



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: September 7, 2022

TO: Hearing Officer

SUBJECT: Vesting Tentative Tract Map #83642

LOCATION: 150 S. Oak Knoll Avenue

APPLICANT: Nor Brand III, LLC

ZONING DESIGNATION: CD-4 (Central District Specific Plan, Pasadena Playhouse Subdistrict) zoning district

GENERAL PLAN DESIGNATION: Medium Mixed Use (0.0 – 2.25 FAR, 0-87 DU/Acre)

CASE PLANNER: Ivan Galeazzi

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Vesting Tentative Tract Map #83642 with the Conditions of Approval in Attachment B.

PROJECT PROPOSAL: Vesting Tentative Tract Map: To create 19 air parcels on one land lot for residential condominium purposes.

ENVIRONMENTAL DETERMINATION: In conjunction with the Concept Design Review approval on December 22, 2020, it was determined that the project is Categorical Exempt from CEQA (Section 15332, Class 32, In-Fill Development Projects). It has further been determined that there are no changed circumstances or new information as part of the proposed Vesting Tentative Tract Map application that necessitate further environmental review and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

BACKGROUND:

Site characteristics: The site is a 9,905 square-foot, square-shaped lot, located on the east side of Oak Knoll Avenue, between Cordova Street and Green Street. Currently the site is developed with a surface parking lot containing 32 parking spaces that will be demolished as part of the project.

Adjacent Uses: North – General Commercial
South – Multi-Family Residential
East – Mixed-Use
West – Multi-Family Residential

Adjacent Zoning: North – CD-4 (Central District Specific Plan, Pasadena Playhouse Subdistrict)
South – CD-4 (Central District Specific Plan, Pasadena Playhouse Subdistrict)
East – CD-4 (Central District Specific Plan, Pasadena Playhouse Subdistrict)
West – CD-4 (Central District Specific Plan, Pasadena Playhouse Subdistrict)

Previous zoning cases on this property: CUP-251 - To allow the development of a surface parking lot on an existing parcel for 32 parking spaces. Approved w/ conditions on 08/14/1963.

PROJECT DESCRIPTION:

The applicant, Nor Brand III, LLC, has submitted a Vesting Tentative Tract Map application to allow for the creation of 19 air parcels for residential condominium purposes. The 19-unit residential project received Final Design Review approval on August 10, 2021. This application only concerns the creation of air parcels that will allow the sale of each dwelling unit. This application does not address the design or construction of the 19-unit project and does not include any changes to the previous Design Review approval.

ANALYSIS:

The subject site is located within the CD-4 (Central District Specific Plan, Pasadena Playhouse subdistrict) zoning district. Multi-Family projects within this zoning district is subject to the development standards of the Zoning Code. In this case, the maximum permitted density on the site is 60 units per acre, and based on a lot size of 9,905 square feet, a maximum of 14 units is permitted. In order to develop the site with additional residential units, a density bonus is being requested.

The density bonus section of the Zoning Code (Section 17.43.040) permits an increase in the number of units permitted on the site, without discretionary approval, provided a specified percentage are designated as affordable units. In this case, the maximum number of units permitted on the property under the base zoning is 14 dwelling units. Per Table 4-3 of the City's Zoning Code, designating 11 percent of the allowed base units (i.e., two units) as very low-income would permit a density bonus of 35 percent (i.e., 5 units), for a total of 19 dwelling units. The proposed 19 dwelling units are within the maximum permitted number of units with the provision of the two very low-income units.

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 address the design of subdivision, the suitability of the site, among other potential impacts, damage, or conflict with the environment, wildlife habitat, public health, water quality, and access.

The project is designed to comply with development standards applicable to projects in the CD-4 zoning district. The 19-unit project received Concept Design Review approval on December 22, 2020, and Final Design Review approval on August 10, 2021. Staff determined that the 19-unit project satisfied applicable Zoning Code requirements, including a review of setbacks, open space, height, and off-street parking requirements, and the City's Design Commission found that the design of the project is consistent with the purposes the design guidelines, the design-related goals and policies in the Land Use Element of the General Plan and the Design Guidelines in the Central District Specific Plan. No deviations, concessions, or waivers were requested as part of these reviews

Tenant Protection Ordinance

The proposed project would create 19 new air parcels in conjunction with new construction. The site is currently developed with a surface parking lot and does not contain any residential dwelling units. The proposed project is not subject to the City's Tenant Protection Ordinance requirements because it does not entail the demolition/removal of housing units and the displacement of tenants.

Inclusionary Housing

Chapter 17.42 of the Zoning Code applies to projects with 10 or more new dwelling units, such as this 19-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 be restricted as affordable for-sale housing for moderate income households.

For this project, the applicant intends to provide two very-low income units and one moderate income unit within the development. The developer entered into an Inclusionary Housing Agreement ("IHA") with the City (recorded against the property on May 4, 2022 as Instrument No. 22-0487464, County of Los Angeles). The IHA contains the affordability covenants agreed to by both parties. The affordable units are identified in the IHA.

GENERAL PLAN CONSISTENCY:

The proposed density of the Vesting Tentative Tract Map is within the maximum density allowed for the Medium Mixed Land Use land use designation of the General Plan. The project is consistent with the size and character of other mixed-use and commercial development in the vicinity of the site.

The Vesting Tentative Tract Map 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 Vesting 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 is consistent with Policy 1.2, Targeted Growth, in that the project would result in new construction in an infill area and away from Pasadena's residential neighborhoods and open spaces by redeveloping underutilized commercial and industrial properties within the Central District.

TREE PROTECTION ORDINANCE:

There are no trees on-site that are protected under the City's Tree Protection Ordinance.

ENVIRONMENTAL REVIEW:

In conjunction with the Concept Design Review approval on December 22, 2020, it was determined that the project is Categorically Exempt from CEQA (Section 15332, Class 32, In-Fill Development Projects). It has further been determined that there are no changed circumstances or new information as part of the proposed Vesting Tentative Tract Map application that necessitate further environmental review and 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, Building and Safety Division, Design and Historic Preservation Division, Department of Water and Power, Community Planning Division, and the Department of Water and Power have reviewed the proposal. The Department of Public Works, the Department of Transportation, and the Department of Water & Power have provided comments and their recommended conditions of approval have been included in Attachment B of this staff report. The Community Planning Division, the Design and Historic Preservation Division, the Building and Safety Division do not have any comments at this time and will review the plans during the building plan check process.

CONCLUSION:

The Vesting Tentative Tract Map would create 19 air parcels for residential condominium purposes on one land lot. It is staff's assessment that the proposal is consistent with land use policies of the General Plan, development standards applicable to multi-family projects in the CD-4 zoning district, 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 VESTING TENTATIVE TRACT MAP #83642

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The proposed density of the Vesting Tentative Tract Map is within the maximum density allowed for the Medium Mixed Use 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 Vesting 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 consist of a rectangular-shaped lot 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 and surrounding area is in an urbanized area and is developed with residential uses. The project has been previously reviewed in compliance with the California Environmental Quality Act. No fish or wildlife habitats in the vicinity have been identified. 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 community space, 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.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposed density of the Vesting Tentative Tract Map is within the maximum density allowed for the Medium Mixed Use land use designation under the General Plan. The project is consistent with the size and character of other lots in the vicinity of the site. The Vesting Tentative Tract Map is also consistent with the following General Plan Policies: Policy 2.1 (Housing Choices), Policy 21.1 (Adequate and Affordable Housing), and Policy 1.2 (Targeted Growth). The Vesting Tentative Tract Map will 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, as well as 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. Additionally, the Vesting Tentative Tract Map will result in new construction in an infill area and away from Pasadena's residential neighborhoods and open spaces by redeveloping underutilized commercial and industrial properties within the Central District.
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 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 VESTING TENTATIVE TRACT MAP #83642

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 Vesting Tentative Tract Map submitted with this application and dated "Approved at Hearing, September 7, 2022," except as modified herein.
2. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans submitted and stamped "Approved at Hearing, September 7, 2022, except as modified herein.
3. The creation of the 19 air parcels for residential condominiums purposes 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. Any change to these conditions of approval or expansion of the use shall require the modification of this Vesting Tentative Tract Map or a new Vesting Tentative Tract Map.
8. The common area portion of the site shall be maintained and kept in good condition at all times.
9. 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.
10. All guest parking spaces shall be clearly marked "Guest Parking Only".
11. The applicant or successor in interest shall comply with the conditions of the Design Review approval.
12. 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.

13. 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.
14. All landscape and walkway lighting shall be directed downward to minimize glare.
15. A final landscape and irrigation plan, in compliance with Zoning Code Chapter 17.44 (Landscaping) shall be submitted prior to final approval of 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.
16. All proposed fencing and/or walls shall comply with Section 17.40.180 (Walls and Fences) of the Zoning Code.

Department of Public Works

17. Prior to submission of the final map to the City, 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.
18. 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 of approval before City's approval
19. 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.

20. If 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 lights, 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.
21. The existing street lighting along the Oak Knoll Avenue frontage is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one (1) existing street lighting, on the frontage of the subject property per the City requirements and current standards. The renovation shall include but not limited to new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and miscellaneous related parts.

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.

22. The applicant shall demolish existing and construct all new public improvements along the subject development frontage of Oak Knoll 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. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.
23. Oak Knoll Avenue restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

24. The proposed development shall connect to the public sewer with one or more 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.
25. To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>
26. 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.

27. 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.
28. 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 6’ 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.

29. 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.
30. 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.
31. 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.
32. 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 submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that 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 public improvements plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.
33. 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, 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.
34. 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://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/> . 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.

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 and for City personnel to review traffic control plans and maintain traffic control. 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: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/> . 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 the issuance of any permits, the applicant shall conduct a field meeting with an inspector from 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.

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.

In addition to the above conditions, the requirements of all applicable Pasadena Municipal Code (PMC) will apply and be implemented during the corresponding plan review and permitting. They may include but are not limited to

- Sidewalk Ordinance - Chapter 12.04
- Sewer Facility Charge – Chapter 4.53
- Residential Impact Fee – Chapter 4.17
- City Trees and Tree Protection Ordinance - Chapter 8.52
- Construction and Demolition Waste Ordinance - Chapter 8.62
- Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100

Department of Water and Power: Water Division

37. Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. There is a 6-inch cast iron water main on Oak Knoll Avenue, installed under Work Order 783 in 1920, This water main is located approximately 16 feet east of the west property line of Oak Knoll Avenue.
38. Moratoriums: Verify with Public Works Department (PWD) regarding any street construction moratorium affecting this project.
39. Water Pressure: The approximate water pressure at this site is approximately 50-60 psi.
40. Water Service: PWP records reflect two 1-inch water services (44577, 16187) serving 150 South Oak Knoll Avenue. 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. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly.
41. Water Division Requirements:
- a. 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.
 - b. The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
 - c. All services not in use must be abandoned at the distribution main at the applicable rate.
 - d. For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.
 - e. 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.

42. Cross Connection Requirements for Domestic Services:

- a. 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.
- b. There shall be no taps between the meter and the backflow assembly.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- h. An administrative fee of \$180.94 will be charged for each backflow prevention assembly installed.

43. Cross Connection Requirements for Fire Service:

- a. The fire service requires a detector meter and back-flow prevention assembly.
- b. The assembly shall be located in a readily accessible location for meter reading, test and maintenance.
- c. All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
- d. 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.
- e. 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.
- f. If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
- g. Choose from one of the below listed options and incorporate into the fire sprinkler plans.

Option 1:

Detector meter located on double check detector check assembly (DCDA) outside the structure on private property.

- The Water Division will install the service tap, lateral, DCDA (optional Wilkins, models 350 DA or 450 DA) and designate the distribution main and service tap.
- The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 10-feet of the property line, on private property. Reference Water Division Plan Check for certification and registration.

Option 2:

Detector meter located in a vault within the public right of way with a double check valve backflow prevention assembly (DCA) provided and installed inside or outside the building by the owner/developer.

- The Water Division will install the service tap, lateral, detector water meter and designate the distribution main and service tap.
- The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 20-feet of the property line on private property. Reference Water Division Plan Check for certification and registration.

44. All Other Cross Connection Requirements: 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.

45. Residential Water Metering Requirements: 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. The law exempts long-term health care facilities, low-income housing, residential care facilities, housing at a place of education, and time-share properties, as well as, other multiunit residential structures deemed infeasible by the Department of Housing and Community Development.

Per the Water Regulations adopted by City Council on June 4, 2012: “The water service will end at the curb, public right of way or property line at the option of PWP. Where the location of the meter box or vault on the City side of the property line is not practicable, the meter box or vault shall be located on the Customer’s premises or such other location that may be agreed upon by PWP at its option. The Customer shall be responsible for the expense of installation and maintenance of the lines on the Customer’s side of the property line connecting to PWP’s service where construction of the Customer’s facilities began.”

The following submetering options are available to PWP customers:

Option 1:

Individual metering located on the parkway.

The Water Division will install individual water meters on the parkway in front of the project site, if permitted by available space as per the General Requirements, for each residential unit. The owner/developer shall install an approved double check valve backflow prevention assembly at each domestic water service. All dedicated irrigation services must have a Reduced Pressure Zone Valve Assembly (“RP”). The location of the backflow prevention assemblies shall be above ground within 20-feet of the property line, and the assemblies require registration and annual test certifications. PWP’s responsibility of service ends at the meter and PWP will bill each tenant directly.

Option 2:

Individual metering located on private property.

The Water Division will install a service lateral up to the property line with a shut off valve. The owner/developer shall provide and install an approved double check valve backflow prevention assembly after the shut off valve and will install all piping behind the property line. The location of the backflow prevention assembly shall be above ground within 20-feet of the property line, and the assembly requires registration and an annual test certification. The owner/developer will pay for and install all water meters, provided by PWP, to each residential unit. Water meters must be installed horizontally and must be located in an open area or in a garage/parking area and must have a minimum 12-inch above grade in order for meter readers to have unrestricted access to them if needed. All dedicated irrigation services must have a RP. PWP will inspect the individual meters as a condition of providing service. PWP's responsibility of service ends at the property line and PWP will bill each tenant directly.

Option 3:

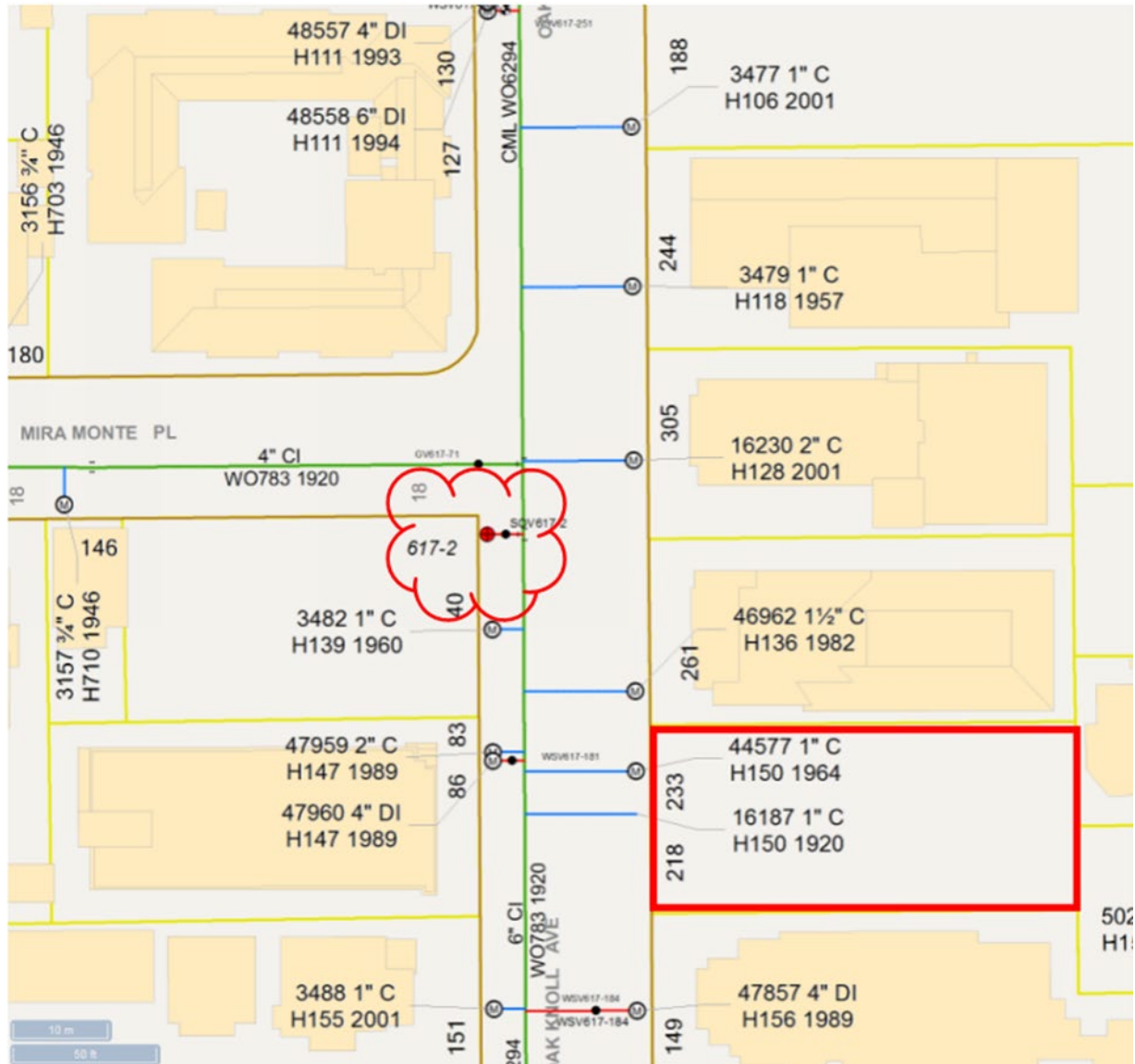
Submetering by third party vendor located on private property.

