



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT

**DATE:** August 2, 2023

**TO:** Hearing Officer

**SUBJECT:** Tentative Tract Map #83656

**LOCATION:** 439 North Holliston Avenue

**APPLICANT:** EGL Associates Inc.

**ZONING DESIGNATION:** RM-48 HL-36 (Multi-Family Residential – City of Gardens, Height Limit Overlay)

**GENERAL PLAN DESIGNATION:** High Density Residential

**CASE PLANNER:** Eduardo Galdamez, AICP

**STAFF RECOMMENDATION:** Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Tract Map #83656 with the Conditions of Approval in Attachment B.

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**PROJECT PROPOSAL:** Tentative Tract Map: To allow the creation of nine air parcels on one land lot for residential condominium purposes.

**ENVIRONMENTAL DETERMINATION:** In conjunction with the Concept Design approval (PLN2019-00018) on July 20, 2020, 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.

#### BACKGROUND:

**Site characteristics:** The subject site is a 11,296 square-foot rectangular-shaped parcel of land, located on the west side of North Holliston Avenue and on the south side of Tyler Alley between Maple Street to the south and Villa

Street to the north. The site is currently developed with three, one- and two-story detached dwelling units.

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

**Adjacent Zoning:** North – RS-6 (Single-Family Residential 0-6 dwelling units per acre)  
South – RM-48 HL-36 (Multi-Family Residential – City of Gardens, Height Limit Overlay)  
East – RM-48 HL-36 (Multi-Family Residential – City of Gardens, Height Limit Overlay)  
West – RM-48 HL-36 (Multi-Family Residential – City of Gardens, Height Limit Overlay)

**Previous zoning cases:** None.

**PROJECT DESCRIPTION:**

The applicant, EGL Associates, has submitted a Tentative Tract Map application to allow the creation of nine air parcels on one land lot for residential condominium purposes. The new nine-unit residential project received Concept Design Review approval on July 20, 2020. This Tentative Tract Map application is for the creation of air parcels only to allow the individual sale of the dwelling units; it does not address the design or construction of the multi-family project and does not include any proposed changes to the previous Design Review approval or any other previously approved entitlements.

**ANALYSIS:**

The subject site is located within the RM-48 HL-36 (Multi-Family Residential, 0-48 dwelling units per acre, Height Limit Overlay) 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. In this case, the maximum permitted density on the site based on a lot size of 11,296 square feet, is 12 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 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 RM-48 zoning district. The nine-unit project completed the Preliminary Plan Check process, received Concept Design Review approval on July 20, 2020 and Final Design Review on August 25, 2022. Staff determined that the nine-unit project satisfied applicable Zoning Code requirements, Citywide Design Principles, and architectural standards for multi-family housing. This included a review of total and main garden requirements, setbacks, height, and off-street parking requirements. No deviations, concessions, or waivers were requested as part of these reviews.

As demonstrated in Attachment A, the proposed tentative map meets all required findings. The project demonstrates consistency with the goals, objectives, and policies of the General Plan. The site is physically suitable for the proposed density as it is relatively flat and located in an urban area. The design of the subdivision would not cause substantial environmental damage in that the property is located in an urbanized area and not near any sensitive habitat. The project has been previously reviewed in compliance with the California Environmental Quality Act. The proposal for nine air parcels would not cause environmental damage because the area is developed with residential uses, and the Tentative Tract Map application is a mapping action that does not include any physical changes to the site. Further, the proposed improvements are not likely to cause serious health problems in that the design of the project provides appropriate ventilation, light, and circulation within the development, consistent with requirements of the Zoning Code. Finally, the project would comply with all sewer requirements and would not conflict with any public easements or prevent access through the property.

### Tenant Protection Ordinance

The property is currently developed with three dwelling units that would be demolished as part of the proposed project. If it is determined that any tenants currently residing on the property would be displaced as a result of the project, or of the approval of the subject application, the provisions of the City's Tenant Protection Ordinance, Municipal Code Chapter 9.75 ("TPO") would apply. These provisions require the applicant or successor to comply with all applicable TPO regulations including submittal of an Owner's Affidavit of Tenant Occupancy Status, providing written notification to tenants, preparation of a TPO relocation plan, and paying relocation and moving expense allowances to the income-eligible, displaced tenants.

### Inclusionary Housing

Zoning Code Chapter 17.42 (Inclusionary Housing Requirements) establishes standards and procedures to encourage the development of housing that is affordable to a range of households with varying income levels. Pursuant to Chapter 17.42.020, these standards apply to new residential projects consisting of 10 or more dwelling units. Since the project consists of nine units, it is not subject to the inclusionary housing requirements.

