed concurrently and are further analyzed below. Collectively, all the entitlements must receive a recommended approval from the Planning Commission and final approval from the City Council.

Tentative Tract Map 82962

The Tentative Tract Map (TTM) proposes to subdivide the existing parcel for residential condominium purposes. The applicant has designed the project to meet the requirements of the Fire Department, Sanitation District, among other utility companies and agencies. The primary drive aisle meets the City requirements for circulation and is designed to meet the Fire Department's requirements for emergency access. As part of the TTM approval, the applicant will be required to underground existing utilities in the right of way, construct a new driveway approach at Santo Domingo Avenue and replace the sidewalk, curb, gutter, and plant new street trees on Santo Domingo Avenue along the frontage of the project site.

The property will be separated between common area and private ownerships. Everything outside of the boundaries of the airspace (condominium) unit and adjoining private yard is considered common area and will be owned and maintained by a Homeowners Association (HOA). These areas include the common open space and landscape areas, the drive aisles and surface parking areas, the pedestrian walkways, among others. The private ownership will include the residential unit and the adjoining private yard, however, the maintenance of the private yard will be the responsibility of the HOA. Placing the maintenance under the HOA will ensure the yards are adequately maintained.

The TTM will require the establishment of Covenants, Conditions and Restrictions (CC&Rs). The CC&R's describe the rules and limitations of the development for residents. These rules will

include private yard use and storage, parking requirements, common area use, and resident trash requirements, among others. The private yard areas will include limitations on improvements, outdoor furniture, use and activities, and a prohibition of outdoor storage. Parking requirements will be included to ensure resident garages are maintained free of storage and clutter and are regularly used for vehicle parking. The surface parking areas are available for guests and overflow only and not intended to be used primarily by the residents.

The purpose of the CC&R's are to preserve the property as approved through the City's entitlement process, and to create a structure for residents to self-manage neighborhood issues within the development. The CC&R's will be recorded with the property and enforced by the HOA, with a provision allowing the City an option to act as the role of the HOA, in the event the HOA does not form or dissolves. This will ensure the property is well managed at all times and does not become detrimental to the surrounding community. The TTM is critical component to the overall project by allowing the ability for the property to be divided into saleable parcels, with provisions for private property maintenance responsibilities, formation of the HOA, and the establishment of CC&R's. The TTM will also ensure the necessary off-site improvements are completed and adequate for the development.

Planned Development Permit

The Planned Development Permit (PDP) allows customized development standards for projects where flexibility in such standards can produce an efficient use of land, excellence of design, and provide for enhanced amenities. The proposed project includes a request for flexibility related to required private open space.

Per our Development Code, a minimum of 200 square feet private open space is required for each unit. With 20 units proposed, a minimum of 4,000 square feet private open space is required for private open space. A total of 3,572 square feet of private open space is provided through the use of private yards and balconies, but this amount is 428 square feet less than the minimum required for the project.

Private open space square feet minimum requirements may be transferred to common open space if a PDP is approved and such open space provides creative communal spaces, including but not limited to gardening areas, sunning areas, outdoor seating, patios, barbeque facilities, and other similar features and spaces that contribute to a functional outdoor space for use by all residents. The project has 5,454 square feet of common open space, which exceeds the 4,000 square feet required by development standards. Through the use of a PDP, the deficit in private open space can be accommodated by the surplus in common open space.

To meet the intent of the PDP, amenities have been incorporated into the shortcoming in common open space area. The main upgrade to the project comes in the form of improved drive aisles off the main drive aisle. The width of these aisles have been increased to 30 feet and the pavement within these aisles has been upgraded to decorative pavers to create a courtyard feel for the project. As described above, the primary open space area will feature a trellis-covered seating

area with tables and benches which will be set upon a decorative hardscape surface. The central open space area consists of a decorative pathway that meanders between trees and terminates at a landscaped square that includes turf and drought tolerant plants. The surplus common open space, amenities within the primary recreation area, and upgraded/widened driveways will offer opportunities for leisure and passive recreation for the development as a whole.

Staff recommends approval of the request for the open space deviations through the PDP process. The PDP will help gain an optimal use out of the property by providing an appropriate density with a proportionate amount of open space. Furthermore, the proposed project design aligns with the intent of the PDP process by including enhanced architectural amenities and site upgrades not common to many projects within the City.

Site Plan and Design Review

The project is well-designed and incorporates a variety of details that create a visual appeal along Santo Domingo Avenue. The project is designed using Spanish architectural style and each structure includes a variety of architectural features that emphasize that style. A color and material palette that includes a finely textured white and tan cement plaster applied throughout the exterior and will include complementary brown and black accents colors. All windows will include a recessed depth ranging from a minimum of two inches up to 12 inches throughout each structure, depending on the window type, style, and location. Additional features such as pop-out windows, decorative garage doors, awnings, tiled entry details, arched balconies, decorative gable vents, precast molding, wrought-iron details, among others, also help emphasize and complement the Spanish architectural style.

The buildings are divided into a three-plex and four-plex designs. Attached style buildings tend to have greater potential for increased massing and unarticulated building planes. The project has taken this into consideration by including various pop-out features, arched covered entries, and brow roof extensions help break up the building plane. This creates good horizontal movement for the project. The vertical massing is controlled with a low-profile gable roof using both a 3:12 and 5:12 pitch. The roof is also finished with concrete Spanish tile to complement the architectural style.

The size and placement of the structures also help facilitate sufficient circulation throughout the property. The main drive aisle will be constructed down the center of the property to provide adequate access to all garages, surface parking areas, the common open space areas, and six of the 10 guest parking spaces. The remaining four guest parking spaces will be accessible through the use of the two drive aisles off the main aisle.

Each unit includes a two-car garage that is accessible from the rear of the unit. The four-plex buildings along the northerly property line will have garage access off the main drive aisle and the three-plex buildings on the south of the property will have garage access off the secondary drive aisles. Typically, with residential developments there are concerns with the design and visibility of the garage doors. The orientation and location of the structures helps minimize the visibility of

the garage doors. However, despite the minimized visibility, each door will still contain a decorative design and finished in a complementary color.

The project also includes a variety of landscape and open space improvements, new fences and walls, among others. An extensive landscape palette will be incorporated throughout the property. The palette will include a variety of drought tolerant shrubs, ground cover, a variety of tree species, and vines along the perimeter walls. The landscape and hardscape plan will require separate review and approval to ensure compliance with the landscape guidelines of the Duarte Development Code. The existing mature oak tree located at the southeast corner of the property is an amenity to the property and the community. The applicant has designed the project around it and the tree will be protected in place per the protection measures recommended by the certified arborist for the project.

The trash enclosure for the development is at the rear of the property on the north side. Residents can access the enclosure by using the internal walkways within the development, which connects to the trash enclosure. The enclosure will be constructed to the dimensions specified by Burrtec Waste for two trash bins. The applicant will be required to coordinate with Burrtec Waste regarding scheduling for waste pick-up.

New six-foot high slumpstone block walls will be constructed along the north, west, and south property lines, and retaining walls are necessary along these same property lines to allow the grade to be raised in the center of the property to allow for appropriate drainage of the lot. The retaining wall height will range from 1.33 to 3 feet, with the highest wall in the center of the lot on the south property line. There are existing six-foot (6') tall garden walls located on the neighboring sides of the property on all three sides of the property. Dual walls should be avoided where possible because they can create maintenance problems, liability concerns, and duplicate the purpose of a wall. In addition, when dual walls are constructed, the side of the wall facing the neighboring property owner (back side) cannot be finished the same as the front side of the wall. If future neighboring owners demolish their existing walls, they will be looking onto a structurally stable, but aesthetically unpleasing wall surface. The applicant has gained conceptual consent from the HOA to the south to replace the existing wall on the southerly property line with a new wall. Attempts to gain consent from the two property owners to the west and the HOA to the north were unsuccessful, so a dual wall situation may be unavoidable along those property lines. A condition of approval has been added that requires the applicant to make another attempt to gain approval from the northerly and westerly adjacent property owners to replace the existing walls with a new wall. The slumpstone material used for the new walls will match or closely complement the wall material and color of the walls used on the neighboring properties to the north and south that also have frontages along Santo Domingo Avenue. In the event abutting property owners decline the new common block wall, a condition has been included that would address dual walls by requiring that the gaps between the walls be filled with foam and topped with a concrete cap. This practice was recently used on a similar project.

Comments from Neighbors

Three comment letters were received by the Architectural Review Board from adjacent property owners to the south of the property pertaining to height, massing, and privacy (see Exhibit I). Each of the commenting parties requested changes to the design to address their concerns. In regards to height and massing, the comment was made that the three-story buildings would not fit in with the surrounding developments which are made up of primarily two-story residences. The proposed development is not proposed to be developed at the maximum height for the zone, which is four stories. Also, the existing units on the subject property are single-story, so the adjacent properties have enjoyed the comparative height advantage in relation to this property for decades. For these reasons the ARB did not recommend changes to the design involving height and massing.

The second issue that was raised in the letters was in regard to privacy. There were specific concerns regarding the view from balconies and windows from the subject development onto their property. All three of the commenting neighbors live in the development to the south of the proposed project. The four, three-plex buildings are the ones that are proximate to their homes and they all front either east or west with none fronting southward toward their homes. The side building elevations that face southward have significantly less windows than the front and back of the units. There are some living room windows on the second floor and bedroom windows on the third floor that face their property, however none of those are overly large or excessive. There are also small, recessed balconies on the corner of the buildings that have raised concern from the neighbors. The balconies have walls on the side that partially block the view to the south and have been designed with a small opening that faces southward. The ARB considered this information and concluded that the windows facing southward are modestly sized and common for the multi-family developments in the area. The Board also reasoned that converting the balcony to enclosed space would not provide a significantly greater amount of privacy than the balcony since the balcony view facing south is already partially obscured by a wall. For these reasons, no revisions to the design pertaining to privacy were recommended as conditions of approval.

Environmental

The project is exempt from the California Environmental Quality Act (CEQA) under section 15332, Class 32 for in-fill development. Characteristics of the project alone meet the criteria listed under section 15332. A supplemental Environmental Impact Report for the Town Center Specific Plan, which analyzed the specific plan area at full buildout, contains evidentiary analysis that also supports the criteria listed under section 15332. Although the project is exempt from further CEQA review, Staff has completed a VMT analysis and the determination was that there was no traffic impact. The City's contract Engineering firm, RKA, prepared an additional traffic impact study to further analyze potential impacts, and based on this analysis it was determined that this project would create no significant impact to traffic in the vicinity.

RECOMMENDATION

Staff recommends that the Planning Commission review and recommend approval to the City Council the following project entitlements:

1. PC Resolution 21-7 – Subdivision 2020-01 for Tentative Tract Map TTM 82962
2. PC Resolution 21-8 – Planned Development Permit 2019-01
3. PC Resolution 21-9 – Site Plan and Design Review 2019-05

Respectfully Submitted,



Nick Baldwin
Associate Planner

ATTACHMENTS

- | | |
|-----------|--|
| Exhibit A | Project Plans |
| Exhibit B | PC Resolution 21-7 Subdivision 2020-01 for Tentative Tract Map TTM 82962 |
| Exhibit C | PC Resolution 21-8 Planned Development Permit 2019-01 |
| Exhibit D | PC Resolution 21-9 Site Plan and Design Review 2019-05 |
| Exhibit E | Arborist Report |
| Exhibit F | VMT Screening Report |
| Exhibit G | Traffic Analysis |
| Exhibit H | Vicinity photos |
| Exhibit I | Correspondence from Adjacent Property Owners |

Exhibit A

CONDOMINIUM DEVELOPMENT
TREASURE GARDEN
20 DWELLING UNITS
1401 SANTO DOMINGO AVENUE
DUARTE, CA 91010
APN: 8529-012-046

T.J. BUILD
DESIGN

13841 ROSWELL AVE. # A
CHINO, CA 91710
T: 951.415.9622
F: 909.590.8804
jimmysylee@gmail.com

CONDOMINIUM DEVELOPMENT
1401 Santo Domingo Avenue
Duarte CA 91010

REVISIONS:

COVER SHEET

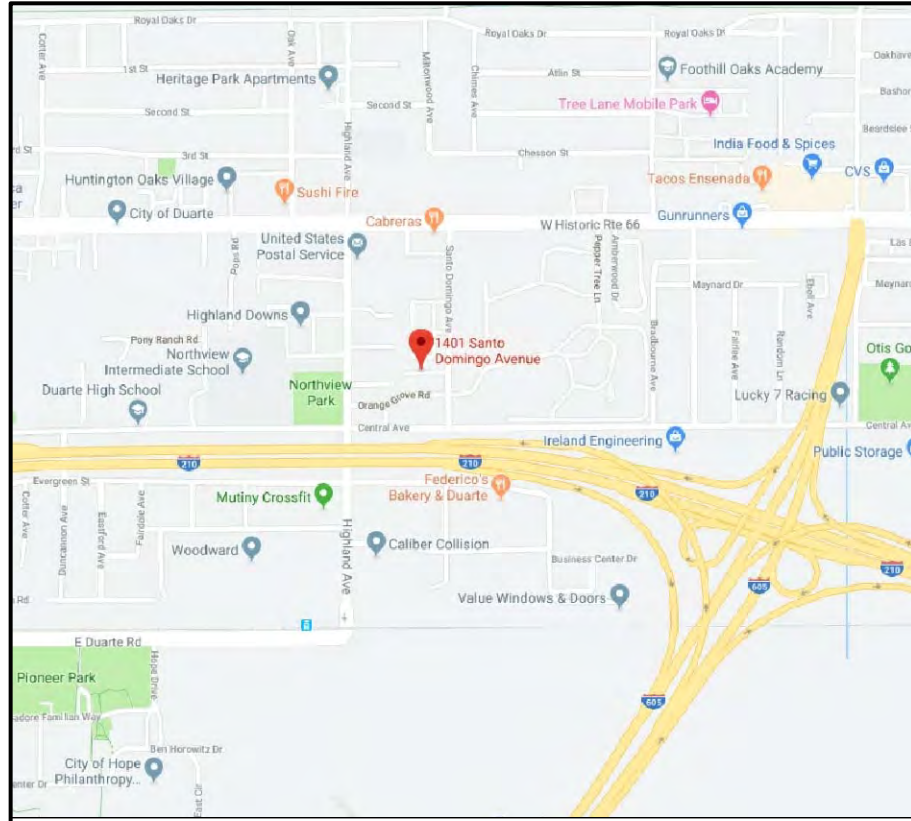
DATE PRINTED: 03-15-2021
DATE: 02-25-2021
SCALE: 1/16"=1'-0"
DRAWN: J.L.
JOB NO. 742

SHEET



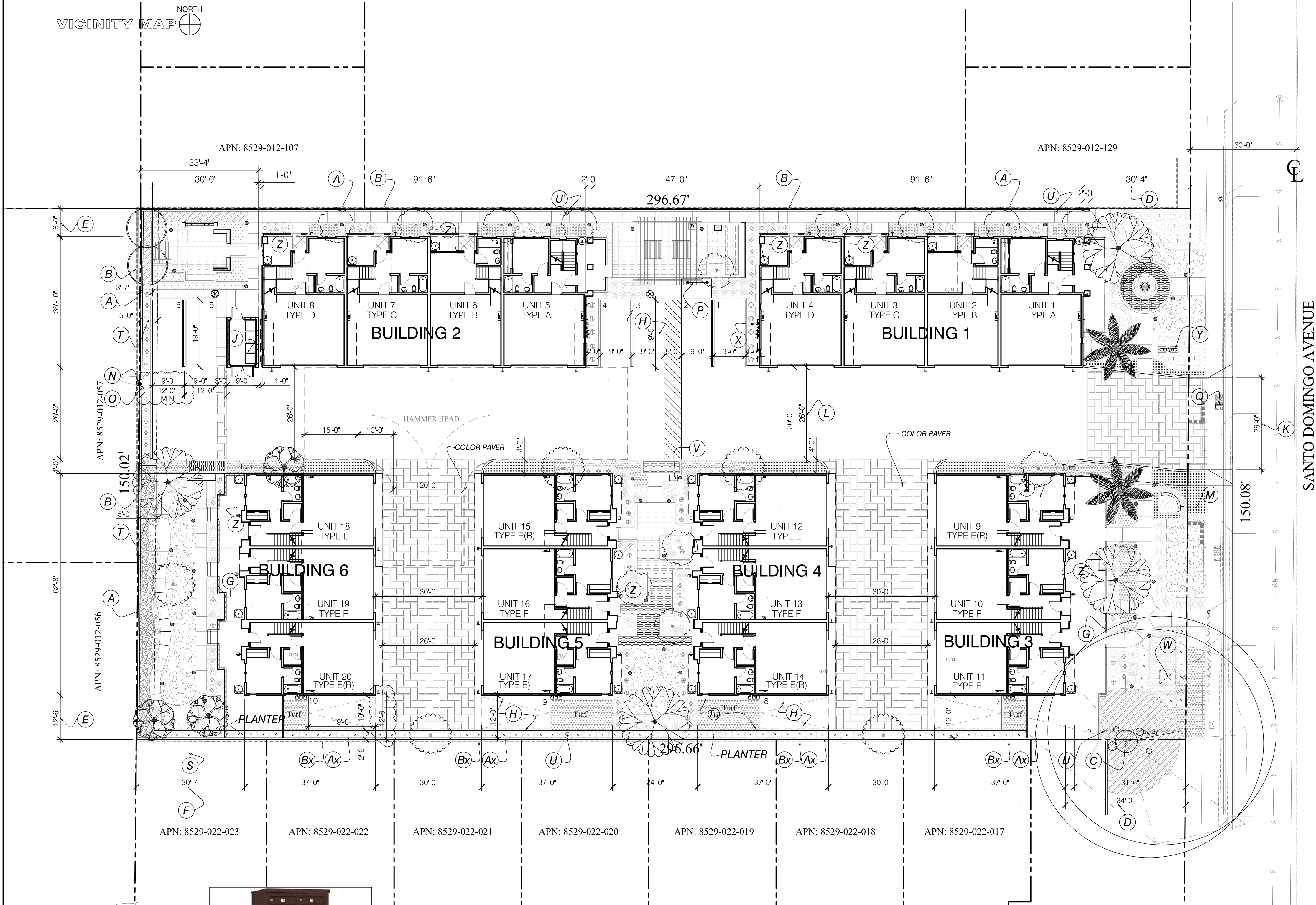
SHEET SCHEDULE :

- 0 COVER SHEET
- A001 SITE PLAN, PROJECT SUMMARY
- A002 OPEN SPACE ANALYSIS
- A003 SUSTAINABLE DEVELOPMENT AND PRACTICE
- T0 TOPOGRAPHY/SURVEY MAP
- T-1 TENTATIVE MAP
- C-1 PRELIMINARY GRADING PLAN
- C-2 DIMENSIONAL SITE PLAN
- EX-1 EXHIBIT 1
- A101 BUILDING 1, & 2, FLOOR PLANS
- A102 BUILDING 3, 4, 5 & 6 FLOOR PLANS
- A201 BUILDING 1 & 2 ELEVATIONS
- A201C BUILDING 1 & 2 COLOR ELEVATIONS
- A202 BUILDING 3, 4, 5 & 6 ELEVATIONS
- A202C BUILDING 3, 4, 5 & 6 COLOR ELEVATIONS
- L-1 CONCEPTURAL LANDSCAPE PLAN



CONDOMINIUM DEVELOPMENT

1401 SANTO DOMINGO AVENUE
DUARTE, CA 91010
APN: 8529-012-046



Salsbury 4C Pedestal Mailbox,
72"H, Double Column, 20 MB1/2 PL Doors, Bronze
Item #: T9FB1406351
Made of heavy duty aluminum
20 incoming standard mailboxes: 3 1/4"H x 12"W x 15"D
1 outgoing standard mailbox: 11-1/2"W x 3/4"H mail slot
1 parcel lockers
Heavy duty stainless steel pedestal



MAIL BOX STAND

SCALE : N.T.S.

1 SITE PLAN

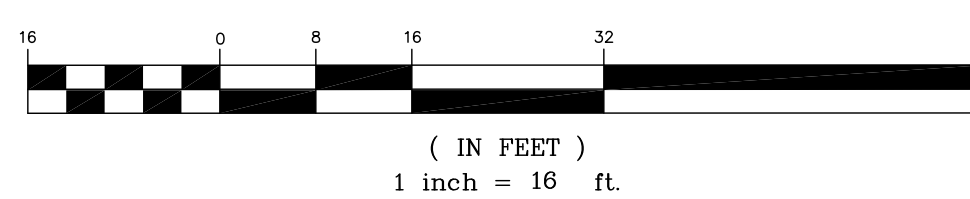
SCALE : 1/16" = 1'-0"

A DETAILED LIGHTING AND PHOTOMETRIC PLAN WILL BE REQUIRED
WITH THE CONSTRUCTION DRAWINGS

SYMBOL LEGEND :

- OLCS 8 DDB @ 7 FT WALL MOUNT
- D-SERIES BOLLARD DSXB LED 16C 700 30K SYM @ 3.5' HIGH
- RADPT P4 30K ASY @ 10 FT POLE

GRAPHIC SCALE



SANTO DOMINGO AVENUE

PROJECT SUMMARY

APPLICANT: T.J. BUILD
CONTACT: JIMMY SHOU-YI LEE
13841 ROSWELL AVENUE, SUITE A
CHINO CA 91710
TEL: 951-415-9622
FAX: 909-590-8804
EMAIL: jimmysylee@gmail.com

PROPERTY OWNER:
BAO ZHONG BAO ENT. LLC
407 CONEJO ROAD
SANTA BARBARA CA 93103
CONTACT: JUSTIN LIN
EMAIL: 780722132@qq.com
PHONE: 626-589-8298

PROJECT ADDRESS:
1401 SANTO DOMINGO AVENUE,
DUARTE CA 91010
APN: 8529-012-046

PROPERTY SIZE:
LOT DIMENSION: 296.67' X 150.08'
LOT SIZE: 44,213 SF (1.01 ACRE)

EXISTING USE: 8 UNITS - ONE-STORY APARTMENT TO BE DEMOLISHED

ZONING SUMMARY

PROPOSED USE:
CONDITIONAL USE PERMIT FOR
20 CONDOMINIUM DWELLING UNITS - TOWNHOUSE STYLE

EXISTING GENERAL PLAN: SP - AREA 8: RESIDENTIAL TOWN CENTER
APPLIED ZONING REGULATION: R-4

PROPOSED SETBACK:
FRONT SETBACK - 30'-4" & 34'-0" TO SANTO DOMINGO AVENUE
SIDE SETBACK - 5'-0"
REAR SETBACK- 30'-0", SECOND STORY - 27'-6", THIRD STORY - 30'-7"
PROPOSED BUILDING HEIGHT: 3 STORY - 35'-0"
BUILDING OCCUPANCY: R2 / U
CONSTRUCTION TYPE: TYPE VB
FIRE SPRINKLER: YES : NFPA 13-R

DWELLING UNIT SUMMARY: TOTAL 20 UNITS
(2) UNIT TYPE A - FLOOR AREA: 1,835 SF (3,670 SF)
(2) UNIT TYPE B - FLOOR AREA: 1,590 SF (3,180 SF)
(2) UNIT TYPE C - FLOOR AREA: 1,889 SF (3,778 SF)
(2) UNIT TYPE D - FLOOR AREA: 1,794 SF (3,588 SF)
(8) UNIT TYPE E - FLOOR AREA: 1,804 SF (14,432 SF)
(4) UNIT TYPE F - FLOOR AREA: 1,842 SF (7,368 SF)

TOTAL FLOOR AREA: 36,016 SF

BUILDING COVERAGE ANALYSIS:
BUILDING 1, & 2 : 3,486 SF (6,972 SF)
BUILDING 3, 4, 5 & 6 = 2,540 SF (10,160 SF)

TOTAL BUILDINGS COVERAGE = 17,132 SF / 44,213 SF = 38.74%

PROPOSED UNIT DENSITY: 20 / 1.01 = 18.18 UNIT / ACRE

PARKING REQUIRED:
2 ENCLOSED PARKING SPACES AND 0.5 GUEST PARKING FOR EACH DWELLING UNIT
PARKING PROVIDED FOR 20 DWELLING UNITS:
40 GARAGE PAKING SPACES AND 10 OPEN GUEST PARKING SPACES

OPEN SPACE SUMMARY:

COMMON OPEN SPACE ANALYSIS: SEE A002 FOR EXHIBIT
COMMON OPEN SPACE REQUIRED 200 SF PER UNIT
QUILIFIED COMMON OPEN SPACE SHALL HAVE
MIN. DIMENSION OF 15'
TOTAL REQUIRED: 20 X 200=4,000 SF

TOTAL COMMON OPEN SPACE PROVIDED: 5,454 SF

PRIVATE OPEN SPACE ANALYSIS: SEE A002 FOR EXHIBIT
PRIVATE OPEN SPACE REQUIRED 200 SF PER UNIT
QUILIFIED PRIVATE SPACE SHALL HAVE
MIN. DIMENSION OF 4'
TOTAL REQUIRED: 20 X 200=4,000 SF

TOTAL PRIVATE OPEN SPACE PROVIDED: 3,572 SF

THE TOTAL OPEN SPACE PROVIDED: 9,026 SF

PRIVATE STORAGE PROVIDED:

UNIT 1: 288 Cubic Feet in Garage
UNIT 2: 250 Cubic Feet in 2nd FL.
UNIT 3: 288 Cubic Feet in Garage
UNIT 4: 288 Cubic Feet in Garage
UNIT 5: 288 Cubic Feet in Garage
UNIT 6: 250 Cubic Feet in 2nd FL.
UNIT 7: 288 Cubic Feet in Garage
UNIT 8: 288 Cubic Feet in Garage
UNIT 9: 255 Cubic Feet in 1st FL.
UNIT 10: 255 Cubic Feet in 1st FL.
UNIT 11: 255 Cubic Feet in 1st FL.
UNIT 12: 255 Cubic Feet in 1st FL.
UNIT 13: 255 Cubic Feet in 1st FL.
UNIT 14: 255 Cubic Feet in 1st FL.
UNIT 15: 255 Cubic Feet in 1st FL.
UNIT 16: 255 Cubic Feet in 1st FL.
UNIT 17: 255 Cubic Feet in 1st FL.
UNIT 18: 255 Cubic Feet in 1st FL.
UNIT 19: 255 Cubic Feet in 1st FL.
UNIT 20: 255 Cubic Feet in 1st FL.

SYMBOL LEGEND :

- (A) NEW RETAINING WALL / SLUMP STONE. BLK FENCE WALL
- (A001) NEW RETAINING WALL / SLUMP STONE. BLK FENCE WALL
- (A002) COMBINATION - REPLACEMENT OF EXISTING FENCE WALL
- (B) EXISTING neighbor property fence wall to remain
- (Bx) EXISTING neighbor property fence wall to be removed
- (C) EXISTING OAK TREE TO REMAIN
- (D) FRONT YARD SETBACK - 34'-0"
- (E) SIDE YARD SETBACK - 8'-0" OR 12'-6"
- (F) REAR YARD 3RD-STORY SETBACK - 30'-7"
- (G) TYPICAL 3' TALL YARD FENCE
- (H) TYPICAL PARKING SPACE - 9'X19'
- (J) TRASH ENCLOSURE - 12'-6" X 8'-6"
- (K) NEW DRIVEWAY APPROACHE
- (L) MAIN CONCRETE DRIVEWAY AISLES - 26'
- (M) NEW 3'-6" TALL COMMUNITY MONUMENT SIGN
- (N) EXISTING POWER POLE TO REMAIN
- (O) ABANDONED EXISTING POWER POLE TO BE REMOVED
- (P) BIKE RACK (X5)
- (Q) EXISTING WATER METER TO BE RELOCATED
- (R) TRANSFORMER LOCATION
- (S) REAR YARD 2ND-STORY SETBACK - 27'-6"
- (T) 5' WIDE UTILITY EASEMENT ON PROPERTY
- (U) EXISTING POWER POLE ON SITE TO BE REMOVED , POWER LINE SHALL BE UNDERGROUND
- (V) 20 UNITS MAIL BOX - SEE DETAIL A
- (W) TRANSFORMER, SCREENED BY LANDSCAPING
- (X) DWELLING UNIT METERS, SCREENED FROM THE STREET
- (Y) BACK-FLOW PREVENTION VALE, SCREENED BY LANDSCAPING
- (Z) UNIT HVAC
- (Z) Turf Area - see Landscaping Plan

SHEET SCHEDULE :

- 0 COVER SHEET
- A001 SITE PLAN, PROJECT SUMMARY
- A002 OPEN SPACE ANALYSIS
- A003 SUSTAINABLE DEVELOPMENT AND PRACTICE TO TOPOGRAPHY/SURVEY MAP
- T-1 TENTATIVE MAP
- C-1 TTM / PRELIMINARY GRADING PLAN
- C-2 DIMENSIONAL SITE PLAN
- EX-1 EXHIBIT 1
- A101 BUILDING 1, & 2, FLOOR PLANS
- A102 BUILDING 3, 4, 5 & 6 FLOOR PLANS
- A201 BUILDING 1 & 2 ELEVATIONS
- A201C BUILDING 1 & 2 COLOR ELEVATIONS
- A202 BUILDING 3, 4, 5 & 6 ELEVATIONS
- A202C BUILDING 3, 4, 5 & 6 COLOR ELEVATIONS
- L-1 CONCEPTURAL LANDSCAPE PLAN

T.J. BUILD DESIGN

13841 ROSWELL AVE. # A
CHINO, CA 91710
T: 951.415.9622
F: 909.590.8804
jimmysylee@gmail.com

CONDOMINIUM DEVELOPMENT

1401 Santo Domingo Avenue
Duarte CA 91010

REVISIONS:

PROJECT SUMMARY
SITE PLAN

DATE PRINTED: 10/18/2021
DATE: 04-01-2021

SCALE: 1/16"=1'-0"

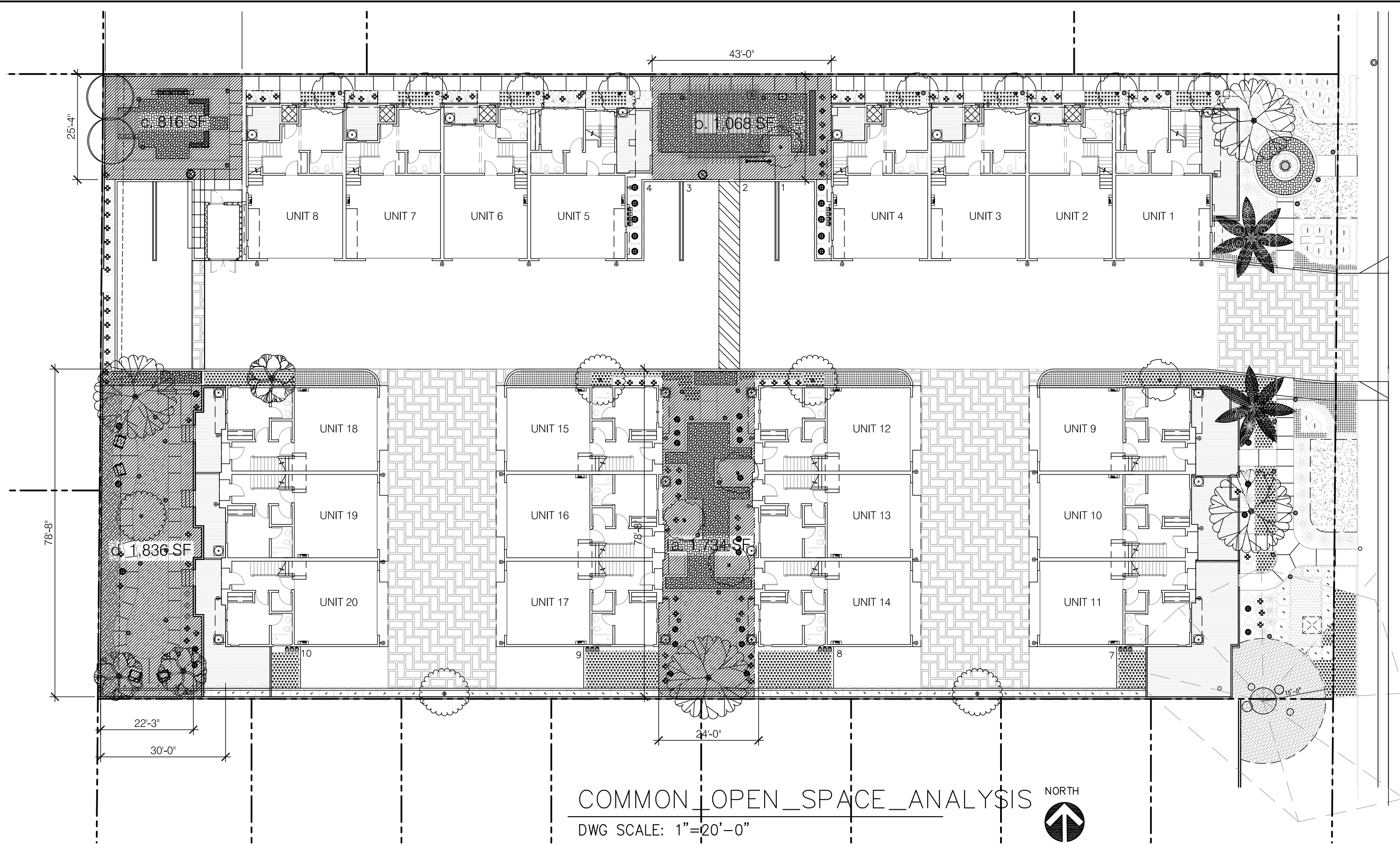
DRAWN: J.L.

JOB NO. 742

SHEET

A001

OF SHEETS



COMMON OPEN SPACE SUMMARY:

COMMON OPEN SPACE REQUIRED 200 SF PER UNIT
QUILIFIED COMMOPEN SPACE SHALL HAVE
MIN. DIMENSION OF 15'
TOTAL REQUIRED: 20 X 200=4,000 SF

COMMON OPEN SPACE PROVIDED:

- a. 1,734 SF
b. 1,068 SF
c. 816 SF
d. 1,836 SF

TOTAL COMMON OPEN SPACE PROVIDED: 5,454 SF

PRIVATE OPEN SPACE SUMMARY:

PRIVATE OPEN SPACE REQUIRED 200 SF PER UNIT
QUILIFIED PRIVATE SPACE SHALL HAVE
MIN. DIMENSION OF 4'
TOTAL REQUIRED: 20 X 200=4,000 SF

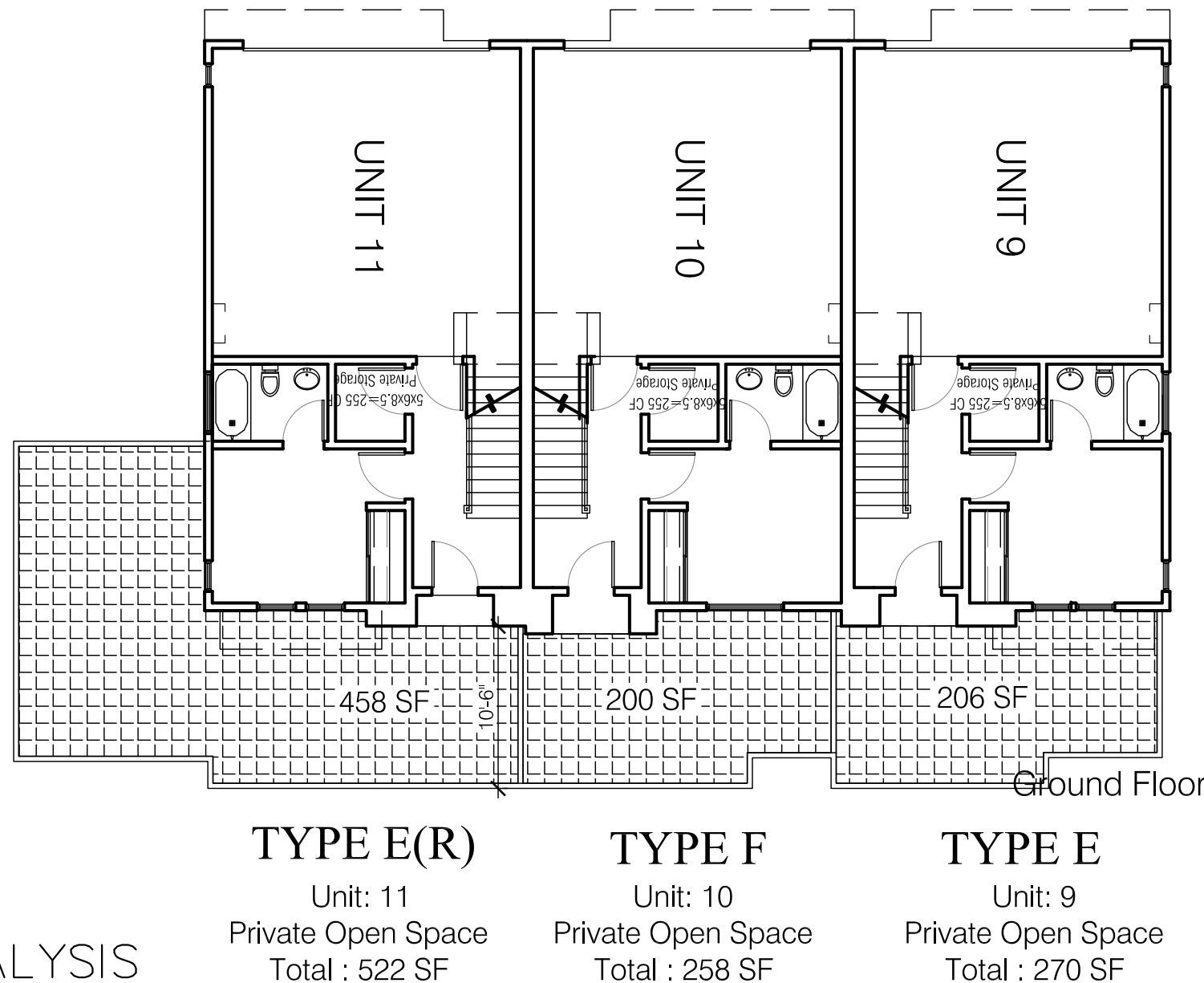
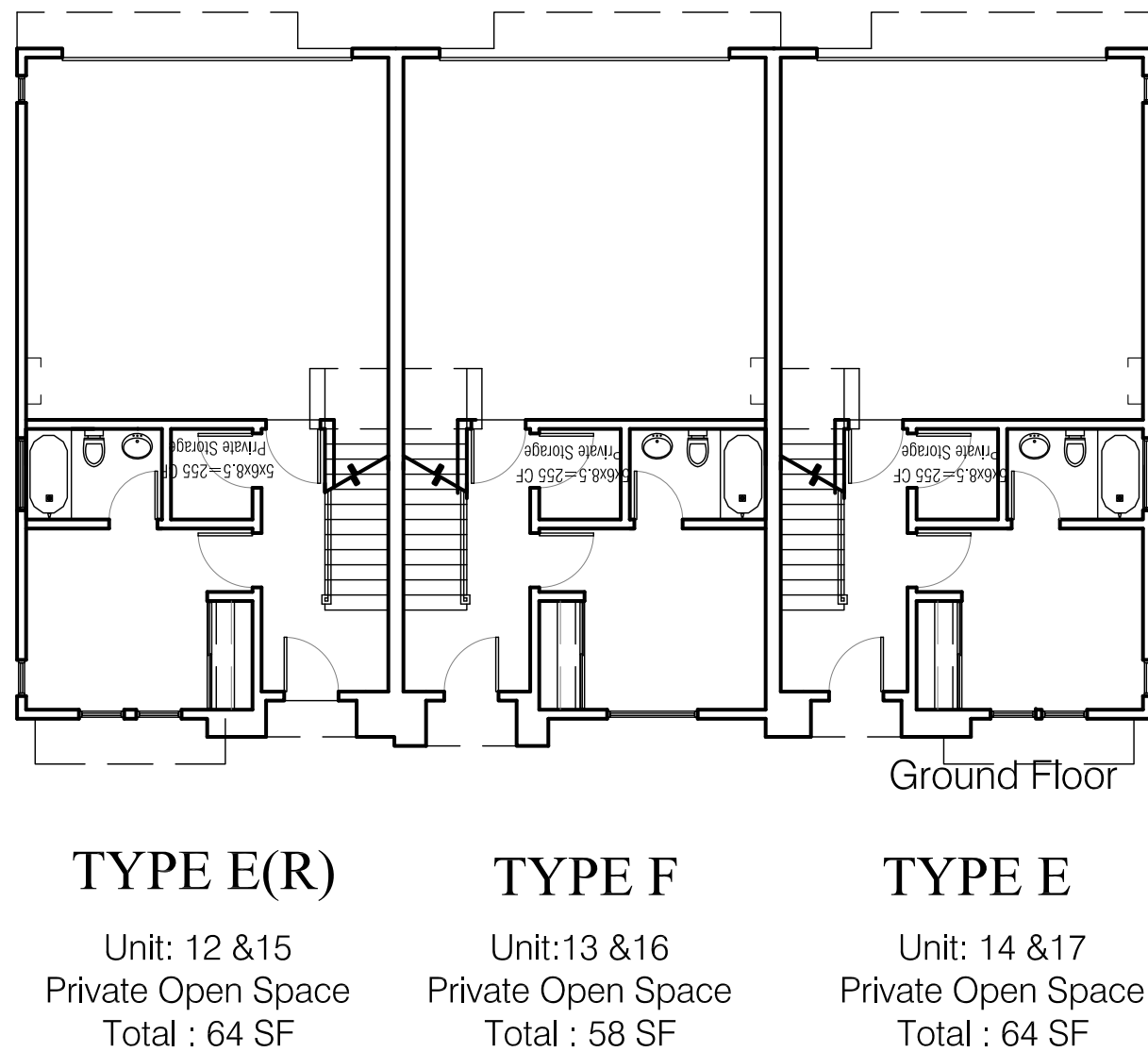
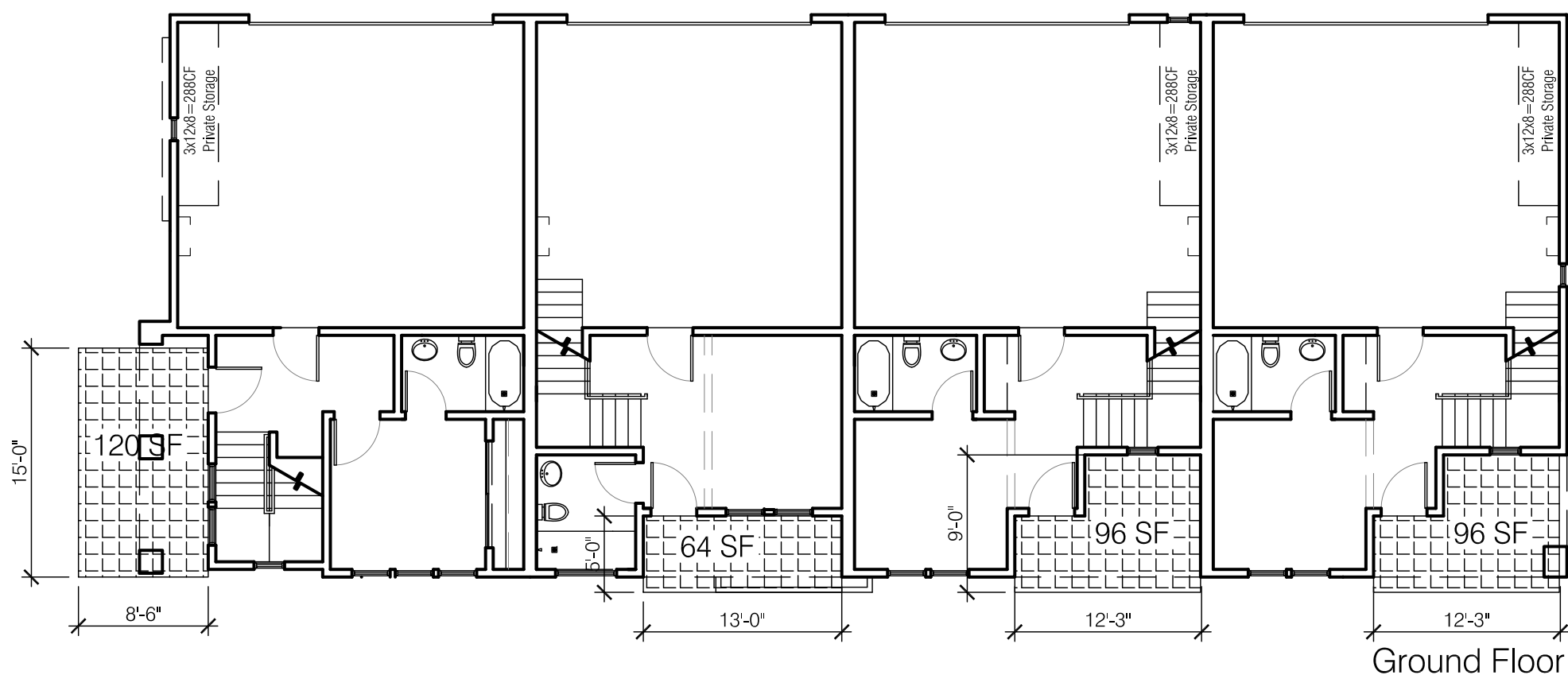
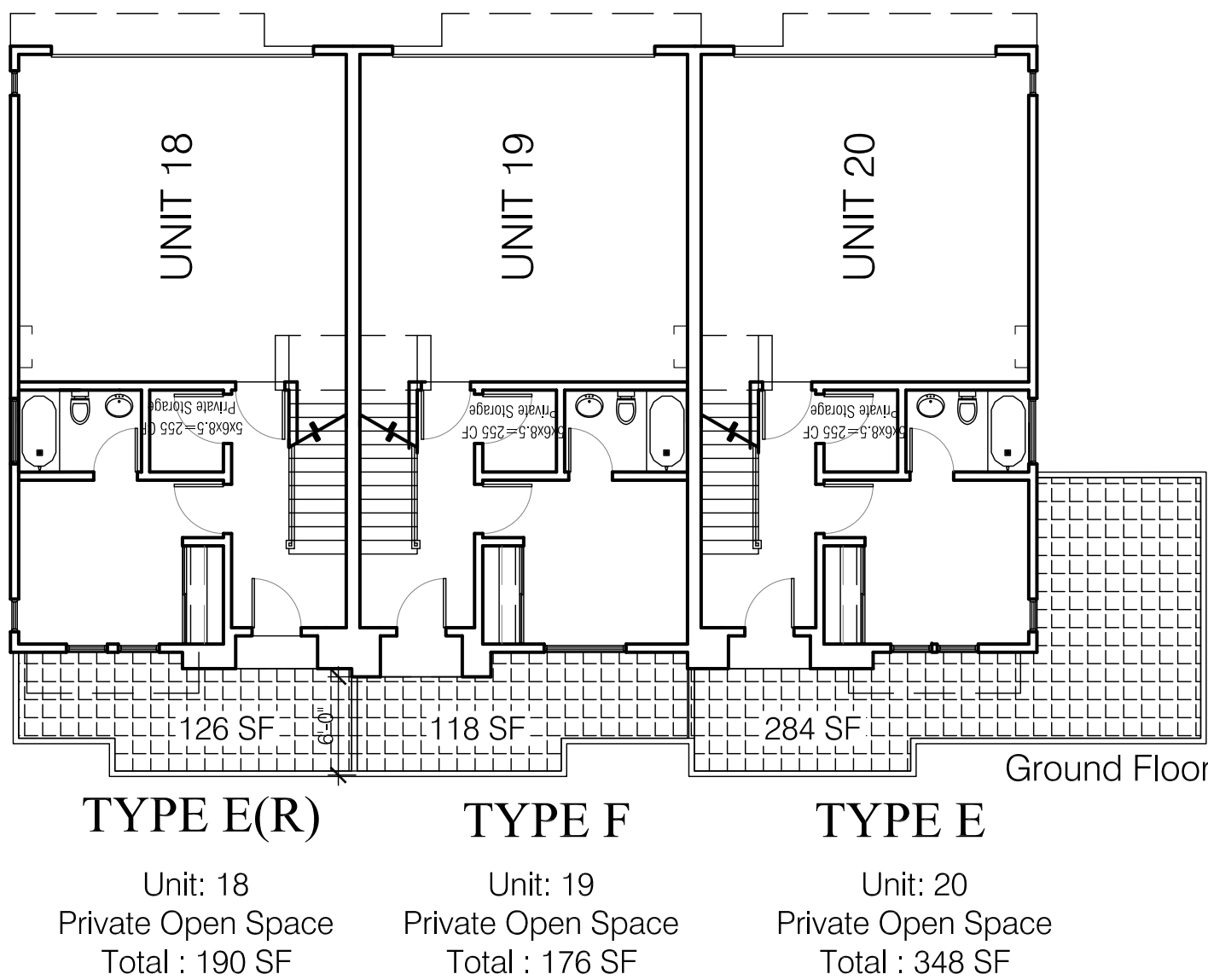
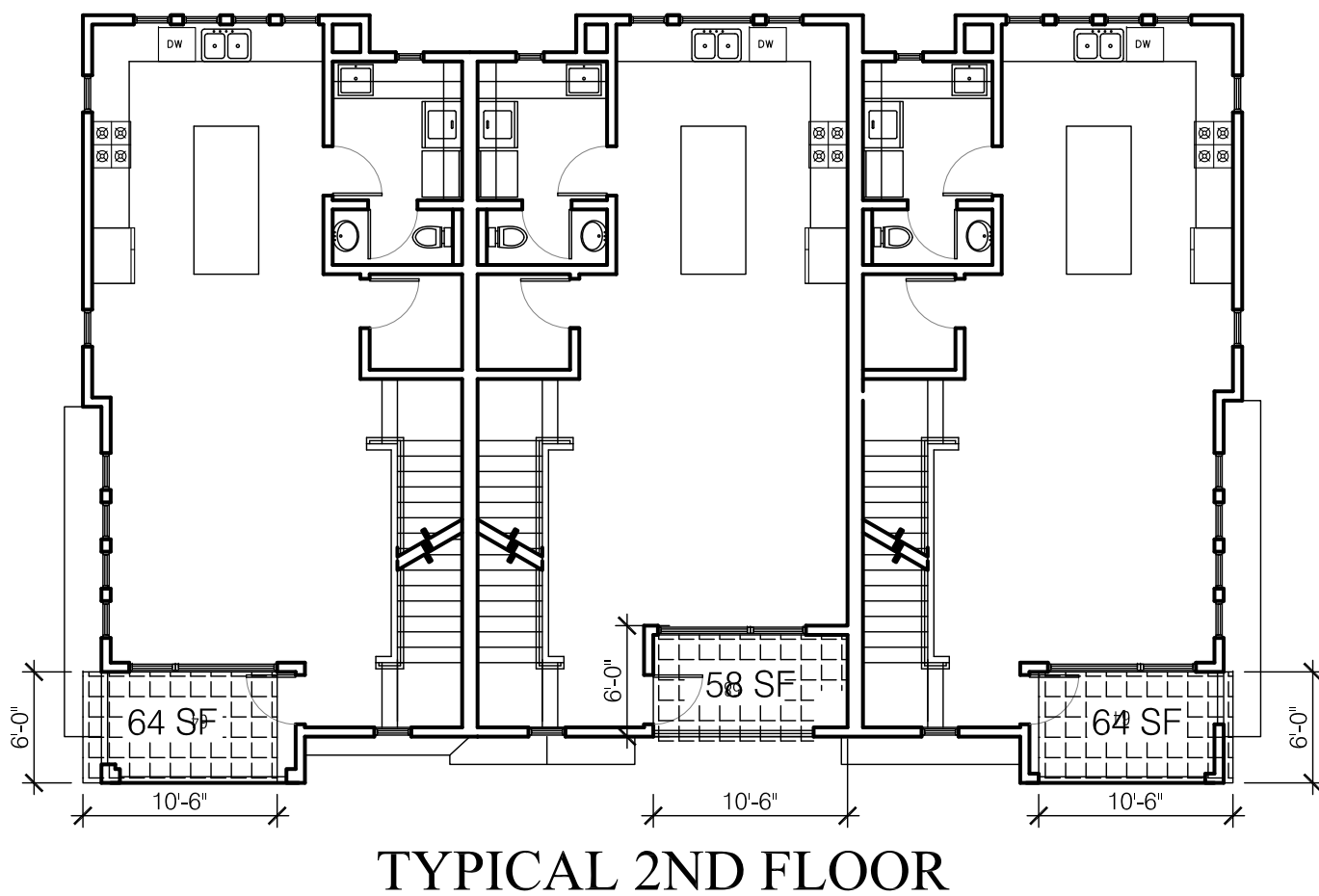
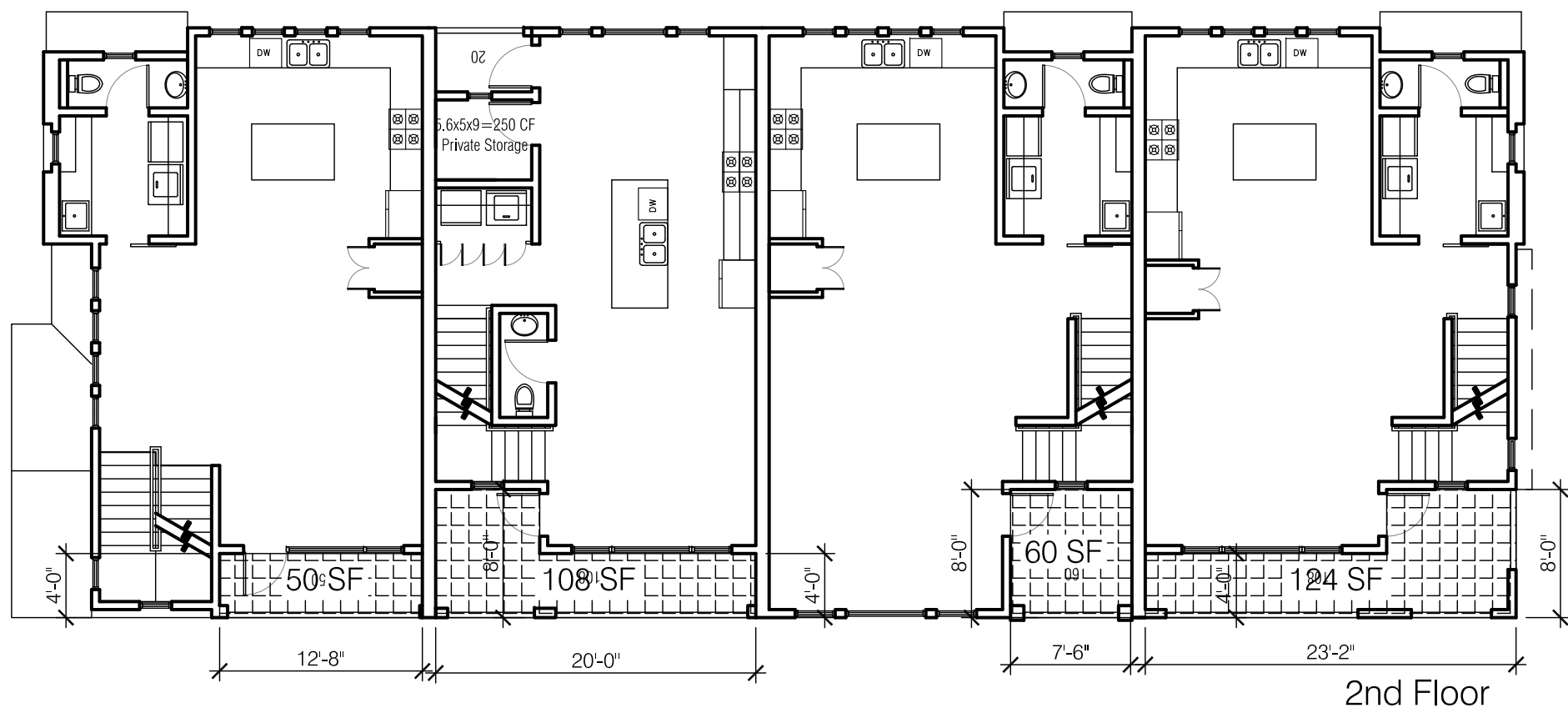
PRIVATE OPEN SPACE PROVIDED:
(GROUND FLOOR YARD AND SECOND FLOOR BALCONIES)

- UNIT 1: 170 SF
UNIT 2: 172 SF
UNIT 3: 156 SF
UNIT 4: 220 SF
UNIT 5: 170 SF
UNIT 6: 172 SF
UNIT 7: 156 SF
UNIT 8: 220 SF
UNIT 9: 270 SF
UNIT 10: 258 SF
UNIT 11: 522 SF
UNIT 12: 64 SF
UNIT 13: 58 SF
UNIT 14: 64 SF
UNIT 15: 64 SF
UNIT 16: 58 SF
UNIT 17: 64 SF
UNIT 18: 190 SF
UNIT 19: 176 SF
UNIT 20: 348 SF

TOTAL PRIVATE OPEN SPACE PROVIDED: 3,572 SF

PRIVATE STORAGE PROVIDED:

- UNIT 1: 288 Cubic Feet in Garage
UNIT 2: 250 Cubic Feet in 2nd FL.
UNIT 3: 288 Cubic Feet in Garage
UNIT 4: 288 Cubic Feet in Garage
UNIT 5: 288 Cubic Feet in Garage
UNIT 6: 250 Cubic Feet in 2nd FL.
UNIT 7: 288 Cubic Feet in Garage
UNIT 8: 288 Cubic Feet in Garage
UNIT 9: 255 Cubic Feet in 1st FL.
UNIT 10: 255 Cubic Feet in 1st FL.
UNIT 11: 255 Cubic Feet in 1st FL.
UNIT 12: 255 Cubic Feet in 1st FL.
UNIT 13: 255 Cubic Feet in 1st FL.
UNIT 14: 255 Cubic Feet in 1st FL.
UNIT 15: 255 Cubic Feet in 1st FL.
UNIT 16: 255 Cubic Feet in 1st FL.
UNIT 17: 255 Cubic Feet in 1st FL.
UNIT 18: 255 Cubic Feet in 1st FL.
UNIT 19: 255 Cubic Feet in 1st FL.
UNIT 20: 255 Cubic Feet in 1st FL.



TYPE A
Unit: 1 & 5
Private Open Space
Total : 170 SF

TYPE B
Unit: 2 & 6
Private Open Space
Total : 172 SF

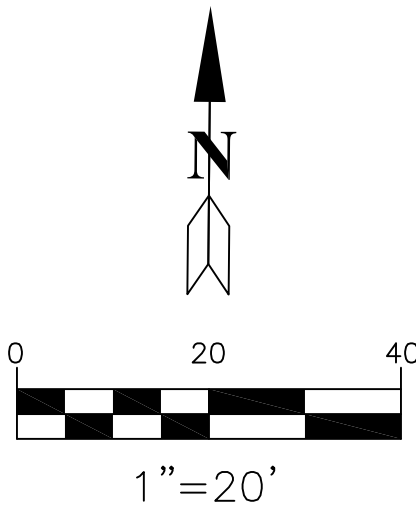
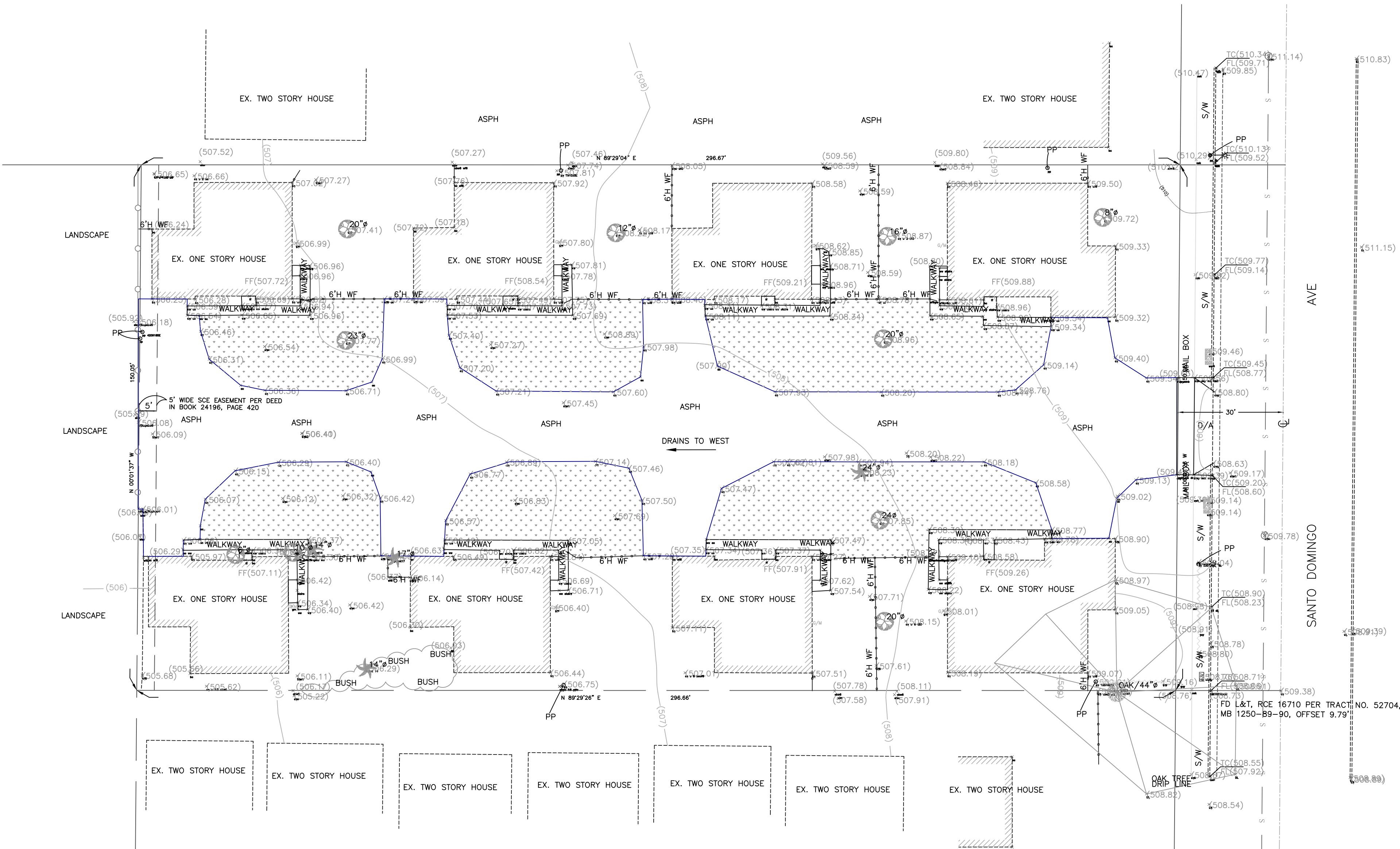
TYPE C
Unit: 3 & 7
Private Open Space
Total : 156 SF

TYPE D
Unit: 4 & 8
Private Open Space
Total : 220 SF

PRIVATE OPEN SPACE ANALYSIS

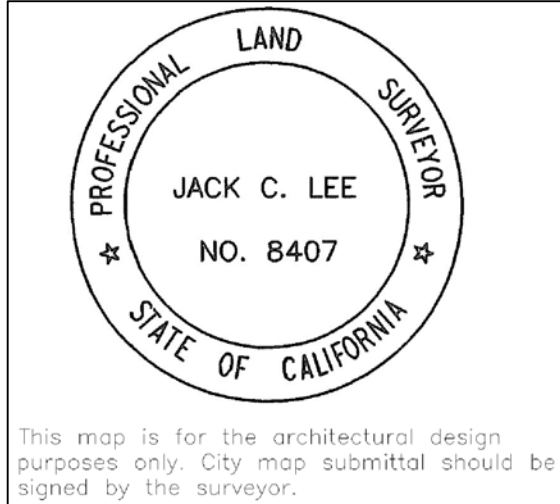
DWG SCALE: 1/8"=1'-0"

TOPOGRAPHIC MAP



ABBREVIATIONS/LEGEND:

CBW/RW	: CONC. BLOCK/RETAINING WALL	TC	: TOP OF CURB
CATV	: CABLE T.V. PULLBOX	W/M	: WATER METER
C/B	: CATCH BASIN	WF	: WOODEN FENCE
C&G	: CURB AND GUTTER	PP	: POWER POLE
CF	: CHAIN LINK FENCE	P/L	: PROPERTY LINE
D/W	: DRIVEWAY	RW	: RETAINING WALL
D/A	: DRIVEWAY APPROACH		
EX	: EXISTING		
FF	: FINISH FLOOR		
FS	: FINISHED SURFACE		
FL	: FLOW LINE		
GM	: GAS METER		
IF	: IRON FENCE		
HP	: HIGH POINT		
S/W	: SIDEWALK		
S/D	: STORM DRAIN		



LEGEND:

⊙	: STORM DRAIN MANHOLE	-S---S-	: SEWER LINE
⊙	: SEWER MANHOLE	⊙	: STREET LIGHT
⊙	: WATER VALVE	⊙	: WF/ WOOD FENCE OR IF/ IRON FENCE
⊙	: FDC / FIRE DEPT. CONNECTION	⊙	: CF/ CHAIN LINK FENCE
⊙	: FIRE HYDRANT	⊙	: EXISTING TREE
⊙	: EDISION PULL BOX	⊙	: CONC. BLOCK WALL/ RETAINING WALL
⊙	: STREET LIGHT PULL BOX	⊙	: WOOD POST
⊙	: TRAFFIC SIGNAL PULL BOX	⊙	: IRON POST
⊙	: UTILITY PULL VOX	⊙	: DRAIN HOLE
⊙	: TV CABLE PULL BOX	⊙	: VENT
⊙	: HIGH VOLTAGE BOX		
⊙	: TELEPHONE PULL BOX		
⊙	: SEPTIC TANK		
(532.00)	: EXISTING ELEVATION 532.00'		
---(532)---	: EXISTING CONTOUR LINE		
-W--W--	: WATER LINE		

SURVEYOR'S NOTES:

1. ALL INFORMATION SHOWN ON THE DRAWINGS IS GIVEN AS THE BEST PRESENT KNOWLEDGE AND PERFORMED WITHIN GENERALLY ACCEPTED ENGINEERING PRACTICE BUT WITHOUT GUARANTEE OF ACCURACY. WHERE ACTUAL CONDITIONS CONFLICT WITH THE DRAWINGS, THEY SHALL BE REPORTED TO THE ENGINEER SO THAT THE PROPER REVISIONS MAY BE MADE.
2. ESTABLISHMENT OF CONTOUR: CONTOURING IS THE GRAPHICAL REPRESENTATION OF CONSTANT ELEVATION LINES THAT ARE INTERPOLATED OR EXTRAPOLATED BETWEEN ACTUAL FIELD MEASURED ELEVATIONS OR MAP ELEVATIONS, AND SHOULD NOT BE INTERPRETED AS PRECISE GROUND CONDITIONS. ONLY AN INFINITE NUMBER OF FIELD MEASUREMENTS WOULD REPRESENT SUCH PRECISE CONDITIONS, WHICH OBVIOUSLY ARE NOT POSSIBLE. THE NUMBER OF SUCH FIELD MEASUREMENTS ARE THEREFORE LIMITED TO THE SCOPE AND INTENT OF THE RESULTING MAP.
3. THE BOUNDARY SHOWN HEREON HAS BEEN ESTABLISHED BASED ON THE RECORD DATA.
4. THE EXISTING COUNTOUR LINES BEYOND THE PROPERTY ARE INTERPRETED PER COUNTY REGIONAL TOPOGRAPHIC MAP.
5. EASEMENT INFORMATION IS NOT FULLY SHOWN IN THIS MAP. EXACT DETAILS REGARDING EASEMENT LOCATIONS SHOULD BE PROVIDED BY THE OWNER(S).

LEGAL DESCRIPTION:

LOT 7 AND A PORTION OF LOT 8 OF TRACT NO. 9618, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORD IN BOOK 134 PAGE 21 OF MAPS, IN THE OFFICE OF COUNTY RECORDED OF SAID COUNTY.

APN: 8529-012-046

BENCHMARK: COUNTY BENCHMARK 4G3263 ELEVATION: 533.861

CSBM MON IN N END C. B. 18FT S/O BCR @ SE COR HUNTINGTON DR & HIGHLAND AVE MKD (BM 11-15C 1968))

BASIS OF BEARING:

CENTERLINE OF SANTO DOMINGO AVE N 00°02'00" W PER TRACT NO 9618 M.B. 134-21

CALLAND ENGINEERING, INC.
dba @UARTECH CONSULTANTS
576 E. LAMBERT ROAD, BREA, CA 92821
TEL: (714) 671-1050 FAX: (714) 671-1090

RELEASED

REVISIONS

PROJECT LOCATION:
1401 SANTO DOMINGO AVENUE
DUARTE CA 91010

DRAWN:	JW
CHECKED:	
DATE:	09-28-2018
JOB NO.:	18-188-005
SCALE:	1"=20'
FILE NAME:	Topo-1401 Santo Domingo

T-1

SHEET 1 OF 1 SHT.

JACK LEE
CAL LAND ENGINEERING, INC.
576 E LAMBERT RD
BREA, CA 92821
TEL: (714) 671-1050
FAX: (714) 671-1090

LA COUNTY BM 4G3263 ELEVATION:
533.861

CSBM MON IN N END C. B. 18FT S/O
BCR @ SE COR HUNTINGTON DR &
HIGHLAND AVE MKD (BM 11-15C
1968))

CUT: 0 CY
FILL: 2,626 CY
IMPORT: 2,626 CY

CENTER LINE OF SANTO DOMINGO AVENUE
BEARING AT N 00°01'26" W

APN#: 8529-012-046
PRESENT ZONE : SP #12
PROPOSED ZONE: SP #12
LOT SIZE: 44,516.07 SF (1.022 ACRES)
IMPERVIOUS AREA: 35,497.37 SF (79.74%)
PERVIOUS AREA: 9,018.70 SF
EXISTING LOT: 1
PROPOSED LOT: 1
PROJECT DESCRIPTION: 20 UNITS CONDOMINIUM
EXISTING LAND USE: RESIDENTIAL
PROPOSED LAND USE: SINGLE FAMILY RESIDENCE (20 UNITS)
METHOD OF SEWAGE: BY GRAVITY TO STREET (SANTO DOMINGO)
PARKING REQUIRED:
2 ENCLOSED PARKING SPACES AND 0.5 GUEST PARKING FOR EACH DWELLING UNIT
PARKING PROVIDED FOR 20 DWELLING UNITS:
40 GARAGE PARKING SPACES AND 10 GUEST PARKING SPACES

CABLE/INTERNET	- CHARTER/SPECTRUM, FRONTIER, VERIZON
ELECTRICITY	- SOUTHERN CALIFORNIA EDISON
GAS	- THE GAS COMPANY
TELEPHONE	- FRONTIER
WASTE DISPOSAL	- BURRTEC WASTE
WATER	- CALIFORNIA AMERICAN WATER

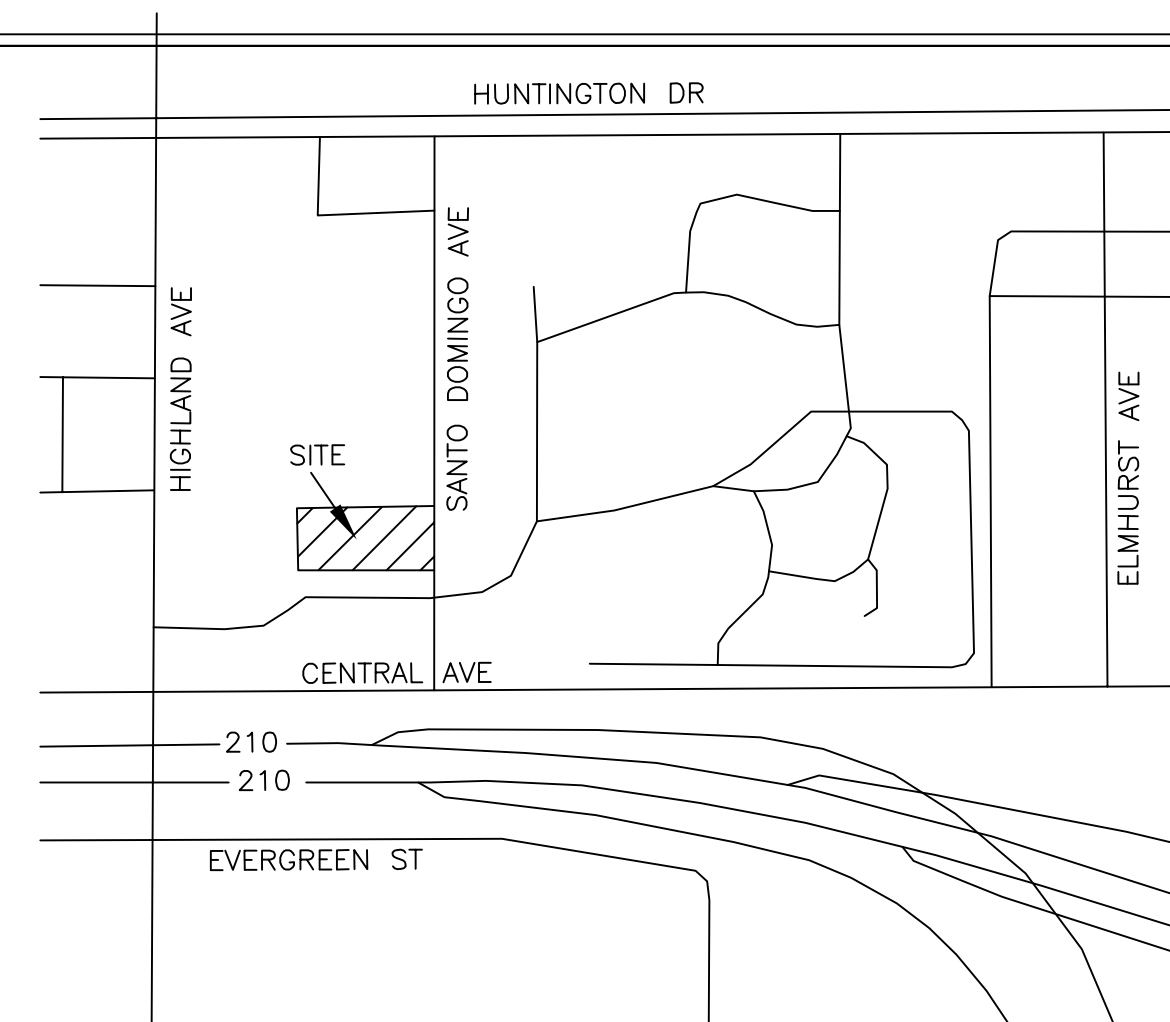
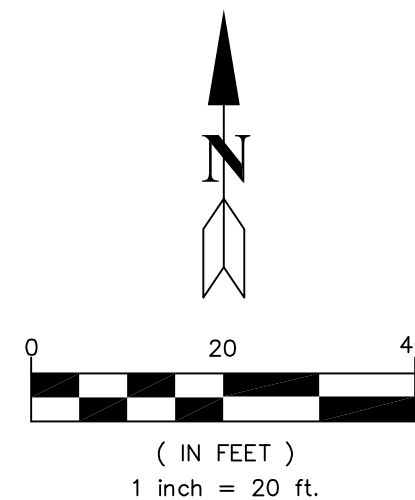
CATEGORY:
LARGE-SCALE NON-DESIGNATED PROJECTS - ALL RESIDENTIAL DEVELOPMENT AND
REDEVELOPMENT OF FIVE UNITS OR GREATER.

- 1 PROPOSED 8'Ø - 34' LONG PERFORATED PIPE LID BMP
- 2 PROPOSED DUAL VORTEX SEPARATOR PRETREATMENT BMP
- 3 PROPOSED 8" PVC DRAINAGE PIPE
- 4 PROPOSED 24"x24" STORM DRAIN CATCH BASIN
- 5 PROPOSED 12" PVC DRAINAGE PIPE
- 6 PROPOSED 6" @ 2.0% SLOPE PRIVATE SEWER LATERAL
- 7 PROPOSED CONCRETE V-GUTTER PER DETAIL ON THIS SHEET
- 8 USE MODIFIED SPWVC 122-2 DETAIL WITH W=3'-0"
- 9 PROPOSED 18" WIDE PARKWAY DRAIN
- 10 PROPOSED WEEPHOLES ON WALL TO ALLOW DRAINAGE
- 11 PROPOSED CURB
- 12 REMOVE AND REPLACE EXISTING CURB AND GUTTER
- 13 PROPOSED 8" @ 0.5% SLOPE PUBLIC VCP SEWER
- 14 EXISTING WALL TO REMAIN
- 15 PROPOSED 6' HIGH CMU WALL ON TOP OF 3' HIGH MAX RETAINING WALL
- 16 PROPOSED 8'Ø - 35' LONG PERFORATED PIPE LID BMP
- 17 PROPOSED 1.5" DEEP GRAVEL BED
- 18 EXISTING POWER POLE TO BE REMOVED. POWER LINE TO BE UNDERGROUND
- 19 EXISTING POWER POLE TO REMAIN
- 20 PROPOSED BACKFLOW PREVENTION
- 21 PROPOSED TRANSFORMER
- 22 REMOVE EXISTING POLE
- 23 PROTECT-IN-PLACE EXISTING TREE
- 24 UNDERGROUND EXISTING POLE
- 25 REMOVE AND REPLACE EXISTING ASPHALT PAVEMENT
- 26 PROPOSED SIDEWALK
- 27 PROPOSED DRIVEWAY APPROACH
- 28 PROPOSED SEWER CLEANOUT
- 29 PROPOSED GRAND WATER METER AND SERVICE
- 30 EXISTING WATER METER AND SERVICE TO REMAIN
- 31 REMOVE EXISTING WATER METER
- 32 PROPOSED 6" CURB AND GUTTER PER SPWVC STD 120-2
- 33 PROPOSED HYDRANT
- 34 PROPOSED SEWER MANHOLE
- 35 PROPOSED WATER LINE
- 36 REMOVE EXISTING WALL

LOT 7 AND A PORTION OF LOT 8 OF TRACT NO. 9618, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORD IN BOOK 134 PAGE 21 OF MAPS, IN THE OFFICE OF COUNTY RECORDED OF SAID COUNTY.

APN: 8529-012-046

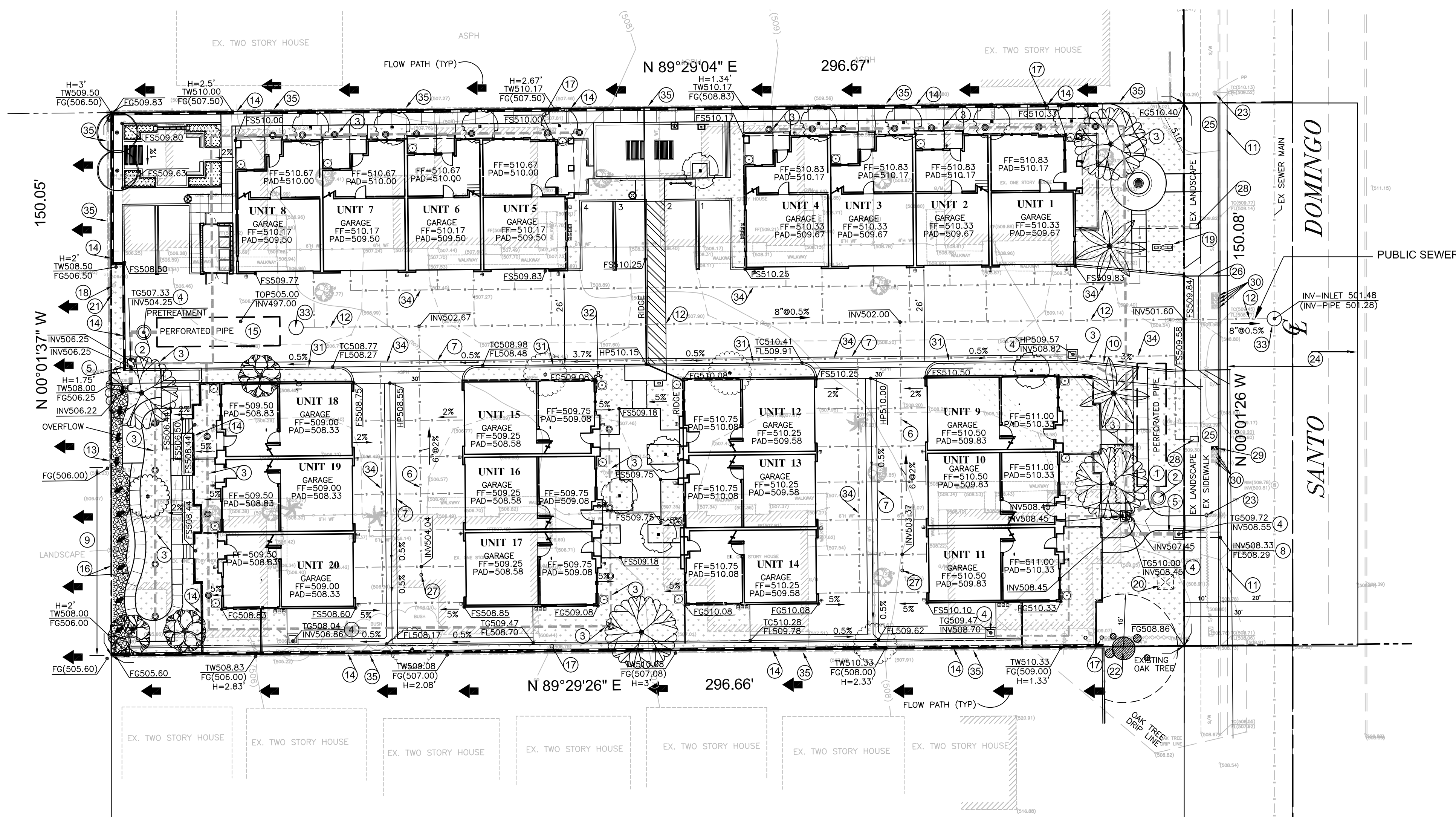
FOR CONDOMINIUM DEVELOPMENT



VICINITY MAP N.T.S.

