AGENDA ITEM NO.

ິCas `lo.∖0412-01 CE ເ____4 Attachment 1

LONG BEACH, CA 90802 (562) 570-6194

CITY OF LONG BEACH DEPARTMENT OF PLANNING & BUILDING

February 3, 2005

CHAIRMAN AND PLANNING COMMISSIONERS City of Long Beach California

333 W. OCEAN BLVD

SUBJECT: Approval of Vesting Tentative Map No. 61683, to Convert an Existing Eight-Unit Apartment Building to Condominiums (Council District 4)

LOCATION: 1467 Obispo Avenue

APPLICANT: Subtec, c/o Cheryl Vargo 5147 W. Rosecrans Avenue Hawthorne, California 90250

RECOMMENDATION

Approve Tentative Map No. 61683, subject to conditions.

REASONS FOR RECOMMENDATION

- 1. The design and improvements of the proposed subdivision are consistent with the Subdivision and Zoning Regulations as well as the Housing and Land Use Elements of the General Plan; and
- 2. The proposed subdivision will provide increased home ownership opportunity within the City.

BACKGROUND

The subject site is an approximately 6,092 square foot parcel located on the west side of Obispo Avenue just at 15th Street. The current improvement is a three-story apartment complex that has 8 units and a semi-subterranean common garage with 15 required parking spaces, which will satisfy the Municipal Code requirement for a condo conversion. The minimum acceptable parking ratio is 1 space per 1 bedroom and 1.25 spaces per 2 bedroom. The applicant has indicated that this project has two 1-bedroom units and six 2-bedroom units thereby resulting in a requirement of 9.5 spaces. The project also requires one additional space for each 4 units therefore the total parking requirement is 11.5. The available parking exceeds this number. This project was permitted in 1987.

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The following is a summary of the zoning, general plan, and land uses of adjacent properties in the immediate vicinity:

| | ZONING | GENERAL PLAN DESIGNATION | LAND USE |
|---------|--------|---------------------------------------|------------------|
| Subject | R-2-N | Land Use Designation # 2 | Multi-Family (8) |
| North | R-2-N | Land Use Designation # 2 | Multi-Family (3) |
| South | R-2-N | Land Use Designation # 2 Multi-Fami | |
| East | R-2-N | Land Use Designation # 2 | Single Family |
| West | R-2-N | Land Use Designation # 2 Multi-Family | |

CURRENT ACTION REQUESTED

The current action requested is the approval of the Tentative Map for the purpose of creating eight condominiums, which can be sold individually. Such requests may be granted only when the proposed request is consistent with the requirements of the Subdivision Regulations, and adequate provisions are made for the long-term maintenance of the structure. The structure currently conforms, or will conform, to all requirements set forth by the Subdivision Regulations.

A requirement of the Subdivision Regulations is to verify that the building is in sound condition prior to it becoming the responsibility of a homeowner's association to maintain and repair. A city inspection was conducted on October 29, 2004. Those few deficiencies found to exist at the project were reported to the applicant and a copy of that report has been included for review. Those deficiencies along with any other deficiencies such as termite repair or repair to heating, plumbing or roofing will be required to be repaired prior to recordation of the map (see condition no. 32).

Planning staff believes that adequate provisions for the long-term maintenance of the building can be achieved through repairing the items listed in the attached reports and the creation of a Homeowner's Association and the collection of fees. This coupled with the relatively young age of the structure should ensure that before any major problems might occur a sufficient period of time should have passed and an ample amount of homeowner fees collected to manage such typical problems when they do occur. The creation of Covenants, Conditions and Restrictions (CC & R's) will be required as a Condition of Approval.

Finally, staff believes that the request should be approved, as the subdivision will provide additional home ownership opportunities. In order for the Planning Commission to approve this request it must make the required positive findings. The findings for this request have been reviewed and analyzed by staff and are presented below for review.

FINDINGS FOR TENTATIVE MAP

A. THAT THE PROPOSED MAP IS CONSISTENT WITH APPLICABLE GENERAL AND SPECIFIC PLANS:

The General Plan states "a proposed subdivision is 'consistent' when the proposed use and density of development are within the guidelines set forth herein for that property. Subdivisions of airspace for condominium conversion of the alreadyerected building shall not be 'consistent' if the density of development exceeds that which is permitted by the Land Use Element, unless the City Planning Commission makes a finding that the proposed conversion is in the best interest of the involved neighborhood and the City as a whole."