The Water Division will install master water meter(s) on the parkway, in front of the project site. The owner/developer must submit a statement on letterhead stating that a Contractor licensed by the California State License Board will install submeters, per Senate Bill No. 7, to all residential units. The owner/developer shall install an approved double check valve backflow prevention assembly on each submeter. All dedicated irrigation services must have a RP. The backflow prevention assemblies require registration and annual test certifications. PWP will inspect the submeters as a condition of providing service. PWP's responsibility of service ends at the master meter and the owner/developer is responsible for billing each tenant per Senate Bill No. 7.

46. Fire Flow and Fire Hydrants: 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. There is one fire hydrant in close proximity to the project. Fire hydrant number 617-2 is located on the west curb of Oak Knoll Avenue, at the southwest corner of Mira Monte Place and Oak Knoll Avenue.

If you would like to request a copy of the fire flow test, please contact Linette Vasquez at (626) 744-7064.

47. Fire Hydrants Details:



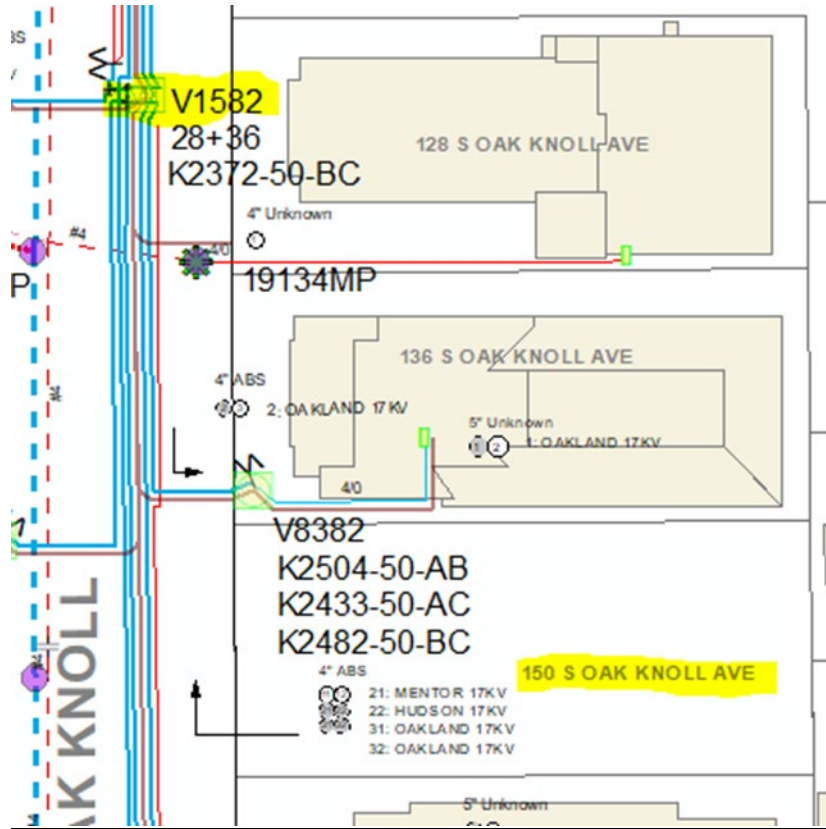
Department of Water and Power: Power Division