LANDSCAPE
FLOW PATH

CBW..... CONC. BLOCK WALL
C&G..... CURB AND GUTTER
D/A..... DRIVEWAY APRON
DWY..... DRIVEWAY
EP..... EDISON POLE
EX..... EXISTING
FH..... FIRE HYDRANT
FL..... FLOW LINE ELEVATION
GM..... GAS METER
MH..... MAN HOLE
SMH..... SEWER MANHOLE
S/W..... SIDEWALK
SD..... STORM DRAIN
TBR..... TO BE REMOVED
TC..... TOP OF CURB ELEVATION
WF..... WOODEN FENCE
WV..... WATER VALVE
DS..... DOWNSPOUT



RELEASED

REVISIONS

PREPARED FOR:
220-UNIT CONDOMINIUM
1401 SANTO DOMINGO ROAD,
DUARTE, CA 91010

DRAWN:	RR
CHECKED:	
DATE:	10-2
JOB NO.:	18-1
SCALE:	1'
FILE NAME:	

T-1

SHEET 1 OF 1 SHT.

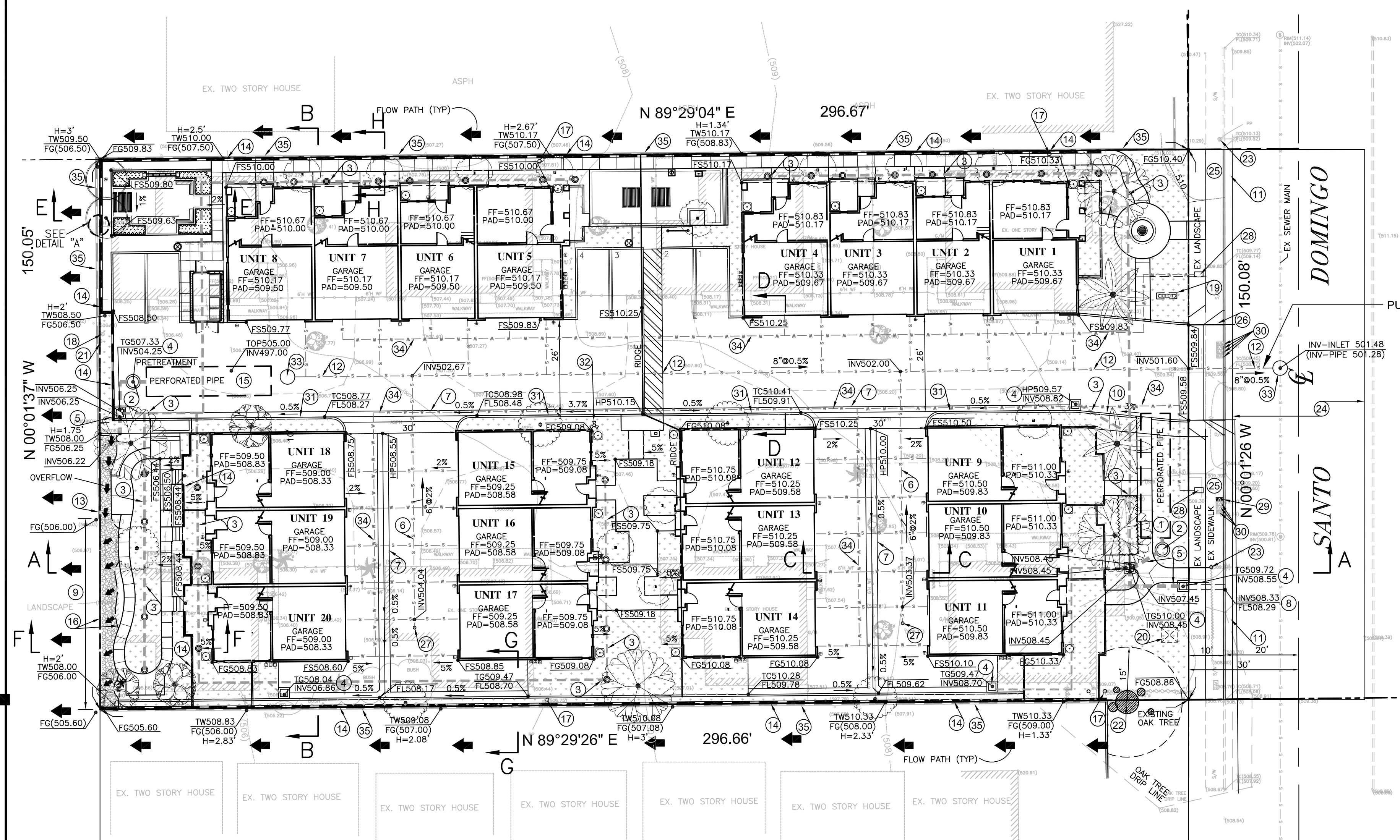
PREPARED FOR:

DRAWN:	RR
CHECKED:	
DATE:	10-2
JOB NO.:	18-1
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FILE NAME:	

T-1

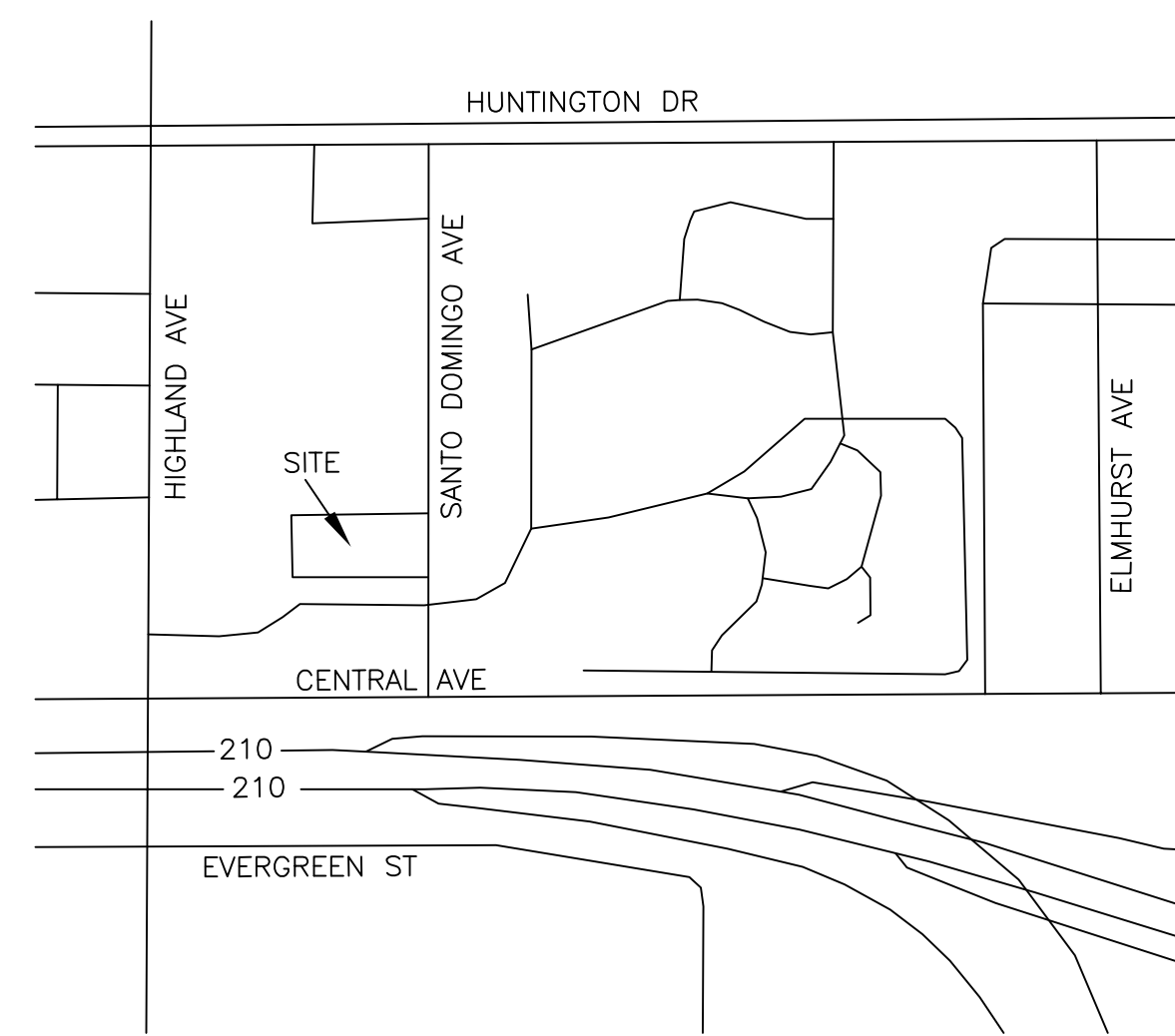
SHEET 1 OF 1 SHT.

PRELIMINARY GRADING PLAN

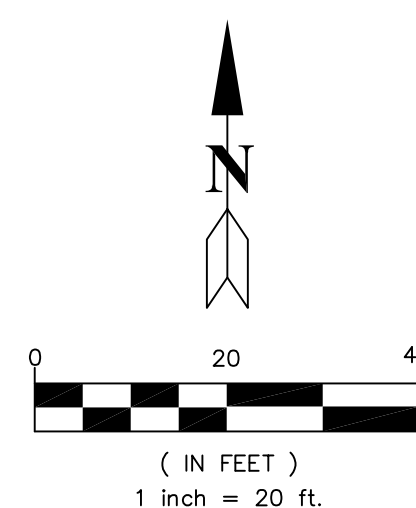


PROJECT INFORMATION:

APN#: 8529-012-046
PRESENT ZONE : SP #12
PROPOSED ZONE : SP #12
LOT SIZE: 44,516.07 SF (1.022 ACRES)
IMPERVIOUS AREA: 35,497.37 SF (79.74%)
PERVIOUS AREA: 9,018.70 SF
EXISTING LOT: 1
PROPOSED LOT: 20 UNITS CONDOMINIUM
PROJECT DESCRIPTION: RESIDENTIAL
EXISTING LAND USE: SINGLE FAMILY RESIDENCE (20 UNITS)
PROPOSED LAND USE: BY GRAVITY TOWARDS STREET (SANTO DOMINGO)
METHOD OF SEWAGE:



VICINITY MAP N.T.S.



NOTES:

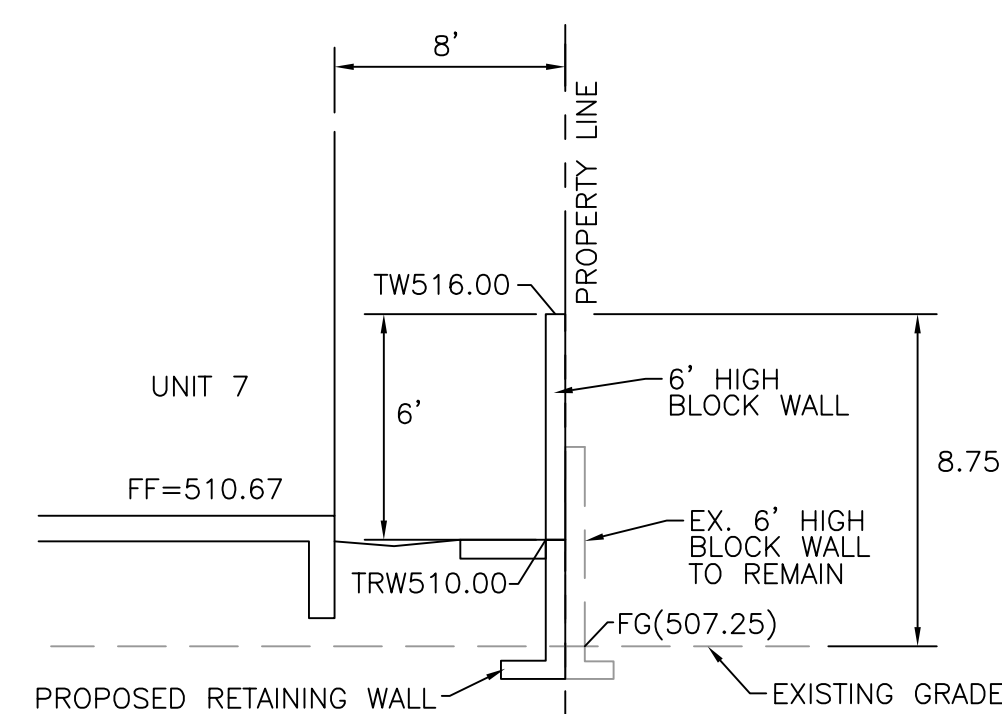
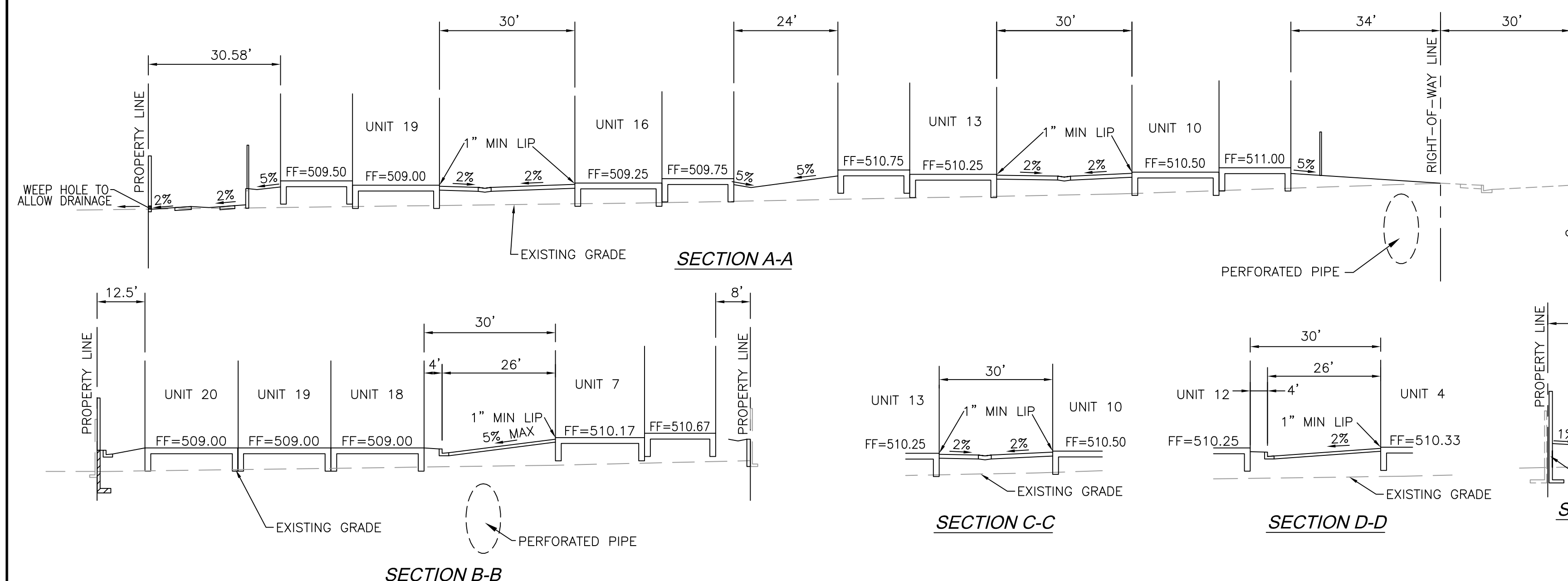
- PROPOSED 8'Ø - 34' LONG PERFORATED PIPE LID BMP
- PROPOSED DUAL VORTEX SEPARATOR PRETREATMENT BMP
- PROPOSED 8" PVC DRAINAGE PIPE
- PROPOSED 24"X24" STORM DRAIN CATCH BASIN
- PROPOSED 12" PVC DRAINAGE PIPE
- PROPOSED 6" @ 2.0% SLOPE PRIVATE SEWER LATERAL
- PROPOSED CONCRETE V-GUTTER PER DETAIL ON THIS SHEET
USE MODIFIED SPPWC 122-2 DETAIL WITH W=3'-0"
- PROPOSED 18" WIDE PARKWAY DRAIN
- PROPOSED WEEDHOLES ON WALL TO ALLOW DRAINAGE
- PROPOSED CURB
- REMOVE AND REPLACE EXISTING CURB AND GUTTER
- PROPOSED 8" @ 0.5% SLOPE PUBLIC VCP SEWER
- EXISTING WALL TO REMAIN
- PROPOSED 6' HIGH CMU WALL ON TOP OF 3' HIGH MAX RETAINING WALL
- PROPOSED 8'Ø - 35' LONG PERFORATED PIPE LID BMP
- PROPOSED 1.5" DEEP GRAVEL BED
- EXISTING POWER POLE TO BE REMOVED. POWER LINE TO BE UNDERGROUNDED
- EXISTING POWER POLE TO REMAIN
- PROPOSED BACKFLOW PREVENTION
- PROPOSED TRANSFORMER
- REMOVE EXISTING POLE
- PROTECT-IN-PLACE EXISTING TREE
- UNDERGROUND EXISTING POLE
- REMOVE AND REPLACE EXISTING ASPHALT PAVEMENT
- PROPOSED SIDEWALK
- PROPOSED DRIVEWAY APPROACH
- PROPOSED SEWER CLEANOUT
- PROPOSED GRAND WATER METER AND SERVICE
- EXISTING WATER METER AND SERVICE TO REMAIN
- REMOVE EXISTING WATER METER
- PROPOSED 6" CURB AND GUTTER PER SPPWC STD 120-2
- PROPOSED HYDRANT
- PROPOSED SEWER MANHOLE
- PROPOSED WATER LINE
- REMOVE EXISTING WALL

LEGEND:

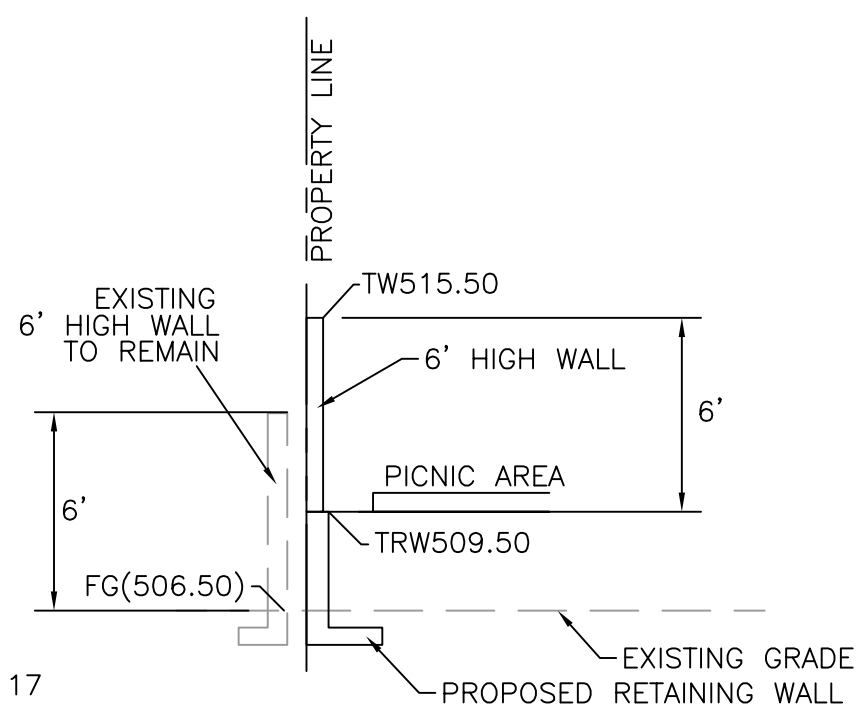
- STREET LIGHT
- FIRE HYDRANT
- INFILTRATION LOT
- LANDSCAPE
- FLOW PATH

ABBREVIATIONS:

- CBW..... CONC. BLOCK WALL
- C&G..... CURB AND GUTTER
- D/A..... DRIVEWAY APRON
- DWY..... DRIVEWAY
- EP..... EDISON POLE
- EX..... EXISTING
- FH..... FIRE HYDRANT
- FL..... FLOW LINE ELEVATION
- GM..... GAS METER
- MH..... MAN HOLE
- SMH..... SEWER MANHOLE
- SW..... SIDEWALK
- SD..... STORM DRAIN
- TBR..... TO BE REMOVED
- TC..... TOP OF CURB ELEVATION
- WF..... WOODEN FENCE
- WW..... WATER VALVE
- DS..... DOWNSPOUT



SECTION H-H



DETAIL "A"

EARTHWORK QUANTITIES:

CUT: 0 CY
FILL: 2,626 CY
IMPORT: 2,626 CY
OVEREXCAVATION: 3,290 CY

OWNER/CLIENT:

BAO ZHONG BAO ENT, LLC
407 CONEJO ROAD,
SANTA BARBARA, CA 93103

LEGAL DESCRIPTION:

LOT 7 AND A PORTION OF LOT 8 OF TRACT NO. 9618, IN THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORD IN BOOK 134 PAGE 21 OF MAPS, IN THE OFFICE OF COUNTY RECORDED OF SAID COUNTY.

APN: 8529-012-046

BENCHMARK:

LA COUNTY BM 4G3263
ELEVATION: 533.861

CSBM MON IN N END C. B. 18FT S/O BCR @ SE COR HUNTINGTON DR & HIGHLAND AVE MKD (BM 11-15C 1968))

PREPARED BY:

CALLAND ENGINEERING, INC.
576 E. LAMBERT ROAD,
BREA, CA 92821
TEL: (714) 671-1050
EMAIL: CALLANDENG@YAHOO.COM

JACK C. LEE RCE 40870

10/21/2021
DATE

PROJECT LOCATION:

1401 SANTO DOMINGO AVENUE,
DUARTE, CA

DRAWN:

RR

CHECKED:

RR

DATE:

10/21/2021

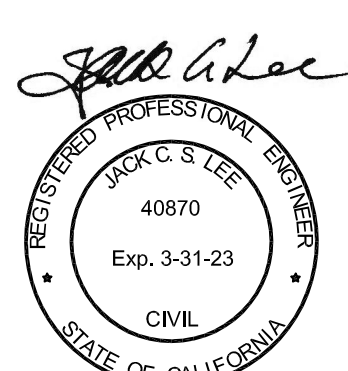
JOB NO.:

18-188-005

SCALE:

1" = 20'

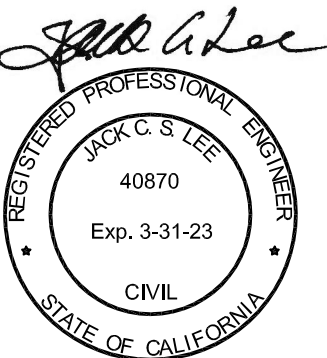
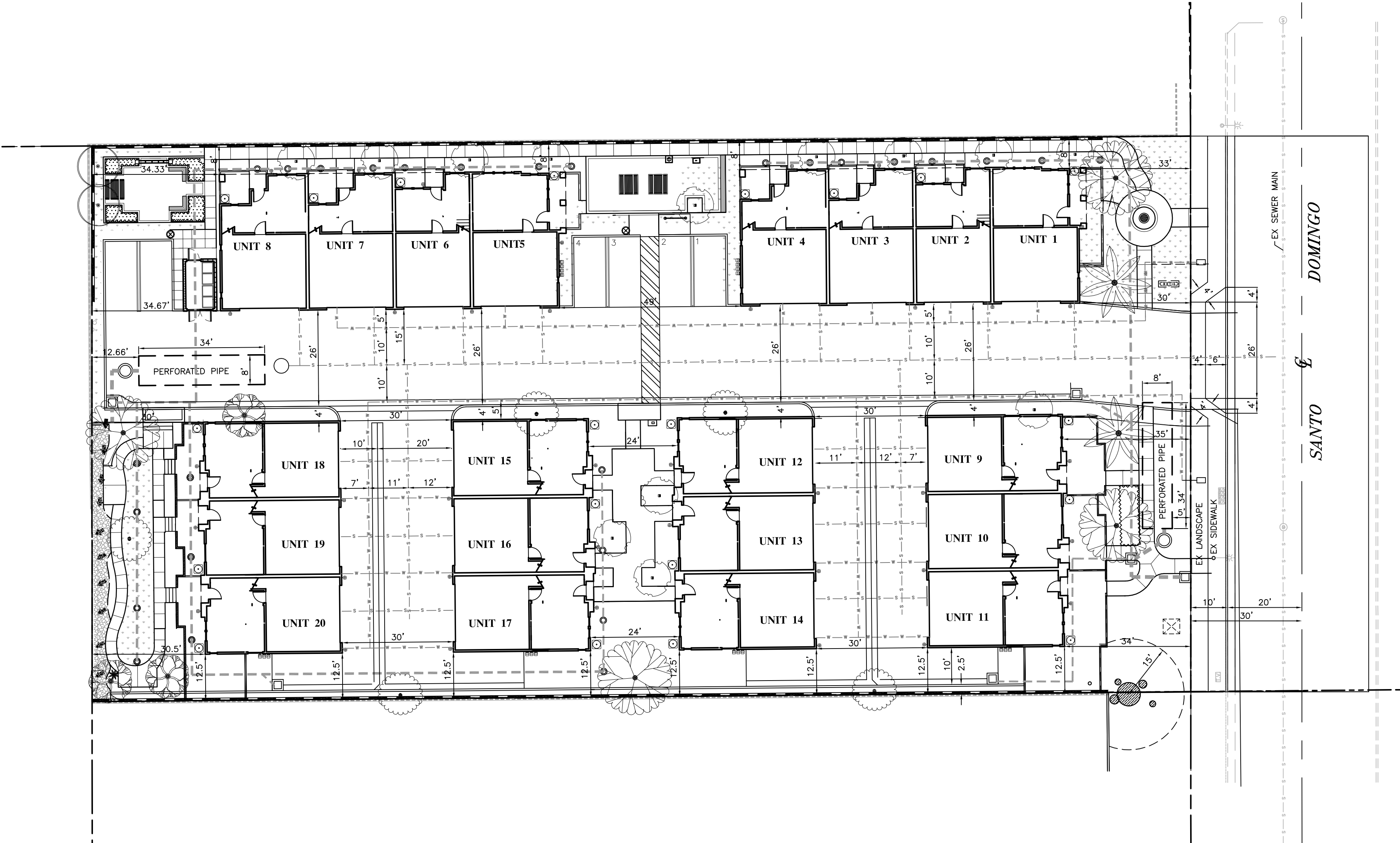
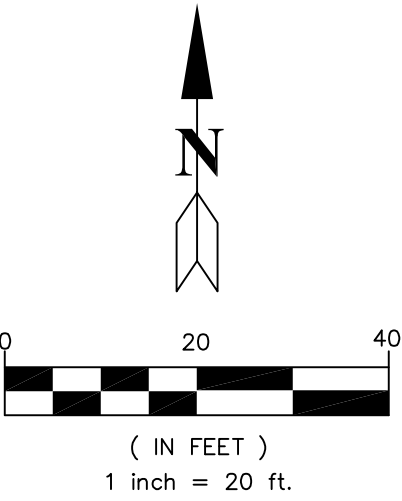
FILE NAME:



C-1

SHEET 1 OF 2

DIMENSIONAL SITE PLAN



PROJECT LOCATION:

1401 SANTO DOMINGO AVENUE,
DUARTE, CA

DRAWN:

RR

CHECKED:

DATE:

10/21/2021

JOB. NO.:

18-188-005

SCALE:

1" = 20'

FILE NAME:

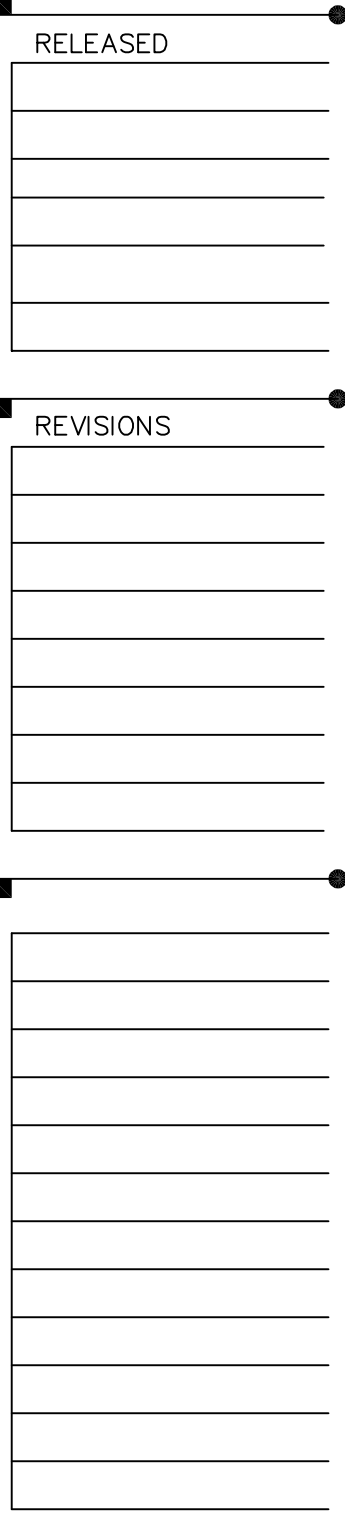
C-2

SHEET 2 OF 2

CAL LAND ENGINEERING, INC.
dba QUARTECH CONSULTANTS
574 E. LAMBERT RD., BREA CA 92821
TEL. NO.: (714) 671-1050 • FAX: (714) 671-1090

CALLAND ENGINEERING, INC.
dba QUARTECH CONSULTANTS
574 E. LAMBERT ROAD, BREX, CA. 92821
TEL: (714) 671-1050 • FAX: (714) 671-1090

TEL: (714) 671-1050 • FAX: (714) 671-1090



PREPARED FOR:
20-UNIT CONDOMINIUM
1401 SANTO DOMINGO ROAD,
DUARTE, CA 91010

DRAWN: RR

CHECKED:

DATE: 10-21-2021

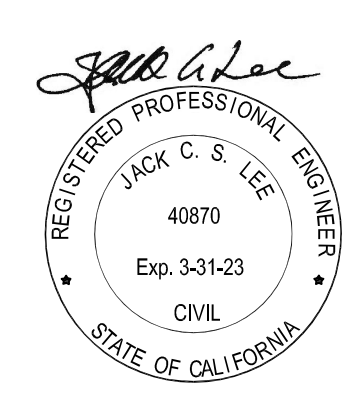
JOB NO.: 18-188-005

SCALE: 1"=20'

FILE NAME:

E-1

SHEET 1 OF 1 SHT.





1401 Santo Domingo Avenue
Duarte CA 91010

PROJECT NAME:

REVISIONS:

BUILDING 1 & 2
FLOOR PLANS
UNIT TYPE- A, B, C & D

DATE PRINTED: 03-15-2021

DATE: 02-25-2021

SCALE:

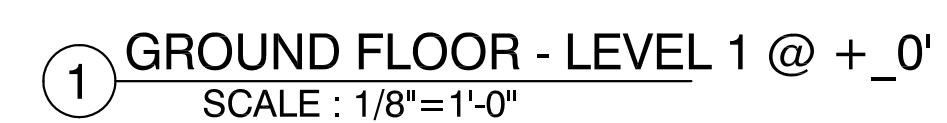
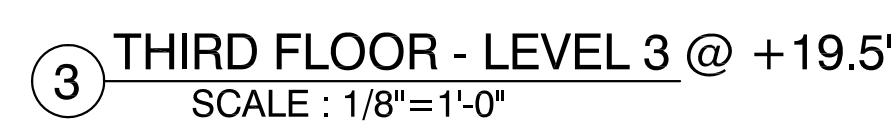
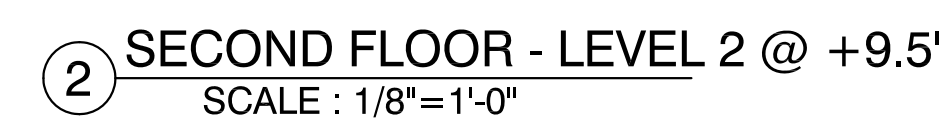
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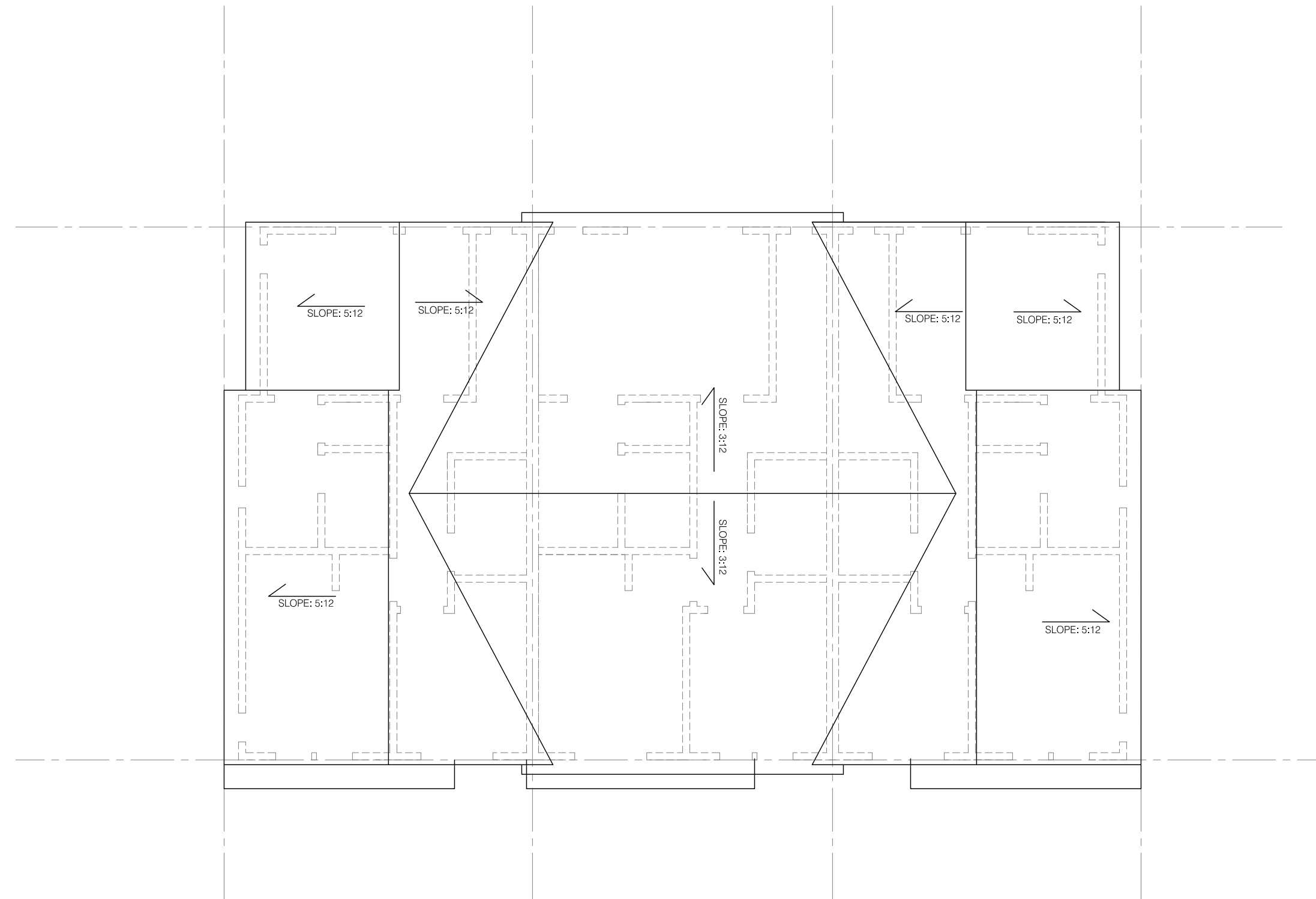
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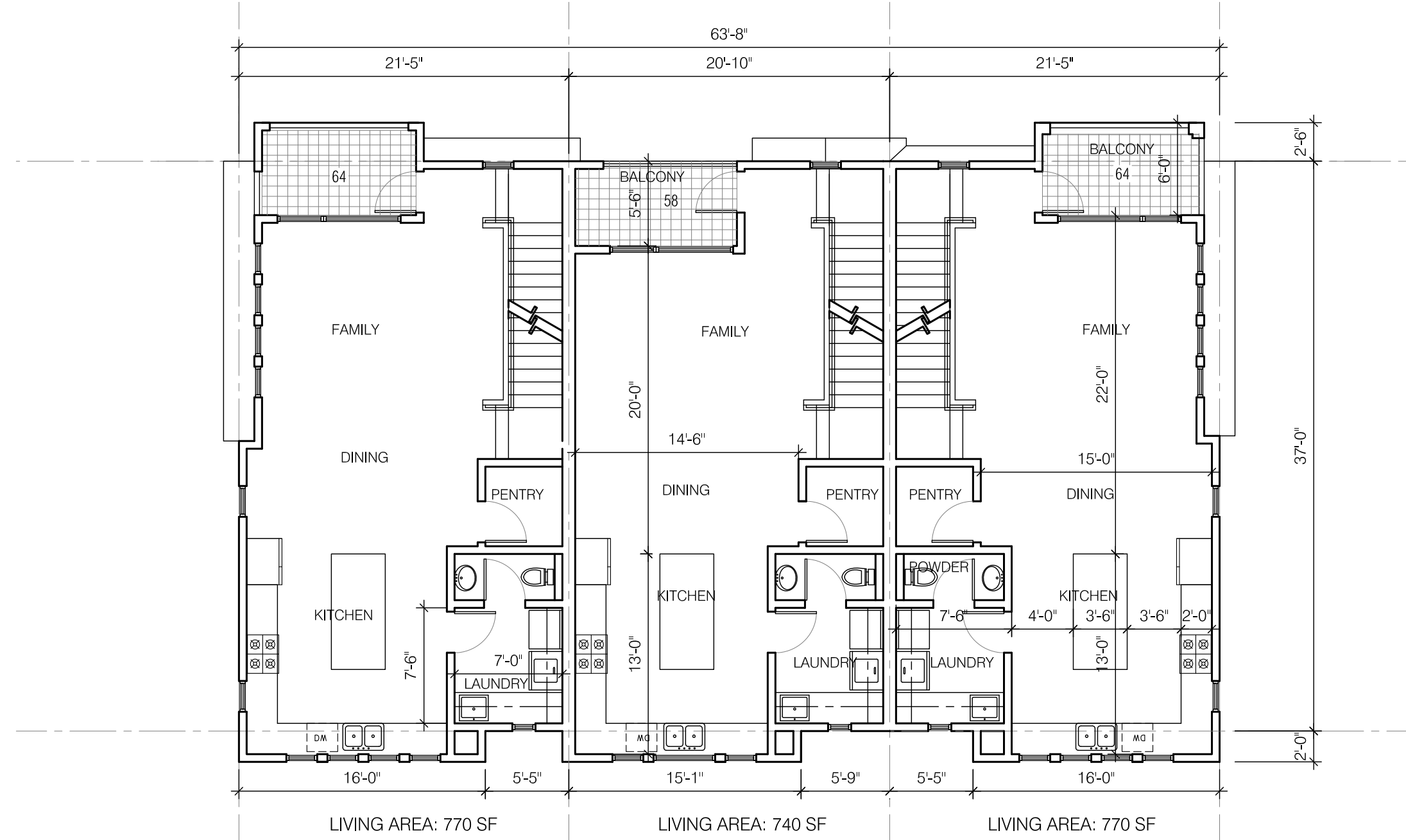
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OF SHEETS

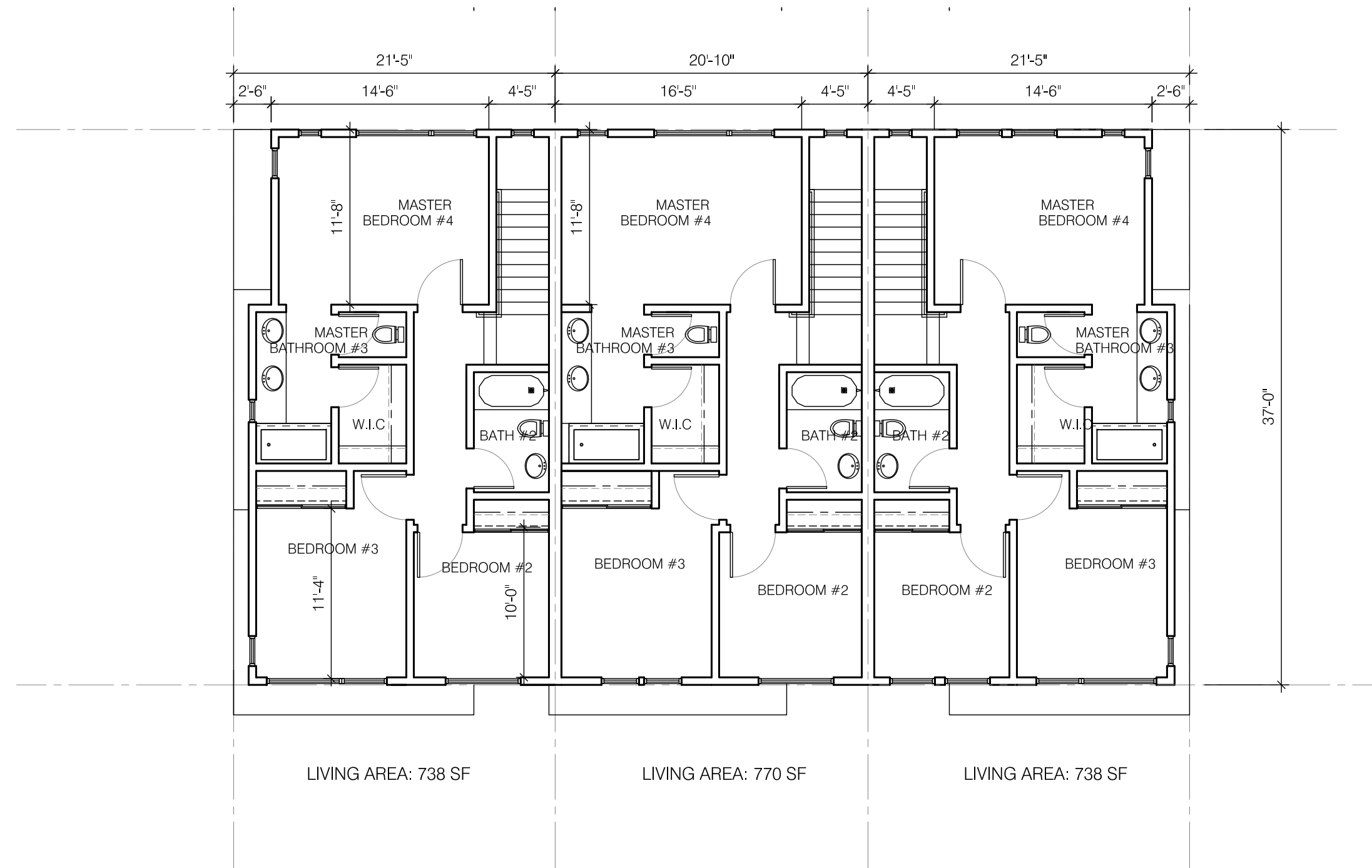




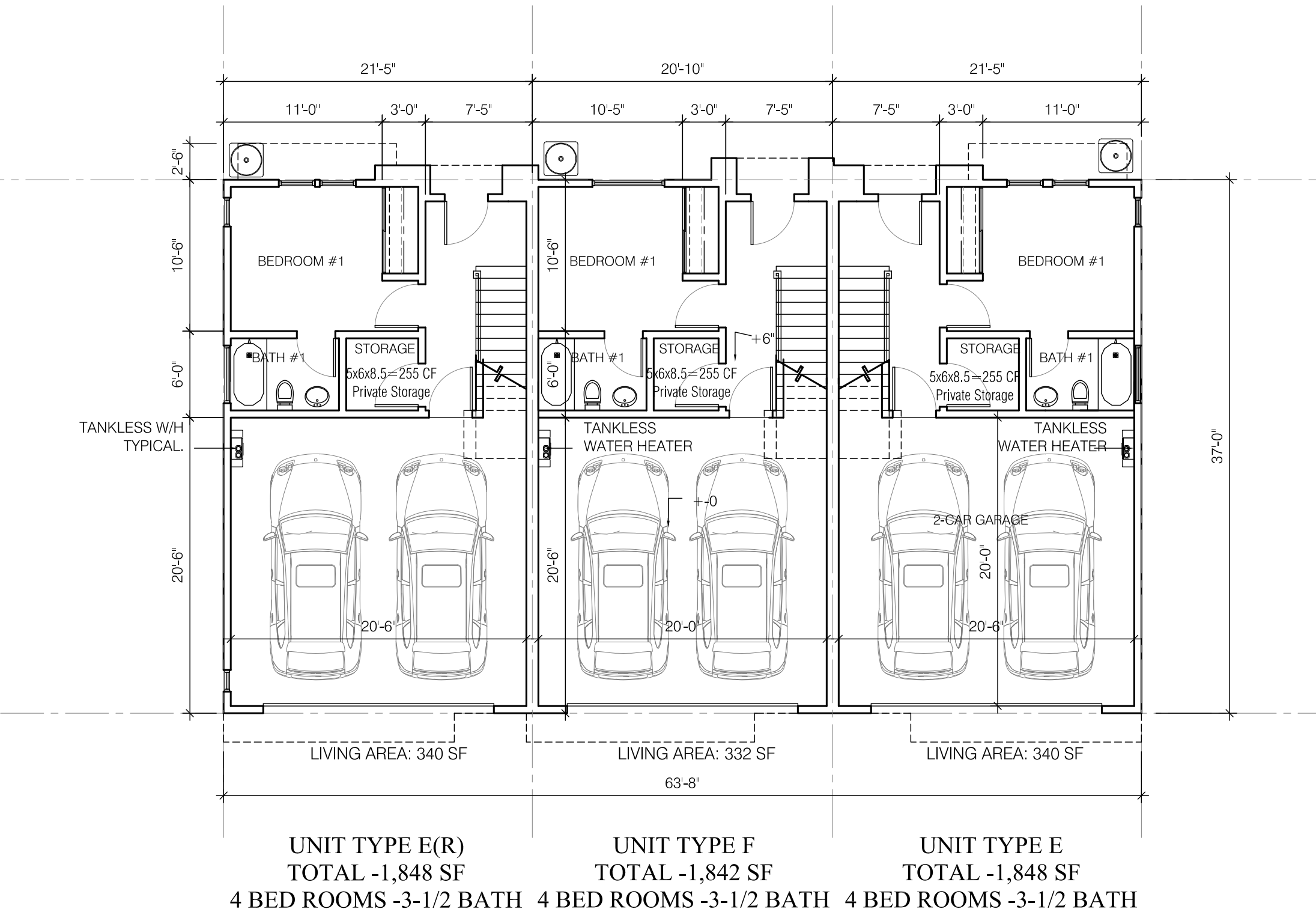
4 ROOF PLAN
SCALE : 1/8"=1'-0"



2 SECOND FLOOR - LEVEL 2 @ +9.5'
SCALE : 1/8"=1'-0"



3 THIRD FLOOR - LEVEL 3 @ +19.5'
SCALE : 1/8"=1'-0"



1 GROUND FLOOR - LEVEL 1 @ +_0'
SCALE : 1/8"=1'-0"

REVISIONS:

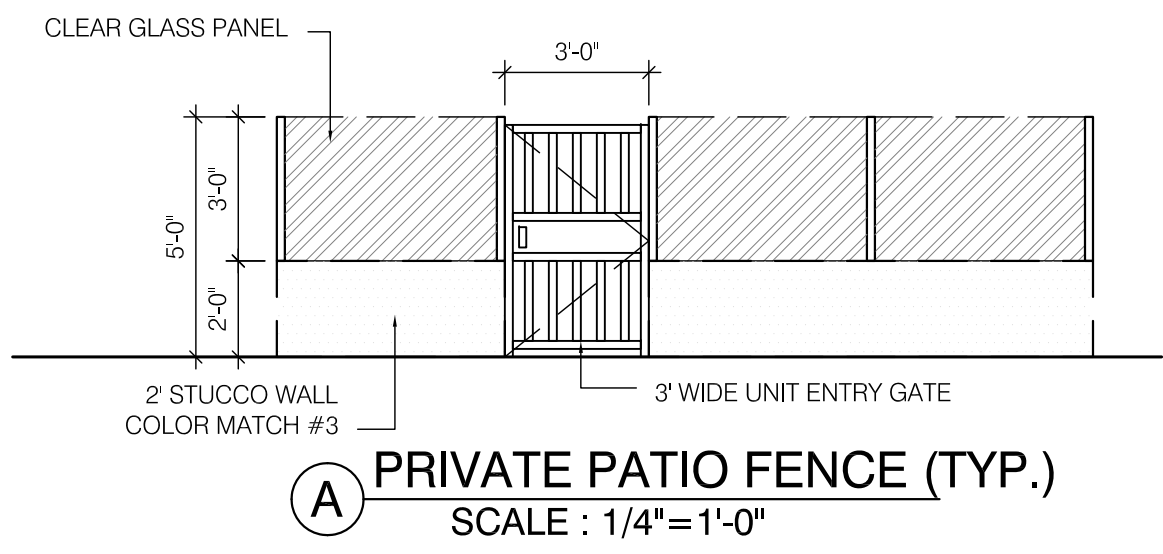


3 BUILDING SIDE ELEVATION
SCALE : 3/16"=1'-0"

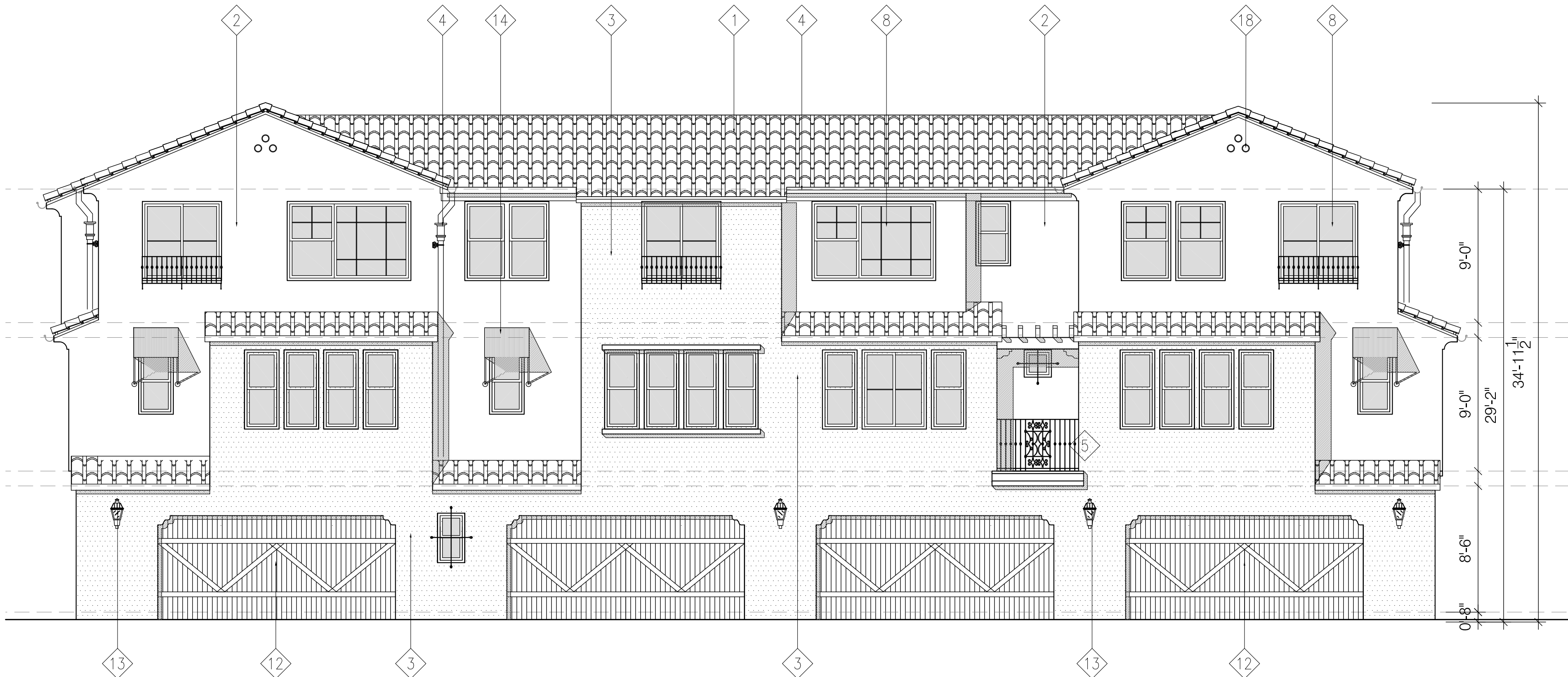


1 BUILDING FRONT ELEVATION
SCALE : 3/16"=1'-0"

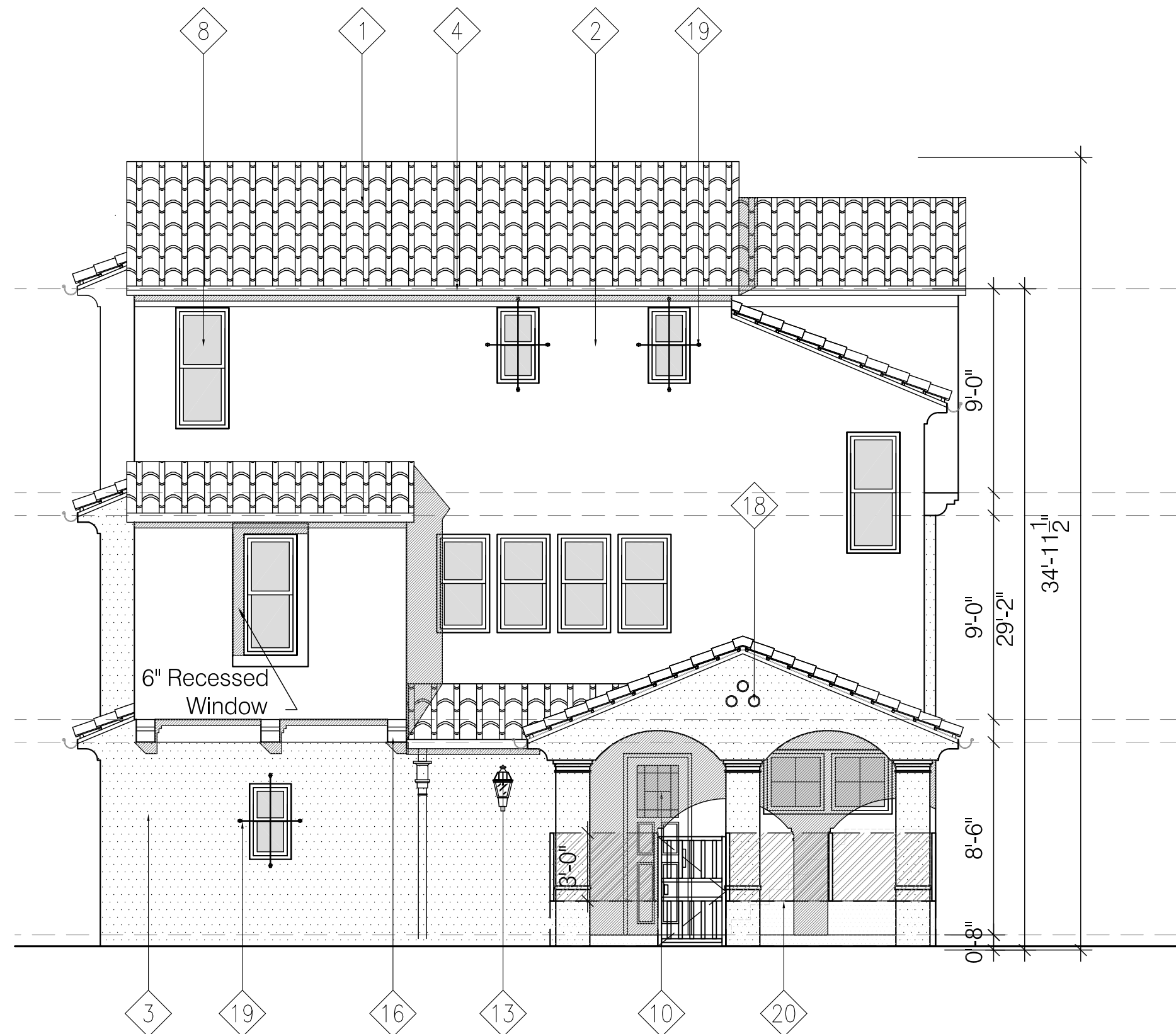
MATERIAL LEGEND		
1. CONCRETE TITLE ROOF * EAGLE* CAPISTRANO STYLE, Hues of Burnt Orange, Brown Flashed PRODUCT: 3124 HILO SUNSET* ICC # ESR-1900 (ICBO ERI-60349) ROOFING MATERIAL TO BE CLASS "A" (Fire Code 4710.1.2)	7. DOWNSPROUT-METAL, COLOR MATCHES FRAZEE PAINT 8746N TIMBER TRAIL	13. EXTERIOR DECORATIVE LIGHTING SEA GULL 89062BL-46
2. 7/8" EXTERIOR CEMENT PLASTER - COLOR MATCHES LA HABRA SANDSTONE X-86 (BASE 200) FINE FINISH.	8. Milgard Tuscany Series-VINYL WINDOW CASING W/ CLEAR GLASS, Recessed 2 inches (TYP.) -EXTERIOR COLOR : TAUPE	14. CANVAS AWING, COLOR- ORANGE
3. 7/8" EXTERIOR CEMENT PLASTER - COLOR MATCHES LA HABRA TIERRA 272L-(31) FINE FINISH.	9. Milgard Tuscany Series-VINYL FRANCE DOOR CASING W/ CLEAR GLASS, Recessed 2 inches (TYP.) -EXTERIOR COLOR: TAUPE	15. DECORATIVE SPANISH STYLE TILE - 6.25" X 6.25" Talavera Tile
4. RAIN GUTTER-COLOR MATCHES FRAZEE PAINT 8745A KAYAK BROWN	10. UNIT ENTRANCE DOOR-- SPANISH STYLE, FINISHED WITH DARK BROWN STAIN- COLOR MATCHES FRAZEE PAINT 8305D JERICHO BROWN	16. DECORATIVE WOOD CORBELS - OIL PAINTED DARK BROWN
5. WROUGHT IRON BALCONY RAIL- PAINT BLACK	11. Milgard Tuscany Series- VINYL FIXED WINDOW W/ CLEAR GLASS, Recessed 2 inches (TYP.) EXTERIOR COLOR: TAUPE	17. CAST STONE - PRECAST GFRC MOLDING COLOR MATCHES LA HABRA- SADDLEBACK
6. DECORATIVE WINDOW WOOD TRIM-COLOR MATCHES FRAZEE PAINT 8350D-JERICHO BROWN	12. GARAGE DOOR-REMOTE CONTROL ROLL UP. WAYNE DALTON, 7004 BALI : PAINTED COLOR MATCHES FRAZEE PAINT 8746N TIMBER TRAIL	18. SPANISH STYLE CLAY ATTIC GABLE VENT TUBE -SUNCOAST STONE, INC. - TERRACOTTA COLOR
		19. ROUGHT IRON BAR - OILE PAINTED BLACK
		20. UNIT PATIO FENCE WALL - TOTAL 5' TALL-SEE DETAIL A 3' TALL CLEAR GLASS PANEL ON 2' STUCCO WALL



A PRIVATE PATIO FENCE (TYP.)
SCALE : 1/4"=1'-0"



4 BUILDING REAR ELEVATION
SCALE : 3/16"=1'-0"



2 BUILDING FRONT/SIDE ELEVATION
SCALE : 3/16"=1'-0"



3 BUILDING SIDE ELEVATION
SCALE : 3/16"=1'-0"



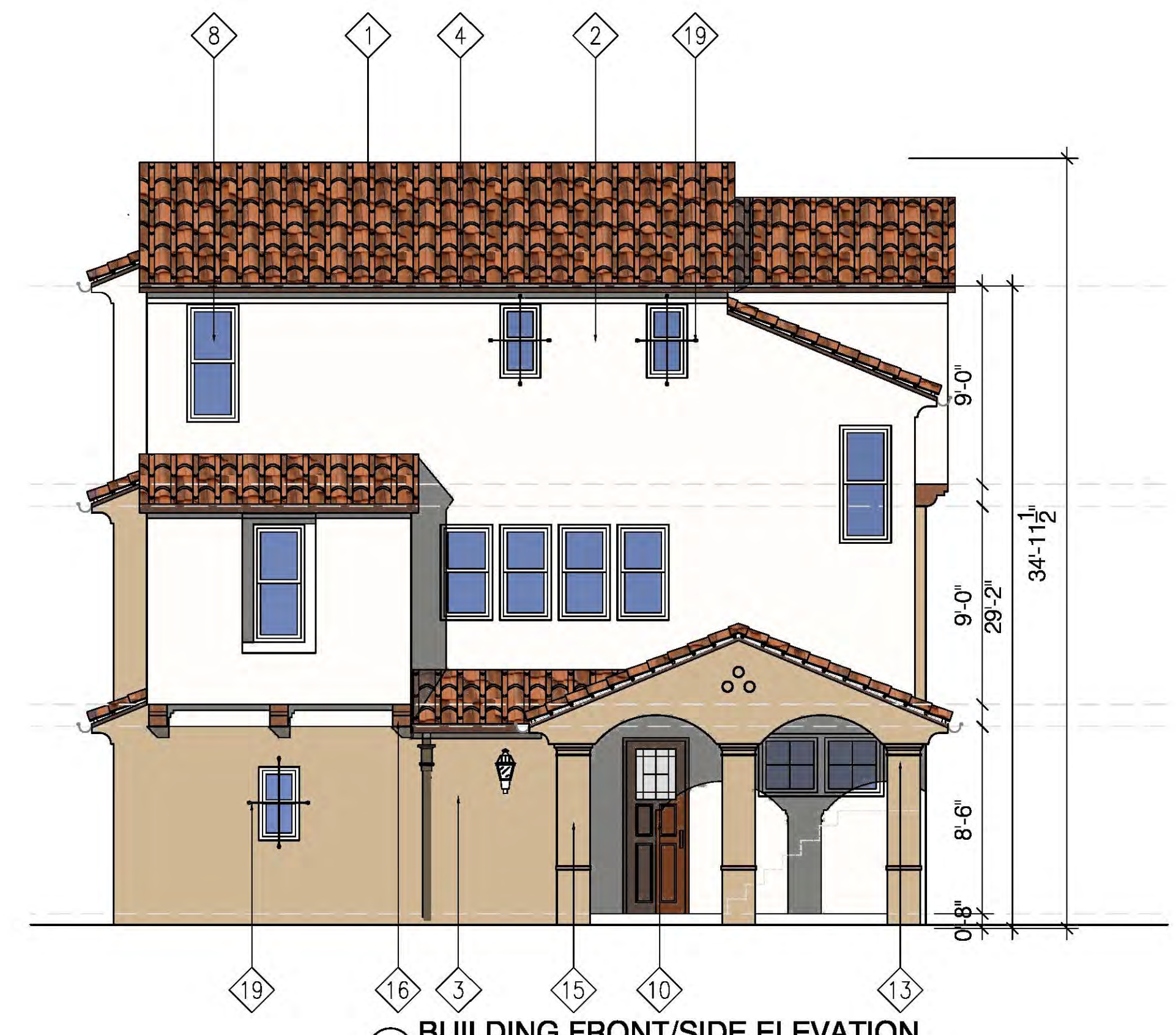
1 BUILDING FRONT ELEVATION
SCALE : 3/16"=1'-0"

MATERIAL LEGEND

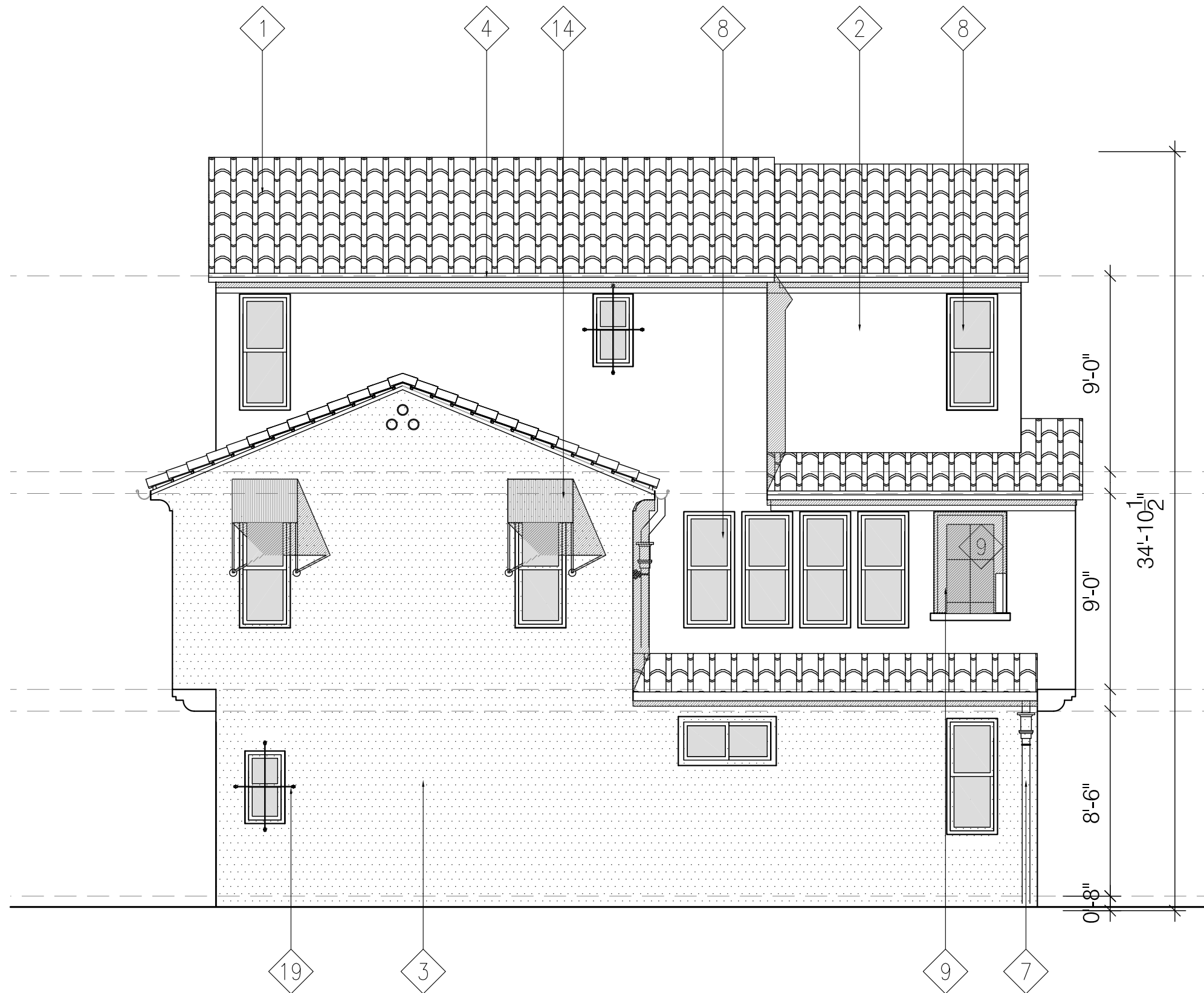
1. CONCRETE TITLE ROOF * EAGLE® CAPISTRANO STYLE, Hues of Burnt Orange, Brown Flashed PRODUCT: 3124 HILO SUNSET* ROOFING MATERIAL TO BE CLASS "A" (Fire Code 4710.1.2)	ICC # ESR-1900 (ICBO E1-60849)	7. DOWNSPROUT-METAL, COLOR MATCHES FRAZEE PAINT 8746N TIMBER TRAIL	13. EXTERIOR DECORATIVE LIGHTING SEA GULL 89062BL-46
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			19. ROUGHT IRON BAR - OILE PAINTED BLACK



4 BUILDING REAR ELEVATION
SCALE : 3/16"=1'-0"



2 BUILDING FRONT/SIDE ELEVATION
SCALE : 3/16"=1'-0"

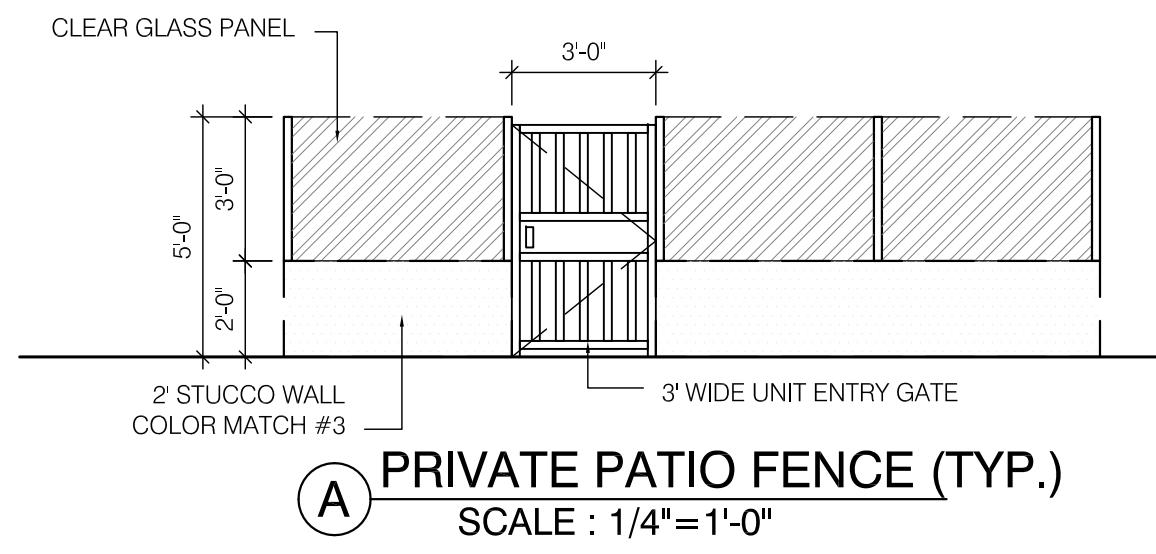


3 BUILDING SIDE ELEVATION
SCALE : 3/16"=1'-0"



1 BUILDING FRONT ELEVATION
SCALE : 3/16"=1'-0"

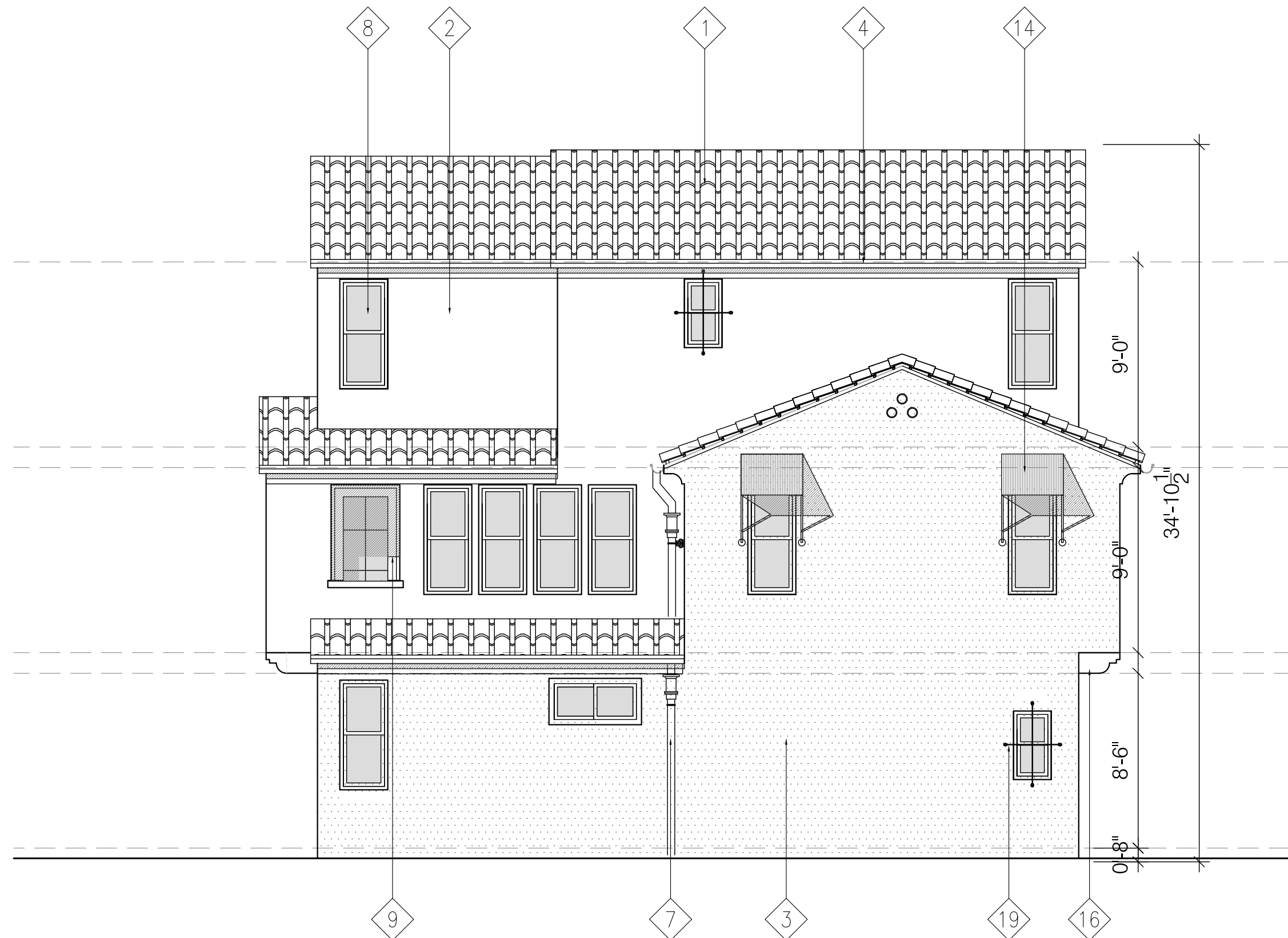
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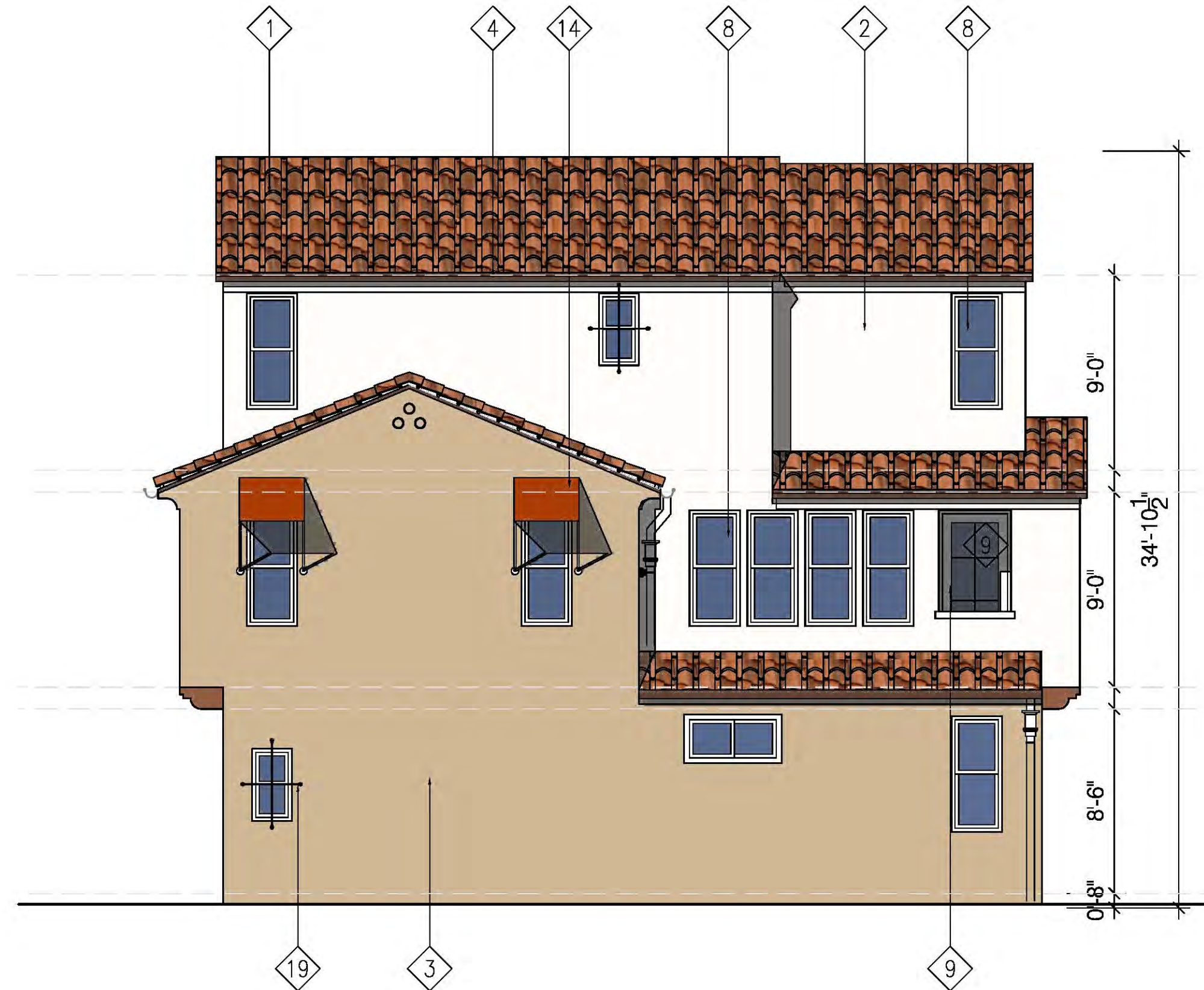
A PRIVATE PATIO FENCE (TYP.)
SCALE : 1/4"=1'-0"



4 BUILDING SIDE ELEVATION
SCALE : 3/16"=1'-0"



2 BUILDING REAR ELEVATION
SCALE : 3/16"=1'-0"



3 BUILDING SIDE ELEVATION
SCALE : 3/16"=1'-0"



1 BUILDING FRONT ELEVATION
SCALE : 3/16"=1'-0"

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		17. CAST STONE - PRECAST GFRG MOLDING COLOR MATCHES LA HABRA- SADDLEBACK
		18. SPANISH STYLE CLAY ATTIC GABLE VENT TUBE -SUNCOAST STONE, INC. - TERRACOTTA COLOR
		19. ROUGHT IRON BAR - OILE PAINTED BLACK



4 BUILDING SIDE ELEVATION
SCALE : 3/16"=1'-0"



2 BUILDING REAR ELEVATION
SCALE : 3/16"=1'-0"



HARDSCAPE LEGEND

KEY NOTE	DESCRIPTION
1	CONCRETE WALK WAY, COLOR AND FINISH PER OWNER
2	ENTRY CONCRETE DRIVEWAY AND ACCENT PAVER PER ARCHITECTURAL PLAN
3	PERMEABLE PAVER
4	BOUNDARY WALL, FENCE & GATE PER ARCHITECTURAL PLAN
5	BEND-A-BOARD PLASTIC HEADER
6	18" H. SEATWALL TO MATCH BLDG.
7	PICNIC TABLE SET, 5" L x 5" W x 30" H
8	B.B.Q. GRILL, 24" L x 18" W x 16.5" H
9	TRASH RECEPTACLE
10	LOUNGE SEATING OUTDOOR SET
11	MAIL BOX, FINAL LOCATION TO BE COORDINATED

12	UNIT PATIO FENCE WALL - TOTAL 5' TALL-SEE ARCHITECTURAL PLAN, 3' TALL CLEAR GLASS PANEL ON 2' STUCCO WALL
13	DECORATIVE PLANTER WALL/ FENCE 2' H. MAX.
14	BIKE RACK, PER ARCH.
15	ACCENT POT FLOWERS
16	TRANSFORMER
17	18" H. X16" W. CONC. SEAT WALL
18	MONUMENT SIGN, BY OTHER
19	TRASH ENCLOSURE, PER ARCH.
20	TRELLIS FOR GRAPE VINE
21	OVERHEAD ARBOR, 17X17'
22	BACKFLOW PREVENTER WITH SHRUB SCREEN

CONCEPT TREE LEGEND

SYMBOL	BOTANICAL NAME / COMMON NAME	SIZE	WATER USE PF
	<u>SPECIMEN TREE</u>		
	ARECASTRUM ROMANZOFFIANUM / QUEEN PALM	8" B.T.H.	MODERATE .5
	LAGERSTROEMIA INDICA 'MUSKOGEE' / GRAPE MYRTLE	24" BOX	MODERATE .5
	<u>EVERGREEN ACCENT TREE</u>		
	MAGNOLIA G. 'LITTLE GEM' / LITTLE GEM MAGNOLIA	24" BOX	MODERATE .5
	LAUREL NOBILIS / SWEET BAY	24" BOX	LOW .2
	<u>SMALL FLOWERING TREE</u>		
	ARBUTUS UNEDO 'COMPACTA' / DWARF STRAWBERRY TREE	24" BOX	LOW .2
	<u>OTHER</u>		
	CITRUS FRUIT TREES	24" BOX	MODERATE .5
	EXISTING 44" DIA. OAK TREE TO REMAIN AND BE PROTECTED		

CONCEPT SHRUB LEGEND

<u>FOUNDATION SHRUB</u>		
	ROSMARINUS O. 'BLUE SPIRES' / UPRIGHT ROSEMARY	5 GAL. LOW .15
	CALLISTEMON C. 'LITTLE JOHN' / LITTLE JOHN DWARF BOTTLEBRUSH	
<u>ROSE SHRUB</u>		
	ROSE 'ICEBERG' / ICEBERG ROSE	5 GAL. MODERATE .5
	BUXUS M. J. / BOXWOOD HEDGE	2' O.C. MODERATE .5
<u>FLOWERING ACCENT SHRUB</u>		
	SALVIA GRECI 'FORMAN'S RED' / AUTUMN SAGE	5 GAL. LOW .2
	OSTUS GREITICUS / PINK ROCK-ROSE	
	ANIGOZANTHOS FLAVIDS / GIANT RED KANGAROO PAW	
	LAVANDULA S.OTTO QUAST / SPANISH LAVENDER	
	RHAPHIOLEPIS I. 'SPRINGTIME' / INDIA HAWTHORN	5 GAL. MODERATE .5
	AGAPANTHUS AFRICANUS / LILY OF THE NILE	

LIGHTING LEGEND

<u>GROUNDCOVER / OTHER / TURF</u>		
	GERANIUM CANTABRIGENSE 'BIOKOV' / BIOKOV GERANIUM	1 GAL. MODERATE .5
	ROSEMARINUS OFFICINALIS 'HUNTINGTON CARPET'	1 GAL. LOW .2
	VEGETABLE GARDEN	1 GAL. MODERATE .5
	TURF (ST. AUGUSTINE WARM SEASON TURF)	-- WST .6
	MULCH COVER, 3" THICK BULK MULCH	

BID NOTE:
1. CONTRACTOR BID THE QUANTITY AND SIZE OF TREES OR SHRUBS. OWNER AND DESIGNER MAY CHANGE THE TYPE OF SHRUBS AND ARRANGEMENT OF SHRUBS PER ACTUAL SITE CONDITION TO ACHIEVE THE BEST DESIGN APPEARING. ANY SUBSTITUTION TO MATCH WATER USE OF HYDROZONE.
2. PROVIDE 3" THICK DARK MULCH UNDER ALL GROUND COVER / SHRUB TYP. SHREDDED WOOD CHIPS 1"-3" LENGTH, 3/8"-5/8" DIAMETER.

