

**ATTACHMENT C**

**Recommended Conditions of Approval**

**ATTACHMENT C**  
**CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6831**

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

General

1. The site/floor plans submitted for building permits and/or future development shall substantially conform to the site/floor plans site plan submitted with this application and dated, "Approved at Hearing, March 8, 2021," except as modified herein.
2. The approval of this application authorizes the demolition of existing site improvements and the construction of a 99,996 square-foot, four-story office building with two levels of subterranean parking, with a height of 62-feet, as shown on the approved plans.
3. The approval of this application authorizes 80 parking spaces in tandem configurations, and 45 spaces in triple stack configuration spread throughout two-levels of the subterranean parking garage.
4. The approval of this application authorizes the use of a shared parking agreement, in compliance with Section 17.46.050 of the Zoning Code.
5. In accordance with Section 17.64.040 of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within three years of the effective date of the approval. This approval is eligible for two one-year extensions. Each one-year extension is required to be reviewed and approved by the Hearing Officer at a noticed public hearing. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement. The right granted by this approval may be revoked if the entitlement is exercised contrary to the conditions of approval or if it is exercised in violation of the Zoning Code.
6. Any change to these Conditions of Approval or expansion of the use shall require the modification of this Conditional Use Permit, or a new Conditional Use Permit.
7. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing. At his/her discretion, the conditions herein may be modified or new conditions applied to reduce any unforeseen impacts during construction or operation of the use.
8. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.

9. The final decision letter and Conditions of Approval shall be incorporated in the building plans as part of the building plan check process.
10. The proposed project, Activity Number **PLN2020-00136**, is subject to a Final Zoning Inspection. A Final Zoning Inspection is required for the project prior to the issuance of a Certificate of Occupancy. Contact the Planning Case Manager, Kristen Johnston at (626) 744-6709 to schedule an inspection appointment time.

#### Planning Division

11. The Design Commission in its review, shall pay particular attention to the configuration of the open space area and its relationship to the vehicular parking ramp.
12. A transportation plan for smaller projects, or a Transportation Demand Management Program ("TDM") Plan, shall be submitted which complies with Chapter 10.64 of the Municipal Code (Transportation Management Program).
13. A maximum of 80 parking spaces may be used for tandem parking.
14. A maximum of 45 parking spaces may be used for triple stack parking.
15. The subterranean parking garage and all parking spaces and aisle widths shall comply with Chapter 17.46 (Parking and Loading) of the City's Zoning Code.
16. An on-site full-time parking attendant shall be on duty at all times the parking facility is available for use. The plans submitted for building plan check process shall indicate the location of the full-time parking attendant on-site in a position to service the tandem and triple stack spaces.
17. The applicant shall submit a signed shared parking agreement/contract between the applicant and adjacent property owner providing the off-street parking spaces subject to the shared parking agreement, for review and approval by the Zoning Administrator and City Attorney.
18. The location of the shared parking spaces shall only be located in a zoning district in which the uses that are the subject of the Minor Conditional Use Permit are an allowed use.
19. The location of the shared parking spaces shall be within the maximum walking distances identified in Section 17.46.020 Table 4-4 for the use served, measured from the nearest corner of the parking facility to the entrance of the use served.
20. All mechanical equipment shall be fully enclosed and sound attenuated to comply with the noise standards in Chapter 9.36 of PMC.

21. Landscaping shall be provided and maintained at the campus and athletic field in compliance with the provisions of Chapter 17.44 (Landscaping).
22. A final tree inventory prepared by a certified arborist shall be submitted with a building permit application for any construction that requires removal of trees. If additional protected private trees are proposed to be removed, pursuant to Pasadena Municipal Code Chapter 8.52, the applicant shall submit an application for Private Tree Removal Permit indicating which of the Tree Protection Ordinance findings apply to the removal(s), including the possibility of requiring a new or revised conceptual landscaping plan indicating the location of required replacement trees.
23. Prior to removal of any protected private trees, the applicant or successor in interest shall submit final landscape plans, demonstrating adherence to the replacement matrix adopted by resolution the City Council and included in the associated administrative guidelines and/or alternative requirements, to the Zoning Administrator for review and approval. Compliance with the Tree Protection Ordinance will be monitored through the approved landscape plan depicting replacement trees during the building plan check phase of the project.
23. Prior to the issuance of a building permit, the applicant shall submit a Tree Protection Plan with a final landscape plan to the Zoning Administrator for review and approval. The Tree Protection Plan shall be prepared by a licensed landscape architect and/or certified arborist in compliance with the City's Tree Protection Guidelines.
24. The applicant or successor in interest shall submit landscape and irrigation plans as part of any building, grading or zoning permits. Where proposing more than 2,500 square feet of new landscaping, the project shall meet 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.

