CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, MAY 7, 2025, AT 7:00 PM

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: **825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:	Mayor	Janet Braun
ROLL CALL:	Mayor	Janet Braun
	Mayor Pro Tem	Sheila Rossi
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Omari Ferguson
PLEDGE OF ALLEGIANCE:	Councilmember	Jon Primuth

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

2. PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATIONS

3. A PROCLAMATION DECLARING MAY 4 - MAY 10, 2025 AS "MUNICIPAL CLERKS WEEK" IN THE CITY OF SOUTH PASADENA

4. A PROCLAMATION DECLARING MAY AS "ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH" IN THE CITY OF SOUTH PASADENA

CHANGES TO THE AGENDA

5. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

CONSENT CALENDAR
OPPORTUNITY TO COMMENT ON CONSENT CALENDAR
Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

6. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $93,756.99; GENERAL CITY WARRANTS IN THE AMOUNT OF $621,607.23; ONLINE PAYMENTS IN THE AMOUNT OF $117,978.80; VOIDS IN THE AMOUNT OF ($2,197.13); PAYROLL IN THE AMOUNT OF $1,077,453.65.

Recommendation
It is recommended that the City Council approve the Warrants as presented.

7. CONSIDERATION OF APPROVAL OF THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 28, 2025 AND MARCH 26, 2025

Recommendation
It is recommended that the City Council consider the approval of the minutes for the Special City Council Meeting for April 28, 2025 and March 26, 2025.

8. CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE XI (PURCHASING) AND ARTICLE XIII (AWARDING PUBLIC WORKS CONTRACTS) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO UPDATE PROCUREMENT PROVISIONS, INCLUDING REMOVING INCONSISTENCIES AND ADOPTING PROVISIONS FOR EMERGENCY SITUATIONS AND MAINTENANCE WORK

Recommendation
It is recommended that the City Council introduce by title only and waive full reading of an Ordinance amending Article XI (Purchasing) and Article XIII (Awarding Public Works Contracts) of Chapter 2 of the South Pasadena Municipal Code updating the procurement provisions, removing inconsistencies and adopting provisions for contracting in emergencies and maintenance work.

9. CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 34 (TREES AND SHRUBS) RELATED TO THE PROCESS FOR OBTAINING TREE REMOVAL PERMITS FOR DEAD OR DYING TREES AND THE TREE REPLACEMENT REQUIREMENT

Recommendation
It is recommended that the City Council introduce for first reading and waive full reading of the Ordinance amending Chapter 34 (Trees and Shrubs) related to the process for tree removal permits and the replacement requirement for trees that are no longer viable, such as dead or dying trees.

10. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE ARROYO GROUP FOR SERVICES RELATED TO THE HOUSING ELEMENT, IN THE AMOUNT OF $49,873

Recommendation

It is recommended that the City Council consider approval of an amendment to the professional services agreement with the Arroyo Group, for services related to the Housing Element, in the amount of $49, 873, for a new total contract amount not to exceed of $189,043.

PUBLIC HEARING

11. CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA TO ADD SECTION 36.250.060 ADOPTING A CAMINO DEL CIELO OVERLAY ZONING DISTRICT, MAKING FINDINGS TO SUPPORT THE ZONING CODE AND MAP AMENDMENT, AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Recommendation

Staff recommends that the City Council introduce the ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to add Section 36.250.060 adopting the Camino del Cielo Overlay Zoning District by title only and waive full reading and find that the ordinance is exempt from the California Environmental Quality Act as set forth in the staff report.

ACTION/DISCUSSION

12. CONSIDERATION TO PARTNER WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) FOR THE DELIVERY AND USE OF A THRONE LABS RESTROOM FACILITY AS PART OF METRO'S INITIATIVES FOR THE 2026 WORLD CUP AND 2028 OLYMPIC AND PARALYMPIC GAMES

Recommendation

It is recommended that the City Council consider partnering with the Los Angeles County Metropolitan Transportation Authority for the delivery and use of a Throne Labs restroom facility as part of an initiative for the 2026 World Cup and 2028 Olympic and Paralympic Games and authorize the City Manager to execute any documents or agreements related thereto.

13. CONSIDERATION OF A RESOLUTION ESTABLISHING THREE NEW EMPLOYEE CLASSIFICATIONS, JOB DESCRIPTIONS AND SALARY RANGES; APPROVING SALARY RANGE ADJUSTMENTS FOR FOUR CURRENT POSITIONS; AND APPROVING THE ALLOCATION OF FUNDS FROM MULTIPLE FUNDS AND VACANT POSITIONS TO SUPPORT THE PERSONNEL REQUESTS

Recommendation

It is recommended that the City Council consider adoption of the proposed Resolution to:

1. Approve and establish the job classification and salary range for the CIP Program Manager;
2. Approve and establish the job classification and salary range for the CIP Project Manager;
3. Approve and establish the job classification and salary range for the CIP Analyst;
4. Approve the salary adjustment and updated salary range for the Principal Engineer position;
5. Approve the salary adjustment and updated salary range for the Accounting Manager-Controller position;
6. Approve the salary adjustment and updated salary range for the Community Development Director position;
7. Approve the salary adjustment and updated salary range for the Planning Manager;
8. Approve the salary adjustment and updated salary range for the Public Affairs Manager position;
9. Approve the salary adjustment and updated salary range for the Public Works Director position;
10. Approve the allocation of funds from the Public Works Inspector position to the CIP Project Manager; and
11. Approve the allocation of funds from the Special/Enterprise Funds and General Fund support the changes.

PUBLIC COMMENT - CONTINUED

14. CONTINUED PUBLIC COMMENT - GENERAL

This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

15. COUNCILMEMBER COMMUNICATIONS

The time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

16. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

May 21, 2025	Regular City Council Meeting	7:00 PM
June 4, 2025	Regular City Council Meeting	7:00 PM
June 18, 2025	Regular City Council Meeting	7:00 PM
July 2, 2025	Regular City Council Meeting (Cancelled)	7:00 PM

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available at City Hall and online for public viewing on the City's website: https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at: http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on May 7, 2025, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

05/01/2025	/S/
Date	Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 3

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **A PROCLAMATION DECLARING MAY 4 - MAY 10, 2025 AS "MUNICIPAL CLERKS WEEK" IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - Municipal Clerks Week Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring May 4 - May 10, 2025 as "Municipal Clerks Week" in the City of South Pasadena

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the City Clerk.

NOW, THEREFORE, I, Janet Braun, on behalf of the City Council of the City of South Pasadena, hereby declare May 4 – May 10, 2025, as "Municipal Clerks Week" in the City of South Pasadena and further extend appreciation to our City Clerk team and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they serve.

.

_____ May 7, 2025

Janet Braun, Mayor **Date**

City Council Agenda Report

ITEM NO. 4

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **A PROCLAMATION DECLARING MAY AS "ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH" IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - AAPI Heritage Month Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring May as "Asian American and Pacific Islander Heritage Month" in the City of South Pasadena

WHEREAS, Asian American and Pacific Islander (AAPI) Heritage in the United States has been celebrated since 1978 and was made into a month-long event in 1992; and

WHEREAS, Asian American and Pacific Islander Heritage month seeks to honor and recognize the contributions of residents from Asia, India, and the Pacific Islands; and

WHEREAS, today more than 20 million Asian American and Pacific Islanders live in the United States and through their action, make the United States of America a more vibrant, prosperous, and secure Nation; and

WHEREAS, Asian American and Pacific Islanders have distinguished themselves as leading researchers in science, medicine, and technology, as innovative farmers and ranchers, as distinguished lawyers, judges, and government leaders, as prominent contributors in the arts, literature, and sports; and

WHEREAS, as we celebrate AAPI Heritage Month, we must remain vigilant to prevent anti-Asian hate crimes in our community and must be a welcoming and safe place for AAPI citizens. South Pasadena is a City where all have an opportunity to thrive; and

WHEREAS, the members of the South Pasadena City Council recognize the month of May 2025 as "Asian American and Pacific Islander Heritage Month"

NOW, THEREFORE, BE IT RESOLVED I, Janet Braun, Mayor of the City of South Pasadena, on behalf of the City Council of the City of South Pasadena, hereby declare May 2025, as "Asian American and Pacific Islander Heritage Month" in the City of South Pasadena.

_____ May 7,2025

Janet Braun, Mayor **Date**

City Council Agenda Report

ITEM NO. 6

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: William Castrillon, Budget and Purchasing Manager
Tatiana Fernandez, Management Analyst

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $93,756.99; GENERAL CITY WARRANTS IN THE AMOUNT OF $621,607.23; ONLINE PAYMENTS IN THE AMOUNT OF $117,978.80; VOIDS IN THE AMOUNT OF ($2,197.13); PAYROLL IN THE AMOUNT OF $1,077,453.65.**

Recommendation
It is recommended that the City Council approve the Warrants as presented.

Fiscal Impact
Executive Summary
Prepaid Warrants:
Warrant # 321057-321077: **$69,970.87**
ACH: **$23,786.12**
Voids: **$0**
General City Warrants
Warrant # 321078-321180: **$375,887.47**
ACH: **$245,719.76**
Voids:**(2,197.13)**
Payroll Period Ending 04/25/2025: **$1,077,453.65**
Online Payments: **$117,978.80**
Total: $1,908,599.54

Key Performance Indicators and Strategic Plan
This item is in line with the City Council's Priorities to work toward accurate financial reporting and budgeting. The Accounts Payable process is completely digital and routed via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. This process also falls in line with the City's environmental strategies by reducing the amount of paper used.

Explanation of Terms
Warrant – Directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The

beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Voids – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Commission Review and Recommendation
This matter was not reviewed by a Commission

Attachment:
Attachment No. 1 - Warrant Summary
Attachment No. 2 - Prepayment Warrant Summary
Attachment No. 3 - General Warrant Summary
Attachment No. 4 - Online Payment Report
Attachment No. 5 - Payroll Report
Attachment No. 6 - Void

City of South Pasadena
Demand/Warrant Register

Recap by fund	**Fund No.**	**Date** 5/7/2025 **Amounts**	
		Prepaid	**Written**
General Fund	101	81,182.65	355,989.93
Insurance Fund	103	-	7,628.88
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	245.30
Facilities & Equip.Cap. Fund	105	-	25,513.73
Programs and Projects	107	-	-
Special Projects Fund	116		11,318.53
Local Transit Return "A"	205	-	121.84
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	4,057.00
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	7,723.57
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	5,648.52
County Park Bond Fund	232	-	1,479.48
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	102,956.25
Water Fund	500	-	91,952.52
Water Efficiency Fund	503	-	6,971.68
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	12,574.34	-
			-
	Column Totals:	93,756.99	621,607.23
	City Report Totals:		715,364.22
	Payroll Period Ending: 4/25/2025		1,077,453.65
	Online Payments		117,978.80
	Voids - General Warrant		(2,197.13)
	Grand Report Total:		**1,908,599.54**

Janet Braun, Mayor

William Castrillon, Budget and Purchasing Manager

Hector Gomez, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2025 - 1:25PM

Check Number	Check Date	Amount
DAVPRTYR - David's Party Rentals		
321057	04/10/2025	
Inv O13130 - A		2,218.00
321057 Total:		2,218.00
DAVPRTYR - David's Party Rentals Total:		2,218.00
Total:		2,218.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2025 - 1:29PM

Check Number	Check Date	Amount
AIDENLEE - Lee, Aiden		
321071	04/22/2025	
Inv 04152025C		50.00
321071 Total:		50.00
AIDENLEE - Lee, Aiden Total:		50.00
AT&T5011 - AT&T		
321058	04/22/2025	
Inv 24813461002105		7.72
Inv 33184107563432		31.57
Inv 33184108023436		31.57
321058 Total:		70.86
AT&T5011 - AT&T Total:		70.86
ATCN9011 - AT&T		
321059	04/22/2025	
Inv 000023234612		299.55
Inv 000023236269		2,527.19
Inv 0023364920		28,593.53
Inv 0023365246		90.61
321059 Total:		31,510.88
ATCN9011 - AT&T Total:		31,510.88
BLU7777 - California Physicians Service		
321064	04/22/2025	
Inv 250900005026		885.51
321064 Total:		885.51
BLU7777 - California Physicians Service Total:		885.51
BSTEVENS - Stevens, Bono		
321074	04/22/2025	
Inv 04152025B		50.00
321074 Total:		50.00

Check Number	Check Date	Amount
BSTEVENS - Stevens, Bono Total:		50.00
CDTF3010 - California Department of Tax & Fee Administration		
321063	04/22/2025	
Inv 6634524		374.43
321063 Total:		374.43
CDTF3010 - California Department of Tax & Fee Administration Total:		374.43
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	04/22/2025	
Inv PR 04.11.2025		136.00
0 Total:		136.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		136.00
CHMA4011 - Chung Marketing Inc		
321066	04/22/2025	
Inv 5270		2,500.00
321066 Total:		2,500.00
CHMA4011 - Chung Marketing Inc Total:		2,500.00
CIN4011 - AT&T Mobility		
321060	04/22/2025	
Inv 287288006612		3,397.54
Inv 287351491376		69.98
321060 Total:		3,467.52
CIN4011 - AT&T Mobility Total:		3,467.52
CSD3014 - Ca. State Disbursement Unit		
321061	04/22/2025	
Inv PR 04.11.2025		903.69
321061 Total:		903.69
CSD3014 - Ca. State Disbursement Unit Total:		903.69
ELLCAINE - Caine, Elleina		
321062	04/22/2025	
Inv 04152025A		50.00
321062 Total:		50.00

Check Number	Check Date	Amount
ELLCAINE - Caine, Elleina Total:		50.00
ETHANWU - Wu, Ethan		
321076	04/22/2025	
Inv 04152025D		50.00
321076 Total:		50.00
ETHANWU - Wu, Ethan Total:		50.00
HEYHIHEL - HEY HI HELLO LLC		
321070	04/22/2025	
Inv B381A3A8-001		735.00
321070 Total:		735.00
HEYHIHEL - HEY HI HELLO LLC Total:		735.00
MARIACHI - Chavez, Eucario		
321065	04/22/2025	
Inv 001		550.00
321065 Total:		550.00
MARIACHI - Chavez, Eucario Total:		550.00
NEF1111 - Neff, Michael John		
321072	04/22/2025	
Inv Mr. Neff		1,145.08
321072 Total:		1,145.08
NEF1111 - Neff, Michael John Total:		1,145.08
PYROSPEC - Pyro Spectaculars, Inc.		
321073	04/22/2025	
Inv 500		18,620.00
321073 Total:		18,620.00
PYROSPEC - Pyro Spectaculars, Inc. Total:		18,620.00
SATPSTRE - Connecta Satellite Solutions LLC		
321067	04/22/2025	
Inv 24155-2576		3,087.84
321067 Total:		3,087.84
SATPSTRE - Connecta Satellite Solutions LLC Total:		3,087.84

Check Number	Check Date	Amount
SCFT0000 - Franchise Tax Board		
321068	04/22/2025	
Inv PR 04.11.2024		134.98
321068 Total:		134.98
SCFT0000 - Franchise Tax Board Total:		134.98
SCFT0001 - Franchise Tax Board		
321069	04/22/2025	
Inv PR 04.11.2025		90.00
321069 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
SOU5230 - S.P.Firefighters L-3657		
0	04/22/2025	
Inv PR 04.11.2025		2,192.42
0 Total:		2,192.42
SOU5230 - S.P.Firefighters L-3657 Total:		2,192.42
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		
0	04/22/2025	
Inv PR 04.11.2025		6,253.78
0 Total:		6,253.78
SOU5435 - S.P. Police Officers Association Total:		6,253.78
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	04/22/2025	
Inv PR 04.11.2025		1,564.00
0 Total:		1,564.00
SOU5451 - S.P. Public Service Employees Association Total:		1,564.00
SSDV2018 - Sandoval, Sheila		
0	04/22/2025	
Inv PR 04.11.2025		1,299.47
0 Total:		1,299.47
SSDV2018 - Sandoval, Sheila Total:		1,299.47
TIM4011 - Charter Communications Holdings, LLC		

Check Number	Check Date	Amount
0	04/22/2025	
Inv 187633401041425		536.10
Inv 187633501032125		3,388.73
Inv 188597901040125		436.53
Inv 188598001040125		83.95
Inv 188598401040125		391.50
Inv 188598501032125		266.32
Inv 188598901040125		61.32
0 Total:		5,164.45
TIM4011 - Charter Communications Holdings, LLC Total:		5,164.45
TRA5998 - Transtech Engineers, Inc.		
0	04/22/2025	
Inv 20251961		1,255.80
Inv 20251963		2,870.40
Inv 20251964		3,049.80
0 Total:		7,176.00
TRA5998 - Transtech Engineers, Inc. Total:		7,176.00
VERW6711 - Verizon Wireless		
321075	04/22/2025	
Inv 6109502651		501.92
321075 Total:		501.92
VERW6711 - Verizon Wireless Total:		501.92
XRXF5010 - Xerox Financial Services		
321077	04/22/2025	
Inv 40361119		2,975.16
321077 Total:		2,975.16
XRXF5010 - Xerox Financial Services Total:		2,975.16
Total:		91,538.99

Accounts Payable

Check Detail

User: tfernandez
Printed: 04/28/2025 - 1:34PM

Check Number	Check Date	Amount
911B6011 - 911 Bio Clean Inc		
321078	05/07/2025	
Inv 112043		22,830.00
321078 Total:		22,830.00
911B6011 - 911 Bio Clean Inc Total:		22,830.00
ACMT2920 - All City Management Services, Inc.		
321080	05/07/2025	
Inv 100175		11,637.31
321080 Total:		11,637.31
ACMT2920 - All City Management Services, Inc. Total:		11,637.31
ACTM3010 - Robert Half International, Inc.		
0	05/07/2025	
Inv 64825158		1,900.00
Inv 64837571		1,900.00
Inv 64863046		1,900.00
0 Total:		5,700.00
ACTM3010 - Robert Half International, Inc. Total:		5,700.00
ADHA6116 - Herrera, Adam		
321115	05/07/2025	
Inv 4/4/2025		79.52
321115 Total:		79.52
ADHA6116 - Herrera, Adam Total:		79.52
ALH0179 - Alhambra Car Wash		
321079	05/07/2025	
Inv March 2025		98.00
321079 Total:		98.00
ALH0179 - Alhambra Car Wash Total:		98.00

Check Number	Check Date	Amount
ALL0197 - All Star Fire Equipment, Inc.		
321081	05/07/2025	
Inv 262893		286.65
321081 Total:		286.65
ALL0197 - All Star Fire Equipment, Inc. Total:		286.65
AMAZONCP - Amazon Capital Services, Inc.		
0	05/07/2025	
Inv 111C-QTJC-9GNC		14.35
Inv 11L6-7PW1-L6F3		341.92
Inv 17W1-6NFF-HX67		109.84
Inv 19MF-MQD6-L16C		71.60
Inv 1GLY-T934-FMM4		12.02
Inv 1HX6-TDR1-9MJ9		99.17
Inv 1KD6-TT4D-9MPL		145.79
Inv 1KLM-VXWV-4ND7		113.71
Inv 1NHJ-4DPC-3Y7N		56.99
Inv 1RQ1-XV1X-L1RK		143.59
Inv 1XJQ-4GPP-NMTG		28.64
0 Total:		1,137.62
AMAZONCP - Amazon Capital Services, Inc. Total:		1,137.62
AMERRAMP - American Ramp Company		
0	05/07/2025	
Inv 30993		856.38
0 Total:		856.38
AMERRAMP - American Ramp Company Total:		856.38
AMTIR4 - The Reinalt-Thomas Corporation DBA		
321165	05/07/2025	
Inv 2121429		655.73
Inv 2122495		1,192.54
321165 Total:		1,848.27
AMTIR4 - The Reinalt-Thomas Corporation DBA Total:		1,848.27
ARTG4011 - Armitage Tactical Group		
321083	05/07/2025	
Inv 050625-LEACAR15		450.00
321083 Total:		450.00
ARTG4011 - Armitage Tactical Group Total:		450.00

Check Number	Check Date	Amount
ATGC8530 - CU Technology		
0	05/07/2025	
Inv 12267		25,150.00
Inv 12335		99.99
0 Total:		25,249.99
ATGC8530 - CU Technology Total:		25,249.99
AUTOCSPC - Echeveria, Jose		
321106	05/07/2025	
Inv 10083		1,872.24
Inv 10088		717.22
Inv 10194		868.13
Inv 10255		411.53
Inv 12347		216.97
Inv 12383		1,243.02
Inv 12399		533.51
Inv 12404		937.94
321106 Total:		6,800.56
AUTOCSPC - Echeveria, Jose Total:		6,800.56
AXON4010 - Axon Enterprise Inc.		
0	05/07/2025	
Inv INUS334509		895.00
0 Total:		895.00
AXON4010 - Axon Enterprise Inc. Total:		895.00
BAK0369 - BTAC UNITED ACQUISITION HOLDING COMPANY		
0	05/07/2025	
Inv 2038897369		920.03
Inv 2038912700		701.76
Inv 2038922040		87.32
Inv 2038925730		75.62
Inv 2038927578		176.56
Inv 2038928489		281.52
Inv 2038941516		171.27
Inv 2038943840		219.96
0 Total:		2,634.04
BAK0369 - BTAC UNITED ACQUISITION HOLDING COMPANY Total:		2,634.04
BFWB4011 - Badge Frame, Inc.		
0	05/07/2025	
Inv 481451		130.00

Check Number	Check Date	Amount
0 Total:		130.00
BFWB4011 - Badge Frame, Inc. Total:		130.00
BRYSAL - Salgado, Bryan		
321151	05/07/2025	
Inv 4/4/2025		46.62
321151 Total:		46.62
BRYSAL - Salgado, Bryan Total:		46.62
CADPTCSC - California Department of Conservation		
321086	05/07/2025	
Inv Jan-Mar 2025		883.23
321086 Total:		883.23
CADPTCSC - California Department of Conservation Total:		883.23
CAL5236 - Dy-Dee Services of Pasadena, Inc.		
321105	05/07/2025	
Inv 2419856		152.99
Inv 2423439		140.28
321105 Total:		293.27
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		293.27
CAME2015 - California Maintenance & Environmental		
0	05/07/2025	
Inv 40358		250.00
Inv 40359		250.00
0 Total:		500.00
CAME2015 - California Maintenance & Environmental Total:		500.00
CAMERPL - California Metro Patrol & EMS, Inc.		
321087	05/07/2025	
Inv 10112		3,247.69
Inv 9181		3,288.80
321087 Total:		6,536.49
CAMERPL - California Metro Patrol & EMS, Inc. Total:		6,536.49
CAN0607 - Cantu Graphics Inc.		
321088	05/07/2025	

Check Number	Check Date	Amount
Inv 63258-4		88.14
Inv 63277-3		44.04
Inv 63277-4		60.63
Inv 63281-4		158.76
Inv 63370-2		502.74
Inv 63447-2		44.04
Inv 63447-3		44.04
Inv 63452-2		6,471.68
321088 Total:		7,414.07
CAN0607 - Cantu Graphics Inc. Total:		7,414.07
CECA6011 - Cao, Cecilia		
321089	05/07/2025	
Inv DW0325-05		500.00
321089 Total:		500.00
CECA6011 - Cao, Cecilia Total:		500.00
CHEN7101 - Chen, Henry		
321092	05/07/2025	
Inv 1184		336.00
Inv 1184(2)		166.00
Inv 1184(3)		182.00
Inv 1184(4)		1,769.00
Inv 1184(5)		245.30
321092 Total:		2,698.30
CHEN7101 - Chen, Henry Total:		2,698.30
CINTA3 - Cintas Corporation		
321093	05/07/2025	
Inv 4225027314		364.57
Inv 4225797184		364.57
Inv 4226508719		364.57
321093 Total:		1,093.71
CINTA3 - Cintas Corporation Total:		1,093.71
CINTAS - Cintas Corporation		
321094	05/07/2025	
Inv 5264676008		213.61
Inv 8407411501		581.26
Inv 8407411502		1,311.50
Inv 8407411503		163.53
Inv 9314845973		144.43
321094 Total:		2,414.33

Check Number	Check Date	Amount
CINTAS - Cintas Corporation Total:		2,414.33
CITI1021 - Cities Digital Inc.		
321095	05/07/2025	
Inv 62699		3,546.00
321095 Total:		3,546.00
CITI1021 - Cities Digital Inc. Total:		3,546.00
COBR7131 - The Advantage Group		
0	05/07/2025	
Inv 183396		288.00
0 Total:		288.00
COBR7131 - The Advantage Group Total:		288.00
CRMN6010 - Core & Main LP		
321100	05/07/2025	
Inv W412119		13,112.42
Inv W482451		1,271.49
321100 Total:		14,383.91
CRMN6010 - Core & Main LP Total:		14,383.91
CRPG6410 - Peguero, Catrina		
321145	05/07/2025	
Inv 1/24/2025		150.00
321145 Total:		150.00
CRPG6410 - Peguero, Catrina Total:		150.00
CRSC2013 - Capital Research & Consulting LLC		
321090	05/07/2025	
Inv 3369		3,090.03
321090 Total:		3,090.03
CRSC2013 - Capital Research & Consulting LLC Total:		3,090.03
CSAC2012 - Public Risk, Innovation, Solutions, and Management		
0	05/07/2025	
Inv 25401352		2,253.48
0 Total:		2,253.48

Check Number	Check Date	Amount
CSAC2012 - Public Risk, Innovation, Solutions, and Management Total:		2,253.48
CSM8030 - City of San Marino		
321097	05/07/2025	
Inv 0002898		2,776.88
321097 Total:		2,776.88
CSM8030 - City of San Marino Total:		2,776.88
CSULB40 - CSULB Foundation		
321101	05/07/2025	
Inv 3496		78.50
321101 Total:		78.50
CSULB40 - CSULB Foundation Total:		78.50
CTYELCSP - City Electric Supply Company		
321096	05/07/2025	
Inv PDA/027942		563.55
321096 Total:		563.55
CTYELCSP - City Electric Supply Company Total:		563.55
CWNC2501 - Carl Warren & Company		
0	05/07/2025	
Inv March		1,976.40
0 Total:		1,976.40
CWNC2501 - Carl Warren & Company Total:		1,976.40
DBAR3011 - Brink's Incorporated		
0	05/07/2025	
Inv 12880725		2,029.64
Inv 7396487		62.15
0 Total:		2,091.79
DBAR3011 - Brink's Incorporated Total:		2,091.79
DEM0777 - Demco Inc.		
321103	05/07/2025	
Inv 7620671		191.96
321103 Total:		191.96

Check Number	Check Date	Amount
DEM0777 - Demco Inc. Total:		191.96
DEP5072 - CA Dept of Transportation		
321085	05/07/2025	
Inv SL240975		1,085.48
Inv SL250480		1,676.97
321085 Total:		2,762.45
DEP5072 - CA Dept of Transportation Total:		2,762.45
DTATK701 - Data Ticket, Inc.		
321102	05/07/2025	
Inv 176772		200.00
321102 Total:		200.00
DTATK701 - Data Ticket, Inc. Total:		200.00
DTV5012 - DIRECTV		
321104	05/07/2025	
Inv 68653046X250329		104.98
321104 Total:		104.98
DTV5012 - DIRECTV Total:		104.98
ECLINE - Cline, Emily		
321099	05/07/2025	
Inv Acct# 17750		957.21
321099 Total:		957.21
ECLINE - Cline, Emily Total:		957.21
EGGO4011 - Giron-Garrido, Elias		
321111	05/07/2025	
Inv 03/24-03/28/25		449.48
321111 Total:		449.48
EGGO4011 - Giron-Garrido, Elias Total:		449.48
EMPI5011 - ARAMSCO INC		
321082	05/07/2025	
Inv S6990314.001		700.20
321082 Total:		700.20

Check Number	Check Date	Amount
EMPI5011 - ARAMSCO INC Total:		700.20
EMSQIPAR - Givot, David		
0	05/07/2025	
Inv SPFD-03/2025		2,499.00
0 Total:		2,499.00
EMSQIPAR - Givot, David Total:		2,499.00
ENTERPRI - Enterprise FM Trust		
0	05/07/2025	
Inv FBN5311007		25,513.73
0 Total:		25,513.73
ENTERPRI - Enterprise FM Trust Total:		25,513.73
ERCARRYO - Arroyo, Eric		
321084	05/07/2025	
Inv 3639		1,000.00
321084 Total:		1,000.00
ERCARRYO - Arroyo, Eric Total:		1,000.00
EUNASOLU - EUNA Solutions, Inc		
0	05/07/2025	
Inv INV128356		375.00
0 Total:		375.00
EUNASOLU - EUNA Solutions, Inc Total:		375.00
FED1109 - FedEx		
321108	05/07/2025	
Inv 8-812-53674		20.70
321108 Total:		20.70
FED1109 - FedEx Total:		20.70
FERL8031 - Leandro, Fernanda Alfradique		
321126	05/07/2025	
Inv 85414542		318.00
321126 Total:		318.00
FERL8031 - Leandro, Fernanda Alfradique Total:		318.00

Check Number	Check Date	Amount
FLCGRP - Flock Group, Inc.		
0	05/07/2025	
Inv INV-56001		1,300.00
0 Total:		1,300.00
FLCGRP - Flock Group, Inc. Total:		1,300.00
GALL5011 - Galls, LLC		
321110	05/07/2025	
Inv 030646896		142.76
Inv 030746898		152.21
Inv 030802232		179.19
321110 Total:		474.16
GALL5011 - Galls, LLC Total:		474.16
GBCL4010 - Carrillo, Gilbert		
321091	05/07/2025	
Inv 05/11-05/16/25		2,376.73
321091 Total:		2,376.73
GBCL4010 - Carrillo, Gilbert Total:		2,376.73
GLBI4011 - Global Industrial		
321112	05/07/2025	
Inv 123030631		93.48
321112 Total:		93.48
GLBI4011 - Global Industrial Total:		93.48
GRA1244 - Woods Maintenance Services, Inc.		
321179	05/07/2025	
Inv SPAS0325		3,009.60
321179 Total:		3,009.60
GRA1244 - Woods Maintenance Services, Inc. Total:		3,009.60
GRAN2032 - Granicus, LLC		
0	05/07/2025	
Inv 199069		13,166.35
0 Total:		13,166.35
GRAN2032 - Granicus, LLC Total:		13,166.35

Check Number	Check Date	Amount
GRAYBAR - Graybar Electric Company, Inc.		
321114	05/07/2025	
Inv 9341039077		2,465.22
Inv 9341058330		257.50
Inv 9341129153		257.50
321114 Total:		2,980.22
GRAYBAR - Graybar Electric Company, Inc. Total:		2,980.22
HOM1515 - Home Depot Credit Services		
321117	05/07/2025	
Inv 2833461		30.51
Inv 5331670		73.19
Inv 7654799		92.35
321117 Total:		196.05
HOM1515 - Home Depot Credit Services Total:		196.05
HOMCOMMU - Hom, Reagan		
321116	05/07/2025	
Inv 5-041225		663.38
321116 Total:		663.38
HOMCOMMU - Hom, Reagan Total:		663.38
HRAA7101 - HR&A Advisors, Inc		
321118	05/07/2025	
Inv INV4572		22,487.00
321118 Total:		22,487.00
HRAA7101 - HR&A Advisors, Inc Total:		22,487.00
INT6115 - Interstate Battery Systems of Eastern Los Angeles		
321120	05/07/2025	
Inv 1811540		203.70
Inv 1811656		171.01
321120 Total:		374.71
INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:		374.71
ISAP8031 - Pires, Isabel		
321146	05/07/2025	
Inv 84855853		807.53
321146 Total:		807.53

Check Number	Check Date	Amount
ISAP8031 - Pires, Isabel Total:		807.53
ITCR2501 - Intercare Holdings Insurance Services		
0	05/07/2025	
Inv 76-012715		3,399.00
0 Total:		3,399.00
ITCR2501 - Intercare Holdings Insurance Services Total:		3,399.00
JALO8031 - Lorigan, Janice		
321130	05/07/2025	
Inv 85152952		294.00
321130 Total:		294.00
JALO8031 - Lorigan, Janice Total:		294.00
JAMZRTE - Zarate, Jaime		
321180	05/07/2025	
Inv 006		2,550.00
321180 Total:		2,550.00
JAMZRTE - Zarate, Jaime Total:		2,550.00
JANSLNAS - Salinas, Juan		
321152	05/07/2025	
Inv 4/13/2025		17.08
321152 Total:		17.08
JANSLNAS - Salinas, Juan Total:		17.08
JHMS8020 - JHM Supply Inc		
0	05/07/2025	
Inv 380762/1		467.98
Inv 380766/1		293.12
Inv 382036/1		106.83
0 Total:		867.93
JHMS8020 - JHM Supply Inc Total:		867.93
JOWH7101 - Wheeler, John		
321176	05/07/2025	
Inv Film610		1,425.00
321176 Total:		1,425.00

Check Number	Check Date	Amount
JOWH7101 - Wheeler, John Total:		1,425.00
JSAR4011 - Jack's Auto Repair		
321121	05/07/2025	
Inv 20057		110.00
Inv 20072		66.00
321121 Total:		176.00
JSAR4011 - Jack's Auto Repair Total:		176.00
JTROTH - Troth, Jacob		
321166	05/07/2025	
Inv Acct# 18918		215.80
321166 Total:		215.80
JTROTH - Troth, Jacob Total:		215.80
JULE6011 - Leung, Justin		
321128	05/07/2025	
Inv PW2713		3,392.00
321128 Total:		3,392.00
JULE6011 - Leung, Justin Total:		3,392.00
KHACHIYA - Khachiyan, Eva		
321122	05/07/2025	
Inv 5142025		450.00
321122 Total:		450.00
KHACHIYA - Khachiyan, Eva Total:		450.00
KMTM4011 - Kim, Timothy		
321123	05/07/2025	
Inv 03/31-04/02/25		124.02
321123 Total:		124.02
KMTM4011 - Kim, Timothy Total:		124.02
KVMC6710 - Machado, Kelvin		
321132	05/07/2025	
Inv 4/10/2025		23.38
Inv 4/13/2025		23.38
321132 Total:		46.76

Check Number	Check Date	Amount
KVMC6710 - Machado, Kelvin Total:		46.76
LASDAY - Sanday, Lana		
321154	05/07/2025	
Inv 85152880		294.00
321154 Total:		294.00
LASDAY - Sanday, Lana Total:		294.00
LASLLUNG - Lance, Soll & Lunghard LLP		
321124	05/07/2025	
Inv 68193		17,485.00
Inv 68194		6,652.50
Inv 68195		5,005.00
321124 Total:		29,142.50
LASLLUNG - Lance, Soll & Lunghard LLP Total:		29,142.50
LBBM4010 - RCA Investments Inc		
321148	05/07/2025	
Inv 52135		507.87
Inv 52137		2,738.65
Inv 52275		4,648.62
Inv 52407		1,595.34
Inv 52772		490.18
321148 Total:		9,980.66
LBBM4010 - RCA Investments Inc Total:		9,980.66
LEOWEB - Leo Web Protect Inc.		
321127	05/07/2025	
Inv 80929264909		166.66
Inv 80972001598		166.66
321127 Total:		333.32
LEOWEB - Leo Web Protect Inc. Total:		333.32
LIFE822 - Life-Assist Inc.		
321129	05/07/2025	
Inv 1586092		177.86
Inv 1588962		220.18
Inv 1589780		-377.82
321129 Total:		20.22

Check Number	Check Date	Amount
LIFE822 - Life-Assist Inc. Total:		20.22
LILESTDA - Estrada, Lilly		
321107	05/07/2025	
Inv 2062025		28.05
321107 Total:		28.05
LILESTDA - Estrada, Lilly Total:		28.05
MAR7776 - Marin Consulting Associates Inc		
321133	05/07/2025	
Inv 21293		250.00
Inv 21295		250.00
321133 Total:		500.00
MAR7776 - Marin Consulting Associates Inc Total:		500.00
MDCS4011 - MedCycle Systems		
321134	05/07/2025	
Inv 12220		120.00
321134 Total:		120.00
MDCS4011 - MedCycle Systems Total:		120.00
MDWSTPE - Midwest Tape LLC		
321136	05/07/2025	
Inv 506877686		101.66
Inv 506915784		311.17
Inv 506945684		357.28
321136 Total:		770.11
MDWSTPE - Midwest Tape LLC Total:		770.11
MERPLMBN - Merry Plumbing Co., Inc.		
321135	05/07/2025	
Inv 53826120924		1,490.00
321135 Total:		1,490.00
MERPLMBN - Merry Plumbing Co., Inc. Total:		1,490.00
MIGINC - Moore Iacofano Goltsman, Inc.		
0	05/07/2025	
Inv 0090723		4,892.50
0 Total:		4,892.50

Check Number	Check Date	Amount
MIGINC - Moore Iacofano Goltsman, Inc. Total:		4,892.50
MNBL8170 - Crestline Software, LLC		
0	05/07/2025	
Inv #INV12766		28,468.08
Inv #INV12907		2,657.44
Inv #INV12973		2,306.36
0 Total:		33,431.88
MNBL8170 - Crestline Software, LLC Total:		33,431.88
MNJA2011 - Luken, Michael W.		
321131	05/07/2025	
Inv 1144		27,400.00
321131 Total:		27,400.00
MNJA2011 - Luken, Michael W. Total:		27,400.00
MOCO6011 - Monet Construction, Inc		
321137	05/07/2025	
Inv 1		96,900.00
321137 Total:		96,900.00
MOCO6011 - Monet Construction, Inc Total:		96,900.00
MRMC6710 - Miramontes Construction Inc.		
0	05/07/2025	
Inv 5718		14,702.49
0 Total:		14,702.49
MRMC6710 - Miramontes Construction Inc. Total:		14,702.49
MTSL8520 - Motorola Solutions, Inc.		
0	05/07/2025	
Inv 8282095978		10,498.01
Inv 8282097028		820.52
0 Total:		11,318.53
MTSL8520 - Motorola Solutions, Inc. Total:		11,318.53
MVCH3011 - MV Cheng & Associates Inc.		
321138	05/07/2025	
Inv 3/31/2025A		9,400.00
Inv 3/31/2025G		750.00

Check Number	Check Date	Amount
Inv 3/31/2025H		3,575.00
Inv 3/31/2025R		1,545.00
321138 Total:		15,270.00
MVCH3011 - MV Cheng & Associates Inc. Total:		15,270.00
MZVZT - Van Zandt, Maizon		
321173	05/07/2025	
Inv 4/4/2025 AM		4.62
Inv 4/4/2025 PM		4.62
321173 Total:		9.24
MZVZT - Van Zandt, Maizon Total:		9.24
NCBS587 - Nick Boswell Photography, Inc.		
321139	05/07/2025	
Inv 33424		450.00
321139 Total:		450.00
NCBS587 - Nick Boswell Photography, Inc. Total:		450.00
NCGY7000 - Godoy, Nicholas		
321113	05/07/2025	
Inv 04/07/2025		37.56
321113 Total:		37.56
NCGY7000 - Godoy, Nicholas Total:		37.56
NNWI4011 - Interprint Corporation		
321119	05/07/2025	
Inv 2502792		2,202.25
321119 Total:		2,202.25
NNWI4011 - Interprint Corporation Total:		2,202.25
OLNP8010 - LCM-NEWS, Inc.		
321125	05/07/2025	
Inv 5627		99.00
321125 Total:		99.00
OLNP8010 - LCM-NEWS, Inc. Total:		99.00
OMEG4011 - Omega Polygraph		
321141	05/07/2025	

Check Number	Check Date	Amount
Inv 02097		800.00
321141 Total:		800.00
OMEG4011 - Omega Polygraph Total:		800.00
ORA4011 - Orange County Sheriff's Department		
321142	05/07/2025	
Inv 06/10-06/12/25		65.00
321142 Total:		65.00
ORA4011 - Orange County Sheriff's Department Total:		65.00
OVDR8011 - OverDrive Inc.		
0	05/07/2025	
Inv 01148CO25079083		291.01
Inv 01148CO25089866		619.97
Inv 01148CO25092861		230.94
0 Total:		1,141.92
OVDR8011 - OverDrive Inc. Total:		1,141.92
PHS4011 - Pasadena Humane Society		
321144	05/07/2025	
Inv APR2025SoPas		15,337.33
321144 Total:		15,337.33
PHS4011 - Pasadena Humane Society Total:		15,337.33
POS5265 - Post Alarm Systems		
0	05/07/2025	
Inv 1792434		123.70
0 Total:		123.70
POS5265 - Post Alarm Systems Total:		123.70
PPJH5011 - Papadakis, John		
321143	05/07/2025	
Inv 03.25.25		250.00
321143 Total:		250.00
PPJH5011 - Papadakis, John Total:		250.00
PRIM4011 - PRI Management Group		
321147	05/07/2025	

Check Number	Check Date	Amount
Inv 31673		279.00
321147 Total:		279.00
PRIM4011 - PRI Management Group Total:		279.00
PTSP2011 - The Print Spot		
321164	05/07/2025	
Inv 8787		2,018.54
321164 Total:		2,018.54
PTSP2011 - The Print Spot Total:		2,018.54
PUWA8020 - Pure Water		
0	05/07/2025	
Inv 212620		66.24
0 Total:		66.24
PUWA8020 - Pure Water Total:		66.24
RHCC7101 - Rio Hondo College		
321149	05/07/2025	
Inv S25-108-ZSPS		50.00
321149 Total:		50.00
RHCC7101 - Rio Hondo College Total:		50.00
RIFR6011 - Freeman, Richard		
321109	05/07/2025	
Inv PW2856		1,272.00
321109 Total:		1,272.00
RIFR6011 - Freeman, Richard Total:		1,272.00
RIV4011 - Riverside County Sheriff's Dept		
321150	05/07/2025	
Inv BCTC0085332		318.00
321150 Total:		318.00
RIV4011 - Riverside County Sheriff's Dept Total:		318.00
RNIL7101 - Nilo, Richard		
321140	05/07/2025	
Inv 03252025		26.52
Inv 0472025		26.90

Check Number	Check Date	Amount
321140 Total:		53.42
RNIL7101 - Nilo, Richard Total:		53.42
RVCSTLLC - Revenue & Cost Specialist, LLC		
0	05/07/2025	
Inv 9320		3,570.00
Inv 9324		5,110.00
0 Total:		8,680.00
RVCSTLLC - Revenue & Cost Specialist, LLC Total:		8,680.00
SAN4958 - San Marino Security System, Inc.		
321153	05/07/2025	
Inv 57977		1,569.00
321153 Total:		1,569.00
SAN4958 - San Marino Security System, Inc. Total:		1,569.00
SAN8569 - DK Sandler Brothers		
0	05/07/2025	
Inv 0253454-IN		506.73
0 Total:		506.73
SAN8569 - DK Sandler Brothers Total:		506.73
SGMC2013 - Apramian, Glen John		
0	05/07/2025	
Inv March 2025		1,155.00
0 Total:		1,155.00
SGMC2013 - Apramian, Glen John Total:		1,155.00
SHO7777 - Showcases		
0	05/07/2025	
Inv 330275		387.67
0 Total:		387.67
SHO7777 - Showcases Total:		387.67
SHRASNDV - Sandoval, Sharae		
321155	05/07/2025	
Inv 05/11-05/16/25		2,196.50

Check Number	Check Date	Amount
321155 Total:		2,196.50
SHRASNDV - Sandoval, Sharae Total:		2,196.50
SISO2011 - Sincerus Solutions, Inc.		
321157	05/07/2025	
Inv 142788		1,680.00
321157 Total:		1,680.00
SISO2011 - Sincerus Solutions, Inc. Total:		1,680.00
SOGA6501 - SoCalGAS		
321159	05/07/2025	
Inv 3/1/2025-4/1/20		165.04
321159 Total:		165.04
SOGA6501 - SoCalGAS Total:		165.04
SOPE7101 - Socal Permit Services		
321158	05/07/2025	
Inv 4774		252.67
321158 Total:		252.67
SOPE7101 - Socal Permit Services Total:		252.67
SPBK - Springbrook Holding Company, LLC		
0	05/07/2025	
Inv INV-020175		62.00
0 Total:		62.00
SPBK - Springbrook Holding Company, LLC Total:		62.00
SPEC5011 - Spectrum Gas Products		
321160	05/07/2025	
Inv 00647180		108.00
Inv 00871865		54.00
321160 Total:		162.00
SPEC5011 - Spectrum Gas Products Total:		162.00
SPMN3010 - City of South Pasadena		
321098	05/07/2025	
Inv 14044-03.19.25		475.46
Inv 19386-03.19.25		499.06

Check Number	Check Date	Amount
Inv 19387-03.19.25		504.96
321098 Total:		1,479.48
SPMN3010 - City of South Pasadena Total:		1,479.48
SRYC5011 - Stericycle Inc.		
321161	05/07/2025	
Inv 8010199955		190.12
321161 Total:		190.12
SRYC5011 - Stericycle Inc. Total:		190.12
STA5219 - Staples Business Advantage		
0	05/07/2025	
Inv 6027224584		75.37
Inv 6027224585		105.43
Inv 6027383187		45.30
Inv 6027746608		148.80
Inv 6027746612		202.15
Inv 6027746614		24.68
Inv 6028407641		136.20
Inv 6028522350		40.08
Inv 6028522351		19.99
Inv 6028591010		224.44
Inv 6028656882		167.39
Inv 6028656883		116.68
Inv 6028656884		136.46
Inv 6028656885		117.00
Inv 6028728407		355.28
Inv 6028728408		26.51
Inv 6028728409		15.35
Inv 6028728410		89.17
Inv 6028898349		80.55
Inv 6028964226		152.49
Inv 6029190491		75.00
Inv 6029341987		37.54
Inv 6029448631		157.00
Inv 6029448633		77.34
Inv 6029448634		16.00
Inv 6029519859		11.04
0 Total:		2,653.24
STA5219 - Staples Business Advantage Total:		2,653.24
STKLINFO - Sterling Infosystems Inc.		
321162	05/07/2025	
Inv 10236773		323.21
321162 Total:		323.21

Check Number	Check Date	Amount
STKLINFO - Sterling Infosystems Inc. Total:		323.21
STSM1020 - Studio Spectrum, Inc.		
0	05/07/2025	
Inv 193070		5,830.00
0 Total:		5,830.00
STSM1020 - Studio Spectrum, Inc. Total:		5,830.00
SWOR8032 - Swords Fencing Studio		
321163	05/07/2025	
Inv SWFENCING-MAR		192.00
321163 Total:		192.00
SWOR8032 - Swords Fencing Studio Total:		192.00
THES8267 - Siegel, Theodore		
321156	05/07/2025	
Inv 5122025		150.00
321156 Total:		150.00
THES8267 - Siegel, Theodore Total:		150.00
TRA5998 - Transtech Engineers, Inc.		
0	05/07/2025	
Inv 20252498		37,160.00
Inv 20252499		24,468.92
Inv 20252500		1,794.00
0 Total:		63,422.92
TRA5998 - Transtech Engineers, Inc. Total:		63,422.92
TRIOVLLY - Valley Services, Inc.		
321172	05/07/2025	
Inv INV2230062635		4,212.00
321172 Total:		4,212.00
TRIOVLLY - Valley Services, Inc. Total:		4,212.00
TRUPINT - TruePoint Solutions, LLC		
0	05/07/2025	
Inv SI-002460		4,785.00
0 Total:		4,785.00

Check Number	Check Date	Amount
TRUPINT - TruePoint Solutions, LLC Total:		4,785.00
TSA8011 - Tsai Fong Books, Inc.		
321167	05/07/2025	
Inv 20738		41.41
321167 Total:		41.41
TSA8011 - Tsai Fong Books, Inc. Total:		41.41
UND6710 - Underground Service Alert/SC		
321169	05/07/2025	
Inv 24-253359		55.40
Inv 320250715		183.90
321169 Total:		239.30
UND6710 - Underground Service Alert/SC Total:		239.30
UPP7789 - Upper San Gabriel Valley MWD		
321170	05/07/2025	
Inv 2/01-25		110.21
Inv 2/03-25		450.50
Inv 2025Q1		4,225.00
Inv 2025Q2		4,225.00
321170 Total:		9,010.71
UPP7789 - Upper San Gabriel Valley MWD Total:		9,010.71
USCAD - U.S. CAD Holdings LLC		
321168	05/07/2025	
Inv INV69028		1,560.00
321168 Total:		1,560.00
USCAD - U.S. CAD Holdings LLC Total:		1,560.00
USMO7101 - US Modular Inc		
321171	05/07/2025	
Inv 4076		322.42
321171 Total:		322.42
USMO7101 - US Modular Inc Total:		322.42
VTMS4011 - Vital Medical Services, LLC		
321174	05/07/2025	
Inv 4626		1,009.00

Check Number	Check Date	Amount
321174 Total:		1,009.00
VTMS4011 - Vital Medical Services, LLC Total:		1,009.00
WEWW6710 - Western Water Works		
321175	05/07/2025	
Inv 1261642-01		4,987.71
321175 Total:		4,987.71
WEWW6710 - Western Water Works Total:		4,987.71
WHAINC - William Hezmalhalch Architects, Inc.		
321178	05/07/2025	
Inv 111776		750.00
321178 Total:		750.00
WHAINC - William Hezmalhalch Architects, Inc. Total:		750.00
WIL2010 - Willdan Financial Services		
0	05/07/2025	
Inv 00420224		231.00
Inv 00420376		1,040.25
0 Total:		1,271.25
WIL2010 - Willdan Financial Services Total:		1,271.25
WTWI8032 - WhenToWork Inc.		
321177	05/07/2025	
Inv 879015953012PRO		547.00
321177 Total:		547.00
WTWI8032 - WhenToWork Inc. Total:		547.00
ZOLL8021 - Zoll Medical Corporation		
0	05/07/2025	
Inv 4143456		454.98
0 Total:		454.98
ZOLL8021 - Zoll Medical Corporation Total:		454.98
Total:		621,607.23

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
4/24/2025	So Cal Edison	$23,883.58	Online Payment for City Owned Electric Account # 3859.
4/25/2025	UMPQUA Bank	$18,988.83	Online Payment for March 2025 Citywide Credit Card Expenses.
5/1/2025	So Cal Edison	$73,447.21	Online Payment for City Owned Electric Account # 1581.
5/6/2025	So Cal Gas	$1,659.18	Online Payment for City Owned Natural Gas Accounts.
Total:		***$117,978.80***	

Payroll

Payroll Summary Report

Payroll Date: **04.25.2025** **Regular**

Checks	$	828.05
Direct Deposits	$	551,945.69
IRS Payments	$	102,128.65
EDD - State of CA	$	32,670.47
PERS Pension	$	134,790.93
Deferred Comp	$	31,911.09
PERS Health	$	223,178.77
Subtotal:	**$**	**1,077,453.65**
Grand Total:	**$**	**1,077,453.65**

CITY OF SOUTH PASADENA

320924

Attachment No. 6

Vendor Name: California Physicians Service
Check Date: 4/16/2025
Vendor Number: BLU7777

Check Amount: 2,197.13

Invoice Number	Date	Description	Amount
May 2025	3/20/2025	Account #W0051411903338765	2,197.13

DO NOT CASH THIS CHECK UNLESS YOU SEE A TRUE WATERMARK-HOLD AT A LIGHT TO VIEW.

CITY OF SOUTH PASADENA
General Account
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7254

WARNING
DO NOT CASH THIS CHECK UNLESS YOU SEE A TRUE WATERMARK ON FACE AND ON REVERSE SIDE. HOLD AT AN ANGLE TO VERIFY.

Bank of the West
1-800-488-2265

90-4284/1222

X 320924

Date	Amount
4/16/2025	2,197.13

Pay: TWO THOUSAND ONE HUNDRED NINETY-SEVEN AND 13 / 100

VOID

To the order of:

California Physicians Service
Blue Shield of California
PO Box 4700
Whitter, CA 90607-4700

4/9/25
HL

[redacted]

CITY OF SOUTH PASADENA

Vendor Name: California Physicians Service
Check Date: 4/16/2025
Vendor Number: BLU7777

320924

Check Amount: 2,197.13

Invoice Number	Date	Description	Amount
May 2025	3/20/2025	Account #W0051411903338765	2,197.13

Deluxe® | 1-800-888-6327

Ref No: G908900649

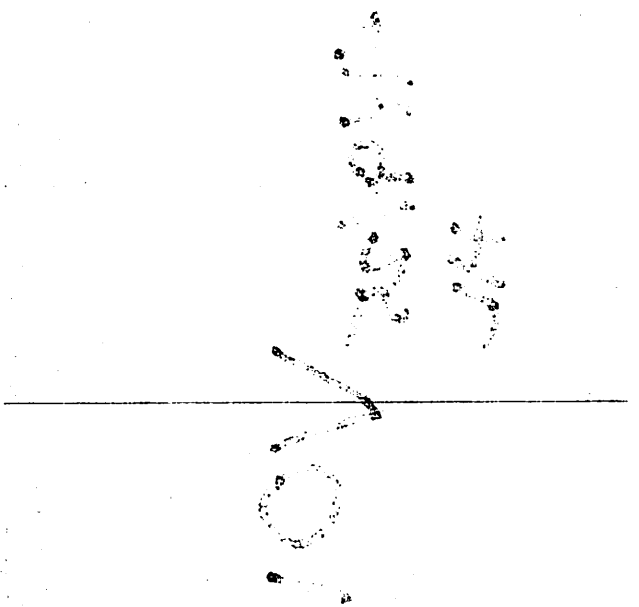
Attachment No. 6

ENDORSE HERE

CHECK HERE FOR MOBILE OR REMOTE DEPOSIT ONLY

AT _____ DATE _____
NAME OF FINANCIAL INSTITUTION

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE



RS-12

The security features listed below, as well as those not listed, exceed industry guidelines.

Security Features:	Results of document alteration:
Authentic Watermark	• Authentic watermark not visible when held to light
Chemical Protection	• Stains or spots appear with chemical alteration
Erasure Protection	• White mark appears when erased
Security Screen	• Absence of "Original Document" verbiage on back of check

Padlock design is a certification mark of the Check Payment Systems Association

BMO

Create Stop Payment Confirmation

Generated On: 2025-04-10 12:55 p.m. ET by WCASTRILLON

Enter Details 1 — Verify Details 2 — Complete 3

Your stop has been successfully created. Please print this page for your record.

Transaction Details

Stop Type	Stop Status	Reference Number
Single	Confirmed	20250410222694548

Account

41533688 - CITY OF SOUTH PASADENA OPERATING - USD

Check Number

320924 ✓

Payee	Amount

Expiry Date

2027-04-10

Reason for Stop

Other

Term

24 Months

Please return this portion with payment to the address listed below

blue of california

Subscriber Name: ARMINE CHAPARYAN
Group Number: W0051411
Subscriber Number: 903338765
Account Number: W0051411903338765
Please remit payment to:

BLUE SHIELD OF CALIFORNIA
P.O. BOX 4700
WHITTIER CA 90607-4700

Payments made on this account will be credited first toward the Outstanding Balance amounts then to the current amount due.

$2,179.13

Total Due - please pay this amount	$ 2200584
Due Date	May 1, 2025
Amount Enclosed	$2,197.13

2320000050184010101020600090003030308070605900002006649

Check 320924
4/16/2025

Outlook

Blue Shield of California - Health Insurance

From Cristofer Davila <cdavila@southpasadenaca.gov>
Date Wed 4/9/2025 7:49 AM
To William Castrillon <wcastrillon@southpasadenaca.gov>; Herman Lin <hlin@southpasadenaca.gov>

1 attachment (210 KB)
042025_InsuranceBill_Redacted.pdf;

Good morning,

Human Resources shared with me that we no longer need to process Armine's insurance bill. We kindly ask if you can please void the check that was part of WR 4/16 in the amount of $2,197.13.

Luis Frausto forwarded HR his insurance bill, the city will be processing his bill for the next 6 months.

Can I add this invoice to this week's Special/Prepay run?

Thank you,

Cris Davila
Management Assistant

City of South Pasadena | Management Services
1414 Mission Street | South Pasadena, CA 91030
Office: 626.403.7230
Direct: 626.403.7399

City of SOUTH PASADENA

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 4/9/2025 - 10:06 AM
Batch: 00001.04.2025 - VOID 320924

	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	2,197.13	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	2,197.13	101-2010-2011-7130-000	Group Health Insurance	BLU7777
Total for Section 1:101	2,197.13	2,197.13			
Grand Total:	2,197.13	2,197.13			

Accounts Payable

Void Check Proof List

User: hlin
Printed: 04/09/2025 - 9:58AM
Batch: 00001.04.2025 - VOID 320924

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: BLU7777	California Physicians Service									
Check No: 320924	Check Date: 04/16/2025									
101-2010-2011-7130-000	2,197.13	May 2025	03/20/2025	Account #W0051411903338765					No	0
Check Total:	2,197.13									
Vendor Total:	2,197.13									
Report Total:	2,197.13									

City Council Agenda Report

ITEM NO. 7

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SPECIAL CITY COUNCIL MEETING MINUTES FOR APRIL 28, 2025 AND MARCH 26, 2025**

Recommendation
It is recommended that the City Council consider the approval of the minutes for the Special City Council Meeting for April 28, 2025 and March 26, 2025.

Executive Summary
Attached for the City Council's consideration and approval are meeting minutes and hereby included as attachments to this staff report.

Background
The City Clerk's Division is responsible for producing meeting minutes for the City Council meetings. Meeting minutes are used as the official record of the actions taken by the City at the direction of the City Council.

Fiscal Impact
There is no fiscal impact; budgeted staff completes this work.

Key Performance Indicators and Strategic Plan
This item aligns with the Management Services Department's Key Performance Indicator to provide quick access to information and accountability, ensuring public transparency.

Attachment:
Attachment No. 1 - April 28, 2025 - Special City Council Meeting Minutes
Attachment No. 2 - March 26, 2025 - Special City Council Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL - SPECIAL MEETING

M I N U T E S
MONDAY, APRIL 28, 2025, AT 5:00 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Braun on Monday, April 28, 2025, at 5:07 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Janet Braun
	Mayor Pro Tem	Sheila Rossi
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Omari Ferguson
ABSENT		

Hector Gomez, Chief City Clerk announced a quorum.

CITY STAFF PRESENT:

Todd Hileman, City Manager; Roxanne Diaz, City Attorney; Hector Gomez, Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

In Person Public Comment

Colin Campbell spoke regarding a potential upgrade to the Fire Department.

Josh Betta spoke regarding the Mid-Year budget.

Corey Kaplan and Craig Renwick spoke regarding traffic issues on their street.

CONSENT CALENDAR

1. CONSIDERATION OF THE APPROVAL OF THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MNJ ADVISORS, INC. FOR TEMPORARY STAFFING SERVICES AT A COST OF $45,000 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $100,000

Recommendation
It is recommended that the City Council consider approving the proposed Second Amendment to the Professional Services Agreement with MNJ Advisors, Inc., in the amount of $45,000, for continued temporary staffing services, for a new total not-to-exceed compensation amount of $100,000.

In Person Public Comment

Josh Betta spoke regarding the item.

COUNCIL MOTION AND ACTION

The Item was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Councilmember Ferguson to approve Item No. 1 of the consent calendar, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

ACTION/DISCUSSION

2. CONSIDERATION OF APPOINTMENT TO CULTURAL HERITAGE COMMISSION FOR PARTIAL TERM

Recommendation
It is recommended by Mayor Braun that the City Council appoint Kristen Carlblom Boyle to the Cultural Heritage Commission for a partial term ending on December 31, 2025.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 2, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

3. CONSIDERATION AND DIRECTION OF TERMS OF AN AMENDMENT TO THE EXCLUSIVE SOLID WASTE HANDLING SERVICES AGREEMENT WITH ARAKELIAN ENTERPRISES, INC. (DBA ATHENS SERVICES) FOR COMPLIANCE WITH SENATE BILL 1383

Recommendation
Staff recommends that the City Council direct staff to execute a contract amendment with Athens Services to comply with Senate Bill 1383 which will add a third waste stream/blue container for recyclables for all solid waste customers.

Arpy Kasparian, Environmental Services and Sustainability Manager, gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Primuth and seconded by Councilmember Cacciotti to move forward with negotiating an amendment based on all the points discussed by the council that are part of the staff report. The motion carried 4-0-0-1, by the following vote:

AYES: Cacciotti, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: Ferguson

ADJOURNMENT
There being no further matters, Mayor Braun adjourned the meeting of the City Council at 6:12 P.M., to the next Regular City Council meeting scheduled on Wednesday, May 7, 2025.

Respectfully submitted:

_____
Mark Perez
Deputy City Clerk

APPROVED

_____
Janet Braun
Mayor

Attest:

_____
Mark Perez
Deputy City Clerk

CITY OF SOUTH PASADENA
CITY COUNCIL - SPECIAL MEETING

M I N U T E S
WEDNESDAY, MARCH 26, 2025, AT 6:01 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Braun on Wednesday, March 26, 2025, at 6:01 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Janet Braun
	Mayor Pro Tem	Sheila Rossi
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Omari Ferguson
ABSENT		

Hector Gomez, Chief City Clerk announced a quorum.

CITY STAFF PRESENT:

Sean Joyce, Interim City Manager; David Snow, Assistant City Attorney; Hector Gomez, Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

CONSENT CALENDAR

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item Nos. 1, 2, and 3, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

1. CONSIDERATION OF APPOINTMENTS AND REAPPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES

Recommendation

It is recommended by Mayor Braun that the City Council appoint the following to City Boards, Commissions, and Committees for a full-term ending on December 31, 2027:

i. Avin Sharma to the Public Works Infrastructure Commission

It is recommended by Mayor Braun that the City Council appoint the following to City Boards, Commissions, and Committees for a temporary term until December 31, 2025:

i. David Maling to the Public Works Infrastructure Commission
ii. Sam Hernandez to the Public Works Infrastructure Commission
iii. Charles Trevino to the Public Works Infrastructure Commission

The appointment of Mr. Maling, Mr. Hernandez and Mr. Trevino are made pursuant to Ordinance No. 2393, which permits the appointment of the three remaining Public Works Commissioners, whose terms did not expire as of December 31, 2024, to the Public Works Infrastructure Commission (formerly the Mobility and Transportation Infrastructure Commission). On December 31, 2025, their terms expire, and they are not eligible for reappointment to the Public Works Infrastructure Commission.

2. CONSIDER APPROVAL OF A TASK ORDER WITH NINYO & MOORE IN THE AMOUNT OF $38,514 FOR MATERIAL TESTING AND GEOTECHNICAL ENGINEERING SERVICES RELATED TO THE CONSTRUCTION OF THE BERKSHIRE AVENUE AND GREVELIA STREET POCKET PARK PROJECT AND AN ADDITIONAL APPROPRIATION TO THE PROJECT BUDGET FOR THESE SERVICES IN AN AMOUNT OF $38,514

Recommendation

It is recommended that the City Council consider:

1. Approval of a proposed Task Order under a Master On-Call Professional Services Agreement with Ninyo & Moore, in the final form approved by the City Attorney, to provide material testing and geotechnical engineering services related to the Berkshire Avenue and Grevelia Street Pocket Parks Project, in the

amount of $38,514;

2. Appropriating an additional $38,514 to the Grevelia and Berkshire Pocket Parks Project, utilizing $38,514 from the Special Projects Fund 116, increasing the budget from $2,312, 000 to $5,350,514 (1.67% increase).

Ted Gerber, Public Works Director, responded to questions from the City Council.

In Person Public Comment

Sam Burgess spoke regarding the item.

3. CONSIDER AUTHORIZATION OF A $40,400 EXPENDITURE THROUGH A PURCHASE ORDER DOCUMENT ISSUED TO BLUSKY RESTORATION SERVICES TO PERFORM REPAIR MAINTENANCE AND INSTALLATION WORK AT THE FIRE STATION, IMPROVING THE CONDITION OF THE FIRE DEPARTMENT RESTROOMS

Recommendation

It is recommended that the City Council waive the competitive bidding requirement and authorize the City Manager to effectuate the issuance of a purchase order and execute any related documents for the repair work at the Fire Station restrooms for an amount not to exceed $40,400.