### **GENERAL PLAN CONSISTENCY:**

The subject property is designated High Density Residential (0-48 dwelling units per acre) in the General Plan Land Use Element (GPLU). This designation is characterized by high density multi-family complexes in neighborhoods with densities of up to 48 dwelling units per acre and two to three story buildings. The nine-unit project complies with the maximum density allowed. The Tentative Tract Map for nine air parcels is consistent with GPLU Goal 21 (Desirable Neighborhoods) and Goal 23 (Multi-Family Neighborhoods), which encourage that the City develop a variety of housing types that are well-maintained, desirable places to live and that provide ownership and rental opportunities while exhibiting a high quality of architectural design. Specifically, GPLU Policies 21.4 (New Residential Development) and 21.5 (Housing Character and Design) are supported by the proposed residential development that is well-conceived and constructed, and reflects the unique neighborhood character and qualities, including building massing and relationship to street frontages. GPLU Policies 23.1 (Character and Design), and 23.4 (Development Transitions) are supported by expanding the type, and increasing the inventory, of housing units available for Pasadena residents. The project would enhance the

neighborhood character and quality through implementation of the “City of Gardens” multi-family development standards that emphasize the coherence, embellishment, and visibility of courts and gardens while also providing for a sensitive transition in scale between the single-family residences and duplexes to the north and the multi-family residences to the south, east and west. The project is also consistent with GPLU 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.

The project is also consistent with the City of Pasadena’s General Plan Housing Element (GPHE). Specifically, GPHE Policy 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.

**TREE PROTECTION ORDINANCE:**

Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance) establishes standards for the protection and removal of protected trees on private property.

The tree inventory submitted identified eight existing on-site trees none of which meet the requirements for protected trees. As such, there are no protected trees proposed to be removed in conjunction with the Tentative Tract Map application.

**ENVIRONMENTAL REVIEW:**

In conjunction with the Concept Design Review approval on July 20, 2020, 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 Building and Safety Division and Design and Historic Preservation Section along with the Departments of Water and Power, Transportation, Fire, Housing and Public Works were asked to review and comment on the project. The Department of, Public Works, Transportation, Housing and Water and Power (Water Division) have provided recommended conditions of approval that are included in Attachment B of this staff report. No other comments or concerns were provided.

**CONCLUSION:**

The Tentative Tract Map would create nine air parcels on a single lot for residential condominium purposes. 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 RM-48 HL-36 zone, 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 Approval

Attachment B: Recommended Conditions of Approval

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR TENTATIVE TRACT MAP #83656**

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The proposed density of the Tentative Tract Map is within the maximum density allowed for the High Density Residential (0-48 dwelling units per acre) land use designation of the General Plan; and is consistent with the size and character of other residential lots in the vicinity of the site, the Tentative Tract Map is also consistent with the following General Plan Policies: Policy 21.4 (New Residential Development), Policy 21.5 (Housing Character and Design), Policy 23.1 (Character and Design), and Policy 23.4 (Development Transitions). The density and design of the proposed residential development will add to the variety of housing available in the neighborhood while also providing a sensitive transition in scale between the lower and higher density residences. Furthermore, the design of the proposed residential development utilizes different building materials, colors, and architectural features which will keep the neighborhood from developing a sense of “blocky” or undifferentiated building mass.
2. *The site is physically suitable for the type of development.* The site is located in an urban area, is rectangular in shape and relatively flat in topography. The proposed multi-family development will be located on a site that allows for multi-family development, consistent with lots on the block and in the vicinity that are similar in size and topography and developed with similar uses.
3. *The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat.* The property is located in an urbanized area and not near any sensitive habitat. The proposal for nine air parcels will not cause environmental damage because the area is developed with residential uses and the Tentative Tract Map is a mapping action that does not include any physical changes to the site. Further, 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. 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 and will not cause substantial damage to the environment.
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 multi-family project will be designed in compliance with applicable Zoning Code standards, and Citywide Design Principles and architectural standards. The design of the project provides appropriate open space, ventilation, light, and circulation within the development and adjacent developments, consistent with requirements of the Zoning Code. Therefore, proposed improvements are not likely to cause serious health problems.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposal to create nine air parcels will comply with 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, labels and identifies easements, and references means of vehicular access. Copies of the Tentative Tract Map

were provided to the applicable parties, including, but not limited to the City Engineer, Water and Power Department, Building and Safety Division, Fire Department, Transportation Department, and Housing Department, as required by Title 16. The nine-unit project complies with the maximum density allowed for the High Density Residential land use designation under the General Plan.

6. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards.* The residential development standards of the Pasadena Municipal Code provide standards 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.* The design of the subdivision and type of improvements proposed will not conflict with easements acquired by the public because no public easements traverse the site.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR TENTATIVE TRACT MAP #83656**

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, August 2, 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, August 2, 2022," except as modified herein.
3. This approval allows Tentative Tract Map #83656 to create nine residential air parcels for residential condominiums on a single lot. The creation of the nine residential air parcels shall occur substantially as shown on the submitted plans, except as modified herein and shall comply with the applicable land use regulations and development standards of the Pasadena Municipal Code subject to the approval of the Zoning Administrator.
4. 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 prior to the issuance of a Building Permit.
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. This project meets the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), 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.

