



# City of Sierra Madre

December 29, 2004

RECEIVED  
JAN - 3 2005  
DIV. OF HOUSING  
POLICY DEVELOPMENT HCD

Margaret Murphy  
State of California  
Department of Housing & Community Development  
1800 Third Street, Room 430  
Sacramento, CA 95814

**RE: City Sierra Madre 2000 Housing Element Update**

Dear Ms. Murphy:

The City of Sierra Madre has been actively implementing our revised Housing Element. We adopted a new second unit ordinance in 2003. In 2004 we adopted an ordinance that addresses mixed use in the commercial zone, density bonus, affordable housing incentives, transitional/emergency shelters and eliminating the Conditional Use Permit process for affordable housing projects. Due to budget and staffing constraints we have not been able to meet the anticipated completion dates for the East Montecito Specific Plan implementation measure. Attached is a revised schedule that sets a new realistic goal for the timeline. We plan to revisit this ordinance at the end of 2005 by adding an amnesty program for existing second units.

The last significant remaining project is our East Montecito Specific Plan. This implementation measure is behind schedule. Because of the number of projects in process and staffing issues we are not able to complete this document in house in a reasonable timeframe. The City Council understands the importance of this measure and has taken staffs recommendation of hiring a consultant to finish the project. We have a contract signed and we anticipated that the specific plan would be completed by June 2004. However, due to a significant workload and community concerns, we have slowed down the process and anticipate the specific plan will be adopted in the summer of 2005. We would like to point out that we do not need this specific plan to obtain our Regional Housing numbers.

We anticipate that we will actually meet our Regional Housing numbers by the end of 2005. We have approximately 46 low and very low income units starting construction in 2004 and another 44 moderate/market rate units either approved or in the permit approval process.

232 W. Sierra Madre Blvd., Sierra Madre, CA 91024  
Telephone (626) 355-7135 Fax (626) 355-2251



The City has retained Karen Warner Associates to assist us with our housing programs and zoning code amendments. Ordinances and implementation chart are attached.

Once again we wish to thank you and HCD for all of the encouragement and assistance provided and we look forward to working with you as we implement our Housing Element.

If you have any questions regarding this letter, please call me at (626) 355-7135.

Sincerely,

A handwritten signature in black ink, appearing to read "Kurt E. Christiansen". The signature is fluid and cursive, with the first name "Kurt" being the most prominent.

Kurt E. Christiansen, AICP  
Director of Development Services

Cc: Karen Warner



**ATTACHMENT D**  
**WFH Annual Progress Report**  
**on Implementation of the Housing Element**  
General Plan Report requirement pursuant to  
Section 65400 of the Government Code

Jurisdiction: City of Sierra Madre  
Address: 232 W. Sierra Madre Blvd  
Contact: Kurt Christensen Title: Director of Development Services  
Phone: 626-355-7135

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Report Period: 1-1-04 To: 12-31-04

The following should be included in the report:

**A. Progress in meeting Regional Housing Need**

1. Total number of new housing permits issued
2. Describe the affordability, by income level, of new units including the number of deed restricted affordable housing unit.
3. Compare units added to regional housing need allocation by income category (very low, lower, moderate, and above moderate)

**B. The effectiveness of the housing element in attainment of the community's housing goals and objectives**

1. Include a program-by-program status report relative to implementation schedule from each program in the housing element; describe actions taken to implement each program
2. Assess effectiveness of actions and outcomes

**C. Progress toward mitigating governmental constraints identified in the housing element.**



City of Sierra Madre					
1998-2004					
	Very Low	Low	Moderate	Above Moderate	TOTALS
Regional Share	15	13	17	44	89
1998	0			0	0
1999	0			5	5
2000	0			1	1
2001	0			2	2
2002	0			4	4
2003	0			3	3
2004	18	28	1	12	59
Totals	18	28	1	27	74



residential (R-3) development, and/or to allow a mix of commercial and residential uses on these properties to provide a mixture of land uses and increased flexibility. Numerous properties in the R-3 zone are not fully utilized to the allowable density as they contain only a single-family home on their respective lots. Staff has prepared an inventory of these underutilized R-3 parcels, presented in Table 21 below.

### Residential in Commercial Districts

The 1996 General Plan expanded the Commercial land use designation to include residential as a permitted use. Policy L29.4 of the Land Use Element reads “Allow for residential uses at the rear and above the first floor on commercial properties”. Housing Element Program 1.1.3 calls for the City to amend the Zoning Code to provide consistency with this Policy and establish standards for mixed use development in the downtown Commercial district.

### RESIDENTIAL DEVELOPMENT OPPORTUNITIES

Table 21 presents a summary of residential development opportunities in the City, graphically illustrated in the Infill Sites figure which follows. While sites presented in this table are in infill locations, the majority of vacant land in the City actually lies in hillside and other constrained areas, as presented later in Table 23. With over 200 acres of developable, privately owned hillside land, these sites are more than sufficient to accommodate the City’s remaining need for 24 above moderate income units (44 unit RHNA – 20 units built since 1998), but would not be developable at densities that could accommodate very low-, low-, or moderate-income households.

**Table 21**

Residential Sites Summary – Infill Sites

Zone Category	Acreage (Approx.)	Development Potential (# Dwelling Units)	Property Location/Comments
R3 Infill Sites	0.4	5	15 E. Alegria
	0.5	5	69 E. Laurel
	0.4	5	65 E. Laurel
	0.4	5	169 E. Laurel
	0.4	5	50 Esperanza
	0.5	6	136 Esperanza
	0.5	6	293 Mariposa
Senior Housing Specific Plan	1.05 0.35	46 senior units 6 multi-family units	100 block Esperanza
East Montecito Specific Plan	8.5	To be determined	Montecito Avenue between Baldwin and Mountain Trail
Second Units (R1)		12 through 2005	R1 parcels throughout City

Totals 101 without East Montecito and the 30 units in the 1 Carter project.



ORDINANCE NO. 1214

AN ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF SIERRA MADRE AMENDING CHAPTERS 17.08 (DEFINITIONS),  
17.36 (COMMERCIAL ZONE), 17.38 (INSTITUTIONAL ZONE), AND 17.60  
(VARIANCES AND CONDITIONAL USE PERMITS), AND THE ADDITION OF  
NEW CHAPTER 17.34 (AFFORDABLE HOUSING) RELATED TO  
COMMERCIAL/RESIDENTIAL MIXED USE, AFFORDABLE HOUSING  
INCENTIVES, AND TRANSITIONAL/EMERGENCY SHELTERS.  
(MUNICIPAL CODE TEXT AMENDMENT 04-01)

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY  
ORDAIN AS FOLLOWS:

SECTION 1. FINDINGS:

- A. The proposed Municipal Code Text Amendments will not adversely effect adjoining properties as to value, precedent or be detrimental to the area.
- B. The proposed Municipal Code Text Amendments will further the public health, safety and general welfare related to affordable housing.
- C. The proposed Municipal Code Text Amendments are consistent with the General Plan.

Policy H1.2: The City will provide density bonuses and other incentives for low-income housing or housing for senior or the disabled

Program 1.3.2: Eliminate Conditional use Permit (CUP) requirement for affordable multi-family projects.

Policy H3.4: Accommodate needs for transitional or emergency housing within the City of Sierra Madre

Policy H1.1: Residential development will be included in economic development planning, and the City will encourage the inclusion of market-rate housing in residential projects in the downtown area.

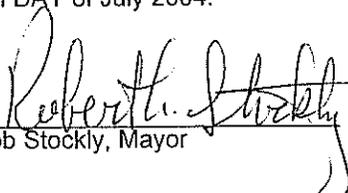
SECTION 2. Amending Chapters 17.08 (Definitions), 17.36 (Commercial Zone), 17.38 (Institutional Zone), and 17.60 (Variances and Conditional Use Permits) of the Sierra Madre Municipal Code as set forth in Exhibit 1.

SECTION 3. Adding Chapter 17.34 (Affordable Housing) of the Sierra Madre Municipal Code as set forth in Exhibit 2.

SECTION 3. The Negative Declaration prepared for Municipal Code Text Amendment No. 04-01 is hereby certified.

SECTION 4. This Ordinance shall take effect 30 days after its final passage, and within 15 days after its passage the City Clerk shall cause it to be published in the Sierra Madre Mountain Views, a newspaper of general circulation in the City of Sierra Madre hereby designated for that purpose.

PASSED, APPROVED AND ADOPTED THIS 12th DAY of July 2004.

  
Rob Stockly, Mayor



Nancy Sue Shollenberger  
Nancy Shollenberger, City Clerk

I, NANCY SHOLLENBERGER, CITY CLERK of the City of Sierra Madre, do hereby certify that Ordinance No. 1214 was regularly introduced at the regular meeting of the City Council on June 28, 2004, and was thereafter adopted and passed at the regular meeting of the City Council held on July 12, 2004 by the following votes:

AYES: Mayor Robert Stockly, Mayor Pro Tem George Maurer  
Councilmembers, John Buchanan, Enid Joffe, Tonja Torres

NOES: None

ABSENT: None

ABSTAIN: None

I DO FURTHER CERTIFY that within 15 days of the date of its passage, I caused a copy of Ordinance No. 1214 to be published in the Sierra Madre Mountain Views.

Nancy Sue Shollenberger  
Nancy Shollenberger, City Clerk



EXHIBIT 1

Chapter 17.36

C COMMERCIAL ZONE

**17.36.30 Uses permitted by conditional use permit.**

The additional uses listed at Section 17.60.030 are permitted upon approval of a conditional use permit.

[Amend Section 17.60.030 B. Conditional Uses – Commercial Zones to include "Residential uses at the rear and above first floor commercial properties (See Section 17.36.210)"]

Add new section:

**17.36.210 Standards and Incentives for Mixed-Use**

This section provides standards and incentives for the integration of residential uses at the rear and above ground floor commercial properties, hereinafter referred to as "mixed-use" projects for the purposes of this Chapter. Mixed-use projects shall be permitted within the Commercial Zone, subject to the approval of a conditional use permit pursuant to Section 17.60.030. A mixed-use project may combine dwelling units with any other use or combination of uses allowed in the Commercial Zone.

Unless otherwise noted below, mixed-use projects shall be regulated by the Commercial Zone development standards contained in this Chapter.

A. Density. The maximum density for the residential component of a mixed-use project shall be 30 dwelling units per acre. In addition, a density bonus of at least 25% shall be granted for qualified affordable housing projects pursuant to Chapter 17.34 of the Sierra Madre Municipal Code.

B. Parking. The minimum off-street parking requirement for the residential component of a mixed-use project shall be consistent with the following R-3 standards: two covered spaces per unit and one guest parking space for every three units. Parking for the non-residential component shall be one space for every 300 square feet of gross floor area. Pursuant to Section 17.68.045, a reduction of up to 50% of the spaces required for both the residential and non-residential uses may be allowed based upon the findings of a Parking Demand Study which demonstrates the uses share a common parking area and the demand for parking occurs over different time periods.

C. Height. A height of up thirty-five feet and three (3) stories and may be allowed in a mixed-use project, provided the project is compatible with the scale and character of the surrounding area. Structures with heights greater than two stories shall setback the third story a minimum of five (5) feet from the interior side property lines.

D. Location of residential uses. A mixed-use project that provides commercial and/or office space on the ground floor with residential units above (vertical mix) is preferred over a project that provides commercial structures on the front portion of the lot with residential uses to the rear (horizontal mix). Where a horizontal mixed-use project is allowed, 100 percent of the ground floor building facades facing the street must be occupied by commercial uses to a minimum 12 foot depth. In addition, a minimum of 50 percent of the total ground floor building area shall be occupied by commercial uses, excluding common accessways and stairwells.

E. Compatible Design. A mixed-use project shall be designed to provide compatibility between commercial and residential uses, and to minimize the effects of noise, odors, glare, vehicular traffic, privacy intrusion, and other potentially significant impacts on project residents.



**Chapter 17.08**

**DEFINITIONS**

**17.08.020 Words, terms, phrases defined.**

Add the following definitions:

**“Residential/Commercial Mixed Use”** means developments which integrate residential and commercial uses within a single project. Mixed use developments include projects where housing is developed above commercial (“vertical” mixed use), as well projects where residential and commercial uses are developed side-by-side (“horizontal” mixed use).

**“Emergency Shelter”** means a facility that provides immediate short-term housing and supplemental services for the homeless. Supplemental services may include food, counseling, and access to other social programs.

**“Transitional Housing”** means shelter provided to the homeless for an extended period (often as long as 18 months) that provides a residential environment with supportive services for individuals and families making the transition from homelessness to conventional housing.



**Chapter 17.38**

**INSTITUTIONAL ZONE**

**17.38.030 Conditional use permits required.**

Add the following as conditionally permitted uses:

- “Emergency shelters”
- “Transitional housing”



**Chapter 17.60**

**VARIANCES AND CONDITIONAL USE PERMITS**

**17.60.30 Conditional use permits – When required.**

Amend *Section 17.60.030A. Conditional Uses – All Zones* to include:

“Residential/Commercial Mixed Use”

Amend *Section 17.60.030 B. Conditional Uses – Commercial Zones* to include:

“Emergency shelters”

“Residential uses at the rear and above first floor commercial properties (See Section 17.36.210)”

“Transitional Housing”

Amend *Section 17.60.030 G. All developments in R-3 and R-P Zone* to read:

“All residential developments in the R-3 and R-P zone, with the exception of residential projects which contain deed restricted affordable units which are permitted by right. Residential/Commercial Mixed Use projects in any zone district do however require a CUP, regardless of whether they contain affordable units.”



EXHIBIT 2

Chapter 17.34

AFFORDABLE HOUSING

Sections:

- 17.34.010 Purpose.
- 17.34.020 Definitions.
- 17.34.030 Application.
- 17.34.040 Calculation.
- 17.34.050 General Requirements.
- 17.34.060 Development Incentives.
- 17.34.070 Application Requirements and Review.
- 17.34.080 Density Bonus Housing Agreement.

Section 17.34.010 Purpose.

The Affordable Housing Chapter is intended to provide incentives for the production of housing for very low, lower and moderate income, or senior households in accordance with State density bonus law (Govn Code Section 65915). In enacting this chapter, it is the intent of the City of Sierra Madre to facilitate the development of affordable housing by assisting the private sector in making such units economically viable, and to implement the goals, policies and objectives of the City's Housing Element.

Section 17.34.020 Definitions.

For the purposes of this title, the words, phrases and terms set forth in this chapter shall be deemed to have the meaning ascribed to them in this chapter as follows:

**"Additional Incentives"** means a benefit offered by the City to facilitate construction of housing projects which include Below Market Rate units. Among others, benefits may include modified development standards, fee deferments, direct financial assistance, or other regulatory incentives which would result in identifiable cost reductions that are offered in addition to a Density Bonus.

**"Affordable Housing Cost"** means total monthly housing costs, including mortgage debt service, homeowner association dues, insurance, utility allowances and property taxes, paid for by a qualifying household, which shall not exceed a specified fraction of their gross income as specified in California Health and Safety Code Section 50052.5 as follows:

1. Very Low Income: 50 percent of the area median income for Los Angeles County, adjusted for household size, multiplied by 30 percent and divided by 12.
2. Lower Income: 70 percent of the area median income for Los Angeles County, adjusted for household size, multiplied by 30 percent and divided by 12.
3. Moderate Income: 110 percent of the area median income for Los Angeles County, adjusted for household size, multiplied by 35 percent and divided by 12.

**"Affordable Rent"** means total monthly housing expenses, including a reasonable allowance for utilities, paid by a qualifying household, which shall not exceed a specified fraction of their gross income as specified in California Health and Safety Code Section 50053 as follows:

1. Very Low Income: 50 percent of the area median income for Los Angeles County, adjusted for household size, multiplied by 30 percent and divided by 12.
2. Lower Income: 60 percent of the area median income for Los Angeles County, adjusted for household size, multiplied by 30 percent and divided by 12.

**"Below Market Rate (BMR) Unit"** means a dwelling unit within a Housing Development which will be reserved for sale or rent to, and affordable to, very low, lower or moderate income households, or Qualifying Residents.



**“Condominium”** means an undivided interest in common in a portion of real property coupled with a separate interest in space called a unit, the boundaries of which are described on a recorded final map, parcel map, or condominium plan in sufficient detail to locate all boundaries thereof, as further defined in subdivision (f) of Section 1351 of the California Civil Code.