ADJOURNMENT

There being no further matters, Mayor Braun adjourned the meeting of the City Council at 6:05 P.M., to the next Regular City Council meeting scheduled on Wednesday, April 16, 2025.

Respectfully submitted:

_____

Mark Perez
Deputy City Clerk

APPROVED

_____

Janet Braun
Mayor

Attest:

_____
Mark Perez
Deputy City Clerk

City Council
Agenda Report

ITEM NO. 8

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney
H. Ted Gerber, Director of Public Works

SUBJECT: **CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE XI (PURCHASING) AND ARTICLE XIII (AWARDING PUBLIC WORKS CONTRACTS) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO UPDATE PROCUREMENT PROVISIONS, INCLUDING REMOVING INCONSISTENCIES AND ADOPTING PROVISIONS FOR EMERGENCY SITUATIONS AND MAINTENANCE WORK**

Recommendation

It is recommended that the City Council introduce by title only and waive full reading of an Ordinance amending Article XI (Purchasing) and Article XIII (Awarding Public Works Contracts) of Chapter 2 of the South Pasadena Municipal Code updating the procurement provisions, removing inconsistencies and adopting provisions for contracting in emergencies and maintenance work.

Executive Summary

The proposed ordinance amends both the general purchasing provisions as well as the provisions related to public works contracts related to procurement in emergency situations, updates the public contracts code dollar thresholds under State law related to public works projects, adds a new provision regarding service contracts for maintenance work and addresses minor inconsistencies.

Background

The City has adopted purchasing provisions for the procurement of goods, supplies, equipment and services as set forth in Section 2.99-29 of the South Pasadena Municipal Code ("SPMC"). These provisions outline the process for bidding as well as the monetary award thresholds--essentially whether the purchase can be made or approved by a department head, city manager or City Council. Cities in California have discretion in determining their bidding processes, including dollar threshold and who can approve or award contracts or purchase orders.

In addition, the City also has adopted provisions for the bidding and awarding of "public works" projects. With public works or public projects, the City must follow the statutes set forth in the Public Contract Code ("PCC"). Public works projects are generally projects for the construction or improvement of public buildings and works. For example, the construction of

new public facilities or streets. The PCC requires that any public project in excess of five thousand dollars be publicly bid and awarded to the lowest responsive and responsible bidder. This is what is known as "formal bidding."

The PCC, however, recognizes that these formal bidding rules negatively impact the process for small projects. Accordingly, the legislature adopted in 2017 the California Uniform Public Construction Cost Accounting Act ("UPCCAA"), which allows participating local governments to use alternative procedures to award public works projects in certain dollar thresholds by a less formal process. This provides more flexibility to local agencies in letting small public projects with a less complex bid process. The UPCCAA establishes three dollar thresholds and procedures for bidding and awarding public projects as follows:

- Public projects of $75,000 or less may be performed by city employees, negotiated contract or by purchase order;
- Public projects of $220,000 or less may be let by informal bidding procedures set forth in the UPCCAA
- Public projects of $220,000 must be let to contract by formal bidding procedures (i.e. the typical bidding process) as set forth in the UPCCAA.

These dollar thresholds have increased this year to the amounts stated above and are generally increased every five years.

As more fully explained below, the proposed ordinance updates several provisions of the municipal code related to the City's general purchasing procedures in SPMC Section 2.99-29 related to emergency situations and maintenance work. As for amendments to the City's provisions related to public works projects, the ordinance updates the dollar thresholds (as noted above) and amends the provisions related to procurement for emergencies to align with the UPCCAA. A legislative digest is provided as Attachment 1, so the City Council can review the revisions in redline form as well as in context of the particular section being revised.

Analysis

As part of the City Attorney’s review of the City’s processes and procedures with a view towards streamlining and creating efficiencies and in particular in the area of public works, the City Attorney's office is recommending that the City Council consider the proposed ordinance amending certain provisions of the municipal code.

With regard to emergency procurement, this update is intended to address emergency situations--of which, the City has experienced multiple times per year. For example, in 2024, the urgent replacement of a collapsed sewer pipeline along Fremont Avenue that caused a sewer spill and required immediate response, could not be contracted without Council action in accordance with the current code language. In 2025, pump failures at both the Wilson water production well and the Westside reservoir pump station, which required immediate contractor response, also could not be contracted without Council action. In these circumstances, staff relied on their relationships with contractors in order to engage the vendors to perform work at-risk without a contract in place, with the expectation that Council would retroactively approve an agreement.

This update will add a new paragraph (23) to Section 2.99-29 of the municipal code entitled "Emergency Situations." The provision states that if the city manager determines there is an emergency situation that gives rise to the need to procure goods, supplies or equipment or

services, the city manager can procure what is necessary without following the purchasing procedures and expend the amount needed to address the emergency. An "emergency situation" is defined as "an urgent or sudden unforeseen situation that threatens life, property, essential services or general public health and safety and demands immediate action." Any expenditure of funds must be report to the City Council in a staff report following the emergency, or soon thereafter, to allow the City Council to ratify the expenditure (if it is one that the City Council would have approved).

This type of provision is standard and is found in the purchasing provisions of many other cities because there is a need to address emergency situations. South Pasadena's provisions do not currently allow staff to address emergency situations where immediate action is needed.

With respect to emergency procurement in the context of a "public work" under the PCC, the City already has a provision in place, and it is set forth in SPMC Section 2.99-40. In reviewing this provision, we have updated the language to be consistent with authority under the PCC, which requires delegation of the City Council's authority to the City Manager. In addition, the current code defines emergency as a locally declared emergency (such as during a disaster). There was no reference to the PCC provisions defining emergencies. Accordingly, we have added this language to SPMC Section 2.99-40.

The next update relates to maintenance work. Under the PCC, certain work on public facilities is not considered a "public project" and is not legally required to follow the informal or formal bidding procedures under the UPCCAA. Under the UPCCAA, "maintenance work" is not considered a public project. Maintenance work is defined to include "routine, recurring and usual work for the preservation or protection of any publicly owned or publicly operated facilities for its intended purposes; minor repainting; resurfacing of street and highways at less than one inch; and landscape maintenance, including servicing of irrigation and sprinkler systems." That said, cities, including South Pasadena, will generally bid out this type of work as a matter of best practice but the process does not have to be as formal as set forth in the PCC.

The proposed update is to allow the City Manager to enter into contracts or purchase orders for this type of maintenance work (limited to that defined in the PCC) up to $75,000 without going to the City Council for approval. Currently, the City Manager's authority is $30,000. The Public Works department routinely has to conduct maintenance work on sidewalks, sewers, and other public facilities that exceeds $30,000 and are unable to quickly and more efficiently get this work done because it requires formal bidding (i.e. sealed bids) and must be approved by the City Council. If the dollar threshold for this type of work is increased, Public Works would follow the current "Open Market Procedures" for purchases under $30,000, which require obtaining written quotations for the work. This process will facilitate the department's ability to obtain pricing more quickly and in turn facilitate a quicker turn-around on the needed maintenance work. For example, a type of work under this category would be the hiring of a contractor to grind lifted edges of sidewalks. This would be a high-priority project that is considered routine maintenance but if it was required to be formally bid, it would take several months to have a contractor on board to perform the work.

The next update relates to the bid thresholds in the UPCCAA as set forth in the SPMC. Section 2.99-35 entitled "Public works projects" lists the bid threshold amounts and type of bidding in those categories. The dollar amounts, however, have been increased this year

pursuant to Assembly Bill 2192. Accordingly, the ordinance updates the dollar amounts, and a clarification has been made to the provision that allows for an automatic adjustment to those amounts without council action if the adjustment is made by the State.

The substantive revision in this section relates to public works projects that are $75,000 or less. Staff is requesting that the city council consider allowing the City Manager to enter into contracts or purchase orders for public works contracts that are $75,000 or less. Currently, Section 2.99-35(a) states that the threshold dollar amount is $50,000 and that any project in excess of that amount shall be awarded by the City Council. The first change is to increase the amount to $75,000 so that it aligns with the UPCCAA. Second, staff is requesting that it be made clear that the City Manager has authority to enter into contracts or purchase orders up to $75,000 for these small public works projects. Currently, the City Manager's authority is $30,000 and although this provision and the purchasing policies seem to state that the City Manager is able to award contracts in the amount of $50,000, this has not been the practice and the inconsistencies between those documents and the City's practice has led the Public Works department to bring public works projects that are over $30,000 to the City Council for approval. This delays the start of these projects and staff would like to have the ability to make the process for these small projects ($75,000 or less) more efficient both in bidding and authorization for contract approval.

The last set of revisions are to remove inconsistencies in various section of the purchasing ordinance.

Alternatives
The City Council can decide not to move forward with the proposed ordinance.

Fiscal Impact
There is no fiscal impact to adopting this ordinance. Any purchases, maintenance, or public works projects that are let, would be required to have approved funding through the budget process.

Attachment:
Attachment No. 1 - Legislative Digest Ordinance Updating the Purchasing Provisions - Emergencies and Maintenance Work
Attachment No. 2 - Ordinance Updating the Purchasing Provisions - Emergencies and Maintenance Work

LEGISLATIVE DIGEST

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE XI (PURCHASING) AND ARTICLE XIII (AWARDING PUBLIC WORKS CONTRACTS) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO UPDATE PROCUREMENT PROVISIONS, INCLUDING REMOVING INCONSISTENCIES AND ADOPTING PROVISIONS FOR EMERGENCIES

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Subparagraph (l) of Paragraph (2) (Definition of Terms) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"(2)(l) "Services (general)" means any and all services rendered by independent contractors not otherwise specified including but not limited to the following: custodial services, building/equipment maintenance, the repair or maintenance of equipment, machinery and other city-owned or operated property. The term does not include services rendered by city officers or employees, or professional services which are in their nature unique and not subject to competition." ~~This definition excludes contracts to construct public works projects addressed in Chapter 2 SPMC, Article XIII, commencing with SPMC 2.99-34. Public works projects pertain to the construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind, including demolitions, the construction and installation of drainage systems, lighting and signaling systems, sewer and water systems, and park and recreational facilities. Maintenance required to preserve a public improvement is not considered a public work.~~

SECTION 2. Subparagraph (a) of Paragraph (4) (Purchasing Agent Designated—Powers and Duties) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"(4)(a) The city manager ~~director of finance~~ is designated as purchasing agent. The city manager ~~director of finance~~ may delegate the ~~routine administrative~~ responsibilities ~~as~~ specified in this section, the purchasing policy, or in any other applicable purchasing regulations. ~~, to another staff person.~~ The purchasing agent or the person designated by the city manager as the purchasing agent shall be the head of, and have general supervisory duties over, the purchasing department. The duties of the purchasing agent may be combined with those of any other office or position."

SECTION 3. Paragraph (7) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"(7) Repealed." ~~Public Works Projects Exemptions. This section, except subsections (1) through (4) of this section, is expressly made inapplicable to bids for public works projects, governed by the procedures in Public Contract Code Sections 20100 and 22000 et seq. Public works projects shall be awarded according to the procedures of Chapter 2 SPMC, Article XIII, Awarding Public Works Contracts.~~

SECTION 4. Paragraph (10) (Goods and/or General Services--Competitive Bidding and Contract Award Thresholds) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new subparagraph (e)(Maintenance Work) to read as follows:

"(10) Goods and/or General Services—Competitive Bidding and Contract Award Thresholds.

(a) Purchases up to $2,500 (Over the Counter). Purchase of goods, supplies, equipment, or services not involving a unique ability and not exceeding an estimated value of up to $2,500 may be made by the department director over the counter. Quotations are encouraged. Purchases may be made by the relevant department director.

(b) Purchases Between $2,501 and $10,000 (Open Market Procedures). Purchase of goods, supplies, (other than library books and periodicals), equipment, or services not involving a unique ability with an estimated value above $2,500 and not exceeding $10,000 may be made by the department director in the open market after obtaining written quotations. Written quotations shall be submitted to the department director, and routed to the purchasing agent for final verification. Purchases are awarded by the department director. The city attorney shall determine whether the required written agreements for the purchase shall be in purchase order or contract form.

(c) Purchases Between $10,001 and $30,000 (Open Market Procedures). Purchase of goods, supplies, (other than library books and periodicals), equipment, or services not involving a unique ability with an estimated value above $10,000 and not exceeding $30,000 may be made by the purchasing agent in the open market after obtaining written quotations solicited by written notice inviting quotations. Written quotations shall be submitted to the department director, and routed to the purchasing agent for final verification. Purchases are awarded by the purchasing agent. The city attorney shall determine whether the required written agreements shall begin purchase order or contract form.

(d) Purchases Above $30,000 (Formal Sealed Bidding). Purchase of goods, supplies (other than library books and periodicals), equipment, or services not involving a unique ability and exceeding an estimated value of $30,000 shall be made by formal sealed bidding, using city's standard bidding templates, associated product specifications, and/or scope of services, except as otherwise provided herein. Notification to prospective bidders must be provided by issuing a notice inviting bids, published and processed in accordance with the procedures identified in the purchasing policy, and sent to names on the bidders' list. Award of contract shall be made by the city council. Written contracts shall be required for purchases made under this section, and reviewed by the city attorney. The purchasing agent is authorized to execute such contracts on behalf of the city, attested to by the city clerk.

(e) Maintenance Work. Notwithstanding the provisions set forth in this section, for services related to maintenance work, as defined by Public Contracts Code 22002(d), purchases in the amount of $75,000 or less may be made utilizing the Open Market Procedure set forth in paragraph (c) of this section. The City Manager is authorized to enter into a contract or purchase order in the amount of $75,000 or less for maintenance work. If the State Controller makes an adjustment to the dollar limit for public projects under Public Contracts Code Section 22020(a), the dollar limit for maintenance work under this subparagraph (d) shall automatically adjust to the same amount as Public Contract Code Section 22020(a) without city council action."

SECTION 5. Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new paragraph 23 entitled "Emergencies" to read as follows:

"(23) Emergency Situations.

(a) If the city manager determine there is an emergency situation that gives rise to the need to procure goods, supplies, equipment or services, the city manager is authorized to expend City funds without limitation on amount and without following the purchasing or bidding procedures otherwise required by this article. An emergency purchase shall be limited to those goods, supplies, equipment or services necessary to satisfy the emergency situation.

(b) Expenditures made in an emergency situation as determined by the city manager must be reported to the city council for ratification at the next regular council meeting, or as soon as is reasonably possible given the nature of the emergency situation, if approval for such expenditures would otherwise have been made by the city council.

(c) As used herein, an "emergency situation" is defined as an urgent or sudden unforeseen situation that threatens life, property, essential services or general public health and safety and demands immediate action."

SECTION 6. Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new paragraph 24 entitled "Purchasing Policy" to read as follows:

"(24) Purchasing Policy. If there are any inconsistencies between the Purchasing Policy and this Section 2.99.29, the provisions of this Section 2.99.29 shall prevail."

SECTION 7. Section 2.99.34 (Purpose) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

2.99-34 Purpose.

(a) This article is intended to establish regulations to apply to all public contracts in a manner that is consistent with the requirements of the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.).

(b) If there are any inconsistencies between the City's Purchasing Policy as defined in SPMC 2.99-29(2)(q) and this Article XIII (Awarding Public Works Contracts), the provisions of this Article XIII (Awarding Public Works Contracts) shall prevail."

SECTION 8. Section 2.99.35 (Public works projects) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"**2.99-35 Public works projects.**

(a) ~~Except as provided in subsection (e) of this section, t~~ The city manager may cause public works projects of $75,000 ~~50,000~~ or less to be performed by employees of the city by force account, by negotiated contract, or by purchase order. In such case, the City Manager is authorized to enter into the contract or purchase order. Public works projects in excess of such amount shall be awarded by city council.

(b) ~~Except as provided in subsection (e) of this section, p~~ Public works projects of $220,000 ~~200,000~~ or less may be let to contract by informal procedures as set forth in SPMC 2.99-37.

(c) ~~Except as provided in subsection (e) of this section and SPMC 2.99-37(e), p~~ Public works projects of more than $220,000 ~~200,000~~ shall be let to contract by the formal bidding procedure outlined in SPMC 2.99-38 and 2.99-39.

(d) The term “public works project” shall have the definition set forth for “public project” in Public Contract Code Section 22002.

(e) The dollar limits set forth in subsections (a), (b), and (c) of this section, and SPMC 2.99-37~~(e)~~, shall adjust without city council action as necessary to comply with any adjustment mandated by the State Controller pursuant to the authority granted by Public Contract Code Section 22020.”

SECTION 9. Section 2.99.37 (Informal bidding procedure) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

“**2.99-37 Informal bidding procedure.**

The following apply to informal bids for public works projects:

(a) Notice Inviting Informal Bids.

(1) Required Noticing. When a public contract is to be bid pursuant to the procedures in this section, a notice inviting informal bids shall be mailed, faxed or emailed to all construction trade journals specified by the Commission in accordance with Public Contract Code Section 22036.

(2) Optional Noticing. Notification may be also provided to the contractors on the list created pursuant to SPMC 2.99-36 for the category of work being bid, and to any additional contractors and/or construction trade journals.

(3) Exception. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(b) Sending ~~Mailing~~ Notices. All sending ~~mailing~~ of notices to contractors and construction trade journals pursuant to subsections (a)(1) and (3) of this section shall be completed not less than 10 calendar days before bids are due.

(c) Description of Project. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(d) Authority to Award Contracts. The city manager is authorized to award a contract if the lowest bid received is $75,000 ~~50,000~~ or less. Contracts valued at more than $75,000 ~~50,000~~ can only be awarded by the city council.

(e) Bids Exceeding $220,000 ~~200,000~~. If all bids received pursuant to the informal process are in excess of $220,000~~200,000~~, the city council may adopt a resolution by a four-fifths vote to award the contract at $235,000 ~~212,500~~ or less to the lowest responsible bidder, if it determines the city’s cost estimate was reasonable.

Otherwise, the project shall be rebid pursuant to SPMC 2.99-38 and awarded pursuant to SPMC 2.99-38 and 2.99-39.

(f) Award of Contract. The contract shall be awarded to the lowest responsible bidder."

SECTION 10. Section 2.99.40 (Emergencies) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"2.99-40 Emergencies.

(a) In cases of emergency when repair or replacements are necessary, the city council may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city council, by contractor, or by a combination of the two. ~~The city council's authority under this section may be exercised by the city manager during an emergency declared pursuant to SPMC 11.6~~

(b) In case of an emergency, if notice for bids to let contracts will not be given, the city shall comply with Chapter 2.5 of Part 3 of Division 2 of the Public Contract Code (commencing with Section 22050).

(c) The city council's authority under this section is delegated to the city manager during an emergency declared pursuant to SPMC 11.6 or in a situation determined by the city manager to constitute an emergency related to a public project pursuant to Public Contract Code sections 22035 and 22050."

SECTION 11. The City Council declares that should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

SECTION 12. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED on this 21st day of May, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Janet Braun, Mayor

ATTEST:

_____
Hector Gomez, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE XI (PURCHASING) AND ARTICLE XIII (AWARDING PUBLIC WORKS CONTRACTS) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO UPDATE PROCUREMENT PROVISIONS, INCLUDING REMOVING INCONSISTENCIES AND ADOPTING PROVISIONS FOR EMERGENCY SITUATIONS AND MAINTENANCE WORK

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Subparagraph (l) of Paragraph (2) (Definition of Terms) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"(2)(l) "Services (general)" means any and all services rendered by independent contractors not otherwise specified including but not limited to the following: custodial services, building/equipment maintenance, the repair or maintenance of equipment, machinery and other city-owned or operated property. The term does not include services rendered by city officers or employees, or professional services which are in their nature unique and not subject to competition."

SECTION 2. Subparagraph (a) of Paragraph (4) (Purchasing Agent Designated—Powers and Duties) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"(4)(a) The city manager is designated as purchasing agent. The city manager may delegate the responsibilities specified in this section, the purchasing policy, or in any other applicable purchasing regulations. The purchasing agent or the person designated by the city manager as the purchasing agent shall be the head of, and have general supervisory duties over, the purchasing department. The duties of the purchasing agent may be combined with those of any other office or position."

SECTION 3. Paragraph (7) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"(7) Repealed."

SECTION 4. Paragraph (10) (Goods and/or General Services--Competitive Bidding and Contract Award Thresholds) of Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new subparagraph (e) (Maintenance Work) to read as follows:

"(10)(e) Maintenance Work. Notwithstanding the provisions set forth in this section, for services related to maintenance work, as defined by Public Contracts Code 22002(d), purchases in the amount of $75,000 or less may be made utilizing the Open Market Procedure set forth in paragraph (c) of this section. The City Manager is authorized to enter into a contract or purchase order in the amount of $75,000 or less for maintenance work. If the State Controller makes an adjustment to the dollar limit for public projects under Public Contracts Code Section 22020(a), the dollar limit for maintenance work under this subparagraph (d) shall automatically adjust to the same amount as Public Contract Code Section 22020(a) without city council action."

SECTION 5. Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new paragraph 23 entitled "Emergencies" to read as follows:

"(23) Emergency Situations.

(a) If the city manager determine there is an emergency situation that gives rise to the need to procure goods, supplies, equipment or services, the city manager is authorized to expend City funds without limitation on amount and without following the purchasing or bidding procedures otherwise required by this article. An emergency purchase shall be limited to those goods, supplies, equipment or services necessary to satisfy the emergency situation.

(b) Expenditures made in an emergency situation as determined by the city manager must be reported to the city council for ratification at the next regular council meeting, or as soon as is reasonably possible given the nature of the emergency situation, if approval for such expenditures would otherwise have been made by the city council.

(c) As used herein, an "emergency situation" is defined as an urgent or sudden unforeseen situation that threatens life, property, essential services or general public health and safety and demands immediate action."

SECTION 6. Section 2.99.29 (Purchasing System) of Article XI (Purchasing) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new paragraph 24 entitled "Purchasing Policy" to read as follows:

"(24) Purchasing Policy. If there are any inconsistencies between the Purchasing Policy and this Section 2.99.29, the provisions of this Section 2.99.29 shall prevail."

SECTION 7. Section 2.99.34 (Purpose) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"**2.99-34 Purpose.**

(a) This article is intended to establish regulations to apply to all public contracts in a manner that is consistent with the requirements of the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.).

(b) If there are any inconsistencies between the City's Purchasing Policy as defined in SPMC 2.99-29(2)(q) and this Article XIII (Awarding Public Works Contracts), the provisions of this Article XIII (Awarding Public Works Contracts) shall prevail."

SECTION 8. Section 2.99.35 (Public works projects) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"**2.99-35 Public works projects.**

(a) The city manager may cause public works projects of $75,000 or less to be performed by employees of the city by force account, by negotiated contract, or by purchase order. In such case, the City Manager is authorized to enter into the contract or purchase order. Public works projects in excess of such amount shall be awarded by city council.

(b) Public works projects of $220,000 or less may be let to contract by informal procedures as set forth in SPMC 2.99-37.

(c) Public works projects of more than $220,000 shall be let to contract by the formal bidding procedure outlined in SPMC 2.99-38 and 2.99-39.

(d) The term "public works project" shall have the definition set forth for "public project" in Public Contract Code Section 22002.

(e) The dollar limits set forth in subsections (a), (b), and (c) of this section, and SPMC 2.99-37, shall adjust without city council action as necessary to comply with any adjustment mandated by the State Controller pursuant to the authority granted by Public Contract Code Section 22020."

SECTION 9. Section 2.99.37 (Informal bidding procedure) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"**2.99-37 Informal bidding procedure.**

The following apply to informal bids for public works projects:

(a) Notice Inviting Informal Bids.

(1) Required Noticing. When a public contract is to be bid pursuant to the procedures in this section, a notice inviting informal bids shall be mailed, faxed or emailed to all construction trade journals specified by the Commission in accordance with Public Contract Code Section 22036.

(2) Optional Noticing. Notification may be also provided to the contractors on the list created pursuant to SPMC 2.99-36 for the category of work being bid, and to any additional contractors and/or construction trade journals.

(3) Exception. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(b) Sending Notices. All sending of notices to contractors and construction trade journals pursuant to subsections (a)(1) and (3) of this section shall be completed not less than 10 calendar days before bids are due.

(c) Description of Project. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(d) Authority to Award Contracts. The city manager is authorized to award a contract if the lowest bid received is $75,000 or less. Contracts valued at more than $75,000 can only be awarded by the city council.

(e) Bids Exceeding $220,000 . If all bids received pursuant to the informal process are in excess of $220,000, the city council may adopt a resolution by a four-fifths vote to award the contract at $235,000 or less to the lowest responsible bidder, if it determines the city's cost estimate was reasonable. Otherwise, the project shall be rebid pursuant to SPMC 2.99-38 and awarded pursuant to SPMC 2.99-38 and 2.99-39.

(f) Award of Contract. The contract shall be awarded to the lowest responsible bidder."

SECTION 10. Section 2.99.40 (Emergencies) of Article XIII (Awarding Public Works Contracts) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"2.99-40 Emergencies.

(a) In cases of emergency when repair or replacements are necessary, the city council may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city council, by contractor, or by a combination of the two.

(b) In case of an emergency, if notice for bids to let contracts will not be given, the city shall comply with Chapter 2.5 of Part 3 of Division 2 of the Public Contract Code (commencing with Section 22050).

(c) The city council's authority under this section is delegated to the city manager during an emergency declared pursuant to SPMC 11.6 or in a situation determined by the city manager to constitute an emergency related to a public project pursuant to Public Contract Code sections 22035 and 22050."

SECTION 11. The City Council declares that should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

SECTION 12. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED on this 21st day of May, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Janet Braun, Mayor

ATTEST:

_____
Hector Gomez, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 9

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney
H. Ted Gerber, Director of Public Works

SUBJECT: **CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 34 (TREES AND SHRUBS) RELATED TO THE PROCESS FOR OBTAINING TREE REMOVAL PERMITS FOR DEAD OR DYING TREES AND THE TREE REPLACEMENT REQUIREMENT**

Recommendation

It is recommended that the City Council introduce for first reading and waive full reading of the Ordinance amending Chapter 34 (Trees and Shrubs) related to the process for tree removal permits and the replacement requirement for trees that are no longer viable, such as dead or dying trees.

Executive Summary

City staff is undertaking a comprehensive review and revision of the City's current tree ordinance, and we expect to bring forward a proposed ordinance to the City Council in June. In the meantime, Staff is recommending that the City Council move forward with a minor update to the tree ordinance as it relates to trees that are dead, dying, or are so diseased or damaged that they are no longer viable. The proposed ordinance will streamline the process and provide the Director of Public Works with clear authority to approve and issue the permit. In such cases, the tree replacement requirement will be one tree for every one dead tree removed if the removal is not associated with development. This will apply to permits issued on or after April 1, 2025.

Analysis

The proposed update to the tree ordinance relates to applications for the removal of dead or dying trees that are not associated with development. Currently, the process for any tree removal requires an application and a tree removal and replacement plan. Upon receipt of a completed application, the Director of Public Works ("Director") causes notice to be sent to property owners and tenants of property located within a 100-foot radius of the subject property to allow a 15-day comment period. Upon the expiration of that comment period, the Director can take action on the application.

Last, a new section was added to provide the City Manager or his or her designee (i.e. the Public Works Director) the ability to adopt procedures and guidelines to guide the implementation of the tree ordinance. If such procedures or guidelines are adopted, they are

required to be posted so that applicants are aware of how this applies to their applications.

The criteria for approving a tree removal application is set forth in Section 34.11. Section 34.11(c) provides that a tree removal permit may be issued where there is a written determination made by a certified arborist that the tree is so diseased or damaged that it is no longer viable or is a threat to persons or property, including other trees. The Director can also waive the requirement for a certified arborist's written statement when the tree can be reasonably determined to be dead by a layperson's visual inspection, or when the director determines the tree poses an obvious and imminent threat to life and safety.

In interpreting these provisions, the Director is authorized to waive the certified arborist's written statement but the language does not explicitly state that the Director, based on his or her own observation, can determine the tree is dead, dying, or is so diseased or damaged that it is no longer viable such that it poses an obvious and imminent threat to life or property. Because dead trees can be a hazard for the property owner and in some cases, neighboring properties or other trees, Staff desires a more streamlined process for both the applicant and the Director.

The proposed ordinance will provide that if a determination is made by either a certified arborist or the Director, that the tree to be removed is dead or if it is determined to be dying, diseased, or damaged such that it poses an obvious and imminent threat to life or property, the Director has authority to issue the tree removal permit. In such cases, the Director can require only one replacement tree for each dead tree and the Director is provided discretion in terms of the type and size of replacement tree. Also, the proposed ordinance removes the requirement for a posted notice and provides that no replacement plan is required unless requested by the Director. These provisions will apply to any permits issued after April 1, 2025, which would enable the Director to provide applicants relief on the number of replacement trees for each dead tree removed. Also, these provisions apply only to tree permits that are not associated with development.

Alternatives
The City Council may choose to not move this ordinance forward and wait for the comprehensive review and revision of the City's current tree ordinance, which is coming to the City Council in June.

Fiscal Impact
There is no fiscal impact in adopting this ordinance.

Attachment:
Attachment No. 1 - Final Amended Tree Ordinance Related to Dead or Dying Trees

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 34 (TREES AND SHRUBS) RELATED TO THE PROCESS FOR OBTAINING TREE REMOVAL PERMITS FOR DEAD OR DYING TREES AND THE TREE REPLACEMENT REQUIREMENT

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 34.11 (Criteria for approving tree removal permit applications) of Chapter 34 (Trees and Shrubs) is hereby amended by adding a new paragraph "c" to read as follows:

"(c) Notwithstanding paragraphs (a) and (b) herein and Section 34.10(b), in the case of an application for a tree removal permit not associated with development, if a determination has been made by either a certified arborist or the Director that the tree to be removed is dead, dying, or is so diseased or damaged that it is no longer viable such that it poses an obvious and imminent threat to life or property, the Director has authority to issue the tree removal permit and require only one replacement tree for each removed tree. In determining the type and size of the replacement tree, the Director has discretion to determine the type and size of the replacement tree and Section 34.12-5(a) shall not apply and no replacement plan or notice is required unless requested by the Director. This paragraph (c) shall apply to any permit issued on or after April 1, 2025."

SECTION 2. A new Section 34.18 (Administrative Regulations) shall be added to Chapter 34 (Trees and Shrubs) to read as follows:

"**34.18. Administrative regulations.**

To implement and enforce this Chapter 34, the City Manager or his designee may adopt administrative procedures, regulations and guidelines consistent with the provisions of this Chapter 34. These administrative procedures, regulations and guidelines shall have the force and effect of law and may be relied upon by the parties to determine their rights and responsibilities under this chapter. Such administrative procedures, regulations and guidelines shall be posted at City Hall or on the city's website or made available by the city when so adopted."

SECTION 3. The City Council declares that should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

SECTION 4. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED on this 21st day of May, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Janet Braun, Mayor

ATTEST:

_____
Hector Gomez, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 10

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE ARROYO GROUP FOR SERVICES RELATED TO THE HOUSING ELEMENT, IN THE AMOUNT OF $49,873**

Recommendation

It is recommended that the City Council consider approval of an amendment to the professional services agreement with the Arroyo Group, for services related to the Housing Element, in the amount of $49, 873, for a new total contract amount not to exceed of $189,043.

Executive Summary

As part of the on-going administration of the City's certified Housing Element, the City requires continued assistance to address issues identified by the Department of Housing and Community Development (HCD) to implement certain Housing Element programs and to ensure consistency between the Housing Element and other City documents such as the General Plan, Downtown Specific Plan, and South Pasadena Municipal Code. The proposed amendment will allow staff to continue working with the Consultant to provide the assistance needed to make necessary modifications to documents based on Plan Commission and City Council feedback. Other tasks in the Scope of Services include financial analysis and reconciling the Zoning Ordinance, General Plan, and DTSP, to ensure internal consistency with the Housing Element across all City guiding documents.

Background

The City has been working on approving and implementing its Housing Element as part of the broader General Plan update, which is required by the State of California for cities to maintain compliance with housing laws and planning requirements. Arroyo Group has been serving as the primary consultant for this project, assisting with the technical analyses and drafting of necessary documents. The professional services agreement and budget agreed to by the Arroyo Group was initially approved for a scope of work that encompassed preliminary analyses and recommendations. However, additional scope has occurred since the project was initially awarded and services from the consultant are needed to prepare for hearings, prepare responsive documents to respective agencies, manage the verification process with HCD and implement updates to the City's planning documents to address policy changes. The proposed amendment in the amount of up to $49,873 will fund this additional scope of work to help the City finalize and implement the Housing Element.

Analysis
The Arroyo Group's agreed upon budget associated with the original scope of work has been exhausted and staff is recommending this contract amendment to fund the additional work required above and beyond the initial scope of the agreement. Attachment No. 3 demonstrates the work completed for the current scope of work. The requested $49,873 increase in funding will ensure that Arroyo Group can complete the following critical activities:

- Comprehensive analysis and presentation preparation for hearings.
- Responsive adjustments to the Housing Element, Downtown Specific Plan, and other key documents based on Plan Commission and Council feedback.
- Management of the certification process with HCD to ensure compliance with state law.
- Ongoing updates to the City's planning documents to address both technical analysis and policy changes.

These tasks are essential for ensuring that the City remains on schedule for Housing Element certification and that the final documents reflect the needs and desires of the community, while also complying with state requirements.

Fiscal Impact
The original agreement was for a not-to-exceed amount of $139,170. With the proposed amendment in the amount of up to $49,873, the new proposed total contract amount is $189,043. The Community Development Department FY 2024-25 included $200,000 for this work program in Account No. 101-7010-7011-8170-000, which provides sufficient funding for the new total contract amount. Staff anticipates the budgeted amount to be enough to cover the necessary work. Should the contract be extended and additional funds are needed for unforeseen circumstances, additional City Council authorization would be required.

Attachment:
Attachment No. 1 - Proposed Amendment
Attachment No. 2 - Professional Services Agreement
Attachment No. 3 - Arroyo Group Scope Compliance Matrix

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 7th day of May 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and THE ARROYO GROUP. ("CONSULTANT').

RECITALS

WHEREAS, on December 18, 2024, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Housing Element Revisions Services for the City; and

WHEREAS, the original Agreement was in the amount of $139,170, for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $49,873, for a new aggregate total of Agreement and Amendments sum total of $189,043, and add to and amend the scope of work; and

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. That Section 3.1 "Scope of Services" is amended to included attached Exhibit A.

2. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred Eighty Nine Thousand Forty- Three Dollars ($189,043).

3. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City" City of South Pasadena	"Consultant" The Arroyo Group
By:_____ *Signature*	By:_____ *Signature*
Printed: Todd Hileman	Printed: Philip Burns
Title: City Manager	Title: Principal
Date:_____	Date:_____

Attest:

By:_____
Hector Gomez, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____

Additional Budget - City of South Pasadena Housing Element Amendment Consultant Services

		Assumption	THE ARROYO GROUP ESTIMATE TO COMPLETE	Principal / PM Philip Burns, AICP $215	Consulting Principal Ian Dickenson $215	Sr Associate - Outreach Anton Anderson $175	Associate - Architecture William Bowser $120	Associate - Planning Margaret Muñoz $120		BAE URBAN ECONOMICS FINANCIAL FEASIBILITY	Principal-in-Charge (Assoc.) $305	Senior Associate Jacob Richey☐ $230	Support/Analyst☐ $125		TEAM
	A: HOUSING ELEMENT ANALYSIS								**$11,580**					**$915**	**$12,495**
		proving financial feasibility w/ all recommended development standards ,proving suitability of base height limits, etc.		3	2		16		$2,995						**$2,995**
A.1	Physical Site Planning Analysis														
A.2	Updates to Housing Element Text for Height Limit								$0					$0	**$0**
A.3	Comprehensive Review and Fixing of Housing Element								$0						
A.4	Pro Forma Analysis	Expand feasibility memo to discuss physical feasibility and justify new standards		7					$1,505					$0	**$1,505**
A.5	City Coordination Meetings	12 add'l meetings		12				16	$4,500		3			$915	**$5,415**
A.7	Alternative Rezoning Concept	Evaluation of PC/CC suggested changes to zoning map & effects on RHNA		12					$2,580						
	B: HCD INTERFACE								**$8,835**					**$0**	**$8,835**
B.1	Public Review/Hearing Draft Housing Element	Amend HE to address comments from City staff, Table changes resulting from alt rezoning concepts		8				16	$3,640					$0	**$3,640**
B.2	HCD Submittal Housing Element	Changes as directed post 7 day review		1				2	$455						**$455**
B.3	HCD Consultation Meetings	6 remaining		6				6	$2,010						**$2,010**
B.4	Revised Draft Housing Element	Address HCD comments		6				12	$2,730					$0	**$2,730**
	Non-Labor								$0					$0	**$0**
	C: COMMUNITY OUTREACH AND PRESENTATIONS								**$23,063**					**$3,660**	**$26,723**
C.1	Community Open Houses (two open houses, in-person)								$0					$0	**$0**
C.2	Listening Walks								$0					$0	**$0**
C.3	Pop-Up Event								$0					$0	**$0**
C.4	City Website Content								$0					$0	**$0**
C.5	Study Sessions with Planning Commission (2) and City Council (2)	meeting 0.5x the effort of 3/26 study session. Includes presentations, coordination time, responses, add'l research, etc. Assume BAE attends 2/4.		42	10		20	60	$20,780		12			$3,660	**$24,440**
C.6	Planning Commission and City Council Hearings								$0					$0	**$0**
	Non-Labor								$2,283					$0	**$2,283**
	D: REGULATORY DOCUMENT AMENDMENTS								**$1,820**					**$0**	**$1,820**
A.5	Updates to Downtown Specific Plan	Preparation of graphics to be inserted in document		4			8		$1,820					$0	**$1,820**
A.6	Updates to Zoning Code Text								$0					$0	**$0**
	Non-Labor														
	TOTAL								**$45,298**					**$4,575**	**$49,873**

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / the Arroyo Group)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and the Arroyo Group ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Housing Element Revision Services.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": The Consultant will serve as the City's expert and lead manager for updating the City's adopted Housing Element and submitting a Housing Element revision to the State. The Consultant will review relevant documents, identify conflicts between the Housing Element and other guiding documents, and propose solutions to make the General Plan, Downtown Specific Plan, and Zoning Code consistent with the Housing Element. Such tasks will require public outreach, technical analysis, and coordination with the Department of Housing and Community Development (HCD). The Consultant is expected to fulfill the tasks, roles, and responsibilities as listed in Exhibit A (attached).

3.2. "Agreement Administrator": The Agreement Administrator for this project is Alison Becker, AICP, Deputy Community Development Director. The Agreement

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit A and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred Thirty Nine Thousand One Hundred Seventy Dollars ($139,170).

3.5. "Commencement Date": January 1, 2025.

3.6. "Termination Date": Upon completion of the work but no later than December 31, 2025.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

4.1. **Time Extensions.** The Community Development Director is authorized to extend the term of this Agreement for a one (1) year extension on the same terms and conditions and if the compensation for the one-year extension is included as a budget expense. In no event shall the term of this Agreement, with the extension, exceed two (2) years.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services Exhibit A. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Philip Burns, AICP, Principal and President, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit A. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit A. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. INTENTIONALLY OMITTED

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, and hold harmless City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the active negligence or willful misconduct of the City.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

11.4 **Intentionally Omitted.**

11.5 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.6 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.7 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Housing Element Revision Consultant Services.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence, $2,000,000 aggregate

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

- General Liability:
  - General Aggregate: $2,000,000
  - Products Comp/Op Aggregate $2,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is:

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

City of South Pasadena, Attn: Alison Becker, AICP, Deputy Community Development Director
1414 Mission Street
South Pasadena, CA 91030., South Pasadena, CA 91030.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Alison Becker, AICP, Deputy Director of Community Development
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7220
Facsimile: (626) 403-7241
E-mail: abecker@southpasadenaca.gov

If to Consultant:

Philip Burns, AICP, Principal and President
The Arroyo Group
40 E. Colorado Boulevard
Pasadena, CA 91105
Telephone: (626) 795-9771
E-mail: phil@arroyogroup.com

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213) 626-8484
Facsimile: (213) 626-0078

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

Signed by:
By: Donald Penman
C9C235A36ABD40C...
Signature

Printed: Donald Penman

Title: Interim City Manager

Date: 1/7/2025

"Consultant"
The Arroyo Group

By: Philip Burns
Signature

Printed: Philip Burns

Title: Principal

Date: 12/20/2024

Attest:

DocuSigned by:
By: Mark Perez
8C28A8A8EFB14A7...
Deputy City Clerk

Date: 1/7/2025

Approved as to form:

DocuSigned by:
By: Roxanne Diaz
A7800E5CA8A241F...
Roxanne M. Diaz, City Attorney

Date: 1/7/2025

Final Scope and Budget -
City of South Pasadena
Housing Element Amendment Consultant Services

EXHIBIT A:
SCOPE OF SERVICES AND FEE SCHEDULE

	Description	THE ARROYO GROUP									PUBLIC WORKS PARTNERS			BAE URBAN ECONOMICS						TEAM
		PLANNING, ENGAGEMENT	Principal / PM	Phillip Burns, AICP	Consulting Principal	Ian Dickenson	Sr Associate - Outreach	Aeton Anderson	Associate - Architecture	William Bowser	Associate - Planning	Margaret Mullen	ENGAGEMENT SUPPORT	Principal	Melissa Lee	FINANCIAL FEASIBILITY	Principal-in-Charge (Assoc)	Aaron Barker	Senior Associate	Jacob Kidney	Support/Analyst	
			$215	$215		$175		$120		$120			$375			$305		$230		$125	
A: HOUSING ELEMENT ANALYSIS											**$40,685**				**$0**					**$29,265**	**$69,950**
A.1 Physical Site Planning Analysis	Two sites: one Huntington Dr, one Ostrich Farm. Each evaluated under a base, density bonus, and 100% affordable alternative. Derives appropriate development standards provided in presentation.. Adjust after engagement feedback.		8	8				60			$10,640										$10,640
A.2 Updates to Housing Element Text for Height Limit	Updates to public engagement text in various sections of the Element to reflect efforts towards and results of ballot measure, update text related to the ballot measure effort in Program 2.n to reflect results of ballot measure, reflect height limit changes to the Downtown Specific Plan and zoning code in the Housing Element, update development standard tables (residential site and commercial, mixed-use, and business park district) in Housing Element to reflect height limit changes, re-do the realistic capacity analysis taking into account the new height limits and edit Appendix F, following new realistic capacity analysis edit the site inventory table to reflect any necessary changes, edit site inventory maps in Appendix A to reflect any necessary site inventory changes.		20	5	0	15		45		$12,575					$0					$0	$12,575
A.3 Comprehensive Review and Fixing of Housing Element	Review entire Element for errors and other issues, and correct based on guidance from City and HCD		32					40		$11,680											$11,680
A.4 Pro Forma Analysis	5-6 pro forma analyses, demonstrating effects of new development standards on financial feasibility		6							$1,290						20	48	85	$27,765		$29,055
A.5 City Coordination Meetings	Assumes 12 coordination meetings, summary notes		12					16		$4,500											$4,500
Non-Labor										$0										$1,500	$1,500
B: HCD INTERFACE										**$12,210**					**$0**					**$0**	**$12,210**
B.1 Public Review/Hearing Draft Housing Element	Compile into public review draft		4					8		$1,820					$0					$0	$1,820
B.2 HCD Submittal Housing Element	Incorporates comments from public, PC and CC up to the amount budgeted		8				8	8		$3,640					$0						$3,640
B.3 HCD Consultation Meetings	Prepare and attend meetings with HCD prior to submittal and post-submittal		12					12		$4,020					$0						$4,020
B.4 Revised Draft Housing Element	Assumes minor changes needed for second submittal, 7-day public review, no new public hearings		6					12		$2,730					$0					$0	$2,730
Non-Labor										$0					$0					$0	$0
C: COMMUNITY OUTREACH AND PRESENTATIONS										**$40,620**					**$7,500**					**$0**	**$48,120**
C.1 Community Open Houses (two open houses, in-person)	Two open houses with same content. Includes development of graphics-based presentations		20			7	24	20		$10,805			15	$5,625						$0	$16,430
C.2 Listening Walks	Two walking tours to HE sites to hear stakeholders discuss issues, and envision development on key sites. Bring precedent projects or site planning studies to stir the imagination.		10	6	6	8				$5,450					$0					$0	$5,450
C.3 Pop-Up Event	Provide materials for pop-up events to be conducted by City staff		3		2	6	8			$2,675					$0					$0	$2,675
C.4 City Website Content	Content for new page on City website related to HE/DTSP update. Post presentations, FAQ		8		2		4			$2,550					$0					$0	$2,550
C.5 Study Sessions with Planning Commission (2) and City Council (2)	Includes development of graphics-based presentations. Assumes one study session with Council about basics of development		26		10	36	24			$14,540					$0						$14,540
C.6 Planning Commission and City Council Hearings	Includes development of graphics-based presentations		5		3	8	7			$3,400			5	$1,875							$5,275
Non-Labor										$1,200					$0					$0	$1,200
D: REGULATORY DOCUMENT AMENDMENTS										**$9,090**					**$0**					**$0**	**$9,090**
A.5 Updates to Downtown Specific Plan	Update regulatory language for height limits and development standards as needed within the Downtown Specific Plan. Assumes no major reworking and all necessary working files are provided.		10			10				$3,350					$0					$0	$3,350
A.6 Updates to Zoning Code Text	Create zoning code section for affordable housing overlay, update height limits/development standards in Housing Opportunity overlay		20					12		$5,740					$0					$0	$5,740
Non-Labor																					
TOTAL										**$102,605**					**$7,500**					**$29,265**	**$139,370**

Docusign Envelope ID: 8D3EDA42-1EDF-41FC-95E0-6F13B32B2B83

Scope Compliance and Budget Matrix - City of South Pasadena Housing Element Amendment Consultant Services

THROUGH 4/5/25

	Description	Work Completed	THE ARROYO GROUP ORIGINAL BUDGET	Principal / PM $215	Philip Burns, AICP Consulting Principal $215	Ian Dickenson Sr Associate - Outreach $175	Anton Anderson Associate - Architecture $120	William Bowser Associate - Planning $120	Margaret Muñoz $120		PUBLIC WORKS PARTNERS ORIGINAL BUDGET	Principal $375	Melissa Lee		BAE URBAN ECONOMICS ORIGINAL BUDGET	Principal-in-Charge (Assoc.) $305	Aaron Barker Senior Associate $230	Jacob Richey☐ Support/Analyst☐ $125		TEAM ORIGINAL BUDGET
A: HOUSING ELEMENT ANALYSIS										**$40,685**				**$0**					**$29,265**	**$69,950**
A.1 Physical Site Planning Analysis	Two sites: one Huntington Dr, one Ostrich Farm. Each evaluated under a base, density bonus, and 100% affordable alternative. Derives appropriate development standards provided in presentation.. Adjust after engagement feedback.	Conducted multiple iterations for two sites coordinated with pro forma analysis: Huntington Dr - 10 iterations; Ostrich Farm - 7 iterations. Two separate rounds: one focused on height limit and trade-offs with development standards, and second focused on detailed development standards. Modified SketchUp models and generated high-level calculations for Mission St and Fair Oaks Ave		8	8		60			$10,640										**$10,640**
A.2 Updates to Housing Element Text for Height Limit	Updates to public engagement text in various sections of the Element to reflect efforts towards and results of ballot measure, update text related to the ballot measure effort in Program 2.n to reflect results of ballot measure, reflect height limit changes to the Downtown Specific Plan and zoning code in the Housing Element, update development standard tables (residential site and commercial, mixed-use, and business park district) in Housing Element to reflect height limit changes, re-do the realistic capacity analysis taking into account the new height limits and edit Appendix F, following new realistic capacity analysis edit the site inventory table to reflect any necessary changes, edit site inventory maps in Appendix A to reflect any necessary site inventory changes.	Completed		20	5	0	15	45	$12,575		$0							$0	**$12,575**
A.3 Comprehensive Review and Fixing of Housing Element	Review entire Element for errors and other issues, and correct based on guidance from City and HCD	Completed		32				40	$11,680										
A.4 Pro Forma Analysis	5-6 pro forma analyses, demonstrating effects of new development standards on financial feasibility	Prepared feasibility memorandum providing context and methodology of findings		6					$1,290						20	48	85	$27,765	**$29,055**
A.5 City Coordination Meetings	Assumes 12 coordination meetings, summary notes	26 meetings held to date		12				16	$4,500										**$4,500**
Non-Labor									$0									$1,500	**$1,500**
B: HCD INTERFACE										**$12,210**				**$0**					**$0**	**$12,210**
B.1 Public Review/Hearing Draft Housing Element	Compile into public review draft	Pending		4				8	$1,820											**$1,820**
B.2 HCD Submittal Housing Element	Incorporates comments from public, PC and CC up to the amount	Pending		8			8	8	$3,640											**$3,640**
B.3 HCD Consultation Meetings	Prepare and attend meetings with HCD prior to submittal and post-	6 meetings held to date		12				12	$4,020											**$4,020**
B.4 Revised Draft Housing Element	Assumes minor changes needed for second submittal, 7-day public review, no new public hearings	Pending		6				12	$2,730											**$2,730**
Non-Labor									$0											**$0**
C: COMMUNITY OUTREACH AND PRESENTATIONS										**$40,620**				**$7,500**					**$0**	**$48,120**
C.1 Community Open Houses (two open houses, in-person)	Two open houses with same content. Includes development of graphics-based presentations	Two open houses with different content. Detailed presentation on development standards prepared for second open house.		20		7	24	20	$10,805		15	$5,625								**$16,430**
C.2 Listening Walks	Two walking tours to HE sites to hear stakeholders discuss issues, and envision development on key sites. Bring precedent projects or site planning studies to stir the imagination.	Completed		10	6	6	8		$5,450											**$5,450**
C.3 Pop-Up Event	Provide materials for pop-up events to be conducted by City staff	Open house boards comply. Exempted by City staff		3		2	6	8	$2,675											**$2,675**
C.4 City Website Content	Content for new page on City website related to HE/DTSP update. Post presentations, FAQ	Text was prepared (intro board to open house #1). Exempted by City staff		8		2		4	$2,550											**$2,550**
C.5 Study Sessions with Planning Commission (2) and City Council (2)	Includes development of graphics-based presentations. Assumes one study session with Council about basics of development	One study session prepared with extensive presentation		26		10	36	24	$14,540											**$14,540**
C.6 Planning Commission and City Council Hearings	Includes development of graphics-based presentations	Pending		5		3	8	7	$3,400		5	$1,875								**$5,275**
Non-Labor		$2282.9 for Open House #1 boards.							$1,200			$0						$0		**$1,200**
D: REGULATORY DOCUMENT AMENDMENTS										**$9,090**				**$0**					**$0**	**$9,090**
D.1 Updates to Downtown Specific Plan	Update regulatory language for height limits and development standards as needed within the Downtown Specific Plan. Assumes no major reworking and all necessary working files are provided.	Commented on DTSP, prepared some updated sectional graphics. Other graphics still needed?		10			10		$3,350											**$3,350**
D.2 Updates to Zoning Code Text	Create zoning code section for affordable housing overlay, update height limits/development standards in Housing Opportunity overlay	Comprehensive review and draft text update for development standards provided		20				12	$5,740											**$5,740**
Non-Labor																				
TOTAL										**$102,605**				**$7,500**					**$29,265**	**$139,370**
OPTIONAL TASKS																				
A.7 Alternate Rezoning Concept	Alternative rezoning concept with lessened densities on focus sites and additional sites found/justified. Could serve as alternative for community discussion if needed.	Not scoped (option not exercised), but we have worked consistently with MIG to identify correct land use pattern. Hours included in A.3																		
C.6 Educational video	Explains project and trade-offs for workshops, pop-ups, social media																			

	THE ARROYO GROUP BILLED TO DATE	Principal / PM $215	Philip Burns, AICP Consulting Principal $215	Ian Dickenson Sr Associate - Outreach $175	Anton Anderson Associate - Architecture $120	William Bowser Associate - Planning $120	Margaret Muñoz $120		PUBLIC WORKS PARTNERS BILLED TO DATE	Principal $375	Melissa Lee		BAE URBAN ECONOMICS BILLED TO DATE	Principal-in-Charge (Assoc.) $305	Sherry Okun-Rudnak☐ Aaron Barker Senior Associate $230	Jacob Richey☐ Support/Analyst☐ $125		TEAM BILLED TO DATE
A: HOUSING ELEMENT ANALYSIS								**$ 46,681.45**				**$0**						**$ 72,753.95**
A.1 Physical Site Planning Analysis		14.5	16		115.3	22.1	$23,034											**$ 23,033.50**
A.2 Updates to Housing Element Text for Height Limit		2.75				18.6	$2,821					$0					$0	**$ 2,820.85**
A.3 Comprehensive Review and Fixing of Housing Element		32.8	3.5			28.9	$11,256											**$ 11,255.75**
A.4 Pro Forma Analysis		10.6					$2,275							62.5	24.5	11	$26,073	**$ 28,347.20**
A.5 City Coordination Meetings		13.3	1.5	1		32.9	$7,297										$0	**$ 7,296.65**
Non-Labor							$0										$0	**$ -**
B: HCD INTERFACE								**$1,075**				**$0**					$0	**$ 1,075.00**
B.1 Public Review/Hearing Draft Housing Element							$0					$0					$0	**$ -**
B.2 HCD Submittal Housing Element							$0					$0						**$ -**
B.3 HCD Consultation Meetings		5				1	$1,075					$0						**$ 1,075.00**
B.4 Revised Draft Housing Element							$0					$0					$0	**$ -**
Non-Labor							$0					$0					$0	**$ -**
C: COMMUNITY OUTREACH AND PRESENTATIONS								**$ 54,368.00**				**$7,500**					$0	**$ 61,868.00**
C.1 Community Open Houses (two open houses, in-person)		55.5	6	4.75	83	79.3	$33,535		20	$7,500							$0	**$ 41,034.55**
C.2 Listening Walks		15	10	3	3.67	30.8	$10,039			$0							$0	**$ 10,038.80**
C.3 Pop-Up Event						4	$480			$0							$0	**$ 480.00**
C.4 City Website Content							$0			$0							$0	**$ -**
C.5 Study Sessions with Planning Commission (2) and City Council (2)		20.3			1.5	29.2	$8,032			$0								**$ 8,031.75**
C.6 Planning Commission and City Council Hearings							$0			$0								**$ -**
Non-Labor							$0	$ 2,282.90		$0							$0	**$ 2,282.90**
D: REGULATORY DOCUMENT AMENDMENTS								**$1,505**				**$0**					$0	**$ 1,505.00**
D.1 Updates to Downtown Specific Plan							$0			$0							$0	**$ -**
D.2 Updates to Zoning Code Text		7					$1,505			$0							$0	**$ 1,505.00**
Non-Labor																		
TOTAL								**$103,629**				**$7,500**					**$26,073**	**$ 137,201.95**
OPTIONAL TASKS																		
A.7 Alternate Rezoning Concept																		
C.6 Educational video																		

City Council Agenda Report

ITEM NO. 11

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney
Bradley Evanson, Interim Community Development Director

SUBJECT: **CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA TO ADD SECTION 36.250.060 ADOPTING A CAMINO DEL CIELO OVERLAY ZONING DISTRICT, MAKING FINDINGS TO SUPPORT THE ZONING CODE AND MAP AMENDMENT, AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

Recommendation

Staff recommends that the City Council introduce the ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code to add Section 36.250.060 adopting the Camino del Cielo Overlay Zoning District by title only and waive full reading and find that the ordinance is exempt from the California Environmental Quality Act as set forth in the staff report.

Executive Summary

The proposed ordinance establishes the Camino del Cielo Overlay Zoning District to be applied to the subject Camino del Cielo property and provide for the subdivision of the property into two lots and the construction of two single-family homes, each with an accessory dwelling unit. One of the four units is required to be made affordable to a lower income household. This overlay zone would allow a project that would be in lieu of the Developer's 6-unit townhome "Builder's Remedy" project that had been submitted at the subject property.

Background

On March 23, 2023, AIT Management, LLC (“Developer”) submitted to the City a preliminary application for a seven-unit townhome project, including two units to be reserved for lower income households, on certain vacant property on Camino Del Cielo as shown in the “General Site Area” below (assessor’s parcel number 5311-009-057; the "Property"). This preliminary application was filed before the City Council adopted and HCD certified the City’s 2021-2029 (6th Cycle) Housing Element.

On July 26, 2023, in reliance on the March 23, 2023, preliminary application, a formal application for a Hillside Development Permit was submitted to the City proposing to construct six townhome units, including two units to be reserved for lower income households on the Property (the "Original Project", a copy of the plan is included as Attachment 5). The applicant

sought approvals pursuant to the “builder’s remedy” provisions of the State Housing Accountability Act (Govt. Code Section 65589.5 (d)) because the City did not have a certified housing element when the preliminary application was filed.

The Hillside Development Permit application was deemed incomplete on August 24, 2023. Thereafter, the applicant submitted revised plans and additional information on October 12, 2023, November 10, 2023, and January 17, 2024. Each submittal was deemed incomplete, with the last staff level determination on February 15, 2024.

On March 3, 2024, the Developer appealed the City’s February 15, 2024, incompleteness determination (the "Appeal") to the City Council. The Appeal contested the City’s authority to require applications to amend the City’s General Plan and zoning ordinance to address the Original Project’s inconsistencies with those regulations.

On June 5, 2024, the City Council considered the Appeal, and adopted Resolution No. 7855 denying the appeal, finding that the Developer’s application remained incomplete, and concluding that the Developer’s March 23, 2023, preliminary application had expired. The Developer contested the City Council’s determination of incompleteness and determination regarding expiration of the preliminary application and continued to assert the Builder’s Remedy Provisions of the Housing Accountability Act ("HAA"), Government Code Section 65589.5(d). The so-called “Builder’s Remedy” generally refers to certain findings pursuant to the HAA that must be made in order for a local agency to deny a qualifying housing development project meeting certain affordability requirements, and which findings require a certified housing element. (Govt. Code § 65589.5(d)(1) and (5).) As noted above, at the time of the preliminary application, the City did not have an adopted or certified 6th cycle Housing Element. Under certain circumstances, the Builder’s Remedy may limit a local agency’s authority to deny a project proposing “housing for very low, low-, or moderate-income households”, even if that project is inconsistent with the applicable general plan and zoning regulations.

On December 16, 2024, the City and Developer, in order to avoid litigation, entered into a settlement agreement that provides that the City will consider adopting an ordinance establishing an overlay zone that would be applied to the Camino del Cielo project property and would provide a ministerial process for consideration of a project meeting certain criteria specified therein. A copy of the settlement agreement is attached hereto as Attachment 2. Pursuant to the settlement agreement, if the City adopts the overlay zone, the Developer will file the necessary applications for a subdivision of the property into two lots and construction of two single family homes, each with an accessory dwelling unit (ADU). If the project as described is approved, the developer will withdraw the Original Project application and will not file or support any legal challenge or complaint regarding the City’s actions related to the Original Project.

On February 19, 2025, the City Council adopted a resolution of intent (Attachment 3) to initiate the zoning text and map amendment described below.

On March 11, 2025, the Planning Commission opened the public hearing on this item. A staff report was presented, Commissioners asked questions, and the public was invited to provide testimony. At that meeting, a question was raised about the phasing of the units and when the affordable unit would be developed. The public hearing was continued to the April 8, 2025, meeting. This allowed the City to mail notice to the adjacent property owners.

At the April 8, 2025, continued Planning Commission public hearing, staff provided a report and presented an amended ordinance to clarify the matter of phasing. The ordinance provided in the April 8th Planning Commission packet included a revision to stipulate that if both lots are not developed at the same time, the required affordable housing unit shall be included in the development of the first site that is developed. The developer concurred with the revision. The Planning Commission heard additional testimony, and at the conclusion of the public hearing adopted a resolution recommending that the City Council adopt an ordinance to amend the zoning code and map to establish the Camino del Cielo Overlay Zoning District. The resolution (Attachment 6) was adopted by a 3-1-1 vote (one commissioner voting no and one commissioner absent).

Analysis

Project Description

The proposed ordinance (Attachment 1) creates an overlay zone that establishes a ministerial process for consideration of a potential housing development project meeting specified criteria, including:

- A subdivision of one existing lot into two roughly equal lots;
- A maximum of one single family dwelling unit and one accessory dwelling unit on each newly created lot (not to exceed a total of 3,300 square feet of livable area);
- A maximum height for a primary dwelling unit of 28 feet;
- Setback and stepback requirements; and
- At least 20% of the total units developed will be dedicated for sale or rental to lower income households (i.e., one on-site affordable ADU).

The proposed ordinance provides that a covenant must be recorded acknowledging the lower-income unit requirement and that if both lots are not developed at the same time, the required affordable housing unit shall be included in the development of the first site that is developed. The developer concurs with this revision.

The massing diagrams providing the general concept for development of the two single family/ADU structures is attached hereto as Attachment 4. Further, sheets A8.1 and A 8.2 of Attachment 5 (the townhome project plans) show the project site and the single-family development in the vicinity of the project site.

The new overlay zoning district is applied to properties that allow only single family residential and ancillary uses and that are subject to a preliminary application pursuant to Government Code Section 65941.1 for a housing development project that was submitted prior to July 29, 2024. At this point, the overlay zone would only be applied to the subject Property, if approved by the City Council.

General Site Area

The property is located on Camino del Cielo (See attachment 7).

Ordinance and General Plan Consistency and Zoning Code Compliance

The ordinance for consideration by the City Council is to create the Camino del Cielo Overlay Zoning District and amend the zoning code and map (Attachment 1). South Pasadena Municipal Code (SPMC) Section 36.620.070(B) states that Zoning Text Amendments and Zoning Map Amendments (collectively the “Amendments”) may be approved if the following findings are made:

1. Findings required for all Zoning Code/Map amendments:

a. The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;

The proposed Zoning Text Amendment (ZTA) and Zoning Map Amendment are consistent with and support the following General Plan actions, goals, objectives, policies, and programs:

General Plan Policy P3.1: *Conserve the stable residential neighborhoods.*
The proposed ordinance maintains the general intensity of allowed residential development in the neighborhood and does not create any detrimental impacts to the surrounding neighborhood. The proposed development standards are intended to accommodate a project that is generally keeping with the aesthetic quality of the surrounding single-family neighborhood in which the overlay zone would be applied.

General Plan Policy P3.3: *Conserve residential hillside neighborhoods.*
The proposed ordinance maintains the general intensity of allowed residential development in the neighborhood and does not create any detrimental impacts to the surrounding neighborhood. The proposed development standards are intended to accommodate a hillside project that is generally in keeping with the single-family nature of the area in which the overlay zone would be applied as preserved through the hillside development standards.

General Plan Policy P3.6: *Increase the number of affordable housing units to stabilize rents and prices.*
The proposed ordinance requires that at least one of the new units will be sold or rented to lower income households thereby increasing the number of affordable housing units in the city.

General Plan Action A3.6a: *Encourage and facilitate addition of second accessory units on properties with single-family homes.*
The proposed ordinance allows for the creation of ADUs along with primary units, thereby facilitating accessory dwelling units on properties zoned for single-family uses.

General Plan Policy P3.7: *Provide high quality housing for current and future residents with a diverse range of income levels.*
The required lower-income housing unit required by the proposed ordinance supports this goal of providing housing opportunities for a range of income levels.

