



PLANNING AND DEVELOPMENT
CURRENT PLANNING DIVISION



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www.culvercity.org

July 11, 2024

Redcar Properties, Ltd.
Attn: Erik Danielson
2341 Michigan Avenue
Santa Monica, California 90404

SUBJECT: NOTICE OF DECISION OF ADMINISTRATIVE SITE PLAN REVIEW P2024-0091-ASPR TO PERMIT THE CONVERSION OF AN EXISTING 23,445 SQUARE FOOT INDUSTRIAL BUILDING TO CREATIVE OFFICE WITH A 5,748 SQUARE FOOT ADDITION
8432 Steller Drive, Industrial General (IG) zone

Dear Erik Danielson:

This letter is to inform you that Administrative Site Plan Review P2024-0091-ASPR to permit the conversion of an existing 23,445 square foot industrial building to creative office with a 5,748 square foot addition located at 8432 Steller Drive is **APPROVED** subject to conditions of approval.

The proposed conversion and addition of 5,748 square feet of floor area meets all applicable Municipal Codes and is not expected to cause adverse impacts in the surrounding community. The administrative decision herein was reached after closure of the comment period on July 8, 2024 (see Attachment No.1 for detailed Project Background, Analysis, and Public Outreach).

Environmental Determination

Pursuant to the California Environmental Quality Act (CEQA) guidelines, initial review of the Project established there are no potentially significant adverse impacts on the environment and the Project has been determined to be Categorically Exempt pursuant to Section 15301, Class 1 – Existing Facilities Projects because the project is an addition to an existing structure that will not result in an increase of more than 10,000 square feet in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and the project is not located in an environmentally sensitive area.

Findings and Conditions of Approval

The findings for the proposed Administrative Site Plan Review, P2024-0091-ASPR were made pursuant to CCMC Section 17.540.025 as detailed in Attachment No. 2. This approval to allow an addition to an existing commercial building is subject to the Conditions of Approval included herein as Attachment No. 2.

Appeal

This administrative decision may be appealed in accordance with Title 17, Section 17.640.030 Appeals, by any interested person within 15 calendar days of approval, by 5:30 PM. If no appeal

Administrative Site Plan Review P2024-0091-ASPR
8432 Steller Drive
Page 2 of 2
July 11, 2024

is filed, the decision shall become final. If a timely appeal is notified, City staff will notify the applicant.

Please feel free to contact William Kavadas, Assistant Planner, at (310) 253-5706 or at william.kavadas@culvercity.org with any questions.

Sincerely,



Mark E. Muenzer
Planning and Development Director

Enclosures:

- Attachment 1: Project Background, Analysis, and Public Outreach Summary
- Attachment 2: Findings and Conditions of Approval (Table A) and Code Requirements (Table B)
- Attachment 3: Site Plan and Landscaping Plan dated May 8, 2024

Copy: Tim Koutsouros, Building Official
Dave Montgomery, Fire Prevention Specialist
Sammy Romo, Senior Civil Engineer
Andrew Maximous, Mobility & Traffic Engineering Manager
Sally Unsworth, Cultural Affairs Manager
Emily Stadnicki, Current Planning Manager
Decision Letter File
Case File (P2024-0091-ASPR)

ATTACHMENT NO. 1

Project Background, Analysis, and Public Outreach
Case No. P2024-0091-ASPR
8432 Steller Drive

Request

An Administrative Site Plan Review (ASPR) application was submitted on April 12, 2024, requesting the conversion of an existing 23,445 square foot industrial building to creative office with a 5,748 square foot addition (the "Project") at 8432 Steller Drive (the "Subject Property").

Background

Culver City Municipal Code (CCMC) Title 17 – Zoning, Section 17.540.010 requires an Administrative Site Plan Review for building additions of greater than 5,000 square feet. The applicant team proposes to add 5,748 square feet of new floor area. A majority of the proposed new square footage is located in a new mezzanine level. A small addition will be made to the lobby on the first floor. New landscaping will be provided around the property and the existing parking lot will be refreshed.

The subject property is located on the southwest corner of Steller and Eastham Drive. The site is bordered by commercial offices to the west and south and vacant industrial buildings to the north across Steller Drive and east across Eastham Drive. The existing structure was built in the early 1950s as an industrial building and was most recently occupied by a printing business.

Analysis

Design Compatibility

The design of the building is compatible with its surroundings. The existing structure is one story with a bow truss roof and brick façade similar to other buildings constructed in the same time period in the Hayden Tract. The structure will remain with a new lobby constructed adjacent to Steller Avenue and the parking lot. The lobby will be enclosed in floor to ceiling glass windows with blackened steel framing.

The proposed mezzanine will have a sawtooth roof clad in beige raked stucco. The mezzanine is setback from the Eastham frontage and will align with the western façade of the existing building, adjacent to the parking lot. The sawtooth roof design is complementary to traditional industrial building design and to the industrial past of the Hayden Tract Neighborhood. The raked stucco is a compatible design choice with the existing first floor brick façade. As a nod to the industrial past of the site, an existing exhaust fan on the roof of the building adjacent to Eastham Drive will be maintained and refreshed.

A small, landscaped courtyard will be carved out of existing floor area also adjacent to Eastham Drive. The courtyard will be open to sky, enclosed on three sides by the subject structure, and enclosed from the street by blackened steel mesh fencing. Landscaping will be improved in the parking lot and in planters along the Steller Drive frontage of the building. The Eastham Drive frontage will forego any new landscaping to comply with Public Works Engineering requirements for installation of sidewalk infrastructure. A complete architectural and landscape plan proposal can be seen in Attachment No. 3.