**“Density Bonus”** means a density increase of at least 25 percent, unless a lesser percentage is elected by the developer, over the otherwise Maximum Residential Density.

**“Density Bonus Housing Agreement”** means a legally binding agreement between a developer and the City to ensure that the requirements of this chapter are satisfied. The agreement, among other things, shall establish: the number of below market rate units, their size, location, terms and conditions of affordability, and production schedule.

**“Density Bonus Units”** means those residential units granted pursuant to the provisions of this chapter which exceed the otherwise maximum residential density for the development site.

**“Eligible Sierra Madre employee”** means any head of household who has worked within the city limits of Sierra Madre continually for one year.

**“Eligible Sierra Madre resident”** means any person who has lived within the city limits of Sierra Madre continually for one year.

**“Equivalent Financial Incentive”** means a monetary contribution, based upon a land cost per dwelling unit value, equal to one of the following:

1. A Density Bonus and an Additional Incentive(s); or
2. A Density Bonus, where an Additional Incentive is not requested or is determined to be unnecessary.

**“Housing Development”** means construction projects consisting of five or more residential units, including single family, multifamily, and mobilehomes for sale or rent, pursuant to this chapter. Housing Development also includes either (1) a project to substantially rehabilitate and convert an existing commercial building to residential use, or (2) the substantial rehabilitation of an existing multi-family dwelling, as defined in subdivision (d) of Govn. Code Section 65863.4, where the result of the rehabilitation would be a net increase in available residential units.

**“Lower Income Household”** means households whose income does not exceed the lower income limits applicable to Los Angeles County, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50079.5.

**“Maximum Residential Density”** means the maximum number of residential units permitted by the City’s General Plan Land Use Element and Zoning Ordinance at the time of application, excluding the provisions of this chapter. If the Housing Development is within a planned development overlay zone, the Maximum Residential Density shall be determined on the basis of the general plan and the maximum density of the underlying zone.

**“Moderate Income Households”** means households whose income does not exceed the moderate income limits applicable to Los Angeles County, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50093.

**“Non-Restricted Unit”** means all units within a Housing Development excluding the Below Market Rate units.

**“Qualifying Resident”** means senior citizens or other persons eligible to reside in Senior Citizen Housing.

**“Resale Controls”** means a resale restriction placed on below market rate units (BMR) by which the price of such units and income of the purchaser will be restricted in order to ensure the affordability and occupancy by lower or very low income households or senior citizens.

**“Residential/Commercial Mixed Use”** means developments which integrate residential and commercial uses within a single project. Mixed use developments include projects where housing is developed above commercial (“vertical” mixed use), as well projects where residential and commercial uses are developed side-by-side (“horizontal” mixed use).

**“Senior Citizens”** means persons sixty-two years of age or older, or fifty-



five years of age or older in a "Senior Citizen Housing Development". "Senior Citizen Housing Development", as defined in California Civil Code Section 51.3, means a residential development developed, substantially rehabilitated, or substantially renovated for senior citizens that has at least 35 dwelling units.

"Very Low Income Household" means households whose income does not exceed the very low income limits applicable to Los Angeles County, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50105.

**Section 17.34.030 Application.**

A. All Housing Developments containing five or more units (excluding Density Bonus Units) are eligible for a density bonus of twenty-five percent and an Additional Incentive as specified under Section 17.34.060, or other incentives of equivalent financial value based on the land cost per dwelling unit, in exchange for provision of any one of the following:

1. Twenty percent of the total units of the Housing Development designated for lower income households, as defined in Health and Safety Code Section 50079.5; or
2. Ten percent of the total units of the Housing Development designated for very low income households, as defined in Health and Safety Code Section 50105; or
3. Fifty percent of the total units of the Housing Development designated for senior citizens, as defined in Section 51.3 of the Civil Code; or
4. Twenty percent of the total units in a condominium project as defined in subdivision (f) of Section 1351 of the Civil Code, designated for moderate income households, as defined in Health and Safety Code Section 50093.

B. Projects which meet the requirements set forth in this chapter shall qualify for a density bonus and at least one Additional Incentive unless the City Council or Planning Commission adopts a written finding, based on substantial evidence, of either of the following:

1. The Additional Incentive is not required in order to provide affordable housing costs or affordable rents, as defined in Sections 50052.5 and 50053 of the Health and Safety Code; or
2. The Additional Incentive would have a specific adverse impact upon public health and safety or the physical environment, including surrounding land use compatibility, or on any real property listed on the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate the adverse impact without rendering the development unaffordable to low and moderate income households.

**Section 17.34.040 Calculation.**

A. In determining the minimum number of Density Bonus Units to be granted pursuant to this chapter, the Maximum Residential Density for the site shall be multiplied by .25. When calculating the number of permitted Density Bonus Units, any fractions of units shall be rounded to the next larger integer.

B. In determining the number of Below Market Rate (BMR) units to be provided pursuant to this chapter, the Maximum Residential Density shall be multiplied by .10 where Very Low Income Households are targeted, or by .20 where Lower or Moderate Income Households are targeted. The Density Bonus Units shall not be included when determining the total number of BMR units in the Housing Development. When calculating the required number of BMR units, any resulting decimal fraction shall be rounded to the next larger integer.

C. In cases where a density increase of less than 25 percent is requested, no reduction will be allowed in the number of BMR units required. In cases where a density increase of more than 25 percent is requested, the requested density increase, if granted, shall be considered an Additional Incentive, as outlined in Section 17.34.060.

D. In cases where the developer agrees to construct more than 10 percent of the total units for very low income households, more than 20 percent of the total units for lower income households, or more than 20 percent of the units for moderate income households within a condominium project, the developer is entitled to only one Density Bonus and an Additional Incentive(s) (or



an Equivalent Financial Incentive). Similarly, a developer who agrees to construct Senior Citizen Housing with 20 or 10 percent of the units reserved for lower or very low income households, respectively, is only entitled to one Density Bonus and an Additional Incentive(s). The City may, however, grant multiple Additional Incentives to facilitate the inclusion of more BMR units than are required by this chapter.

**Section 17.34.050 General Requirements.**

A. Very low and low income Below Market Rate (BMR) units must remain restricted and affordable to the targeted income group for a period of thirty years, or longer if government financing with a longer designated preservation period is used for the project, or if required by redevelopment agency policy.

B. Moderate income BMR units within a condominium project must remain restricted and affordable to the targeted income group for a period of ten years.

C. Eligible existing Sierra Madre residents and eligible persons employed within the city limits of Sierra Madre will have first preference for BMR units.

D. BMR units in a project and phases of a project shall be constructed concurrently with or prior to the construction of Non-Restricted units, unless both the City and the developer/applicant agree within the Density Bonus Housing Agreement to an alternative schedule for development.

E. BMR units shall be provided as follows:

- 1. BMR units shall be dispersed throughout the project;
- 2. BMR units shall include all unit types represented in the project and unit types shall be provided in the same proportion as the project as a whole;
- 3. BMR units shall be compatible with the design of the Non-Restricted units with the following exception:

a. Reduction of interior amenities for BMR ownership units will be permitted upon approval by the City as necessary to retain project affordability.

4. BMR units shall comply with all applicable development standards, except those which may be modified by this chapter.

5. For applications involving the modification of zoning or development standards, the applicant/developer shall submit a project financial pro-forma to allow the City to evaluate the need for the state-mandated Additional Incentives.

F. A Density Bonus Housing Agreement shall be made a condition of the discretionary planning permits (e.g., tract maps, parcel maps, site plans, planned development or conditional use permits, etc.) for all Housing Developments pursuant to this chapter. The Agreement shall be recorded as a restriction on the parcel or parcels on which the BMR units will be constructed. The Agreement shall be consistent with Section 17.34.080 of this chapter.

G. Affordable housing projects which fall under this chapter, in addition to non-density bonus projects containing deed-restricted affordable units, shall be exempt from City zoning requirements for a conditional use permit (CUP) within the R-3 and R-P zone districts. This exemption supercedes any existing requirement for a CUP within such zones for such types of projects. Residential/Commercial Mixed Use projects in any zone district do however require a CUP, regardless of whether they contain affordable units.

**Section 17.34.060 Development Incentives.**

The City shall provide a Density Bonus and an Additional Incentive(s), for qualified Housing Developments, upon the written request of a developer, unless the City makes a written finding based on substantial evidence that the Additional Incentive(s) is not necessary to make the Housing Development economically feasible, as specified in Section 17.34.030(B). The Additional Incentive will be selected from the following list:

A. A reduction in site development standards or a modification of the requirements of the zoning ordinance. For applications involving the modification of zoning or development standards the housing developer shall show that the waiver or modification is necessary to make the housing units economically feasible in accordance with Government Code Section 65915(f). Permissible incentives include, but are not limited to:

- 1. Reduction of setback requirements;
- 2. Reduced minimum lot and unit sizes;



3. Increased building height and/or stories;
4. Reduction of parking requirements;
5. Reduction of open space requirements;
6. Increase in density beyond the 25 percent density bonus;
7. Allowance for Housing Developments to include non-residential uses and/or allowance for inclusion of Housing Developments within a non-residential zone.

B. Other regulatory incentive(s) or concession(s) proposed by the developer or the City, which result in identifiable cost reductions. Permissible incentives include, but are not limited to:

1. Deferred planning, plan check, construction permit, and/or development impact fees (e.g. park, traffic or capital facilities fees);
2. Fast-track processing of development plans;
3. Direct financial aid (e.g., redevelopment set-aside, Community Development Block Grant funding) in the form of a loan or a grant to subsidize or provide low interest financing for on- or off-site improvements, land or construction costs.

C. The City may offer an Equivalent Financial Incentive in lieu of granting a Density Bonus and an Additional Incentive(s). The value of the Equivalent Financial Incentive shall equal at least the land cost per dwelling unit savings that would result from a Density Bonus and must contribute significantly to the economic feasibility of providing the Below Market Rate units pursuant to this chapter.

**Section 17.34.070 Application Requirements and Review.**

A. An application pursuant to this chapter shall be processed concurrently with any other application(s) required for the Housing Development. Final approval or disapproval of an application (with right of appeal to the City Council) shall be made by the Planning Commission unless direct financial assistance is requested. If direct financial assistance is requested, the Planning Commission shall make a recommendation to the City Council who will have the authority to make the final decision on the application.

B. Planning Commission review of applications subject to this chapter shall be conducted as a non-public hearing discussion item. Should the applicant request more than the one State-mandated Additional Incentive, the City retains the right to require a zoning variance for any development incentives beyond the first Additional Incentive. The City will however waive the standard zoning variance fee.

C. An applicant/developer proposing a Housing Development pursuant to this chapter may submit a written preliminary proposal prior to the submittal of any formal request for approval of a Housing Development. Applicants are encouraged to schedule a pre-application conference with the Director of Development Services to discuss and identify potential application issues, including prospective Additional Incentives pursuant to Section 17.34.060 of this chapter. A preliminary application shall include the following information:

1. A brief description of the proposed Housing Development, including the total number of units, Below Market Rate (BMR) units, and Density Bonus Units proposed.
2. The zoning and general plan designations and assessors parcel number(s) of the project site.
3. A vicinity map and preliminary site plan, including building footprints, driveway and parking layout.
4. If an Additional Incentive(s) is requested, the application should include a financial report indicating how the development incentive significantly contributes to the economic feasibility of providing the BMR units, and a land use analysis showing how the requested incentive maintains compatibility with the surrounding neighborhood. The City retains the right to hire a third party consultant to review the applicant's financial report, and pass this cost on to the project applicant/developer.

D. Within 90 days of receipt of the preliminary application, the City shall provide to an applicant/developer, a letter which identifies project issues of concern, and the procedures for compliance with this chapter. The letter will



specifically indicate whether the requested Additional Incentive(s) will be recommended for consideration with the proposed Housing Development. The City shall grant the Additional Incentive unless the City makes a written finding, based on substantial evidence, that the Additional Incentive is not required to make the Housing Development economically feasible, as specified in Section 17.34.030(B). The City will meet with the applicant/developer at their request to discuss these issues.

**Section 17.34.080 Density Bonus Housing Agreement.**

A. Applicants/Developers requesting a Density Bonus shall enter into a Density Bonus Housing Agreement with the City. The terms of the draft agreement shall be reviewed and revised as appropriate by the Director of Development Services, who shall formulate a recommendation to the Planning Commission for final approval.

Following execution of the agreement by all parties, the completed Density Bonus Housing Agreement shall be recorded and the conditions therefrom filed and recorded on the parcel or parcels designated for the construction of Below Market Rate (BMR) units. The approval and recordation shall take place prior to final map approval, or, where a map is not being processed, prior to issuance of building permits for such parcels or units. The Density Bonus Housing Agreement shall be binding to all future owners and successors in interest.

The Density Bonus Housing Agreement shall include at least the following:

1. The total number of units approved for the Housing Development, including the number of BMR units.
2. A description of the household income group to be accommodated by the Housing Development, as outlined in Section 17.34.030 of this chapter, and the standards for determining the corresponding Affordable Rent or Affordable Sales Price and Housing Cost.
3. The location, unit sizes (square feet), and number of bedrooms of BMR units.
4. Tenure of use restrictions for BMR units of at least 10 or 30 years, in accordance with Section 17.34.050 of this chapter.
5. A schedule for completion and occupancy of BMR units.
6. A description of the Additional Incentive(s) or Equivalent Financial Incentives being provided by the City.
7. A description of remedies for breach of the agreement by either party (the City may identify tenants or qualified purchasers as third party beneficiaries under the agreement).
8. Other provisions to ensure implementation and compliance with this chapter.

B. In the case of for-sale Housing Developments, the Density Bonus Housing Agreement shall provide for the following conditions governing the initial sale and use of BMR units during the applicable use restriction period:

1. BMR units shall, upon initial sale, be sold to eligible very low or lower income households, or moderate income households for condominiums, at an Affordable Sales Price and Housing Cost, or to Qualified Residents (i.e., maintained as senior citizen housing) as defined by this chapter.
2. Purchasers of BMR units shall be required to occupy the unit except with approval from the City. Evidence must be presented to the City that the owner is unable to occupy the unit due to illness or incapacity. In such cases, the unit shall be rented to the same household type as the owner.
3. A resale restriction shall be recorded against all BMR units restricting the price at which the unit may be resold during the applicable use restriction period. The agreement shall specify that subsequent owners must meet the same qualifications as the original owner and must be pre-approved for purchase by the City. The agreement shall also grant the City the right-of-first-refusal to purchase a BMR unit each time it is sold.

C. In the case of rental Housing Developments, the Density Bonus Housing Agreement shall provide for the following conditions governing the use of BMR units during the use restriction period:

1. The rules and procedures for qualifying tenants, establishing Affordable Rent, filling vacancies, and maintaining BMR units for qualified tenants;



2. Provisions requiring owners to verify tenant incomes and maintain books and records to demonstrate compliance with this chapter.

3. Provisions requiring owners to submit an annual report to the City, which includes the name, address, and income of each person occupying BMR units, and which identifies the bedroom size and monthly rent or cost of each BMR unit.

**ORDINANCE NO. 1214**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING CHAPTERS 17.08 (DEFINITIONS), 17.36 (COMMERCIAL ZONE), 17.38 (INSTITUTIONAL ZONE), AND 17.60 NEW CHAPTER 17.34 (AFFORDABLE HOUSING) RELATED TO COMMERCIAL/RESIDENTIAL MIXED USE, AFFORDABLE HOUSING INCENTIVES, AND TRANSITIONAL/EMERGENCY SHELTERS. (MUNICIPAL CODE TEXT AMENDMENT 04-01)

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1. FINDINGS:**

- A. The proposed Municipal Code Text Amendments will not adversely effect adjoining properties as to value, precedent or be detrimental to the area.
  - B. The proposed Municipal Code Text Amendments will further the public health, safety and general welfare related to affordable housing.
  - C. The proposed Municipal Code Text Amendments are consistent with the General Plan.
- Policy H1.2: The City will provide density bonuses and other incentives for low-income housing or housing for senior or the disabled.
- Policy H1.3.2: Eliminate Conditional use Permit (CUP) requirement for affordable multi-family projects.
- Policy H3.4: Accommodate needs for transitional or emergency housing within the City of Sierra Madre.
- Policy H1.1: Residential development will be included in economic development planning, and the City will encourage the inclusion of marketrate housing in residential projects in the downtown area.

**SECTION 2.** Amending Chapters 17.08 (Definitions), 17.36 (Commercial Zone), 17.38 (Institutional Zone), and 17.60 (Variances and Conditional Use Permits) of the Sierra Madre Municipal Code as set forth in Exhibit 1.