Thus, the proposed amendments are consistent with the General Plan policies, goals, and programs listed above.

b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The proposed overlay zone would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because the ordinance provides development standards and requirements for the subdivision of one existing parcel into two new parcels and the development of up to one single family dwelling and one ADU on each resulting lot that, and the inclusion of one income restricted unit, while maintaining the general intensity of

allowed residential development in the neighborhood and not creating any detrimental impacts to the surrounding areas.

2. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The proposed overlay zone is internally consistent with other applicable provisions of the Zoning Code. While the ZTA would update the City's regulations for development on the properties to which it applies, all other provisions of the Municipal Code would remain in force.

3. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects.

The proposed Zoning Map Amendment is physically suitable for the requested zoning designations and anticipated land uses/projects because the proposed development standards and requirements are similar to those required for the existing neighborhood, which have been developed to be appropriate for the hillside area in which the property is located. Safe access must be provided to all potential properties within the overlay zone. The zone doesn't change the primary land use and maintains a low-density residential use consistent with the surrounding properties and underlying zoning district.

Alternatives
If the proposed ordinance is not approved and adopted, as provided for in the settlement agreement, the Developer retains his rights under Builder's Remedy to move forward with the Original Project.

Fiscal Impact
There is no fiscal impact with introducing and adopting the ordinance.

Commission Review and Recommendation
The Planning Commission reviewed this project on March 11, 2025 and April 8, 2025. On April 8,2025 the Planning Commission adopted a resolution (Attachment 6) recommending that the City Council adopt the ordinance by a 3-1-1 vote (one commissioner voting no and one commissioner absent).

Public Notification
A public hearing notice was published and mailed notice was sent to adjacent property owners as required by the Government Code.

Environmental Analysis
The adoption of this ordinance is exempt from the California Environmental Quality Act because Government Code Section 65852.21(k) provides that an ordinance that implements laws that allow for the ministerial approval of up to two residential units on a lot within a single-family residential zone is not considered a project under CEQA. Additionally, Government Code Section 66411.7(n) provides that an ordinance that implements laws that allow for the ministerial approval of parcel maps creating up to two parcels from a single parcel within a single-family residential zone is not considered a project under CEQA. The project includes the adoption of an ordinance that would allow for the subdivision of an existing lot in a residential zone into two lots and the development of up to two single family homes and two

accessory dwelling units. Thus, the project is not considered a project under CEQA and is therefore statutorily exempt from CEQA.

Furthermore, CEQA Guidelines (Title 14, Section 15000 et seq. of the California Code of Regulations) Section 15303 (Class 3 Categorical Exemption) exempts projects involving the construction and location of limited numbers of new, small facilities or structures from CEQA. Examples of the Class 3 categorical exemption in urban areas include, but are not limited to, the construction of up to three single-family residences and the construction of apartments, duplexes and similar structures designed for not more than six dwelling units. The project includes approval of an ordinance that would allow for the development of no more than two single family residences, each with an accessory dwelling unit, totally four dwelling units. The project is therefore categorically exempt from CEQA pursuant to the Class 3 exemption.

Attachment:
Attachment No. 1 - Ordinance Camino Del Cielo Overlay Zoning District
Attachment No. 2 - Settlement Agreement
Attachment No. 3 - Council Resolution of Intention
Attachment No. 4 - Massing Diagram
Attachment No. 5 - Townhome Project (Original Project) Plans
Attachment No. 6 - Planning Commission Resolution - Camino del Cielo
Attachment No. 7 - Site Location

ORDINANCE NO.___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA TO ADD SECTION 36.250.060 ADOPTING A CAMINO DEL CIELO OVERLAY ZONING DISTRICT, MAKING FINDINGS TO SUPPORT THE ZONING CODE AND MAP AMENDMENT, AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, on February 19, 2025, the South Pasadena City Council adopted a resolution declaring its intention to initiate amendments to the South Pasadena Municipal Code Chapter 36 (Zoning) to create a new Camino del Cielo Overlay Zoning District and a related zoning map amendment; and

WHEREAS, on March 11, 2025, the South Pasadena Planning Commission considered this Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and

WHEREAS, the hearing was continued to April 8, 2025 and at the conclusion of the Planning Commission hearing and after due consideration of the testimony, the Planning Commission adopted Resolution No. 25-02 recommending that the City Council adopt an Ordinance substantially as set forth herein; and

WHEREAS, on May 7, 2025, the City Council, at a regular meeting, considered the Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and,

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds the foregoing recitals and their findings to be true and correct and hereby incorporates such recitals and their findings into this Ordinance.

SECTION 2: ZONING AMENDMENT FINDINGS. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that Zoning Text Amendments and Zoning Map Amendments (collectively the "Amendments") may be approved if the following findings are made:

1. *Findings required for all Zoning Code/Map amendments;*
   a. *The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;*

      The proposed Zoning Text Amendment (ZTA) and Zoning Map Amendment are consistent with and support the following General Plan actions, goals, objectives, policies, and programs:

      General Plan Policy P3.1: *Conserve the stable residential neighborhoods.*

The proposed ordinance maintains the general intensity of allowed residential development in the neighborhood and does not create any detrimental impacts to the surrounding neighborhood. The proposed development standards are intended to accommodate a project that is generally in keeping with the aesthetic quality of the surrounding single family neighborhood in which the overlay zone would be applied.

      General Plan Policy P3.3: *Conserve residential hillside neighborhoods.*

The proposed ordinance maintains the general intensity of allowed residential development in the neighborhood and does not create any detrimental impacts to the surrounding neighborhood. The proposed development standards are intended to accommodate a hillside project that is generally in keeping with the single family nature of the area in which the overlay zone would be applied as preserved through the hillside development standards.

      General Plan Policy P3.6: *Increase the number of affordable housing units to stabilize rents and prices.*

The proposed ordinance requires that at least 20% of the total units developed must be sold or rented to lower income households thereby increasing the number of affordable housing units in the city.

      General Plan Action A3.6a: *Encourage and facilitate addition of second accessory units on properties with single-family homes.*

The proposed ordinance allows for the creation of ADUs along with primary units, thereby facilitating accessory dwelling units on properties zoned for single-family uses.

General Plan Policy P3.7: *Provide high quality housing for current and future residents with a diverse range of income levels.*

The proposed ordinance requires that at least 20% of the total units developed must be sold or rented to lower income households thereby providing housing opportunities for a range of income levels.

The proposed amendments are consistent with the General Plan policies, goals, and programs listed above.

b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The proposed overlay zone would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because the ordinance provides development standards and requirements for the subdivision of one existing parcel into two new parcels and the development of up to one single family dwelling and one ADU on each resulting lot that, and the inclusion of one income restricted unit, while maintaining the general intensity of allowed residential development in the neighborhood and not creating any detrimental impacts to the surrounding areas. Therefore, the City Council hereby makes this finding.

2. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The proposed overlay zone is internally consistent with other applicable provisions of the Zoning Code. While the ZTA would update the City's regulations for development on the properties to which it applies, all other provisions of the Municipal Code would remain in force. Therefore, the City Council hereby makes this finding.

3. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects.

The proposed Zoning Map Amendment is physically suitable for the requested zoning designations and anticipated land uses/projects because the proposed development standards and requirements allow for development of the same general residential intensity as the existing neighborhood. Access is provided to all potential properties within the overlay zone. The zone doesn't change the primary use and maintains a low-density residential use consistent with the surrounding properties and underlying zoning district. Therefore, the City Council hereby makes this finding.

SECTION 3. OVERLAY ZONE ADDED. Section 36.250.060 ("Camino del Cielo Overlay") is hereby added to Division 36.250 ("Overlay Zoning Districts") of Article 2 ("Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City of South Pasadena Municipal Code to read as set forth in Exhibit A, which is incorporated herein.

SECTION 4. TABLE 2-1 AMENDMENT. Table 2-1 of Section 36.200.020 is hereby amended to add the Camino del Cielo district as an overlay district as set forth below with the rest of the table remaining the same:

Zoning District Symbol	Zoning District Name	General Plan Land Use Classification Implemented by Zoning District
CDC	Camino del Cielo Overlay	Very Low Density Neighborhood

SECTION 5. TABLE 4-1 AMENDMENT. Table 4-1 of Section 36.400.020 is hereby amended to add the Camino del Cielo district review authority as set forth below with the rest of the table remaining the same:

TABLE 4-1. REVIEW AUTHORITY						
Type of Decision	Procedure is in Section:	Role of Review Authority (1)				
		Director	DRB (2)	CHC (3)	Planning Commission	City Council
CDC Overlay District Development Application	36.250.060	Decision				Appeal

SECTION 6. Zoning Map Amendment. The Zoning Map is hereby amended to add the Camino del Cielo Overlay Zone as set forth in Exhibit B.

SECTION 7. CEQA. The City Council finds that the project is exempt the California Environmental Quality Act. Government Code Section 65852.21(k) provides that an ordinance that implements laws that allow for the ministerial approval of up to two residential units on a lot within a single-family residential zone is not considered a project under CEQA. Additionally, Government Code Section 66411.7(n) provides that an ordinance that implements laws that allow for the ministerial approval of parcel maps creating up to two parcels from a single parcel within a single-family residential zone is not considered a project under CEQA. The project includes the adoption of an ordinance that would allow for the subdivision of an existing lot in a residential zone into two lots and the development of up to two single family homes and two accessory dwelling units. Thus, the project is not considered a project under CEQA and is therefore statutorily exempt from CEQA. Furthermore, CEQA Guidelines (Title 14, Section 15000 et seq. of the California Code of Regulations) Section 15303 (Class 3 Categorical Exemption) exempts from CEQA projects involving the construction and location of limited numbers of new, small facilities or structures, which includes approval of this ordinance that would allow for the development of no more than two single family residences, each with an accessory dwelling unit, totally four dwelling units.

SECTION 8. SEVERABILITY. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 9. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 21st day of May, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

Janet Braun, Mayor

ATTEST:

Hector Gomez, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA

CITY CLERK'S DIVISION

CERTIFICATION OF ORDINANCE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH PASADENA)

I, Hector Gomez, Chief City Clerk of the City of South Pasadena, do hereby certify that Ordinance No. _____, was duly and regularly approved and adopted at a Regular meeting of the City Council on this XX day of XX, 2025, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Hector Gomez
Chief City Clerk

Exhibit A
Recommended Zoning Text Amendment

36.250.060 Camino del Cielo (CDC) Overlay District.

A. Purpose. The CDC overlay district is intended to provide alternative development requirements and ministerial processing of certain housing development projects with preliminary applications pursuant to Government Code Section 65941.1 submitted prior to the date the City's Sixth Cycle (2021-2029) Housing Element was certified by the California Department of Housing and Community Development.

B. Applicability. The CDC overlay district may be applied on the Zoning Map to properties that meet all the following requirements:

1. The property is located in a zoning district that allows only single family residential and ancillary uses;

2. The property is subject to a preliminary application pursuant to Government Code Section 65941.1 for a housing development project that was submitted prior to July 29, 2024.

C. Allowable land uses and development standards.

1. An existing lot may be subdivided into two lots through ministerial approval by the Director of a parcel map meeting the following criteria:

a. A parcel map and a subdivision application shall be submitted to the City for all proposed subdivisions and a planning clearance pursuant to Division 36.500.

b. The subdivision may only subdivide one existing parcel and shall create no more than two new parcels of approximately equal area.

c. No dwelling unit on such new parcels shall be rented for a period of less than 30 days and cannot be occupied as a short-term rental unit.

d. Any development constructed in accordance with this section shall be subject to all impact or development fees related to the development of a new dwelling unit.

e. Separate utility meters shall be provided for each parcel prior to map recordation.

f. Easements for access and public and private utilities shall be provided for any newly created parcel that does not front on a public or private street.

2. A maximum of one single family home and one accessory dwelling unit is permitted through ministerial approval by the Director on each resulting lot, subject to the following criteria.

a. At least 20% of the total units developed under this Section must be sold or rented to lower income households, as defined in Section 50079.5 of the Health and Safety Code, with at least one such affordable unit developed on site. The sale of any accessory dwelling unit must satisfy the requirements of Government Code Section 66341 and any other applicable laws. The Owner must record a covenant memorializing these restrictions in a form acceptable to the City Manager and City Attorney. If both lots are not developed at the same time, the required affordable housing unit shall be included in the development of the first site that is developed.

b. The maximum height for a primary dwelling unit is 28 feet. Maximum height of structures is measured from a point 6 inches above the high point of the existing grade line at the existing, previously set front yard setback line to the highest point of the roof or parapet wall. All heights shall be measured at any point along the building line.

c. The lot coverage requirement for the lots combined shall not exceed 41%, excluding the floor area for any ADU.

d. The floor area ratio for the lots combined shall not exceed 51%, excluding the floor area for any ADU.

e. Setbacks shall be no less than:

i. Front: 10 feet.

ii. Rear and side: 5 feet.

f. Stepbacks shall be no less than:

i. Three feet from the garage façade and 10 feet from the ADU façade for the second floor stepback.

ii. 10 feet from the façade of the second floor for the third floor stepback.

g. The livable area (primary dwelling unit and accessory dwelling unit) size shall not exceed 3,300 square foot of livable area per lot and 480 square foot non-livable area (*e.g.*, garage) per lot.

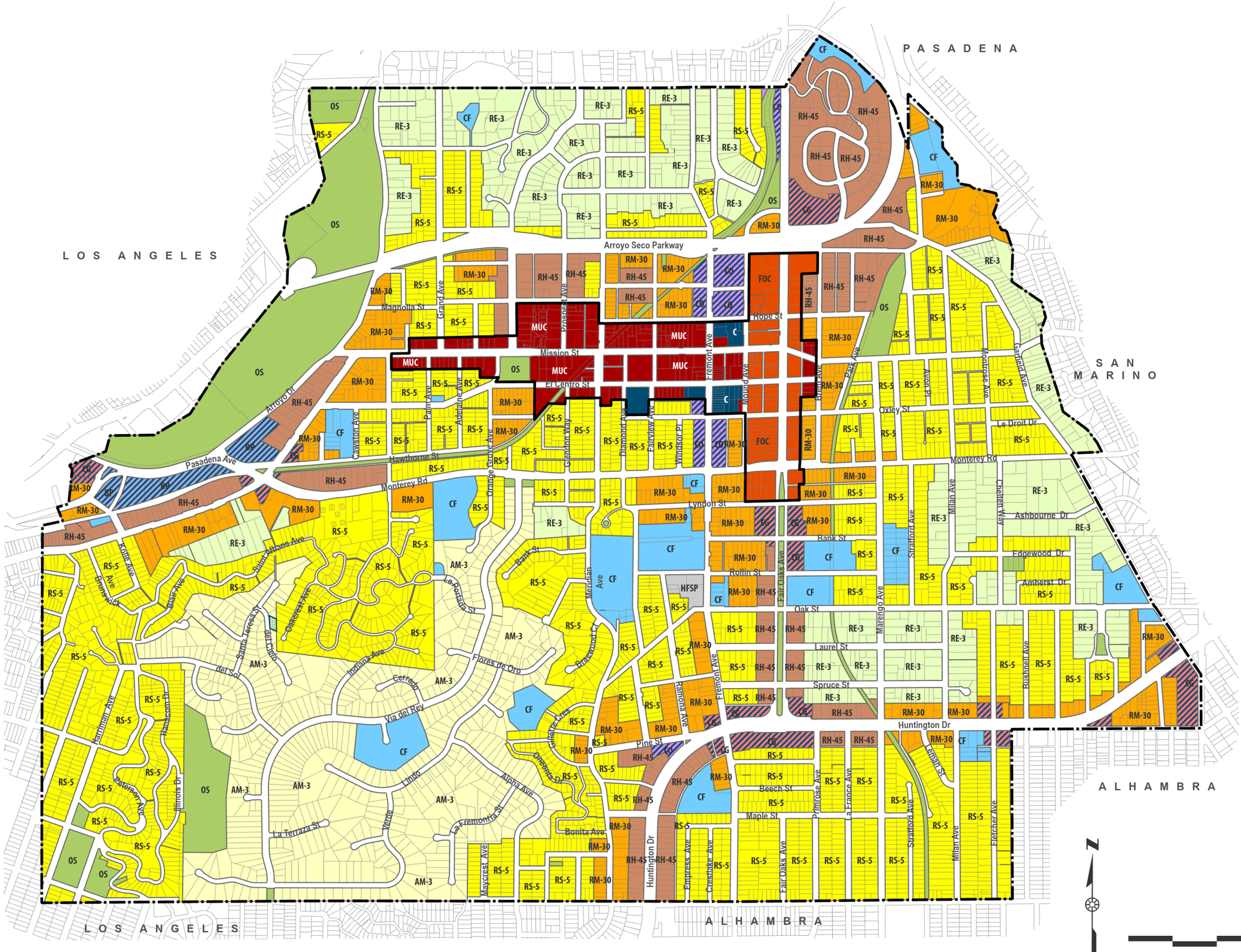
h. Parking and loading for the dwellings shall require 3 off-street spaces (2 in a garage not exceeding 480 square feet) with garage 10 feet from front property line and a driveway width of minimum 20 feet.

3. All objective standards from the Altos de Monterey (AM) Overlay District, see Section 36.250.030, apply, unless modified by this Section 36.250.060, which would govern in the event of any conflict.

Exhibit B
DRAFT ZONING MAP AMENDMENT

City of SOUTH PASADENA

Zoning Map


PASADENA
LOS ANGELES
SAN MARINO
ALHAMBRA
LOS ANGELES
ALHAMBRA
Arroyo Seco Parkway
Mission St
El Centro St
Hope St
Oxley St
Monterey Rd
Pasadena Ave
Hawthorne St
Lyndon St
Bank St
Rollin St
Oak St
Laurel St
Spruce St
Huntington Dr
Pine St
Beech St
Maple St
Fair Oaks Ave
Meridian Ave
Marengo Ave
Orange Grove Ave
Arroyo Dr
Grand Ave
Fremont Ave
Monterey Rd
Ashbourne Dr
Edgewood Dr
Amherst Dr
Le Droit Dr
Garfield Ave
Monrovia Ave
Milan Ave
Stratford Ave
Fletcher Ave
Huntington Dr
Bonita Ave
Via del Rey
Flores de Oro
Indiana Ave
Santa Lucrecia St
Del Cabo
Del Sol
Terrace Ave
Illinois Dr
Partlan Ave
Hanscom Dr
Brownlee Ave
Blair Ave
Adelaide Ave
Palm Ave
Glendon Way
Diamond Ave
Windsor Pl
Mound Ave
Brent Ave
Park Ave
Avon Pl
Primrose Ave
La France Ave
Ramona Ave
Braemore Dr
Alpha Ave
Maycrest Ave
Empross Ave
Crestlake Ave
Chatham Way
Milan Ave
Rushmere Ave
Cawston Ave
Prospect Ave
Bramwell Ave
Baker Ave
Santa Anita Ave
Lacrosse Ave
Meridian Ave
Braemore Dr
Cerrado
Linda Vista
La Terraza St
La Fremontia St
Varda
Lacrosse Ave
Fair Oaks Ave
Stratford Ave
Milan Ave
Fletcher Ave
Huntington Dr
Empross Ave
Crestlake Ave
Maycrest Ave
Bonita Ave
Alpha Ave
Braemore Dr
Ramona Ave
Fremont Ave
Meridian Ave
Fair Oaks Ave
Marengo Ave
Rushmere Ave
Milan Ave
Chatham Way
Ashbourne Dr
Edgewood Dr
Amherst Dr
Le Droit Dr
Garfield Ave
Monrovia Ave
Park Ave
Avon Pl
Brent Ave
Mound Ave
Windsor Pl
Diamond Ave
Glendon Way
Palm Ave
Adelaide Ave
Grand Ave
Prospect Ave
Cawston Ave
Arroyo Dr
Bramwell Ave
Baker Ave
Blair Ave
Santa Anita Ave
Lacrosse Ave
Santa Lucrecia St
Del Cabo
Del Sol
Terrace Ave
Illinois Dr
Partlan Ave
Hanscom Dr
Indiana Ave
Flores de Oro
Cerrado
Via del Rey
Linda Vista
La Terraza St
Varda
La Fremontia St
Alpha Ave
Braemore Dr
Ramona Ave
Fremont Ave
Meridian Ave
Fair Oaks Ave
Marengo Ave
Orange Grove Ave
Bank St
Rollin St
Oak St
Laurel St
Spruce St
Huntington Dr
Pine St
Beech St
Maple St
Lyndon St
Monterey Rd
Oxley St
Hope St
Mission St
El Centro St
Arroyo Seco Parkway
Pasadena Ave
Hawthorne St
Monterey Rd
Ashbourne Dr
Edgewood Dr
Amherst Dr
Le Droit Dr
Garfield Ave
Monrovia Ave
Milan Ave
Stratford Ave
Fletcher Ave
Huntington Dr
Bonita Ave
Via del Rey
Flores de Oro
Indiana Ave
Santa Lucrecia St
Del Cabo
Del Sol
Terrace Ave
Illinois Dr
Partlan Ave
Hanscom Dr
Brownlee Ave
Blair Ave
Adelaide Ave
Palm Ave
Glendon Way
Diamond Ave
Windsor Pl
Mound Ave
Brent Ave
Park Ave
Avon Pl
Primrose Ave
La France Ave
Ramona Ave
Braemore Dr
Alpha Ave
Maycrest Ave
Empross Ave
Crestlake Ave
Chatham Way
Rushmere Ave
Cawston Ave
Prospect Ave
Bramwell Ave
Baker Ave
Santa Anita Ave
Lacrosse Ave
Meridian Ave
Braemore Dr
Cerrado

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

THIS SETTLEMENT AGREEMENT AND MUTUAL RELEASE (the "Agreement") is made effective by and between AIT Management, LLC, a California limited liability company (together referred to herein as "Developer"), and the City of South Pasadena, a municipal corporation (referred to generally as the "City," or where additional specificity is desired, "City Council" or "City Staff"). Developer and the City are individually referred to herein as a "Party" and collectively referred to as the "Parties."

RECITALS

I. On March 23, 2023, Developer submitted to the City a preliminary application pursuant to Government Code Section 65941.1 for a seven unit townhome project, including 2 units to be reserved for lower income households, on certain vacant property on Camino Del Cielo, South Pasadena, California, which is also known as assessor's parcel number 511-009-057 (the "Property").

II. On July 26, 2023, a formal application for a Hillside Development Permit was submitted to the City proposing to construct six townhome units, including two units to be reserved for lower income households on the Property (the "Original Project"). The Hillside Development Permit application was deemed incomplete on August 24, 2023.

III. On October 12, 2023, Developer submitted revised plans and other information in response to the City's prior incompleteness determination. On November 10, 2023, the City deemed the Hillside Development Permit application incomplete.

IV. On January 17, 2024, Developer submitted further revised plans in response to the City's November 10, 2023, incompleteness determination. On February 15, 2024, the City deemed the application incomplete.

V. On March 3, 2024, Developer appealed the City's February 15, 2024, incompleteness determination (the "Appeal"). The Appeal contested the City's authority to require applications to amend the City's General Plan and zoning regulations to address the Original Project's inconsistencies with those regulations.

VI. On June 5, 2024, the City Council of the City considered the Appeal, and adopted Resolution No. 7855 denying the appeal, finding that the Developer's application remained incomplete, and concluding that the Developer's March 23, 2023, preliminary application had expired.

VII. Developer contests the City Council's determination of incompleteness and determination regarding expiration of the preliminary application.

VIII. Developer has asserted the protections of the Housing Accountability Act ("HAA"), Government Code Section 65589.5(d), colloquially referred to as the "Builder's Remedy".

IX. On August 29, 2024, City and Developer entered into a Tolling Agreement to allow the Parties to explore settlement of the dispute regarding the Original Project and the City's Appeal determinations. On November 5, 2024, the Parties agreed to an amendment of the Tolling Agreement, through December 20, 2024.

X. The Parties desire to resolve the pending litigation through a structured settlement, as follows.

AGREEMENT

Now, therefore, in light of the above Recitals, which are incorporated herein, and in consideration of the mutual terms, promises, covenants, and conditions contained herein and for other valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

A. Developer Obligations.

1. Suspend the processing of the Original Project, and extend the Tolling Agreement until the effective date of the City's approval or denial of the Alternate Project, as defined below.

2. Submit full and complete applications for the Alternate Project consisting of two single family residences, each with an attached accessory dwelling unit (AUD), substantially as shown in the attached Exhibit A ("Alternate Project"). The applications for the Alternate Project will include:

   a. Tentative Parcel Map for the proposed Lot Split.

   b. Design Review application for the two new single family residences.

   c. Hillside Development Permit.

   d. Accessory Dwelling Unit ("ADU") applications.

   e. Tree Removal Permit/Arborist Report (already submitted).

   f. Preliminary Grading and Landscape Plans.

   g. Applicable City processing fees for each application.

3. Indemnify and hold harmless the City with respect to the review and any actions by the City to approve the Alternate Project entitlements, including but not limited to environmental determinations under the California Environmental Quality Act (CEQA). More specifically:

a. Developer hereby agrees to defend, indemnify and hold harmless the City and its elected and appointed representatives, officers, attorneys, agents and employees from any liability for any claims, suits, administrative or legal actions, causes of action, loss, expense, damage, lawsuit, proceeding, judgment, costs, and expenses (including, without limitation, attorneys' fees or court costs) or injury of any kind, in law or equity, arising out of any approval of the Alternate Project or CEQA determination or any activities conducted pursuant to this Agreement in furtherance of the Alternate Project. Developer shall pay and satisfy any judgment, award, cost, or decree that may be rendered against the City in any such suit, action, or other legal or administrative proceeding, including any award of attorneys' fees and costs.

b. In the event such an administrative or legal action is filed challenging the City's determinations herein or the issuance of an approval of the Alternative Project, Developer agrees that the City shall be represented with counsel of the City's choosing. The City shall estimate its expenses for the litigation at the start of the litigation. Developer shall provide an initial deposit of twenty-five thousand dollars ($25,000) to the City within 15 days of the City's request or, at the discretion of the City, enter into an agreement with the City to pay such expenses as they become due. Should a deposit be provided, Developer shall replenish the deposit within 10 days of a request by the City, should the deposit fall below five thousand dollars ($5,000).

City agrees that the obligation to indemnify would not apply in the event that the City Council disapproves the Alternate Project. Notwithstanding and in addition to the above discussion of Developer's indemnification obligation, City and Developer agree that the City may at any time, at its sole discretion, defend the City's processes and Code requirements at its own expense and using its own legal counsel.

c. The entirety of this Section 3, and Developer's obligations as set forth in Section 3, shall survive any challenge to the Alternate Project, should it be approved, or any setting aside of any related entitlements.

4. Timely provide all information reasonably requested by the City and work collaboratively with the City to ensure expeditious processing of the Alternate Project applications.

5. Work in good faith with the City to develop acceptable conditions of approval and not object to objective conditions of approval under existing codes and written policies not otherwise amended by the Overlay Ordinance.

6. Restrict at least 20% of the total units to be sold or rented to lower income households, as defined in Section 50079.5 of the Health and Safety Code. To implement this requirement, one of the ADUs must be reserved for rental to lower income households, and Developer shall agree to record a covenant memorializing the low-income rental restriction in a form acceptable to the City Manager and City Attorney.

7. Subdivide the property prior to receiving any certificate of occupancy.

8. Acknowledge, understand, and agree that all legally mandated processing timeframes and deadlines applicable to the Original Project under SB 330 (Chapter 654, Stats. 2019)/SB 8 (Chapter 161, Stats. 2021), the Permit Streamlining Act (Government Code Sections 65920 et seq.), the California Environmental Quality Act (Public Resources Code Sections 21000 et seq.), and the Housing Accountability Act (Government Code Sections 65589.5), are inapplicable during the suspension period set forth in Section A. 1, above.

9. If the application for the Alternate Project is approved, withdraw the Original Project application within ten (10) days following the expiration of the 90-day statutes of limitations period under Planning and Zoning Law, and agree not to file or support any challenge or complaint regarding the City's actions related to the Original Project in court or through any administrative process, including but not limited to through any State agency. Developer shall not cooperate or coordinate with any third party that may challenge any City action related to the Original Project, and shall use best efforts to dissuade any third party from pursuing any such challenge.

10. Acknowledge, understand, and agree that nothing in the Settlement Agreement shall be interpreted as a waiver of the City's police powers or regulatory authority, including, without limitation, processing any project applications and any requirements to ensure Applicant's provision of adequate utility infrastructure for the Alternate Project contemplated in the application, if filed.

11. Developer agrees to bring its Alternate Project into conformance with all of the City's objective standards, including but not limited to those pertaining to street design, building and fire codes, emergency services access, utilities, and stormwater management and discharge control, except as specifically agreed to in writing by City and Developer.

12. Developer and City will each be responsible for their respective legal expenses incured in furtherance of processing the Alternate Project applications.

B. City Obligations.

1. Consider adopting an ordinance establishing an overlay zone in the City, and applying the overlay zone to the Camino De Cielo project property, which overlay zone provides a ministerial process for consideration of a project meeting certain criteria (referred to as the "Overlay Ordinance"). The Overlay Ordinance will allow for subdivision of the Property into two lots, and include specific development standards related to maximum lot coverage and floor area ratio (FAR), height, rear and second story (front) setback requirements, and other development standards to accommodate the Alternate Project substantially as shown in Exhibit A. The Alternate Project would be required to comply with objective standards from the Altos de Monterey Overlay District, unless modified by the Overlay Ordinance, which would govern in the event of any conflict.

2. Conduct environmental review of the Overlay Ordinance.

3. The Overlay Ordinance process would entail hearings before the Planning Commission and City Council. The City agrees to schedule the Planning Commission hearing no later than March 2025, and schedule the City Council hearing within eight (8) weeks of the Planning Commission's recommendation regarding the Ordinance, unless otherwise agreed to by the parties.

4. The City will cover the costs of the preparation and processing of the Overlay Ordinance, excluding any costs related to environmental review of the Overlay Ordinance.

5. Process designated application materials of the Alternate Project (involving two single family residences, with two ADUs substantially as shown in plans attached hereto as Exhibit A) through a ministerial approval process by the Director of Community Development set forth below:

a. Review the applications for completeness within thirty (30) days of submittal.

b. Complete a first round of compliance review with applicable codes and regulations ("First Code Compliance Review") within thirty (30) days of a determination of completeness.

c. Complete a second round of code compliance review ("Second Code Compliance Review"), if necessary, and provide any design related comments within thirty (30) days of submittal of additional application materials by Developer.

d. Issue a final approval within sixty (60) calendar days from Developer's formal response to the First Code Compliance Review or sixty (60) days from Developer's formal response to a Second Code Compliance Review, if one is necessary.

e. Allow for administrative approval by the Planning Director, appealable to the City Council.

C. Agreement Not to Sue.

Developer agrees not to file any lawsuit against the City as related to the Original or Alternate Project except in the event of an uncured event of default by the City, as that is described in Section E below. Specifically, Developer shall not pursue any claim of procedural due process violations or bias related to the either the Original or Alternate Project based upon statements made prior to the execution of this Agreement.

D. Implementation and Cooperation. City and Developer agree to cooperate in the implementation of this Agreement and the processing of the Alternate Project application. Where a dispute arises as to the interpretation of this Agreement, the validity of a proposed condition of approval, or other issue related to the processing of the Alternate Project, such concern shall first be put in writing to the other Party. The Parties' project managers shall then meet and confer in good faith to resolve the dispute, involving legal counsel for the resolution of disputes related to the language of this Agreement or state law, including but not limited to questions about the applicability of CEQA, the Subdivision Map Act, Permit Streamlining Act, or the Housing Accountability Act. The Parties agree to attempt to make a good faith effort to resolve all disputes prior to elevating such concern to the local press or elected officials.

E. Defaults and Remedies.

1. Event of Default. Each of the following events, if uncured after an attempt to resolve the issue pursuant to Section D, and the expiration of the applicable notice and cure period (discussed below in subsection E. 2.), shall constitute an "Event of Default":

   a. City failure to meet one of the deadlines described in Section B. of this Agreement, except where either (1) Developer and City agreed in writing to a different date; (2) where failure to meet the deadline is due to Developer's delays, actions, or inaction, or due to forces outside the City's control, as defined as a "Force Majeure" event, below; or (3) where failure to meet the deadline is due to a need to comply with the requirements of state or federal law, including but not limited to notice, public transparency, and hearing requirements of the Planning and Zoning Law, Subdivision Map Act, Brown Act, CEQA, or Municipal Code.

   b. Developer failure to timely submit information or studies requested by City Staff and necessary to process the Alternate Project application except where failure to timely submit is due to City's lack of specificity in its request, rejection of materials, or due to forces outside Developer's control, as defined as a "Force Majeure" event, below.

   c. A Party's failure or refusal follow the process described in Section D., Implementation and Cooperation, to collaboratively address concerns.

   d. City or Developer breach of any other specific term of this Agreement.

2. Notice and Opportunity to Cure. Upon the happening of an event described in subsection E. 1. a. above, the affected Party shall first notify the other Party's primary point of contact (for Developer, this shall be Victor Tang, at AIT Management LLC, 330 Goddard, Irvine, CA 92618 ; for City, notice shall be directed to the Community Development Director with a copy to the City Manager) in writing of its purported Event of Default, with a copy to the Party's legal counsel. The other Party shall have two weeks (14 days) from receipt of such notice to cure such breach or failure; provided, however, that if such breach or failure cannot reasonably be cured within such period and the breaching Party has commenced the cure within such two week (14 day) period and thereafter is diligently working in good faith to complete such cure, the breaching Party shall have such longer period of time as may reasonably be necessary to cure the breach or failure, provided, however, in any event the breach or failure must be cured within thirty (30) days. No Party shall be deemed to be in default under this Agreement unless and until

the Party has received notice of default as provided and the applicable cure period has expired without a cure being effected.

3. Force Majeure. Delayed performance by either Party shall not be deemed to be an Event of Default, and the timelines set forth herein shall be extended where delays are due to forces outside of either Party's control, including but not limited the failure of a City contractor or consultant to meet their contractually obligated timelines due to forces not within their control, the discovery of heretofore unknown Property conditions or environmental impacts associated with the Alternate Project, or actions or inaction by another public or governmental agency (other than the acts or failures to act of City which shall not excuse performance by City). The Parties agree that the commencement of any litigation concerning this Agreement shall constitute cause for an extension to the timelines herein.

4. Remedies. Because the amount of damages in the event of a breach of this Agreement may be difficult or impossible to determine, the obligations of the Parties shall be enforceable only by specific performance or other equitable relief.

5. Costs and Fees. If a court of competent jurisdiction determines that either Party has breached this Agreement, the remedy for which is described in the foregoing Paragraph 4, the nonbreaching Party may recover the cost, if any, of obtaining such determination and of enforcing this Agreement, including, without limitation, legal fees, expenses, and court costs.

F. **Release and Discharge**. The Parties agree that by performing the mutual obligations provided herein, the Parties fully satisfy any and all obligations they may owe to each other related to issues arising from and concerning the Original Project, Alternate Project, or any combination thereof. In consideration of these mutually dependent promises and representations, and except for the obligations created by this Agreement, the Parties hereby fully release and forever discharge each other and each other's respective successors, assigns, employees, agents, representatives, and attorneys from and against any and all claims, demands, actions, causes of action, proceedings, obligations, liabilities, damages, losses, costs, and expenses of any nature whatsoever, in law or in equity, known or unknown, foreseen or unforeseen, contingent or non-contingent, that the Parties now have based upon or in any way arising out of or in connection with the matters related to the Original Project, Alternate Project, or any combination thereof.

G. **Civil Code § 1542**. The Parties also agree and acknowledge that each Party may hereafter discover facts different from or in addition to those it now knows or believes to be true with respect to the matters released herein, and each Party agrees that all of the terms of this Agreement shall and will remain effective in all respects, regardless of such different or additional facts which may be learned. The Parties

recognize that the release set forth in Section F, above, shall extend to claims whether known or unknown to them and that the release is made with the understanding that it shall include unknown claims contemplated by Civil Code § 1542, which provides as follows:

"A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."

H. **No Admission, Denial of Wrongdoing and Liability**. Nothing in this Agreement shall be deemed an admission of any issue of fact or law, except for the limited purpose of enforcing this Agreement. Neither the negotiation of this Agreement, nor any action taken to carry out this Agreement, is, or may be, construed or used as an admission or concession by, or against, any Party of any fault, wrongdoing or liability whatsoever.

I. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties, and their respective employees, agents, attorneys, successors, devises, executors, administrators, assigns, and insurance carriers.

J. **No Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

K. **Entire Agreement and Amendments.** This Agreement constitutes the entire agreement between the Parties hereto and recites the sole consideration of the promises and agreements contained within it. The Parties have read this Agreement and are fully aware of its contents and legal effect. It is expressly understood and agreed that this Agreement may not be altered, amended, modified, or otherwise changed in any respect except by a writing duly executed and authorized by each of the Parties.

L. **Waiver**. No provision of this Agreement may be waived unless in a writing signed by each Party. Waiver of any one provision shall not be deemed to be a waiver of any other provision.

M. **California Law and Venue**. This Agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the Parties shall be governed by, and construed and enforced in accordance with, the laws of the State of California. The Parties further agree that the venue for all legal proceedings concerning this Agreement shall be in the Superior Court of the State of California, in the County of Los Angeles.

N. **Agreement Entered Into Voluntarily**. The Parties acknowledge and agree that they have read this Agreement, that they fully understand their rights, privileges and duties under this Agreement, and that they entered into this Agreement

voluntarily, on the basis of their own judgement and without coercion, and not in reliance on any promises, representations, or statements made by the other Party other than those contained in this Agreement.

O. **Legal Representation and Construction**. Each Party acknowledges that it has been represented by counsel, or has had counsel available to it, throughout the pendency of the negotiations of this Agreement. The Parties agree that this Agreement is the product of arms-length negotiations between them, and that this Agreement is executed voluntarily by each of them without being subjected to any duress or undue influence. The Parties further agree that they are to be considered mutual authors of this Agreement.

P. **Authority to Execute**. Each individual executing this Agreement represents and warrants that he or she is duly authorized to execute this Agreement and that the Agreement is binding in accordance with its terms. Each Party warrants that it is the true holder of all rights and remedies which it purports to release, and that it has not assigned or transferred any of those rights or remedies to any other individuals or entities. Further, by entering into this Agreement, no Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

Q. **Good Faith and Further Assurances**. The Parties agree that they will act in good faith in abiding by the terms of this Agreement, and in carrying out the obligations of each Party set forth herein and shall not do anything to interfere with or inhibit the ability of the other Party to comply with their respective obligations under the terms of this Agreement. So long as authorized by applicable laws to do so, each of the Parties to this Agreement will do such further acts and execute, acknowledge, and deliver all further documents as may be necessary to fully effectuate the provisions of this Agreement.

R. **Time is of the Essence**. Time is of the essence for this Agreement and each section contained within this Agreement is made and declared to be a material, necessary, and essential part of this Agreement.

S. **Severability**. If a court of competent jurisdiction holds any section of this Agreement to be illegal, unenforceable, or invalid for any reason, the validity and enforceability of the remaining sections of this Agreement shall not be effected.

T. **Execution in Counterparts**. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument. Furthermore, electronic facsimile or e-mailed .pdf signatures to this Agreement shall be binding upon the Parties.

U. **Effectiveness of Agreement.** This Agreement shall be effective upon the execution of this Agreement by all Parties.

CITY OF SOUTH PASADENA, a California municipal corporation.

By: Don Penman
Don Penman, City Manager

Dated: 12-17-24

ATTEST:

DEPUTY CITY CLERK
CITY OF SOUTH PASADENA

By:
Mark Perez

APPROVED AS TO FORM:

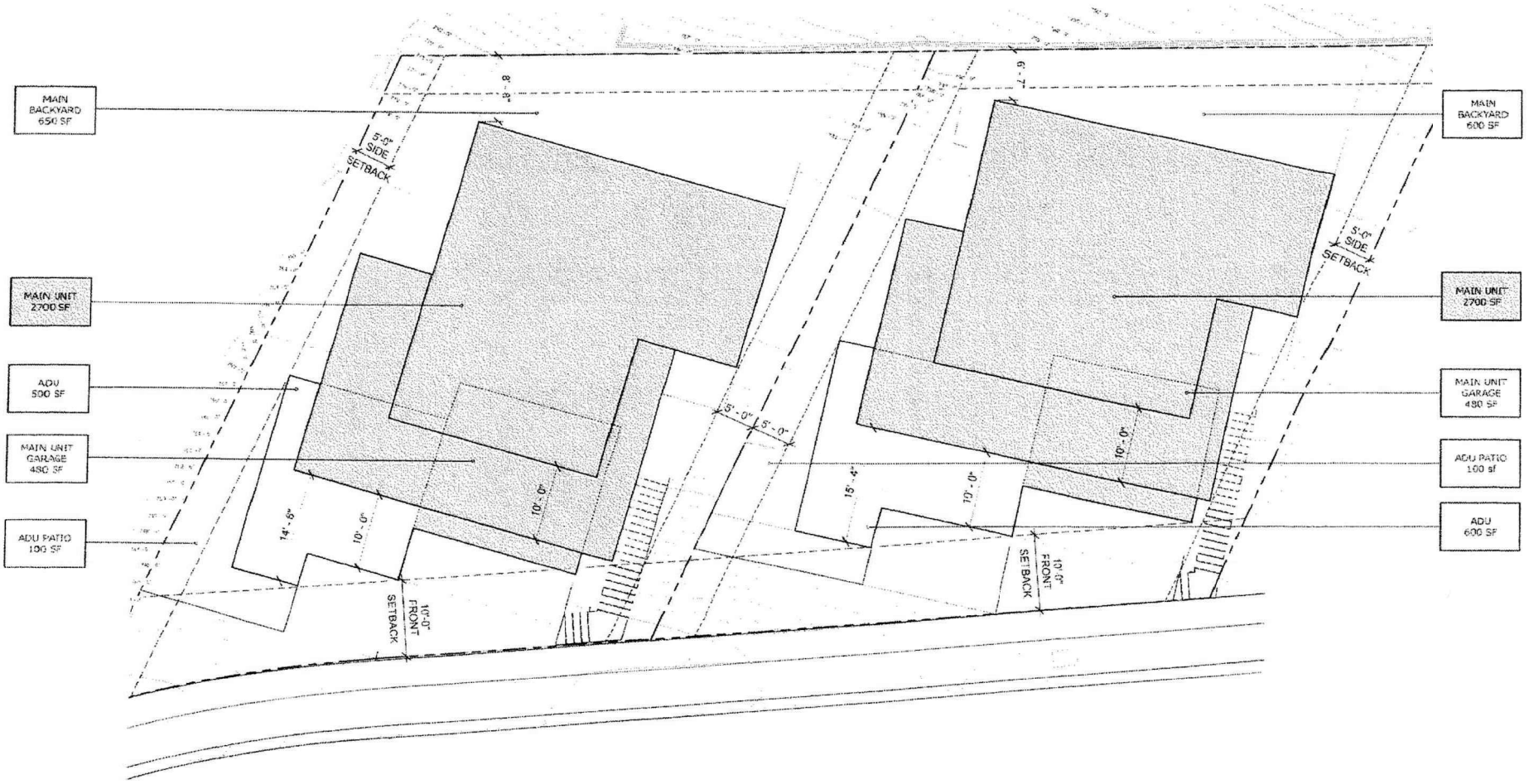
By:
Roxanne Diaz, City Attorney

AIT MANAGEMENT, LLC, a California limited liability company

By: _____
Victor Tang, its Manager

EXHIBIT A

Note: the house design will be modern style with flat roof.



RESIDENCE AREA

UNIT 1

ADU LIVING AREA:	500 SF	MAIN UNIT LIVING AREA:	2,700 SF
		MAIN UNIT GARAGE:	480 SF
ADU AREA:	**500 SF**	**MAIN UNIT AREA:**	**3,180 SF**

RESIDENCE AREA

UNIT 2

ADU LIVING AREA:	600 SF	MAIN UNIT LIVING AREA:	2,700 SF
		MAIN UNIT GARAGE:	480 SF
ADU AREA:	**600 SF**	**MAIN UNIT AREA:**	**3,180 SF**

LOT COVERAGE

UNIT 1: 3,227 SF
UNIT 2: 3,173 SF

LOT AREA: 10,729 SF

LOT COVERAGE: 4,400/10,729= 41%

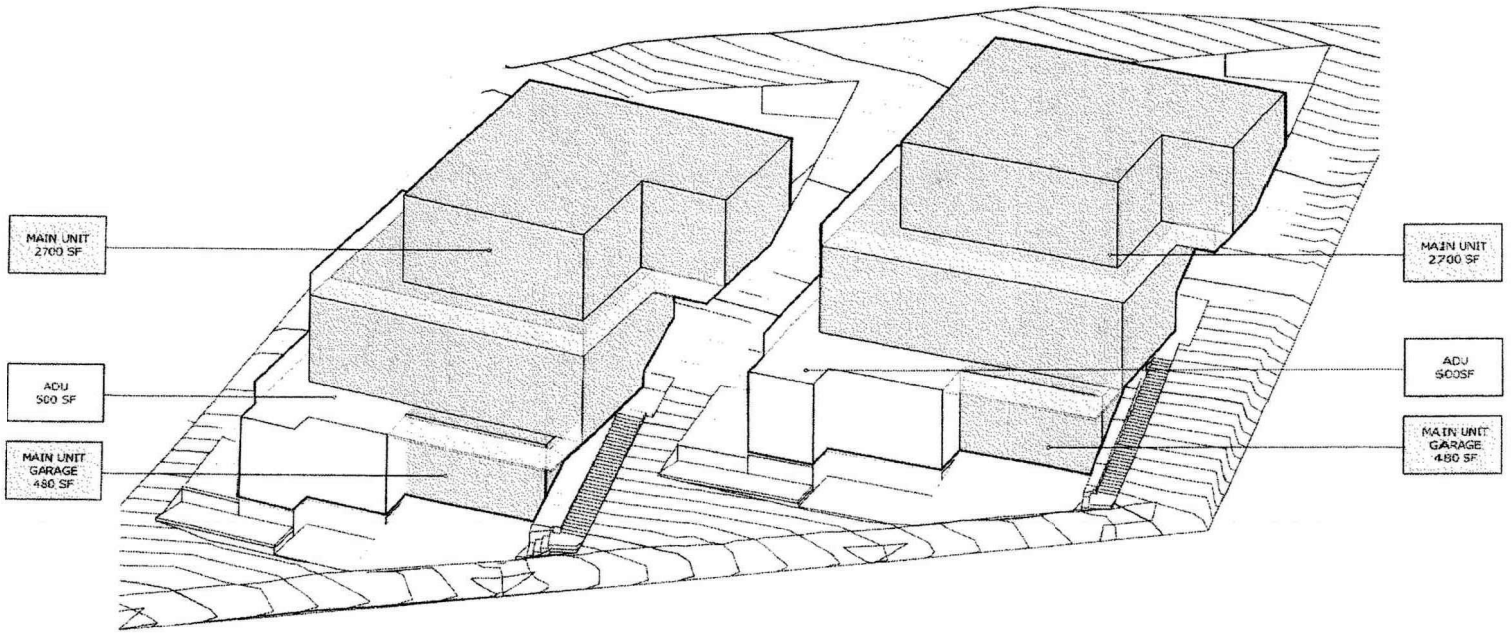
FAR

UNIT 1: 2,700 SF
UNIT 2: 2,700 SF

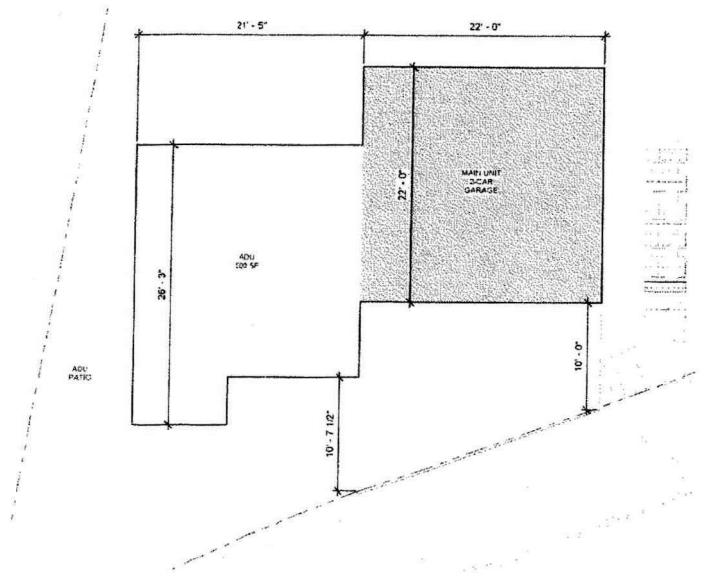
LOT AREA: 10,729 SF

FAR: 5,400/10,729= 50.3%

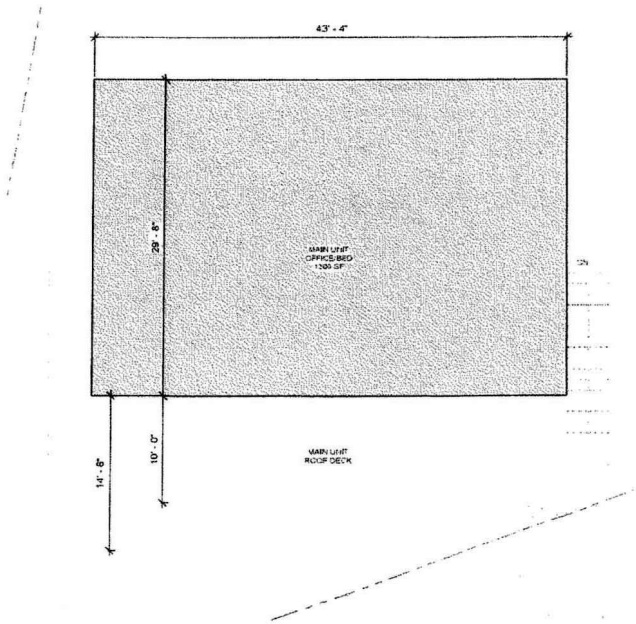
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



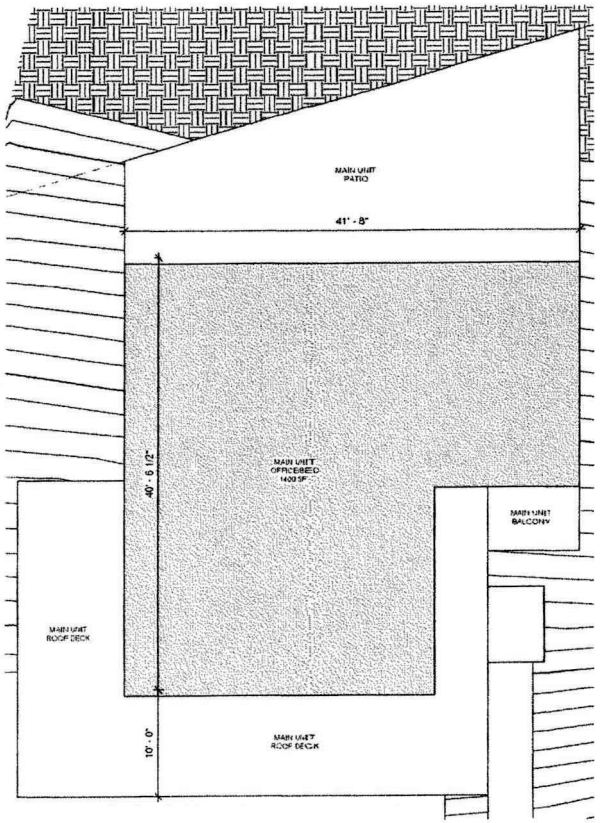
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



UNIT 1
ADU / GARAGE LEVEL

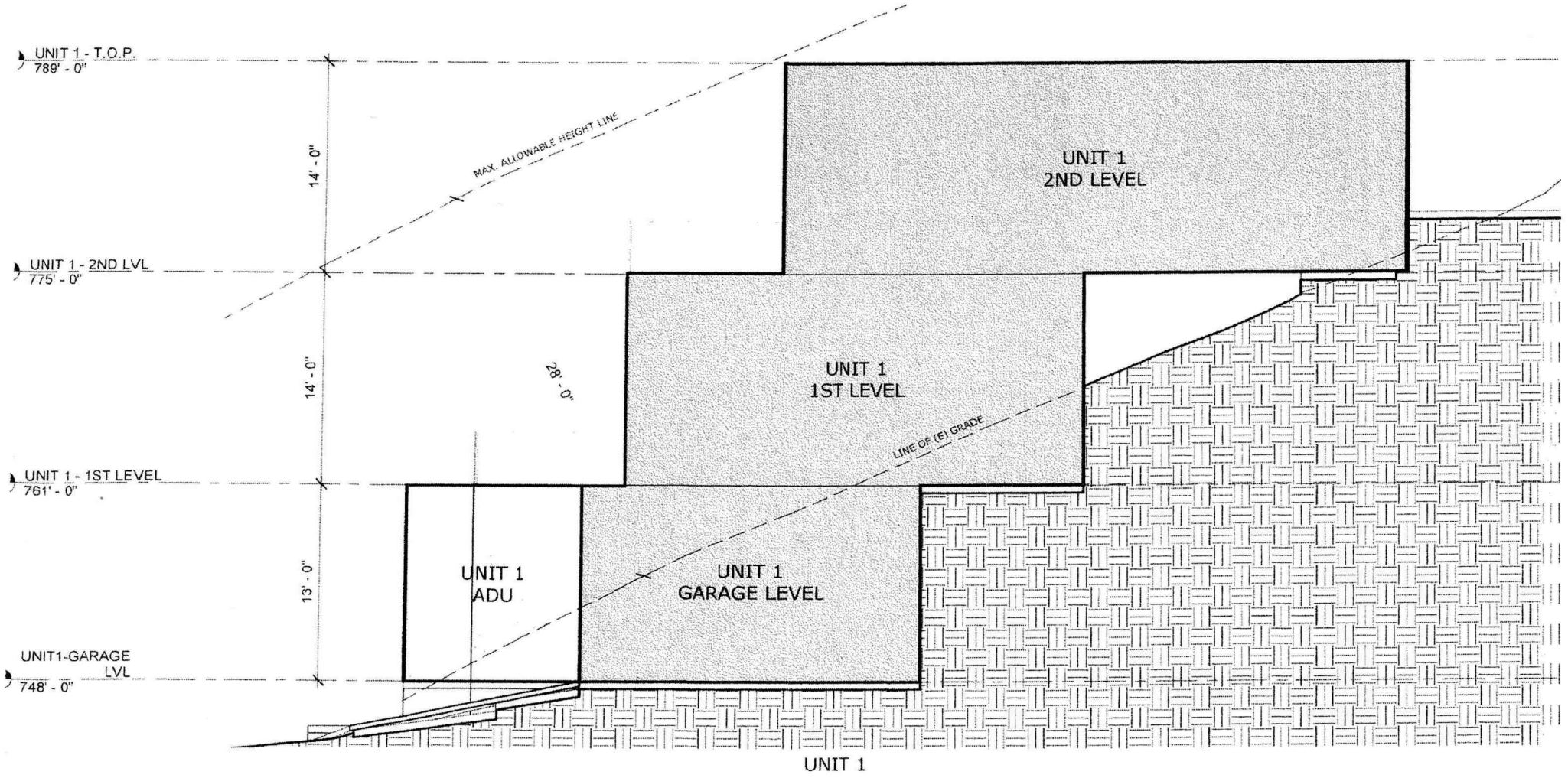


UNIT 1
1ST LEVEL

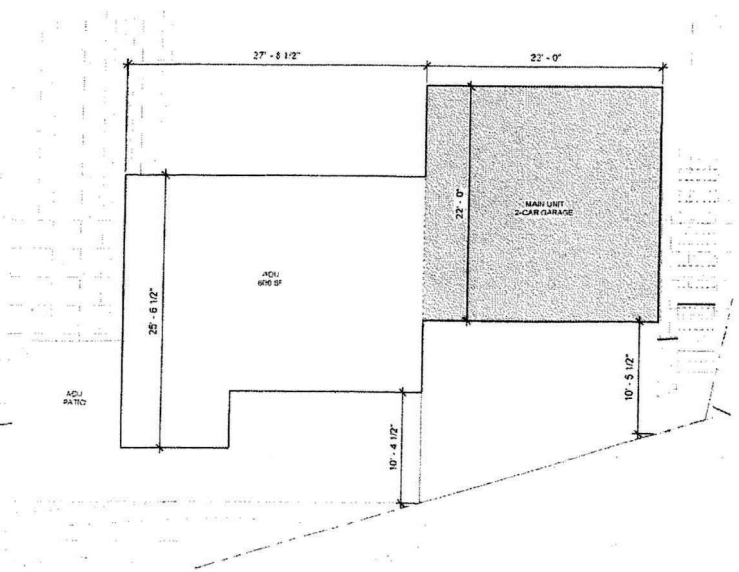


UNIT 1
2ND LEVEL

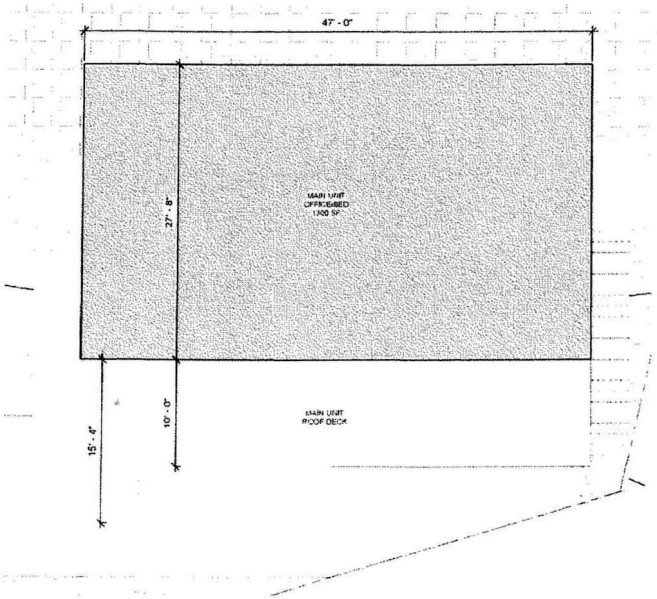
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



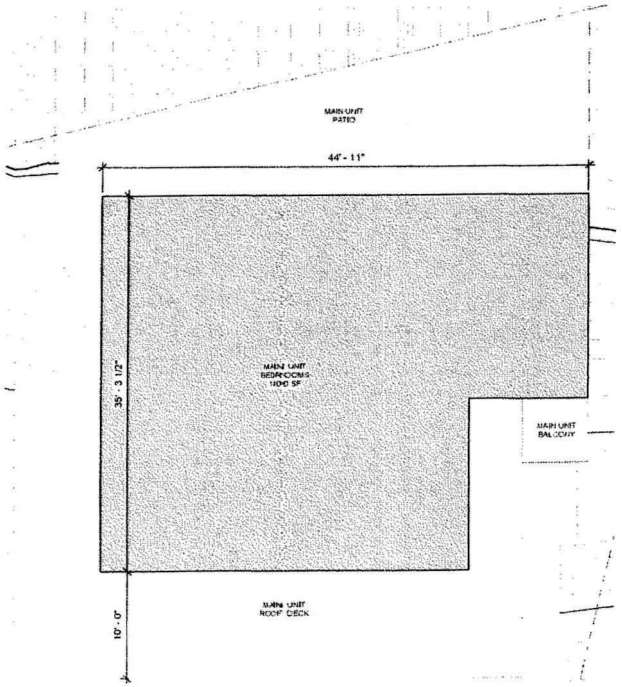
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



UNIT 2
ADU / GARAGE LEVEL



UNIT 2
1ST LEVEL



UNIT 2
2ND LEVEL

CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING

RESOLUTION NO. 7895

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DECLARING ITS INTENTION TO INITIATE AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING) TO CREATE A NEW CAMINO DEL CIELO OVERLAY ZONING DISTRICT AND A RELATED ZONING MAP AMENDMENT

WHEREAS, on March 23, 2023, AIT Management, LLC ("Developer") submitted a preliminary application pursuant to Government Code Section 65941.1 to the Community Development Department ("Department") for a seven (7) unit townhome project, with two (2) units to be reserved for lower income households, on a vacant parcel on Camino del Cielo, South Pasadena, which is also known as assessor's parcel number 511-009-057 ("Property");

WHEREAS, on July 26, 2023 a formal application for a Hillside Development Permit application was submitted to the Department, proposing to construct six (6) townhouse units with two (2) units to be reserved for lower income households on the Property ("Project");

WHEREAS, after the submittal of plans and other documents in response to the City's incompleteness determination, on February 15, 2024, the City deemed the application incomplete;

WHEREAS, the Developer appealed the City's incompleteness determination and on June 5, 2024, the City Council considered the appeal, and adopted Resolution No. 7855 denying the appeal, finding that the Developer's application remained incomplete, and concluding the Developer's March 23, 2023, preliminary application had expired;

WHEREAS, the California Department of Housing and Community Development found the City's 2021-2029 General Plan Housing Element to be in substantial compliance with state housing element law on July 29, 2024;

WHEREAS, the Developer contested the City's determination regarding the Project application and asserted the protections of the Housing Accountability Act ("HAA"), Government Code Section 65589.5(d), colloquially referred to as the "Builders Remedy;"

WHEREAS, the Developer and the City entered into a tolling agreement and subsequently a settlement agreement to resolve the legal dispute between the parties regarding the application for the Project;

WHEREAS, the settlement agreement provides that the City will consider the adoption of an ordinance establishing an overlay zone in the City and applying the overlay zone to the Property, which overlay zone will provide a ministerial process for consideration of a housing project that meets certain criteria set forth in the proposed ordinance;

WHEREAS, such criteria will allow for the subdivision of the Property into two lots and will include specific development standards for the development of one single-family residence with an accessory dwelling unit on each of the two lots, with at least 20% of the total units developed to be sold or rented to lower income households, as defined in Government Code Section 50079.5;

WHEREAS, the South Pasadena Municipal Code Division 36.620 (Amendments) requires that amendments to the Zoning Code and Zoning Map be initiated either by application or by resolution of either the City Council or the Planning Commission; and

WHEREAS, the City Council desires to initiate amendments to the Zoning Code and Map as set forth herein;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. All facts set forth in the recitals of this Resolution are true and correct and incorporated herein as if set forth in full.

Section 2. Pursuant to South Pasadena Municipal Code Section 36.620.030.A.1.a, the City Council does hereby declare its intention to initiate amendments the Zoning Code and the Zoning Map in the manner described in the Recitals set forth in this Resolution.

Section 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of February 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Mark Perez, Deputy City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. 7895 was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 19th day of February, 2025, by the following roll call vote:

AYES: Cacciotti, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: Ferguson
ABSTAIN: None.

Mark Perez, Deputy City Clerk

Note: the house design will be modern style with flat roof.



