



**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

**STAFF REPORT**

**DATE:** January 17, 2018

**TO:** Hearing Officer

**SUBJECT:** Tentative Tract Map #074947

**LOCATION:** 973 East Del Mar Boulevard

**APPLICANT:** 973 Del Mar, LLC. – Robert Ho

**ZONING DESIGNATION:** RM-48 (Multi-Family Residential, 0-48 dwelling units per acre)

**GENERAL PLAN DESIGNATION:** High Density Residential

**CASE PLANNER:** Kristen Johnston

**STAFF RECOMMENDATION:** Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Tract Map #074947 with the Conditions of Approval in Attachment B.

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**PROJECT PROPOSAL:** Tentative Tract Map: To create 13 air parcels for residential condominium purposes on one land lot. The project received Concept Design Review approval on May 9, 2017. This application is for the creation of air parcels only; no changes to the project are proposed as part of the current application.

**ENVIRONMENTAL DETERMINATION:** It was determined that the project is Categorical Exempt from CEQA (Section 15332, Class 32, In-Fill Development) on May 9, 2017 as part of the approval of Concept Design Review. It has further been determined that there are no changed circumstances or new information as part of the proposed Tentative Tract Map application that necessitate further environmental review. Furthermore, there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

**BACKGROUND:**

**Site characteristics:** The subject site is an interior, rectangular shaped lot, located on the north side of East Del Mar Boulevard, east of Mentor Avenue. The site is 12,513 square feet in size and developed with six multi-family units.

**Adjacent Uses:** North – Multi-Family Residential  
South – Multi-Family Residential  
East – Multi-Family Residential  
West – Multi-Family Residential

**Adjacent Zoning:** North – RM-48 (Multi-Family Residential, 0-48 dwelling units per acre)  
South – RM-48 (Multi-Family Residential, 0-48 dwelling units per acre)  
East – RM-48 (Multi-Family Residential, 0-48 dwelling units per acre)  
West – RM-48 (Multi-Family Residential, 0-48 dwelling units per acre)

**Previous zoning cases on this property:** None.

**PROJECT DESCRIPTION:**

The applicant, Robert Ho, on behalf of 973 East Del Mar, LLC, submitted a Tentative Tract Map application to create 13 air parcels for residential condominium purposes. The development project received Concept Design Review approval on May 9, 2017 and no variances were required for the project. The approved project involves the demolition of five structures with six multi-family units currently on the property. The site will be developed with a three-story multi-family structure with 13 residential units, over one level of subterranean parking. The current application is for the creation of air parcels only; no changes to the previously approved residential project are proposed.

**ANALYSIS:**

The subject site is located within the RM-48 (Multi-Family Residential, 0-48 dwelling units per acre) zoning district. Multi-family residential development within this zoning district is subject to the development standards of the Zoning Code. In this case, based on a lot size of 12,513 square feet, a maximum number of 14 units are permitted on the site. The applicant is proposing 13 dwelling units for this project, which complies with the maximum density requirement of the Zoning Code.

The project has completed Preliminary Plan Check. During this review, staff determined that the project satisfied all the general requirements of the RM-48 (City of Gardens) development standards (e.g. main garden area, total garden area, building separation, and density) of the Zoning Code. The project has also been reviewed by Design and Historic Preservation staff through the Design Review process. On May 9, 2017, the Design Commission found that the design of the project complies with the Citywide Design Principles in the General Plan Land Use Element and the architectural standards for multi-family housing, and approved the application.

## Tenant Protection Ordinance

The proposed project would create 13 new residential air parcels in conjunction with new construction. The site currently contains five structures with six multi-family residences. If determined that the site has tenants who will be displaced as a result of this application, the provisions of Chapter 9.75 of the Municipal Code related to the Tenant Protection Ordinance will apply. These provisions require that the applicant or successor work with the City's Housing Department to ensure that the project complies with all applicable tenant protection standards.