The reuse of the existing building and industrial design features for the additions is compatible with the existing site and surrounding neighborhood. Extensive landscaping across the site will also soften building exteriors and add greenery to the neighborhood.

Parking and Traffic

The proposed project will maintain 40 existing parking spaces including 31 spaces in the parking lot located off Steller Drive and nine parking spaces accessed from the shared driveway easement behind the structure. One new accessible van space will be installed adjacent to the driveway entrance along Steller Drive for a total of 41 parking spaces. Of the total spaces, four will be full EV charging stations, four EV ready spaces, and eight EV capable spaces, meeting Code standard for total required EV parking as a percentage of parking provided. Bike parking is also proposed at three short term spaces and six long term spaces, meeting Code standards based on total floor area. Due to the overall size of the building, two showers are required by Code and are being provided.

The applicant will also provide one large loading space for use of project tenants expecting deliveries. As a result of the driveway easement behind the building, any truck deliveries will access the loading zone by entering the driveway easement from Hayden Avenue and traveling in an easterly direction until reaching the loading zone. To exit the loading zone, trucks will exit forward facing onto Eastham Drive. Existing pedestrian access along Steller Drive will remain, while new sidewalks will be installed along Eastham Drive where sidewalk does not currently exist.

A transportation study was conducted as part of the project. The project would generate less than 250 net new daily trips which means it would not have a significant impact under vehicle miles traveled (VMT) thresholds. Additionally, studies showed that the level of service in the surrounding area would remain unchanged as a result of the project and queueing issues as a result of parking activities would not cause spill-over effects into the public right-of-way.

Public Notification and Comments

As part of the entitlement review process, two community meeting were held, a hybrid meeting on September 7, 2023 and a virtual meeting on March 26, 2024. In both instances, no community members attended the event.

On June 21, 2024, notification of the pending administrative decision and an invitation to provide comment was sent to property owners and occupants within 500 feet of the Project Site, extended to city block. The public comment period closed on July 8, 2023. The City received no comments from the public on the subject project.

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

Findings

The following necessary findings for an **Administrative Site Plan Review** have been made pursuant to Zoning Code Section 17.540.020:

- A. The general layout of the project, including orientation and location of buildings, open space, vehicular and pedestrian access and circulation, parking and loading facilities, building setbacks and heights, and other improvements on the site, is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and with all applicable development standards and design guidelines.**

The general layout of the Project is consistent with the development standards and intent of the Industrial General (IG) zoning district. The Project design is consistent with the IG Zone development standards for height and setback. Primary pedestrian and vehicular access to the site will still occur from Steller Drive.

- B. The architectural design of the structure(s), and their materials and colors, are compatible with the scale and character of surrounding development and other improvements on the site and are consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and with all applicable development standards and design guidelines.**

The Project is a 5,748 square foot addition to an existing 23,445 square foot industrial building and conversion to office use. The architectural style of the addition complements the existing structure and the surrounding character of the historically industrial neighborhood. The architectural design of the building will enhance the visual character of the area in the vicinity of the Project Site consistent with the purpose and intent of the City's zoning regulations.

- C. The landscaping, including the location, type, size, color, texture, and coverage of plant materials, provisions for irrigation, and protection of landscape elements, has been designed to create visual relief, complement structures, and provide an attractive environment, and is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and with all applicable development standards and design guidelines.**

The proposed landscaping, including the location, type, size, color, texture, and coverage of plant materials, provisions for irrigation, and protection of landscape elements has been designed to create visual relief, complement structures, and provide an attractive environment. Implementation of the proposed landscape plan will enhance the visual environment in the vicinity of the Project Site consistent with the purpose and intent of the City's zoning regulations.

- D. The design and layout of the proposed project will not interfere with the use and enjoyment of neighboring existing or future development, will not result in vehicular or pedestrian hazards, and will be in the best interest of the public health, safety, and general welfare.**

The applicant has conducted traffic studies and determined that the total number of daily vehicle trips for the proposed use of the site will not impact adjacent roadways. Pedestrian access is provided directly

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

from sidewalks on Steller Drive. New sidewalks will be installed along Eastham Drive to further improve pedestrian accessibility to the project and within the greater Hayden Tract neighborhood.

Internal pathways and vehicular driveways are of sufficient width to provide adequate and safe internal circulation. Overall, the Project will not create a hazard to surrounding areas and is in the best interest of the public health, safety, and general welfare.

- E. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, streetlights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.**

The Site is located within an existing urbanized neighborhood that is served by existing utilities and other public facilities. The existing and proposed public services and facilities necessary to accommodate the Project, including the width and pavement of adjoining streets, traffic control devices, sewers, storm drains, sidewalks, streetlights, fire protection devices, and public utilities, are adequately provided as confirmed by the City agencies that reviewed the Project during the interdepartmental review process. Any required upgrades to existing facilities can be provided as needed and improvements to the adjacent public right-of-way, such as new sidewalk, curb and gutter, street trees, and new meters, will be implemented pursuant to Project conditions and Code requirements.

- F. The proposed project is consistent with the General Plan and any applicable specific plan.**

The Project is consistent with the Industrial General Plan land use designation for the Project Site, which allows a variety of manufacturing and industrial uses, but also allows commercial uses. The Project is consistent with Land Use Element Objective 10, Visual Open Space, because the Project will include new landscaping visible from the streets. The Project is also consistent with Land Use Element Objective 12, Urban Design, as the renovation of the existing non-residential structure will be accomplished with the highest quality of architectural and site design by proposing additions that complement the existing structure and neighborhood.

