



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: December 6, 2023

TO: Hearing Officer

SUBJECT: Vesting Tentative Tract Map #84287

LOCATION: 139 S. Oak Knoll Avenue

APPLICANT: Missak Balian

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

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

CASE PLANNER: Jasmine Heredia

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Vesting Tentative Tract Map #84287 with the Conditions of Approval in Attachment B.

PROJECT PROPOSAL: Vesting Tentative Tract Map: To create 17 air parcels on one land lot for residential condominium purposes. This application is for the creation of air parcels only that will allow for the sale of each unit. This application does not address the design or construction of the project and does not include any proposed changes to the previous Design Review approval.

ENVIRONMENTAL DETERMINATION: In conjunction with Concept Design Review approval on March 9, 2021, it was determined that the project is Categorical Exempt from CEQA (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Section 15332, Class 32, In-Fill Development Projects). It has further been determined that there are no changed circumstances or new information as part of the proposed Vesting Tentative Tract Map application that necessitate further environmental

review and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

BACKGROUND:

Site characteristics: The 8,610 square-foot project site is located on the southwest corner of Mira Monte Place and South Oak Knoll Avenue. The site is rectangular shaped, relatively flat in topography, and currently improved with a surface parking lot.

Adjacent Uses: North – Multi-family Residential
South – Multi-family Residential
East – Commercial Office and Religious Facility
West – Single-family Residential

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

Previous zoning cases on this property: None

PROJECT DESCRIPTION:

The applicant, Missak Balian, has submitted a Vesting Tentative Tract Map application to create 17 air parcels on one land parcel for residential condominium purposes. The project received Final Design Review approval on August 11, 2021. This application is limited to the creation of air parcels to allow the individual sale of the dwelling units. This application does not address the design or construction of the 17-unit project and does not include any proposed changes to the previous Design Review approvals.

ANALYSIS:

The subject property is located in the CD-4 (Central District Specific Plan, Pasadena Playhouse subdistrict) zoning district, which permits residential-use projects. The maximum residential density allowed is 60 dwelling units per acre, or 12 units based on a site area of 8,610 square feet. To achieve the proposed density of 17 units, the applicant applied density bonus provisions in the Zoning Code and State Law. The provisions allow for an increase in the unit count without discretionary approval, provided a percentage of the units are dedicated for affordable households (i.e. very low-income, low-income, moderate-income). The project includes two very low-income units, which represents more than 11 percent of the base 12 units. Pursuant to Table 4-3 (Increase in Allowable Density for Very Low-Income Units), Zoning Code Section 17.43.040 (Density Bonus Allowance), the percentage of very low-income units proposed qualifies the project for a 35 percent density bonus, or 17 total units. The applicant’s proposal includes 17 units and complies.

Applicants using density bonus provisions may also request concessions. The applicant requested two concessions to increase the allowed floor area ratio and to reduce the side or rear setback requirements by up to 50%, which were reviewed and approved as part of the Concept Design Review approval on March 9, 2021. The project complies with all zoning standards except for the requested concessions.

The City's Design Commission later found on August 11, 2021, that the project, upon implementation of the conditions of Final Design Review approval, would be consistent with the purposes of design review, the design-related goals and policies in the Land Use Element of the General Plan, the Land Use Element of the General Plan, and the Private Realm Design Guidelines in the Central District Specific Plan. As such, the purpose of this Vesting Tentative Tract Map application is strictly to allow the future sale of each dwelling unit, following the issuance of a building permit and, subsequently, construction of the project.

Tenant Protection Ordinance

The property is currently developed with a surface parking lot and no dwelling units will be demolished as part of the proposed project. Therefore, the proposed project is not subject to the City's Tenant Protection Ordinance requirements because it does not entail the demolition/removal of housing units.

Inclusionary Housing

Chapter 17.42 (Inclusionary Housing Requirements) of the Zoning Code applies to projects proposing 10 or more new dwelling units. These standards are intended to encourage the development of housing that is affordable to a range of households with varying income levels. The purpose of the Chapter is to encourage the development and availability of affordable housing by ensuring that the addition of affordable housing units to the City's housing stock is proportional to the overall increase in new housing units.

For this project, the applicant intends to provide two very-low income units within the development, which satisfies inclusionary housing requirements. The Inclusionary Housing Plan has approved a one-bedroom and a two-bedroom affordable unit.

GENERAL PLAN CONSISTENCY:

The project site is designated Medium Mixed Use (0.0-2.25 FAR, 0-87 du/acre) on the Land Use Diagram in the Land Use Element of the General Plan. Development is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. The proposed residential project is within the density prescribed in the General Plan, consistent with the applicable designation.

The Vesting Tentative Tract Map that would allow the sale of residential units is consistent with General Plan Land Use Policies 2.1 (Housing Choices), 21.1 (Adequate and Affordable Housing), and 21.2 (Equitable Distribution of Affordable Housing). Policies 2.1 and 21.1 encourage providing opportunities for a full range of housing affordability levels. Policy 21.2 encourages the equitable distribution of affordable housing throughout the City, consistent with the goals of the Housing Element.