The Tenant Protection Ordinance requires the submittal of the Tenant Relocation Assistance Plan (TRAP) by the applicant for review and approval by the City's Housing Department. The TRAP shall include details such as referral assistance, relocation allowance, rent differential, and down payment assistance to qualifying tenants that reside on the property. The TRAP is required for all projects that will displace local tenants/renters. Approval of the TRAP by the City's Housing Department is required prior to the recordation of the Final Map. Non-compliance with the TRAP requirements will result in the revocation of the Tentative Tract Map by the Zoning Administrator. The applicant will be submitting a TRAP to the City's Housing Department and will obtain approval prior to the submittal of the Final Tract Map.

## Inclusionary Housing

Chapter 17.42 of the Zoning Code applies to projects with 10 or more new dwelling units. These standards and procedures are intended to encourage the development and availability of affordable housing by ensuring that the addition of affordable housing units to the City's housing stock is in proportion to the overall increase in new housing units. Because the proposed project entails the construction of 13 units, it is subject to the Inclusionary Housing Requirements. The applicant intends to satisfy the requirements by payment of the Inclusionary In-Lieu Fee.

## **GENERAL PLAN CONSISTENCY:**

The proposed density of the Tentative Tract Map is within the maximum density allowed for the High Density Residential land use designation of the General Plan. The project is consistent with the size and character of other residential lots in the vicinity of the site. The Tentative Tract Map is also consistent with the following General Plan Objectives and Policies: Policy 21.4 (New Residential Development), Policy 23.1 (Character and Design), and Policy 23.2 (Parking Areas and Garages). The project supports these policies by expanding the type, and increasing the inventory of housing units available for Pasadena families. The project will enhance the neighborhood character and quality through implementation of the "City of Gardens" development standards that emphasize the coherence, embellishment, and visibility of courts and gardens; and providing parking in a subterranean structure.

## **TREE PROTECTION ORDINANCE:**

According to the tree inventory submitted as part of the Preliminary Plan Check process as well as the Design Review process, there are seven trees on the subject property. Two of the seven trees are protected under the City's Tree Protection Ordinance. Through the Design Review process, the applicant requested the removal of six of the trees, identified as Tree #1, #2, #3, #4, #6 and #7, and relocation of the seventh tree, identified as Tree #5. The project received approval for the removal of tree #6 an English Walnut (*Juglans Regia*) and relocation of the second protected tree, a Canary Island Date Palm (*Phoenix Canariensis*), to another location onsite. The relocation of the Canary Island Date Palm requires the installation of eight 24-inch box trees or

four 36-inch box trees. The landscape plan reviewed as part of the Preliminary Plan Check and Design Review includes installation of two 48-inch box trees, seventeen 36-inch box trees, and sixteen 24-inch box trees. Out of the thirty-five proposed new trees, nineteen are from the City's protected tree list, including seventeen 36-inch box native trees.

**ENVIRONMENTAL REVIEW:**

In conjunction with the Concept Design Review approval on May 9, 2017, it was determined that the project is exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15332, Class 32, (In-Fill Development Projects). Section 15332 specifically exempts from environmental review in-fill development where the project is consistent with the applicable general plan designation and all applicable general plan policies, as well as with applicable zoning designation. There is no new information or changed circumstances as part of the proposed Tentative Tract Map application (to allow the creation of air parcels) that necessitate further environmental review. Furthermore, there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

**REVIEW BY OTHER DEPARTMENTS:**

The City's Department of Transportation, Public Works Department, Housing and Career Services Department, Fire Department, Water Division, and Department of Water & Power have reviewed the proposal. AT&T California and Southern California Edison have also reviewed the current application. The Fire Department, Department of Transportation, Department of Public Works, Housing Department, and Department of Water & Power provided comments, and their recommended conditions of approval have been included in Attachment B of this staff report.

**CONCLUSION:**

The Tentative Tract Map would create 13 air parcels on one land lot for residential condominium purposes. The proposal is consistent with the land use policies of the General Plan, and is also in compliance with the "City of Gardens" development standards for multi-family projects as established in the Zoning Code. Therefore, staff recommends approval of the application based on the findings in Attachment A and the conditions in Attachment B.