12. All proposed fencing and/or walls shall comply with Section 17.40.180 (Walls and Fences) of the Zoning Code.
13. The project shall comply with Pasadena Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). A tree protection and retention plan shall be submitted to the Zoning Administrator for approval prior to the issuance of any building or grading permits.

#### Department of Public Works

14. 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.
15. 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.
16. Tyler Alley is currently 15 feet wide and to be used as a main vehicular access to this site. The applicant shall dedicate 4.5 feet wide strip of land along Tyler Alley frontage for alley purposes. Per PMC Chapter 16.12.140, the standard width of an alley is 20 feet. The applicant shall include said dedication in the final tract map for review and also show that on all building drawings.
17. Tyler Alley restoration, fronting the subject development, shall be a full width (from property line to new property line) of concrete roadway per City Standards and approval. Tyler Alley restoration shall be completed prior to the issuance of Certificate of Occupancy.
18. The applicant shall reconstruct the alley approach at Holliston Avenue, per City Standards, and to the approval and satisfaction of the City Engineer.
19. 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.

20. Holliston 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. All street restoration shall be completed prior to the issuance of Certificate of Occupancy.
21. The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Holliston 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.
22. 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.
23. In order to improve pedestrian and traffic safety, the applicant shall install one (1) new street light on the Holliston Avenue frontage of the property, including LED light, conduits, conductors, electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type and hardware shall conform to current policies approved by the City Council, and the location shall be as approved by the Department of Public Works. The cost of the street light is the applicant's responsibility.
24. Attached for reference, is the approved street lighting plan (Dwg. 4458) for Holliston Avenue between Maple Street and Villa Street. The applicant shall design and construct the required street light in accordance with the approved plan and City standards/requirements. The design plan for the improvement shall be submitted to the Department of Public Works for review and approval. Upon submission of improvement plan 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 of the street light. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.
25. 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.

26. 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.
27. 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.
28. 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.
29. 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.
30. 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.

31. As a guarantee to maintain 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 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.
32. 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 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 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 Transportation

33. Construction Staging & Traffic Management: 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. Permitted hours for construction may be limited due to construction activities bordering the project site.

34. Site Access: As shown on the plans, parking access is off Tyler Alley. Tyler Alley shall be widened pursuant to Department of Public Works Conditions of Approval.
35. Parking: No permanent, on-street, overnight parking permits will be issued to future residents of this project. Future tenants shall be advised of the unavailability of permanent, on-street, overnight parking permits.
36. Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to the net new residential units.

#### Department of Housing

37. The proposed project is a residential development containing fewer than ten (10) residential units; therefore, it is not subject to the City's Inclusionary Housing Requirements. The proposed project entails the demolition of two or more dwelling units; therefore, the project may be subject to the City's Tenant Protection Ordinance (Pasadena Municipal Code, Title 9, Chapter 9.75). The applicant is requested to contact Jim Wong at the Housing Department to discuss compliance requirements

#### Department of Water and Power

38. Water Mains:  
Pasadena Water and Power (PWP), Water Division can serve water to this project. There is one water main surrounding this project. There is a 6-inch cast iron water main in Holliston Avenue, installed under Work Order 3332 in 1937. This water main is located approximately 24 feet east of the west property line of Holliston Avenue.
39. Moratoriums:  
Verify with Public Works Department regarding any street construction moratorium affecting this project.
40. Water Pressure:  
The approximate water pressure at this site is 50 psi.
41. Water Service:  
PWP records reflect a 1-inch domestic service (923) serving this project. 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.

42. Water Division Requirements:

- 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.
- The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
- All services not in use must be abandoned at the distribution main at the applicable rate.
- For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.
- 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.

43. Cross Connection Requirements for Domestic Services:

- 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.
- There shall be no taps between the meter and the backflow assembly.
- 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.
- 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.
- 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.
- 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.
- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$194.00 will be charged for each backflow prevention assembly installed.

44. Cross Connection Requirements for Fire Service:

- The fire service requires a detector meter and back-flow prevention assembly.
- The assembly shall be located in a readily accessible location for meter reading, test and maintenance.

- All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
- 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.
- 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.
- If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
- 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.

45. 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.

46. Residential Water Submetering 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 for 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. 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 will install all piping behind the property line and will install all water meters, provided by PWP to each residential unit. Water meters must be installed outside or in a garage/parking area in order for meter readers to have unrestricted access to them if needed. 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. 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.

47. 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 site. Fire hydrant 715-7 is located on the southwest corner of Villa Street and Holliston Avenue. There is no current fire flow test information available for this hydrant. If you would like to request fire flow test information, please contact Marco Sustaita at (626) 744-4498.

**Fire Hydrant Details:**