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

TABLE A - CONDITIONS OF APPROVAL

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
GENERAL				
1.	Street trees, tree wells, and irrigation shall be installed, to the satisfaction of the City Engineer and Current Planning Manager, in conformity with the City's approved Urban Forest Master Plan, and where appropriate. All new (and existing) street trees shall be supplied with irrigation water from the overall site irrigation system which shall include a timer and a rain sensor. All new (and existing) street trees, landscaping, and irrigation shall be indicated on the overall site landscaping/ irrigation plan.	Public Works/ Planning	Standard	
2.	At the sole cost and expense of the Property Owner, any curbs, gutters, sidewalks, streetlights, street light wires and conduits, traffic signal equipment, street pavement, and any other City infrastructure which are damaged or broken from construction of the Project shall be repaired and reconstructed in conformity with APWA Standards and to the satisfaction of the City Engineer.	Public Works	Standard	
3.	The project shall be subject to Holiday Moratorium dates as required by the December 17, 2009 Public Works/Engineering Holiday Slowdown Policy memo, in which work in the public right-of-way is restricted or prohibited on certain days in November and December.	Public Works	Standard	
4.	Fire sprinkler main lines shall not be allowed to discharge into the public right-of-way, and they shall discharge into the sanitary sewer system.	Public Works	Standard	
5.	Trash enclosures shall be provided and shall each have a minimum inside dimension of 10 feet (depth) x 12 feet (width) for two 3-yard bins and shall be increased to an additional 60 square feet for each additional bin required, a gated opening that is at least 10 feet wide, and a 6-inch-high by 6-inch-wide concrete curb along the inside perimeter wall. Each enclosure shall also have at least a 6-inch-thick concrete slab that drains at a one percent gradient out of the enclosure. An 8 feet concrete loading pad in front of the proposed trash enclosure/trash room, 10 feet minimum clear opening with gates for bin access, and separate pedestrian access door for tenant use, shall be provided. Additional grade may be necessary to include a floor drain that leads to the sewer for maintenance purposes. Final approval for the size, location, and type of	Public Works/ Fire/ Current Planning	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

TABLE A - CONDITIONS OF APPROVAL

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
GENERAL				
	equipment needed for the adequate storage and disposal of all solid and recyclable waste generated by the Project shall be obtained from the City's Environmental Programs and Operations Manager. A fire suppression sprinkler system shall be provided within any covered trash enclosure area as required by the Fire Marshal. Trash areas within five feet of the building shall be protected by fire sprinklers. All refuse containers assigned to or otherwise used by the Project shall be stored on-site in the trash enclosures.			
6.	All buildings and structures to be constructed as part of the Project shall be designed and constructed in accordance with all applicable regulations and standards of the City's Building Code, Fire Code and any related codes as determined by the Building Official and Fire Marshal; and all other applicable provisions of the CCMC which are adopted and in effect at the time of complete building permit application submittal.	All Depts	Standard	
7.	Building shall have fire sprinklers installed per 2022 NFPA 13 requirements and CCMC 9.02. Fire department connection shall be located as approved by Fire Marshal. The double detector check assembly (DDCA) shall be located as required by GSW.	Community Risk Reduction	Standard	
8.	Location of the Fire Department fire sprinkler connection (FDC) shall be approved by the Fire Marshal. Culver City Fire Department requires each FDC to be within 150 feet of a public fire hydrant. A new fire hydrant may be required to meet this requirement.	Community Risk Reduction	Standard	
9.	A site plan is required and must include the square footage and construction type of the buildings to determine fire flow and hydrant location requirements (CFC 903.3).	Community Risk Reduction	Standard	
10.	Hydrants shall be provided in the quantity and at the spacing prescribed in the 2022 CFC Appendix B. Please show the location of all hydrants within 300 feet of the property.	Community Risk Reduction	Standard	
11.	Provide addresses viewable from the public way.	Community Risk Reduction	Standard	
12.	Provide fire sprinkler monitoring and fire alarm system per 2022 NFPA 72, fire monitoring system shall be separate from the security system. Provide audible visual devices per NFPA 72 public mode. Comply with	Community Risk Reduction	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

TABLE A - CONDITIONS OF APPROVAL

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GENERAL				
	Ch. 5 of 2022 CFC Emergency Responder Radio Coverage.			
13.	Trash areas within five feet of the building shall be protected by fire sprinklers.	Community Risk Reduction	Standard	
14.	Fascia and tops of exterior walls shall be constructed of hard materials able to withstand the weight of firefighters and firefighting equipment. Contact CCFD for requirements. No foam products shall be used.	Community Risk Reduction	Standard	
15.	Parapets in excess of five feet shall have catwalks and ladders, contact CCFD for requirements.	Community Risk Reduction	Standard	
16.	Provide Knox Box and/or Knox key switches. Motorized access gates to have 'Knox' key switch.	Community Risk Reduction	Standard	
17.	Provide fire extinguishers, size, location and type shall be approved by Fire Marshal.	Community Risk Reduction	Standard	
18.	Access for emergency fire and medical personnel: Concrete surfaces between the street and main entrance for each building shall be paved to allow the rolling of a medical gurney.	Community Risk Reduction	Standard	
19.	All rooms interior and exterior shall be provided with numbers and description. Stairways shall be marked at access and on each landing stair number and if stairway provides roof access or no roof access.	Community Risk Reduction	Standard	
20.	All emergency lights and exit lights shall have self - contained battery backup power.	Community Risk Reduction	Standard	
21.	In Buildings where the floor level of the highest story is located more than 30 feet (9144 mm) above the lowest level of fire department vehicle access. Provide a class III standpipe system with 2 1/2" and 1 1/2" reducing outlets located in each stairwell landing and per 100 foot of hose and 30 foot of stream.	Community Risk Reduction	Standard	
22.	All fire lane location shall be determined by the Fire Code Official upon submittal of final proposal, location of fire lane width, vertical clearance, location and type of fire department connections (FDC's) and similar equipment. All fire lane and fire road surfaces shall be of approved surfaces and designed to support the weight of a 68,000 pound apparatus.	Community Risk Reduction	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