The General Plan Use Designation (LUD) for the subject site is LUD No. 2 – Mixed Style Home District. This section of the General Plan states that one characteristic of this zone is a mixture of less dense properties with those of greater density with one stated goal being to maintain the current equilibrium of the area. Staff believes that the conversion of the existing apartment building to a condominium project will maintain that equilibrium well meeting another stated City goal of providing increased homeownership. The Housing Needs Assessment completed in 2000 and the ensuing 2000-2005 Housing Element of the General Plan five stated goals. Three of these goals are addressed in the conversion of an existing project such as this to condominiums. The first goal is the maintenance of quality, existing housing stock. Since condominiums are typically considered to be more affordable than detached homes this proposal has the ability to meet the second goal of the Housing Plan by protecting and preserving affordable housing. The third goal of the Housing Plan is to increase home ownership. Therefore, staff believes this proposal complies with the requirements of the General Plan.

B. THAT THE DESIGN OR IMPROVEMENT OF THE PROPOSED SUBDIVISION IS CONSISTENT WITH APPLICABLE GENERAL AND SPECIFIC PLANS.

The design and improvement of the proposed subdivision is consistent with the General Plan and there are no Specific Plans for this area.

C. THE SITE IS PHYSICALLY SUITABLE FOR THE TYPE OF DEVELOPMENT.

The project site is fully developed with a multifamily residential building. Multifamily is an appropriate type of development at this site, given surrounding development patterns and the intent of the General Plan.

D. THE SITE IS PHYSICALLY SUITABLE FOR THE PROPOSED DENSITY OF DEVELOPMENT.

The project is improved with an apartment building containing eight residential units and 15 parking spaces. Given the current zoning and with less than 1/5th of an acre of lot size it is doubtful that it could be designed to meet all current development standards with its current density, however the lot does and has supported the

existing 8 units adequately since 1987.

E. THE DESIGN OF THE SUBDIVISION OR THE PROPOSED IMPROVEMENTS ARE NOT LIKELY TO CAUSE SUBSTANTIAL ENVIRONMENTAL DAMAGE OR SUBSTANTIAL AND AVOIDABLE INJURY TO FISH AND WILDLIFE OR THEIR HABITAT.

The site is fully developed and no new construction is proposed. Further, no fish or wildlife habitat are known to exist on the site.

F. THE DESIGN OF THE SUBDIVISION OR TYPE OF IMPROVEMENT IS NOT LIKELY TO CAUSE SERIOUS PUBLIC HEALTH OR SAFETY PROBLEMS.

No negative impacts detrimental to the general welfare of the public are foreseen from the approval of the Tentative Map to allow the conversion of eight multifamily residences to eight condominiums for individual sale and ownership.

G. THE DESIGN OF THE SUBDIVISION OR THE TYPE OF IMPROVEMENTS WILL NOT CONFLICT WITH EASEMENTS ACQUIRED BY THE PUBLIC AT LARGE FOR ACCESS THROUGH OR USE OF PROPERTY WITHIN THE PROPOSED SUBDIVISION.

The Tentative Map has been reviewed by all concerned City Departments and it has been found that the design and improvement of the site will not conflict with any public access easements.

CONDOMINIUM CONVERSION FINDINGS

Pursuant to Section 20.32.170 of the Long Beach Municipal Code the conversion of all projects for which buildings permits were issued after August 4, 1978, shall be consistent with the General Plan. The Planning Commission or City Council on appeal may waive consistency with the General Plan if it finds that adequate provisions are made for the long-term maintenance of the building and determines that the conversion is in the best interest of the involved neighborhood and the City as a whole.

A. Adequate provisions are made for the long-term maintenance of the building.

The Department of Real Estate requires a monthly association fee to provide for the maintenance of the building and this fee is calculated using such factors as the age and condition of the building.

In addition, a Condition of Approval has been included that requires the applicant to provide language in the CC & R's stating that the individual homeowners shall be jointly liable and responsible for any costs of corrections due to building or property maintenance code enforcement actions.

Based on the presentation above, positive findings can be made; thus staff is recommending the approval of the proposed condominium conversion.

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PUBLIC HEARING NOTICE

Seventy-two Notices of Public Hearing were mailed on or before January 18, 2005 to property owners within a 300-ft. radius of the property. In addition, the local neighborhood association(s) (which consisted of the Neighborhood Advisory Committee, 4th District; 15th & Loma Neighborhood Group; Zaferia Neighborhood Association and Zaferia Triangle Neighborhood Association) and the elected representative of the 4th Council District were notified. As of the date of publishing of this report staff had received one opposition from a property owner in the immediate vicinity of the subject.