RESIDENCE AREA

UNIT 1

ADU LIVING AREA:	500 SF	MAIN UNIT LIVING AREA:	2,700 SF
		MAIN UNIT GARAGE:	480 SF
ADU AREA:	**500 SF**	**MAIN UNIT AREA:**	**3,180 SF**

RESIDENCE AREA

UNIT 2

ADU LIVING AREA:	600 SF	MAIN UNIT LIVING AREA:	2,700 SF
		MAIN UNIT GARAGE:	480 SF
ADU AREA:	**600 SF**	**MAIN UNIT AREA:**	**3,180 SF**

LOT COVERAGE

UNIT 1: 2,227 SF
UNIT 2: 2,173 SF

LOT AREA: 10,729 SF

LOT COVERAGE: 4,400/10,729= 41%

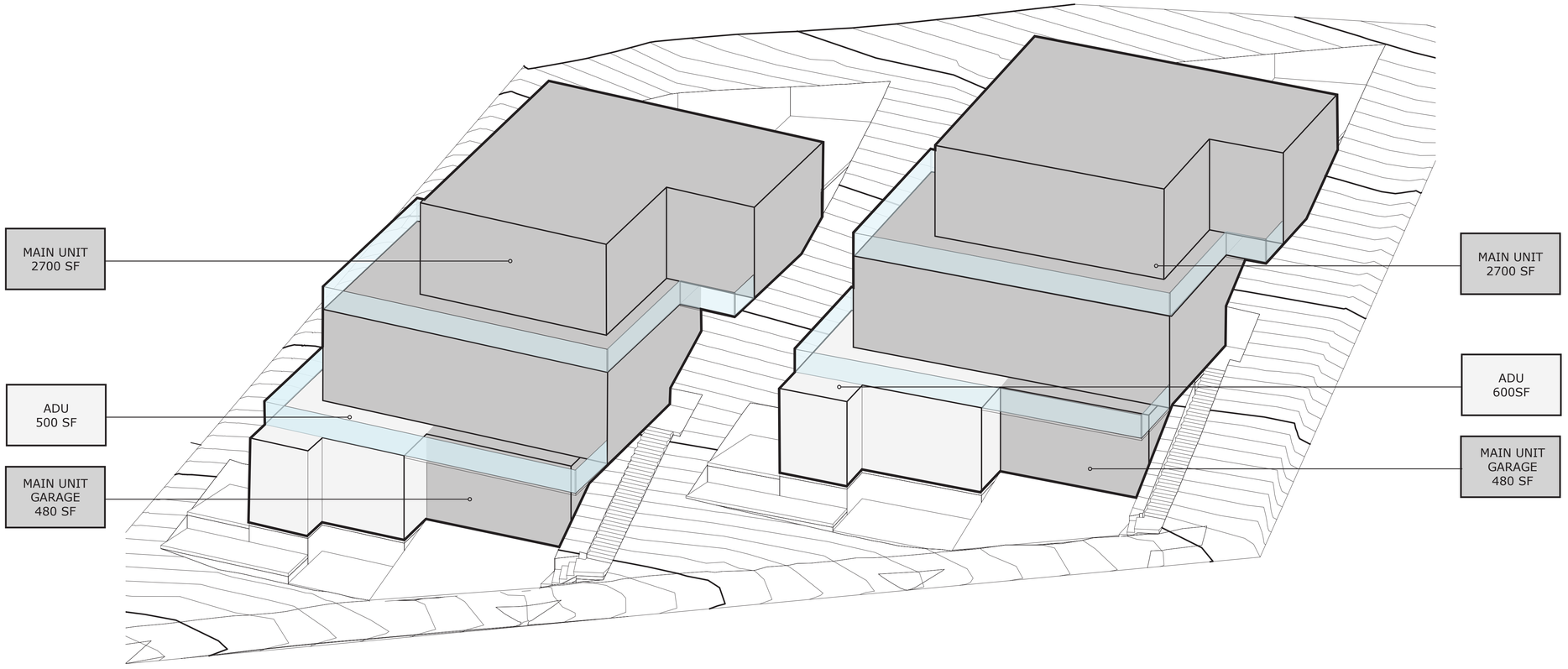
FAR

UNIT 1: 2,700 SF
UNIT 2: 2,700 SF

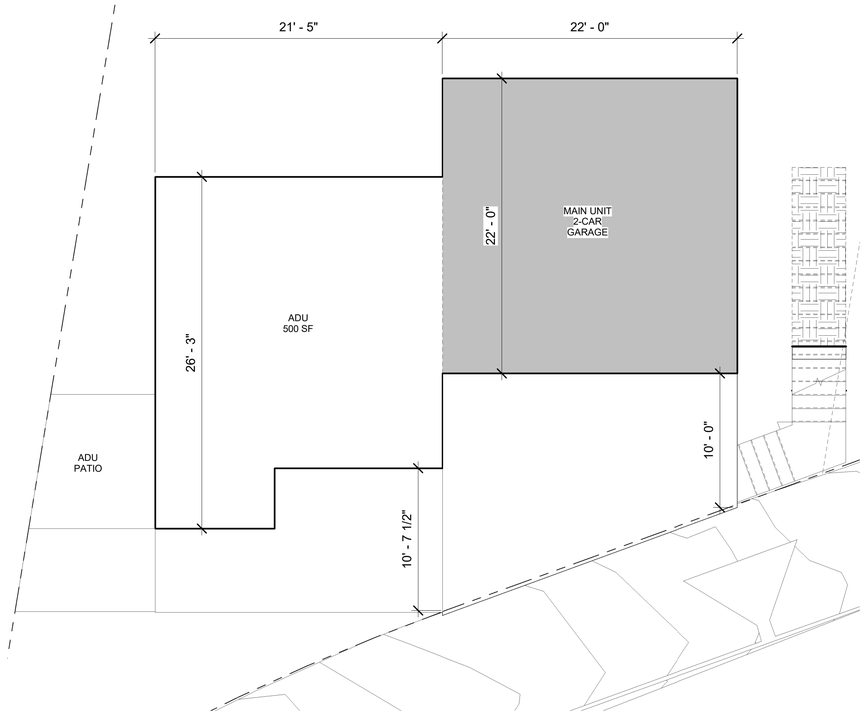
LOT AREA: 10,729 SF

FAR: 5,400/10,729= 50.3%

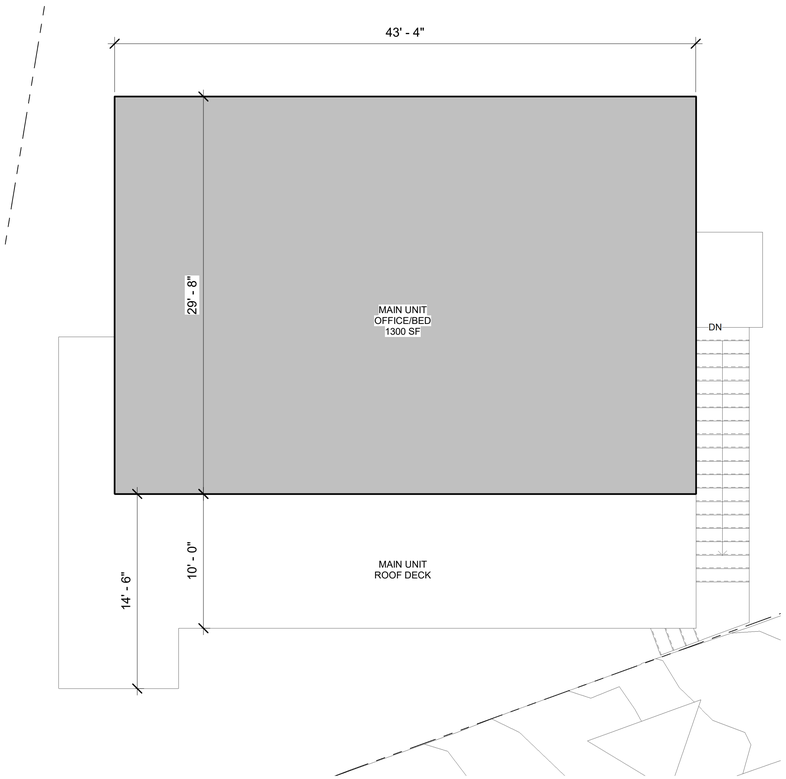
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



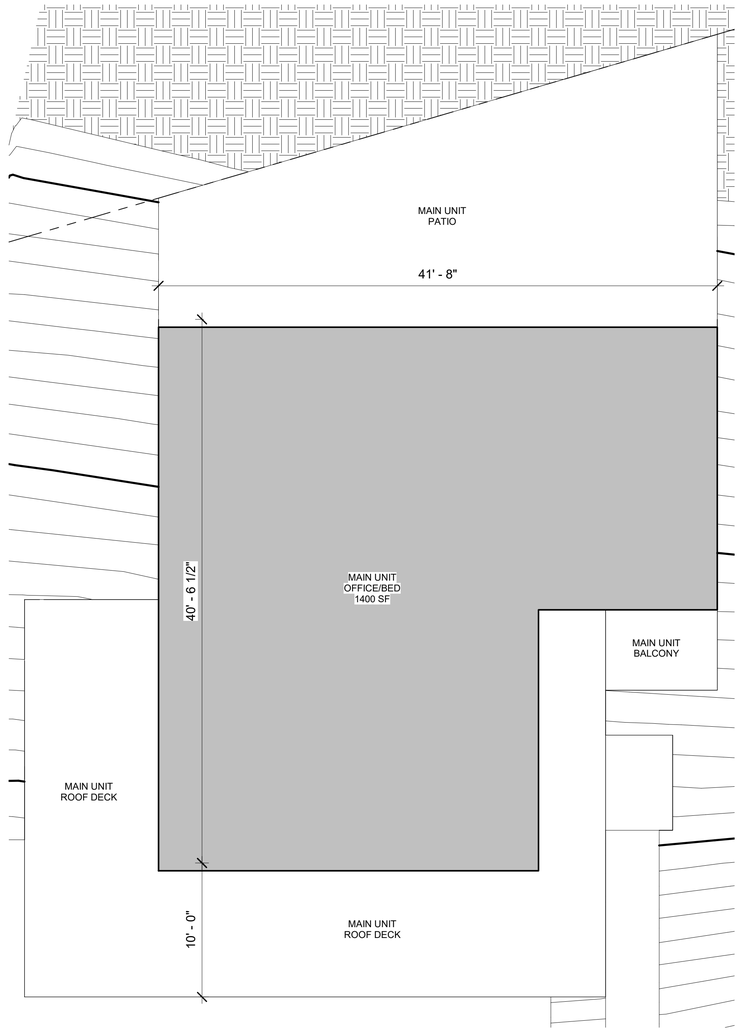
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



UNIT 1
ADU / GARAGE LEVEL

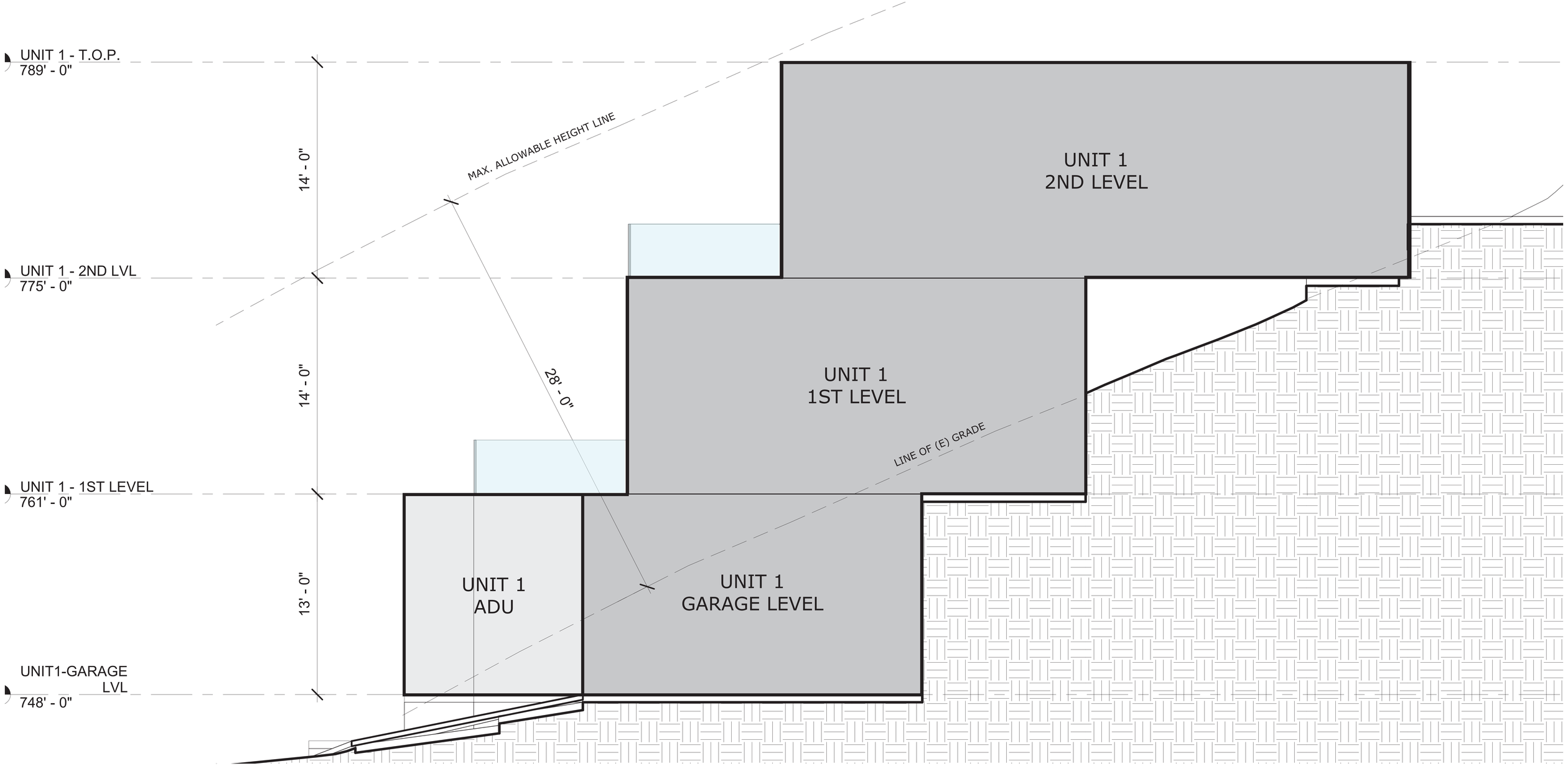


UNIT 1
1ST LEVEL



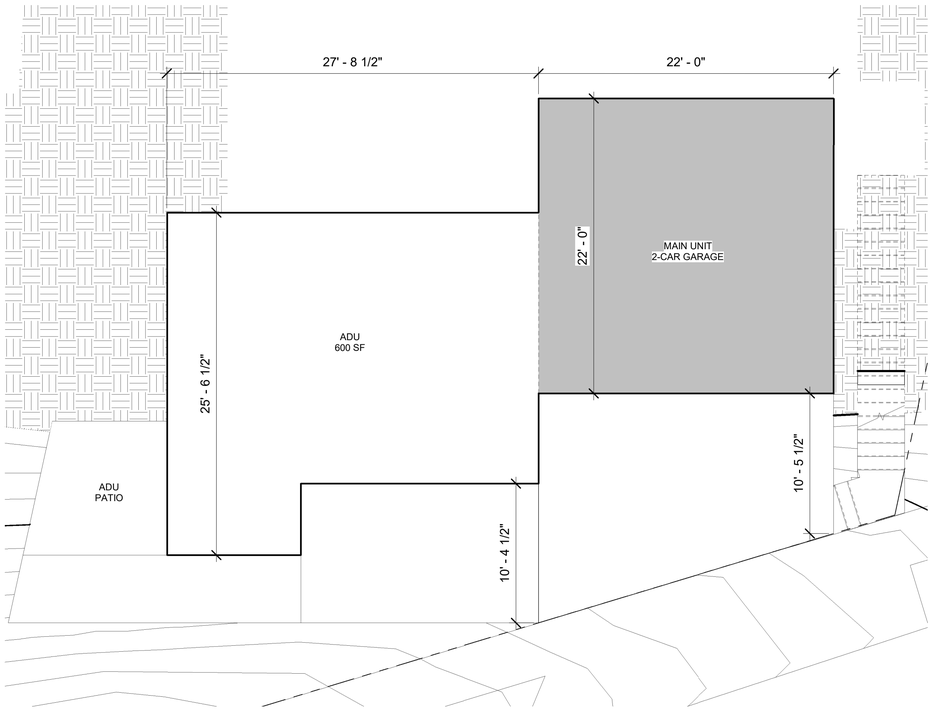
UNIT 1
2ND LEVEL

CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING

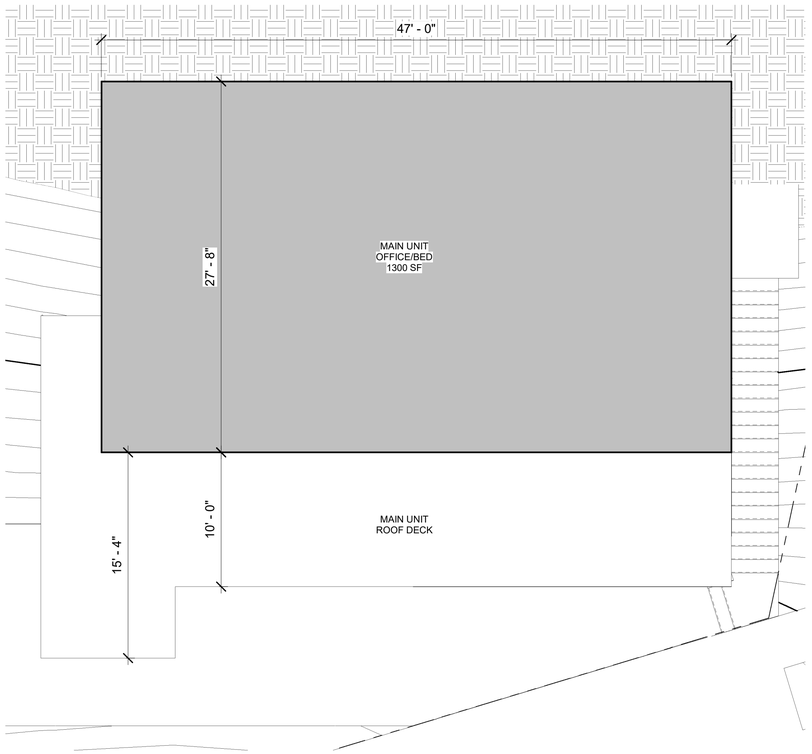


UNIT 1

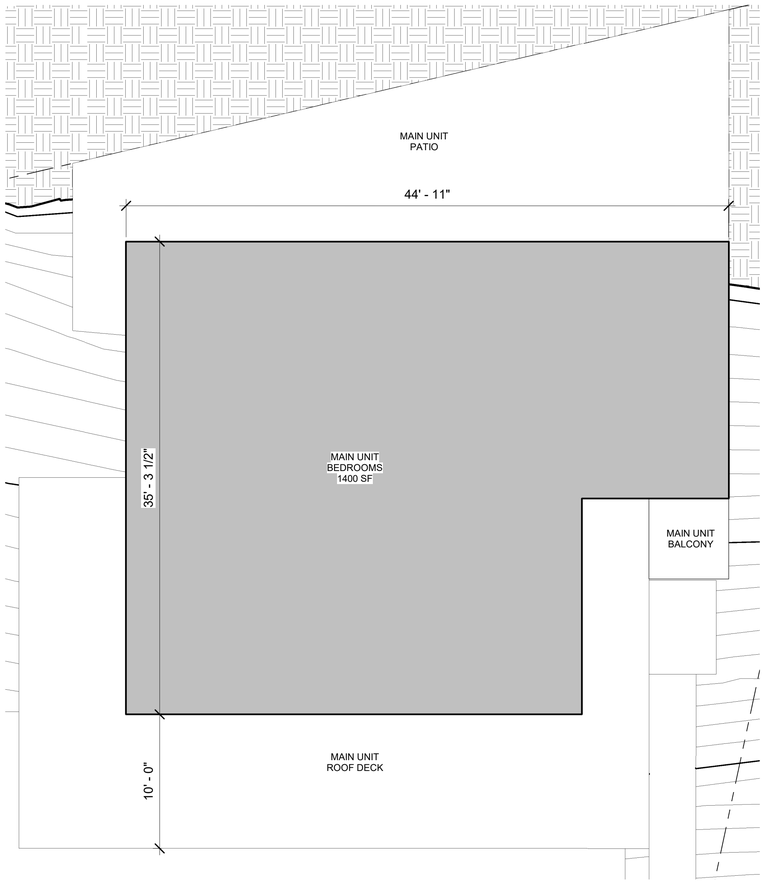
CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



UNIT 2
ADU / GARAGE LEVEL

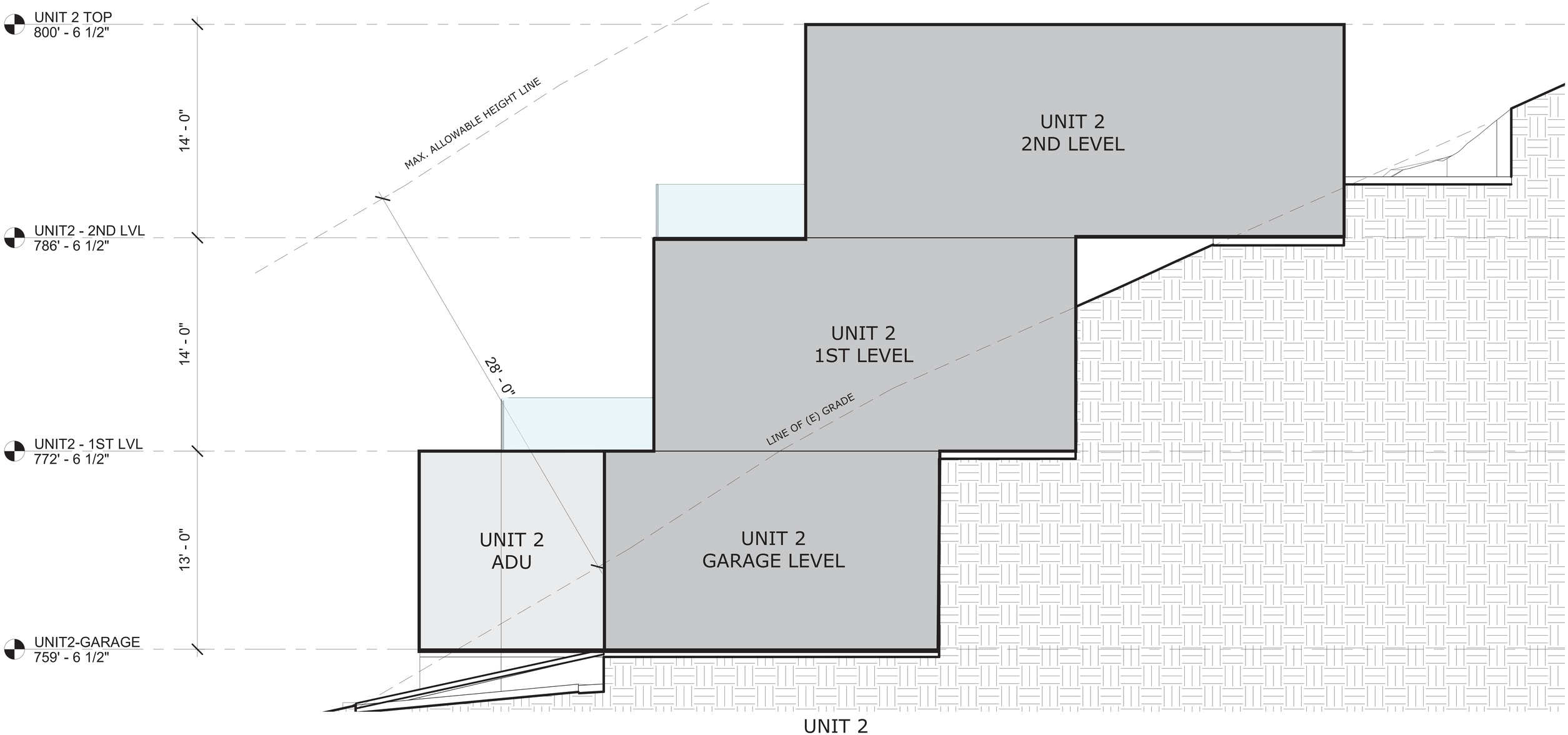


UNIT 2
1ST LEVEL



UNIT 2
2ND LEVEL

CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING



CAMINO DEL CIELO
2 RESIDENCES W/ADU MASSING

CAMINO DEL CIELO

A MULTI-FAMILY HOUSING

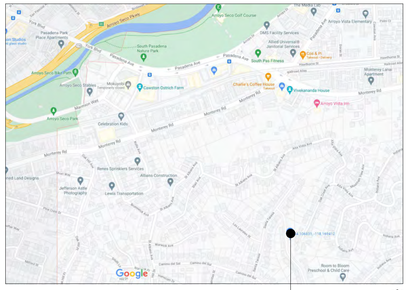


PROJECT DESCRIPTION

THIS IS A BUILDER'S REMEDY PROJECT PER SB-330 PRELIMINARY APPLICATION SUBMITTED ON MARCH 23, 2023. AS CITY OF SOUTH PASADENA DIDN'T HAVE AN ADOPTED HOUSING ELEMENT, THE CITY IS SUBJECT TO GOV. CODE, §65589.5(D), WHICH REQUIRES APPROVAL OF ANY 20% LOW INCOME, OR 100% MODERATE-INCOME HOUSING DEVELOPMENT PROJECT, REGARDLESS OF ITS INCONSISTENCY WITH THE CITY'S GENERAL PLAN LAND USE ELEMENT OR ZONING CODE. THIS HOUSING DEVELOPMENT PROJECT HAS SIX UNITS WITH TOTAL 9961SF LIVING SPACE. TWO UNITS (33% OF TOTAL UNITS) WITH 2186SF (22% OF TOTAL LIVING SPACE) ARE ALLOCATED FOR LOW INCOME HOUSEHOLDS.

A NEW MULTI-FAMILY RESIDENCE ON AN EXISTING UNIMPROVED LOT. THE PROPOSED PROJECT CONSISTS OF CONSTRUCTING A TOTAL OF 6 UNITS TOWNHOME STYLE MULTIFAMILY RESIDENCES WHERE IN ALL THE UNITS SHARES A WALL EXCEPT FOR UNIT 1A AND UNIT 1B IN WHICH UNIT1A OCCUPIES THE 1ST LEVEL ABOVE THE GARAGE AND HALF REAR END OF THE 2ND LEVEL INCLUDING THE BACKYARD. UNIT 1A AND UNIT 1B WOULD BE A 2 BEDROOM 1 & ½ BATHROOM WITH A SINGLE CAR GARAGE, WITH 2 LEVELS OF LIVING AREA EACH AND A COMBINED GARAGE LEVEL UNIT TYPE, WHILE UNITS 2,3,4 & 5 WOULD BE A 3 BEDROOMS, 3.5 BATHROOMS, 2 CAR GARAGE, WITH A 3 LEVELS OF LIVING AREA AND A GARAGE LEVEL UNIT TYPE.
THE DESIGN OF THE HOUSE IS PROPOSED TO BE MODERN WITH SMOOTH STUCCO, SLATTED WOOD SIDING, PATTERNED CEMENT PLASTER, CONCRETE, STANDING SEAM METAL ROOF, MATERIALS ALL GROUPED INTO SIMPLE ARCHITECTURAL FORMS WITH DIFFERING ROOF HEIGHTS AND SHAPES THAT ASCEND THE HILLSIDE IN AN EFFORT TO REDUCE THE SCALE OF THE PROJECT. THE HOUSE WILL BE SITED UPON A 10,729 SQUARE FOOT PARCEL LOCATED IN THE RS ZONING DISTRICT. WITH AN UPSLOPING HILLSIDE LOT WITH AN AVERAGE SLOPE OF 49.61%. THE UNIT LEVELS VARY IN ORDER TO MITIGATE DRIVEWAY APPROACH AND REDUCE RETAINING WALLS AS THE SITE SLOPES DIAGONALLY WHICH ADDS VARIATION IN ITS ELEVATION AND SCALE.

VICINITY MAP



PROJECT LOCATION

PROJECT INFO

CAMINO DEL CIELO,
SOUTH PASADENA CA

OWNER:
AIT MANAGEMENT, LLC
C/O VICTOR TANG

330 GODDARD, IRVINE, CA 92618
949-278-6682

APN NO. 5311-009-057

ZONING : ALTOS DE MONTEREY - PROPOSED: RESIDENTIAL - LOW DENSITY (AM)

LOT 637 TRACT NO. 25588

OCCUPANCY : R2

FIRE SPRINKLERS : RESIDENCE TO BE PROVIDED WITH AUTOMATIC FIRE SPRINKERS

TYPE OF CONSTRUCTION : V-B

APPLICABLE CODES:

2022CALIFORNIA BUILDING CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA FIRE CODE
2022 RESIDENTIAL CODE
SOUTH PASADENA MUNICIPAL CODE

CONSULTANTS

ARCHITECT

DKY ARCHITECTS

15375 BARRANCA PKWY
STE A-216
IRVINE, CA 92618
(949) 788 9223

LANDSCAPE

TWO TREES DESIGN INC.
1832 SAN DIEGO ST. WEST COVINA, CA. 91790
626-475-9819
2TREESDESIGN@GMAIL.COM

CIVIL ENGINEER

CAL LAND ENGINEERING

574 E. LAMBERT RD.
BREA, CA 92821
(714) 671-1050

DEFERRED SUBMITTALS

- FIRE ALARM
- FIRE SPRINKLER
- UNDERGROUND FIRE LINE SYSTEMS

DRAWING INDEX

ARCHITECTURAL

SHEET #	SHEET NAME
A0.0	TITLE SHEET
GN-1	GENERAL NOTES
GN-2	GREEN MANDATORY NOTES
GN-3	GREEN MANDATORY NOTES CONT.
A1.0	EXISTING SITE
A1.1	SITE PLAN
A2.0	SITE LEVEL 1
A2.1	SITE LEVEL 2
A2.2	SITE LEVEL 3
A2.3	SITE LEVEL 4
A2.4	SITE LEVEL 5
A2.5	UNIT 1A PLANS
A2.6	UNIT 1B PLANS
A2.7	UNIT 2 PLANS
A2.8	UNIT 3 PLANS
A2.9	UNIT 4 PLANS
A2.10	UNIT 5 PLANS
A3.1	EXTERIOR ELEVATIONS
A3.2	EXTERIOR ELEVATIONS
A4.0	SECTIONS
A4.1	SECTIONS
A4.2	SECTIONS
A4.3	SECTIONS
A4.4	SECTIONS
A4.5	SECTIONS
A4.6	SECTIONS
A4.7	SECTIONS
A6.0	DOOR, FRAME & WINDOW SCHEDULE
A6.1	DOOR, FRAME & WINDOW
A8.0	RENDERED VIEWS
A8.1	EXISTING SITE PHOTOS
A8.2	EXISTING SITE PHOTOS CONT.

CIVIL

SHEET #	SHEET NAME
PC-1	PRELIMINARY GRADING

LANDSCAPE

SHEET #	SHEET NAME
L2.0	PROPOSED LANDSCAPE

PROJECT DATA

LOT AREA 10,729 sq. ft.

LOT COVERAGE

ALLOWABLE 35%	
PROPOSED 46.08%	
BUILDING	
UNIT 1A & 1B	1135.30 sq. ft.
UNIT 2	1008.40 sq. ft.
UNIT 3	925.87 sq. ft.
UNIT 4	944.85 sq. ft.
UNIT 5	929.67 sq. ft.
TOTAL	4944.09 sq. ft.

NATURAL SLOPE/VEGETATION

ALLOWABLE 50%	
PROPOSED 27%	
LANDSCAPE / PLANTING	1,618.60 sq. ft.
(E) LANDSCAPE / SLOPE	4,166.31 sq. ft.
TOTAL	2,931.84 sq. ft.

HARDSCAPE	
SITE STAIRS	433 sq. ft.
DRIVEWAYS	
UNIT 1A & 1B	376 sq. ft.
UNIT 2	314.72 sq. ft.
UNIT 3	305 sq. ft.
UNIT 4	298 sq. ft.
UNIT 5	285.53 sq. ft.
TOTAL	2012.25 sq. ft.

HEIGHT OF HOUSE BELOW RIDGELINE

AVERAGE SLOPE

ALLOWABLE AREA (A)	10721.19 sq. ft.
CONTOUR INTERVAL (I)	1 ft
SUMMATION OF ALL CONTOURS (L	5318.71 FT
AVERAGE SLOPE:	100 (I X L) / A
	100(1X5318.71)/10721.19
	49.61 %

ALLOWABLE F.A.R. 35 %

TOTAL LIVING AREA OF ALL UNITS 1,151+1,035+1,955+1,966+1,900+1,954 = 9,961 sq. ft.

PROPOSED F.A.R. 9,961/10,729 = 92.84%

TOTAL PROPOSED PROJECT AREA 12,350 sq. ft.

NO. OF PROPOSED UNITS 6

UNIT 1A (LOW INCOME)	
PROPOSED NON LIVING AREA	
GARAGE	234 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	123 sq. ft.
LEVEL 1	597 sq. ft.
LEVEL 2	431 sq. ft.
TOTAL	1,151 sq. ft.
PROPOSED PROJECT AREA	1,385 sq. ft.

UNIT 1B (LOW INCOME)	
PROPOSED NON LIVING AREA	
GARAGE	298 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	0 sq. ft.
LEVEL 1	549 sq. ft.
LEVEL 2	486 sq. ft.
TOTAL	1,035 sq. ft.
PROPOSED PROJECT AREA	1,333 sq. ft.

UNIT 2 (MARKET RATE)	
PROPOSED NON LIVING AREA (sq. ft.)	
GARAGE	484 sq. ft.
PROPOSED LIVING AREA (sq. ft.)	
GARAGE LEVEL	141 sq. ft.
LEVEL 1	810 sq. ft.
LEVEL 2	682 sq. ft.
LEVEL 3	322 sq. ft.
TOTAL	1,955 sq. ft.
PROPOSED PROJECT AREA	2,439 sq. ft.

UNIT 3 (MARKET RATE)	
PROPOSED NON LIVING AREA	
GARAGE	450 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	150 sq. ft.
LEVEL 1	670 sq. ft.
LEVEL 2	701 sq. ft.
LEVEL 3	445
TOTAL	1,966 sq. ft.
PROPOSED PROJECT AREA	2,416 sq. ft.

UNIT 4 (MARKET RATE)	
PROPOSED NON LIVING AREA (sq. ft.)	
GARAGE	473 sq. ft.
PROPOSED LIVING AREA (sq. ft.)	
GARAGE LEVEL	172 sq. ft.
LEVEL 1	754 sq. ft.
LEVEL 2	598 sq. ft.
LEVEL 3	376 sq. ft.
TOTAL	1,900 sq. ft.
PROPOSED PROJECT AREA	2,373 sq. ft.

UNIT 5 (MARKET RATE)	
PROPOSED NON LIVING AREA	
GARAGE	450 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	130 sq. ft.
LEVEL 1	660 sq. ft.
LEVEL 2	697 sq. ft.
LEVEL 3	467 sq. ft.
TOTAL	1,954 sq. ft.
PROPOSED PROJECT AREA	2,404 sq. ft.

DKY architects
15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

TITLE SHEET

DRAWN BY: NKC
DATE: Issue Date
CHECKED BY: DS
PROJECT NUMBER: 0121

A0.0

ABBREVIATIONS

A

AB	ANCHOR BOLY, AGGREGATE BASE
ABV	ABOVE
AC	AIR CONDITIONING
ACOS	ACOUSTICAL
AD	AREA DRAIN
ADJ	ADJACENT
ADJT	ADJUSTABLE
A/E	ARCHITECT/ENGINEER
AFF	ABOVE FINISH FLOOR
ALT	ALTERNATE
ANC	ANCHOR, ANCHORAGE

B

B	BATH
BD	BOARD
BEL	BELOW
BET	BETWEEN
BIT	BITUMINOUS
BLDG	BUILDING
BLK	BLOCK
BLKG	BLOCKING
BM	BEAM
BOT	BOTTOM
BRG	BEARING
BRKT	BRACKET
BS	BOTH SIDES
BWIN	BETWEEN
BVL	BEVELED
BW	BOTH WAYS

C

CAB	CABINET
CB	CATCH BASIN
CD	CLOTHES DRYER
CEM	CEMENT (-TITIOUS)
CER	CERAMIC
CFL	COUNTERFLASHING
CFT	CUBIC FOOT
CG	CORNER GAURD
CH	CEILING HEIGHT
CI	CAST IRON
CIP	CAST IN PLACE
CIR	CIRCLE, CIRCUMFERENCE
CJ	COLD JOINT
CJT	CONTROL JOINT
CK	CAULK (ING)
CLG	CEILING
CLR	CLEAR (-ANCE)
CLS	CLOSURE
CMT	CERAMIC- MOSAIC (TILE)
COL	COLUMN
COMB	COMBINATION
COMP	COMPOSITION
CONC	CONCRETE
CORR	CORRUGATED, CORRIDOR
CPLG	COUPLING
CPR	COPPER
CPT	CARPET (-ED)
CS	COUNTERSINK
CSMT	CASEMENT
CT	CERAMIC TILE, COURT
CTR	COUNTER

D

D	DRAIN
DB	DOOR BELL
DBL	DOUBLE
DEG	DEGREE
DEMO	DEMOLISH, DEMOLITION
DET	DETAIL
DH	DOUBLE HUNG
DIA	DIAMETER
DIAG	DIAGONAL
DIM	DIMENSION
DIV	DIVISION
DN	DOWN
DWG	DRAWING

E

E	EAST
EA	EACH
EB	EXPANSION BOLT
EF	EACH FACE, EXHAUST FAN
EG	EXISTING GRADE
EJ	EXPANSION JOINT
ELEC	ELECTRIC (-AL)
EMER	EMERGENCY
ENT	ENTRANCE
EQP	EQUIPMENT
EST	ESTIMATE
EW	EACH WAY
EXH	EXHAUST
EXP	EXPOSED
EXST	EXISTING
EXT	EXTERIOR
EQ	EQUAL

F

FDN	FOUNDATION
FF	FACTORY FINISH,
FFE	FINISH FLOOR ELEVA-TION
FG	FINISH GRADE
FGL	FIBERGLASS
FHMS	FLATHEAD MACHINE SCREW
FHWS	FLATHEAD WOOD SCREW
FIN	FINISH (-ED)
FIX	FIXTURE
FLSG	FLASHING
FLG	FLOOR (-ING)
FN	FENCE
FND	FOUNDATION
FOF	FACE OF FINISH
FOM	FACE OF MASONRY
FOS	FACE OF STUDS
FR	FIRE RATED, FRAME (-D),
FA	FRESH AIR
FTG	FOOTING
FUR	FURRED (-ING)
FUT	FUTURE

G

GA	GAGE, GAUGE
GB	GRAB BAR
GCMU	GLAZED CONCRETE MASONRY UNITS
GD	GRADE, (-ING)
GF	GROUND FACE
GI	GALVANIZED IRON
GL	GLASS, GLAZING
GLB	GLASS BLOCK
GLF	GLASS FIBER
GALV	GALVANIZED
GP	GALVANIZED PIPE
GPT	GYPSUM TILE
GR	GRADE
GT	GROUT
GV	GATE VALVE
GVL	GRAVEL
GYP	GYPSUM

H

HB	HOUSE BIBB
HBD	HARDBOARD
HC	HOLLOW CORE
HD	HEAVY DUTY
HDR	HEADER
HWD	HARDWARE
HJT	HEAD JOINT
HORZ	HORIZONTAL
HT	HEIGHT
HVAC	HEATING, VENTILATING & AIR CONDITIONING
HW	HOT WATER
HWD	HARDWOOD

I

ID	INSIDE DIAMETER, DIMENSION IN INCHES
INCL	INCLUDE (-D) (-ING)
INFO	INFORMATION
INSL	INSULATE (-D), (-ION)
INT	INTERIOR

J

JST	JOIST
JB	JUNCTION BOX
JT	JOINT

L

LAV	LAVATORY
LBS	POUNDS
LDR	LEADER
LP	LIGHT PROOF, LOW POINT
LT	LIGHT

M

MAS	MASONRY
MAX	MAXIMUM
MB	MACHINE BOLT
MECH	MECHANICAL (-AL)
MED	MEDIUM
MET	METAL
MFR	MANUFACTURE (-ER)
MIN	MINIMUM
MIR	MIRROR
MISC	MISCELLANEOUS
MLD	MOLDING, MOLDING MEMBRANE
MOD	MODULAR
MOV	MOVABLE
MT	MOUNT (-ED) (-ING)
MTL	MATERIAL (S)
MUA	MAKE-UP AIR
MWK	MILLWORK

N

N	NORTH
NAT	NATURAL
NL	NAILABLE
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE

O

OA	OVERALL
OC	ON CENTER
OFCI	OWNER FURNISHED, CONTRACTOR INSTALLED
OPNG	OPENING
OPP	OPPOSITE

P

PL	PLATE, PROPERTY LINE
PLAS	PLASTER
PLUM	PLUMBING
PNL	PANEL
PNT	PAINT (-ED)
PR	PAIR
PLWD	PLYWOOD

R

RCP	REINF. CONCRETE PIPE
RD	ROOF DRAIN, FOUND
RE	REINFORCED (-D), (-ING)
REG	REGISTER
REM	REMOVED
RESL	RESILIENT
REV	REVISION
RFL	REFLECT (-ED), (-IVE),(OR)
RM	ROOM
RND	ROUND
RO	ROUGH OPENING
RP	RADIUS POINT
RS	RESWAN
RWD	REDWOOD
R	RADIUS, RISER
RA	RETURN AIR

S

SA	SUPPLY AIR
SC	SOLID CORE
SCH	SCHEDULE
SEC	SECTION
SFGL	SAFETY GLASS
SG	SHEET GLASS
SHO	SHORE, (-D), (-ING)
SHT	SHEET
SHTH	SHEATHING
SIM	SIMILAR
SL	SLEEVE
SMS	SHEET METAL SCREW
SNT	SEALANT
SP	SOUND PROOF
SPC	SPACER
SPEC	SPECIFICATION (-S)
SPL	SPECIAL
SQ	SQUARE
SS	SANITARY SEWER
SSK	SERVICE SINK
SST	STAINLESS STEEL
STL	STEEL
STD	STANDARD
STRL	STRUCTURAL
SURF	SURFACE
SUSP	SUSPENDED
SW	SWITCH, SIDEWALK
SYM	SYMMETRY (-ICAL)
SYS	SYSTEM

T

T	TREAD
TC	TOP OF CURB/CONCRETE,
T&G	TOUNGE AND GROOVE
TEL	TELEPHONE
TEMP	TEMPERED, TEMPERATURE THK
THR	THRESHOLD
TV	TELEVISION
TW	TOP OF WALL
TYP	TYPICAL

U

U	UTILITY
UC	UNDERCUT
UL	UNDERWRITERS, LABORATORY
UNF	UNFINISHED
UR	URINAL

V

V	VENT
VB	VAPOR BARRIER,
VERT	VERTICAL
VEST	VESTIBULE
VG	VERTICAL GRAIN, VALLEY GUTTER
VIN	VINYL
VNR	VENEER
VOL	VOLUME
VRT	VENT THRU ROOF

W

W/	WITH
WB	WOOD BASE
WC	WATER CLOSET
WD	WOOD
WIN	WINDOW
WM	WIRE MESH
W/O	WITH OUT
WP	WATERPROOFING
WSCT	WAINSCOT
WT	WEIGHT, STRUCTURAL SHAPE
WTW	WALL TO WALL
WWF	WEDED WIR FABRIC

ARCHITECTURAL NOTES

1. GYPSUM BOARD:
   a. All GYP. BD. TO BE 1/2" MIN. THICKNESS
   b. TAPE AND SEAL ALL JOINTS, FINISH TEXTURE TO MATCH EXISTING
   c. PROVIDE WATERPROOF GYP. BD. FOR INTERIOR FINISH OF NEW BATH
   d. PATCH ALL OPENINGS AND LOCATIONS OF REMOVED FIXTURES
   e. PATCHES MUST BE SEAMLESS WITHOUT JOINT LINES
2. INSULATION CERTIFICATE: INSULATION CERTIFICATE/S OF COMPLIANCE SHALL BE SIGNED BY THE OWNER AND INSULATION CONTRACTOR AND POSTED IN EACH BUILDING.
3. PLUMBING WALLS: PLUMBING WALLS CONTAINING SEWER/WASTE LINES SHALL BE 2X6 STUDS AT 16" O.C. OR, SIZED AS SHOWN ON THE DRAWINGS, WITH ACOUSTICAL INSULATION.
4. WALL BACKING FOR ACCESSORIES: PROVIDE BACKING ON BLOCKING FOR ALL CABINETS, SHOWER DOORS, TUB ENCLOSURES, CLOSET DOORS ENTRY SCREENS, ACCESSORIES, NON-STRUCTURAL CEILING BEAMS, AND MISCELLANEOUS ITEMS AS REQUIRED.
5. WINDOWS & DOORS: GENERAL CONTRACTOR SHALL COORDINATE AND VERIFY WINDOW AND DOOR ROUGH OPENING REQUIREMENTS WITH THE SUPPLIER AND ITEM SPECIFIED.
6. INTERIOR FINISHES: REFER TO SCHEDULE(S) FOR INTERIOR FINISHES. SHOULD ANY INTERIOR SURFACE MATERIAL NOT BE SCHEDULED OR SHOWN, CONTACT THE ARCHITECT FOR CLARIFICATION PRIOR TO FURNISHING OWNER WITH BID.
7. EXTERIOR PLASTER: INTEGRAL COLOR, 3-COAT SYSTEM O/ TWO LAYERS OF GRADE D BLDG. PAPER O/ DIAMOND METAL LATH, MATCH TEXTURE AND COLOR TO EXISTING. 5/8" MIN. THICKNESS MAX. VOL. AGGREGATE PER 100 POUNDS NEAT PLASTER 2 CU. FT. DAMP LOOSE SAND 2 CU. FT. PERLITE OR VERMICULITE SEE TABLE R702 CRC.
8. WOOD STUD WALLS: MINIMUM 2x6 D.F. #2 EXT. & 2X4 INT. WALL. PROVIDE TREATED SILL PLATE AND DOUBLE TOP PLATE.
9. GLASS WITHIN 24" OF A DOOR AND LESS THAN 60 INCHES ABOVE FLOOR LEVEL SHALL BE TEMPERED. GLASS LESS THAN 18 INCHES ABOVE FLOOR LEVEL SHALL BE TEMPERED. GLAZING IN SHOWER DOORS AND TUB ENCLOSURES TO BE TEMPERED SAFETY GLAZING.
10. WALL COVERING SHALL BE CEMENT PLASTER, TILE OR APPROVED EQUAL TO 72" ABOVE DRAIN INLET IN SHOWERS OR TUB WITH SHOWERS, AND ON WALLS ADJACENT TO SHOWERS MATERIALS OTHER THAN STRUCTURAL TO BE MOISTURE RESISTANT (CBC 807.13 & 2512),WATER RESISTANT GYPSUM BOARD IS NOT PERMITTED FOR TILE BACKING AT SHOWERS.
11. GYPSUM BOARD - MIN. 1/2" MAX., SPACING OF FASTENERS NAILS - 7" SCREWS 12" @ CEILINGS & NAILS - 8" SCREWS 12" @WALLS NAILS TO WOOD FRAMING SHALL BE: 13 GAGE, 13/8" LONG, 19/64" HEAD; 0.098" DIAMETER, 11/4" LONG, ANNULAR-RINGED; 5D COOLER NAIL, 0.086" DIAMETER, 15/8" LONG, 15/64" HEAD; OR GYPSUM BOARD NAIL, 0.086" DIAMETER, 15/8" LONG, 9/32" HEAD.
12. MIN. INSULATION: R38 @ ROOF, DECK AND R-21 @ EXTERIOR WALLS FOR NEW FLAT ROOFS, ROOF DRAWINGS WILL BE CERTIFIED BY DESIGN PROFESSIONAL PRIOR TO CONSTRUCTION FINAL.

PLUMBING NOTES

1. CONSTRUCTION: PROVIDE A COMPLETE WORKING, OPERATIONAL PLUMBING SYSTEM.
2. LAYOUT: SPECIAL CARE MUST BE USED IN LOCATING LINES FOR ALL FIXTURES TO BE SURE THEY WILL BE IN CORRECT POSITION WHEN INTERIOR WALLS ARE COMPLETE.
3. TESTING: PLUMBING CONTRACTOR SHALL PERFORM ALL TEST REQUIRED BY LOCAL BUILDING AND PLUMBING ORDINANCES. ALL TESTS SHALL BE CARRIED OUT IN THE PRESENCE OF A PLUMBING INSPECTORS WHO SHALL BE NOTIFIED IN ADVANCE. AS A MINIMUM CONDUCT TESTS AS FOLLOWS:
   A. ALL DOMESTIC WATER LINES SHALL BE TESTED AT A WATER PRESSURE OF ONE HUNDRED (100) POUNDS PER SQ. INCH FOR SIX (6) HOURS
   B. ALL SOIL, WASTE, AND VENT LINES SHALL BE TESTED TO AN AIR PRESSURE OF 15 POUNDS PER SQ. INCH
   C. USE HYDROSTATIC TEST FOR WATER TESTING
4. OPENINGS AND CUTTING: HOLES CUT IN STRUCTURAL MEMBERS FOR PLUMBING PIPES SHALL BE NEATLY NOTCHED OR DRILLED AND REINFORCED AS REQUIRED. PRIOR APPROVAL IS REQUIRED FOR ANY OPENINGS OR NOTCHING OF POSTS, BEAMS AND JOISTS.
5. PIPING: RUN ALL PIPING FREE OF TRAPS AND UNNECESSARY BENDS AND ARRANGED TO CONFORM TO THE BUILDING REQUIREMENTS AND TO SUIT THE NECESSITIES OF CLEARANCE FOR OTHER MECHANICAL WORK SUCH AS FLUES, CONDUITS, ETC. NO PIPING SHALL BE INSTALLED SO AS TO CAUSE ANY UNUSUAL NOISE FROM THE FLOW OF WATER OR CONDENSATION.
6. SANITARY PIPING: ALL HORIZONTAL SANITARY PIPING INSIDE OR UNDER BUILDING SHALL BE RUN ON A UNIFORM GRADE OF NOT LESS THAN 1/4" PER FOOT, EXCEPT WHERE NOTED OTHERWISE. GRADE VENT PIPING SO AS TO FREE ITSELF QUICKLY OF WATER OR CONDENSATION.
7. ALL FAUCETS, FIXTURES, WATER HEATERS, ETC: SHALL CONFORM TO THE REQUIREMENTS OF THE CALIFORNIA ENERGY STANDARDS.
8. FURNISH & INSTALL HANGERS, SUPPORTERS, ETC: AS REQUIRED TO PROVIDE A VIBRATION FREE INSTALLATION, SLOPE ALL PIPE TO DRAIN. FURNISH & INSTALL SHUT-OFF VALVE AT EACH PIECE OF EQUIPMENT. FLASH & COUNTERFLASH ALL BUILDING PENETRATION TO MAKE WEATHERTIGHT.
9. INSULATE ALL HOT WATER PIPING: INCLUDING WATER HEATER RELIEF VALVE PIPING W/ 3/4" THICK FIBERGLASS INSULATION WITH ALL SERVICE JACKET, CERTAIN-TEED "SNAP-ON" OR EQUAL VALVE & FITTING COVERS SHALL BE CERTAIN-TEED "SNAP-FORM", OR SIMILAR.
10. MAXIMUM FLOW RATES FOR PLUMBING FIXTURES:
    A. WATER CLOSETS - 1.28 GPM
    B. SHOWER HEADS - 2.0 GPM
    C. KITCHEN FAUCETS - 1.8 GPM
    D. LAVATORY FAUCETS - 1.2 GPM

FIRE DEPARTMENT NOTES

1. RESIDENCE IS TO BE PROVIDED WITH AUTOMATIC FIRE SPRINKLERS.
2. FIRE SPRINKLE PLANS AND CALCULATIONS SHALL BE SUBMITTED TO THE FIRE DEPT. FOR REVIEW AND APPROVAL.
3. APPROVED FIRE SPRINKLER PLAN SHALL BE PROVIDED AT THE SITE AT THE TIME OF FRAMING INSPECTION.

GENERAL NOTES

1. CODES: ALL WORK, MATERIAL, AND EQUIPMENT SHALL BE FURNISHED AND INSTALLED IN COMPLIANCE WITH THE FOLLOWING CODES (LATEST EDITION) AS ADOPTED AND AMENDED BY THE INSPECTING AUTHORITY HAVING JURISDICTION. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT THE INSTALLATION OF WORK, MATERIALS, OR EQUIPMENT NOT CONFORMING TO THESE OR OTHER CODES APPLICABLE TO THIS PROJECT:
   A. 2022 CALIFORNIA BUILDING CODE
   B. 2022 CALIFORNIA MECHANICAL CODE
   C. 2022 CALIFORNIA ELECTRICAL CODE
   D. 2022 CALIFORNIA PLUMBING CODE
   E. 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
   F. 2022 CALIFORNIA ENERGY CODE
   G. 2022 CALIFORNIA FIRE CODE
   H. 2022 CALIFORNIA RESIDENTIAL CODE
   I. SOUTH PASADENA MUNICIPAL CODE
2. ARCHITECT/ENGINEER: ARCHITECT/ENGINEER ASSUMES NO RESPONSIBILITY OF CONSTRUCTION, SUPERVISION, OR DEVIATION FROM THESE PLANS WITHOUT PRIOR WRITTEN APPROVAL.
3. SPECIFICATIONS/NOTES: INCLUDED ARE COMPLIMENTARY TO DRAWINGS AND ARE TO BE CONSIDERED AS PART OF THE SCOPE OF WORK.
4. COORDINATION: ALL TRADES/SUB CONTRACTORS SHALL COORDINATE THEIR WORK WITH THE WORK OF ALL OTHER TRADES AT THE START OF THE PROJECT. CONTRACTOR(S) SHALL INFORM ARCHITECT IN WRITING THAT COORDINATION HAS BEEN COMPLETED
5. ANY UNUSUAL CONDITIONS OR CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK. ALL WORK SHALL BE PERFORMED IN A WORKMANLIKE MANNER TO THE HIGHEST STANDARDS OF THE INDUSTRY AND ACCEPTED PRACTICE.
6. WORKMANLIKE MANNER, ACCORDING TO THE BEST TRADE PRACTICE BY THOSE SKILLED IN THE PARTICULAR TRADE. EQUIPMENT FIXTURES, PIPES, DUCTS, AND ETC.. TO GIVE A NEAT AND PLEASING APPEARANCE, ALL EQUIPMENT, FIXTURES, ETC SHALL BE INSTALLED IN STRICT COMPLIANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
7. WARRANTY: ALL WORKMANSHIP, MATERIALS, AND EQUIPMENT SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF OWNER'S BENEFICIAL USE OR OCCUPANCY WHICHEVER IS EARLIER, DAMAGE DUE TO VOLTAGE FLUCTUATION, FIRE, ACTS OF ELEMENTS, ACTS OF THE OWNER OR OTHER PARTIES, IMPROPER MAINTENANCE, OR NEGLECT ARE SPECIFICALLY EX-CLUDED FROM THE GUARANTEE. ALL REPAIRS SHALL BE PER-FORMED DURING NORMAL WORKING HOURS AND SHALL BE MADE PROMPTLY AFTER NOTICE OR FAILURE. IF OWNER REQUESTS THAT WORK BE PERFORMED ON OVERTIME BASIS OWNER SHALL PAY THE DIFFERENCE BETWEEN REGULAR AN OVERTIME LABOR AT STANDARD BILLING RATES.
8. SUBSTITUTIONS TO EQUIPMENT AND FIXTURES SPECIFIED MUST BE APPROVED BY THE OWNER/ARCHITECT PRIOR TO ACCEPTANCE
9. SEPARATE PERMITS SHALL BE REQUIRED FOR SIGNS, FENCES, RETAINING WALLS (RETAINING MORE THAN 4' ABOVE BOTTOM OF FOOTING), FIREPLACES, BARBEQUES AND POLE MOUNTED YARD LIGHTING FOUNDATIONS.
10. CONTRACTOR TO OBTAIN GRADING PERMIT FROM THE CITY.
11. SEPARATE PERMIT SHALL FIRST BE OBTAINED FROM THE CITY PUBLIC WORKS DEPARTMENT PRIOR TO PLACEMENT OF ANY CONSTRUCTION MATERIALS OR EQUIPMENT IN THE PUBLIC WAY.
12. AT TIME OF PERMIT ISSUANCE, CONTRACTOR SHALL SHOW THEIR VALID WORKERS' COMPENSATION INSURANCE CERTIFICATION.
13. ALL WORK SHALL CONFORM TOO ALL REQUIREMENTS OF STATE OF CALIFORNIA TITLE 24 REGARDLESS OF THE INFORMATION INDICATED ON THESE PLANS. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL SUPERVISING THE CONSTRUCTION TO ENSURE THAT THE WORK IS DONE IN ACCORDANCE WITH CODE REQUIREMENTS PRIOR TO REQUESTING INSPECTION.
14. EXCESS OR WASTE CONCRETE MAY NOT BE WASHED INTO THE PUBLIC WAY OR ANY OTHER DRAINAGE SYSTEM. PROVISIONS SHALL BE MADE TO RETAIN CONCRETE WASTES ON SITE UNTIL THEY CAN BE DISPOSED OF AS SOLID WASTE.
15. SEDIMENTS AND OTHER MATERIALS MAY NOT BE TRACKED FROM THE SITE BY VEHICLE TRAFFIC. THE CONSTRUCTION ENTRANCE ROADWAYS MUST BE STABILIZED SO AS TO INHIBIT SEDIMENTS FROM BEING DEPOSITED INTO THE PUBLIC WAY. ACCIDENTAL DEPOSITIONS MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS.

   A) STOCKPILES OF EARTH AND OTHER CONSTRUCTION RELATED MATERIALS MUST BE PROTECTED FROM BEING TRANSPORTED FROM THE SITE BY THE FORCES OF WIND OR WATER

   B) TRASH AND CONSTRUCTION RELATED WASTES MUST BE DEPOSITED INTO A COVERED RECEPTACLE TO PREVENT CONTAMINATION OF RAINWATER AND DISPERSAL BY WIND.

   C) FUELS, OILS, SOLVENTS AND OTHER TOXIC MATERIALS MUST BE STORED IN ACCORDANCE WITH THEIR LISTING AND ARE NOT TO CONTAMINATE THE SOIL AND SURFACE WATERS. ALL APPROVED STORAGE CONTAINERS ARE TO BE PROTECTED FROM THE WEATHER. SPILLS MUST BE CLEANED UP IMMEDIATELY AND DISPOSED OF IN A PROPER MANNER. SPILLS MAY NOT BE WASHED INTO THE DRAINAGE SYSTEM.
16. THE ISSUANCE OF A PERMIT SHALL NOT PREVENT THE BUILDING OFFICIAL FROM REQUIRING THE CORRECTION OF ERRORS OF THESE PLANS OR FROM PREVENTING ANY VIOLATION OF THE CODES ADOPTED BY THE CITY, RELEVANT LAWS, ORDINANCES, RULES AND / OR REGULATIONS.
17. THE DUTIES OF THE SOILS ENGINEER OF RECORD, AS INDICATED ON THE FIRST SHEET OF THE APPROVED PLANS, SHALL INCLUDE THE FOLLOWING:
    1) OBSERVATION OF CLEARED AREAS AND BENCHES PREPARED TO RECEIVE FILL;
    2) OBSERVATION OF THE REMOVAL OF ALL UNSUITABLE SOILS AND OTHER MATERIALS;
    3) THE APPROVAL OF SOILS TO BE USED AS FILL MATERIAL;
    4) THE INSPECTION OF PLACEMENT AND COMPACTION OF FILL MATERIALS;
    5) THE TESTING OF COMPLETED FILLS;
    6) AND THE INSPECTION OR REVIEW OF DRAINAGE DEVICES.

    COMPACTION TEST SHALL NOT BE PERFORMED BY INDIVIDUALS OTHER THAN THE SOILS ENGINEER OF RECORD UNLESS REQUESTED BY THE SOILS ENGINEER OF RECORD AND APPROVED BY THE CITY BUILDING DIVISION.
18. THE PROJECT SITE SHALL BE KEPT CONTINUOUSLY FENCED IN ACCORDANCE UNTIL THE PROJECT IS FINALED OR APPROVAL TO REMOVE THE FENCE HAS BEEN OBTAINED FROM THE CITY BUILDING DIVISION. 24-HOUR SECURITY SHALL BE PROVIDED ANY TIME THE FENCE CANNOT BE MAINTAINED INTACT.
19. SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) SHALL BE NOTIFIED IN ACCORDANCE WITH CALIFORNIA STATE LAW PRIOR TO START OF ANY DEMOLITION, ADDITION, AND/OR REMODEL WORK. THE SOUTH COASTAIR QUALITY MANAGEMENT DISTRICT OFFICE IS LOCATED AT 21865 COPLEY DRIVE IN DIAMOND BAR, PHONE NO. (909)396-2000. BE ADVISED, SCAQMD MAY REQUIRE A 10 DAY WAIT PERIOD PRIOR TO START OF WORK.
20. TEMPORARY BINS (LOW BOY), IF USED, SHALL BE "ROLL OFF" STYLE TO BE PROVIDED BY ATHENS SERVICES. ATHENS SERVICES HAS AN EXCLUSIVE AGREEMENT WITH THE CITY FOR THE PROVISION OF TRASH REMOVAL SERVICES: ONLY ATHENS DUMPSTERS CAN BE USED. ANY DUMPSTERS PLACED ON THE ROADWAY SHALL REQUIRE A PROTECTIVE BARRIER UNDERNEATH (SUCH AS PLYWOOD) TO PROTECT THE PAVEMENT. THE APPLICANT SHALL OBTAIN A DUMPSTER PERMIT FROM THE PUBLIC WORKS DEPARTMENT.
21. NO OVERNIGHT STORAGE OF MATERIALS OR EQUIPMENT WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERMITTED.
22. THE APPLICANT SHALL OBTAIN OVERSIZE/OVERLOAD PERMITS FROM THE PUBLIC WORKS DEPARTMENT FOR ANY OVERSIZED EQUIPMENT USED DURING THE STAGES OF CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: DEMOLITION; CLEARING AND GRUBBING; GRADING; MATERIAL DISPOSAL; DRILLING FOR PILES AND/OR CAISSONS; TRENCHING FOR FOOTINGS; EXCAVATION FOR RETAINING WALLS; CORE SAMPLING OF SOILS; ETC.
23. THE APPLICANT SHALL BRING THE EXISTING PARKWAY ADJACENT TO THE PROPERTY UP TO CURRENT STANDARDS PER SPMC SECTION 31.48.
24. THE APPLICANT SHALL BE RESPONSIBLE FOR POSTING A PROJECT SIGN AT THE ENTRANCE TO THE PROJECT SITE DISPLAYING THE CITY'S CONSTRUCTION HOURS PER SPMC SECTION 19A.13. THE PROJECT SIGN SHALL BE 24" X 36" AND MADE OF WEATHER-RESISTANT DURABLE MATERIAL. THE APPLICANT SHALL PROVIDE A 24-HOUR EMERGENCY CONTACT NUMBER FOR A DESIGNATED PERSON WHO WILL BE RESPONSIBLE FOR MAINTAINING THE PUBLIC RIGHT-OF-WAY DURING ALL STAGES OF CONSTRUCTION UNTIL THE PROJECT IS COMPLETE.
25. ANY CONSTRUCTION ACTIVITY THAT MAY REQUIRE ROADWAY CLOSURES WILL REQUIRE A TRAFFIC CONTROL PLAN PREPARED BY A CA LICENSED CIVIL OR TRAFFIC ENGINEER OR A C-31 LICENSED CONTRACTOR TO BE SUBMITTED FOR REVIEW. STREET CLOSURES ARE ONLY ALLOWED BETWEEN 9:00 AM AND 3:00 PM. WHENEVER THERE WILL BE A STREET CLOSURE EXCEEDING THIRTY MINUTES IN DURATION, THE APPLICANT SHALL PROVIDE WRITTEN NOTIFICATION ABOUT THE STREET CLOSURE TO ALL IMPACTED RESIDENTS AT LEAST 48 HOURS IN ADVANCE OF THE STREET CLOSURE. ALL STREET CLOSURES WILL REQUIRE AN ENCROACHMENT PERMIT FROM THE PUBLIC WORKS DEPARTMENT.
26. THE PROPOSED BUILDING STRUCTURE SHALL NOT BE CONSTRUCTED WITHIN CRITICAL ROOT ZONE AREA OF ANY TREES. FOR NATIVE AND PROTECTED SPECIES, USE OF THE TREE TRUNK'S DIAMETER MEASURED AT BREAST HEIGHT (DBH) (X5) AS THE MINIMUM CRITICAL ROOT MASS. FOR NON-NATIVE AND PROTECTED SPECIES, USE THE TREE'S DBH (X3) AS THE MINIMUM CRITICAL ROOT MASS.
27. THE APPLICANT SHALL REPLACE ALL BROKEN, DAMAGED, OR OUT-OF-GRADE CURB, GUTTER AND SIDEWALK FRONTING THE PROPERTY ON CAMINO DEL CIELO TO THE SATISFACTION OF THE CITY ENGINEER. EXISTING SIDEWALK THAT IS BELOW CURRENT CITY STANDARDS SHALL BE REPLACED REGARDLESS OF WHEN OR HOW SUCH CONDITION ORIGINALLY OCCURRED PER SPMC SECTION 31.54. ALL IMPROVEMENTS WITHIN THE PUBLIC RIGHT-OF-WAY SHALL CONFORM TO THE CURRENT EDITIONS OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (SSPWC) AND STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (SPPWC).
28. THE APPLICANT SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE PUBLIC WORKS DEPARTMENT FOR ANY WORK PROPOSED WITHIN THE PUBLIC RIGHT-OF-WAY.

