



ATTACHMENT C

PREAPPLICATION CONFERENCE
COMMENTS

Project Number: PPR2008-00015 **Date:** September 10, 2008
Project Address: 35 S. Raymond Avenue
Project Description: Reuse of building for Church of Scientology. Remodeling on interior. Repairs and new signs on exterior.
Applicant: Church of Scientology
Case Manager: Darrell Cozen
Phone # 626-744-6753

BUILDING DIVISION – ADDRESSING

Address Coordinator: Starla Alexander
Phone No. (626) 744-4304

PAC2008-00015: 35 S. RAYMOND AVENUE

August 19, 2008

General Comments: Based on the information provided, this project is for a tenant improvement and shall maintain the current address of 35 S. Raymond Avenue. An address application will be required for the assignment and re-assignment of all suites as a result of the construction. It is the applicant's responsibility to contact the Planning & Development Department for the addressing of all suites. Suite numbers will be assigned as follows: 1st floor suites - 101, 102, 103, etc., 2nd floor suites - 201, 202, 203 etc., 3rd floor suites - 301, 302, 303 etc. To allow room for expansion, suite numbers may be skipped but the numbering must be consecutive. No fractional numbers or alphabetical designations are allowed. The letter that authorizes you to use this address will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

Governing Codes: Pasadena Municipal Code Chapter 12.20 Building Numbering.

Estimated Fees: The address fee is \$236.00 for the first new address and \$73.00 for each additional address (including suites). This fee, the address application, and a current half size or 8 1/2" by 11" plan for each above ground level are due on or before submittal into plan check.

CULTURAL AFFAIRS DIVISION

***Public Art Program Manager: Pauline Kamiyama
Phone No. (626) 744.7547***

Public Art Requirement: Requirements are dependent on the applicants answers to questions posed by the Current Planning staff, (as posed in this document). Contact Pauline Kamiyama, 626.744.7547 after the applicant responds to those questions."

If the project IS SUBJECT to the Pasadena Community Development Commission Public Art Program. This public art requirement requires at least one percent (1%) of the building valuation of eligible developments must be dedicated to public art, of which 25% is due at Plan check. The remainder is to be spent on an on-site public art project. The full one-percent public art requirement amount may be paid in-lieu of developing an art project.

Please note that Design and Arts & Culture Commission reviews are now linked. In order to avoid possible delays, please schedule an appointment with the Manager of Cultural Affairs as soon as possible to review the procedures and policies.

Estimated Fees:

BUILDING DIVISION

Plan Reviewer: Mehran Hashemi Phone No. (626) 744-6875

Governing Codes: The design and construction of this project shall fully comply with Title 14 of the Pasadena Municipal Code [PMC] and Ordinance No.7127 which adopts but is not limited to the 2007 edition of the California Building Code [CBC], California Plumbing Code, California Mechanical Code, California Electrical Code, and all other applicable county, state, and federal laws and regulations.

Occupancy Group: Occupancy groups shall be clearly defined on the plans. Design and specifications shall comply with the provisions of Chapter 3, "Use or Occupancy

Classification”, of the California Building Code. Occupancy separations shall be clearly defined on plans. Mixed occupancy design shall comply with the requirements of CBC § 508 and other sections throughout the code. Please see chapter 4 of the California Building Code for specific occupancy requirements.

Construction Type: The building construction type shall comply with the provisions of Chapter 5, “General Building Heights and Areas,” and Chapter 6, “Type of Construction,” with special consideration of Section 509 of the California Building Code. Exterior wall construction and opening protection shall conform to requirements set forth in CBC§ 704.

Means of Egress (Exiting): Means of Egress (Exiting) shall comply with provisions of Chapter 10 of the California Building Code. Elevator design and specifications shall comply with Chapter 30 with special consideration for disable access.

California Disabled Access Requirements: Public areas and occupancies shall be designed in conformance with California Commercial/Public Disabled Access Regulations by the Division of State Architect/Access Compliance and other provisions of the California Building Code. Compliance to CBC § 1134B is required for remodeling of existing buildings.

California CCR Title 24 Energy Requirements: Project shall be designed to comply with the latest edition of the California Energy Standards, Title 24, Part 6.

Storm Water Mitigation: Plans and specifications for storm water mitigation shall be designed in accordance to current provisions of the State Water Resources Control Board implemented portion of the federal Water Pollution Control Act as amended and administered through the National pollutant Discharge Elimination System (NPDES) permit program.