REVISIONS
CONCEPT 01-22-19

JYC

LANDSCAPE
ARCHITECTURE

PHONE: (951)317-6825
Email: jennyyty@yahoo.com

REGISTERED LANDSCAPE ARCHITECT
JENNIFER YE NO. 11919
Signature
JENNIFER YE
State of California

SHEET TITLE:
22 MULTI-FAMILY DWELLING UNITS
1401 SANTO DOMINGO AVE.
DUARTE, CA 91010

PROJECT NAME:
22 MULTI-FAMILY DWELLING UNITS
1401 SANTO DOMINGO AVE.
DUARTE, CA 91010

DATE: 10-15-2021
SCALE: PER PLAN
DRAWN: WST
JOB: 190111
SHEET: L-1

OF 1 SHEETS

Exhibit B

RESOLUTION PC 21-7

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING APPROVAL OF SUBDIVISION 2020-01 FOR TENTATIVE TRACT MAP 82962 FOR CONDOMINIUM PURPOSES TO ALLOW A 20-UNIT, OWNER-OCCUPIED, THREE-STORY RESIDENTIAL CONDOMINIUM DEVELOPMENT LOCATED AT 1401 SANTO DOMINO AVENUE

WHEREAS, the applicant is requesting approval of Subdivision 2020-01 allow the development of a 20-unit, owner-occupied, residential condominium development, located at 1401 Santo Domingo Avenue; and

WHEREAS, the City Engineer has found and determined that Tentative Tract Map No. 82962, and the conditions of approval attached thereto, conforms to the State Subdivision Map Act and the applicable requirements of Article Five of the Duarte Development Code; and

WHEREAS, the Planning Commission of the City of Duarte ("Planning Commission") has considered Subdivision 2020-01 for a 20-unit, owner-occupied, three-story development located 1401 Santo Domingo Avenue; and

WHEREAS, The Planning Commission finds and determines that Subdivision 2020-01 is in the best interests and welfare of the City and its residents.

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report, and all information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers and recommends the City Council approve Subdivision 2020-01 for Tentative Tract Map No. 82962 for a 20-unit, owner-occupied, three-story residential condominium development, subject to conditions of approval.

NOW, THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR TENTATIVE TRACT MAP

The Planning Commission finds and determines as follows: findings for Tentative Tract Map, as set forth in DDC Section 19.72.060.A, as:

1. Tentative Tract Map No. 82962 is consistent with the applicable General Plan.

The residential development is consistent with Land Use Goal 1 of the General Plan to maintain a balanced community consisting of various residential housing types and densities. The residential development will comply with all the applicable provisions of the Town Center Specific Plan, Residential Town Center, Area 8 zone (R-4 Multiple-Family Residential High Density standard), with the inclusion of the modification associated with Planned Development Permit 2019-01.

2. The design of Tentative Tract Map No. 82962 is consistent with the applicable General Plan.

Tract Map 82962 will allow a higher-density residential project consisting of multi-family housing on the 1.01 acre property. The higher-density housing is consistent with the goals and objectives of the General Plan by allowing a range of housing opportunities that will improve and maintain a balance community with various residential housing types and commercial activities where appropriate.

3. Tentative Tract Map No. 82962 is physically suitable for the proposed development.

Tentative Tract Map 82962 will allow a higher-density residential condominium development on 1.01 acres. The project will result in a density of 20 units per acre, which is consistent with the General Plan and Town Center Specific Plan, Residential Town Center, Area 8 zone. The proposed site is adequate to accommodate a multi-family residential project. The site is adjacent to Santo Domingo Avenue and accessible regionally by the Interstate-210 and the Duarte Metro station. The project will be designed to accommodate proper public and emergency personnel and will be adequately served by utilities.

4. Tentative Tract Map No. 82962 is physically suitable for the proposed development density allowed in the Town Center Specific Plan, Residential Town Center, Area 8 zoning designations.

Tentative Tract Map 82962 will allow a higher-density residential condominium development on 1.01 acres. The project will result in a density of 20 units per acre, which is consistent with the General Plan and underlying zone. The proposed site is adequate to accommodate a multi-family residential project. The Tentative Tract Map will include attached structures that are three-plexes and four-plexes. The structures will be accessible by a main 26-foot wide drive aisle from Santo Domingo Avenue and 30-foot wide secondary driveways extending from the main drive aisle. The Tentative Tract Map will be designed to provide adequate: pedestrian and vehicular circulation for residents, emergency vehicle access, and open space. The tract map will also be designed to comply with the off-street parking requirements for the underlying zone, using the main drive aisle as access to residential garages and surface parking areas.

5. Tentative Tract Map No. 82962 and related improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

This project is determined to be categorically exempt from CEQA per categorical exemption 15332 as an infill development property. Furthermore, the project site is located within an urbanized portion of the City. As an urbanized and previously developed site, there is a lack of quality biological habitat within and immediately surrounding the site. As such, the proposed project would not impact or injure fish or wildlife or their habitat.

6. Tentative Tract Map No. 82962 and related improvements are not likely to cause serious public health problems.

The Tentative Tract Map will establish a new residential condominium subdivision for a 20-unit owner-occupied condominium development. The proposed multi-family development is consistent with surrounding multi-family properties. The tract map will help facilitate an improvement to an underutilized property. A homeowners association and Codes, Covenants and Restrictions (CC&R's) will ensure the tract map and future project do not cause public health problems to the community.

7. Tentative Tract Map No. 82962 and related improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

The Tentative Tract does not include any easements for access through or use of the property within the subdivision that will conflict with the proposed improvements. Easements identified on Tract Map 82962 that are indicated to remain will be incorporated as part of the residential project.

8. Tentative Tract Map No. 82962 will not adversely affect the adjoining properties as to value, precedent, or be detrimental to the area.

The Tentative Tract Map will allow the development of a multi-family residential project that has been designed to correspond with the allowed land uses and the improvements are consistent with the General Plan and applicable Zone.

SECTION 3. CEQA DETERMINATION

In recommending adoption of PC Resolution 21-7 for Subdivision 2020-01 for Tentative Tract Map 82962, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) as categorically exempt per section 15332 as an in-fill development project.

SECTION 4. **RECOMMENDATION**

The Planning Commission approves PC Resolution 21-7, based on the findings listed in Section 2, and the Conditions of Approval listed in “Exhibit B-1”, and recommends approval of Subdivision 2020-01 (Tentative Tract Map 82962) to the City Council, for the establishment of new subdivision for a 20-unit, owner-occupied, three-story residential condominium development located at 1401 Santo Domingo Avenue.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT B-1
CONDITIONS OF APPROVAL
Subdivision 2020-01, Tentative Tract Map No. 82962

1. The Applicant/Developer shall provide full street improvements on Santo Domingo Avenue within the limits of the development. Improvements shall include curbs and gutters, sidewalks, approaches, and asphalt paving according to City standards and as shown on Tentative Tract Map 82962.
2. Developer shall provide for the undergrounding of utilities along Santo Domingo Avenue. As an alternative, the City may allow for the payment of an in-lieu fee, as determined by the City Engineer.
3. Developer shall dedicate parkland and/or pay an in-lieu fee for the same, pursuant to Chapter 19.82 of the Duarte Development Code ("Dedication of Land for Park and Recreational Purposes"). The developer shall dedicate land, known as Lot A, and the complete construction of park improvements (e.g. play equipment, landscaping, lighting, and other amenities) subject to approval by the City. The developer shall submit detailed park construction plans to the Community Development Department, prior to the issuance of building permits. The park shall be complete and fully operational prior to the issuance of the first certificate of occupancy for the associated residential development.
4. The existing mature oak tree located at the southeast corner of the property shall be protected in place in accordance with the Duarte Development Code arborist report prepared for this project.
5. The Developer/applicant shall prepare Covenants, Codes, & Restrictions (CC&R's) in a form acceptable to the City Attorney. The CC&R's shall provide regulations that include but are not limited to: onsite parking management, guest parking, use of resident garages for parking, outdoor storage, common area maintenance, trash service, among others. The CC&R's shall include requirements for the establishment of a Homeowners Association that will implement and ensure compliance with the CC&R's. The CC&R's shall be recorded with the County Recorder's Office and proof of recordation shall be provided to the City of Duarte prior to issuance of Certificate of Occupancy. The CC&R's shall not be modified without prior approval from the City.
6. All utility facilities within the public right of way including but not limited to conduit, cable, cabinets, control boxes, etc. shall be placed underground with any access panels flush with the ground surface. If there is physical constraints restricting the placement of utility facilities underground, the developer shall provide clear engineering reasons why above ground facilities cannot be installed with underground vaults/handholes. Additionally, all utility services stubbed to the site that will not be used to serve the development shall be properly abandoned.

7. All utilities for direct service to the project shall be installed underground.
8. The developer shall comply with the City's cable installation requirements, per Chapter 16.34 of the Duarte Municipal Code.
9. The developer shall replace the sidewalk adjacent to the project site on Santo Domingo Avenue for the full extent of project site boundaries (from east PL to west PL), including the curb and gutter as needed, and any damages as a result of construction. The sidewalk shall be constructed with concrete.
10. All trees within the City right-of-way along Santo Domingo Avenue shall be replaced and/or installed pursuant to the City's adopted Street Tree Plan for Santo Domingo Avenue; all sidewalk tree wells shall be consistent with the City's tree well design, as noted in the design guidelines of the Town Center Specific Plan and shall require a right of way permit from the Public Works Division prior to installation.
11. The Developer shall construct a new driveway approach on Santo Domingo Avenue according to City standards for parking area and emergency vehicle access. Decorative stamped concrete or enhanced paving shall be installed behind the driveway approach. The driveway approach and ramps shall be approved by the City Engineer prior to construction and shall require the issuance of a public right-of-way permit. The approach and driveway shall be designed to ensure the safety of vehicles entering and exiting the parking area, as well as pedestrians crossing the driveway.
12. The following shall be prepared by a professional registered engineer and submitted to the Engineering/Public Works Division for review:
 - LID Plan. A Low Impact Development (LID) Plan shall be submitted to the Engineering/Public Works Division for review. The LID plan shall provide a comprehensive and technical discussion of how the proposed project will comply with the City's stormwater program requirements. LID Guidance and implementation can be obtained from Los Angeles County Public Works LID Standards Manual. Contact the Duarte Public Works Division for more information. The LID plan shall be approved prior issuance of grading permits. A hydrology study should be included with the submission of the LID documents.
 - Civil Plans. Two sets of complete Civil plans shall be submitted to the Engineering/Public Works Division for review, accurately showing all existing public improvements near the subject development (i.e., street lights, signs, utility vaults and boxes, bus stops, street trees, catch basins, etc.) and shall clearly indicating any proposed modifications to the existing public improvements. Such proposed modifications to the public improvements shall require approval from the City Engineer and Community Development Director prior to issuance of any building permit and/or grading permit. The Civil plans shall be submitted concurrently with the LID plan.
 - Soils/Geology report and Hydrology Study.

- A detailed grading and drainage plan, including all supporting information and design criteria. The grading and drainage plan shall be approved by the City Engineer prior to the issuance of a grading permit.
 - A detailed utility plan.
13. All trenching/potholing/street cuts shall be fixed permanently within five (5) working days following the completion and acceptance of the backfill. Temporary asphalt concrete is required immediately following completion of the backfill. If plates are necessary, they shall be placed flush to the road surface and tack welded together if two or more plates are used. If plates are necessary, then under no circumstance shall a trench remain plated longer than 48 hours, unless a longer term is approved by the Public Works Manager.
 14. Traffic control work (delineation and signage) shall comply with the California Manual on Uniform Traffic Control Devices. A traffic control plan shall be submitted to the Public Works Division for review and approved prior to beginning construction and/or grading.
 15. Vehicular access to public streets and driveways shall remain unobstructed during the construction period.
 16. The developer, contractor and all representatives shall comply with the National Pollution Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. R4-2012-075, and amendments, issued by the California Regional Water Quality Control Board, Los Angeles Region. Construction activities that disturb one acre or more are regulated under the NPDES stormwater program. Operators of regulated construction sites are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) and to obtain a Construction General Permit (NOI) from the State Water Resources Control Board to discharge stormwater. A copy of the permit shall be provided to the Public Works Division to keep on file and ensure compliance.
 17. The developer and/or contractor is responsible for implementing the following Best Management Practices (BMPs). These, as well as any other applicable measure shall be included in the SWPPP and implemented as approved by the City Engineer:
 - Install filter materials (such as sandbags, filter fabric, etc.) at the storm drain inlet nearest the downstream side of the project site in order to retain any debris or dirt flowing in the storm drain system. Maintain and/or replace filter materials to ensure effectiveness and to prevent street flooding.
 - Ensure that concrete supply trucks or concrete/plaster operations do not discharge wash water into street, gutters, or storm drains.
 - Concrete wash area: Locate wash out areas away from the storm drains and open ditches, construct a temporary pit large enough to store the liquid and solid waste, clean pit by allowing concrete to set, breaking up the concrete, then recycling or disposing of properly.

18. The developer and/or contractor shall incorporate and comply with all regulations, policies and standards regarding water, sewer, and storm water.
19. Sewer connection fees shall be paid directly to the Los Angeles County Sanitation District. Proof of payment shall be provided prior to issuance of the grading permit.
20. A final tract map shall be prepared by a licensed land surveyor or a registered Civil Engineer and recorded with the County of Los Angeles prior to the issuance of certificate of occupancy.
21. Improvement plans and necessary letters of credit, cash, and/or bonds to secure the construction of all streets, storm drains, water, sewer, grading, etc. as required shall be submitted and approved by the City Engineer, and the subdivision agreement and other required agreements approved by City Attorney, prior to the recordation of the Final Map.
22. All easements existing at the time of the Final Tract Map approval must be accounted for on the approved Tentative Map. This includes the location, owner, purpose, and recording reference for all existing easements. If an easement is blanket in nature or indeterminate in nature, a statement to that effect must be shown on the tentative map in lieu of its location.
23. Easements for Private Driveways and Fire Lanes, and all utilities, including water, sewer, storm drains shall be provided on the Final Map to the satisfaction of the City Engineer and City Attorney.
24. All site, grading, landscape & irrigation, and street improvement plans shall be coordinated for consistency prior to the issuance of any permits.
25. Building foundation inspections shall not be performed until a rough grading certification, survey stakes in place, and a final soils report have been filed with the City and approved. All drainage facilities must be operable.
26. A preliminary title report and guarantee is required and such document 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. The account for this title report should remain open until the final map is filed with the County Recorder.
27. The tentative tract map must comply with the State Subdivision Map Act and Article 5 (Subdivisions) of the Duarte Development Code.

28. The Tentative Tract Map shall expire 24 months from the date of approval. The subdivider, not less than 60 days prior to the expiration date, may request in writing, to the City, an extension of the approval.
29. Application for approval of the final tract map shall be filed with the City Council 30 days prior to the expiration date of the tentative map.
30. The decision of the Planning Commission may be appealed to the City Council within 15 days from the date of the approval letter. Said appeal must be in writing and filed with the City Clerk's office (DMC 19.144) and include all associated fees. The written appeal shall include reasons for the appeal.
31. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of approval which may be brought within the time period provided for such actions or challenges under applicable law.

Exhibit C

RESOLUTION NO. PC 21-8

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING APPROVAL OF A PLANNED DEVELOPMENT PERMIT FOR A 20-UNIT, OWNER-OCCUPIED, THREE-STORY RESIDENTIAL CONDOMINIUM DEVELOPMENT LOCATED AT 1401 SANTO DOMINGO AVENUE

WHEREAS, the applicant is requesting approval of a Planned Development Permit to allow flexibility in development standards related to private open space requirements, in exchange for excellence in design and enhanced amenities and a transfer of surplus common open space, for the proposed 20-unit, owner occupied, three-story residential condominium development at 1401 Santo Domingo Avenue; and

WHEREAS, Planned Development Permit 2019-01 is contingent upon the approval of Subdivision 2020-01; and

WHEREAS, On November 22, 2021 the Architectural Review Board reviewed the plans for Planned Development Permit 2019-01 and Site Plan and Design Review Case 2019-05 and recommended approval to the Planning Commission subject to conditions; and

WHEREAS, notice of a public hearing on the Planned Development Permit 2019-01 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Planned Development Permit 2019-01, and all information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR PLANNED DEVELOPMENT PERMITS

The Planning Commission finds and determines as follows, findings for Planned Development Permits, as set forth in DDC Section 19.118.050 (B), as:

1. The Planned Development Permit will accommodate a use that is allowed within the subject base zone, be consistent with the Duarte General Plan, be generally in compliance with all the applicable provisions of this Development Code, and ensure compatibility of uses in the surrounding neighborhood.

The 20-unit, owner-occupied, three-story residential condominium development is consistent with Land Use Goal 1 of the General Plan of maintaining a balanced community consisting of various residential types and commercial activities. The residential development will comply with all the applicable provisions of the Development Code, apart from the proposed modification that is part of the Planned Development Permit. The project site is adjacent to multi-family residential uses along the north, south, and west and Westminster Gardens campus to the east. The proposed multi-family residential project is appropriate for the Town Center Specific Plan, Residential Town Center, Area 8 zone. The characteristics of the project have taken the surrounding uses into consideration regarding the architectural and site design of the project to ensure the project will not create incompatibility with the surrounding areas.

2. The proposed project will produce a comprehensive development of superior quality and excellence of design than might otherwise occur from more typical development applications.

The project will use high quality architectural designs and materials. A finely textured plaster will be applied to the exterior throughout the project. All windows will be recessed to provide an enhanced appeal and complement the Spanish architectural style. The secondary drive aisles will be improved with decorative paving and a spacious 30-foot width; and more than 1,000 square-feet of common open space in excess of the required amount for communal enjoyment. Additional features such as accent tile, awning features, wrought-iron details, among others will be provided throughout the project to improve the overall design. The site improvements will include a large centrally-located common area and additional open space areas for all residents to enjoy. The central common space encourages social interaction with a combination of hardscape and landscape, seating options, barbeque equipment, and a large shade structure. There will also be minor open space areas on the property that include a sitting area with fruit trees, a walking loop, and a meandering path with enhanced landscaping and a turf square for picnicking. Each unit will also include private yard space and/or a balcony.

3. Appropriate standards and conditions of approval have been imposed to ensure the protection of the public health, safety and welfare.

Associated PC Resolution 21-7 for Subdivision 2020-01, and PC Resolution 21-9 for Site Plan & Design Review Application 2019-05 include multiple conditions of approval that have been imposed on the project to ensure the protection of the public health, safety, and welfare.

4. Appropriate onsite circulation and traffic control is designed into the development.

The circulation on the property is suitable for the proposed residential use and will be reviewed by the LA County Fire Department to ensure adequate circulation is provided for public and emergency vehicle access. The property is accessible from Santo Domingo Avenue using a two-way 26-foot wide drive aisle down the center of the

property and two secondary drive aisles extending from the main driveway. The drive aisles provide access to the two-car garages attached to each condominium and to the 10 guest and overflow parking stalls that are provided through the property

5. The subject parcel is adequate in terms of size, shape, topography, and circumstances to accommodate the proposed development.

The residential project will be developed on roughly 1.01 acres of land, and based on the project design, the project site is suitable for accommodating the residential structures, drive aisles, open space and pedestrian walkways. The project includes 20 units, which is a density of 20 units per acre, which is below the maximum dwelling unit density of the permitted by the underlying zone. The density also allows for enhanced amenities such as increased open space.

6. Adequate public services and facilities exist, or will be provided in compliance with the conditions of approval, to serve the proposed development and the approval of the proposed development will not result in a reduction of public services to properties in the vicinity to be a detriment to public health safety, and general welfare.

The residential project is unlikely to have a major demand for public services. The subdivision will be designed to meet the requirements of the Fire Department, and various utilities that are necessary for the project development. The site is served by Santo Domingo Avenue which is adequate for accommodating the level of traffic and activity associated with the residential development. The residential development will be served by various utilities, such as water and sewer. The developer will be required to secure will-serve letters from the required agencies.

7. The proposed development, as conditioned, will not have a substantial adverse effect on surrounding properties or allowed uses.

The residential development is permitted with certification of the project's associated Subdivision 2020-01, Planned Development Permit 2019-01, and Site Plan and Design Review 2019-05. The proposed conditions of approval will avoid potential adverse and detrimental impacts on the City and surrounding community (conditions related to PDP 2019-01 are included with Resolution 21-6 for the Site Plan and Design Review). Furthermore, a traffic study was prepared for the project to determine if the increase in density would result in traffic impacts for the streets in the vicinity. The results of the study indicated that the project would not create a significant impact on traffic. The residential development will redevelop an underutilized residential site with poorly maintained structures into a project that benefits the community. The project is not anticipated to cause a hazard to the public convenience or general welfare of the surrounding areas.

8. The design, location, operating characteristics, and size of the proposed development will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, and scale.

The characteristics of the project have taken the surrounding uses into consideration

with the design of the residential units to ensure the development will not decrease the level of compatibility. The project has been designed to: complement the surrounding developments, improve an underutilized dilapidated property, provide adequate access for vehicles and pedestrians, and expand the central common space area for greater use and interaction. The massing and scale is maintained with the use of varying roof heights; the movement in the building increases the architectural interest and articulation by incorporating bay windows, awnings, and other architectural features. Lastly, the project will feature high quality materials and will be influenced by Spanish architecture style.

SECTION 3. CEQA DETERMINATION

In recommending adoption of PC Resolution 21-8 for Planned Development Permit 2019-01, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because it is categorically exempt per Section 15332 for in-fill developments.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-8, based on the findings listed in Section 2, and recommends approval of Planned Development Permit 2019-01 to the City Council, for the establishment of new subdivision for a 20-unit, owner-occupied, three-story residential condominium development located at 1401 Santo Domingo Avenue.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Craig Hensley, Community Development Director

Exhibit D

RESOLUTION PC 21-9

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING APPROVAL OF SITE PLAN AND DESIGN REVIEW CASE 2019-05 TO THE CITY COUNCIL, FOR A 20-UNIT OWNER-OCCUPIED THREE-STORY RESIDENTIAL CONDOMINIUM DEVELOPMENT AND ASSOCIATED SITE IMPROVEMENTS, LOCATED AT 1401 SANTO DOMINGO AVENUE

WHEREAS, Jimmy Lee is requesting approval to develop a 20-unit owner-occupied residential condominium development located at 1401 Santo Domingo Avenue; and

WHEREAS, the proposed residential development is contingent upon the approval of Subdivision 2020-01, and Planned Development Permit 2019-01; and

WHEREAS, new three-story, multiple-family residential construction requires recommendation from the Architectural Review Board to the Planning Commission, and since this project involves entitlements that also require consideration from the City Council, a recommendation from the Planning Commission to City Council is required for complete project approval, pursuant to Section 19.112.030 and Table 7-2 in Section 19.122.030 of the Duarte Development Code; and

WHEREAS, On November 22, 2021 the Architectural Review Board reviewed the plans for the Site Plan and Design Review Case 2019-05 and Planned Development Permit 2019-01 and recommended approval to the Planning Commission subject to conditions; and

WHEREAS, notice of a public hearing on Site Plan and Design Review 2019-05 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Site Plan and Design Review 2019-05, and all information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR SITE PLAN AND DESIGN REVIEW

The Planning Commission finds and determines as follows, findings for Site Plan and Design Review, as set forth in DDC Section 19.122.050 (E), as the project is:

1. Consistent with the General Plan and is in compliance with all applicable provisions of the Duarte Development Code and all other City ordinances and regulations;

The residential development is consistent with Land Use Goal 1 of the General Plan to maintain a balanced community consisting of various residential housing types and densities. The residential development will comply with all the applicable provisions of the Town Center Specific Plan, Residential Town Center, Area 8 zone (R-4 Multiple-Family Residential High Density standard), with the inclusion of the modification associated with Planned Development Permit 2019-01.

2. To be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development:

The residential project will be developed on roughly 1.01 acres of land, and based on the project design is project site is suitable for accommodating the residential structures, drive aisles, open space and a pedestrian walkway. The project includes 20 units, which is a density of 20 units per acre. This is below the maximum of the R-4 zone but suitable for the development and project site. The density also allows for enhanced amenities such as increased open space to further improve the overall project. The use of PDP 2019-01 also helps ensure the project site is adequate for the residential development. The PDP allows flexibility in the development standards. These deviations have been applied to the private open space for the project. The private open space is below the minimum required for the project, but the common open space provided in excess of the required amount by over 1,000 square-feet which offers more outdoor living opportunities for all units on the property.

3. In compliance with the applicable criteria specified in Subsection 19.122.040(D), and the site is suitable for the proposed development; and
 - *Compatibility. The project development has been well designed to improve the subject property and provide a visual enhancement to the surrounding community. The surrounding land uses include multiple-family residential uses to the north, south, and west, and Westminster Gardens campus to the east. The proposed project will construct multiple-family residential which is compatible with the existing uses that surround the project site.*
 - *Architectural Design and Detail. The project proposes a high-quality Spanish architectural style. The proposed style utilizes a variety of architectural features such as bay windows and recessed windows and entries. Tile accent will be applied around the condo entries. The exterior will be finished using a finely textured plaster in white and tan and brown accent colors. The project incorporates additional detail such as wrought iron accents, trellis and awning features, and decorative garage doors. The roof of each structure will include a low scale 3:12 and 5:12 pitches using concrete tile to complement the Spanish architecture. The roof style helps control the massing, and the architectural features incorporated into the design provide strong movement and modulation in the building form.*
 - *Landscape, Lighting, Parking, Signs, and Other Design Details.*

- a. *Equipment and Utilities. All new service and utilities will be installed in a manner that screens them from the public right-of-way. New equipment will be ground-mounted and screened from the public right-of-way. All utilities will be required to be installed underground and all existing utilities in the public right of way that are in front of the property are required to be placed underground.*
 - b. *Fences/Walls. Newly proposed or modifications to existing perimeter fences, walls, and/or retaining walls will require review and approval from the Community Development Department. There are currently block walls on the adjacent properties that line the perimeter of the property. The project requires the construction of retaining and property line walls as a part of the project, which will be reviewed and approved by Community Development Department to ensure compliance with the Duarte Development Code. The wall to the south will be removed and replaced with a new combination retaining/garden wall. New combination walls will built on the project side of the existing walls along the north and west property lines unless the applicant is able to gain consent from those property owners before the project is permitted.*
 - c. *Landscaping. New landscape improvements will be required as a condition of approval. The landscape areas will be designed to meet the intent and purpose of Chapter 19.40 (Landscaping) of the Duarte Development code and will include a variety of drought tolerant plants, tree types, and decorative hardscape materials. Landscape and Irrigation plans will be prepared by a licensed landscape architect and will require review and approval by the Planning Division. The existing oak tree at the southeast corner of the property will be protected in place.*
 - d. *Lighting. A lighting plan will be required for review prior to installing any light fixtures. The lighting plan will require review and approval from the Planning Division to ensure each fixture will be of high quality, decorative form and scaled to compliment the massing of the building and site. Lighting design will be reviewed to also ensure offsite glare is avoided.*
 - e. *Parking. The project meets the off-street parking requirements for the use by providing attached two-car garages for all 20-units, and 10 surface parking spaces for guest and overflow parking requirements. The project also allows adequate circulation into and throughout the property.*
4. *Designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.*

The project site is surrounded by multi-family residential uses to north, south, and west and Westminster Gardens campus to the east. The proposed development is consistent with the adjacent residential properties. The characteristics of the project have taken the surrounding uses into consideration regarding the architectural and site design of the project to ensure residential development and will not decrease the level of compatibility with the surrounding uses and will not create and adverse effect on public health, safety, and general welfare on neighboring properties.

SECTION 3. CEQA DETERMINATION

In recommending adoption of PC Resolution 21-9 for Site Plan and Design Review 2019-05, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because it is categorically exempt per section 15332 as an in-fill development.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-9, based on the findings listed in Section 2, and the conditions of approval listed in “Exhibit D-1” and recommends approval of Site Plan and Design Review 2019-05 to the City Council, for a 20-unit, owner-occupied, three-story residential condominium development located at 1401 Santo Domingo Avenue.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT D-1
CONDITIONS OF APPROVAL
Site Plan and Design Review 2019-05

1. This approval recommendation is for the construction of a 20-unit, owner occupied, three story residential condominium development located at 1401 Santo Domingo Avenue, as depicted on the approved plans on file with the Planning Division.
2. The elevations of each building (condominium cluster) shall be reviewed and approved by the Planning Division prior to permit issuance. Final review shall include approval of the color palette, placement of colors, and all finished building materials/elements, including but not limited to the type, color, and/or placement of trims, awnings, among others. All finished materials/elements incorporated into the building design shall be of high quality and high durability, and shall take into consideration locations that may be more vulnerable to damage or potential maintenance concerns.
3. The applicant shall make an additional good faith effort to gain approval from the property owners to the west and north for the replacement of the existing garden walls with new combination retaining/garden walls. Planning Staff shall approve the methods and required communications, with proof of distribution and/or mailing, prior to the applicants attempt to contact neighboring property owners.
4. All windows and doors shall require final approval from the Planning Division prior to permit issuance. A separate window and door plan with an accurate window and door schedule shall be provided to the Planning Division for review prior to submitting to Building and Safety plan check. The schedule shall list the window and door types and their locations. The plan shall include all necessary details on the type, color, and material of all proposed windows and doors; sections/detail drawings depicting the use of trims, moldings, mullions, etc.
5. All garage doors shall be of high quality design that is complementary to the architectural style of the building. Final approval from the Planning Division is required prior to issuance of building permits.
6. The Developer/applicant shall prepare Covenants, Codes, & Restrictions (CC&R's) in a form acceptable to the City Attorney. The CC&R's shall provide regulations that include but are not limited to: onsite parking management, guest parking, use of resident garages for parking, outdoor storage, common area maintenance, trash service, among others. The CC&R's shall include requirements for the establishment of a Homeowners Association that will implement and ensure compliance with the CC&R's. The CC&R's shall be a requirement of the approved subdivision tract map; any requirements associated with the tract map or other entitlements as part of the overall project approval shall be incorporated with this approval by reference. The CC&R's shall be recorded with the County Recorder's Office and proof of recordation shall be provided to the City of Duarte prior to issuance of Certificate of Occupancy. The CC&R's shall not be modified without prior approval from the City.
7. Resident garages shall be used for vehicle parking only. Excessive storage or any reduction of vehicle parking space within the garage shall be prohibited. Garages shall

maintain a minimum clearance of 20 feet wide and 20 feet deep for vehicle parking. Garages shall also maintain adequate space outside of the vehicle parking area for resident trash receptacle storage, as depicted on the approved plans.

8. Uncovered off-street parking within the property shall be designated for guest and overflow only and not for the exclusive use of residents.
9. The Developer and/or Homeowners Association shall establish a Residential Parking Management Plan that regulates onsite parking to reduce any potential overflow parking onto the street and within adjacent properties. The parking management plan shall be incorporated into the recorded CC&R's and implemented/monitored by the established Homeowners Association. The management plan shall be provided to the Planning Division for review and approval prior to permit issuance.
10. Final design/location of all fences, walls, and gates shall require approval from the Planning Division. A detailed fence, wall, and gate plan shall be submitted to the Planning and Public Works Divisions for review and approval prior to permit issuance, and shall include all finish color and material details, block wall cap details, among others.
11. A complete landscape, hardscape, and irrigation plan, prepared by a licensed landscape architect, shall be submitted to the Planning Division for review and approval prior to permit issuance. All landscape areas shall be permanently landscaped and irrigated with a variety of drought-tolerant plants, shrubs, ground cover, large and/or small canopy trees. A variety of hardscape areas shall also be included with the landscape plans. All pedestrian walkways and garage approaches shall be constructed out of concrete. All landscaping and irrigation shall comply with Chapter 19.40 (Landscaping) of the Duarte Development Code. Separate review fees shall apply.
12. The existing mature oak tree located at the southeast corner of the property shall be protected in place in accordance with the Duarte Development Code arborist report prepared for this project.
13. An operation plan for trash pick-up service shall be provided to the Planning Division for review and approval prior to permit issuance. The operation plan shall include pick-up schedules, receptacle placement, receptacle size and type, trash circulation, among others.
14. All exterior lighting shall require final approval from the Planning Division prior to installation and/or issuance of permits. Lighting fixtures shall be of high quality and decorative form and shall be designed to prevent offsite glare. A lighting plan shall be provided to the Planning Division for review and shall include cut-section drawings, manufacture brochure, illumination levels/lighting distribution, operational features, and any additional information as needed for all proposed wall-mounted lights, street lights, pedestrian lights, and common area lighting. Separate review fees for the lighting plan review may apply.
15. The storage of bikes, equipment, clothing, or other types of miscellaneous storage on balconies or within the private courtyards visible from Santo Domingo is prohibited.

Restrictions on the balcony storage shall be incorporated in the approved CC&R's and regulated by the established Homeowner's Association for the property.

16. A maintenance plan that provides continued and regular maintenance throughout the property shall be submitted to the Community Development Department for review and approval prior to permit issuance. The maintenance plan shall be incorporated in the CC&R's and implemented by the established Homeowners Association. All requirements of the approved maintenance plan shall be incorporated by reference as a condition of approval.
17. The Developer shall provide mailboxes per designs and placement approved by the local postmaster and Community Development Department. Any multi-unit or "cluster box", that serves multiple residents, shall be designed to match or compliment the architectural style of the project. Multi-unit mailboxes shall require review and approval from the Planning Division prior to permit issuance.
18. The Developer shall comply with all requirements of the Los Angeles County Fire Department, including inspections, unit address identification, among others, prior to the issuance of a certificate of occupancy.
19. The Developer shall install both building and curb address numbers per City and Los Angeles County Fire Department standards, prior to the issuance of a certificate of occupancy.
20. The project is considered a Level 2 project pursuant to Chapter 19.52 of the Duarte Development Code (Sustainable Development Practices). The project will be reviewed for minimum compliance with the requirements outlined in this chapter, including but not limited to: an increase to energy efficiency and waste recycling beyond minimum requirements, assurance of water conservation using water-efficient landscaping, achieving LEED Certified status, use of energy-efficient outdoor lighting, etc.
21. The project shall comply with all regulations of the Duarte Municipal Code and the Duarte Development Code, including the intent and purpose, permitted uses, development standards, and any other applicable sections.
22. Any revisions to the site plan, elevations, colors, and materials in addition to those listed as conditions of approval, shall be reviewed and approved by the Planning Division prior to installation; substantial changes may require review and approval from the Architectural Review Board and/or Planning Commission.
23. Mechanical equipment and related ducts, vents and other apparatus, including HVAC, shall be screened from public view and must be located inside the structure, attic, or ground mounted. Vents, pipes, caps, hoods, and other roof penetrations that must be installed on the roof shall be painted or finished to match the roof color. Ground mounted equipment shall be shielded from public view by landscaping and/or enclosed in integrated utility closet, subject to approval from the Planning Division.
24. All utilities for direct service to the project shall be installed underground and concealed from view, as approved by the Planning Division, except for transformers, which shall be allowed above ground with adequate screening.

25. This project is subject to the requirements of Chapter 6.10 of the Duarte Municipal Code, Diversion and Demolition Waste. Prior to the issuance of any permits, the applicant shall submit a Construction and Demolition Diversion Plan and required security deposit. Contact the Planning Division for more information.
26. A final inspection shall be made by the Planning Division prior to final of any building permits to ensure that all conditions have been met.

PUBLIC WORKS REQUIREMENTS

27. The following shall be prepared by a professional registered engineer and submitted to the Engineering/Public Works Division for review:
 - LID Plan. A Low Impact Development (LID) Plan shall be submitted to the Engineering/Public Works Division for review. The LID plan shall provide a comprehensive and technical discussion of how the proposed project will comply with the City's stormwater program requirements. LID Guidance and implementation can be obtained from Los Angeles County Public Works LID Standards Manual. Contact the Duarte Public Works Division for more information. The LID plan shall be approved prior issuance of grading permits. A hydrology study should be included with the submission of the LID documents.
 - Civil Plans. Two sets of complete Civil plans shall be submitted to the Engineering/Public Works Division for review, accurately showing all existing public improvements near the subject development (i.e., street lights, signs, utility vaults and boxes, bus stops, street trees, catch basins, etc.) and shall clearly indicating any proposed modifications to the existing public improvements. Such proposed modifications to the public improvements shall require approval from the City Engineer and Community Development Director prior to issuance of any building permit and/or grading permit. The Civil plans shall be submitted concurrently with the LID plan.
 - Soils/Geology report and Hydrology Study.
 - A detailed grading and drainage plan, including all supporting information and design criteria. The grading and drainage plan shall be approved by the City Engineer prior to the issuance of a grading permit.
 - A detailed utility plan.
28. All utility facilities within the public right of way including but not limited to conduit, cable, cabinets, control boxes, etc. shall be placed underground with any access panels flush with the ground surface. If there is physical constraints restricting the placement of utility facilities underground, the developer shall provide clear engineering reasons why above ground facilities cannot be installed with underground vaults/handholes. Additionally, all utility services stubbed to the site that will not be used to serve the development shall be properly abandoned.
29. The developer shall replace the sidewalk adjacent to the project site on Santo Domingo Avenue for the full extent of project site boundaries (from east PL to west PL), including

the curb and gutter as needed, and any damages as a result of construction. The sidewalk shall be constructed with concrete.

30. All trees within the City right-of-way along Santo Domingo Avenue shall be replaced and/or installed pursuant to the City's adopted Street Tree Plan for Santo Domingo Avenue; all sidewalk tree wells shall be consistent with the City's tree well design, as noted in the design guidelines of the Town Center Specific Plan and shall require a right of way permit from the Public Works Division prior to installation.
31. The Developer shall construct a new driveway approach on Santo Domingo Avenue according to City standards for parking area and emergency vehicle access. Decorative stamped concrete or enhanced paving shall be installed behind the driveway approach. The driveway approach and ramps shall be approved by the City Engineer prior to construction and shall require the issuance of a public right-of-way permit. The approach and driveway shall be designed to ensure the safety of vehicles entering and exiting the parking area, as well as pedestrians crossing the driveway.
32. All trenching/potholing/street cuts shall be fixed permanently within five (5) working days following the completion and acceptance of the backfill. Temporary asphalt concrete is required immediately following completion of the backfill. If plates are necessary, they shall be placed flush to the road surface and tack welded together if two or more plates are used. If plates are necessary, then under no circumstance shall a trench remain plated longer than 48 hours, unless a longer term is approved by the Public Works Manager.
33. Traffic control work (delineation and signage) shall comply with the California Manual on Uniform Traffic Control Devices. A traffic control plan shall be submitted to the Public Works Division for review and approved prior to beginning construction and/or grading.
34. Vehicular access to public streets and driveways shall remain unobstructed during the construction period.
35. The developer, contractor and all representatives shall comply with the National Pollution Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. R4-2012-075, and amendments, issued by the California Regional Water Quality Control Board, Los Angeles Region. Construction activities that disturb one acre or more are regulated under the NPDES stormwater program. Operators of regulated construction sites are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) and to obtain a Construction General Permit (NOI) from the State Water Resources Control Board to discharge stormwater. A copy of the permit shall be provided to the Public Works Division to keep on file and ensure compliance.
36. The developer and/or contractor is responsible for implementing the following Best Management Practices (BMPs). These, as well as any other applicable measure shall be included in the SWPPP and implemented as approved by the City Engineer:
 - Install filter materials (such as sandbags, filter fabric, etc.) at the storm drain inlet nearest the downstream side of the project site in order to retain any debris or dirt flowing in the storm drain system. Maintain and/or replace filter materials to ensure effectiveness and to prevent street flooding.

- Ensure that concrete supply trucks or concrete/plaster operations do not discharge wash water into street, gutters, or storm drains.
 - Concrete wash area: Locate wash out areas away from the storm drains and open ditches, construct a temporary pit large enough to store the liquid and solid waste, clean pit by allowing concrete to set, breaking up the concrete, then recycling or disposing of properly.
37. The developer and/or contractor shall incorporate and comply with all regulations, policies and standards regarding water, sewer, and storm water.
 38. Sewer connection fees shall be paid directly to the Los Angeles County Sanitation District. Proof of payment shall be provided prior to issuance of the grading permit.
 39. Developer shall provide for the undergrounding of all utilities along Santo Domingo Avenue.

GENERAL REQUIREMENTS

40. Plans and all required plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits. Construction drawings, including the site plan, elevations, and colors shall be consistent and in substantial compliance with the conceptual approval and any required conditions of the Planning Commission and City Council.
41. Any and all correction notice(s) generated through the plan check and/or inspection process is/are hereby incorporated by reference as conditions of approval and shall be fully complied with by the owner, applicant, and all agents thereof.
42. Building permits for this project must be issued within one-year from the date of approval from the City Council or the application and approval shall expire.
43. Prior to issuing permits, any required school fees shall be paid directly to Duarte Unified School District and proof of payment provided to the City. Contact Duarte Unified School District for more information.
44. The property owner shall contact the City's waste disposal company, Burrtec Waste, to create a sufficient disposal schedule that will ensure waste generated by the residents is hauled off site in a timely manner.
45. The Developer shall comply with applicable City noise ordinances. Construction activities, deliveries and haul-off will only be permitted from 7:00 a.m. to 7:00 p.m., Monday through Saturday. No construction related idling of engines or other disturbances shall occur outside of noted work hours.
46. Prior to the issuance of a Certificate of Occupancy, landscaping and irrigation shall be installed and functional. All landscaping shall be automatically irrigated. Landscaping shall be continuously maintained and permanently irrigated. All existing plant material shall be alive and healthy and in a disease and pest free condition at all times.

47. A final inspection shall be made by the Planning Division prior to final of any building permits to ensure that all conditions have been met.
48. The decision of the Planning Commission may be appealed to the City Council within 15 days from the date of approval. Said appeal must be in writing and filed with the City Clerk's office (DDC 19.144). The written appeal shall include reasons for the appeal.
49. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of approval which may be brought within the time period provided for such actions or challenges under applicable law.

Exhibit E

1401 Santa Domingo Ave. Duarte, CA 91108

Prepared for:

Jimmy Lee
13841 Roswell Ave.
Chino, CA 91710

October 8, 2019



RECEIVED

NOV 21 2019

**CITY OF DUARTE
COMMUNITY DEVELOPMENT**

Prepared by:

Javier Cabral Consulting Arborist
International Society of Arborists # WE- 8116A

1390 El Sereno Ave
Pasadena, California 91103
(626)818-8704
jetcabral@sbcglobal.net



International
Society
of Arboriculture™

ISA Certified Arborist*

Javier Cabral

Certificate Number:

WE-8116A

Expiration Date:

Dec 31, 2019

Table of contents

Summary -----	pg. 3
Background and assignment Summary -----	pg. 3
Existing Conditions and Google Earth Image -----	pg. 4
List Inventory -----	pg. 5
Topo Plan With Trees -----	pg. 6
Site Plan With Oak -----	pg. 7 & 8
Tree Pictures With Hazard and Disease Descriptions-----	pg. 9 thru 15
Protection Guidelines -----	pg. 16 thru 20
Arborist Signature Page -----	pg. 21
Certificate of Performance -----	pg. 22

Summary

Mr. Lee,

You have retained my consulting arborist services to provide tree inventory and tree protection plan for the property described as 1401 Santo Domingo Ave. Duarte, CA 91010. You are in the planning process of demolishing the existing multi-family 8 units and re-developing the property with a new multi-family 8 units.

The proposed demolition and construction is expected to have minimal impact to all the on-site protected trees that will remain due to the substantial distance of excavations, trenches, and footings to the tree trunks. There are a total of 15 trees on the subject lot including 1 protected Coast live oak tree. The remaining 14 trees are not Oak tree species and are less than 24 inches in diameter. The remaining Oak tree is expected to survive in good health. A complete tree protection plan will be included to protect above and below ground tree parts from physical damage, soil compaction, and chemical damage.

Background and assignment

Mr. Lee "T.J. Build is a luxury design & build firm that has been hired to oversee the proposed construction project.

Mr. Lee has requested that I provide the following arboricultural services.

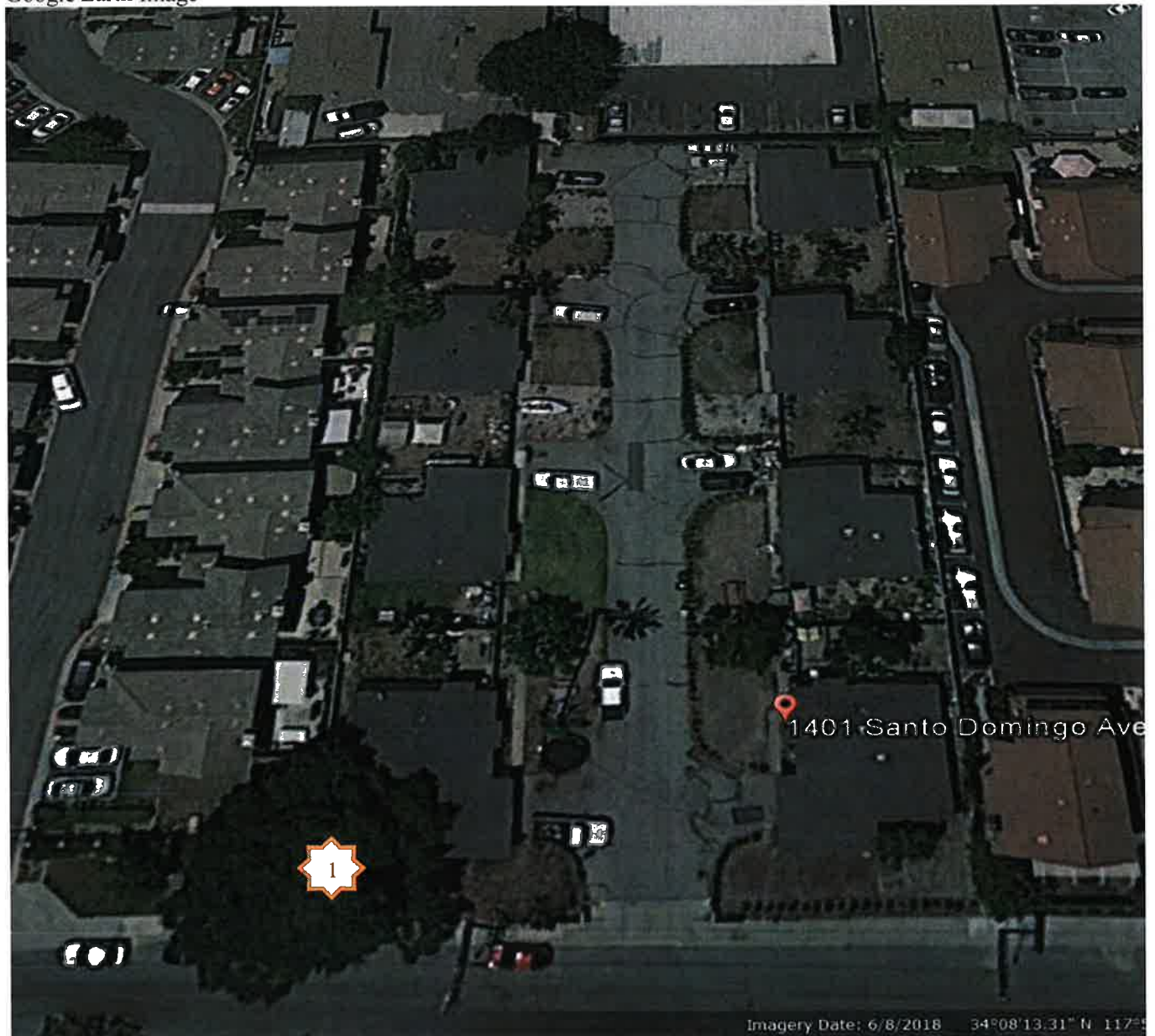
- 1) Identify all protected trees on the subject property.
- 2) Evaluate the current health and possible impacts of the proposed construction based on the provided site plan and make recommendations.
- 3) Provide a tree protection plan that will help ensure the short and long term health of the protected trees during and after construction activities are completed.

The following report is based on my site visit on September 25, 2019, and my analysis of the trees, site plan, and surrounding landscape. For the purpose of this report I will address these trees as **Trees # 1 thru 15.**

Existing conditions

This lot is currently developed with a multi-family 8 units. There are 15 total trees on this property of which 1 is a protected Oak tree and 14 are non-Oak tree species that are less than 24 inches in diameter. The remaining 14 non-Oak trees will be removed and replacement trees will be shown on the landscaping plan.

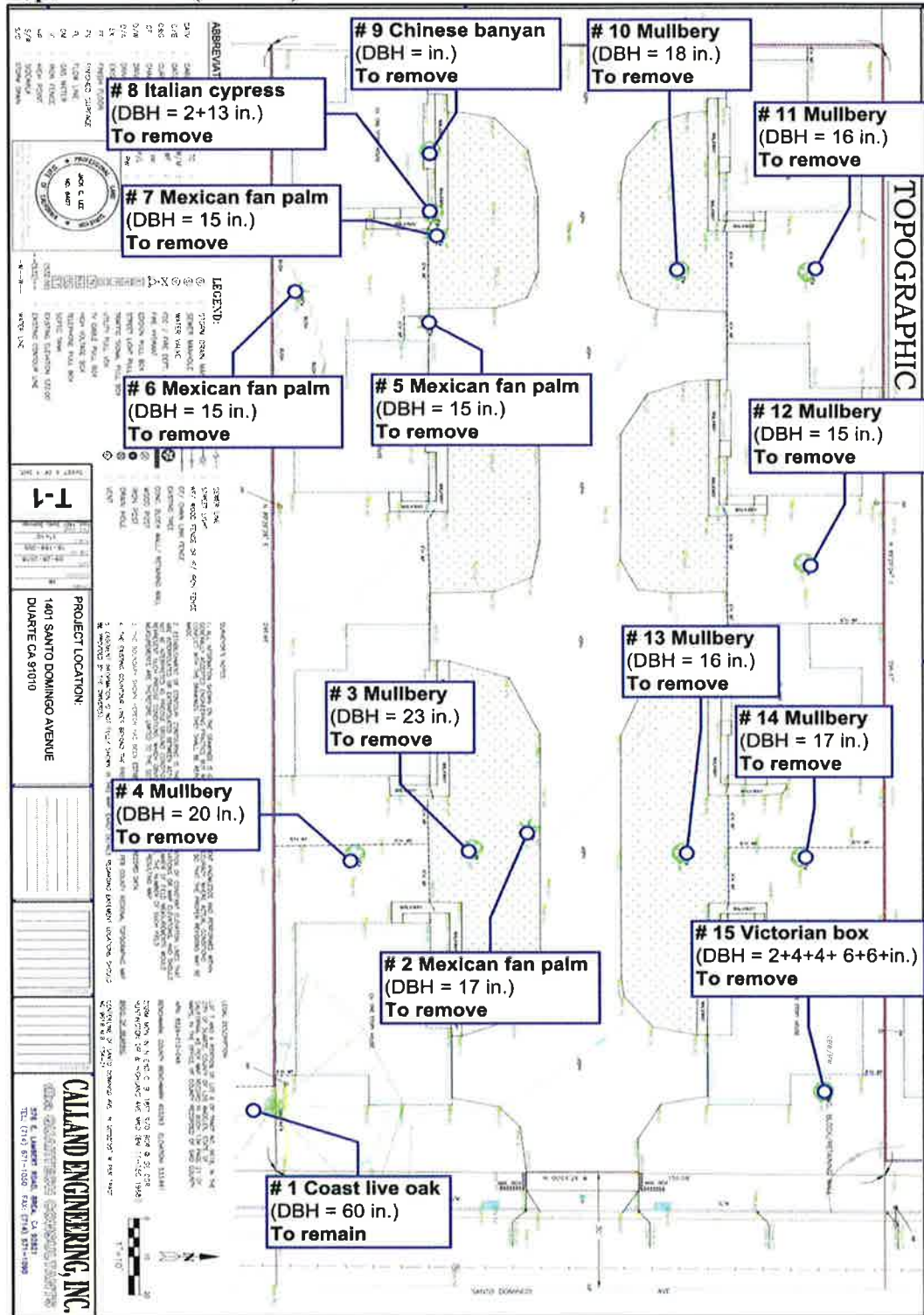
Google Earth Image



List Inventory

Tree #	Common Name	Botanical Name	Diameter at 4.5 feet (dbh) In inches	Height (in feet)	Spread (in feet)	Physiological condition	City Tree Yes or No	Protection status	REMOVE OR PRESERVE	Comments
1	Coast live oak	<i>Quercus agrifolia</i>	60	50	60	good	no	yes	PRESERVE	Protect
2	Mexican fan palm	<i>Washingtonia robusta</i>	17	60 brown trunk	10	good	no	no under 24 in. diameter	REMOVE	
3	Mullberry	<i>Morus alba</i>	23	25	36	good	no	no under 24 in. diameter	REMOVE	moderately topped
4	Mullberry	<i>Morus alba</i>	20	25	18	good	no	no under 24 in. diameter	REMOVE	moderately topped
5	Mexican fan palm	<i>Washingtonia robusta</i>	15	30 brown trunk	10	good	no	no under 24 in. diameter	REMOVE	
6	Mexican fan palm	<i>Washingtonia robusta</i>	15	25 brown trunk	10	good	no	no under 24 in. diameter	REMOVE	
7	Mexican fan palm	<i>Washingtonia robusta</i>	12	16 brown trunk	10	good	no	no under 24 in. diameter	REMOVE	
8	Italian cypress	<i>Cupressus sempervirens</i>	multi - 2+13	18	4	good	no	no under 24 in. diameter	REMOVE	
9	Chinese banyan	<i>Ficus benjamina</i>				good	no	no under 24 in. diameter	REMOVE	
10	Mullberry	<i>Morus alba</i>	18	18	18	fair	no	no under 24 in. diameter	REMOVE	moderately topped & dedwood
11	Mullberry	<i>Morus alba</i>	16	18	18	fair	no	no under 24 in. diameter	REMOVE	moderately topped & dedwood
12	Mullberry	<i>Morus alba</i>	15	15	15	good	no	no under 24 in. diameter	REMOVE	dying topped
13	Mullberry	<i>Morus alba</i>	16	25	25	fair	no	no under 24 in. diameter	REMOVE	sparse canopy
14	Mullberry	<i>Morus alba</i>	17	25	33	fair	no	no under 24 in. diameter	REMOVE	large cavity in lower trunk
15	Victorian box	<i>Pittosporum undulatum</i>	multi - 3+4+4+6+6	18	12	fair	no	no under 24 in. diameter	REMOVE	topped unscaled trunks

Topo With Trees (full scale)



[illegible]

The site plan illustrates a residential development with six buildings arranged in two rows. Buildings 1, 2, 3, and 4 are in the front row, while Buildings 5 and 6 are in the back row. Each building contains multiple units, with specific unit types labeled (e.g., Unit 1 Type A, Unit 2 Type B). A blue circle and line highlight a tree preservation area near Building 3, with a callout box stating: **# 1 Coast live oak (DBH = 60 in.) To be preserved & protected**. The plan includes various dimensions, such as 150.08' and 296.66', and street names: SANTO DOMINGO AVENUE and SAN JUAN AVENUE.

Tree # 1 (facing west)



Trees # 2 thru 4 (facing west)



Trees # 5 thru 9 (facing south)



Trees # 10 & 11 (facing northwest)



Tree # 12 (facing northwest)



Tree # 12 Mulberry
DBH =15 in.
Dying

Trees # 13 & 14 (facing northwest)



Tree # 15 (facing west)

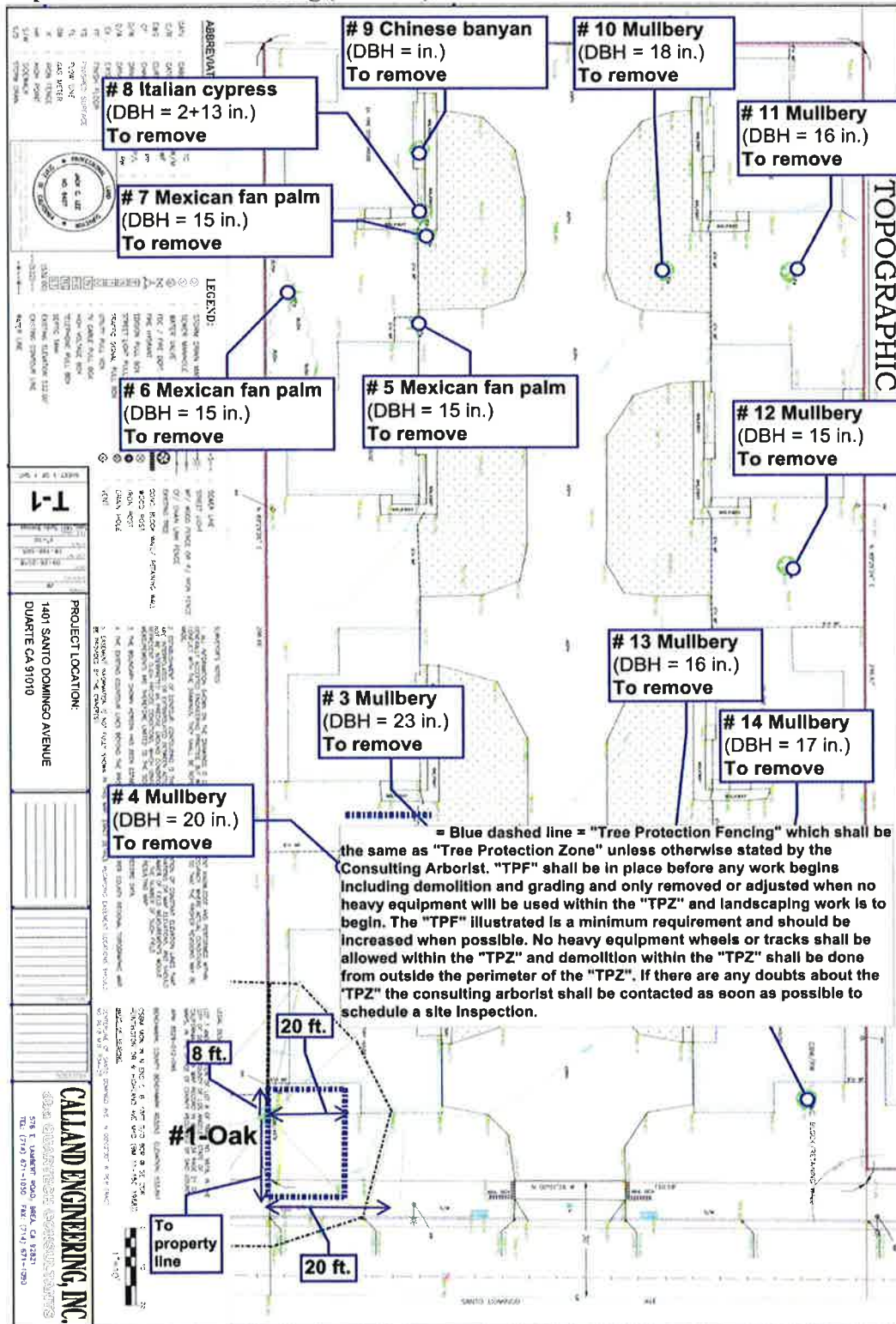


General Tree Protection Guidelines

- 1) **Avoid damaging the roots, stem, and branches** with mechanical and manual equipment. No roots shall be severed within the Tree Protection Zone “TPZ” which is the same as the area within the Tree Protection Fencing “TPF.” Roots greater than two inches in diameter outside of the TPZ shall be cleanly severed with a sharp tool such as a hand saw or manual pruners.
- 2) **Avoid soil compaction** by prohibiting the use of heavy equipment such as backhoes and bobcats under the tree drip line. If access within the TPZ is required during the construction process, the route shall be covered in a 6 inch layer of mulch in the TPZ and the area shall be aerated and fertilized at the conclusion of construction.
- 3) **Do not store or park tools**, equipment, vehicles, or chemicals under the tree drip line. No equipment or debris of any kind shall be placed within the TPZ. No fuel, paint, solvent oil, thinner, asphalt, cement, grout, or any other construction chemical shall be stored or allowed in any manner to enter within the TPZ.
- 4) **Avoid washing of equipment** and tools such as wheel barrels, shovels, and mechanical motors under the tree drip line.
- 5) **Prevent flooding and pooling** of service water under the drip line. Grade changes that will flood the TPZ are prohibited unless a drainage plan is implemented. No grade changes within the TPZ shall be allowed.
- 6) **Avoid cutting tree roots whenever possible.** This can sometimes be accomplished by bridging roots, tunneling, or radial trenching. If roots must be cut use a sharp tool that will make a clean flush cut and not tear the roots. If possible all digging under the tree drip line should be done manually to avoid tearing out of roots. Roots outside of the TPZ may be cleanly severed vertically with a sharp garden tool.
- 7) **Do not raise or lower the grade** within the tree protection zone of any protected trees unless approved by the project arborist. Roots greater than 1 inch in diameter that are exposed or damaged shall be cut with a sharp tool such as a hand saw, pruners, or loppers and covered with soil in conformance to industry standards. If any work is required within the TPZ the Arborist shall be consulted previous to beginning. The Arborist shall be contacted as soon as possible to arrange for a timely inspection and prevent delays.

- 8) **Place a protective barrier** or temporary fencing as directed by the consulting arborist in the diagram below. The protection fencing shall be in place before demolition begins and shall only be removed or reduced when all heavy equipment such as back-hoes, bobcats, loaders, and other heavy equipment with tires and tracks will not be required. Fencing can be adjusted or sections reduced or removed as the project advances into the landscaping phases of the project. The consulting arborist shall be contacted if there are doubts about the placement or removal of fencing.
- 9) **Landscape preparation & excavation within the TPZ** shall be limited to the use of hand tools and small hand-held power tools and shall not be of a depth that could cause root damage. No attachments or wires other than those of a protective or non-damaging method shall be attached to a protected tree.
- 10) **Construction personnel should be briefed** on the importance of the guidelines before construction begins and reminded of it during tailgate meetings and as necessary. A printed copy should be posted where employees can be reminded of it.
- 11) **All protected trees shall be watered** before, during, and after construction as needed to prevent drought stress and tree death until sprinklers have been installed and are functional.

Topo With Protection Fencing (full scale)



TOPOGRAPHIC

LEGEND:

- Tree symbols and their corresponding codes.

PROJECT LOCATION:

1401 SANTA DOMINGO AVENUE
DUARTE CA 91010

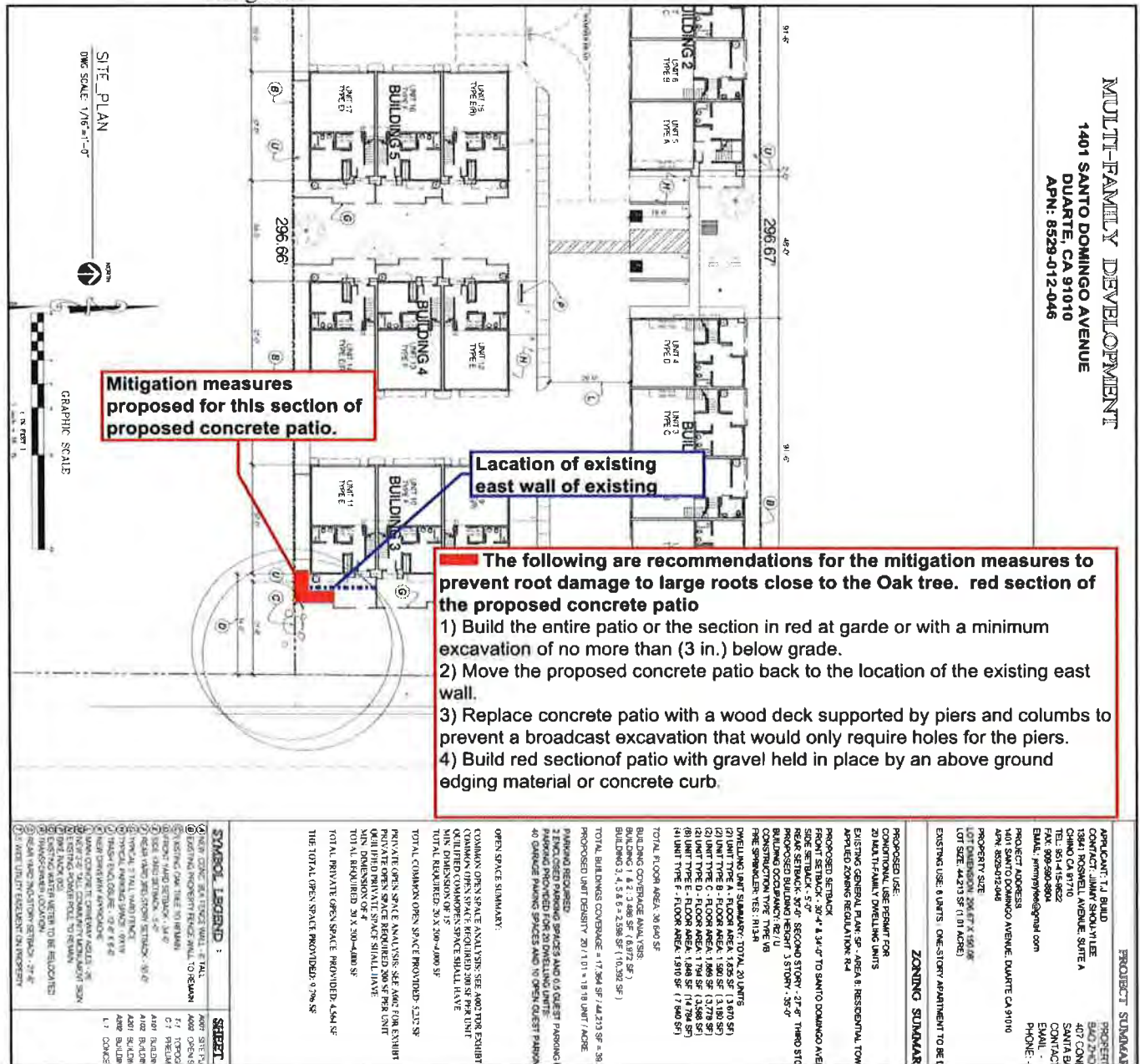
Tree Removal Callouts:

- # 1 Italian cypress (DBH = 2+13 in.) To remove
- # 2 Mexican fan palm (DBH = 17 in.) To remove
- # 3 Mullberry (DBH = 23 in.) To remove
- # 4 Mullberry (DBH = 20 in.) To remove
- # 5 Mexican fan palm (DBH = 15 in.) To remove
- # 6 Mexican fan palm (DBH = 15 in.) To remove
- # 7 Mexican fan palm (DBH = 15 in.) To remove
- # 8 Italian cypress (DBH = 2+13 in.) To remove
- # 9 Chinese banyan (DBH = in.) To remove
- # 10 Mullberry (DBH = 18 in.) To remove
- # 11 Mullberry (DBH = 16 in.) To remove
- # 12 Mullberry (DBH = 15 in.) To remove
- # 13 Mullberry (DBH = 16 in.) To remove
- # 14 Mullberry (DBH = 17 in.) To remove
- # 15 Victorian box (DBH = 2+4+4+ 6+6+in.) To remove

Red dashed line = Demolition of footings and grading along the perimeter of the "TPF" shall done with a combination of manual tools, hand held power tools, and mechanical excavators such as tractors and backhoes. The goal is to remove the existing structure and footings very carefully so that roots are not pulled out of the ground or damaged and to excavate a trench 24 inches deep along the perimeter of the "TPF" while carefully exposing major roots greater than 2 inches and severing them with a sharp tool such as hand pruners, loppers, axes, and power reciprocating saws. After the aforementioned trenches have been excavated and all major roots cleanly severed the rest of the excavations and grading can be done with large mechanical equipment outside of the "TPF" area.

CALLAND ENGINEERING, INC.

210 E. LAMBERT ROAD, SUITE 200
TEL: (714) 871-0200 FAX: (714) 871-0200



Thank you and feel free to contact me if you have any questions or concerns.

Yours truly,

**Javier Cabral / Consulting arborist
1390 El Sereno Ave Pasadena, Ca 91103
International Society of Arboriculture # WE 8116A**

A handwritten signature in black ink, appearing to read "Javier Cabral", written in a cursive style.

Certificate of Performance & Arborists Disclosure Statement

I Javier Cabral certify the following:

- No warranty is made, expressed or implied, that problems or deficiencies of the trees or the property will not occur in the future, from any cause. The Arborist shall not be responsible for damages or injuries caused by any tree defects, and assume no responsibility for the correction of defects or tree related problems. The Arborist assumes no responsibility for damage to trees as a result of the construction activities as the Arborist cannot be present at all times to witness all construction tasks near the subject trees.
- The owner and client of the trees may choose to accept or disregard the recommendations of the Arborist or seek additional advice if the owner decides not to accept the Arborists findings or recommendations.
- The Arborist has no past, present or future interest in the removal or preservation of any tree. The opinions contained in the Arborist report are independent and objective judgements of the Arborist.
- The findings, opinions, and recommendations of the Arborist are based on based on the physical inspection of said property. The opinions are based on knowledge, experience, and education.
- The Arborist shall not be required to provide testimony, provide site monitoring, provide further documentation for changes beyond the control of the Arborist, be deposed, or to attend any meeting without contractual arrangements for additional fees to the Arborist.
- The Arborist assumes no responsibility for verification of ownership or location of property lines, or for any recommendations based on inaccurate information.
- This Arborist report may not be reproduced without the expressed written permission of the Arborist and the client to whom the report was provided to. Any changes or alteration of this report invalidates the entire report.
- Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, make recommendations to prevent or minimize damage to trees during and after construction projects, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.
- Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.
- Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.
- Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.

Exhibit F

VMT_Screening_Report_All_Data_11_4_2021 (2)

	Parcel Number 8529-012-046
AIN	8529012046
APN	8529-012-046
typology	1
Jurisdiction	Duarte
TAZ	22255400
T1_TAZ	22255000
county	Los Angeles
subarea	Northwest
Screening Override (Residential)	
Screening Override (Office)	
Screening Override (Industrial)	
Minimum Parking Required by City Code	
VMT Metric Value Before Project 1	13.56
VMT Metric Value Before Project 3	0
VMT Metric Value Before Project 2	0
VMT Screening Results Before Project 2	0
VMT Screening Results Before Project 3	0
VMT Screening Results Before Project 1	Yes (Pass)
Parking Rate Version	ITE
PC02 Increase Residential Diversity	0
MI03 Increase Transit Accessibility	1
Carpool 3 Attractions	84.06
TP10 Price Workplace Parking	0
Distance to Closest Transit Stop	1711
Land Use Type 2	
Industrial Employees per KSF	1
Carpool 3 Productions	124.58
Percent of Transit Subsidy	
VMT Threshold Value 3	
VMT Threshold Value 2	

VMT Threshold Value 1	-0.15
MFHH Parking Rate	1.2
Single-family Population per DU	3.16
Percent of Routes Serving the Project with Upgrades	
College Full-time Enrollment	0
TP05 Implement CTR Program	0
Baseline Year	2012
Single Family DU	0
Transit Attractions	63.95
TP18 Voluntary Travel Behavior Change Program	0
Percent of Eligible Individuals Participating	
School Pool Program Percent of Expected Participant Households	
Other Employment	130
Intersection Density	
Total VMT per Service Population	34.2
TP03 Car Share Programs	0
Wholesale Employment	52
Land Use 2 Threshold VMT	
Land Use 3 Threshold VMT	
Land Use 1 Threshold VMT	13.85
Total Employment	382
Extremely Low Income	0
MI01 Increase Bike Access	0
Transit Productions	76.86
Free Direct Shuttle Service Percent Participants	
Families With School-Aged Children in the Project	
Price Workplace Parking Percent Eligible	
With Project Residential Diversity Index	0.55
Drove Alone Attractions	1946.63
PC01 Increase Residential Density	1
Motor Vehicle Parking	50
Drove Alone Productions	1763.37

HB VMT per Capita	13.56
Alternative Work Schedule Percent Participants	
Wholesale Employees per KSF	2
Bicycle Parking	5
Existing Employment Diversity Index	0.57
Project Name	SPDR 2019-05_1401 Santo Dor
Total Population	762
Very Low Income	0
College Part-time Enrollment	0
Land Use Type 1	Residential
MI04 Traffic Calming	0
Land Use Type 3	
TP11 Alternative Transportation Benefits	0
TP06 Employee Parking Cash-Out	0
Screening Override?	
Low Income	0
Industrial KSF	0
Retail Parking Rate	4.09
TP08 Telecommuting and Alternative Work Schedules	0
PC05 Increase Employment Diversity	0
Agricultural Employees per KSF	1
TP04 CTR Marketing and Education	0
TP16 Unbundle Parking Costs from Property Cost (On Site Parking)	0
Is the Surrounding Street Parking Restricted?	
TP02 Bike Share Programs	0
Office KSF	0
VMT Threshold Description 3	
VMT Threshold Description 2	
VMT Threshold Description 1	-15%
Monthly Parking Cost	
HB VMT Productions	10329.94
MI02 Improve Connectivity	0

HB VMT Attractions	13270.28
Elementary School Enrollment	0
Land Use 2 has Been Pre-Screened by the Local Jurisdiction	
TP14 Transit Service Expansion	0
Land Use 1 has Been Pre-Screened by the Local Jurisdiction	
VMT With Project and All VMT Reductions	0
VMT With Project and All VMT Reductions	0
TP01 School Pool Programs	0
PK02 Provide Bike Facilities	1
Total Parking Spaces Available to Employees	
Total VMT	333256
TP07 Subsidized Transit Program	0
Multifamily DU	20
Retail Employees per KSF	1.54
Expected Percent of Ride-Sharing Participants	
Numerator Field 1	None
Analysis Methodology	TAZ
Existing Residential Density	7.99
Manufacturing Employment	185
Retail Employment	9
Denominator Field 3	
Denominator Field 2	
Denominator Field 1	None
High School Enrollment	0
Existing Residential Diversity Index	0.57
VMT With Project and Tier 1-3 VMT Reductions	13.22
VMT With Project and Tier 1-3 VMT Reductions	0
VMT With Project and Tier 1-3 VMT Reductions	0
CTR Program Percent Expected Participants	
HBW VMT per Job	25.15
Existing Employment Density	4244.44
Numerator Field 2	

Numerator Field 3	
Other Employees per KSF	1
Industrial Parking Rate	1.2
Land Use 3 Max Reduction Possible	0
Land Use 2 Max Reduction Possible	0
College Enrollment	0
Workplace Daily Parking Fee	
Multi-family Households	146
Local Serving Retail KSF	0
PC04 Increase Employment Density	0
VMT Screening Results With Project 1	Yes (Pass)
VMT Screening Results With Project 2	No (Fail)
VMT Screening Results With Project 3	No (Fail)
Percent Increase in Transit Frequency	
Total VMT per Capita	437.34
Traffic Calming Added Beyond Development Frontage	
Service Employees per KSF	3.33
Multi-family Population per DU	3.16
HBW VMT Attractions	9609.11
Timestamp of Analysis	2021-11-04 16:23:10.926000
Project Description	20 Unit MFR
Inside a TPA?	Yes (Pass)
VMT Baseline Description 3	
VMT Baseline Description 2	
VMT Baseline Description 1	Subarea Average
Walk Productions	315.34
VMT Screening Results With Project and Reductions 1	Yes (Pass)
VMT Screening Results With Project and Reductions 2	No (Fail)
VMT Screening Results With Project and Reductions 3	No (Fail)
HBW VMT Productions	5211.32
Single-family Households	165
Pedestrian Improvements Beyond Development Frontage	

Percent of Employees Eligible for Alternative Transportation Benefits	
Walk Attractions	155.57
Percent of Vanpool Cost that is Subsidized	
Carpool 2 Productions	122.73
Distance to Closest Transit Stop With Project	1711
Distance to Nearest Existing Bike Facility	
Land Use 2 has been Pre-Screened by the Local Jurisdiction	N/A
Carpool 2 Attractions	95.42
Commercial Industrial Acres	0.09
Land Use 3 has Been Pre-Screened by the Local Jurisdiction	
VMT Baseline Value 2	
VMT Baseline Value 3	
VMT Baseline Value 1	16.29
TP15 Behavioral Intervention	0
Percent of Behavior Program Participants	
With Project Residential Density	8.5
Distance to Nearest Existing Bike Facility With Project	
CTR Marketing/Education Percent Expected Participants	
Land Use 3 has been Pre-Screened by the Local Jurisdiction	N/A
Residential Acres	38.93
Land Use 1 has been Pre-Screened by the Local Jurisdiction	N/A
TP17 Vanpool Incentives	0
Telecommuting and Alternative Work Schedule Type	
TP12 Neighborhood Schools	0
Project Generate VMT Metric Value 1	856.99
Project Generate VMT Metric Value 2	
Project Generate VMT Metric Value 3	
PC03 Affordable Housing	0
VMT Without Project 1	Home-based VMT per Capita
Bike Attractions	18.16
VMT Without Project 3	
VMT Without Project 2	

Total Service Population	1144
Service Employment	6
MI05 Pedestrian Networks	0
Bike Productions	32.32
SFHH Parking Rate	2
Manufacturing Employees per KSF	2
Car Share Program Percent of Eligible Residents/Employees	
Percent of Vanpool Participants	
PK01 Limit Parking Supply	0
With Project Employment Diversity Index	0.55
Total VMT Reductions 1	-0.02
Total VMT Reductions 2	-0.01
Total VMT Reductions 3	-0.01
Type of School Served By the Project	
Office Parking Rate	2.4
TP09 Free Door-to-Door Transit Fleet	0
Employee Parking Cash-Out Percent Eligible Employees	
Data Version	SCAG Regional Travel Demand
With Project Employment Density	4244.44
Agricultural Employment	0
TP13 Ride-Sharing Programs	0
Intersection Density With Project	
Land Use 1 Max Reduction Possible	8.14
VMT With Project and All VMT Reductions	13.22
Project End-of-trip Bike Facilities	1
Is the Surrounding Street Parking Restricted?	

Exhibit G



Memo

September 20, 2021

TO: City Planning Staff, City of Duarte

FROM: John Leveille, PE, TE, RKA Consulting Group, Contract City Traffic Engineer

RE: Traffic Impact Analysis, Condominium Project at Santo Domingo Avenue

The Duarte City Planning Staff has requested an informal Traffic Analysis be performed for a proposed condominium project at 1401 Santo Domingo Avenue, within the City of Duarte. The project is proposing to demolish the 8 residential detached apartment units which currently exist on the site and replace them with 20 condominium units on the same site. The project boundary will remain the same as the existing site. Staff would like to determine the increase in traffic which will be generated by the change in use on the site and if the impact will be significant.