Attachments:

Attachment A: Recommended Findings

Attachment B: Recommended Conditions of Approval

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR TENTATIVE TRACT MAP #074947**

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The proposed density of the Tentative Tract Map is within the maximum density allowed for the High Density Residential land use designation of the General Plan, and is consistent with the size and character of other residential lots in the vicinity of the site. The Tentative Tract Map is also consistent with the following General Plan Objectives and Policies: Policy 21.4 (New Residential Development), Policy 23.1 (Character and Design), and Policy 23.2 (Parking Areas and Garages). The project supports these policies by expanding the type, and increasing the inventory of housing units available for Pasadena families. The project will enhance the neighborhood character and quality through implementation of the “City of Gardens” development standards that emphasize the coherence, embellishment, and visibility of courts and gardens; and providing parking in a subterranean structure.
2. *The site is physically suitable for the type of development.* The site is a standard interior lot of ample size and without unique topographical features. The site is similar in size and topography to other lots in the vicinity that are developed with similar uses.
3. *The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat.* The property is in an urbanized area, developed with residential and commercial uses. No fish or wildlife habitats have been identified in the vicinity. Furthermore, it was previously determined that the project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guidelines Section 15332 (In-Fill Development) and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances. As such, approval of the map will not result in significant environmental impacts.
4. *The design of the subdivision or the proposed improvements is not likely to cause serious health problems in that the subdivision is compatible with existing residential land uses in the vicinity.* The design of the project provides appropriate ventilation, light, and circulation within the development and among other existing developments in the vicinity, as required by the applicable development standards of the Zoning Code. Therefore, the design of the subdivision and the newly constructed improvements are not likely to cause serious health problems.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposal for 13 air parcels complies with applicable design standards. The map identifies the height, size, and location of all buildings to be erected, information on planned uses, and parking layout. Copies of the Tentative Tract Map were provided to the applicable parties, including, but not limited to the City engineer, water department, power department, fire department, transportation department, housing department, other utilities, and unified school district. The proposed density of the Tentative Tract Map is within the maximum density allowed for the High Density Residential land use designation under the General Plan. The project is consistent with the size and character of other residential lots in the vicinity of the site. The Tentative Tract Map is also consistent with the following General Plan Objectives and Policies: Policy 21.4 (New Residential Development), Policy 23.1 (Character and Design), and Policy 23.2 (Parking Areas and Garages).

6. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards. The residential development standards of the Pasadena Municipal Code provide standards that will require the applicant to connect to public sewer. Compliance with this requirement will be verified during the plan check process.*
7. *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. Easements acquired for the public at large do not traverse the site of the proposed subdivision.*

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR TENTATIVE TRACT MAP #074947**

The applicant or the successor in interest shall comply with the following conditions:

General

1. The final map to be recorded with the Los Angeles County Recorder shall substantially conform to the Tentative Tract Map submitted with this application and dated "Received for Hearing January 17, 2018" except as modified herein.
2. The plans submitted for building permits shall be in general conformance to site plan submitted and stamped "Received at Hearing, January 17, 2018", except as modified herein.
3. The creation of the 13 residential air parcels for residential condominiums on one land lot shall occur substantially as shown on the submitted plans, except as modified herein and shall comply with the applicable land use regulations and development standards of the Pasadena Municipal Code subject to the approval of the Zoning Administrator.
4. All utility substructures shall be located underground if required by the applicable City Departments. However, no subterranean gas meters shall be allowed.
5. The applicant or successor in interest shall comply with the attached conditions of approval from other City Departments.
6. The applicant shall receive written final approval of the addresses that will be assigned to each proposed parcel/unit prior to recordation of map. Final approval of the addresses shall come from the Addressing Coordinator. For additional information please contact the Addressing Coordinator at (626) 744-4622.