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
No.C18643
Expires JANUARY 2025
State of California
SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

GENERAL NOTES

DRAWN BY: Author | DATE: Issue Date
CHECKED BY: Checker
PROJECT NUMBER: 0121

GN-1

2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
RESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2023)

Y = YES
N/A = NOT APPLICABLE
RESPON. PARTY = RESPONSIBLE PARTY (ie: ARCHITECT, ENGINEER, OWNER, CONTRACTOR, INSPECTOR ETC.)

Y | N/A | RESPON. PARTY

CHAPTER 3
GREEN BUILDING
SECTION 301 GENERAL

301.1 SCOPE. Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.

301.1.1 Additions and alterations. [HCD] The mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.

The mandatory provision of Section 4.106.4.2 may apply to additions or alterations of existing parking facilities or the addition of new parking facilities serving existing multifamily buildings. See Section 4.106.4.3 for application.

Note: Repairs including, but not limited to, resurfacing, restriping and repairing or maintaining existing lighting fixtures are not considered alterations for the purpose of this section.

Note: On and after January 1, 2014, residential buildings undergoing permitted alterations, additions, or improvements shall replace noncompliant plumbing fixtures with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

301.2 LOW-RISE AND HIGH-RISE RESIDENTIAL BUILDINGS. [HCD] The provisions of individual sections of CALGreen may apply to either low-rise residential buildings high-rise residential buildings, or both. Individual sections will be designated by banners to indicate where the section applies specifically to low-rise only (LR) or high-rise only (HR). When the section applies to both low-rise and high-rise buildings, no banner will be used.

SECTION 302 MIXED OCCUPANCY BUILDINGS

302.1 MIXED OCCUPANCY BUILDINGS. In mixed occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy.
Exceptions:
1. [HCD] Accessory structures and accessory occupancies serving residential buildings shall comply with Chapter 4 and Appendix A4, as applicable.
2. [HCD] For purposes of CALGreen, live/work units, complying with Section 419 of the *California Building Code*, shall not be considered mixed occupancies. Live/Work units shall comply with Chapter 4 and Appendix A4, as applicable.

DIVISION 4.1 PLANNING AND DESIGN

ABBREVIATION DEFINITIONS:

HCD	Department of Housing and Community Development
BSC	California Building Standards Commission
DSA-SS	Division of the State Architect, Structural Safety
OSHPD	Office of Statewide Health Planning and Development
LR	Low Rise
HR	High Rise
AA	Additions and Alterations
N	New

CHAPTER 4
RESIDENTIAL MANDATORY MEASURES

SECTION 4.102 DEFINITIONS

4.102.1 DEFINITIONS
The following terms are defined in Chapter 2 *(and are included here for reference)*

FRENCH DRAIN. A trench, hole or other depressed area loosely filled with rock, gravel, fragments of brick or similar pervious material used to collect or channel drainage or runoff water.

WATTLES. Wattles are used to reduce sediment in runoff. Wattles are often constructed of natural plant materials such as hay, straw or similar material shaped in the form of tubes and placed on a downflow slope. Wattles are also used for perimeter and inlet controls.

4.106 SITE DEVELOPMENT

4.106.1 GENERAL. Preservation and use of available natural resources shall be accomplished through evaluation and careful planning to minimize negative effects on the site and adjacent areas. Preservation of slopes, management of storm water drainage and erosion controls shall comply with this section.

4.106.2 STORM WATER DRAINAGE AND RETENTION DURING CONSTRUCTION. Projects which disturb less than one acre of soil and are not part of a larger common plan of development which in total disturbs one acre or more, shall manage storm water drainage during construction. In order to manage storm water drainage during construction, one or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion and retain soil runoff on the site.

1. Retention basins of sufficient size shall be utilized to retain storm water on the site.
2. Where storm water is conveyed to a public drainage system, collection point, gutter or similar disposal method, water shall be filtered by use of a barrier system, wattle or other method approved by the enforcing agency.
3. Compliance with a lawfully enacted storm water management ordinance.

Note: Refer to the State Water Resources Control Board for projects which disturb one acre or more of soil, or are part of a larger common plan of development which in total disturbs one acre or more of soil.

(Website: https://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.html)

4.106.3 GRADING AND PAVING. Construction plans shall indicate how the site grading or drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include, but are not limited to, the following:

1. Swales
2. Water collection and disposal systems
3. French drains
4. Water retention gardens
5. Other water measures which keep surface water away from buildings and aid in groundwater recharge.

Exception: Additions and alterations not altering the drainage path.

4.106.4 Electric vehicle (EV) charging for new construction. New construction shall comply with Sections 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with the *California Electrical Code,* Article 625.

Exceptions:
1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:
   1.1 Where there is no local utility power supply or the local utility is unable to supply adequate power.
   1.2 Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4, may adversely impact the construction cost of the project.
2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities.

4.106.4.1 New one- and two-family dwellings and townhouses with attached private garages. For each dwelling unit, install a listed raceway to accommodate a dedicated 208/240-volt branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or other enclosure in close proximity to the proposed location of an EV charger. Raceways are required to be continuous at enclosed, inaccessible or concealed areas and spaces. The service panel and/or subpanel shall provide capacity to install a 40-ampere 208/240-volt minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit overcurrent protective device.

Exemption: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the proposed location of an EV charger at the time of original construction in accordance with the *California Electrical Code*.

4.106.4.1.1 Identification. The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging as "EV CAPABLE". The raceway termination location shall be permanently and visibly marked as "EV CAPABLE".

4.106.4.2 New multifamily dwellings, hotels and motels and new residential parking facilities.
When parking is provided, parking spaces for new multifamily dwellings, hotels and motels shall meet the requirements of Sections 4.106.4.2.1 and 4.106.4.2.2. Calculations for spaces shall be rounded up to the nearest whole number. A parking space served by electric vehicle supply equipment or designed as a future EV charging space shall count as at least one standard automobile parking space only for the purpose of complying with any applicable minimum parking space requirements established by a local jurisdiction. See Vehicle Code Section 22511.2 for further details.

4.106.4.2.1Multifamily development projects with less than 20 dwelling units; and hotels and motels with less than 20 sleeping units or guest rooms.
The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

1.EV Capable. Ten (10) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the California Electrical Code.

Exceptions:

1.When EV chargers (Level 2 EVSE) are installed in a number equal to or greater than the required number of EV capable spaces.

2.When EV chargers (Level 2 EVSE) are installed in a number less than the required number of EV capable spaces, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed.

Notes:

a.Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.

b.There is no requirement for EV spaces to be constructed or available until receptacles for EV charging or EV chargers are installed for use.

2.EV Ready. Twenty-five (25) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles. For multifamily parking facilities, no more than one receptacle is required per dwelling unit when more than one parking space is provided for use by a single dwelling unit.

Exception: Areas of parking facilities served by parking lifts.

4.106.4.2.2 Multifamily development projects with 20 or more dwelling units, hotels and motels with 20 or more sleeping units or guest rooms.
The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

1.EV Capable. Ten (10) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the California Electrical Code.

Exception: When EV chargers (Level 2 EVSE) are installed in a number greater than five (5) percent of parking spaces required by Section 4.106.4.2.2, Item 3, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed over the five (5) percent required.

Notes:

a.Construction documents shall show locations of future EV spaces.

b.There is no requirement for EV spaces to be constructed or available until receptacles for EV charging or EV chargers are installed for use.

2.EV Ready. Twenty-five (25) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles. For multifamily parking facilities, no more than one receptacle is required per dwelling unit when more than one parking space is provided for use by a single dwelling unit.

Exception: Areas of parking facilities served by parking lifts.

3.EV Chargers. Five (5) percent of the total number of parking spaces shall be equipped with Level 2 EVSE. Where common use parking is provided, at least one EV charger shall be located in the common use parking area and shall be available for use by all residents or guests.

When low power Level 2 EV charging receptacles or Level 2 EVSE are installed beyond the minimum required, an automatic load management system (ALMS) may be used to reduce the maximum required electrical capacity to each space served by the ALMS. The electrical system and any on-site distribution transformers shall have sufficient capacity to deliver at least 3.3 kW simultaneously to each EV charging station (EVCS) served by the ALMS. The branch circuit shall have a minimum capacity of 40 amperes, and installed EVSE shall have a capacity of not less than 30 amperes. ALMS shall not be used to reduce the minimum required electrical capacity to the required EV capable spaces.

4.106.4.2.2.1 Electric vehicle charging stations (EVCS).
Electric vehicle charging stations shall comply with Section 4.106.4.2.2, Item 3, shall comply with Section 4.106.4.2.2.1.

Exception: Electric vehicle charging stations serving public accommodations, public housing, motels and hotels shall not be required to comply with this section. See California Building Code, Chapter 11B, for applicable requirements.

4.106.4.2.2.1.1 Location.
EVCS shall comply with at least one of the following options:

1.The charging space shall be located adjacent to an accessible parking space meeting the requirements of the California Building Code, Chapter 11A, to allow use of the EV charger from the accessible parking space.

2.The charging space shall be located on an accessible route, as defined in the California Building Code, Chapter 2, to the building.

Exception: Electric vehicle charging stations designed and constructed in compliance with the California Building Code, Chapter 11B, are not required to comply with Section 4.106.4.2.2.1.1 and Section 4.106.4.2.2.1.2, Item 3.

4.106.4.2.2.1.2 Electric vehicle charging stations (EVCS) dimensions.
The charging spaces shall be designed to comply with the following:

1.The minimum length of each EV space shall be 18 feet (5486 mm).

2.The minimum width of each EV space shall be 9 feet (2743 mm).

3.One in every 25 charging spaces, but not less than one, shall also have an 8-foot (2438 mm) wide minimum aisle. A 5-foot (1524 mm) wide minimum aisle shall be permitted provided the minimum width of the EV space is 12 feet (3658 mm).

a.Surface slope for this EV space and the aisle shall not exceed 1 unit vertical in 48 units horizontal (2.083 percent slope) in any direction.

4.106.4.2.2.1.3 Accessible EV spaces.
In addition to the requirements in Sections 4.106.4.2.2.1.1 and 4.106.4.2.2.1.2, all EVSE, when installed, shall comply with the accessibility provisions for EV chargers in the California Building Code, Chapter 11B. EV ready spaces and EVCS in multifamily developments shall comply with California Building Code, Chapter 11A, Section 1109A.

4.106.4.2.3 EV space requirements.
1.Single EV space required. Install a listed raceway capable of accommodating a 208/240-volt dedicated branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or enclosure in close proximity to the location or the proposed location of the EV space. Construction documents shall identify the raceway termination point, receptacle or charger location, as applicable. The service panel and/ or subpanel shall have a 40-ampere minimum dedicated branch circuit, including branch circuit overcurrent protective device installed, or space(s) reserved to permit installation of a branch circuit overcurrent protective device.

Exception: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the location or the proposed location of the EV space, at the time of original construction in accordance with the California Electrical Code.

2.Multiple EV spaces required. Construction documents shall indicate the raceway termination point and the location of installed or future EV spaces, receptacles or EV chargers. Construction documents shall also provide information on amperage of installed or future receptacles or EVSE, raceway method(s), wiring schematics and electrical load calculations. Plan design shall be based upon a 40-ampere minimum branch circuit. Required raceways and related components that are planned to be installed underground, enclosed, inaccessible or in concealed areas and spaces shall be installed at the time of original construction.

Exception: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the location or the proposed location of the EV space at the time of original construction in accordance with the California Electrical Code.

4.106.4.2.4 Identification.
The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the California Electrical Code.

4.106.4.2.5 Electric Vehicle Ready Space Signage.
Electric vehicle ready spaces shall be identified by signage or pavement markings, in compliance with Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s).

4.106.4.3 Electric vehicle charging for additions and alterations of parking facilities serving existing multifamily buildings.
When new parking facilities are added, or electrical systems or lighting of existing parking facilities are added or altered and the work requires a building permit, ten (10) percent of the total number of parking spaces added or altered shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE.

Notes:

1.Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.

2.There is no requirement for EV spaces to be constructed or available until EV chargers are installed for use.

DIVISION 4.2 ENERGY EFFICIENCY

4.201 GENERAL

4.201.1 SCOPE. For the purposes of mandatory energy efficiency standards in this code, the California Energy Commission will continue to adopt mandatory standards.

DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION

4.303 INDOOR WATER USE

4.303.1 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the sections 4.303.1.1, 4.303.1.2, 4.303.1.3, and 4.303.4.4.

Note: All noncompliant plumbing fixtures in any residential real property shall be replaced with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy, or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

4.303.1.1 Water Closets. The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Tank-type water closets shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Tank-type Toilets.

Note: The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush.

4.303.1.2 Urinals. The effective flush volume of wall mounted urinals shall not exceed 0.125 gallons per flush. The effective flush volume of all other urinals shall not exceed 0.5 gallons per flush.

4.303.1.3 Showerheads.

4.303.1.3.1 Single Showerhead. Showerheads shall have a maximum flow rate of not more than 1.8 gallons per minute at 80 psi. Showerheads shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Showerheads.

4.303.1.3.2 Multiple showerheads serving one shower. When a shower is served by more than one showerhead, the combined flow rate of all the showerheads and/or other shower outlets controlled by a single valve shall not exceed 1.8 gallons per minute at 80 psi, or the shower shall be designed to only allow one shower outlet to be in operation at a time.

Note: A hand-held shower shall be considered a showerhead.

4.303.1.4 Faucets.

4.303.1.4.1 Residential Lavatory Faucets. The maximum flow rate of residential lavatory faucets shall not exceed 1.2 gallons per minute at 60 psi. The minimum flow rate of residential lavatory faucets shall not be less than 0.8 gallons per minute at 20 psi.

4.303.1.4.2 Lavatory Faucets in Common and Public Use Areas. The maximum flow rate of lavatory faucets installed in common and public use areas (outside of dwellings or sleeping units) in residential buildings shall not exceed 0.5 gallons per minute at 60 psi.

4.303.1.4.3 Metering Faucets. Metering faucets when installed in residential buildings shall not deliver more than 0.2 gallons per cycle.

4.303.1.4.4 Kitchen Faucets. The maximum flow rate of kitchen faucets shall not exceed 1.8 gallons per minute at 60 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 60 psi, and must default to a maximum flow rate of 1.8 gallons per minute at 60 psi.

Note: Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

4.303.1.4.5 Pre-rinse spray valves.
When installed, shall meet the requirements in the *California Code of Regulations*, Title 20 (Appliance Efficiency Regulations), Sections 1605.1 (h)(4) Table H-2, Section 1605.3 (h)(4)(A), and Section 1607 (d)(7) and shall be equipped with an integral automatic shutoff.

FOR REFERENCE ONLY: The following table and code section have been reprinted from the *California Code of Regulations*, Title 20 (Appliance Efficiency Regulations),Section 1605.1 (h)(4) and Section 1605.3 (h)(4)(A).

TABLE H-2

STANDARDS FOR COMMERCIAL PRE-RINSE SPRAY VALVES MANUFACTURED ON OR AFTER JANUARY 28, 2019

PRODUCT CLASS [spray force in ounce force (ozf)]	MAXIMUM FLOW RATE (gpm)
Product Class 1 (≤ 5.0 ozf)	1.00
Product Class 2 (> 5.0 ozf and ≤ 8.0 ozf)	1.20
Product Class 3 (> 8.0 ozf)	1.28

Title 20 Section 1605.3 (h)(4)(A): Commercial prerinse spray values manufactured on or after January 1, 2006, shall have a minimum spray force of not less than 4.0 ounces-force (ozf)[113 grams-force(gf)]

4.303.2 Submeters for multifamily buildings and dwelling units in mixed-used residential/commercial buildings.
Submeters shall be installed to measure water usage of individual rental dwelling units in accordance with the *California Plumbing Code*.

4.303.3 Standards for plumbing fixtures and fittings. Plumbing fixtures and fittings shall be installed in accordance with the *California Plumbing Code*, and shall meet the applicable standards referenced in Table 1701.1 of the *California Plumbing Code*.

NOTE:
THIS TABLE COMPILES THE DATA IN SECTION 4.303.1, AND IS INCLUDED AS A CONVENIENCE FOR THE USER.

TABLE - MAXIMUM FIXTURE WATER USE

FIXTURE TYPE	FLOW RATE
SHOWER HEADS (RESIDENTIAL)	1.8 GMP @ 80 PSI
LAVATORY FAUCETS (RESIDENTIAL)	MAX. 1.2 GPM @ 60 PSI MIN. 0.8 GPM @ 20 PSI
LAVATORY FAUCETS IN COMMON & PUBLIC USE AREAS	0.5 GPM @ 60 PSI
KITCHEN FAUCETS	1.8 GPM @ 60 PSI
METERING FAUCETS	0.2 GAL/CYCLE
WATER CLOSET	1.28 GAL/FLUSH
URINALS	0.125 GAL/FLUSH

4.304 OUTDOOR WATER USE

4.304.1 OUTDOOR POTABLE WATER USE IN LANDSCAPE AREAS. Residential developments shall comply with a local water efficient landscape ordinance or the current California Department of Water Resources' Model Water Efficient Landscape Ordinance (MWELO), whichever is more stringent.

NOTES:

1. The Model Water Efficient Landscape Ordinance (MWELO) is located in the *California Code Regulations*, Title 23, Chapter 2.7, Division 2. MWELO and supporting documents, including water budget calculator, are available at: https://www.water.ca.gov/

DIVISION 4.4 MATERIAL CONSERVATION AND RESOURCE EFFICIENCY

4.406 ENHANCED DURABILITY AND REDUCED MAINTENANCE

4.406.1 RODENT PROOFING. Annular spaces around pipes, electric cables, conduits or other openings in sole/bottom plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or a similar method acceptable to the enforcing agency.

4.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING

4.408.1 CONSTRUCTION WASTE MANAGEMENT. Recycle and/or salvage for reuse a minimum of 65 percent of the non-hazardous construction and demolition waste in accordance with either Section 4.408.2, 4.408.3 or 4.408.4, or meet a more stringent local construction and demolition waste management ordinance.

Exceptions:

1. Excavated soil and land-clearing debris.
2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist or are not located reasonably close to the jobsite.
3. The enforcing agency may make exceptions to the requirements of this section when isolated jobsites are located in areas beyond the haul boundaries of the diversion facility.

4.408.2 CONSTRUCTION WASTE MANAGEMENT PLAN. Submit a construction waste management plan in conformance with Items 1 through 5. The construction waste management plan shall be updated as necessary and shall be available during construction for examination by the enforcing agency.

1. Identify the construction and demolition waste materials to be diverted from disposal by recycling, reuse on the project or salvage for future use or sale.
2. Specify if construction and demolition waste materials will be sorted on-site (source separated) or bulk mixed (single stream).
3. Identify diversion facilities where the construction and demolition waste material collected will be taken.
4. Identify construction methods employed to reduce the amount of construction and demolition waste generated.
5. Specify that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

4.408.3 WASTE MANAGEMENT COMPANY. Utilize a waste management company, approved by the enforcing agency, which can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with Section 4.408.1.

Note: The owner or contractor may make the determination if the construction and demolition waste materials will be diverted by a waste management company.

4.408.4 WASTE STREAM REDUCTION ALTERNATIVE [LR]. Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 3.4 lbs./sq.ft. of the building area shall meet the minimum 65% construction waste reduction requirement in Section 4.408.1

4.408.4.1 WASTE STREAM REDUCTION ALTERNATIVE. Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 2 pounds per square foot of the building area, shall meet the minimum 65% construction waste reduction requirement in Section 4.408.1

4.408.5 DOCUMENTATION. Documentation shall be provided to the enforcing agency which demonstrates compliance with Section 4.408.2, items 1 through 5, Section 4.408.3 or Section 4.408.4..

Notes:

1. Sample forms found in "A Guide to the California Green Building Standards Code (Residential)" located at www.hcd.ca.gov/CALGreen.html may be used to assist in documenting compliance with this section.
2. Mixed construction and demolition debris (C & D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

4.410 BUILDING MAINTENANCE AND OPERATION

4.410.1 OPERATION AND MAINTENANCE MANUAL. At the time of final inspection, a manual, compact disc, web-based reference or other media acceptable to the enforcing agency which includes all of the following shall be placed in the building:

1. Directions to the owner or occupant that the manual shall remain with the building throughout the life cycle of the structure.
2. Operation and maintenance instructions for the following:
   a. Equipment and appliances, including water-saving devices and systems, HVAC systems, photovoltaic systems, electric vehicle chargers, water-heating systems and other major appliances and equipment.
   b. Roof and yard drainage, including gutters and downspouts.
   c. Space conditioning systems, including condensers and air filters.
   d. Landscape irrigation systems.
   e. Water reuse systems.
3. Information from local utility, water and waste recovery providers on methods to further reduce resource consumption, including recycle programs and locations.
4. Public transportation and/or carpool options available in the area.
5. Educational material on the positive impacts of an interior relative humidity between 30-60 percent and what methods an occupant may use to maintain the relative humidity level in that range.
6. Information about water-conserving landscape and irrigation design and controllers which conserve water.
7. Instructions for maintaining gutters and downspouts and the importance of diverting water at least 5 feet away from the foundation.
8. Information on required routine maintenance measures, including, but not limited to, caulking, painting, grading around the building, etc.
9. Information about state solar energy and incentive programs available.
10. A copy of all special inspections verifications required by the enforcing agency or this code.
11. Information from the Department of Forestry and Fire Protection on maintenance of defensible space around residential structures.
12. Information and/or drawings identifying the location of grab bar reinforcements.

4.410.2 RECYCLING BY OCCUPANTS. Where 5 or more multifamily dwelling units are constructed on a building site, provide readily accessible area(s) that serves all buildings on the site and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waster, and metals, or meet a lawfully enacted local recycling ordinance, if more restrictive.

Exception: Rural jurisdictions that meet and apply for the exemption in Public Resources Code Section 42649.82 (a)(2)(A) et seq. are note required to comply with the organic waste portion of this section.

DIVISION 4.5 ENVIRONMENTAL QUALITY

SECTION 4.501 GENERAL

4.501.1 Scope
The provisions of this chapter shall outline means of reducing the quality of air contaminants that are odorous, irritating and/or harmful to the comfort and well being of a building's installers, occupants and neighbors.

SECTION 4.502 DEFINITIONS

5.102.1 DEFINITIONS
The following terms are defined in Chapter 2 *(and are included here for reference)*

AGRIFIBER PRODUCTS. Agrifiber products include wheatboard, strawboard, panel substrates and door cores, not including furniture, fixtures and equipment (FF&E) not considered base building elements.

COMPOSITE WOOD PRODUCTS. Composite wood products include hardwood plywood, particleboard and medium density fiberboard. "Composite wood products" does not include hardboard, structural plywood, structural panels, structural composite lumber, oriented strand board, glued laminated timber, prefabricated wood I-joists or finger-jointed lumber, all as specified in California Code of regulations (CCR), title 17, Section 93120.1.

DIRECT-VENT APPLIANCE. A fuel-burning appliance with a sealed combustion system that draws all air for combustion from the outside atmosphere and discharges all flue gases to the outside atmosphere.

DISCLAIMER: *THIS DOCUMENT IS PROVIDED AND INTENDED TO BE USED AS A MEANS TO INDICATE AREAS OF COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS (CALGREEN) CODE. DUE TO THE VARIABLES BETWEEN BUILDING DEPARTMENT JURISDICTIONS, THIS CHECKLIST IS TO BE USED ON AN INDIVIDUAL PROJECT BASIS AND MAY BE MODIFIED BY THE END USER TO MEET THOSE INDIVIDUAL NEEDS. THE END USER ASSUMES ALL RESPONSIBILITY ASSOCIATED WITH THE USE OF THIS DOCUMENT, INCLUDING VERIFICATION WITH THE FULL CODE.*

IDEKAY architects
15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618
T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN
No.C18642
Expires JANUARY 2025
State of California
SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

GREEN MANDATORY NOTES

DRAWN BY: Author | DATE: Issue Date
CHECKED BY: Checker
PROJECT NUMBER: 0121

GN-2

2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
RESIDENTIAL MANDATORY MEASURES, SHEET 2 (January 2023)

Y = YES
N/A = NOT APPLICABLE
RESPON. PARTY = RESPONSIBLE PARTY (ie: ARCHITECT, ENGINEER, OWNER, CONTRACTOR, INSPECTOR ETC.)

MAXIMUM INCREMENTAL REACTIVITY (MIR). The maximum change in weight of ozone formed by adding a compound to the "Base Reactive Organic Gas (ROG) Mixture" per weight of compound added, expressed to hundredths of a gram (g O^3/g ROC).
Note: MIR values for individual compounds and hydrocarbon solvents are specified in CCR, Title 17, Sections 94700 and 94701.

MOISTURE CONTENT. The weight of the water in wood expressed in percentage of the weight of the oven-dry wood.

PRODUCT-WEIGHTED MIR (PWMIR). The sum of all weighted-MIR for all ingredients in a product subject to this article. The PWMIR is the total product reactivity expressed to hundredths of a gram of ozone formed per gram of product (excluding container and packaging).
Note: PWMIR is calculated according to equations found in CCR, Title 17, Section 94521 (a).

REACTIVE ORGANIC COMPOUND (ROC). Any compound that has the potential, once emitted, to contribute to ozone formation in the troposphere.

VOC. A volatile organic compound (VOC) broadly defined as a chemical compound based on carbon chains or rings with vapor pressures greater than 0.1 millimeters of mercury at room temperature. These compounds typically contain hydrogen and may contain oxygen, nitrogen and other elements. See CCR Title 17, Section 94508(a).

4.503 FIREPLACES
4.503.1 GENERAL. Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable, and shall have a permanent label indicating they are certified to meet the emission limits. Woodstoves, pellet stoves and fireplaces shall also comply with applicable local ordinances.

4.504 POLLUTANT CONTROL
4.504.1 COVERING OF DUCT OPENINGS & PROTECTION OF MECHANICAL EQUIPMENT DURING CONSTRUCTION. At the time of rough installation, during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the enforcing agency to reduce the amount of water, dust or debris which may enter the system.

4.504.2 FINISH MATERIAL POLLUTANT CONTROL. Finish materials shall comply with this section.

4.504.2.1 Adhesives, Sealants and Caulks. Adhesives, sealant and caulks used on the project shall meet the requirements of the following standards unless more stringent local or regional air pollution or air quality management district rules apply:

1. Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall comply with local or regional air pollution control or air quality management district rules where applicable or SCAQMD Rule 1168 VOC limits, as shown in Table 4.504.1 or 4.504.2, as applicable. Such products also shall comply with the Rule 1168 prohibition on the use of certain toxic compounds (chloroform, ethylene dichloride, methylene chloride, perchloroethylene and tricloroethylene), except for aerosol products, as specified in Subsection 2 below.
2. Aerosol adhesives, and smaller unit sizes of adhesives, and sealant or caulking compounds (in units of product, less packaging, which do not weigh more than 1 pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of *California Code of Regulations*, Title 17, commencing with section 94507.

4.504.2.2 Paints and Coatings. Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Suggested Control Measure, as shown in Table 4.504.3, unless more stringent local limits apply. The VOC content limit for coatings that do not meet the definitions for the specialty coatings categories listed in Table 4.504.3 shall be determined by classifying the coating as a Flat, Nonflat or Nonflat-High Gloss coating, based on its gloss, as defined in subsections 4.21, 4.36, and 4.37 of the 2007 California Air Resources Board, Suggested Control Measure, and the corresponding Flat, Nonflat or Nonflat-High Gloss VOC limit in Table 4.504.3 shall apply.

4.504.2.3 Aerosol Paints and Coatings. Aerosol paints and coatings shall meet the Product-weighted MIR Limits for ROC in Section 94522(a)(2) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(e)(1) and (f)(1) of *California Code of Regulations*, Title 17, commencing with Section 94520; and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8, Rule 49.

4.504.2.4 Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency. Documentation may include, but is not limited to, the following:

1. Manufacturer's product specification.
2. Field verification of on-site product containers.

TABLE 4.504.1 - ADHESIVE VOC LIMIT[1,2]
(Less Water and Less Exempt Compounds in Grams per Liter)

ARCHITECTURAL APPLICATIONS	VOC LIMIT
INDOOR CARPET ADHESIVES	50
CARPET PAD ADHESIVES	50
OUTDOOR CARPET ADHESIVES	150
WOOD FLOORING ADHESIVES	100
RUBBER FLOOR ADHESIVES	60
SUBFLOOR ADHESIVES	50
CERAMIC TILE ADHESIVES	65
VCT & ASPHALT TILE ADHESIVES	50
DRYWALL & PANEL ADHESIVES	50
COVE BASE ADHESIVES	50
MULTIPURPOSE CONSTRUCTION ADHESIVE	70
STRUCTURAL GLAZING ADHESIVES	100
SINGLE-PLY ROOF MEMBRANE ADHESIVES	250
OTHER ADHESIVES NOT LISTED	50
SPECIALTY APPLICATIONS	
PVC WELDING	510
CPVC WELDING	490
ABS WELDING	325
PLASTIC CEMENT WELDING	250
ADHESIVE PRIMER FOR PLASTIC	550
CONTACT ADHESIVE	80
SPECIAL PURPOSE CONTACT ADHESIVE	250
STRUCTURAL WOOD MEMBER ADHESIVE	140
TOP & TRIM ADHESIVE	250
SUBSTRATE SPECIFIC APPLICATIONS	
METAL TO METAL	30
PLASTIC FOAMS	50
POROUS MATERIAL (EXCEPT WOOD)	50
WOOD	30
FIBERGLASS	80

1. IF AN ADHESIVE IS USED TO BOND DISSIMILAR SUBSTRATES TOGETHER, THE ADHESIVE WITH THE HIGHEST VOC CONTENT SHALL BE ALLOWED.

2. FOR ADDITIONAL INFORMATION REGARDING METHODS TO MEASURE THE VOC CONTENT SPECIFIED IN THIS TABLE, SEE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1168.

TABLE 4.504.2 - SEALANT VOC LIMIT
(Less Water and Less Exempt Compounds in Grams per Liter)

SEALANTS	VOC LIMIT
ARCHITECTURAL	250
MARINE DECK	760
NONMEMBRANE ROOF	300
ROADWAY	250
SINGLE-PLY ROOF MEMBRANE	450
OTHER	420
SEALANT PRIMERS	
ARCHITECTURAL	
NON-POROUS	250
POROUS	775
MODIFIED BITUMINOUS	500
MARINE DECK	760
OTHER	750

TABLE 4.504.3 - VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS[2,3]
GRAMS OF VOC PER LITER OF COATING, LESS WATER & LESS EXEMPT COMPOUNDS

COATING CATEGORY	VOC LIMIT
FLAT COATINGS	50
NON-FLAT COATINGS	100
NONFLAT-HIGH GLOSS COATINGS	150
SPECIALTY COATINGS	
ALUMINUM ROOF COATINGS	400
BASEMENT SPECIALTY COATINGS	400
BITUMINOUS ROOF COATINGS	50
BITUMINOUS ROOF PRIMERS	350
BOND BREAKERS	350
CONCRETE CURING COMPOUNDS	350
CONCRETE/MASONRY SEALERS	100
DRIVEWAY SEALERS	50
DRY FOG COATINGS	150
FAUX FINISHING COATINGS	350
FIRE RESISTIVE COATINGS	350
FLOOR COATINGS	100
FORM-RELEASE COMPOUNDS	250
GRAPHIC ARTS COATINGS (SIGN PAINTS)	500
HIGH TEMPERATURE COATINGS	420
INDUSTRIAL MAINTENANCE COATINGS	250
LOW SOLIDS COATINGS[1]	120
MAGNESITE CEMENT COATINGS	450
MASTIC TEXTURE COATINGS	100
METALLIC PIGMENTED COATINGS	500
MULTICOLOR COATINGS	250
PRETREATMENT WASH PRIMERS	420
PRIMERS, SEALERS, & UNDERCOATERS	100
REACTIVE PENETRATING SEALERS	350
RECYCLED COATINGS	250
ROOF COATINGS	50
RUST PREVENTATIVE COATINGS	250
SHELLACS	
CLEAR	730
OPAQUE	550
SPECIALTY PRIMERS, SEALERS & UNDERCOATERS	100
STAINS	250
STONE CONSOLIDANTS	450
SWIMMING POOL COATINGS	340
TRAFFIC MARKING COATINGS	100
TUB & TILE REFINISH COATINGS	420
WATERPROOFING MEMBRANES	250
WOOD COATINGS	275
WOOD PRESERVATIVES	350
ZINC-RICH PRIMERS	340

1. GRAMS OF VOC PER LITER OF COATING, INCLUDING WATER & EXEMPT COMPOUNDS

2. THE SPECIFIED LIMITS REMAIN IN EFFECT UNLESS REVISED LIMITS ARE LISTED IN SUBSEQUENT COLUMNS IN THE TABLE.

3. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, ARCHITECTURAL COATINGS SUGGESTED CONTROL MEASURE, FEB. 1, 2008. MORE INFORMATION IS AVAILABLE FROM THE AIR RESOURCES BOARD.

TABLE 4.504.5 - FORMALDEHYDE LIMITS[1]
MAXIMUM FORMALDEHYDE EMISSIONS IN PARTS PER MILLION

PRODUCT	CURRENT LIMIT
HARDWOOD PLYWOOD VENEER CORE	0.05
HARDWOOD PLYWOOD COMPOSITE CORE	0.05
PARTICLE BOARD	0.09
MEDIUM DENSITY FIBERBOARD	0.11
THIN MEDIUM DENSITY FIBERBOARD[2]	0.13

1. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIF. AIR RESOURCES BOARD, AIR TOXICS CONTROL MEASURE FOR COMPOSITE WOOD AS TESTED IN ACCORDANCE WITH ASTM E 1333. FOR ADDITIONAL INFORMATION, SEE CALIF. CODE OF REGULATIONS, TITLE 17, SECTIONS 93120 THROUGH 93120.12.

2. THIN MEDIUM DENSITY FIBERBOARD HAS A MAXIMUM THICKNESS OF 5/16" (8 MM).

DIVISION 4.5 ENVIRONMENTAL QUALITY (continued)
4.504.3 CARPET SYSTEMS. All carpet installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350)

See California Department of Public Health's website for certification programs and testing labs.

https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/VOC.aspx.

4.504.3.1 Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350)

See California Department of Public Health's website for certification programs and testing labs.

https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/VOC.aspx.

4.504.3.2 Carpet adhesive. All carpet adhesive shall meet the requirements of Table 4.504.1.

4.504.4 RESILIENT FLOORING SYSTEMS. Where resilient flooring is installed , at least 80% of floor area receiving resilient flooring shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350)

See California Department of Public Health's website for certification programs and testing labs.

hhttps://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/VOC.aspx.

4.504.5 COMPOSITE WOOD PRODUCTS. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the buildings shall meet the requirements for formaldehyde as specified in ARB's Air Toxics Control Measure for Composite Wood (17 CCR 93120 et seq.), by or before the dates specified in those sections, as shown in Table 4.504.5

4.504.5.1 Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:

1. Product certifications and specifications.
2. Chain of custody certifications.
3. Product labeled and invoiced as meeting the Composite Wood Products regulation (see CCR, Title 17, Section 93120, et seq.).
4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269, European 636 3S standards, and Canadian CSA 0121, CSA 0151, CSA 0153 and CSA 0325 standards.
5. Other methods acceptable to the enforcing agency.

4.505 INTERIOR MOISTURE CONTROL
4.505.1 General. Buildings shall meet or exceed the provisions of the *California Building Standards Code*.

4.505.2 CONCRETE SLAB FOUNDATIONS. Concrete slab foundations required to have a vapor retarder by California Building Code, Chapter 19, or concrete slab-on-ground floors required to have a vapor retarder by the California Residential Code, Chapter 5, shall also comply with this section.

4.505.2.1 Capillary break. A capillary break shall be installed in compliance with at least one of the following:

1. A 4-inch (101.6 mm) thick base of 1/2 inch (12.7mm) or larger clean aggregate shall be provided with a vapor barrier in direct contact with concrete and a concrete mix design, which will address bleeding, shrinkage, and curling, shall be used. For additional information, see American Concrete Institute, ACI 302.2R-06.
2. Other equivalent methods approved by the enforcing agency.
3. A slab design specified by a licensed design professional.

4.505.3 MOISTURE CONTENT OF BUILDING MATERIALS. Building materials with visible signs of water damage shall not be installed. Wall and floor framing shall not be enclosed when the framing members exceed 19 percent moisture content. Moisture content shall be verified in compliance with the following:

1. Moisture content shall be determined with either a probe-type or contact-type moisture meter.Equivalent moisture verification methods may be approved by the enforcing agency and shall satisfy requirements found in Section 101.8 of this code.
2. Moisture readings shall be taken at a point 2 feet (610 mm) to 4 feet (1219 mm) from the grade stamped end of each piece verified.
3. At least three random moisture readings shall be performed on wall and floor framing with documentation acceptable to the enforcing agency provided at the time of approval to enclose the wall and floor framing.

Insulation products which are visibly wet or have a high moisture content shall be replaced or allowed to dry prior to enclosure in wall or floor cavities. Wet-applied insulation products shall follow the manufacturers' drying recommendations prior to enclosure.

4.506 INDOOR AIR QUALITY AND EXHAUST
4.506.1 Bathroom exhaust fans. Each bathroom shall be mechanically ventilated and shall comply with the following:

1. Fans shall be ENERGY STAR compliant and be ducted to terminate outside the building.
2. Unless functioning as a component of a whole house ventilation system, fans must be controlled by a humidity control.
   a. Humidity controls shall be capable of adjustment between a relative humidity range less than or equal to 50% to a maximum of 80%. A humidity control may utilize manual or automatic means of adjustment.
   b. A humidity control may be a separate component to the exhaust fan and is not required to be integral (i.e., built-in)

Notes:

1. For the purposes of this section, a bathroom is a room which contains a bathtub, shower or tub/shower combination.
2. Lighting integral to bathroom exhaust fans shall comply with the *California Energy Code*.

4.507 ENVIRONMENTAL COMFORT
4.507.2 HEATING AND AIR-CONDITIONING SYSTEM DESIGN. Heating and air conditioning systems shall be sized, designed and have their equipment selected using the following methods:

1. The heat loss and heat gain is established according to ANSI/ACCA 2 Manual J - 2011 (Residential Load Calculation), ASHRAE handbooks or other equivalent design software or methods.
2. Duct systems are sized according to ANSI/ACCA 1 Manual D - 2014 (Residential Duct Systems), ASHRAE handbooks or other equivalent design software or methods.
3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S - 2014 (Residential Equipment Selection), or other equivalent design software or methods.

Exception: Use of alternate design temperatures necessary to ensure the system functions are acceptable.

CHAPTER 7
INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS
702 QUALIFICATIONS
702.1 INSTALLER TRAINING. HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Uncertified persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following:

1. State certified apprenticeship programs.
2. Public utility training programs.
3. Training programs sponsored by trade, labor or statewide energy consulting or verification organizations.
4. Programs sponsored by manufacturing organizations.
5. Other programs acceptable to the enforcing agency.

702.2 SPECIAL INSPECTION [HCD]. When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or education may be considered by the enforcing agency when evaluating the qualifications of a special inspector:

1. Certification by a national or regional green building program or standard publisher.
2. Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors.
3. Successful completion of a third party apprentice training program in the appropriate trade.
4. Other programs acceptable to the enforcing agency.

Notes:
1. Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.
2. HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS).

[BSC] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a recognized state, national or international association, as determined by the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency.

Note: Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.

703 VERIFICATIONS
703.1 DOCUMENTATION. Documentation used to show compliance with this code shall include but is not limited to, construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation or special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.

IDKAY architects
15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618
T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
RICHARD A. STREMMEL
No.C18642
Expires JANUARY 2025
State of California
SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

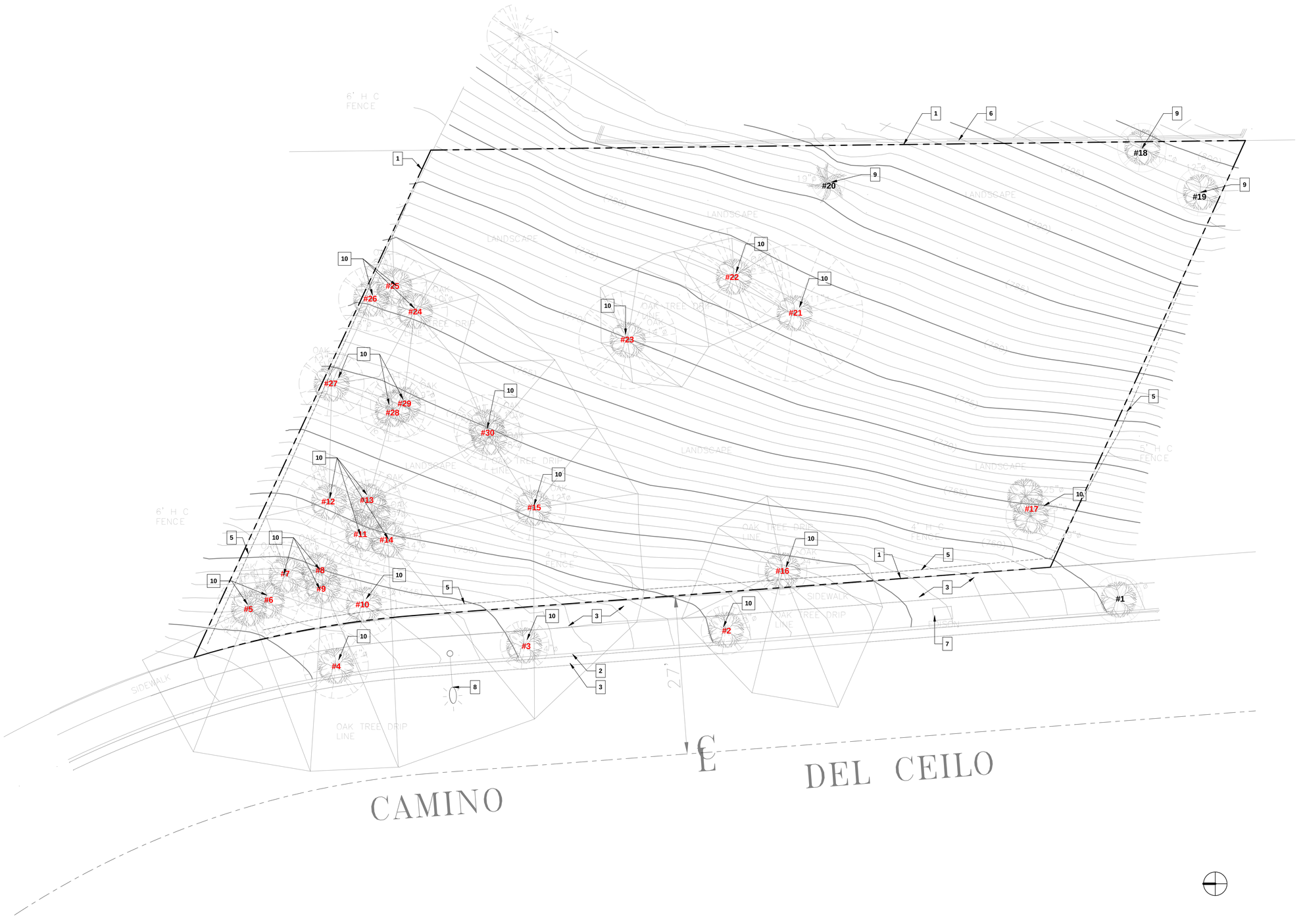
Enter address here

GREEN MANDATORY NOTES CONT.

DRAWN BY: Author | DATE: Issue Date
CHECKED BY: Checker
PROJECT NUMBER: 0121

GN-3

DISCLAIMER: *THIS DOCUMENT IS PROVIDED AND INTENDED TO BE USED AS A MEANS TO INDICATE AREAS OF COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS (CALGREEN) CODE. DUE TO THE VARIABLES BETWEEN BUILDING DEPARTMENT JURISDICTIONS, THIS CHECKLIST IS TO BE USED ON AN INDIVIDUAL PROJECT BASIS AND MAY BE MODIFIED BY THE END USER TO MEET THOSE INDIVIDUAL NEEDS. THE END USER ASSUMES ALL RESPONSIBILITY ASSOCIATED WITH THE USE OF THIS DOCUMENT, INCLUDING VERIFICATION WITH THE FULL CODE.*



1 EXISTING SITE

1/8" = 1'-0"

KEYNOTES

1	PROPERTY LINE
2	(E) CURB
3	(E) SIDEWALK
4	(E) GUTTER LINE
5	(E) FENCE TO BE REMOVED
6	(E) PROPERTY LINE SITE WALL
7	(E) UTILITY BOX TO BE RELOCATED
8	(E) STREET LIGHT TO BE RELOCATED
9	(E) TREE TO REMAIN, PROTECT IN PLACE
10	(E) TREE TO BE REMOVED, SEE LANDSCAPE PLAN & ARBORIST REPORT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A Streinikov
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

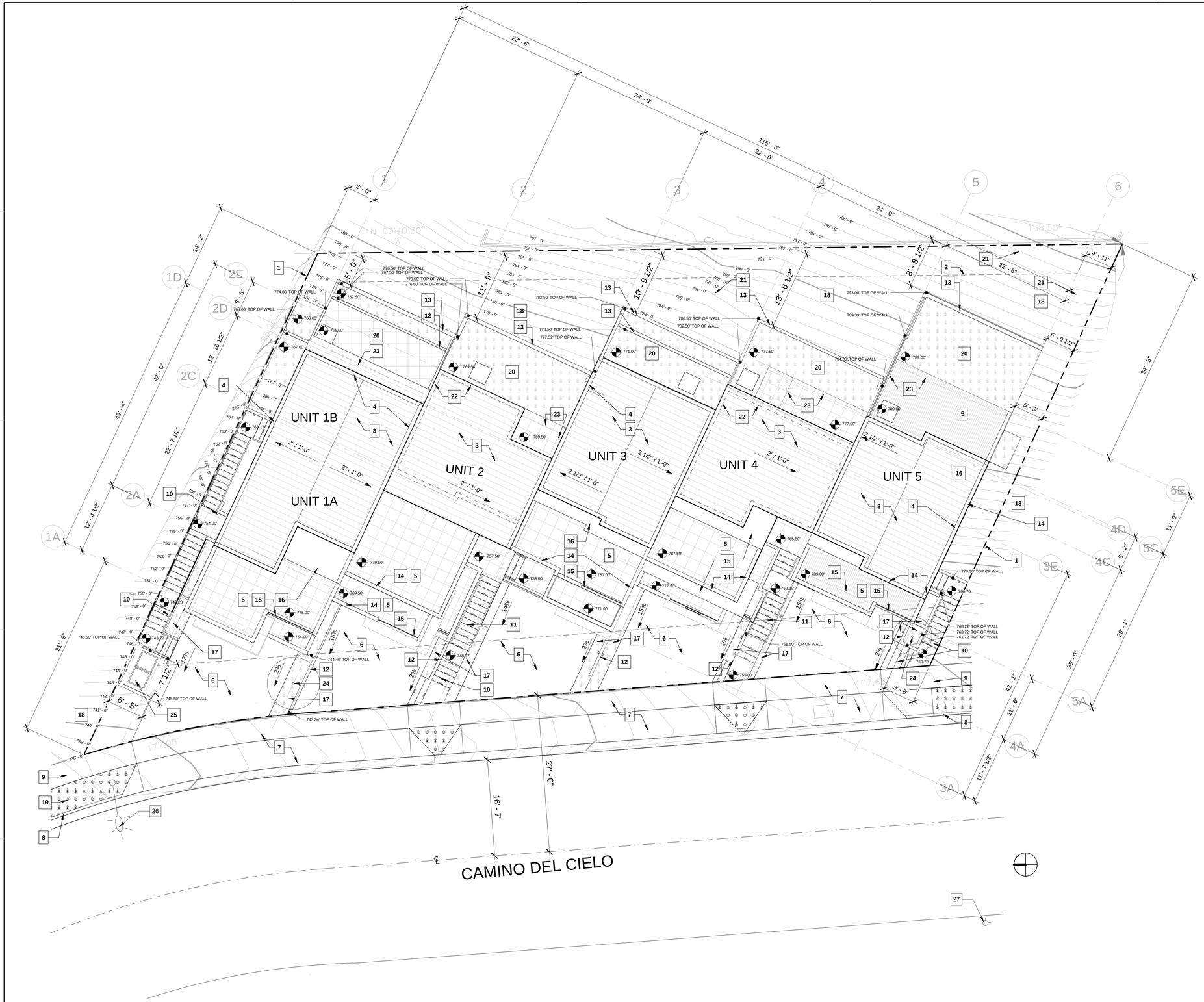
CAMINO DEL CIELO

Enter address here

EXISTING SITE

DRAWN BY:	NKC	DATE:	Issue Date
CHECKED BY:	DS		
PROJECT NUMBER:	0121		

A1.0



1 SITE PLAN

1/8" = 1'-0"

KEYNOTES

1	PROPERTY LINE
2	SETBACK LINE
3	SLOPED STANDING SEAM MTL ROOF
4	PARAPET
5	OUTDOOR DECK
6	CONC. PATTERNED DRIVEWAY
7	(N) CONCRETE DRIVEWAY APRON,SEE CIVIL DWG
8	(E) CURB
9	(E) SIDEWALK
10	CONC. SITE STAIR
11	SITE STAIR
12	PLANTER WALL, BOARD-FORMED FINISH, MAX. 3'
13	SITE RETAINING WALL, BOARD-FORMED FINISH, MAX. HEIGHT 10'-0", SEE CIVIL DWGS FOR WALL HEIGHTS
14	42" GUARDRAIL
15	42" GLASS GUARDRAIL
16	SUN SHADE
17	PLANTING AREA
18	NATURAL SLOPE/LANDSCAPE
19	(E) PLANTING STRIP
20	BACKYARD
21	(E) TREE TO PRESERVE
22	LINE OF EXTERIOR WALLS
23	LINE OF EXTERIOR WALLS BELOW
24	(N) TREES, SEE LANDSCAPE PLANS
25	TRASH ENCLOSER
26	(N) RELOCATED STREET LIGHT
27	(E) FIRE HYDRANT

LEGEND

- LED STEP LIGHT
- LED LANDSCAPE WALL LIGHT
- LANDSCAPE/ PLANTING AREA, SEE LANDSCAPE PLAN

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

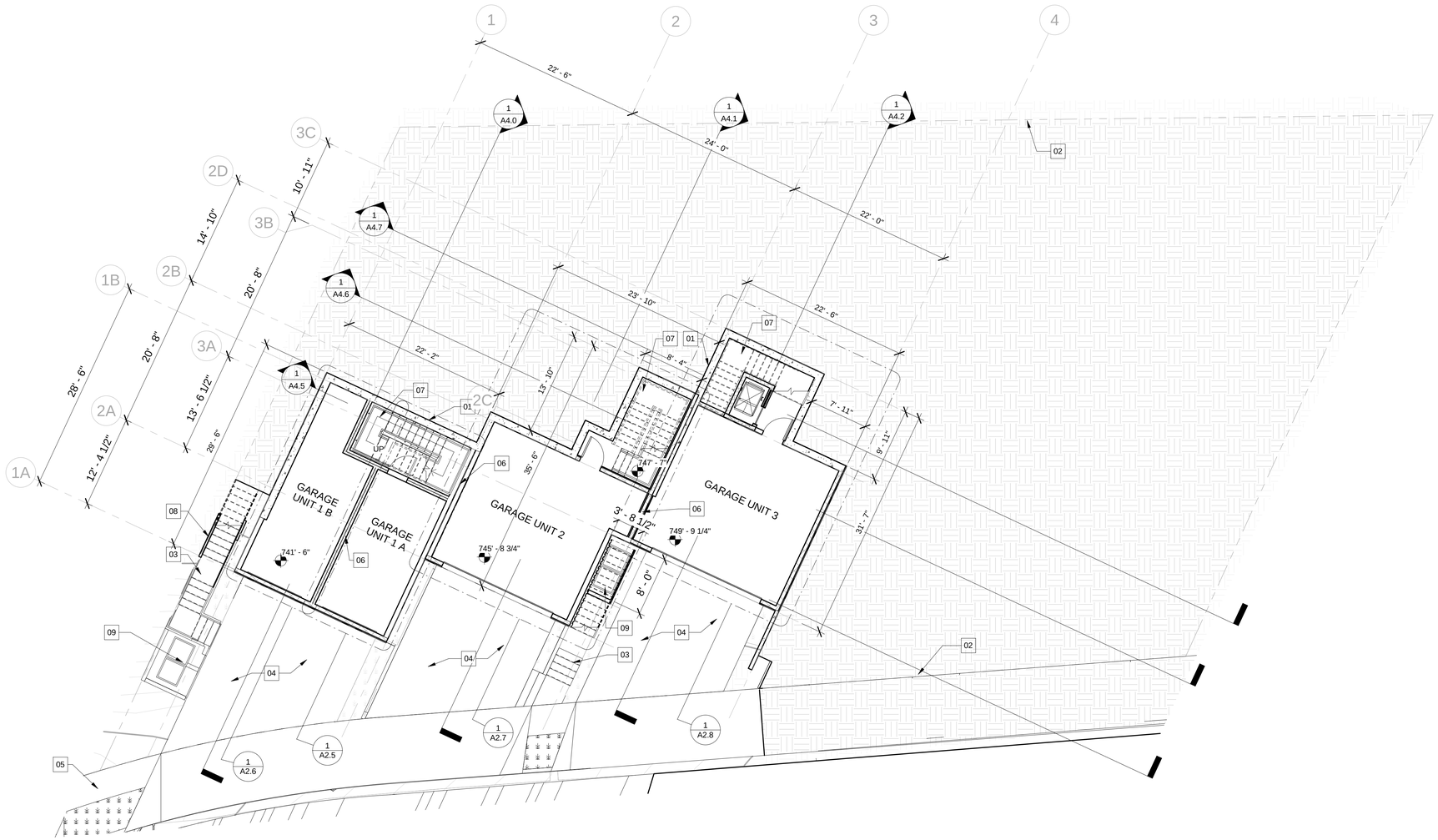
CAMINO DEL CIELO

Enter address here

SITE PLAN

DRAWN BY:	Author
DATE:	Issue Date
CHECKED BY:	Checker
PROJECT NUMBER:	0121

A1.1



1 SITE LEVEL 1

1/8" = 1'-0"

KEYNOTES

01	RETAINING WALL
02	PROPERTY LINE
03	CONC. ENTRY STAIR
04	DRIVEWAY, SEE CIVIL DWGS.
05	(E) SIDEWALK
06	SHARED FIREWALL
07	STAIRCASE
08	SITE RETAINING WALL
09	TRASH ENCLOSURE

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A Streit Kay
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

SITE LEVEL 1

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A2.0



KEYNOTES

01	RETAINING WALL
02	PROPERTY LINE
03	CONC. ENTRY STAIR
04	ENTRY
05	GARAGE DOOR
06	SHARED FIREWALL
07	STAIRCASE
08	OUTDOOR DECK/BALCONY

1 SITE LEVEL 2

1/8" = 1'-0"

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streit-Kay
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

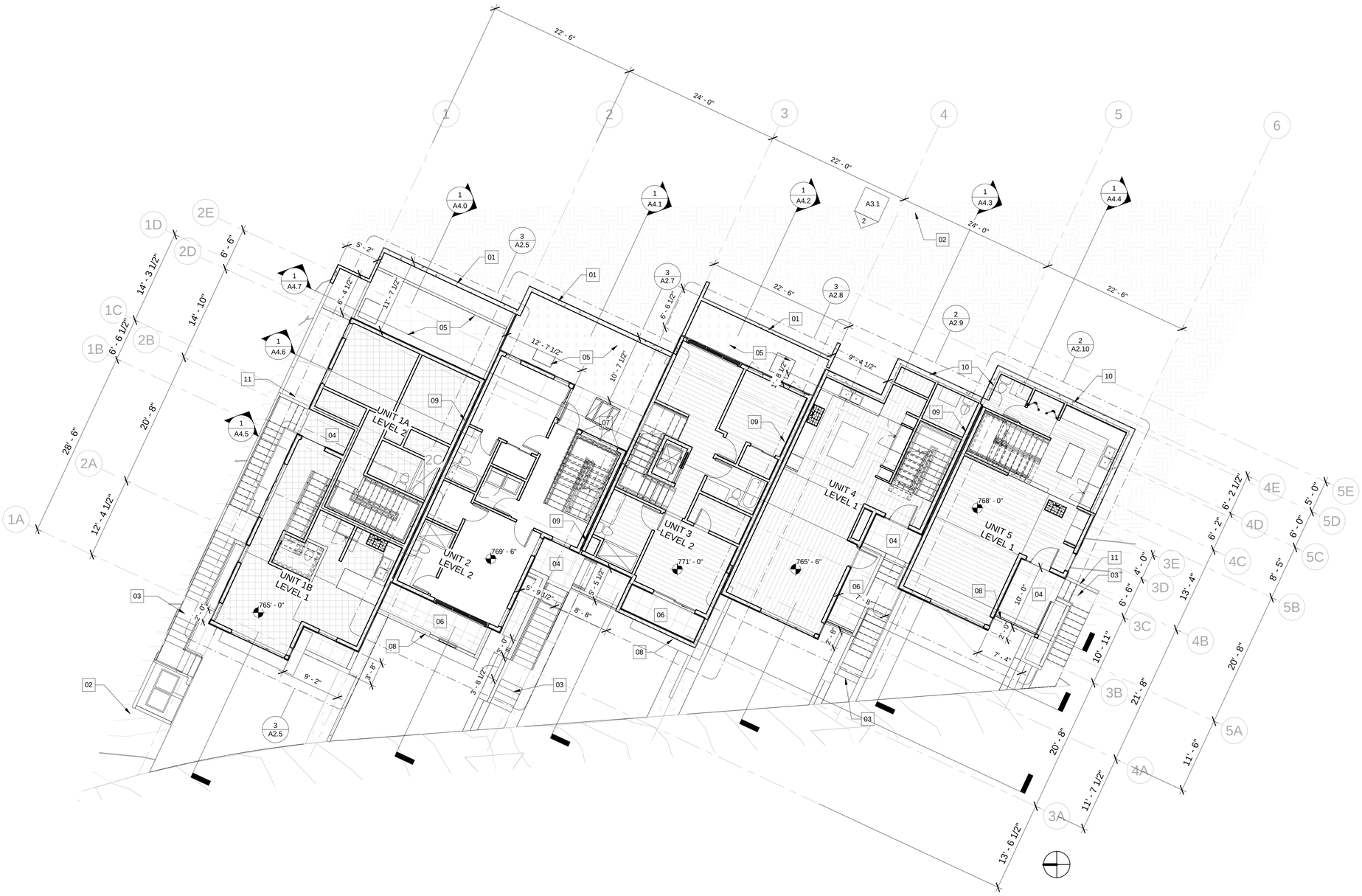
CAMINO DEL CIELO

Enter address here

SITE LEVEL 2

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A2.1



1 SITE LEVEL 3

1/8" = 1'-0"

KEYNOTES

01	SITE RETAINING WALL
02	PROPERTY LINE
03	CONC. ENTRY STAIR
04	UNIT ENTRANCE
05	BACKYARD, SEE LANDSCAPE DWGS.
06	BALCONY
07	OUTDOOR DECK
08	GUARDRAIL
09	SHARED FIREWALL
10	STRUCTURAL RETAINING WALL
11	SITE WALL

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streinikov
No. C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

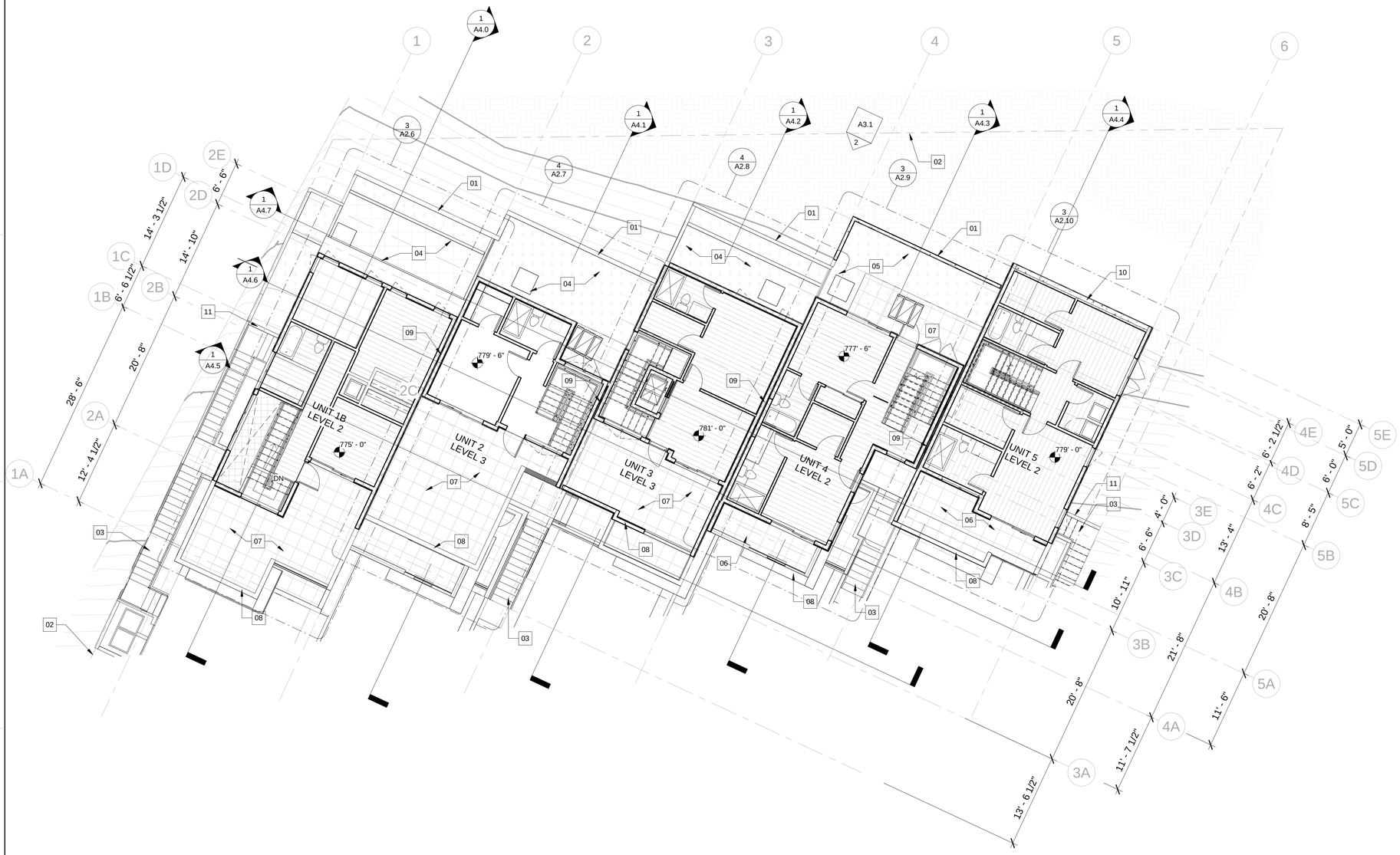
CAMINO DEL CIELO

Enter address here

SITE LEVEL 3

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A2.2



1 SITE LEVEL 4

1/8" = 1'-0"

KEYNOTES

01	RETAINING WALL
02	PROPERTY LINE
03	CONC. ENTRY STAIR
04	BACKYARD BELOW
05	BACKYARD
06	BALCONY
07	OUTDOOR DECK
08	GUARDRAIL
09	SHARED FIREWALL
10	STRUCTURAL RETAINING WALL
11	SITE WALL

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STRENTKOWSKI
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

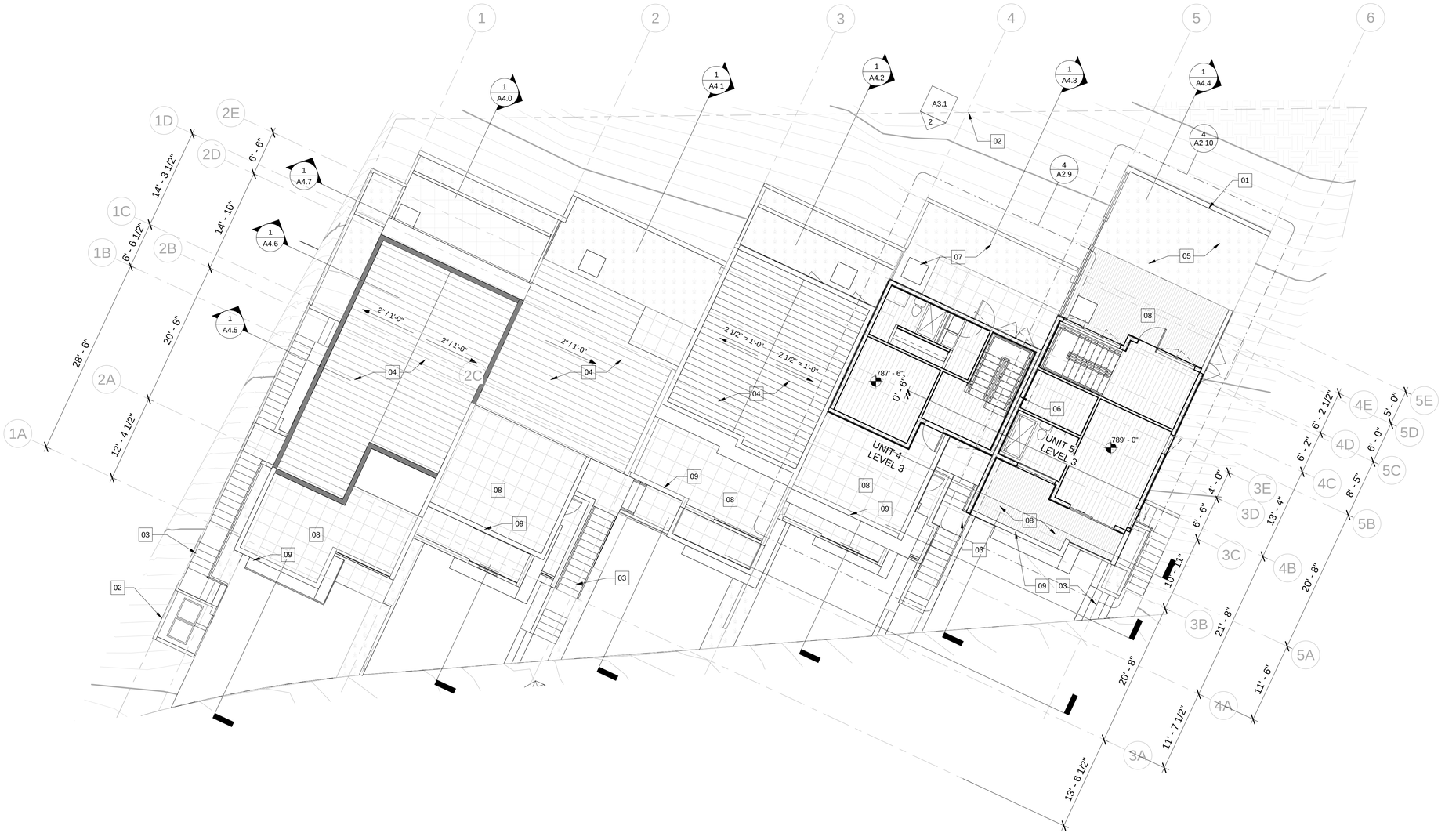
CAMINO DEL CIELO

Enter address here

SITE LEVEL 4

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A2.3



1 SITE LEVEL 5

1/8" = 1'-0"

KEYNOTES

01	RETAINING WALL
02	PROPERTY LINE
03	CONC. ENTRY STAIR
04	UNIT ROOF
05	BACKYARD
06	SHARED FIREWALL
07	BACKYARD BELOW
08	OUTDOOR DECK
09	GUARDRAIL

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STREMMEL
No.C18643
Expires
JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

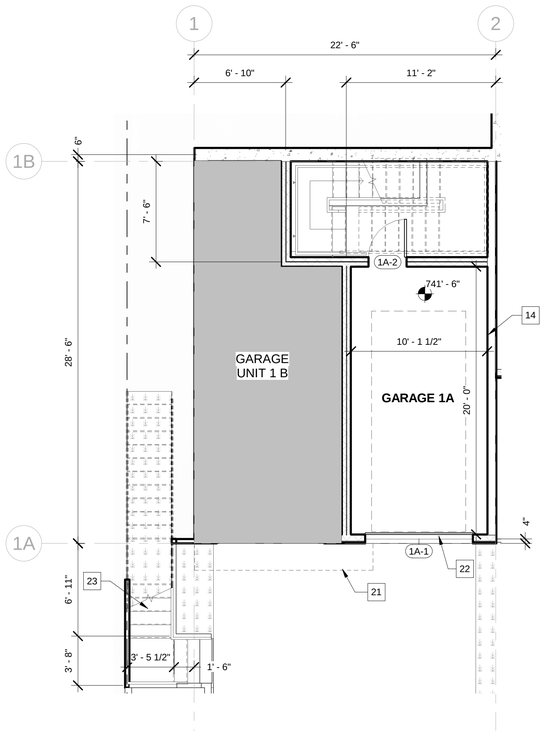
CAMINO DEL CIELO

Enter address here

SITE LEVEL 5

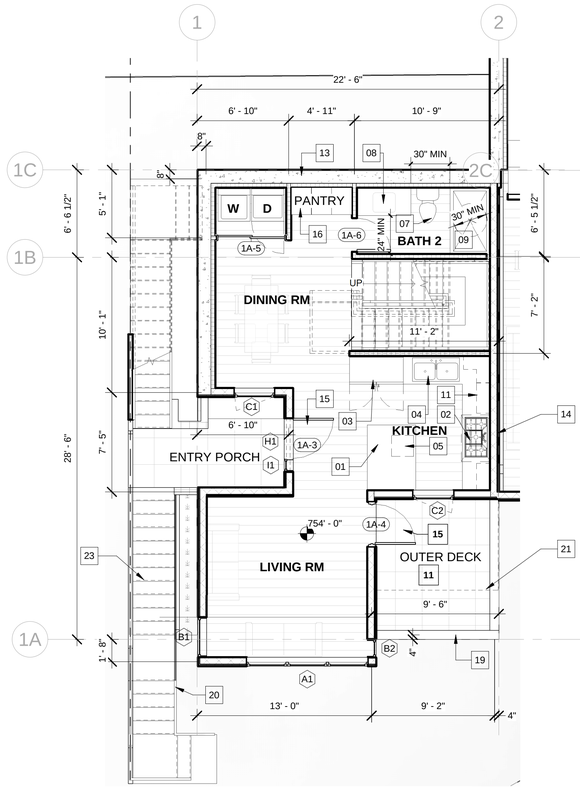
DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A2.4



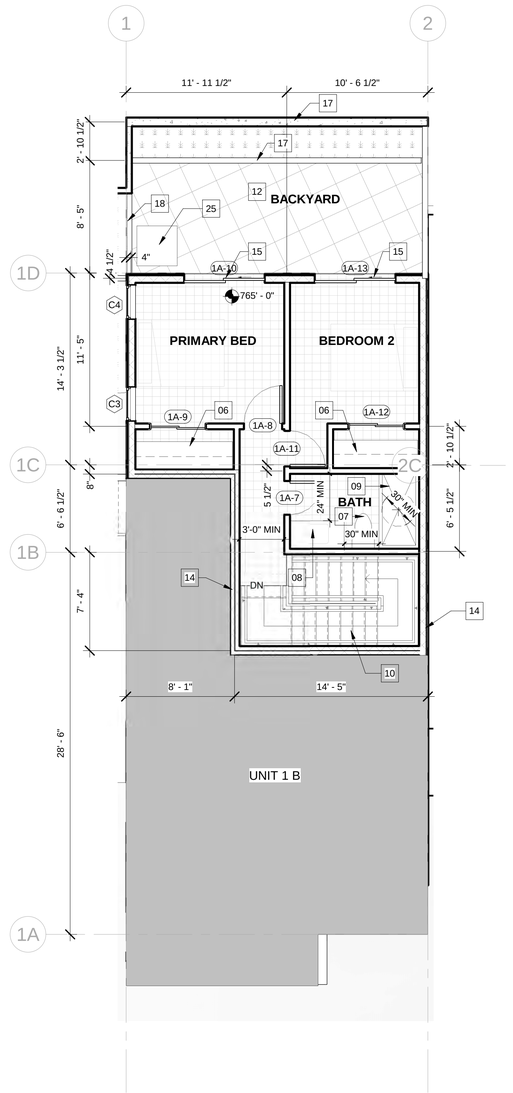
1 UNIT 1A-GARAGE LEVEL

3/16" = 1'-0"



2 UNIT 1A- 1ST LEVEL

3/16" = 1'-0"



3 UNIT 1A- 2ND LEVEL

3/16" = 1'-0"

KEYNOTES

01	KITCHEN ISLAND
02	STOVE TOP W/ HOOD
03	REFRIGERATOR
04	KITCHEN SINK & FAUCET
05	DISHWASHER
06	CLOSET SHELVING AND ROD
07	WATER CLOSET
08	LAV. CABINET & COUNTER
09	SHOWER
10	STAIRCASE
11	OUTDOOR DECK
12	BACKYARD, SEE LANDSCAPE DRAWINGS
13	STRUCTURAL RETAINING WALL W/2X FURRING, SEE WALL TYPE DETAILS
14	SHARED FIREWALL, SEE WALL TYPE DETAILS
15	EXT. DOOR, SEE DOOR SCHEDULE A-6.0
16	CUSTOM CABINETRY
17	SITE RETAINING WALL, SEE CIVIL DWGS. FOR TOP OF WALL HEIGHTS
18	WOOD FENCE
19	GUARDRAIL
20	HANDRAIL
21	LINE OF FLOOR ABOVE
22	GARAGE DOOR, SEE DOOR SCHEDULE A-6.0
23	ENTRY CONC. STAIRCASE
24	UNIT 1B ENTRY STAIRCASE
25	MECHANICAL EQUIPMENT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

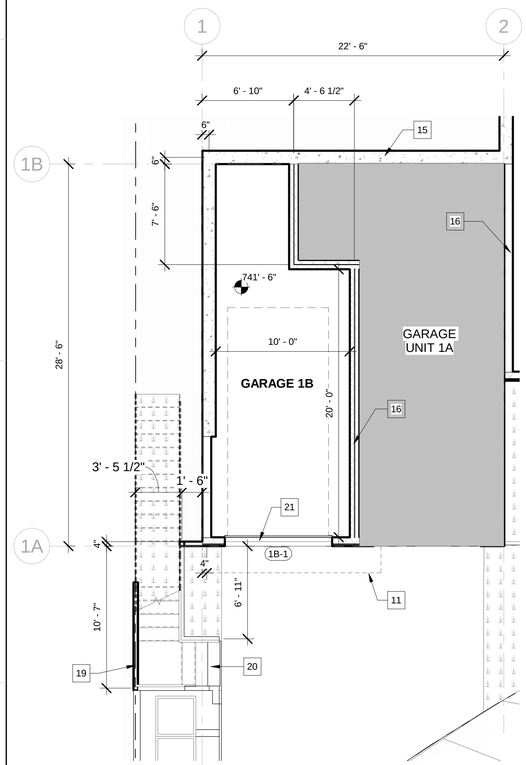
UNIT 1A PLANS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A2.5

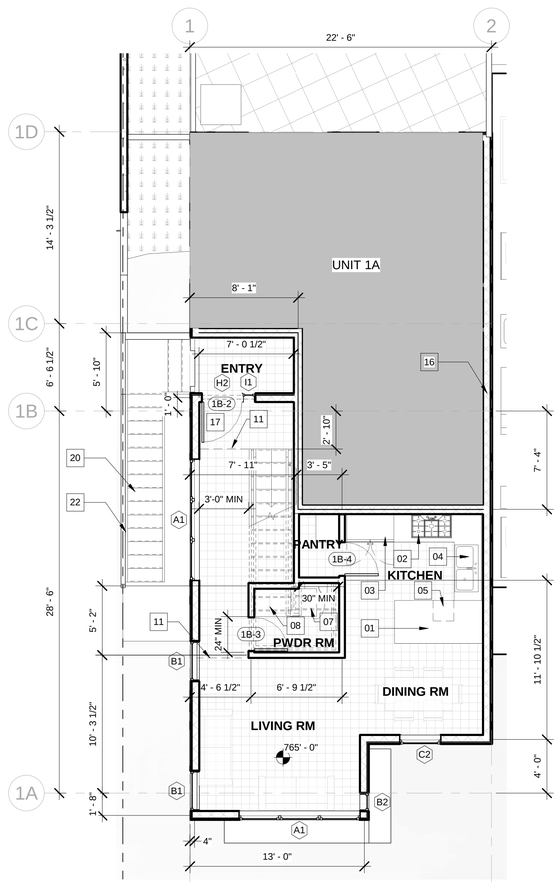
KEYNOTES

01	KITCHEN ISLAND	09	SHOWER	17	EXT. DOOR, SEE DOOR SCHEDULE A-6.0	25	SUN SHADE
02	STOVE TOP W/ HOOD	10	BATHTUB	18	LAUNDRY CLOSET	26	SLOPED ROOF
03	REFRIGERATOR	11	LINE OF FLOOR ABOVE	19	SITE RETAINING WALL, SEE CIVIL DWGS. FOR TOP OF WALL HEIGHTS	27	PARAPET
04	KITCHEN SINK & FAUCET	12	STAIRCASE	20	ENTRY CONC. STAIRCASE		
05	DISHWASHER	13	OUTDOOR DECK	21	GARAGE DOOR, SEE DOOR SCHEDULE A-6.0		
06	CLOSET SHELVING AND ROD	14	BACKYARD, SEE LANDSCAPE DRAWINGS	22	HANDRAIL		
07	WATER CLOSET	15	GUARDRAIL	23	LINE OF FLOOR ABOVE		
08	LAV. CABINET & COUNTER	16	SHARED FIREWALL, SEE WALL TYPE DETAILS	24	GLASS GUARDRAIL		



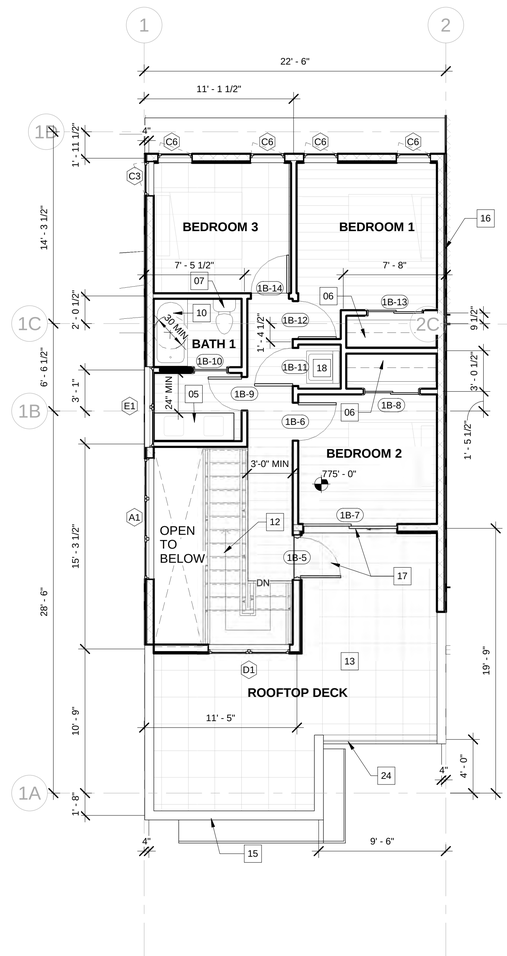
1 UNIT1B-GARAGE LEVEL

3/16" = 1'-0"



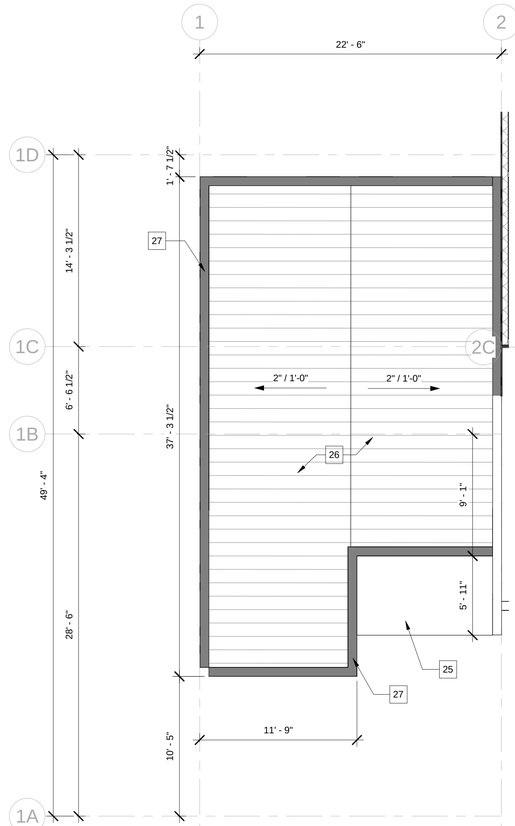
2 UNIT1B- 1ST LEVEL

3/16" = 1'-0"



3 UNIT1B- 2ND LEVEL

3/16" = 1'-0"



4 UNIT 1 - ROOF PLAN

3/16" = 1'-0"

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

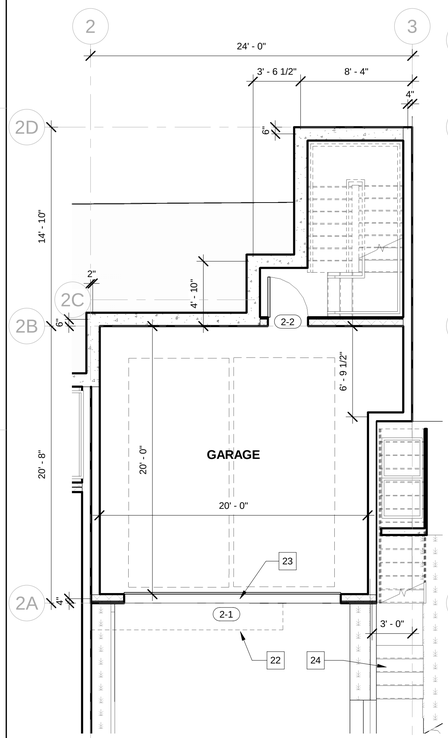
UNIT 1B PLANS

DRAWN BY: Author | DATE: Issue Date
CHECKED BY: Checker
PROJECT NUMBER: 0121

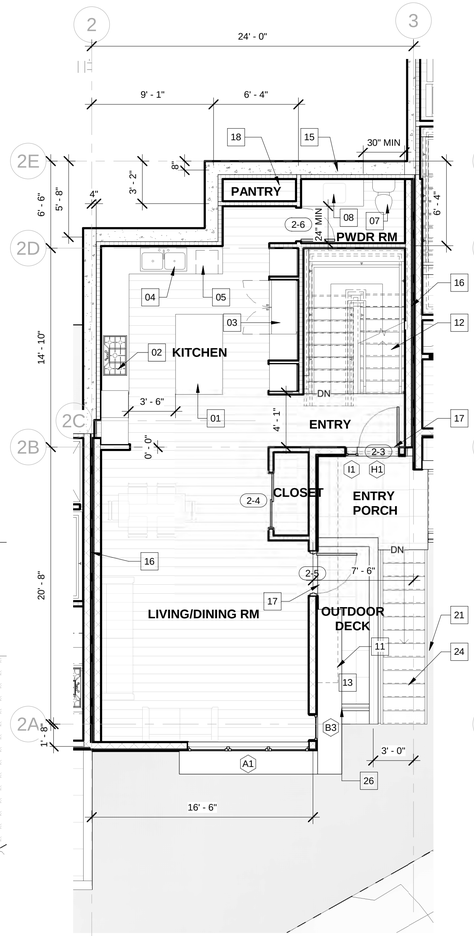
A2.6

KEYNOTES

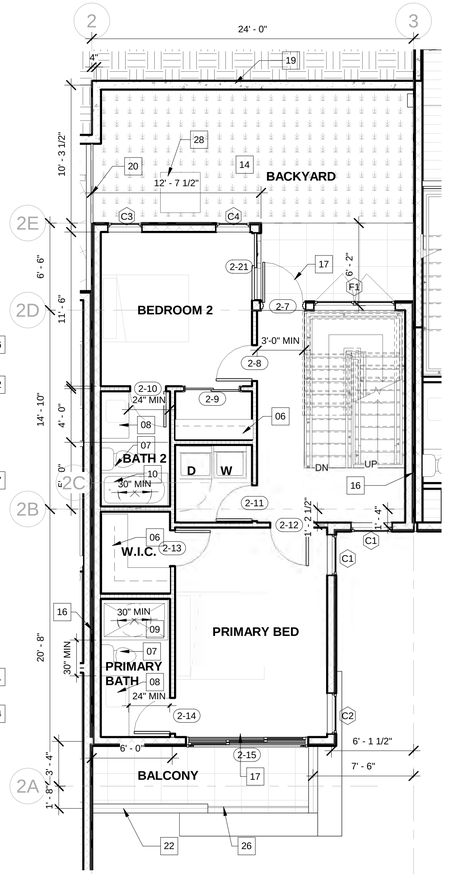
01	KITCHEN ISLAND	09	SHOWER	16	SHARED FIREWALL, SEE WALL TYPE DETAILS	23	GARAGE DOOR, SEE DOOR SCHEDULE A-6.0
02	STOVE TOP W/ HOOD	10	BATHTUB	17	EXT. DOOR, SEE DOOR SCHEDULE A-6.0	24	ENTRY CONC. STAIRCASE
03	REFRIGERATOR	11	LINE OF FLOOR ABOVE	18	CUSTOM CABINETRY/PANTRY	25	LINE OF SUN ROOF ABOVE
04	KITCHEN SINK & FAUCET	12	STAIRCASE	19	SITE RETAINING WALL, SEE CIVIL DWGS. FOR TOP OF WALL HEIGHTS	26	GLASS GUARDRAIL
05	DISHWASHER	13	OUTDOOR DECK	20	WOOD FENCE	27	SLOPED ROOF
06	CLOSET SHELVING AND ROD	14	BACKYARD, SEE LANDSCAPE DRAWINGS	21	HANDRAIL	28	MECHANICAL EQUIPMENT
07	WATER CLOSET	15	STRUCTURAL RETAINING WALL W/2X FURRING, SEE WALL TYPE DETAILS	22	GUARDRAIL		
08	LAV. CABINET & COUNTER						



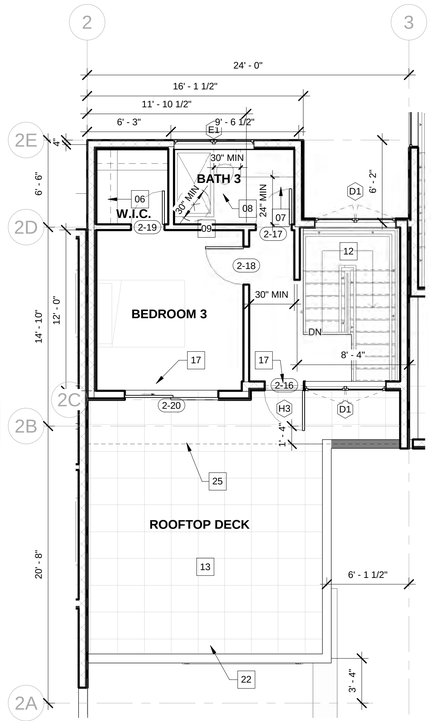
1 UNIT2-GARAGE
3/16" = 1'-0"



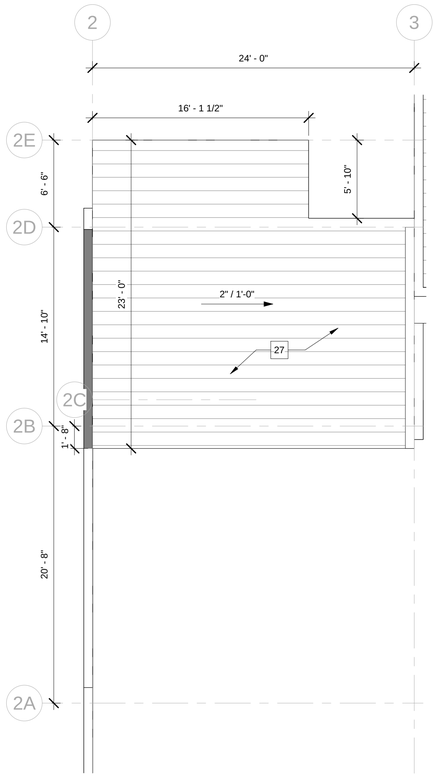
2 UNIT2 - 1ST LVL
3/16" = 1'-0"



3 UNIT2 - 2ND LVL
3/16" = 1'-0"



4 UNIT2 - 3RD LVL
3/16" = 1'-0"



5 UNIT 2 - ROOF PLAN
3/16" = 1'-0"

N

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
No.C18643
Expires JANUARY 2025
State of California
SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

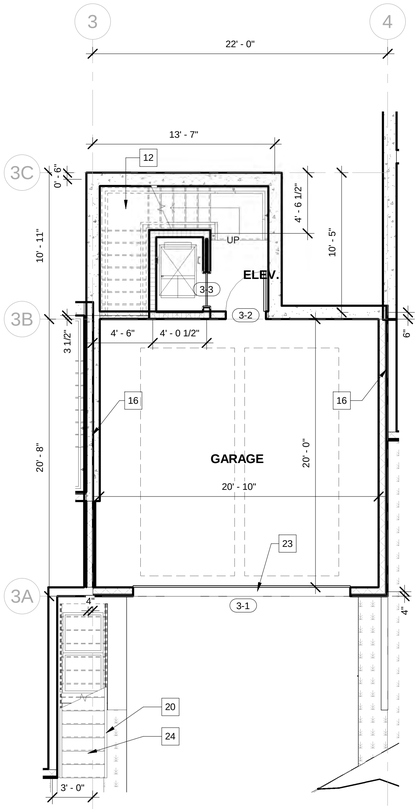
UNIT 2 PLANS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:	0121		

A2.7

KEYNOTES

01	KITCHEN ISLAND	09	SHOWER	16	SHARED FIREWALL, SEE WALL TYPE DETAILS	23	GARAGE DOOR, SEE DOOR SCHEDULE A-6.0
02	STOVE TOP W/ HOOD	10	BATHTUB	17	EXT. DOOR, SEE DOOR SCHEDULE A-6.0	24	ENTRY CONC. STAIRCASE
03	REFRIGERATOR	11	LINE OF FLOOR ABOVE	18	CUSTOM CABINETRY/PANTRY	25	LINE OF SUN ROOF ABOVE
04	KITCHEN SINK & FAUCET	12	STAIRCASE	19	SITE RETAINING WALL, SEE CIVIL DWGS. FOR TOP OF WALL HEIGHTS	26	SUN SHADE
05	DISHWASHER	13	OUTDOOR DECK	20	HANDRAIL	27	SLOPED ROOF
06	CLOSET SHELVING AND ROD	14	BACKYARD, SEE LANDSCAPE DRAWINGS	21	GLASS GUARDRAIL	28	PARAPET
07	WATER CLOSET	15	STRUCTURAL RETAINING WALL W/2X FURRING, SEE WALL TYPE DETAILS	22	GUARDRAIL	29	MECHANICAL EQUIPMENT
08	LAV. CABINET & COUNTER						



GARAGE LEVEL
GARAGE
150
450 SF

1ST LVL
670 SF

2ND LVL
701 SF

3RD LVL
445 SF

1 UNIT3 GARAGE
3/16" = 1'-0"

2 UNIT3 LEVEL 1
3/16" = 1'-0"

3 UNIT3 LEVEL 2
3/16" = 1'-0"

4 UNIT3 LEVEL 3
3/16" = 1'-0"

5 UNIT 3 - ROOF PLAN
3/16" = 1'-0"

UNIT 3
2 CAR GARAGE 3 BEDROOM 1,966 SF

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

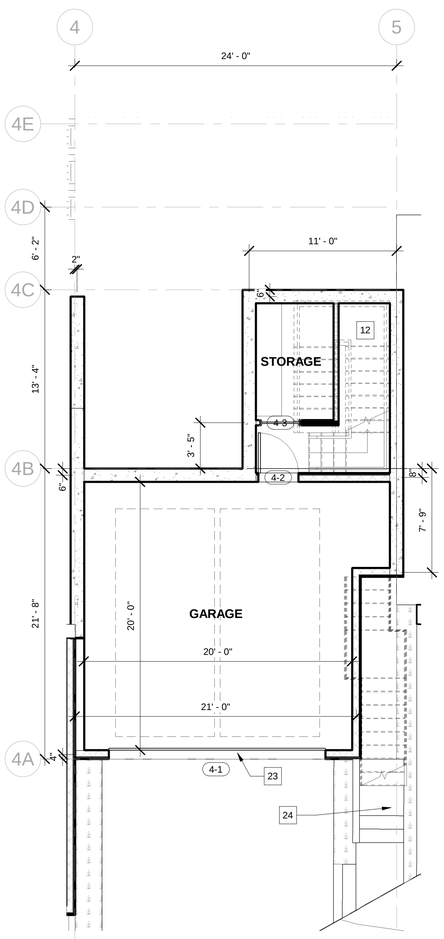
UNIT 3 PLANS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

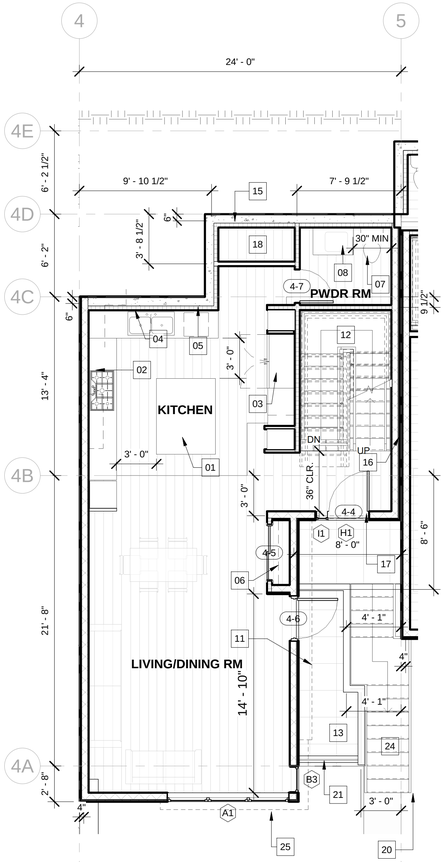
A2.8

KEYNOTES

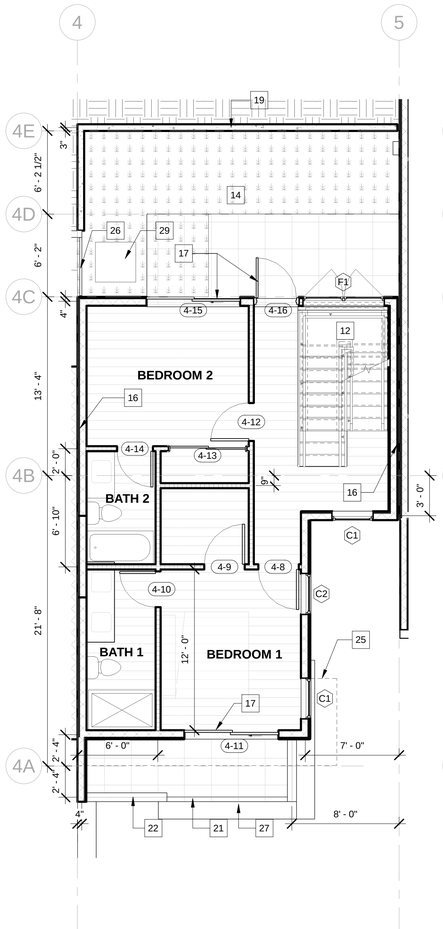
01	KITCHEN ISLAND	08	LAV. CABINET & COUNTER	15	STRUCTURAL RETAINING WALL W/2X FURRING, SEE WALL TYPE DETAILS	22	GUARDRAIL
02	STOVE TOP W/ HOOD	09	SHOWER	16	SHARED FIREWALL, SEE WALL TYPE DETAILS	23	GARAGE DOOR, SEE DOOR SCHEDULE A-6.0
03	REFRIGERATOR	10	BATHTUB	17	EXT. DOOR, SEE DOOR SCHEDULE A-6.0	24	ENTRY CONC. STAIRCASE
04	KITCHEN SINK & FAUCET	11	LINE OF FLOOR ABOVE	18	CUSTOM CABINETRY/PANTRY	25	LINE OF SUN ROOF ABOVE
05	DISHWASHER	12	STAIRCASE	19	SITE RETAINING WALL, SEE CIVIL DWGS. FOR TOP OF WALL HEIGHTS	26	WOOD FENCE
06	CLOSET SHELVING AND ROD	13	OUTDOOR DECK	20	HANDRAIL	27	SUN SHADE
07	WATER CLOSET	14	BACKYARD, SEE LANDSCAPE DWGS.	21	GLASS GUARDRAIL	28	SLOPED ROOF
						29	MECHANICAL EQUIPMENT



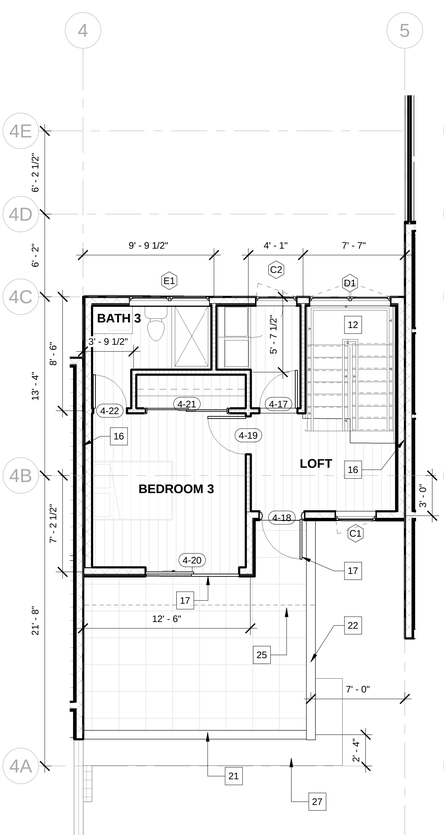
1 UNIT 4 - GARAGE LVL
3/16" = 1'-0"



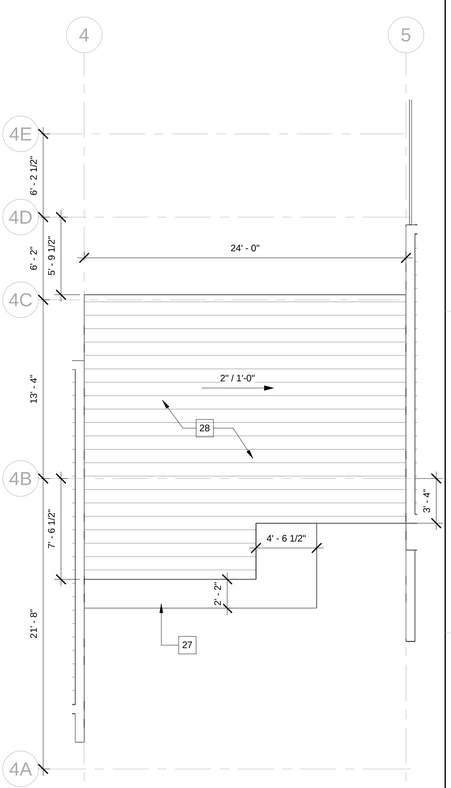
2 UNIT 4 - 1ST LVL
3/16" = 1'-0"



3 UNIT 4 - 2ND LVL
3/16" = 1'-0"



4 UNIT 4 - 3RD LVL
3/16" = 1'-0"



5 UNIT 4 - ROOF PLAN
3/16" = 1'-0"

N

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STRENTKOWSKI
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

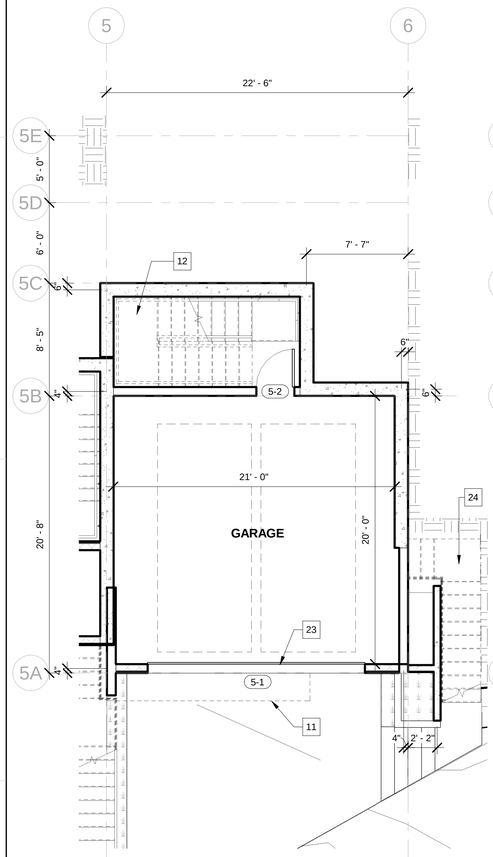
UNIT 4 PLANS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A2.9

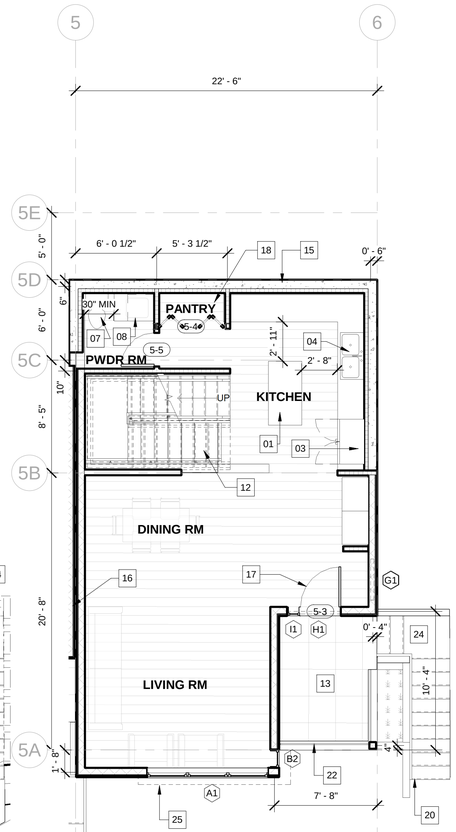
KEYNOTES

01	KITCHEN ISLAND	09	SHOWER	16	SHARED FIREWALL, SEE WALL TYPE DETAILS	23	GARAGE DOOR, SEE DOOR SCHEDULE A-6.0
02	STOVE TOP W/ HOOD	10	BATHTUB	17	EXT. DOOR, SEE DOOR SCHEDULE A-6.0	24	ENTRY CONC. STAIRCASE
03	REFRIGERATOR	11	LINE OF FLOOR ABOVE	18	CUSTOM CABINETRY/PANTRY	25	LINE OF SUN ROOF ABOVE
04	KITCHEN SINK & FAUCET	12	STAIRCASE	19	SITE RETAINING WALL, SEE CIVIL DWGS. FOR TOP OF WALL HEIGHTS	26	WOOD FENCE
05	DISHWASHER	13	OUTDOOR DECK	20	HANDRAIL	27	SUN SHADE
06	CLOSET SHELVING AND ROD	14	BACKYARD, SEE LANDSCAPE DRAWINGS	21	GLASS GUARDRAIL	28	SLOPED ROOF
07	WATER CLOSET	15	STRUCTURAL RETAINING WALL W/2X FURRING, SEE WALL TYPE DETAILS	22	GUARDRAIL	29	MECHANICAL EQUIPMENT
08	LAV. CABINET & COUNTER						



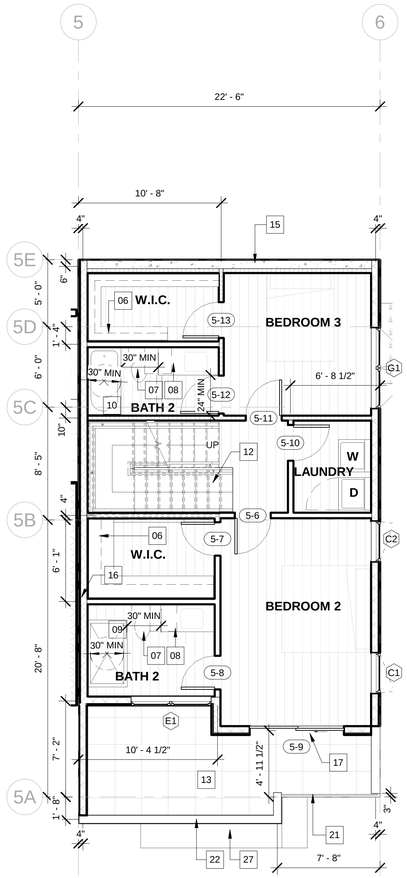
1 UNIT 5 - GARAGE LVL

3/16" = 1'-0"



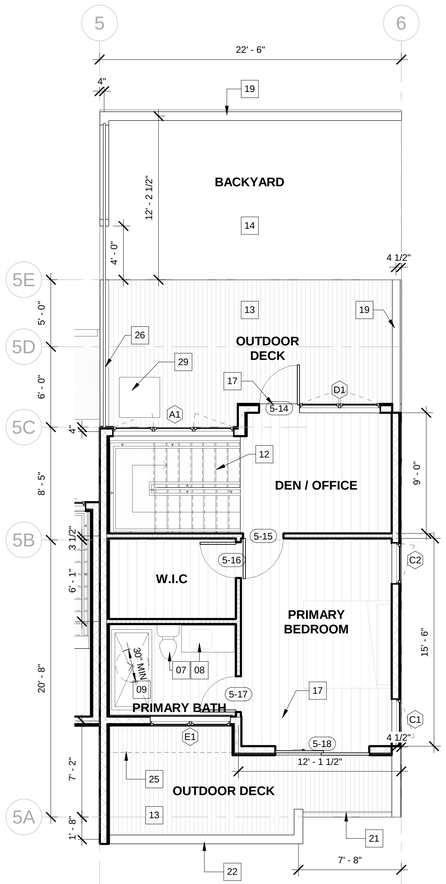
2 UNIT 5 1ST LVL

3/16" = 1'-0"



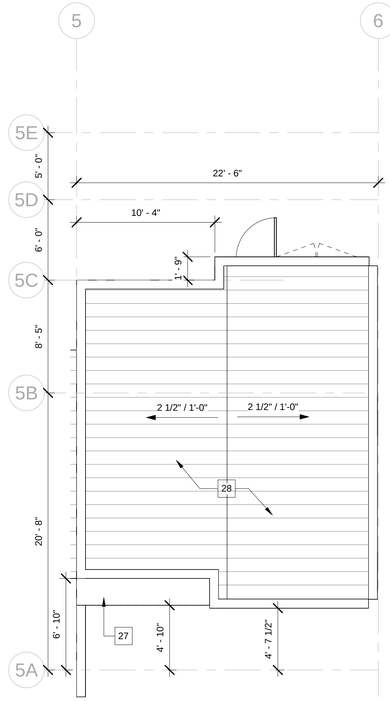
3 UNIT 5 - 2ND LVL

3/16" = 1'-0"



4 UNIT 5 - 3RD LVL

3/16" = 1'-0"



5 UNIT 5 - ROOF PLAN

3/16" = 1'-0"

N

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

UNIT 5 PLANS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A2.10



1 WEST ELEVATION

1/8" = 1'-0"



2 EAST ELEVATION

1/8" = 1'-0"

KEYNOTES

1	CEM PLASTER FINISH, SMOOTH, GRAY
2	FINISH METAL PANEL LONGBOARD
3	DUAL GLAZED WINDOW, SEE WINDOW SCHED. A6.0-1
4	CLERESTORY WINDOW
5	EXTERIOR SLIDING DOOR SYSTEM
6	CABLE GUARDRAIL
7	SITE RETAINING WALL
8	FASCIA, DARK GRAY
9	ROOF STANDING SEAM MTL ROOF
10	SUN SHADE
11	GLASS GUARDRAIL
12	CONCRETE SITE STAIRS
13	(E) SIDEWALK
14	CEM PLASTER FINISH, SMOOTH WITH 1/4" REVEAL, GRAY
15	(N) DRIVEWAY
16	CEM PLASTER FINISH, BOARD FORM FINISH, GRAY TO MATCH CONC RETAING SITE WALL
17	EXTERIOR GLAZED DOOR
18	ENTRY STAIRCASE
19	WINDOW WALL SYSTEM, SEE WINDOW SCHED. A6.0-1
20	SITE RETAINING WALL, BOARD FORM FINISH
21	GUARDRAIL, CEM PLASTER FINISH, BOARD FORM FINISH, WITH GLASS
22	PLANTER WALL, BOARD FORM FINISH
23	PARAPET
24	ENTRY WOOD DOOR, SEE DOOR SCHEDULE A6.0-1
25	GARAGE DOOR, SEE DOOR SCHEDULE A6.0-1
26	(E) SLOPE EDGE
27	PLANTING STRIP
28	PARAPET COPING, DARK GRAY
29	AUTOCLAVED FIBRE CEM PANEL, GRAY
30	CEM PLASTER FINISH, SMOOTH, WHITE

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streinikov
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

EXTERIOR ELEVATIONS

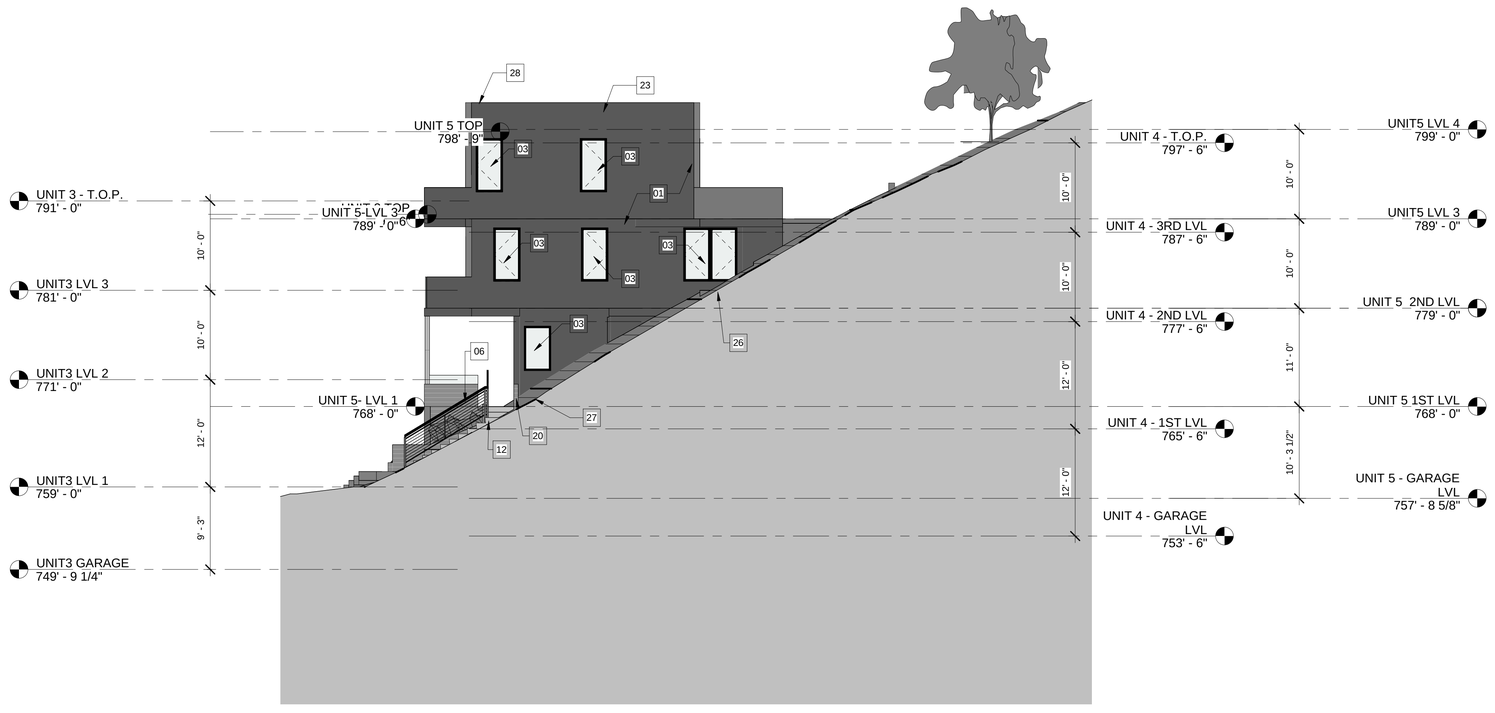
DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A3.1



1 NORTH ELEVATION

1/8" = 1'-0"



2 SOUTH ELEVATION

1/8" = 1'-0"

KEYNOTES

1	CEM PLASTER FINISH, SMOOTH, GRAY
2	FINISH METAL PANEL LONGBOARD
3	DUAL GLAZED WINDOW, SEE WINDOW SCHED. A6.0-1
4	CLERESTORY WINDOW
5	EXTERIOR SLIDING DOOR SYSTEM
6	CABLE GUARDRAIL
7	SITE RETAINING WALL
8	FASCIA, DARK GRAY
9	ROOF STANDING SEAM MTL ROOF
10	SUN SHADE
11	GLASS GUARDRAIL
12	CONCRETE SITE STAIRS
13	(E) SIDEWALK
14	CEM PLASTER FINISH, SMOOTH WITH 1/4" REVEAL, GRAY
15	(N) DRIVEWAY
16	CEM PLASTER FINISH, BOARD FORM FINISH, GRAY TO MATCH CONC RETAING SITE WALL
17	EXTERIOR GLAZED DOOR
18	ENTRY STAIRCASE
19	WINDOW WALL SYSTEM, SEE WINDOW SCHED. A6.0-1
20	SITE RETAINING WALL, BOARD FORM FINISH
21	GUARDRAIL, CEM PLASTER FINISH, BOARD FORM FINISH, WITH GLASS
22	PLANTER WALL, BOARD FORM FINISH
23	PARAPET
24	ENTRY WOOD DOOR, SEE DOOR SCHEDULE A6.0-1
25	GARAGE DOOR, SEE DOOR SCHEDULE A6.0-1
26	(E) SLOPE EDGE
27	PLANTING STRIP
28	PARAPET COPING, DARK GRAY
29	AUTOCLAVED FIBRE CEM PANEL, GRAY
30	CEM PLASTER FINISH, SMOOTH, WHITE

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

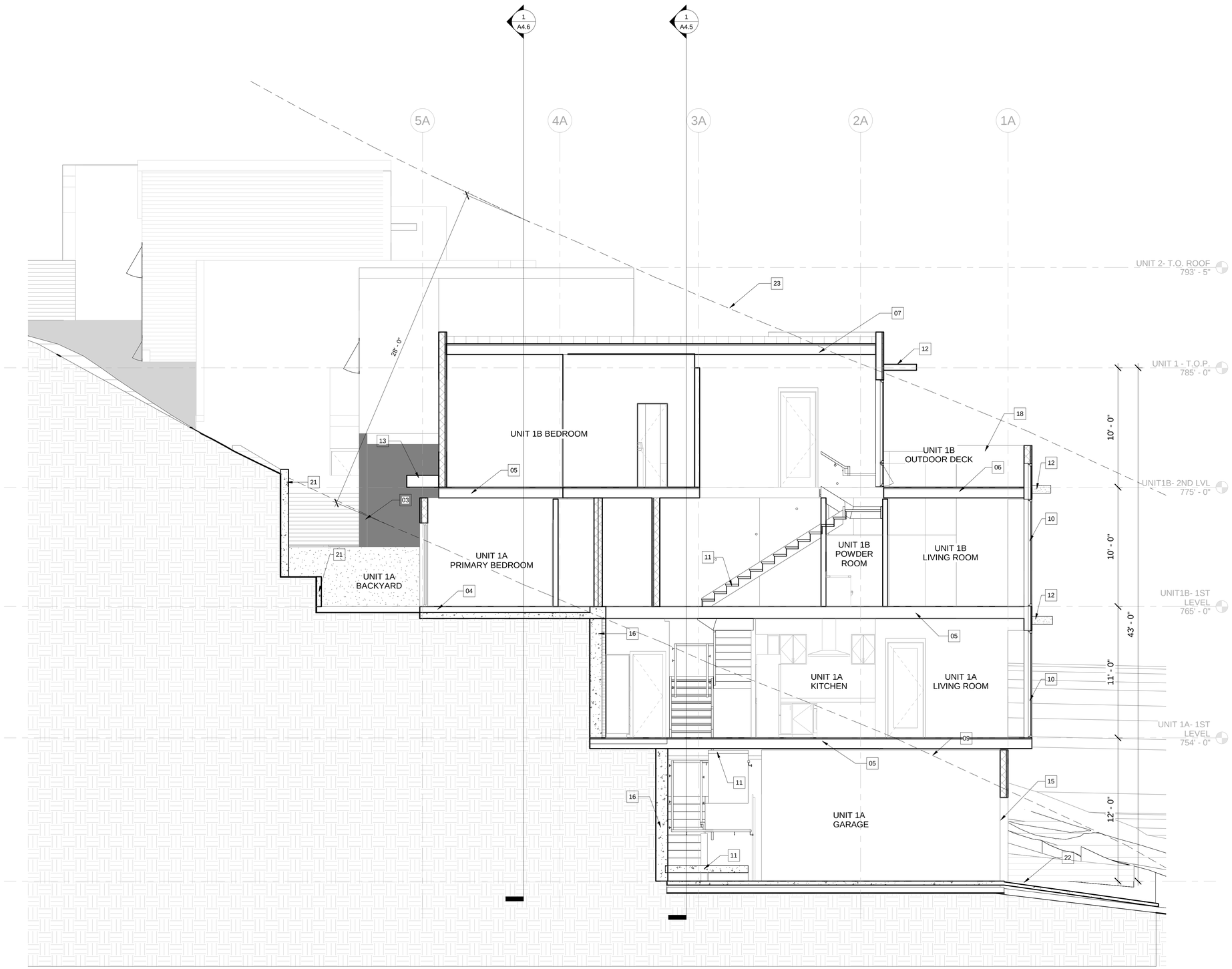
CAMINO DEL CIELO

Enter address here

EXTERIOR ELEVATIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A3.2



1 UNIT 1 SECTION

1/4" = 1'-0"

KEYNOTES

1	RETAINING WALL W/ CEM PLASTER FINISH (SMOOTH)
2	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)
3	EXTERIOR WOOD STUD WALL W/ WOOD PANEL
4	CONCRETE SLAB AND FOUNDATION
5	FLOOR FRAMING
6	OUTDOOR DECK FRAMING
7	SLOPED ROOF FRAMING W/ STANDING SEAM MTL
8	DUAL GLAZED WINDOW
9	LINE OF EXISTING GRADE
10	WINDOW WALL SYSTEM
11	STAIRCASE- IF CUT
12	SUN SHADE
13	SINGLE PLY FLAT ROOF
14	EXTERIOR SLIDING DOOR SYSTEM- IF CUT
15	GARAGE DOOR
16	RETAINING WALL WITH 2X FURRING
17	CLERESTORY WINDOW
18	WOOD FRAMED GUARDRAIL
19	FASCIA- IF CUT
20	WOOD FENCE BEYOND
21	SITE RETAINING WALL, SEE CIVIL DWGS FOR TOP OF WALL HIEGHT
22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
23	LINE OF MAXIMUM ALLOWABLE HEIGHT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

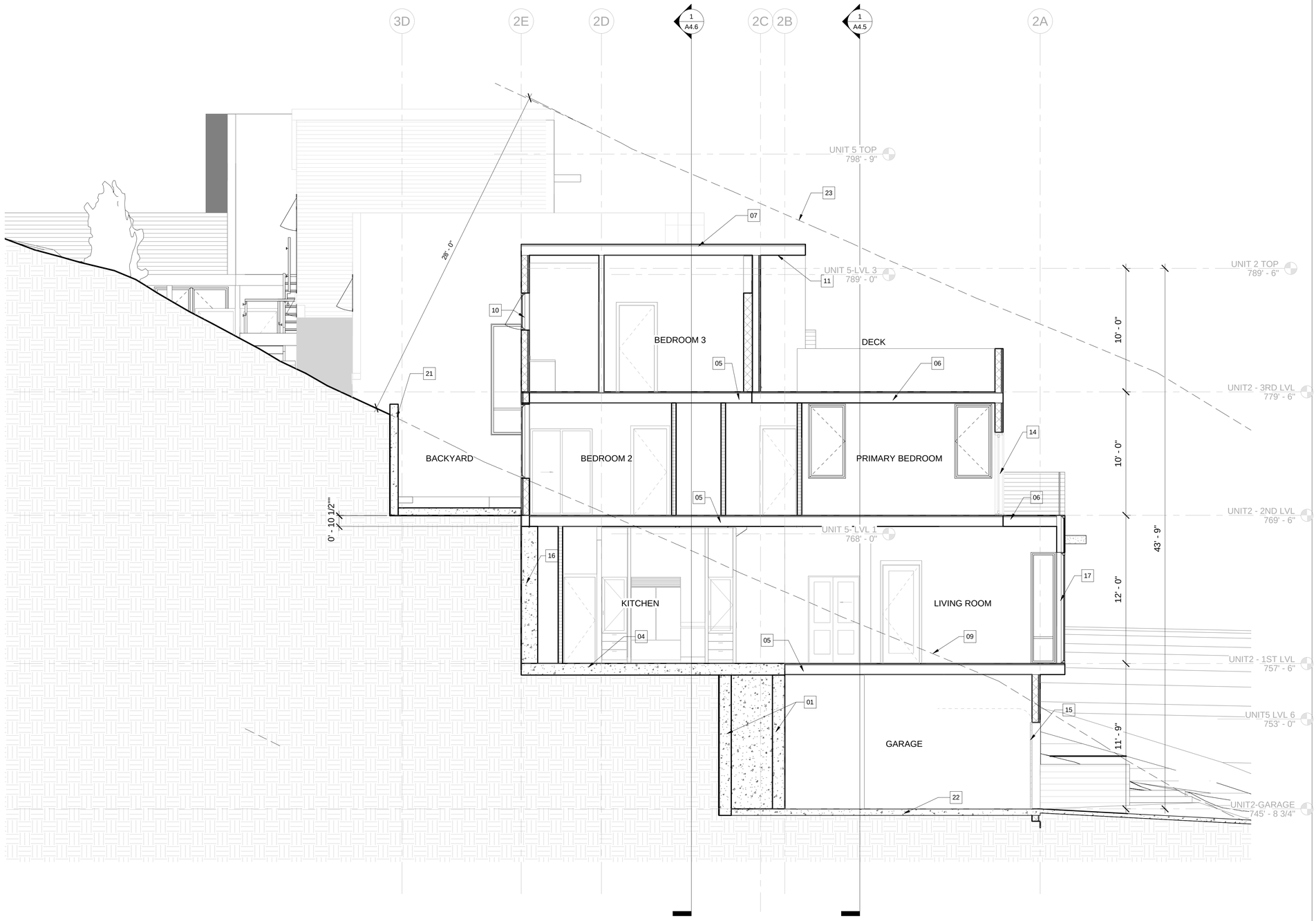
CAMINO DEL CIELO

Enter address here

SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A4.0



1 UNIT 2 SECTION

1/4" = 1'-0"

KEYNOTES

01	RETAINING WALL W/ CEM PLASTER FINISH (SMOOTH)
02	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)
03	EXTERIOR WOOD STUD WALL W/ WOOD PANEL
04	CONCRETE SLAB AND FOUNDATION
05	FLOOR FRAMING
06	OUTDOOR DECK FRAMING
07	SLOPED ROOF FRAMING W/ STANDING SEAM MTL
08	DUAL GLAZED WINDOW
09	LINE OF EXISTING GRADE
10	WINDOW WALL SYSTEM
11	STAIRCASE
12	SUN SHADE
13	SINGLE PLY FLAT ROOF
14	EXTERIOR SLIDING DOOR SYSTEM
15	GARAGE DOOR
16	RETAINING WALL WITH 2X FURRING
17	CLERESTORY WINDOW
18	WOOD FRAMED GUARDRAIL
19	FASCIA- IF CUT
20	WOOD FENCE BEYOND
21	SITE RETAINING WALL, SEE CIVIL DWGS FOR TOP OF WALL HIEGHT
22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
23	LINE OF MAXIMUM ALLOWABLE HEIGHT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

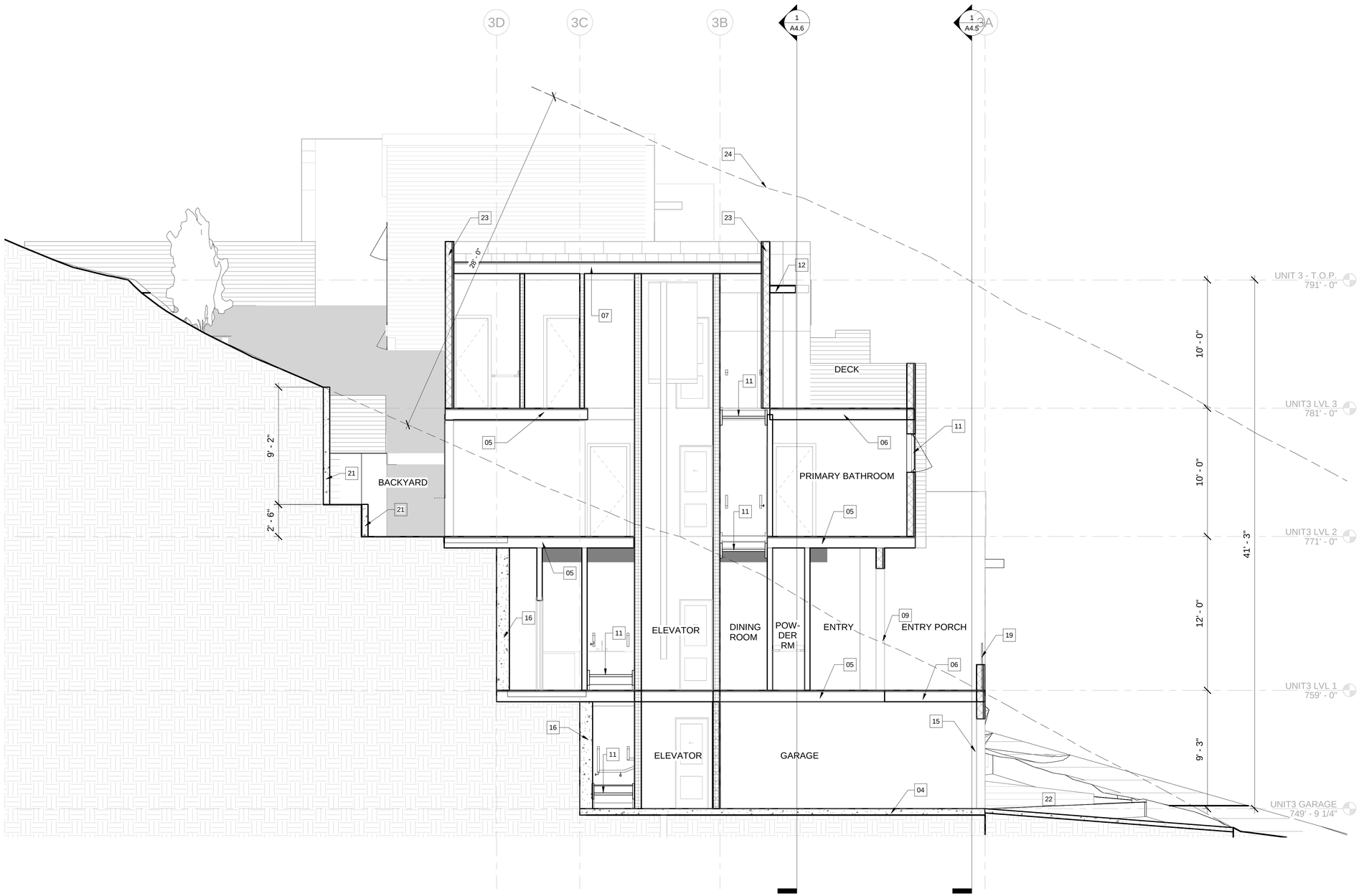
CAMINO DEL CIELO

Enter address here

SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A4.1



1 UNIT 3 SECTION

1/4" = 1'-0"

KEYNOTES

01	RETAINING WALL W/ CEM PLASTER FINISH (SMOOTH)
02	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)
03	EXTERIOR WOOD STUD WALL W/ WOOD PANEL
04	CONCRETE SLAB AND FOUNDATION
05	FLOOR FRAMING
06	OUTDOOR DECK FRAMING
07	SLOPED ROOF FRAMING W/ STANDING SEAM MTL
08	DUAL GLAZED WINDOW
09	LINE OF EXISTING GRADE
10	WINDOW WALL SYSTEM
11	STAIRCASE
12	SUN SHADE
13	SINGLE PLY FLAT ROOF
14	EXTERIOR SLIDING DOOR SYSTEM
15	GARAGE DOOR
16	RETAINING WALL WITH 2X FURRING
17	CLERESTORY WINDOW
18	WOOD FRAMED GUARDRAIL
19	GLASS RAILING
20	WOOD FENCE BEYOND
21	SITE RETAINING WALL, SEE CIVIL DWGS FOR TOP OF WALL HIEGHT
22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
23	PARAPET WALL
24	LINE OF MAX. ALLOWABLE HEIGHT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

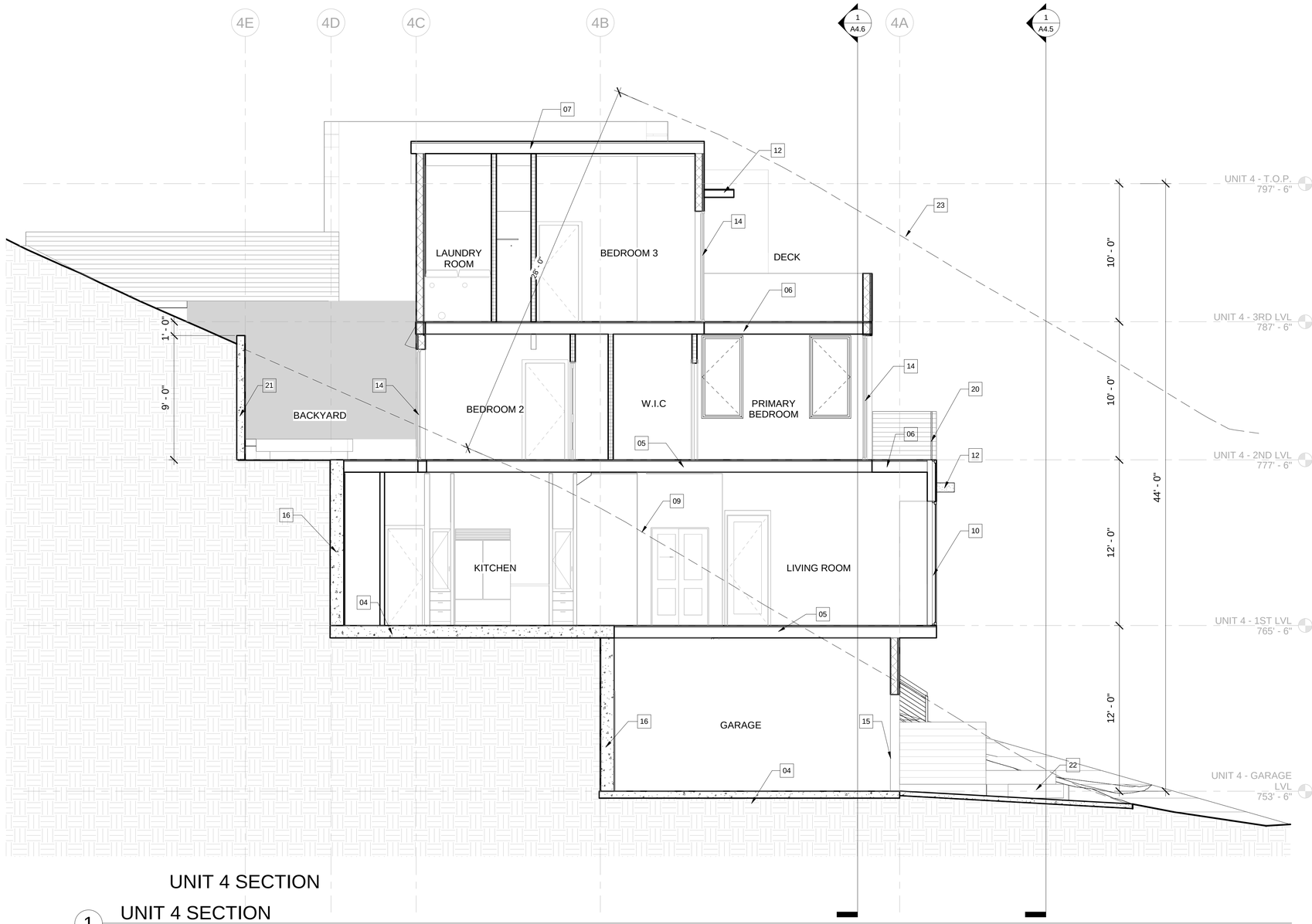
CAMINO DEL CIELO

Enter address here

SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A4.2



UNIT 4 SECTION

1 UNIT 4 SECTION

1/4" = 1'-0"

KEYNOTES

01	RETAINING WALL W/ CEM PLASTER FINISH (SMOOTH)
02	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)
03	EXTERIOR WOOD STUD WALL W/ WOOD PANEL
04	CONCRETE SLAB AND FOUNDATION
05	FLOOR FRAMING
06	OUTDOOR DECK FRAMING
07	SLOPED ROOF FRAMING W/ STANDING SEAM MTL
08	DUAL GLAZED WINDOW
09	LINE OF EXISTING GRADE
10	WINDOW WALL SYSTEM
11	STAIRCASE
12	SUN SHADE
13	SINGLE PLY FLAT ROOF
14	EXTERIOR SLIDING DOOR SYSTEM
15	GARAGE DOOR
16	RETAINING WALL WITH 2X FURRING
17	CLERESTORY WINDOW
18	WOOD FRAMED GUARDRAIL
19	GLASS RAILING
20	WOOD FENCE BEYOND
21	SITE RETAINING WALL, SEE CIVIL DWGS FOR TOP OF WALL HIEGHT
22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
23	LINE OF MAX. ALLOWABLE HEIGHT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streinikov
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

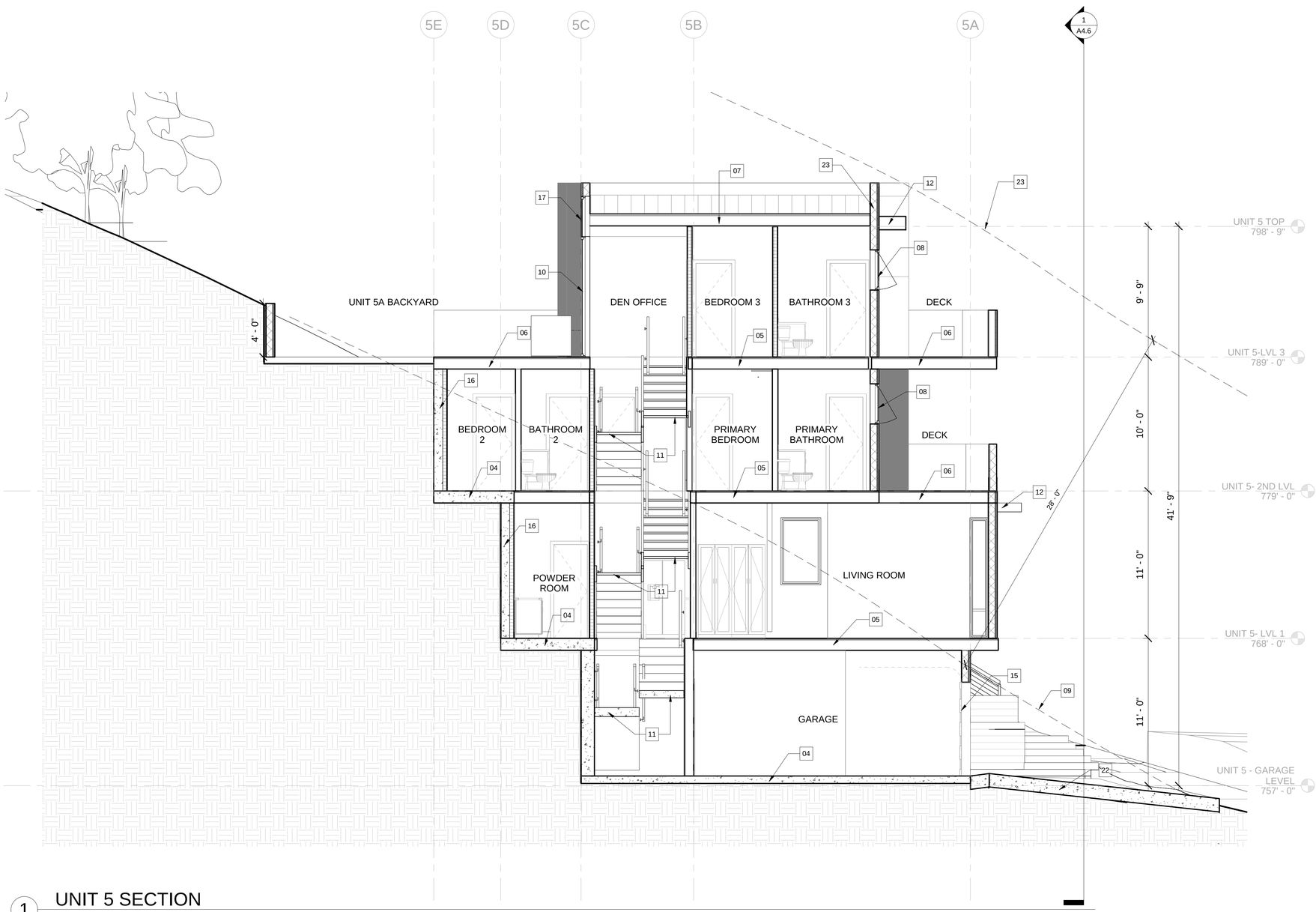
CAMINO DEL CIELO

Enter address here

SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A4.3



1 UNIT 5 SECTION

1/4" = 1'-0"

KEYNOTES

01	RETAINING WALL W/ CEM PLASTER FINISH (SMOOTH)
02	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)
03	EXTERIOR WOOD STUD WALL W/ WOOD PANEL
04	CONCRETE SLAB AND FOUNDATION
05	FLOOR FRAMING
06	OUTDOOR DECK FRAMING
07	SLOPED ROOF FRAMING W/ STANDING SEAM MTL
08	DUAL GLAZED WINDOW
09	LINE OF EXISTING GRADE
10	WINDOW WALL SYSTEM
11	STAIRCASE
12	SUN SHADE
13	SINGLE PLY FLAT ROOF
14	EXTERIOR SLIDING DOOR SYSTEM- IF CUT
15	GARAGE DOOR
16	RETAINING WALL WITH 2X FURRING
17	CLERESTORY WINDOW
18	WOOD FRAMED GUARDRAIL
19	FASCIA- IF CUT
20	WOOD FENCE BEYOND
21	SITE RETAINING WALL, SEE CIVIL DWGS FOR TOP OF WALL HIEGHT
22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
23	LINE OF MAX. ALLOWABLE HEIGHT

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streinikov
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A4.4

KEYNOTES

01	RETAINING WALL WITH 2X FURRING	08	DUAL GLAZED WINDOW	15	GARAGE DOOR	22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
02	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)	09	LINE OF EXISTING GRADE	16	STAIR	23	LINE OF EXISTING GRADE
03	ROOF FRAMING W/ SINGLE PLY ROOF MEMBRANE	10	LINE OF ALLOWABLE MAX. HEIGHT	17	SHARED FIRE WALL	24	LINE OF MAX. ALLOWABLE HEIGHT
04	CONCRETE SLAB AND FOUNDATION	11	PATIO COVER	18	OUTDOOR PATIO		
05	FLOOR FRAMING	12	SUN SHADE	19	RETAINING WALL WITH 2X FURRING		
06	OUTDOOR DECK FRAMING	13	CLERESTORY WINDOW	20	EXTERIOR WOOD STUD WALL W/ WOOD PANEL		
07	SLOPED ROOF FRAMING W/ STANDING SEAM MTL	14	EXTERIOR FOLDING DOOR SYSTEM	21	WINDOW WALL SYSTEM		



1 CROSS SECTION UNITS 1-3

3/16" = 1'-0"

ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

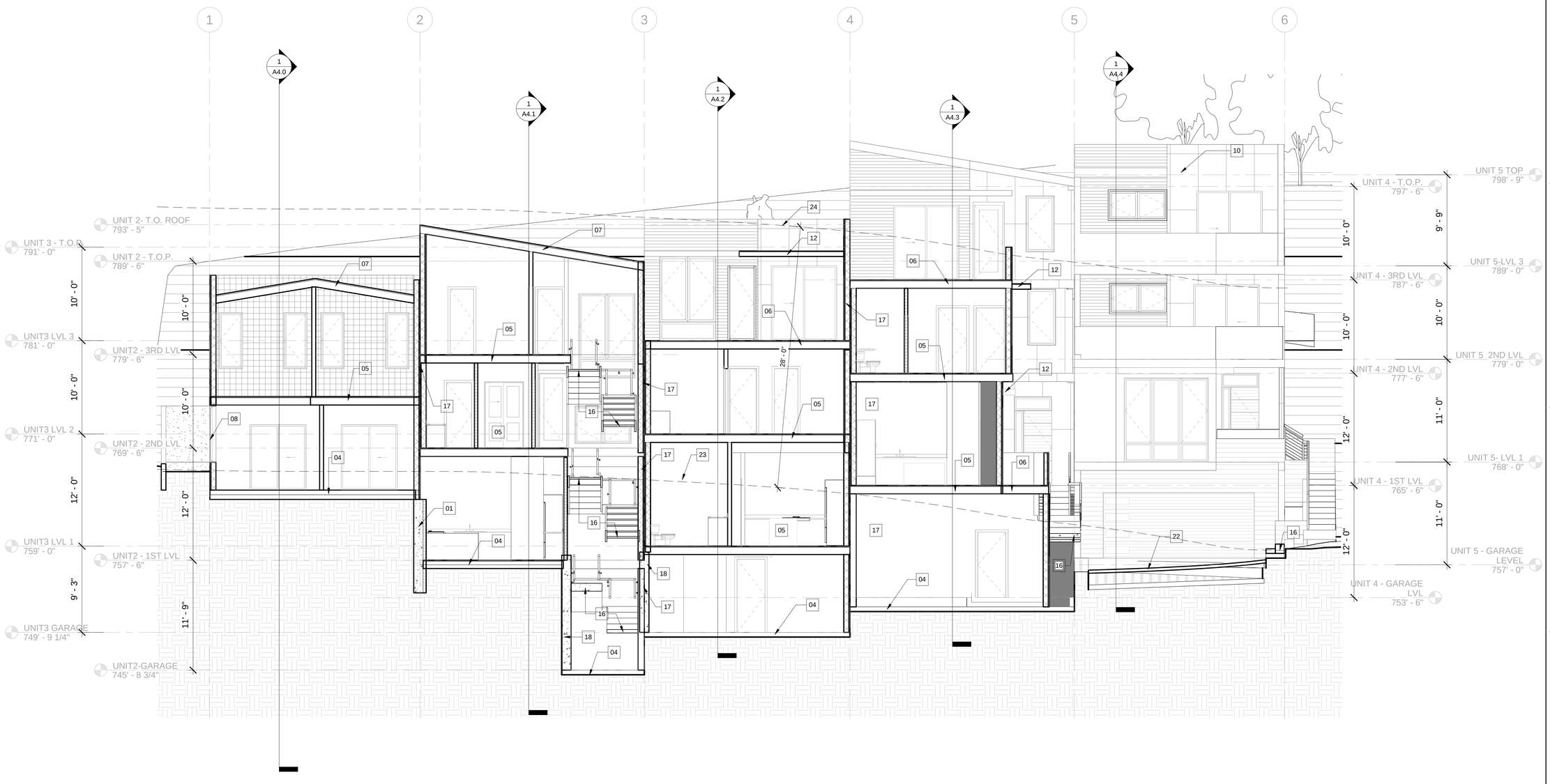
SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A4.5

KEYNOTES

1	RETAINING WALL WITH 2X FURRING	8	DUAL GLAZED WINDOW	15	GARAGE DOOR	22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
2	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)	9	LINE OF EXISTING GRADE	16	STAIR	23	LINE OF EXISTIGN GRADE
3	ROOF FRAMING W/ SINGLE PLY ROOF MEMBRANE	10	LINE OF ALLOWABLE MAX. HEIGHT	17	SHARED FIRE WALL	24	LINE OF MAX. ALLOWABLE HEIGHT
4	CONCRETE SLAB AND FOUNDATION	11	PATIO COVER	18	OUTDOOR PATIO		
5	FLOOR FRAMING	12	SUN SHADE	19	RETAINING WALL WITH 2X FURRING		
6	OUTDOOR DECK FRAMING	13	CLERESTORY WINDOW	20	EXTERIOR WOOD STUD WALL W/ WOOD PANEL		
7	SLOPED ROOF FRAMING W/ STANDING SEAM MTL	14	EXTERIOR FOLDING DOOR SYSTEM	21	WINDOW WALL SYSTEM		



1 CROSS SECTION UNITS 2-4

3/16" = 1'-0"

IDKAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streinikov
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

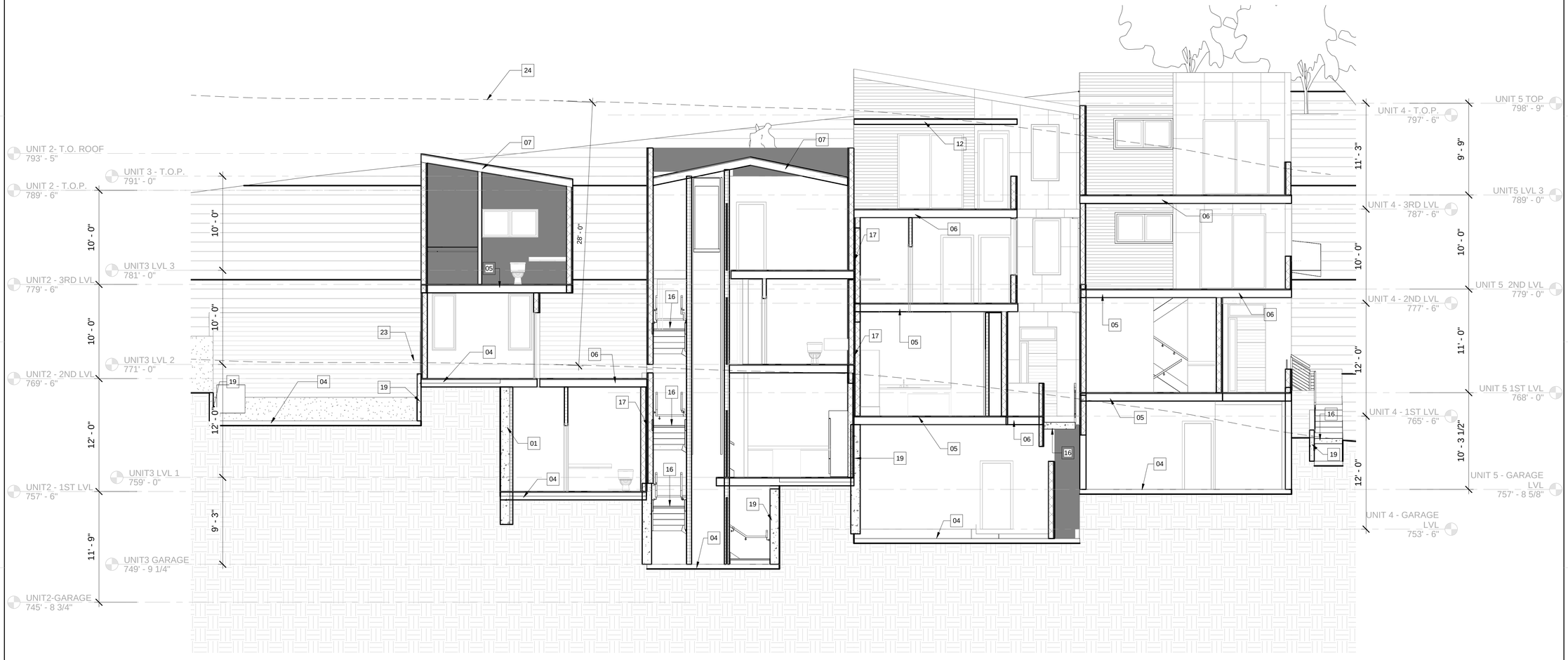
SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A4.6

KEYNOTES

1	RETAINING WALL WITH 2X FURRING	8	DUAL GLAZED WINDOW	15	GARAGE DOOR	22	DRIVEWAY, SEE LANDSCAPE PLANS FOR FINISH
2	EXTERIOR WOOD STUD WALL W/CEM PLASTER FINISH (SMOOTH)	9	LINE OF EXISTING GRADE	16	STAIR	23	LINE OF EXISTING GRADE
3	ROOF FRAMING W/ SINGLE PLY ROOF MEMBRANE	10	LINE OF ALLOWABLE MAX. HEIGHT	17	SHARED FIRE WALL	24	LINE OF MAX. ALLOWABLE HEIGHT
4	CONCRETE SLAB AND FOUNDATION	11	PATIO COVER	18	OUTDOOR PATIO		
5	FLOOR FRAMING	12	SUN SHADE	19	RETAINING WALL WITH 2X FURRING		
6	OUTDOOR DECK FRAMING	13	CLERESTORY WINDOW	20	EXTERIOR WOOD STUD WALL W/ WOOD PANEL		
7	SLOPED ROOF FRAMING W/ STANDING SEAM MTL	14	EXTERIOR FOLDING DOOR SYSTEM	21	WINDOW WALL SYSTEM		



1 CROSS SECTION UNITS 3-5

3/16" = 1'-0"

IDKAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

SECTIONS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:	Checker		
PROJECT NUMBER:	0121		

A4.7

DOOR SCHEDULE - UNIT 1A

DOOR NO.	ROOM	DOOR TYPE	DIMENSIONS			FRAME		FIRE RATING	NOTES
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH		
1A-1	GARAGE 1A	H	8' - 0"	7' - 0"	0' - 1 1/2"				
1A-2	GARAGE 1A	A	2' - 10"	7' - 0"	0' - 2"				
1A-3	ENTRY	J	3' - 0"	8' - 0"	0' - 1 3/4"				
1A-4	LIVING RM	B	3' - 0"	8' - 0"	0' - 1 3/4"				
1A-5	LAUNDRY RM	C	5' - 0"	7' - 0"	0' - 1 3/8"				
1A-6	BATH 2	A	2' - 6"	7' - 0"	0' - 2"				
1A-7	BATH	A	2' - 6"	7' - 0"	0' - 2"				
1A-8	PRIMARY BED	A	2' - 10"	7' - 0"	0' - 2"				
1A-9	PRIMARY BED	C	4' - 0"	7' - 0"	0' - 1 3/8"				
1A-10	PRIMARY BED	E	6' - 0"	7' - 0"	0' - 2"				
1A-11	BEDROOM 2	A	2' - 8"	7' - 0"	0' - 2"				
1A-12	BEDROOM 2	C	4' - 0"	7' - 0"	0' - 1 3/8"				
1A-13	BEDROOM 2	E	6' - 0"	7' - 0"	0' - 2"				

WINDOW SCHEDULE - UNIT 1A

WINDOW TYPE	LEVEL	ROOM	DIMENSIONS		
			WIDTH	HEIGHT	SILL HEIGHT
C1	1ST LVL	DINING RM	3' - 0"	6' - 0"	3' - 0"
I1	1ST LVL	ENTRY	1' - 0"	8' - 0"	0' - 0"
H1	1ST LVL	ENTRY	4' - 0"	1' - 6"	8' - 0"
C2	1ST LVL	KITCHEN	3' - 0"	6' - 0"	3' - 0"
A1	1ST LVL	LIVING RM	9' - 0"	9' - 0"	0' - 0"
B1	1ST LVL	LIVING RM	3' - 0"	9' - 0"	0' - 0"
B2	1ST LVL	LIVING RM	1' - 4 1/2"	9' - 0"	0' - 0"
C4	2ND LVL	PRIMARY BED	2' - 6"	6' - 0"	3' - 0"
C3	2ND LVL	PRIMARY BED	2' - 6"	6' - 0"	3' - 0"

DOOR SCHEDULE - UNIT 1B

DOOR NO.	ROOM	DOOR TYPE	DIMENSIONS			FRAME		FIRE RATING	NOTES
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH		
1B-1	GARAGE 1B	H	8' - 0"	7' - 0"	0' - 1 1/2"				
1B-2	ENTRY	J	3' - 0"	8' - 0"	0' - 1 3/4"				
1B-3	PWDR RM	A	2' - 6"	7' - 0"	0' - 2"				
1B-4	PANTRY	A	2' - 6"	7' - 0"	0' - 2"				
1B-5	HALLWAY	B	3' - 0"	8' - 0"	0' - 1 3/4"				
1B-6	BEDROOM 2	A	2' - 10"	7' - 0"	0' - 2"				
1B-7	BEDROOM 2	E	7' - 0"	8' - 0"	0' - 2"				
1B-8	BEDROOM 2	C	4' - 0"	7' - 0"	0' - 1 3/8"				
1B-9	BATH 1	A	2' - 6"	7' - 0"	0' - 2"				
1B-10	BATH 1	D	2' - 6"	7' - 0"	0' - 1 3/8"				
1B-11	HALLWAY	A	2' - 10"	7' - 0"	0' - 2"				
1B-12	BEDROOM 1	A	2' - 10"	7' - 0"	0' - 2"				
1B-13	BEDROOM 1	C	4' - 0"	7' - 0"	0' - 1 3/8"				
1B-14	BEDROOM 3	A	2' - 10"	7' - 0"	0' - 2"				

WINDOW SCHEDULE - UNIT 1B

WINDOW TYPE	LEVEL	ROOM	DIMENSIONS		
			WIDTH	HEIGHT	SILL HEIGHT
C2	1ST LVL	DINING RM	3' - 0"	6' - 0"	3' - 0"
A1	1ST LVL	ENTRY	9' - 0"	9' - 0"	0' - 0"
I1	1ST LVL	ENTRY	1' - 0"	8' - 0"	0' - 0"
H2	1ST LVL	ENTRY	4' - 0"	1' - 0"	8' - 0"
A1	1ST LVL	LIVING RM	9' - 0"	9' - 0"	0' - 0"
B1	1ST LVL	LIVING RM	3' - 0"	9' - 0"	0' - 0"
B1	1ST LVL	LIVING RM	3' - 0"	9' - 0"	0' - 0"
B2	1ST LVL	LIVING RM	1' - 4 1/2"	9' - 0"	0' - 0"
E1	2ND LVL	BATH 1	6' - 0"	3' - 0"	5' - 6"
C6	2ND LVL	BEDROOM 1	2' - 6"	6' - 0"	3' - 0"
C6	2ND LVL	BEDROOM 1	2' - 6"	6' - 0"	3' - 0"
C3	2ND LVL	BEDROOM 3	2' - 6"	6' - 0"	3' - 0"
C6	2ND LVL	BEDROOM 3	2' - 6"	6' - 0"	3' - 0"
C6	2ND LVL	BEDROOM 3	2' - 6"	6' - 0"	3' - 0"
D1	2ND LVL	STAIRWELL	6' - 0"	9' - 0"	0' - 0"
A1	2ND LVL	STAIRWELL	9' - 0"	9' - 0"	0' - 0"

DOOR SCHEDULE - UNIT 2

DOOR NO.	ROOM	DOOR TYPE	DIMENSIONS			FRAME		FIRE RATING	NOTES
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH		
2-1	GARAGE	I	8' - 0"	7' - 0"	0' - 1 1/2"				
2-2	GARAGE	A	3' - 0"	7' - 0"	0' - 2"				
2-3	ENTRY	J	3' - 0"	8' - 0"	0' - 1 3/4"				
2-4	LIVING/DINING RM	C	4' - 0"	7' - 0"	0' - 1 3/8"				
2-5	LIVING/DINING RM	B	3' - 0"	8' - 0"	0' - 1 3/4"				
2-6	PWDR RM	A	2' - 6"	7' - 0"	0' - 2"				
2-7	HALLWAY	B	3' - 0"	8' - 0"	0' - 1 3/4"				
2-8	BEDROOM 2	A	2' - 8"	7' - 0"	0' - 2"				
2-9	BEDROOM 2	C	4' - 0"	7' - 0"	0' - 1 3/8"				
2-10	BATH 2	A	2' - 8"	7' - 0"	0' - 2"				
2-11	LAUNDRY RM	A	2' - 8"	7' - 0"	0' - 2"				
2-12	HALLWAY	A	2' - 10"	7' - 0"	0' - 2"				
2-13	PRIMARY BED	A	2' - 8"	7' - 0"	0' - 2"				
2-14	PRIMARY BED	A	2' - 8"	7' - 0"	0' - 2"				
2-15	PRIMARY BED	F	9' - 0"	6' - 8"					
2-16	HALLWAY	K	3' - 0"	8' - 0"	0' - 1 3/4"				
2-17	BATH 3	A	2' - 8"	7' - 0"	0' - 2"				
2-18	BEDROOM 3	A	2' - 10"	7' - 0"	0' - 2"				
2-19	BEDROOM 3	A	2' - 6"	7' - 0"	0' - 2"				
2-20	BEDROOM 3	E	7' - 0"	8' - 0"	0' - 2"				
2-21	BEDROOM 2	E	5' - 0"	7' - 0"	0' - 2"				

WINDOW SCHEDULE - UNIT 2

WINDOW TYPE	LEVEL	ROOM	DIMENSIONS		
			WIDTH	HEIGHT	SILL HEIGHT
I1	1ST LVL	ENTRY	1' - 0"	8' - 0"	0' - 0"
H1	1ST LVL	ENTRY	4' - 0"	1' - 6"	8' - 0"
A1	1ST LVL	LIVING/DINING RM	9' - 0"	9' - 0"	0' - 0"
B3	1ST LVL	LIVING/DINING RM	2' - 0"	9' - 0"	0' - 0"
C3	2ND LVL	BEDROOM 2	2' - 6"	6' - 0"	3' - 0"
C4	2ND LVL	BEDROOM 2	2' - 6"	6' - 0"	3' - 0"
C1	2ND LVL	HALLWAY	3' - 0"	6' - 0"	3' - 0"
C1	2ND LVL	PRIMARY BED	3' - 0"	6' - 0"	3' - 0"
C2	2ND LVL	PRIMARY BED	3' - 0"	6' - 0"	3' - 0"
F1	2ND LVL	STAIRWELL	6' - 0"	4' - 0"	0' - 6"
E1	3RD LVL	BATH 3	6' - 0"	3' - 0"	5' - 0"
D1	3RD LVL	HALLWAY	6' - 0"	9' - 0"	0' - 0"
D1	3RD LVL	STAIRWELL	6' - 0"	9' - 0"	-2' - 6"

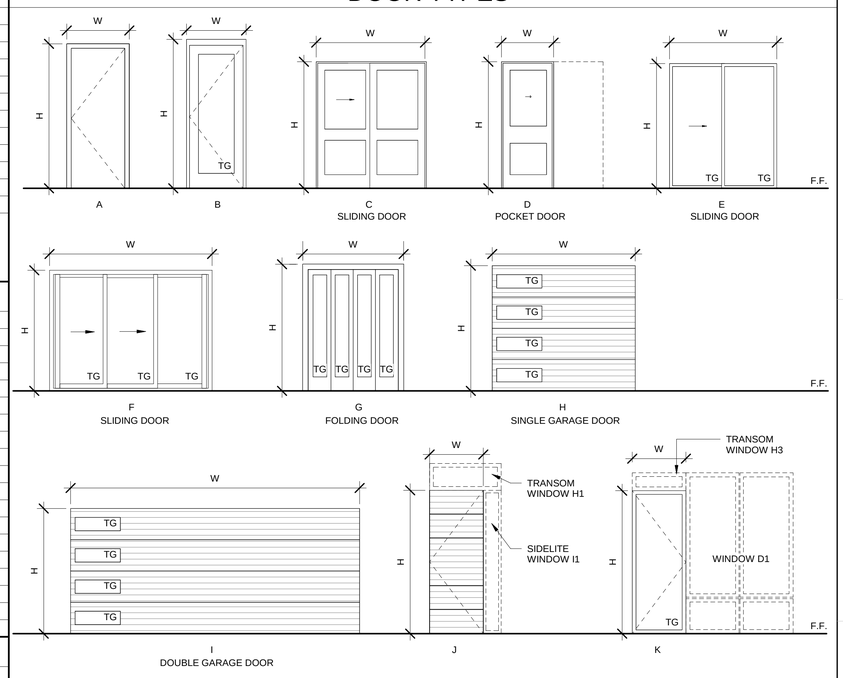
DOOR SCHEDULE - UNIT 3

DOOR NO.	ROOM	DOOR TYPE	DIMENSIONS			FRAME		FIRE RATING	NOTES
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH		
3-1	GARAGE	I	8' - 0"	7' - 0"	0' - 1 1/2"				
3-2	GARAGE	A	3' - 0"	7' - 10"	0' - 2"				
3-3	ELEV.	-	2' - 6"	7' - 0"	0' - 1 3/8"				
3-4	ENTRY	J	3' - 0"	8' - 0"	0' - 1 3/4"				
3-5	ENTRY	C	4' - 0"	7' - 0"	0' - 1 3/8"				
3-6	PWDR RM	D	2' - 8"	6' - 8"	0' - 1 3/8"				
3-7	ELEV.	-	2' - 6"	7' - 0"	0' - 1 3/8"				
3-8	PANTRY	A	2' - 10"	7' - 0"	0' - 2"				
3-9	LAUNDRY RM	A	2' - 6"	7' - 0"	0' - 2"				
3-10	ELEV.	-	2' - 6"	7' - 0"	0' - 1 3/8"				
3-11	PRIMARY BED	A	2' - 10"	7' - 0"	0' - 2"				
3-12	PRIMARY BED	A	2' - 6"	7' - 0"	0' - 2"				
3-13	PRIMARY BATH	A	2' - 10"	7' - 0"	0' - 2"				
3-14	PRIMARY BED	E	7' - 0"	8' - 0"	0' - 2"				
3-15	BATH 2	A	2' - 10"	7' - 0"	0' - 2"				
3-16	BEDROOM 2	A	2' - 10"	7' - 0"	0' - 2"				
3-17	BEDROOM 2	C	4' - 0"	7' - 0"	0' - 1 3/8"				
3-18	LOFT	F	9' - 0"	9' - 0"					
3-19	ELEV.	-	2' - 6"	7' - 0"	0' - 1 3/8"				
3-20	LOFT	B	2' - 7"	7' - 7"	0' - 0"				
3-21	BEDROOM 3	A	2' - 8"	7' - 0"	0' - 2"				
3-22	BEDROOM 3	A	2' - 6"	7' - 0"	0' - 2"				
3-23	BATH 2	A	2' - 6"	7' - 0"	0' - 2"				
3-24	LOFT	E	7' - 0"	8' - 0"	0' - 2"				

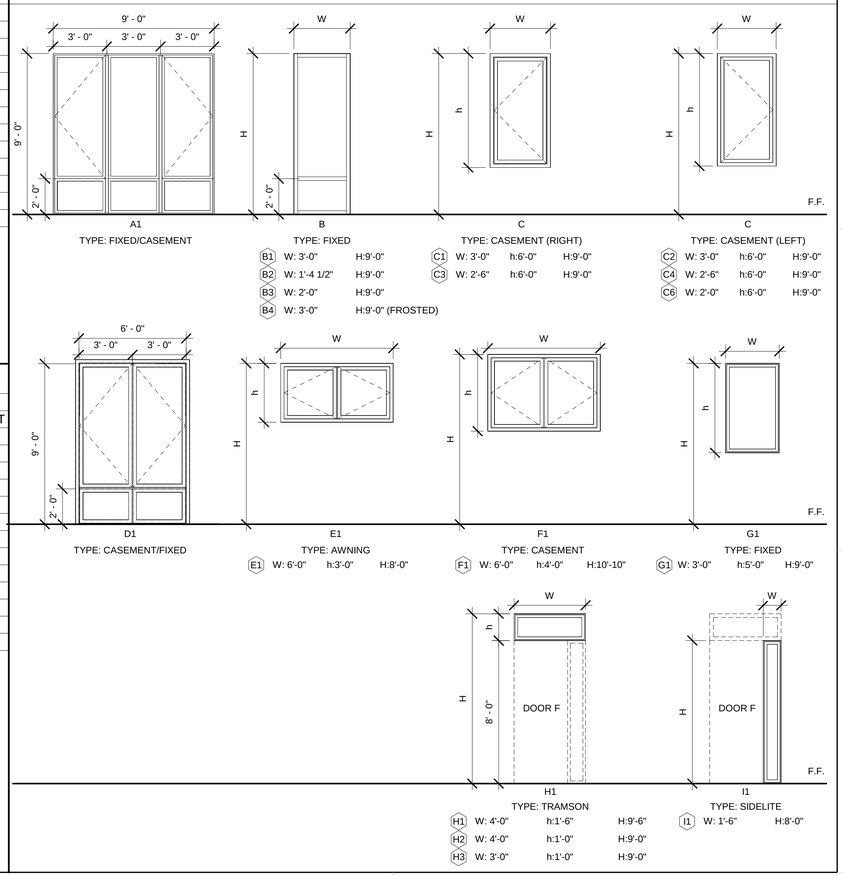
WINDOW SCHEDULE - UNIT 3

WINDOW TYPE	LEVEL	ROOM	DIMENSIONS		
			WIDTH	HEIGHT	SILL HEIGHT
H1	1ST LVL	ENTRY	4' - 0"	1' - 6"	8' - 0"
I1	1ST LVL	ENTRY	1' - 0"	8' - 0"	0' - 0"
A1	1ST LVL	LIVING RM	9' - 0"	9' - 0"	0' - 0"
B3	1ST LVL	LIVING RM	2' - 0"	9' - 0"	0' - 0"
C3	2ND LVL	BEDROOM 2	2' - 6"	6' - 0"	3' - 0"
C3	2ND LVL	BEDROOM 2	2' - 6"	6' - 0"	3' - 0"
E1	2ND LVL	PRIMARY BATH	6' - 0"	3' - 0"	5' - 0"
B4	2ND LVL	STAIRWELL	3' - 0"	9' - 0"	5' - 0"
E1	3RD LVL	BATH 2	6' - 0"	3' - 0"	5' - 0"
C2	3RD LVL	BEDROOM 3	3' - 0"	6' - 0"	3' - 0"
C2	3RD LVL	BEDROOM 3	3' - 0"	6' - 0"	3' - 0"
D1	3RD LVL	STAIRWELL	6' - 0"	9' - 0"	0' - 0"

DOOR TYPES



WINDOW TYPES



ID KAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STREIN-KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

DOOR, FRAME & WINDOW SCHEDULE

DRAWN BY: Author | DATE: Issue Date
CHECKED BY: Checker
PROJECT NUMBER: 0121

A6.0

DOOR SCHEDULE - UNIT 4

DOOR NO.	ROOM	DOOR TYPE	DIMENSIONS			FRAME		FIRE RATING	NOTES
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH		
4-1	GARAGE	I	8' - 0"	7' - 0"	0' - 1 1/2"				
4-2	GARAGE	A	3' - 0"	7' - 0"	0' - 2"				
4-3	STORAGE	D	2' - 10"	7' - 0"	0' - 1 3/8"				
4-4	ENTRY	J	3' - 0"	8' - 0"	0' - 1 3/4"				
4-5	LIVING/DINING RM	C	4' - 0"	7' - 0"	0' - 1 3/8"				
4-6	LIVING/DINING RM	B	3' - 0"	8' - 0"	0' - 1 3/4"				
4-7	KITCHEN	A	2' - 6"	7' - 0"	0' - 2"				
4-8	BEDROOM 1	A	3' - 0"	7' - 0"	0' - 2"				
4-9	BEDROOM 1	A	3' - 0"	7' - 0"	0' - 2"				
4-10	BEDROOM 1	A	2' - 8"	7' - 0"	0' - 2"				
4-11	BEDROOM 1	E	7' - 0"	9' - 0"	0' - 2"				
4-12	BEDROOM 2	A	2' - 10"	7' - 0"	0' - 2"				
4-13	BEDROOM 2	C	5' - 8"	7' - 0"	0' - 1 3/8"				
4-14	BATH 2	A	2' - 8"	7' - 0"	0' - 2"				
4-15	BEDROOM 2	E	7' - 0"	8' - 0"	0' - 2"				
4-16	HALLWAY	B	3' - 0"	8' - 0"	0' - 1 3/4"				
4-17	LAUNDRY RM	A	2' - 10"	7' - 0"	0' - 2"				
4-18	LOFT	B	3' - 0"	8' - 0"	0' - 1 3/4"				
4-19	BEDROOM 3	A	2' - 10"	7' - 0"	0' - 2"				
4-20	BEDROOM 3	E	7' - 0"	8' - 0"	0' - 2"				
4-21	BEDROOM 3	C	6' - 0"	7' - 0"	0' - 1 3/8"				
4-22	BATH 3	A	2' - 6"	7' - 0"	0' - 2"				

DOOR SCHEDULE - UNIT 5

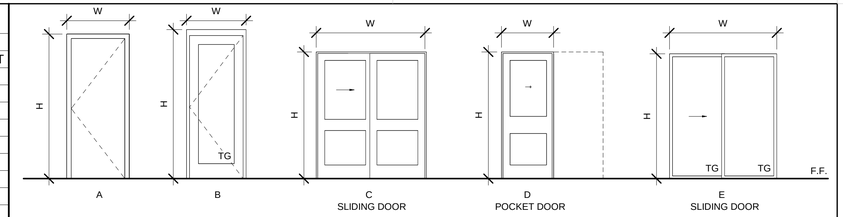
DOOR NO.	ROOM	DOOR TYPE	DIMENSIONS			FRAME		FIRE RATING	NOTES
			WIDTH	HEIGHT	THICKNESS	MATERIAL	FINISH		
5-1	GARAGE	I	8' - 0"	7' - 0"	0' - 1 1/2"				
5-2	GARAGE	A	2' - 10"	7' - 0"	0' - 2"				
5-3	ENTRY	J	3' - 0"	8' - 0"	0' - 1 3/4"				
5-4	PANTRY	G	5' - 0"	6' - 8"	0' - 1 25/32"				
5-5	PWDR RM	A	2' - 6"	7' - 0"	0' - 2"				
5-6	BEDROOM 2	A	2' - 8"	7' - 0"	0' - 2"				
5-7	W.I.C.	A	2' - 6"	7' - 0"	0' - 2"				
5-8	BATH 2	A	2' - 6"	7' - 0"	0' - 2"				
5-9	BEDROOM 2	E	7' - 0"	8' - 0"	0' - 2"				
5-10	LAUNDRY	A	2' - 8"	7' - 0"	0' - 2"				
5-11	BEDROOM 3	A	2' - 8"	7' - 0"	0' - 2"				
5-12	BATH 2	A	2' - 10"	7' - 0"	0' - 2"				
5-13	W.I.C.	A	2' - 8"	7' - 0"	0' - 2"				
5-14	DEN / OFFICE	K	3' - 0"	8' - 0"	0' - 1 3/4"				
5-15	PRIMARY BEDROOM	A	3' - 0"	7' - 0"	0' - 2"				
5-16	PRIMARY BEDROOM	A	2' - 8"	7' - 0"	0' - 2"				
5-17	PRIMARY BEDROOM	A	2' - 8"	7' - 0"	0' - 2"				
5-18	PRIMARY BEDROOM	E	7' - 0"	8' - 0"	0' - 2"				

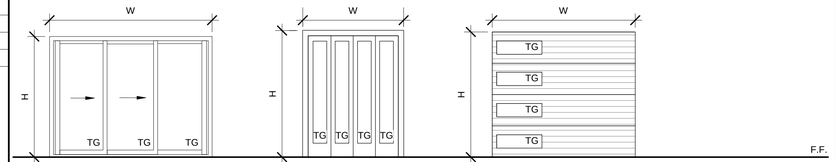
WINDOW SCHEDULE - UNIT 4

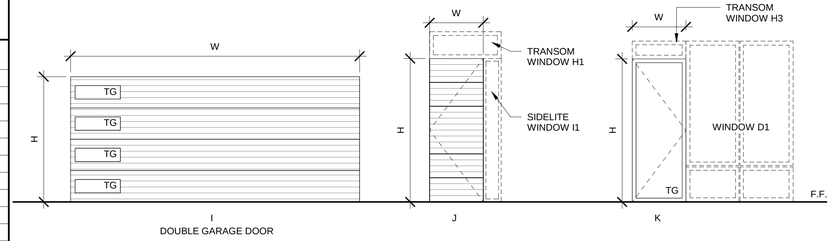
WINDOW TYPE	LEVEL	ROOM	DIMENSIONS		
			WIDTH	HEIGTH	SILL HEIGHT
I1	1ST LVL	ENTRY	1' - 0"	8' - 0"	0' - 0"
H1	1ST LVL	ENTRY	4' - 0"	1' - 6"	8' - 0"
A1	1ST LVL	LIVING/DINING RM	9' - 0"	9' - 0"	0' - 0"
B3	1ST LVL	LIVING/DINING RM	2' - 0"	9' - 0"	0' - 0"
C2	2ND LVL	BEDROOM 1	3' - 0"	6' - 0"	3' - 0"
C1	2ND LVL	BEDROOM 1	3' - 0"	6' - 0"	3' - 0"
C1	2ND LVL	HALLWAY	3' - 0"	6' - 0"	3' - 0"
F1	2ND LVL	STAIRWELL	6' - 0"	4' - 0"	0' - 6"
E1	3RD LVL	BATH 3	6' - 0"	3' - 0"	5' - 0"
C2	3RD LVL	LAUNDRY RM	3' - 0"	6' - 0"	2' - 0"
C1	3RD LVL	LOFT	3' - 0"	6' - 0"	3' - 0"
D1	3RD LVL	STAIRWELL	6' - 0"	9' - 0"	-2' - 0"

WINDOW SCHEDULE - UNIT 5

Type Mark	W LEVEL	From Room: Name	Width	Height	Sill Height
G1	1ST LVL	ENTRY	3' - 0"	5' - 0"	4' - 0"
H1	1ST LVL	ENTRY	4' - 0"	1' - 6"	8' - 0"
I1	1ST LVL	ENTRY	1' - 0"	8' - 0"	0' - 0"
A1	1ST LVL	LIVING RM	9' - 0"	9' - 0"	0' - 0"
B2	1ST LVL	LIVING RM	1' - 4 1/2"	9' - 0"	0' - 0"
E1	2ND LVL	BATH 2	6' - 0"	3' - 0"	5' - 0"
C2	2ND LVL	BEDROOM 2	3' - 0"	6' - 0"	3' - 0"
C1	2ND LVL	BEDROOM 2	3' - 0"	6' - 0"	3' - 0"
G1	2ND LVL	BEDROOM 3	6' - 0"	6' - 0"	3' - 0"
D1	3RD LVL	DEN / OFFICE	6' - 0"	9' - 0"	0' - 0"
H3	3RD LVL	DEN / OFFICE	3' - 0"	1' - 0"	8' - 0"
E1	3RD LVL	PRIMARY BATH	6' - 0"	3' - 0"	5' - 0"
C1	3RD LVL	PRIMARY BEDROOM	3' - 0"	6' - 0"	3' - 0"
C2	3RD LVL	PRIMARY BEDROOM	3' - 0"	6' - 0"	3' - 0"
A1	3RD LVL	STAIRWELL	9' - 0"	9' - 0"	0' - 0"

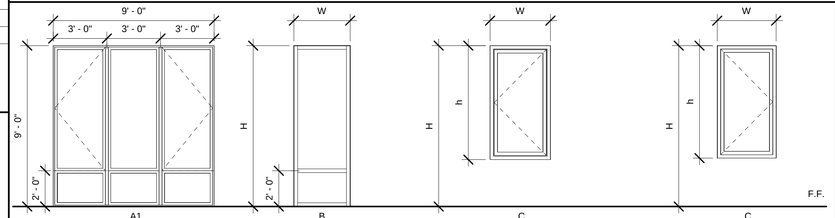


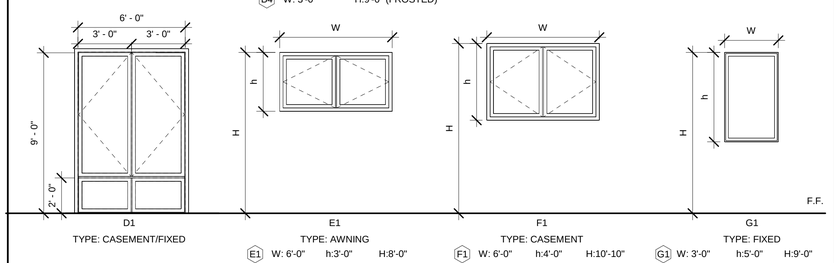


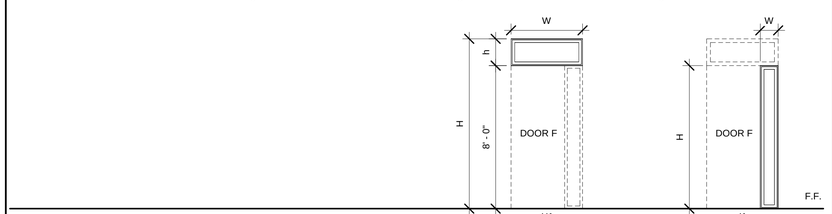


DOOR TYPES

1/4" = 1'-0"







WINDOW TYPES

1/4" = 1'-0"

IDEKAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STREIN KAY
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

DOOR, FRAME & WINDOW

DRAWN BY: Author | DATE: Issue Date
CHECKED BY: Checker
PROJECT NUMBER: 0121

A6.1



3 PERSPECTIVE FROM CAMINO DEL CIELO STREET

1/2" = 1'-0"



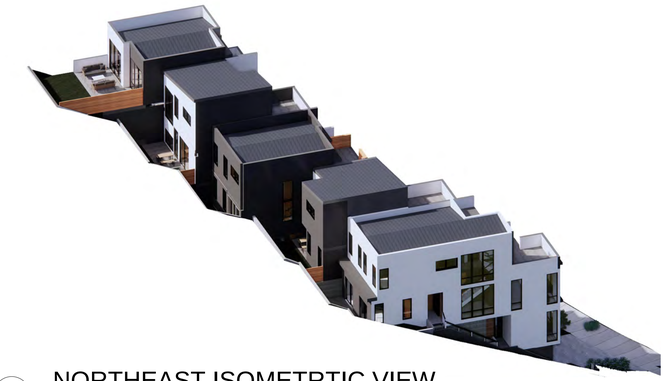
4 PERSPECTIVE FRO2M 2

3/4" = 1'-0"



1 SOUTHEAST ISOMETRIC VIEW

3/16" = 1'-0"



2 NORTHEAST ISOMETRTIC VIEW

3/16" = 1'-0"



5 PERSPECTIVE 3

3/4" = 1'-0"

IDKAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
DAVID A. STREIN KAY
No.C18643
Expires
JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

RENDERED VIEWS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A8.0





6 EXISTING SITE ELEVATION VIEW

3/4" = 1'-0"





5 EXISTING SITE SOUTHEAST CORNER TOP OF SLOPE

3/4" = 1'-0"





4 EXISTING SITE NORTHWST CORNER FROM SANTA TERESA

3/4" = 1'-0"



3 EXISTING SITE WEST VIEW

1/4" = 1'-0"



2 EXISTING SITE SOUTHWEST CORNER

1/4" = 1'-0"



1 EXISTING SITE NORTHWEST CORNER

1/4" = 1'-0"

IDKAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streitfeld
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

EXISTING SITE PHOTOS

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A8.1



1 ADJACENT HOUSES- CAMINO DEL CIELO

3/4" = 1'-0"



2 ADJACENT HOUSES - SANTA TERESA STREET

3/4" = 1'-0"



3 ADJACENT HOUSES- OAK CREST AVE

3/4" = 1'-0"

IDKAY architects

15375 Barranca Pkway . Ste. A-216
Irvine, CA 92618

T: 949.788.9223
F: 949.788.0716

LICENSED ARCHITECT
David A. Streitfeld
No.C18643
Expires JANUARY 2025
State of California

SEAL

ISSUES / REVISIONS

NO.	DATE	DESCRIPTION

CAMINO DEL CIELO

Enter address here

EXISTING SITE PHOTOS CONT.

DRAWN BY:	Author	DATE:	Issue Date
CHECKED BY:			Checker
PROJECT NUMBER:			0121

A8.2

CONCEPTUAL GRADING PLAN

BENCHMARK:

BENCHMARK NO. LY 10610

L&T IN C. B. 10FT W/O BCR @ NW
COR MEDFORD ST & BONNIE BEACH PL

ELEVATION: 381.104'

LEGAL DESCRIPTION:

A PORTION OF LOT 637 OF TRACT NO. 25588, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 713, PAGES 51 TO 77, OF MAPS, IN THE COUNTY RECORDER OFFICE OF SAID COUNTY.

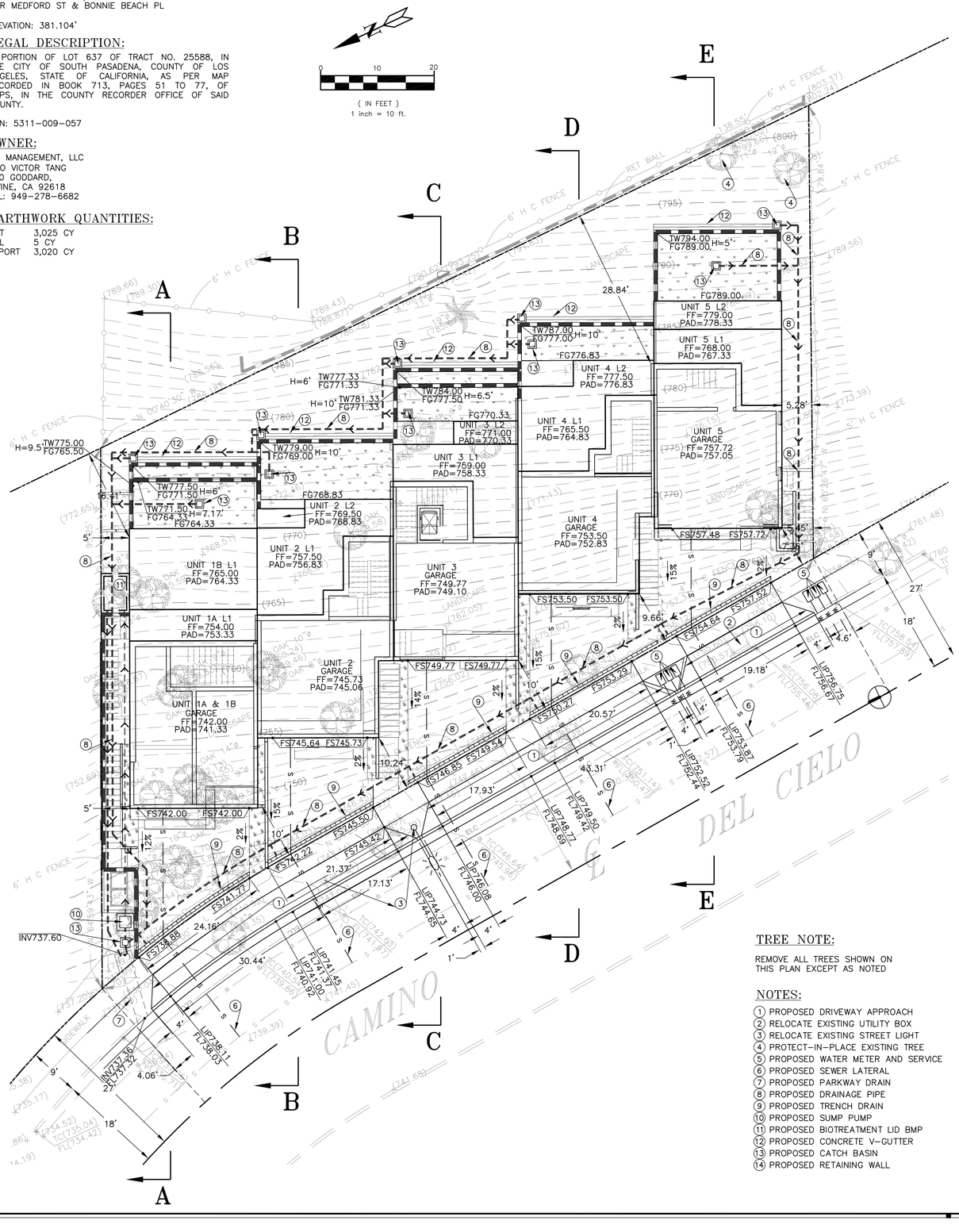
APN: 5311-009-057

OWNER:

AIT MANAGEMENT, LLC
C/O VICTOR TANG
330 GODDARD,
IRVINE, CA 92618
TEL: 949-278-6682

EARTHWORK QUANTITIES:

CUT	3,025 CY
FILL	5 CY
EXPORT	3,020 CY

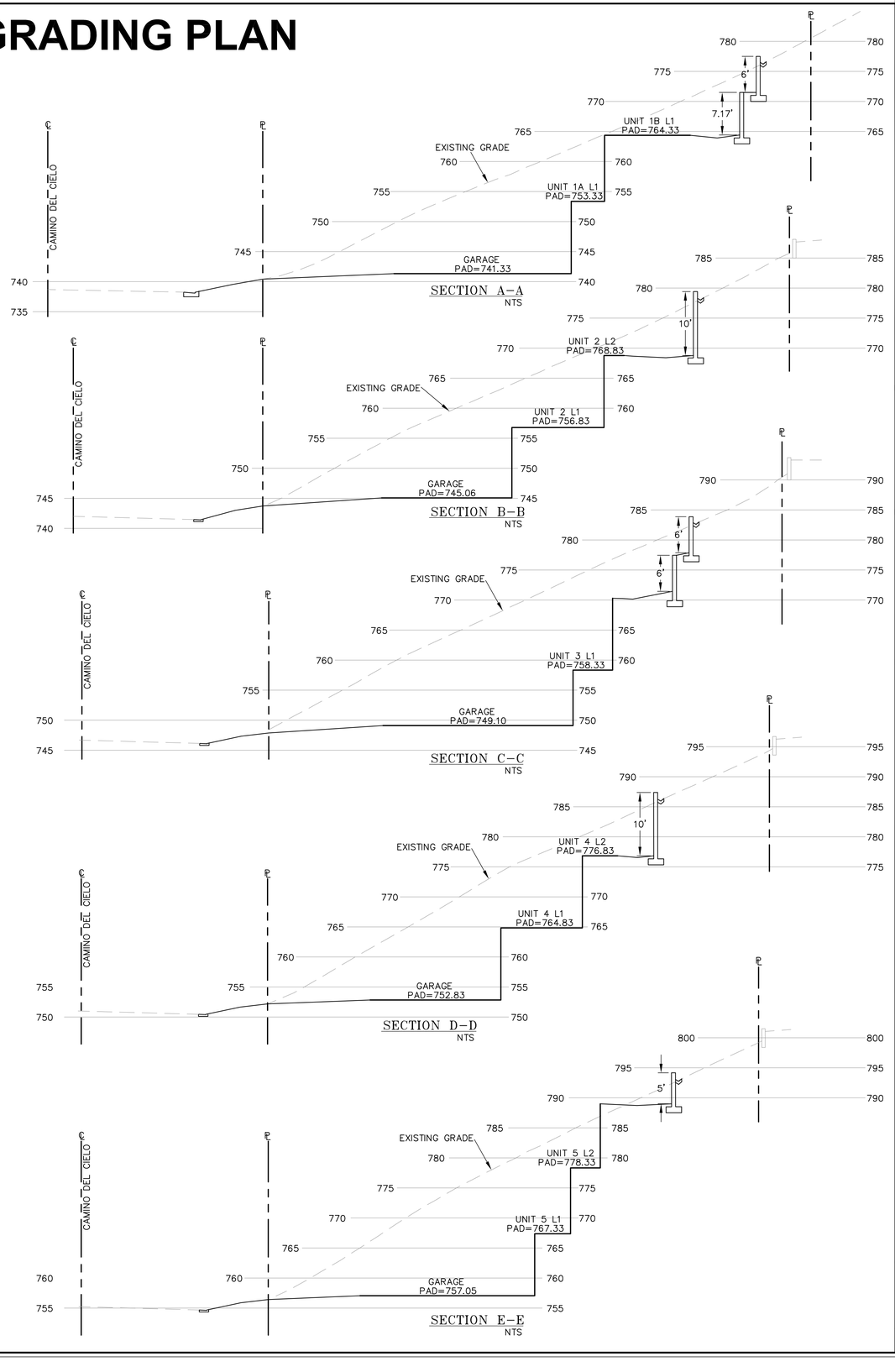


TREE NOTE:

REMOVE ALL TREES SHOWN ON THIS PLAN EXCEPT AS NOTED

NOTES:

1. PROPOSED DRIVEWAY APPROACH
2. RELOCATE EXISTING UTILITY BOX
3. RELOCATE EXISTING STREET LIGHT
4. PROTECT-IN-PLACE EXISTING TREE
5. PROPOSED WATER METER AND SERVICE
6. PROPOSED SEWER LATERAL
7. PROPOSED PARKWAY DRAIN
8. PROPOSED DRAINAGE PIPE
9. PROPOSED TRENCH DRAIN
10. PROPOSED SUMP PUMP
11. PROPOSED BIOTREATMENT LID BMP
12. PROPOSED CONCRETE V-GUTTER
13. PROPOSED CATCH BASIN
14. PROPOSED RETAINING WALL



CALLAND ENGINEERING, INC.
dba QUARTECH CONSULTANTS
576 E. LAMBERT ROAD, BREA, CA 92821
TEL: (714) 671-1050 FAX: (714) 671-1090

RELEASED

REVISIONS

PROJECT LOCATION:
APN: 5311-009-057
VACANT, CAMINO DEL CIELO,
SOUTH PASADENA, CA

DRAWN:	RR
CHECKED:	
DATE:	10-6-2023
JOB NO.:	20-019-062
SCALE:	1"=10'
FILE NAME:	

C-1

SHEET 1 OF 1

PLANT LEGEND

TREES

2	24" BOX	EUCALYPTUS POLYANTHEMOS SILVER DOLLAR GUM (L)

SHRUBS

11	15 GAL.	ALYOGYNE HUEGELII BLUE HIBISCUS (L)
28	5 GAL.	JUNCUS PATENS CALIFORNIA GRAY RUSH (L) @ 36" O.C.
5	5 GAL.	VERBENA LILACINA 'DE LA MINA' DE LA MINA VERBENA (L) @ 36" O.C.
6	5 GAL.	ANIGOZANTHOS 'YELLOW' YELLOW KANGAROO PAW (L) @ 24" O.C.

