



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: June 2, 2021

TO: Hearing Officer

SUBJECT: Tentative Tract Map #83302

LOCATION: 745-765 N. Orange Grove Boulevard & 668 Lincoln Avenue

APPLICANT: Jessica Ferree

ZONING DESIGNATION: FGSP-C-3d (Fair Oaks/Orange Grove Specific Plan - Limited Commercial District 3, Subdistrict d) and RM-12 (Multifamily Residential, Two Units Per Lot)

GENERAL PLAN DESIGNATION: Low Mixed Use (0.0 – 1.0 FAR, 0-32 du/acre) and Low-Med Density Residential (0-12 Dwelling Units per acre)

CASE PLANNER: Emma Carrico

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Tract Map #83302 with the Conditions of Approval in Attachment B.

PROJECT PROPOSAL: Tentative Tract Map: To allow the creation of 48 residential air parcels and eight commercial air parcels on one land lot for condominium purposes.

ENVIRONMENTAL DETERMINATION: In conjunction with the Concept Design Review approval, it was determined that the project is Categorically Exempt from CEQA (Section 15332, Class 32, In-Fill Development Projects), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. 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.

Site characteristics: The subject site consisting of two parcels (5726-018-033, 5726-018-038) and 52,676 square feet is located at the corner of Lincoln Avenue

and North Orange Grove Boulevard. The site topography is relatively flat with a slight slope.

Adjacent Uses:

North – Multi-family residential
South – United States Postal Service Offices
East – Multi-family Residential
West – Vehicle Services

Adjacent Zoning:

North – RM-12 (Residential Multifamily 0-12 units/acre)
South – FGSP-PS (Fair Oaks/Orange Grove Specific Plan – Public and Semi-Public District)
East – FGSP-C-3d (Fair Oaks/Orange Grove Specific Plan - Limited Commercial District 3, Subdistrict d)
West – FGSP-C-3d (Fair Oaks/Orange Grove Specific Plan - Limited Commercial District 3, Subdistrict d)

Previous zoning cases:

Conditional Use Permit #5084 – To establish a Charitable Institutions use (Goodwill Donation Center) within existing 1,198 square foot front building and 2,015 square foot rear building. No new square footage or retail sales proposed. Disapproved on January 21, 2009.

Use Permit #3022 – To establish a new service station with less than eight fueling positions on a parcel with less than 125 feet of street frontage. Approved November 1, 1995.

Zone Change #8410 – To request permission to change signs from union 76 to shell oil at the existing gas station located on the property. Approved with conditions on May, 18 1972.

Variance #6483 – To request permission to use the existing buildings for sheet metal fabrication. Denied February 15, 1962.

Certificate of Exception #4593 – To request permission to erect a building on the rear of the property, to extend to the rear property line. Approved March 31, 1955.

Conditional Use Permit #721 – To permit use of parcel as a parking lot by an offsite convenience market business. Decided February 20, 1941.

PROJECT DESCRIPTION:

The applicant, Jessica Ferree, has submitted a Tentative Tract Map application to allow the creation of 48 residential air parcels and eight commercial air parcels on one land lot for condominium purposes. The new 56 unit mixed-use project received Concept Design Review approval on July 9, 2019 and Final Design Review approval on May 12, 2020, and is currently under construction. This Tentative Tract Map application concerns only the creation of air parcels that will allow the sale of each dwelling or commercial unit, and would act to consolidate the two existing parcels that make up the project site into one land lot. This application does not address the design or construction of the mixed-use project and does not include any changes to the Design Review approval.

ANALYSIS:

The subject site is located within the FGSP-C-3d (Fair Oaks/Orange Grove Specific Plan - Limited Commercial District 3, Subdistrict d) and RM-12 (Multifamily Residential, Two Units Per Lot) zoning districts. The maximum residential density allowed in the FGSP-C-3d zone is 32 dwelling units per acre. This zone applies to 44,441 square feet of the project site, allowing a base density of 33 units. In the RM-12 zone, a maximum of two units are allowed. To achieve the proposed density of 48 units, the applicant applied density bonus provisions in the Zoning Code and State Law. The provisions allow for an increase in the unit count without discretionary approval, provided a percentage of the units are dedicated for affordable households (i.e. very low-income, low-income, moderate-income).