Planning

7. The common area portion of the site shall be maintained and kept in good condition at all times.
8. The applicant shall satisfy the requirements of Chapter 17.46 (Parking and Loading) of the Pasadena Municipal Code prior to the issuance of a Building Permit.
9. The applicant or successor in interest shall comply with the conditions of the Concept Design Review approval.
10. All proposed signage on the site shall conform to the regulations of the Zoning Code and shall be reviewed and approved by the Zoning Administrator and Design and Historic Preservation staff prior to issuance of any building permits.
11. All exterior mechanical equipment shall be architecturally screened from view of the public right-of-way in a manner subject to review and approval by the Zoning Administrator and Design and Historic Preservation staff.
12. All landscape and walkway lighting shall be directed downward to minimize glare.

13. All proposed fencing and/or walls shall comply with Section 17.40.180 of the Zoning Code.
14. The project shall comply with the Tree Protection Ordinance (Chapter 8.52 of the Pasadena Municipal Code). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits. The approval of a Tree Removal Application shall be obtained prior to the issuance of building permits if any protected trees not previously approved for removal are removed.

#### Housing Department

15. The applicant intends to satisfy the City's Inclusionary Housing Requirements by payment of the Inclusionary In-Lieu Fee, which would be required as a condition of building permit issuance. The project entails the demolition of five residential structures. The Housing Department is in process of determining the applicability of the City's Tenant Protection Ordinance on the project.

#### Department of Public Works

16. No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted.

The applicant shall submit the application, plan and processing fee/deposit, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any building or demolition permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

A license agreement for shoring requires an indemnity bond in order to guarantee that shoring and tie-backs are free from defect due to faulty material, workmanship and failure. Upon review of the license agreement exhibits, an indemnity bond estimate will be prepared and forwarded to the applicant. The estimated amount is equivalent to the cost of reconstructing the public right of way, including all affected utilities, public facilities, and infrastructures, based on the plane of failure at a 45-degree angle from the lowest point of excavation. The indemnity bond shall be submitted to the City prior to the execution of the agreement and the issuance of any building or demolition permits.

All steel rods in every tie-back unit shall be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located be removed entirely from the public right-of-way. A monthly monitoring report stamped and certified by a licensed surveyor shall be submitted to indicate that the deflection from any piles or soldier beams does not exceed one inch. Upon completion of construction, the developer or his contractor shall remove all tie-back rods within the public right-of-way. The removal shall be documented by a report certified by a licensed deputy inspector. The report shall be submitted to the City for review and approval. The applicant will be charged a penalty of



\$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

17. In order to provide sufficient sight distance for pedestrians along Del Mar Boulevard frontage, the proposed driveway ramp to the subterranean garage, from the property line to the first 20 feet north shall be sloped at 2% or less, unless otherwise reviewed and approved by the Department of Transportation.
18. The proposed drive approach shall be constructed in accordance with the Department of Public Works and the Department of Transportation directions. The existing gutter shall be cut per the requirements of Public Works inspector. All drive approaches shall be at least seven (7) feet clear of existing trees. If the proposed drive approach is in conflict with an existing City tree, the City tree removals are subject to the approval of the Urban Forestry Advisory Committee (UFAC).
19. The existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including new LED light, conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.

The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate two (2) existing street lighting, on or near the frontage of the subject property, with LED lights, per the City requirements and current standards.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights relocation and modification. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy or the final processing of the tract map, whichever happens earlier.

20. A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

21. Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan, prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A sundry deposit may be required for staff time to review the preliminary plans.
22. Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 4' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be inspected and approved by Public Works prior to the commencement of any construction.
23. All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.
24. Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.
25. Prior to issuance of any permit, a bond in the amount of the applicant's total liabilities based on the aforementioned approved report shall be submitted to the City. The bond is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
26. The applicant shall remove the existing City sewer manhole in the property and approximately 100 feet of 6-inch City sewer main. The sewer shall be sealed with 6-inch minimum concrete or brick and mortar at the next downstream manhole.
27. The proposed development shall connect to the public sewer with one or more new six-inch diameter house sewers laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewers within the public right-of-way - from

the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.

