CALL TO ORDER

APPROVAL OF MINUTES

October 10, 2019 (Badar, Dilley, and Duran absent)

1. DPRB Case No. 19-0037

ACCELA PROJ-19-0081

A request to add 664 square feet to an existing 1,079 square-foot one-story single-family residence at 345 W. Third Street located in the Town Core and is zoned Single Family Downtown Residential (SF-DR). The exterior of the house will be modified to include a new 64 square-foot covered entry way and siding material applied at all four corners of the house.

Applicant: Bostany Design APN: 8386-013-054
Planner: Marco Espinoza Zone: SF-DR

ORAL COMMUNICATIONS

(Members of the audience are invited to address the Board on any item not on the agenda. Under the provisions of the Brown Act, the Board is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. The Public Comment period is limited to 30 minutes. Each speaker shall be limited to three (3) minutes.)

ADJOURNMENT

Copies of staff reports and/or other written documentation pertaining to the items on the agenda are on file in the Planning Department and are available for public inspection during the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Notice Regarding Americans with Disabilities Act: In compliance with the ADA, if you need assistance to participate in a city meeting, please contact the City Clerk’s Office at (909) 394-6216. Early notification before the meeting you wish to attend will make it possible for the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Copies of documents distributed for the meeting are available in alternative formats upon request.
DEVELOPMENT PLAN REVIEW BOARD
MINUTES
OCTOBER 10, 2019 at 8:30 A.M.
245 EAST BONITA AVENUE
CITY COUNCIL CONFERENCE ROOM, CITY HALL

PRESENT
David Bratt, Planning Commission
Krishna Patel, Director Public Works
Steve Sizemore, Interim Director Community Development
John Sorcinelli, Public Member at Large

STAFF
Eric Bellstein, Building Superintendent
Anne Nguyen, Associate Planner
Fabiola Wong, Planning Manager

ABSENT
Emmett Bader, City Council
Ken Duran, City Manager
Scott Dilley, Chamber of Commerce

CALL TO ORDER
Dave Bratt called the regular meeting of the Development Plan Review Board to order
at 8:32 a.m. so as to conduct regular business in the City Council Conference Room.

APPROVAL OF MINUTES
Steve Sizemore moved, seconded by John Sorcinelli to approve the August 8, 2019
minutes.

Steve Sizemore moved, seconded by John Sorcinelli to approve the August 22, 2019
minutes.

Steve Sizemore moved, seconded by John Sorcinelli to approve the September 12,
2019 minutes. (Patel abstain)

Steve Sizemore moved, seconded by John Sorcinelli to approve the September 26,
2019 minutes.
**DPRB Case No. 19-0030:**

A request to construct a 491.5 square-foot addition to the rear of an existing 768 square-foot one-story single-family historic home with an existing 660 square-foot detached two-car garage. The subject property is located within the Town Core boundaries in the Single Family 7,500 (SF-7500) Zone at 231 W. Railway Street.

*Yvette Marquez, Applicant was present*

**Associate Planner Anne Nguyen** presented the staff report.

**Interim Director Community Director Steve Sizemore** asked if the driveway is not improved two years from the final date, Code Enforcement can enforce.

**Associate Planner Anne Nguyen** stated that was correct and the homeowner is aware that Code Enforcement can enforce at that time.

**Mr. Sorcinelli** asked if the vent on the front of the home is the same as the historic survey.

**Associate Planner Anne Nguyen** stated the vent was the same as in the historic survey. She added the previous homeowners rehabilitated the house and gave it the TLC it was lacking.

*Yvette Marquez, Applicant requested to keep the arched window in bathroom.*

**Interim Director Community Director Steve Sizemore** stated the windows should stay consistent to the architecture around the entire home. He asked the applicant to work with Staff and her designer to achieve the arched look from the interior. He believes there should be flexibility with Staff in working with the Applicant to find a solution.