An analysis of the existing site and the traffic generated by the current use must be analyzed first. Although the existing structures are classified as apartments, they are all individual detached units with most having their own garages. A review of the units indicated 1 to 3 vehicles parked at each unit. This would indicate that the traffic being generated by the residents of these units would be closer to the generation rate for a single family residential unit, which is higher than a conventional apartment unit. In order to balance the difference between the two developments, the trip generation by both uses was analyzed and an average value is presented. The trip generation is obtained by utilizing the Trip Generation Manuals published by the Institute of Transportation Engineers (ITE). These manuals are recognized as the authority for trip generation numbers. The vehicle trips were generated for daily weekday traffic, as well as for morning and evening peak hour traffic and are presented below.

Existing Trip Generation for Single Family Residence – 8 Units

Daily Traffic	9.57 Trips per Unit	8 Units	76.6 Trips
AM Peak Hour	0.75 Trips per Unit	8 Units	6.0 VPH
PM Peak Hour	1.01 Trips per Unit	8 Units	8.0 VPH

Existing Trip Generation for Apartments – 8 Units

Daily Traffic	6.63 Trips per Unit	8 Units	53.0 Trips
AM Peak Hour	0.51 Trips per Unit	8 Units	4.1 VPH
PM Peak Hour	0.62 Trips per Unit	8 Units	5.0 VPH

Average Trip Generation for Existing Development – 8 Units

Daily Traffic	8 Units	64.8 Trips
AM Peak Hour	8 Units	5.1 VPH
PM Peak Hour	8 Units	6.5 VPH

The 10th Edition of the ITE Trip Generation Manuals has now combined condominium projects with apartments and townhomes under a land use category defined as Multifamily Housing. This land use is then broken into three categories based on the number of floors in the project. Projects which contain three to ten floors are considered a Mid-Rise Housing project, with their own trip generation rates. Studies have determined that as projects increase in height and add stories, the trip generation decreases from these multi-story projects. Since the proposed project is three stories in height, the appropriate trip generation factors are applied to determine the trip generation for the proposed project.

Trip Generation for Mid-Rise Multifamily Housing – 20 Units			
Daily Traffic	5.44 Trips per Unit	20 Units	108.8 Trips
AM Peak Hour	0.36 Trips per Unit	20 Units	7.2 VPH
PM Peak Hour	0.44 Trips per Unit	20 Units	8.8 VPH

Comparing the existing average trip generation against the trip generation from the proposed project.

Trip Generation differential between Existing and Proposed Projects			
Daily Traffic	108.8 Trips (Proposed)	64.8 Trips (Existing)	44 Trips Net Increase
AM Peak Hour	7.2 Peak Hour Trips (Proposed)	5.1 Peak Hour Trips (Existing)	2.1 Peak Hour Trip Increase
PM Peak Hour	8.8 Peak Hour Trips (Proposed)	6.5 Peak Hour Trips (Existing)	2.3 Peak Hour Trip Increase

It is clear that the proposed project will generate more traffic than the existing project, but to what degree? In order to gain a perspective of the resulting impact, the increase in trips needs to be compared against the background traffic which exists along Santo Domingo Avenue. Although traffic volumes may be somewhat lower than historical values based on the on-going pandemic, a traffic count in today's environment would be a conservative approach to analyze the proposed project's impact.

A 24-hour traffic count was conducted on Thursday, August 26, 2021 at two locations along Santo Domingo Avenue (see attached). The locations for the counts were north and south of the proposed project. The results of the counts are presented in the following table.

Existing Traffic Counts on Santo Domingo Avenue			
Daily Traffic	1,152 Vehicles (South of Site)	1,221 Vehicles (North of Site)	1,187 Vehicles (Average)
AM Peak Hour	167 Vehicles (South of Site)	172 Vehicles (North of Site)	169.5 Vehicles (Average)
PM Peak Hour	137 Vehicles (South of Site)	136 Vehicles (North of Site)	136.5 Vehicles (Average)

By comparing the net increase in vehicle trips instigated by the new project against the background traffic on Santo Domingo Avenue, the percentage increase for each analysis period can be presented.

Impact of the Proposed Project by Percentage Increase along Santo Domingo Avenue			
Daily Traffic	44 Vehicle Trips Increase	1,187 Vehicle Trip Background Traffic	3.71 % Increase
AM Peak Hour	2.1 Peak Hour Trip Increase	169.5 Peak Hour Trip Background	1.24 % Increase
PM Peak Hour	2.3 Peak Hour Trip Increase	136.5 Peak Hour Trip Background	1.68 % Increase

Given the minor increase in daily traffic resulting from the proposed project, and the almost negligible increase at peak hours, it can be stated that the proposed project will have a less than significant impact to Santo Domingo Avenue.



VOLUME

Santo Domingo Ave S/O Huntington Dr

Day: Thursday
Date: 8/26/2021City: Duarte
Project #: CA21_020248_001

DAILY TOTALS					NB	SB					Total
					512	709					1,221
AM Period	NB	SB	EB	WB	TOTAL	PM Period	NB	SB	EB	WB	TOTAL
00:00	1	0			1	12:00	6	16			22
00:15	2	1			3	12:15	10	12			22
00:30	1	0			1	12:30	9	8			17
00:45	0	4	0	1	0	12:45	6	31	11	47	17
01:00	0	0			0	13:00	3	13			16
01:15	0	3			3	13:15	9	12			21
01:30	3	0			3	13:30	7	9			16
01:45	0	3	0	3	0	13:45	12	31	21	55	33
02:00	0	0			0	14:00	2	11			13
02:15	1	0			1	14:15	7	10			17
02:30	0	0			0	14:30	11	6			17
02:45	0	1	1	1	1	14:45	11	31	17	44	28
03:00	0	1			1	15:00	12	6			18
03:15	0	1			1	15:15	5	6			11
03:30	1	1			2	15:30	10	14			24
03:45	1	2	0	3	1	15:45	9	36	10	36	19
04:00	0	2			2	16:00	9	11			20
04:15	0	1			1	16:15	6	7			13
04:30	2	1			3	16:30	8	12			20
04:45	0	2	2	6	2	16:45	4	27	14	44	18
05:00	3	0			3	17:00	37	21			58
05:15	1	1			2	17:15	29	11			40
05:30	1	4			5	17:30	5	14			19
05:45	0	5	3	8	3	17:45	6	77	10	56	16
06:00	1	3			4	18:00	6	12			18
06:15	1	17			18	18:15	11	9			20
06:30	5	13			18	18:30	6	5			11
06:45	5	12	24	57	29	18:45	2	25	8	34	10
07:00	3	14			17	19:00	6	8			14
07:15	3	8			11	19:15	4	3			7
07:30	9	14			23	19:30	4	4			8
07:45	20	35	14	50	34	19:45	7	21	5	20	12
08:00	27	27			54	20:00	5	8			13
08:15	27	34			61	20:15	5	5			10
08:30	7	8			15	20:30	4	10			14
08:45	5	66	12	81	17	20:45	2	16	6	29	8
09:00	3	13			16	21:00	1	6			7
09:15	4	6			10	21:15	0	1			1
09:30	3	4			7	21:30	3	4			7
09:45	4	14	4	27	8	21:45	1	5	2	13	3
10:00	11	12			23	22:00	1	1			2
10:15	5	10			15	22:15	0	3			3
10:30	8	7			15	22:30	0	3			3
10:45	1	25	7	36	8	22:45	2	3	4	11	6
11:00	10	9			19	23:00	4	4			8
11:15	6	16			22	23:15	1	1			2
11:30	7	6			13	23:30	3	1			4
11:45	7	30	9	40	16	23:45	2	10	1	7	3
TOTALS	199	313			512	TOTALS	313	396			709
SPLIT %	38.9%	61.1%			41.9%	SPLIT %	44.1%	55.9%			58.1%

DAILY TOTALS					NB	SB					Total
					512	709					1,221
AM Peak Hour	07:30	07:30		07:30	PM Peak Hour	16:30	16:45				16:30
AM Pk Volume	83	89		172	PM Pk Volume	78	60				136
Pk Hr Factor	0.769	0.654		0.705	Pk Hr Factor	0.527	0.714				0.586
7 - 9 Volume	101	131		232	4 - 6 Volume	104	100				204
7 - 9 Peak Hour	07:30	07:30		07:30	4 - 6 Peak Hour	16:30	16:45				16:30
7 - 9 Pk Volume	83	89		172	4 - 6 Pk Volume	78	60				136
Pk Hr Factor	0.769	0.654		0.705	Pk Hr Factor	0.527	0.714				0.586

VOLUME

Santo Domingo Ave N/O Central Ave

Day: Thursday
Date: 8/26/2021City: Duarte
Project #: CA21_020248_002

DAILY TOTALS					NB	SB	EB				WB	Total
					481	671	0				0	1,152
AM Period	NB	SB	EB	WB	TOTAL	PM Period	NB	SB	EB	WB	TOTAL	
00:00	0	0			0	12:00	4	14			18	
00:15	1	1			2	12:15	11	10			21	
00:30	1	0			1	12:30	6	7			13	
00:45	0	2	0	1	0	12:45	7	28	10	41	17	
01:00	0	0			0	13:00	2	11			13	
01:15	0	3			3	13:15	9	14			23	
01:30	3	0			3	13:30	6	10			16	
01:45	1	4	0	3	1	13:45	14	31	17	52	31	
02:00	0	0			0	14:00	2	8			10	
02:15	1	1			2	14:15	10	13			23	
02:30	0	0			0	14:30	10	8			18	
02:45	0	1	0	1	0	14:45	8	30	17	46	25	
03:00	0	0			0	15:00	10	7			17	
03:15	0	0			0	15:15	6	6			12	
03:30	0	2			2	15:30	9	12			21	
03:45	1	1	0	2	1	15:45	8	33	8	33	16	
04:00	0	1			1	16:00	8	10			18	
04:15	0	0			0	16:15	6	8			14	
04:30	1	1			2	16:30	12	10			22	
04:45	0	1	2	4	2	16:45	4	30	12	40	16	
05:00	1	0			1	17:00	40	24			64	
05:15	1	2			3	17:15	30	12			42	
05:30	0	4			4	17:30	5	10			15	
05:45	0	2	3	9	3	17:45	4	79	9	55	13	
06:00	0	3			3	18:00	7	9			16	
06:15	0	17			17	18:15	9	6			15	
06:30	5	13			18	18:30	5	3			8	
06:45	5	10	18	51	23	18:45	1	22	9	27	10	
07:00	3	16			19	19:00	6	8			14	
07:15	1	9			10	19:15	3	2			5	
07:30	7	15			22	19:30	5	4			9	
07:45	14	25	17	57	31	19:45	7	21	3	17	10	
08:00	26	28			54	20:00	4	7			11	
08:15	26	33			59	20:15	5	4			9	
08:30	5	11			16	20:30	2	6			8	
08:45	7	64	12	84	19	20:45	2	13	3	20	5	
09:00	5	13			18	21:00	2	6			8	
09:15	4	7			11	21:15	0	2			2	
09:30	4	4			8	21:30	2	1			3	
09:45	2	15	3	27	5	21:45	2	6	4	13	6	
10:00	13	13			26	22:00	2	1			3	
10:15	3	10			13	22:15	0	2			2	
10:30	6	6			12	22:30	0	4			4	
10:45	3	25	9	38	12	22:45	2	4	5	12	7	
11:00	6	5			11	23:00	5	3			8	
11:15	6	15			21	23:15	0	0			0	
11:30	6	6			12	23:30	3	1			4	
11:45	7	25	8	34	15	23:45	1	9	0	4	1	
TOTALS	175	311			486	TOTALS	306	360			666	
SPLIT %	36.0%	64.0%			42.2%	SPLIT %	45.9%	54.1%			57.8%	

DAILY TOTALS					NB	SB	EB	WB	Total
					481	671	0	0	1,152
AM Peak Hour	07:30	07:30		07:30	PM Peak Hour	16:30	16:30		16:30
AM Pk Volume	73	93		166	PM Pk Volume	86	58		144
Pk Hr Factor	0.702	0.705		0.703	Pk Hr Factor	0.538	0.604		0.563
7 - 9 Volume	89	141		230	4 - 6 Volume	109	95		204
7 - 9 Peak Hour	07:30	07:30		07:30	4 - 6 Peak Hour	16:30	16:30		16:30
7 - 9 Pk Volume	73	93		166	4 - 6 Pk Volume	86	58		144
Pk Hr Factor	0.702	0.705		0.703	Pk Hr Factor	0.538	0.604		0.563

Exhibit H



Exhibit I

Fwd: The project is 1401 Santo Domingo

1 message

Nick Baldwin <nbaldwin@accessduarte.com>

Thu, Nov 18, 2021 at 3:07 PM

To: Nohemi Hernandez <hernandezn@accessduarte.com>

PUBLIC COMMENT FROM PRJ AT 1401 SANTO DOMINGO

RESIDENT AT: 1831 ORANGE GROVE RD

----- Forwarded message -----

From: **Lisa Li** <sianli84@gmail.com>

Date: Thu, Nov 18, 2021 at 2:55 PM

Subject: The project is 1401 Santo Domingo

To: <nbaldwin@accessduarte.com>

Hi Nick,

This is Lisa from 1831 Orange grove Rd and I just heard the detail of the project from Eunice. Since my parents live there and they are Chinese immigrants so they don't read and speak English, probably they ignore the letters. I am one of the owners for this property and present them to tell some of concerns about the project.

1. Privacy issue

I heard the building is going to be three stories and going to have a balcony on the second floor. I don't want people can watch all the activities at our backyard and can see through our window to look into our living or bedrooms. I hope the builder can find some solutions to protect our privacy.

2. My Dad just finish the project for his backyard, I heard the project is going to knock down the common wall and rebuild the higher one. I also need to make sure the builder is going to fix all the damage cause by the construction. We have just poured the new concrete the new wall might create gaps and damage to our new concrete floor and I need the builder will take responsibility and compensate the damage.

3. Construction hours

The third concern is about the construction time. Constructions must create lot of noises and dusty environment, we need the builder to limit the construction time and make sure we still can live in a normal life. The builder also need to create a construction fence to make sure no one can access our property and keep us the residents in a safe environment.

4. New wall maintenance

We also need the builder who can write down in words to make sure they are going to maintenance the new wall and we are not responsible for the wall damage in a life time.

Thank you

Lisa Li

626-203-6644

Sent from my iPhone

Nick Baldwin, AICP

Associate Planner

(626) 357-7931 ext. 238



Fwd: 1401 Santo Domingo proposed development

1 message

Thu, Nov 18, 2021 at 4:29 PM

----- Forwarded message -----

From: **Eunice Figueras** <eunicefig@icloud.com>
Date: Thu, Nov 18, 2021 at 4:26 PM
Subject: 1401 Santo Domingo proposed development
To: Nick Baldwin <nbaldwin@accessduarte.com>

Hello Nick. Thank you for taking time this week to show me the plans for the development of the property at 1401 Santo Domingo. Here are my comments as a resident of **1835 Orange Grove Rd.** which abuts the property.

I have concerns regarding the proposed development. And I am hoping the architectural board will request changes that would protect the privacy of residence next to the development and will preserve the look of the street

1. The proposed plan has a second story balcony. This means that residence on that balcony will be approximately 12 to 15 feet above ground level and will be able to easily look into the homes that are up against the property. **I would ask the board to require that the balconies be removed from the design** since it is too easy for a resident of those condominiums with a balconies on the second floor to look into our living rooms and kitchens and clearly into our backyards. Many of the residents have small children and myself as a single female I'm afraid for my safety and privacy if a resident can have such easy visual access into my home in my backyard.

2. The planned that the developer has outline does not sufficiently address privacy issues between the new development and the existing homes on Orange Grove Road. **I ask the board to require that the developer include tall vegetation along the south wall that divides the development from the home on Orang Grove. The landscaping would need to be tall enough (approximately 15 feet) in order to block the view from the condominium windows into the backyards and windows of the homes on Orange Grove.** This can be accomplished with certain vegetation like Italian Cypress where they will be tall enough at planting to provide privacy and security. The plan as proposed by the developer would have very small trees that would need several years to grow to provide that kind of protection and privacy.

3. The current plan is to build three-story condominiums. The height of such a building would be significantly taller (approximately 13-15 feet) than everything else on the street currently. The homes that are north and south of the proposed development are two-story homes. **I ask the board to reconsider the design and to ask the developer to reduce the buildings down to two story homes so it will blend in with the homes north and south of the development.**

I would like to attend the meeting. Please forward zoom information.

Thanks. Eunice Figueras.

Sent from my iPad

--
Nick Baldwin, AICP
Associate Planner
(626) 357-7931 ext. 238

--Nick

----- Forwarded message -----

From: **Grace Flores-Asuncion** <gracerfa@att.net>

Date: Wed, Nov 17, 2021 at 7:46 PM

Subject: Site Plan and Design Review 2019-05

To: nbaldwin@accessduarte.com <nbaldwin@accessduarte.com>

Cc: Grace Flores-Asuncion <gregduck@att.net>

PUBLIC COMMENT FROM PRJ:
1401 SANTO DOMINGO:

RESIDENT AT: 1843 Orange Grove Road

Dear Mr. Baldwin,

I am one of the residents in the Citrus Collection (1843 Orange Grove Road) that will be affected by this housing development. Based on the plan, the properties that will be built in the proposed site will be a 3-story residential townhomes with second story balcony. The second story balcony will invade our privacy as it will be able to look into our backyards and into our units/windows. Our grandchildren stay with us very often. And the balcony will also invade their privacies. Nowadays, we don't know who are mentally sick that will go/stalk the children. For these reasons, I oppose to have you build a second story balcony.

I hope you will take these matters in consideration.

Sincerely,

Mary Grace Flores Lieber
(formerly Mary Grace Flores Asuncion)

--

Nick Baldwin, AICP
Associate Planner
(626) 357-7931 ext. 238

RESOLUTION PC 21-7

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING APPROVAL OF SUBDIVISION 2020-01 FOR TENTATIVE TRACT MAP 82962 FOR CONDOMINIUM PURPOSES TO ALLOW A 20-UNIT, OWNER-OCCUPIED, THREE-STORY RESIDENTIAL CONDOMINIUM DEVELOPMENT LOCATED AT 1401 SANTO DOMINO AVENUE

WHEREAS, the applicant is requesting approval of Subdivision 2020-01 allow the development of a 20-unit, owner-occupied, residential condominium development, located at 1401 Santo Domingo Avenue; and

WHEREAS, the City Engineer has found and determined that Tentative Tract Map No. 82962, and the conditions of approval attached thereto, conforms to the State Subdivision Map Act and the applicable requirements of Article Five of the Duarte Development Code; and

WHEREAS, the Planning Commission of the City of Duarte ("Planning Commission") has considered Subdivision 2020-01 for a 20-unit, owner-occupied, three-story development located 1401 Santo Domingo Avenue; and

WHEREAS, The Planning Commission finds and determines that Subdivision 2020-01 is in the best interests and welfare of the City and its residents.

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report, and all information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers and recommends the City Council approve Subdivision 2020-01 for Tentative Tract Map No. 82962 for a 20-unit, owner-occupied, three-story residential condominium development, subject to conditions of approval.

NOW, THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR TENTATIVE TRACT MAP

The Planning Commission finds and determines as follows: findings for Tentative Tract Map, as set forth in DDC Section 19.72.060.A, as:

1. Tentative Tract Map No. 82962 is consistent with the applicable General Plan.

The residential development is consistent with Land Use Goal 1 of the General Plan to maintain a balanced community consisting of various residential housing types and densities. The residential development will comply with all the applicable provisions of the Town Center Specific Plan, Residential Town Center, Area 8 zone (R-4 Multiple-Family Residential High Density standard), with the inclusion of the modification associated with Planned Development Permit 2019-01.

2. The design of Tentative Tract Map No. 82962 is consistent with the applicable General Plan.

Tract Map 82962 will allow a higher-density residential project consisting of multi-family housing on the 1.01 acre property. The higher-density housing is consistent with the goals and objectives of the General Plan by allowing a range of housing opportunities that will improve and maintain a balance community with various residential housing types and commercial activities where appropriate.

3. Tentative Tract Map No. 82962 is physically suitable for the proposed development.

Tentative Tract Map 82962 will allow a higher-density residential condominium development on 1.01 acres. The project will result in a density of 20 units per acre, which is consistent with the General Plan and Town Center Specific Plan, Residential Town Center, Area 8 zone. The proposed site is adequate to accommodate a multi-family residential project. The site is adjacent to Santo Domingo Avenue and accessible regionally by the Interstate-210 and the Duarte Metro station. The project will be designed to accommodate proper public and emergency personnel and will be adequately served by utilities.

4. Tentative Tract Map No. 82962 is physically suitable for the proposed development density allowed in the Town Center Specific Plan, Residential Town Center, Area 8 zoning designations.

Tentative Tract Map 82962 will allow a higher-density residential condominium development on 1.01 acres. The project will result in a density of 20 units per acre, which is consistent with the General Plan and underlying zone. The proposed site is adequate to accommodate a multi-family residential project. The Tentative Tract Map will include attached structures that are three-plexes and four-plexes. The structures will be accessible by a main 26-foot wide drive aisle from Santo Domingo Avenue and 30-foot wide secondary driveways extending from the main drive aisle. The Tentative Tract Map will be designed to provide adequate: pedestrian and vehicular circulation for residents, emergency vehicle access, and open space. The tract map will also be designed to comply with the off-street parking requirements for the underlying zone, using the main drive aisle as access to residential garages and surface parking areas.

5. Tentative Tract Map No. 82962 and related improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

This project is determined to be categorically exempt from CEQA per categorical exemption 15332 as an infill development property. Furthermore, the project site is located within an urbanized portion of the City. As an urbanized and previously developed site, there is a lack of quality biological habitat within and immediately surrounding the site. As such, the proposed project would not impact or injure fish or wildlife or their habitat.

6. Tentative Tract Map No. 82962 and related improvements are not likely to cause serious public health problems.

The Tentative Tract Map will establish a new residential condominium subdivision for a 20-unit owner-occupied condominium development. The proposed multi-family development is consistent with surrounding multi-family properties. The tract map will help facilitate an improvement to an underutilized property. A homeowners association and Codes, Covenants and Restrictions (CC&R's) will ensure the tract map and future project do not cause public health problems to the community.

7. Tentative Tract Map No. 82962 and related improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

The Tentative Tract does not include any easements for access through or use of the property within the subdivision that will conflict with the proposed improvements. Easements identified on Tract Map 82962 that are indicated to remain will be incorporated as part of the residential project.

8. Tentative Tract Map No. 82962 will not adversely affect the adjoining properties as to value, precedent, or be detrimental to the area.

The Tentative Tract Map will allow the development of a multi-family residential project that has been designed to correspond with the allowed land uses and the improvements are consistent with the General Plan and applicable Zone.

SECTION 3. CEQA DETERMINATION

In recommending adoption of PC Resolution 21-7 for Subdivision 2020-01 for Tentative Tract Map 82962, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) as categorically exempt per section 15332 as an in-fill development project.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-7, based on the findings listed in Section 2, and the Conditions of Approval listed in “Exhibit B-1”, and recommends approval of Subdivision 2020-01 (Tentative Tract Map 82962) to the City Council, for the establishment of new subdivision for a 20-unit, owner-occupied, three-story residential condominium development located at 1401 Santo Domingo Avenue.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT B-1
CONDITIONS OF APPROVAL
Subdivision 2020-01, Tentative Tract Map No. 82962

1. The Applicant/Developer shall provide full street improvements on Santo Domingo Avenue within the limits of the development. Improvements shall include curbs and gutters, sidewalks, approaches, and asphalt paving according to City standards and as shown on Tentative Tract Map 82962.
2. Developer shall provide for the undergrounding of utilities along Santo Domingo Avenue. As an alternative, the City may allow for the payment of an in-lieu fee, as determined by the City Engineer.
3. Developer shall dedicate parkland and/or pay an in-lieu fee for the same, pursuant to Chapter 19.82 of the Duarte Development Code ("Dedication of Land for Park and Recreational Purposes"). The developer shall dedicate land, known as Lot A, and the complete construction of park improvements (e.g. play equipment, landscaping, lighting, and other amenities) subject to approval by the City. The developer shall submit detailed park construction plans to the Community Development Department, prior to the issuance of building permits. The park shall be complete and fully operational prior to the issuance of the first certificate of occupancy for the associated residential development.
4. The existing mature oak tree located at the southeast corner of the property shall be protected in place in accordance with the Duarte Development Code arborist report prepared for this project.
5. The Developer/applicant shall prepare Covenants, Codes, & Restrictions (CC&R's) in a form acceptable to the City Attorney. The CC&R's shall provide regulations that include but are not limited to: onsite parking management, guest parking, use of resident garages for parking, outdoor storage, common area maintenance, trash service, among others. The CC&R's shall include requirements for the establishment of a Homeowners Association that will implement and ensure compliance with the CC&R's. The CC&R's shall be recorded with the County Recorder's Office and proof of recordation shall be provided to the City of Duarte prior to issuance of Certificate of Occupancy. The CC&R's shall not be modified without prior approval from the City.
6. All utility facilities within the public right of way including but not limited to conduit, cable, cabinets, control boxes, etc. shall be placed underground with any access panels flush with the ground surface. If there is physical constraints restricting the placement of utility facilities underground, the developer shall provide clear engineering reasons why above ground facilities cannot be installed with underground vaults/handholes. Additionally, all utility services stubbed to the site that will not be used to serve the development shall be properly abandoned.

7. All utilities for direct service to the project shall be installed underground.
8. The developer shall comply with the City's cable installation requirements, per Chapter 16.34 of the Duarte Municipal Code.
9. The developer shall replace the sidewalk adjacent to the project site on Santo Domingo Avenue for the full extent of project site boundaries (from east PL to west PL), including the curb and gutter as needed, and any damages as a result of construction. The sidewalk shall be constructed with concrete.
10. All trees within the City right-of-way along Santo Domingo Avenue shall be replaced and/or installed pursuant to the City's adopted Street Tree Plan for Santo Domingo Avenue; all sidewalk tree wells shall be consistent with the City's tree well design, as noted in the design guidelines of the Town Center Specific Plan and shall require a right of way permit from the Public Works Division prior to installation.
11. The Developer shall construct a new driveway approach on Santo Domingo Avenue according to City standards for parking area and emergency vehicle access. Decorative stamped concrete or enhanced paving shall be installed behind the driveway approach. The driveway approach and ramps shall be approved by the City Engineer prior to construction and shall require the issuance of a public right-of-way permit. The approach and driveway shall be designed to ensure the safety of vehicles entering and exiting the parking area, as well as pedestrians crossing the driveway.
12. The following shall be prepared by a professional registered engineer and submitted to the Engineering/Public Works Division for review:
 - LID Plan. A Low Impact Development (LID) Plan shall be submitted to the Engineering/Public Works Division for review. The LID plan shall provide a comprehensive and technical discussion of how the proposed project will comply with the City's stormwater program requirements. LID Guidance and implementation can be obtained from Los Angeles County Public Works LID Standards Manual. Contact the Duarte Public Works Division for more information. The LID plan shall be approved prior issuance of grading permits. A hydrology study should be included with the submission of the LID documents.
 - Civil Plans. Two sets of complete Civil plans shall be submitted to the Engineering/Public Works Division for review, accurately showing all existing public improvements near the subject development (i.e., street lights, signs, utility vaults and boxes, bus stops, street trees, catch basins, etc.) and shall clearly indicating any proposed modifications to the existing public improvements. Such proposed modifications to the public improvements shall require approval from the City Engineer and Community Development Director prior to issuance of any building permit and/or grading permit. The Civil plans shall be submitted concurrently with the LID plan.
 - Soils/Geology report and Hydrology Study.

- A detailed grading and drainage plan, including all supporting information and design criteria. The grading and drainage plan shall be approved by the City Engineer prior to the issuance of a grading permit.
 - A detailed utility plan.
13. All trenching/potholing/street cuts shall be fixed permanently within five (5) working days following the completion and acceptance of the backfill. Temporary asphalt concrete is required immediately following completion of the backfill. If plates are necessary, they shall be placed flush to the road surface and tack welded together if two or more plates are used. If plates are necessary, then under no circumstance shall a trench remain plated longer than 48 hours, unless a longer term is approved by the Public Works Manager.
 14. Traffic control work (delineation and signage) shall comply with the California Manual on Uniform Traffic Control Devices. A traffic control plan shall be submitted to the Public Works Division for review and approved prior to beginning construction and/or grading.
 15. Vehicular access to public streets and driveways shall remain unobstructed during the construction period.
 16. The developer, contractor and all representatives shall comply with the National Pollution Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. R4-2012-075, and amendments, issued by the California Regional Water Quality Control Board, Los Angeles Region. Construction activities that disturb one acre or more are regulated under the NPDES stormwater program. Operators of regulated construction sites are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) and to obtain a Construction General Permit (NOI) from the State Water Resources Control Board to discharge stormwater. A copy of the permit shall be provided to the Public Works Division to keep on file and ensure compliance.
 17. The developer and/or contractor is responsible for implementing the following Best Management Practices (BMPs). These, as well as any other applicable measure shall be included in the SWPPP and implemented as approved by the City Engineer:
 - Install filter materials (such as sandbags, filter fabric, etc.) at the storm drain inlet nearest the downstream side of the project site in order to retain any debris or dirt flowing in the storm drain system. Maintain and/or replace filter materials to ensure effectiveness and to prevent street flooding.
 - Ensure that concrete supply trucks or concrete/plaster operations do not discharge wash water into street, gutters, or storm drains.
 - Concrete wash area: Locate wash out areas away from the storm drains and open ditches, construct a temporary pit large enough to store the liquid and solid waste, clean pit by allowing concrete to set, breaking up the concrete, then recycling or disposing of properly.

18. The developer and/or contractor shall incorporate and comply with all regulations, policies and standards regarding water, sewer, and storm water.
19. Sewer connection fees shall be paid directly to the Los Angeles County Sanitation District. Proof of payment shall be provided prior to issuance of the grading permit.
20. A final tract map shall be prepared by a licensed land surveyor or a registered Civil Engineer and recorded with the County of Los Angeles prior to the issuance of certificate of occupancy.
21. Improvement plans and necessary letters of credit, cash, and/or bonds to secure the construction of all streets, storm drains, water, sewer, grading, etc. as required shall be submitted and approved by the City Engineer, and the subdivision agreement and other required agreements approved by City Attorney, prior to the recordation of the Final Map.
22. All easements existing at the time of the Final Tract Map approval must be accounted for on the approved Tentative Map. This includes the location, owner, purpose, and recording reference for all existing easements. If an easement is blanket in nature or indeterminate in nature, a statement to that effect must be shown on the tentative map in lieu of its location.
23. Easements for Private Driveways and Fire Lanes, and all utilities, including water, sewer, storm drains shall be provided on the Final Map to the satisfaction of the City Engineer and City Attorney.
24. All site, grading, landscape & irrigation, and street improvement plans shall be coordinated for consistency prior to the issuance of any permits.
25. Building foundation inspections shall not be performed until a rough grading certification, survey stakes in place, and a final soils report have been filed with the City and approved. All drainage facilities must be operable.
26. A preliminary title report and guarantee is required and such document 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. The account for this title report should remain open until the final map is filed with the County Recorder.
27. The tentative tract map must comply with the State Subdivision Map Act and Article 5 (Subdivisions) of the Duarte Development Code.

28. The Tentative Tract Map shall expire 24 months from the date of approval. The subdivider, not less than 60 days prior to the expiration date, may request in writing, to the City, an extension of the approval.
29. Application for approval of the final tract map shall be filed with the City Council 30 days prior to the expiration date of the tentative map.
30. The decision of the Planning Commission may be appealed to the City Council within 15 days from the date of the approval letter. Said appeal must be in writing and filed with the City Clerk's office (DMC 19.144) and include all associated fees. The written appeal shall include reasons for the appeal.
31. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of approval which may be brought within the time period provided for such actions or challenges under applicable law.

RESOLUTION NO. PC 21-8

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING APPROVAL OF A PLANNED DEVELOPMENT PERMIT FOR A 20-UNIT, OWNER-OCCUPIED, THREE-STORY RESIDENTIAL CONDOMINIUM DEVELOPMENT LOCATED AT 1401 SANTO DOMINGO AVENUE

WHEREAS, the applicant is requesting approval of a Planned Development Permit to allow flexibility in development standards related to private open space requirements, in exchange for excellence in design and enhanced amenities and a transfer of surplus common open space, for the proposed 20-unit, owner occupied, three-story residential condominium development at 1401 Santo Domingo Avenue; and

WHEREAS, Planned Development Permit 2019-01 is contingent upon the approval of Subdivision 2020-01; and

WHEREAS, On November 22, 2021 the Architectural Review Board reviewed the plans for Planned Development Permit 2019-01 and Site Plan and Design Review Case 2019-05 and recommended approval to the Planning Commission subject to conditions; and

WHEREAS, notice of a public hearing on the Planned Development Permit 2019-01 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Planned Development Permit 2019-01, and all information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR PLANNED DEVELOPMENT PERMITS

The Planning Commission finds and determines as follows, findings for Planned Development Permits, as set forth in DDC Section 19.118.050 (B), as:

1. The Planned Development Permit will accommodate a use that is allowed within the subject base zone, be consistent with the Duarte General Plan, be generally in compliance with all the applicable provisions of this Development Code, and ensure compatibility of uses in the surrounding neighborhood.

The 20-unit, owner-occupied, three-story residential condominium development is consistent with Land Use Goal 1 of the General Plan of maintaining a balanced community consisting of various residential types and commercial activities. The residential development will comply with all the applicable provisions of the Development Code, apart from the proposed modification that is part of the Planned Development Permit. The project site is adjacent to multi-family residential uses along the north, south, and west and Westminster Gardens campus to the east. The proposed multi-family residential project is appropriate for the Town Center Specific Plan, Residential Town Center, Area 8 zone. The characteristics of the project have taken the surrounding uses into consideration regarding the architectural and site design of the project to ensure the project will not create incompatibility with the surrounding areas.

2. The proposed project will produce a comprehensive development of superior quality and excellence of design than might otherwise occur from more typical development applications.

The project will use high quality architectural designs and materials. A finely textured plaster will be applied to the exterior throughout the project. All windows will be recessed to provide an enhanced appeal and complement the Spanish architectural style. The secondary drive aisles will be improved with decorative paving and a spacious 30-foot width; and more than 1,000 square-feet of common open space in excess of the required amount for communal enjoyment. Additional features such as accent tile, awning features, wrought-iron details, among others will be provided throughout the project to improve the overall design. The site improvements will include a large centrally-located common area and additional open space areas for all residents to enjoy. The central common space encourages social interaction with a combination of hardscape and landscape, seating options, barbeque equipment, and a large shade structure. There will also be minor open space areas on the property that include a sitting area with fruit trees, a walking loop, and a meandering path with enhanced landscaping and a turf square for picnicking. Each unit will also include private yard space and/or a balcony.

3. Appropriate standards and conditions of approval have been imposed to ensure the protection of the public health, safety and welfare.

Associated PC Resolution 21-7 for Subdivision 2020-01, and PC Resolution 21-9 for Site Plan & Design Review Application 2019-05 include multiple conditions of approval that have been imposed on the project to ensure the protection of the public health, safety, and welfare.

4. Appropriate onsite circulation and traffic control is designed into the development.

The circulation on the property is suitable for the proposed residential use and will be reviewed by the LA County Fire Department to ensure adequate circulation is provided for public and emergency vehicle access. The property is accessible from Santo Domingo Avenue using a two-way 26-foot wide drive aisle down the center of the

property and two secondary drive aisles extending from the main driveway. The drive aisles provide access to the two-car garages attached to each condominium and to the 10 guest and overflow parking stalls that are provided through the property

5. The subject parcel is adequate in terms of size, shape, topography, and circumstances to accommodate the proposed development.

The residential project will be developed on roughly 1.01 acres of land, and based on the project design, the project site is suitable for accommodating the residential structures, drive aisles, open space and pedestrian walkways. The project includes 20 units, which is a density of 20 units per acre, which is below the maximum dwelling unit density of the permitted by the underlying zone. The density also allows for enhanced amenities such as increased open space.

6. Adequate public services and facilities exist, or will be provided in compliance with the conditions of approval, to serve the proposed development and the approval of the proposed development will not result in a reduction of public services to properties in the vicinity to be a detriment to public health safety, and general welfare.

The residential project is unlikely to have a major demand for public services. The subdivision will be designed to meet the requirements of the Fire Department, and various utilities that are necessary for the project development. The site is served by Santo Domingo Avenue which is adequate for accommodating the level of traffic and activity associated with the residential development. The residential development will be served by various utilities, such as water and sewer. The developer will be required to secure will-serve letters from the required agencies.

7. The proposed development, as conditioned, will not have a substantial adverse effect on surrounding properties or allowed uses.

The residential development is permitted with certification of the project's associated Subdivision 2020-01, Planned Development Permit 2019-01, and Site Plan and Design Review 2019-05. The proposed conditions of approval will avoid potential adverse and detrimental impacts on the City and surrounding community (conditions related to PDP 2019-01 are included with Resolution 21-6 for the Site Plan and Design Review). Furthermore, a traffic study was prepared for the project to determine if the increase in density would result in traffic impacts for the streets in the vicinity. The results of the study indicated that the project would not create a significant impact on traffic. The residential development will redevelop an underutilized residential site with poorly maintained structures into a project that benefits the community. The project is not anticipated to cause a hazard to the public convenience or general welfare of the surrounding areas.

8. The design, location, operating characteristics, and size of the proposed development will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, and scale.

The characteristics of the project have taken the surrounding uses into consideration

with the design of the residential units to ensure the development will not decrease the level of compatibility. The project has been designed to: complement the surrounding developments, improve an underutilized dilapidated property, provide adequate access for vehicles and pedestrians, and expand the central common space area for greater use and interaction. The massing and scale is maintained with the use of varying roof heights; the movement in the building increases the architectural interest and articulation by incorporating bay windows, awnings, and other architectural features. Lastly, the project will feature high quality materials and will be influenced by Spanish architecture style.

SECTION 3. CEQA DETERMINATION

In recommending adoption of PC Resolution 21-8 for Planned Development Permit 2019-01, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because it is categorically exempt per Section 15332 for in-fill developments.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-8, based on the findings listed in Section 2, and recommends approval of Planned Development Permit 2019-01 to the City Council, for the establishment of new subdivision for a 20-unit, owner-occupied, three-story residential condominium development located at 1401 Santo Domingo Avenue.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Craig Hensley, Community Development Director

RESOLUTION PC 21-9

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE RECOMMENDING APPROVAL OF SITE PLAN AND DESIGN REVIEW CASE 2019-05 TO THE CITY COUNCIL, FOR A 20-UNIT OWNER-OCCUPIED THREE-STORY RESIDENTIAL CONDOMINIUM DEVELOPMENT AND ASSOCIATED SITE IMPROVEMENTS, LOCATED AT 1401 SANTO DOMINGO AVENUE

WHEREAS, Jimmy Lee is requesting approval to develop a 20-unit owner-occupied residential condominium development located at 1401 Santo Domingo Avenue; and

WHEREAS, the proposed residential development is contingent upon the approval of Subdivision 2020-01, and Planned Development Permit 2019-01; and

WHEREAS, new three-story, multiple-family residential construction requires recommendation from the Architectural Review Board to the Planning Commission, and since this project involves entitlements that also require consideration from the City Council, a recommendation from the Planning Commission to City Council is required for complete project approval, pursuant to Section 19.112.030 and Table 7-2 in Section 19.122.030 of the Duarte Development Code; and

WHEREAS, On November 22, 2021 the Architectural Review Board reviewed the plans for the Site Plan and Design Review Case 2019-05 and Planned Development Permit 2019-01 and recommended approval to the Planning Commission subject to conditions; and

WHEREAS, notice of a public hearing on Site Plan and Design Review 2019-05 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Site Plan and Design Review 2019-05, and all information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR SITE PLAN AND DESIGN REVIEW

The Planning Commission finds and determines as follows, findings for Site Plan and Design Review, as set forth in DDC Section 19.122.050 (E), as the project is:

1. Consistent with the General Plan and is in compliance with all applicable provisions of the Duarte Development Code and all other City ordinances and regulations;

The residential development is consistent with Land Use Goal 1 of the General Plan to maintain a balanced community consisting of various residential housing types and densities. The residential development will comply with all the applicable provisions of the Town Center Specific Plan, Residential Town Center, Area 8 zone (R-4 Multiple-Family Residential High Density standard), with the inclusion of the modification associated with Planned Development Permit 2019-01.

2. To be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development:

The residential project will be developed on roughly 1.01 acres of land, and based on the project design is project site is suitable for accommodating the residential structures, drive aisles, open space and a pedestrian walkway. The project includes 20 units, which is a density of 20 units per acre. This is below the maximum of the R-4 zone but suitable for the development and project site. The density also allows for enhanced amenities such as increased open space to further improve the overall project. The use of PDP 2019-01 also helps ensure the project site is adequate for the residential development. The PDP allows flexibility in the development standards. These deviations have been applied to the private open space for the project. The private open space is below the minimum required for the project, but the common open space provided in excess of the required amount by over 1,000 square-feet which offers more outdoor living opportunities for all units on the property.

3. In compliance with the applicable criteria specified in Subsection 19.122.040(D), and the site is suitable for the proposed development; and
 - *Compatibility. The project development has been well designed to improve the subject property and provide a visual enhancement to the surrounding community. The surrounding land uses include multiple-family residential uses to the north, south, and west, and Westminster Gardens campus to the east. The proposed project will construct multiple-family residential which is compatible with the existing uses that surround the project site.*
 - *Architectural Design and Detail. The project proposes a high-quality Spanish architectural style. The proposed style utilizes a variety of architectural features such as bay windows and recessed windows and entries. Tile accent will be applied around the condo entries. The exterior will be finished using a finely textured plaster in white and tan and brown accent colors. The project incorporates additional detail such as wrought iron accents, trellis and awning features, and decorative garage doors. The roof of each structure will include a low scale 3:12 and 5:12 pitches using concrete tile to complement the Spanish architecture. The roof style helps control the massing, and the architectural features incorporated into the design provide strong movement and modulation in the building form.*
 - *Landscape, Lighting, Parking, Signs, and Other Design Details.*

- a. *Equipment and Utilities. All new service and utilities will be installed in a manner that screens them from the public right-of-way. New equipment will be ground-mounted and screened from the public right-of-way. All utilities will be required to be installed underground and all existing utilities in the public right of way that are in front of the property are required to be placed underground.*
 - b. *Fences/Walls. Newly proposed or modifications to existing perimeter fences, walls, and/or retaining walls will require review and approval from the Community Development Department. There are currently block walls on the adjacent properties that line the perimeter of the property. The project requires the construction of retaining and property line walls as a part of the project, which will be reviewed and approved by Community Development Department to ensure compliance with the Duarte Development Code. The wall to the south will be removed and replaced with a new combination retaining/garden wall. New combination walls will built on the project side of the existing walls along the north and west property lines unless the applicant is able to gain consent from those property owners before the project is permitted.*
 - c. *Landscaping. New landscape improvements will be required as a condition of approval. The landscape areas will be designed to meet the intent and purpose of Chapter 19.40 (Landscaping) of the Duarte Development code and will include a variety of drought tolerant plants, tree types, and decorative hardscape materials. Landscape and Irrigation plans will be prepared by a licensed landscape architect and will require review and approval by the Planning Division. The existing oak tree at the southeast corner of the property will be protected in place.*
 - d. *Lighting. A lighting plan will be required for review prior to installing any light fixtures. The lighting plan will require review and approval from the Planning Division to ensure each fixture will be of high quality, decorative form and scaled to compliment the massing of the building and site. Lighting design will be reviewed to also ensure offsite glare is avoided.*
 - e. *Parking. The project meets the off-street parking requirements for the use by providing attached two-car garages for all 20-units, and 10 surface parking spaces for guest and overflow parking requirements. The project also allows adequate circulation into and throughout the property.*
4. *Designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.*

The project site is surrounded by multi-family residential uses to north, south, and west and Westminster Gardens campus to the east. The proposed development is consistent with the adjacent residential properties. The characteristics of the project have taken the surrounding uses into consideration regarding the architectural and site design of the project to ensure residential development and will not decrease the level of compatibility with the surrounding uses and will not create and adverse effect on public health, safety, and general welfare on neighboring properties.

SECTION 3. CEQA DETERMINATION

In recommending adoption of PC Resolution 21-9 for Site Plan and Design Review 2019-05, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because it is categorically exempt per section 15332 as an in-fill development.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-9, based on the findings listed in Section 2, and the conditions of approval listed in “Exhibit D-1” and recommends approval of Site Plan and Design Review 2019-05 to the City Council, for a 20-unit, owner-occupied, three-story residential condominium development located at 1401 Santo Domingo Avenue.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT D-1
CONDITIONS OF APPROVAL
Site Plan and Design Review 2019-05

1. This approval recommendation is for the construction of a 20-unit, owner occupied, three story residential condominium development located at 1401 Santo Domingo Avenue, as depicted on the approved plans on file with the Planning Division.
2. The elevations of each building (condominium cluster) shall be reviewed and approved by the Planning Division prior to permit issuance. Final review shall include approval of the color palette, placement of colors, and all finished building materials/elements, including but not limited to the type, color, and/or placement of trims, awnings, among others. All finished materials/elements incorporated into the building design shall be of high quality and high durability, and shall take into consideration locations that may be more vulnerable to damage or potential maintenance concerns.
3. The applicant shall make an additional good faith effort to gain approval from the property owners to the west and north for the replacement of the existing garden walls with new combination retaining/garden walls. Planning Staff shall approve the methods and required communications, with proof of distribution and/or mailing, prior to the applicants attempt to contact neighboring property owners.
4. All windows and doors shall require final approval from the Planning Division prior to permit issuance. A separate window and door plan with an accurate window and door schedule shall be provided to the Planning Division for review prior to submitting to Building and Safety plan check. The schedule shall list the window and door types and their locations. The plan shall include all necessary details on the type, color, and material of all proposed windows and doors; sections/detail drawings depicting the use of trims, moldings, mullions, etc.
5. All garage doors shall be of high quality design that is complementary to the architectural style of the building. Final approval from the Planning Division is required prior to issuance of building permits.
6. The Developer/applicant shall prepare Covenants, Codes, & Restrictions (CC&R's) in a form acceptable to the City Attorney. The CC&R's shall provide regulations that include but are not limited to: onsite parking management, guest parking, use of resident garages for parking, outdoor storage, common area maintenance, trash service, among others. The CC&R's shall include requirements for the establishment of a Homeowners Association that will implement and ensure compliance with the CC&R's. The CC&R's shall be a requirement of the approved subdivision tract map; any requirements associated with the tract map or other entitlements as part of the overall project approval shall be incorporated with this approval by reference. The CC&R's shall be recorded with the County Recorder's Office and proof of recordation shall be provided to the City of Duarte prior to issuance of Certificate of Occupancy. The CC&R's shall not be modified without prior approval from the City.
7. Resident garages shall be used for vehicle parking only. Excessive storage or any reduction of vehicle parking space within the garage shall be prohibited. Garages shall

maintain a minimum clearance of 20 feet wide and 20 feet deep for vehicle parking. Garages shall also maintain adequate space outside of the vehicle parking area for resident trash receptacle storage, as depicted on the approved plans.

8. Uncovered off-street parking within the property shall be designated for guest and overflow only and not for the exclusive use of residents.
9. The Developer and/or Homeowners Association shall establish a Residential Parking Management Plan that regulates onsite parking to reduce any potential overflow parking onto the street and within adjacent properties. The parking management plan shall be incorporated into the recorded CC&R's and implemented/monitored by the established Homeowners Association. The management plan shall be provided to the Planning Division for review and approval prior to permit issuance.
10. Final design/location of all fences, walls, and gates shall require approval from the Planning Division. A detailed fence, wall, and gate plan shall be submitted to the Planning and Public Works Divisions for review and approval prior to permit issuance, and shall include all finish color and material details, block wall cap details, among others.
11. A complete landscape, hardscape, and irrigation plan, prepared by a licensed landscape architect, shall be submitted to the Planning Division for review and approval prior to permit issuance. All landscape areas shall be permanently landscaped and irrigated with a variety of drought-tolerant plants, shrubs, ground cover, large and/or small canopy trees. A variety of hardscape areas shall also be included with the landscape plans. All pedestrian walkways and garage approaches shall be constructed out of concrete. All landscaping and irrigation shall comply with Chapter 19.40 (Landscaping) of the Duarte Development Code. Separate review fees shall apply.
12. The existing mature oak tree located at the southeast corner of the property shall be protected in place in accordance with the Duarte Development Code arborist report prepared for this project.
13. An operation plan for trash pick-up service shall be provided to the Planning Division for review and approval prior to permit issuance. The operation plan shall include pick-up schedules, receptacle placement, receptacle size and type, trash circulation, among others.
14. All exterior lighting shall require final approval from the Planning Division prior to installation and/or issuance of permits. Lighting fixtures shall be of high quality and decorative form and shall be designed to prevent offsite glare. A lighting plan shall be provided to the Planning Division for review and shall include cut-section drawings, manufacture brochure, illumination levels/lighting distribution, operational features, and any additional information as needed for all proposed wall-mounted lights, street lights, pedestrian lights, and common area lighting. Separate review fees for the lighting plan review may apply.
15. The storage of bikes, equipment, clothing, or other types of miscellaneous storage on balconies or within the private courtyards visible from Santo Domingo is prohibited.

Restrictions on the balcony storage shall be incorporated in the approved CC&R's and regulated by the established Homeowner's Association for the property.

16. A maintenance plan that provides continued and regular maintenance throughout the property shall be submitted to the Community Development Department for review and approval prior to permit issuance. The maintenance plan shall be incorporated in the CC&R's and implemented by the established Homeowners Association. All requirements of the approved maintenance plan shall be incorporated by reference as a condition of approval.
17. The Developer shall provide mailboxes per designs and placement approved by the local postmaster and Community Development Department. Any multi-unit or "cluster box", that serves multiple residents, shall be designed to match or compliment the architectural style of the project. Multi-unit mailboxes shall require review and approval from the Planning Division prior to permit issuance.
18. The Developer shall comply with all requirements of the Los Angeles County Fire Department, including inspections, unit address identification, among others, prior to the issuance of a certificate of occupancy.
19. The Developer shall install both building and curb address numbers per City and Los Angeles County Fire Department standards, prior to the issuance of a certificate of occupancy.
20. The project is considered a Level 2 project pursuant to Chapter 19.52 of the Duarte Development Code (Sustainable Development Practices). The project will be reviewed for minimum compliance with the requirements outlined in this chapter, including but not limited to: an increase to energy efficiency and waste recycling beyond minimum requirements, assurance of water conservation using water-efficient landscaping, achieving LEED Certified status, use of energy-efficient outdoor lighting, etc.
21. The project shall comply with all regulations of the Duarte Municipal Code and the Duarte Development Code, including the intent and purpose, permitted uses, development standards, and any other applicable sections.
22. Any revisions to the site plan, elevations, colors, and materials in addition to those listed as conditions of approval, shall be reviewed and approved by the Planning Division prior to installation; substantial changes may require review and approval from the Architectural Review Board and/or Planning Commission.
23. Mechanical equipment and related ducts, vents and other apparatus, including HVAC, shall be screened from public view and must be located inside the structure, attic, or ground mounted. Vents, pipes, caps, hoods, and other roof penetrations that must be installed on the roof shall be painted or finished to match the roof color. Ground mounted equipment shall be shielded from public view by landscaping and/or enclosed in integrated utility closet, subject to approval from the Planning Division.
24. All utilities for direct service to the project shall be installed underground and concealed from view, as approved by the Planning Division, except for transformers, which shall be allowed above ground with adequate screening.

25. This project is subject to the requirements of Chapter 6.10 of the Duarte Municipal Code, Diversion and Demolition Waste. Prior to the issuance of any permits, the applicant shall submit a Construction and Demolition Diversion Plan and required security deposit. Contact the Planning Division for more information.
26. A final inspection shall be made by the Planning Division prior to final of any building permits to ensure that all conditions have been met.

PUBLIC WORKS REQUIREMENTS

27. The following shall be prepared by a professional registered engineer and submitted to the Engineering/Public Works Division for review:
 - LID Plan. A Low Impact Development (LID) Plan shall be submitted to the Engineering/Public Works Division for review. The LID plan shall provide a comprehensive and technical discussion of how the proposed project will comply with the City's stormwater program requirements. LID Guidance and implementation can be obtained from Los Angeles County Public Works LID Standards Manual. Contact the Duarte Public Works Division for more information. The LID plan shall be approved prior issuance of grading permits. A hydrology study should be included with the submission of the LID documents.
 - Civil Plans. Two sets of complete Civil plans shall be submitted to the Engineering/Public Works Division for review, accurately showing all existing public improvements near the subject development (i.e., street lights, signs, utility vaults and boxes, bus stops, street trees, catch basins, etc.) and shall clearly indicating any proposed modifications to the existing public improvements. Such proposed modifications to the public improvements shall require approval from the City Engineer and Community Development Director prior to issuance of any building permit and/or grading permit. The Civil plans shall be submitted concurrently with the LID plan.
 - Soils/Geology report and Hydrology Study.
 - A detailed grading and drainage plan, including all supporting information and design criteria. The grading and drainage plan shall be approved by the City Engineer prior to the issuance of a grading permit.
 - A detailed utility plan.
28. All utility facilities within the public right of way including but not limited to conduit, cable, cabinets, control boxes, etc. shall be placed underground with any access panels flush with the ground surface. If there is physical constraints restricting the placement of utility facilities underground, the developer shall provide clear engineering reasons why above ground facilities cannot be installed with underground vaults/handholes. Additionally, all utility services stubbed to the site that will not be used to serve the development shall be properly abandoned.
29. The developer shall replace the sidewalk adjacent to the project site on Santo Domingo Avenue for the full extent of project site boundaries (from east PL to west PL), including

the curb and gutter as needed, and any damages as a result of construction. The sidewalk shall be constructed with concrete.

30. All trees within the City right-of-way along Santo Domingo Avenue shall be replaced and/or installed pursuant to the City's adopted Street Tree Plan for Santo Domingo Avenue; all sidewalk tree wells shall be consistent with the City's tree well design, as noted in the design guidelines of the Town Center Specific Plan and shall require a right of way permit from the Public Works Division prior to installation.
31. The Developer shall construct a new driveway approach on Santo Domingo Avenue according to City standards for parking area and emergency vehicle access. Decorative stamped concrete or enhanced paving shall be installed behind the driveway approach. The driveway approach and ramps shall be approved by the City Engineer prior to construction and shall require the issuance of a public right-of-way permit. The approach and driveway shall be designed to ensure the safety of vehicles entering and exiting the parking area, as well as pedestrians crossing the driveway.
32. All trenching/potholing/street cuts shall be fixed permanently within five (5) working days following the completion and acceptance of the backfill. Temporary asphalt concrete is required immediately following completion of the backfill. If plates are necessary, they shall be placed flush to the road surface and tack welded together if two or more plates are used. If plates are necessary, then under no circumstance shall a trench remain plated longer than 48 hours, unless a longer term is approved by the Public Works Manager.
33. Traffic control work (delineation and signage) shall comply with the California Manual on Uniform Traffic Control Devices. A traffic control plan shall be submitted to the Public Works Division for review and approved prior to beginning construction and/or grading.
34. Vehicular access to public streets and driveways shall remain unobstructed during the construction period.
35. The developer, contractor and all representatives shall comply with the National Pollution Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. R4-2012-075, and amendments, issued by the California Regional Water Quality Control Board, Los Angeles Region. Construction activities that disturb one acre or more are regulated under the NPDES stormwater program. Operators of regulated construction sites are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) and to obtain a Construction General Permit (NOI) from the State Water Resources Control Board to discharge stormwater. A copy of the permit shall be provided to the Public Works Division to keep on file and ensure compliance.
36. The developer and/or contractor is responsible for implementing the following Best Management Practices (BMPs). These, as well as any other applicable measure shall be included in the SWPPP and implemented as approved by the City Engineer:
 - Install filter materials (such as sandbags, filter fabric, etc.) at the storm drain inlet nearest the downstream side of the project site in order to retain any debris or dirt flowing in the storm drain system. Maintain and/or replace filter materials to ensure effectiveness and to prevent street flooding.

- Ensure that concrete supply trucks or concrete/plaster operations do not discharge wash water into street, gutters, or storm drains.
 - Concrete wash area: Locate wash out areas away from the storm drains and open ditches, construct a temporary pit large enough to store the liquid and solid waste, clean pit by allowing concrete to set, breaking up the concrete, then recycling or disposing of properly.
37. The developer and/or contractor shall incorporate and comply with all regulations, policies and standards regarding water, sewer, and storm water.
 38. Sewer connection fees shall be paid directly to the Los Angeles County Sanitation District. Proof of payment shall be provided prior to issuance of the grading permit.
 39. Developer shall provide for the undergrounding of all utilities along Santo Domingo Avenue.

GENERAL REQUIREMENTS

40. Plans and all required plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits. Construction drawings, including the site plan, elevations, and colors shall be consistent and in substantial compliance with the conceptual approval and any required conditions of the Planning Commission and City Council.
41. Any and all correction notice(s) generated through the plan check and/or inspection process is/are hereby incorporated by reference as conditions of approval and shall be fully complied with by the owner, applicant, and all agents thereof.
42. Building permits for this project must be issued within one-year from the date of approval from the City Council or the application and approval shall expire.
43. Prior to issuing permits, any required school fees shall be paid directly to Duarte Unified School District and proof of payment provided to the City. Contact Duarte Unified School District for more information.
44. The property owner shall contact the City's waste disposal company, Burrtec Waste, to create a sufficient disposal schedule that will ensure waste generated by the residents is hauled off site in a timely manner.
45. The Developer shall comply with applicable City noise ordinances. Construction activities, deliveries and haul-off will only be permitted from 7:00 a.m. to 7:00 p.m., Monday through Saturday. No construction related idling of engines or other disturbances shall occur outside of noted work hours.
46. Prior to the issuance of a Certificate of Occupancy, landscaping and irrigation shall be installed and functional. All landscaping shall be automatically irrigated. Landscaping shall be continuously maintained and permanently irrigated. All existing plant material shall be alive and healthy and in a disease and pest free condition at all times.

47. A final inspection shall be made by the Planning Division prior to final of any building permits to ensure that all conditions have been met.
48. The decision of the Planning Commission may be appealed to the City Council within 15 days from the date of approval. Said appeal must be in writing and filed with the City Clerk's office (DDC 19.144). The written appeal shall include reasons for the appeal.
49. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of approval which may be brought within the time period provided for such actions or challenges under applicable law.



PLANNING COMMISSION STAFF REPORT

Date: December 20, 2021

Project: Conditional Use Permit 2020-02

Subject: Wine bottling Use with Accessory Retail and Wine Tasting

Location: 2666 Huntington Drive

Applicant: Keith Xie

SUMMARY

The project designer, Keith Xie, is proposing a wine bottling business with wine tasting and retail on lot zoned Manufacturing (M) that is developed with three buildings with a combined size of 10,726 square-feet. An interior remodel of two of the three buildings is required to accommodate the proposed uses and improvement to the exterior landscaping is proposed. The wine bottling and tasting uses both are permitted in the Manufacturing (M) zone with approval of a Conditional Use Permit by the Planning Commission.

Staff is recommending that the Planning Commission adopt PC Resolution 21-10, approving the project and entitlement.

BACKGROUND

The project site is a corner property that is 42,800 square feet in size and zoned Manufacturing (M). The property is currently developed with an 1,100 square-foot office, a 1,226 square-foot office, and an 8,400 square-foot industrial building. The previous use of the main building was a door finishing and export business, but now is only being used as storage. In front of the building is a parking lot with parking for 35 vehicles. To the east of the buildings is a large open space with landscaping that is gated for private use. The property has vehicle access from both Huntington Drive and Las Lomas Road. It is surrounded by an alley and single-family residences to the south, a multi-family residence to the west, Huntington Drive to the north, and Las Lomas Road to the east.

PROJECT DESCRIPTION

The applicant is proposing to remodel the existing warehouse to facilitate a new wine bottling business with wine tasting and retail also proposed as minor accessory uses to the main business. The bottling operating will consist of receiving barrels of wine from vineyards in Temecula and then moving them to a storage room until they are ready for bottling. When ready, the wine will be moved to the processing line and transferred into bottles (see p. A-121 of the plans for an operations diagram). After the wine is bottled, it will be placed back in the storage room until it is picked up by the delivery truck.

The intent of the business is to export the majority of the wine to China. Bottled wine is anticipated to be picked up in bulk no more frequently than twice within a two-month period. No online or

phone orders will be fulfilled by this business. The hours of operation for the bottling business will be from 10 AM to 12 PM three days per week and from 1 PM to 4 PM every day of the week. Up to six employees are expected to be hired to operate the bottling operations out of a total of eight employees for the business.

Accessory Wine Tasting and Retail Uses

The applicant is proposing to convert one of the two office spaces on the property into a wine tasting room where customers can taste the wine that is being bottled onsite and buy wine-related gifts. Unlike typical wine tasting operations that operate at vineyards, this operation will be quite limited in nature. The applicant intends to only offer tasting and retail on the weekend and by appointment only. Tasting and retail customers will be limited to eight at any one time. One employee will operate this part of the business. The landscaped open space on the property will also be available to wine tasting customers to enjoy their tasting.

Site Plan and Improvements.

The interior of two of the buildings will be remodeled to prepare for the business, which includes the installation of sound proofing of the walls on the south, east, and west sides of the building. Also, improvements to the building exterior, parking lot, and open space area are proposed. The building exterior will receive upgrades that include the painting of the painted block walls of the existing precision block walls on the building, which are currently painted. The front elevation and the side elevation of the tasting room will be painted a black accent color to correspond with the owner's new design theme. The remainder of the painted walls of the building on the east, west, and south elevations will receive a fresh coat of the existing cream color. Also, the fascia on the front elevation will be painted black to correspond with the new accent color on the front elevation. The existing blue building sign will be replaced with a new metal sign, but that proposal will be reviewed under a separate sign permit.

The improvements to the parking lot and perimeter landscape area include the planting of new drought tolerant landscaping and the installation of new fences at the northwest corner of the property and between the office and the open space. An existing parking space that cannot meet Duarte Development Code requirements near the exit on Las Lomas Road will be deleted. Lastly handicap striping will be added to the parking lot to identify the pedestrian path of travel from the right-of-way on Huntington Drive.

The walled open space area will be improved with a new wood deck area, two sets of tables and chairs, a new bench, a new pathway, trees, plants, and grass. The deck, tables, and chairs are intended for use by employees and customers. The landscaping will require separate review and approval to ensure compliance with the landscape standards of the Duarte Development Code. A new fence will be constructed that connects the open space area to the walkway between the offices and the industrial building. This fence will provide a private path of travel for wine tasters from the tasting room to the open space area, as required by the Duarte Municipal Code and the California Penal Code.

ANALYSIS

The business requires a conditional use permit is for food and beverage processing. Alcohol sales for onsite consumption is permitted as an accessory to the main use. The conditional use permit for food processing operations is required because food preparation is sometimes associated negative characteristics that can be problematic for nearby residents and occupants if left unmitigated. Areas of concern related to food processing include smoke, odor, noise, and vibration, which must meet performance standards set by the Duarte Development Code. The Planning Commission is the deciding body for this application.

Noise

The food processing use component of this proposal is limited to wine bottling. The wine is shipped into the facility from offsite and then bottled into glass wine bottles on location exclusively within the warehouse. The product is moved around the interior of the facility by use of forklift and the bottling process involves the use of a machine that does the rinsing, filling, corking, and sealing (bottling machine), as well as another machine that uses light for quality inspection. Forklifts are associated with mechanical noise when in operation and a beeping sound when in reverse. These sounds are typical for warehouses and manufacturing uses. The specifications for the bottling machine states that sounds will be under 75dBA. The Duarte Municipal Code Noise Chapter related to the Industrial Zone allows up to 70dBA (daytime); however, that decibel level is reduced to 55dBA when an industrial zone is adjacent to a residential zone. All business activities occur within the buildings, which significantly reduces much of the noise impacts.

Three additional noise reducing measures will be taken by the applicant to reduce the sound of business operations. First, the bottling machine will be placed within an interior room with a closing door. The second measure is to install a sound damping material (specifications on plans, page T-1) to all easterly, westerly, and southerly walls that do not already have a buffer of an interior room with closing doors. The third and last measure is to limit operating hours to 10 AM to 4 PM, which are hours when residents are typically at work.

Alcohol Use and Security

Alcohol service in the form of wine tasting is proposed in the 1,226 square-foot room that was formerly an office. The wine bottled in the bottling building will be available to customers by appointment only. There will be two sets of tables and chairs to accommodate eight customers. One employee will be assigned to this part of the business. The open space area to the east of the bottling building will also be available for customers to relax and enjoy their wine tastings. This area will have seating in the form of tables and chairs. A corridor will be provided between the tasting room and open space area to allow a pathway between the two spaces. The corridor will be fully closed off to public spaces by building walls, garden walls, and fences.

Businesses that serve alcohol are regulated to ensure that the alcohol is served in accordance with the rules set by the State Department of Alcohol Beverage Control (ABC) and consumed in a responsible manner. The proposed business will be required to be obtain a license from ABC as a condition of approval. Also, the applicant has prepared a program for alcohol service training that requires all customers to be at least 21 years of age and limits servings to five 5oz tastings

per customer. There will be security cameras installed in the tasting room, corridors, and in the open space areas to the east of the bottling building. A Security Plan will be required by both the Public Safety Department and the Planning Division to ensure the technical details related to video storage, camera angles, and signage are applied correctly.

Parking and Circulation

Parking for proposal is calculated at one space per 500 square feet of industrial space and one space per 350 square feet of office space. When these requirements are applied to this project, there is a parking requirement of 28 parking spaces. Since there are 35 existing parking spaces, there is a parking surplus on the property of seven parking spaces. One of these spaces must be deleted since it does not meet the standards of the Duarte Development Code. According to the business operations statement, there will be a far lower parking requirement for the property. The business will operate with up to eight employees and there will be a maximum of eight customers at any one time, for a total of 16 people. If the business operations were to run at full capacity, there would be a parking surplus of 18 even with the deletion of the one parking space. Therefore, there should be no adverse parking impacts caused by this proposal.

In regards to circulation, customers and employees can enter and exit the site from the northerly entrance on Huntington Drive or through the easterly entrance on Las Lomas Road. There was one parking space near the entrance on Las Lomas Road that did not have the 25-foot back-up space required by the Duarte Development Code and this space is proposed to be deleted by the applicant. With the removal of this parking space, the parking spaces and drive aisles meet the Code requirements to ensure easy traffic flow. Deliveries will be made to the business through the use of 25-foot box trucks. To load and unload, these trucks will back into the front entrance of the building through a truck door. They are able to back up to a sufficient point to avoid sticking out into the drive aisle, as illustrated on the operations plan located on page A-121. Since truck loading is infrequent with this business, there would not be a situation where more than one truck would arrive at the site to load or offload at the same time and create a queue in the parking lot. Given the characteristics of this business and the configuration of the parking lot as discussed above, there are no parking or circulation impacts anticipated with this proposal.

Environmental

The project is exempt from the California Environmental Quality Act (CEQA) under section 15332, Class 32 for in-fill development. Characteristics of the project meet the criteria listed under section 15332.

RECOMMENDATION

Staff recommends that the Planning Commission review and approve PC Resolution 21-10 – Conditional Use Permit 2020-02.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Nick Baldwin', is positioned above the printed name.

Nick Baldwin
Associate Planner

ATTACHMENTS

Exhibit A	Project Plans
Exhibit B	PC Resolution 21-10 Conditional Use Permit 2020-02
Exhibit C	Business Plan
Exhibit D	Remodeling Concepts and Equipment Specifications

Exhibit A

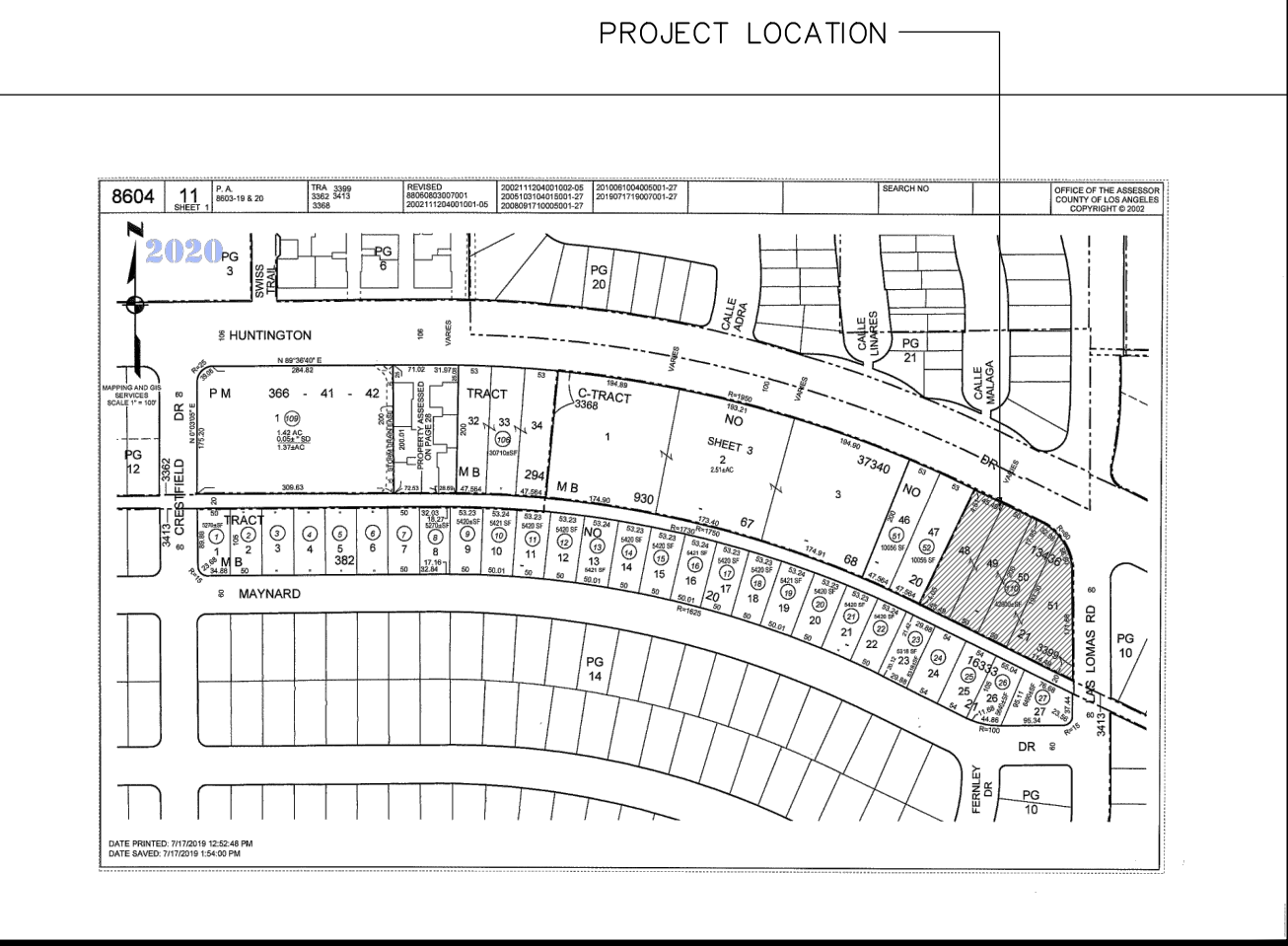
T.I. FOR WINE BOTTLING AND TASTING

2666 HUNTINGTON DR, DUARTE, CA 91010

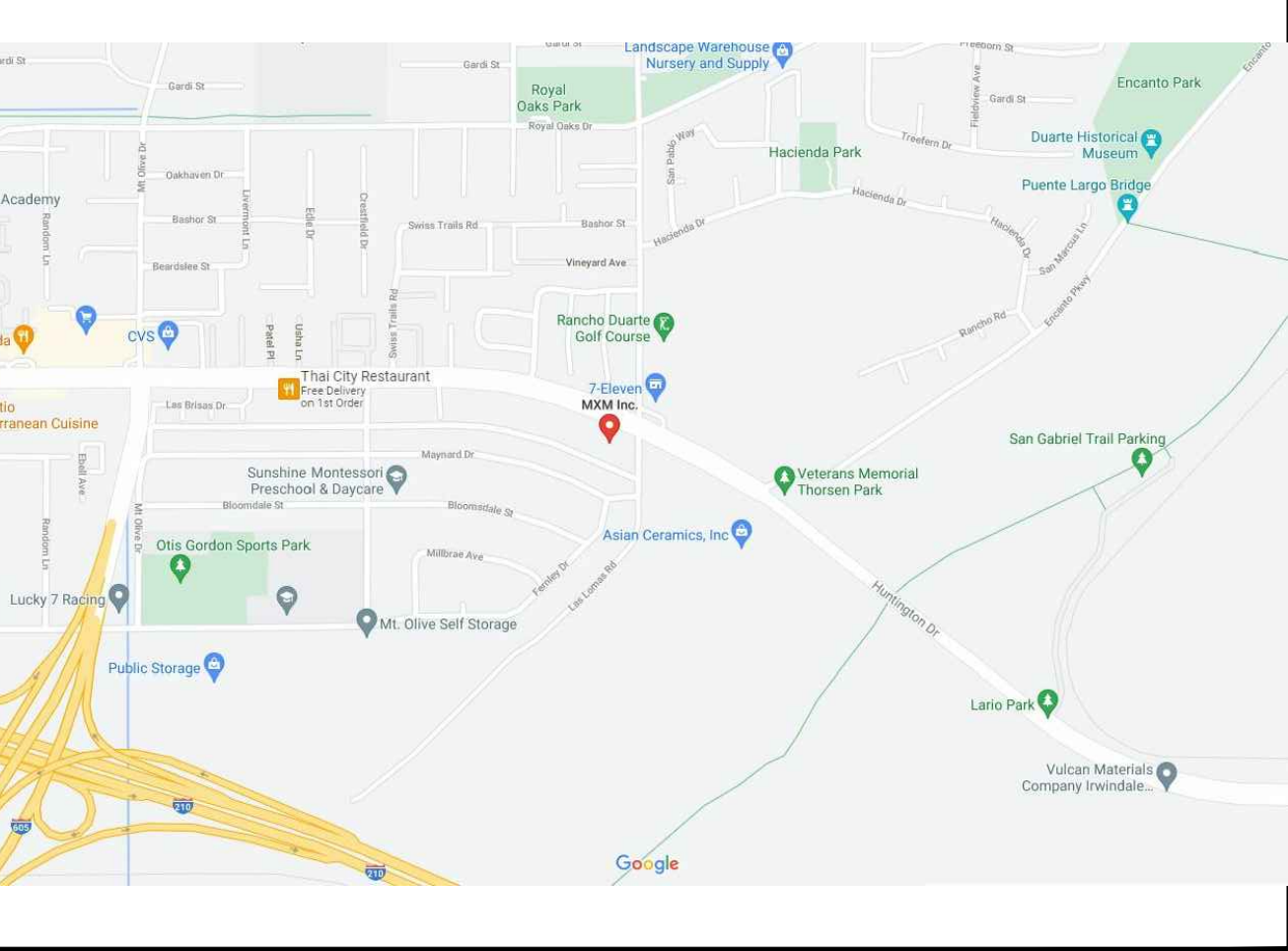
GENERAL NOTE

1. ALL WORK SHALL CONFORM TO THE BUILDING CODES LISTED IN THESE DOCUMENTS AND ALL CURRENT REVISIONS AND REGULATIONS AS INSTITUTED BY THE LOCAL BUILDING AUTHORITY.
2. THE CONTRACTOR AND EACH SUBCONTRACTOR SHALL THOROUGHLY FAMILIARIZE HIMSELF OR HERSELF WITH THE EXISTING CONDITIONS OF THE PROJECT SITE AND ADJACENCIES. ALL DISCREPANCIES OR CONFLICTS WITHIN THE DOCUMENTS AND THE SITE SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR RESOLUTION. FAILURE TO INFORM THE ARCHITECT PRIOR TO BEGINNING OF THE WORK SHALL CONSTITUTE ACCEPTANCE OF THE DOCUMENTS AND CONDITIONS BY THE CONTRACTOR AND THE WORK SHALL BE COMPLETED AS DEFINED IN THE DOCUMENTS WITHOUT ADDITIONAL COST OR TIME DUE TO THE DISCREPANCIES, CONFLICTS OR OMISSIONS.
3. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND HE SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. OBSERVATION VISITS TO THE SITE BY THE ARCHITECT AND HIS CONSULTANTS SHALL NOT INCLUDE, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES REQUIRED, WHICH ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
4. THE CONTRACTOR AND EACH SUBCONTRACTOR SHALL MAKE FIELD MEASUREMENTS NECESSARY FOR THIS WORK, AND BE RESPONSIBILITY FOR THEIR ACCURACY. VERIFY ALL DIMENSIONS, GRADES AND CONDITIONS OF THE WORK BEFORE AND DURING CONSTRUCTION.
5. REFERENCE TO ANY PARTICULAR DETAIL OR DRAWING IS FOR CONVENIENCE ONLY AND DOES NOT LIMIT THE APPLICATION OF SUCH DETAIL OR DRAWING. NOTES AND DETAILS SHALL APPLY TO ALL NOTE UNLESS NOTED OTHERWISE
6. STRUCTURAL MEMBERS SHALL SLEEVES, CHASES OR CONDUIT UNLESS SPECIFICALLY SHOWN OR NOTE
7. DAMAGE TO EXISTING CONSTRUCTION DAMAGED DURING THE PERFORMANCE OF THIS WORK SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
8. THE CONTRACTOR SHALL MAINTAIN THE SITE, BUILDINGS AND ADJACENT STREETS CLEAN AND FREE OF ACCUMULATION OF CONSTRUCTION DEBRIS.
9. ALL PIPING, CONDUIT AND DUCTWORK SHALL BE INSTALLED AS HIGH AS POSSIBLE. TIGHT TO THE UNDERSIDE OF THE STRUCTURE ABOVE CEILINGS, WITHIN WALLS OR IN CONCEALED SPACES UNLESS NOTED OTHERWISE
10. ALL TOILET FIXTURES, CABINETS, SHELVING AND BARS SHALL BE PROVIDED WITH METAL STUD BACKING. IF ASBESTOS IS ENCOUNTERED, INFORM OWNER IMMEDIATELY.
11. ALL PROPRIETARY PRODUCT NAME IS FOR DESIGN & QUALITY INTENT. ALL APPROVED EQUAL SUBSTITUTIONS SHALL MEET PER SUBSTITUTION REQUIREMENT AS SPECIFIED IN SPECIFICATION.

ASSESSOR MAP



VICINITY MAP



PROJECT DIRECTORY

OWNER
MXM INC
2666 HUNTINGTON DR,
DUARTE, CA 91010
TEL: (626)215-6128
EMAIL: MXMINC@OUTLOOK.COM

DESIGNER
KEITH XIE
KX DESIGN STUDIO LLC
1530 HIGH BLUFF DR,
DIAMOND BAR, CA 91765
TEL: (626)383-1722
EMAIL: KEITH@KXDESIGNSTUDIO.COM

SCOPE OF WORK

1. INTERIOR T.I. FROM MANUFACTURE AREA TO WINE BOTTLING AREA, 8,400 SF.
2. INTERIOR T.I. FROM OFFICE TO RETAIL AND WINE TASTING ROOM, 1,226 SF.
3. FRONT FACADE REMODEL.
4. LANDSCAPE IMPROVEMENTS.