**SECTION 3.** Adding Chapter 17.34 (Affordable Housing) of the Sierra Madre Municipal Code as set forth in Exhibit 2.

**SECTION 3.** The Negative Declaration prepared for Municipal Code Text Amendment No. 04-01 is hereby certified.

**SECTION 4.** This Ordinance shall take effect 30 days after its final passage, and within 15 days after its passage the City Clerk shall cause it to be published in the Sierra Madre Mountain Views, a newspaper of general circulation in the City of Sierra Madre hereby designated for that purpose.

PASSED, APPROVED AND ADOPTED THIS 12th DAY of July 2004.

Rob Stockly, Mayor  
Nancy Shollenberger, City Clerk

I, NANCY SHOLLENBERGER, CITY CLERK of the City of Sierra Madre, do hereby certify that Ordinance No. 1214 was regularly introduced at the regular meeting of the City Council on June 28, 2004, and was thereafter adopted and passed at the regular meeting of the City Council held on July 12, 2004 by the following votes:

AYES: Mayor Robert Stockly, Mayor Pro Tem George Maurer  
Councilmembers, John Buchanan, Enid Joffe, Tonja Torres  
NOES: None  
ABSENT: None  
ABSTAIN: None

I DO FURTHER CERTIFY that within 15 days of the date of its passage, I caused a copy of Ordinance No. 1214 to be published in



# RESIDENTIAL HOUSING UNITS BUILT BETWEEN JANUARY 1999 THROUGH DECEMBER 2004

<u>YEAR</u>	<u>NEW OR REPLACEMENT UNIT</u>
<b><u>1999</u></b>	
279 E. Laurel Ave.	REPLACEMENT
273 Ramona Ave.	REPLACEMENT
49 W. Orange Grove Ave.	NEW
59 W. Orange Grove Ave.	NEW
79 W. Orange Grove Ave.	NEW
58 W. Carter Ave.	REPLACEMENT
231 Grove.	REPLACEMENT
493 Auburn Ave.	REPLACEMENT
37 Vista Ave.	NEW
233 San Gabriel Ct.	REPLACEMENT
430 Churchill Ave.	NEW
<b><u>2000</u></b>	
390 E. Grandview Ave.	REPLACEMENT
510 W. Laurel Ave.	NEW
319 N. Sunnyside Ave.	REPLACEMENT
<b><u>2001</u></b>	
579 Los Rocas Ave.	REPLACEMENT
247 N. Hermosa Ave.	REPLACEMENT
751 Woodland Ave.	REPLACEMENT
180 Rancho Rd.	REPLACEMENT
683 W. Alegria Ave.	REPLACEMENT
501 N. Sunnyside Ave.	REPLACEMENT
276 Old Ranch Rd.	NEW
255 N. Grove Ave.	REPLACEMENT
440 W. Highland Ave.	NEW
<b><u>2002</u></b>	
47 W. Bonita. Ave.	REPLACEMENT
746 Auburn Ave.	NEW
788 E. Sierra Madre Blvd.	NEW
888 E. Sierra Madre Blvd.	NEW
461 W. Montecito Ave.	NEW
312 Sycamore	REPLACEMENT
58 W. Carter Ave.	REPLACEMENT



**2003**

583 Woodland Ave.		REPLACEMENT
41 W. Orange Grove Ave.		REPLACEMENT
315 Grove Ave.		REPLACEMENT
317 N. Lima Ave		REPLACEMENT
51 W. Mira Monte		REPLACEMENT
416 Grove Ave.		REPLACEMENT
256 San Gabriel Ct.		REPLACEMENT
571 Sierra Meadow		REPLACEMENT
451 W. Montecito Ave.		NEW
110 Coburn Ave.		NEW
603 Auburn Ave.		NEW

**2004**

71 E. Bonita Ave.		NEW
242 Grove St.		REPLACEMENT
427 W. Montecito Ave.		NEW
94 & 100 Esperanza Ave.	Unit 1	NEW
	Unit 2	NEW
	Unit 3	NEW
	Unit 4	NEW
	Unit 5	NEW
	Unit 6	MODERATE
56 W. Mira Monte		REPLACEMENT
50 Esperanza Ave.	Unit 1	REPLACEMENT
	Unit 2	NEW
	Unit 3	NEW
	Unit 4	NEW
	Unit 5	NEW
	Unit 6	NEW
206 Auburn Ave.		REPLACEMENT
43 Windsor		REPLACEMENT
70-86 Esperanza Ave.	46 Units	SENIOR HOUSING PROJECT
		18 VERY LOW AND 28 LOW INCOME

**UNITS**

Number of new units: 74

Number of replacement units: 31

**TOTAL UNITS: 59**



## Housing Element Programs Timeline City of Sierra Madre

Program	Description	Time Frame
1.1.1	<p>Adopt a Specific Plan for East Montecito Avenue to implement the Artisan Mixed Use land use designation and encourage the creation of live-work spaces and affordable residential opportunities. Provide regulatory and economic incentives to encourage re-use of existing structures, preservation of existing residential structures, and new development on vacant parcels.</p>	<p>initiate the East Montecito Specific Plan process in fall of 2002. Develop package of regulatory and financial incentives and adopt Plan by year end 2003. <b>Consultant hired to complete Specific Plan. Public Hearing process started. Community meetings and Study Sessions held. Anticipate Specific Plan to be approved by June 2005.</b></p>
1.1.2	<p>Implement the Residential Entrepreneur General Plan land use designation through creation of a mixed-use zone (reference Program 1.1.3 below) along the perimeter of the existing commercial downtown area, which would be suitable for residential and limited business uses. Provide a density bonus that is the same as all residential zones (see Program 1.2.1 below) and for projects as an incentive for providing residential units.</p>	<p>Current Zoning Code provision. Implement conforming zoning map amendments; complete study and identify potential sites and number of dwelling units by December 2003. <b>The Residential Professional Zone designation implements the Residential Entrepreneur General Plan designation. Ordinance No. 1214 incorporates the density bonus and the waiver of the CUP</b></p>
1.1.3	<p>Pursuant to the City's General Plan Land Use Element, amend the Zoning Code to allow residential uses at the rear of, and above, the first floor of properties within the Commercial land use designation. Provide a density bonus and/or other incentives for providing residential units. Other incentives may include, but not be limited to, fee waivers, reductions, or deferrals, reduction of parking standards (see Programs 1.2.2 and 1.2.5), and development subsidies (such as the use CDBG funds or redevelopment funds).</p>	<p>Adopt a Zoning Code amendment by the end of December 2003. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b></p>



## Housing Element Programs Timeline City of Sierra Madre

Program	Description	Time Frame
1.1.4	Through a combination of strategies, accommodate the City's RHNA, the City's "fair share" of regional housing needs as determined by the Southern California Association of Governments.	Varies by specific program. Refer to Programs 1.1.1 – 1.1.3, 1.2.4, 3.1.1, 3.1.2
1.2.1	Pursuant to State law, a density bonus of at least 25% along with at least one additional regulatory incentive shall be made to a developer agreeing to construct housing projects with at least 20% lower income units, 10% very-low income units or 50% senior citizen units. This program calls for the City to adopt a local density bonus ordinance consistent with State law and which specifies regulatory incentives to be offered in addition to density increases. The ordinance will also incorporate a second tier of density incentives awarded for "good design" for projects in the R-3 and R-P zones.	Adopt a local density bonus ordinance in 2003. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b>
1.2.2	A reduction of parking requirements will be allowed for multi-family projects developed for senior citizens and the disabled and for housing in the downtown and other commercial areas.	Amend the Zoning Code in 2003. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b>
1.2.3	Waive or defer planning and building fees for affordable housing projects subsidized by the City of Sierra Madre. Amend the Zoning Code to allow for fee waivers or deferrals when necessary.	Amend the Zoning Code by the end of December 2001. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b>
1.2.4	Amend and implement a Second Unit Ordinance pursuant to State Law.	Amend the Zoning Code in mid 2003. Implement the code the enforcement amnesty program and promote the program by the end of 2003. Re-assess program by the end of 2004, and provide additional incentives as necessary. <b>Adopted 09/22/03</b>



## Housing Element Programs Timeline City of Sierra Madre

Program	Description	Time Frame
1.2.5	Allow for flexible dwelling unit sizes by eliminating minimum dwelling square footage standards in the Zoning Code.	Amend the Zoning Code by December 2003. Implement thereafter. <b>City is in the process of reducing minimum dwelling size in the Canyon Area of the City. We anticipate addressing the remainder of the City by July 2005</b>
1.3.1	To the extent feasible, and consistent with the intent of the City's zoning and other development regulations, provide a "one-stop" permit process with concurrent processing of multiple permits/approvals to reduce the overall time required to obtain residential development approval and better coordinate such approvals among City departments.	Current and ongoing.
1.3.2	Eliminate the Conditional Use Permit (CUP) requirement for affordable multi-family projects.	Amend the Zoning Code by 2003. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b>
2.1.1a	"Handy worker" program using community development block grants.	Current and ongoing.
2.1.1b	Housing rehabilitation program for persons of moderate-, low-, and very-low incomes.	Current and ongoing.
2.2.1	Maintain restrictive standards for condominium conversions to reduce the risk of loss of rental units to condominium conversions.	Current and ongoing.
2.3.1	Clarify that existing housing is legally constructed on properties which are not designated as single family properties when the density is consistent with the land use designation and the units are determined to be safe and habitable.	Adopt a Zoning Code amendment in 2003. <b>Amend Code by July 2005</b>
2.3.2	Provide proactive, solution-oriented code enforcement for residential properties.	Ongoing



## Housing Element Programs Timeline City of Sierra Madre

Program	Description	Time Frame
2.4.1	Lower thresholds for reconstruction of existing structures without bringing property into compliance with zoning requirements. This lower threshold would apply to all housing units, whether or not on the City's historic list.	Adopt a Zoning Code amendment in 2003. <b>Amend Code by July 2005</b>
2.6.1	Street-oriented design; Safety through design.	Current and ongoing.
2.7.1	Incentives program for preservation of historic structures.	Current and ongoing.
3.1.1	Use Twenty-percent (20%) side-aside redevelopment agency funding to assist in development of rental housing for lower income senior citizens capable of independent living.	Adopt Specific Plan in 2002. Initiate development in early 2003, with project completion in early 2004. <b>Development in early 2004, with project completion in early 2005</b>
3.1.2	Utilize the Specific Plan process and density bonus program to achieve a multi-family project which assists in meeting the housing needs of City employees, fire fighters and other low and moderate income groups in need.	Initiate development in early 2003 with project occupancy in late 2004. <b>One six unit project completed with one moderate unit.</b>
3.2.1	Coordinate with the Los Angeles County Community Development Commission in the Mortgage Credit Certificate Program.	Depends on whether additional funds are available through LA County between 2001 and 2005.
3.3.1	Participate in the Los Angeles County Community Development Commission "Section 8" Housing Assistance Payments Program (HAPP).	Meet with County Housing Authority by November 2001 to determine the likelihood of rental units in Sierra Madre being eligible for Section 8 programs.



## Housing Element Programs Timeline City of Sierra Madre

Program	Description	Time Frame
3.4.1	<p>Amend the Zoning Ordinance to allow for temporary emergency shelter in any of the existing institutional structures in the City that would like to provide such shelter, and to permit homeless shelters in the C-Commercial, M-Manufacturing, and I-Institutional Zones should the need arise for such a facility in Sierra Madre. The City will require a conditional use permit for any structure used for emergency shelter so that management of shelters, hours of operation, the provision of on-site supportive and social services, security, and other operational issues can be appropriately regulated to minimize negative impacts on surrounding properties and to ensure that the proposed shelter addresses an unmet need in the City that cannot be accommodated by existing emergency shelter providers.</p>	<p>Amend the Zoning Code in 2003. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b></p>
3.4.2	<p>Amend the Zoning Ordinance to allow for transitional housing [1] to be listed as a conditionally permitted use in the C-Commercial, M-Manufacturing, and I-Institutional Zones. The City will establish conditions for approval on a case-by-case basis for management of transitional housing, the provision of on-site supportive and social services, security, and other operational issues to minimize negative impacts on surrounding properties and to ensure that the proposed transitional housing addresses an unmet need in the City that cannot be accommodated by existing housing providers.</p>	<p>Amend the Zoning Code in 2003. <b>Adopted as part of Ordinance No. 1214 - July 12th 2004</b></p>
3.4.3	<p>Provide public information at City Hall and the Police Station regarding emergency shelters located in the Pasadena area. Provide transportation by way of a bus token or police escort for individuals in need of those services.</p>	<p>Current and ongoing.</p>



## Housing Element Programs Timeline City of Sierra Madre

Program	Description	Time Frame
3.5.1	Title 24 Compliance – reduce energy use in new housing construction.	Current and ongoing.
3.5.2	Establish a low-income exemption for utility user tax and water surcharge.	Current and ongoing.
3.6.1	<p>Participate in the programs offered by the San Gabriel Valley Fair Housing Council (SGVFHC). In conjunction with the SGVFHC, create and implement an outreach program to educate City residents of their rights under fair housing law. Publicize the location of the San Gabriel Valley Fair Housing Council. The City will publicize fair housing rights by distributing informational flyers produced by SGVFHC at City Hall and Library, annual distribution of information to local schools, hosting of an annual fair housing event with participation by SGVFHC, and periodical announcements at City Council meetings, which are televised through local public access cable.</p>	<p>Ongoing. Distribute informational flyers beginning May 2001. Plan and implement an annual fair housing event with SGVFHC beginning Fall 2001. Provide fair housing announcements at appropriate City Council meetings quarterly.</p>
3.6.2	<p>Pursuant to SB 520, jurisdictions are required to analyze constraints to the development of housing for persons with disabilities and take measures to remove the constraints. Sierra Madre has conducted an initial review of zoning code and building code requirements and has not identified any barriers to the provision of accessible housing. However, the City will undertake a more detailed analysis within one year to confirm that no such constraints exist.</p>	<p>Conduct zoning and building code analysis by 2003, and mitigate any identified constraints by 2004. <b>No constraints identified.</b></p>
4.1.1	Attend meeting of regional agencies including the Southern California Association of Governments and the San Gabriel Valley Council of Governments.	Current and ongoing.



**Chapter 17.22**

**Second Units**

**Sections:**

17.22.005	Findings & Determinations
17.22.010	Purpose.
17.22.020	Definition
17.22.030	Permitted Areas
17.22.040	Standards of Development - Generally
17.22.050	Allowable Floor Area
17.22.060	Height
17.22.070	Parking
17.22.080	All Other Standards
17.22.090	Owner Occupancy Required
17.22.100	Utilities
17.22.110	Ownership
17.22.120	Affordability
17.22.130	Recordation
17.22.140	Permit Process
17.22.150	Permit Termination
17.22.160	Permit Revocation
17.22.170	Severability

**17.22.005 Findings & Determinations**

The City Council finds and determines:

a. Assembly Bill 1866, signed into law on September 29, 2002 by the Governor of the State of California and effective January 1, 2003, affecting, among other provisions of State law, California Government Code Sections 65852.2 and 65583.1, requires that as of July 1, 2003, all applications for second units be considered ministerially without discretionary review or hearing.

b. Various provisions of State Law relating to the housing goals, objectives and needs, including regional housing needs, and requirements pertaining to the provision of affordable housing as applicable to the City, are affected by the requirements of Assembly Bill 1866 and the effect thereof on second housing units on property zoned R-1 in the City.

c. The City has unique complexities of development including narrow streets, undersized R-1 lots, sewer and storm drain outfalls of limited capacities, and limited water supplies and facilities. These land use realities and existing and potential incapacities directly affect the health and safety of all of the residents of the City, and accordingly care must be exercised in the allowance of additional housing structures that could be inconsistent with such land use realities and overload such limited infrastructure.

d. The limitations set forth herein are necessary to protect the health and welfare of the residents due to the foregoing described limitations now extant in the R-1 zones of the City.

e. The limitations imposed herein do not jeopardize the City's obligation to comply with Assembly Bill 1866.

**17.22.010 Purpose.**

The purpose of this chapter is to implement Assembly Bill No. 1866, Chapter 1062 of Stats. 2002. It is also the purpose of this Chapter to allow for an increase in the supply of affordable housing in the City in conformance with the goals and policies of the Housing Element of the Sierra Madre General Plan, while maintaining the single family character of the R-1 zones in the City. In doing so, and to ensure that no avoidable adverse impacts on the public health, safety, and general welfare result from the creation of a second unit, this Chapter provides standards for the approval of such second units that limit the

circumstances under which second units may be permitted consistent with the findings and determinations set forth in Section 17.22.010 and the purposes and intent of this Chapter.

17.22.020 Definition.

For the purpose of this chapter, a "second unit" is a second dwelling unit located on the same lot as the primary single family dwelling unit, which second dwelling unit is either attached to, or detached from, the primary single family dwelling unit, and which provides complete, independent living facilities for no more than two persons. A second unit shall include permanent living facilities including permanent but separate provisions for living, sleeping, eating, cooking, and sanitation and shall contain a full bath, a kitchen and not more than one bedroom.

17.22.030 Permitted Areas.

One second unit shall be permitted only on R-1 lots that conform to the R-1 zoning standards in existence at the later of (i) the time of issuance of the ministerial permit for the second unit as provided in this Chapter, or (ii) the time of issuance of a building permit for the second unit following the granting of the second unit permit. The subject R-1 property shall not have any non-conformities as of the date of application for the ministerial permit for the second unit. The following additional limitations apply: (i) no second unit shall be permitted on a lot having an existing guest house; (ii) no lot with a second unit shall be permitted to have a guest house; (iii) no existing guest house may be converted to a second unit except with full compliance with this Chapter; and (iv) neither the primary residential dwelling unit nor the second unit shall be a mobile-home, trailer, or vehicle.

17.22.040 Standards of Development – Generally.

All "second units" shall comply with the standards of development set forth in the following sections.

17.22.050 Allowable Floor Area.

All second units, whether attached or detached, shall have a maximum floor area of 600 square feet and the total of all buildings on the lot shall have a maximum floor area as defined in Section 17.20.125. An attached second unit shall not exceed thirty percent of the floor area of the principal single family dwelling to which the second unit is attached.

17.22.060 Height.

The maximum height of a second unit shall be fifteen (15) feet as measured in accordance with Section 17.20.040.

17.22.070 Parking

One on-site parking space shall be designated for the second unit in addition to the required on-site parking for the primary dwelling unit.

17.22.080 All Other Standards.

Except as specifically provided in this Chapter, all second units shall comply with all other provisions of this Code applicable to the R-1 zone,

17.22.090 Owner Occupancy Required.

The owner of the lot on which the second unit is located shall maintain either the primary single family dwelling unit or the second unit as his/her/their principal domicile as long as the second unit exists on the lot.

17.22.100 Utilities.

Second units shall not have separate utility connections, but shall receive all utilities via the pre-existing principal unit, with the exception of telephone, cable television, and computer modem lines or other communication facilities.

17.22.110 Ownership.

The second unit may not be owned separately, or sold or hypothecated separately, from the primary dwelling unit, but may be rented or leased for a period not to exceed one (1) year terms.

17.22.120 Affordability

If the second unit is rented:

(a) The second unit shall at all times be used, occupied, and maintained as housing that is affordable to "Lower Income Households" as that term is defined in California Health and Safety Code Section 50079.5, or successor statute.. A Lower Income Household shall include all persons occupying the second unit. Only households whose annual household income does not exceed the qualifying limits for Lower Income Households as defined in California Health and Safety Code Section 50079.5, or successor statute, may occupy the second unit. Prior to any occupancy of the second unit, the owner of the second unit shall submit to the Director of Development Services a completed income computation and certification on a form prepared by the City, certifying that the household income of the household proposed to occupy the second unit does not exceed the qualifying household income of a Lower Income Household and other pertinent occupancy information. The certification shall be accompanied by verifiable documentation of household income as specified on the form, which may include, among other required information, the most recent federal income tax return; pay stubs for the most recent pay periods, verifications of income from employers and governmental agencies providing assistance. No occupancy of the second unit shall occur until the Director has approved the certification. Not earlier than ninety (90) days prior to, and not later than thirty (30) days prior to, each annual anniversary date of the commencement of the second unit occupancy, the owner of the second unit shall cause the re-certification of the second unit household by submitting to the Director of Development Services an updated income computation and certification form and updated supporting income information. If an existing and previously certified second unit household is determined to no longer be a Lower Income Household, such occupants may remain in the second unit until the end of the rental or lease term and shall then be required to vacate the second unit. Each rental or lease agreement shall include disclosure of the foregoing requirements and incorporate such requirements into such rental or lease agreement. Failure of owner to disclose these requirements to a tenant shall not invalidate the foregoing requirements. City shall incur no liability for, and the second unit owner shall indemnify, defend, and hold the City harmless from, any claim by any prospective or existing second unit tenant or occupant arising out of the failure of the second unit owner to comply with the requirements of this Chapter or arising out of the City's enforcement of this Chapter.

(b) If the second unit is rented or leased, the rent charged for the second unit shall not exceed the "affordable rent" for Lower Income Households as set forth in California Health and Safety Code Section 50053(b)(2), or successor statute. Any rent collected by the second unit owner in excess of the maximum permitted affordable rent as provided herein shall be repaid to the tenant with interest in the amount of the prevailing prime interest rate charged by banks located within the City (or if none in the City then in the City of Arcadia) plus two percent (2%), dating from the date of payment of the excess amount to the date of repayment. If the tenant cannot be located, such repayment shall be made to the City and applied to the City's affordable housing programs.

17.22.130 Recordation

As a prerequisite to obtaining a building permit, the applicant for a second unit permit shall cause to be recorded a covenant or deed restriction (in a form approved by the City Attorney) specifying that the second unit will at all times comply with the provisions of this Chapter and applicable state law. The recorded covenant shall run with the land, shall set forth the requirements of this Chapter, and shall contain provisions implementing the requirements of this Chapter, including but not limited to authorizing the City to make periodic

inspections to ascertain compliance with the requirements of this Chapter and the terms of the recorded covenant, and authorizing the City to abate any violation of this Chapter at the cost of the then owner, including that the City may record a lien to recover the cost of such abatement proceedings including all reasonable administrative costs in connection therewith.

#### 17.22.140 Permit Process

All proposed second dwelling units are subject to review for compliance with the terms of this Chapter by the Director of Development Services. A second unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law, and a list, in a form required by the City for property owner notifications, of property owners within a three hundred foot radius of the property on which the second unit is proposed. Property owners within a three hundred-foot radius of the property for which a new second dwelling application is made shall be notified in writing of the second dwelling unit application at least twenty (20) days prior to the date of the Director's action on the second unit permit application. The Director shall complete the review of the application for a second unit permit within thirty (30) days of receipt of a complete submission. Review of, and the denial of or granting of, an application for a second unit permit by the City is a ministerial action. The Director shall not approve an application for a second unit permit or issue a second unit permit unless the proposed second unit complies with the requirements of this Chapter. The decision of the Director shall be final and conclusive. An applicant who obtains a second unit permit shall be required to obtain a building permit for the second unit. This ordinance is not intended to amend the California Environmental Quality Act requirement relating to historic resources.

#### 17.22.150 Permit Termination

A second unit permit validly issued pursuant to this Chapter shall terminate when any one or more of the following occur: (1) the permit is not used within one hundred eighty (180) days from the date of permit issuance; (2) the permit has been abandoned or discontinued for one hundred eighty (180) consecutive days; (3) the second unit owner files a declaration with the Director of Development Services that the permit has been abandoned or discontinued and the second unit has been removed from the property; (4) the permit has expired by its terms; or (5) the permit has been revoked as provided in Section 17.22.160.

#### 17.22.160 Permit Revocation

In the event (i) a second unit permit was obtained by fraud or misrepresentation, or (ii) a permitted second unit dwelling is used, operated, or maintained in violation of this Chapter or applicable state or federal law, or (iii) the second unit is has been used or is being used in a manner so as to constitute a public nuisance, the Director of Development Services, on not less than ten (10) days written notice to the second unit owner, may hold a permit revocation hearing which shall be heard by a hearing officer in accordance with applicable law. The Director and the second unit owner shall each be permitted to present evidence with respect to the proposed permit revocation. The hearing officer shall issue a written decision within ten (10) days of the conclusion of the hearing. The decision of the hearing officer shall be final. Upon revocation the second unit shall be removed; provided, however, if at the time of revocation there are tenants occupying the second unit pursuant to a valid and binding rental or lease agreement that is consistent with the provisions of this Chapter, such tenants shall be permitted to continue to occupy the second unit until the expiration or earlier termination of the rental or lease agreement, and upon such expiration or earlier termination the second unit shall be removed. Nothing herein shall preclude or prevent the City from undertaking any other enforcement action with respect to the second unit which the City is otherwise authorized under this Code or applicable state or federal law, including but not limited to the abatement of public nuisances.

17.22.170 Severability

If any part of this Chapter is declared to be invalid or unenforceable, the City Council declares that such invalidity shall be severable, and that it would have adopted every other provision hereof without regard to such invalidity.



## Chapter 17.22

### Second Units

Sections:

17.22.005	Findings & Determinations
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17.22.060	Height
17.22.070	Parking
17.22.080	All Other Standards
17.22.090	Owner Occupancy Required
17.22.100	Utilities
17.22.110	Ownership
17.22.120	Affordability
17.22.130	Recordation
17.22.140	Permit Process
17.22.150	Permit Termination
17.22.160	Permit Revocation
17.22.170	Severability

#### 17.22.005 Findings & Determinations

The City Council finds and determines:

a. Assembly Bill 1866, signed into law on September 29, 2002 by the Governor of the State of California and effective January 1, 2003, affecting, among other provisions of State law, California Government Code Sections 65852.2 and 65583.1, requires that as of July 1, 2003, all applications for second units be considered ministerially without discretionary review or hearing.

b. Various provisions of State Law relating to the housing goals, objectives and needs, including regional housing needs, and requirements pertaining to the provision of affordable housing as applicable to the City, are affected by the requirements of Assembly Bill 1866 and the effect thereof on second housing units on property zoned R-1 in the City.

c. The City has unique complexities of development including narrow streets, undersized R-1 lots, sewer and storm drain outfalls of limited capacities, and limited water supplies and facilities. These land use realities and existing and potential incapacities directly affect the health and safety of all of the residents of the City, and accordingly care must be exercised in the allowance of additional housing structures that could be inconsistent with such land use realities and overload such limited infrastructure.

d. The limitations set forth herein are necessary to protect the health and welfare of the residents due to the foregoing described limitations now extant in the R-1 zones of the City.

e. The limitations imposed herein do not jeopardize the City's obligation to comply with Assembly Bill 1866.

#### 17.22.010 Purpose.

The purpose of this chapter is to implement Assembly Bill No. 1866, Chapter 1062 of Stats. 2002. It is also the purpose of this Chapter to allow for an increase in the supply of affordable housing in the City in conformance with the goals and policies of the Housing Element of the Sierra Madre General Plan, while maintaining the single family character of the R-1 zones in the City. In doing so, and to ensure that no avoidable adverse impacts on the public health, safety, and general welfare result from the creation of a second unit, this Chapter provides standards for the approval of such second units that limit the

circumstances under which second units may be permitted consistent with the findings and determinations set forth in Section 17.22.010 and the purposes and intent of this Chapter.

17.22.020 - Definition.

For the purpose of this chapter, a "second unit" is a second dwelling unit located on the same lot as the primary single family dwelling unit, which second dwelling unit is either attached to, or detached from, the primary single family dwelling unit, and which provides complete, independent living facilities for no more than two persons. A second unit shall include permanent living facilities including permanent but separate provisions for living, sleeping, eating, cooking, and sanitation and shall contain a full bath, a kitchen and not more than one bedroom.

17.22.030 Permitted Areas.

One second unit shall be permitted only on R-1 lots that conform to the R-1 zoning standards in existence at the later of (i) the time of issuance of the ministerial permit for the second unit as provided in this Chapter, or (ii) the time of issuance of a building permit for the second unit following the granting of the second unit permit. The subject R-1 property shall not have any non-conformities as of the date of application for the ministerial permit for the second unit. The following additional limitations apply: (i) no second unit shall be permitted on a lot having an existing guest house; (ii) no lot with a second unit shall be permitted to have a guest house; (iii) no existing guest house may be converted to a second unit except with full compliance with this Chapter; and (iv) neither the primary residential dwelling unit nor the second unit shall be a mobile-home, trailer, or vehicle.

17.22.040 Standards of Development – Generally.

All "second units" shall comply with the standards of development set forth in the following sections.

17.22.050 Allowable Floor Area.

All second units, whether attached or detached, shall have a maximum floor area of 600 square feet and the total of all buildings on the lot shall have a maximum floor area as defined in Section 17.20.125. An attached second unit shall not exceed thirty percent of the floor area of the principal single family dwelling to which the second unit is attached.

17.22.060 Height.

The maximum height of a second unit shall be fifteen (15) feet as measured in accordance with Section 17.20.040.

17.22.070 Parking

One on-site parking space shall be designated for the second unit in addition to the required on-site parking for the primary dwelling unit.

17.22.080 All Other Standards.

Except as specifically provided in this Chapter, all second units shall comply with all other provisions of this Code applicable to the R-1 zone,

17.22.090 Owner Occupancy Required.

The owner of the lot on which the second unit is located shall maintain either the primary single family dwelling unit or the second unit as his/her/their principal domicile as long as the second unit exists on the lot.

17.22.100 Utilities.

Second units shall not have separate utility connections, but shall receive all utilities via the pre-existing principal unit, with the exception of telephone, cable television, and computer modem lines or other communication facilities.

17.22.110 Ownership.

The second unit may not be owned separately, or sold or hypothecated separately, from the primary dwelling unit, but may be rented or leased for a period not to exceed one (1) year terms.

17.22.120 Affordability

If the second unit is rented:

(a) The second unit shall at all times be used, occupied, and maintained as housing that is affordable to "Lower Income Households" as that term is defined in California Health and Safety Code Section 50079.5, or successor statute. A Lower Income Household shall include all persons occupying the second unit. Only households whose annual household income does not exceed the qualifying limits for Lower Income Households as defined in California Health and Safety Code Section 50079.5, or successor statute, may occupy the second unit. Prior to any occupancy of the second unit, the owner of the second unit shall submit to the Director of Development Services a completed income computation and certification on a form prepared by the City, certifying that the household income of the household proposed to occupy the second unit does not exceed the qualifying household income of a Lower Income Household and other pertinent occupancy information. The certification shall be accompanied by verifiable documentation of household income as specified on the form, which may include, among other required information, the most recent federal income tax return; pay stubs for the most recent pay periods; verifications of income from employers and governmental agencies providing assistance. No occupancy of the second unit shall occur until the Director has approved the certification. Not earlier than ninety (90) days prior to, and not later than thirty (30) days prior to, each annual anniversary date of the commencement of the second unit occupancy, the owner of the second unit shall cause the re-certification of the second unit household by submitting to the Director of Development Services an updated income computation and certification form and updated supporting income information. If an existing and previously certified second unit household is determined to no longer be a Lower Income Household, such occupants may remain in the second unit until the end of the rental or lease term and shall then be required to vacate the second unit. Each rental or lease agreement shall include disclosure of the foregoing requirements and incorporate such requirements into such rental or lease agreement. Failure of owner to disclose these requirements to a tenant shall not invalidate the foregoing requirements. City shall incur no liability for, and the second unit owner shall indemnify, defend, and hold the City harmless from, any claim by any prospective or existing second unit tenant or occupant arising out of the failure of the second unit owner to comply with the requirements of this Chapter or arising out of the City's enforcement of this Chapter.

(b) If the second unit is rented or leased, the rent charged for the second unit shall not exceed the "affordable rent" for Lower Income Households as set forth in California Health and Safety Code Section 50053(b)(2); or successor statute. Any rent collected by the second unit owner in excess of the maximum permitted affordable rent as provided herein shall be repaid to the tenant with interest in the amount of the prevailing prime interest rate charged by banks located within the City (or if none in the City then in the City of Arcadia) plus two percent (2%), dating from the date of payment of the excess amount to the date of repayment. If the tenant cannot be located, such repayment shall be made to the City and applied to the City's affordable housing programs.

17.22.130 Recordation

As a prerequisite to obtaining a building permit, the applicant for a second unit permit shall cause to be recorded a covenant or deed restriction (in a form approved by the City Attorney) specifying that the second unit will at all times comply with the provisions of this Chapter and applicable state law. The recorded covenant shall run with the land, shall set forth the requirements of this Chapter, and shall contain provisions implementing the requirements of this Chapter, including but not limited to authorizing the City to make periodic

inspections to ascertain compliance with the requirements of this Chapter and the terms of the recorded covenant, and authorizing the City to abate any violation of this Chapter at the cost of the then owner, including that the City may record a lien to recover the cost of such abatement proceedings including all reasonable administrative costs in connection therewith.

#### 17.22.140 Permit Process

All proposed second dwelling units are subject to review for compliance with the terms of this Chapter by the Director of Development Services. A second unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law, and a list, in a form required by the City for property owner notifications, of property owners within a three hundred foot radius of the property on which the second unit is proposed. Property owners within a three hundred-foot radius of the property for which a new second dwelling application is made shall be notified in writing of the second dwelling unit application at least twenty (20) days prior to the date of the Director's action on the second unit permit application. The Director shall complete the review of the application for a second unit permit within thirty (30) days of receipt of a complete submission. Review of, and the denial of or granting of, an application for a second unit permit by the City is a ministerial action. The Director shall not approve an application for a second unit permit or issue a second unit permit unless the proposed second unit complies with the requirements of this Chapter. The decision of the Director shall be final and conclusive. An applicant who obtains a second unit permit shall be required to obtain a building permit for the second unit. This ordinance is not intended to amend the California Environmental Quality Act requirement relating to historic resources.

#### 17.22.150 Permit Termination

A second unit permit validly issued pursuant to this Chapter shall terminate when any one or more of the following occur: (1) the permit is not used within one hundred eighty (180) days from the date of permit issuance; (2) the permit has been abandoned or discontinued for one hundred eighty (180) consecutive days; (3) the second unit owner files a declaration with the Director of Development Services that the permit has been abandoned or discontinued and the second unit has been removed from the property; (4) the permit has expired by its terms; or (5) the permit has been revoked as provided in Section 17.22.160.

#### 17.22.160 Permit Revocation

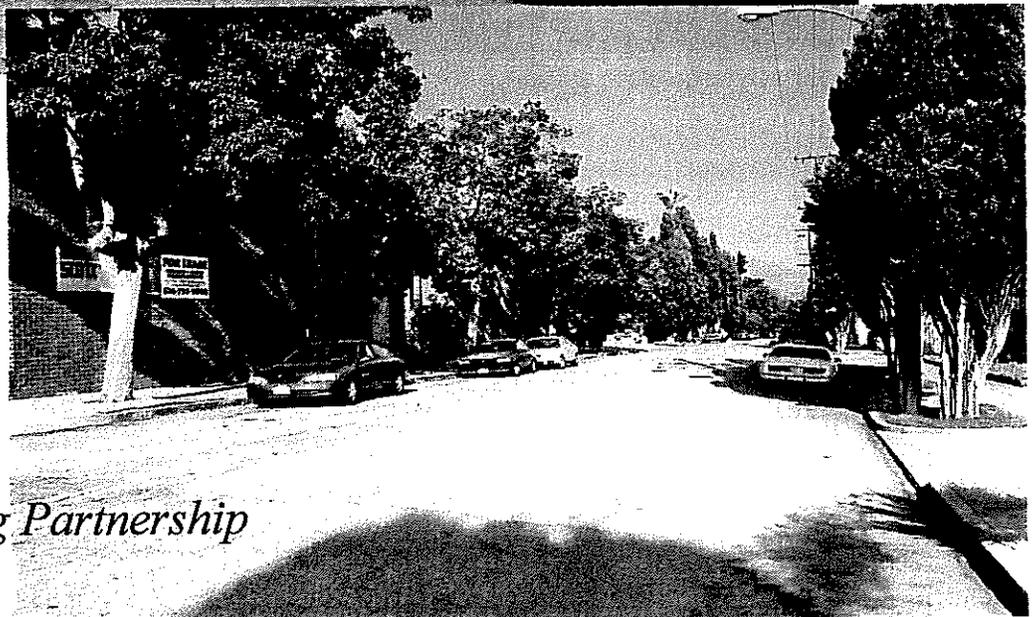
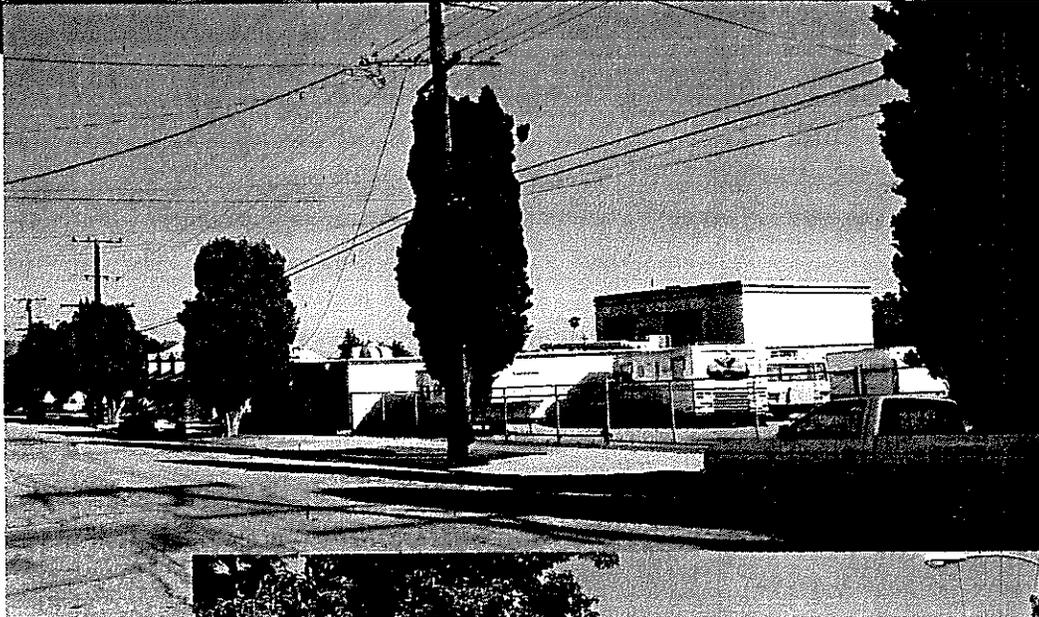
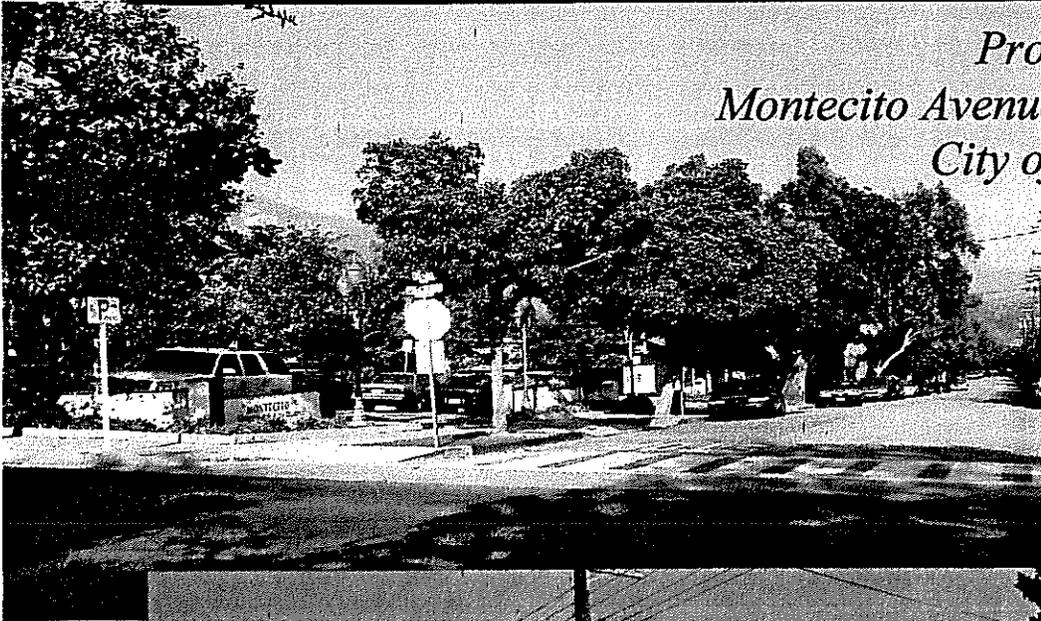
In the event (i) a second unit permit was obtained by fraud or misrepresentation, or (ii) a permitted second unit dwelling is used, operated, or maintained in violation of this Chapter or applicable state or federal law, or (iii) the second unit is has been used or is being used in a manner so as to constitute a public nuisance, the Director of Development Services, on not less than ten (10) days written notice to the second unit owner, may hold a permit revocation hearing which shall be heard by a hearing officer in accordance with applicable law. The Director and the second unit owner shall each be permitted to present evidence with respect to the proposed permit revocation. The hearing officer shall issue a written decision within ten (10) days of the conclusion of the hearing. The decision of the hearing officer shall be final. Upon revocation the second unit shall be removed; provided, however, if at the time of revocation there are tenants occupying the second unit pursuant to a valid and binding rental or lease agreement that is consistent with the provisions of this Chapter, such tenants shall be permitted to continue to occupy the second unit until the expiration or earlier termination of the rental or lease agreement, and upon such expiration or earlier termination the second unit shall be removed. Nothing herein shall preclude or prevent the City from undertaking any other enforcement action with respect to the second unit which the City is otherwise authorized under this Code or applicable state or federal law, including but not limited to the abatement of public nuisances.

17.22.170 Severability

If any part of this Chapter is declared to be invalid or unenforceable, the City Council declares that such invalidity shall be severable, and that it would have adopted every other provision hereof without regard to such invalidity.



*Proposal For The:  
Montecito Avenue Specific Plan  
City of Sierra Madre*



*Submitted by:  
Persico Planning Partnership  
10.06.03*



# *Persico Planning Partnership*

*Consulting to the Public & Private Sector*

October 6, 2003

Kurt Christiansen  
Director of Development Services  
City of Sierra Madre  
232 W. Sierra Madre Blvd.  
Sierra Madre, California 91024

Subject: Montecito Avenue Specific Plan

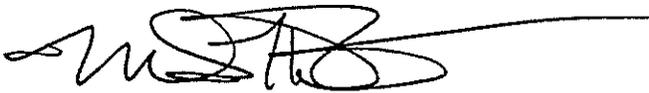
Dear Kurt:

Thank you for the opportunity to submit this proposal to the City of Sierra Madre for preparation of the Montecito Avenue Specific Plan. The proposal is based upon my review of the work completed to date and our discussions.

I have assembled an exciting team of professionals to assure that the City receives the best service and a Plan that will meet Sierra Madre's current and future needs. The Persico Planning Partnership will lead the work effort and be responsible for coordinating the other two firms. I have selected firms that I have previously worked with while employed with the City's of West Hollywood and Calabasas. CPS, Landscape Architects and Town Planners, will assist with the urban design and landscape design portions of the Plan. While Tom Dodson & Associates will serve as the environmental consultant for the Plan. Following this letter is the project statement, a complete scope of work, an itemized budget and Statement of Qualification from the three firms.

I am excited and pleased to submit this proposal for the Montecito Avenue Specific Plan. I have enjoyed working with the City of Sierra Madre in the past and would be happy to meet with you to further discuss this Proposal.

Sincerely,



Mark H. Persico, AICP  
Principal



## *Montecito Avenue Specific Plan Project Statement/Proposal*

Montecito Avenue is an older industrial/commercial area of Sierra Madre that serves as a transitional area between the city's retail commercial corridor along Baldwin Avenue and Sierra Madre Boulevard and the adjacent R-2 and R-3 neighborhoods. The neighborhood immediately north of Montecito is developed as a mix of single-family homes with older two story stacked apartments and newer two story condominiums at an R-3 density, while the neighborhood east of Montecito is developed with single story, single-family homes and duplexes. Sierra Madre Boulevard to the south is predominately two story apartments and condominiums. Before Sierra Madre makes it's investment in public infrastructure the City wants to be assured that private redevelopment that is undertaken benefits the community as a whole and that the public investment is fully leveraged. Toward that end the Montecito Avenue Specific Plan needs to identify appropriate building forms and types as well as a range and mix of uses such that Montecito Avenue becomes integrated into the community and the final set of uses fulfills the community's needs.

Due to the transitional nature of Montecito Avenue, the Plan will also examine the connections and edges between Montecito and the larger neighborhood. Currently, the street does not register with most residents except as an alternative route within the City's grid street system. Key questions to ask are: 1) what role does Montecito Avenue play in the larger neighborhood; 2) what types of land uses and activities occur along the edge of the study area; 3) is the study area an appropriate size in order to address transitional and edge issues; and 4) how will development strategies along Montecito impact the Baldwin Avenue and Sierra Madre Boulevard corridors.

The Specific Plan area runs one block from Baldwin Avenue on the west to Mountain Trail Avenue on the east. The westerly 2/3 of the planning area is a mix of light industrial, commercial and storage uses, while the easterly 1/3 is a mix of single-family and multi-family uses. Many of the industrial and commercial buildings are obsolete and the Plan must recognize that many of those buildings will be razed and replaced with more modern structures. However, the Plan will also accommodate adaptive reuse projects if such projects implement the goals of the Plan. Finally, given the small lot sizes and mix of uses within the study area the Specific Plan must accommodate individual small-scale development projects that will collectively lead to a vibrant revitalized street that fully integrates with the City's fabric.

Attached is a detailed scope of work that will assure delivery of a Plan that will meet the needs of the City, property owners and the larger community.

## *PROPOSED SCOPE OF WORK*

### TASK 1: BASELINE ANALYSIS, GOAL SETTING & PRELIMINARY DESIGN

1. Meet with key City staff to clarify history and intent of the project.
2. Conduct Land Use Inventory and Streetscape Inventory and Photo Survey by obtaining base maps from City staff and walking the project area to identify land uses and street characteristics. Document these findings and the streetscape inventory.
3. Prepare existing regulating plan showing existing conditions and circumstances identifying the study area and the above findings.
4. Use the above maps and findings to fully address transitional land use and urban design issues.
5. Using the above information, prepare preliminary policy statements (i.e., goals, objectives and implementation strategies) to serve as the basis for the Specific Plan document, for City review (review may consist of staff, Planning Commission and/or City Council) and comment.

Deliverables: Summary Report of Findings, Existing Regulating Plan showing existing land uses and streetscape characteristics, neighborhood context and setting and list of Preliminary Goals and Objectives.

Time to complete this task: 3 weeks

### TASK 2: DESIGN

1. Analyze the information collected above and prepare schematic Land Use Plan and schematic Streetscape Plan for City review and comment.
2. Prepare preliminary building type summary corresponding to schematic Regulating Plan.
3. Prepare preliminary yield-estimate per schematic Plan.
4. Review direction to date per the provisions of the Artisan Mixed Use designation text and map to identify any inconsistencies that need to be addressed. Prepare Statement of potential consistency issues with Artisan Mixed Use designation, or other applicable city documents, for City staff review and direction.
5. Refine preliminary policy statements for presentation to Planning Commission and City Council. Complete PowerPoint presentation of the schematic Regulating Plan, building typology, building yield study, and schematic Streetscape Plan for review with City staff, Planning Commission and City Council.

Deliverables: Schematic Regulating and Streetscape Plans including sections, elevations and sketches of the potential improvements indicated by the Plans, Statement of Potential Consistency Issues with Artisan Mixed Use Designation, or other applicable city documents, and, PowerPoint presentation suitable for Planning Commission, City Council or focused workshop(s).

Time to complete this task: 8 weeks

### TASK 3: FOCUSED PUBLIC WORKSHOP(S)

1. Upon receiving direction at the end of task 2, the team will prepare an outline of the issues to be discussed at the public workshop, potential focus groups (e.g., area merchants, neighborhood group(s), etc.), for City review and comment.
2. The team will prepare the presentation and associated materials (notice of workshop, agenda, presentation boards, PowerPoint presentation, handouts) per the above direction.
3. The team will lead the workshop in a highly interactive manner to present the preliminary policy statements and concepts, and moderate discussions on pertinent topics to solicit ideas and comments from the public.
4. The team will summarize data gathered in the workshop through participatory ranking of the information presented.
5. The team will prepare a written summary of the workshop results and present it to City staff for discussion and direction. The summary report will also be incorporated into the evolving Plan based upon staff's direction.

Deliverables: Graphic exhibits for use in presentations to focus groups, Planning Commission and City Council and, Summary report of workshop with raw data (comments and issues raised by workshop participants and recorded by City staff and/or Consultant team) and general observations.

Time to complete this task: 3 weeks

(Note: this task is available on a per workshop basis if the City determines that there is a need for additional workshops).

### TASK 4: PREPARATION OF ADMINISTRATIVE DRAFT SPECIFIC PLAN

1. Incorporating the above direction, prepare Draft Policy Statements (goals, objectives and implementation strategies) along with the supporting narrative.
2. Incorporating the above direction, prepare Draft Regulating and Streetscape Plans.
3. Review Direction to date per the provisions of the Artisan Mixed Use designation, or other applicable city documents, to identify any inconsistencies that need to be addressed. Prepare recommendations for City staff's review and direction (i.e., zone text/map amendment, etc.).
4. Referencing the above Policy statements and Plans, prepare the Specific Plan document in the following sections:
  1. Introduction and Background
  2. The Vision
  3. The Public Realm (Streetscape Plan)
  4. The Private Realm (Regulating Plan, Development Standards and Design Guidelines)
  5. Implementation
5. Prepare up to 3 "before" and "after" sketches and scenarios for presentation at the Draft Specific Plan and Final Specific Plan phases of this process.

Deliverables: Administrative Draft Specific Plan (30 black and white copies) for City review and comment.

Time to complete this task: 3 weeks

#### TASK 5: PREPARATION OF DRAFT INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION

Tom Dodson & Associates (TDA) will prepare a detailed Initial Study to assist the City in determining whether a Negative Declaration or an Environmental Impact Report (EIR) will be required. It is understood that the City believes that a Mitigated Negative Declaration can be prepared for the Montecito Avenue Specific Plan, but until the Initial Study is completed it is not possible to predetermine whether there will or will not be potentially unmitigable significant adverse environmental impacts. The scope of work outlined in this task assumes that a Negative Declaration will be prepared, but if the data indicate the need to prepare an EIR, a revised scope of work will be submitted. TDA will work closely with the City and the consulting team to make this decision based on the substantiation contained in the Initial Study.

1. Prepare the Project Description - Using the administrative draft of the Specific Plan, TDA will prepare a complete project description. The key focus will be to identify the differences in land uses and future development between the existing environmental setting and that proposed in the Specific Plan. As much detail as possible will be included in the project description to allow the impact forecast to be as complete as possible. There will be one meeting with City staff after a draft project description is completed and submitted for review and comment. The end product of this effort will be a completed project description for use with the Initial Study.
2. Compile the Initial Study - Working with the City and the consulting team, TDA will prepare an Initial Study using the City's Initial Study Environmental Checklist form. At this stage of review, it is not possible to identify whether any technical studies, such as air quality, noise or traffic will be required to support the Initial Study. For the time being, it is assumed that such studies will not be required and existing data will be available to address such key technical issues. TDA will prepare all sections of the Initial Study and provide the essential substantiating data. If additional technical data are deemed required by the City, then TDA will work with the City staff to obtain the requisite information. When a draft Initial Study, including all available mitigation measures required to reduce potentially significant adverse environmental impacts to a less than significant level is completed, it will be delivered to the City for review. The City staff can perform an independent review of the comment. Upon receipt of comments, the Initial Study will be finalized for distribution and public review. When the City is ready, it can be distributed by the City for public review if a Negative Declaration is indicated, or the Initial Study can be used to prepare a Notice of Preparation if an EIR is indicated.
3. Finalize and Distribute the Initial Study and Proposed Negative Declaration - The Initial Study documentation prepared by TDA will be sufficient to meet the requirements for a Negative Declaration as the appropriate CEQA determination. All final decisions on the appropriate CEQA procedure will, of course, reside with City, and TDA will serve solely as an advisor regarding the appropriate CEQA procedure for these projects. TDA will finalize the Initial Study, print 50 copies of the Negative Declaration package and assist the City with appropriate procedural steps based upon staff direction.

4. Processing the Negative Declaration - TDA will coordinate the CEQA procedural compliance process with City staff. TDA will respond to all comments (up to 50 specific comments), prepare the Mitigation Monitoring and Reporting Program, and prepare a final Negative Declaration package for consideration by City decision-makers. The final product of this task is the filing of the Notice of Determination.
5. Attend Meeting and Hearings - TDA will attend all meetings and hearing that are required to achieve adoption of the Negative Declaration for the project. TDA assumes 12 hours of formal meetings (two meetings at 6 hours each, with additional meetings billed @ \$140.00/hour). Note that there is no limit on the number of these meetings with staff. We make a commitment to be available to the City within one day of a request by staff to meet. Tom Dodson will keep this commitment, barring some unforeseeable constraint.

Time to complete this task: Complete the Initial Study within 30 days following delivery of the administrative draft of the Specific Plan and barring the need to prepare specific technical studies. Following delivery of the draft Initial Study to the City, the schedule will become dependent upon City schedules and mandatory review periods.

#### TASK 6: PREPARATION OF DRAFT SPECIFIC PLAN

1. City staff to provide written comments on the Administrative Draft, or “mark-up” of actual pages to the consultant for incorporation into the Draft Specific Plan for public review and comment.
2. Using the above, consultant team to revise document accordingly and prepare Draft Specific Plan document.
3. Prepare the staff reports for the public hearings on this project.
4. The consultant team will present the Draft Specific Plan to Planning Commission and City Council for review and direction.

Deliverables: Draft Specific Plan (30 black and white copies) for public review and comment, PowerPoint presentation suitable for Planning Commission and City Council public hearing(s) and, public hearing staff reports.

Time to complete this task: 4 weeks

#### TASK 7: PREPARE FINAL DOCUMENTS AND PRESENT AT PUBLIC HEARINGS FOR REVIEW AND ADOPTION BY PLANNING COMMISSION AND CITY COUNCIL

1. Incorporating the input of the Planning Commission and City Council, the consultant team will prepare the Final documents suitable for adoption by the Planning Commission and City Council respectively.
2. Prepare the staff reports for the public hearings on this project.
3. The consultant team will present the Final documents to the Planning Commission and City Council for adoption.

Deliverables:

1. Final Specific Plan (30 black and white copies) for adoption hearing(s).
2. Final Specific Plan reproducible format: The Final Specific Plan can be provided on a Compact Disc or in another reproducible format at the choice of the City.
3. Regulating Plan at 1"=50' will show the land use categories and/or types.
4. Streetscape Improvement Plan at 1"=50' will show the general street configurations, street tree patterns and special public spaces.
5. Prepare graphic summary of street section identifying overall right-of-way, configuration, visual example (photo) details and dimensions.
6. Illustrative sketches and detailed elevations will show all streetscape elements in relationship to one another.

Time to complete this task: 4 weeks

Total time to complete all tasks: 5 – 6 months

(Note: This is based on timely input from the public and City staff. In the event that unforeseen issues arise during this process, the proposed schedule is subject to change depending upon the complexity of the issue(s).

Personnel Rates	Persico Planning		Curt Stiles Associates		Tom Dodson & Associates		Cost/Task	Total Cost	Total Hrs.	Time/Task
	Principal	Associate	Principal	Associate	Principal	Env. Spec.				
<b>1. Baseline Analysis, Goal Setting &amp; Prelim Design</b>	\$110		\$135	\$90	\$140	\$85				
Meet with City staff to Initiate Project	4	0	0	0						
Inventory/Photo Survey/Document Findings	10	0	0	10						
Prepare Existing Regulating Plan	8	0	0	8						
Examine Transitional Land Use and Design Issues	4	0	0	4						
Prepare Preliminary Policy Statements	10	0	0	2						
<b>Sub-Total Phase 1</b>	36	0	0	24	0	0	\$6,120		60	3 Weeks
<b>2. Design</b>										
Prepare Schematic Land Use & Streetscape Plans	5	4	4	10						
Preliminary Building Types and Regulating Plan	4	4	4	8						
Preliminary Yield Estimate and Schematic Plan	4	0	0	8						
Meet with City Staff to Review Direction	2	0	2	2						
Refine Policy, Schematic and Regulating Plan	8	2	2	16						
<b>Sub-Total Phase 2</b>	23	10	10	44	0	0	\$7,840		77	8 Weeks
<b>3. Public Workshop</b>										
Meet with City Staff to Develop Agenda	4	0	0	0						
Preparation of Workshop Materials	4	4	4	4						
Presentation	4	4	4	4						
Assess Results of Workshop	6	2	2	2						
Incorporate Workshop Data	4	2	2	2						
<b>Sub-Total Phase 3</b>	22	12	12	12	0	0	\$5,120		46	3 Weeks
<b>4. Prepare Admin Draft Specific Plan Document</b>										
Finalize Policy Statements (goals, etc.)	4	0	0	2						
Prepare Draft Land Use Plan	8	0	0	8						
Review Other City Documents for Consistency	4	0	0	2						
Prepare Sections 1 through 5 of Specific Plan Document	36	10	10	12						
"Before" and "After" Sketches (3)	3	0	0	18						
<b>Sub-Total Phase 4</b>	55	10	10	42	0	0	\$11,180		107	3 Weeks
<b>5. Environmental Documentation</b>										
Prepare Project Description	0.5					\$1,000				
Prepare Draft Initial Study Checklist	8					\$9,500				
Finalize Initial Study and Proposed Mitigated Neg Dec	1					\$1,300				
Response to Comments and Mitigation Monitoring Report	2					\$3,200				
Attend Meetings and Hearings	1					\$1,680				
<b>Sub-Total Phase 5</b>	12.5	0	0	0		\$16,680				4 Weeks
<b>6. 2nd Workshop Round</b>										
75% of Task 3 Hours	16.5	9	9	9	0	0	\$3,840		34.5	3 Weeks
<b>6. Prepare Draft Specific Plan Document</b>										
Revise Admin Draft per City Comments	2	0	0	2						
Prepare Draft Specific Plan	8	4	4	8						
Prepare Public Hearing Staff Report	6	0	0	0						
Present Draft Specific Plan to PC and CC	4	4	4	4						
<b>Sub-Total Phase 6</b>	20	8	8	14	0	0	\$4,540		42	4 Weeks
<b>7. Prepare Final Specific Plan</b>										
Prepare Public Hearing Staff Report for Completed Plan	4	0	0	0						
Present Completed Specific Plan to PC and CC	4	4	4	4						
<b>Sub-Total Phase 7</b>	8	4	4	4	0	0	\$1,780		16	4 Weeks
<b>TOTAL HOURS</b>	193	53	53	149			\$58,475		382.5	6-7 Months
<b>TOTAL CHARGES</b>	\$21,230	\$7,155	\$13,410	\$16,680			\$58,475			

STATEMENTS OF QUALIFICATIONS

*PERSICO PLANNING PARTNERSHIP*



*CPS, LANDSCAPE ARCHITECTS AND TOWN PLANNERS*



*TOM DODSON & ASSOCIATES*

# *Persico Planning Partnership*

*Consulting to the Public & Private Sector*

## STATEMENT of QUALIFICATIONS

MARK H. PERSICO, AICP

Mr. Persico has more than seventeen years of community development and public participation experience. He has worked for cities ranging from West Hollywood to Calabasas and El Monte to Alhambra. Through these diverse experiences he has developed a well-grounded understanding that in order to create long-term sustainable solutions to the issues confronting communities, planning and development professionals must develop a consensus as they lead change. Toward that end he has used a variety of mediation and facilitation techniques to resolve complex planning and community development issues. He also believes that being a community builder requires balancing the myriad of interests that people hold and represent.

### Overall Qualifications:

- A proven leader that embraces public participation and the collaborative process
- Seventeen years of municipal government experience with nine years of senior management experience
- Lead a twenty-four member departmental team with an annual budget of \$4.2 million.

### Professional Experience:

- Community Development Director, West Hollywood 2001 - 2003
- Community Development Director, Calabasas 1998 - 2001
- Director of Planning, El Monte 1994 - 1998
- City Planner, El Monte 1990 - 1994
- Assistant/Associate Planner, Alhambra 1985 - 1990

### Education:

- Master of Planning, University of Southern California
- Bachelor of Science, Urban Planning, Cal Poly Pomona

### Areas of Experience:

#### Development Projects:

- Directed the approval and construction of the Kilroy Calabasas Office Park, a 215,000 square foot complex from the city perspective

- Managed the approval and construction of a 115,000 square foot Home Depot store from the city perspective
- Directed the on-going approval and construction process, including extensive RFI's, for the Commons at Calabasas a 225,000 square foot multi-tenant retail/entertainment complex
- Managed the community involvement and review process for Bob Smith BMW a new 105,000 square foot dealership in Calabasas

#### Master Planning:

- Directed the Framework for the West Hollywood General Plan Update
- Worked directly with the El Monte CRA on the formation of a 400 acre industrial redevelopment project area
- Organized and facilitated community workshops and focus groups for the El Monte strategic plan
- Managed the creation of the Valley Boulevard Specific Plan, covering a 2 mile segment of Valley Boulevard in Alhambra

#### Negotiation and Facilitation:

- Participated in the re-negotiation of the Sunset Millennium Development Agreement for a major mixed-use and hotel project on Sunset Boulevard
- Re-negotiated a Development Agreement for a 550 unit residential tract in Calabasas Park West
- Facilitator for the SCAG, Compass Regional Growth Plan
- Facilitated discussions between various homeowners groups and developers on a range of projects

#### Design Review:

- Managed the Calabasas Civic Center design competition and creation of design guidelines and related building programs
- Team leader for the joint City of El Monte/MTA Metrolink Station Housing Design charrette
- Steering Committee member for the San Gabriel Valley COG Livable Communities Program

#### Environmental Review and Preservation:

- Familiar with all aspects of the CEQA process
- Directed the preparation of a full Environmental Impact Report for phase III of the Pacific Design Center, a 400,000 square foot office expansion to the existing PDC
- Project manager for preparation of an EIR for a 100-ton glass furnace at the Ball Glass facility in El Monte
- Worked with a variety of State and non-profit agencies on land acquisition and preservation projects within the Santa Monica Mountains

#### Awards:

- California Chapter of the American Planning Association – 1999 Award, Las Virgenes Gateway Master Plan
- Los Angeles Chapter of the American Planning Association – 1997 Honorable Mention, Blessed Rock of El Monte an Affordable Senior Housing Project

#### Professional Activities:

- League of California Cities, Community & Economic Development, Policy Committee, 2003
- Director, Los Angeles Section of the American Planning Association, 1996-2000
- Certified by the American Institute of Certified Planners
- Speaker at the American Planning Association California State Conference – 1995, 1997 & 2000
- Associate Member, Urban Land Institute
- Member Los Angeles Conservancy



**Landscape Architecture  
Urban Design  
Town Planning**  
422 East Main Street, Ventura, California 93001 Tel. 805.643.8580 •  
Fax 805.643.0558

**GENERAL**

CPS Landscape Architecture has provided design solutions on a wide variety of assignments for both public and private clients for twenty-seven years. Senior Principal, Curtis P. Stiles has constantly attempted to produce projects of imaginative design based upon sound planning and economic principals. Throughout his professional life he has been dedicated to the belief that all projects, large and small, should be a credit not only to the designer, but also to the client and to the community in which they are constructed.

**CPS LANDSCAPE ARCHITECTURE, SCOPE OF SERVICES**

Professional services which have historically been performed include: Specific Plans, Master Plans, Reforestation and Water Conservation Reports, Park Planning, Resort Site Design, Bicycle Trail Plans, habitat Restoration, Campus Planning, Streetscape and Plaza Designs, as well as Landscape Design for Public, Commercial, Institutional and Residential Projects.

- Firm Size varies between 7 & 15 (Currently 12)
- More than 2400 jobs since opening our doors in 1972.
- Auto-CAD 2000, Micro-Station and Computer Modeling
- PhotoShop and PageMaker presentations and reports
- 12 Awards for Excellence in Design
- 4 Merit Awards for Design and Planning

**COMMITMENT TO EXCELLENCE**

The firm's attention to design excellence throughout its twenty-seven year life span has resulted in recognition by both peers and community organizations. Awards have been garnered from both the American Institute of Architects, and The American Society of Landscape Architects. Additionally Goleta Beautiful, Ojai Beautiful, The Ventura Architectural Review Board, and The 7th District of the US Navy have bestowed merit and honor awards.

Unwilling to rest upon the laurels of the past, CPS Landscape Architecture has continued to evolve and develop along with changing technology and sophistication within our profession. Environmental concerns and challenges have led us into the fields of habitat analysis and restoration projects. Technology has allowed us to become more flexible and efficient through CAD Drafting and computer assisted design.

Throughout, however, we remain committed to serving our clients, both by listening to their needs and desires, and by maintaining a high degree of quality control throughout the analysis, design and construction of their projects. Concurrently we seek out clients whose goals coincide with ours, whose vision aligns with ours, whose commitment to excellence is as deep as our own.

**DESIGN AWARDS**

American Institute of Architects for: The Ojai Racquet Club  
American Institute of Architects for: Ventura Coastal Corp.

Goleta Beautiful Award for: Davenport Town homes  
Ojai Beautiful Award for: Ojai Medical Center  
Ojai Beautiful Award for: Topa Topa Office Building  
Ventura ARB Award for: The Chart House  
Ventura ARB Award for: Mission Plaza Streetscape  
Ventura ARB Award for: Thompson Plaza Center  
Ventura ARB Award for: Pierpont Racquet Club  
7th Naval District Award for: Hueneme Naval Chapel

**PLANNING AWARDS**

American Planning Association for: Old Town Camarillo  
American Planning Association for: Hanford Revitalization  
American Planning Association for: Westside Design Guides  
American Planning Association for: Hercules Waterfront Plan

**SENIOR PRINCIPAL AND HEAD OF DESIGN**

Curtis Patrick Stiles, ASLA, Registered Landscape Architect #1334

**EDUCATION**

Bachelor of Architecture, University of Southern California, 1963

**EXPERIENCE**

Mr. Stiles founded the firm in 1972, and has been Principal in Charge of design and business development until the present time. Mr. Stiles has directed over 2200 projects since the firm's inception ranging in size from development of Master Plans of entire City Districts to the intricacies of Courtyard Gardens. Mr. Stiles has extensive experience in Urban Design, Planning, Site Design, Planting Design, Irrigation Design, Construction Document Preparation and Complete Project Administration.

**PROFESSIONAL REGISTRATION AND AFFILIATIONS**

Licensed Landscape Architect California #1334  
Member American Society of Landscape Architects  
Member The Congress for New Urbanism  
Board Member Santa Barbara/Ventura Section of ASLA  
Past Chairman Santa Barbara/Ventura Section of ASLA  
California Registration Exam Review Committee CCASLA  
Member City of Ventura Design Review Committee  
Member City of Ventura Planning Commission  
Landscape Consultant City of Camarillo

**COMMUNITY INVOLVEMENT**

Member Ventura Comprehensive Plan Advisory Committee  
Member Ventura County Water Conservation Task Force  
Member Ventura High School "All Weather Track" Committee  
Member Midtown Community Council, Beautification Comm.

## RELEVANT RECENT PROJECTS

### Roadway's, Highways And Medians

Grant Park Master Plan	Ventura, CA
California Plaza and Promenade	Ventura, CA
Ojai City Hall	Ojai, CA
Constitution Park	Camarillo, CA
Barranca Vista Park	Ventura, CA
Ventura River Trail	Ventura, CA.
Eastwood Historical Park	Ventura, CA.
Downtown Streetscape	Ventura, CA.
Thomas Aquinas College	Santa Paula, CA.
Ocean Avenue Park	Ventura, CA.
County Square Bikeway	Ventura, CA.
A Street Streetscape	Oxnard, CA.
Plaza Park	Oxnard, CA.
Rose Ave. @ 101 Interchange	Oxnard, CA
Carmen Dr. @ 101 Interchange	Camarillo, CA
Calleguas Rd. @ 101 Interchange	Camarillo, CA
Flynn Road @ 101 Interchange	Camarillo, CA
Peck Road @ 126 Interchange	Santa Paula, CA
Main Street @ 101 off ramps	Ventura, CA
Las Virgenes Rd Ramps & Bridge	Calabasas, CA
Airport North Ramps	Camarillo, CA
'A' Street, Oxnard Streetscape	Oxnard, CA
Citywide Median Reconstruction	Ventura, CA
Hillcrest Drive Median	Thousand Oaks, CA
Westlake Blvd. @ 101 Interchange	Thousand Oaks, CA
Hueneme Road Median	Oxnard, CA
Colonia Road Median	Oxnard, CA
Main Street Streetscape	Ventura, CA

### Governmental & Institutional Landscapes

Farmont Golf course	Ojai, California
Piru Town Square and Park	Piru, California
401 Hillcrest Drive (Old City Hall)	1000 Oaks, CA
Westlake Boulevard Interchange	1000 Oaks, CA
Rose Avenue at Hwy. 101 Interchange	Oxnard, CA
Hansen Trust Agricultural Learning Center	Santa Paula, CA.
MCON. Hueneme	Hueneme, CA
Bruns Housing	Hueneme, CA
U.S. Navy Chapel	Hueneme, CA
VCMC Medical Center	Ventura, CA
Child Development Centers	Ventura, CA
Thacher School Science Quad	Ojai, CA
Community Hospital	Ventura, CA
California Plaza and Promenade	Ventura, CA
Ojai City Hall	Ojai, CA
Constitution Park	Camarillo, CA
Barranca Vista Park	Ventura, CA
Ventura River Trail	Ventura, CA
Eastwood Historical Park	Ventura, CA
Downtown Streetscape	Ventura, CA
Thomas Aquinas College	Santa Paula, CA
Ocean Avenue Park	Ventura, CA
County Square Bikeway	Ventura, CA
A Street Streetscape	Oxnard, CA
Plaza Park	Oxnard, CA

### Planning Assignments

Historic Hanford Streetscape Guidelines	Hanford, CA
Las Virgenes Corridor & Guidelines	Calabasas, CA
Oxnard Downtown Specific Plan	Oxnard, CA
Thomas Aquinas College Master Plan	Santa Paula, CA
Camarillo Springs Community	Camarillo, CA
Hofer Ranch Specific Plan	Ontario, CA
Saticoy Village Specific Plan	Ventura, CA
Ventura Blvd. Design Guides	Camarillo, CA
S.E Oxnard Specific Plan	Oxnard, CA
N.E. Oxnard Specific Plan	Oxnard, CA

### Commercial Assignments

Chart House Restaurant	Ventura, CA
Fisherman's Wharf	Oxnard, CA
Oxnard Factory Outlet	Oxnard, CA
Las Posas Plaza	Camarillo, CA
Watercourt at Westlake	Westlake CA
Camarillo Plaza	Camarillo, CA
Topa-Topa Office Building	Ojai, CA
Ventura Orthopedic Building	Ventura, CA
Wallineux Shipping Lines	Oxnard, CA.

### Urban Design Assignments

Plaza Park	Oxnard, CA.
A Street Re- Streetscape	Oxnard, CA.
Downtown Ventura Streetscape	Ventura, CA.
California Plaza and Promenade	Ventura, CA.
Figueroa Plaza	Ventura, CA.
Mission Plaza Streetscape	Ventura, CA.

### Resorts And Recreational

Ojai Racquet Club	Ojai, CA.
Pierpont Racquet Club	Ventura, CA.
Soule Golf Course	Ojai, CA.
Ojai Valley Inn	Ojai, CA.
Hess/Kramer Temple Camp	Malibu, CA.
Ventura River Trail	Ventura, CA.

### Residential Planned Developments

Heatherglen	Ventura, CA.
Woodside Glen Single	Ventura, CA.
Palomares Townhomes	Camarillo, CA.
Miramonte Townhomes	Camarillo, CA.
Las Tierras Zero	Camarillo, CA.
Palm Colony Townhomes	Camarillo, CA.
Farmer- Townhomes	Ojai, CA.
Rains Townhomes	Ojai, CA.
Paloma Single Family	Ventura, CA.
Hueneme Bay Townhomes	Hueneme, CA.
Cherrie Single Family Housing	Ventura, CA.
Oak Creek Canyon	Thousand Oaks, CA
The Islands at Bridgeport	Santa Clarita, CA
Harbor Walk	Hueneme, CA

## **OTHER PROJECTS OF NOTE**

Westside Streetscape Plan  
Ventura Boulevard Specific Plan  
Plaza Park Area Specific Plan  
'A' Street Streetscape Re-design  
Mission Plaza Streetscape  
Ventura County Medical Center  
Del Norte Recycling Center  
Transdevelopment Receiving Center  
Base Transportation Node  
Oxnard Factory Outlet  
Woodside Glen Planned Community  
Standard Pacific, Village of San Miguel  
Thousand Oaks City Hall

Ventura, CA  
Camarillo, CA  
Oxnard, CA  
Oxnard, CA  
Ventura, CA  
Ventura, CA  
Oxnard CA  
Oxnard, CA  
Pt. Mugu, CA  
Oxnard, CA  
Ventura, CA  
Oxnard, CA  
1000 Oaks, CA

Hertel Construction  
J.M. Peters Co.  
Koenig & Wood  
MVS Company  
Oceanic of California  
Prairie Pacific  
Polygon Development  
Rancho Matilija Corporation  
Raznick & Sons  
Santa Barbara Savings  
Shea Homes  
Snyder Langston  
Spriggs & Company  
Standard Pacific of Ventura  
The Sammis Company  
The Koll Co.  
The Larwin Company  
The Karsten Companies  
The Boyar Group, Inc.  
The Rohan Group  
Trammel Crow  
Westland Development  
Wittenberg / Livingston  
Woodrose Development

## **PARTIAL LIST OF CLIENTS**

### **Government Agencies**

United States Navy  
U.S. Corps of Engineers  
State of California  
County of Santa Barbara  
County of Ventura, California  
City of Ventura, California  
City of Oxnard, California  
City of Ojai, California  
City of Camarillo, California  
City of Santa Paula, California  
City of Calabasas, California  
City of Hanford, California  
City of Thousand Oaks, Calif.  
University of California  
California Transportation Dept.

### **Organizations**

Ventura College  
Oxnard College  
Thomas Aquinas College  
San Buenaventura Mission  
YMCA  
Community Memorial Hospital  
Ventura Co. Medical Center  
Boys & Girls Club of Ventura  
Marymount College  
Hess/Kramer Temple Camp  
The Thacher School  
The Hansen Trust  
Camp Ramah of Ojai  
Camarillo High School

### **Private Entities**

Kajima/ Farmont Corporation  
Barclay Hollander Corp.  
Beazer Homes  
C.H.E. The Chart House  
Cherrie Construction  
Daily Investment  
Faussett Realty

## **PROFESSIONAL REFERENCES**

### **ROSE AVE. INTERCHANGE**

David Gorcey  
Landscape Architect  
City of Oxnard  
305 West Third Street  
Oxnard, California  
805-385-7950

### **CALIFORNIA PLAZA**

Rick Raives  
City Engineer  
401 Poli Street  
City of San Buenaventura  
805-654-7828

### **WESTLAKE BLVD. @ 101 FREEWAY INTERCHANGE**

Max Maximous  
Assistant City Engineer  
City of Thousand Oaks  
2100 E. Thousand Oaks Blvd.  
Thousand Oaks, CA 93024  
805-449-2400

### **VENTURA BLVD. STREETSCAPE**

Robert Burrow  
City Planning Director  
City of Camarillo  
601 Carmen Drive  
Camarillo, California  
805-388-5361

### **HANFORD DESIGN GUIDES AND MASTER PLAN**

Jim Beath  
City Planning Director  
317 North Douty  
Hanford, California  
559-585-2583

# **STATEMENT OF QUALIFICATIONS**

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**TOM DODSON & ASSOCIATES**  
2150 North Arrowhead Avenue  
San Bernardino, California 92405

Telephone: (909) 882-3612  
Facsimile: (909) 882-7015  
E-Mail: [tda@tstonramp.com](mailto:tda@tstonramp.com)

## TDA OVERVIEW

Tom Dodson & Associates (TDA), incorporated in 1983, is a small environmental consulting and regulatory compliance firm. The principal partners, Tom Dodson (President) and Bill Gatlin (Vice President) are involved in day-to-day operation of the firm and are also involved in each project undertaken by TDA. This approach provides the company owners with knowledge and input into each project, thus ensuring that each project receives the firm's high standard for product quality.

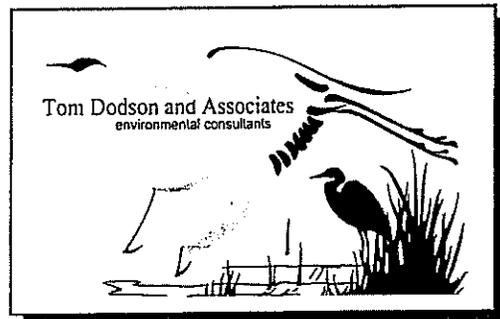
A common theme of all TDA projects is compliance with environmental requirements while meeting project schedules. TDA works with clients to meet schedules and identify reasonable and ethical environmental requirements. For every project, TDA has found there is a mutually acceptable balance between development goals and the need to protect the environment. TDA strives to define this balance for clients and regulators and present workable solutions that both parties can accept as the basis for implementation of projects. With over 40 years of collective experience in environmental problem-solving, TDA has been remarkably successful in meeting client and environmental objectives.

While purposely remaining small, TDA is capable of providing a full range of environmental and regulatory compliance services. This includes an in-house biological staff capable of providing biology resource evaluations, as well as, revegetation and habitat restoration capabilities. TDA professionals bring more than 40 years of environmental and regulatory compliance experience to each assignment. TDA conducts environmental and regulatory compliance work for more than 100 firms and agencies with a single goal which is to make each project succeed for both the client and the environment.

TDA has provided planning and environmental consulting services for various water, hazardous waste management, biological evaluations, and base reuse projects. TDA has also prepared the environmental compliance documents needed for such projects. These documents have ranged from Initial Studies and Negative Declarations to full Environmental Impact Reports (EIRs) that meet California Environmental Quality Act (CEQA) requirements. In addition, TDA has prepared environmental documents for projects on federal land that meet the requirements of the National Environmental Policy Act (NEPA).

This experience has provided TDA with a thorough knowledge and understanding of the many issues which confront these types of projects. TDA's involvement of these projects has necessitated that we work closely with the various regulatory agencies involved. Such agencies include but are not limited to the regional water quality control boards, the air quality management districts, the Integrated Waste Management Board, and the local enforcement agencies.

TDA also understands that while technical issues such as the protection of surface and groundwater quality, air quality, etc. are critical, not all the issues are of a technical nature. TDA works closely with the other team members to resolve or lessen, to the greatest extent feasible, the project-related concerns of individuals and groups.



## REFERENCES

Mr. James Roddy, Executive Director  
**Local Agency Formation Commission**  
175 West 5<sup>th</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0490  
Tel: (909) 387-5866

Mr. Paul Swancott, Associate Planner  
**City of Murrieta**  
26442 Beckman Court  
Murrieta, CA 92562  
Tel: (909) 698-1040, ext. 246

Ms. Debbie Ubnoske, Planning Director  
**City of Temecula**  
43200 Business Park Drive  
Temecula, CA 92589-9033

Ms. Valerie Ross, Sr. Planner  
**City of San Bernardino**  
**Planning and Building Services**  
300 North "D" Street  
San Bernardino, CA 92418  
Tel: (909) 384-5057

Mr. Richard Atwater  
**Inland Empire Utilities Agency**  
9400 Cherry Avenue, Bldg. A  
Fontana, CA CA 91729  
Tel: (909) 357-0241

Mr. Steve Trainor, Vice President  
**Snow Summit Inc.**  
P.O. Box 77  
Big Bear Lake, CA 92315  
Tel: (909) 866-5766

Mr. Mark Ostoich  
**Gresham, Savage, Nolan & Tilden**  
600 N. Arrowhead Avenue, Suite 300  
San Bernardino, CA 92401  
Tel: (909) 884-2171

Mr. James Gourley  
**Inland Valley Development Agency**  
294 S. Leland Norton Way  
San Bernardino, CA 92408  
Tel: (909) 382-4100

Mr. Larry Trowsdale  
**IMC Chemicals, Inc. (formerly NACC)**  
P.O. Box 367  
Trona, CA 92356  
Tel: (760) 372-2462

Mr. Gary Martin  
**County of San Bernardino**  
**Office of Special District**  
157 West 5<sup>th</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415  
Tel: (909) 387-5811

Mr. Randy Scott, Senior Planner  
**County of San Bernardino**  
**Planning Department**  
385 N. Arrowhead Avenue  
San Bernardino, CA 92415  
Tel: (909) 387-8311

Mr. John Hnatek  
**Victor Valley Economic Development**  
**Authority/City of Victorville, Planning**  
14343 Civic Drive  
Victorville, CA 92393  
Tel: (760) 955-5135

Mr. Gary Van Dorst, Solid Waste Mgr.  
**City of Redlands**  
**Municipal Utilities Department**  
P.O. Box 3005  
Redlands, CA 92373  
Tel: (909) 798-7698

## FEE SCHEDULE

**Labor:** Time spent on behalf of a client will be charged as follows:

Environmental Specialist I	\$140.00 / hour
Legal Expert Witness	\$200.00 / hour
Regulatory Specialist	\$100.00 / hour
Environmental Specialist II	\$85.00 / hour
Ecologist / Biologist I	\$85.00 / hour
Environmental Specialist III	\$68.00 / hour
Biologist II	\$53.00 / hour
Biologist II	\$48.00 / hour
Admin / WP / Graphics	\$43.00 / hour

**Other Direct Costs:** All other direct costs (travel, supplies, printing, subcontracts, etc.) are charged at actual cost plus a 10 percent management/handling charge. Mileage will be billed at \$0.40 per mile.

## **TOM DODSON**

### **Geographer and Environmental Consultant**

#### **Education**

- M.A., Geography, University of California at Berkeley, 1973
- B.A., Geography, University of California at Berkeley, 1968

#### **Summary**

Tom Dodson is the President of Tom Dodson and Associates since its incorporation. He has over 20 years of experience in land use planning, and environmental and resource management, with special expertise in CEQA regulatory compliance. He personally prepares environmental documentation for a broad variety of projects and acts as a resource person in working with clients, governmental agencies, and decision-makers in finding solutions to complex problems. He negotiates with regulators at the state and local level and designs formal presentations to committees and groups. Mr. Dodson also provides expert witness testimony on land use issues on a variety of court cases, primarily in CEQA litigation and regulatory cases.

#### **Project Experience**

- San Bernardino County Local Agency Formation Commission (LAFCO). For the past 12 years, TDA has conducted all environmental review for the San Bernardino County LAFCO. This has included preparing all environmental determinations, including exemptions, negative declarations, and certifications of environmental impact reports. In this role, Mr. Dodson has developed considerable expertise in preparing findings of fact and statements of overriding consideration for projects.
- Over the past three years, Tom Dodson has managed the preparation of three critical environmental documents to support water, wastewater and organic material management activities in the Chino Basin. In 1999, Mr. Dodson prepared the Optimum Basin Management Program Program Environmental Impact Report (EIR) for Inland Empire Utilities Agency (IEUA) and the Chino Basin Watermaster. This document examined that environmental effects of implementing a comprehensive program for enhancing water volumes and water quality in the Chino Basin with a focus on managing groundwater recharge, managing groundwater extractions to balance recharge (imported water, storm water and recycled water), treating high nitrate and TDS contaminated water for potable use, and enhancing the overall water production, quality and availability of water resources in the Chino Basin. This Program EIR was completed on a very compressed schedule to meet court mandates and was certified by IEUA in July 2000.

Subsequently, the Chino Basin Desalter Authority required additional environmental documentation to secure funding for expanding the existing desalter facility and constructing a second desalter facility to extract large quantities of nitrate/TDS contaminated groundwater for treatment and use as potable water by communities in the Chino Basin (Ontario, Jurupa, Norco, Chino and Chino Hills). Tom Dodson coordinated work on this second tier EIR with RBF to complete this document on compressed time schedule. This focused EIR was certified in early 2002 and the projects were funded and are being implemented at present.

## **Curriculum Vitae - TOM DODSON**

Finally, IEUA requested Tom Dodson to manage the preparation of a second major program EIR to address three master plans developed for its wastewater facilities, recycled water management program and organics management program. This work was coordinated with Parsons Engineering and Myra Frank Associates. Over a period of about eight months, the Program EIR was compiled, published for public review and certified, with certification coming in July 2002. The three master plans encompass up to 50 years of wastewater operations, major recycled water recharge operations in the Chino Basin and implementation of numerous organics management facilities, including an enclosed regional facility that will handle green waste and biosolids and several facilities that will utilize cow manure to generate biogas and related energy production.

These environmental documents have provide IEUA and many other water management agencies in the Chino Basin with the baseline environmental documentation to obtain grants and funding allocations from water facility bonds. Minimal environmental documentation has been required for more than 10 second tier projects that rely upon the Program EIRs to comply with the California Environmental Quality Act.

- San Bernardino County Office of Special Districts. Under contract to Special Districts for the past 8 years, TDA prepares environmental documentation for a variety of Special Districts activities, ranging from sewage treatment operations to park and recreation facilities, to a cemetery in Lucerne Valley. Responsibilities include providing professional guidance for complying with CEQA and other environmental regulations, including air quality, water quality, endangered species and wetlands. TDA prepares Initial Studies, Negative Declarations, and Environmental Impact Reports for Special Districts. TDA also prepares or oversees preparation of technical studies for air quality, noise, biological resources, and cultural resources when needed for specific projects.
- Negotiation of Stream Alteration Agreements and Section 404 Permits: Since 1988, Mr. Dodson has been involved in more than 20 projects that required acquisition of Stream Alteration Agreements from the State Department of Fish and Game and Section 404 Permits from the U.S. Army Corps of Engineers. This includes several permits in Big Bear Valley, along the Santa Ana River and its tributaries, and Southern California in general.
- Strategic Master Plan for County of San Bernardino Regional Parks Department. Updated and developed a countywide master plan to provide direction and establish goals for policies for the Regional Parks Department in future planning.
- Broadwell Corporation's Hazardous Waste Repository Site Development: Selecting, permitting and developing a repository for hazardous wastes in a dry lake area near Ludlow in San Bernardino County.
- The Bear Valley Communities Plan. Prepared a program EIR proposing guidelines for unincorporated land development for a specific area of San Bernardino County, revising the Consolidated General Plan and establishing a new Land Use District Map.
- South Coast Air Quality Management District: Consultant providing policy guidance in the preparation of a CEQA Handbook and implementation of the Air Quality Management Plan for the region. Managed preparation of the Final Environmental Impact Report for the District's 1989 Air Quality Management Plan.

## *Curriculum Vitae* - TOM DODSON

- Santa Ana Watershed Project Authority, Water Reclamation Facilities. Provided environmental documentation required to site one to four water reclamation and treatment facilities within the Chino Basin.
- City of Redlands/C.L. Pharris Annexation Agreement: Development and preparation of an EIR for an agreement between the City of Redlands and a sand and gravel operation, evaluating land use impacts on air quality, traffic, noise, water consumption, etc.
- North American Chemical Corporation (formerly Kerr-McGee Chemical Corporation): Environmental consultant on a variety of projects in the Trona-Boron area, including the Argus Cogeneration Facility Ash Disposal Site and the Mining/Reclamation Plan for the Panamint Valley limestone quarry operation.
- Morongo Basin Pipeline Project for the Mojave Water Agency: Preparation of environmental documentation, involving an extensive field data gathering effort, for the construction and operation of a regional pipeline supplying State Project Water to local water purveyors. This included an Environmental Assessment for the Bureau of Land Management under the Bureau's NEPA Guidelines. Major issues of concern included biological resources in general and endangered species (including a Section 7 consultation and a 404 Permit from the Corps of Engineers), cultural resources, and ground water/water quality concerns. Followed preparation of all environmental documentation with acquisition of regulatory permits and compliance with all mitigation measures.
- Inland Valley Development Agency (IVDA) / San Bernardino International Airport Authority (SBIAA). Environmental manager for the IVDA and SBIAA in their role as the redevelopment and reuse agency for the former Norton Air Force Base located in San Bernardino, California. Assisted the Air Force in completing its first and only air conformity determination for reuse of a closing military base. The analysis was used in presentations to the federal Environmental Protection Agency (EPA) to revise the Conformity Regulations to exclude transfers of military bases from conformity findings. TDA has been involved in every facet of base closure, working closely with the Air Force Base Closure Agency (AFBCA) at Norton and in Washington DC to complete the Final EIS and issue the Record of Decision. This support effort included endangered species management programs at the former base and consultations with the State and Federal government under endangered species laws.
- Glen Helen Regional Park, Blockbuster Pavillion. Working with Amphitheater Entertainment Corporation, Blockbuster Corporation, and San Bernardino County Regional Parks Department, TDA completed all environmental documentation required for issuance of a Conditional Use Permit by the County to construct and operate the Blockbuster Pavillion at Glen Helen Regional Park. We also assisted the County and Blockbuster in revising the requirements and constructing temporary onramps and offramps on Interstate 15 for the 1994 concert season with maximum attendance expanded from 16,800 to 35,000 persons.
- Snow Summit Ski Resort Regulatory Support. Over the past 10 years, TDA has provided regulatory support for Snow Summit Ski Resort for air quality and wetlands issues. This has included acquisition of Section 404 Permits, Department of Fish and Game 1603

## ***Curriculum Vitae - TOM DODSON***

permits, and negotiation of regulatory relief from South Coast Air Quality Management District requirements for ski resorts in the San Gabriel and San Bernardino Mountains.

- Old Town Specific Plan EIR. Under contract to the City of Temecula, TDA prepared environmental documentation and assisted with acquisition of regulatory permits for a \$125 million western theme entertainment complex in the City of Temecula. TDA conducted all environmental investigations, prepared the EIR, Mitigation Monitoring and Reporting Program, and the Statement of Overriding Considerations for the project. This project was approved by the City, the EIR certified in a highly contentious environmental. Under very difficult circumstances, TDA was able to obtain a Section 10A permit from the U.S. Fish and Wildlife Service for impacts to the California Coastal Gnatcatcher and the 404 and 1601 permits for two bridge crossings over Murrieta Creek. This project is ongoing and will be funded and constructed in 1997.
- Victor Valley Economic Development Authority (VVEDA). Prepared EIR for VVEDA on redevelopment plans and airport operation plans in the Victor Valley. The Victor Valley Redevelopment Project EIR evaluated the redevelopment plan for an ~50,000-acre joint powers redevelopment area with a focus on redevelopment of the former George Air Force Base, now being operated by the VVEDA as Southern California International Airport (SCIA). A second EIR was prepared for Interim Airport Operation for the VVEDA which allowed the agency to obtain required operating permits and open the closed facility for commercial operation.
- City of San Bernardino. TDA has assisted the City of San Bernardino with several projects since 1989 when we prepared the final environmental documents that allowed the City to adopt its current General Plan. This has included performing reviews of environmental documents for the City for adequacy; preparing mitigation monitoring and reporting programs; preparing Initial Studies for environmental determinations for private projects, public works projects, and Water Department projects; and assisting the City to resolve complex environmental problems with the State Department of Fish and Game over extensions of Sterling Avenue into the foothills.

## **Curriculum Vitae - TOM DODSON**

### **Professional History**

- United States Navy (August 1976 - April 1985): Served as the civilian Environmental Protection Officer for the Naval Weapons Center, China Lake, California, for 9 years. This was a GS-13 supervisory position with responsibility for managing the total environmental program for a 1,700 square mile (1.1 million acres) naval research laboratory and test facility located in the Upper Mojave Desert. Maintained a secret security clearance at China Lake and was cleared for certain color coded projects that required environmental review. Security clearance not currently in place, but no events have transpired in the intervening +8 years that would prevent it from being reissued if required.
- Sonoma County (April 1976 to August 1976): Served as a private environmental consultant to Sonoma County. Developed a Geothermal Coordination Program between agencies with regulatory jurisdiction over geothermal energy development in the County.
- San Bernardino County (May 1974 to April 1976): Environmental Specialist for San Bernardino County supervising a staff of eight in compliance with state and local guidelines. Assisted in the development of a national award-winning streamlining of the environmental guidelines for the local level. Served as technical advisor to the Environmental Review Committee. Made presentations to the Board of Supervisors, Planning Commission and to the public.
- Private Consultant (June 1971 to May 1974): Consultant to private industry conducting environmental evaluations and resource analyses, including major land development projects in California, Minnesota and Florida. Served as visiting lecturer in environmental planning in fall quarters of 1972 and 1973 at Cal Poly San Luis Obispo.

**BILL GATLIN****Environmental Consultant****Summary**

Bill Gatlin has been Vice President of Tom Dodson & Associates since its incorporation. Prior to joining TDA, Mr. Gatlin had over 20 years experience in the civil engineering field. During that time, he performed a variety of duties which included land surveying, engineering design, project manager/engineer and land use/development planning. This experience provides Mr. Gatlin with in depth knowledge and understanding of engineering concepts, drawings and the planning and regulatory process.

Mr. Gatlin's duties at TDA have also included the preparation of environmental documents to meet both CEQA and NEPA requirements. These documents have ranged from Environmental Constraints Analysis to Initial Studies, EIRs, and Environmental Assessments for a variety of projects throughout Southern California. Mr. Gatlin duties also include negotiating permits and agreements with the U.S. Army Corps of Engineers and the California Department of Fish and Game.

**Relevant Experience**

- Prepared and processed both CEQA and NEPA environmental compliance documents for water agencies and districts throughout the area. These documents were prepared for water extraction, storage and distribution projects and for waste water treatment facilities. The clients for these projects include: Victor Valley Water Reclamation Authority, Apple Valley Water District, Crestline Sanitation District, San Bernardino Office of Special Districts, Santa Ana Watershed Project Authority, Twentynine Palms Water District among others. For many of these projects, it was necessary to negotiate and acquire permits from regulatory agencies such as the COE, the RWQCB within which region the project was located and the DFG.
- Negotiated a Streambed Alteration Agreement from the California Department of Fish and Game and a Section 404 Permit from the U.S. Army Corps of Engineers for a bridge over Plunge Creek in the City of Highland. Construction of the bridge also included modifications to a channel that is known habitat to an endangered plant species, the Santa Ana River woolly star. Securing the permit and agreement included negotiating mitigation for this plant species with the U.S. Fish and Wildlife Service.
- Principal researcher and author of Environmental Constraints Analysis (ECA) for three large parcels of land situated in various locations in Southern California. These ECAs evaluated all the potential environmental constraints to development of the parcels, provided potential measures, including design alternatives, to mitigate potential impacts to the greatest extent feasible. The ECA also identified the regulatory constraints (Streambed Alteration Agreements, Section 404 Permits, Endangered Species Act, etc.) that would be encountered by development of the properties. These ECA's were prepared as part of the developer's "due diligence" review of a site during the decisionmaking process on whether to purchase the property. While these ECA's were for private development, the evaluation regarding potential environmental and regulatory constraints are essentially the same for all projects.

## **Curriculum Vitae - BILL GATLIN**

### **Professional History**

- Ludwig Engineering (May 1982 - July 1987): Served as project manager for Mobil Oil Company's development of the East Highlands Ranch, Highland California. This project is a  $\pm 1,500$  unit master planned community covering  $\pm 2,000$  acres. Mr. Gatlin was involved in the project from early planning to construction. Initial duties included participation in development of the master plan, and processing the development plans and permit applications through project approval. Later activities included participating in and overseeing the preparation of final engineering plans and project construction activities.
- Kicak and Associates (January 1980 - May 1982): This firm primarily provided engineering consulting services to cities. During this period Kicak and Associates was contract city engineers to the cities of Grand Terrace and Lake Elsinore. Mr. Gatlin's duties were to meet with developers to discuss projects, assist the public, oversee and inspect some construction activities and perform other services provided by the City's engineering office including review of developed projects to establish conditions of project approval.
- WES Engineering (March 1977 - January 1980): Served as project manager/engineer for numerous land development projects throughout San Bernardino and Riverside counties. Duties were to manage and design projects from inception to approval of the final development plans and maps. These tasks included preparation, submittal and processing of applications and tentative maps with the local lead agencies, as well as, overseeing construction to ensure the project was constructed properly.
- Neste, Brudin and Stone (March 1976 to March 1977): Served on design team for the Yucaipa Valley Water Districts sewer installation project. This project introduced sanitary sewers to the Yucaipa area and the project involved construction of the sewer infrastructure including the waste water treatment plant.
- Robert V. Eagle and Associates (November 1974 to March 1976): Designed and field surveyed for construction micro-wave communication facilities for Continental Telephone Company in California, Nevada, Idaho, Oregon, and New Mexico. Duties included identification of potential sites, field reconnaissance of the sites to determine acceptability and field survey to establish the geodetic position of and height of the communication towers.
- Arrowhead Engineering Corporation (1967 to March 1976): Participated in the design and field surveying of land development projects throughout southern California. Principal focus was on the development of Greentree in Victorville California. Also served as company project manager to Southern California Edison Company. Duties included overseeing and participating in the field surveys of pole and tower alignments and the preparation of legal descriptions for property acquisition document.