**Motion DPRB Case No. 19-0030:** Steve Sizemore moved, second by Krishna Patel to approve, subject to Staff’s recommendation with the addition to edit Condition 16 to allow the Applicant to work with Staff in finding an acceptable bathroom window style.

**Motion Carried:** 4-0-3 (Badar, Dilley, Duran)

**ADJOURNMENT**

There being no further business the meeting was adjourned at 8:58 a.m. to the meeting of October 24, 2019 at 8:30 a.m.
ATTEST:

Development Plan Review Board
Departmental Assistant

Approved: 11/14/19
DATE: November 14, 2019

TO: Development Plan Review Board

FROM: Marco A. Espinoza, Senior Planner

SUBJECT: DPRB Case No. 19-0037
ACCELA PROJ-19-0081

A request to add 664 square feet to an existing 1,079 square-foot one-story single-family residence at 345 W. Third Street located in the Town Core and zoned Single Family Downtown Residential (SF-DR). The project proposes exterior modifications that include a new 64 square-foot covered entry way and the application of siding material at all four corners of the house. (APN: 8386-013-054)

FACTS:
The subject property is located at 345 W. Third Street at the northeast corner of Third Street and N. Acacia Street. The property is located in the Town Core boundaries but is not designated as historic, per the City’s Historic Survey List. The site is zoned Single Family Downtown Residential (SF-DR). The site was developed in 1910 with a 935 square-foot single-story house. In 1980, a 144 square-foot addition was constructed along the north wall plane of the house as well as a detached two-car garage measuring 484 square feet. The house and garage are currently sided with stucco on all sides and have anodized metal sliding windows. The house appears as if it might have been sided with wood siding when first constructed due to the wood attic vents and false knee braces under the gable ends, as typically seen on Craftsman bungalow style homes. The house and garage currently do not contain other distinctive architectural details (see pictures on Pages 4-7).

One-story additions to non-historic structures can be reviewed and approved by staff per San Dimas Municipal Code Section 18.12.50 (table). However, San Dimas Municipal Code Section 18.12.50.B allows for staff to forward the proposed project to the Director of Development Services or the Development Plan Review Board for review if an elevated review process is warranted. Staff believes it would be more appropriate for the Development Plan Review Board to review the project as it is located within the Town Core and on a highly visible corner lot.
ANALYSIS:

The project consists of a 572 square-foot addition to the north wall plane of the house and 92 square-foot addition to the southwest corner of the home. The existing covered front door entry will be redone and slightly expanded to 46 square feet. The detached garage will remain the same size. The interior of the house will be reconfigured to have an interior open floor plan. One of the existing bedrooms will be enlarged to create a master bedroom. The new layout of the house will be square shaped measuring 42'-0" x 41'-4". Each of the four corners of the house will have pop-outs which will consist of the walls extending out six-inches from the main wall plane on each side.

The site is currently and will remain in compliance with all development standards of the Single Family Downtown Residential (SF-DR) zone as shown below:

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A 3” to 5” exposed Hardie-Board horizontal siding material will be applied to all the corner pop-outs on the house (final size will be determined during the plan check process). Board and batten siding will be applied to all of the gable ends of the house including the smaller gable ends at all the pop-outs. A grey tone stacked stone wainscoting will be applied
under the horizontal siding and at the base of the front entry columns. The house will be retextured with a light grey smooth stucco finish. All the existing windows will be removed and new single hung white vinyl windows will be installed. Black vinyl shutters will be installed to all the windows on the pop-outs which are located at all four corners of the house (See Page A05 of the plans).

ISSUES:

None.

RECOMMENDATION:

Staff recommends that the Development Plan Review Board approve DPRB Case No. 19-0037 subject to the attached Conditions of Approval.