CODES OF DESIGN

- 1-2019 CALIFORNIA BUILDING CODE-TITLE 24, PART 2
- 2-2019 CALIFORNIA ELECTRICAL CODE-TITLE 24, PART 3
- 3-2019 CALIFORNIA MECHANICAL CODE-TITLE 24, PART 4
- 4-2019 CALIFORNIA PLUMBING CODE-TITLE 24, PART 5
- 5-2019 CALIFORNIA ENERGY CODE-TITLE 24, PART 6
- 6-2019 CALIFORNIA GREEN BUILDING STANDARDS CODE-TITLE 24, PART 11

DEFERRED SUBMITTALS

1. FIRE SPRINKLER
2. FIRE ALARM
3. SIGNAGE

DRAWING ABBRIVIATIONS

#	POUND OR NUMBER	FO	FACE OF
&	AND		
@	AT	GA	GAUGE
ACT	ACOUSTIC CEILING TILE	GALV	GALVANIZED
AFF	ABOVE FINISHED FLOOR	GFA	GROSS FLOOR AREA
ALUM	ALUMINUM	HR	HOUR
BOT	BOTTOM	INSUL	INSULATED OR INSULATION
CJ	CONTROL JOINT		
CLG	CEILING	MAX	MAXIMUM
CLR	CLEAR	MIN	MINIMUM
CMU	CONCRETE MASONRY UNIT	(N)	NEW
COL	COLUMN	NO	NUMBER
CONC	CONCRETE		
CONT	CONTINUOUS	OC	ON CENTER
		OZ	OUNCE
DBL	DOUBLE		
DEM	DEMOLISH OR DEMOLITION	REQD	REQUIRED
DIA	DIAMETER	RM	ROOM
DIM	DIMENSION		
DN	DOWN	SIM	SIMILAR
DR	DOOR	SPEC	SPECIFIED OR SPECIFICATION
DWG	DRAWING	STL	STEEL
EA	EACH	TO	TOP OF
EL	ELEVATION	TYP	TYPICAL
ELEC	ELECTRICAL		
ELEV	ELEVATOR OR ELEVATION	UNO	UNLESS NOTED OTHERWISE
(E)	EXISTING	VIF	VERIFY IN FIELD
EX	EXISTING	VP	VISION PANEL
FD	FLOOR DRAIN OR	W/	WITH
	FIRE DEPARTMENT	WD	WOOD
FLR	FLOOR		

SHEET INDEX

T-0	PROJECT INFORMATION
T-1	SPECIFICATION SHEETS
A-101	EXISTING SITE PLAN
A-102	PROPOSED SITE PLAN
A-103	PROPOSED CONCEPTUAL LANDSCAPE PLAN
A-104	CONCEPTUAL LANDSCAPE PLANT PALETTE
A-111	EXISTING FLOOR PLAN
A-112	PROPOSED FLOOR PLAN
A-121	BARREL TRANSPORTATION PLAN
A-201	PROPOSED FRONT ELEVATION
HD-1	TYPICAL ADA DETAILS
HD-2	TYPICAL ADA DETAILS

PROJECT INFORMATION

LOT INFORMATION:

APN: 8604-011-110
LOT SIZE: 42,800 SF
ZONE: M

EXISTING BUILDING INFORMATION:

HEIGHT: ONE STORY
BUILDING 1 (MANUFACTURE): 8,400 SF
BUILDING 1 (OFFICE): 1226 SF
BUILDING 2 (OFFICE): 1,100 SF
CONSTRUCTION TYPE: II-B
FIRE SPRINKLER: YES

PROPOSED BUILDING INFORMATION:

BUILDING 1 (MANUFACTURE): 8,400 SF
-OCCUPANCY GROUP: F-2
-OCCUPANT LOAD: 8,400/200=42 PERSONS

BUILDING 1 (RETAIL/TASTING ROOM): 1,226 SF
-OCCUPANCY GROUP: M
-OCCUPANT LOAD: 1,226/60=21 PERSONS

BUILDING 2 (OFFICE): 1,100 SF
-OCCUPANCY GROUP: B
-OCCUPANT LOAD: 1,100/150=8 PERSONS

PARKING ANALYSIS:

PARKING REQUIRED:
-8,400/500=16.8
-1226/200=6.13
-1100/250=4.4
TOTAL: 28 SPACES

ADA PARKING REQUIRED ACCORDING TO 11B-208.2 CBC:
26-50 SPACES: 2 ACCESSIBLE PARKINGS (1 VAN MIN)

PARKING PROVIDED:
STANDARD PARKING: 32 SPACES
ADA PARKING: 2 SPACES (INCLUDING 1 VAN)
MOTORCYCLE PARKING: 2 SPACES
TOTAL: 36 SPACES



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KEITH@KXDESIGNSTUDIO.COM

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PROJECT INFORMATION
T.I. FOR WINE BOTTLING AND TASTING
2666 HUNTINGTON DR,
DUARTE, CA 91010

DATE 07/25/21

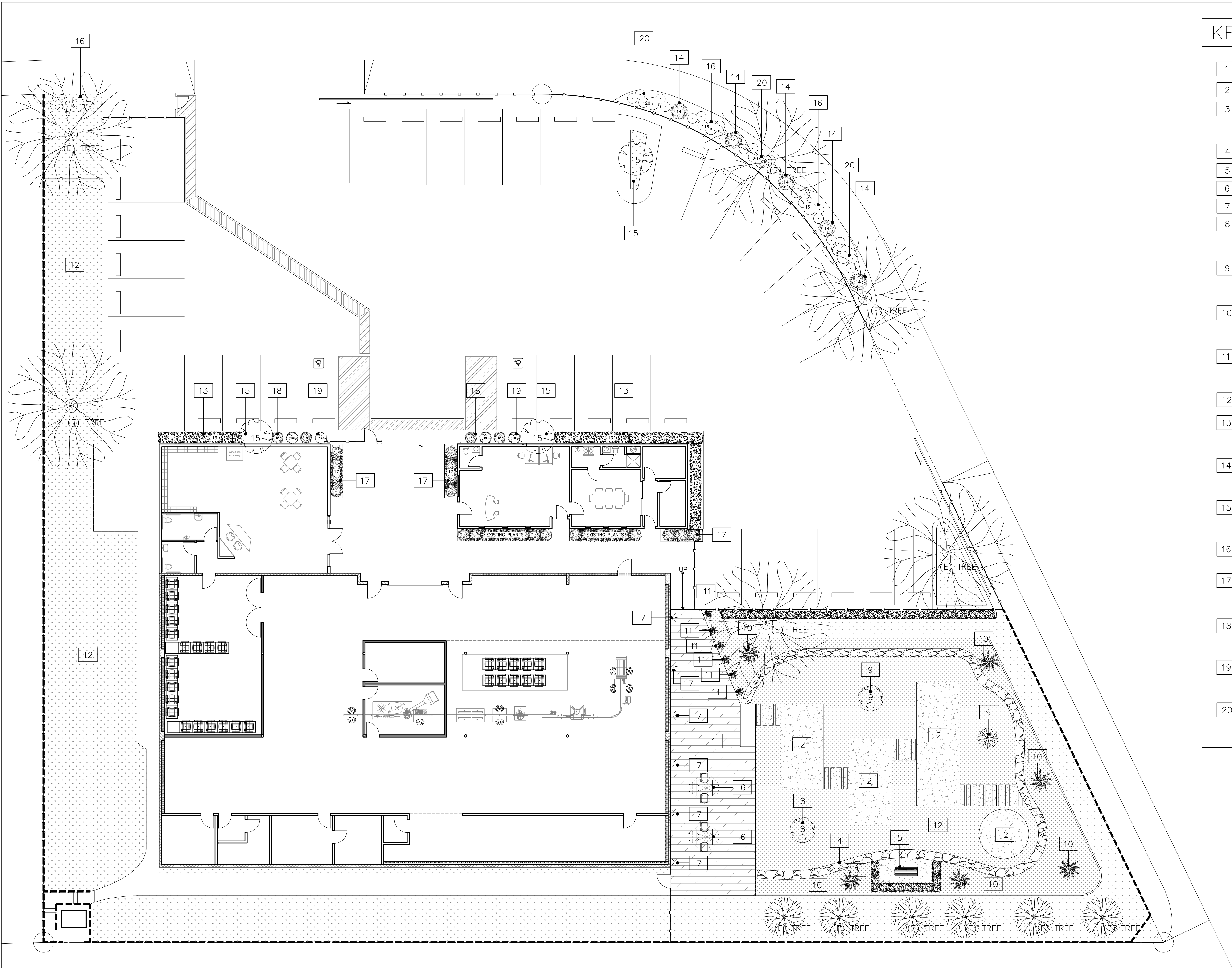
SCALE SEE PLAN

DRAWN K.X.

JOB 21-65

SHEET

T-0



KEYNOTE

- 1 (N) WOOD DECK
2 (N) CONCRETE PAD
3 (N) SHRUB
SPECIES: HIBISCUS ROSA-SINENSIS
COMMON NAME: CHINESE HIBISCUS
SIZE: 5' TALL AND WIDE;
4 (N) STONE PAVER
5 (N) BENCH
6 (N) TABLE AND CHAIR
7 (N) WALL SCNCE
8 (N) TREE
SPECIES: LAGERSTROEMIA INDICA
COMMON NAME: NATCHEZ CRAPE MYTLE
SIZE: 10' TALL; 10' WIDE
9 (N) TREE
SPECIES: LAGERSTROEMIA INDICA
COMMON NAME: RED CRAPE MYRTLE
SIZE: 10' TALL; 10' WIDE
10 (N) PLANT
SPECIES: HEMEROCALLIS HYBRIDS
COMMON NAME: DAYLILY
SIZE: 2'-4' TALL; 2'-4' SPREAD
11 (N) SMALL PLANT/FLOWER
SPECIES: LIRIOPE MUSCARI
COMMON NAME: BIG BLUE LILY TURF
SIZE: 12"-18" TALL; 12" WIDE
12 (N) GRASS
13 (N) SHRUB
SPECIES: BUXUS MICROPHYLLA
COMMON NAME: JAPANESE BOXWOOD
SIZE: 2' TALL
14 (N) FLOWER
SPECIES: SALVIA GREGGII
COMMON NAME: AUTUMN SAGE
SIZE: 2' TALL
15 (N) TREE
SPECIES: RAVENEA REVULARIS
COMMON NAME: MAJESTY PALM
SIZE: 10' TALL
16 (N) GROUND COVER
SPECIES: BOUTELOUA GRACILLIS
COMMON NAME: BLUE GRAMA GRASS
17 (N) FLOWER
SPECIES: LILIUM 'TINY ATHLETE'
COMMON NAME: DWARF ASIATIC LILY (MIXED)
SIZE: 1' TALL
18 (N) FLOWER
SPECIES: PANICLE HYDRANGEA
COMMON NAME: LITTLE QUICK FIRE HYDRANGEA
SIZE: 1' TALL
19 (N) FLOWER
SPECIES: PANICLE HYDRANGEA
COMMON NAME: LITTLE LIME HYDRANGEA
SIZE: 1' TALL
20 (N) GROUND COVER
SPECIES: CEANOOTHUS GRISEUS HORIZONTALIS
COMMON NAME: CARMEL CREEPER



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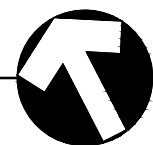
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PROPOSED CONCEPTUAL LANDSCAPE PLAN
T.I. FOR WINE BOTTLING AND TASTING
2666 HUNTINGTON DR,
DUARTE, CA 91010

DATE 07/25/21
SCALE SEE PLAN
DRAWN K.X.
JOB 21-65
SHEET

PROPOSED CONCEPTUAL LANDSCAPE PLAN
SCALE: 3/32" = 1'-0"



SMALL PLANTS/FLOWERS



HEMEROCALLIS HYBRIDS
(DAYLILY)



LIRIOPE MUSCARI
(BIG BLUE LILY TURF)



SALVIA GREGGII
(AUTUMN SAGE)



LILIUM 'TINY ATHLETE'
(DWARF ASIATIC LILY)



PANICLE HYDRANGEA
(LITTLE QUICK FIRE HYDRANGEA)



PANICLE HYDRANGEA
(LITTLE LIME HYDRANGEA)

SHRUBS



HIBISCUS ROSA-SINENSIS
(CHINESE HIBISCUS)



BUXUS MICROPHYLLA
(JAPANESE BOXWOOD)

GROUND COVER



BOUTELOUA GRACILLIS
(BLUE GRAMA GRASS)



CEANOTHUS GRISEUS HORIZONTALIS
(CARMEL CREEPER)

TREES



LAGERSTROEMIA INDICA
(RED CRAPE MYRTLE)



LAGERSTROEMIA INDICA
(NATCHEZ CRAPE MYTLE)



RAVENEA REVULARIS
(MAJESTY PALM)

- COMMERCIAL
- RESIDENTIAL
- BUILDING DESIGN

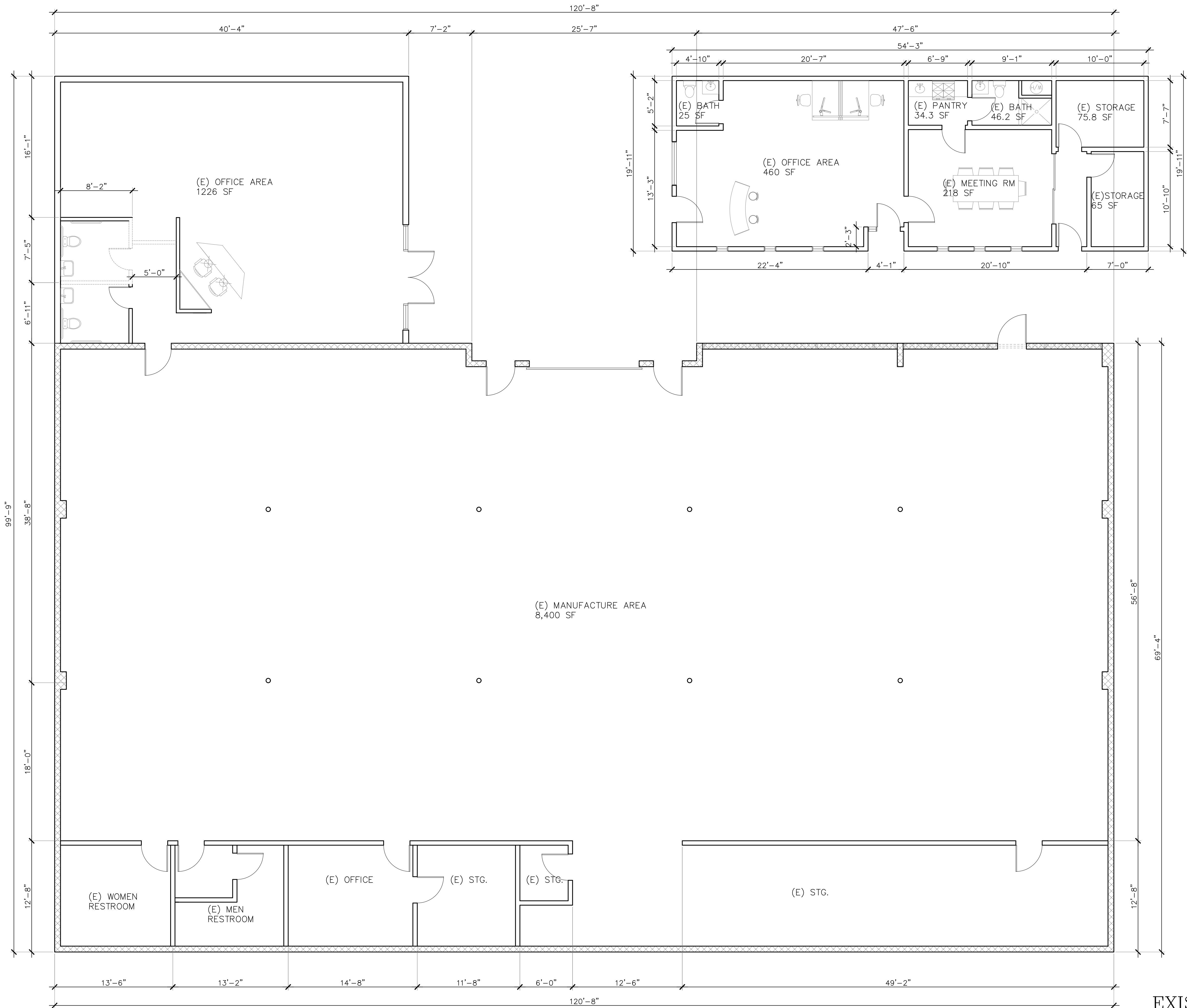
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CONCEPTUAL LANDSCAPE PLANTS PALATTE
T.I. FOR WINE BOTTLING AND TASTING
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LEGEND

- EXISTING WALL
- DEMO WALL



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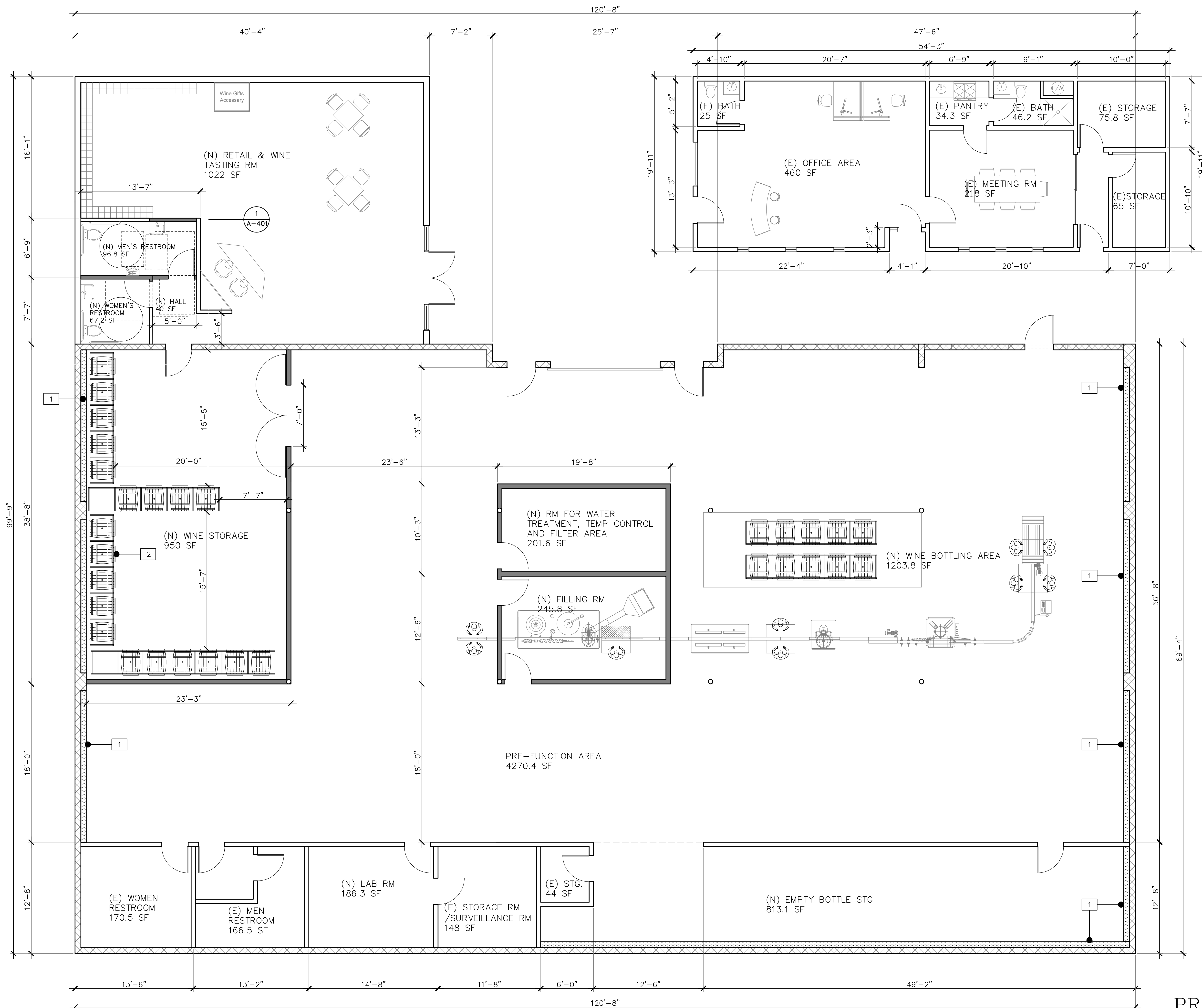
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EXISTING FLOOR PLAN
T.I. FOR WINE BOTTLING AND TASTING
2666 HUNTINGTON DR,
DUARTE, CA 91010

DATE	07/25/21
SCALE	SEE PLAN
DRAWN	K.X.
JOB	21-65
SHEET	

EXISTING FLOOR PLAN
SCALE: 3/16" = 1'-0"





LEGEND

- EXISTING WALL
- NEW WALL
- SOUND PROOFING PARTITION WALL
- DETAIL KEY

KEYNOTE

- 1 SOUND PROOFING PARTITION WALL
STC RATING: 53
MANUFACTURE: QUIETROCK
SEE SPEC SHEET ON T-1
- 2 WINE BARREL



- COMMERCIAL
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PROPOSED FLOOR PLAN

T.I. FOR WINE BOTTLING AND TASTING

2666 HUNTINGTON DR,
DUARTE, CA 91010

DATE 07/25/21

SCALE SEE PLAN

DRAWN K.X.

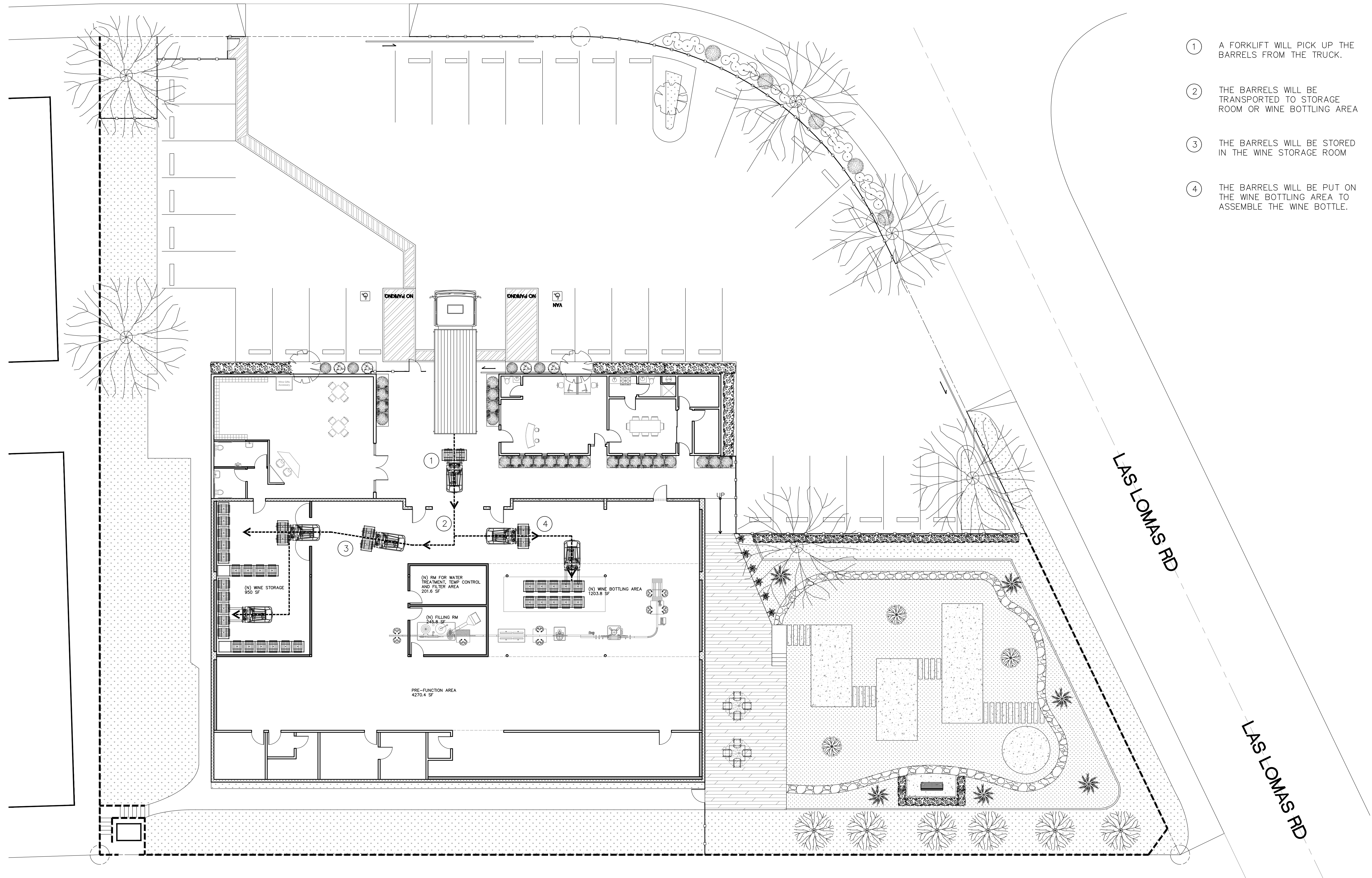
JOB 21-65

SHEET

PROPOSED FLOOR PLAN

SCALE: 3/16" = 1'-0"





LX
X DESIGN STUDIO LLC

[illegible]

BARREL TRANSPORTATION PLAN

T.I. FOR WINE BOTTLING AND TASTING

2666 HUNTINGTON DR,
DUARTE, CA 91010

BARREL TRANSPORTATION PLAN
SCALE: 3/32" = 1'-0"



- 1530 HIGH BLUFF DR,
DIAMOND BAR, CA 91765
TEL: (626)383-1722
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T.I. FOR WINE BOTTLING AND TASTING

2666 HUNTINGTON
DUARTE, CA 91010

SCALE SEE PLAN

JOB 21-65

A-201

PROPOSED FRONT ELEVATION
SCALE: 3/16" = 1'-0"

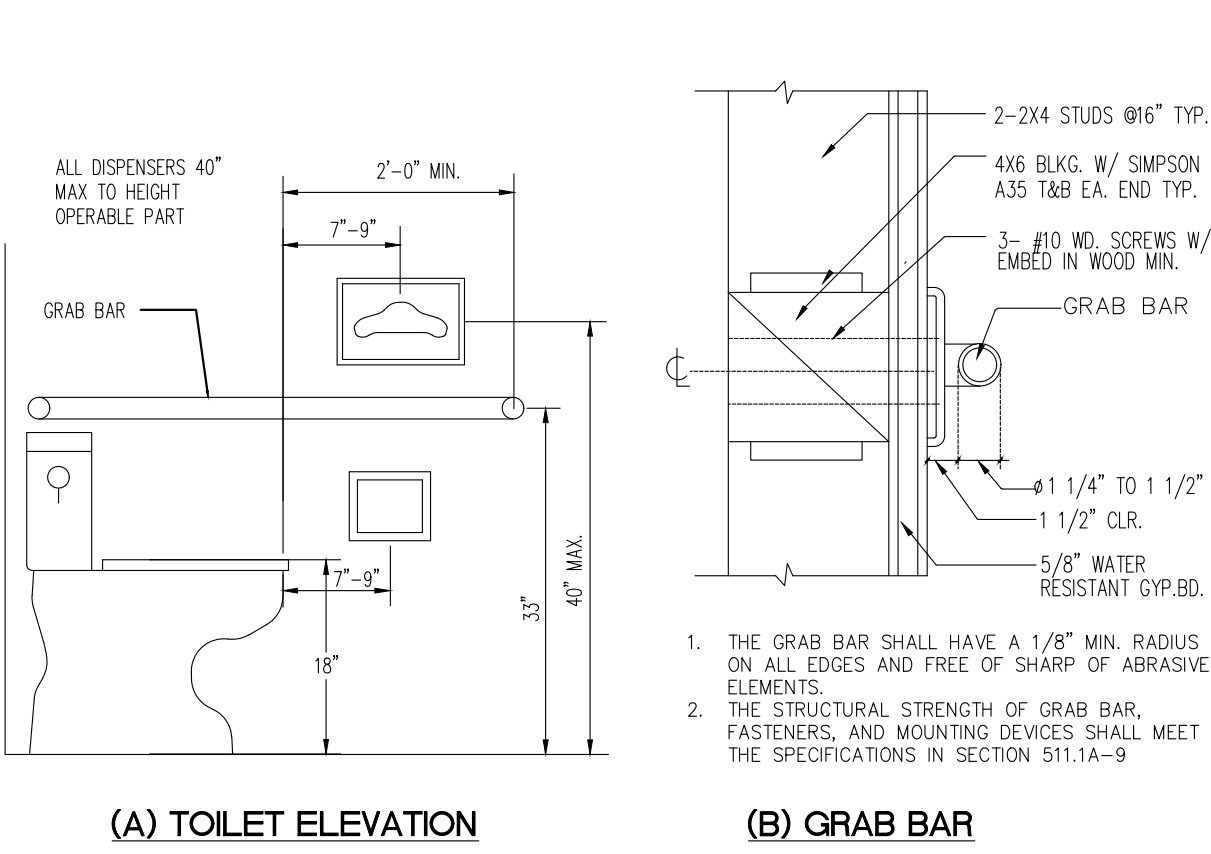
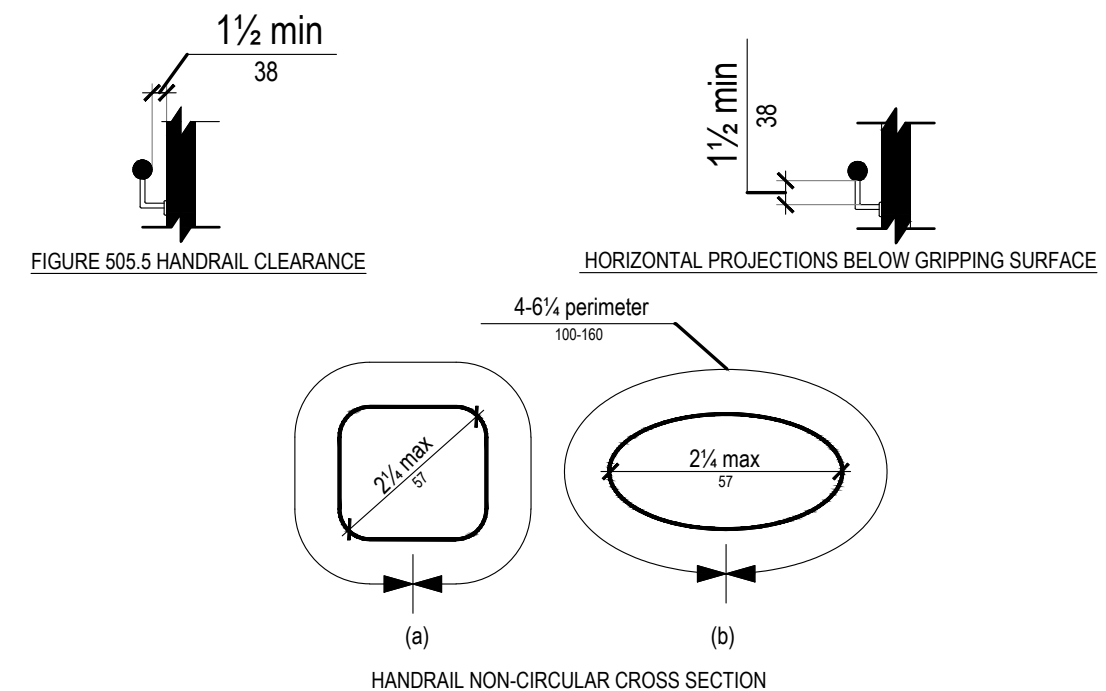
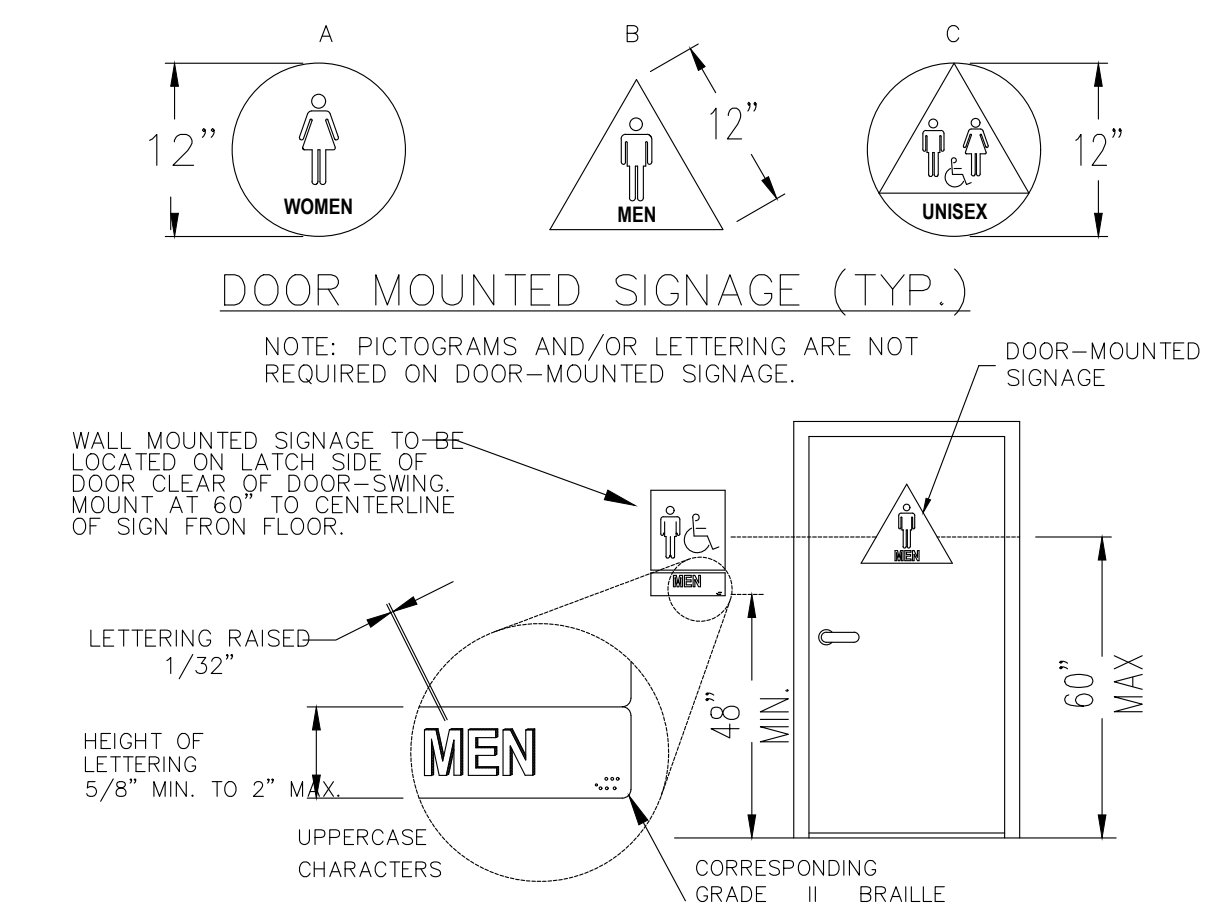
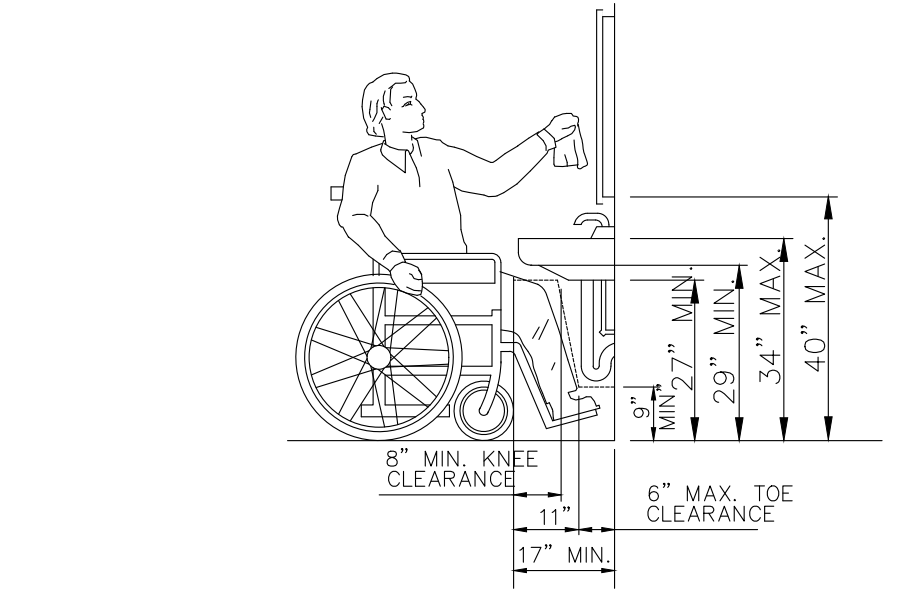
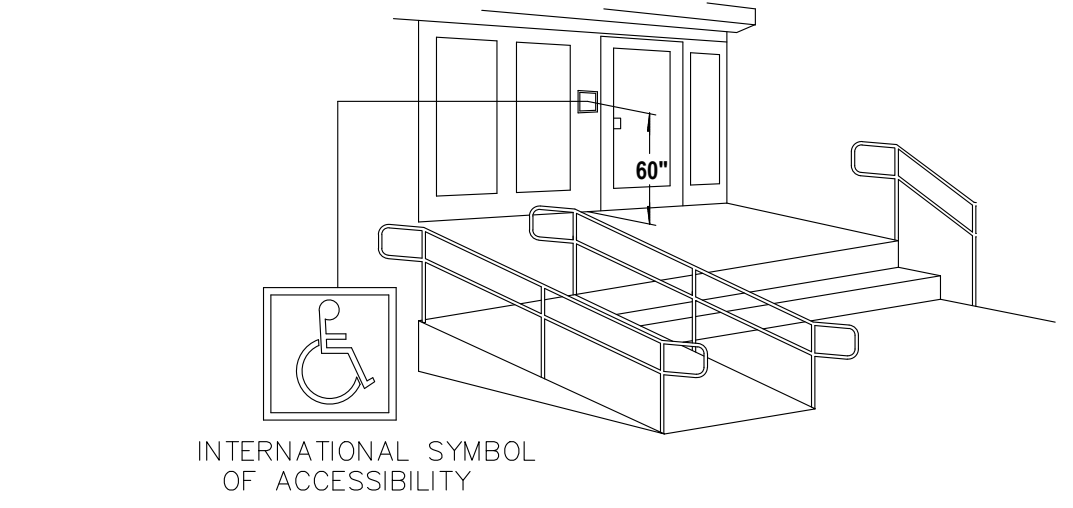
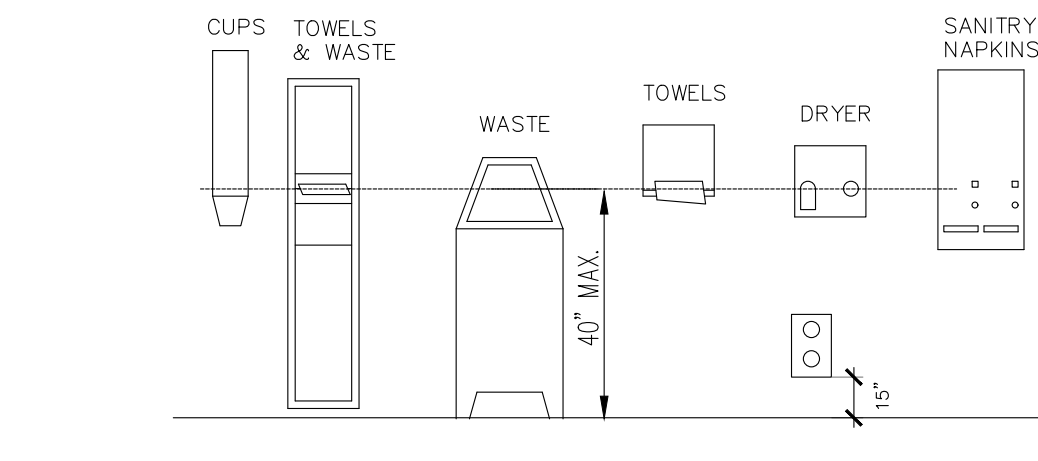
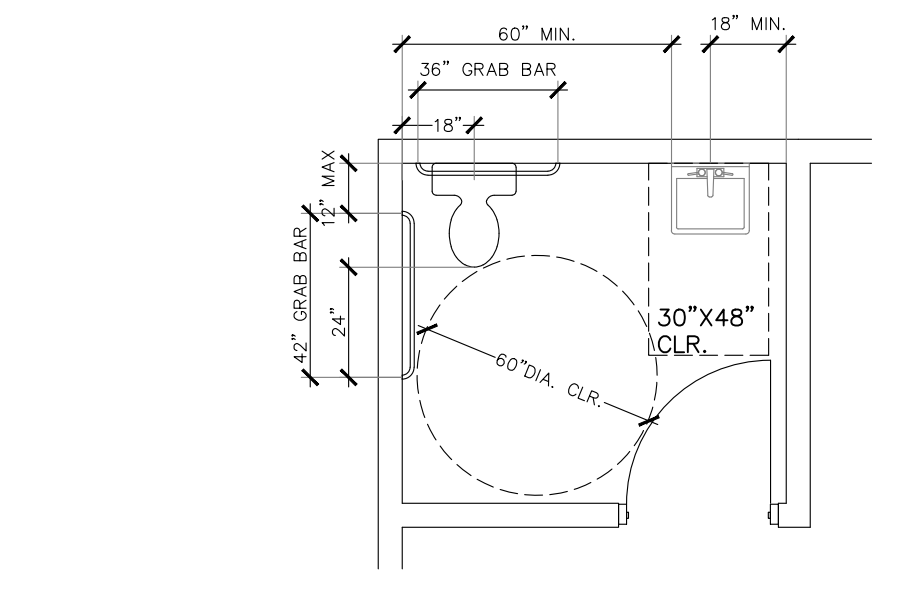
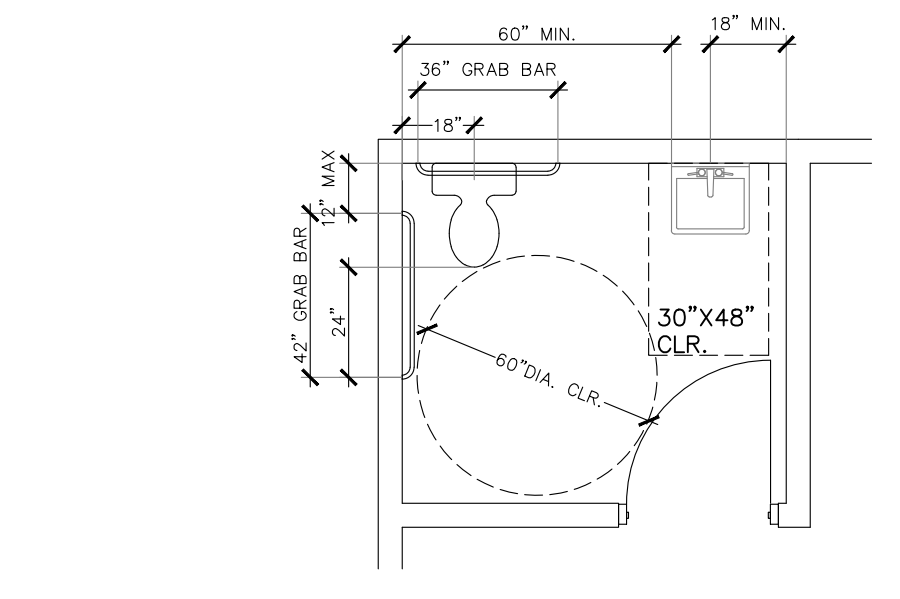
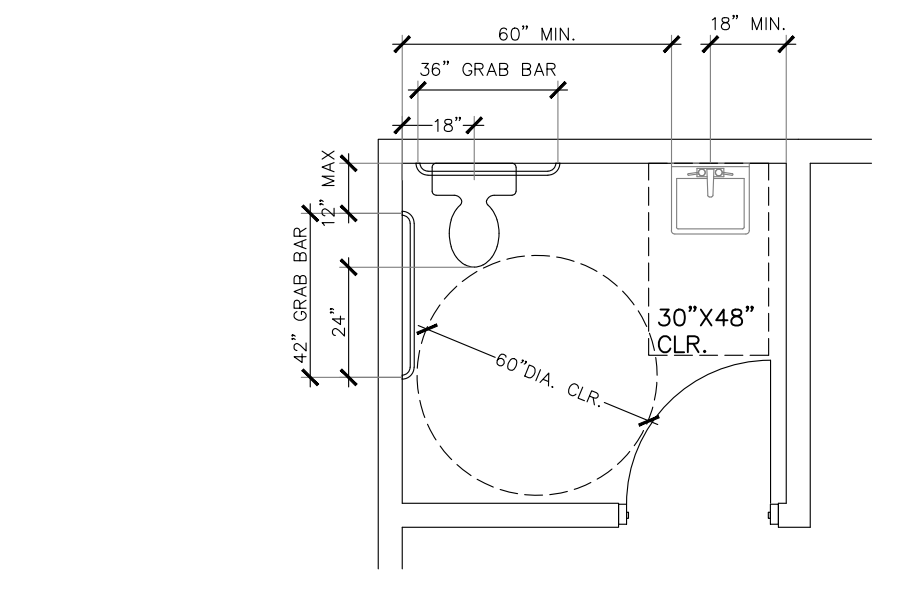
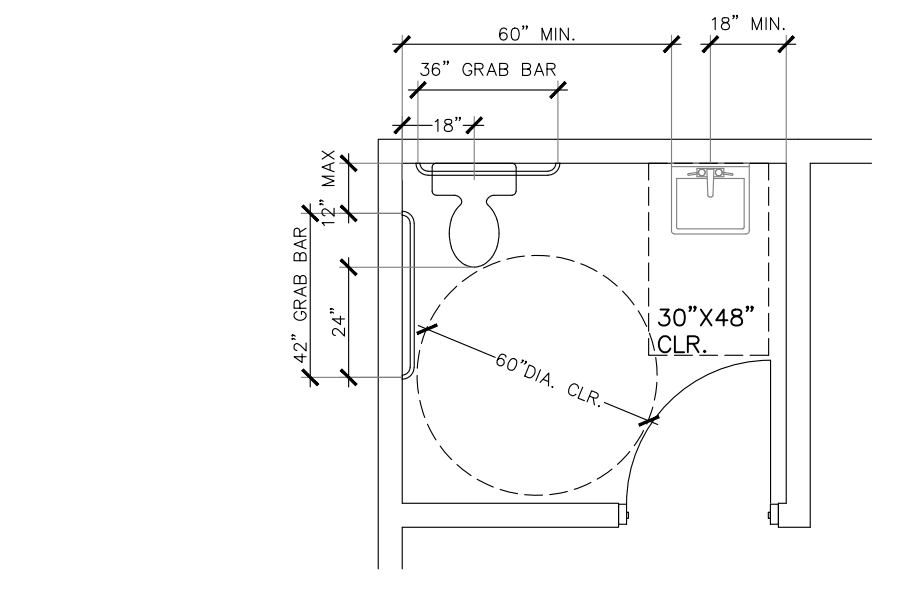
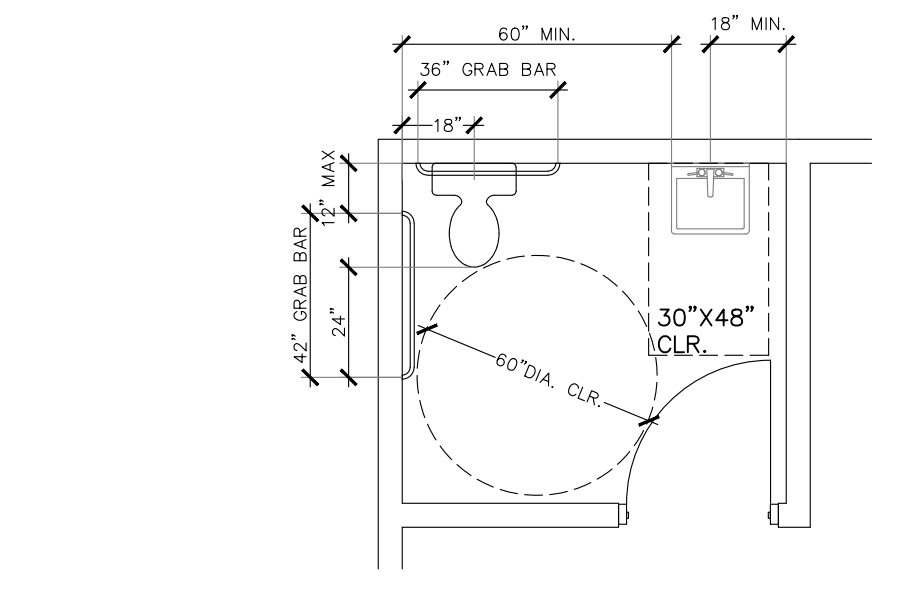
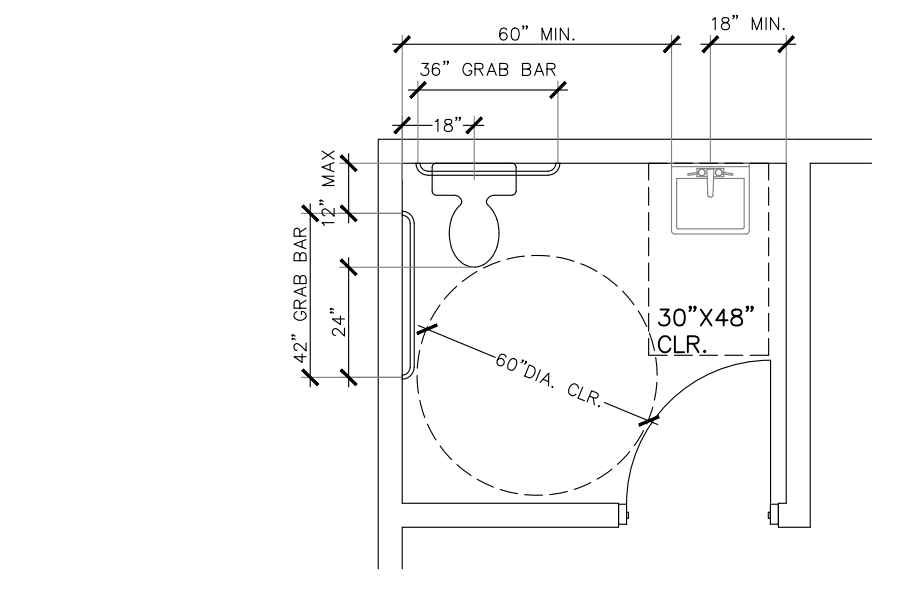
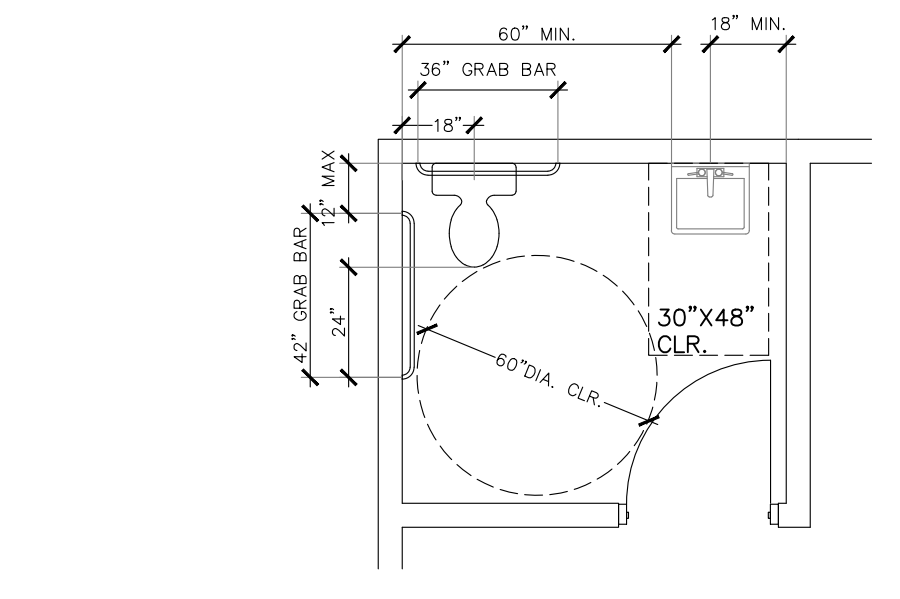
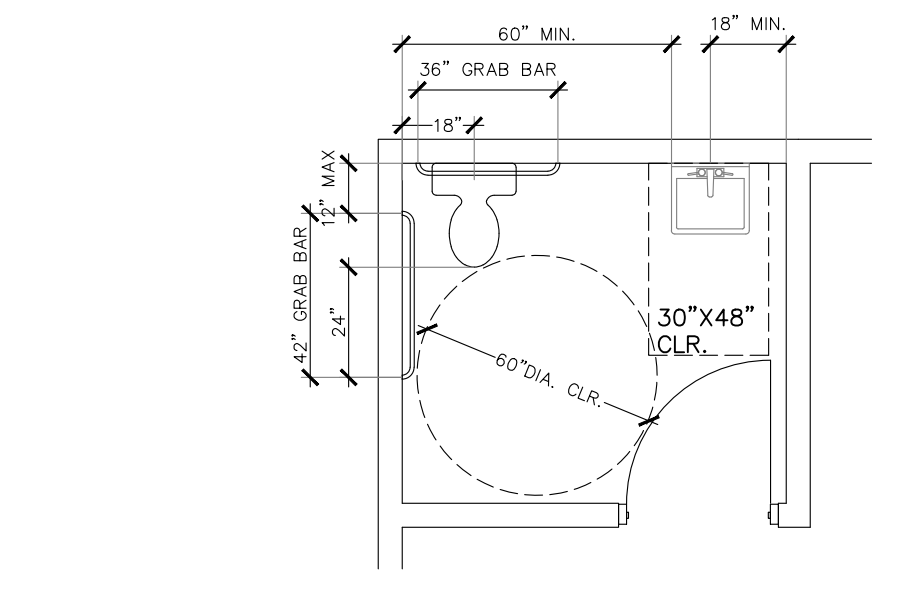
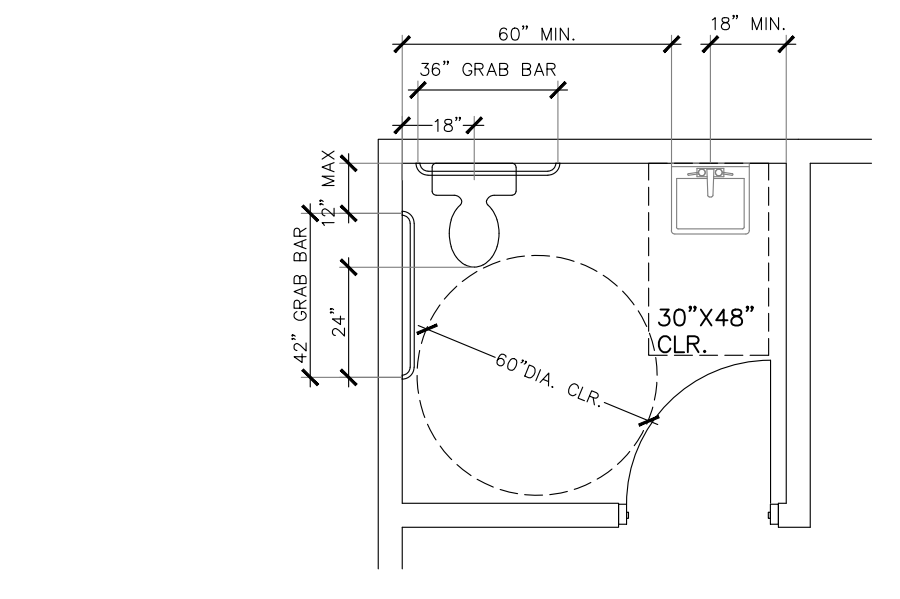
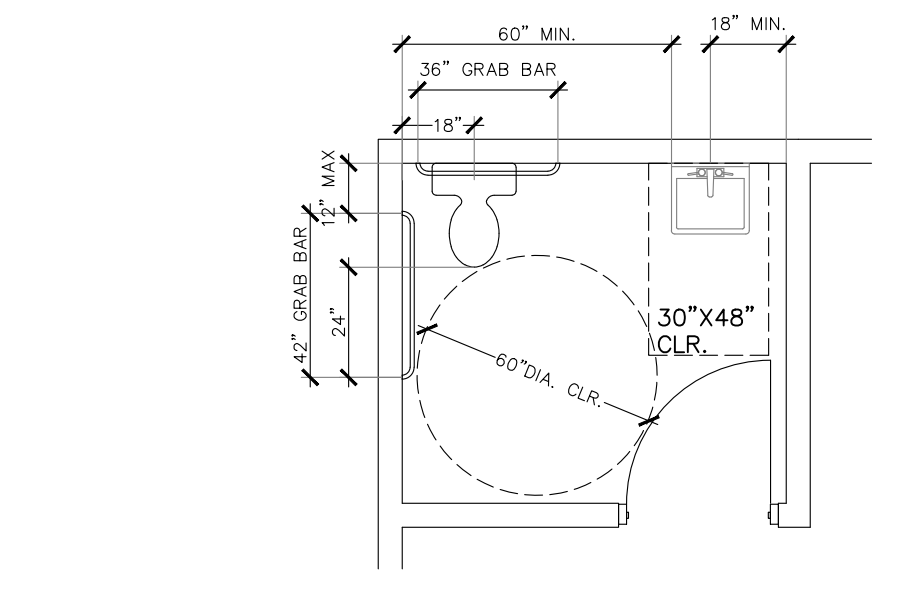
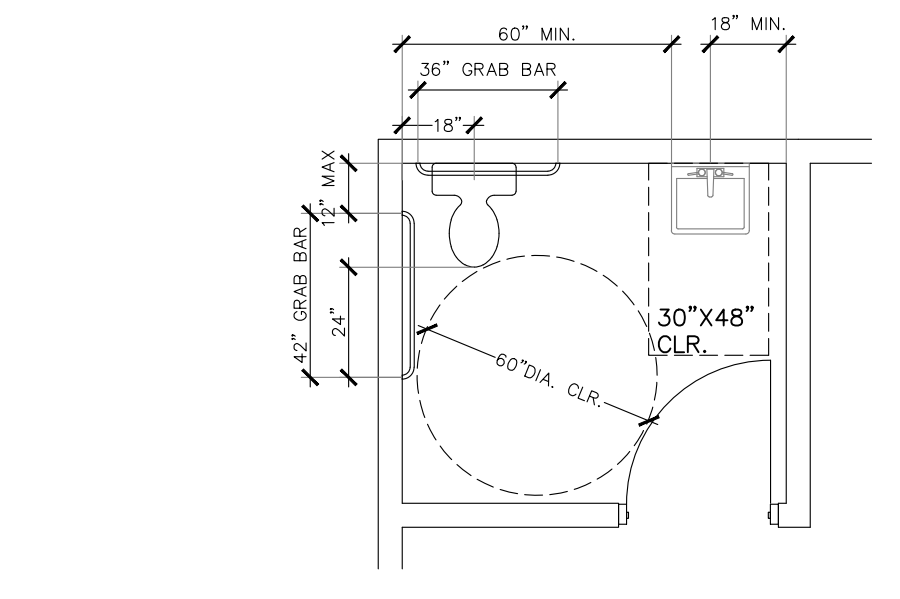
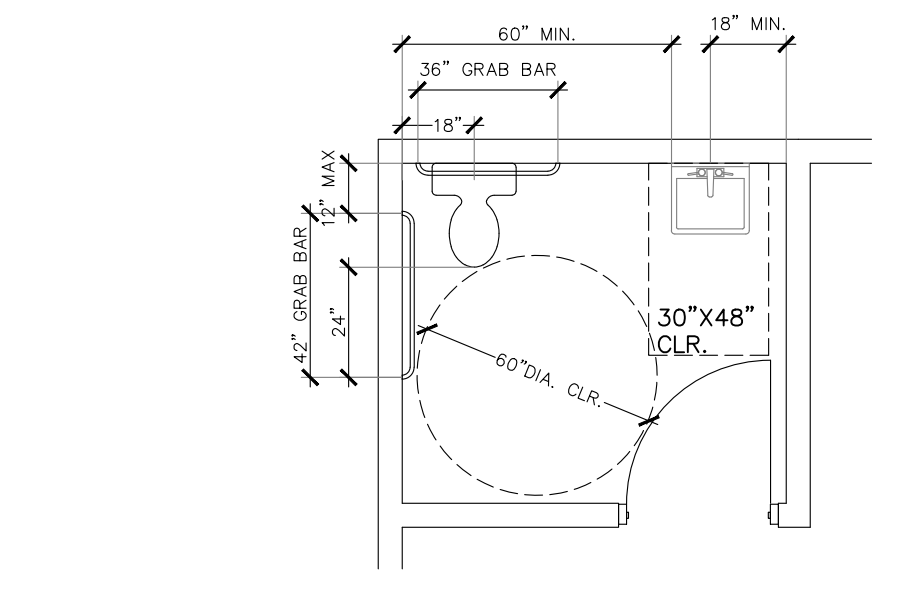
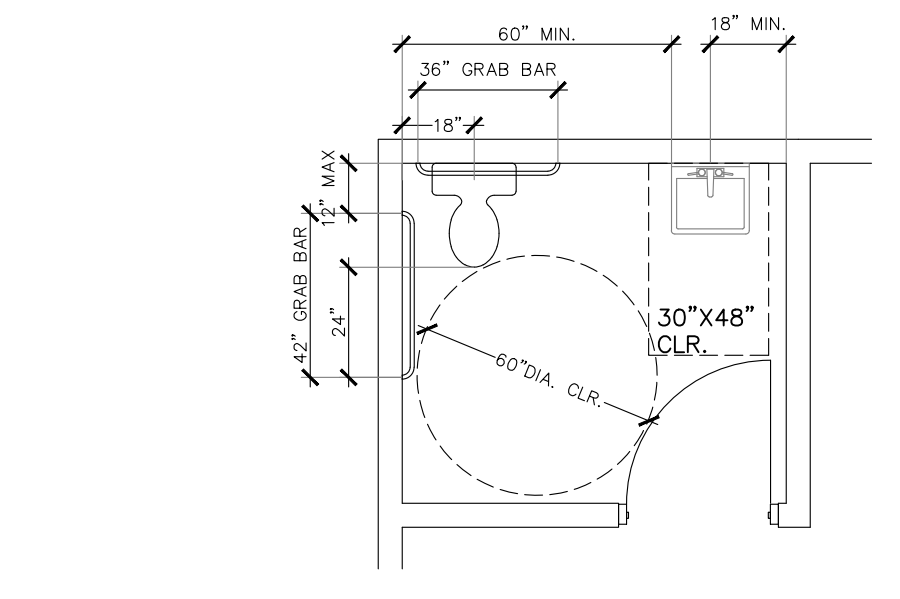
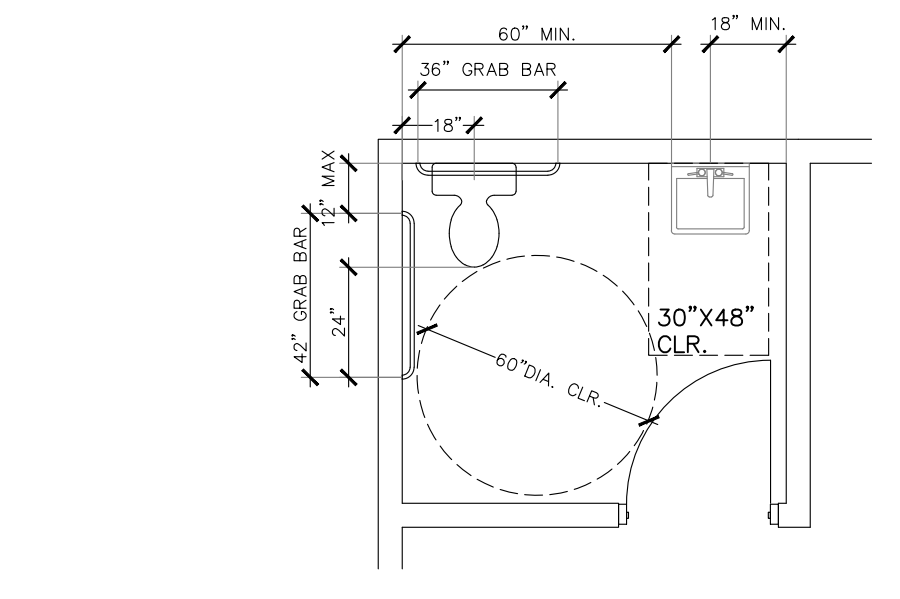
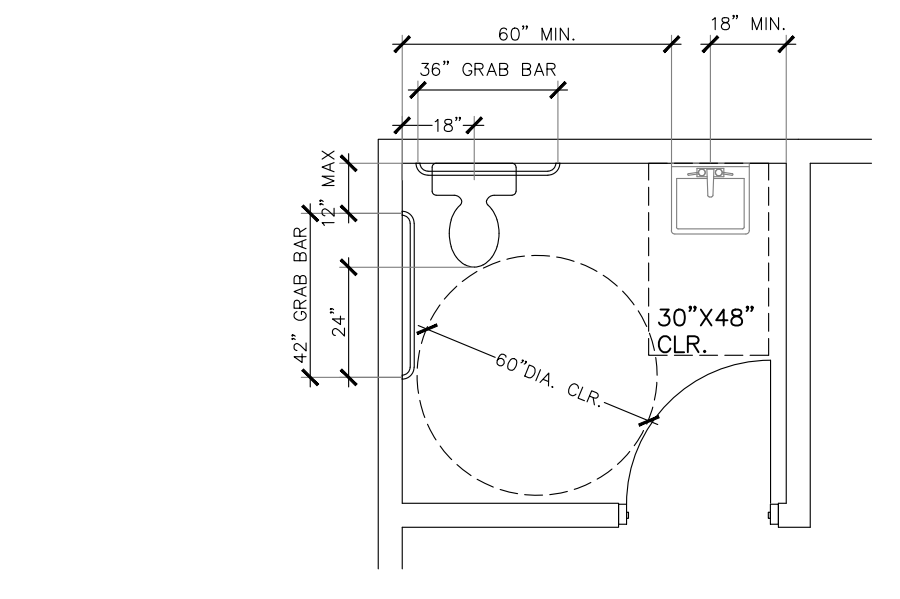
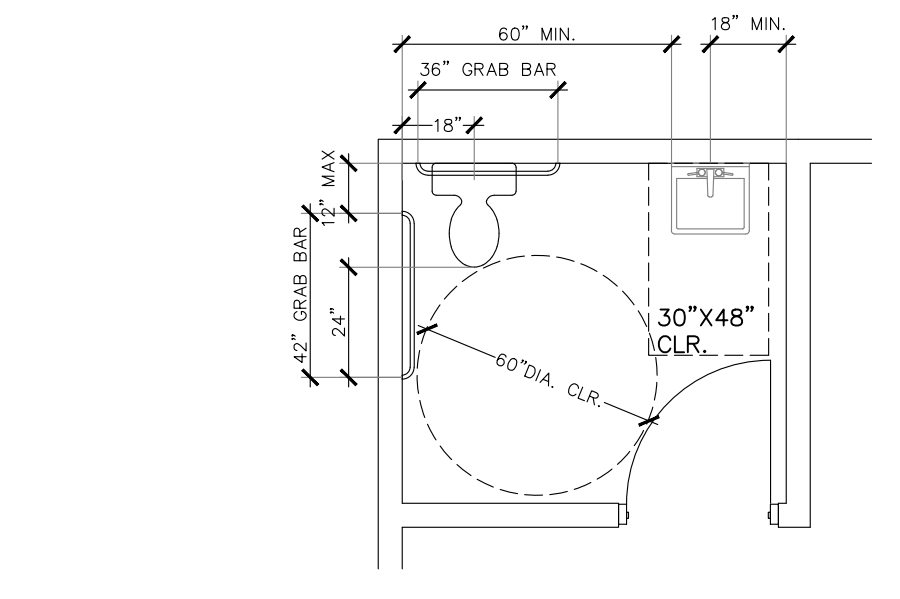
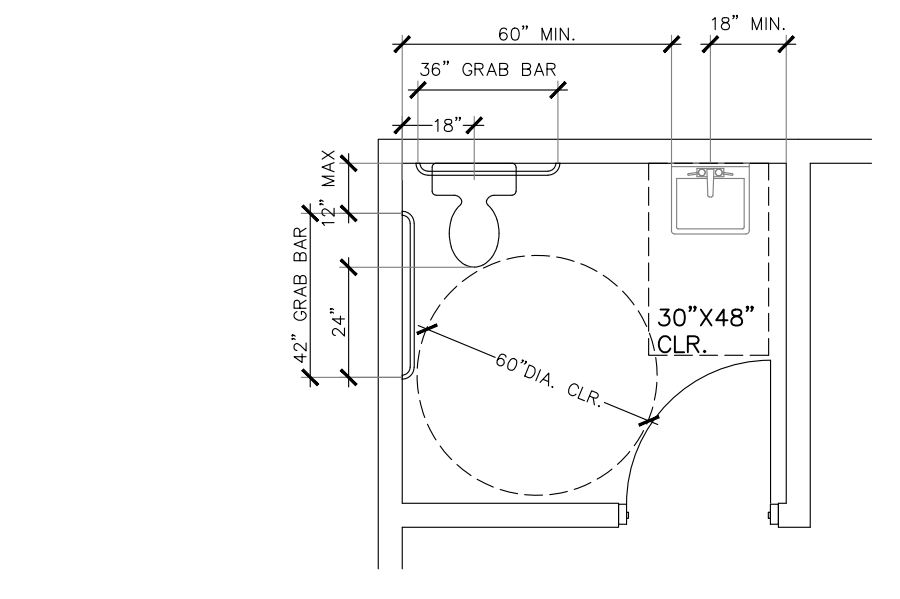
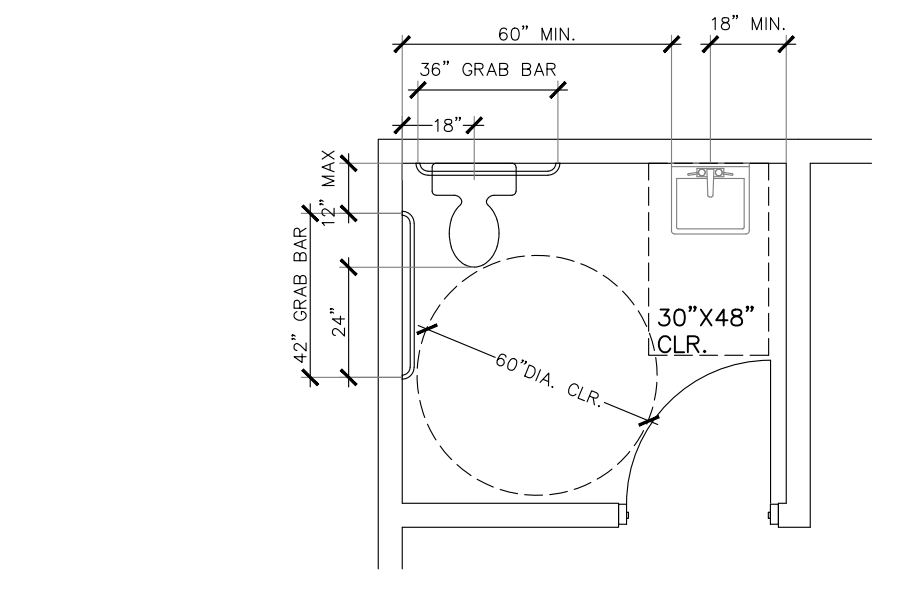
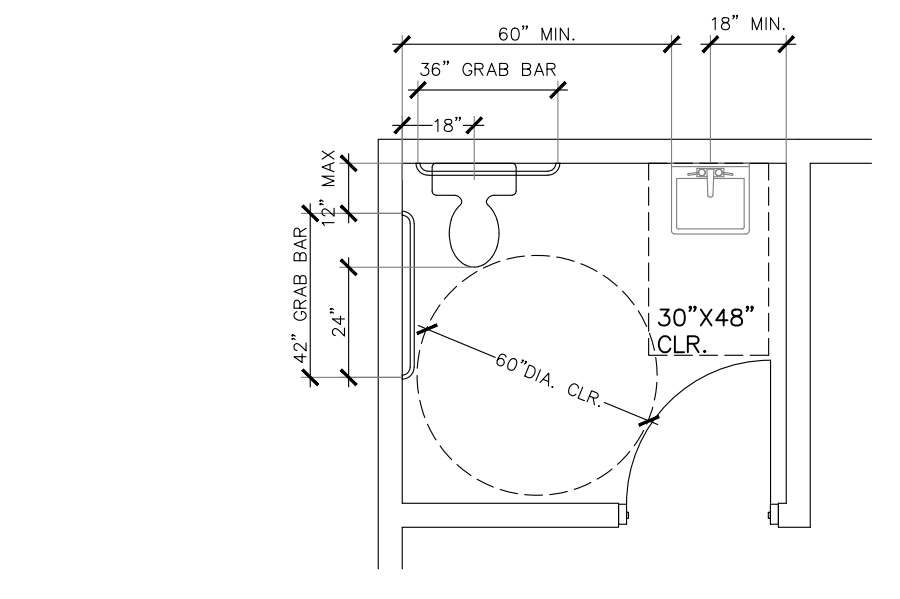
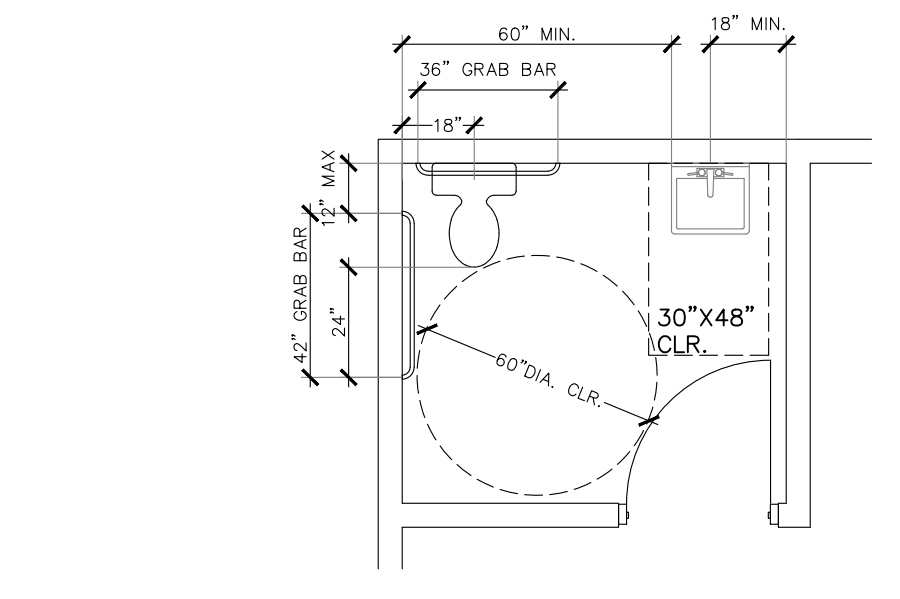
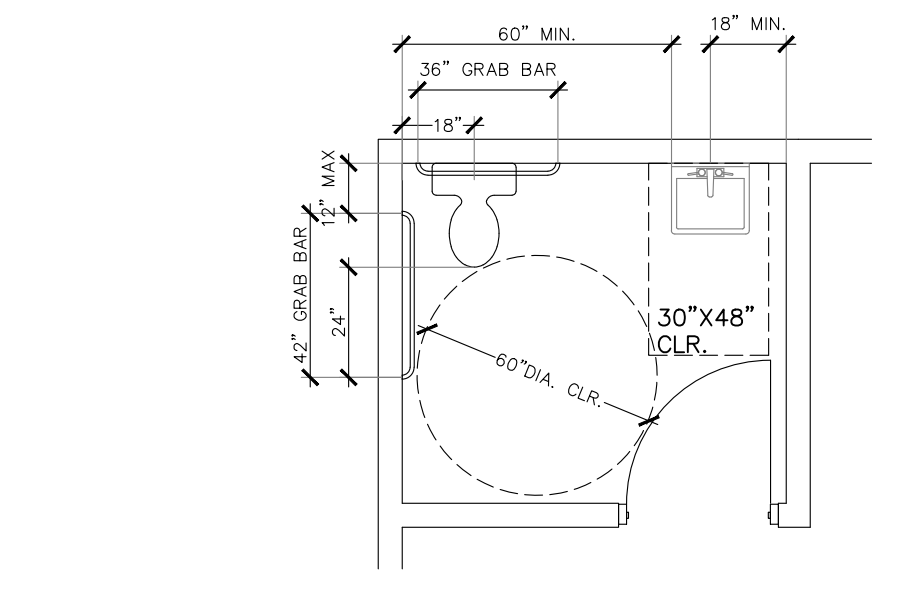
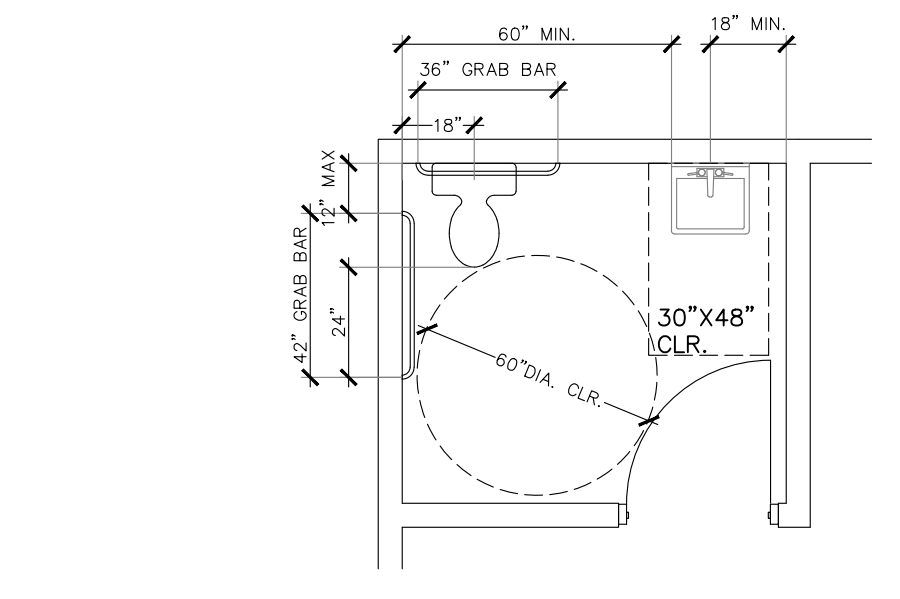
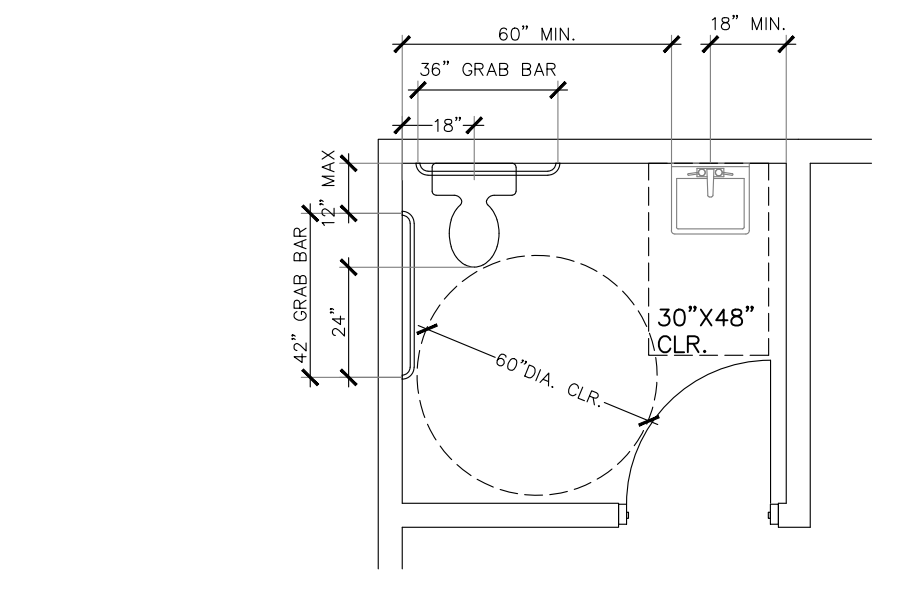
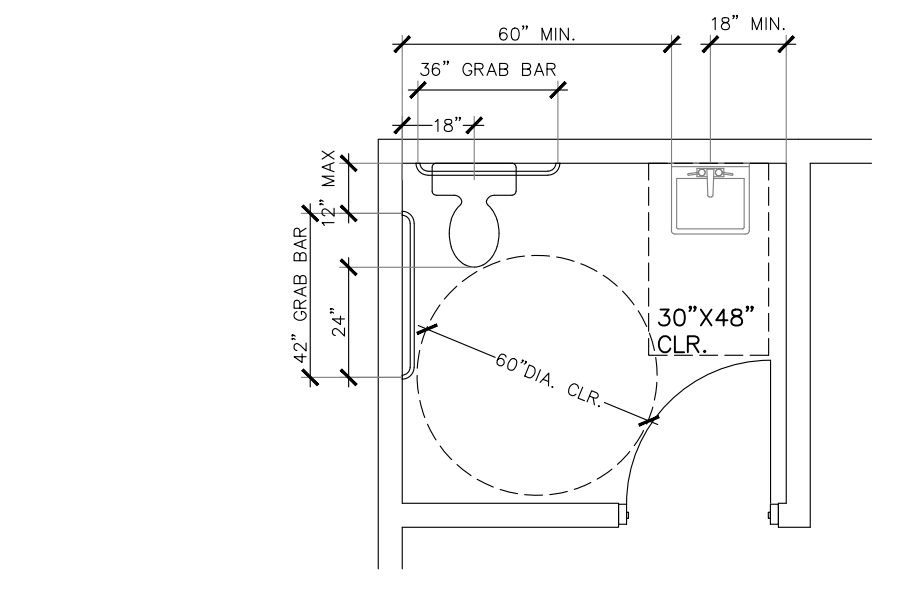
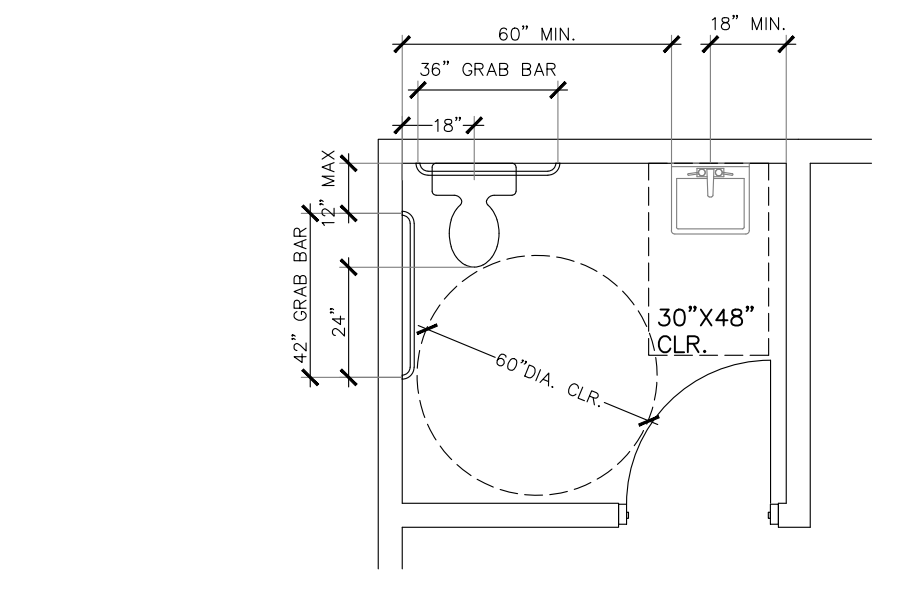
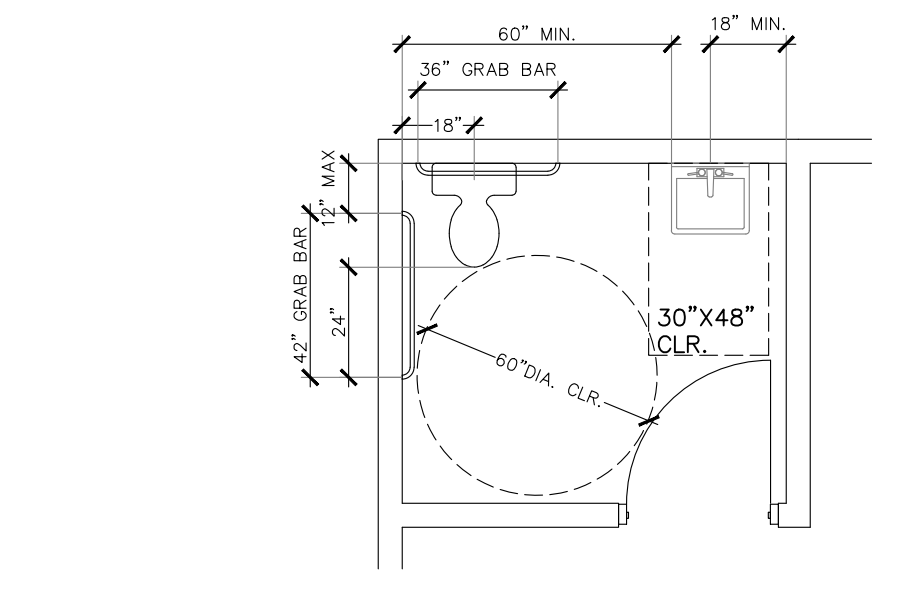
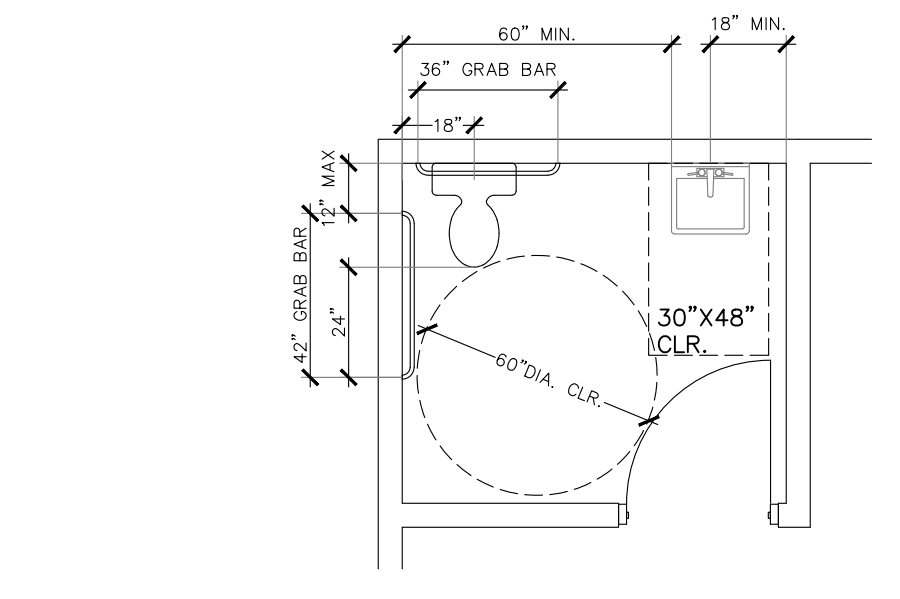
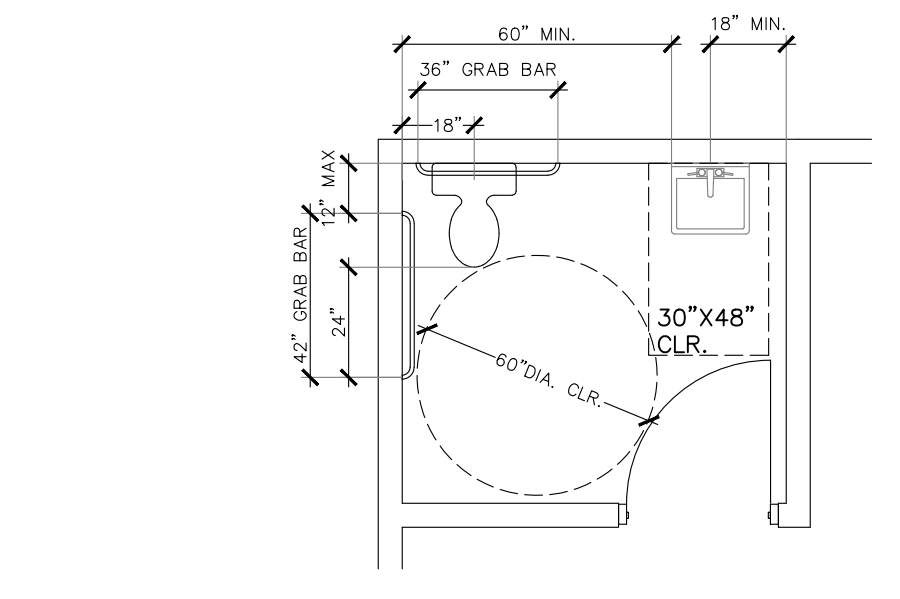
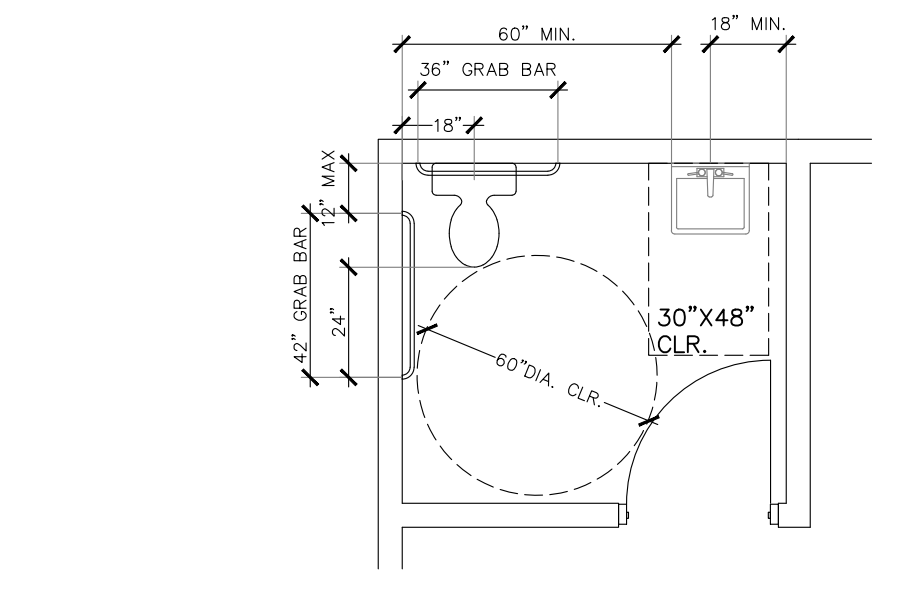
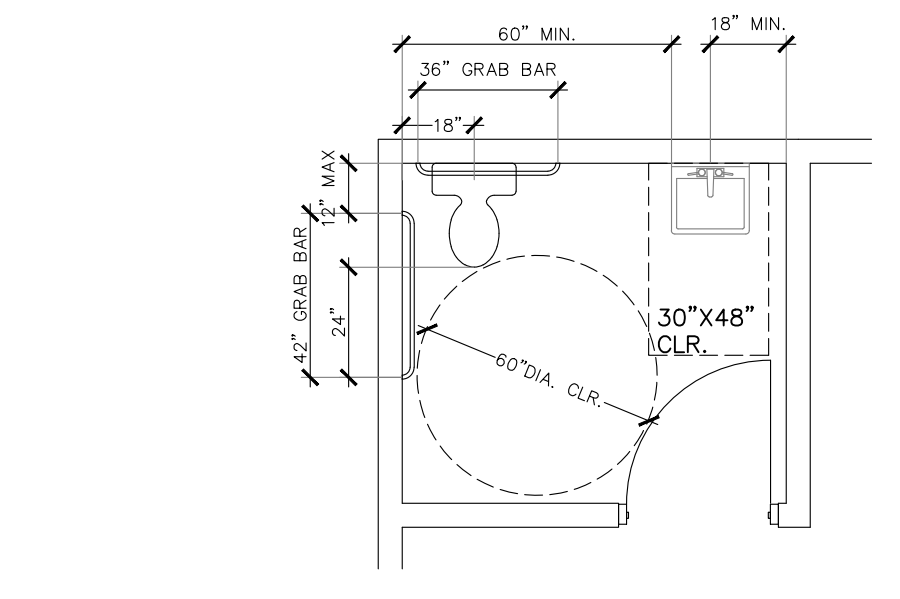
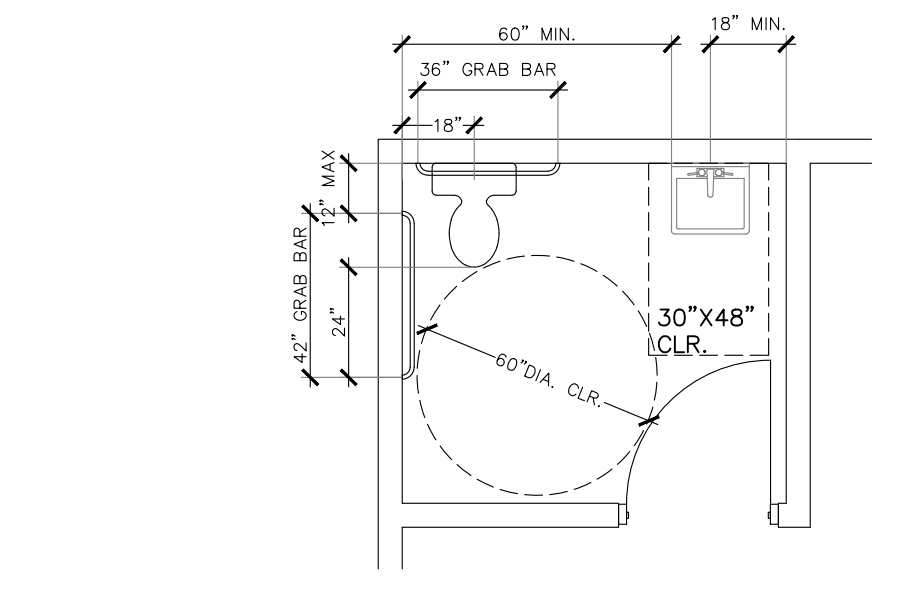
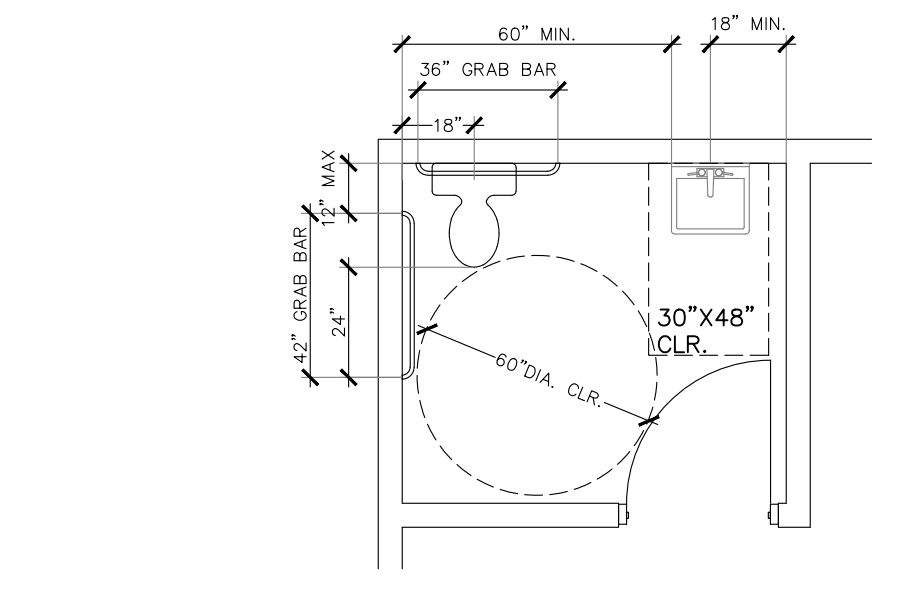
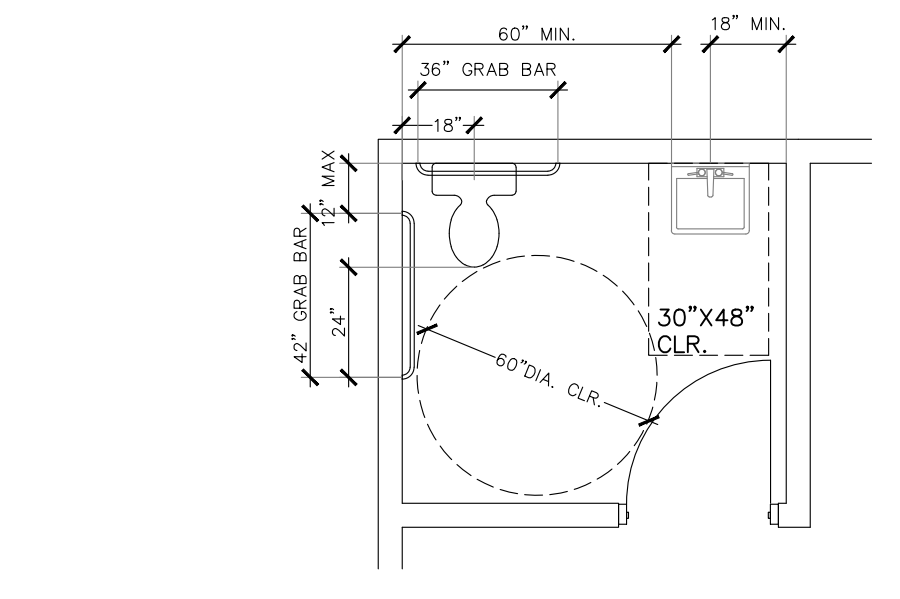
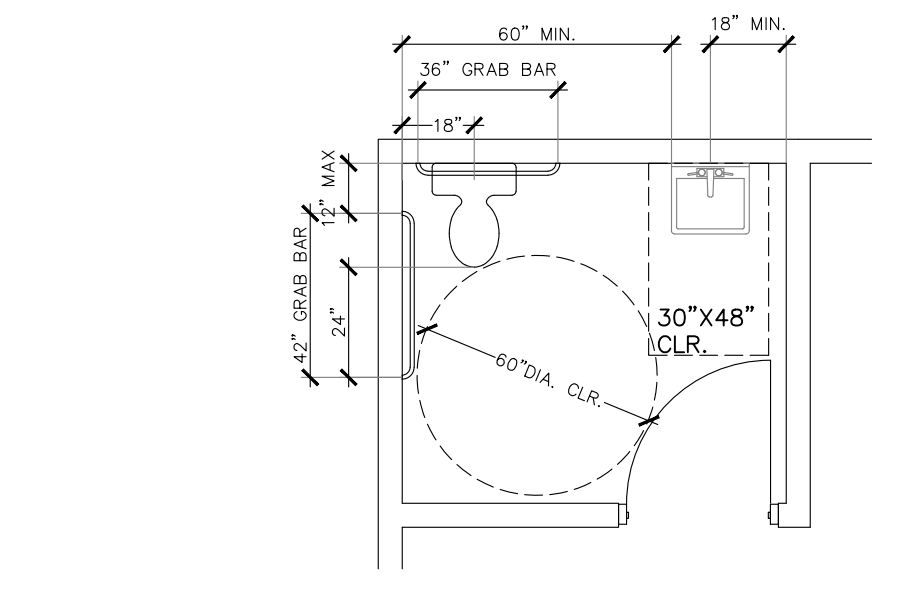
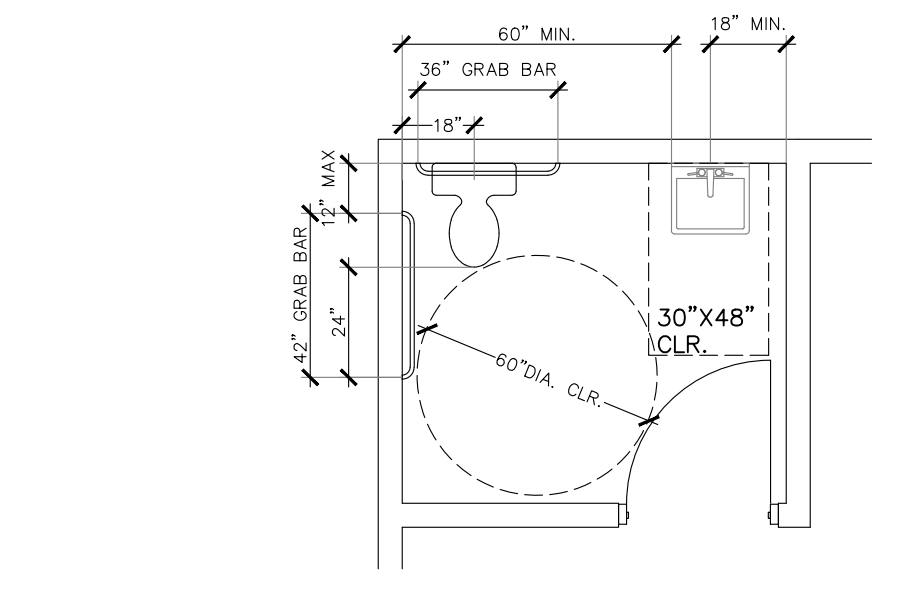
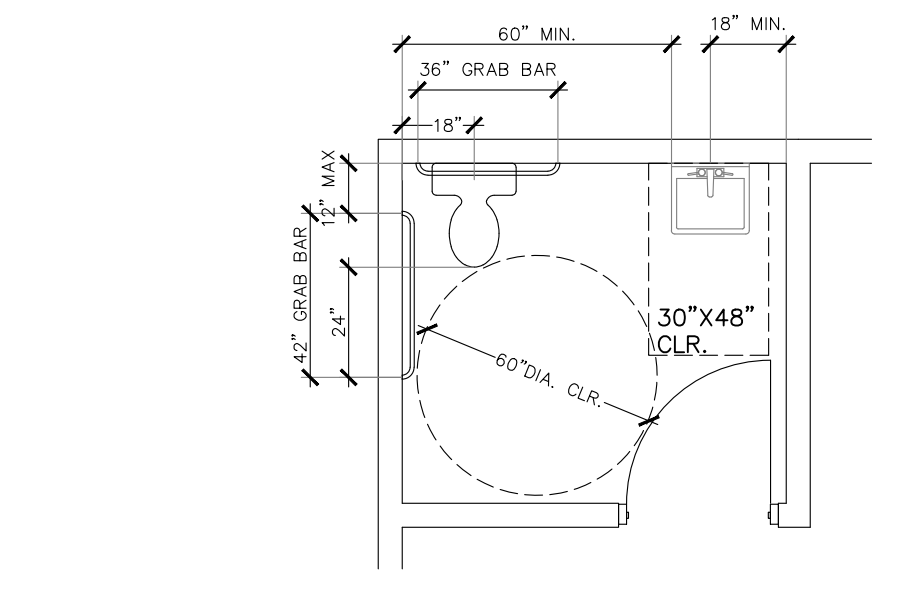
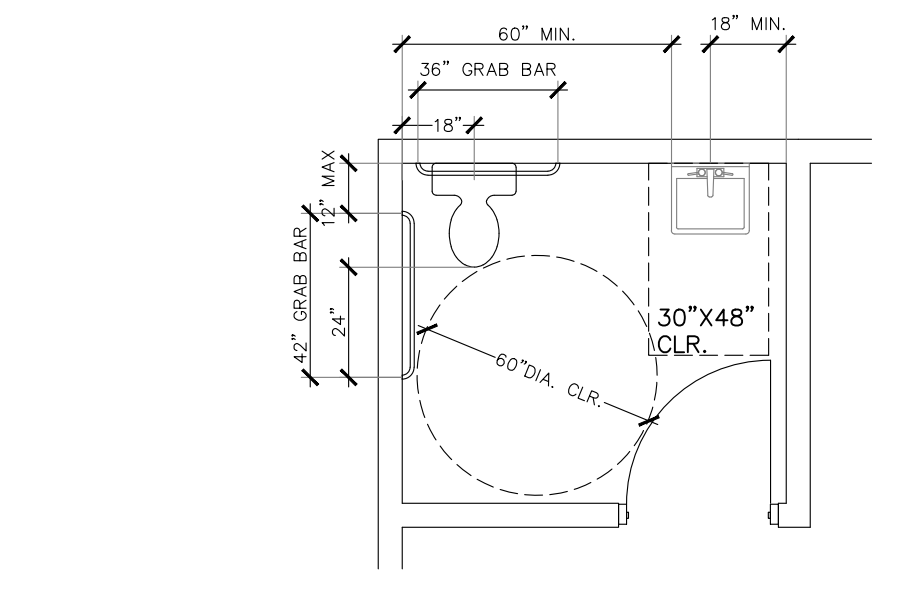
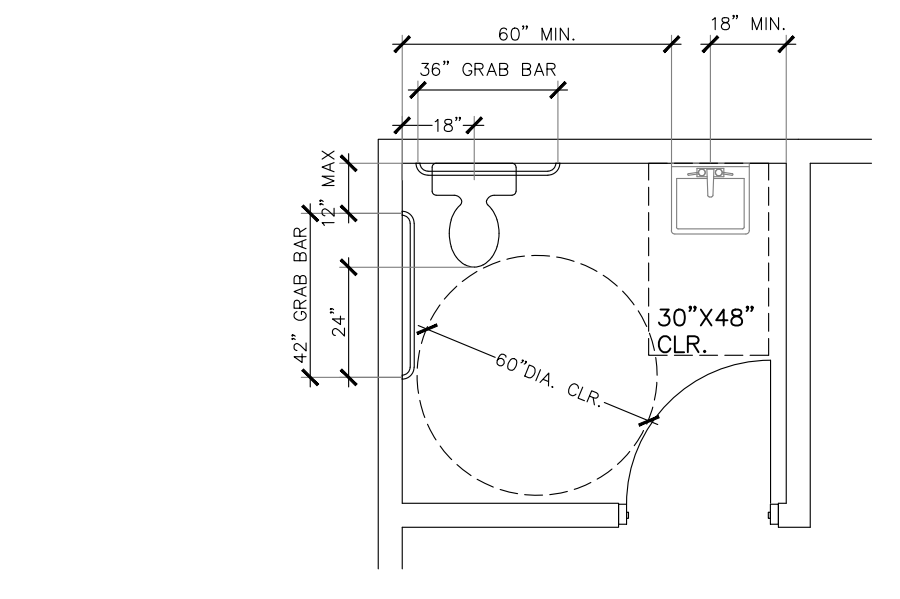
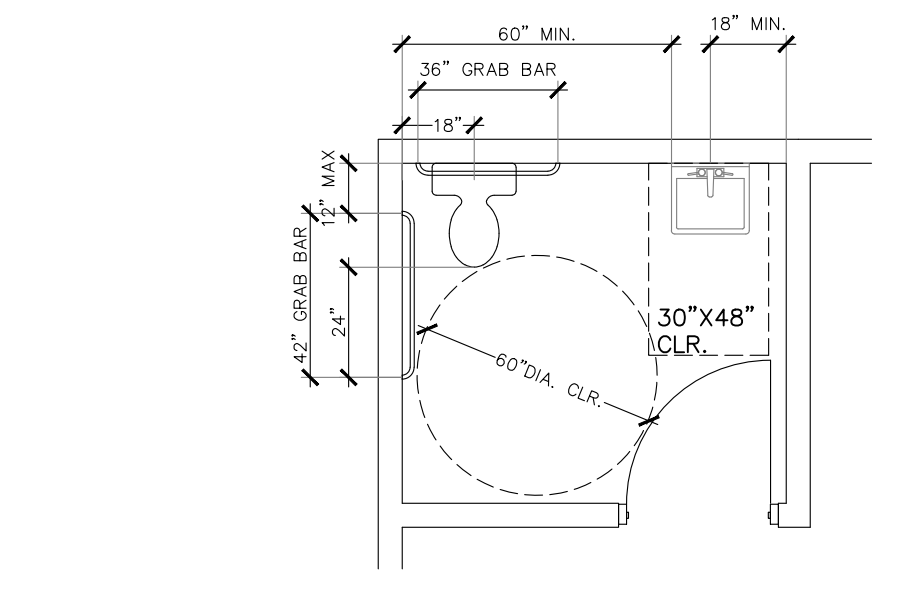
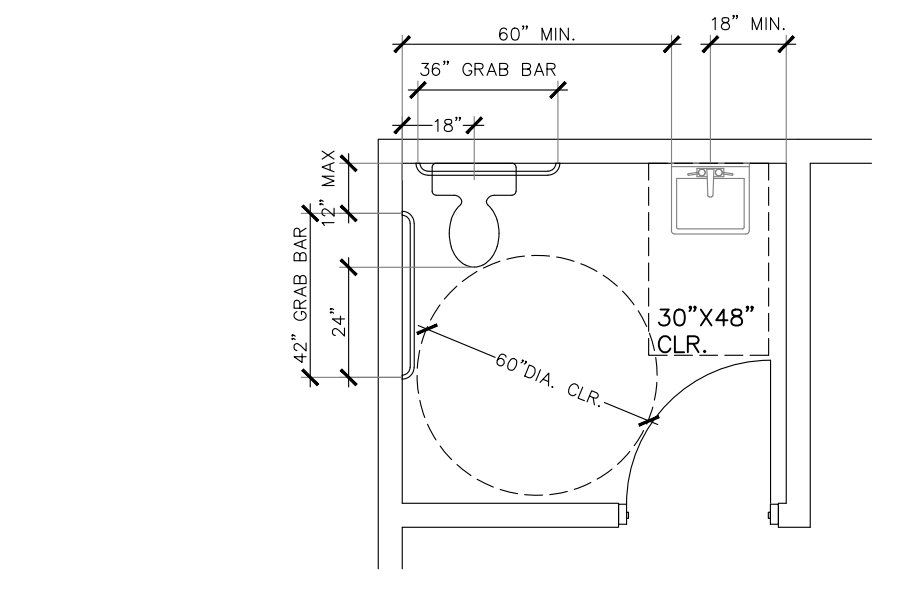
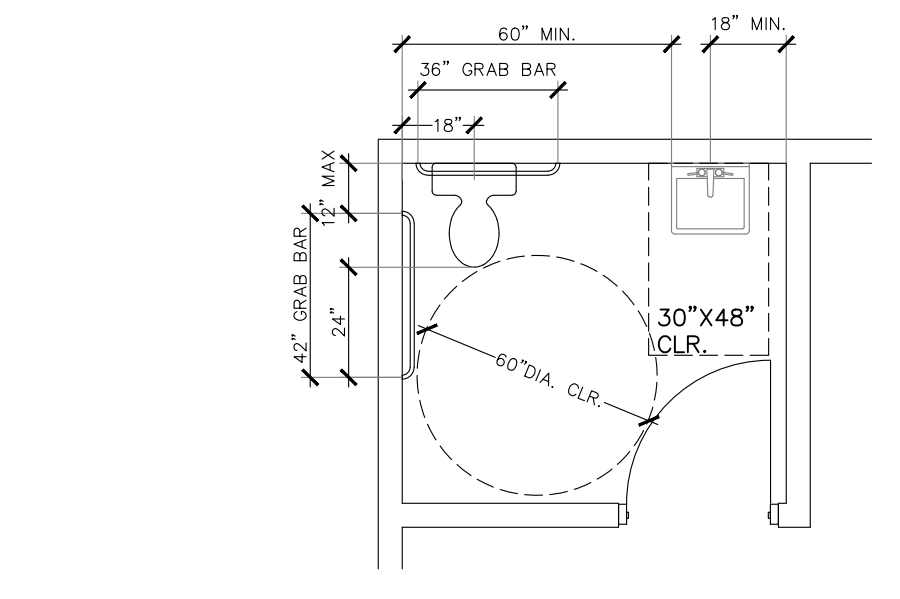
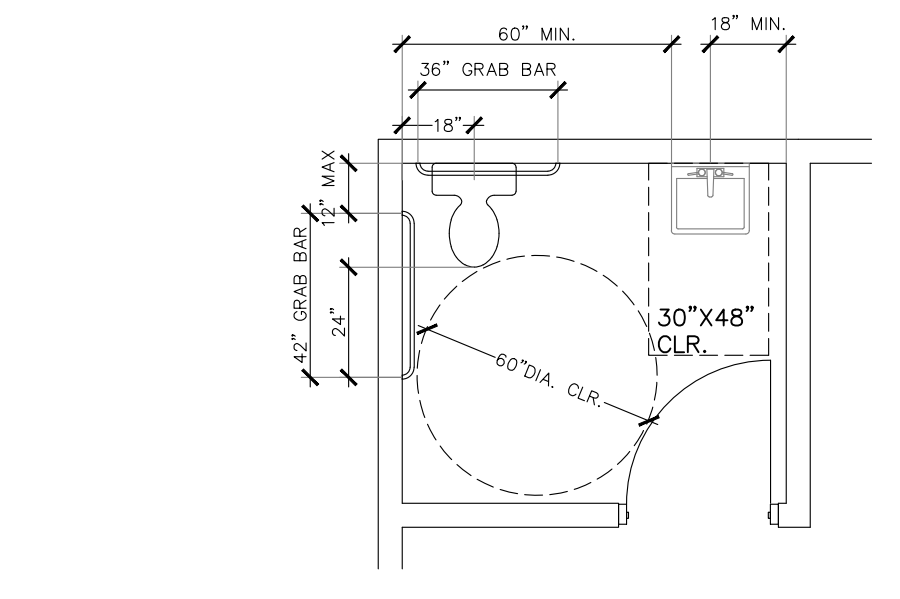
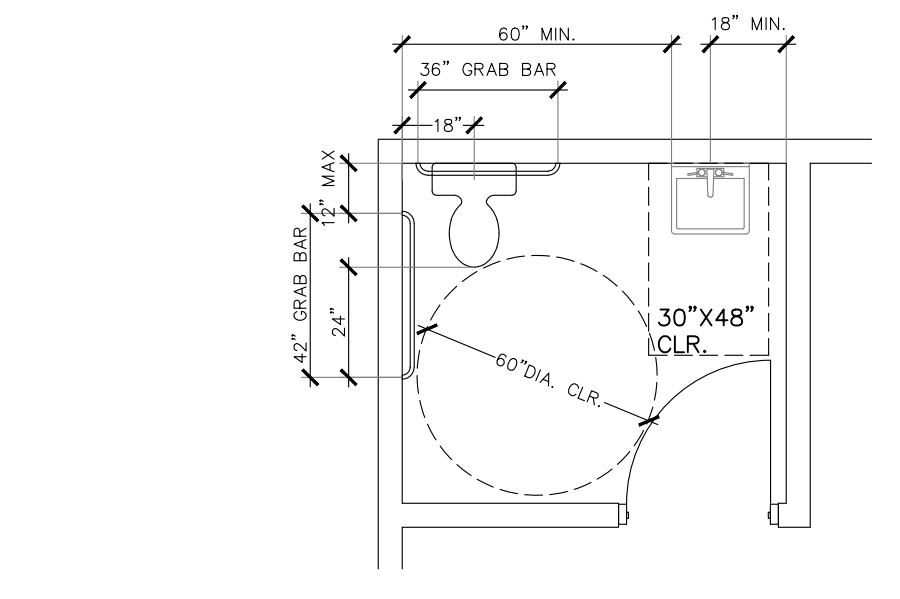
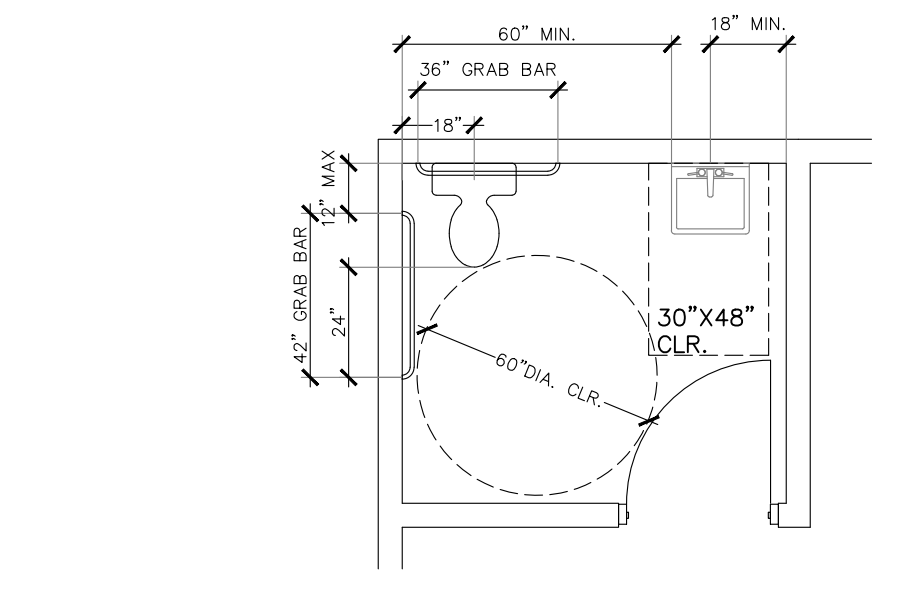
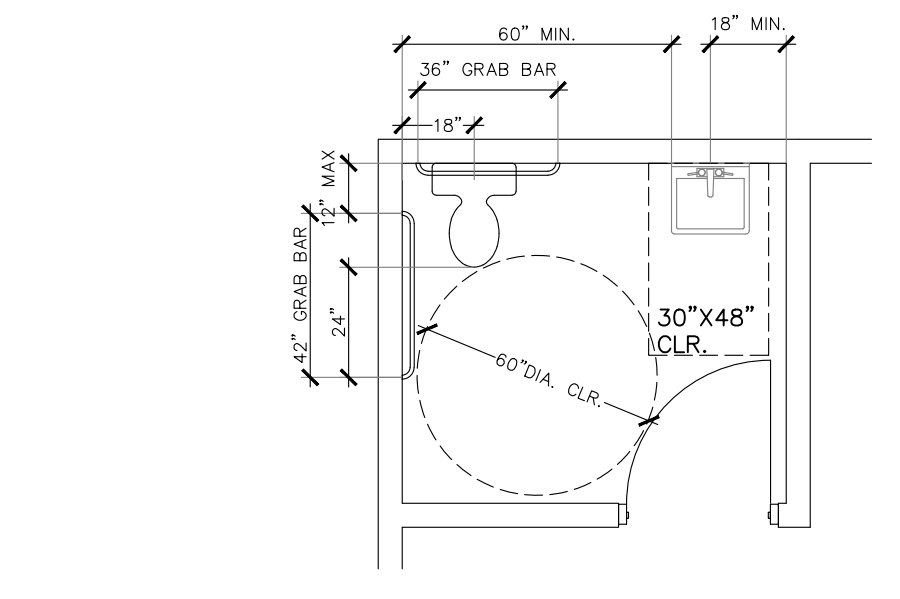
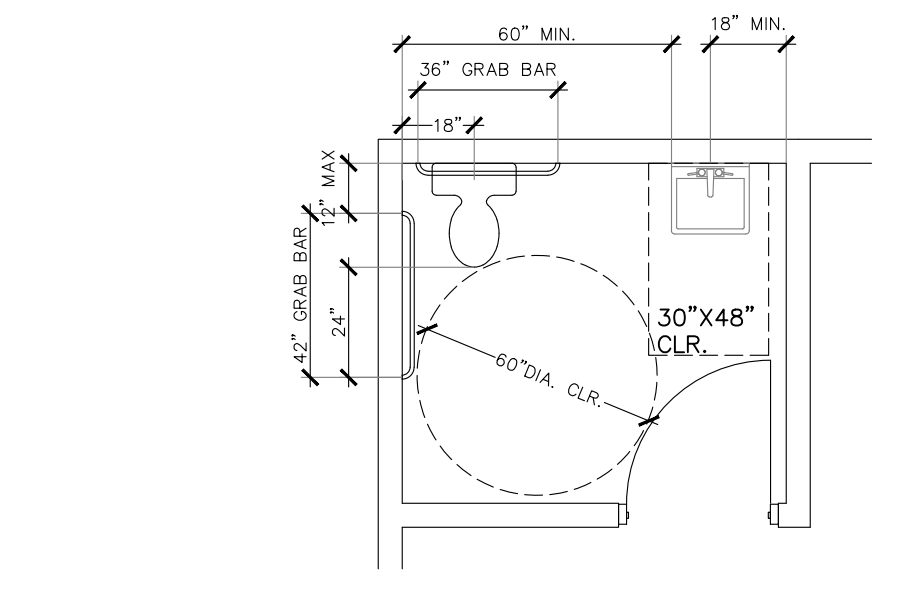
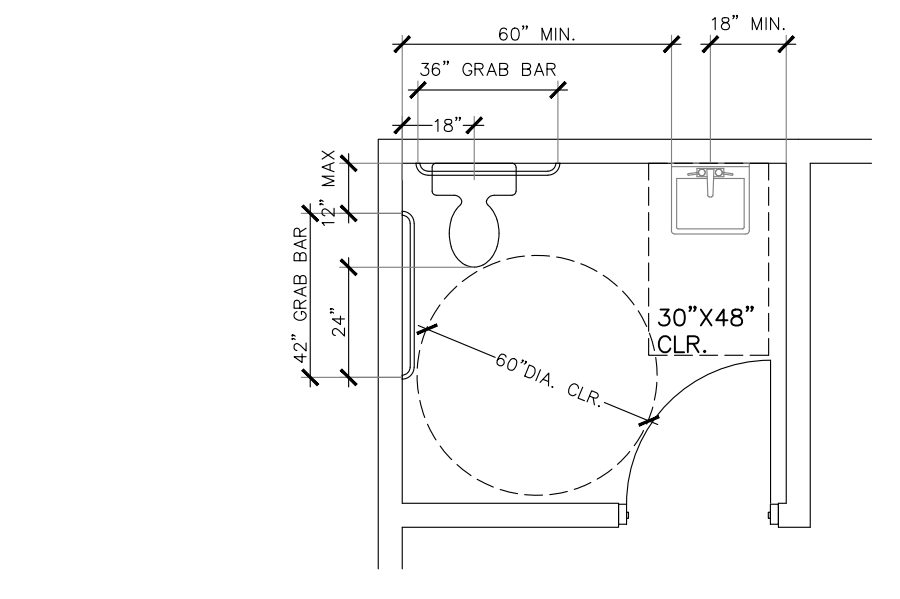
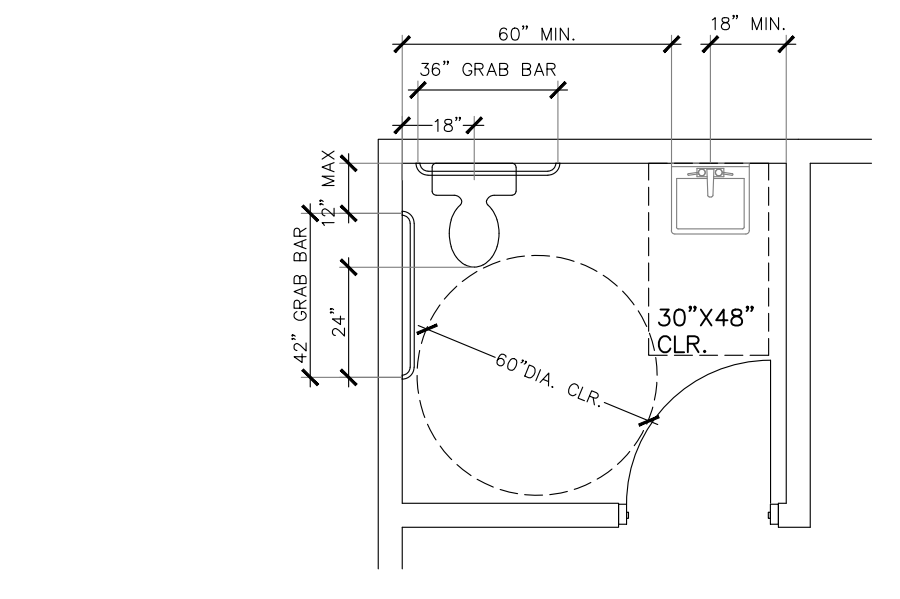
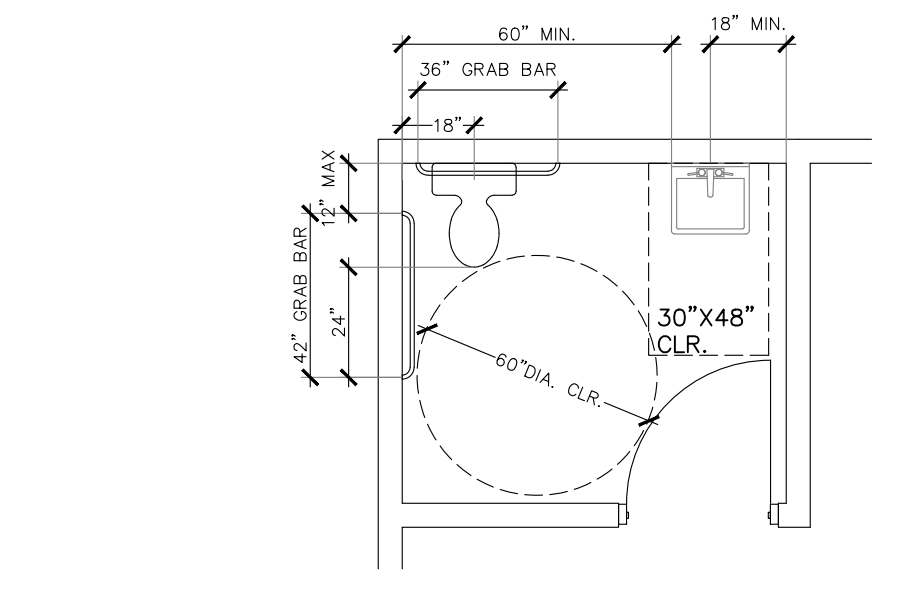
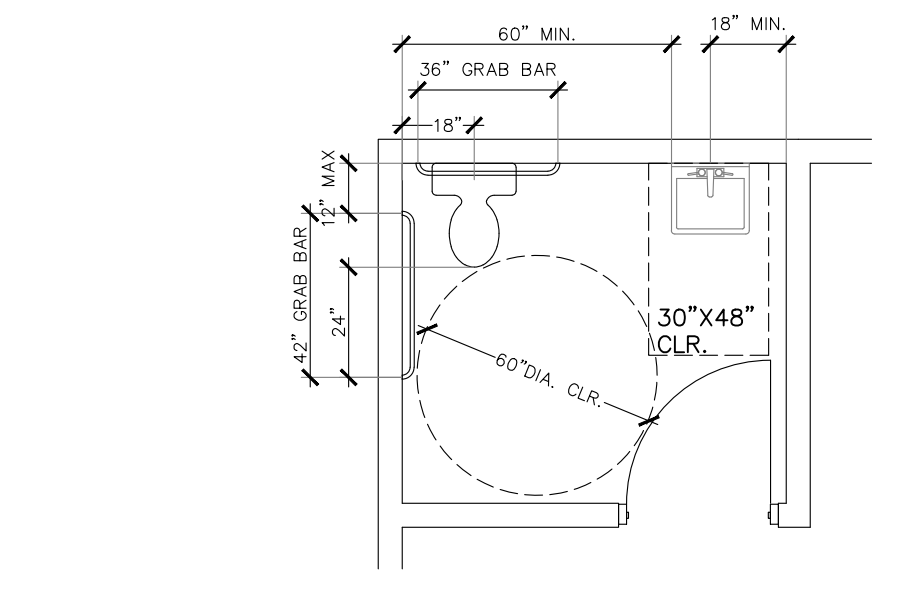
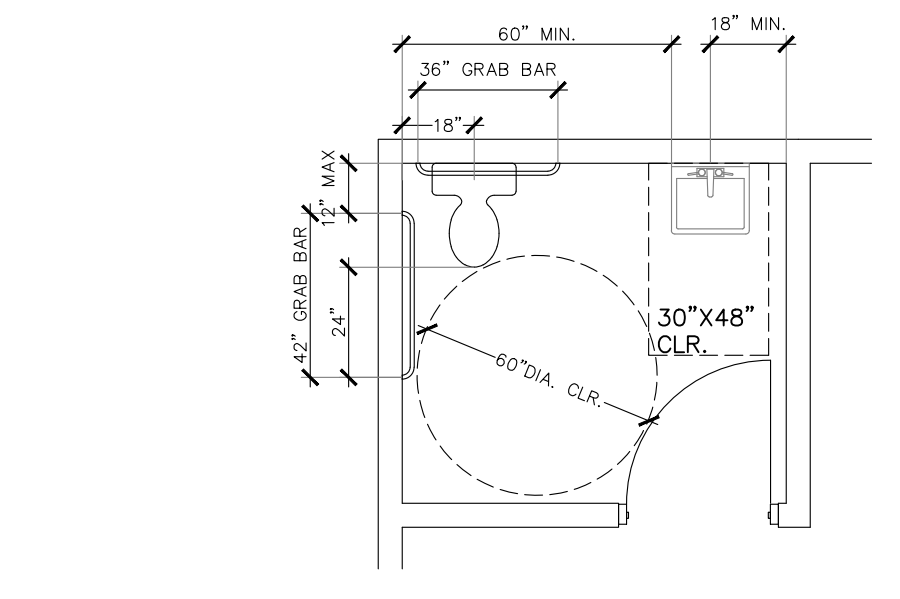
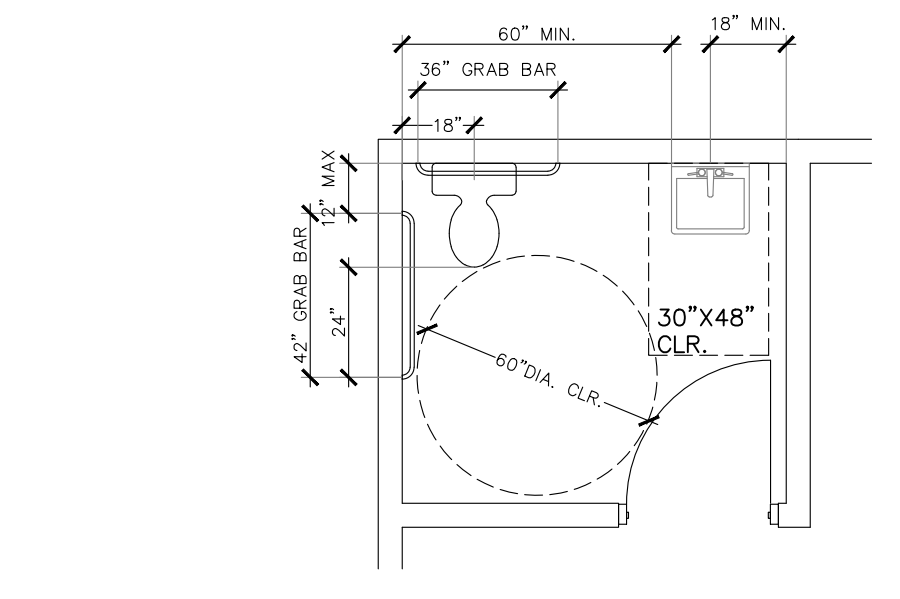
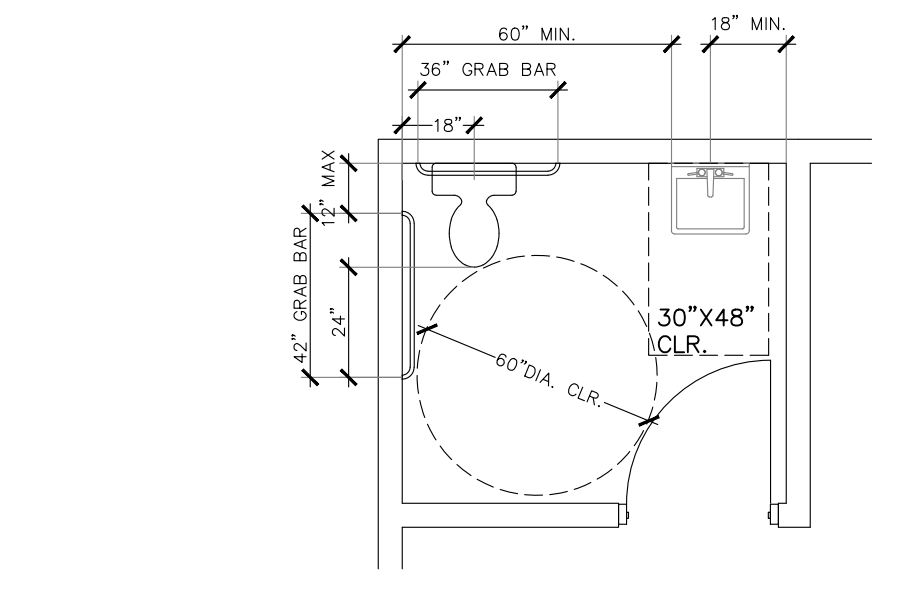
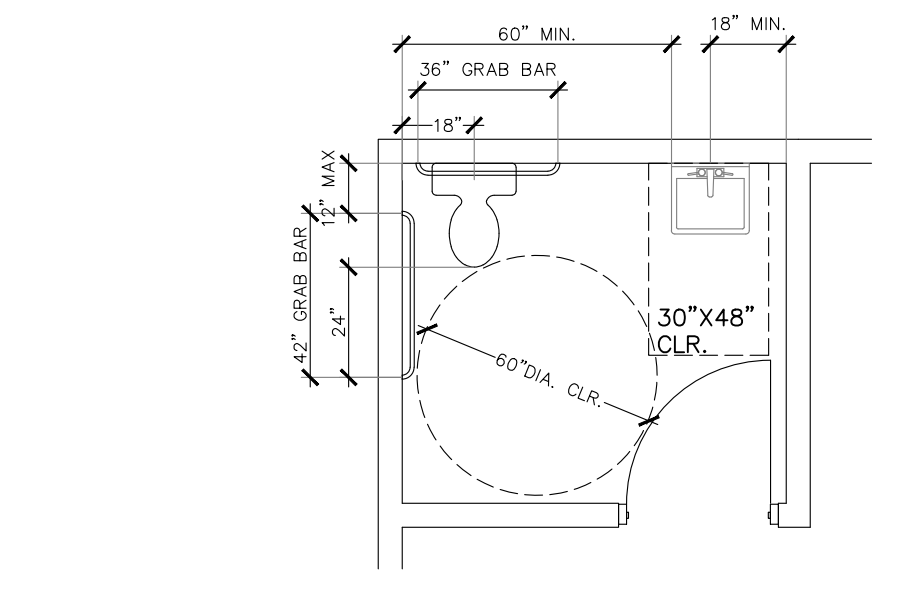
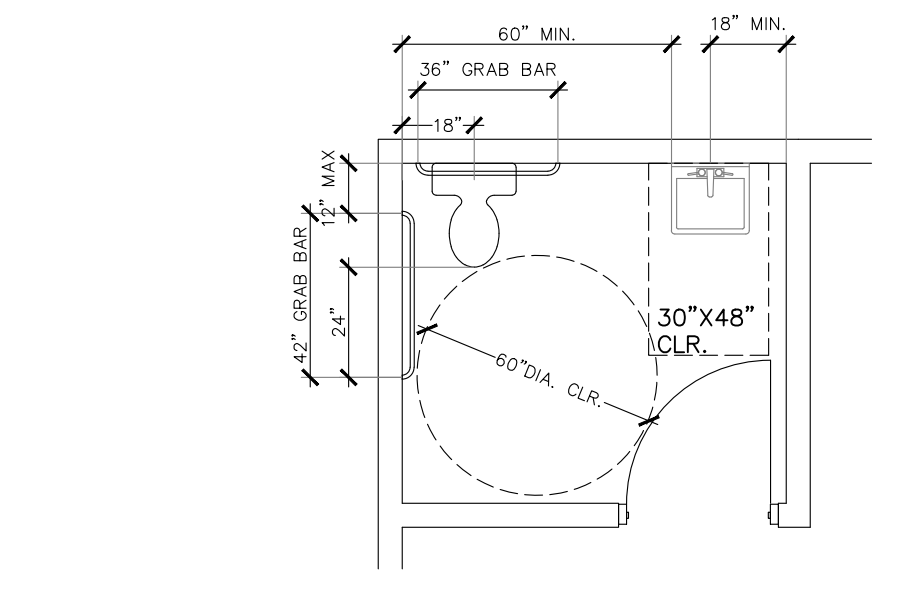
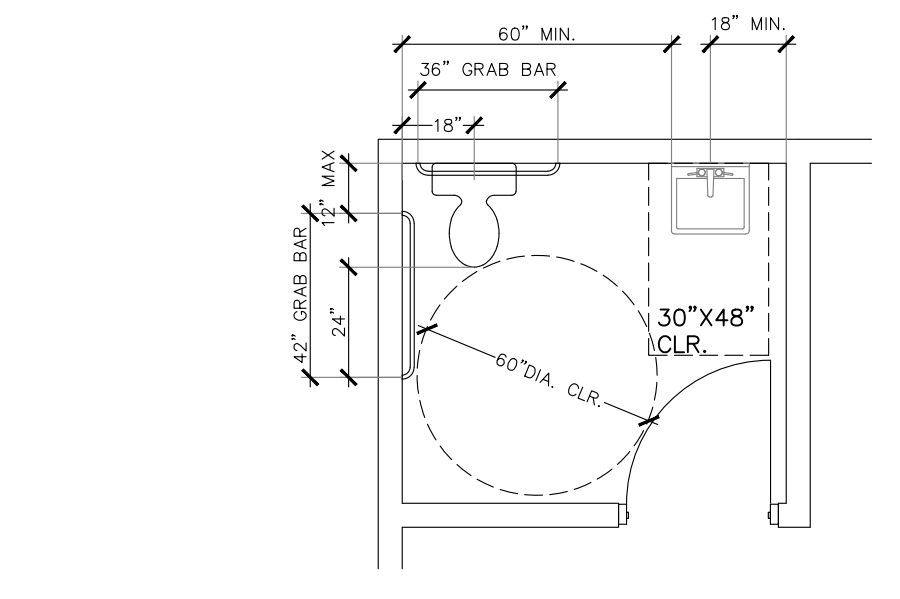
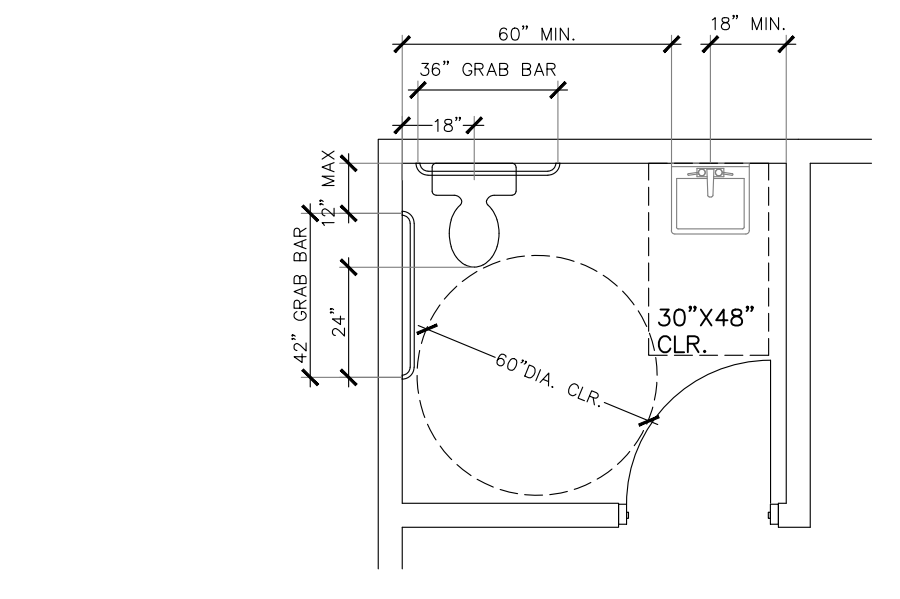
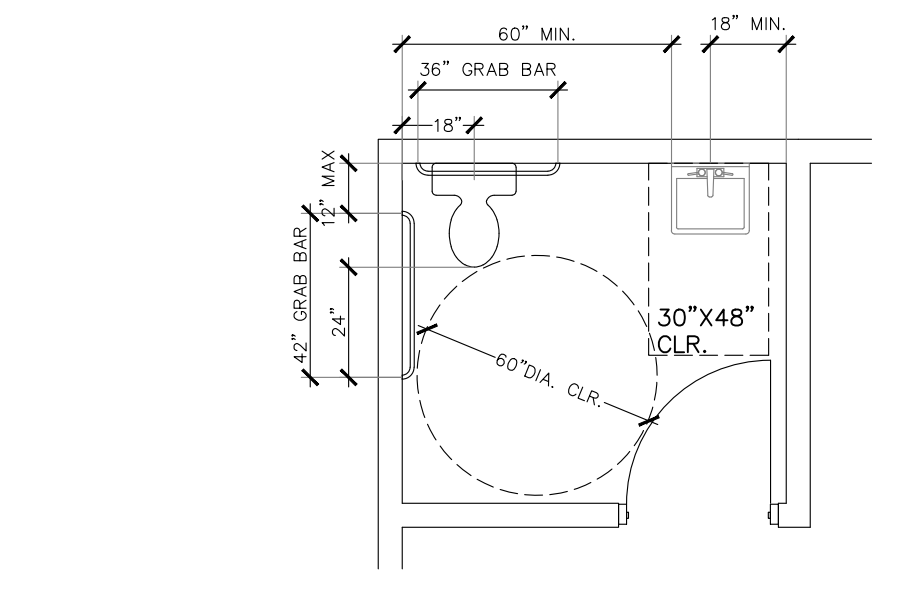
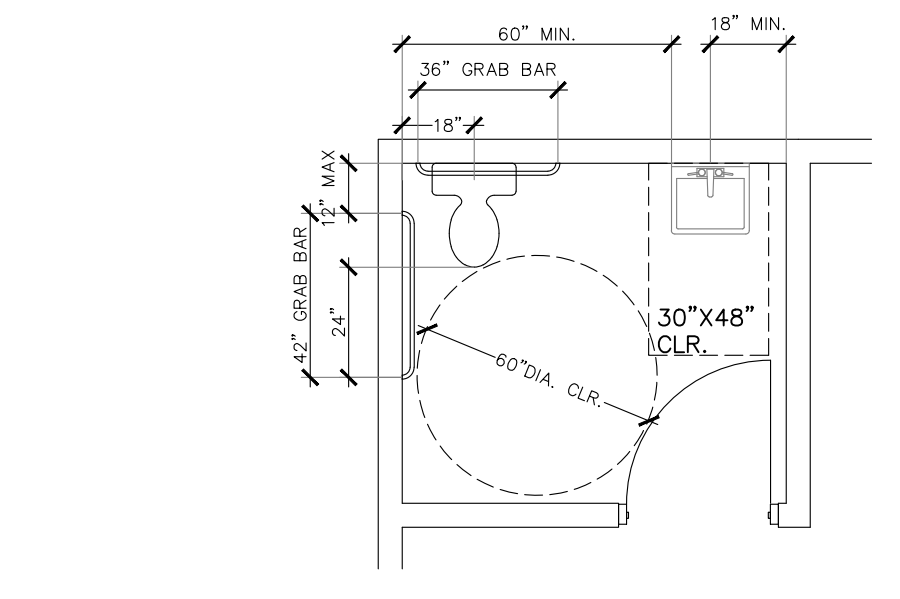
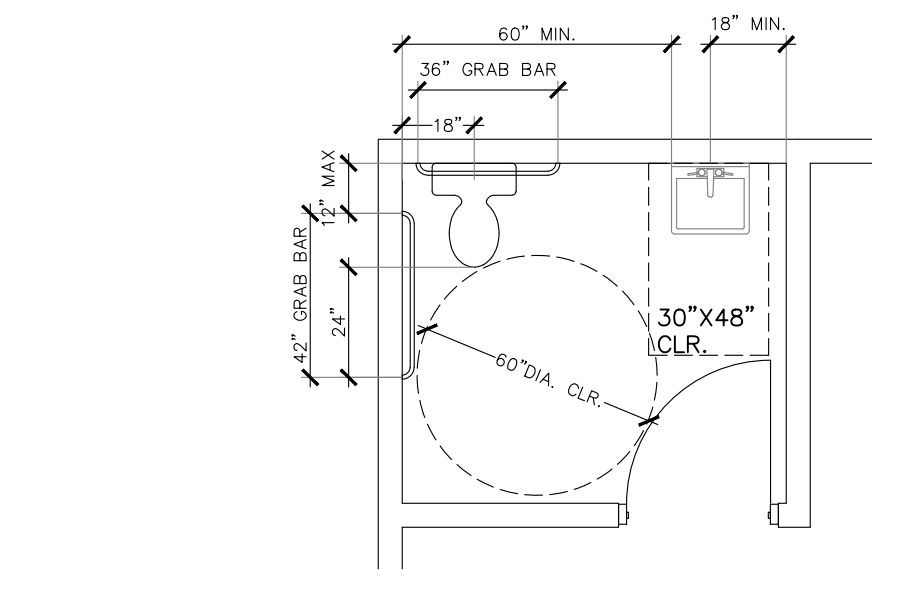
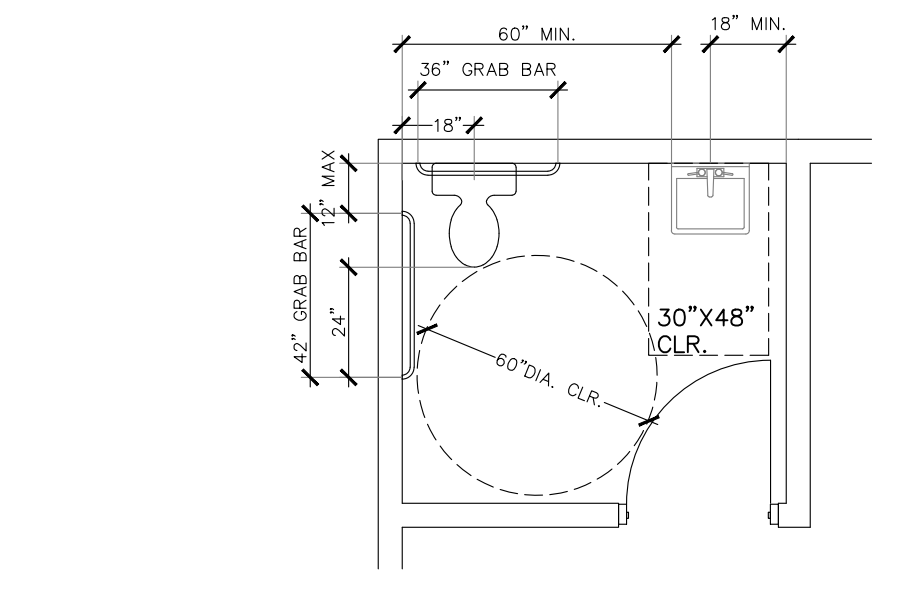
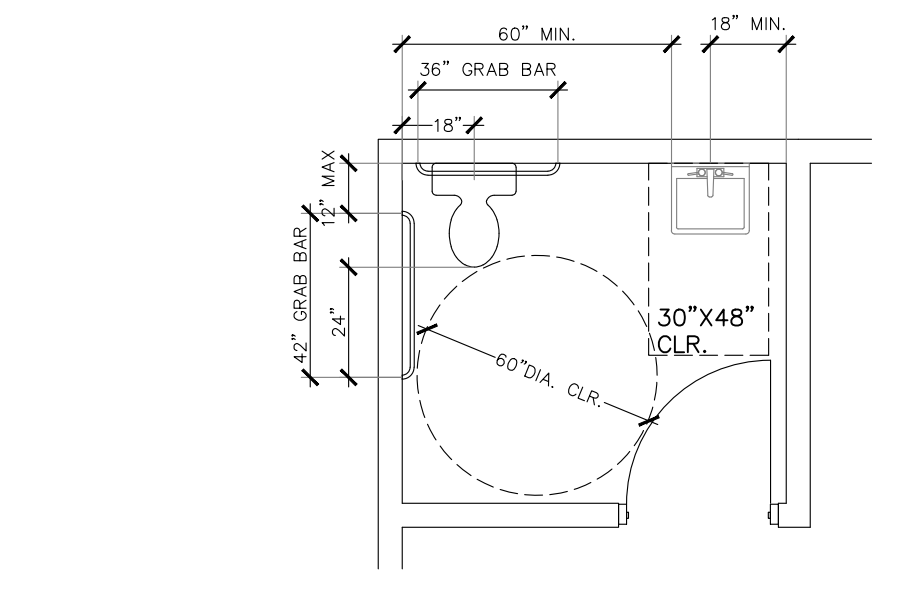
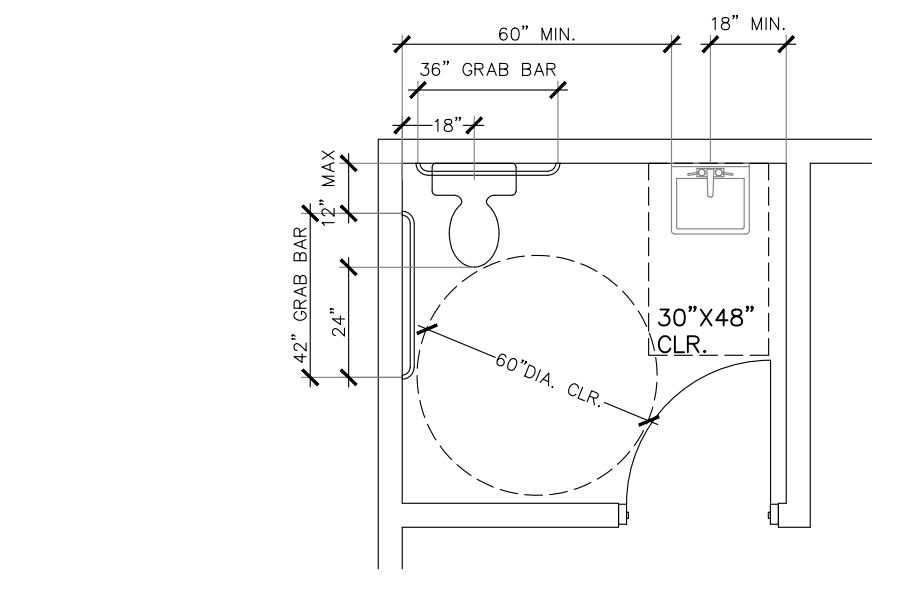
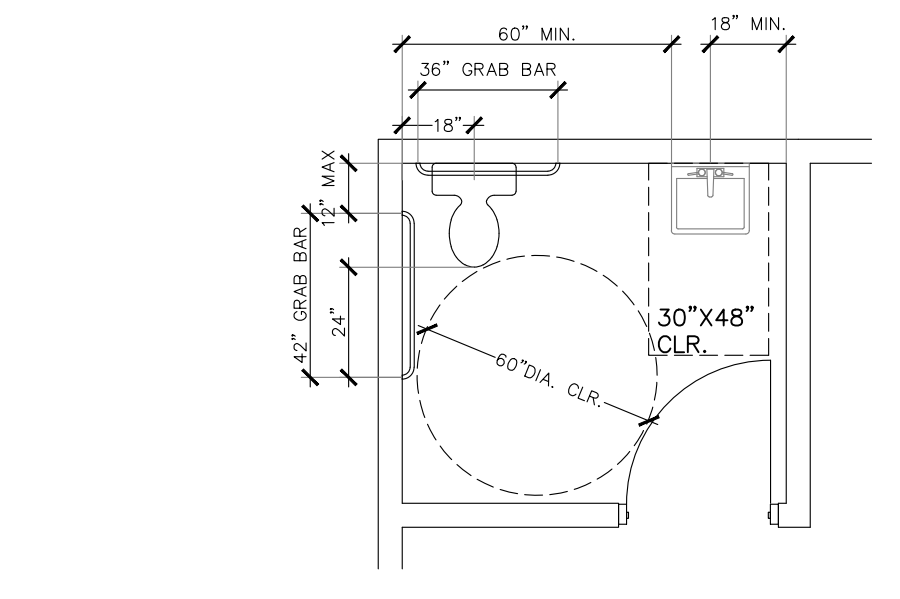
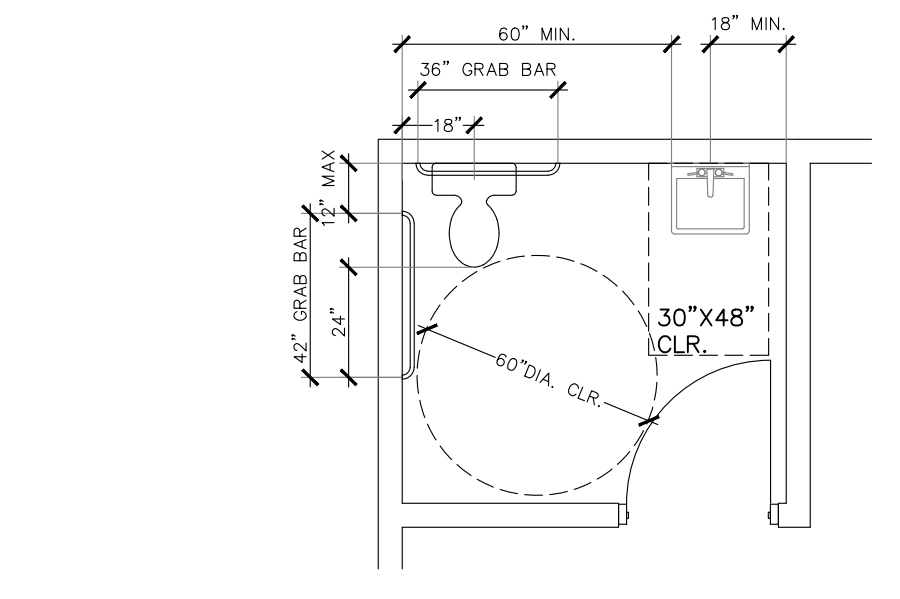
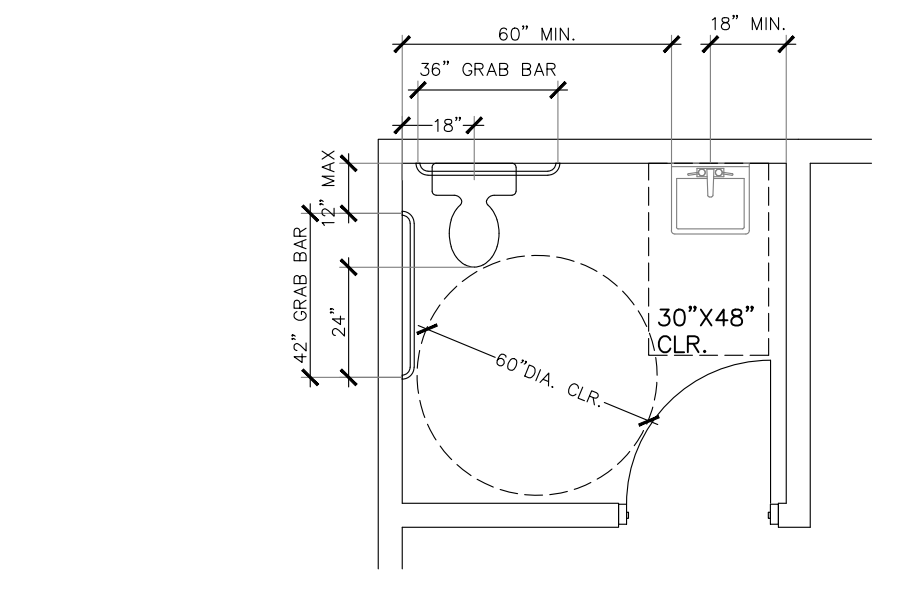
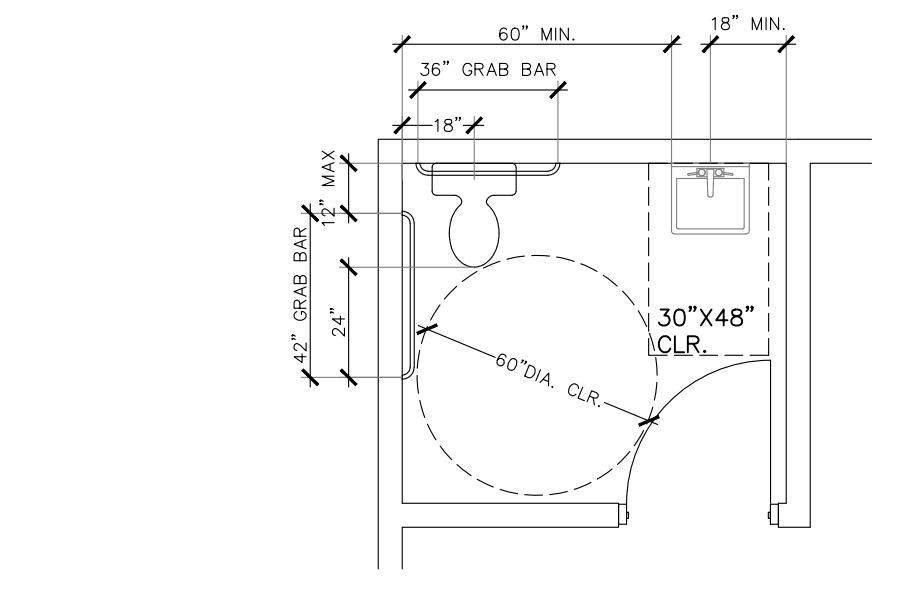
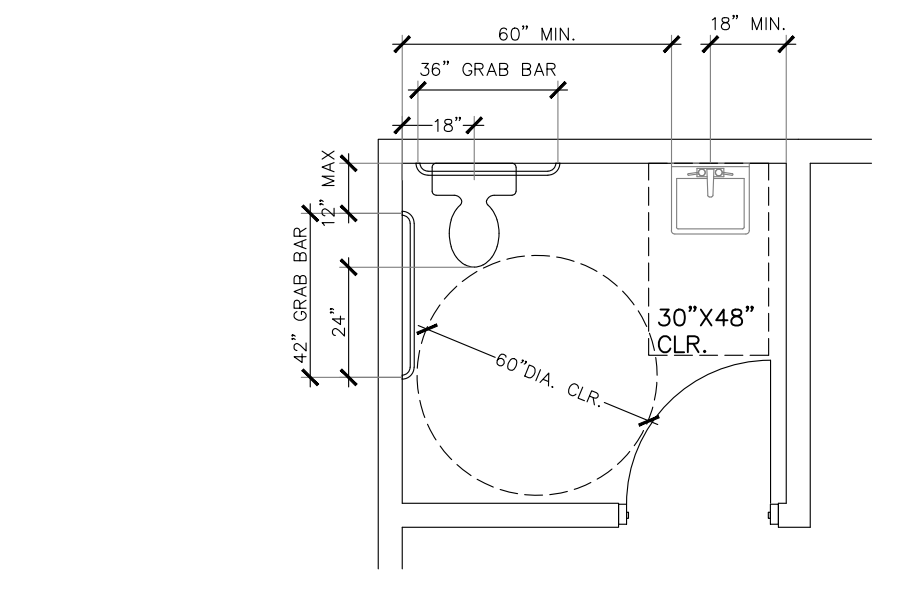
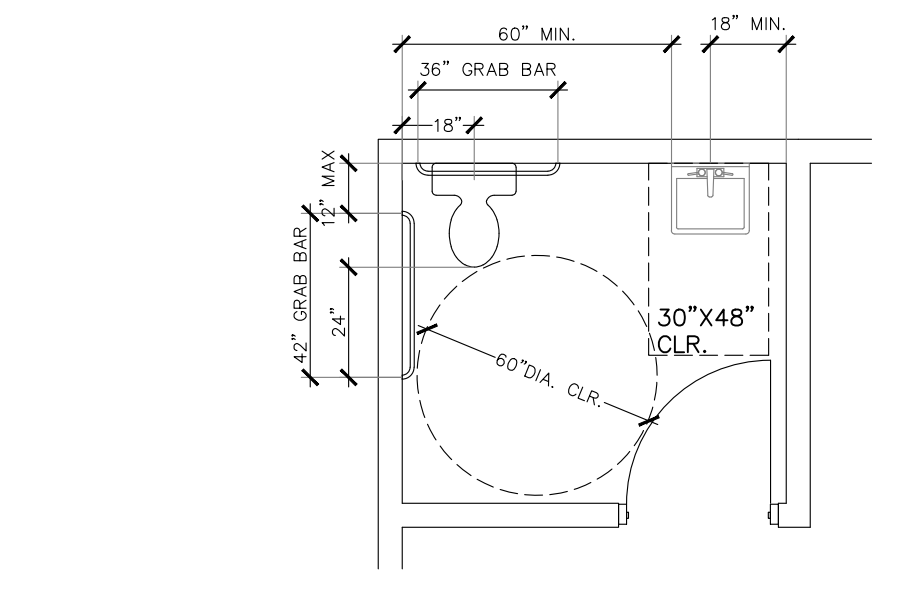
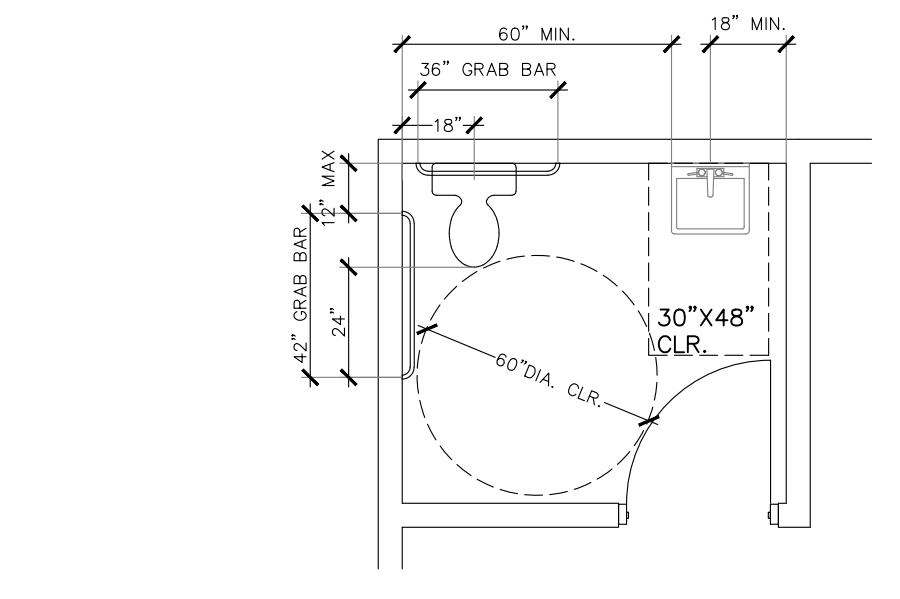
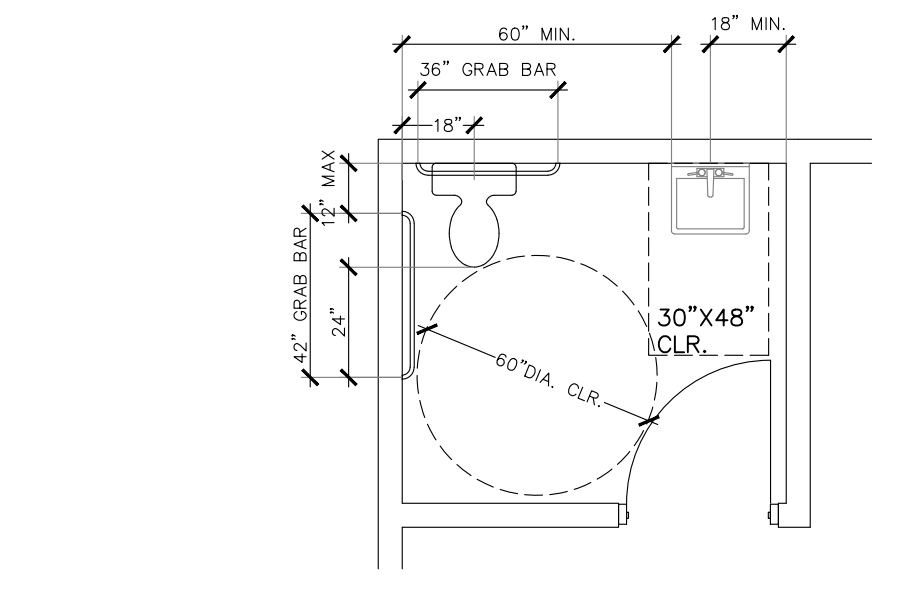
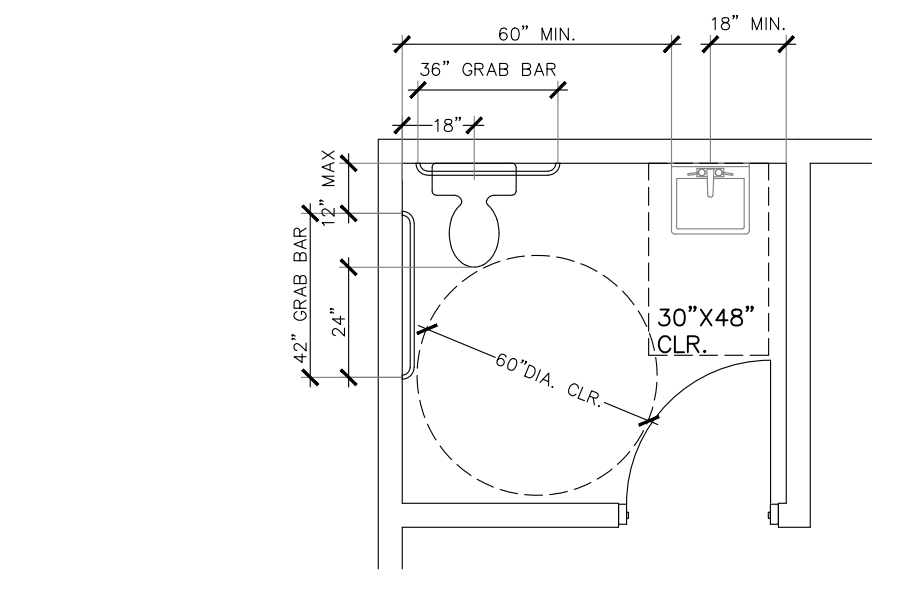
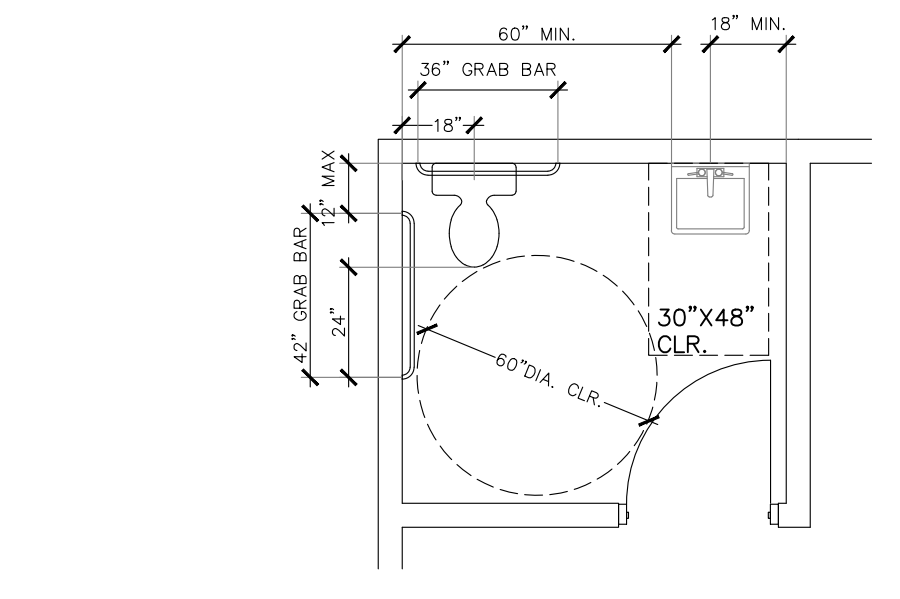
		 (A) TOILET ELEVATION (B) GRAB BAR 1. THE GRAB BAR SHALL HAVE A 1/8" MIN. RADIUS ON ALL EDGES AND FREE OF SHARP OR ABRASIVE ELEMENTS. 2. THE STRUCTURAL STRENGTH OF GRAB BAR, FASTENERS, AND MOUNTING DEVICES SHALL MEET THE SPECIFICATIONS IN SECTION 511.1A-9	NOTES: - HANDRAIL GRIPPING SURFACES WITH A CIRCULAR CROSS SECTION SHALL HAVE AN OUTSIDE DIAMETER OF 1 1/4 INCHES (32 MM) MINIMUM AND 2 INCHES (51 MM) MAXIMUM. - HANDRAIL GRIPPING SURFACES WITH A NON-CIRCULAR CROSS SECTION SHALL HAVE A PERIMETER DIMENSION OF 4 INCHES (100 MM) MINIMUM AND 6 1/4 INCHES (160 MM) MAXIMUM, AND A CROSS-SECTION DIMENSION OF 2 1/4 INCHES (57 MM) MAXIMUM.  FIGURE 505.5 HANDRAIL CLEARANCE HORIZONTAL PROJECTIONS BELOW GRIPPING SURFACE HANDRAIL NON-CIRCULAR CROSS SECTION	
		 DOOR MOUNTED SIGNAGE (TYP.) NOTE: PICTOGRAMS AND/OR LETTERING ARE NOT REQUIRED ON DOOR-MOUNTED SIGNAGE. WALL MOUNTED SIGNAGE TO BE LOCATED ON LATCH SIDE OF DOOR, CLEAR OF DOOR-SWING, MOUNT AT 60" TO CENTERLINE OF SIGN FROM FLOOR. LETTERING RAISED 1/32" HEIGHT OF LETTERING 5/8" MIN. TO 2" MAX. UPPERCASE CHARACTERS CORRESPONDING GRADE II BRAILLE	NOTES: - DOORS TO UNISEX TOILET ROOMS AND UNISEX BATHING ROOMS SHALL HAVE PRIVACY LATCHES. § 11B-213.2.1 - MIRRORS LOCATED ABOVE THE LAVATORIES OR COUNTERTOPS SHALL BE INSTALLED WITHIN THE BOTTOM EDGE OF THE REFLECTING SURFACE 40 INCHES MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. MIRRORS NOT LOCATED ABOVE THE LAVATORIES OR COUNTERTOPS SHALL BE INSTALLED WITH THE BOTTOM EDGE OF THE REFLECTING SURFACE 35 INCHES MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. §11B-603.3 - COAT HOOKS SHALL BE LOCATED WITHIN ONE OF THE REACH RANGES SPECIFIED IN SECTION 11B-308. SHELVES SHALL BE LOCATED 40 INCHES MINIMUM AND 48 INCHES MAXIMUM ABOVE THE FINISH FLOOR. MEDICINE CABINETS SHALL BE LOCATED WITH A USABLE SHELF NO HIGHER THAN 44 INCHES MAXIMUM ABOVE THE FINISH FLOOR. §11B-603.4 - WHERE TOWEL OR SANITARY NAPKIN DISPENSERS, WASTE RECEPTACLES, OR OTHER ACCESSORIES ARE PROVIDED IN TOILET FACILITIES, AT LEAST ONE OF EACH TYPE SHALL BE LOCATED ON AN ACCESSIBLE ROUTE. ALL OPERABLE PARTS, INCLUDING COIN SLOTS, SHALL BE 40 INCHES MAXIMUM ABOVE THE FINISH FLOOR. BABY CHANGING STATIONS ARE NOT REQUIRED TO COMPLY WITH SECTION 11B-603.5 (SEE EXCEPTION) §11B-603.5 	
		 INTERNATIONAL SYMBOL OF ACCESSIBILITY A. ALL ACCESSIBLE ENTRY SHALL HAVE A MIN. 5"x5" INTERNATIONAL SYMBOL OF ACCESSIBILITY DISPLAYED ON THE LATCH SIDE OF THE DOOR. (PER CBC CHAPTER 11B) B. INTERNATIONAL SYMBOL OF ACCESSIBILITY IS MOUNTED 60" IN HEIGHT ABOVE THE LANDING (PER CBC CHAPTER 11B) C. DIRECTIONAL SIGNS TO ACCESSIBLE BUILDING ENTRANCE AND FACILITIES ARE POSTED AS NECESSARY. (PER CBC CHAPTER 11B)		
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Exhibit B

RESOLUTION NO. PC 21-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 2020-02, FOR A WINE BOTTLING USE WITH ACCESSORY RETAIL AND WINE TASTING, LOCATED AT 2666 HUNTINGTON DRIVE

WHEREAS, the applicant is requesting approval of a conditional use permit to operate a wine bottling business with accessory retail sales and wine tasting at 2666 Huntington Drive; and

WHEREAS, wine bottling is considered food and beverage processing, which is conditionally permitted use within the Industrial (M) zone pursuant to Duarte Development Code Section 19.16.020.A(1); and

WHEREAS, notice of a public hearing on the Conditional Use Permit 2020-02 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Conditional Use Permit application 2020-02 and all of the information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR CONDITIONAL USE PERMITS

The Planning Commission finds and determines as follows, findings for Conditional Use Permits, as set forth in DDC Section 19.114.050(B), as:

1. The proposed use is consistent with the General Plan;

The proposed wine bottling operation and accessory tasting and retail uses are compatible with Land Use Goal 1 which seeks to maintain a balance of residential, commercial and industrial development. Also, Land Use Policy 2.1.2 states that permitted uses along Huntington Drive should reflect the current economic market conditions and the proposed improvements included with this project are in line with that policy.