REDEVELOPMENT REVIEW

The project is not located within a Long Beach Redevelopment Project area.

ENVIRONMENTAL REVIEW

According to the Guidelines to implement the California Environmental Quality Act, environmental review resulted in the preparation of a Categorical Exemption (CE 04-244), and is attached for your review.

IT IS RECOMMENDED THAT THE PLANNING COMMISSION:

Approve the Tentative Map, subject to conditions of approval.

Respectfully submitted,

FADY MATTAR ACTING DIRECTOR OF PLANNING AND BUILDING

Approved:

CAROLYNE BIHN ZONING ADMINISTRATOR

Attachments:

- 1. Conditions of Approval
- 2. Tentative Map No. 61763
- 3. Photos
- 4. Site Plans & Elevations
- 5. Copy of Special Inspection Report
- 6. CE 04-247

TENTATIVE MAP 61683 CONDITIONS OF APPROVAL

Case No. 0412-01 Date: February 3, 2005

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- 1. The Final Map is to be prepared in accordance with the approved Tentative Map and shall be filed within thirty-six (36) months from the date of approval by the Planning Commission of the Tentative Map, unless prior to expiration of the thirtysix month period, the Planning Department has received a written request from the subdivider for an extension of time in writing and receives approval by the Zoning Administrator.
- 2. Unless specifically waived by the Planning Commission, as per Section 21.42.080 of the Long Beach Municipal Code, the Final Map shall be prepared to conform to all conditions, exceptions and requirements of Title 20 (Subdivision Ordinance) of the City of Long Beach.
- 3. The content and form of the Final Map shall be based upon criteria established by the Director of Public Works. Such plot plan shall be submitted to the satisfaction of the Director of Public Works prior to issuance of the final map.
- 4. Prior to approval of the Final Map, the subdivider shall deposit sufficient funds with the City to cover the cost of processing the Final Map through the Department of Public Works. Furthermore, the subdivider shall pay the associated Planning processing fees of the Final Map.
- 5. All required utility easements shall be provided for to the satisfaction of the concerned department or agency and shown on the map, if applicable.
- 6. All County property taxes and all outstanding special assessments shall be paid in full prior to approval of the final map.
- 7. All required off-site street improvements shall be financially provided for to the satisfaction of the Director of Public Works prior to approval of the Final Map or issuance of a building permit, whichever occurs first.
- 8. Any off-site improvements found damaged as a result of construction by the subdivider to the satisfaction of the Director of Public Works prior to approval of them map.
- 9. Subdivider shall provide street trees with root barriers and irrigation within the grassy parkway, adjacent to the site. The subdivider and/or successors shall privately maintain all street trees, landscaping and sprinkler systems required in

connection with this project. The applicant shall contact the Street Tree Division of the Department of Public Works, at (562) 570-2770, prior to beginning the tree planting etc. The Street Tree Division will assist with the size, type and manner in which the street trees are to be installed.

- 10. Prior to approval of the final map, the subdivider shall obtain utility clearance letters from any public entity or public utility holding any interest in the subdivision as required by Section 66436 © (1) of the Subdivision Map Act.
- 11. Separate building permits are required for signs, fences, retaining walls, trash enclosures, flagpoles, pole-mounted yard lighting foundations and planters.
- 12. Site development, including landscaping, shall conform to the approved plans on file in the Department of Planning and Building. At least **one set of approved plans** containing Planning, Building, Fire, and, if applicable, Redevelopment and Health Department stamps **shall be maintained at the job site**, at all times for reference purposes during construction and final inspection.
- 13. Approval of this development project is expressly conditioned upon payment (prior to building permit issuance or prior to Certificate of Occupancy, as specified in the applicable Ordinance or Resolution for the specific fee) of impact fees, connection fees and other similar fees based upon additional facilities needed to accommodate new development at established City service level standards, including, but not limited to, sewer capacity charges, Park Fees and Transportation Impact Fees.
- 14. The Director of Planning and Building is authorized to make **minor modifications** to the approved design plans or to any of the conditions of approval if such modifications shall not significantly change/alter the approved design/project and if no detrimental effects to neighboring properties are caused by said modifications. The Zoning Administrator or Planning Commission shall review any major modifications, respectively.
- 15. Each residence is to be equipped with smoke detectors. Smoke detectors are required to be hardwired and are subject to review and approval of the Fire Chief.
- 16. Fire extinguishers are to be provided in boxes in all common areas and are subject to review and approval of the Fire Chief.
- 17. A Fire Department approved Knox Box with key access is to be installed to the satisfaction of the Fire Chief.
- 18. The applicant shall provide special relocation benefits to low and very low-income households, as required by Section 20.32.040 F of the Municipal Code, to the satisfaction of the Housing Services Bureau.
- 19. Permits for demolition and reconstruction of curb and gutter, driveways, sidewalks,