TREE PROTECTION ORDINANCE:

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

ENVIRONMENTAL REVIEW:

In conjunction with the Concept Design Review approval on March 9, 2021, it was determined that the project is Categorically Exempt from CEQA (Section 15332, Class 32, In-Fill Development Projects). It has further been determined that there are no changed circumstances or new information as part of the proposed Vesting Tentative Tract Map application that necessitate further environmental review and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

REVIEW BY OTHER DEPARTMENTS:

The Departments of Transportation, Public Works, Fire, Housing and Career Services, Water and Power (Water Division), Design and Historic Preservation Division and Building and Safety Section reviewed the current application. Departments of Transportation, Fire, Housing and Career Services, Design and Historic Preservation Division and Building and Safety Section did not have any comments at this time. Public Works Department and the Water Division of the Water and Power Department provided conditions of approval that have been included in Attachment B of this staff report.

CONCLUSION:

The Vesting Tentative Tract Map would create air parcels to allow the sale of units. The proposal is consistent with the General Plan and complies with the development standards for residential projects as established in the Zoning Code. Therefore, staff recommends approval of the application based on the findings in Attachment A and the conditions in Attachment B.

Attachments:

Attachment A: Vesting Tentative Tract Map Findings

Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR VESTING TENTATIVE TRACT MAP #84287

1. *The proposed map is consistent with applicable general and specific plans as specified in Section 65450.* The project site is designated Medium Mixed Use (0.0-2.25 FAR, 0-87 du/acre) on the Land Use Diagram in the Land Use Element of the General Plan. Development is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. The proposed residential use project is within the density prescribed in the General Plan, consistent with the applicable designation.

The Vesting Tentative Tract Map to allow the sale of residential units (inclusive of a mix of market rate and very low-income units) is consistent with Policies 2.1 (Housing Choices), 21.1 (Adequate and Affordable Housing), and 21.2 (Equitable Distribution of Affordable Housing). Policies 2.1 and 21.1 encourage providing opportunities for a full range of housing affordability levels. Policy 21.2 encourages the equitable distribution of affordable housing throughout the City, consistent with the goals of the Housing Element.

2. *The site is physically suitable for the type of development.* The site consist of a rectangular shaped lot, is relatively flat in topography, and is accessible to traffic from public streets (South Oak Knoll Avenue and Mira Monte Place). The site is located in a developed, urban area consisting of similarly sized lots that are developed with similar uses. Therefore, it is anticipated that the site will be physically suitable for residential development.
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 air parcels will not cause substantial environmental damage as the use proposed on the property will be consistent with other sites nearby that consist of a mix of residential and commercial uses. Furthermore, the proposed improvements were previously determined to be categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15332 (In-Fill Development) and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances. No fish or wildlife habitats in the vicinity have been identified. As such, approval of the map will not result in significant environmental impacts.
4. *The design of the subdivision or the proposed improvements is not likely to cause serious health problems in that the subdivision is compatible with existing residential land uses in the vicinity.* The design of the subdivision and proposed improvements will be consistent with uses in the vicinity. The residential 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 ventilation, light, and circulation within the development and adjacent developments, consistent with requirements of the Zoning Code. Therefore, the design of the subdivision nor the proposed improvements are not likely to cause serious health problems.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposal for air parcels complies with applicable design standards. The map identifies the height, size, and location of all buildings to be erected, information on planned uses, and parking layout. Copies of the Vesting 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. The 17-unit project complies with the maximum density allowed for the Medium Mixed Use land use designation under the General Plan and the project is consistent with the size and character of other developments in the vicinity.

6. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards.* The development standards of the Pasadena Municipal Code provide standards that will require the applicant to connect to public sewer. Compliance with this requirement will be verified during the building permit plan check process. Therefore, 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.
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 VESTING TENTATIVE TRACT MAP #84287

The applicant or successor in interest shall meet the following conditions:

General

1. The final map to be recorded with the Los Angeles County Recorder shall substantially conform to the Vesting Tentative Tract Map submitted with this application and dated "Approved at Hearing, December 6, 2023," except as modified herein.
2. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans submitted and stamped "Approved at Hearing, December 6, 2023", except as modified herein.
3. The creation of the 17 air parcels for residential condominiums purposes on one land lot shall occur substantially as shown on the submitted plans, except as modified herein and shall comply with the applicable land use regulations and development standards of the Pasadena Municipal Code subject to the approval of the Zoning Administrator.
4. 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. All utility substructures shall be located underground if required by the applicable City Departments. However, no subterranean gas meters shall be allowed.
6. The applicant or successor in interest shall comply with the attached conditions of approval from other City Departments.
7. The applicant shall receive written final approval of the addresses that will be assigned to each proposed parcel/unit prior to recordation of map. Final approval of the addresses shall come from the Addressing Coordinator. For additional information please contact the Addressing Coordinator at (626) 744-4622.