TABLE A - CONDITIONS OF APPROVAL

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GENERAL				
23.	Comply with Chapter 12 of 2022 CFC Solar Photovoltaic Systems.	Community Risk Reduction	Standard	
24.	Projects shall be reviewed under the building code edition adopted when Building and Safety receives an application, plan check fees paid, with associated complete plan and supporting documentation set. Currently, 2022 California Building Codes.	Building Safety	Standard	
25.	The applicant shall include green street features along the frontage of the project site, in accordance with the City's Stormwater Quality Master Plan.	Public Works EPO	Standard	
26.	All existing driveway approaches which will no longer be necessary shall be removed and replaced with full height curb, gutter, and sidewalk.	Public Works Engineering	Standard	
27.	The applicant shall install drought tolerant plants in the parkway per the City's Parkway Planting Guidelines.	Public Works Engineering	Standard	
28.	The applicant shall utilize Preliminary CMP Haul Route Option 1 for inbound and outbound trucks. This shall be reflected in final CMP.	Public Works Mobility	Special	
29.	Any construction work in the public right-of-way requires the issuance of an encroachment permit from the Public Works Department including a traffic control plan consistent with the CA MUTCD.	Public Works Mobility	Standard	
30.	The Project shall meet all provisions of CCMC Section 7.05.015 - "Transportation Demand and Trip Reduction Measures". The applicant shall indicate compliance with all CCMC Section 7.05.015 Transportation Demand and Trip Reduction Measures on the Building Permit Plans to be submitted for review and approval by the Transportation Department	Transit	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO DEMOLITION PERMIT ISSUANCE				
31.	A covenant and agreement, on a form provided by the Current Planning Division and the City Attorney, acknowledging and agreeing to comply with all terms and conditions established herein, shall be signed by the Property Owner and recorded in the County Recorder's Office. The covenant and agreement shall run with the land and shall be binding on any subsequent owners, and tenants or occupants of the Property. After recordation, a certified copy bearing the Recorder's number and date shall be provided to the Current Planning Division.	Current Planning/ City Attorney	Standard	
32.	The Applicant and/or Property Owner shall indemnify, hold harmless and defend (at the Applicant's and Property Owner's sole cost and expense, with legal counsel approved by the City in its sole discretion) the City, its elected and appointed officials, officers, employees, agents, contractors and consultants from and against any and all claims, lawsuits, judgments, liability, injury or damage arising from or in any manner connected to any and all permits or approvals relating to the Project, including without limitation associated and reasonably incurred attorneys' fees and court and litigation costs arising out of the defense of any such claims and/or lawsuits, and actual attorneys' fees and court and litigation costs that may be awarded by the court and required to be paid by the City. The obligations required by this Condition shall be set forth in a written instrument in form and substance approved by the City Attorney and signed by the Applicant and Property Owner.	City Attorney	Standard	
33.	A Comprehensive Construction Management Plan (CMP) shall be submitted to Building & Safety as part of the Building Permit plan check approval process and shall be approved prior to issuance of the Demolition and / or Building Permit. The comprehensive CMP shall include all plans specified in the conditions of approval. In addition, the plan will identify the areas of construction staging, temporary power, portable toilet, and trash and material storage locations. The CMP shall show all areas of the public right-of-way which may be affected by the construction of the project. Unless otherwise approved by the Public Works Director,	All Depts	Standard	

ATTACHMENT NO.2
 Findings and Conditions of Approval
 Case No P2024-0091-ASPR
 8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO DEMOLITION PERMIT ISSUANCE				
	<p>sidewalk access shall be maintained at all times along the project's frontage.</p> <p>In addition to the above, the CMP shall include the following components:</p> <p>a. <i>A Pedestrian Protection Plan</i> shall identify all areas of pedestrian protection and indicate the method of pedestrian protection or pedestrian diversion when required. When pedestrian diversion is required, the Pedestrian Protection Plan must also be approved by the City Engineer.</p> <p>b. <i>A Construction Traffic Management Plan</i> shall be prepared by a traffic or civil engineer registered in the State of California. The Construction Traffic Management Plan shall be reviewed and approved by the City Engineer and Current Planning Manager prior to the issuance of any Project demolition, grading, or excavation permit. The Construction Traffic Management Plan shall also be reviewed and approved by the City's Fire and Police Departments. The City Engineer and Current Planning Manager reserve the right to reject any engineer at any time and to require that the Plan be prepared by a different engineer. The Construction Traffic Management Plan shall contain, but not be limited to, the following:</p> <p>A. The name and telephone number of a contact person who can be reached 24 hours a day regarding construction traffic complaints or emergency situations.</p> <p>B. An up-to-date list of local police, fire, and emergency response organizations and procedures for the continuous coordination of construction activity, potential delays, and any alerts related to unanticipated road conditions or delays, with local police, fire, and emergency response agencies. Coordination shall include the assessment of any alternative access routes that might be required through the Property, and maps showing access to and within the Property and to adjacent properties.</p> <p>C. Procedures for the training and certification of the flag persons used in implementation of the Construction Traffic Management Plan. Flag</p>			