Pasadena Water & Power (PWP), Power Delivery shall provide electric service to the proposed development contingent upon satisfying all the requirements listed below:

48. Power Infrastructure:

- a. There are existing 17KV underground distribution facilities in close proximity (located along Oak Knoll Ave of the proposed project location).
- b. Extension the underground conduit infrastructure to the property line to feed the proposed development will be at the expense of the developer.
- c. Underground distribution system upgrades may be required to accommodate large electrical services. System upgrades that are triggered by the development will be at the expense of the developer.

- d. Proposed power feed point for new electrical service is indicated below (street vault V1582).



49. Easements: A utility easement shall be required if the new electrical service crosses or feeds multiple parcels.

50. Power Delivery Requirements:

- a. Owner/developer shall install private property transformer vault, room or enclosure within development area close to the street and in close proximity to PWP underground distribution facilities.
- b. Multiple transformer vaults or rooms may be required. The size and number of transformer vaults shall be determined by PWP based on the size of electrical service.
- c. Transformer vault/room shall have an access hatch from above (open to sky) for equipment installation purposes and drivable PWP truck access.
- d. 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.
- e. Owner/developer shall be responsible for installing lighting, receptacles, ground rods, and air blowers inside transformer vault/room.
- f. Owner/developer shall be responsible for installing vent pipes from transformer vault/room to open air for proper air circulation.
- g. Owner/developer shall be responsible for the maintenance of the transformer vault, 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.

- h. PWP shall install primary service laterals from the street vault to the property line at the developer's expense.
 - i. Owner/developer shall be responsible for picking up and extending primary service laterals from the property line to the transformer vault/room.
 - j. Owner/developer shall install secondary service conduits from transformer vault/room to electrical room.
 - k. PWP shall install electrical service transformers, cables, and electric meters.
 - l. All PWP installation costs shall be paid by the developer prior to scheduling of any work
51. Distributed Generation: 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 local building codes, Fire Department and the Pasadena Solar Initiative Program.
52. Coordination of Electric Service:
- a. In order to determine the specific requirements of the electrical service for this project and to begin the coordination of service, the following items will need to be included in the submittal:
 - i. Electric Service Application
 - ii. Electrical Plans (single-line diagram, load calculations).
 - iii. Site plan & elevation plan showing proposed transformer vault/room location & electrical switchgear/meter location.
 - iv. \$5,000.00 Deposit
 - b. Total cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost shall be provided to the owner/developer after the submittal is received and a PWP power design is finalized.
 - c. All comments are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.

Department of Transportation

53. The project shall pay the Traffic Reduction and Transportation Improvement Fee (TR-TIF) for the project. The TR-TIF shall be paid in full and subject to the General Fee Schedule at the time of building permit issuance.
54. If proposed, any parking entry gate shall be setback a minimum 20' from the property line. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).
55. To improve the safety of pedestrians along the sidewalk, the design plans shall indicate a 20' flat area 2% or less beyond the property line before the start of any subterranean ramp to improve vehicular sight distance. Any deviation shall be reviewed and approved by DOT.
56. Views adjoining both sides of the driveway at the property line shall not be obstructed with landscaping, block wall, or non-porous fencing greater than 2.5' in height from property line to 15' beyond the property line.

57. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and existing the construction site. Permitted hours for heavy construction vehicle traffic may be limited to the hours between 9:00 AM-3:00 PM to reduce traffic congestion around the project site during peak hours.
58. Existing on-street parking conditions along the project frontage shall be maintained during and after construction except by permit.
59. The city will issue permanent, on-street overnight parking permits to the future residents of this project. Future tenants shall be advised of the unavailability of permanent, on-street overnight parking permits by the property management.