Respectfully submitted,

[Signature]

Marco A. Espinoza
Senior Planner

EXHIBITS:

A. Conditions of Approval

ATTACHEMENTS:

1. Plans
Aerial of Subject Site highlighted in Green

Street View from Third Street
South Elevation of the Garage

Driveway apron to be removed; new curb, gutter and landscaping to be installed.
Exhibit A

Conditions of Approval for
DPRB Case No. 19-0037
ACCELA PROJ-19-0081

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PLANNING DIVISION - (909) 394-6250

1. The Applicant/Developer shall agree to defend at his sole expense any action brought against the City, its agents, officers or employees because of the issuance of such approval, or in the alternative, to relinquish such approval. The applicant shall reimburse the City, its agents, officers or employees for any Court costs and attorney’s fees which the City, its agents, officers or employees may be required by a court to pay as a result of such action. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve applicant of his obligations under this condition.

2. The Applicant/Developer shall be responsible for any City Attorney costs incurred by the City for the project, including, but not limited to, consultations, and the preparation and/or review of legal documents. The applicant shall deposit funds with the City to cover these costs in an amount to be determined by the City.

3. Copies of the signed DPRB Conditions of Approval shall be included on the plans (full size). The sheet(s) are for information only to all parties involved in the construction/grading activities and are not required to be wet sealed/stamped by a licensed Engineer/Architect.

4. The Applicant/Developer shall comply with all requirements of the Single Family Downtown Residential zone.

5. All Conditions are final unless appealed to the City Council within 14 days of the issuance of the Conditions in accordance with the provisions of Chapter 18.212 of the San Dimas Zoning Code.

6. The building permits for this project must be issued within one year from the date of approval or the approval will become invalid. A time extension may be granted under the provisions set forth in Chapter 18.12.070 F.
7. The Applicant/Developer shall sign an affidavit accepting all Conditions and all Standard Conditions before issuance of building permits.

8. All parking provided shall meet the requirements of Section 18.156 (et. seq.) of the San Dimas Municipal Code.

9. The Applicant/Developer shall comply with all City of San Dimas Business License requirements and shall provide a list of all contractors and subcontractors that are subject to business license requirements.

10. The Applicant/Developer shall comply with all Conditions of Approval as approved by the Development Plan Review Board on November 14, 2019.

11. Graffiti shall be removed within 72 hours.

12. The entire site shall be kept free from trash and debris at all times and in no event shall trash and debris remain for more than 24 hours.

13. The Applicant/Developer shall submit a construction access plan and schedule for the development of all lots for Directors of Development Services and Public Works approval; including, but not limited to, public notice requirements, special street posting, phone listing for community concerns, hours of construction activity, dust control measures, and security fencing.

DESIGN

14. Building architecture and site plan shall be consistent with plans presented to the Development Plan Review Board on November 14, 2019 provided that the Director of Development Services is authorized to make revisions consistent with the San Dimas Municipal Code and to facilitate improved parking lot circulation.

15. Plans for all exterior design features, including, but not limited to, doors, windows, mailboxes and architectural treatments, shall be submitted to the Planning Division for review and approval before issuance of building permits.

16. The lighting fixture design shall compliment the architectural program. Location and type of exterior lighting fixtures shall be submitted by the developer to the Planning Division for review and approval prior to installation.

17. Any asphalt roofing material installed by the Applicant/Developer shall consist of "premium" quality, heavy-textured, dimensional, 25-year rated shingles. A sample shall be submitted to the Planning Division for review and approval prior to installation.

18. The Applicant/Developer shall pour a 5' x 9' concrete pad to be used for the trash, recycling and green waste bins. The trash pad area shall be behind a fence outside of the front yard setback. Access to the trash pad shall be by a solid walkway to the curb or alley. The exact location of the trash/recycling enclosure(s) shall be approved by the Planning Division.
19. Gas meters, backflow prevention devices and other ground-mounted mechanical or electrical equipment installed by the Applicant/Developer shall be inconspicuously located and screened, as approved by the Director of Development Services. Location of this equipment shall be clearly noted on landscape construction documents.

20. All exterior building colors shall match the color and material board on file with the Planning Division. Any revision to the approved building colors shall be submitted to the Planning Division for review and approval.

BUILDING DIVISION – (909) 394-6260


22. The Applicant/Developer shall comply with the latest California Title 24 Energy requirements and any measures that exceed them if required as part of a mitigation plan for all new lighting, insulation, solar and mechanical equipment and submit calculations at time of initial plan review. (Note initial plans submitted on or after Jan 1st 2020 will require significant energy saving upgrades)

23. The Applicant/Developer shall submit a Drainage Plan for the proposed development to be reviewed and approved by the City Engineer and the Building Official.

24. Prior to the issuance of any grading or building permits, the Applicant/Developer shall submit an updated Engineering Geology/Soils Report that includes an accurate description of the geology of the site and conclusions and recommendations regarding the effect of the geologic conditions on the proposed development and include a discussion of the expansiveness of the soils and recommended measures for foundations and slabs on grade to resist volumetric changes of the soil. This report shall also include recommendations for surcharge setback requirements in the area of ungraded slopes steeper than five horizontal to one vertical.

25. Building foundation inspections shall not be performed until a final soils report has been filed with the City and approved. All drainage facilities must be operable.

26. Construction calculations, including lateral analysis, shall be required at the time plans are submitted for plan check. Mechanical, Electrical, and Plumbing layouts shall be included with the initial plan review set and Electrical schematic/ load list and plumbing (drainage, water, gas) schematics and sizing justification will be
required to be submitted for review before issuance of electrical or plumbing permits.

27. Applicable fees shall be paid to Bonita School District in compliance with Government Code Section 65995.
28. Construction hours shall be limited to between 7:00 a.m. and 8:00 p.m., and shall be prohibited at any time on Sundays or public holidays, per San Dimas Municipal Code Section 8.36.100.

ENGINEERING DIVISION – (909) 394-6240

29. The Applicant/Developer shall provide a signed copy of the City’s certification statement declaring that the contractor will comply with Minimum Best Management Practices (BMPs) required by the MS4 permit for Los Angeles County as mandated by the National Pollutant Discharge Elimination System (NPDES).

30. The Applicant/Developer shall install sanitary sewers to serve the single family home to the specifications of the City Engineer.

31. With addition of bathroom, the Applicant/Developer shall contact the Los Angeles County Sanitation District for any required annexation, extension, or sewer trunk fee. Proof of payment/clearance is required before the City will issue any sewer permit.

32. The Applicant/Developer shall provide drainage improvements to carry runoff of storm waters in the area proposed to be developed, and for contributory drainage from adjoining properties to be reviewed and approved by the City Engineer. The Applicant/Developer shall make a good faith effort to negotiate with the downstream property owner for all required downstream storm drain improvements. The proposed drainage improvements shall be based on a detailed Hydrology Study conforming to the current Los Angeles County methodology. The developed flows outleting into the existing downstream system(s) from this project cannot exceed the pre-existing storm flows.

33. For all projects which disturb less than one (1) acre of soil, Applicant/Developer shall submit a temporary erosion control plan to be approved by the City Engineer and filed with the City and shall be installed and operable at all times.
34. The Applicant/Developer shall provide right of way improvements within the limits of the development. Improvements to include curbs and gutters, sidewalks, and paving according to City standards, as shown in the following table:

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Curb &amp; Gutter</th>
<th>Pavemen</th>
<th>A.C. Walk</th>
<th>Side-Approach</th>
<th>Drive</th>
<th>Street Lights</th>
<th>Street Trees</th>
<th>Multi-Use Trail</th>
<th>Median</th>
<th>Bike Trail</th>
<th>Other</th>
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<tbody>
<tr>
<td>Acacia Street</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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**Notes:** Remove existing drive approach and replace with curb & gutter to match adjacent existing. Grade and landscape area to match adjacent existing and also plant street tree. Remove and replace curb ramp to comply with current ADA regulations at NE corner of Acacia St & 3rd Street

35. The Applicant/Developer shall be responsible for any repairs within the limits of the development, including but not limited to streets and paving, curbs and gutters, sidewalks, and street lights as determined by the City Engineer and Public Works Director.

36. All work adjacent to or within the public right-of-way shall be subject to review and approval of the Public Works Director and the work shall be in accordance with applicable standards of the City of San Dimas; i.e. Standard Specifications for Public Works Construction (Green Book) and the California Manual of Uniform Traffic Control Devices (CA MUTCD), and further that the construction equipment ingress and egress be controlled by a plan approved by Public Works.

37. Construction parking and material storage to be confined to the site. No construction related parking or material storage will be allowed on the surrounding streets.

**PARKS & RECREATION – (909) 394-6230**

38. The Applicant/Developer shall comply with City regulations regarding payment of Park, Recreation and Open Space Development Fee per SDMC Chapter 3.26. Fees shall be paid prior to issuance of building permits.

**End of Conditions**
DATE: November 14, 2019

TO: Development Plan Review Board

FROM: Marco A. Espinoza, Senior Planner

SUBJECT: DPRB Case No. 19-0037
ACCELA PROJ-19-0081

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ISSUES:

None.

RECOMMENDATION:

Staff recommends that the Development Plan Review Board approve DPRB Case No. 19-0037 subject to the attached Conditions of Approval.

Respectfully submitted,

[Signature]

Marco A. Espinoza
Senior Planner

EXHIBITS:
A. Conditions of Approval

ATTACHEMENTS:
1. Plans
Aerial of Subject Site highlighted in Green

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South Elevation of the Garage

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18. The Applicant/Developer shall pour a 5' x 9' concrete pad to be used for the trash, recycling and green waste bins. The trash pad area shall be behind a fence outside of the front yard setback. Access to the trash pad shall be by a solid walkway to the curb or alley. The exact location of the trash/recycling enclosure(s) shall be approved by the Planning Division.
19. Gas meters, backflow prevention devices and other ground-mounted mechanical or electrical equipment installed by the Applicant/Developer shall be inconspicuously located and screened, as approved by the Director of Development Services. Location of this equipment shall be clearly noted on landscape construction documents.

20. All exterior building colors shall match the color and material board on file with the Planning Division. Any revision to the approved building colors shall be submitted to the Planning Division for review and approval.

BUILDING DIVISION – (909) 394-6260


22. The Applicant/Developer shall comply with the latest California Title 24 Energy requirements and any measures that exceed them if required as part of a mitigation plan for all new lighting, insulation, solar and mechanical equipment and submit calculations at time of initial plan review. (Note initial plans submitted on or after Jan 1st, 2020 will require significant energy saving upgrades)

23. The Applicant/Developer shall submit a Drainage Plan for the proposed development to be reviewed and approved by the City Engineer and the Building Official.

24. Prior to the issuance of any grading or building permits, the Applicant/Developer shall submit an updated Engineering Geology/Soils Report that includes an accurate description of the geology of the site and conclusions and recommendations regarding the effect of the geologic conditions on the proposed development and include a discussion of the expansiveness of the soils and recommended measures for foundations and slabs on grade to resist volumetric changes of the soil. This report shall also include recommendations for surcharge setback requirements in the area of ungraded slopes steeper than five horizontal to one vertical.

25. Building foundation inspections shall not be performed until a final soils report has been filed with the City and approved. All drainage facilities must be operable.

26. Construction calculations, including lateral analysis, shall be required at the time plans are submitted for plan check. Mechanical, Electrical, and Plumbing layouts shall be included with the initial plan review set and Electrical schematic/ load list and plumbing (drainage, water, gas) schematics and sizing justification will be
required to be submitted for review before issuance of electrical or plumbing permits.

27. Applicable fees shall be paid to Bonita School District in compliance with Government Code Section 65995.

28. Construction hours shall be limited to between 7:00 a.m. and 8:00 p.m., and shall be prohibited at any time on Sundays or public holidays, per San Dimas Municipal Code Section 8.36.100.

ENGINEERING DIVISION – (909) 394-6240

29. The Applicant/Developer shall provide a signed copy of the City's certification statement declaring that the contractor will comply with Minimum Best Management Practices (BMPs) required by the MS4 permit for Los Angeles County as mandated by the National Pollutant Discharge Elimination System (NPDES).

30. The Applicant/Developer shall install sanitary sewers to serve the single family home to the specifications of the City Engineer.

31. With addition of bathroom, the Applicant/Developer shall Contact the Los Angeles County Sanitation District for any required annexation, extension, or sewer trunk fee. Proof of payment/clearance is required before the City will issue any sewer permit.

32. The Applicant/Developer shall provide drainage improvements to carry runoff of storm waters in the area proposed to be developed, and for contributory drainage from adjoining properties to be reviewed and approved by the City Engineer. The Applicant/Developer shall make a good faith effort to negotiate with the downstream property owner for all required downstream storm drain improvements. The proposed drainage improvements shall be based on a detailed Hydrology Study conforming to the current Los Angeles County methodology. The developed flows outleting into the existing downstream system(s) from this project cannot exceed the pre-existing storm flows.

33. For all projects which disturb less than one (1) acre of soil, Applicant/Developer shall submit a temporary erosion control plan to be approved by the City Engineer and filed with the City and shall be installed and operable at all times.
34. The Applicant/Developer shall provide right of way improvements within the limits of the development. Improvements to include curbs and gutters, sidewalks, and paving according to City standards, as shown in the following table:

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Curb &amp; Gutter</th>
<th>Pave men</th>
<th>A.C. Walk</th>
<th>Side Approach</th>
<th>Drive Approach</th>
<th>Street Lights</th>
<th>Street Trees</th>
<th>Multi-Use Trail</th>
<th>Median Island</th>
<th>Bike Trail</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acacia Street</td>
<td>√</td>
<td></td>
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</tbody>
</table>

**Notes:** Remove existing drive approach and replace with curb & gutter to match adjacent existing. Grade and landscape area to match adjacent existing and also plant street tree. Remove and replace curb ramp to comply with current ADA regulations at NE corner of Acacia St & 3rd Street.

35. The Applicant/Developer shall be responsible for any repairs within the limits of the development, including but not limited to streets and paving, curbs and gutters, sidewalks, and street lights as determined by the City Engineer and Public Works Director.

36. All work adjacent to or within the public right-of-way shall be subject to review and approval of the Public Works Director and the work shall be in accordance with applicable standards of the City of San Dimas; i.e. Standard Specifications for Public Works Construction (Green Book) and the California Manual of Uniform Traffic Control Devices (CA MUTCD), and further that the construction equipment ingress and egress be controlled by a plan approved by Public Works.

37. Construction parking and material storage to be confined to the site. No construction related parking or material storage will be allowed on the surrounding streets.

**PARKS & RECREATION – (909) 394-6230**

38. The Applicant/Developer shall comply with City regulations regarding payment of Park, Recreation and Open Space Development Fee per SDMC Chapter 3.26. Fees shall be paid prior to issuance of building permits.

**End of Conditions**
**MILL Door**
72 in. x 80 in. Heirlooms Right-Hand Inswing 1/2-Lite Decorative Glass 2-Panel Painted Steel Prehung Front Door

**HARDY BOARD**
Arauco
1/2 in. x 7-1/4 in. x 12 ft. Radiata Pine Nickel Gap Ship Lap Board

**ROOF SHINGLES**
Owens Corning View the Collection
Oakridge Estate Gray Laminate Architectural Shingles (32.8 sq. ft. per Bundle)

**VINYL WINDOW**
JELD-WEN
43.5 in. x 59.5 in. V-2500 Series White Vinyl Double Hung Window with BetterVue Mesh Screen

**WINDOW SHUTTERS**
Ekana Millwork
14-1/2 in. x 60 in. Lifetime Vinyl Standard Cathedral Top Center Mullion Open Louvered Shutters Pair Tuxedo Grey

**STACK STONE**
Superior Building Supplies
Cliff Grey 24 in. x 48 in. x 1-1/4 in. Faux Grand Heritage Stack Stone Panel