#### Public Works Department

25. In reference to the Department of Transportation memorandum, dated May 18, 2020:

- a. In regards to the sidewalk widening condition along California Boulevard and Fair Oaks Avenue frontages, the applicant shall be responsible for all the costs required to complete the dedication. The dedication documents and processing fee shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
  - b. Traffic signal modification plans at California Boulevard and Fair Oaks Avenue intersection shall be a part of the Public Improvement/Civil plans for review/approval by the Department of Public Works. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy, as stated in one of the Department Public Works requirements herein.
26. 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, associated with processing the license agreement, at least three to four (3-4) 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.

A license agreement for shoring requires an indemnity bond in order to guarantee that shoring and tie-backs are free from defect due to faulty material, workmanship and failure. Upon review of the license agreement exhibits, an indemnity bond estimate will be prepared and forwarded to the applicant. The estimated amount is equivalent to the cost of reconstructing the public right of way, including all affected utilities, public facilities, and infrastructures, based on the plane of failure at a 45-degree angle from the lowest point of excavation. The indemnity bond shall be submitted to the City prior to the execution of the agreement and the issuance of any building or demolition permits.

All steel rods in every tie-back unit shall be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located be removed entirely from the public right-of-way. A monthly monitoring report stamped and certified by a licensed surveyor shall be submitted to indicate that the deflection from any piles or soldier beams does not exceed one inch. Upon completion of construction, the developer or his contractor shall remove all tie-back rods within the

public right-of-way. The removal shall be documented by a report certified by a licensed deputy inspector. The report shall be submitted to the City for review and approval. The applicant will be charged a penalty of \$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

27. In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp, if possible, at all four corners of Fair Oaks Avenue and California Boulevard intersection, per Caltrans Standard A88A or City of Pasadena Standard No. S-414. The curb ramp 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.

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.

The applicant may 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.

28. In order to improve pedestrian and traffic safety, the applicant shall install one (1) new streetlight on California Boulevard frontage. The type and hardware shall conform to the current policies approved by the City Council, and the location shall be as approved by the Department of Public Works. In addition, the type, hardware, and location of the new street light shall be per the applicable Specific Plans and specifications. The cost of the street light is the applicant's responsibility.
29. The existing street lighting fronting Fair Oaks Avenue of the subject site are substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one (1) existing street lighting with LED lights, per the City

requirements and current standards. The renovation shall include but not limited to repainting, new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photocell, and miscellaneous related parts.

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: [pw-permits@cityofpasadena.net](mailto:pw-permits@cityofpasadena.net) to schedule a street lighting pre-inspection, prior to the issuance of any permits.

30. Additional lighting in Edmonson Alley should be provided for security and operations, and for pedestrian activity area illumination. Light fixtures should be wall mounted on private property. The new lighting in alley walkway shall be similar to the predominant existing the alley walkway and, where appropriate, the fixture type should correspond to the individual building facades.
31. The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal modification. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. The street light and traffic signal modification plans shall be a part of the Public Improvement/Civil plans for review/approval by the Department of Public Works. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light/traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.
32. Fair Oaks Avenue frontage, including the intersection, of the subject property is a concrete street. If the street is excavated for utility connections, extensive restoration of the concrete pavement, including removal and replacement of the entire panel from joint to joint and per Standard Drawing No. S-417, will be required. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.
33. Edmonson Alley restoration shall be a full width (from property line to property line) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. In addition the alley approach at California Boulevard shall be reconstructed, per City Standards. Alley restoration shall be completed prior to the issuance of Certificate of Occupancy.

34. The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Fair Oaks Avenue and California Boulevard, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.
35. 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.
36. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted and will be based upon the estimated cost to the department for the work. Note that building plans approved by the City’s Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.
37. On-site drainage, such as roof drain and area drain discharge, shall be contained on-site per LA County Regional Water Quality Control Board’s current permit.
38. The site shall be designed such that all drainage flows to California Boulevard and Fair Oaks Avenue in a cast iron curb drain or an approved curb outlet. The construction of the drain shall be completed prior to the issuance of Certificate of Occupancy. No drainage to Edmonson Alley is allowed.
39. The applicant shall plant one (1) new crepe myrtle , *Lagerstroemia indica*, tree along S Fair Oaks Avenue frontage and two (2) new Brisbane box, *Lophostemon confertus*, trees along E California Boulevard 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, quantity. No new tree shall be planted within a transit zone as defined by the Department of Transportation.