wheel chair ramps, roadway and alley pavements, removal and relocation of utilities, traffic stripping and signing, street tree removals and plantings in the public right-ofway shall be performed under Public Works street improvement permit. Permits to perform work within the public right-of-way must be obtained from the Public Works Permit Section of the City of Long Beach Development Services Center, 4th Floor of City Hall (562) 570-7082 or 7084. Any work done within the public right –of-way shall be performed by a contractor holding a valid State of California contractor's license and City of Long Beach Business License sufficient to qualify the contractor to do the work. The contractor shall also have on file with the City Engineer Certification of General Liability Insurance.

- 20. Any existing cross lot drainage problems shall be corrected to the satisfaction of the Director of Public Works prior to approval of the map. The subdivider and/or his successors shall be responsible for the maintenance of the site drainage system, abutting the sidewalk, parkway, street trees and other landscaping including irrigation within the public right-of-way and any other common areas. These responsibilities shall be enumerated and recorded in the project "Conditions, Covenants and Restrictions", and a recorded copy shall be provided to the Director of Public Works.
- 21. The subdivider shall be responsible for the maintenance, repair and replacement of off-site improvements abutting the project boundary during construction of the on-site improvements until final inspection of the on-site improvements by the City. Any such off-site improvements found damaged by the construction of the on-site improvements shall be repaired or replaced by the Subdivider to the satisfaction of the Director of Public Works.
- 22. The Subdivider and successors shall be responsible for the maintenance of the site drainage system, sidewalk, parkways, street trees and other landscaping, including irrigation, within and along the adjacent public right-of-way. Such responsibilities shall be enumerated and specified in the project "Conditions, Covenants and Restrictions", and a recorded copy of said document shall be provided to the Director of Public Works.
- 23. The applicant shall defend, indemnify, and hold harmless the City of Long Beach, its agents, officers, and employees from any claim, action, or proceeding against the City of Long Beach or its agents, officers, or employees brought to attack, set aside, void, or annul an approval of the City of Long Beach, its advisory agencies, commissions, or legislative body concerning this project. The City of Long Beach will promptly notify the applicant of any such claim, action or proceeding against the City of Long Beach and will cooperate fully in the defense. If the City of Long Beach fails to promptly notify the applicant of any such claim, action or proceeding or fails to cooperate fully in the defense, the applicant shall not, thereafter, be responsible to defend, indemnify, or hold harmless the City of Long Beach.
- 24. The applicant shall cause to be prepared "Conditions, Covenants and Restrictions"

(CC & R's) for this project. A copy of the CC & R's are to be provided the Director of Planning and Building for approval prior to be sent to the Department of Real Estate and recorded with the County Recorder.

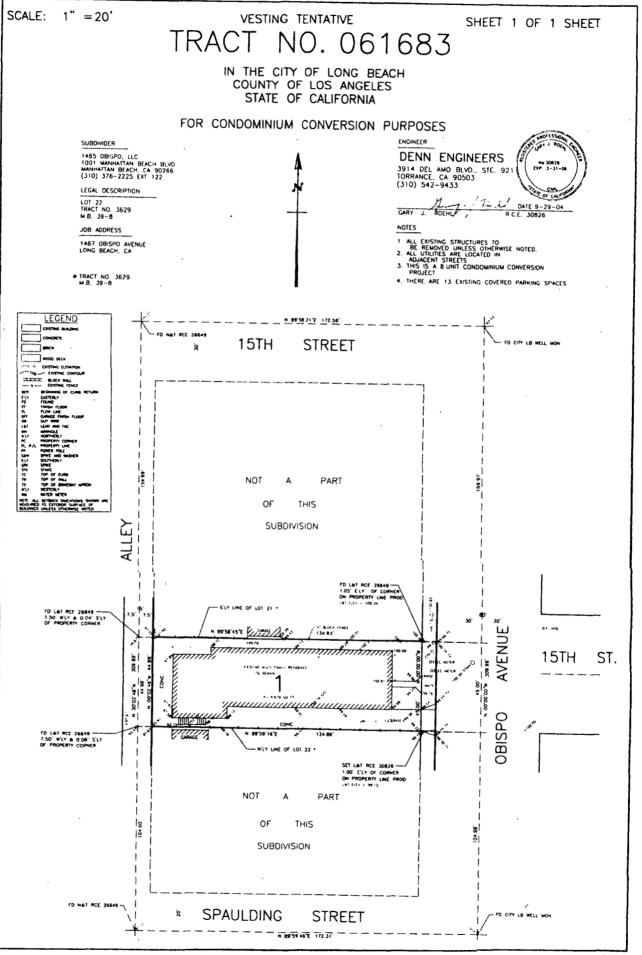
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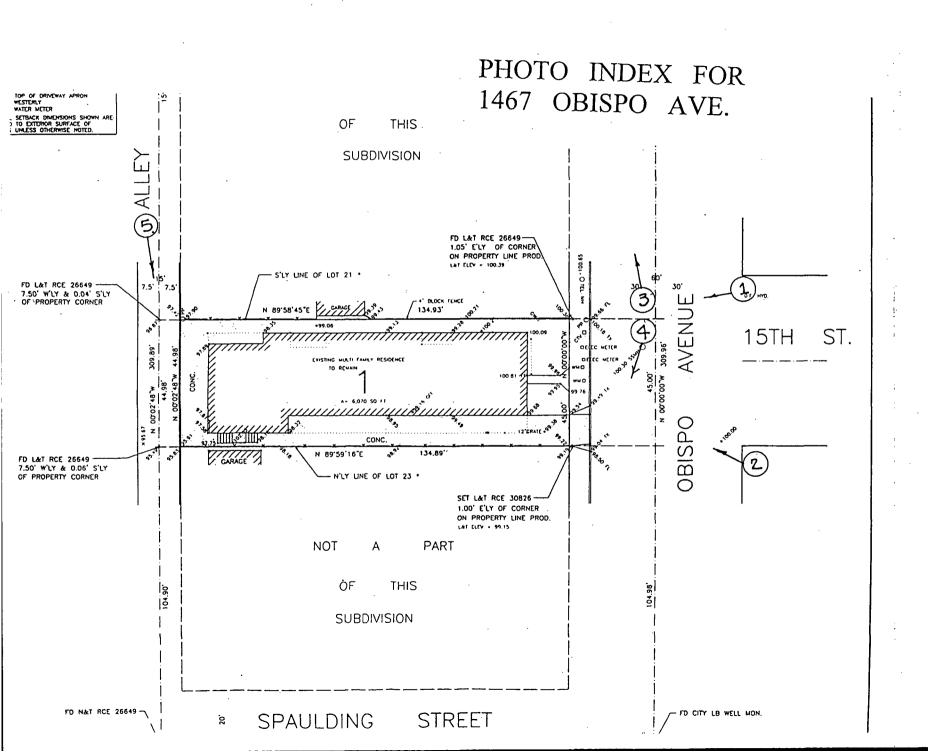
- 25. The CC & R's shall be executed and recorded against the title of the parcel and shall contain the following provisions (provisions shall also be noted on the final map):
 - a. The subject condominium project consists of eight residential units;
 - b. A minimum of 15 parking spaces will be permanently maintained as parking facilities for the project. The spaces shall be permanently assigned to a specific unit and labeled thusly or assigned as guest parking and labeled thusly. Parking spaces must be used solely for the parking of personal vehicles. Parking spaces may not be leased, subleased, sold or given to others not a resident(s) of the condominium unit within the development. These statements shall also be noted on the final map;
 - c. The common areas and facilities for the condominium shall be clearly described including a parking assignment plan;
 - d. The Homeowner's Association shall be responsible for the operation and maintenance of the private sewer connection to the public sewer in the public right-of-way, the site drainage system, the maintenance of the common areas and facilities, the exterior of the building, the abutting street trees, parkways and any costs or corrections due to building or property maintenance code enforcement actions. Such responsibilities shall be provided for in the CC & R's;
 - e. Graffiti removal shall be the responsibility of the Homeowners Association and shall be removed within 24 hours; and
 - f. A clear, detailed and concise written description of the common areas and facilities of the condominium shall be provided. This information shall be included on the final map.
- 30. The applicant shall review and provide all public safety and crime prevention requirements to the satisfaction of the Chief of Police. See attached memorandum and contact Mike Weber (562) 570-5805 for approvals.
- 31. The applicant to provide language in the CC & R's stating that the individual homeowners shall be jointly liable and responsible for any costs of corrections due to building or property maintenance code enforcement actions.
- 32. The subdivider shall repair or cause to be repaired any items called out in the special inspection report and/or items called out by other contractors reporting on roof and/or mechanical system condition prior to approval by the Department of Planning and Building of the final map. Building Permits and/or verification of those repairs will be provided obtained and provided to the Department of Planning and Building.

33. Easements shall be provided to the City of Long Beach for proposed public utility facilities to the satisfaction of the concerned City Department or public agency and shown on the map.

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34. Unless approved by the Director of Public Works, easements shall not be granted to third parties within areas proposed to be granted, dedicated, or offered for dedication to the City of Long Beach for public streets, alleys, utility or other public purposes until after the final map is filed with the County Recorder. If easements are granted after the date of tentative map approval and prior to final map recordation, a notice of subordination must be executed by the third-party easement holder prior to the filing of the final map.









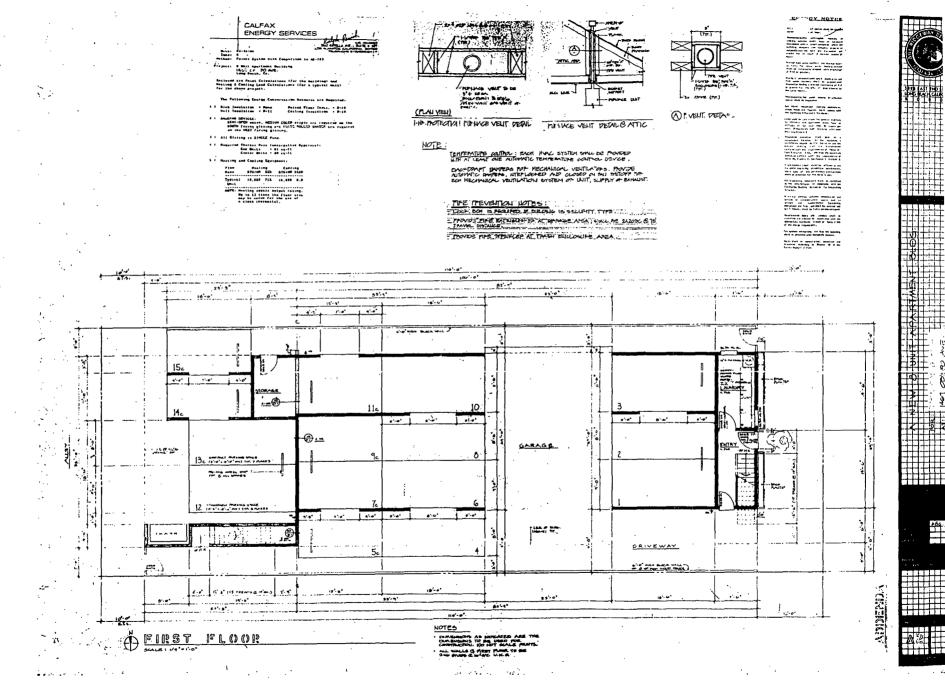


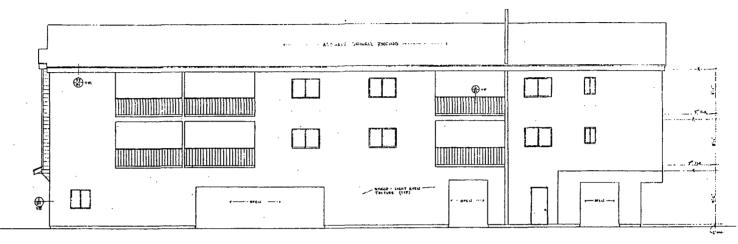




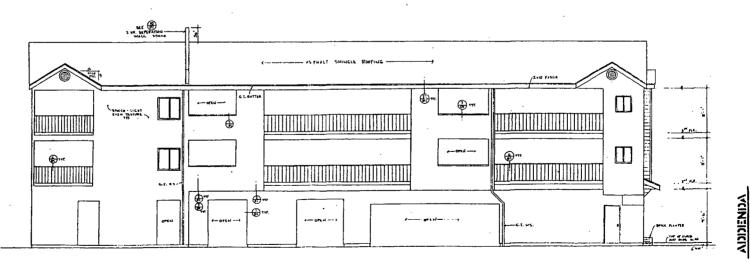








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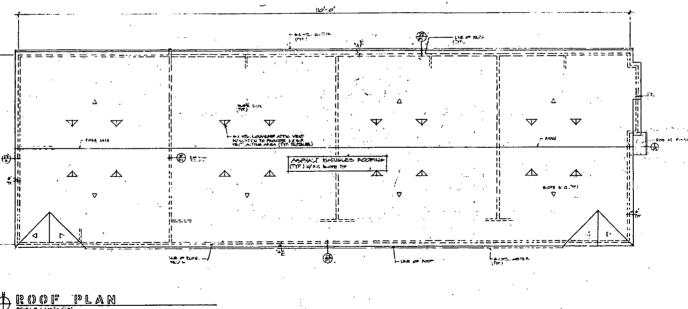
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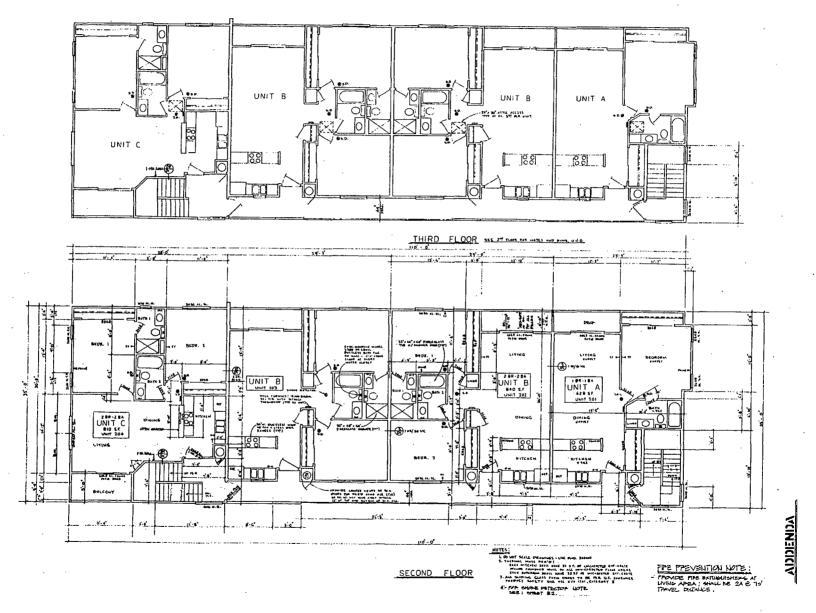
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BUILDING BUREAU

CITY OF LONG BEACH

DEPARTMENT OF PLANNING AND BUILDING

333 W. Ocean Blvd., 4th Floor. Long Beach, CA 90802 (562) 570-6651 FAX (562) 570-6753

November 2, 2004

Berro Management Attn: Terry Register 1614 East 4th Street Long Beach, CA 90802-

SUBJECT: 1467 OBISPO AVENUE, LONG BEACH, CA 90806

Dear Ms. Register:

On Friday, October 29, 2004, an inspection was performed on the three-story 8-unit apartment building at the subject address listed above. The purpose of the inspection was for a conversion of the residences into condominiums. The requirements listed below are based on the Long Beach Municipal Code, Chapter 20.32: and the 2001 California Building Code.

General requirements:

- 1. Inspection reports must be submitted from State-licensed contractors certifying that the heating and plumbing systems are fully operational. All such inspections shall be conducted within three months prior to the submittal of the tentative tract map.
- 2. A termite inspection report and a report on the status of the roof and balcony decks from State licensed contractors must be submitted. All such inspections shall be conducted within three months prior to the submittal of the tentative tract map.
- 3. Each unit shall be provided with smoke detectors. The smoke detectors must be installed in each sleeping room and in any hallway or room leading to the sleeping rooms. They must receive their primary power from the building's power system and each detector shall have a battery backup. The devices shall be interconnected within each unit so that when one device is activated, all devices will alarm.
- 4. Kitchen and bath counter top outlets within 6 feet of a sink are required to be Ground Fault Circuit Interrupted (GFC) protected.
- 5. A pressure/temp relief value is required to be installed on all water heaters and be terminated to the exterior.
- 6. Occupancy fire separation is required between the Garage and the residences, patch all holes in the Garage to maintain the 1-hour occupancy fire separation.

The above list may not comprise the total scope of work required to complete the condominium conversion project (CCP). Additional requirements may be requested when the CCP package is submitted for review and approval from the Zoning Bureau. To complete the CCP, all zoning requirements shall be completed and permits must be obtained for the conversion of the apartment building into a condominium complex and to perform any required work. Please note that a building permit is required to complete the conversion even if no physical work has to be performed. A Certificate of Occupancy will be issued when the building has received a final inspection and all administrative paperwork is complete.

Should you have any further questions, I can be contacted at (562) 570-6292 for any zoning issues, please contact the Planning staff at (562) 570-6194 Monday through Friday.

Sincerely,

Gerry McKay

Principal Building Inspector

GLM/er 1467 Obispo/special

FEE - \$50.00



Note: To establish the 30-day Statute of Limitations, file this Exemption and a check for \$25.00 payable to L.A. County to the address shown below.

Categorical Exemption CE-

NOTICE OF EXEMPTION

TO: _____ Office of Planning & Research FROM: Department of Planning & Building 1400 Tenth Street, Room 121 Sacramento, CA 95814

333 W. Ocean Blvd., 4th Floor Long Beach, CA 90802

X_ L. A. County Clerk Environmental Filings 12400 E. Imperial Hwy. #1101 Norwalk, CA 90650

Project Title: ____ Condominium Conversion Project Location - Specific: 1467 Obispo Ave.

Project Location - City: Long Beach Project Location - County Los Angeles Activity Description: ____ Converting an eight unit apartment into condominiums.

| Name of Public Agency Appro- | ving Project: Plann: | ing Commission | | | | |
|---|----------------------|------------------------------------|-------|--|--|--|
| Name of Person or Agency Carrying Out Project: Bob Vargo, Subtec | | | | | | |
| | <i>,</i> | (Printed Name) Ave., Hawthorne, | | | | |
| (Signature) | (Mailing Address) | | | | | |
| (310) 644-3668 | · · · · · · | | | | | |
| (Telephone) | (City) | (State) | (Zip) | | | |
| LONG BEACH CITY PLANNING COMMISSION <u>X</u> Categorical Exemption. State type and section number: 15301 , $Class 1$ (C) | | | | | | |
| <u>A</u> categorical exemption. State type and section number: <u>75 501, C475 1 (P)</u> | | | | | | |
| Reasons why project is exempt: This is an existing faulity and a dynamin of | | | | | | |

an existing mu rogerty ente lemon Lead Agency 562) 570-6943 Ches Area Code/Telephone: Jaume Contact Person: Janne <u>/v/w/94</u> Title: ___ Signature: Date:_ X Signed by Lead Agency Date received for filing at OPR:

____ Signed by Applicant

| | Attachment 2 |
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| CIT | Y OF LONG BEACH |
| | RTMENT OF PLANNING AND BUILDING |
| AAA 333 West Ocean B | oulevard - 5th Floor Long Beach, CA 90802 (562) 570-6194 FAX (562) 570-6068 |
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| APPL | ICATION FOR APPEAL 4the Dutast |
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| | Your Honorable Body from the decision of the day of |
| APPELLANT: RITA | REGGIO - OWNER of CALIF. BUNGALOWS At 1463 05150 |
| | 12 BOB VARGO AS Agents for property ounce |
| Project address: 1467 06 | |
| Permits requested: 3 Story | "CRACKER BOX" &- Apt. BUILDING TO SUNIT CONDO |
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| BUILE IN Longs out in hith <u>Between 1960 - 1980</u> Get the life, To De <u>OWNER</u> Solite, OF HAD One Phospheric A Your appellant herein respectful | AS ME Of the LAST "CRACKIN BOX" S- with Apt Building an 2000 Jingle CHUIF BUNGALOUS WARE LEVELED When OUR EASTSIDE Neighbox How WATCH FRANKLY MUN ZONE THIS HAREA. FACKI DAY ONE AS PROPERTY PROPERTY AND the Other Neighbox Hows HALL. Fren Anwither with Mis property Ouch y requests that Your Honorable Body reject the decision of the () pring Commission and () approve or K deny this application. |
| Signature of Appellant: | ta Keyzia |
| Zoning Administrator or V Play Signature of Appellant: | TA REGINO |
| Mailing Address: 1049 | OUISPO |
| Phone No. (SG2) 4 | 14 REGLAD OBISPO 138-6135 |
| Note: Please be sure to review | the filing instructions on the reverse side of this form. A filing by OLYNER IMARCHYERS NEED to MARCHYE SCREE, ten ANTS Eig WANT BELEVE REGIERS - THEY NEED to JOIN the USE ASSOC. It have beared and become Active in or STAFF USE ONLY==================================== |
| Counter Staff: | Case No Date: |
| Filing Fee Required: () Yes () N | No Application complete: () Yes () No |
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