The project includes 22 low-income units and 13 moderate income units, which qualified the project for a 35 percent density bonus, or 48 total residential units. The applicant's proposal includes 48 residential units, and complies. Mixed-use projects within this district are subject to the development standards of the Fair Oaks/Orange Grove Specific Plan and the Zoning Code. Along with the 48 residential units the project would also provide eight commercial units. As such, the purpose of this Tentative Tract Map application is strictly to allow the future sale of each dwelling unit and the commercial space and to consolidate the two existing parcels into one land lot.

Tentative Maps are subject to seven findings contained in the City's Subdivision Ordinance, Municipal Code Chapter 16.20 (Tentative Maps). Generally, the purpose of these findings is to ensure the design of the subdivision is suitable for the site; consistent with the goals and policies of the general plan, zoning ordinance, and subdivision ordinance; and will not cause environmental damage or public health problems.

The project is designed to comply with the development standards applicable to projects in the FGSP-C-3d and RM-12 zoning districts. Staff has determined that the project complies with all applicable development standards as required by the City's Zoning Code, including but not limited to setbacks, open space, and parking.

Additionally, through the Concept Design Review, the City's Design Commission found that the project is consistent with the design related goals and policies of the Land Use Element of the General Plan, the Design Guidelines in the Fair Oaks Orange Grove Specific Plan, and the Design Guidelines for Neighborhood Commercial and Multifamily Residential Districts.

The proposed tentative map meets all required findings. The project demonstrates consistency with the goals, objectives, and policies of the General Plan, by complying with allowed density and several goals and policies such as Policy 2.1 (Housing Choices), Policy 21.1 (Adequate and Affordable Housing), and Policy 1.2 (Targeted Growth). The site is physically suitable for the proposed density as it is primarily flat, does not contain any significant environmental resources, and is located in an urban area. The project was previously reviewed for compliance with the California Environmental Quality Act as part of the Final Design Review phase. The proposed improvements are not anticipated to cause public health problems as the project was designed to provide appropriate ventilation, light, and circulation within the development, consistent with requirements of the Zoning Code. The project will comply with all sewer requirements and will not conflict with any easements or prevent access through the property.

Tenant Protection Ordinance

The mixed-use project was issued a building permit on September 3, 2020 and is currently under construction. Prior to the beginning of construction, the project site was developed with commercial buildings, four residential units, and surface parking. The occupants at the time were considered protected tenants pursuant to the City's Tenant Protection Ordinance, and as a part of the purchase contract the Seller agreed to relocate each tenant, with HHP LLC providing relocation allowance and moving expenses to each tenant through the Seller. Each tenant provided a signed letter during escrow confirming they had received their relocation payments. Conformance with the City's Tenant Protection Ordinance was reviewed and confirmed by the Housing and Career Services Department.

Inclusionary Housing

Chapter 17.42 (Inclusionary Housing Requirements) of the Zoning Code applies to projects with 10 or more new dwelling units, such as this 48-unit development. 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 by requiring that at least 20 percent of the units to be constructed are restricted as affordable for-sale housing for very-low, low, or moderate-income households.

This project would provide 35 affordable units; 22 low income units and 13 moderate income units, which satisfies inclusionary housing requirements.

GENERAL PLAN CONSISTENCY:

The proposed density of the Tentative Tract Map is within the maximum density allowed for the applicable Low Mixed Use and Low-Medium Density Residential designations of the General Plan, and the project is consistent with the character of other multi-family, mixed-use, and commercial developments in the vicinity of the site.