Fire Protection System: Automatic fire sprinkler system shall comply with Section 14.25 of the Pasadena Municipal Code and Chapter 9 of the California Building Code and the California Fire Code.

Plans and Professional Documents: All construction drawings (Architectural, Civil, Structural, Mechanical, Plumbing, Electrical), engineering calculations, soil report, grading plan, drainage plan, survey, and related documents shall be prepared, sealed, and signed with the expiration date by a licensed Architect/Engineer/Land surveyor by

the State of California. Soil report and survey is required for this project in addition to the structural and energy calculations. Shoring, slot cutting, and/or excavations plans may be required for review based on proposed construction methods. Additional documentation may be required at time of review.

Estimated Fees:

GREEN BUILDING

The project as submitted is exempt from the Green Building Practices Ordinance (PMC 14.90) however the City offers substantial incentives, rebates, and services for voluntary compliance. For green building incentives and information see the City of Pasadena's green building webpage at <http://www.ci.pasadena.ca.us/permitcenter/greencity>.

The project as submitted must comply with Green Buildings Practices Ordinance (PMC 14.90) based on applicability as follows (indicate one)

- 1) Municipal building \geq 5,000 of new construction,
- 2) Non-residential building \geq 25,000 of new construction,
- 3) Tenant improvement \geq 25,000 and that require a building permit,
- 4) Multi-family residential building \geq 4 stories,
- 5) Mixed use building \geq 4 stories,
- 6) Mixed use projects and multi-family residential projects that include a residential building \geq 4 Stories

Applicable projects must:

- 1) Register the building with the US Green Building Council;
- 2) Retain the services of a LEED Accredited Professional;
- 3) Complete the LEED project registration prior to issuance of a building permit;
- 4) Complete the applicable LEED credit templates on-line and grant review access to the City's LEED AP consultants (enter consultant email as pasadenaplanchek@davislangdon.us);
- 5) Submit the applicable LEED checklist and supporting documentation indicating points meeting at a minimum LEED Certified level incorporated into documentation for a building permit. The LEED checklist shall be prepared, signed, and dated by the project LEED AP. All building documents shall indicate in the general notes and/or individual detail drawings, where feasible, the green building measures employed to attain the applicable LEED rating.

For green building information and incentives see the City of Pasadena's green building webpage at <http://www.ci.pasadena.ca.us/permitcenter/greencity>.

Please contact Davis Langdon Associates, the City's LEED Accredited Professionals, to arrange consultation and guidance on the City's Green Building Practices Ordinance

and LEED green building rating system applicability. This service is available at no charge to applicants.

Cynthia Doyle
c/o Davis Langdon
310 393 9411 ext. 2411

COMMUNITY PLANNING

Plan Reviewer: Carol Hunt Hernandez Phone No. (626) 744-6768

General Plan Consistency: The Church of Scientology proposes to locate a facility at 35 S. Raymond Avenue in the historic Braley Building. Minor exterior improvements are proposed for the building including signage. The Braley Building is located in the Central District Specific Plan (CDSP) as designated in the General Plan Land Use Element. The General Plan designation is Specific Plan and the zoning category is Central District Specific Plan, Old Pasadena, Core (CD-1/AD-1). The objective of this Sub-district is to protect the numerous historic resources in the area, and to support the long-term viability of its core as a regional retail and entertainment destination through the development of nearby complementary uses, including urban housing near light rail stations and parks.

The proposed project consists of interior demolition of the Braley Building and interior construction for a single tenant. Project includes new mechanical, electrical and plumbing systems/upgrades, minor exterior repair and new signage. No additional new square feet will be required for the project. The total square footage of the building is 58,084 square feet. The building will include offices, classrooms, reception area and chapel. The hours of operation are seven days a week from 9:00 a.m. to 10:00 p.m.

As the project proceeds through the development process, the General Plan provides the following policies that are relevant.

OBJECTIVE 1 – TARGETED DEVELOPMENT: Direct higher density development away from Pasadena’s residential neighborhoods and into targeted areas, creating an exciting urban core with diverse economic, housing, cultural and entertainment opportunities.

The proposed project is located within the Central District Specific Plan area which is identified by the General Plan as one of seven areas within the city targeted to accommodate future growth. The proposed project supports this objective by placing a cultural/public service institution in the downtown area near housing and the light rail.

OBJECTIVE 5 – CHARACTER AND SCALE OF PASADENA: Preservation of Pasadena’s character and scale, including its traditional urban design form and historic character, shall be given highest priority in the consideration of future development.

The proposed project consists of interior improvements with minor improvements to the exterior of the building.

OBJECTIVE 6 – HISTORIC PRESERVATION: Promote preservation of historically and architecturally significant buildings and revitalization of traditional neighborhoods and commercial areas. Policy 6.3 – Adaptive Reuse: Encourage and promote the adaptive reuse of Pasadena’s historic resources.

The proposed use is to be located in the Braley Building which is listed on the National Register of Historic Places as part of the Old Pasadena District. The proposed project is limited to the interior of the building. Refer to comments from Design and Historic Preservation.

OBJECTIVE 18 – IMPROVED ENVIRONMENT: Improve the quality of the environment for Pasadena and the region.

The project is subject to the Green Building Ordinance for tenant improvements for buildings over 25,000 square feet.

OBJECTIVE 20 – LAND USE/TRANSPORTATION RELATIONSHIP: Policy 20.3 – Bicycles/Pedestrians: Promote the use of non-motorized modes of transportation, such as bicycles and walking within the city.

The proposed project is subject to the Trip Reduction Ordinance.

Specific Plan: The proposed project is located within the Central District Specific Plan, Old Pasadena Core. Churches are a permitted use in the district.

Master Development Plan: No Master Development Plan applies to the site.

Planned Development: No Planned Development applies to the site.

Neighborhoods: The project is located within Council District 6, which is represented by Steve Madison. His field representative is Taka Suzuki, (626) 744-4739. Pasadena Heritage, Sue Mossman, Executive Director (626) 441-6333.

Estimated Fees: Fees are not anticipated at this time.

CURRENT PLANNING

Planner: Jacqueline Ellis

Phone No. (626) 744-6709
Jellis@cityofpasadena.net

Project Description:

The project includes the interior demolition and interior remodeling of an existing four story building (with a basement) of 58,084 square feet. The application includes systems upgrades, minor exterior repair and new signage. The proposed building tenant is the Church of Scientology. This tenant would occupy the entire building in a multi-purpose capacity.

The comments related to this project are in response to the information provided. More information about the proposed use will be required to be provided so that the City can determine the required entitlements as well as the parking demand.

For a more detail analysis by staff, please submit the following information:

1. Please describe the proposed uses you are proposing within the building and indicate how they operate. For example if you have the following uses: office, retail, religious assembly, instructional services, child daycare, restaurant/café, indicate the location of each respective use, the hours of operation and the square footage dedicated to that use.
2. Dimension each floor level including the basement and indicate the total proposed square footage.
3. Indicate the location of assembly areas on all floors and the square footage of these. Indicate whether the seating for the assembly areas and chapel is permanent or removable. Indicate the square footage of the chapel.
4. The application indicates the proposed hours of operation are 9:00 AM to 10:00 PM. Daily. Clarify if this is for the entire building, or if limited to certain floors or certain uses within the building. Indicate if these hours are daily.
5. Provide a legend on the floor plans to clarify the names of the rooms.

Zoning District: The subject site is located at 35 South Raymond Avenue (Assessor's Parcel Number 5722-028-019). The subject property is zoned CD-1-AD (Central District Specific Plan, Sub-area 1, Old Pasadena, Alcohol Overlay District) and is subject to the following Zoning Code Sections or Chapters (this list is not all inclusive):

- Chapter 17.30 – Central District Specific Plan
- Chapter 17.46 – Parking and Loading
- Chapter 17.48 -- Signs
- Section 17.50.340 – Transit-Oriented Development (TOD)

Minimum Yards: The lot is developed with a multi-storied building. If the application was proposed new construction the property would be subject to the development standards found in PMC 17.30, Figure 3-7.

Maximum Building Area: The existing building is 58,084 square feet. If the application proposed new construction, the property would be subject to the development standards found in PMC 17.30, Figure 3-8.

Ground Floor use: The ground floor along the South Raymond shall be limited to pedestrian-oriented uses for at least 50 percent of a building's street frontage; the remaining 50 percent may contain uses otherwise permitted and/or accommodate pedestrian and vehicular access. Pedestrian-oriented uses shall include uses classified under "Retail Sales" and "Services" that are identified in Table 3-1 as pedestrian oriented.

Please note that for the proposed book store to be classified as a pedestrian oriented, it must be open to the public. Also, provide the dimensions of the bookstore.

Height: The lot is currently developed with a multi-storied building. If the application proposed new construction on the site, it would be subject to the development standards found in PMC 17.30, Figure 3-9.

Open Space: Open space is required only if the applications proposed a project with residential units. See PMC 17.50.160.

Landscaping: The existing building is covering the entire site; therefore, a landscape and irrigation plan is not required. If the application proposed new construction, the property would be subject to the development standards found in PMC 17.44 (Landscaping).

Parking: The required number of parking spaces for nonresidential uses in the CD-1 Old Pasadena Historic Core Precinct shall be equal to 75 percent of the number of spaces specified in chapter 17.46 (Parking and Loading). This reduction shall not be combined with other allowed parking reductions except that a parking reduction through the approval of a minor conditional use permit for shared parking is allowed. Projects shall comply with the parking caps contained in 17.50.240 (Transit-Oriented Development).

Prior to determining the number of parking spaces and parking credits required for the proposal, Staff requires more information on how the existing structure will be used, as requested above.

Bicycle Parking: Information was not provided on bicycle parking, or how the required trip reduction standards will be met. This information is required. The bicycle parking requirement for all nonresidential structures 15,000 square feet or more is five percent

of the required motor vehicle parking. Please refer to Pasadena Municipal Code section 17.46.290 for trip reduction and section 17.46.320 for development standards on bicycle parking.

Environmental Review: Pending clarifications on the project, the environmental review will be determined.

Loading: There is no new construction that is proposed; therefore, the project is not subject to loading requirements.

Refuse Storage: No information was proposed about refuse storage for the site. Each new land use shall provide a refuse storage area in compliance with PMC section 17.40.120.

Signage: Signage will be reviewed in accordance with Chapter 17.48 of the Zoning Code. As proposed on the plans, it appears that the blade sign and wall sign located on the north façade do not comply with City's sign standards in terms of size and location. It is recommended that the proposed signage be revised to comply with the city's sign standards. You may apply for a Sign Exception; however, based on the preliminary review of the signage by staff, staff would recommend that your Sign Exception application be disapproved.

Windows: For religious facilities located in existing structures that any existing storefront windows and doors shall remain and all windows shall be transparent. Please see PMC section 17.50.230.

Conditional Use Permit/Variance: The proposed commercial development is permitted in the CD-1, (Central District Specific Plan, sub-district 1). There are several items and calculations that need to be clarified or depicted in this submittal detail in order for the staff to determine what entitlements are required. Any development standard that cannot be met will require a Variance.

Discretionary Review Process: The Hearing Officer is the decision maker for Conditional Use Permits and Variances. The Hearing Officer meets twice a month. Once a project is submitted, the processing time is usually around 3-4 months. The project is distributed to other City departments for review and comment. Along with review of the plans, staff will prepare an Initial Study during this period and will prepare an environmental determination along with the case if necessary.

Site Plan: Once the project is officially submitted to the City for review, the site plan for the project shall incorporate all corrections, comments, and requirements identified in this Pre Application Conference. The submitted project will be reviewed as part of the discretionary review and plan check process.

Mitigation/Condition Monitoring: Upon completion of the project's CEQA compliance documentation, Mitigation Monitoring may be required. Condition Monitoring may also be required for any requested entitlements. There are also fees associated with both

mitigation and condition monitoring that may be associated with the proposed project. Contact Code Compliance at (626) 744-4633 for further information on monitoring fees.

Estimated Fees: The following are the Current Planning fees, please note that when there is more than one application for a Variance or CUP the total fees include one primary fee (the highest fee and excluding environmental review) each plus \$141.25 for all other entitlement applications:

Initial Study:	\$6,986.00
Categorical Exemption:	\$185.00
Variance:	\$4,188.00
Minor Variance/Sign Exception:	\$3,317.00
Conditional Use Permit:	\$4,520.00
Minor Conditional Use Permit:	\$2,237.00

DESIGN & HISTORIC PRESERVATION

Plan Reviewer: Darrell Cozen

Phone No. (626) 744-6753

Fax: (626) 396-7518

E-mail: dcozen@cityofpasadena.net

HISTORIC PRESERVATION REVIEW:

The building at 35 S. Raymond Avenue (*Braley Building; 1906; C.W. Buchanan, Architect*) is a contributing property to the Old Pasadena Historic District, which is listed in the National Register of Historic Places. In the Central District, the historic preservation review process is through a design review submittal. See details below.

DESIGN REVIEW

Changes to the exterior of the building (on any side visible from a street or alley) must be reviewed by the City as part of an application for Design Review approval. The following changes shown on the preliminary drawings are ones that require this review:

- signs
- art glass at entry and in transom window locations
- window replacement
- storefront infill of existing entries
- replacement awnings

These proposed changes can all be reviewed by the staff without a requirement for public notice or public hearing. Staff may approve, approve with conditions, or deny the proposals. The applicable design guidelines for the project are the Secretary of the Interior's Standards for Rehabilitation and the Illustrated Guidelines for Rehabilitating Historic Buildings, the Design Guidelines for the Central District Specific Plan, the Old Pasadena Streetscapes and Alley Walkways Plan, and the Sign Design Guidelines for the Central District.

If no zoning entitlements are required for the project, environmental review pursuant to the California Environmental Quality Act (CEQA) will be conducted in conjunction with design review. If there are no traffic, zoning, or historic resource issues, it is likely that the project will qualify for an exemption from CEQA. Prior to filing an application for design review, it is recommended that the applicant consult with the Transportation Department to begin preparation of any necessary traffic assessment or study that may be required.

Design review for this project is a two-step procedure: 1) a **preliminary meeting with the staff**—in conjunction with the preliminary plan review submittal—to review the project, to discuss the design guidelines, and to identify additional information that may be needed for a complete application. This meeting should occur at an early stage of the development review process. 2) **Consolidated design review**, combining concept/schematic items with final review items (materials, finishes, etc).

Appeals/Calls for Review

Any person affected by a decision may appeal a staff decision to the Design Commission and a Design Commission decision to the City Council. The Design Commission or City Council may also call a staff decision for its review, and the City Council may call a Design Commission decision for its review. Appeals or calls for review must be filed during the ten-day appeal period before the decisions become effective (which is on the 11th day following a decision).

SPECIFIC COMMENTS ON PROPOSED ALTERATIONS

Windows: The drawings propose new wood windows to match the existing ones. The existing windows are showing some wear on the exterior, due perhaps, in part, to insufficient maintenance.. According to our files, a substantial rehabilitation of the building in 1982 did not include any significant replacement of windows, and the existing windows on the west elevation match the ones on the north elevation that are protected from the sun. The existing windows appear to be original windows. With thirty original windows on the front elevation, the windows are significant historic features of the building. The Secretary's Standards for Rehabilitation recommends an approach that conserves as much original material as possible and only replaces material when there is severe deterioration. Applying this Standard to this case, only the deteriorated parts of window frames should be repaired or replaced. The second best option is to selectively replace window sashes and/or sills where they are severely deteriorated, but not wholesale replacement of all windows. Staff recommends that a historic preservation architect be retained to review these significant elements of the building and propose needed repairs and, as necessary, any replacement of existing windows.

Storefronts: The existing wood storefronts, including the transoms, entries, and tiled bulkheads, date from 1982 and are not historic. Therefore, existing entries can be closed and storefronts modified if necessary for a single user. The design of replacement storefronts should be compatible with the historic character of the building. Design details will need to be provided as part of the design review application.

Signage: The proposed sign over the entry door is proposed in an appropriate location and should be placed within the frieze of the door's entablature.

The new projecting sign exceeds the allowable size and height of the zoning code. However, it is in the general location that was approved by a Sign Exception in 1999 for a banner sign of 2' by 15' in size. The existing brackets (or at a minimum, the location of the existing brackets) and banner could be used for a new sign. A new banner sign in this location could be made of cloth, vinyl, or another non-rigid material. A new projecting sign in a different location will need to be reduced in size to 20 square feet in size and lowered to a position below the second floor window sills in order to meet the zoning code, or else a Sign Exception will be required.

The proposed externally illuminated wall sign is situated in a location where a historic sign is currently painted on the brick wall and would require a sign exception. The existing wall sign is a separately designated landmark and should be protected in place without being covered in any way. There appears to be some room for a new wall sign below the historic painted sign.

Materials: The art glass is proposed in place of existing signs that are non-historic. Originally prismatic-glass transom windows were in most of these locations. Staff's inspection of the building pointed out that the brick wall on the south side of the building is in need of major repointing that should be accomplished at the applicant's earliest opportunity. This is another part of the project that needs the direction of an experienced historic preservation consultant.

Design Guidelines:

Below are links to the design guidelines that apply to the project:

<http://www.ci.pasadena.ca.us/planning/deptorg/dhp/pdfs/section10.pdf>

<http://www.ci.pasadena.ca.us/planning/deptorg/dhp/pdfs/section9.pdf>

<http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>

<http://www.ci.pasadena.ca.us/planning/deptorg/dhp/pdfs/signdesignguidelines.pdf>

Estimated Fees:

Consolidated Design Review for Storefront Changes:	\$570
Design Review for Signs and Awnings (if submitted separately):	\$242
CEQA Initial Study (if needed):	\$6,986
CEQA Exemption:	\$285

ENTERPRISE ZONE

Plan Reviewer: Melissa Alva

Phone No. (626) 744-7347

General Comments: The Pasadena Enterprise Zone program is a State designated economic development plan that grants state tax credits to businesses located within the Enterprise Zone boundaries. The programs provided through the Enterprise Zone program include: Sales and Use Tax Credit, Hiring Credit potentially up to \$37,000, Business Expense Deduction, Net Operating Loss Carryover for 15 years and Net Interest Deduction for Lenders.

The address 35 North Raymond Avenue is located within the Enterprise Zone and may have the ability to utilize the State Tax Credits. As for the local benefits offered by the City of Pasadena, the address is located within the Enterprise Zone Technology Development Area (EZTDA); which grants permit fee waivers to companies that meet the City's zoning definition of Research and Development (R&D) use. The applicant does not appear to meet the zoning definition of R&D; thus will not be apply for building and planning permit fee waivers.

For questions or to request information about the Enterprise Zone program, please contact the Enterprise Zone Office at (626) 744-7347.

Estimated Fees: N/A

FIRE DEPARTMENT

Plan Reviewer: Pari Bagayee

Phone number: (626) 744- 7596

Plan shall comply with the requirement of 2007 California codes and PMC.

Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix B Table B 105.1 and the quantity and spacing of fire hydrants as required by Appendix C Table C105.1 of Title 24, California Fire Code. Plans shall be submitted to the Pasadena Fire Department for review and approval prior the review and approval of the building plans.

NOTE: A current fire flow report (not older than 6-months), performed by the Pasadena

Water Department, shall be provided to the Fire Department when applying for building permits to construct or add to any structures.

Fire Dept. Access/Knox Box: Fire Department Access shall be provided to within 150-feet of all exterior portions of any structure. All access roads exceeding 150-feet shall be provided with an approved Fire Department Hammerhead or Turnaround. Fire department access shall be constructed of an all weather surface to support a minimum of 35,000lbs with a minimum of 20-feet wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway way shall exceed 12% slope.

All access gates across roadways or entrances to facilities shall fail unlocked/open in the event of any loss of power. All access gates and main entrance doors shall have a Know Box or Knox Control Key Switch installed. Obtain Knox Box Applications from the Pasadena Fire Department Permit Desk.

Automatic Fire Sprinkler System or Standpipe: An automatic sprinkler system shall be provided throughout building and portions thereof used as Group A occupancies per CBC Section 903.2.1

Stand pipe system shall comply with the requirements of CBC Section 905.

Fire Department Fire Sprinkler Connections: Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building or surface mounted to 2- hours rated wall with no opening within 10 feet and FDC shall be located within 100 feet of a fire hydrant.
- (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
- 4" CLAPPERED internal swivel outlet X 4" FDC
- Shall be clearly labeled to indicate FDC for Fire Sprinklers and Standpipes.
- **A CLEAR DIMENSION OF 3- FEET SHALL BE MAINTAINED AROUND THE PERIMETER OF EACH FIRE DEPARTMENT APPLIANCE.**
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.

Smoke control System: This project required to have smoke control system and shall comply with the requirements of CBC Section 909.

Automatic Fire Alarm/Detection System: All structures 10,000 square feet or more (5,000 square feet or more for Assembly Occupancies), or any structure required by Title 24, California Building or Fire Codes, shall be provided with a fully automatic and manual fire detection and notification system. Shop drawings to be submitted by contractor for review and approval prior to construction. PMC 14.25.050

Emergency Vehicle Traffic Signal Preemption Systems: Traffic signaling systems serving this complex are required to have emergency vehicle signal preemption controls installed.

The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

FIRST SOURCE LOCAL HIRING:

Plan Reviewer: Antonio Watson Phone No. (626) 744-8382

If there is no financial assistance being provided to this project from the City of Pasadena, this project would qualify for the City's local hiring incentive (Municipal Code 14.80) which could potentially result in a rebate of up to 75% of the project's construction tax back to the applicant. Please contact Antonio Watson in the City Managers Office to discuss options for the City's First Source Local Hiring Incentive.

HEALTH DEPARTMENT

Plan Reviewer: Phone No. (626) 744-

Floors/Walls/Ceilings:

Exhaust Hoods & Ducts:

Equipment/Refrigeration/Ice Machines/Dipper Wells:

Sinks: Hand/Mop/Prep/2-Compartment/3-Compartment:

Floor Sink and Drain/Grease Trap/Interceptor:

Dishwashers/Glasswashers/Garbage Disposals:

Hot Water/Lighting/Ventilation:

Window Screens/Pass-Through Windows:

General Comments:

Estimated Fees:

HOUSING

Plan Reviewer: Kermit Mahan

Phone No. (626) 744-8315

General Comments: This project does not have a housing component hence is not subject to the Inclusionary Housing Requirements found in Title 17, Chapter 17.42 of the Pasadena Municipal Code.

Estimated Fees:

<p style="text-align: center;">MEMORANDUM - CITY OF PASADENA DEPARTMENT OF PUBLIC WORKS</p>
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DATE: September 8, 2008

**FROM: City Engineer
Department of Public Works**

**RE: Pre-Application Conference 2008-00015
35 South Raymond Avenue**

The Department of Public Works has reviewed the pre-application for the interior demolition and construction of an existing building for the Church of Scientology. The following conditions are in response to a pre-application conference and intended to be used only for this purpose. The conditions, as intended, are general in nature and are to be used as points of general discussion. Should this proposed development continue beyond the pre-application conference process, the Department of Public Works will review the proposed development for specific recommended conditions to be approved, which could also include other conditions.

1. Excavation in Raymond Avenue for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.
2. There is an existing basement that extends under the sidewalk of Raymond Avenue. The basement shall be abandoned and sealed as directed by the City Engineer. If the applicant wishes to retain the basement, a license agreement is required. The license agreement application for any private improvement within

the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City Council before any permits are granted. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

3. New curb and gutter shall be constructed along the site frontage to eliminate the joint between paving and curb to ensure waterproofing of the subgrade.
4. No water from the site shall be diverted to Braley Court or Mercantile Alley.
5. Any damaged alley pavement or brick pavers in Braley Court or Mercantile Alleys shall be repaired.
6. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant shall pay a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
7. The applicant is responsible for design, preparation of plans and specifications, and construction of all required public improvements. Plans for all improvements in the public right-of-way shall be prepared by an engineer, registered in the State of California. Upon submission of improvement plans to the Department of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted and will be based upon the estimated cost for the Department to do the work.
8. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$1,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
9. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the

Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <http://www.cityofpasadena.net/publicworks/Engineering/default.asp>. A deposit, based on the General Fee Schedule, is required for plan review. This plan shall show the impact of the various construction stages on the public right-of-way including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval.

10. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on the property in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the approval of the Urban Forestry Advisory Committee.
- Stormwater Management and Discharge Control Ordinance – Chapter 8.70 of the PMC
This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the

method of SUSMP compliance. Information on the SUSMP requirements can be obtained from the Permit Center's webpage at <http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp>.

- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
 - b. Monthly reports must be submitted throughout the duration of the project.
 - c. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

DEPARTMENT OF TRANSPORTATION

PAC2008-00015 35 South Raymond Avenue

Interior demolition and interior construction for a church with subterranean parking

Plan Reviewer: Conrad Viana, P.E. **Phone No.** (626) 744-7424

General Statement: The following conditions are in response to a pre-application conference review and intended to be used only for this purpose. The conditions, as intended are general in nature and are to be used as points of general discussion. Should these proposed developments continue beyond the pre-application conference review process, the Department of Transportation will review the proposed developments for specific recommended conditions to be approved, which could also include other conditions.

Traffic Study: Based on the preliminary information provided by the applicant and what is stated in the Master Application form, after taking into consideration the

previous land uses for this building, it is anticipated that this project would generate a net reduction of 885 daily trips, a net reduction of 64 AM peak hour trips, and a net reduction of 78 PM peak hour trips. Therefore, based on the thresholds outlined in the Traffic Impact Review Guidelines, this project is **exempt** from completing a transportation assessment or a traffic impact study. Please refer to the following link for more information:

http://www.cityofpasadena.net/trans/tpd/pdf/TIRCP_Guidelines_v1.pdf .

Trip Reduction: Because this project is a tenant improvement of a historic building with no physical expansion proposed, the project is **not** subject to the City's Transportation Demand Management (TDM)/Trip Reduction Ordinance (TRO) requirements. Furthermore, the existing building was built before the ordinances were effective.

POWER DEPARTMENT PAC 2008-00015 35 South Raymond Avenue

September 5, 2008

- I. The City of Pasadena Water and Power Department (Department) shall provide electrical service to the proposed development at 35 South Raymond Avenue (Customer) on the following basis:
 1. Customer shall provide a transformer room / vault if the electrical service is over 200 Amps single-phase or over 100 Amps three-phase. The number and size of the transformer room / vault varies according to the size of the electrical service.
 2. Any required transformer room / vault located within a building structure shall be rated for 4-hour fire separation and meet all local Fire Department requirements related to room ventilation and alarming.
 3. Customer shall be responsible for the maintenance of the transformer room / vault, provide protection for the equipment in the transformer room / vault, and allow access to the transformer room / vault at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21.
 4. Department shall install concrete-encased primary service laterals to the property line. The number and location of the service laterals varies according to the size of the electrical service.
 5. Customer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to transformer room / vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
 6. Customer shall install transformer room / vault, service equipment, and secondary service conduits within the development area.
 7. Department shall install electrical service transformers, cables, and electric meters.

8. All Department installation costs shall be paid by the Customer and are included in the cost estimate below.
 9. Customer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.
 10. Customer must identify and notify the Department if there is any underground electrical conduit within the proposed development area in conflict with the construction.
 11. Customer shall provide Department all easements necessary for Department to access electrical service equipment.
 12. Customer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all Customer installed solar photovoltaic (PV) resources shall also meet the requirements of the Pasadena Solar Initiative and Rebate Program.
- II. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room / vault location, electrical meter / panel location, single-line diagram, load calculation, and proposed construction schedule.
- III. Total estimated fee for providing electric service to this development is \$100,000. This estimate does not include the cost of the Customer electric infrastructure within the development area. In addition, this estimate does not include Department costs related to the modification of existing Department electric infrastructure that may be required in order to provide electric service that shall be paid by the Customer. A firm total cost estimate shall be provided to the Customer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.
- IV. All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Utility Service Planning personnel for further information and detailed requirements at (626) 744-4495.

David Bratzler, P.E.
Pasadena Water and Power
Power Delivery Engineering & Construction Management
dbratzler@cityofpasadena.net
Ph. (626) 744-7460

WATER & POWER DEPARTMENT, Water Division

150 South Los Robles Avenue, Suite 200, Pasadena, CA 91101

Plan Reviewer: Michele Carina **Phone No.** (626) 744-7012
Richard Thompson (626) 744-7525
Date Reviewed: August 28, 2008

PAC2008-00015 35 South Raymond Avenue (D.S. 417X)

Project Description: Interior demolition and interior construction for a single tenant (Church of Scientology). Project includes new Mechanical, Electrical, and Plumbing systems and upgrades. Minor repair and new signage.

Water Mains: Pasadena Water and Power (PWP), Water Division, can serve water to this project. There is an 8-inch water main in Raymond Avenue 16 feet east of the west property line of Raymond Avenue and a 12-inch water main in Raymond Avenue 33 feet west of the east property line of Raymond Avenue. The applicant is advised to consult the Pasadena Water Division to discuss any new services and/or abandonment. (NOTE: Pasadena Water Service Rate Ordinance is applied to new services tapped off the main closest to the parcel when installed in the street under normal conditions and standard methods).

Moratoriums: Verify with Pasadena Public Works Department regarding any construction moratorium affecting this project.

Water Pressure: The approximate water pressure range for this project is 100-105 psi (pounds per square inch). The Uniform Plumbing Code requires the installation of a pressure regulator when water pressure exceeds 80 psi.

Water Service: Currently, there is one water service to this site. Existing and new water services will be reviewed when final building plans are submitted. Any service abandonment shall be at the distribution main. PWP will install any new service at the Pasadena Water Service Rate Ordinance in effect at the time of application and installation.

Fire Flow and Fire Hydrants: The Pasadena Fire Department (PFD) has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer. If you would like to request fire flow test information for your site, please contact Larry Vasquez at (626) 744-4387.

Cross Connections: All city cross-connection prevention policies must be adhered to. All water services serving the project shall be protected by an approved backflow prevention assembly. Water lines are not permitted to cross lot lines to serve adjoining lots. If you have additional questions, please contact Richard Thompson at (626) 744-4299.

Landscaping and Irrigation: Provide plans showing backflow protection to the Water Division for review and approval.