



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: September 19, 2018

TO: Hearing Officer

SUBJECT: Tentative Parcel Map #76036

LOCATION: 201 and 203 South Allen Avenue

APPLICANT: David Liu

ZONING DESIGNATION: RM-16 (Residential, Multi-Family 0-16 Units per Acre)

GENERAL PLAN DESIGNATION: Medium Density Residential

CASE PLANNER: Kent Lin

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Parcel Map #76036 with the conditions in Attachment B.

PROJECT PROPOSAL: Tentative Parcel Map: To create two air parcels on one land lot for residential condominium purposes.

ENVIRONMENTAL DETERMINATION: This project has been determined to be 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, §15315, Class 15, Minor Land Divisions. Class 15 allows the division of property in urbanized area zoned for residential use into four or fewer parcels where no variances are required. The project consists of the division of one residential parcel into two air parcels for individual ownership with no variances required. The proposed Tentative Parcel Map is for a mapping action and does not include review of physical changes to the site.

BACKGROUND:

Site characteristics: The existing 8,625 square-foot parcel is an interior lot located on the west side of Allen Avenue, between Del Mar Boulevard and Colorado Boulevard. The existing rectangular-shaped lot is relatively flat and is similar in size and topography to other lots in the vicinity that are also developed with residential multi-family use.

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

Adjacent Zoning: North – RM-16 (Residential, Multi-Family 0-16 Units per Acre)
South – RM-32 (Residential, Multi-Family 0-32 Units per Acre)
East – RM-16 (Residential, Multi-Family 0-16 Units per Acre)
West – RM-16 (Residential, Multi-Family 0-16 Units per Acre)

Previous zoning cases: None

PROJECT DESCRIPTION:

The applicant, David Liu, has submitted a Tentative Parcel Map application to create two air parcels on one land lot for residential condominium purposes for a property located in the RM-16 (Multi-Family Residential, 0-16 dwelling units per acre) zoning district. The existing 8,625 square-foot parcel (AIN 5736-026-015) is currently under construction for two residential units. Each unit is two-stories and measures 2,009 square feet in size each. The tentative parcel map application is for creation of air parcels only; no additional construction is proposed as part of this application.

ANALYSIS:

The property is located within the RM-16 zoning district. The site measures 8,625 square feet, which permits a maximum residential density of three units. The two units are in compliance with the maximum density requirement. Pursuant to Section 17.22.040, when two units are developed on a lot zoned RM-16, the project shall meet the requirements of the RM-12 (Multi-Family Residential, Two Units per Lot) zoning district.

The site was previously improved with two residential dwelling units. On December 21, 2016, the applicant submitted plans to demolish the former structures and construct two new two-story, residential structures with attached garages. During the building permit plan check process, City staff determined that the project satisfied all applicable zoning requirements of the RM-12 zoning district development standards including off-street parking, floor area ratio, lot coverage, setbacks, building separation, height, and encroachment plane. Subsequently, two building permits were approved and issued on March 8, 2018 and the project is currently under construction. There are no unique topographical features on the site. The site is relatively flat

and is similar in size to other lots in the vicinity that are developed with similar uses. The residential use is consistent and compatible with the existing surrounding multi-family uses in the neighborhood.

TENANT PROTECTION ORDINANCE:

The project site is currently under construction of two new residential structures and there are no existing tenants. Therefore, the project is not subject to the tenant protection ordinance as determined by the Housing Department.

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 only two units, it is not subject to the Inclusionary Housing Requirements.

GENERAL PLAN DETERMINATION:

The subject property is designated Medium Density Residential (0-16 DU/acre) in the General Plan Land Use Element. The proposed two-unit project complies with the applicable development standards and allowed density specified in the Land Use element. The Tentative Parcel Map for two air parcels is consistent with General Plan Goal 21, (Desirable Neighborhood), specifically, Policy 21.4 (New Residential Development), as the project expands the type of residential housing types offered for sale in the City and by increasing the inventory of housing units available for Pasadena families through individual home ownership. In addition, the two residential dwelling units are consistent with the density, size, and character of with the Medium Density Residential land use designation.

ENVIRONMENTAL DETERMINATION:

This project has been determined to be 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, §15315, Class 15, Minor Land Divisions. Class 15 allows the division of property in urbanized area zoned for residential use into four or fewer parcels where no variances are required. The project consists of the division of one residential parcel into two air parcels for individual ownership with no variances required. The proposed Tentative Parcel Map is for a mapping action and does not include review of physical changes to the site.

REVIEW BY OTHER DEPARTMENTS:

The Tentative Parcel Map application has been reviewed by Building & Safety Division, Design and Historic Preservation Section, Housing Department, Department of Transportation, Water & Power Department, and the Department of Public Works. Conditions of approval from the Department of Public Works were received by Planning Division staff and have been included in Attachments B of this report.

CONCLUSION:

It is staff's assessment that the findings necessary for approval of the Tentative Parcel Map to create two air parcels on one land lot for residential condominium purposes can be made. The proposal is in compliance with all applicable development standards of the Zoning Code. The proposed condominium project is also consistent with the General Plan Goal and Policy pertaining to attract and encourage new residential development that is well conceived, constructed, and maintained in a variety of types, densities, locations, and costs. Therefore, staff recommends that the Hearing Officer approve the Tentative Parcel Map application subject to the findings in Attachment A and recommended conditions of approval in Attachment B.

ATTACHMENT A
SPECIFIC FINDINGS FOR TENTATIVE PARCEL MAP #76036

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The subject property is designated Medium Density Residential (0-16 DU/acre) in the General Plan Land Use Element. The proposed two-unit project complies with the applicable development standards and allowed density specified in the Land Use element. The Tentative Parcel Map for two air parcels is consistent with General Plan Goal 21, (Desirable Neighborhood). Specifically, Policy 21.4 (New Residential Development). The project as proposed supports the General Plan Goal and Policy by expanding the type of residential housing types offered for sale in the City and by increasing the inventory of housing units available for Pasadena families through individual home ownership. In addition, the two residential dwelling units are consistent with the density, size, and character of with the Medium Density Residential land use designation.
2. *The site is physically suitable for the type of development.* The site is located in an urban area, rectangular-shaped, relatively flat in topography, and suitable for residential type development. The proposed two unit residential project will be located on a site that allows for multi-family development, which is consistent with lots on the block and in the vicinity that are similar in size, topography, and 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 located in an urbanized area and not near any sensitive habitat. Properties on the block and in the vicinity are developed with multi-family dwellings consistent with the use proposed. The proposal for two air parcels will not cause any environmental damage as the subdivision is for a mapping action and does not include any physical changes to the site.
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 subdivision and proposed improvements will be consistent with uses on the block and in the vicinity. The two new two-story residential structure have been designed in compliance with applicable Zoning Code standards. The design of the project provides appropriate ventilation, light, and circulation within the development and adjacent developments, consistent with requirements of the Zoning Code. Therefore, proposed improvements are not likely to cause serious health problems.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposal to create two air parcels will comply with applicable standards of Title 16. The Tentative Parcel Map was prepared by a registered engineer, obtained a map number assigned by the County, references the locations of adjacent streets and other public properties, labels and identifies easements, and references means of vehicular access. Copies of the Tentative Parcel 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, Telephone Company, and Unified School District as required by Title 16. The two-unit project complies with the maximum density allowed for the Medium Density Residential land use designation under the General Plan.
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 requiring the

applicant to connect to public sewer. Compliance with this requirement was 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.* The design of the subdivision and type of improvements proposed will not conflict with easements acquired by the public, because no public easements traverse the site.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR TENTATIVE PARCEL MAP #76036

The applicant or successor in interest shall meet the following conditions:

General

1. The site plan and Tentative Parcel Map submitted for final map recorded with the Los Angeles County Recorder shall substantially conform to plans submitted and stamped "Approved at Hearing, September 19, 2018," except as modified herein.
2. In accordance with Section 17.64.040 of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within three years of the effective date of the approval. This approval is eligible for two one-year extensions. Each one year extension is required to be reviewed and approved by the Hearing Officer at a noticed public hearing. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement.
3. This approval allows Tentative Parcel Map #76036 to create two air parcels on one land lot for residential condominium purposes for a property located in the RM-16 zoning district. The creation of the two residential air parcels 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. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
5. All utility substructures shall be located underground if required by the applicable City Departments.
6. The Tentative Parcel Map, Activity Number **PLN2018-00118**, is subject to the recordation of the Final Map requirements by the Los Angeles County and by the City of Pasadena Public Works Department. Contact the Bob Sulistio, Associate Engineer Public Works Department (626) 744-4265 for compliance.

Planning Division

7. 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.
8. The common area portion of the site shall be maintained and kept in good condition at all times.
9. All landscape and walkway lighting shall be directed downward to minimize glare.
10. A final landscape and irrigation plan, in compliance with Zoning Code Chapter 17.44 (Landscaping) shall be submitted along with plans for a building permit. Final landscape plans

(inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications) consisting of new landscape areas equal to or greater than 500 square feet shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.

11. Overnight parking on the City streets shall not be issued for this project. All prospective residents shall be informed of the unavailability of on-street overnight parking permits.
12. The loading and unloading on the street shall be limited to the hours of 9:00 a.m. to 2:00 p.m. and 7:00 p.m. to 10:00 p.m., Monday through Friday, and 9:00 a.m. to 10:00 p.m., Saturday and Sunday.
13. No fence/wall is proposed at this time. But when applicable, any proposed fencing and/or walls shall comply with Section 17.40.180 of the Zoning Code.

Public Works Department

14. Prior to submission of the final parcel map to the City for approval, the applicant shall pay a non-refundable flat fee (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.
15. 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.
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. The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one (1) existing street lighting, on or near the frontage of the subject property, with LED light, per the City requirements and current standards.
18. 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.
19. Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), 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 non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.
20. 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 permitted, inspected and approved by Public Works prior to the commencement of any construction.

21. 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.
22. Prior to issuance of any permit, a sundry deposit in the amount of the applicant's total liabilities based on the aforementioned approved tree assessment report shall be submitted to the City. The sundry deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
23. The proposed development shall connect to the public sewer with one (1) new six-inch diameter house sewer 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 sewer 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.
24. All new drive approaches shall be constructed per City Standard S-403 and 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.
25. 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.
26. Allen Avenue restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of 1.5 inches depth asphalt concrete roadway. Restoration of 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.
27. The applicant shall construct all new public improvements within the subject development frontages on Allen Avenue, including PCC sidewalk per Standard Plan S-421; PCC curb and gutter per Standard Plan S-406. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.
28. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be

prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, 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 and will be based upon the estimated cost to the department for the work. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.

29. 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 \$10,000 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.
30. 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: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/> . A non-refundable flat fee, based on the current 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 (and the private street) 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 truck idling or staging, material storage, or construction trailer are allowed 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.
31. 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: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

32. 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 will 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 support 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. Refer to <https://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- 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: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/information-and-reports/>

The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://ww5.cityofpasadena.net/finance/fees-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, dated March 20, 2018, for this project is: \$30,251.81 (subject to Housing Department evaluation).

This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

o 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 <https://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/recycling-resources/construction-and-demolition-debris-recyclers/> 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.