2. The proposed use is allowed within the subject zone and complies with all other applicable provisions of this Development Code and the Municipal Code;

Wine bottling is considered a form of food processing and this use is permitted with the Manufacturing (M) zone with the approval of a conditional use permit. Alcohol service for onsite consumption and retail sales are permitted in this zone as accessory uses.

3. The design, location, size and operating characteristics of the proposed use are compatible with the allowed uses in the vicinity;

The site is developed with three buildings, all of which are proposed to remain. The proposed improvements to the exterior of the building and site make the property more compatible with the nearby commercial uses on Huntington Drive. The operations within the building are compatible with the adjacent residential uses with the application of the noise mitigation measures proposed.

4. Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

The proposed wine bottling business is allowed with a conditional use permit in the M zone. The operation of the business is designed to prevent adverse impacts, like excessive noise or alcohol misuse, that would be detrimental to the City. Conditions of approval have also been imposed to help avoid adverse and detrimental impacts on the City and surrounding community.

5. The subject site is:
 - a. Physically suitable in terms of design, location, operating characteristics, shape, size, topography, and the provision of public and emergency vehicle (e.g. fire and medical) access and public services and utilities; and
 - b. Served by highways and streets adequate in width and improvement to carry the kind and quantity of traffic the proposed use would likely generate.

The site is already developed with three buildings, all of which will remain. The property is accessible from Huntington Drive and Las Lomas Road. Onsite circulation will not be altered and is suitable for the existing uses, the proposed retail secondhand business, and emergency vehicle access. The business operations anticipate a maximum of 16 people on the property at any given time, which is significantly less than the property can manage in terms of parking and traffic.

SECTION 3. CEQA DETERMINATION

In recommending adoption of this PC Resolution 21-10 for the proposed use, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code

of Regulations, (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15332.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-10 based on the findings listed in Section 2, and the conditions listed in “Exhibit B-1”, for a wine bottling use and accessory wine tasting and retail uses at 2666 Huntington Drive.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

CITY OF DUARTE
COUNTY OF LOS ANGELES } ss.
STATE OF CALIFORNIA

I, Craig Hensley, Secretary of the Planning Commission of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT B-1

Conditions of Approval

Conditional Use Permit 2020-02

2666 Huntington Drive (Wine Bottling with Accessory Wine Tasting)

1. This approval is for use of the existing industrial building as a wine bottling business with accessory retail and wine tasting at 2666 Huntington Drive as stated in the staff report and described in the applicant's business project operational statement, on file with the Planning Division.

Alcohol Related Conditions

2. The permitted use of the business is limited to wine bottling and wine storage. No fermenting or other wine-production processes shall be permitted.
3. Wine tasting and retail shall be available only from 1 PM to 4 PM and by appointment only.
4. There shall no more than eight (8) customers for wine tasting and retail at any given time.
5. Retail offsite sales of alcohol is not permitted unless associated with wine tasting.
6. All customers shall be age 21 or older.
7. Wine tasting customers are limited to five (5) five fluid ounce pours per person.
8. Security cameras shall be utilized in the wine tasting room and garden; video from these cameras shall be recorded by a digital video recorder. The business owner shall provide a Security plan to the Community Development Department. The security plan shall include details on a closed-circuit television system consisting of interior and exterior surveillance cameras and a digital video recorder (DVR) for recording surveillance camera footage. The security system hard drive shall save footage/data for a minimum of 30 days. The hard drive shall be locked and secured, and accessible only to the business owner and/or designees. All saved data shall be made available to the Public Safety Department and City personnel upon reasonable request. All components of the security plan shall be operational prior to implementing any new services allowed by this CUP and shall remain fully operational at all times. Any changes to the security system shall require review and approval from the Community Development Department and Public Safety Department prior to implementing.
9. Incidental in conjunction with wine tasting alcohol sales shall be limited to wine. All State of California Department of Alcoholic Beverage Control (ABC) laws and requirements shall be fully complied with. Such requirements shall become conditions of approval.

10. Prior to commencing alcohol sales, the applicant shall obtain the appropriate license from ABC, comply with all of the licensing requirements, and provide evidence of said license to the Planning Division. In the event that there is a conflict between the conditions imposed by the City as part of this Conditional Use Permit approval and those imposed by ABC in relation to the Type-41 license, the more restrictive provisions shall apply.
11. All signage related to alcohol sales and/or consumption shall be displayed in accordance with the laws and requirements of ABC.
12. All employees serving or selling alcohol shall be required to participate in the alcohol sales training program prior to serving/selling alcohol. The alcohol sales training program shall include a component related to age verification to prevent the unlawful sale of alcohol to minors. All employees serving or selling alcohol shall verify the age of any patron appearing to be 30 years old or younger. Contact the ABC district office for more information on alcohol sales training programs and materials. Satisfactory proof of completion of the alcohol sales training materials provided by ABC shall be provided to the City prior to sales of alcoholic beverages. The applicant shall also provide current proof of employee training certifications within 24 hours of City request.

Operation and Improvement Conditions

13. There shall be no freight deliveries between the hours of 6 PM and 7 AM.
14. A following list of sound mitigating improvements shall be practiced/implemented by the business at all times :
 - a. The bottling machine will be placed within an interior room with a closing door.
 - b. Sound damping material (specifications on plans, page T-1) shall be installed prior to the commencement of operations to all easterly, westerly, and southerly walls that do not already have a buffer of an interior room with closing doors.
 - c. Bottling operating hours are limited from 10 AM to 4 PM. The Community Development Director may allow minor modifications to these operating hours.
15. In the event of substantiated noise issues, the Community Development Director may require the applicant to prepare and pay for a noise study prepared by a professional noise or acoustics consultant of the City selection. Adherence to the study's recommendations will be required of the applicant.
16. The elevations of the entire building shall be reviewed and approved by the Planning Division prior to permit issuance. Final review shall include approval of the color palette, placement of colors, and all finished building materials, including but not limited to the type, color, texture, and/or placement. All finished building materials

incorporated into the building design shall be of high quality and high durability, and shall take into consideration locations that may be more vulnerable to damage or potential maintenance concerns.

17. Final design/location of all fences, walls, and gates shall require approval from the Planning Division. A detailed fence, wall, and gate plan shall be submitted to the Planning Divisions for review and approval prior to permit issuance, and shall include all finish color and material details, block wall cap details, among others. The walls that enclose the open space area may be required to be modified to add more height, subject to the determination of Planning Staff.
18. The parking lot shall be re-stripped prior to building occupancy.
19. New landscaping is required along the north and east landscape perimeter area, within the parking lot, and along the exiting planter area east of the existing wall on Las Lomas Avenue. A landscape and irrigation plan for the property shall be submitted to the Planning Division for review and approval prior to permit issuance. All landscaping and irrigation shall comply with Chapter 19.40 (Landscaping) of the Duarte Development Code, including but not limited to being permanently landscaped and irrigated with a variety of drought-tolerant plants, shrubs, and ground cover, and compliance with maintenance and fuel modification requirements. Separate review fees may apply. Prior to the issuance of a Certificate of Occupancy, landscaping and irrigation shall be installed and functional. Landscaping shall be continuously maintained and permanently irrigated at all times.
20. The property owner and/or applicant shall comply with the City's Construction Diversion Program. Prior to the issuance of any permits, the applicant shall submit a Construction Diversion form and required security deposit. Contact the Planning Division for more information.
21. Mechanical equipment and related ducts, vents and other apparatus, including HVAC, shall be screened from public view and must be located inside the structure, attic, or ground mounted. Vents, pipes, caps, hoods, and other roof penetrations that must be installed on the roof shall be painted or finished to match the roof color. Ground mounted equipment shall be shielded from public view by landscaping and/or screen walls, subject to approval from the Planning Division.
22. Any revisions to the site plan, elevations, colors, and materials in addition to those listed as conditions of approval, shall be reviewed and approved by the Planning Division prior to installation; such changes may require review and approval from the Architectural Review Board.
23. Plans and all required plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits. Construction drawings, including the site plan, elevations, and colors shall be

consistent and in substantial compliance with the conceptual approval and any required conditions of the Architectural Review Board.

General Conditions

24. The project shall comply with all regulations of the Manufacturing M Zone, including the intent and purpose, permitted uses, development standards, and any other applicable sections of the Duarte Development or Municipal Code.
25. The owner and contractors shall comply with applicable City noise ordinances. Construction activities, deliveries and haul-off will only be permitted from 7:00 a.m. to 7:00 p.m., Monday through Saturday, excluding Federal holidays. No construction related idling of engines or other disturbances shall occur outside of noted work hours.
26. Any expansion or modification to the approved use as part of this conditional use permit, including but not limited to: any substantial changes to the business operation, or floor plan that may affect or intensify the use, shall be reviewed by the Planning Division and may require an application for a new conditional use permit.
27. Any signage associated with the business is not included as part of this approval; a separate review and approval process will be required for all proposed signage. All signage shall comply with the Sign Guidelines of the Duarte Development Code.
28. Any required plans and plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits.
29. Any required building permits for this project must be issued within one-year from the date of approval from the Planning Commission or the application and approval shall expire.
30. Any and all correction notice(s) generated through the plan check and/or inspection process is/are hereby incorporated by reference as conditions of approval and shall be fully complied with by the owner, applicant, and all agents thereof.
31. This entitlement shall be contingent upon the privileges being utilized within 12 months from the effective approval date.
32. The applicant shall obtain a valid business license with the City of Duarte prior to commencement of business operation. Contact the City Finance Division for more information.
33. The decision of the Planning Commission may be appealed to the City Council within 15 days of the Planning Commission's decision. Said appeal must be in writing and filed with fees paid to the City Clerk's Office. The written appeal shall include reasons for the appeal.

34. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of this conditional use permit which may be brought within the time period provided for such actions or challenges under applicable law.

Exhibit C

RECEIVED

AUG 24 2021

**CITY OF DUARTE
COMMUNITY DEVELOPMENT**

BUSINESS PLAN

**MXM Inc.
2666 Huntington Dr,
Duarte, CA 91010**

**Sandy Wang
Created on Aug 17, 2021**

EXECUTIVE SUMMARY

Mission

Our mission is to export more American high-quality wine to China, and better promote the exchange of wine culture. At the same time, it enriches the leisure life of residents, and contributes to the diversification of our city's economic industries and better economic development.

Products/Service

Our company's product is red wine. We only bottle and label wine in our facility, and then export it to other countries and retails in local. We also provide the services for wine tasting and a small gift shop area in one room by appointment. In our small park, we will plant trees and put some tables and chairs. Then customers and workers can relax and enjoy their time there.

Target Customers

Our company will be concentrating on three different target customer segments.

■ Consumers in China

This group is forecasted to account for 90% of the business.

■ Local Tourisms

This group is difficult to speculate growth but will always be a continued source of new clients. Those customers come to visit around Duarte area. They may find out our place and come to visit.

■ Residents

This group is an important and potential customer. They will spread word the word of our good products and service to help us grow.

COMPANY DESCRIPTION

Legal Structure

MXM Inc (referred to from hereon in as the "company") is intended to be established as a C-corporation at 2666 E Huntington Dr, Duarte, California 91010 with the expectation of rapid expansion in the wine industry.

The company has two full time employees and two part time independent contractors now.

The plan of the company is to employ another 2 full-time and 2 part-time employees in the first year.

Future of the Company

In the next ten years, China is expected to become an Asian wine market center. Facing this huge red wine market, the company will seek to work with different wineries in Temecula and also speed up to develop our own winery. Then, we will be able to export more types of red wine to China and other countries. At the same time, this can lead more tourists to the United States and help develop tourism.

BUSINESS SUMMARY

Industry Overview

China is a huge consumer country. Research shows China's per capita consumption is 0.75 liters and the international amount is 7.5 liters. This indicates that the Chinese wine industry has a very huge market opportunity. Bottling and labeling business is an easy and quick way to get into wine making industry. Under the working pressure, learning wine culture and tasting wine helps people to enjoy their life more.

Business goals and objectives

Short/long Term:

- Our first-year goal is to start the business as soon as possible and to get running it smoothly.
- Our goals for the first five years are getting our products into a couple of cities in China, local stores, and restaurants. Another goal is that the company starts to profit. The last goal is that the company gets more resources and more connections with wineries in Temecula that are in different industries.

Legal Issue

The company affirms that its promoters have acquired all legally required trademarks and patents.

Operation

- We will use third party company to do all the pickup and transportation jobs.
 - A. Because we do not have loading dock in the warehouse, we will use box truck with lift gate. The product will be offloaded in barrels.
 - B. Most of our products will ship to China. If we have orders, we will ask trucking company to come to pick up the freight. It will not be so frequently. At beginning, we will ship a 20' container to China. After that, we may send a few pallets in few

months. It is pretty much one or twice in every 2-4 months for truck comes in to pick up and deliver.

■ Business hours is listed as following:

Current proposed open hours due to Covid-19:

Warehouse hours: three days a week 10am—12pm, 1pm-4pm every day.

Retail & Tasting hours: Saturday & Sunday 1pm-4pm Appointment only.

In the future proposed open hours:

Warehouse hours: 9am-12pm, 1pm-4:30pm every day.

Retail & Tasting hours: 10am-4pm every day, appointment only.

■ Total hired 5-8 full and part time employees.

3-6 employee for warehouse

1 employee for retail& tasting room

1 employee for cleaning

■ Limitation

A. Everyone who comes to buy or taste the wine must be 21 or older. We will check ID.

B. People who are driving or planning to be driving.

C. Women who are or maybe pregnant.

D. People with certain medical conditions.

E. People who are recovering from alcoholism or who are unable to control the amount they drink.

F. We will put signs on the wall as notice to prevent people not obeying the rules.

■ Alcohol pour limit

Maximum taste is 5 types of wine and not over 5 fluid ounces (148 milliliters) per person.

20ml pour X5glass=1 stander drink, 30ml pour X3glass=1 stander drink.

■ Security (in the parkway and tasting room)

A. We will set cameras around the building.

B. One or two security guards will be hired and will be on duty during the open hours to keep everything safe.

C. Business hours only during the day and by appointment only.

D. We will close the door for yard and only leave parking lot door open. So, the stranger cannot come in.

■ Seats

In the retail and tasting room, we only offer two tables with limits for 8 people and obey the rule of at least 6 feet apart between each seat.

■ The gifts sales

The gifts are related to the wine. For example: gift boxes, cards, ribbons, which can help them to make birthday, holiday or anniversary gifts.

■ The outside place

The outside place is for our employees to eat and rest. If our clients or business partner come; we also can meet there. A security program will be established as mention above.

■ We will not offer online sales for pick up.

■ No tour bus service. Customers will have to drive by themselves or walk in.

MARKETING SUMMARY

Target Market

The Company's major target are as follows:

■ China's Market

Most of products will wholesale to China.

■ Los Angeles and local cities

We will offer tasting service and do a small portion of retail by appointment.

Competitive Advantage

■ There is few other bottling/labeling industry in this area.

■ Our facility is close to Long beach, which is an international port. It will help us to save the cost of domestic shipping.

■ We are developing our own winery in Temecula.

Services

First-rate service is intended to be the focus of the company and cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely services in all capacities, be our transactions, conflicts or complaints. This is expected to create a loyal brand and return business.

Service Includes:

- Offer bottling and labeling service
- Offer wine tasting service
- Wholesale and retail wine
- A small gift shop shelf
- Offer photographic service if a customer requires it during wine tasting

Communicating with Clients

We will communicate with our clients through:

- Creating and establishing our own flyer and website
- Direct marketing, like email, mailers, calls, and text messages
- Social Media
- Customer Review Platforms
- Community events hosted by the City Hall, the Chamber of Commerce, etc.
- Local tourism: attract customers by posting social media, direct marketing, flyer, website, etc. There will be open day on Saturday once for a while. Customers are able to visit the factory inside to explore how the wine is bottled, and also able to taste the wine in tasting room and in the parkway.

SALES AND PRICING

- Based on a China's market research, we are planning to sell \$36-\$120 per case with a wholesale price. This sale will be our main revenue of the year.
- For retail, we will offer a diversity of wine. The price will be quite an open range,

from \$10-\$30 per bottle.

- Wine tasting fee will be anywhere from \$15 to \$30 per person.
- For any wine related gifts, the price range will be around \$5.99 to \$19.99.
- For the photographic service, since most people won't ask for it, the price is random.

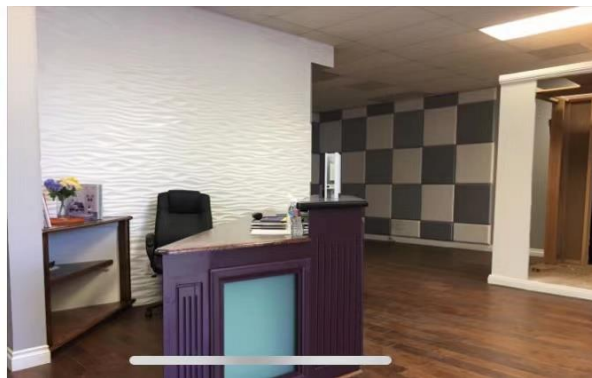
Exhibit D

1, Remodel for tasting room.

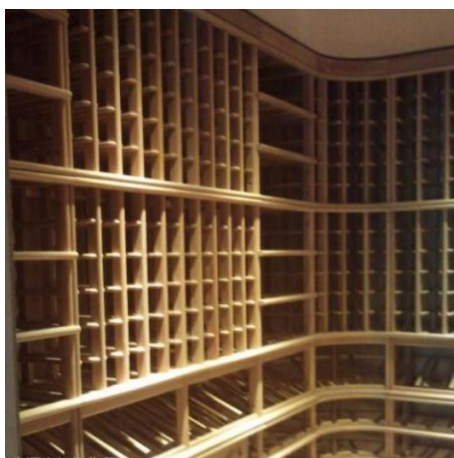
We will base on what the room's layout to do a simple upgrade. Most materials will be wood and concrete.

- wood floor
- add few fixture lights on the ceiling.
- build a new small bar table (with a limit seats).
- build new wine racks.
- hang a TV and some pictures and put barrels as decorations.

The pictures for the room now,



We will keep most what we have now and will not do a big change. We will remove the two white rack and put two tables there. We also will change to a big bar table and put some wine racks again the wall. We will take following bar table and wine racks as reference.



2, Equipment Instructions

We will import bottling machine from a big factory in China. This machine includes bottling station and quality inspection station. This machine easy operate, worker do not need special training. This machine 's noise under 75DB. There are residence areas at back of our warehouse. We will put the machine close to the front part in the warehouse, since we only operate the machine part time, we will not operate the machine in early morning or late night. We will try our best to reduce the noise.

Following are the introductions for the main parts,



GDP12-1-9-1 rinsing bottle, nitrogen filling, filling, corking and sealing combined machine.

Device parameters:

Model: GDP12-1-9-1

Production capacity: 1000 bottles/hour

Applicable bottle height: 220-350mm

Applicable bottle diameter: $\phi 50-100\text{mm}$

Main reducer power: 3kw

Circulating water pump power: 0.37kw

Washing machine lifting reducer power: 0.37kw

Filling machine lifting reducer power: 0.37kw

Lifting speed reducer power of plugging machine: 0.09kw (single phase)

Dimensions: 3000x1500x2300 (length x width x height)



Production capacity: 2000 bottles/hour

Applicable bottle height: 250~350mm

Applicable bottle diameter: 60~100mm

Main motor power: 3.37KW 380V

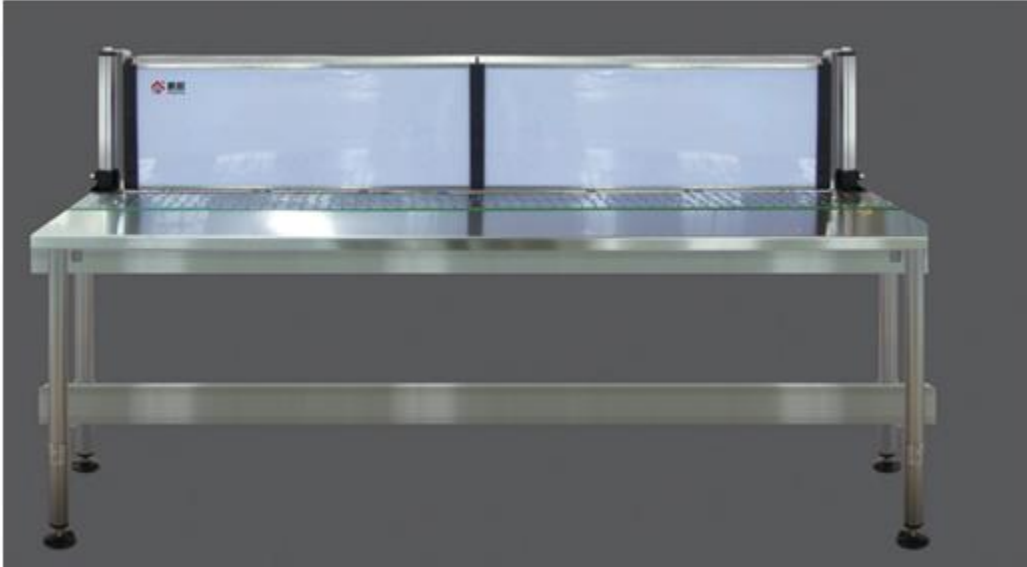
Dimensions: 1050*850*1900 (length * section * height)

main feature:

1. The speed reducer is adopted to drive the cam structure to drive the cap head to move up and down, which is synchronized with the operation of the cap head. The positioning is accurate, safe and reliable, and noise-free.
2. The cap grinding head is driven by a specially designed micro motor, which runs smoothly and without noise.
3. The cap rolling body is made of precision casting of metal materials. The bottle feeding is connected by the central rod to connect the pressure head to press the bottle. The single head of the cap rolling wheel adopts 6 connecting up and down staggered distribution. The shrinkage force of the rolling cap is symmetrical, soft and consistent; the whole machine is easy to adjust, the cap rolling is completed at one time, the aluminum foil cap and the bottle fit firmly and smoothly, and the appearance is smooth, beautiful, and wrinkle-free.

5. Good heat shrinkage effect

6. It can adapt to bottles of different bottle heights and bottle diameters just by shaking the device's lifting handle. It has a wide application range and is free and quick to adjust. Simple operation.



Brief introduction of ceiling-mounted quality inspection lamp:

The main technical parameters:

Power: 72W 220V

Dimensions: Length X Width X Thickness 1000X400X100mm

main feature:

1) The lifting-mounted quality inspection light box adopts a lifting-mounted adjustable structure at the rear of the conveyor line. The overall shape is beautiful, the materials are exquisite, the workmanship is exquisite, and the whole machine is luxurious and atmospheric. It uses domestic famous brand (NVC lighting) energy-saving lamps and low power consumption. Energy-saving 80%, low-voltage start, soft light, no flicker, no noise.

2) The bracket is assembled with stainless steel and nylon plates. The stainless-steel panel is made of the national standard 304 stainless steel wire drawing board, the louver vents, and the inspection surface is a reflective PP light inspection board (ivory white) to ensure the harmony of the external spectrum, no glare, no glare, and the quality inspectors are not easy to fatigue.

3) The height of the quality inspection lamp can be adjusted at will according to the height of the bottle to illuminate the important parts of the product to be inspected with uniform brightness and no dazzling.

RESOLUTION NO. PC 21-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 2020-02, FOR A WINE BOTTLING USE WITH ACCESSORY RETAIL AND WINE TASTING, LOCATED AT 2666 HUNTINGTON DRIVE

WHEREAS, the applicant is requesting approval of a conditional use permit to operate a wine bottling business with accessory retail sales and wine tasting at 2666 Huntington Drive; and

WHEREAS, wine bottling is considered food and beverage processing, which is conditionally permitted use within the Industrial (M) zone pursuant to Duarte Development Code Section 19.16.020.A(1); and

WHEREAS, notice of a public hearing on the Conditional Use Permit 2020-02 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Conditional Use Permit application 2020-02 and all of the information, evidence and public testimony received at the public meeting held on December 20, 2021 at 7:00 p.m. in the City Council Chambers;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS FOR CONDITIONAL USE PERMITS

The Planning Commission finds and determines as follows, findings for Conditional Use Permits, as set forth in DDC Section 19.114.050(B), as:

1. The proposed use is consistent with the General Plan;

The proposed wine bottling operation and accessory tasting and retail uses are compatible with Land Use Goal 1 which seeks to maintain a balance of residential, commercial and industrial development. Also, Land Use Policy 2.1.2 states that permitted uses along Huntington Drive should reflect the current economic market conditions and the proposed improvements included with this project are in line with that policy.

2. The proposed use is allowed within the subject zone and complies with all other applicable provisions of this Development Code and the Municipal Code;

Wine bottling is considered a form of food processing and this use is permitted with the Manufacturing (M) zone with the approval of a conditional use permit. Alcohol service for onsite consumption and retail sales are permitted in this zone as accessory uses.

3. The design, location, size and operating characteristics of the proposed use are compatible with the allowed uses in the vicinity;

The site is developed with three buildings, all of which are proposed to remain. The proposed improvements to the exterior of the building and site make the property more compatible with the nearby commercial uses on Huntington Drive. The operations within the building are compatible with the adjacent residential uses with the application of the noise mitigation measures proposed.

4. Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

The proposed wine bottling business is allowed with a conditional use permit in the M zone. The operation of the business is designed to prevent adverse impacts, like excessive noise or alcohol misuse, that would be detrimental to the City. Conditions of approval have also been imposed to help avoid adverse and detrimental impacts on the City and surrounding community.

5. The subject site is:
 - a. Physically suitable in terms of design, location, operating characteristics, shape, size, topography, and the provision of public and emergency vehicle (e.g. fire and medical) access and public services and utilities; and
 - b. Served by highways and streets adequate in width and improvement to carry the kind and quantity of traffic the proposed use would likely generate.

The site is already developed with three buildings, all of which will remain. The property is accessible from Huntington Drive and Las Lomas Road. Onsite circulation will not be altered and is suitable for the existing uses, the proposed retail secondhand business, and emergency vehicle access. The business operations anticipate a maximum of 16 people on the property at any given time, which is significantly less than the property can manage in terms of parking and traffic.

SECTION 3. CEQA DETERMINATION

In recommending adoption of this PC Resolution 21-10 for the proposed use, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code

of Regulations, (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15332.

SECTION 4. RECOMMENDATION

The Planning Commission approves PC Resolution 21-10 based on the findings listed in Section 2, and the conditions listed in “Exhibit B-1”, for a wine bottling use and accessory wine tasting and retail uses at 2666 Huntington Drive.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

CITY OF DUARTE
COUNTY OF LOS ANGELES } ss.
STATE OF CALIFORNIA

I, Craig Hensley, Secretary of the Planning Commission of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT B-1

Conditions of Approval

Conditional Use Permit 2020-02

2666 Huntington Drive (Wine Bottling with Accessory Wine Tasting)

1. This approval is for use of the existing industrial building as a wine bottling business with accessory retail and wine tasting at 2666 Huntington Drive as stated in the staff report and described in the applicant's business project operational statement, on file with the Planning Division.

Alcohol Related Conditions

2. The permitted use of the business is limited to wine bottling and wine storage. No fermenting or other wine-production processes shall be permitted.
3. Wine tasting and retail shall be available only from 1 PM to 4 PM and by appointment only.
4. There shall no more than eight (8) customers for wine tasting and retail at any given time.
5. Retail offsite sales of alcohol is not permitted unless associated with wine tasting.
6. All customers shall be age 21 or older.
7. Wine tasting customers are limited to five (5) five fluid ounce pours per person.
8. Security cameras shall be utilized in the wine tasting room and garden; video from these cameras shall be recorded by a digital video recorder. The business owner shall provide a Security plan to the Community Development Department. The security plan shall include details on a closed-circuit television system consisting of interior and exterior surveillance cameras and a digital video recorder (DVR) for recording surveillance camera footage. The security system hard drive shall save footage/data for a minimum of 30 days. The hard drive shall be locked and secured, and accessible only to the business owner and/or designees. All saved data shall be made available to the Public Safety Department and City personnel upon reasonable request. All components of the security plan shall be operational prior to implementing any new services allowed by this CUP and shall remain fully operational at all times. Any changes to the security system shall require review and approval from the Community Development Department and Public Safety Department prior to implementing.
9. Incidental in conjunction with wine tasting alcohol sales shall be limited to wine. All State of California Department of Alcoholic Beverage Control (ABC) laws and requirements shall be fully complied with. Such requirements shall become conditions of approval.

10. Prior to commencing alcohol sales, the applicant shall obtain the appropriate license from ABC, comply with all of the licensing requirements, and provide evidence of said license to the Planning Division. In the event that there is a conflict between the conditions imposed by the City as part of this Conditional Use Permit approval and those imposed by ABC in relation to the Type-41 license, the more restrictive provisions shall apply.
11. All signage related to alcohol sales and/or consumption shall be displayed in accordance with the laws and requirements of ABC.
12. All employees serving or selling alcohol shall be required to participate in the alcohol sales training program prior to serving/selling alcohol. The alcohol sales training program shall include a component related to age verification to prevent the unlawful sale of alcohol to minors. All employees serving or selling alcohol shall verify the age of any patron appearing to be 30 years old or younger. Contact the ABC district office for more information on alcohol sales training programs and materials. Satisfactory proof of completion of the alcohol sales training materials provided by ABC shall be provided to the City prior to sales of alcoholic beverages. The applicant shall also provide current proof of employee training certifications within 24 hours of City request.

Operation and Improvement Conditions

13. There shall be no freight deliveries between the hours of 6 PM and 7 AM.
14. A following list of sound mitigating improvements shall be practiced/implemented by the business at all times :
 - a. The bottling machine will be placed within an interior room with a closing door.
 - b. Sound damping material (specifications on plans, page T-1) shall be installed prior to the commencement of operations to all easterly, westerly, and southerly walls that do not already have a buffer of an interior room with closing doors.
 - c. Bottling operating hours are limited from 10 AM to 4 PM. The Community Development Director may allow minor modifications to these operating hours.
15. In the event of substantiated noise issues, the Community Development Director may require the applicant to prepare and pay for a noise study prepared by a professional noise or acoustics consultant of the City selection. Adherence to the study's recommendations will be required of the applicant.
16. The elevations of the entire building shall be reviewed and approved by the Planning Division prior to permit issuance. Final review shall include approval of the color palette, placement of colors, and all finished building materials, including but not limited to the type, color, texture, and/or placement. All finished building materials

incorporated into the building design shall be of high quality and high durability, and shall take into consideration locations that may be more vulnerable to damage or potential maintenance concerns.

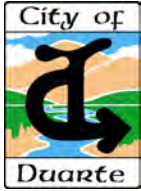
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18. The parking lot shall be re-stripped prior to building occupancy.
19. New landscaping is required along the north and east landscape perimeter area, within the parking lot, and along the exiting planter area east of the existing wall on Las Lomas Avenue. A landscape and irrigation plan for the property shall be submitted to the Planning Division for review and approval prior to permit issuance. All landscaping and irrigation shall comply with Chapter 19.40 (Landscaping) of the Duarte Development Code, including but not limited to being permanently landscaped and irrigated with a variety of drought-tolerant plants, shrubs, and ground cover, and compliance with maintenance and fuel modification requirements. Separate review fees may apply. Prior to the issuance of a Certificate of Occupancy, landscaping and irrigation shall be installed and functional. Landscaping shall be continuously maintained and permanently irrigated at all times.
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26. Any expansion or modification to the approved use as part of this conditional use permit, including but not limited to: any substantial changes to the business operation, or floor plan that may affect or intensify the use, shall be reviewed by the Planning Division and may require an application for a new conditional use permit.
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31. This entitlement shall be contingent upon the privileges being utilized within 12 months from the effective approval date.
32. The applicant shall obtain a valid business license with the City of Duarte prior to commencement of business operation. Contact the City Finance Division for more information.
33. The decision of the Planning Commission may be appealed to the City Council within 15 days of the Planning Commission's decision. Said appeal must be in writing and filed with fees paid to the City Clerk's Office. The written appeal shall include reasons for the appeal.

34. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of this conditional use permit which may be brought within the time period provided for such actions or challenges under applicable law.



PLANNING COMMISSION STAFF REPORT

Date: December 20, 2021

Project: Conditional Use Permit 2021-03

Subject: Request for approval of a Conditional Use Permit to allow a warehousing use greater than 50,000 square feet

Location: 1801 Flower Avenue

Applicant: Damian Catalan, DC Expediting, Inc., on behalf of Saltbox

SUMMARY

Damian Catalan of DC Expediting, Inc., on behalf of Saltbox, is requesting approval of a Conditional Use Permit (CUP) to allow a warehousing use greater than 50,000 square feet at 1801 Flower Avenue. Saltbox is proposing to operate a co-warehousing workspace and logistics facility that will serve approximately seventy (70) small to medium-sized companies with e-commerce logistics related needs in an approximately 58,000 square foot facility. The project site is located within the Industrial (M) zone, which conditionally permits warehousing uses greater than 50,000 square feet. The CUP is required to be reviewed and approved by the Planning Commission and as such, staff recommends the Planning Commission adopt PC Resolution 21-11 to approve Saltbox's proposed co-warehousing workspace and logistics use, based on the information provided in the staff report and subject to conditions of approval.

BACKGROUND

1801 Flower Avenue is an approximately 58,000 square foot building built in 1983 within the Lewis Business Center industrial park, which is generally located in the area south of Evergreen Street and east of Highland Avenue. The facility is attached to an approximately 43,000 square foot industrial building, also constructed in 1983, located at 1802 Santo Domingo. A shared drive aisle connects the two parking lots for the buildings, which despite being attached, are under separate ownership and located on separate parcels. 1802 Santo Domingo is currently occupied by Cosmo Promos and 1801 Flower Avenue is currently vacant, having most recently been occupied by Acme Display Fixture until 2016.

Saltbox, which was founded in 2019 and operates co-warehousing workspace and logistics facilities serving small to medium-sized e-commerce businesses, plans to open a new location in Duarte at 1801 Flower Avenue. Saltbox's company mission is to support entrepreneurs with starting, growing, and scaling their businesses, and they currently operate facilities in Atlanta, Dallas, and Seattle, with new locations also planned in Denver and Torrance. Saltbox's unique operational model provides users with a hybrid space that accommodates the warehousing, logistics, and office needs of e-commerce businesses. Though it is a hybrid facility, the primary component of Saltbox's operations is centered around warehousing. Within the Industrial (M) zone

warehousing uses greater than 50,000 square feet require a CUP per Section 19.16.020 of the Duarte Development Code (DDC). Since the proposed Saltbox location at 1801 Flower Avenue exceeds 50,000 square feet, a CUP is required.

PROJECT DESCRIPTION

Saltbox anticipates the proposed facility at 1801 Flower Avenue will accommodate approximately seventy (70) small to medium-sized e-commerce businesses. Saltbox users, referred to as members, are primarily businesses that sell physical products on websites such as Shopify, Etsy, eBay, Amazon, and others. Saltbox facilities support these businesses by offering warehousing space to store and prepare products; logistics assistance with fulfilling orders as well as receiving and shipping products; and office spaces and resources for managing the marketing and administrative components of the businesses. Saltbox users are able to lease warehouse suites, office suites, or a combination of both. Members have exclusive access to the individual suites they lease along with access to common amenities within the facility. Saltbox will have their own staff at the site, including a Community Operations Manager and three (3) to four (4) associates, though this may fluctuate depending on operational needs. The Saltbox staff will be responsible for overseeing building operations and member relations, as well as assisting with coordination of inbound and outbound packages; facility maintenance; and assistance in fulfilling and packing member orders, as needed. Saltbox staff are on-site Monday through Friday between 8 AM to 5 PM, and members will have access to the facility seven (7) days a week between 6 AM to 11 PM.

ANALYSIS

Warehouse and Office Suites

Saltbox's proposed facility in Duarte will have 51,428 square feet of warehouse space and 6,679 square feet of office space. This will be a change from the facility's existing conditions, which consist of approximately 56,000 square feet of warehouse space and approximately 2,000 square feet of office space. Section 19.16.040 of the DDC imposes limitations on ancillary office space within the Industrial (M) zone and specifically, restricts office space supporting an approved industrial use to no more than thirty percent (30%) of the gross leasable floor area. Though Saltbox is proposing to increase the overall amount of office space within the facility, the office space will only comprise approximately eleven percent (11%) of the 58,107 square feet of gross leasable floor area, which is well below the maximum allowable of thirty percent (30%).

The warehouse space will accommodate up to seventy-two (72) warehouse suites and the office space will accommodate twenty-nine (29) office suites. Warehouse suites will range in size between 72 to 2,147 square feet, and office suites will range between 62 to 601 square feet. The warehouse suites will consist of modular partitions, allowing the flexibility to combine and enlarge suites, but there are no plans to allow the division of warehouse suites to create smaller units. The warehouse suite partitions will not extend to full ceiling height, but the office suites will be fully enclosed rooms that afford members the privacy and quiet typically expected in office environments. Saltbox will furnish office suites with a desk and chair, and warehouse suites will come unfurnished, though members will have the opportunity to rent warehouse equipment and furnishings from Saltbox. Only a minimal number of electrical outlets will be installed in each

warehouse suite to help ensure the spaces are utilized only as intended, which is for the storing and packaging of product inventory. Saltbox members will also have access to five (5) collaborative spaces, which consist of lounge areas and meeting spaces, as well as other shared amenities, including a photo studio, print room, phone booths, and breakroom.

Leasing

In order to ensure that potential users fit with and can operate within Saltbox's unique environment, the Saltbox leasing staff engages in detailed dialogue with potential users to understand what their particular operational needs are. The discussions that occur during the leasing process also detail Saltbox's member rules and policies, which are outlined in both a membership agreement and a member handbook. Ultimately, through these initial discussions, Saltbox staff can ascertain if a potential user's planned business operations can effectively function at a Saltbox facility and if their use aligns with Saltbox's policies. For the most part, e-commerce businesses are the targeted and desired users of Saltbox facilities and the ratio of office suites to warehouse suites is based on what Saltbox believes will meet the needs of their warehouse users, but that being noted, Saltbox is open to leasing any remaining available spaces to businesses which are adjacent to e-commerce and logistics, or even completely unrelated to e-commerce and logistics altogether, so long as their operations can work within Saltbox's environment in the same way that an e-commerce business would. The dialogue generated through the leasing process is a way of determining whether Saltbox and a potential user are a good fit based on what Saltbox can provide and what the user needs. The City also has a vested interest in ensuring that the users operating out of Saltbox are compatible with the facility and so, staff has included conditions of approval which will require each Saltbox member business to obtain a Business License through the City. This will allow the City the opportunity to review each new business proposing to lease space at Saltbox and verify that the nature of the business aligns with a warehouse or office use consistent with those uses permissible in the Industrial (M) zone.

Access Passes

As part of the leasing arrangement for each warehouse suite and office suite, a fixed number of access passes will be provided to the member. The access passes are required for entrance into the facility during those hours when Saltbox staff are not on-site and also provide access to the general warehouse and office areas, though physical keys will be utilized for direct entry into the private warehouse suites and office suites. The access passes are unique to each holder and are Saltbox's way of ensuring only authorized members are accessing and working from the facility. The access passes also distinguish members from visitors, who are required to check-in with Saltbox staff at the front reception desk and are limited to a specified number of visits before being required to obtain an access pass. Saltbox anticipates an average of one (1) access pass will be provided for the warehouse suites and one (1) to three (3) access passes will be provided for the office suites. Members have the option of purchasing additional access passes as part of their membership, but the overall total number of access passes available at the proposed Duarte Saltbox facility will be limited to 150, which is equal to the number of warehouse suites and office suites, plus a buffer of extra passes for larger suites. Staff has incorporated a condition of approval requiring that the maximum number of access passes does not exceed 150 at any given time.

Although the facility will have up to 150 access passes, Saltbox does not anticipate that all 150 access passes would ever be utilized at once. Based on data obtained from other Saltbox locations currently in operation, it is expected that the facility's periods of peak capacity will not exceed thirty-five percent (35%) of the available access passes, or a total of fifty-three (53) members. These peak periods generally last for only one-hour at a time given that many Saltbox members balance other jobs alongside their e-commerce businesses and typically only utilize the facility for a limited amount of time each day as opposed to working there full-time. Saltbox's ability to coordinate and streamline logistics services related to inbound and outbound shipments further reduces the amount of time members need to physically be in the building. The building's operational hours, which are Monday through Sunday from 6 AM to 11 PM, also provides members the flexibility to work according to what best fits their schedule. When necessary, members can also request special access outside of the normal building operation hours, though Saltbox's historical data shows that this happens very infrequently.

Drop-Offs and Pick-Ups

One of the benefits Saltbox provides to their members is the coordination of inbound and outbound shipments. All Saltbox members' shipments are consolidated into a single drop-off or pick-up that occurs once per day per carrier Monday through Friday, typically between 8 AM to 6 PM. On rare occasions, deliveries may arrive outside of these timeframes, in which case members can coordinate with Saltbox staff to make arrangements for receiving these deliveries. Most deliveries are made by common freight or parcel carriers, and pick-ups are generally handled by small parcel carriers. The loading dock and adjacent touchdown zone within the facility will be the primary areas where incoming and outgoing shipments will be handled. Saltbox associates will be responsible for receiving packages and preparing outbound shipments for carrier pick-up. Associates will bring deliveries directly into members' warehouse suites when requested, or will queue them in the touchdown zone where members can collect their items and bring them to their suites. Due to the consolidated nature of the Saltbox shipping system, some larger sized shipments may be palletized and the use of pallet jacks may be required, but this will be managed by Saltbox associates.

Parking

The site at 1801 Flower Avenue currently has eighty-five (85) existing parking stalls. Upon completion of ADA improvements and other modifications related to proposed tenant improvements, a total of seventy-eight (78) parking stalls will be provided at the site. Section 19.38.050 of the DDC specifies the parking requirements for warehousing uses, which are required to provide a minimum of one (1) parking space per 1,000 square feet of warehousing plus one (1) parking space per 250 square feet of office. Based on these requirements and the proposed amount of warehousing (51,428 square feet) and office space (6,679 square feet) at the facility, a total of seventy-eight (78) parking stalls are required to be provided. As previously described, Saltbox will issue at maximum 150 access passes at the site and would not expect more than fifty-three (53) members and up to five (5) Saltbox staff members to be on-site during peak periods. With seventy-eight (78) parking stalls, this would adequately serve the parking needs of the approximately fifty-eight (58) persons on-site during peak times.

Saltbox has indicated that they selected this site based in part on the ample amount of parking they believe can be provided to their members, and staff believes Saltbox is proposing to utilize the facility at 1801 Flower Avenue based on a data-informed understanding that it will adequately serve the needs of their members, including parking needs. Still, even though the proposal conforms with the minimum parking requirements there remains a chance that the actual demand for parking may exceed the number of parking spaces available. While this hypothetical circumstance is theoretically applicable to a variety of different uses, it is of particular note in this instance given that the unique operational model of Saltbox is one that staff has not previously encountered, thereby making it difficult to gauge how much demand for parking will be generated by the use. For these reasons, staff has drafted conditions of approval which will require Saltbox to develop a parking management plan as well as monitor and report parking data to staff for a defined period of time. In anticipation of this condition, Saltbox has developed an initial framework for their parking management plan and have outlined how they will respond if parking issues arise.

Though still required to be finalized, the proposed parking management plan will implement a parking pass system requiring Saltbox issued parking passes in order to park at the site. The parking passes will only be provided to holders of access passes and only after members have registered their vehicles with Saltbox staff. The parking passes will be required to be displayed in members' vehicles in order to park within the lot. Saltbox staff will monitor the lot to ensure only authorized vehicles are utilizing the Saltbox parking facilities. Violators will be subject to warnings from Saltbox staff and continued violations may be subject to vehicle towing. Additionally, in the event that parking demand at Saltbox exceeds the number of spaces available at the site, there are contingency actions that Saltbox can implement as a means of mitigating any parking demand issues. One action would be to incentivize Saltbox members to utilize public transportation and forego/surrender their parking pass. Considering the site's proximity to the Metro L Line station and the fact that most members will have a majority of their equipment and inventory either stored on-site or delivered directly to the site, thereby diminishing the need for a vehicle to transport large quantities of items, the use of public transit is a viable option. Furthermore, Saltbox will offer facility staff a transportation stipend to further encourage use of public transit. In addition to incentivizing use of public transit, a second action would be to monitor and analyze data related to members' building usage as a means of determining if certain members can be encouraged or incentivized to utilize the facilities during non-peak periods. Both the Saltbox team and staff believe this combination of parking mitigation measures will provide the necessary means to control and manage parking at the site. Though if for any reason parking issues still arise, the conditions of approval will allow for the Planning Commission to review and potentially modify the Conditional Use Permit if the issues are not rectified.

Site and Facility Improvements

Saltbox has prepared plans specifying the proposed site and facility improvements, including new warehouse suites and office suites, a required trash enclosure update, and ADA-related modifications within the parking lot. The site improvements do not include plans for outdoor storage and based on Saltbox's reliance upon private warehouse suites for the storage of its members products, outdoor storage is not anticipated to be incorporated into the use. Should this change, conditions of approval have been incorporated requiring separate review and approval of any proposed outdoor storage to verify conformance with the outdoor storage and uses

requirements of the Industrial (M) zone outlined in Section 19.16.050 of the DDC. The prepared plans are currently undergoing an at-risk plan check through the Building & Safety Division with final approval pending Planning Division review and CUP approval by the Planning Commission.

ENVIRONMENTAL

The proposal has been reviewed with respect to environmental impact and staff has determined that the application for a Conditional Use Permit is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 of Title 14 of the California Code of Regulations. No further environmental review is required at this time in accordance with CEQA Guidelines, and a Notice of Exemption has been prepared for the project.

RECOMMENDATION

Staff recommends that the Planning Commission review and adopt PC Resolution 21-11 (Exhibit E) approving CUP 2021-03 allowing Saltbox to operate an approximately 58,000 square foot co-warehousing workspace and logistics facility at 1801 Flower Avenue.

Respectfully Submitted,



Maia McCurley
Associate Planner

ATTACHMENTS

- Exhibit A – Business Description
- Exhibit B – Existing Site Plan, Proposed Site Plan, Existing Floor Plan, and Proposed Floor Plan
- Exhibit C – Member Handbook
- Exhibit D – Responses to Community Development Department Questions
- Exhibit E – PC Resolution 21-11
- Exhibit E-1 – Conditions of Approval

Exhibit A

Vision

Digital commerce is becoming an increasingly important part of our economy and has fueled a wave of entrepreneurship across the U.S. Saltbox provides workspace and logistics capabilities designed to support small and medium sized e-commerce businesses. Our mission is to help these entrepreneurs start, grow and scale their businesses.

Saltbox was founded in 2019 and is a venture-capital backed company. We currently operate locations in Atlanta, Dallas and Seattle. We have two Saltbox locations opening in the greater Los Angeles area in the coming months, located in Torrance and Duarte. Given the high number of entrepreneurial businesses in the greater Los Angeles area, we expect to open more locations in the coming years.

Customer Base

Our member base (we refer to our customers as members, since they are part of a community when they join Saltbox) is primarily made up of small and medium-sized businesses that sell physical products online to their customers. Many of these businesses currently operate from homes, self storage facilities, or inadequate workspaces they find on listing sites like Craigslist. These entrepreneurs typically work in isolation and manage their business without much support. Many innovative businesses have been created to help these entrepreneurs market and sell products online (e.g., Shopify, Etsy, eBay, Amazon, etc.), but Saltbox is positioned to help them with the backend logistics required to manage their operations and fulfill these orders.

Operations

Each location has an onsite manager, called the Community Operations Manager (COM). The COM is responsible for overall operations of the building, taking care of the members' daily needs, local community awareness and engagement, and managing the team of associates that support operational activities. The warehouse is where most of the activity takes place at Saltbox. Our model involves redesigning and renovating industrial buildings so they are clean, well lit, climate-controlled, wifi-enabled, secured with cameras and digital access controls, and managed as a productive and pleasant working environment for our members and our team. We believe in human-centric design, while most logistics spaces are based on a product-centric design philosophy.

Since our member businesses handle physical goods, the most basic aspect of what we do is to provide the right physical environment for them to work in. The primary offering to our members is a safe, comfortable and private warehouse unit. These units are created by subdividing a large warehouse space using modular walls. Some members will also require a private office, or access to amenities such as a kitchen, conference rooms, photography studios, private phone booths and common areas.

We also provide logistics support and services that help these businesses with receiving, storing and shipping their products. We have a team of associates onsite called eForce (Elastic Workforce), which acts as on demand labor for our members and also helps the COM maintain building operations (e.g., trash removal, restocking supplies, tidying up the common areas, etc.). One of the main value propositions of Saltbox to our members is our team will receive packages from carriers (UPS/FedEx), package orders in boxes and help prepare outbound shipments for carriers to pick up.

Our ability to consolidate the needs and activities of these small businesses within a single location means they benefit from economies of scale which are not necessarily available to them if they were to operate alone. For example, rather than all of these businesses separately dropping packages at the UPS store or receiving shipments to their individual locations, we consolidate this need into 1 pickup or dropoff per day per carrier at Saltbox. This is far more efficient from the member and carrier perspectives, and reduces traffic and environmental impacts on the communities in which they operate.

When a member joins Saltbox, they sign a Membership Agreement and receive a Member Handbook which collectively outlines the terms and conditions for operating within the building. The COM and supporting teams are responsible for ensuring that the members comply with these policies, for the benefit of the community within and surrounding the building.

Saltbox Duarte 2022

Our team is committed to making the new Duarte location a success, for our members and the local community. We are passionate about supporting the entrepreneurs that comprise our member base and are excited to welcome a new group of up to 70 member companies in Duarte in 2022. In addition to the description of our business operations above, we have provided detailed responses to staff's specific questions. We are happy to answer any further questions if helpful.

Exhibit B

CONSULTANT:

CERTIFICATION:

PROJECT:

SALTBOX
1801 FLOWER ST.
DUARTE, CA 91010

KEYNOTES

- 0210 (E) TRASH ENCLOSURE TO REMAIN, PROVIDE NEW PAINT, P-2.
0211 (E) PARKING STRIPING TO BE REMOVED.
0212 (E) SLIDING GATE & ALL COMPONENTS TO BE REMOVED.
0213 (E) RAZOR-WIRING & ATTACHMENTS TO BE REMOVED.
0214 (E) TREES TO BE REMOVED.
0215 REMOVE PORTION OF (E) ASPHALT PAVING AS REQUIRED FOR NEW MECHANICAL CONCRETE PAD. SEE STRUCTURAL DRAWINGS FOR CONCRETE PAD, FOOTING & MECH. UNIT SUPPORT.
0222 (E) LANDSCAPE AREA.
0223 (E) DRIVEWAY ENTRANCE.
0224 (E) DRIVEWAY.
0225 REMOVE (E) ACCESSIBLE PARKING STALL AND CROSSWALK.
0227 (E) TRANSFORMER.
0228 (E) FIRE HYDRANT AND BOLLARDS.
0232 (E) TRUNCATED DOME.
0233 (E) CONCRETE WALKWAY.
0234 REMOVE (E) LANDSCAPE PLANTING FOR NEW LANDSCAPING.

DEMOLITION PLAN GENERAL NOTES

- SEE SHEET A002 FOR DEMOLITION GENERAL NOTES.
- ALL WORK, MATERIALS, METHODS, ETC. SHALL CONFORM TO APPLICABLE LAWS, ALL GOVERNING BUILDING CODES, ORDINANCES, REGULATIONS AND AGENCIES.
- THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK, USING THE CONTRACTOR'S BEST SKILL AND ATTENTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR AND HAVE CONTROL OVER CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, (UNLESS A SEQUENCE IS SPECIFIED BY THE OWNER OR CONTRACT DOCUMENTS) AND PROCEDURES, AND FOR COORDINATING ALL PORTIONS OF THE WORK.
- PROTECT ALL PEDESTRIAN TRAFFIC AFFECTED BY THE DEMO AND CONSTRUCTION WORK HEIGHT AND BARRICADE CONSTRUCTION TO BE DETERMINED BY THE LOCAL GOVERNING AGENCIES.
- PROVIDE A TEMPORARY DUST PARTITION TO PREVENT DUST AND DEBRIS FROM SETTLING ON ADJACENT AREAS NOT UNDER DEMO AND AS DIRECTED, REVIEWED AND APPROVED BY THE TENANT REPRESENTATIVE.
- THIS PLAN SHOWS GENERAL DEMO WORK TO BE PERFORMED AND DOES NOT RELIEVE THE CONTRACTOR FROM OTHER DEMO WORK REQUIRED TO PRODUCE THE BUILDING MODIFICATIONS SHOWN ON THE REMAINING CONTRACT DOCUMENTS. THE CONTRACTOR SHALL CONDUCT ON-SITE VISIT TO VERIFY INVENTORY AND IDENTIFY ALL GENERAL CONSTRUCTION (CONTRACTOR SALVAGE) TO BE DEMOLISHED AS SHOWN ON CONTRACT DOCUMENTS PRIOR TO BIDDING.
- CONTRACTOR SHALL PROTECT ALL EXISTING AND TO REMAIN CONSTRUCTION SHOWN FROM DAMAGE DURING DEMO, FOR THE EXTENT OF THE DEMO AND MODIFICATIONS. PATCH AND REPAIR ALL ACCIDENTALLY DAMAGED ITEMS AS REQUIRED.
- SHORING OF ALL ADJACENT BUILDING, RETAINING WALLS, STRUCTURAL FOUNDATIONS, STRUCTURES, AND/OR TRENCHING REQUIRED TO COMPLETE THE WORK IS CONSIDERED A METHOD OR TECHNIQUE AND IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. IF A REGULATORY AGENCY REQUIRES A LICENSED ENGINEER OR ARCHITECT TO SUPERVISE, APPROVE AND/OR PROVIDE DRAWINGS FOR SHORING OF STRUCTURAL FOUNDATIONS, STRUCTURES, AND/OR TRENCHING, THEN IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE THIS WORK AS A PART OF THE BASE CONTRACT.
- DEMO WORK TO OCCUR ONLY IN THE AREAS INVOLVED IN THE CURRENT PHASE OF CONSTRUCTION. WORK IN EACH PHASE MUST BE COMPLETED BEFORE WORK CAN BEGIN IN THE NEXT PHASE.
- METHODS AND SEQUENCE OF DEMO AS RELATED TO STORE OPERATIONS ARE SUBJECT TO APPROVAL BY THE TENANT FIELD REP.
- REFER TO ASBESTOS SURVEY REPORT PREPARED BY THE ENVIRONMENTAL CONSULTANT FOR POTENTIAL DISTURBANCE OF ASBESTOS CONTAINING BUILDING MATERIALS AFFECTED BY DEMO WORK. ASBESTOS REMOVAL IF ANY IS A PART OF THE BASE CONTRACT.
- REFER TO LEAD BASED PAINT SURVEY REPORT PREPARED BY THE ENVIRONMENTAL CONSULTANT FOR POTENTIAL DISTURBANCE OF LEAD BASED PAINT CONTAINING BUILDING MATERIALS AFFECTED BY DEMOLITION WORK. LEAD BASED PAINT REMOVAL (IF ANY) IS A PART OF THE BASE CONTRACT.
- IF CONTRACTOR ENCOUNTERS ANY HAZARDOUS MATERIALS DURING DEMO AND CONSTRUCTION, HE SHALL IMMEDIATELY SUSPEND WORK AND NOTIFY THE TENANT AND ARCHITECT BEFORE PROCEEDING.
- FOR PROSPECTIVE TENANT SALVAGE ITEMS REFER TO MECHANICAL, ELECTRICAL, REFRIGERATION AND HVAC DRAWINGS AND CONSULT TENANT REP.
- CONTRACTOR SALVAGE ITEMS SHALL BE DISPOSED OF PROPERLY OR RECYCLED OFF SITE AND IN AN EXPEDITIOUS MANNER PER CITY OF LOS ANGELES WASTE MANAGEMENT STANDARD AND REQUIREMENTS.
- REMOVE ALL PLUMBING, MECHANICAL, REFRIGERATION OR ELECTRICAL ITEMS, LINES, FIXTURES, ETC. PLUG AND CAP PIPES, CONDUITS, LINES TO CONCEAL ABANDONED ITEMS, ETC., PATCH AND REPAIR AS REQUIRED.
- PRIOR TO DEMOLITION THE CONTRACTOR SHALL VERIFY AND IDENTIFY THE EXISTENCE AND LOCATION OF ALL EXISTING UNDERGROUND AND ABOVE GROUND UTILITY LINES, PIPES WITHIN SITE BOUNDARIES AND ADJACENT TO SITE BOUNDARIES. CONTRACTOR TO PROVIDE ALL NECESSARY PROTECTION OF UTILITY LINES AND PIPES AND OBTAIN ALL NECESSARY CLEARANCES WITH LOCAL GOVERNING AUTHORITIES FOR PROTECTION AND/OR REMOVAL DUE TO PROPOSED DEMOLITION.
- CONTRACTOR SHALL PATCH AND REPAIR ALL EXISTING REMAINING SURROUNDING SURFACES AS REQUIRED TO MATCH NEW OR EXISTING WORK. NEW FLOOR SLABS TO BE FLUSH AND LEVEL.

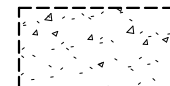
LEGEND



NOT IN CONTRACT



PROPERTY LINE



CONCRETE TO BE DEMOLISHED

FLOOR/LEVEL:

ISSUE OR REVISION NOTES:

NO.	DATE	DESCRIPTION
07.29.2021	50% CD	
08.06.2021	PLAN CHECK SUBMITTAL	
A	10.01.2021	PLAN CHECK SUBMITTAL

CLIENT SIGNATURE:

SIGNATURE:

DATE:

The above drawings, specifications, details, designs and arrangements represented thereby are and shall remain the property of the designer and no part thereof shall be copied, disclosed to others or used in connection with any work or project other than the intended project for which they have been prepared and developed without the written consent of the designer. Visual contact with these plans or specifications shall constitute conclusive evidence of acceptance of these restrictions. Written dimensions on these drawings shall have precedence over stated dimensions. Contractors shall verify and be responsible for all corrections and dimensions on the job and shall be responsible for any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication.

PROJECT NO: 21-3995-1

DRAWN BY: RM CHECKED BY: JH

PROJECT MANAGER: CC

DRAWING SCALE: As indicated

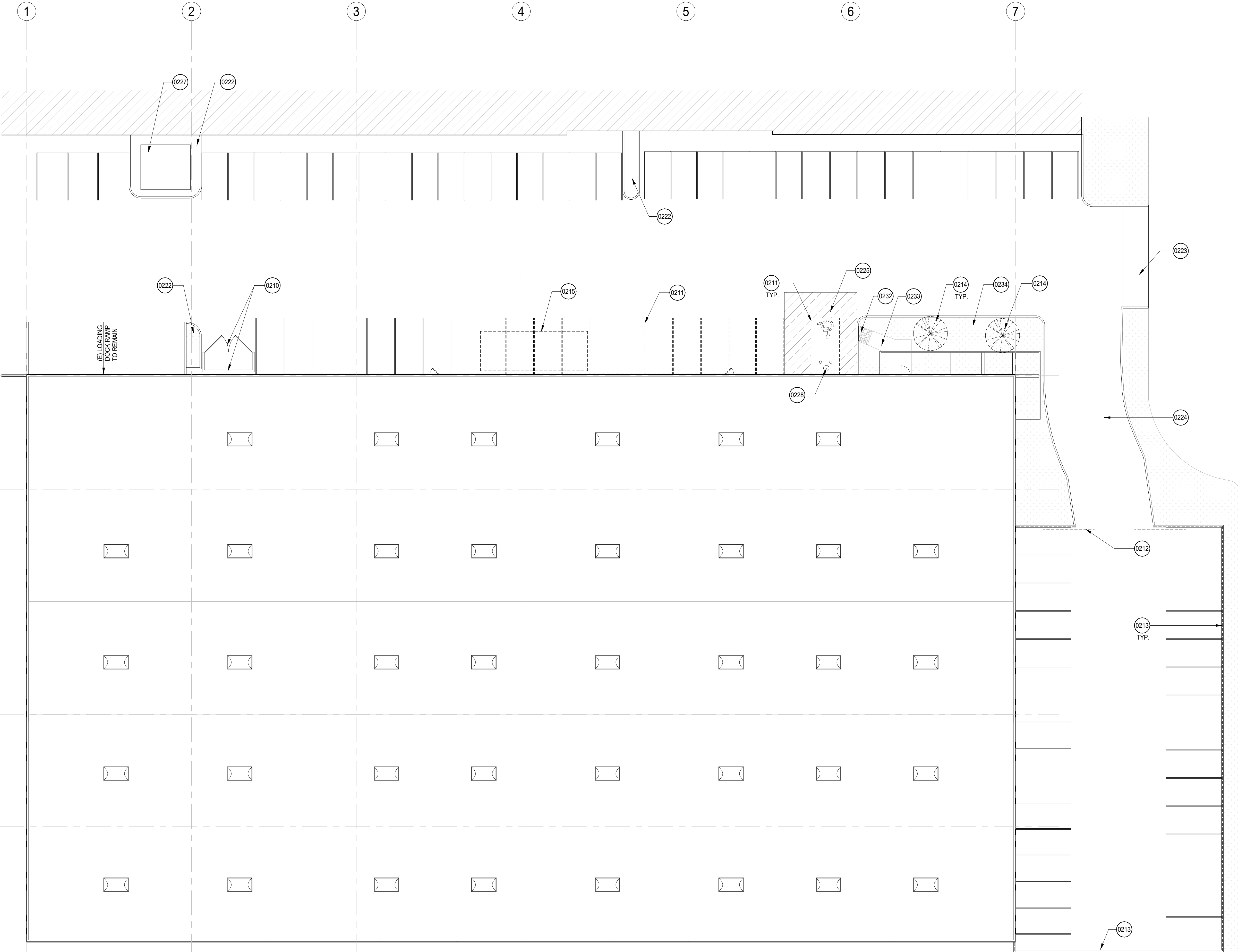
SHEET SIZE: 30x42

DRAWING TITLE:

SITE PLAN -
DEMOLITION

SHEET NO:

A100



SITE PLAN-DEMO

SCALE
1/16" = 1'-0"

1

FILE NAME: BM 360/21-3995-1_Saltbox21-3995-1_Saltbox.rvt
DATE STAMP: 11/9/2021 10:43:27 PM



SITE PLAN

SCALE
1/16" = 1'-0"

1

KEYNOTES

- 0302 (N) CONCRETE WHEEL STOP. SEE 8/A705. TYP.
1000 (N) ADA STALL. ACCESSIBLE PARKING IDENTIFICATION SIGNAGE, AND INTERNATIONAL SYMBOL OF ACCESSIBILITY. SEE SHEET A012 FOR REFERENCE.
1008 (N) ACCESSIBLE PARKING SIGN - WALL MOUNTED. SEE A012.
1009 POWER WASH (E) CONCRETE WALKWAY.
3200 (N) LANDSCAPING
3201 (N) PAINTED GRAPHIC OR MURAL PER OWNER.
3202 AUTOMATIC SLIDING GATE.
3204 PROVIDE ADD. ALT. FOR (N) AUTOMATIC SLIDING GATE. PROVIDE POWER FOR SLIDING GATE. SEE ELECTRICAL FOR ADDITIONAL INFORMATION.
3205 (N) AIR CONDENSER UNIT. SEE MECHANICAL DRAWINGS FOR MECHANICAL EQUIPMENT INFORMATION. SEE STRUCTURAL DRAWINGS FOR CONCRETE PAD, FOOTING & MECH. UNIT SUPPORT.

NOTE:
SINCE THE PROJECT WILL BE MODIFYING THE (E) WAREHOUSE & (E) OFFICE AREA, CITY WILL MOST LIKELY REQUIRE OWNER TO PROVIDE PARKING AND BUILDING UPGRADE TO MEET CURRENT CODE:

(E) WAREHOUSE TO WAREHOUSE USE	
EXISTING # OF PARKING	=79 STALLS
PROPOSED # OF PARKING	=82 STALLS
REQ. # OF ADA STALLS	=4 STALLS
PROVIDED # OF ADA STALLS	=4 STALLS
REQUIRED # OF PARKING STALLS:	
6,141sf OF OFFICE (1/25th)	=25 STALLS
51,071sf OF WAREHOUSE (1/1,000sf)	=52 STALLS
TOTAL:	77 STALLS
PROVIDED # OF PARKING STALLS	78 STALLS

GENERAL NOTES

- SEE SHEETS A003 AND A004 FOR GENERAL NOTES.
- REFER TO SHEET A001 FOR SYMBOLS AND ABBREVIATIONS LEGEND.
- ALL WORK SHALL COMPLY WITH CURRENTLY ADOPTED ICC, NFPA, IAPMO, ASME BY JURISDICTION HAVING AUTHORITY.
- IN NO CASE SHALL DIMENSIONS OR OBJECTS OF ANY KIND BE SCALED FROM ANY DRAWINGS. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD BEFORE PROCEEDING WITH SUBSEQUENT WORK. CONTRACTOR SHALL BRING ANY DISCREPANCIES OR CLARIFICATIONS TO THE ARCHITECT'S ATTENTION PRIOR TO PROCEEDING WITH ANY RELATED WORK.
- ALL DIMENSIONS ARE TO FACE STUD U.O.N. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB AND/OR TOP OF CONCRETE UNDERLAYMENT U.O.N. CEILING HEIGHT DIMENSIONS ARE TO BE TO FINISHED SURFACES U.O.N.
- DIMENSIONS MARKED "MIN" INDICATE A MINIMUM CLEARANCE THAT MUST BE MAINTAINED WHEN FINISH MATERIALS ARE INSTALLED.
- ALL NEW LANDSCAPE AND PLANTER BOXES TO RECEIVE DRIP IRRIGATION SYSTEM. SEE CIVIL AND IRRIGATION DRAWINGS FOR ADDITIONAL INFORMATION.
- PROVIDE (1) EV OUTLET AT (2) PARKING STALLS. REFER TO ELECTRICAL DRAWINGS FOR LOCATIONS.
- ALL EXTERIOR EXPOSED STAIR TREADS AND STEPS TO SLOPE 2% MAXIMUM TOWARD NOSE OF TREAD, TYP.
- ALL STAIR TREADS TO RECEIVE CAST-IN CONTRASTING WARNING STRIP, TYP.
- IN CASE OF CONFLICT OF INDICATED PAVING OR SLAB SLOPES WITH CIVIL DRAWINGS, THE CIVIL DRAWINGS SHALL GOVERN.
- ALL EXPOSED FLASHING AND BRAKE METAL TO BE PRIMED AND FIELD PAINTED TO MATCH ADJACENT WALL COLOR. VERIFY COLOR WITH ARCHITECT PRIOR TO PAINTING.

LEGEND

	N.I.C.	NOT IN CONTRACT
	PROPERTY LINE	
	NEW CONCRETE PAVING	
	NEW LANDSCAPE	



CONSULTANT:

CERTIFICATION:

PROJECT:

SALTBOX
1801 FLOWER ST.
DUARTE, CA 91010

FLOOR/LEVEL:

ISSUE OR REVISION NOTES:

NO.	DATE	DESCRIPTION
07.29.2021	50% CD	
08.06.2021	PLAN CHECK SUBMITTAL	

CLIENT SIGNATURE:

SIGNATURE: DATE: XX.XX.XXXX

The above drawings, specifications, details, designs and arrangements are prepared by me and shall remain the property of the designer and no part thereof shall be copied, reproduced or used in connection with any work or project other than the intended project for which they have been prepared and developed without the written consent of the designer. Violation of these restrictions shall constitute conclusive evidence of acceptance of these restrictions.

Written dimensions on these drawings shall have precedence over noted dimensions. Dimensions shall only be as noted. No other dimensions shall be used. Shop details must be submitted to this office for approval before proceeding with fabrication.

PROJECT NO: 21-3995-1

DRAWN BY: RM CHECKED BY: JH

PROJECT MANAGER: CC

DRAWING SCALE: As indicated

SHEET SIZE: 30x42

DRAWING TITLE:

SITE PLAN - NEW

SHEET NO:

A110



CERTIFICATION

PROJECT

SALTBOX
1801 FLOWER ST.
DUARTE, CA 91010

FLOOR/LEVEL

ISSUE OR REVISION NOTES

NO.	DATE	DESCRIPTION
	07.29.2021	50% CD
	08.06.2021	PLAN CHECK SUBMITTAL
A	10.01.2021	PLAN CHECK SUBMITTAL

CLIENT SIGNATURE: _____

SIGNATURE

DATE: XX.XX.XXXX

The above drawings, specifications, ideas, designs and arrangements represented thereby are and shall remain the property of the designer and no part thereof shall be copied, disclosed to others or used in connection with any work or project other than the specified project to which they have been prepared and developed without the written consent of the designer. Visual contact with these plans or specifications shall constitute conclusive evidence of acceptance of these restrictions.

Written dimensions on these drawings shall have precedence over scaled dimensions. Contractor shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication.

