



**City of South Pasadena  
Planning and Community  
Development Department**

# Memo

**Date:** January 12, 2021

**To:** Chair and Members of the Planning Commission

**From:** Kanika Kith, Planning Manager

**Prepared By:** Jennifer Williams, Contract Planner

**By:**

**Re:** January 12, 2021 Planning Commission Meeting Item No. 1 – Additional Document for 807 Rollin Street (Project No. 2341- HDP/DRX/VAR/TRP)

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Planning Condition P12c, which is contained in the conditions of approval attached to the resolution in the agenda packet, contains language relative to requirements for a traffic control plan. The language conflicts with language in Public Works Condition PW17.

**As written:**

Condition P12c:

*12. The applicant shall submit a construction management plan for approval by the Building, Planning, and Public Works Departments. The construction management plan shall include, but not be limited to:*

*c. A traffic control plan for the duration of the construction prepared by a licensed civil engineer for approval by the City Engineer. The applicant shall notify businesses, residents (including SMART Families) impacted by any parking restrictions, road closure, and any off-site staging areas during construction.*

Condition PW17:

*Any construction activity that may require roadway closures will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. All street closures will require an encroachment permit from the Public Works Department*

The City Engineer is the ultimate authority regarding traffic control plans and the requirements for preparation. At the request of the applicant, and upon review, staff recommends the language of Condition P12c be modified as follows for uniformity with the Public Works Condition PW17.

**Proposed language:**

*P12c. “For any construction activity that may require roadway closures, a traffic control plan shall be prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor for approval by the City Engineer. The applicant shall notify businesses and residents (including SMART Families) impacted by any parking restrictions, road closures, or any off-site staging areas during construction.”*