

ATTACHMENT E

MEMORANDUM - CITY OF PASADENA DEPARTMENT OF PUBLIC WORKS

DATE: July 14, 2005

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Tentative Parcel Map No. 061676
725 Hillside Terrace

The Department of Public Works has reviewed the application for Tentative Parcel Map No. 061676 at 725 Hillside Terrace. The applicant is proposing to create two lots with areas of 86,172 square feet (parcel A) and 24,514 square feet (Parcel B). A new house is proposed for Parcel B. The existing house would remain on Parcel A. The approval of this tentative parcel map should be based upon satisfying all of the following conditions:

1. Excavation 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.
2. The applicant shall construct a new drive approach with a minimum of 12 feet width and in accordance with Standard Drawing No. S-403. The existing gutter shall be cut as near the flow line and the paving shall not be disturbed.
3. The applicant shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. The existing damaged asphalt sidewalk shall be removed and reconstructed with concrete sidewalk. Sawcutting shall be done along the flow line. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).
4. All vegetation overgrowing into San Rafael Avenue or into Hillside Terrace public right-of-way shall be trimmed back.
5. Retaining wall footings shall not encroach into the public right-of-way.

6. The project shall comply with the Tree Protection Ordinance (TPO) that provides protection for specific types of trees on private property as well as all trees on public property.
7. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be made by the Planning and Development Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
8. If the proposed improvement drains to the driveway, the applicant shall construct a non-sump grate drain in the driveway at the back of the sidewalk. The drain shall discharge to the street in a curb outlet approved by the Department of Public Works.
9. This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance.
10. 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 conduits, 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.
11. The proposed development shall be connected to the public sewer by a method approved by the Department of Public Works. The sewer connections shall be 6-inch diameter vitrified clay or cast iron pipe with a minimum slope of 2 percent.

If the existing house sewer connection is used, a closed circuit television (CCTV) inspection of the sewer connection shall be performed and a CCTV inspection tape submitted to the Department of Public Works for review. If any portion of the sewer connection is in need of repair or there is potential sewer leakage, as determined by the Department, a new six-inch diameter vitrified clay or cast iron pipe with a minimum slope of two percent shall be installed. The applicant shall be responsible for all costs to obtain the CCTV inspection of the existing sewer connection, and if required, to install the new six-inch diameter sewer connection.
12. The applicant shall submit the following plan and form which are obtainable from the Recycling Coordinator, (626) 744-4721, of the Department of Public Works for approval:

- a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the grading permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
- b. Monthly reports must be submitted throughout the duration of the project.
- c. 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. This deposit is fully refundable upon compliance with Chapter 8.62 of the Pasadena Municipal Code. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

13. 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 \$5,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. A processing fee will be charged against the deposit.
14. Upon submission of the final parcel map to the City for approval by the City Council, the applicant shall supply the City with 24 blue-line copies of the final map.
15. The applicant's engineer shall be required to set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24.060, and furnish to the City a set of original field notes.
16. Upon submission of the final parcel map to the City for approval, the applicant shall pay a flat fee of \$100 to have appropriate record quality copies of the recorded map made by the City for public record purposes and a deposit (based on the current General Fee Schedule) to cover the cost of processing the final map.
17. Currently, the County of Los Angeles Department of Public Works is utilizing the computer to update and digitize the countywide land use base. If the parcel map is prepared using a computerized drafting system, it is recommended that the applicant's engineer submit a map in digital graphic format with the final Mylar

map to the County of Los Angeles Department of Public Works for recordation and to the City of Pasadena Department of Public Works for incorporation into its GIS land use map. The City of Pasadena's GIS Coordinate System must be used for the digital file.

18. 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.

DANIEL A. RIX
City Engineer
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