28. The applicant shall demolish existing and construct all new public improvements along the subject development frontage of Del Mar Boulevard, including concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.
29. Del Mar Boulevard restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of 1.5 inches depth rubberized asphalt concrete roadway. Restoration of rubberized asphalt concrete pavement shall be per Standard Plan S-416 and to the satisfaction of the City Engineer. Traffic channelization shall be restored per the Department of Transportation requirements and approval.
30. On-site drainage, such as roof drain, area drain and subterranean garage discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.
31. The applicant shall provide storm water drainage plans and obtain approval from the Planning Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
32. The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required public improvements. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this public improvements condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy or the final processing of the tract map, whichever happens earlier.
33. Prior to submission of the final tract map to the City for approval, the applicant shall pay a deposit (based on the current General Fee Schedule) to cover the cost of processing the final map. The applicant shall complete all required conditions before City's approval, or provide a Letter of Credit or cash deposit to cover all unfinished public improvements as quantified in an approved cost estimate. Currently, the County of Los Angeles Department of Public Works is utilizing the computer to update and digitize the countywide landbase. It is required that the applicant's engineer submit a map in digital format with the final Mylar map to the County of Los Angeles Department of Public Works for recordation and to the City of Pasadena Department of Public Works for incorporation into its GIS landbase map. The City of Pasadena's GIS Coordinate System must be used for the digital file. The applicant's engineer shall contact the City to obtain information on the City's GIS Coordinate System prior to preparation of the digital file.

34. The applicant's engineer shall be required to set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24.060, and furnish to the City a set of original field notes.
35. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.
36. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: [http://www.ci.pasadena.ca.us/PublicWorks/Engineering\\_Division/](http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/) . A deposit, based on the General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction staging, material storage, or trailer in the public right-of-way.

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

37. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: [http://cityofpasadena.net/PublicWorks/Engineering\\_Division/](http://cityofpasadena.net/PublicWorks/Engineering_Division/) .

38. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu at 626-744-3762.

In addition to the above conditions, the requirements of the following ordinances may apply to the proposed project:

- Sewer Facility Charge - Chapter 4.53 of the PMC  
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)  
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC  
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the approval of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree.
- Stormwater Management and Discharge Control Ordinance – Chapter 8.70 of the PMC  
This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance. Information on the SUSMP requirements can be obtained from the Permit Center's webpage at [http://cityofpasadena.net/PermitCenter/Plans\\_Submittal\\_Checklists/](http://cityofpasadena.net/PermitCenter/Plans_Submittal_Checklists/)

The resolution of the City Council of the City of Pasadena approving the amended stormwater and urban runoff pollution control regulations and repealing resolution No. 8151, can be found at the following link: [http://ww2.cityofpasadena.net/councilagendas/2015%20Agendas/Aug\\_17\\_15/AR%2019%20RESOLUTION%20APPROVING%20AMENDED%20STORMWATER%20&%20URBAN%20RUNOFF%20POLLUTION.pdf](http://ww2.cityofpasadena.net/councilagendas/2015%20Agendas/Aug_17_15/AR%2019%20RESOLUTION%20APPROVING%20AMENDED%20STORMWATER%20&%20URBAN%20RUNOFF%20POLLUTION.pdf)

- Residential Impact Fee Ordinance - Chapter 4.17 of the PMC  
The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: [http://www.ci.pasadena.ca.us/PublicWorks/Engineering\\_Division/](http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/)  
The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule ([http://www.ci.pasadena.ca.us/Finance/Fees\\_and\\_Tax\\_Schedules/](http://www.ci.pasadena.ca.us/Finance/Fees_and_Tax_Schedules/)) and will be calculated and collected at the time of Building Permit Issuance.

The building plans shall include, preferably on the title sheet, a summary of all living units to capture the number of different units; number of bedrooms in each unit; and types of units (Regular, Workforce housing, Skilled nursing unit, Student housing, Residential care facility for the elderly, Affordable Housing). The definitions on the different types of units are available in the abovementioned Residential Impact Fee Information Packet as well as in the Pasadena Municipal Code.

The estimated Residential Impact Fee based on the current tax schedule and the submitted information in the Tentative Tract Map application, dated November 1, 2017, for this project is: \$ 179,702.60. This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC  
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://cityofpasadena.net/PublicWorks/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
  - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
  - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.