40. 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.
41. 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.
42. 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.
43. The proposed drive approach on Fair Oaks Avenue appears to be in conflict with existing street tree. It is recommended that the applicant explore alternative locations for driveway that would preserve existing street trees. All trees proposed for removal by applicant must be reviewed by Urban Forestry Advisory Committee (UFAC).
44. 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/>

45. A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

46. 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.

47. 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.

48. 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.

49. 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.
50. 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.
51. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of any permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
52. 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.

53. In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

54. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>.

55. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu-Bowman at 626-744-3762.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- Sewer Facility Charge - Chapter 4.53 of the PMC  
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer

plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.

- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)  
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on the property in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC  
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC  
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
  - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
  - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-

refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

### Department of Transportation

56. The project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. A TDM plan shall be completed prior to the issuance of the first permit for construction.

Please contact the Complete Streets Division at (626) 744-7526 to arrange a pre-design meeting to understand the TDM Plan requirements and associated review fees\* for the report submittal.

\* Based on the Current General Fee Schedule. Fees are subject to change.

57. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site.

Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

58. Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the project's street frontages.

59. The Fair Oaks Avenue driveway width shall be a minimum 24' for adequate passing of two-way traffic.

60. The traffic signal at the intersection of California Boulevard at Fair Oaks Avenue shall be fully actuated through the installation of Accessible Pedestrian Signals (APS), replacing existing video detection systems for vehicle and bicycle detection on all approaches, and replacing the CCTV. The traffic signal controller shall be upgraded to a Type 2070E controller along with a new 332 cabinet.

61. "Right-turn only" striping and "no left-turn" signage shall be installed for exiting vehicles at the Fair Oaks Avenue driveway on private property prior to the issuance of the Certificate of Occupancy. Please include the striping and signage on the design plans for review and approval prior to the issuance of the Building Permit.

62. The location of any proposed parking entry gate should be 40' into the property and 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).

63. To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a slope of 2% or less from the property line to 20' into the property to improve vehicular sight distance and to provide enough queuing space for entering and exiting vehicles.
64. Pursuant to the adopted Street Design Guide by the City Council, the applicant shall comply with the following:
- The sidewalk along California Boulevard is 10' wide. The project shall provide a 2' sidewalk easement to allow for a 12' wide concrete sidewalk along the project's California Boulevard frontage.
  - The sidewalk along Fair Oaks Avenue is 10' wide. The project shall provide a 5' sidewalk easement to allow for a 15' wide concrete sidewalk along the Fair Oaks Avenue frontage.
65. The southerly sidewalk adjacent to the project on California Boulevard east of Fair Oaks Avenue shall be widened to 12' wide.
66. No new trees or street furniture shall be planted or installed in the bus zone.
67. Per the Street Design Guide, key transit facility improvements have been identified to support this project:
- Eastbound California Boulevard at Fair Oaks Avenue:
- The development shall fund the purchase and installation of a real-time bus transit device (i.e. BusFinder), heavy duty bench, and trash receptacle  
**Amount: \$8,500**
- Westbound California Boulevard at Fair Oaks Avenue:
- The development shall fund the purchase and installation of a real-time bus transit device (i.e. BusFinder), heavy duty bench, and trash receptacle  
**Amount: \$8,500**
- With the funds collected, the City will be responsible for the purchase and installation of the transit amenities. For more information, please contact the Transit Division at (626) 744-4055.
68. All existing bus zones and transit amenities shall remain in place and protected during construction. The existing bus zone shall not be relocated without written approval from the Transit Division. Tree wells, street lights, fire hydrants and other items shall not be placed in the public right of way within bus zone(s) without prior approval. The proposed project during and after construction shall not interfere with bus operations (this includes, but is not limited to, building overhangs, awnings, landscaping, etc.)

69. It is recommended that consideration be made to install a bench on private property to serve patrons waiting in the ride-share drop off/pick up location on the alley side in a location where ADA access is provided and does not disrupt deployment of a wheelchair ramp from the passenger side of southbound vehicles pulling into the area. The purchase, installation, and maintenance of the bench is the responsibility of the developer.
70. The project shall pay the Traffic Reduction and Transportation Improvement Fee (TR-TIF) for the project at the time of building permit issuance. The TR-TIF is subject to change based on the current General Fee Schedule. Total payment would be based on the final scope at the time of project approval.