ATTACHMENT NO.2
 Findings and Conditions of Approval
 Case No P2024-0091-ASPR
 8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO DEMOLITION PERMIT ISSUANCE				
	<p>persons with certified training shall be provided for work site traffic control to minimize impacts to traffic flow and to ensure the safe movement of vehicles into and out of the Property.</p> <p>D. The location, times, and estimated duration of any roadway closures, traffic detours, use of protective devices, warning signs, and staging or queuing areas.</p> <p>E. The location and travel routes of off-site staging and parking locations.</p> <p>F. Estimated number of trucks per hour for dirt hauling, concrete pouring, deliveries, etc.</p> <p>c. A <i>Demolition Debris Recycling Plan</i> shall list the material to be recycled and the name, address, and phone number of the facility of organization accepting the materials. Reasonable efforts shall be used to reuse and recycle construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment, and systems.</p> <p>d. A <i>vector/pest control abatement plan</i> prepared by a pest control specialist licensed or certified by the State of California shall outline all steps to be taken prior to the commencement of any demolition or construction activity in order to ensure that any and all pests (including, but not limited to, rodents, bees, ants and mosquitoes) that may populate the Property do not relocate to or impact adjoining properties.</p> <p>e. The CMP shall address implementation of the following measures during construction:</p> <p>i. Foundation Shoring Plan demonstrating use of noise dampening design methods.</p> <p>ii. Construction Rules Sign that includes the superintendent's name and phone number, the contractors name and phone number, the allowed hours of construction, and the minimum safety gear mandatory for all staff on site; long pants, a shirt with sleeves, closed toe shoes, a hardhat, gloves and eye and ear protection as necessary.</p>			

ATTACHMENT NO.2
 Findings and Conditions of Approval
 Case No P2024-0091-ASPR
 8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO DEMOLITION PERMIT ISSUANCE				
	<ul style="list-style-type: none"> iii. Daily maintenance of construction site. iv. Dust control by regular watering. v. Construction worker and contractor offsite parking. vi. Staging and storage of construction equipment on-site only. vii. Compliance with noise standards. f. <i>Foundation shoring and/or foundation piles.</i> When foundation shoring and/or foundation piles will be part of the Project, the engineer of record shall specify use of noise dampening measures such as the drilling of shoring supports and piles as determined by the Building Official and Current Planning Manager, which shall be incorporated in project plans. 			

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO GRADING / BUILDING PERMIT ISSUANCE				
34.	A minimum of two sets of final landscaping and irrigation plans (separate from the plans submitted for the building permit) shall be submitted to the Current Planning Division for review and approval.	Current Planning/ Parks & Rec.	Standard	
35.	Prior to issuance of a building permit, notice of the Project construction schedule and CCMC 3307 shall be provided to all abutting property owners and occupants within 100 feet of the site. An affidavit of such notification shall be provided to the Building Division (building.safety@culvercity.org). The notice shall identify the commencement date and proposed timing for all construction phases (demolition, grading, excavation/shoring, foundation, rough frame, plumbing, roofing, mechanical and electrical, and exterior finish).	Building	Standard	
36.	The applicant, including the on-site construction superintendent, shall attend a pre-construction meeting with all reviewing City departments and/or divisions, organized by Building Safety, in order to review all project conditions of approval. Prior to commencement of work the construction contractor shall advise the Public Works Inspector on-site (“Inspectors”) of the construction schedule and shall meet with the Inspectors.	All Depts	Standard	
37.	On-site improvement plans prepared by a civil engineer registered in the State of California shall be submitted to the Engineering Division for review, approval and permitting. Among other things, the on-site improvement plans shall include detailed on-site drainage and grading of the site indicated by topographical lines and spot elevations. This plan shall be approved for on-site construction only.	Public Works Engineering	Standard	
38.	The applicant shall provide a geotechnical report from a State licensed geotechnical engineer, as part of the Site Improvement Plan, reporting on the suitability of the onsite soils to support the proposed construction. The report shall also include a liquefaction analysis and a determination of the adequate pavement and base requirements for the drive aisles and parking areas. The report shall also identify any special considerations necessary to satisfy California Building Code requirements.	Public Works Engineering	Standard	
39.	Off-site improvement plans prepared by a civil engineer registered in the State of California shall be submitted to the Engineering Division for review, approval and	Public Works Engineering	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

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	<p>permitting for all proposed improvements within the public right-of-way. Separate plans shall be submitted for street improvements, street light improvements, traffic signal, signage and striping, and sewer improvements. Landscape and irrigation plans for the public parkway area and raised medians shall be included in the street improvement plans.</p> <p>Off-site plans shall show relocation of the existing stop sign and adjustment of the pavement markings as necessary to align with the new curb ramp.</p>			
40.	<p>Applicant shall pay an initial plan check fee in the amount of \$750.00 each upon submittal of the on-site improvement and off-site improvement plans for review. Additional plan check and permit fees will be determined per the Engineering Division’s Schedule of Fees and Charges.</p>	Public Works Engineering	Standard	
41.	<p>Concurrent with the submittal of the on-site improvement plan, a Standard Urban Stormwater Mitigation Plan (SUSMP) shall be submitted for review and approval by the City Engineer as outlined in CCMC Chapter 5.05. The SUSMP shall be developed and implemented in accordance with the requirements of the Los Angeles County Municipal Stormwater National Pollution Discharge Elimination System (NPDES) Permit No. CAS614001 (Order No. 01-182). The SUSMP shall provide Best Management Practices (BMP’s) that adequately address the pollutants generated during the post-construction stage and shall be designed for filtration, infiltration, and retention for the first 1.1” of rainfall. The site improvement plans shall note the contractor shall comply with the “California Stormwater Best Management Practice Handbooks”. The Site Improvement Plans shall not be accepted for review unless the SUSMP is included in the submittal package, including the plan check fee associated with the SUSMP. Said SUSMP shall be used to guide the “Conceptual – Not For Construction” Post Development Hydrology / SUSMP Map. The approval of the SUSMP is required prior to issuance of the Site Improvement Plan. The SUSMP shall cover the new building and parking lot. The Site Improvement Plans shall not be accepted for review unless the SUSMP is included in the submittal package, including the plan check fee associated with the SUSMP.</p>	Public Works Engineering	Standard	

ATTACHMENT NO.2
 Findings and Conditions of Approval
 Case No P2024-0091-ASPR
 8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO GRADING / BUILDING PERMIT ISSUANCE				
42.	Upon completion of rough grading, the geotechnical and civil engineers shall submit certifications and final reports in accordance with the California Building Code. These certifications and reports shall certify the soil compaction and indicate that the pad grade is per plan and shall be submitted to the Engineering Division for review prior to the issuance of any building permits.	Public Works Engineering	Standard	
43.	Due to the change of use and increased density, this project is subject to the City's Sewer Facility Charge. This charge shall be paid prior to the issuance of any permit.	Public Works Engineering	Standard	
44.	Prior to the issuance of a building permit, the applicant shall obtain the approval of the City's Environmental Programs and Operations Manager for the size, location, and type of equipment needed for the adequate storage and disposal of all solid and recyclable waste generated by the project.	Public Works Engineering	Standard	
45.	A careful, detailed photo documentation of neighboring properties is required prior to the start of any major construction activities, provide a digital copy of photos to Building Safety	Building Safety	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

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DURING CONSTRUCTION				
46.	During all phases of construction, a “Construction Rules Sign” that includes contact names and telephone numbers of the Developer, Property Owner, construction contractor(s), and the City, shall be posted on the Property in a location that is visible to the public. These names and telephone numbers shall also be made available to adjacent property owners and occupants to the satisfaction of the Current Planning Manager and Building Official.	Building Safety/ Current Planning	Standard	
47.	During construction, the Property shall be maintained daily so that it is free of trash and litter.	Building Safety	Standard	
48.	During construction, dust shall be controlled by regular watering or other methods as determined by the building inspector.	Building Safety/ Public Works	Standard	
49.	<p>The Building Division may apply administrative assessments and/ or post general stop work notices for any violations of the Conditions of Approval for the Project, and any violations of the CCMC. Any type of damage to any adjacent property or any part of the City right-of-way will result in a general stop work order.</p> <p>In the event three citations are issued in connection with the Project for violations of these Conditions of Approval or for other violations of the CCMC, Project construction shall be stopped until such time that it is determined to the satisfaction of the Community Development Director, that causes of such violations have been eliminated or corrected and that the Project will be able to proceed in full compliance with these Conditions of Approval and the CCMC.</p>	Building Safety	Standard	
50.	During all phases of construction, all construction workers, contractors and others involved with the Project shall park on the Property or at designated offsite locations approved by the City, and not in the surrounding neighborhood.	Building/ Current Planning Public Works	Standard	
51.	Prior to the commencement of any excavation, a temporary construction fence with wind screen shall be installed around the site. The wind screen may be omitted for drivers’ line of sight. The height and fence material are subject to approval by the City Engineer and the Current Planning Manager. The site fence location shall be identified on the Demolition plan.	Building Safety/ Current Planning/ Public Works	Standard	
52.	Hours of construction shall be limited to the following: 8:00 AM to 8:00 PM Monday through Friday; 9:00 AM to	Building Safety/	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
DURING CONSTRUCTION				
	<p>7:00 PM Saturday; and 10:00 AM to 7:00 PM Sunday and National holidays.</p> <p>All concrete pours/ worker staging/ any on-site or off-site activity shall start and end within the allowed construction hours. No on-site or off-site staging activity or any activity of any kind is allowed outside of the allowed construction hours. Every effort shall be made to minimize noise on site, no music is allowed on site.</p> <p>Dirt hauling and construction material deliveries or removal are prohibited during the morning (7:00 AM to 9:00 AM) and afternoon (4:00 PM to 6:00 PM) peak traffic periods. All construction workers shall be respectful of the surrounding neighborhood and keep non-construction related noise to a minimum prior to, during, and after permissible construction hours.</p>	Public Works		
53.	All staging and storage of construction equipment and materials, including the construction dumpster, shall be on-site only. The Property Owner must obtain written permission from adjacent property owners for any construction staging occurring on adjacent property.	Building Safety/ Public Works	Standard	
54.	<p>Compliance with the following noise standards shall be required with at all times:</p> <ul style="list-style-type: none"> a. No construction equipment shall be operated without an exhaust muffler, and all such equipment shall have mufflers and sound control devices (i.e., intake silencers and noise shrouds) that are no less effective than those provided on the original equipment; b. All construction equipment shall be properly maintained to minimize noise emissions; c. If any construction vehicles are serviced at a location onsite, the vehicle(s) shall be setback from any street and other property lines so as to maintain the greatest distance from the public right-of-way and from Noise Sensitive Receptors; d. Noise impacts from stationary sources (i.e., mechanical equipment, ventilators, and air conditioning units) shall be minimized by proper selection of equipment and the installation of acoustical shielding as approved by the Current 	Building Safety/ Current Planning	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
DURING CONSTRUCTION				
	<p>Planning Manager and the Building Official in order to comply with the City's Noise Regulations and Standards as set forth in CCMC Chapter 9.07; and</p> <p>e. Stationary source equipment (i.e., compressors) shall be located so as to maintain the greatest distance from the public right-of-way and from Noise Sensitive Receptors.</p>			
55.	<p>Construction vehicles shall not be permitted to stage or queue where they would interfere with vehicular and pedestrian traffic or block access to adjacent businesses. During construction, trucks and other vehicles in loading and unloading queues must be parked with their engines off to reduce vehicle emissions. Construction deliveries shall be phased and scheduled to avoid emissions peaks as determined by the Building Official and discontinued during second-stage smog alerts.</p> <p>Off-site staging shall be at locations approved by the City Engineer and shall be of sufficient length to accommodate large trucks without being unduly disruptive to traffic operations. The drivers of these trucks shall be in radio or phone communication with on-site personnel who shall advise the drivers when to proceed from the staging location to the Site. Construction-related vehicles shall not be permitted to park on public streets except along the frontage of the construction site and shall be approved by the City Engineer.</p>	Building Safety/ Public Works	Standard	
56.	Pedestrian access along the project's frontage shall be maintained at all times.	Public Works Engineering	Special	
57.	If existing streetlights are to be disabled for any reason, then temporary street lighting will need to be activated. Temporary street lighting shall be approved by the Public Works Inspector prior to installation.	Public Works Engineering	Standard	
58.	All trucks driving to the jobsite shall obtain Culver City haul route permits, a copy of the approved haul route permit shall be kept in every vehicle traveling to the construction site, including supplier and delivery vehicles.	Building Safety	Standard	
59.	Building Safety reserves the right to adjust allowed construction staging areas during the project, or to apply administrative assessments, or to post a general stop	Building Safety	Standard	

ATTACHMENT NO.2
 Findings and Conditions of Approval
 Case No P2024-0091-ASPR
 8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
DURING CONSTRUCTION				
	work notice for violations of any conditions of approval or any previously approved use of the City right of way.			

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION				
60.	All provisions, and requirements set forth in these Conditions of Approval, in the Resolution approving the project, in the CCMC, or in any applicable written comments as provided by City representatives on May 2, 2024 at the Project Review Committee meeting on the Land Use Permit application, shall be fulfilled and satisfied to the satisfaction of all City departments before the use may be established or the Project occupied.	All	Standard	
61.	All onsite and offsite improvements and all conditions of approval except those which are deferred pursuant to a bond or letter of credit as determined and approved by the Building Official, Fire Marshal, Current Planning Manager, and/or City Engineer shall be completed prior to issuance of any certificate of occupancy. Prior to issuance of any certificate of occupancy the following shall be provided to and approved by the City: A digital format compatible with the City's computer system, of as-built set of plans that shall include at a minimum all information that is on the final version of the Building Permit set including any revisions as well as the site plan, grading and utility plan, landscape and irrigation plan, floor plan for each level of the Project, parking structure plan, roof plan with all mechanical equipment identified as to purpose and source and all offsite improvements., and that are certified by the project architect and engineer.	All	Standard	
62.	The applicant shall scan the approved grading plans, all off-site improvement plans, LID Report, and SUSMP and SWPPP reports and forward the electronic copies to the Engineering Division.	Public Works Engineering	Standard	
63.	All street signs and existing painted curb fronting the site shall be replaced and refreshed.	Public Works Engineering	Standard	
64.	The Project shall comply with CCMC Chapter 15.06: New Development Fees including: a. New Development Impact Fees as set forth in CCMC Section 15.06.005 et. seq., b. Art in Public Places Program, as set forth in CCMC Section 15.06.100, et. seq., c. Mobility Improvement Fees, as set forth in CCMC Section 15.06.500, et. seq.	All	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
PRIOR TO CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION				
	d. Affordable Housing Commercial Development Impact Fee, as set forth in CCMC Section 15.06.600, et. seq.			
65.	<p>This project will trigger the City's Art in Public Places Program (APPP) requirement as outlined in CCMC 15.06 et seq. If the APPP allocation (1% of total Building Permit valuation for the project, including shoring permits) is \$75,000 or more, the applicant has several options for fulfilling the APPP requirement, including payment of an in-lieu fee or commission of original site-specific permanent art.</p> <p>The applicant shall indicate how they wish to fulfill the APPP requirement prior to Planning Commission review of the project. If the applicant is choosing to fulfill the APPP requirement with permanent art, the plans as presented to Planning Commission shall identify potential site(s) for art and a description of what type of art is being considered (mural, sculpture, etc.). All art commissioned in fulfillment of the APPP requirement shall be installed and a covenant executed and recorded prior to final inspection or Certificate of Occupancy. Additional requirements for the commission of art are outlined in detail in CCMC 15.06.100 – 15.06.180. NOTE - If the art will substantially alter an entire building elevation, architectural feature, or the project site from what is approved by the Planning Commission, a second presentation to the Planning Commission with the art concept as approved by the Cultural Affairs Commission may be required</p>	Cultural Affairs	Standard	
66.	The applicant shall place a new ADA compliant curb ramp at the corner of Steller Drive/Hayden Avenue	Public Works Engineering	Special	
67.	All existing driveway approaches which will no longer be necessary shall be removed and reconstructed with full-height curb, gutter, and sidewalk.	Public Works Engineering	Standard	
68.	Project shall remove and replace all existing non-ADA compliant sidewalk. All new sidewalk shall be ADA compliant.	Public Works Engineering	Standard	
69.	Project will be required to place a pull box and conduit to connect to the project's proposed networking room for future Culver Connect fiber consideration. Pull box and conduit shall be on-site.	Public Works Engineering	Standard	
70.	Removal of any street trees will require replacement at 2:1 ratio.	Public Works Engineering	Standard	

ATTACHMENT NO.2
 Findings and Conditions of Approval
 Case No P2024-0091-ASPR
 8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
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71.	Applicant shall place new sidewalk where there is currently vegetation along Eastham Drive.	Public Works Engineering	Special	
72.	The Project shall install a new ADA curb ramp and curb extension at the corner of Eastham Drive/Steller Drive.	Public Works Engineering	Special	
73.	The project shall replace any traffic signs, posts, or any other traffic and parking control devices within the public right-of-way if damaged by the project construction.	Public Works Mobility	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CONDITIONS OF APPROVAL	Agency	Source	Compliance Verification
ON-GOING				
74.	The use and development of the Property shall be in substantial conformance with the plans and materials submitted with the application for the Land Use Permit as reviewed by the Planning and Development Director and approved on July 11, 2024 excepted as modified by these Conditions of Approval.	Current Planning	Standard	
75.	Pursuant to CCMC Section 17.650.020 -"Inspection", the Property Owner and Applicant shall allow authorized City officials, or their designees, access to the Property where there is reasonable cause to believe the Property is not in compliance with these Conditions of Approval or other requirements of the CCMC.	All	Standard	
76.	The use and development of the Property shall comply with these Conditions of Approval and all applicable local, special district or authority, county, state and federal statutes, codes, standards, regulations, guidelines and policies, including, but not limited to, Building Division, Fire Department, Current Planning Division and Public Works Department requirements, and shall comply with all applicable CCMC requirements and all comments made during the City's building permit plan check review process (collectively, "Applicable Rules"). Failure to comply with Applicable Rules may result in reconstruction work, demolition, stop work orders, withholding of certificate of occupancy, revocation of land use permit approval and/or any other remedies available to the City in law or in equity.	All	Standard	
77.	All graffiti shall be removed from the Property within 48 hours of its application.	All Depts	Standard	
78.	The Property Owner shall maintain all new street trees along the property frontage at his/her sole cost and expense.	Public Works Engineering	Standard	

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

TABLE B – CODE REQUIREMENTS

NO.	CODE REQUIREMENTS	Agency	Code Compliance Verification	Check if Applicable
1.	All building permit applications for the Project shall include sufficient information and detail to clearly reflect compliance with all applicable requirements of the Culver City Municipal Code (the “CCMC”) and with the Project Conditions of Approval.	Current Planning		
2.	The land use permit to which the Project Conditions of Approval apply (the “Land Use Permit”) shall expire one year from the date of final approval of said Land Use Permit, if the use has not been exercised. As provided in CCMC Section 17.595.030 –“Time Limits and Extensions”, an applicant may request an extension of said expiration date by filing a written request with the Current Planning Division prior to the expiration of the land use permit.	Current Planning		
3.	The Project shall be developed pursuant to CCMC Chapter 17.300 – “General Property Development and Use Standards”.	Current Planning		
4.	All planted areas on the Property shall be landscaped and irrigated pursuant to CCMC Chapter 17.310 - “Landscaping”.	Current Planning		
5.	All parking areas on the Property shall be developed pursuant to CCMC Chapter 17.320 - “Off-Street Parking and Loading”.	Current Planning		
6.	Signs proposed for the Project shall meet all applicable requirements of CCMC Chapter 17.330 - “Signs”. All signs require a separate permit and approval.	Current Planning		
7.	The Project applicant shall obtain all permits and licenses required in connection with the development or use of the Project.	All		
8.	All work within the public right-of-way (including but not limited to curb, gutter, sidewalk, and driveways) shall be designed and completed to the satisfaction of the City Engineer. Drainage devices, concrete curbs and gutters, sidewalks, drive approaches, and roadway pavement shall be designed in conformity with all provisions of the latest edition of the American Public Works Association Standard Plans (“APWA Standards”).	Public Works		
9.	Any new utilities shall be placed underground or enclosed within the building construction; no new overhead utilities shall be permitted.	Public Works/ Current Planning		

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

NO.	CODE REQUIREMENTS	Agency	Code Compliance Verification	Check if Applicable
10.	The Project shall comply with all applicable requirements of the Culver City Energy Reach Codes as set forth in CCMC Section 15.02.1100-1180, et.seq.	Building		
11.	The Project shall comply with all applicable requirements relating to solar photovoltaic requirements as set forth in CCMC Section 15.02.100, et. seq. and as amended from time to time.	Building		
12.	Plans submitted as part of the building permit application shall include a schedule of the special inspections anticipated, the firm proposed for the special inspections, and the resumes of all proposed special inspectors. The Building Official reserves the right to reject any special inspector at any time for the duration of the Project. During construction have a predetermined location for the special inspection reports, engineer's reports, for easy access by the Building Safety staff. All special inspection reports shall be made available to the Building Official and to any Culver City Building Safety inspector as required by the Building Official. No work shall be covered without a Culver City Building Safety inspection, whether or not a special inspection was performed on such work.	Building		
13.	All utility lines fronting the site shall be undergrounded by the applicant.	Public Works		
14.	All Project related solid and recyclable waste material handling shall be in accordance with CCMC Section 5.01.010 – “Solid Waste Management”, which outlines the Sanitation Division’s exclusive franchise for this service. The project shall provide adequate trash, recycling, and organics waste capacity and shall comply with Assembly Bills 939, 1826, 341, and SB 1383 waste diversion goals and all City requirements.	Public Works		
15.	Changes to the Project or use approved as part of the Land Use Permit may only be made in accordance with the provisions of CCMC Section 17.595.035 – “Changes to an Approved Project”.	Current Planning		
16.	Comply with all Culver City California Code of Regulations local amendments and can be found under Culver City Muni Code 15.02.	Building Safety		

GLOSSARY OF ABBREVIATIONS

American Public Works Association Standard Plans
Construction Management Plan

APWA Standards.
CMP

ATTACHMENT NO.2
Findings and Conditions of Approval
Case No P2024-0091-ASPR
8432 Steller Drive

Culver City Municipal Code	CCMC
Electrical Vehicle	EV
Homeowner's Association	HOA
Standard Urban Stormwater Mitigation Plan	SUSMP
Stormwater Pollution Prevention Plan	SWPPP
Transit Oriented Development	TOD