The Tentative Tract Map, through the project itself, is consistent with Policy 2.1, Housing Choices, of the City's General Plan Land Use Element, as the project would provide opportunities for a full range of housing types, densities, locations, and affordability levels to address the community's fair share of regional, senior, and workforce housing needs and provide a strong customer base sustaining the economic vitality of Pasadena's commercial land uses. The project and Tentative Tract Map is also consistent with Policy 21.1, Adequate and Affordable Housing, as this project would provide a variety of housing types, styles, densities, and affordability levels that are accessible to and meet preferences for different neighborhood types, physical abilities and income levels, pursuant to the Housing Element. Lastly, the project and Tentative Tract Map is also consistent with Policy 1.2, Targeted Growth, in that the project would result in new construction in an infill area by redeveloping underutilized commercial property within the Fair Oaks Orange Grove Specific Plan area.

TREE PROTECTION ORDINANCE:

In conjunction with the Concept Design Review approval, it was acknowledged that the tree inventory for the project site did not include removal of private protected trees as part of the project. This application for a Tentative Tract Map does not include any request for private protected tree removal.

ENVIRONMENTAL REVIEW:

In conjunction with the Concept Design Review approval, it was determined that the project is Categorically Exempt from CEQA (Section 15332, Class 32, In-Fill Development Projects), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. 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.

REVIEW BY OTHER DEPARTMENTS:

The City's Building and Safety Division, Public Works Department, Housing and Career Services Department, Design and Historic Preservation Section, and Department of Water and Power have reviewed the proposal. The Housing and Career Services Department, Department of Water and Power, and Department of Public Works provided comments and recommended conditions of approval that are included in Attachment B of this staff report. No other comments or conditions were provided.

CONCLUSION:

The proposed Tentative Tract Map would allow the creation of 48 residential air parcels and eight commercial air parcels on one land lot for condominium purposes. This application would also act to consolidate the two existing parcels that make up the project set into one land lot. It is staff's assessment that this proposal is consistent with the land use policies of the General Plan, the development standards of the Fair Oaks Orange Grove Specific Plan, and applicable sections of the City's Subdivision Ordinance. Therefore, staff recommends approval of the application based on the findings in Attachment A and the conditions in Attachment B.

Attachments:

Attachment A: Findings

Attachment B: Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR TENTATIVE TRACT MAP #83302

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 Low Mixed Use and Low Medium Density Residential land use designations of the General Plan, with the provision of 35 low/moderate income inclusionary housing units; and is consistent with the character of other multi-family residential developments in the vicinity of the site. The Tentative Tract Map is also consistent with the following General Plan Policies: Policy 2.1 (Housing Choices), 21.1 (Adequate and Affordable Housing), Policy 21.2 (Equitable Distribution of Affordable Housing), and Policy 1.2 (Targeted Growth).
2. *The site is physically suitable for the type of development.* The site is located in an urban area, is primarily flat, and does not contain any significant environmental resources. The proposed mixed-use development will be located on a site that allows for mixed-use development, consistent with lots on the block and in the vicinity that are similar in 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, not near any sensitive habitat, and does not contain any significant environmental resources. The proposal will not cause substantial environmental damage as the site has been previously developed with residential and commercial uses. The proposal for 56 air parcels will not cause any physical change to the site, as the subdivision is for a mapping action only. Further, the project has been previously reviewed for compliance with the California Environmental Quality Act, and determined to be exempt. There are no changed circumstances or new information found as part of the proposed Tentative Tract Map application that necessitate further environmental review, and there are no features that distinguish this project from others in the exempt class.
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 subdivision and proposed project will be consistent with uses on the block and in the vicinity. The mixed-use project has been designed in compliance with applicable Specific Plan standards, Zoning Codes, and architectural design requirements. The project provides appropriate open space, ventilation, light, and circulation within the site, consistent with requirements of the Zoning Code. Therefore, the 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 56 air parcels will comply with the applicable standards of Title 16. The Tentative Tract 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, identifies easements, and references means of vehicular access. Copies of the Tentative Tract Map were provided to relevant reviewers including the Water and Power Department, Housing Department, Public works Department, and Building & Safety Department as required by Title 16.
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 as a part of the building permit process. The Water & Power Department reviewed the proposal and determined that water service can be provided. The Public Works Department reviewed the proposal and has required that the project be connected to public sewer.

