



November 4, 2014

To: Developers/Builders/Contractors/Designers

# City of Arcadia

## Development Services Department

Jason Kruckeberg  
*Assistant City Manager/  
Development Services  
Director*

### RE: Development Site Management and Maintenance Policies

The hot real estate market in Arcadia has led to a significant increase in the turnover of lots within the City. In many residential neighborhoods, it is not uncommon for several properties to be in various stages of development preparation and/or construction on any single block. This includes many homes sitting vacant for long periods of time as they move through the securing of financing, design review, plan check, or other stages of entitlement. Because of these issues, many residents of the City are struggling through significant construction fatigue.

Most of the development sites in the City are professionally managed and maintained appropriately throughout the design and construction process. Unfortunately, there are exceptions to this, and the Development Services Department receives many complaints about the poor state of development sites, the conduct of contractors and subcontractors, and other unnecessary impacts to neighborhoods. Staff from the Department is continually in the field following up on complaints. This is a waste of resources as the items requiring follow up are often a matter of simple courtesy and professionalism on the part of the developer/builder with regard to the development site and the neighbors.

During this time of heavy building activity in the City, the Development Services Department is instituting new enforcement procedures for the violation of standard development site management and maintenance policies. The goal of this effort is to minimize the impacts of development on neighborhoods throughout the City. We ask for your cooperation as partners in this effort. If development sites are maintained professionally, there should be no impacts to your development activities. Please see the back of this letter for the Development Site Management and Maintenance Policies.

As of the date of this letter, the immediate enforcement of the policies listed on the back of this letter will be in effect throughout the City. Please call the Building Division at (626) 574-5416 if you have any questions.

Sincerely,

DEVELOPMENT SERVICES DEPARTMENT

Jason Kruckeberg  
Assistant City Manager/Development Services Director

240 West Huntington Drive  
Post Office Box 60021  
Arcadia, CA 91066-6021  
(626) 574-5415  
(626) 447-3309 Fax  
[www.ci.arcadia.ca.us](http://www.ci.arcadia.ca.us)

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## DEVELOPMENT SITE MANAGEMENT AND MAINTENANCE POLICIES

The following policies and procedures are required on all properties, whether there is an active building permit or not:

- Development sites must be kept at a minimum standard appearance. "Minimum standard appearance" is defined as clean, orderly, and secure. With the volume of properties under development, and the impacts of the drought in our region, we realize this can be difficult, especially with regard to landscaping. Lots kept at a minimum standard should include an intact, opaque construction fence, secured locks or gates on all entrances, and clean and safe parkways, driveways and access areas. All existing structures on site shall be boarded if necessary and secured. If the property has a pool and/or spa, they are to be maintained at all times, or completely drained and kept completely empty. The parkway and all visible landscaped portions of the lot outside of the construction fence must be maintained in a living, green condition. An alternative to this is to provide a solid groundcover or mulch to all visible areas to maintain a clean and orderly appearance. If the lot is not yet fenced, all of the above requirements still apply to the lot and the property shall be maintained as if it is occupied. Photographs of successfully maintained job sites are available at the Development Services Department counter.
- Trash receptacle(s) must be kept on site and used to secure all trash, food containers and wrappers, plastics, and other refuse that can otherwise blow onto the streets or neighboring properties. Trash receptacles must be kept behind the construction fencing and/or out of view from the public rights-of-way, and emptied and maintained on a regular basis. And, end-of-day clean-up of construction sites is also required.
- The City's construction hours must be followed. The City permits construction to occur from 7:00 AM to 6:00 PM Monday through Friday, and 8:00 AM to 5:00 PM on Saturday. No Sunday or Holiday work is permitted. THESE CONSTRUCTION HOURS MUST BE POSTED ON THE JOB SITE ALONG WITH THE NAME AND CONTACT INFORMATION OF THE PERSON IN CHARGE OF THE SITE.
- Contractors and all on-site workers must be respectful of driving or parking near the job site. Speeding through neighborhoods and reckless driving or illegal parking will not be tolerated. The City has the right to require a flagman or traffic control in situations of narrow streets, activity within the right-of-way, or other dangerous situations. All workers shall behave in a professional manner, and job site music and communications shall be kept to reasonable volume levels.
- Dirt and debris in the street must be cleaned up each work day. Damage to the street from any job-related equipment must be repaired. All street clean up shall be done by sweeping and picking up of materials; no hosing down into the gutters and storm drains.

### ENFORCEMENT

This letter serves as a notice of these policies so notices of violation will not be necessary. As a result, violations of any of the policies or statements related to conduct in this letter can and will result in a citation per the Arcadia Municipal Code. Citations will escalate in cost for each day that a violation is present or repeated. A second violation, citation, or failure to rectify a violation, will result in the City ceasing all design review or plan check work for the related development site, including cancelling inspections and halting progress on the project until the situation is remedied.

**I acknowledge and accept responsibility for the management and maintenance of the subject property:**

Subject Address: \_\_\_\_\_ Project No.: \_\_\_\_\_

Name: \_\_\_\_\_  
Print Signature

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_