



# Ordinance Fact Sheet

August 18, 2025

**TO:** CITY COUNCIL

**FROM:** CITY ATTORNEY

**SUBJECT: AN ORDINANCE OF THE CITY OF PASADENA AMENDING VARIOUS SECTIONS OF TITLE 16 (SUBDIVISION ORDINANCE), CHAPTERS 16.08, 16.16, 16.28, AND 16.36, OF THE CITY OF PASADENA MUNICIPAL CODE TO MODIFY PROCEDURES FOR APPROVAL OF SUBDIVISION CONTRACTS**

## **TITLE OF PROPOSED ORDINANCE**

AN ORDINANCE OF THE CITY OF PASADENA AMENDING VARIOUS SECTIONS OF TITLE 16 (SUBDIVISION ORDINANCE), CHAPTERS 16.08, 16.16, 16.28, AND 16.36, OF THE CITY OF PASADENA MUNICIPAL CODE TO MODIFY PROCEDURES FOR APPROVAL OF SUBDIVISION CONTRACTS

## **PURPOSE OF THE ORDINANCE**

As directed by the City Council on June 23, 2025, this ordinance delegates authority to the City Manager to decide whether to accept or approve agreements with subdividers to ensure completion of improvements required for the subdivision ("Subdivision Agreement") when the improvements have not been completed by a subdivider at the time they apply for final map approval. This ordinance also delegates authority to the City Manager to approve an appropriate performance guarantee for the Subdivision Agreement.

## **REASONS WHY LEGISLATION IS NEEDED**

Under the Subdivision Map Act (California Government Code, tit. 7, div. 2), the City Council may allow a designated official to approve Subdivision Agreements. In the City of Pasadena, the City Council approves Subdivision Agreements and performance guarantees. This ordinance permits the City Manager to issue such approvals in accordance with standards provided by ordinance.

MEETING OF 08/18/2025

AGENDA ITEM NO. 11

If a subdivider seeks approval of a final map and has not constructed the required public improvements, the legislative body shall require the subdivider to enter into an agreement with the agency that requires the subdivider to construct the improvements at the subdivider's expense and/or proceed under an appropriate special assessment to finance and complete all the improvements. This ordinance would delegate the approval of the Subdivision Agreement and bonds to the City Manager whereby the subdivider agrees to complete the improvements to the city's standards, and provides a performance guarantee that complies with the Subdivision Map Act and the Pasadena Municipal Code. The City Manager's decision would be appealable to the City Council.

**PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED**

The City Manager's Office and Public Works Department will implement this ordinance.

## ENVIRONMENTAL DETERMINATION

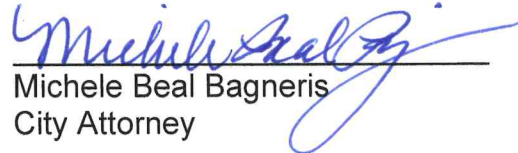
On June 23, 2025, the City Council found that the proposed ordinance is not a project as defined by CEQA Guidelines Section 21065 and within the meaning of Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of "project" organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. The ordinance proposed herein, authorizing the City Manager to approve contracts for bond and deposits related to subdivisions, is an administrative that will not result in direct or indirect physical changes in the environment, and therefore is not a "project" as defined by CEQA. The effects of this action are adequately addressed and encompassed by the City Council's determination and no further study is required.

[illegible]


**FISCAL IMPACT**

There is no fiscal impact as a result of this ordinance amendment.

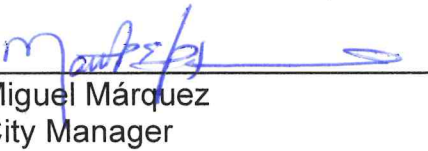
Respectfully submitted,

  
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