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 improvements proposed will not conflict with easements acquired by the public.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR TENTATIVE TRACT MAP #83302

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 "Approved at Hearing June 2, 2021," except as modified herein.
2. The plans submitted for building permits shall be in general conformance to site plan submitted and stamped "Approved at Hearing, June 2, 2021," except as modified herein.
3. This approval allows Tentative Tract Map #83302 to create 48 residential air parcels and eight commercial air parcels for condominiums on one land lot. The creation of the 56 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. In accordance with Section 16.18.060.A of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within two years of the effective date of the approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 16.18.060 of the Municipal Code.
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.
9. 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.
10. All landscape and walkway lighting shall be directed downward to minimize glare.
11. All proposed fencing and/or walls shall comply with Section 17.40.180 (Walls and Fences) of the Zoning Code.

Housing and Career Services Department

12. The applicant shall revise the Inclusionary Housing Plan to reflect a unit mix of 22 low income and 13 moderate income units or as required by the Housing and Career Services Department prior to approval of the Final Map.

Department of Public Works

13. Prior to submission of the final 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.
14. The applicant's engineer shall set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24, and furnish to the City a set of field notes that have been recorded with Los Angeles County Department of Public Works. The monuments shall be independently inspected by a third party licensed surveyor; with a certified report submitted to the City.
15. In reference to the Department of Transportation right-of-way dedication, if applicable, the applicant shall be responsible for all the costs required to complete the dedications. The dedication documents and processing fee/deposit shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
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 reference to Department of Transportation's condition to reconstruct a 15-ft radius Americans with Disabilities Act (ADA) compliant curb ramps, directional if possible, the applicant shall perform modification at the northeast corner of Lincoln Avenue and Orange Grove Boulevard intersection, per Caltrans Standard A88A or City of Pasadena Standard No. S-414.

Additional striping, signal work, and/or poles/utility relocations might be necessary. The curb ramps construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

18. The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb ramp 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 of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb ramp improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.
19. If the proposed drive approach along Orange Grove Boulevard is in conflict with the existing culvert. The applicant shall relocate the drive approach or reconstruct the existing culvert. Should the applicant proposes to reconstruct the culvert, plans shall be submitted to the Department of Public Works for review and approval.
20. The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate four (4) existing high-mast/post top street lighting, on Orange Grove Boulevard frontage of the subject property, with LED lights, per the City requirements and current standards.

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the

replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.

21. The existing traffic signal at the intersection of Lincoln Avenue and Orange Grove Boulevard, fronting the subject property, requires ADA pedestrian push buttons. The existing pedestrian push buttons need to be upgraded to Accessible Pedestrian System (APS) push buttons.
22. The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal 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/traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.
23. Lincoln Avenue and a portion of Orange Grove Boulevard fronting the subject project are concrete streets. If the street is excavated for utility connections, extensive restoration of the concrete pavement, including removal and replacement of the entire panel from joint to joint and per Standard Drawing No. S-417, will be required.
24. Excavations in Orange Grove Boulevard (asphalt concrete portion) for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416 (with rubberized asphalt concrete in kind) and to the satisfaction of the City Engineer.
25. The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Orange Grove Boulevard and Lincoln Avenue, including concrete drive approach per Standard Plan S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.
26. 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.
27. 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.

28. On-site drainage, such as roof drain and area drain discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.
29. The existing drainage systems on Lincoln Avenue and Orange Grove Boulevard are owned and maintained by the Los Angeles County Department of Public Works (LACDPW). If the development proposes to add new connections or to modify any facilities, plans shall be submitted to LACDPW for review and approval. Permits for construction shall be obtained from both LACDPW and Pasadena Department of Public Works.
30. Any existing street tree(s) proposed to be removed are subject to the approval of the Urban Forestry Advisory Committee (UFAC).
31. 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.

32. 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.
33. 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.

34. 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.
35. 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.
36. Prior to issuance of any permit, a 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 deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
37. In order to ensure that the developer maintains a clean and safe site during the construction phase of development, 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 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, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.
38. 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 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.

39. Permitted hours for construction may be limited to the hours between 9:00 AM to 3:00 PM due to construction activities bordering the project site.

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.