SHRUBS

2	5 GAL.	LAVANDULA AUG. 'HIDCOT BLUE' HIDCOTE ENGLISH LAVENDER (L) @ 36" O.C.
3	5 GAL.	DIANELLA REV. 'LITTLE REV' LITTLE REV FLAX LILY (L) @ 36" O.C.
15	5 GAL.	WESTRINGIA 'MUNDI' 'MUNDI' COAST ROSEMARY (L) @ 36" O.C.
8	5 GAL.	FESTUCA GLAUCA 'SISKIYOU BLUE' 'SISKIYOU BLUE' BLUE FESCUE (L) @ 24" O.C.
6	5 GAL.	SALVIA GREGGII 'FURMAN RED' RED AUTUMN SAGE (L) @ 36" O.C.
21	5 GAL.	BULBINE FRUTESCENS 'ORANGE' ORANGE STALKED BULBINE (L) @ 24" O.C.
23	1 GAL.	MACFADYENA UNGUIS-CATI CAT'S CLAW (L) @ 6' O.C.
40	1 GAL.	SENECIO MANDRALISCAE BLUE CHALKSTICK (L) @ 18" O.C.

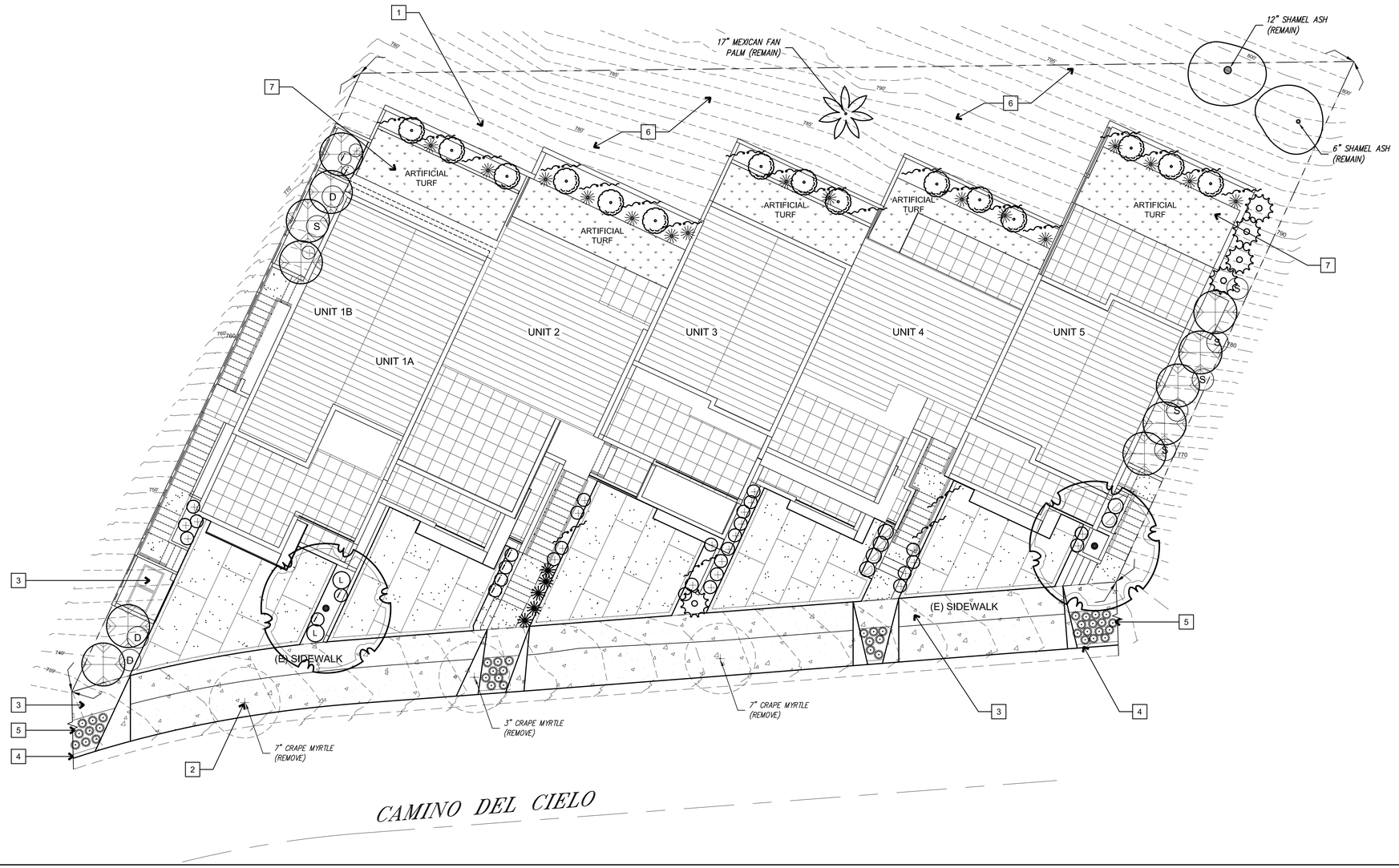
MYOPORUM 'PUTAH CREEK'

ARTIFICIAL TURF

NOTE:
1. APPLY 3" MIN. OF ORGANIC BARK MULCH IN ALL FINISHED GRADE AFTER PLANTING
2. WUCOLS REGION 4 HYDROZONE: (L)LOW/0.15-0.3 PLANT FACTOR

DESCRIPTION:

1. EXISTING TREES AND PALMS TO REMAIN AND PROTECTED PER ARBORIST REPORT.
2. EXISTING TREES INDICATED IN DASHED CIRCLES TO BE REMOVED.
3. EXISTING SIDEWALK .
4. EXISTING CONCRETE CURB.
5. EXISTING PARKWAY WITH NEW DROUGHT TOLERANT GROUND COVER.
6. EXISTING NATURAL SLOPE TO REMAIN.
7. NEW ARTIFICIAL TURF IN BACKYARDS.
8. GRAPHIC INDICATES TRASH BINS BENEATH STAIRS.



Appendix B--Sample Water Efficient Landscape Worksheet.
23 CA ADC Div. 2 Ch. 2.7 App. B
Barclays Official California Code of Regulations

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is required element of the Landscape Documentation Package.

Reference Evapotranspiration (ETo) 52.3 (Pasadena)

Hydrozone #/ Planting Description	Plant Factor (PF)	Irrigation Method[b]	Irrigation Efficiency[c] (IE)	ETAF (PF/IE)	Landscape Area (Sq.Ft.)	ETAF x Area	Estimated Total Water Use (ETWU)[d]
Regular Landscape Area							
#1 NONE	0	NONE	0,81	0,00	2,786	0,00	***0.00***
#2 LOW	0,15	DRIP	0,81	0,19	885	168,15	***5,452***
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
			Totals	(A)	(B)		
				3,671	***168.15***		***5,452***
Special Landscape Area							
				1			***0***
				2			***0***
				3			***0***
				(C)	(D)		
			Totals	***0***	***0***		***0***
						ETWU Total	***5,452***
				Maximum Allowed Water Allowance (MAWA)			***65,470***

[a]*Hydrozone #/Planting Description*
E.g
1.) front lawn
2.) low water use plantings
3.) medium water use planting

[b]*Irrigation Method*
overhead spray or drip

[c]*Irrigation Efficiency*
0.75 for spray head
0.81 for drip

[d]*ETWU (Annual Gallons Required= Eto x 0.62 x ETAF x Area*
where 0.62 is a conversion factor that converts acre-inchesper acre per year to gallons per square foot per year.

[e]*MAWA (Annual Gallons Allowed) = (Eto) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)]*
where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is 0.55 for residential areas and 0.45 for non-residential areas.

ETAF Calculations

Regular Landscape Area		
Total ETAF x Area	(B)	168,15
Total Area	(A)	3671,00
Average ETAF	B+A	0.05

Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.

All Landscape Areas		
Total ETAF x Area	(B+D)	168,15
Total Area	(A+C)	3671,00
Sitewide ETAF	(B+D)÷(A+C)	0.05

0 4' 8' 16'
1/8"=1'-0"

TWO TREES DESIGN, INC.
LANDSCAPE ARCHITECTURAL DESIGN SERVICES
CALIFORNIA RLA#5840
1932 SAN DIEGO ST. WEST COVINA, CA. 91790
626-475-9819
Email: 2treesdesign@gmail.com
www.architect.com/htweed

CONCEPTUAL LANDSCAPE PLAN

5-UNIT CONDOMINIUM
OWNER: 'AIT MANAGEMENT SOLUTIONS'

ADDRESS:
VACANT LOT ON CAMINO DEL CIELO DRIVE
APN: 5311-009-057
SOUTH PASADENA, CA.

DATE	REVISIONS

SCALE	AS SHOWN
DATE	9-19-2023
PROJECT NO.	F2314
DRAWN BY	HTF
CHECKED BY	

SHEET NO.
L-1
OF 1 SHEETS

© 2023 TWO TREES DESIGN, Inc. reserves its common law copyright and other property rights in these plans. These plans are not to be reproduced, altered or copied in any form or manner whatsoever, nor are they to be assigned to any third party without first obtaining the express written permission and consent of TWO TREES DESIGN, Inc.

P.C. RESOLUTION NO. 25-02

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING CHAPTER 36 (ZONING) OF THE CITY OF SOUTH PASADENA MUNICIPAL CODE (SPMC) TO ADD SECTION 36.250.060 ADOPTING A CAMINO DEL CIELO OVERLAY ZONING DISTRICT, MAKING FINDINGS TO SUPPORT THE ZONING TEXT AND MAP AMENDMENT, AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, on February 19, 2025, the South Pasadena City Council adopted a resolution declaring its intention to initiate amendments to the South Pasadena Municipal Code Chapter 36 (Zoning) to create a new Camino del Cielo Overlay Zoning District and a related zoning map amendment; and

WHEREAS, on March 11, 2025, the Planning Commission held a duly noticed Public Hearing, which was continued to April 8, 2025, wherein the Planning Commission received a staff presentation, considered the staff report, public testimony, Planning Commission discussion, and all other materials and evidence, whether written or oral; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena Planning Commission.

SECTION 2: Based upon substantial evidence presented to the Planning Commission during the Public Hearing, including public testimony and written and oral staff reports, and the environmental documentation, the Planning Commission finds that all necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law.

SECTION 3: The Planning Commission finds that the project is exempt the California Environmental Quality Act. Government Code Section 65852.21(k) provides that an ordinance that implements laws that allow for the ministerial approval of up to two residential units on a lot within a single-family residential zone is not considered a project under CEQA. Additionally, Government Code Section

66411.7(n) provides that an ordinance that implements laws that allow for the ministerial approval of parcel maps creating up to two parcels from a single parcel within a single-family residential zone is not considered a project under CEQA. The project includes the adoption of an ordinance that would allow for the subdivision of an existing lot in a residential zone into two lots and the development of up to two single family homes and two accessory dwelling units. Thus, the project is not considered a project under CEQA and is therefore statutorily exempt from CEQA. Furthermore, CEQA Guidelines (Title 14, Section 15000 et seq. of the California Code of Regulations) Section 15303 (Class 3 Categorical Exemption) exempts from CEQA projects involving the construction and location of limited numbers of new, small facilities or structures, which includes approval of this ordinance that would allow for the development of no more than two single family residences, each with an accessory dwelling unit, totally four dwelling units.

SECTION 4: South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that Zoning Text and Zoning Map Amendments may be approved if certain findings are made. These findings are contained in Section 2 of the draft ordinance included as Exhibit “1”, which are incorporated herein by this reference and made a material part of this resolution. The Planning Commission therefore makes all of the necessary findings listed in SPMC Section 36.620.070(B) to recommend the City Council adopt the ordinance included in Exhibit “1.”

SECTION 5: Based upon the foregoing and based on the information and findings included in this resolution, the staff report, and testimony received during the public hearing, the Planning Commission of the City of South Pasadena hereby recommends that the City Council adopt an ordinance with the provisions included in Exhibit “1.”

SECTION 6: This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on this 8th day of April, 2025.

Lisa Padilla, Planning Commission Chair

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne M. Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 25-02 was duly adopted by the Planning Commission of the City of South Pasadena, California, at a regular meeting held on the 8th day of April, 2025, by the following vote:

AYES: PADILLA, GALLATIN, CLAYPOOL

NOES: SWANBORN

ABSENT: BARTHAKUR

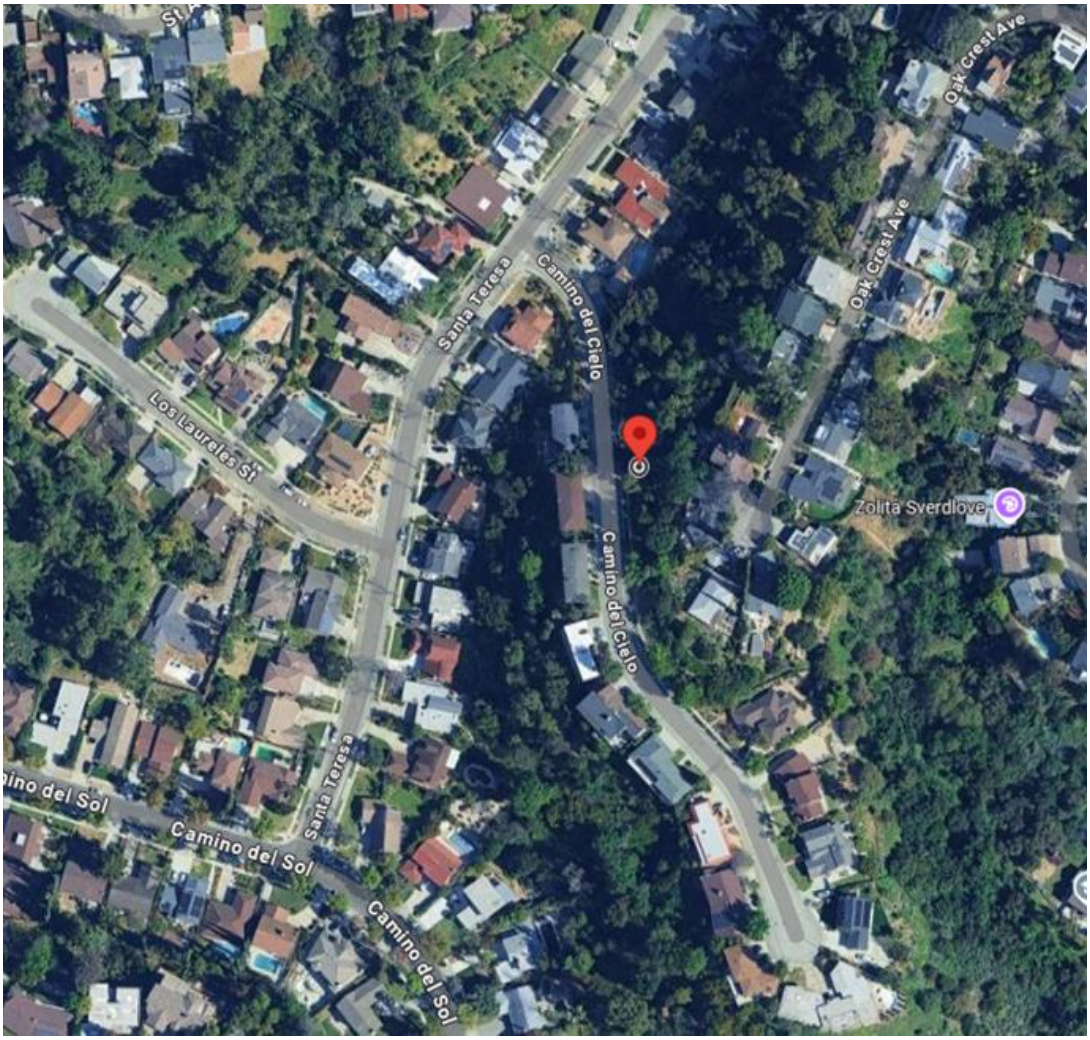
ABSTAINED:

Mark Perez, Deputy City Clerk

EXHIBIT 1

ORDINANCE

SITE LOCATION - CAMINO DEL CIELO



City Council Agenda Report

ITEM NO. 12

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Lucy Hakobian, Community Services Director

SUBJECT: **CONSIDERATION TO PARTNER WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) FOR THE DELIVERY AND USE OF A THRONE LABS RESTROOM FACILITY AS PART OF METRO'S INITIATIVES FOR THE 2026 WORLD CUP AND 2028 OLYMPIC AND PARALYMPIC GAMES**

Recommendation

It is recommended that the City Council consider partnering with the Los Angeles County Metropolitan Transportation Authority for the delivery and use of a Throne Labs restroom facility as part of an initiative for the 2026 World Cup and 2028 Olympic and Paralympic Games and authorize the City Manager to execute any documents or agreements related thereto.

Executive Summary

The Los Angeles County Metropolitan Transportation Authority (METRO) is offering the City of South Pasadena a fully equipped Throne Labs smart restroom facility at no cost to the City as part of a broader regional effort to enhance public infrastructure and services ahead of the 2026 World Cup and the 2028 Olympic and Paralympic Games in Los Angeles. This initiative aligns with the City's ongoing commitment to improving the quality of life for residents, commuters, and visitors by offering clean, accessible, and technologically advanced public amenity.

Background

Throne Labs offers modern, self-cleaning, app-connected restrooms designed to address key public health and safety concerns. By partnering with METRO and leveraging their financial support, the City has the opportunity to pilot this innovative facility at a strategic location within Heritage Park, potentially near a transit corridor considered to be a high-foot traffic area. Users may access the unit with a mobile phone, QR code, or a simple text message. This partnership will represent a forward-thinking solution to public infrastructure needs, with the potential to serve as a model for other municipalities in the region.

Analysis

Throne Labs offers a modern, solar-powered public restroom solution designed for municipalities seeking efficient, hygienic, and accessible facilities. These restrooms are equipped with touchless features, real-time maintenance alerts, and require no water, sewer, or power connections, making them ideal for our community.

Site Selection
Throne Labs units are versatile and can be installed in various locations, including parks, transit hubs, and high-foot traffic areas. They are particularly suitable for environments where traditional restroom infrastructure is not accessible. METRO has identified Heritage Park as an ideal location for the unit due to its proximity to the METRO A Line, making it highly accessible to transit riders and pedestrians alike.

Usage Hours
Access to Throne restrooms in typically managed through a mobile app or QR code, allowing users to enter at any time. The facilities are designed to be in operation all day, except from 12:00 a.m. to 6:00 a.m. METRO is able to adjust the operation time to the City's needs.

Maintenance and Utilities
Throne Labs offers comprehensive maintenance services, including regular cleaning, restocking and monitoring. The units are equipped with sensors that provide real-time data on usage and cleanliness, enabling efficient service scheduling. On average, units are cleaned twice daily, and that can be adjusted based on needs. The unit is solar-powered, water and sewer hookups are not required.

Fees
Throne Labs operates on a subscription model, with costs ranging from $4,250 to $9,000 per month per unit, depending on usage and service requirements. At this time, one unit is proposed to be installed in our community and is being offered at no cost to the City through a partnership with METRO. This unique opportunity is part of METRO's broader initiative to improve public amenities in high-traffic areas ahead of the 2026 World Cup and the 2028 Olympics.

Term and Important Stipulation
This incentive program is only available through mid-to-late 2028. At that point, METRO's funding or in-kind support of the Throne Labs smart restroom is expected to conclude, pending any future program extensions.

Taking immediate action will allow the City to benefit from this modern infrastructure upgrade while positioning itself to make informed, strategic decisions about its future well in advance of the 2026 and 2028 Games. A Memorandum of Understanding is not required to take advantage of this program. If approved, the unit will be delivered and installed by July 2025. The City retains the option to return the unit to METRO at any time.

Fiscal Impact
There is no immediate fiscal impact to the City for the installation or operation of the Throne Labs smart restroom facility throughout the duration of the program, as METRO will cover all associated costs through mid-to-late 2028. However, post-2028, the City will incur costs if it chooses to retain and operate the facility beyond the term of METRO's support.

Attachment:
Attachment No. 1 - Throne Restrooms Overview 2025
Attachment No. 2 - South Pasadena View
Attachment No. 3 - South Pasadena View 2







Metro

Throne Restroom Overview

Throne Restrooms at Metro Stations

Functionality of Throne Units

- Units are portable, ADA accessible, touchless and free-to-use
- Units include flush toilet, a sink with running water, and a robust ventilation system
- Units are unlocked via QR code or by sending an SMS text message with a smartphone or flip phone
- Generally open from 6 a.m. to 12 a.m. seven days a week
- Visual and audio instructions
- Users are asked to rate their restroom experience with their phones and let Throne know when there are issues that require attention
- Each Throne unit is equipped with 21 internet-connected sensors that allow Throne to know if everything is working and when units require cleaning
- Throne use is limited to 10 minutes. The door will stay open until the user exits.



Current Locations with Throne Restroom Units (14):

- APU/Citrus College A Line
- Sierra Madre Villa A Line / Bus Transit Center
- Highland Park A Line
- Little Tokyo/Arts District A/E Lines
- Willow A Line
- Willowbrook/Rosa Parks / Bus Transit Center
- Universal City/Studio City B Line / Bus Transit Center
- Westlake/MacArthur Park B/D Lines
- Harbor Freeway C/J Lines
- Norwalk C Line / Bus Transit Center
- Downtown Santa Monica E Line
- Soto E Line
- Reseda G Line
- Expo/Crenshaw K Line





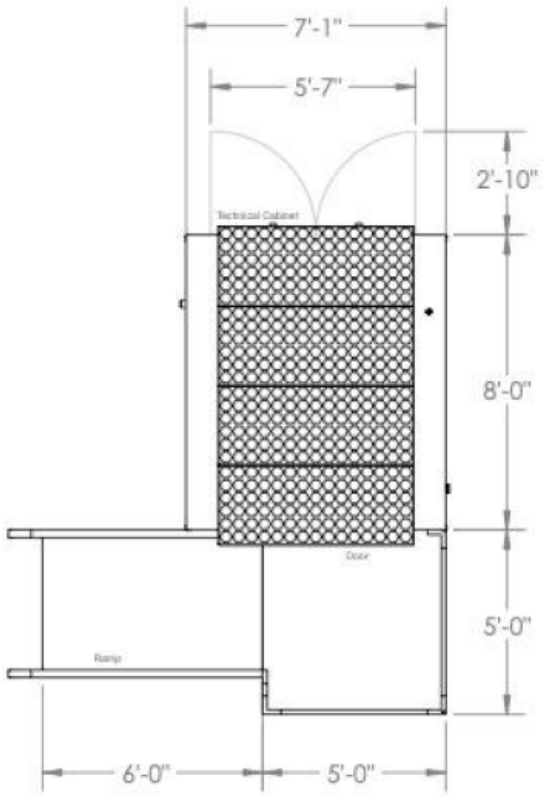
Restroom interior

Throne Restrooms Dimensions

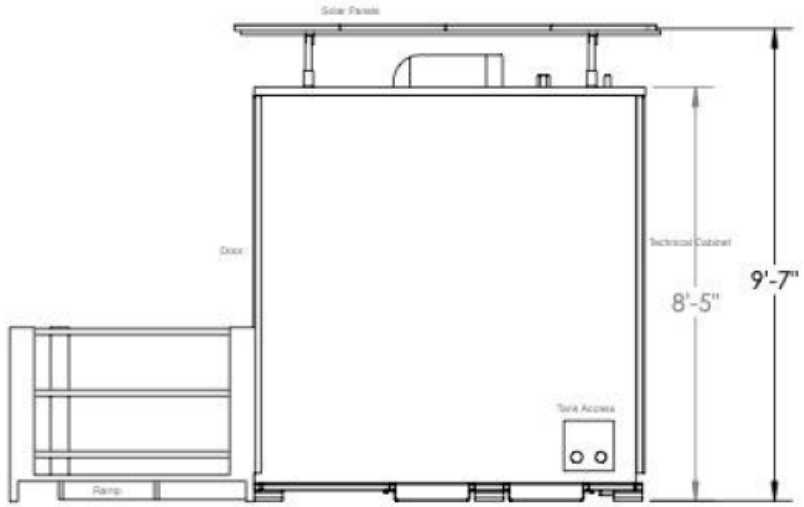
Dimensions of Units

- The unit itself measures approximately 7’x8’
- Access panels on the back unit that must have clearance to safely open
- If unit is placed with a ramp (required ADA criteria), Throne’s standard ramp is 5’x11’
- All ramps are ADA accessible and attached to the front of the unit
- Unit can be oriented right, left or straight ahead
- The grid on top of the unit represents solar panel energy consumption

Bird’s Eye View



Side Profile View



Metro

Throne Smart Technology

Pro Accountability Access
Deter misuse with Text, App, or NFC Tap Card entry.

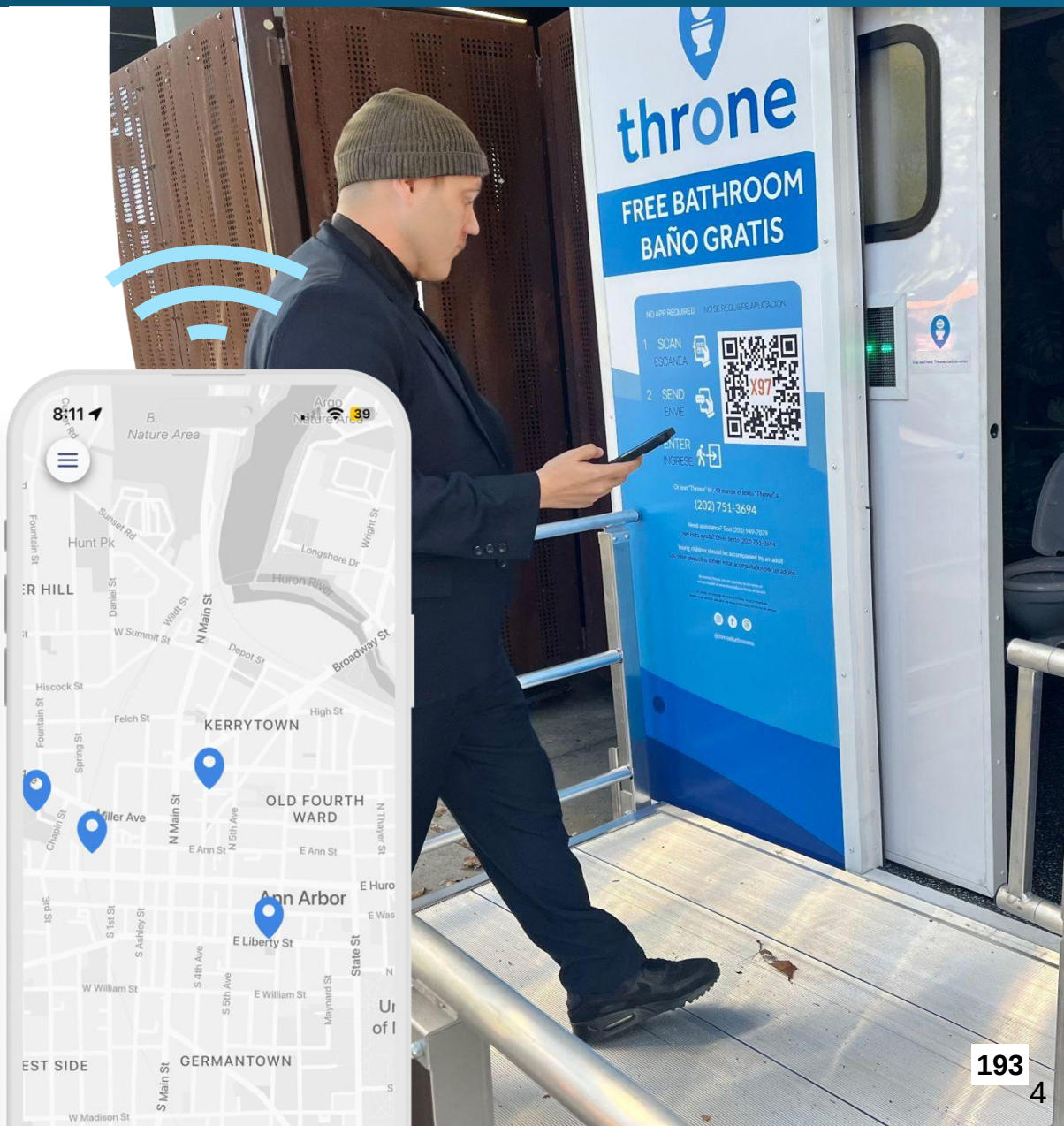
Anti-Loitering
Move users along after 10 minute limit with effective cues.

Responsive Maintenance
Historical data and real-time user feedback drive efficient service.

Remote Monitoring
24/7 monitoring and dispatch responds to issues.

Analytics
Transparent performance data to show value and optimize network.

Wayfinding
Help visitors find a Throne when it's needed most.



Metro

Metro Stations with Restroom Access

What the Data is telling us

- Since the program began in October 2023, there have been 160,000+ uses across 15 existing locations
- Users are rating the units and scoring cleanliness, a 4.1 out of 5-star average rating
- Average use time at all locations – 3:26
- Time of day with most uses – 8:00-8:59pm (7.84%)
- 45%+ users have returned more than 1x to use Throne
- 90%+ uptime for all units since first year of service
- Units cleaned 2x-5x on daily basis

Board Approval for up to 64 units beginning in 2025

- July 2024 Board Meeting, Metro Board approved the expansion of Throne restrooms to up to 64 locations throughout the Metro service system
- Rollout will cover a 4-year period to 2028
- Locations include Bus Rapid Transit stations, Light Rail stations, Heavy Rail stations, and Bus Transit Centers
- Criteria for future stations include stakeholder input, ridership data, cleanliness data, sufficient space to install, and more



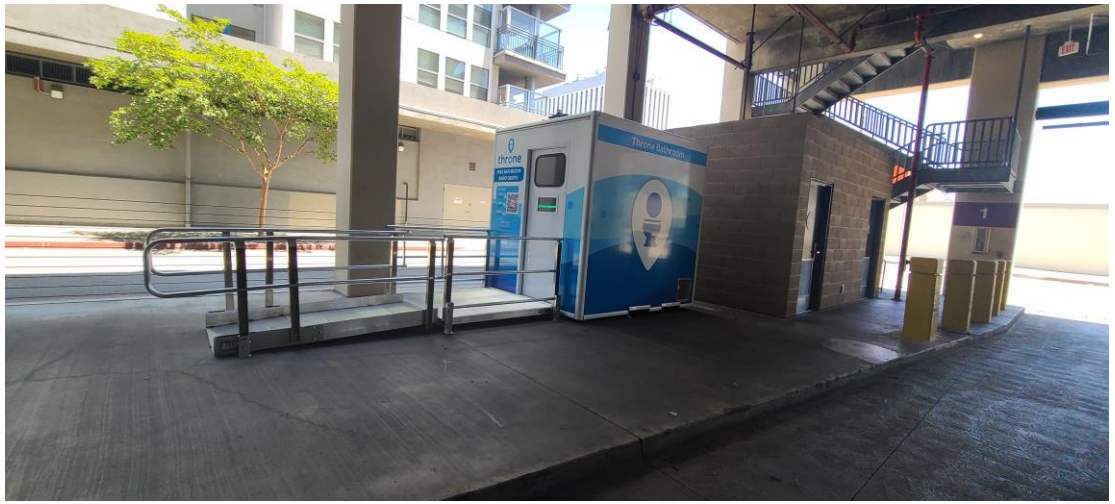
Thank You



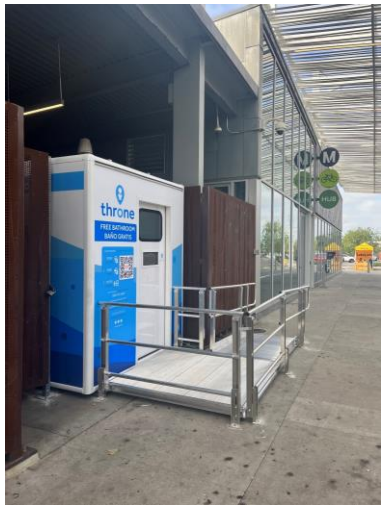












Metro


throne
Your Clean Bathroom
FREE BATHROOM
Throne Bathroom


Throne Bathroom
Throne Bathroom
Platform 1

City Council Agenda Report

ITEM NO. 13

DATE: May 7, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Tina Lopez, Human Resources & Risk Manager

SUBJECT: **CONSIDERATION OF A RESOLUTION ESTABLISHING THREE NEW EMPLOYEE CLASSIFICATIONS, JOB DESCRIPTIONS AND SALARY RANGES; APPROVING SALARY RANGE ADJUSTMENTS FOR FOUR CURRENT POSITIONS; AND APPROVING THE ALLOCATION OF FUNDS FROM MULTIPLE FUNDS AND VACANT POSITIONS TO SUPPORT THE PERSONNEL REQUESTS**

Recommendation

It is recommended that the City Council consider adoption of the proposed Resolution to:

1. Approve and establish the job classification and salary range for the CIP Program Manager;
2. Approve and establish the job classification and salary range for the CIP Project Manager;
3. Approve and establish the job classification and salary range for the CIP Analyst;
4. Approve the salary adjustment and updated salary range for the Principal Engineer position;
5. Approve the salary adjustment and updated salary range for the Accounting Manager-Controller position;
6. Approve the salary adjustment and updated salary range for the Community Development Director position;
7. Approve the salary adjustment and updated salary range for the Planning Manager;
8. Approve the salary adjustment and updated salary range for the Public Affairs Manager position;
9. Approve the salary adjustment and updated salary range for the Public Works Director position;
10. Approve the allocation of funds from the Public Works Inspector position to the CIP Project Manager; and
11. Approve the allocation of funds from the Special/Enterprise Funds and General Fund support the changes.

Executive Summary

In its ongoing effort to optimize resource allocations across departments, the City Manager has directed the Human Resources (HR) division to prepare three new job classification and descriptions. This initiative represents a continued commitment to ensuring that the organization is properly staffed and equipped to meet its strategic goals and operations needs. The creation of these positions is a significant step forward to aligning the City's

workforce and its priorities, particularly within the Public Works Department. By refining roles and responsibilities, this measure will enhance departmental efficiency and move the City closer to achieving its long-term objectives.

CIP Program Manager

Currently, the City is contracting the job duties of the CIP Program Manager, highlighting the need for a more sustainable in-house solution. A CIP (Capital Improvement Program) Program Manager is essential to oversee the planning, coordination, budgeting, and execution of large-scale infrastructure or facility projects. Their leadership ensures that projects align with strategic goals, stay within budget and schedule, comply with regulations, and effectively manage risks. This role is critical for maintaining transparency, accountability, and long-term asset value in investment programs. This position will be reporting directly to the Principal Engineer. The proposed salary range for this position for FY2024-25 is $104,412 - $139,920 and in FY2025-26 $106,500 - $142,718.40 (inclusive of a two-percent increase). This position position will be funded 75% by Special/Enterprise Funds and 25% General Fund.

CIP Project Manager

A CIP (Capital Improvement Program) Project Manager will be responsible for the planning, coordination, execution, and oversight of capital projects, ensuring they are delivered on time, within budget, and according to scope. Their work is critical to maintaining and improving a city's infrastructure and public assets. This role is currently being outsourced, and it is the goal of the Public Works department to ensure that the City's infrastructure investments are well-executed, sustainable, and aligned with community goals. The proposed salary range for this position for FY2024-25 is $91,368 – $122,448 and in FY2025-26 $93,195 - $124,897 (inclusive of a two-percent increase). 75% by Special/Enterprise Funds and 25% General Fund.

CIP Finance Analyst

A CIP Analyst will provide essential support in the development, monitoring, and evaluation of capital projects. This position will be responsible for tracking project budgets and expenditures, maintaining funding plans, analyzing project performance, and preparing detailed reports for internal and external stakeholders. The role will also assist in grant applications, long-range financial planning, and coordination with departments to ensure consistent, transparent, accurate CIP data and will be part of the Finance Department. The proposed salary range for this position for FY2024-25 is $77,340 - $103,644 and for FY2025-26 $78,887 - $105,717 (inclusive of a two-percent increase).

SALARY ADJUSTMENTS AND RECRUITMENT EFFORTS

With the creation of the proposed positions, it is necessary to address classification compaction issues. Recruitment challenges have persisted for the Accounting Manager-Controller position and are now also affecting the Community Development Director, Planning Manager and Public Affairs Manager roles. These difficulties highlight the need to update the salary schedules to reduce compaction and enhance the City's ability to attract and retain qualified candidates. Accordingly the following salary adjustments are being proposed:

Position	Current Minimum	Current Maximum	Proposed Minimum	Proposed Maximum
Accounting Manager-Controller	$110,784	$148,464	$118,812	$159,228
Community Development Director	$139,764	$187,308	$166,500	$223,128
Planning Manager	$104,412	$139,920	$118,812	$159,228
Principal Engineer	$104,412	$139,920	$114,288	$153,156
Public Affairs Manager	$104,412	$139,920	$110,784	$148,464
Public Works Director	$139,764	$187,308	$166,500	$223,128

The adjustments will help ensure that candidates understand the full scope of potential salary growth within the position. The proposed adjustment totals $123,492 and will be funded by the elimination of the Deputy Community Development Director position, (budgeted at $198,156), which will result in a cost savings of $74,664.

Background
The City's Capital Improvement Program presents an ongoing need. To strengthen accountability and ensure timely completion of projects, the addition of these CIP positions will enhance service delivery and operation efficiency. The proposed changes will address the following key areas:

Key Area	Enhancement Description
Project Delivery Efficiency	Improves timelines, cost control, and coordination for multiple projects.
Accountability & Oversight	Assigns clear responsibility for monitory progress, budgets, and outcomes.
Strategic Planning & Prioritization	Aligns projects with citywide goals and improves resource allocation.
Risk Management	Identifies risk early and implements mitigation strategies to prevent delays and cost overruns.
Stakeholder Communication	Enhances communication with departments, leadership, and the community.
Quality Control & Standards	Ensure consistent application or design, construction, and compliance standards.

The goal is to ensure that CIP projects are getting completed and that the City delivers high-quality infrastructure improvements that meet community needs and long-term planning objectives.

The proposed salary adjustments are designed to ensure the City remains competitive in

attracting and retaining highly qualified professionals. By aligning compensation with market standards and internal equity, the City can fill key vacancies more effectively, reduce turnover, and build a stable workforce capable of delivering on critical operational and infrastructure goals.

Analysis

The proposed changes in both the Public Works and Finance departments are essential to achieving the City's Capital Improvement Program goals, and aligning with City Council priorities related to infrastructure and departmental efficiencies. These changes will also address organizational compaction issues that have emerged as a result of the proposed CIP projects and support ongoing and potentially challenging recruitment efforts.

CIP Program Manager

This position will provide oversight of the entire Capital Improvement Program. Key responsibilities will include:

- Develop program strategy
- Align projects with City goals
- Oversee program budget and schedules
- Coordinate across departments
- Report to senior leadership and council
- Responsible for program performance and compliance

CIP Project Manager

This position will manage individual projects. Key responsibilities will include:

- Plan and execute specific projects
- Manage project scope, timeline, and budget
- Coordinate with contractors and consultants
- Handle day-to-day issues and risk management
- Responsible for project deliver, milestones, and outcomes
- On-time, on-budget project completion

CIP Analyst

The CIP Analyst will provide critical analytical and financial support to the CIP Program. Key responsibilities will include:

- Track and analyze CIP budgets, expenditures, and funding sources
- Assist in developing annual and multi-year CIP budget
- Monitor project schedules and flag delays or cost overruns
- Support grant applications and compliance reporting
- Help prioritize projects based on financial and operational data

Salary Adjustments

Current salary ranges are not competitive enough to attract qualified candidates, as evidenced by prolonged vacancies and low applicant pools for key positions

Adjustments help retain experienced staff by ensuring pay remains aligned with evolving responsibilities and market conditions, reducing turnover costs and disruption

Some roles have grown in scope due to organizational changes, justifying compensation increases to reflect higher levels of responsibility

Benchmarking against similar roles in comparable jurisdictions reveals that current salaries fall below market rates, putting the City at a disadvantage in recruitment.
Attracting and retaining the right talent is essential to delivering key City Council priorities, including the successful implementation of the Capital Improvement Program

All of the proposed changes combined will benefit the City by strengthening its ability to attract and retain qualified talent, addressing organizational and compensation structure issues, and supporting successful delivery of critical projects and services.

Alternatives
The City Council may decide not to approve the personnel changes.

Fiscal Impact
At this time, no appropriations are being requested, as the projected salary savings provide for sufficient funding for the recommended requests. The vacant Deputy Community Development Director and Public Works Inspector positions have resulted in a salary savings of $317,868. Additionally, prior consolidation of positions generated further savings of $94,294, and the elimination of one position resulted in savings of $257,083, for a grand total savings of $699,245. The addition of three new CIP positions amount to a maximum amount of $366,012, (the actual amount will vary on the salary step at time of hire) and the proposed salary range adjustments for existing positions amount to $123,492 for a total of $489,504. Of that $322,172 will be funded by Enterprise Funds and only $167,332 will be funded by the General Fund. If approved, the City will retain a net salary savings of $501,913 and no additional appropriations will be required.

These positions and adjustments will be appropriately funded in the FY2025-26 budget.

Key Performance Indicators and Strategic Plan
These items align with the City Council's priority 5, to work with the City Manager and establish improved operation efficiencies.

Attachment:
Attachment No. 1 - Proposed Resolution
Attachment No. 2 - Exhibit A - Proposed Salary Range
Attachment No. 3 - JD - CIP Analyst
Attachment No. 4 - JD - CIP Program Manager
Attachment No. 5 - JD - CIP Project Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA ADOPTING A NEW JOB CLASSIFICATION, JOB DESCRIPTION AND SALARY RANGE FOR THE CIP PROGRAM MANAGER, CIP PROJECT MANAGER AND CIP ANALYST AND APPROVING THE SALARY ADJUSTMENT FOR THE ACCOUNTING MANAGER-CONTROLLER, COMMUNITY DEVELOPMENT DIRECTOR, PLANNING MANAGER, PRINCIPAL ENGINEER, PUBLIC AFFAIRS MANAGER, AND PUBLIC WORKS DIRECTOR

WHEREAS, the City wishes to adopt the job classification and salary range for CIP Program Manager,

WHEREAS, the City wishes to adopt the job classification and salary range for CIP Project Manager,

WHEREAS, the City wishes to adopt the job classification and salary range for CIP Analyst,

WHEREAS, the City wishes to approve a salary adjustment and update the salary range for the Accounting Manager-Controller position,

WHEREAS, the City wishes to approve a salary adjustment and update the salary range for the Community Development Director position,

WHEREAS, the City wishes to approve a salary adjustment and update the salary range for the Planning Manager position,

WHEREAS, the City wishes to approve a salary adjustment and update the salary range for the Principal Engineer position,

WHEREAS, the City wishes to approve a salary adjustment and update the salary range for the Public Affairs Manager position, and

WHEREAS, the City wishes to approve a salary adjustment and update the salary range for the Public Works Director position,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA DOES RESOLVE, DECLARE AND DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The classification of CIP Program Manager is hereby established.

SECTION 2. The classification of CIP Project Manager is hereby established.

SECTION 3. The classification of CIP Analyst is hereby established.

SECTION 4. The CIP Program Manager is an unrepresented management classification.

SECTION 5. The CIP Project Manager is a South Pasadena Public Service Employees' Association.

SECTION 6. The CIP analyst is a represented classification with the South Pasadena Public Service Employees' Association.

SECTION 7. The salary range for the CIP Program Manager, CIP Project Manager and CIP Analyst as set forth in Exhibit A is hereby adopted.

SECTION 8. The salary range for the Accounting Manager-Controller, Community Development Director, Planning Manager, Principal Engineer, Public Affairs Manager, and Public Works Director as set forth in Exhibit A is hereby adopted.

SECTION 9. The City Council hereby approves the allocation of funds as described in the May 7, 2025, City Council agenda report for this matter to support the above personnel changes and updated salary ranges.

SECTION 10. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED ON this 7th day of May, 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Hector Gomez, CMC
Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY, the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of May, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Hector Gomez, CMC
Chief City Clerk

Proposed Salary Range

POSITION TITLE	BARGAINING UNIT	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
Accounting Manager-Controller	Unrepresented	$ 118,812	$ 124,752	$ 130,992	$ 137,544	$ 144,420	$ 151,644	$ 159,228
		$ 9,901	$ 10,396	$ 10,916	$ 11,462	$ 12,035	$ 12,637	$ 13,269
		$ 57.12	$ 59.98	$ 62.98	$ 66.13	$ 69.43	$ 72.91	$ 76.55
CIP Analyst	PSEA	$ 85,260	$ 89,523	$ 94,008	$ 98,700	$ 103,644		
		$ 7,105	$ 7,460	$ 7,834	$ 8,225	$ 8,637		
		$ 40.99	$ 43.04	$ 45.20	$ 47.45	$ 49.83		
CIP Program Manager	Unrepresented	$ 104,412	$ 109,632	$ 115,104	$ 120,864	$ 126,912	$ 133,248	$ 139,920
		$ 8,701	$ 9,136	$ 9,592	$ 10,072	$ 10,576	$ 11,104	$ 11,660
		$ 50.20	$ 52.71	$ 55.34	$ 58.11	$ 61.02	$ 64.06	$ 67.27
CIP Project Manager	PSEA	$ 91,368	$ 95,940	$ 100,740	$ 105,780	$ 111,060	$ 116,616	$ 122,448
		$ 7,614	$ 7,995	$ 8,395	$ 8,815	$ 9,255	$ 9,718	$ 20,000
		$ 43.93	$ 46.13	$ 48.43	$ 50.86	$ 53.39	$ 56.07	$ 58.87
Community Development Director	Unrepresented	$ 166,500	$ 174,828	$ 183,564	$ 192,744	$ 202,380	$ 212,508	$ 223,128
		$ 13,875	$ 14,569	$ 15,297	$ 16,062	$ 16,865	$ 17,709	$ 18,594
Planning Manager	Unrepresented	$ 118,812	$ 124,752	$ 130,992	$ 137,544	$ 144,420	$ 151,644	$ 159,228
		$ 9,901	$ 10,396	$ 10,916	$ 11,462	$ 12,035	$ 12,637	$ 13,269
		$ 57.12	$ 59.98	$ 62.98	$ 66.13	$ 69.43	$ 72.91	$ 76.55
Principal Engineer	Unrepresented	$ 114,288	$ 120,000	$ 126,000	$ 132,300	$ 138,912	$ 145,860	$ 153,156
		$ 9,524	$ 10,000	$ 10,500	$ 11,025	$ 11,576	$ 12,155	$ 12,763
		$ 54.95	$ 57.69	$ 60.58	$ 63.61	$ 66.78	$ 70.13	$ 73.63
Public Affairs Manager	Unrepresented	$ 110,784	$ 116,328	$ 122,148	$ 128,256	$ 134,664	$ 141,396	$ 148,464
		$ 9,232	$ 9,694	$ 10,179	$ 10,688	$ 11,222	$ 11,783	$ 12,372
		$ 53.26	$ 55.93	$ 58.73	$ 61.66	$ 64.74	$ 67.98	$ 71.38
Public Works Director	Unrepresented	$ 166,500	$ 174,828	$ 183,564	$ 192,744	$ 202,380	$ 212,508	$ 223,128
		$ 13,875	$ 14,569	$ 15,297	$ 16,062	$ 16,865	$ 17,709	$ 18,594
		$ 80.05	$ 84.05	$ 88.25	$ 92.67	$ 97.30	$ 102.17	$ 107.27

City of
SOUTH PASADENA

TITLE: **CIP ANALYST**

DEFINITION: Under general direction, the CIP Analyst performs a wide variety of complex, analytical, capital improvement management, financial management, and administrative duties as they relate to the capital improvement program and budget preparation and development. Positions in this class may provide general directions to subordinate staff as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Analyst series. This class performs routine analytical work that requires previous project and financial management experience. An employee in this class assists higher-level management or supervisory staff in various management tasks and projects covering a range of issues

EXAMPLES OF DUTIES:

- Plans, organizes, and coordinates meetings with departments throughout the organization to develop new projects, determine budget carryovers, and future projects.
- Monitors and manages existing funds for the CIP to meet established goals and objectives.
- Analyzes assigned Budget and CIP submissions, program workload estimates and unit costs.
- Prepares and analyzes tables of actual and projected expenditures and workload data.
- Assists with coordinating program activities with other departments, outside agencies, and organizations.
- Plans and coordinates newly funded projects for review with appropriate management staff as part of the CIP budget and approval process; meets and maintains established CIP schedules.
- Monitors and reviews project status and financial activities of the project aspects and reviews for compliance.
- Ensures that all performance targets are met, tracks budget adherence, and monitors project through completion.
- Analyzes data and prepares and presents various special reoccurring reports, forms, and other documents in compliance with established policies and procedures.
- Ensures accuracy and clarity in communicating project standards and strategic goals; evaluates and proposes adjustments of future projects to funded projects based on need or funding opportunities.
- Monitors and recommends if CIP submittals align with adopted plans and are related to goals as established through the City's and department Strategic Plans.

- Monitors to ensure that objectives are met and projects are completed on time and on budget.
- Collects and analyzes data to prepare and present various special and reoccurring reports.
- Provides accurate and timely information related to assigned function and duties; develops and presents information in clear and easily used formats.
- Maintains regulatory compliance by keeping current on industry trends, regulations, and issues.
- Identifies areas of concern for management review and potential action.
- Reviews and evaluates opportunities for additional funding mechanisms and ensures grant and fund expenditure compliance.
- Reviews, maintains, and updates CIP records in various formats, mediums, and automated systems to include data input into the State database ensuring data integrity and adherence to internal controls, practices, and policies.
- Responds to and resolves various conflicts, complaints, issues, inquiries, and problems as authorized and in accordance with established budgets, grant funding, policies, and procedures.
- Reviews, tracks, and assists with the implementation of proposed projects, identifies funding, and resources to help develop assigned components of the Infrastructure Capital Improvement Plan.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Public Administration, Finance, Planning, Construction Management.
- Three (3) years of experience in capital project budgeting or strategic planning.

Note: An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Principles, practices, techniques, activities, rules, and regulations related to capital project management.
- Operations and functions of the position and services provided.
- Current principles of record keeping and records management.
- Principles and practices of effective research methods and data analysis, effective working relationships, customer service, and problem resolution techniques.
- Occupational and environmental safety and health hazards, and safety practices; safe and effective use and maintenance of related tools, materials, and equipment; current methods and standards for preparing effective business correspondence.
- Correct English usage, grammar, composition, spelling, punctuation and vocabulary. business and personal computers and related software applications.

- Perform a variety of duties and responsibilities and assess and prioritize multiple tasks, projects, and demands to meet deadlines.
- Ensure appropriate levels of customer service to achieve expectations and meet objectives; read, understand, and assure compliance with a variety of policies, procedures, rules, standards, and regulations governing related activities and functions.
- Collect applicable information and maintain accurate and timely records; maintain confidentiality of information and data.
- Communicate effectively orally and in writing and use interpersonal skills to sufficiently exchange or convey information and receive work direction.
- Prepare and present accurate and reliable information and reports.
- Establish and maintain effective and appropriate working relationships with employees, other agencies, and the public.
- Safely and effectively operate relevant tools, equipment, and motorized vehicles; navigate across even and uneven surfaces.
- Timely and accurately enter data and update records using various mediums and formats.
- Take initiative and exercise sound independent judgment within established procedural guidelines and carry out primary responsibilities in accordance with all governing regulations, statutes, and procedures to ensure achievement of goals and objectives.
- Assists and assumes responsibility for a range of other City projects.
- Reading, understanding, and applying relevant rules, ordinances, codes, regulations, policies, and procedures.
- Responding to inquiries timely and within the scope of delegated authority; responding appropriately, maintaining objectivity and freedom from prejudice, and exercising sound judgment and understanding in all interactions.
- Effectively working independently, or as a team member, in various environments with changing priorities and management of assignments.
- Preparing and presenting various reports, documents, forms, and correspondence; researching information, analyzing data, maintaining accurate records, and updating information in various mediums and formats.
- Operating a personal computer with installed generic and specialized software; preparing and presenting information in a clear and concise manner.
- Demonstrating appropriate and effective interpersonal communication and conflict resolution skills; performing highly effective support in assigned areas.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work in the evenings, weekends and holidays, and participates in after-hours on-call assignments.

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds.

FLSA Status: Non-Exempt

HISTORY:

Established:	05/07/2025
Revised:	N/A
Approval/Adoption Date:	05/07/2025

City of
SOUTH PASADENA

TITLE: **CIP PROGRAM MANAGER**

DEFINITION: Under the general direction of the Public Works Director, or designee, the CIP Program Manager has responsibility for management and operations of the capital improvement program in the Public Works Department. Duties include managing related CIP engineering operations, public works-related contracts, and capital and maintenance projects for City utilities, streets, facilities, and functions. The CIP Program Manager supervises the CIP Project Manager and works with the CIP Analyst in the Finance Department. The incumbent assists the Public Works Director, or designee, with other Department-wide duties as assigned and may provide services to other city departments and the public.

DISTINGUISHING CHARACTERISTICS:

This is a single management classification position that oversees the city's capital improvement program, ensuring that projects are completed on time and within approved budget limits. Performs work as assigned with considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF DUTIES:

- Manages and oversees capital improvement and City engineering programs and all associated projects, services, and activities, including planning, designing and construction, and operations and maintenance of city facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Public Works Department, including development of city code as it relates to the CIP and engineering.
- Recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures.
- Assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

- Develops and manages requests for proposals for professional and/or contracted services; prepares scopes of work and technical specifications; evaluates proposals and recommends award; applies for and administers grant funds for studies and construction projects.
- Negotiates contracts with third-party vendors, contractors, and/or consultants; administers contracts to ensure compliance with City specifications and service quality.
- Coordinates infrastructure and facilities engineering activities, including preparation of plans, specifications and estimates pertaining to construction; investigating and making recommendations on infrastructure problems and providing technical support on engineering solutions.
- Receives, investigates, and responds to resident concerns regarding the infrastructure; prepares correspondence, reviews elements of environmental impact reports for compliance, conducts studies and prepares reports on relevant issues.
- Develops annual capital improvement programs for street, water, sewer, water, wastewater, storm, and surface water management facilities.
- Oversees the acquisition of real property, including relocation assistance and easements necessary for capital improvement projects.
- Oversees and manages private use of public right-of-way through permits and inspections; provides information regarding availability of public utilities.
- Provides advice and technical assistance to City management and staff, citizen advisory groups and the public; confers with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies; discusses and explains division plans, programs and projects at public and community meetings, legislative and administrative hearings and functions related to engineering.
- Performs detailed analysis of designs, specifications, and plans, applies engineering principles and techniques to solve complex civil engineering problems including maintenance of land and municipal infrastructure and operation of facilities and equipment; reviews and signs engineering drawings, contracts, work orders, change orders and purchase orders.
- Coordinates activities regarding technical developments and schedules, resolves engineering design problems; prepares budget estimates based on anticipated department needs and budgetary limitations; prepares interim and project completion reports.
- Develops, recommends, and implements goals, objectives, and priorities for assigned functions; recommends and administers policies and procedures.
- Organizes, develops, and standardizes procedures and methods to improve operations; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors staff workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends changes to management.
- Participates in the development, administration, and oversight of assigned program and operational budgets.

- Oversees the development of consultant requests for proposals and qualifications for professional marketing services as needed; creates and executes cooperative marketing agreements with community partners.
- May select, train, motivate, and evaluate staff as assigned.
- Prepares narrative and statistical reports, correspondence, and other documents related to assigned activities; presents staff reports and provides information to the City Manager, City Council, and various commissions, committees, and boards as assigned.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in areas of assignment; researches emerging products and enhancements and their applicability to City needs; monitors changes in regulations and technology that may affect assigned programs and operations.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or related field; and
- Five (5) years of increasingly responsible professional experience managing capital improvement projects including two (2) years of supervisory experience.
- Professional Engineer (PE) license is desired.

Note: An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of civil engineering, including utility, transportation, and traffic design.
- Methods and techniques used for planning and engineering studies, and the design and construction of municipal facilities and infrastructure.
- Current developments and information on facilities and infrastructure management practices, including principles and practices of sound financial management.
- Methods and techniques of field data collection, tabulation, and analysis.
- Principles and practices of municipal budgeting.

- Public speaking and presentation techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of grant funding application and administration.
- Occupational hazards and necessary safety measures applicable to water or wastewater utility operations and maintenance work, including lockout, confined space entry, trenching and shoring procedures and use of personal protective equipment (PPE).
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the name of program area program.
- Provide administrative and professional leadership and direction for the division and the City.
- Analyze a variety of complex/detailed engineering data and make sound policy and procedural recommendations.
- Plan and implement projects and prepare related designs, estimates and specifications.
- Perform complex engineering computations and make comprehensive recommendations for the solution of engineering problems.
- Plan, organize and direct an effective project engineering program, applying engineering principles and techniques to the solution of engineering problems.
- Administer consultant and construction contracts; manage consultants and contractors.
- Prepare and administer budgets and other financial controls including cash flow.
- Review alternative engineering processes and calculate lifecycle costs; prepare engineering specifications, requests for proposals, contract documents and design drawings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORKING CONDITIONS AND PHYSICAL DEMANDS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines and in high-stress situations to respond to challenging emergency situations. The noise level in the work environment is usually moderate. Frequent attendance at meetings outside of work hours is required. Infrequent outdoor work is required, which includes driving a vehicle, uneven and unstable walking surfaces, trip hazards and inclement weather conditions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds

FLSA Status: Exempt

HISTORY:

Established:	05/07/2025
Revised:	N/A
Approval/Adoption Date:	05/07/2025

City of SOUTH PASADENA

TITLE: **CIP PROJECT MANAGER**

DEFINITION: Under the general direction of the CIP Program Manager, the CIP Project Manager is responsible for managing assigned major and minor capital projects, including all aspects of project management during development, planning, design, construction, and final close-out. This position is required to interface with city officials, staff, residents and various professional consultants, contractors, vendors and other related stakeholders.

DISTINGUISHING CHARACTERISTICS:

This is a single professional classification position that oversees the City's capital improvement construction, ensuring that projects are completed on time and within approved budget limits. Performs work as assigned with considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF DUTIES:

- Oversees the design, management, and inspection of CIP projects.
- Ensures City and Consultant staff are maintaining applicable standards and adherence to contracts.
- Supervise, conduct, and coordinate plan checks, including constructability; building code and ADA compliance reviews; and review project specifications and drawings.
- Manage projects during construction and final close-out.
- Participates in and oversees staff assigned to the Public Works Permitting Administration processes involving work activities to be conducted in the Right-of-Way (ROW).
- Develops scope of work, bid component breakdown items, and special provisions for CIP projects and annual contractor assignments.
- Manage RFI's, notice of delays, change orders, and schedules for recommendations to the CIP Program Manager.
- Prepares City Invitation for Bid (IFB) packages and works with Public Works administrative staff and CIP Analyst on issuance.
- Responsible for review and/or maintenance of Materials Notebooks, QAP's, and project records.
- Reviews and processes invoices for CIP projects, annual contractor assignments, and design consultants.
- Files and submits contractor and design consultant invoices for reimbursements.
- Conducts field investigations for various drainage, pavement, and infrastructure conditions in the City.

- Assists city staff in developing and applying for various State and Federal grants.
- Conducts constructability reviews and prepares cost estimates for annual contractor assignments and CIP projects (Engineer Estimates).
- Assists in plan reviews for private developments and site plans; assists in the review and issuance of City Right-of-Way permits.
- Provide technical assistance to other departments, contractors, developers, and citizens.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in civil engineering, construction management, or related field; and
- Four (4) or more years of experience in capital improvement project management.

Note: An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated experience with project management, construction administration, and/or construction management including a thorough knowledge of building materials, costing procedures and sequential methods of modern construction and maintenance practices, as well as capital construction project delivery methods.
- Demonstrated experience in effective leadership and team management with a proven ability to organize and manage teams, including internal design and operations staff, external contractors and technical consultants, specializing in building construction or renovation.
- This position may require the ability to obtain AHERA Inspector certification for asbestos related work and Cal/OSHA Lead training.
- Thorough knowledge of a wide range of facilities management operations and general knowledge of building codes, laws, ordinances and regulations, and trades applicable to building construction, maintenance and repair.
- Knowledge of architecture, construction management, and mechanical, structural and electrical engineering.
- Knowledge of business and fiscal analysis, processes, and techniques related to project management in building, design and construction including an ability to analyze data and make accurate projections and cost estimates using business mathematics and basis statistical techniques.
- Knowledge of or ability to quickly learn complex organizational and management structures and an ability to adapt to the dynamics of organizational, procedural, technological and policy change.
- Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders and specifications for all phases of construction and building maintenance and produce quality construction drawings and specifications.

- Ability to generate, read, and understand construction schedules.
- Ability to draft and compose correspondence and standard reports including producing PowerPoint presentations and effective oral presentations to groups.
- Excellent organizational and time management skills with the ability to maintain a high degree of accuracy while setting own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.
- Demonstrated ability to maintain a high degree of confidentiality including an ability to apply a high level of judgment and discretion on a consistent and continuing basis.
- Working knowledge of or ability to quickly learn and apply University infrastructure, policies and procedures.
- Demonstrated ability to use tact, diplomacy and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining positive, cooperative, productive work atmosphere in and outside the City with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough mastery of English grammar, spelling and punctuation with a demonstrated ability to proofread and edit.

WORKING CONDITIONS AND PHYSICAL DEMANDS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bend, squat, crawl, reach above shoulder level, crouch kneel, and balance.
- Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, standing, finger movement, repetitive motions, depth perception.
- Work at heights (20 feet or higher) off scaffolding or ladders
- Ability to wear respiratory protection, including a negative pressure respirator. Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

FLSA Status: Non-Exempt

HISTORY:

Established:	05/07/2025
Revised:	N/A
Approval/Adoption Date:	05/07/2025