Planning

8. Any change to these conditions of approval or expansion of the use shall require the modification of this Vesting Tentative Tract Map or a new Vesting Tentative Tract Map.
9. The common area portion of the site shall be maintained and kept in good condition at all times.
10. 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.
11. The applicant or successor in interest shall comply with the conditions of the Design Review approval.

12. All proposed signage on the site shall conform to the regulations of the Zoning Code and shall be reviewed and approved by the Zoning Administrator and Design and Historic Preservation staff prior to issuance of any building permits.
13. All exterior mechanical equipment shall be architecturally screened from view of the public right-of-way in a manner subject to review and approval by the Zoning Administrator and Design and Historic Preservation staff.
14. All landscape and walkway lighting shall be directed downward to minimize glare.
15. A final landscape and irrigation plan, in compliance with Zoning Code Chapter 17.44 (Landscaping) shall be submitted prior to final approval of a building permit. Final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications) consisting of new landscape areas equal to or greater than 500 square feet shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.
16. All proposed fencing and/or walls shall comply with Section 17.40.180 (Walls and Fences) of the Zoning Code.

Public Works Department

17. Prior to submission of the final map to the City, the applicant's engineer shall set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24, and furnish to the City a set of field notes that have been recorded with Los Angeles County Department of Public Works. The monuments shall be independently inspected by a third-party licensed surveyor; with a certified report submitted to the City.
18. Prior to submission of the final map to the City for approval, the applicant shall pay a non-refundable flat fee (based on the current General Fee Schedule) to cover the cost of processing the final map. The applicant shall complete all required conditions of approval before City's approval.
19. In order to provide for an Americans with Disabilities Act (ADA) compliant ramp, the applicant shall reconstruct the southwest and northwest corners of Oak Knoll Avenue and Mira Monte Place intersection with ADA compliant curb ramps, per Caltrans Standard A88A or Public Works Standard S-414. Additional striping, signal work, and/or poles/utility relocations might be necessary. The curb ramps construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.
20. The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California.

Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

21. Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (per S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office, at least three to four (3-4) months, prior to issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
22. No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted. The applicant shall submit the application, plan and processing fee/deposit, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any building or demolition permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.
23. 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.
24. 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.

25. If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including new LED lights, conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.
26. The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate with LED lights, per the City requirements and current standards at the following location:
 - a. One (1) existing street lighting, on the Oak Knoll Avenue frontage
 - b. One (1) existing street lighting, on the Mira Monte Place frontage
27. In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.
28. The applicant shall demolish existing and construct all new public improvements along the subject development frontages of Oak Knoll Avenue and of Mira Monte Place, including concrete drive approach per Standard Plan S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.
29. Oak Knoll Avenue restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.
30. This reach of Mira Monte Place is slated for Pavement Rehabilitation in 2025. Excavations in the street for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.
31. The proposed development shall connect to the public sewer with one or more new six-inch diameter house sewer laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewer within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the

public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.

32. On-site drainage, such as roof drain, area drain and subterranean garage discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.
33. To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>
34. 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.
35. 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.
36. The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.
37. 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.
38. 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.
39. 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.

40. 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.
41. 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.
42. The applicant shall plant one (1) Yew Pine, *Podocarpus macrophyllus*, tree on Mira Monte Place frontage, the officially designated street tree per the City's approved Master Street Tree Plan. The Department of Public Works will confirm eligible planting sites, and will provide the applicant the location.
43. Trees 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. 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 (2) months, prior to the issuance of a Certificate of Occupancy.
44. 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.
45. 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.
46. 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.

47. 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.

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

Water Division

48. Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. There are two water mains surrounding this project. There is a 6-inch cast iron water main on Oak Knoll Avenue, installed under Work Order 783 in 1920. This water main is located approximately 16 feet east of the west property line of Oak Knoll Avenue. There is a 4-inch cast iron water main on Mira Monte Place, installed under Work Order 783 in 1920. This water main is located approximately 18 feet north of the south property line of Mira Monte Place.
49. Moratoriums: Verify with Public Works Department regarding any street construction moratorium affecting this project.

50. Water Pressure: The approximate water pressure at this site is 50 – 60 psi.

51. Water Service: PWP records reflect one 1-inch water services (3482) serving 139 South Oak Knoll Avenue. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly.

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.
- 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.

53. 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.

54. 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 approved 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.

55. 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.

56. 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. Fire

Flow and Fire Hydrants: The Pasadena Fire Department (PFD) has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer. There is one fire hydrant in close proximity to the project. Fire hydrant number 617-2 is located on the west curb of Oak Knoll Avenue, at the southwest corner of Mira Monte Place and Oak Knoll Avenue.

If you would like to request for a fire flow test, please contact Marco Sustaita at (626) 744-4498

57. Fire Hydrant Details:

