



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: August 2, 2023

TO: Hearing Officer

SUBJECT: Tentative Tract Map #84064

LOCATION: 1645 and 1647 North Lake Avenue

APPLICANT: Eric Tsang

ZONING DESIGNATION: RM-16 (Multi-Family Residential - City of Gardens)

GENERAL PLAN DESIGNATION: Medium Density Residential (0-16 dwelling units per acre)

CASE PLANNER: Katherine Moran

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Tract Map #84064 with the Conditions of Approval in Attachment B.

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

ENVIRONMENTAL DETERMINATION: In conjunction with the Concept Design Review (DHP2022-00065) approval on June 8, 2023, it was determined that the project is Categorical Exempt from CEQA (Section 15303(b), Class 3, New Construction or Conversion of Small Structures) in that the project involves the construction of new, small structures of no more than six dwelling units in an urbanized area; 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 20,388 square-foot rectangular lot located on the west side of North Lake Avenue between Elizabeth Street to the south and Atchison Street to the north. The property is currently developed

with two residential buildings containing four multi-family units and a detached garage.

Adjacent Uses: North – Multi-Family Residential
South – Multi-Family Residential/Mixed-Use
East – Single-Family Residential/Multi-Family Residential
West – Single-Family Residential/Multi-Family Residential

Adjacent Zoning: North – RM-16 (Multi-Family Residential - City of Gardens)
South – RM-16 (Multi-Family Residential - City of Gardens)
East – RM-16 LD-16 (Multi-Family Residential - City of Gardens, Historic Highlands Landmark District)
West – RS-6 (Single-Family Residential)

Previous zoning cases: Variance #6457: To construct an 18-unit apartment development on the property that would exceed the lot area per family requirement by approx. 5,22.1 square feet and the land coverage by approximately 352 square feet (1.5%). Denied January 11, 1962.

Conditional Use Permit #1266: To establish a children's group residential facility in the existing homes on the subject property for up to 12 children, three full - time and five part time employees, and eight onsite parking spaces. Approved with conditions on October 27, 1982.

Tentative Tract Map #63495: To allow the creation of seven air parcels on one land lot for residential condominium purposes. Approved with conditions on July 13, 2006.

PROJECT DESCRIPTION:

The applicant, Eric Tsang, has submitted a Tentative Tract Map application to allow the creation of six air parcels on one land lot for residential condominium purposes. The six-unit residential project received Concept Design Review approval (DHP2022-00065) on June 8, 2023. 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. The applicant applied for a building permit in December of 2022 that is currently under review.

ANALYSIS:

The subject site is located within the RM-16 (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. In this case, the maximum permitted density on the site based on a lot size of 20,388 square feet, is seven units. The applicant has proposed six 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-16 zoning district. The six-unit project completed the Preliminary Plan Check process and received Concept Design Review approval (DHP2020-00065) on June 8, 2023. Staff determined that the six-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 six 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 easements or prevent access through the property.

Tenant Protection Ordinance

The property is currently developed with four multi-family dwelling units. If it is determined that any tenants currently residing on the property would be displaced as a result of the development of the proposed 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 a submittal to the Housing Department of an Owner's Affidavit of Tenant Occupancy Status, providing written notification to tenants, and, if applicable, 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 Zoning Code Section 17.42.020, these standards apply to new residential projects consisting of 10 or more dwelling units. As the project consists of six dwelling units, it is not subject to the inclusionary housing requirements.

GENERAL PLAN CONSISTENCY:

The subject property is designated Medium Density Residential (0-16 dwelling units per acre) in the General Plan Land Use Element (GPLU). This designation is characterized by lower-medium density multi-family complexes in neighborhoods with densities of up to 16 dwelling units per acre

and one to three story buildings. The six-unit project complies with the maximum density allowed. The Tentative Tract Map for six air parcels is consistent with GPLU Goal 21 (Desirable Neighborhoods) and Goal 23 (Multi-Family Neighborhoods), which encourages 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 Policy 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 23.2 (Parking Areas and Garages) 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. The proposal minimizes the visibility of its garages from the public right of way in compliance with off-street parking requirements. The project is also consistent with GPLU Policy 23.4 (Development Transitions) in that the project would ensure sensitive transitions in building scale between multi-family buildings and adjoining single-family residences. Furthermore, the proposed project is consistent with the City of Pasadena Housing Element Goal HE-1.3, Housing Design, which is to require excellence in design of housing 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. Through the Design Review process, the applicant requested, and was granted approval to remove one protected specimen tree on private property, a 21-inch diameter-at-breast height (DBH) Pecan (*Carya illinoensis*) tree, and two protected mature avocado (*Persea americana*) trees at 25-inch and 20-inch DBH respectively. To satisfy the City’s replacement requirement, the applicant proposed a total of eight 36-inch box trees in compliance with the Tree Replacement Matrix. Therefore, the finding was made to allow for the removal of the protected trees. Aside from the approved tree removals, no additional protected trees are proposed for removal as a part of the Tentative Tract Map application. Two protected trees, one 18-inch DBH Australian Willow (*Geigera parviflora*) and one 27-inch Coast Live Oak (*Quercus agrifolia*), are proposed to remain on site. Condition no. 13 requires a Tree Protection Plan to be submitted for review during the building permit plan check to ensure feasibility of the retention of the protected trees proposed to be retained on the site in conjunction with the project.

ENVIRONMENTAL REVIEW:

In conjunction with the Concept Design Review approval on June 8, 2023, it was determined that the project is Categorical Exempt from CEQA (Section 15303(b), Class 3, New Construction or Conversion of Small Structures) in that the project involves the construction of new, small structures of no more than six dwelling units in an urbanized area; 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 Career Services and Public Works were asked to review and comment on the project. Based on their review of the project, the Design and Historic Preservation Section, the Departments of Housing and Career Services, Transportation, Public Works, the Building and Safety Division, and the Departments of Water and Power (Water) and Fire provided comments and recommended conditions of approval that have been included in Attachment B of this staff report. No other comments or concerns were provided.

CONCLUSION:

The Tentative Tract Map would create six air parcels on a single land 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 residential projects in the RM-16 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 Tentative Tract Map

Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR TENTATIVE TRACT MAP #84064

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The subject property is designated Medium Density Residential (0-16 dwelling units per acre) in the General Plan Land Use Element (GPLU). This designation is characterized by lower-medium density multi-family complexes in neighborhoods with densities of up to 16 dwelling units per acre and one to three story buildings. The six-unit project complies with the maximum density allowed. The Tentative Tract Map for six air parcels is consistent with GPLU Goal 21 (Desirable Neighborhoods) and Goal 23 (Multi-Family Neighborhoods), which encourages 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 Policy 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 23.2 (Parking Areas and Garages) 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. The proposal minimizes the visibility of its garages from the public right of way in compliance with off-street parking requirements. The project is also consistent with GPLU Policy 23.4 (Development Transitions) in that the project would ensure sensitive transitions in building scale between multi-family buildings and adjoining single-family residences. Furthermore, the proposed project is consistent with the City of Pasadena Housing Element Goal HE-1.3, Housing Design, which is to require excellence in design of housing through use of materials and colors, building treatments, landscaping, open space, parking, and environmentally sensitive and sustainable building design.
2. *The site is physically suitable for the type of development.* The site is located in an urban area, is rectangular 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. Properties on the block and in the vicinity are developed with multi-family dwellings consistent with the use proposed. The proposal for six air parcels will not cause substantial environmental damage as the area and the project site are currently developed with residential uses. The proposal for six air parcels will not cause environmental damage as the subdivision is for a mapping action. Further, it was determined as part of the Concept Design Review approval that the project is Categorical Exempt from CEQA (Section 15303(b), Class 3, New Construction or Conversion of Small Structures) in that the project involves the construction of new, small structures of no more than six dwelling units in an urbanized area; 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.

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, Fire Department, Transportation Department, and Housing Department as required by Title 16. The six-unit project complies with the maximum density allowed for the Medium Density Residential land use designation under the General Plan.
6. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards.* The residential development standards of the Pasadena Municipal Code provide standards 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 #84064

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, 2023," 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, 2023," except as modified herein.
3. This approval allows Tentative Tract Map #84064 to create six residential air parcels for residential condominiums on a single lot. The creation of the six 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.

Design and Historic Preservation

14. The project shall require Final Design Review, prior to the issuance of any building permits.

Housing and Career Services Department

15. The proposed project is a residential development containing fewer than ten 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 the Housing Department to discuss compliance requirements.

Department of Transportation

16. The Department of Transportation received an application for the construction of a 6-unit multi-family residence.
17. The following conditions are in response to the plan application review and intended to be preliminary, are general in nature, and are to be used as points of general discussion. The following preliminary conditions are what would be required, at minimum:
18. Entry Gate(s): 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).
19. Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential, retail, industrial, and office developments.
20. 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. 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 exiting the construction site. Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

Department of Public Works

21. 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.
22. 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.
23. 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.
 - a. The applicant shall submit the application, plan and processing fee, associated with processing the license agreement, at least three to four months prior to the issuance of any permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.
 - b. 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.
 - c. 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.

24. The proposed drive approach on Lake Avenue frontage may be in conflict with an existing water meter, per the submitted plans. The applicant is responsible to relocate the affected utility facility and shall coordinate this work with the utility owner.
25. There is an existing 1.25-foot high concrete retaining wall within the 12-foot wide public parkway. No private improvements is allowed within the public right-of-way and the concrete retaining wall shall be removed.
26. The existing tree identified as Tree #4 8-inch Paulownia Tormentosa in the Arborist Report is currently in the public right of way and considered a public tree. It shall be removed in conjunction with the concrete wall. Any removal of public tree shall be processed separately by the Public Works Forestry Staff with review and support by the Urban Forestry Advisory Committee.
27. The applicant shall demolish existing and construct all new public improvements along the subject development frontage of Lake Avenue, including concrete drive approach per Standard Plan S-403; 12-foot wide 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.
28. Lake Avenue restoration, fronting the subject development, shall be half-width (from gutter to centerline) 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.
29. 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.
30. The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one existing high-mast and one ornamental post top street lighting, on Lake Avenue frontage of the subject property, with LED lights, per the City requirements and current standards.
 - a. The applicant shall re-paint one existing ornamental post top street light pole along the Lake Avenue frontage of the subject property in a manner acceptable to the Department of Public Works. In addition, the painting specification shall be per the North Lake Avenue Specific plans and specifications. The cost of the street light pole restoration and painting is the applicant's responsibility.
 - b. 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 email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.

31. 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. The amount of deposit will be based on the current City's General Fee Schedule. 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 deposit at least two months prior to the issuance of any building or demolition permits.
32. The applicant shall plant one London Plane, *Platanus acerifolia*, per the City's approved Master Street Tree Plan fronting the subject property. The tree planted by the applicant 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. The tree shall be planted in a tree well cut out per City standards. Planting shall include the installation of the following per tree: no less than two tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact PNR (626-744-3880) for tree planting approval, a minimum of two months, prior to the issuance of a Certificate of Occupancy.
 - a. Trees planted by the applicant must be irrigated by either an existing or a new irrigation system constructed by the applicant. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to PNR for review and approval. Irrigation facilities (main line, valve, pull box, timer, etc.) must be constructed within private property with the exception of the laterals and bubblers. The lateral shall be a minimum of 18" deep, and no above-ground structures are allowed.
 - b. Prior to issuance of the Certificate of Occupancy, the applicant shall submit a Tree Guarantee Deposit equal to the cost of all new trees planted to guarantee that newly planted trees are maintained by the applicant for a minimum of three calendar years. Tree maintenance during this period shall include the following: watering no less than once a week; weed removal; reconstruction of tree wells as needed; re-staking as needed; adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any newly planted trees which, for any reason, die or whose health is compromised, within the applicant's three-year establishment period. The three-year tree establishment period shall commence on the day that the Certificate of Occupancy is issued. PNR shall inspect all trees planted by the applicant at the end of the three-year establishment period, and if the trees are found to be in good health, the applicant's deposit will be released. If the trees are found to be in poor health, the establishment period may be extended by PNR and the applicant's deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

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 refundable deposit with the Department of Public Works prior to the issuance of any permit. This deposit is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/ resurfacing, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.
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. 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.
36. 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:
- a. Sidewalk Ordinance - Chapter 12.04
 - b. Sewer Facility Charge – Chapter 4.53
 - c. Residential Impact Fee – Chapter 4.17
 - d. City Trees and Tree Protection Ordinance - Chapter 8.52
 - e. Construction and Demolition Waste Ordinance - Chapter 8.62
 - f. Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100
37. If you have questions regarding the above conditions and requirements of the ordinances, please contact me at (626) 744-3762 or email YWu-Bowman@cityofpasadena.net.

Building and Safety Division

38. Governing Codes: Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the City of Pasadena Municipal Code.

The governing edition is based on the date in which the project is submitted to the City of Pasadena for review. All construction documents shall be prepared by a registered design professional; stamp and sign all plans. Important: New 2022 Codes will be in effect starting on January 1st 2023.

39. Building Code Analysis: Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, floor area, height, and allowable floor area.
40. Best Management Practices: photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1 (form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at:
<https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>
41. Property Line Survey Required: Per City of Pasadena Policy property line survey is required for:
 - a. New construction.
 - b. Auxiliary buildings and additions where setback is less than 5'-0" to property line.
 - c. All buildings where specific Zoning Division Variance is issued for approved setbacks & whether newly constructed or altered.
42. Soils Report Required: A soils engineer report is required for:
 - a. All new constructed single and multi-family residential, commercial, and industrial buildings.
 - b. An addition to a commercial or industrial building.
 - c. Second story addition to existing one-story building.
 - d. Hillside construction, i.e. decks, retaining walls, and swimming pools.
43. Grading: Show compliance with CBC 2022 Appendix J – Grading with City of Pasadena Amendments. Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per section J103.2 Exemptions.
44. Green Code: Photocopy to plans and complete the 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attach and can be found at:
<https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.
45. Fire And Smoke Protection Features: Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

46. Required Plans and Permit(s): In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required. No deferred submittal. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others. New ePermitting services. Visit the city website at:
<https://www.cityofpasadena.net/planning/permit-center/permit-center-online/>

Department of Water and Power (Water Division)

47. Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. The following water main can serve the property: 8-inch ductile iron water main in Lake Avenue, installed under Work Order 03068 in 2016. This water main is located approximately 25 feet east of the west property line of Lake Avenue.
48. Moratoriums: Verify with Public Works Department regarding any street construction moratorium affecting this project.
49. Water Pressure: The water pressure at this site is approximately 50-60 psi.
50. Water Service: PWP records reflect there are two water service providing water to the property:
- 1-inch copper domestic service (#11433) installed in 2015 from 8-inch water main in Lake Avenue.
 - 1-inch copper domestic service (#19779) installed in 2015 from 8-inch water main in Lake 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. 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 and any services 50 years and older require abandonment.

51. Water Main Charge: 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. Also, the owner/developer will pay in full any street restoration that is required by PWD. PWD determines the limits of the street restoration.
52. 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.

- 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. and fire codes. The minimum sized service installed by PWP is 1-inch.

53. Cross Connection Control 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.

54. Cross Connection Control Requirements for Fire Service (if required):

- 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.
 - i. 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.
 - ii. 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.

55. 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.

56. 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."

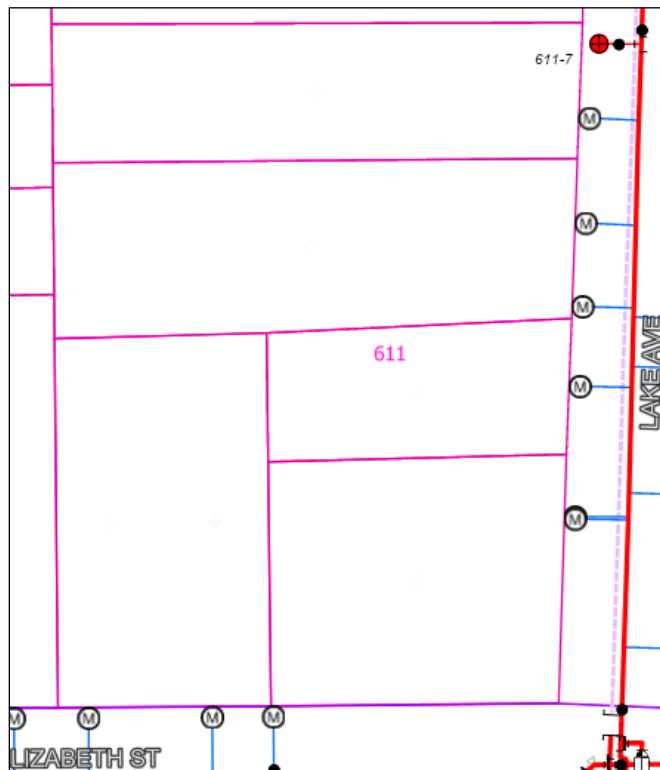
57. The following submetering options are available to PWP customers:

- a. 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.
- b. 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.
- c. 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.

58. 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. A Fire Plan approved by the Pasadena Fire Department is required prior to water service installations.

59. Fire hydrant number 611-7 is located on the west curb of Lake Avenue, approximately 60 feet north of north property line of 1645 N Lake Avenue. There are no current fire flow tests available for this hydrant. If you would like to request a fire flow test, please contact Linette Vasquez at (626) 744-4495.

60. Fire Hydrant Details:



Fire Department

61. Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix-B and the quantity and spacing of fire hydrants as required by Appendix-C of Title 24, Part 9, California Fire Code.

62. Automatic Fire Sprinkler System: The structure shall be provided with a fully automatic fire sprinkler per NFPA 13R standards. Shop drawings are to be submitted by contractor for review and approval prior to construction. PMC, CFC Chapter 9.

63. Fire Department Fire Sprinkler Connections: Shall be comprised of:

- a. FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.

- b. (2) 2½” clappered internal swivel outlet X 2½” clappered internal swivel outlet X 4” FDC.
 - c. Shall be clearly labeled to indicate FDC for fire sprinklers.
 - d. A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
 - e. Approved protective vehicle bollards are to be installed when fire appliances are subjected to physical damage.
 - f. All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or Krylon.
64. Dwelling unit Automatic Smoke Alarms: Provide approved hardwired smoke alarms, with battery backup, in each sleeping room, areas serving the sleeping rooms and at the top of stairways. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms are to be interconnected for alarm sounders. All sounders are to produce a coded temporal pattern. All smoke alarms are to be UL 217 and California State Fire Marshal Listed. All smoke alarms are to be manufactured by the same company and compatible with each other. Smoke alarms are not permitted to be installed within 3-feet of any supply or return air register or opening into a bath or shower area.
65. Fire Department Access: This project requires a minimum of 5-feet unobstructed firefighter access to all exterior portions of the structure.
66. Fire Dept. Rescue Window Access:
- a. Sleeping rooms shall have at least one exterior emergency escape and rescue opening per CFC Section 1031 requirements.
 - b. A minimum of 5-feet clear width (subject to increase in width depending on exterior architectural features) shall be provided in the form of a clear and unobstructed pathway from the public way to all rescue windows serving each sleeping area.
67. A minimum of 5-feet clear width (subject to increase in width depending on exterior architectural features) shall be provided in the form of a clear and unobstructed pathway from the public way to all rescue windows serving each sleeping area.
68. Knox Box: All access gates across roadways or entrances to facilities shall fail unlocked/open in the event of any loss of power. All access gates and main entrance doors shall have a Knox Box or Knox Control Key Switch installed. Obtain Knox Box Applications from the Pasadena Fire Department Permit Desk.
69. Emergency Vehicle Traffic Signal Preemption Systems: Traffic signaling systems serving this complex are required to have Emergency Vehicle Signal Preemption Controls installed. The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.