PROJECT NO: 21-3995-1

DRAWN BY:

CHECKED BY: JI

PROJECT MANAGER: CO

DRAWING SCALE: As indicated

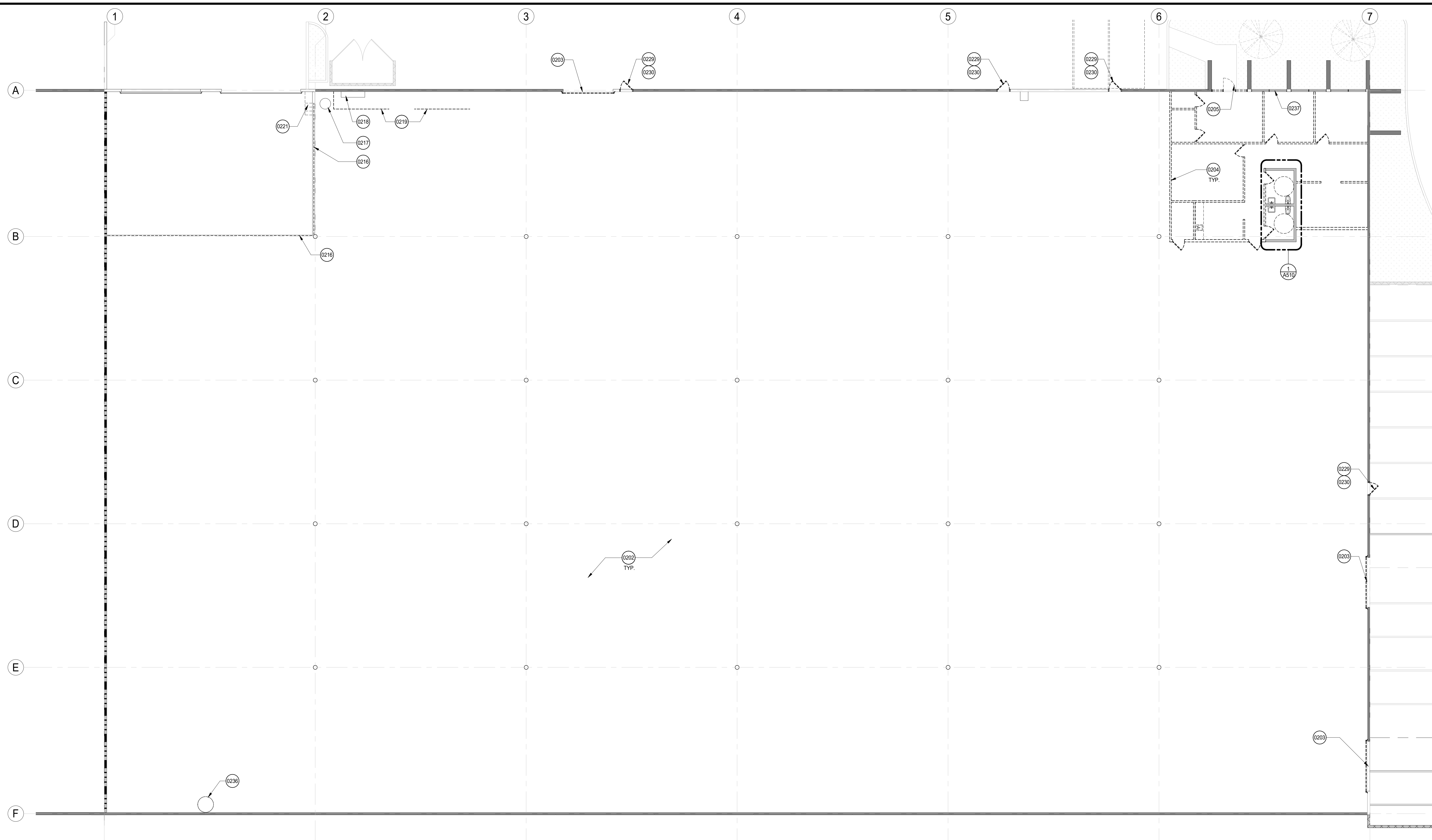
SHEET SIZE: 30X42

DRAWING TITLE

FLOOR PLAN -
DEMOLITION

SHEET NO:

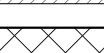
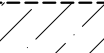
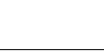
A200



FLOOR PLAN - 1ST FLOOR DEMOLITION

$$3/32'' = 1.0$$

LEGEND

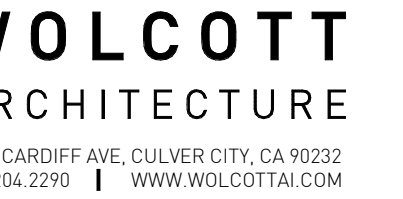
	N.I.C.	NOT IN CONTRACT
	EXISTING MILLWORK TO REMAIN	
	EXISTING MILLWORK TO BE DEMOLISHED	
	EXISTING PARTITION TO REMAIN	
	EXISTING DOOR TO REMAIN	
	EXISTING PARTITION TO BE DEMOLISHED	
	EXISTING DOOR TO BE DEMOLISHED	
	EXISTING GLAZING OR FRAME ASSEMBLY TO BE DEMOLISHED	
	EXISTING PLUMBING FIXTURES TO BE DEMOLISHED	

GENERAL NOTES

1. SEE SHEET A002 FOR ABOLITION GENERAL NOTES
2. POWER AND COMMUNICATIONS: EXISTING POWER AND COMMUNICATIONS OUTLETS ARE TO **REMAIN/BE REMOVED** THROUGHOUT WORK AREA U.O.N. WHERE OUTLETS ARE TO BE REMOVED, REMOVE ALL SOCIAL WIRING AND ALL BOXES
3. **CEILING**: EXISTING **CEILING** TO **REMAIN/BE REMOVED** THROUGHOUT U.O.N. EXISTING LIGHT FIXTURES TO **REMAIN/BE REMOVED** AND SAVED FOR RELOCATION U.O.N. REMOVE ALL ASSOCIATED CEILING AND LIGHTING
4. **FINISHES**: EXISTING FLOORING AND BASE TO **REMAIN/BE REMOVED** THROUGHOUT U.O.N. EXISTING WALL FINISHES TO **REMAIN/BE REMOVED** THROUGHOUT U.O.N. REMOVE AND SCRAPE CLEAN ALL ADHESIVE/ ATTACHMENT SUBSTRATES FOR A CLEAN AND SMOOTH SUBSTRATE AS REQUIRED FOR ALL NEW FINISH
5. DEMOLISH FLOOR WHERE FLOOR POWERED AND TELIDATA CORDS ARE SHOWN ON POWER PLANS. VERIFY CORD LOCATION WITH ARCHITECT PRIOR TO CORING
6. REUSE AND/OR REMOVE EXISTING HVAC SYSTEM AND DUCT WORK TO ACCOMMODATE NEW SCOPE AND PER MECHANICAL DRAWINGS
7. PROTECT ALL EXISTING ITEMS TO REMAIN DURING CONSTRUCTION. PATCH AND REPAIR WHERE DAMAGED AS NECESSARY TO MATCH EXISTING

KEYNOTES

- 0202 CLEANUP, PATCH AND REPAIR (E) CONCRETE SLAB
- 0203 (E) ROLL-UP DOOR TO BE DEMOLISHED. PATCH AND REPAIR AS REQ'D.
- 0204 REMOVE (E) WALLS, FLOOR FINISHES, CEILING, LIGHTING FIXTURES, AND OTHER GELING MOUNTED ELEMENTS SUCH AS FIRE ALARM, FIRE STROBE, SMOKE DETECTORS, CAMERAS, SPRINKLERS, ETC.) THROUGHOUT.
- 0205 (E) STOREFRONT TO BE DEMOLISHED. PATCH AND REPAIR AS REQ'D.
- 0216 REMOVE (E) CHAIN FENCE AND ASSOCIATED TIE STEEL POSTS. PATCH AND REPAIR FLOOR OPENING/HOLES.
- 0217 (E) STANDPIPE TO REMAIN. PROTECT IN PLACE.
- 0218 (E) ELECTRICAL PANEL TO REMAIN. PROTECT IN PLACE.
- 0219 REMOVE (E) CHAIN LINK FENCE AND ASSOCIATED TIE POSTS. PATCH AND REPAIR FLOOR OPENING/HOLES.
- 0221 REMOVE (E) CONC. STAIR.
- 0229 REMOVE (E) DOOR.
- 0230 REMOVE APPROX. 4" OF (E) CONCRETE WALL ABOVE THE EXISTING DOOR OPENING TO ALLOW NEW 7'0" HIGH DOORS. SEE STRUCTURAL FOR OPENING REINFORCEMENT INFORMATION.
- 0236 (E) ROOF HATCH ACCESS LADDER TO REMAIN. PROVIDE NEW SHEET METAL DOOR WITH LOCK AT THE BOTTOM CORNER FOR SECURITY.
- 0237 ELIMINATE WINDOW REPAIR. PROTECT IN PLACE.



CERTIFICATION:

PROJECT:

SALIBOX
1801 FLOWER ST.
DUARTE, CA 91010

FLOOR/LEVEL:

ISSUE OR REVISION NOTES:

NO.	DATE	DESCRIPTION
	07.29.2021	50% CD
	08.06.2021	PLAN CHECK SUBMITTAL
A	10.01.2021	PLAN CHECK SUBMITTAL

[illegible]

PROJECT NO: 21-3995-1

RAWN BY: RM CHECKED BY: JH

PROJECT MANAGER: CC

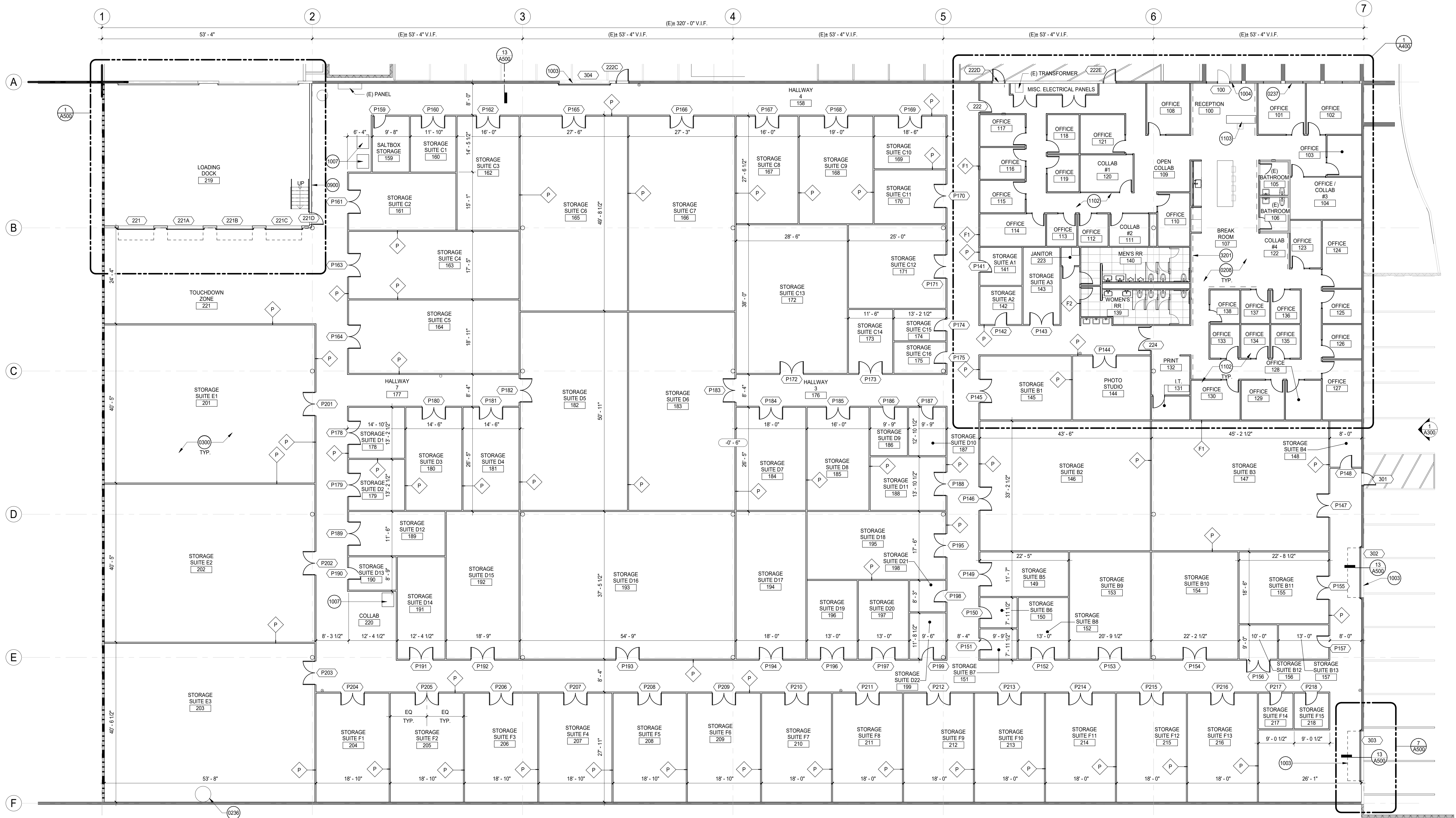
RAWING SCALE: As indicated

SHEET SIZE:

FLOOR PLAN - NEW

SHEET NO:

A210



FLOOR PLAN - 1ST FLOOR

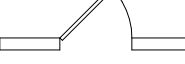
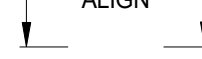
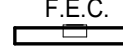
$$3/32" = 1'-0"$$

1

OFFICE/COLLAB SPACE NOTES

1. P-1: INTERIOR PAINT DUNN EDWARDS DEW383 COOL DECEMBER
2. P-2: PAINT ALTERNATE OPTION: DRY ERASE PAINT BENJAMIN MOOR NOTABLE, DRY ERASE, WHITE
3. B-1 RUBBER BASE JOHNSONITE 4' MONUMENT BASE. COLOR: ICICLE
4. C-1 CARPET SHAW CONTRACT: BEYOND ULTRALOC 54243 CLIFF 15530
5. CONC-1 POLISHED & SEALED CONCRETE. NOTE: DIAMOND GRIND & SEAL. PROVIDE COATING THAT MEETS ASTM D2047 FOR SLIP RESISTANCE
6. INTERIOR OFFICE DOOR AND SIDELITE: ALL INTERIOR OFFICE AND COLLAP SPACE DOORS TO BE WITH 3'-0" ALUM. FRAME TEMPERED GLASS DOOR WITH 18" SIDELITE GLAZING BY WESTERN INTEGRATED.

LEGEND

	NOT IN CONTRACT		DOOR NUMBER. REFER TO A710
	EXISTING MILLWORK		PREFABRICATED PARTITION DOOR: FUTURE DESIGN BUILD UNDER SEPARATE PERMIT
	NEW MILLWORK		NEW GLAZING OR STOREFRONT SYSTEM PER SCHEDULE.
	EXISTING PARTITION		WINDOW TAG. REFER TO A710
	EXISTING DOOR		ALIGN ELEMENTS
	NEW PARTITION PER PLAN		ROOM NAME AND NUMBER
	WALL TAG. REFER TO A700		FIRE EXTINGUISHER CABINET
	PREFABRICATED PARTITION: FUTURE DESIGN BUILD UNDER SEPARATE PERMIT		NEW PLUMBING FIXTURES
	NEW DOOR		NEW PLUMBING FIXTURE, APPLIANCE, OR EQUIPMENT. REFER TO A720

GENERAL NOTES

2. SEE SHEETS A004 AND A004A FOR GENERAL NOTES.
3. REFER TO SHEET A001 FOR SYMBOLS AND ABBREVIATIONS LEGEND.
4. ALL WORK SHALL COMPLY WITH CURRENTLY APPLICABLE IBC, NFPA, JPMPO, ASME BY JURISDICTION HAVING AUTHORITY.
5. IN NO CASE SHALL DIMENSIONS OR OBJECTS OF ANY KIND BE SCALED FROM ANY DRAWINGS.
6. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD BEFORE PROCEEDING WITH SUBSEQUENT WORK. CONTRACTOR SHALL BRING ANY DISCREPANCIES OR CLARIFICATIONS TO THE ARCHITECT IMMEDIATELY TO PREVENT CONFLICTS AND DELAYS.
7. ALL DIMENSIONS ARE TO FACE STUD U.O.N. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB AND/OR TOP OF CONCRETE UNDERLAYMENT U.O.N. CEILING HEIGHT DIMENSIONS ARE TO BE TO FINISHED U.O.N. DIMENSIONS MARKED "MIN." INDICATE A MINIMUM CLEARANCE THAT MUST BE MAINTAINED WHEN FINISH MATERIALS ARE INSTALLED.
8. ALL PIPING MEMBERS SHALL BE SO ARRANGED AND SPACED AS TO PERMIT INSTALLATION OF PIPE CONDENSITS AND DUCTWORK WITH A MINIMUM OF CUTTING. CONTRACTOR SHALL PROVIDE AND INSTALL ALL STIFFENERS, BRACES, BACK-UP PLATES AND SUPPORTING BRACKETS AS REQUIRED FOR THE INSTALLATION OF MECHANICAL EQUIPMENT. CONTRACTOR SHALL PROVIDE AND INSTALL ALL ACCESSORIES, GRAB BARS, MILLWORK.
9. ALL WOOD FRAMING IN EXTERIOR WALLS TO BE FIRE-RETARDANT TREATED WOOD COMPLYING WITH CBC SECTION 21.02, 21.05, 21.06, 21.07, 21.08, 21.09, 21.10, 21.11, 21.12, 21.13, 21.14, 21.15, 21.16, 21.17, 21.18, 21.19, 21.20, 21.21, 21.22, 21.23, 21.24, 21.25, 21.26, 21.27, 21.28, 21.29, 21.30, 21.31, 21.32, 21.33, 21.34, 21.35, 21.36, 21.37, 21.38, 21.39, 21.40, 21.41, 21.42, 21.43, 21.44, 21.45, 21.46, 21.47, 21.48, 21.49, 21.50, 21.51, 21.52, 21.53, 21.54, 21.55, 21.56, 21.57, 21.58, 21.59, 21.60, 21.61, 21.62, 21.63, 21.64, 21.65, 21.66, 21.67, 21.68, 21.69, 21.70, 21.71, 21.72, 21.73, 21.74, 21.75, 21.76, 21.77, 21.78, 21.79, 21.80, 21.81, 21.82, 21.83, 21.84, 21.85, 21.86, 21.87, 21.88, 21.89, 21.90, 21.91, 21.92, 21.93, 21.94, 21.95, 21.96, 21.97, 21.98, 21.99, 22.00, 22.01, 22.02, 22.03, 22.04, 22.05, 22.06, 22.07, 22.08, 22.09, 22.10, 22.11, 22.12, 22.13, 22.14, 22.15, 22.16, 22.17, 22.18, 22.19, 22.20, 22.21, 22.22, 22.23, 22.24, 22.25, 22.26, 22.27, 22.28, 22.29, 22.30, 22.31, 22.32, 22.33, 22.34, 22.35, 22.36, 22.37, 22.38, 22.39, 22.40, 22.41, 22.42, 22.43, 22.44, 22.45, 22.46, 22.47, 22.48, 22.49, 22.50, 22.51, 22.52, 22.53, 22.54, 22.55, 22.56, 22.57, 22.58, 22.59, 22.60, 22.61, 22.62, 22.63, 22.64, 22.65, 22.66, 22.67, 22.68, 22.69, 22.70, 22.71, 22.72, 22.73, 22.74, 22.75, 22.76, 22.77, 22.78, 22.79, 22.80, 22.81, 22.82, 22.83, 22.84, 22.85, 22.86, 22.87, 22.88, 22.89, 22.90, 22.91, 22.92, 22.93, 22.94, 22.95, 22.96, 22.97, 22.98, 22.99, 23.00, 23.01, 23.02, 23.03, 23.04, 23.05, 23.06, 23.07, 23.08, 23.09, 23.10, 23.11, 23.12, 23.13, 23.14, 23.15, 23.16, 23.17, 23.18, 23.19, 23.20, 23.21, 23.22, 23.23, 23.24, 23.25, 23.26, 23.27, 23.28, 23.29, 23.30, 23.31, 23.32, 23.33, 23.34, 23.35, 23.36, 23.37, 23.38, 23.39, 23.40, 23.41, 23.42, 23.43, 23.44, 23.45, 23.46, 23.47, 23.48, 23.49, 23.50, 23.51, 23.52, 23.53, 23.54, 23.55, 23.56, 23.57, 23.58, 23.59, 23.60, 23.61, 23.62, 23.63, 23.64, 23.65, 23.66, 23.67, 23.68, 23.69, 23.70, 23.71, 23.72, 23.73, 23.74, 23.75, 23.76, 23.77, 23.78, 23.79, 23.80, 23.81, 23.82, 23.83, 23.84, 23.85, 23.86, 23.87, 23.88, 23.89, 23.90, 23.91, 23.92, 23.93, 23.94, 23.95, 23.96, 23.97, 23.98, 23.99, 24.00, 24.01, 24.02, 24.03, 24.04, 24.05, 24.06, 24.07, 24.08, 24.09, 24.10, 24.11, 24.12, 24.13, 24.14, 24.15, 24.16, 24.17, 24.18, 24.19, 24.20, 24.21, 24.22, 24.23, 24.24, 24.25, 24.26, 24.27, 24.28, 24.29, 24.30, 24.31, 24.32, 24.33, 24.34, 24.35, 24.36, 24.37, 24.38, 24.39, 24.40, 24.41, 24.42, 24.43, 24.44, 24.45, 24.46, 24.47, 24.48, 24.49, 24.50, 24.51, 24.52, 24.53, 24.54, 24.55, 24.56, 24.57, 24.58, 24.59, 24.60, 24.61, 24.62, 24.63, 24.64, 24.65, 24.66, 24.67, 24.68, 24.69, 24.70, 24.71, 24.72, 24.73, 24.74, 24.75, 24.76, 24.77, 24.78, 24.79, 24.80, 24.81, 24.82, 24.83, 24.84, 24.85, 24.86, 24.87, 24.88, 24.89, 24.90, 24.91, 24.92, 24.93, 24.94, 24.95, 24.96, 24.97, 24.98, 24.99, 25.00, 25.01, 25.02, 25.03, 25.04, 25.05, 25.06, 25.07, 25.08, 25.09, 25.10, 25.11, 25.12, 25.13, 25.14, 25.15, 25.16, 25.17, 25.18, 25.19, 25.20, 25.21, 25.22, 25.23, 25.24, 25.25, 25.26, 25.27, 25.28, 25.29, 25.30, 25.31, 25.32, 25.33, 25.34, 25.35, 25.36, 25.37, 25.38, 25.39, 25.40, 25.41, 25.42, 25.43, 25.44, 25.45, 25.46, 25.47, 25.48, 25.49, 25.50, 25.51, 25.52, 25.53, 25.54, 25.55, 25.56, 25.57, 25.58, 25.59, 25.60, 25.61, 25.62, 25.63, 25.64, 25.65, 25.66, 25.67, 25.68, 25.69, 25.70, 25.71, 25.72, 25.73, 25.74, 25.75, 25.76, 25.77, 25.78, 25.79, 25.80, 25.81, 25.82, 25.83, 25.84, 25.85, 25.86, 25.87, 25.88, 25.89, 25.90, 25.91, 25.92, 25.93, 25.94, 25.95, 25.96, 25.97, 25.98, 25.99, 26.00, 26.01, 26.02, 26.03, 26.04, 26.05, 26.06, 26.07, 26.08, 26.09, 26.10, 26.11, 26.12, 26.13, 26.14, 26.15, 26.16, 26.17, 26.18, 26.19, 26.20, 26.21, 26.22, 26.23, 26.24, 26.25, 26.26, 26.27, 26.28, 26.29,

KEYNOTES

- 0236 PAINT ALL WALLS WHITE THROUGHOUT. PAINT ALL (E) DOORS DARK GREY THROUGHOUT.
- 0238 (E) ROUNH HATCH ACCESS LAUNDER TO REAR. PROVIDE NEW SHEET METAL DOW WITH LOCK AT THE BOTTOM OF LAUNDER FOR SECURITY.
- 0237 (E) WINDOW TO REAR, PROTECT IN PLACE.
- 0300 (C) CLEAN (E) CONCRETE FLOORING. TYPICAL THROUGHOUT SCOPE OF WORK.
- 0600 (N) FULL-SHINE SATIN STAIN. STU'D WIDTH, GAGE, SPACING AND ANGLE FOR STRUCTURAL STEEL TO BE DETERMINED BY FABRICATOR. ROLL UP DOOR TO OVERHEAD DOW. MODEL 511 W/ FULL VERTICAL 'TRACK'. PROVIDE SATIN ETCHED GLASS AT 6" A.F. OR BELOW.
- 1004 (N) STOREROOM TO BE PRICED AS ADD. 1. ARCADIA WINDOW ACFAS1. FINISH: ANODIZED. COLOR: STANDARD DARK BRN. 48"X72". GLAZING: 1" THICK SOLARGLASS TO CLEARLY-CLERK INSULATED GLASS.
- 1007 PHONE BOOTH FF86 FIBER OWNER.
- 1102 SEE OFFICE/CLOAKS SPACE NOTES.
- 1103 RECEPTION DESK: ISOM BLOK. FINISH: LAQUERED HOT ROLLED STEEL.
- 1201 (N) PAINTED GRAPHIC OR MURAL PER OWNER.

FILE NAME: BIM 360//21-3995-1 Saltbox/21-3995-1 Saltbox.rvt
DATE STAMP: 11/9/2021 10:49:39 PM

Exhibit C

saltbox

Member Handbook



Table Of Contents

A comprehensive overview to your Saltbox membership

First Order Of Business

- 04** Address and Directions
- 05** Hours of Operations and Building
 - Access Cards
 - Overnight Access
 - Alarm System
 - Inclement Weather + building closures
- 07** Member Portal
- 08** Parking
 - Visitor Parking
 - Overnight Parking
- 09** Internet
- 10** Printer/Copier/Phones
- 11** Mail
 - Business Address
 - Incoming Mail
 - Outgoing Mail

Policies and Operations

- 14** Trash & Recycling
 - Trash
 - Recycling
 - Cardboard Box Disposal
 - Cleaning
 - Restrooms
- 15** Common Areas
 - Community Kitchen
 - Conference Rooms
 - Photography Studio
 - Shipping Station
 - Phone Booths
 - Temperature Control
- 19** Private Suites
 - Warehouse Suites
 - Office Suites
- 20** Saltbox Guests
 - Visitor Policy
 - Directions + Parking
- 21** Saltbox Member Policies
 - Anti-Harassment
 - Insurance
 - No Smoking
 - Pets
 - Firearm Policy
 - Billing & Term Lengths

Community and Communications

- 25** Saltbox Team Contact Info
 - Main Office Line
 - After Hours Assistance
 - Maintenance Requests & Support Tickets
 - Community Operations Manager
 - Billing Contact
- 26** Communications
 - Email
 - Slack
 - Events
 - Social Media

First Order of Business

A guide to the basic inner workings and benefits of your Saltbox membership





Address

Saltbox Dallas is located at
4653 Nail Road
Farmers Branch, TX 75244

Your Mailing Address

Your Business Name

c/o Saltbox

4653 Nail Road Your Suite #
Farmers Branch, TX 75244

Hours of Operations and Building Operations

Saltbox Staffed Hours:

M – Fri 8am – 5pm

Saltbox Building Operation Hours:

M – Sun 6am – 11pm



Access cards

Each Saltbox Membership is allotted a set number of keys and key cards based on their membership. Digital key cards will be required for main door access outside of staffed hours, exterior entrances, warehouse door entry, and overnight access. For security purposes, each keycard must be registered to a unique user id. Additional access cards may be purchased and added to a membership for \$199/month. Please contact the Community Operations Manager for any access card updates, questions, or concerns.



Overnight Access

In order to access the building outside of Building Operation Hours members must request overnight access. Overnight access must be **requested by 3pm** the day access is needed through this form [here](#). Only individuals that have been granted overnight access will be allowed to occupy the building outside of operation hours. Reference the “How To” guide on the Member Portal or speak to a Saltbox team member for more info.

Hours of Operations and Building Operations

Saltbox Staffed Hours:

M – Fri 8am – 5pm

Saltbox Building Operation Hours:

M – Sun 6am – 11pm



Alarm System

In order to protect our members and their products, the Saltbox alarm system will be active outside of Building Operation hours. False Alarm expenses (\$150) will be charged to the responsible member.



Inclement Weather + Building Closures

Saltbox makes the safety and security of all members and staff a top priority. As such, the Saltbox team uses their discretion in deciding whether it's safe to travel to the office during inclement weather. Members will still be able to access the space, however in the event that the Community Operations Manager is working off site, a notification will be sent to all members, some amenities may not be available, and all support will be remote.

Member Portal

The [Saltbox Member Portal](#), via **OfficeRnD** will be used for a member directory, membership billing, conference room booking and other helpful references.

- “How To” Guide – check out the many “How To” [guides](#) in the member portal.
- Benefits + Perks– A variety of discounts and benefits are offered to Saltbox members. Check out the [benefits page](#) in the member portal to learn more!
- [Events](#) will be posted in the Calendar section
- Enter Service Ticket requests in the member portal





Parking

As a part of their Saltbox Membership, members may utilize any of the Saltbox parking spaces. During Saltbox onboarding, members will provide their license plate and car details. As a general rule, parking is on a first come first serve basis and all vehicles are required to acknowledge ADA regulations.

Visitor Parking – For the convenience of guests, there are a set number of visitor spots outside of the main entrance on the east side of the building.



Internet

Saltbox provides wireless access to members, but acknowledges that speed and performance are impacted by multiple factors, including but not limited to: network congestion, interference from other wireless frequencies and devices, and physical obstacles. Members may not install their own Access Points as this would further negatively impact wireless performance for the community.

Member Wifi

SSID: Saltbox Members
Password: Member123

Guest Wifi

SSID: Saltbox North Dallas Guest
Password: Guest123

Shared Device Wifi (If you have your own dedicated printer or other devices you would like to connect to)

SSID: Saltbox Shared
Devices
Password: Saltbox123

Printer + Copier

Color and black & white printing is included in a Saltbox membership. Saltbox kindly requests members default to black & white and double-sided printing, and try to be respectful of others' usage as well. Please reference the "How To" Guide for [connecting to the Saltbox Printer](#) for more info.

Extra paper for the printers is stored in the bottom drawer of the machine. Please submit a tech request if the paper supply is low.

For members' convenience a paper shredder is available next to the Saltbox Office Copier/Printer.

Phone Use

VoIP phones are permitted in the office and warehouse space.



Mail Details

Business Address:
[Your Name and/or Company]
4653 Nall Road # (Insert
Appropriate Number)
Farmers Branch, TX 75244



More information can be found in the "How To" Guides to assist you with updating a business address within the State of Georgia.



Incoming Mail

Saltbox members will be assigned a mail slot located in the mailbox that corresponds with their suite number. Larger packages will be placed on the shelving within the mail area. As a courtesy to our Mail area, please pick up packages as soon as possible and within 48 business hours of delivery.

Outgoing Mail

Saltbox members may place outgoing envelopes/letters in the outgoing mail bin located in the warehouse mail area. Outgoing packages must be placed within the appropriate bin (labeled by carrier) in the Warehouse Shipping Station area. Please be cognizant of pick up times.

Policies and Operations

Our general Saltbox operating principles



Policies and Operations

In order to ensure a wonderful experience for all of our members we thank all members for keeping these general Saltbox operating principles in mind:



Please keep noise to a respectful level for those around you. For instance, loud phone calls and meetings should be taken from within your designated suite, phone booth or Conference room. Headphones are required in the warehouse for any personal music. No speakers or music allowed in the individual warehouse suite



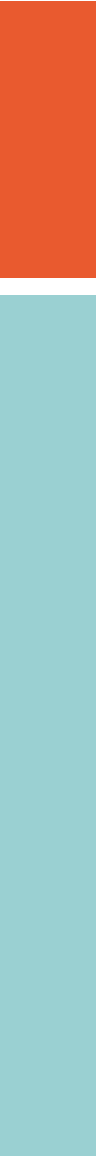
Certain Saltbox areas/amenities require a reservation for use. Please refer to the specific area for more information and further instructions for these spaces.



Be sure to keep offices and common areas clean and clutter free. Discard trash in designated areas and please take personal items with you when leaving communal spaces.



Communal items should live in their designated areas. Any items removed from their space should be returned to their appropriate location by the end of day. This includes all warehouse equipment and any office supplies



Trash + Recycling

Trash

Saltbox provides trash bins for individual office suites. These bins should be placed outside the door if wished to be emptied during the nightly clean. For larger (or smelly!) trash disposal, please utilize the kitchen or take directly to the dumpster outside. For warehouse trash, we have provided bins inside the warehouse door. Please do not discard trash in the cardboard receptacles. Please take large items directly to the dumpster outside.

Cardboard Recycling

Cardboard boxes should be broken down prior to placing in the recycling bins. The recycling bins in the parking lot are for cardboard boxes only.

Cleaning

Saltbox handles cleaning for all common areas on a regular basis and light service within office area suites.

Restrooms

Restroom amenities are provided for member convenience and serviced daily. Please alert [#requests-maintenance](#) upon notice of any issues within the restrooms.



The Cafe

Food/Drink – Saltbox Members should help themselves to any items in the communal snack area and the Bevi machine.. There is dedicated space within the large fridge for members to store their personal items; Please label said items with your initials and the date. Post-its and sharpie provided on the fridge door. The fridge will be cleaned out every Friday and all unlabeled/expired items will be thrown away. Anything that is not labeled is communal and open to anyone.

Dishes – Please place dirty dishes in the dishwasher when the magnet reads “Dirty.” When it is set to “Clean,” members may leave dirty dishes in the sink.

Coffee – Saltbox proudly serves locally roasted coffee. Please reference the “How To” Guide for more information on how to brew the perfect cup! Directions are conveniently located on the side of the machine as well.



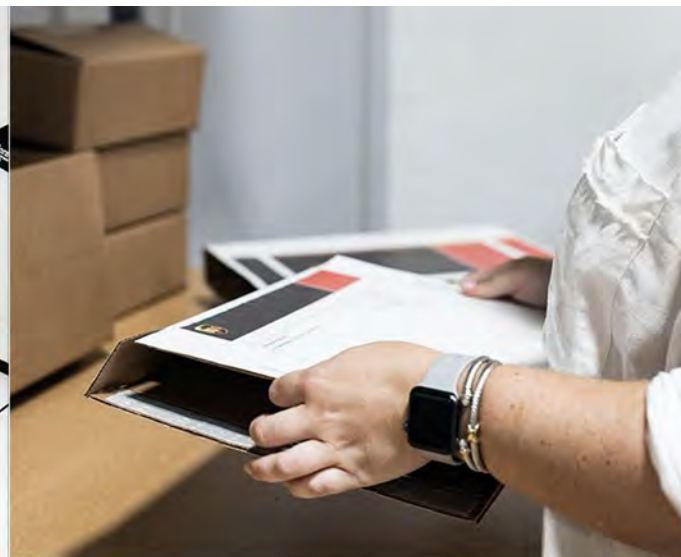
Conference Rooms

Saltbox members are allotted a defined number of credits per month depending on membership type. A reservation is required to utilize either the Steer Conference Room or Jasper Conference Room during Saltbox Building Operation Hours, and can be booked from within the Saltbox Member Portal. Additional credits may be purchased for \$25/credit.



Photography Studio

As part of your Saltbox membership, Members are encouraged to utilize the self serve photography studio. The Photography Studio may be reserved through the member portal in Office RnD



Shipping Station

As a resource to our members, Saltbox provides basic supplies for member shipping needs. These supplies include carrier boxes, envelopes, shipping tape, label printer, black and white printer and a scale Please be respectful of others' usage of this shared area.



Phone Booths

Saltbox provides phone booths for private conversations. Phone booths do not require reservations and are on a first come first serve basis. Members should refrain from “posting up” in a phone booth and are encouraged to be respectful of others' usage.

Temperature Control

Saltbox heats the warehouse and office space to 68 degrees Fahrenheit and cools it to 75 degrees Fahrenheit. Fluctuations in temperature will occur, especially during a change in seasons. You are welcome to add a fan in your unit if you would like.

Private Suites

Warehouse Suites - Warehouse suites are outfitted with power in each unit (120 volt only). Please avoid using multiple high current items at once (examples include microwaves or hair dryers) as these have a tendency to blow a fuse when operating with other equipment. The entire building is heated and cooled (see the Temperature Control section above), including the warehouse. Wifi is also accessible in all warehouse suites. There are fire extinguishers throughout the warehouse and the entire warehouse is fully sprinkled with water. Members are welcome to rent [warehouse equipment](#) from Saltbox for an additional monthly fee. Please speak with the Community Operations Manager for more information.

Office Suites - Saltbox provides a desk, chair and trash bin for your office. If you're not interested in these items Please notify the Community Operations Manager for removal of these items. In addition to the items provided by Saltbox, members are welcome to furnish and decorate their private space to their liking. Please do not permanently affix anything to any walls or windows (i.e. screws, nails, holes, brackets, etc.) Command strips and temporary fasteners are permitted.





Saltbox Guests

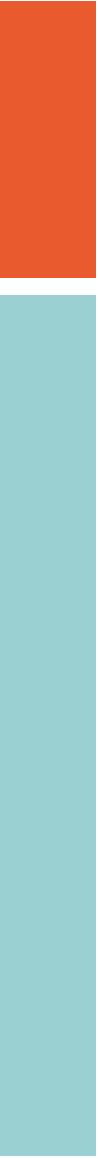
Visitor Policy

Saltbox members are welcome to bring visitors to Saltbox within building operation hours. Visitors must enter through the main entrance and check in via our visitor kiosk. Visitors must be accompanied by Saltbox members into the Warehouse and Office suite area and respect Saltbox policies and building guidelines.

- If a guest is visiting more than 3x/week, you will need to purchase an additional access pass for them at \$199/month. Please email saltbox-dal-fb@saltbox.com to add additional memberships.

Kids Policy

We value family and recognize that sometimes your kids will need to come to work with you. We ask that children under the age of 13 be supervised by an adult at all times. No running or loud videos or games in public areas. Please keep the common areas clean.



Saltbox Member Policies

Anti-Harassment

Saltbox is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. Saltbox does not tolerate harassment of people at our events or space in any form. People violating these rules may be sanctioned or expelled from the space or the event at the discretion of any Saltbox member.

People asked to stop any harassing behavior are expected to comply immediately. Any behavior or action experienced as harassment will be responded to as such.

Harassment includes:

- Offensive verbal comments
- Sexual images in public spaces
- Deliberate intimidation
- Stalking
- Following
- Photography or recording without consent
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention



Saltbox Member Policies

Insurance

Saltbox members are responsible for insuring their personal property within their private suites. We require general liability insurance. If you don't already have insurance, check out [LAYR](#). Please refer to Saltbox Membership Terms and Conditions for more details.

No smoking

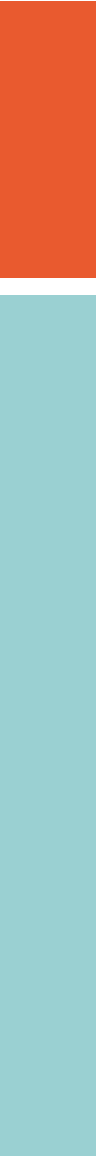
Smoking or vaping is not permitted within Saltbox buildings. Please utilize designated exterior areas for these activities.

Pets

Pets are not permitted at Saltbox.

Firearm Policy

Saltbox as a company and its premises are firearms-free zones. Members and Saltbox visitors are restricted from bringing firearms on to Saltbox premises. No exemption to this policy is allowed for private persons, even those licensed and permitted to carry a firearm. Members or guests who fail to abide by this policy may be asked to leave the premises. A blanket exception to the restrictions described in this policy statement applies only to law enforcement officers and designated military personnel who are on-duty and required to carry firearms in the performance of their duties.



Saltbox Member Policies

Billing

Monthly payments are due on the 1st of each month and a valid payment method must always be kept on file.. Late fees are charged for past due accounts on the 5th of each month. More than two late payments in a six month period could result in termination of your agreement. For full billing and termination details, please refer to your Saltbox Membership Terms and Conditions. For general billing inquiries, please contact billing@saltbox.com.

Moving Offices or Warehouse Suites

If you are interested in moving offices, our team is happy to assist you. Email saltbox-dal-fb@saltbox.com with your request. You will need to sign new paperwork for this move. If we aren't able to meet your immediate needs, we will add you to a waitlist and do our best to find a solution for you. Our existing members benefit from first priority for any available space.

Term Lengths

30 day agreements are automatically renewed each month until notice is given. Notice must be received 30 days prior to your desired move-out date and all term lengths end on the last day of the month. If notice is given on July 15th, the move out date will be August 31st. Reach out to your Community Operations Manager if you have any questions.

For 6 & 12 month agreements: You will have the option to renew your contract 60 days prior to the end of your term. If you do not sign new paperwork for an extended term length, you will automatically switch over to a 30 day agreement with the list pricing associated.

Community and Communications

Best ways to contact and connect with your Saltbox team members



The image shows two hands holding beer cans and clinking them together. In the background, a large Saltbox logo is visible on a wall. The logo consists of the word "saltbox" in a sans-serif font, with a blue wave icon replacing the letter 'o'.



The image shows a person standing in front of a white brick wall, holding a large cardboard shipping box in front of their face. The box has the Saltbox logo on it. Above the person, the words "ALWAYS BE SHIPPING" are written on the wall in large, bold, black capital letters. Each word is underlined with a light blue horizontal bar.



Saltbox Team Contact Info

E-mail inquiries: saltbox-dal-fb@saltbox.com

Main Office Line: (972) 954-3149

Requests/Service Tickets - Use the member portal to submit ticket requests. Submit a ticket [here](#).

Community Operations Manager:

- Email at saltbox-dal-fb@saltbox.com or directly at
- Direct Slack message for more immediate needs or one-off questions

Billing Inquiries: billing@saltbox.com

Communications

Email – Email notifications will be sent for important and time sensitive, community wide updates.

Slack – Saltbox has its own [Slack workspace!](#) Slack notifications will be used for Maintenance/Tech Requests + Chatter + general announcements. Members are encouraged to utilize slack to share announcements and updates

Events – Saltbox hosts regular events for members. Check out the [event calendar](#) in the Saltbox Member Portal. Please contact the Community Operations Manager if you are interested in hosting an event or would like to contribute to our event calendar in any way.

Social Media – Connect with Saltbox on Social Media!



[@joinsaltbox](#)



[@joinsaltbox](#)



[@joinsaltbox](#)



SaltboxAtl



Exhibit D

8Saltbox (09/08/2021): The primary offering of Saltbox is our private warehouse units, and private offices are offered in addition for members who may require one.

City of Duarte (10/04/2021): Staff interprets this to mean that warehouse and office are rented separately. Please confirm if this interpretation is correct. Also, please clarify if members can rent a private office and without renting and/or utilizing any of the warehouse space (i.e. can an Accountant, Graphic Designer, or any other non-warehouse related business professional lease an office space?).

Saltbox 10/30 - We design our locations to have a ratio of office suites that we think will meet the needs of warehouse members. In the case where we have left over offices, we will at that point begin to market the remaining offices to additional businesses, focusing on those industries who have business activities related to ecommerce/logistics.

Saltbox (09/08/2021): Each warehouse unit has a fixed number of passes, with the average being one (1) pass.

City of Duarte (10/04/2021): Please further specify how the pass system applies to members that are only renting a private office space. For instance, is it anticipated that there is on average one access pass per office space?

Saltbox 10/30 - As referenced above, in the case that we have remaining offices, each company will get one access pass for the small offices, and for the largest offices, 2 or 3 access passes.

Saltbox (09/08/2021): Saltbox has observed a peak capacity at our other facilities of 35% of available passes. For this particular facility in Duarte we would issue less than 150 access passes, which would equate to a predicted peak of ~ 53 persons.

City of Duarte (10/04/2021): Please clarify if there is a set amount to the number of access passes that will be issued for this location. For instance, will there be a maximum of 150 access passes issued at this location? If there is a set amount of access passes that will be issued at the location, please clarify if this amount takes into consideration members who potentially may only rent office spaces and not utilize warehouse space. Please clarify if either members utilizing warehouse space or members utilizing exclusively office spaces have any exclusivity to the office spaces they lease, or if the office spaces are available only a reservation or first- come, first-served basis.

Saltbox 10/30 - Yes, there will be a set amount of access passes for 1801 Flower Ave, and that 150 number takes into account both office and warehouse utilization. And yes, any membership of an office includes exclusive access to that office.

Saltbox (09/08/2021): As referred above, each location has a maximum number of access passes that are issued directly to Members. In addition, one of the main value propositions of Saltbox to our members is that our staff will receive shipments and ensure packages go out (UPS/FedEx/USPS). The typical behavior of our members is to come into Saltbox, pack their eCommerce orders for the day, place them in the outbound bin (USPS/FedEx/UPS) and then head out to run other parts of their business activity. Another typical behavior is our members work a “day job” and come in afterwards (6PM to 8PM) to pack orders and place them in the outbound bin.

City of Duarte (10/04/2021): Please clarify if the number of available access passes is equivalent to the number of warehouse spaces available for rent, or if it is a combination of the number of available warehouse spaces and office spaces for rent. Are the passes equivalent to the number of warehouse spaces available for rent? Understanding that Saltbox’s past experience has demonstrated it would be unlikely for all of the access passes issued at the site to be utilized at the same time, please clarify if there are any regulations or controls that Saltbox imposes that would restrict or prevent the use of all access passes at once.

Saltbox 10/30 - the total number of access passess issued at 1801 will be equal to the total number of warehouse spaces plus the number of offices (72 + 32), plus a buffer of extra passess for those larger warehouse and office spaces. As for specific restrictions or regulations, we do not have any explicit policies. As we referenced earlier, we strategically design our logistics services to do the work for our members, so that they do not have to spend much time in the building.

Saltbox (09/08/2021): The peak we have ever observed was 35% of access passes, and for usually no more than an hour. For this location that rare peak would be 53 members + 1 manager + 4 associates = 58 people on site.

City of Duarte (10/04/2021): Please confirm if staff has correctly interpreted your response above to mean that the peak periods of activity only last for approximately one-hour.

Saltbox 10/30 - yes, our our peak periods of building occupancy last for approximately one-hour.

Saltbox (09/08/2021): Our membership agreement does not allow any hazardous materials and illegal items. The membership agreement is signed by all members and any violations are subject to immediate expulsion.

City of Duarte (10/04/2021): Outside of the membership agreement, does Saltbox have any means/methods of inspecting the materials that are stored at the facility and/or making a determination if there are hazardous/illegal items on site?

Saltbox 10/30 - yes, since our onsite team manages the majority of the receiving and outbound package activities at the locations, we are keenly aware of the types of materials that come in and out our buildings.

City of Duarte (10/04/2021): The Membership Terms and Conditions references a Membership Handbook. Please provide a copy of this for staff to review.

Saltbox 10/30 - see a sample Membership Handbook attached to this email

WAREHOUSE UNITS

Saltbox (09/08/2021): Units in the warehouse can be combined by removing wall panels, but the total number of access passes remains constant.

City of Duarte (10/04/2021): Please clarify if warehouse units can be divided into smaller sizes and if so, specify the minimum square footage a warehouse space can be. Also, please specify if there is a maximum number of warehouse units allowed within the location and/or any other limits to the number of times that warehouse units can be combined or divided.

Saltbox 10/30 - as part of our business model, we choose to not divide existing units into smaller spaces. To say it another way, we consider our submitted floorplans as the maximum density of any location.

When combining units, we take into consideration the structural integrity of the wall system as the limit.

BUILDING OPERATIONS & STAFFING

Saltbox (09/08/2021): Saltbox will get deliveries from common freight/parcel carriers everyday, but the frequency will only be 1 x per day per carrier. The packages offloaded during that delivery will be for all of the members in the building.

City of Duarte (10/04/2021): Please clarify if deliveries are every day, including on weekends. If deliveries do arrive on weekends, which falls outside of the normal business hours when Saltbox staff are on-site, please specify how packages are offloaded and received.

Saltbox 10/30 - At Saltbox, we receive deliveries and manage pickups following the UPS and USPS business delivery hours, which are between 8am - 6pm, Monday - Friday. On the rare occasion that there is a parcel delivery on a weekend (e.g. a DHL delivery), members will schedule that delivery with the Saltbox team and we will arrange for a team member to be there.

Saltbox (09/08/2021): Outbound packages go via the small parcel carriers USPS/FedEx/UPS. Saltbox consolidates all outbound shipments to require only one pickup per parcel carrier.

City of Duarte (10/04/2021): Please clarify how outbound packages are coordinated and handled on weekends or during the non-business hours when Saltbox staff are not on-site.

Saltbox 10/30 - (addressed above) On the rare occasion that there is a parcel delivery on a weekend (e.g. a DHL delivery), members will schedule that delivery with the Saltbox team and we will arrange for a team member to be there.

Saltbox (09/08/2021): Loading and unloading will occur at the building's existing loading docks.

City of Duarte (10/04/2021): Please clarify why docks and pallet jacks are necessary at the site if merchandise is shipped via the small parcel carriers identified, which typically make deliveries either by hand or by dolly. Please specify which carriers are anticipated to deliver via a loading dock, and which carriers are anticipated to deliver through a carrier box van. Specify if tractor trailer trucks will deliver all parcels for each carrier, or if the parcels are separated between box van and tractor trailer, and if this impacts the number of overall deliveries that occur per day.

Saltbox 10/30 - One of the core value propositions of Saltbox is our ability to aggregate inbound and outbound demand from the 10s of companies that operate in Saltbox. This means that the carriers arrive at Saltbox in low frequency, but with a high quantity of packages. For outbound activity, we palletize the packages for any respective company that has a large quantity of packages that will be sent out that day.

Saltbox (09/08/2021): Members have full access to the building between 6am - 11pm, and then can provide a written request for special instances they need to access the building after hours. Our historical data shows that once per month, a member requests access to the building after 11pm.

City of Duarte (10/04/2021): Please specify if members have access to the facility seven (7) days a week. Given that the member hours are between 6 AM to 11 PM, but Saltbox staff hours are only between 8 AM to 5 PM Monday through Friday, please clarify how operations are monitored and how members receive any necessary Saltbox staff assistance during the hours that fall outside of 8 AM to 5 PM Monday through Friday.

Saltbox 10/30 - yes, members have access seven (7) days a week. As part of their onboarding to Saltbox they are made aware of what is and isn't available to them during non-staffed hours. If they have any questions or an emergency during that period, they also have access to the team's contact information.

Saltbox - Duarte - CUP Additional Comments Addressed on 12-6-21

1. Please be advised that there will be conditions of approval related to parking at the site. While staff understands that historical data from other Saltbox facilities indicates that the maximum number of individuals in the building at any given time would be less than the number of parking spaces provided on site, there still needs to be some contingency plans to address the potential for greater parking demand by site users than what the site provides. Staff needs to have some general understanding of how Saltbox would address this in the event the issue arises. For example, would Saltbox schedule designated times when users can access the building to limit the number of people in the building, limit the overall number of access passes, etc.? Please provide staff with a generic idea of how Saltbox envisions it will manage potential nuisances that arise from having more users than parking spaces available at the site. This does not need to be finalized at this time, but we need to have some sense of how this will be managed so this can be explained in the staff report and/or during the public hearing. Please be advised that conditions of approval will specify that Saltbox will be required to develop a Parking Management Plan (i.e. the aforementioned contingency plan) as well as detailed monitoring of the parking at the site for an initial period of time, which shall be provided to the City.
 - a. Please see the attached Parking Management Plan on Page (4, 5 &6) of this package.

2. Will all spaces/units within the building require an access pass? (i.e. is there a card reader at every door - photo studio, conference room, storage units, offices, etc.)
 - a. For the space we will only have card readers at exterior access doors into the space, at the (2) access doors leading into the warehouse from the office and the photo booth room. On the plans these doors are labeled as 100, P144, 222, 222C, 222D, 222E, 224 and 301.
 - b. Please see the attached security sketch highlighting the doors as well that are to receive access card readers on Page (7) of this package.

3. The Q&A response document states the following: *"As referenced above, in the case that we have remaining offices, each company will get one access pass for the small offices, and for the largest offices, 2 or 3 access passes."* Please specify what is considered a small office and what is considered a large office. And based on the current floor plan, specify how many small offices and how many large offices there are within the Duarte facility.
 - a. Please note that the small offices are all of the offices that will host 1-2 members only and the large offices are those that will host 3-4 members only.
 - b. Please see the highlighted floor plan showing the small vs large offices on Page (8) of this package.

4. The Q&A response document states the following: *"The total number of access passes issued at 1801 will be equal to the total number of warehouse spaces plus the number of offices (72 + 32), plus a buffer of extra passes for those larger warehouse and office spaces..."* Based on my count from reviewing the TI plans, there are 69 warehouse/storage units; 31 private/office collab spaces; 6 communal work spaces (photo studio, print, open collab, break room); and 3 phone booths. Please provide a table/list of each space within the facility with the suite number, use (office, warehouse, etc.), square footage, and whether it is for use by Saltbox staff or Saltbox members, so that staff can have an accurate understanding of the number of units and unit types within the facility.
 - a. Please see the attached PDF calling out all of the areas, the SF as well as who will be utilizing these spaces on Page (9) of this package.

5. Provide additional details on how the following areas on the floor plan are to be utilized: touchdown zone; redundant room; Saltbox storage.
 - a. Touchdown Zone 221 - This is for the loading dock, this will solely be used to house pallet jacks for the deliveries and shipments out of the space
 - b. Redundant Room - Please note that this is an error on the CAD drawings and this should not have been transposed onto the floor plan as there is no redundant room. This area is truly an Open Collab Room. This will have some furniture chairs and tables only.
 - c. Saltbox Storage - This is typically used for extra supplies (packaging materials, pallet jacks, safety supplies, additional trash cans, paper supplies, etc.)

6. Provide additional details on whether the three (3) new roll-up doors are intended to be operable/utilized and specify how these are to be incorporated into the operational plan. Staff needs more understanding on how these are to be utilized given that there is a dedicated loading dock area.
 - a. Door 302 - Existing door that is to remain in place as is, not tied to functionality of the space and or operations. Confirmed that the loading dock doors and door 304 are the only operable doors for Saltbox's members operational use.
 - b. Door 303 - Existing door that is to remain in place as is, not tied to functionality of the space and or operations. Confirmed that the loading dock doors and door 304 are the only operable doors for Saltbox's members operational use.
 - c. Door 304 - This door is a grade level door and will be used by members who may need to load and or unload materials/equipment/items from their personal vehicles.

7. The TI plans had some minor discrepancies in Building Area. Please confirm what the total building area is and how much is designated for Warehouse and Office. Sheet A011 stated existing building area was both 58,127 SF and 57,548 SF. Sheet A011 also states warehouse space is 51,407 SF, but Sheet A001 scope of work states 51,077 SF.
 - a. Please note that the correct square footage take-off is listed below:
 - i. Entire Building - 58,107
 - ii. Warehouse - 51,428
 - iii. Office - 6,679

Summary

As part of our expansion plan into the City of Duarte, we chose and designed a building that fully supports our operational needs and allows us to provide the logistics support that entrepreneurs and small businesses need to grow. Part of this design also includes a plan to proactively manage parking at Saltbox, for both the businesses we support and our location staff. This plan's core components primarily leverages onsite parking and active monitoring and communication.

Site Overview

Location in Duarte : 1801 Flower Ave

Building size: 58,178 SF

Total number of onsite parking spaces: 78, including three (4) ADA

Management Details

Purpose -- Parking at Saltbox is for location staff and the tenant businesses.

Access and enforcement -- Each car parked at Saltbox will be required to display a Saltbox Issued parking pass. Saltbox will issue a fixed number of parking passes, and that number will not exceed 150 at any one time. Given our historical data from our other facilities, we expect peak capacity 35% of available passes. For this particular facility, that would equate to a predicted peak of ~ 53.

To receive a pass, both staff members and business owners must register their respective cars. The Saltbox location team will actively monitor the parking lot (as a function of the daily/weekly operational playbook) to ensure that all cars have a Saltbox pass displayed on their dashboard. We will also let members know they can inform us if any car in the lot doesn't have a parking pass.

When a violation happens, the Saltbox team will complete the following steps

1. broadcast a notification through our push-notification technology
2. Issue a violation warning (on the car)
3. Have the vehicle towed if it isn't moved

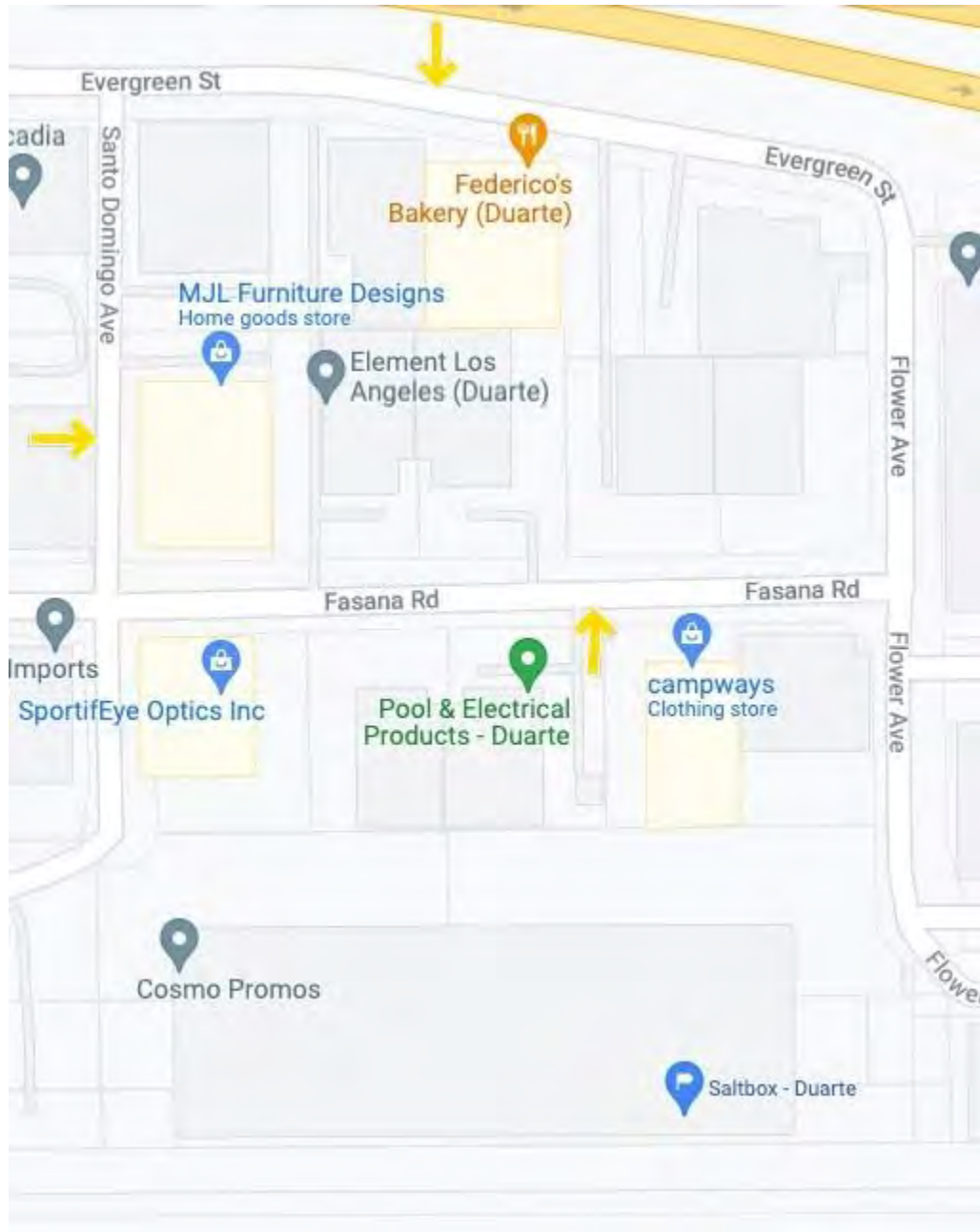
Contingency Plans

In the event that we experience a higher peak than our historical data, we have a few contingency plans:

1. Use the excess onsite parking: We have 21 onsite spaces (not including ADA) above our expected peak
2. Provide a Saltbox workspace incentive to any company who decides to use public transportation and forgo their parking pass. This is especially viable as members do not need to "bring" any inventory or equipment to Saltbox, as these items can be delivered and received/managed by our onsite team.

3. After analyzing building activity data and when particular members are consistently accessing the building, we will proactively work with those members whose activities could happen at non-peak hours.

If we learn through operating that any of the contingency plans do not suffice, we will work with the city to modify our approach.



Additional Context

Public Transportation -- Given the proximity of 1801 Flower Ave to the City of Hope L-line station (10 min walk), we will encourage both Member businesses and location staff to use public transportation to travel to Saltbox. We will also offer a transportation stipend for location staff to further encourage use of public transportation, which also helps us broaden who we are able to hire locally.



- | | | | |
|--|--|--|---------------------------------------|
| | New Fisheye Camera | | New Reader, Rim Strike, and Crash Bar |
| | New cameras – Dome Cameras | | |
| | New Reader and Mortise Electric Strike | | |



CLOUD SECURITY
ACCESS CONTROL
INTRUSION
CAMERAS
CABLING
DESIGN
CONSULTING

5983 STEWART PKWY., DOUGLASVILLE, GA. 30135

770-627-5305

saltb^x CAMERA AND ACCESS CONTROL LOCATIONS

1339 Seaboard Park



WOLCOTT
ARCHITECTURE

3855 CARDIFF AVE., CULVER CITY, CA 90232
310.254.2296 | WWW.WOLCOTTAL.COM

CONSULTANT:

CERTIFICATION:

PROJECT:

Small offices 1-2
people
Large offices 3-4
people

SALTBOX
1801 FLOWER ST.
DUARTE, CA 91010

FLOOR LEVEL:

ISSUE OR REVISION NOTES:

NO.	DATE	DESCRIPTION
07.29.2021	50% CD	
08.06.2021	PLAN CHECK SUBMITTAL	
10.01.2021	PLAN CHECK SUBMITTAL	

The above drawings, specifications, details, designs and arrangements are prepared by me and shall remain the property of the designer and no part thereof shall be copied, reproduced or used in connection with any work or project other than the one specifically intended by the designer. The designer shall not be responsible for any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication.

CLIENT SIGNATURE: _____
SIGNATURE: _____ DATE: XX.XX.XXXX

PROJECT NO: 21-3995-1
DRAWN BY: RM CHECKED BY: JH
PROJECT MANAGER: CC
DRAWING SCALE: As indicated
SHEET SIZE: 30x42
DRAWING TITLE: FLOOR PLAN - NEW
SHEET NO: A210



FLOOR PLAN - 1ST FLOOR
3/32" = 1'-0"

1

OFFICE/COLLAB SPACE NOTES

- P-1: INTERIOR PAINT DUANE EDWARDS DEW383 COOL DECEMBER
- P-3: PAINT ALTERNATE OPTION: DRY BRASS PAINT BENJAMIN MOOR NOTABLE, DRY ERASE, WHITE
- B-1 RUBBER BASE JOHNSONITE 4" MONUMENT BASE. COLOR: ICICLE
- C-1 CARPET SHAW CONTRACT BEYOND ULTRALOC 54243 CLIFF 15530
- CONC-1 POLISHED & SEALED CONCRETE. NOTE: DIAMOND GRIND & SEAL. PROVIDE COATING THAT MEETS ASTM D2047 FOR SLIP RESISTANCE
- INTERIOR OFFICE DOOR AND SIDLITE: ALL INTERIOR OFFICE AND COLLAB SPACE DOORS TO BE WITH 3'-0" ALUM. FRAME TEMPERED GLASS DOOR WITH 18" SIDELITE GLAZING BY WESTERN INTEGRATED.

LEGEND

	NOT IN CONTRACT		DOOR NUMBER. REFER TO A710
	EXISTING MILLWORK		PREFABRICATED PARTITION DOOR. FUTURE DESIGN BUILD UNDER SEPARATE PERMIT
	NEW MILLWORK		NEW GLAZING OR STOREFRONT SYSTEM PER SCHEDULE.
	EXISTING PARTITION		WINDOW TAG. REFER TO A710
	EXISTING DOOR		ALIGN ELEMENTS
	NEW PARTITION PER PLAN		ROOM NAME AND NUMBER
	WALL TAG. REFER TO A700		FIRE EXTINGUISHER CABINET
	PREFABRICATED PARTITION: FUTURE DESIGN BUILD UNDER SEPARATE PERMIT		NEW PLUMBING FIXTURES
	NEW DOOR		NEW PLUMBING FIXTURE, APPLIANCE, OR EQUIPMENT. REFER TO A720

GENERAL NOTES

- SEE SHEETS A003 AND A004 FOR GENERAL NOTES.
- REFER TO SHEET A001 FOR SYMBOLS AND ABBREVIATIONS LEGEND.
- ALL WORK SHALL COMPLY WITH CURRENTLY ADOPTED CC, NFPA, IAPMO, ASME BY JURISDICTION HAVING AUTHORITY.
- IN NO CASE SHALL DIMENSIONS OR OBJECTS OF ANY KIND BE SCALED FROM ANY DRAWINGS. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD BEFORE PROCEEDING WITH SUBSEQUENT WORK. CONTRACTOR SHALL BRING ANY DISCREPANCIES OR CLARIFICATIONS TO THE ARCHITECT'S ATTENTION PRIOR TO PROCEEDING WITH ANY RELATED WORK.
- ALL DIMENSIONS ARE TO FACE STUD U.O.N. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB AND/OR TOP OF CONCRETE UNDERLAYMENT U.O.N. CEILING HEIGHT DIMENSIONS ARE TO BE TO FINISHED SURFACES U.O.N.
- DIMENSIONS MARKED "MIN." INDICATE A MINIMUM CLEARANCE THAT MUST BE MAINTAINED WHEN FINISH MATERIALS ARE INSTALLED.
- ALL FRAMING MEMBERS SHALL BE SO ARRANGED AND SPACED AS TO PERMIT INSTALLATION OF PIPE, CONDUITS AND DUCTWORK WITH A MINIMUM OF CUTTING. CONTRACTOR SHALL PROVIDE AND INSTALL ALL STIFFENERS, BRACES, BACK-UP PLATES AND SUPPORTING BRACKETS AS REQUIRED FOR THE INSTALLATION OF ALL WALL MOUNTED OR SUSPENDED MECHANICAL AND ELECTRICAL EQUIPMENT, FIXTURES, BATHROOM ACCESSORIES, GRAB BARS, MILLWORK.
- ALL WOOD FRAMING IN EXTERIOR WALLS TO BE FIRE-RETARDANT TREATED WOOD COMPLYING WITH CBC SECTION 2303.2 WOOD FRAMING TO INCLUDE, BUT NOT LIMITED TO STUDS, BLOCKING, EXTERIOR PLYWOOD SHEATHING, SILL PLATES, TOP PLATES, ETC.
- ADJUST FRAMING CONFIGURATION AT ALL FAN COIL UNITS WITHIN FLOOR/CEILING ASSEMBLY AS REQUIRED TO MAINTAIN FIRE-RATED ASSEMBLY. REFER TO MECHANICAL AND STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION.
- ALL WOOD FRAMING IN CONTACT WITH CONCRETE IS TO BE PRESSURE TREATED.
- ALL FINISH WALL SURFACES TO BE FLUSH U.O.N. PROVIDE FINISH AS REQUIRED.
- ALL GYPSUM BOARD WALLS AND CEILINGS TO BE TAPED, SANDED, AND PRIMED TO LEVEL 4 FINISH U.O.N.
- REFER TO SHEET A700 FOR WALL TYPES.
- REFER TO SHEET A710 FOR DOOR SCHEDULE AND DETAILS AND WINDOW SCHEDULE AND DETAILS.
- REFER TO SHEET A720 FOR FINISH, LIGHT FIXTURE, APPLIANCE, EQUIPMENT, AND PLUMBING FIXTURE SCHEDULES.

KEYNOTES

- 0208 PAINT ALL WALLS WHITE THROUGHOUT. PAINT ALL (E) DOORS DARK GREY THROUGHOUT.
- 0236 (E) ROOF HATCH ACCESS LADDER TO REMAIN. PROVIDE NEW SHEET METAL DOOR WITH LOCK AT THE BOTTOM OF LADDER FOR SECURITY.
- 0237 (E) WINDOW TO REMAIN. PROTECT IN PLACE.
- 0300 CLEAN (E) CONCRETE FLOORING. TYPICAL THROUGHOUT SCOPE OF WORK.
- 0800 (N) FULL-HEIGHT PARTITION. STUD WIDTH, GAUGE, SPACING AND ATTACHMENTS PER STRUCTURAL.
- 1003 ALUMINUM TEMPERED GLASS ROLL UP DOOR BY "OVERHEAD DOOR, MODEL 511 W/ FULL VERTICAL TRACK." PROVIDE SATIN ETCHED GLASS AT 6" A.F.F. OR BELOW.
- 1004 (N) STOREFRONT TO BE PRICED AS ADD-ALT.: ARCADIA WINDOW AFG451T, FINISH: ANODIZED, COLOR: STANDARD DARK BRONZE AB-7. GLAZING: 1" THICK SOLARBAN 70 CLEAR-CLEAR INSULATED GLASS
- 1007 PHONE BOOTH FF&E PER OWNER.
- 1102 SEE OFFICE/COLLAB SPACE NOTES.
- 1103 RECEPTION DESK: ISOMI BLOC. FINISH: LAQUERED HOT ROLLED STEEL.
- 3201 (N) PAINTED GRAPHIC OR MURAL PER OWNER.

OFFICE	ROOM #	SF	WHO
Reception	100	601	Saltbox/Member
Office	101	154	Saltbox/Member
Office	102	179	Saltbox/Member
Office	103	90	Saltbox/Member
Office/Collab	104	191	Saltbox/Member
Breakroom	107	599	Saltbox/Member
Office	108	140	Saltbox/Member
Office	110	109	Saltbox/Member
Collab	111	82	Saltbox/Member
Office	112	62	Saltbox/Member
Office	113	62	Saltbox/Member
Office	114	136	Saltbox/Member
Office	115	94	Saltbox/Member
Office	116	92	Saltbox/Member
Office	117	92	Saltbox/Member
Office	118	79	Saltbox/Member
Office	119	75	Saltbox/Member
Collab	120	125	Saltbox/Member
Office	121	111	Saltbox/Member
Collab	122	77	Saltbox/Member
Office	123	94	Saltbox/Member
Office	124	170	Saltbox/Member
Office	125	86	Saltbox/Member
Office	126	86	Saltbox/Member
Office	127	150	Saltbox/Member
Office	128	91	Saltbox/Member
Office	129	109	Saltbox/Member
Office	130	125	Saltbox/Member
Print	132	98	Saltbox/Member
Office	133	64	Saltbox/Member
Office	134	62	Saltbox/Member
Office	135	63	Saltbox/Member
Office	136	63	Saltbox/Member
Office	137	62	Saltbox/Member
Office	138	64	Saltbox/Member
Photo Studio	144	319	Member
TOTAL SF		4856	

WAREHOUSE	ROOM #	SF	WHO
Suite	141	102	Member
Suite	142	102	Member
Suite	143	182	Member
Suite	145	375	Member
Suite	146	1421	Member
Suite	147	1477	Member
Suite	148	94	Member
Suite	149	253	Member
Suite	150	72	Member
Suite	151	72	Member
Suite	152	198	Member
Suite	153	556	Member
Suite	154	595	Member
Suite	155	412	Member
Suite	156	84	Member
Suite	157	110	Member
Hallway	158	1170	Member
Suite	160	163	Member
Suite	161	393	Member
Suite	162	453	Member
Suite	163	738	Member
Suite	164	803	Member
Suite	165	1343	Member
Suite	166	1331	Member
Suite	167	427	Member
Suite	168	509	Member
Suite	169	242	Member
Suite	170	247	Member
Suite	171	523	Member
Suite	172	1062	Member
Suite	173	181	Member
Suite	174	105	Member
Suite	175	105	Member
Hallway	176	429	Member
Hallway	177	349	Member
Suite	178	183	Member
Suite	179	183	Member
Suite	180	371	Member
Suite	181	371	Member
Suite	182	1367	Member
Suite	183	1354	Member
Suite	184	462	Member
Suite	185	410	Member
Suite	186	115	Member
Suite	187	115	Member
Suite	188	260	Member
Suite	189	273	Member
Suite	190	102	Member
Suite	191	313	Member
Suite	192	690	Member
Suite	193	2038	Member
Suite	194	662	Member
Suite	195	605	Member
Suite	196	253	Member
Suite	197	253	Member
Suite	198	73	Member
Suite	199	107	Member
Suite	201	2138	Member
Suite	202	2138	Member
Suite	203	2147	Member
Suite	204	511	Member
Suite	205	511	Member
Suite	206	511	Member
Suite	207	511	Member
Suite	208	511	Member
Suite	209	511	Member
Suite	210	488	Member
Suite	211	488	Member
Suite	212	488	Member
Suite	213	488	Member
Suite	214	488	Member
Suite	215	488	Member
Suite	216	488	Member
Suite	217	79	Member
Suite	218	79	Member
Collab	220	212	Member
Touchdown Zone	221	1283	Member
TOTAL SF		41796	

BUILDING SUPPORT	ROOM #	SF	WHO
Restroom	105	59	Saltbox/Member
Restroom	106	60	Saltbox/Member
IT	131	58	Saltbox
Restroom	139	228	Saltbox/Member
Restroom	140	242	Saltbox/Member
Saltbox Storage	159	132	Saltbox
Loading Dock	219	1879	Saltbox/Member
Janitor	223	21	Saltbox
TOTAL SF		2679	

Exhibit E

RESOLUTION NO. PC 21-11

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE DETERMINING THAT THE PROPOSED REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW SALTBOX TO OPERATE A CO-WAREHOUSING WORKSPACE AND LOGISTICS FACILITY GREATER THAN 50,000 SQUARE FEET AT 1801 FLOWER AVENUE MEETS THE REQUIRED FINDINGS DESCRIBED UNDER DUARTE DEVELOPMENT CODE 19.114.050(B) AND THUS APPROVES CONDITIONAL USE PERMIT 2021-03 SUBJECT TO CONDITIONS OF APPROVAL

WHEREAS, on November 10, 2021, Damian Catalan of DC Expediting, Inc. submitted an application on behalf of Saltbox requesting approval of a Conditional Use Permit to allow a warehousing use greater than 50,000 square feet at 1801 Flower Avenue; and

WHEREAS, warehousing uses greater than 50,000 square feet are conditionally permitted pursuant to Duarte Development Code section 19.16.020, Table 2-9; and

WHEREAS, Saltbox is requesting to operate a co-warehousing workspace and logistics facility that will serve approximately seventy (70) small to medium-sized companies with e-commerce logistics related needs in an approximately 58,000 square foot facility; and

WHEREAS, Section 19.114.040 through 19.114.050 of the Duarte Development Code authorizes the Planning Commission to consider such requests subject to certain findings; and

WHEREAS, the Community Development Department has reviewed the project with respect to environmental impact and has determined that the application is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 of Title 14 of the California Code of Regulations; and

WHEREAS, a notice of a public hearing on the proposed Conditional Use Permit was published in the local newspaper, posted at three (3) public locations, and mailed to all property owners within 600 feet of the property in accordance with applicable law; and

WHEREAS, the Planning Commission of the City of Duarte held a duly noticed public hearing on December 20, 2021 at 7 PM, whereupon the Planning Commission received and considered the staff report and all of the information, evidence, and public testimony presented in connection with the foregoing public hearing on the proposed Conditional Use Permit;

NOW, THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. That the Planning Commission approves PC Resolution 21-11 with conditions of approval, approving the request for Conditional Use Permit 2021-03 at 1801 Flower Avenue.

SECTION 2. All of the facts set forth in the Recitals of this Resolution are true and correct, and incorporated herein by this reference.

SECTION 3. The Planning Commission finds and determines as follows, that:

1. The proposed use is consistent with the General Plan.

The operations of the proposed Saltbox facility are consistent with the City's Industrial land use designation of the General Plan, in that it furthers the General Plan land use policy 2.1.4 by providing access to an innovative industrial use that is locally accessible and beneficial to e-commerce business owners within the City and surrounding communities.

2. The proposed use is allowed within the subject zone and complies with all other applicable provisions of this Development Code and the Municipal Code.

The proposed Saltbox facility is consistent with the Industrial (M) zoning designation, in that the business will provide a facility to accommodate the relatively low-intensity warehousing workspace and logistic needs of locally operated e-commerce businesses. The warehousing use, which will be greater than 50,000 square feet, is a conditionally permitted use that will function as the main component of the facility.

3. The design, location, size, and operating characteristics of the proposed use are compatible with the allowed uses in the vicinity.

Saltbox will be located within the Lewis Business Center industrial park, which is generally located in the area south of Evergreen Street and east of Highland Avenue. The Saltbox facility is specifically located adjacent to the southwestern terminus of Flower Avenue. The approximately 58,000 building facility is attached to an approximately 43,000 square foot building facility located at 1802 Santo Domingo Avenue, which is under separate ownership and located on separate parcels. Industrial developments are located to the north, east, and west of the project site, and the Metro L (Gold) Line, which is zoned Public Facility, is located to the south of the project site. Surrounding businesses include other industrial uses within the Lewis Business Center industrial park. The proposed Saltbox use is compatible with the project site as well as the surrounding uses.

4. *Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.*

Warehousing uses are permitted within the Industrial zone and are an expected use within industrial developments. Saltbox's operations will differ from typical warehousing uses in that their operations will serve a variety of different small to medium-sized e-commerce business owners by providing a facility that can accommodate these business' warehousing, logistics, and office needs. The aggregation of several businesses within one facility will allow for the coordination and streamlining of inbound and outbound deliveries, thereby limiting the number of deliveries occurring on a regular basis so as not to negatively impact surrounding properties. The office spaces will largely serve as an accessory use to the warehousing spaces, which comprise the majority of the facility and are intended to be the primary use, consistent with similar industrial facilities that combine both warehousing and office spaces. Conditions of approval will help ensure the proposed use remains consistent with the zoning, and will help avoid any adverse and detrimental effects on the City and surrounding community.

5. *The subject site is:*
 - a. *Physically suitable in terms of design, location, operating characteristics, shape, size, topography, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities.*
 - b. *Served by highways and streets adequate in width and improvement to carry the kind and quantity of traffic the proposed use would likely generate.*

Saltbox is proposed to be located within the Industrial (M) zone. The project site is within the Lewis business Center industrial park in an existing industrial building that is approximately 58,000 square feet. Access to the property is via Flower Avenue, which connects to two (2) other local streets – Evergreen Street and Business Center Drive, both of which connect to Highland Avenue, one of the City's main arterial streets. The circulation through the industrial park and to the Saltbox facility is suitable for efficient access for public and emergency vehicles. The facility to be occupied by Saltbox is currently vacant with the last business license registered to the facility having expired in 2016, and as such, the proposed Saltbox use will generate additional traffic; however, the additional traffic is expected to be consistent with what would be expected for similar warehousing and industrial uses and it is not anticipated to be detrimental to the site and surrounding developments.

SECTION 4. The Planning Commission approves Conditional Use Permit 2021-03 based on the findings listed in Section 3 and the conditions listed in Exhibit E-1 of the Planning Commission Staff Report.

SECTION 5. The approval of Conditional Use Permit 2021-03 by the Planning Commission is categorically exempt from CEQA pursuant to Section 15301, Class 1 of Title 14 of the California Code of Regulations, and no further environmental review is necessary.

PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December, 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

Exhibit E-1

CONDITIONS OF APPROVAL
Conditional Use Permit 2021-03
Saltbox at 1801 Flower Avenue

1. The designated warehouse and office spaces within the proposed facility shall be per the approved plans on file with the Community Development Department (Exhibit B of the Planning Commission Staff Report). Modifications which increase either the amount of warehouse space or office space within the facility shall require separate review and approval by the Community Development Department.
2. A Parking Management Plan specifying how Saltbox will address and manage any parking issues that arise at the site, shall be provided to and approved by the Community Development Department prior to the initiation of operations at the facility.
3. For the initial six (6) months of operation, Saltbox shall monitor and track on a daily basis detailed data on parking usage at the facility. This data shall be provided to staff in the Community Development Department on a monthly basis, and a final report summarizing the entirety of the data tracked over the six (6) month period shall be provided to staff in the Community Development Department within thirty (30) days following the end of the six (6) month period. If there are any gaps in tracking data from the initial six (6) month period, the period of required parking monitoring may be extended until satisfactory parking data can be obtained and provided to staff in the Community Development Department.
4. If any issues or concerns arise in relation to parking at the site, the Conditional Use Permit may be subject to review and revocation by the Planning Commission.
5. Saltbox, as well as each member business leasing space and operating within Saltbox, shall be required to obtain a Business License from the City of Duarte.
6. Saltbox or its successors may not lease or otherwise permit businesses to operate or rent any space on the property involving drugs and/or narcotics (including cannabis), alcohol related businesses, adult uses, or any business involving use of the subject property or structure which would create any dangerous, injurious, noxious, or otherwise objectionable fire, explosive, or other hazards; noise or vibration; smoke, dust, odor or other form of air pollution; heat, cold, dampness; electrical or other substance, condition, or element in such a manner that adversely affects the health and safety of the public and the surrounding area or adjoining premises, per Duarte Development Code Chapter 19.50.
7. The number of access passes issued to authorized users of the Saltbox facility shall not exceed 150 per the proposal submitted with the Conditional Use Permit application. An increase to the number of access passes issued for the facility shall require review and approval by the Community Development Department, and may be subject to additional review by the Planning Commission.

8. Any expansion or modification to the approved use authorized as part of Conditional Use Permit 2021-03 shall require an application for a new Conditional Use Permit.
9. Operational hours shall be limited from 6 AM to 11 PM. Any request to modify these hours shall be reviewed and approved by the Community Development Department.
10. Any proposals for outdoor storage associated with this use shall require separate review and approval by the Community Development Department, and shall conform to the requirements of Section 19.16.050 of the Duarte Development Code.
11. The existing trash enclosure at the site shall be updated to adequately accommodate the number of carts required by the City's waste management provider, Burrtec, and to adhere to the City's trash enclosure design standards.
12. The applicant must obtain Planning Division approval as well as Building & Safety Division approval and permits for all tenant improvements and other associated site improvements.
13. Saltbox or any successors shall comply with all of the conditions of approval associated with the Conditional Use Permit.
14. Any problems associated with Saltbox's, or any successors', use and operations at the subject site may warrant the matter being scheduled for a revocation hearing before the Planning Commission.
15. Any violation of the Conditions of Approval, Municipal, or other governmental regulations may be grounds for initiation of proceedings for the revocation of this Conditional Use Permit.
16. The filing fee for Notices of Exemption (NOE) for a Categorical Exemption will require a payment of \$75.00, which shall be submitted to the City within five (5) working days of the approval of the project. The check shall be made payable to County of Los Angeles Registrar-Recorder. Failure to submit payment within the stated time frame shall render the approval of the project null and void.
17. This entitlement shall be contingent upon the privileges being utilized within twelve (12) months from the effective approval date. Discontinuance of the approved use for twelve (12) consecutive months or more shall constitute an abandonment of the permits and the Conditional Use Permit shall become invalid.
18. The decision of the Planning Commission may be appealed to the City Council within fifteen (15) days of the Planning Commission's decision. Said appeal must be in writing and filed with the required fees, in the City Clerk's Office. The written appeal shall include reasons for the appeal.

19. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify, and hold harmless the City of Duarte and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, and employees to challenge, set aside, void, or annul the approval of the project or from any other action pertaining to this application or the granting of this Conditional Use Permit which may be brought within the time period provided for such actions or challenges under applicable law.
20. The applicant shall sign an affidavit accepting the conditions of approval of the Conditional Use Permit within fifteen (15) days from the date of approval by the Planning Commission. Failure of the applicant to sign such affidavit within such time period shall render the approval of this Conditional Use Permit null and void.

RESOLUTION NO. PC 21-11

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE DETERMINING THAT THE PROPOSED REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW SALTBOX TO OPERATE A CO-WAREHOUSING WORKSPACE AND LOGISTICS FACILITY GREATER THAN 50,000 SQUARE FEET AT 1801 FLOWER AVENUE MEETS THE REQUIRED FINDINGS DESCRIBED UNDER DUARTE DEVELOPMENT CODE 19.114.050(B) AND THUS APPROVES CONDITIONAL USE PERMIT 2021-03 SUBJECT TO CONDITIONS OF APPROVAL

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WHEREAS, a notice of a public hearing on the proposed Conditional Use Permit was published in the local newspaper, posted at three (3) public locations, and mailed to all property owners within 600 feet of the property in accordance with applicable law; and

WHEREAS, the Planning Commission of the City of Duarte held a duly noticed public hearing on December 20, 2021 at 7 PM, whereupon the Planning Commission received and considered the staff report and all of the information, evidence, and public testimony presented in connection with the foregoing public hearing on the proposed Conditional Use Permit;

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4. *Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.*

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SECTION 4. The Planning Commission approves Conditional Use Permit 2021-03 based on the findings listed in Section 3 and the conditions listed in Exhibit E-1 of the Planning Commission Staff Report.

SECTION 5. The approval of Conditional Use Permit 2021-03 by the Planning Commission is categorically exempt from CEQA pursuant to Section 15301, Class 1 of Title 14 of the California Code of Regulations, and no further environmental review is necessary.

PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 20th day of December, 2021.

Sara Vasquez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on December 20, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director