Water and Power Department - Power Delivery

40. Owner/developer shall provide a private property subterranean transformer vault room located along Orange Grove Blvd (closest to street). Exact location to be coordinated with PWP. The size of the transformer vault will vary depending on the size of the electrical service.
41. Larger electrical services will require a vault room that is minimum of 11' in height, adjacent (sharing a wall) with the electrical room and will require a bus duct installation.
42. Transformer vault shall have both door access from the parking level and an access hatch from ground level (open to sky). The hatch shall have drivable PWP truck access for equipment installation purposes.
43. A utility easement shall be required if the electrical service crosses/feeds multiple parcels.
44. An existing utility easement is on record for south property line of 668 Lincoln Ave as shown below. Developer to contact Electric Service Planning in regards to relinquishing easement.
45. Any required transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
46. Owner/developer shall be responsible for the maintenance of the transformer vault, provide protection for the equipment in the transformer room, and allow access to the transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21.
47. Department shall install concrete-encased primary service laterals from street vault to the property at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.
48. Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.

49. It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
50. Department shall install electrical service transformers, cables, and electric meters.
51. All Department installation costs including street work shall be paid by the customer and are included in the cost.
52. Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.
53. Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
54. Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.

Water and Power Department - Water Division

55. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer.
56. Water lines are not permitted to cross lot lines to serve adjoining lots without a utility easement; the Pasadena Water Division shall approve all proposed easements.
57. The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
58. All services not in use must be abandoned at the distribution main at the applicable rate.
59. For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.
60. Pursuant to the PWP Water Regulation Section XI 'A water service and meter may be evaluated for its continuing integrity. Should PWP find a service, meter, vault or other appurtenance to be substandard and no longer suitable for continued use, replacement and/or construction of new facilities may be required. PWP may require that a portion or all of the costs of such replacement and/or construction be paid or contracted for by the Applicant or Customer prior to construction.' The property owner is responsible for the replacement cost. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire codes. The minimum sized service installed by PWP is 1-inch.

61. All city cross-connection prevention policies must be adhered to. The developer is required to provide back-flow protection at all connections whereby the plan arrangement or configuration could potentially contaminate the domestic water system.
62. There shall be no taps between the meter and the backflow assembly.
63. The owner/developer shall provide and install an approved double check valve backflow prevention assembly at each water service if more than one water service serves property. The location of the back-flow prevention assembly shall be above ground within 20-feet of the property line.
64. The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.
65. The owner/developer is responsible for certifying and testing the assembly after installation by a person that possesses a current and valid license, and must be certified by the County of Los Angeles Department of Health Services.
66. The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
67. Water system protection is at the jurisdiction of PWP and internal backflow prevention devices will be monitored by the Pasadena Public Health Department.
68. All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
69. An administrative fee of \$180.94 will be charged for each backflow prevention assembly installed.
70. The fire service requires a detector meter and back-flow prevention assembly.
71. The assembly shall be located in a readily accessible location for meter reading, test and maintenance.
72. All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
73. Contract service other than PWP, providing the backflow prevention assembly shall contact the Water Utility Services Section to verify assembly approval or contact the University of Southern California foundation for Cross Connection Control and Hydraulic Research for an approve list of assemblies.
74. All manufacturer warranties shall be transferred upon installation and certification to the property owner. The property owner shall assume ownership of the back-flow prevention assembly. The assembly will be registered and require an annual test certification.

75. The owner/developer is also responsible for additional cross connection requirements for irrigation system, swimming pool and/or spa, boiler / chilled water / cooling tower (using chemical additives), domestic water line at makeup to carbonation system, sewage ejector, decorative water fountain, and makeup water to reverse osmosis filtration equipment.
76. Senate Bill No. 7 (Housing: water meter: multiunit structures) approved by the Governor September 25, 2016, requires that individual meters or submeters be installed on all new multifamily residential units. Per Senate Bill No. 7: Each water purveyor that sells, leases, rents, furnishes, or delivers water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted after January 1, 2018, shall require a measurement of the quantity of water supplied to each individual residential dwelling unit as a condition of new water service.
77. The Pasadena Fire Department (PFD) has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer.