



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: October 5, 2022

TO: Hearing Officer

SUBJECT: Tentative Tract Map #83877

LOCATION: 569 and 571 Lincoln Avenue

APPLICANT: David Dai

ZONING DESIGNATION: RM-32 (Multi-Family Residential, City of Gardens)

GENERAL PLAN DESIGNATION: Medium-High Density Residential (0-32 du/acre)

CASE PLANNER: Ivan Galeazzi

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Tract Map #83877 with the Conditions of Approval in Attachment B.

PROJECT PROPOSAL: Tentative Tract Map: To consolidate two land lots and allow the creation of nine air parcels for residential condominium purposes.

ENVIRONMENTAL DETERMINATION: In conjunction with the Concept Design Review approval on March 29, 2012, 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 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 subject site is located on the west side of Lincoln Avenue, south of Orange Grove Boulevard and north of Peoria Street. The rectangular site consists of two adjoining parcels (5726-010-020, 5726-010-019), is 19,320 square feet in area, and is generally flat. Previous use of the site included residential units that were demolished and removed to accommodate the new nine-unit condominium project. The new nine-unit project is currently under construction on the project site.

Adjacent Uses: North – Office/Institutional
 South – Multi-Family Residential
 East – U.S. Post Office
 West – Single-Family and Multi-Family Residential

Adjacent Zoning: North – FGSP-PS (Fair Oaks/Orange Grove Specific Plan – Public and Semi-Public District)
 South – RM-32 (Multi-Family Residential, City of Gardens)
 East – RM-32 (Multi-Family Residential, City of Gardens)
 West – RM-32 (Multi-Family Residential, City of Gardens)

Previous zoning cases on this property: Tentative Tract Map #73004 – Tentative Tract Map for the creation of nine lots for condominium purposes. Approved on February 4, 2015. Expired.

PROJECT DESCRIPTION:

The applicant, David Dai, has submitted a Tentative Tract Map application to consolidate two land lots and create nine air parcels for residential condominium purposes. The nine-unit residential project received Consolidated Design Review approval on November 27, 2017 (reaffirming and subsequent to Concept Design Review approval on March 29, 2012) and is currently under construction. This application only concerns the consolidation of two land lots and 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 nine-unit project and does not include any changes to the previous Design Review approval.

ANALYSIS:

The subject site is located within the RM-32 (Multi-Family Residential, City of Gardens) zoning district. Multi-family projects are permitted within this zoning district and are subject to the development standards in Section 17.22.060 (RM District General Development Standards) of the Zoning Code. The minimum area for new parcels in the RM-32 zoning district is 10,000 square feet, and the minimum width is 60 feet. The proposed parcel would consist of an aggregate site area of 19,320 square feet and a lot width of 120 feet, which complies. The RM-32 zoning district permits multifamily housing and requires a minimum of 1,360 square feet of lot area for each dwelling unit. Based on an area of 19,320 square-feet, the maximum allowed density is 14 units. The applicant has proposed nine dwelling units and is in compliance with the maximum density requirement.

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 RM-32 zoning district. 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 Consolidated Design Review approval, the City found that the project complies with the design related goals and policies of the Land Use Element of the General Plan and the applicable 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. The site is physically suitable for the proposed density as the site is located in an urban area, is primarily flat, and does not contain any significant environmental resources. The proposed multi-family development will be located on a site that allows for multi-family residential, consistent with lots on the block and in the vicinity that are similar in topography and developed with similar uses. The design of the subdivision will not cause substantial environmental damage in that 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 uses. The proposal for nine 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. 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. Further, the design of the subdivision and proposed project will be consistent with uses on the block and in the vicinity. The proposed subdivision will comply with the minimum lot area and width requirements for new parcels in the RM-32 zoning district. The multi-family residential project has been designed in compliance with the applicable 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. 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 proposed new multi-family condominium project resulted in the demolition and removal of existing residential units on the property. Where any tenants residing on the property were displaced as a result of the development of the proposed project, including the approval of the subject application, the provisions of the City's Tenant Protection Ordinance (TPO), Municipal Code Chapter 9.75 (Tenant Protection) would apply. These provisions require the applicant or successor to comply with all applicable TPO regulations including submittal to the Housing Department of an Owner's Affidavit of Tenant Occupancy Status, providing written notification to tenants, and, if applicable, paying relocation and moving expense allowances to the income-eligible, displaced tenants.

Inclusionary Housing

Chapter 17.42 (Inclusionary Housing Requirements) of the Zoning Code applies to projects with 10 or more new dwelling units. The project proposes only nine dwelling units; therefore the project is not subject to the Inclusionary Housing Requirements.

GENERAL PLAN CONSISTENCY:

The proposed density of the Tentative Tract Map is within the maximum density allowed for the

applicable Medium-High Density Residential designations of the General Plan, and the project is consistent with the character of other multi-family developments in the vicinity of the site.

The Tentative Tract Map to consolidate two parcels into one and create nine air parcels is consistent with General Plan Policy 21.3 (Neighborhood Character) and 21.4 (New Residential Development) as the proposed nine-unit condominium will be constructed with high quality materials and a design that are meant to attract new residential development that is well conceived, constructed, and maintained, while maintaining elements of the residential street that unify and enhance the character of the neighborhood. The Tentative Tract map is also consistent with and Goal 23 (Multi-Family Neighborhoods), specifically, Policies 23.1 (Character and Design), and 23.2 (Parking Areas and Garages) as the multi-family project utilizes a design that includes modulation of buildings, well-defined entries, and use building materials, colors and architectural details that complement the neighborhood, and minimal visibility of parking areas and garages. The project supports these policies by expanding the type and increasing the inventory of housing units available for Pasadena families. The project will enhance the neighborhood character and quality through implementation of the "City of Gardens" development standards that emphasize the coherence, embellishment, and visibility of courts and gardens. The Tentative Tract Map is also consistent with Policy HE-1.3, Housing Design, as the residential project will incorporate excellent housing design through use of materials and colors, building treatments, landscaping, open space, parking, and environmentally sensitive and sustainable building design. Lastly, the project and Tentative Tract Map is also consistent with Policy 23.4 (Development Transitions) in that the project would ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.

TREE PROTECTION ORDINANCE:

In conjunction with the March 29, 2012, Concept Design Review approval, it was acknowledged that one protected tree would be removed. On August 30, 2018, an additional five (5) protected trees on private property and two (2) additional trees on public right-of-way were approved for removal as part of a Minor Changes to an Approved Project application. This application for a Tentative Tract Map does not include any request for protected tree removal.

ENVIRONMENTAL REVIEW:

In conjunction with the Concept Design Review approval on March 29, 2012, 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 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 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 consolidation of the two existing parcels that make up the project set into one land lot. This application would also allow the creation of nine residential air parcels for condominium purposes. It is staff's assessment that this proposal is consistent with the land use policies of the General Plan, the development standards of the RM-32 Residential District of the Zoning Code, 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: Specific Findings for Tentative Tract Map
Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR TENTATIVE TRACT MAP #83877

Tentative Tract Map

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 Medium-High Density Residential land use designations of the General Plan and is consistent with the character of other multi-family residential developments in the vicinity of the site. The Tentative Tract Map is consistent with General Plan Policy 21.3 (Neighborhood Character) and 21.4 (New Residential Development) as the proposed nine-unit condominium will be constructed with high quality materials and a design that are meant to attract new residential development that is well conceived, constructed, and maintained, while maintaining elements of the residential street that unify and enhance the character of the neighborhood. The Tentative Tract map is also consistent with and Goal 23 (Multi-Family Neighborhoods), specifically, Polices 23.1 (Character and Design), and 23.2 (Parking Areas and Garages) as the multi-family project utilizes a design that includes modulation of buildings, well-defined entries, and use building materials, colors and architectural details that complement the neighborhood, and minimal visibility of paring areas and garages. The project supports these policies by expanding the type and increasing the inventory of housing units available for Pasadena families. The project will enhance the neighborhood character and quality through implementation of the “City of Gardens” development standards that emphasize the coherence, embellishment, and visibility of courts and gardens. The Tentative Tract Map is also consistent with Policy HE-1.3, Housing Design, as the residential project will incorporate excellent housing design through use of materials and colors, building treatments, landscaping, open space, parking, and environmentally sensitive and sustainable building design. Lastly, the project and Tentative Tract Map is also consistent with Policy 23.4 (Development Transitions) in that the project will ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.
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 multi-family development will be located on a site that allows for multi-family residential, 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 uses. The proposal for lot consolidation and nine 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 design of the subdivision and proposed project will be consistent with uses on the block and in the vicinity. The proposed subdivision will comply with the minimum lot area and width requirements for new parcels in the RM-32 zoning district. The multi-family residential project has been designed in compliance with the applicable 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 consolidate two parcels and create nine 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 and 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, because no public easements traverse the site.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR TENTATIVE TRACT MAP #83877

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 October 5, 2022," 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, October 5, 2022," except as modified herein.
3. This approval allows Tentative Tract Map #83877 to consolidate two parcels (5726-010-19 and 5726-10-20) and creation of nine residential air parcels for condominiums. The creation of the nine (9) 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 Hearing Officer.
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 meet the applicable code requirements of all other City Departments.
6. The applicant or successor in interest shall comply with the attached conditions of approval from other City Departments.
7. The applicant shall receive written final approval of the addresses that will be assigned to each proposed parcel/unit prior to recordation of map. Final approval of the addresses shall come from the Addressing Coordinator. For additional information please contact the Addressing Coordinator at (626) 744-4622.

Planning Division

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.
10. The applicant or successor in interest shall comply with the conditions of the Design Review approval.
11. All exterior mechanical equipment shall be architecturally screened from view of the public right-of-way in a manner subject to review and approval by the Zoning Administrator and

Design and Historic Preservation staff.

12. All landscape and walkway lighting shall be directed downward to minimize glare.
13. All proposed fencing and/or walls shall comply with Section 17.40.180 (Walls and Fences) of the Zoning Code.

Public Works Department

14. 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.
15. 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
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. 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.
18. The applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk and shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done per the requirements of Public Works inspector. Existing street trees shall be protected using the City's Tree Protection Standards.
19. The proposed drive approach shall be constructed in accordance with Standard Drawing No. S-403. The existing gutter shall be cut per the requirements of Public Works inspector and the paving shall not be disturbed. All drive approaches shall be at least seven (7) feet clear of existing trees.
20. 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.
21. 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/>
22. The applicant shall plant and maintain, for a period of three years, a maximum of three (3) officially designated street trees per the City approved master street tree plan (*Quercus agrifolia*, coast live oak) on the subject frontage and install and maintain an irrigation system for the trees. Locations will be finalized in the field by the Department of Public Works. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to the Department for review and approval.

Trees must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. PNR can be reached at (626) 744-3846. The tree(s) shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy. All new tree(s) shall be maintained by either an existing or a new irrigation system constructed by the applicant.

The applicant shall also submit a tree establishment deposit to guarantee the new trees for a minimum of 90 calendar days. The maintenance within the establishment period shall consist of watering the new tree(s); the removal of weeds; the adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any tree(s) which, for any reason, die or are damaged under its care. The 90-day tree establishment period shall commence on the day that the Certificate of Occupancy is issued. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.
28. 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.
29. 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.
30. 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.
31. 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.

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.

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