

TERRY E. TORNEK  
MAYOR – CITY OF PASADENA

17 MAR 13 03:15PM  
CITY CLERK

MEMORANDUM

**DATE:** 3/13/17

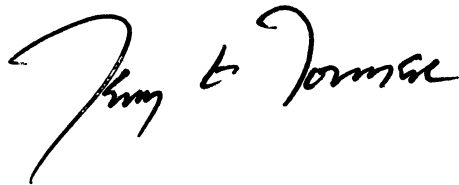
**TO:** CITY CLERK

**FROM:** TERRY E. TORNEK

**SUBJECT:** CALL-UP AHCP #1184, 245 S. LOS ROBLES

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Please call up this Affordable Housing Concession Permit approval to the Board of Zoning Appeals. Thank you.

A handwritten signature in black ink, appearing to read "Terry E. Tornek". The signature is fluid and cursive, with the first name "Terry" and last name "Tornek" clearly distinguishable.



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

March 3, 2017

Aris Artunyan  
245 S. Los Robles Ave., Suite 108  
Pasadena, CA 91101

**Subject: Affordable Housing Concession Permit #11854**  
**245 South Los Robles Avenue**  
**Council District #6**

**PLN2016-00500**

Dear Mr. Artunyan:

Your application for an **Affordable Housing Concession Permit** at **245 South Los Robles Avenue** was considered by the **Hearing Officer** on **March 1, 2017**.

**AFFORDABLE HOUSING CONCESSION PERMIT:** To facilitate the conversion of an existing nine-story office building into a mixed-use building with 23,224 square feet of commercial (1st-2nd floors) and 66 residential units (3rd-9th floors), and the construction of an additional 65 units on an existing, at grade, attached parking garage. The total mixed-use project would contain 131 units, eight of which would be designated as "very low income." The applicant would be utilizing the density bonus provisions of the Zoning Code to increase the maximum density on the subject property from 105 units to 131 units, a 25% density increase. Concessions may be requested when the density bonus provisions of Chapter 17.43 are utilized. The following affordable housing concession is requested:

- i. **Allow the proposed residential additions over the garage to have a height that exceeds the code requirement. Pursuant to Section 17.30.40, Figure 3-8 of the City of Pasadena Zoning Code, the height limit for the subject site is 50 feet. The request includes portions of the building to be up to 68 feet in height.**

After careful consideration of this application, and with full knowledge of the property and vicinity, the Hearing Officer made the findings as shown on Attachment A to this letter. Based upon these findings, it was decided by the Hearing Officer that the **Affordable Housing Concession Permit** be **approved** with the project with the conditions in Attachment B and in accordance with submitted plans stamped **March 1, 2017**.

In accordance with Section 17.64.040 of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within three years of the effective date of the approval. This approval is eligible for two one-year extensions. Each one year extension is required to be reviewed and approved by the Hearing Officer at a noticed public hearing. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement. The right granted by this approval may be revoked if the entitlement is exercised contrary to the conditions of approval or if it is exercised in violation of the Zoning Code.

You are advised that an application for a building permit is not sufficient to vest the rights granted by this approval. The building permit must be issued and construction diligently pursued to completion prior to the expiration of this approval. It should be noted that the time frame within which judicial review of the decision must be sought is governed by California Code of Civil Procedures, Section 1094.6.

You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.72, any person affected or aggrieved by the decision of the Hearing Officer has the right to appeal this decision within **ten days (March 13, 2017)**. The effective date of this case will be **March 14, 2017**. Prior to such effective date, a member of the City Council or Planning Commission may request that it be called for review to the Board of Zoning Appeals. However, if there is a request for a call for review, the appeal period will continue to run. If the tenth day falls on a day when City offices are closed, the appeal deadline shall be extended through the next day when offices are open. The decision becomes effective on the eleventh day from the date of the decision. The regular Appeal fee is \$272.95. The Appeal fee for Non-profit Community-based Organizations pre-registered with Neighborhood Connections is \$136.48.

Any permits necessary may be issued to you by the Building Division on or after the effective date stated above. A building permit application may be submitted before the appeal deadline has expired with the understanding that should an appeal be filed, your application may, at your expense, be required to be revised to comply with the decision on the appeal. A copy of this decision letter (including conditions of approval and any mitigation monitoring program) shall be incorporated into the plans submitted for building permits.

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15332, Class 32, In-Fill Development Projects. Section 15332 specifically exempts from environmental review in-fill development where: 1) the project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; 2) the proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; 3) the project site has no value as habitat for endangered, rare or threatened species; 4) approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and 5) the site can be adequately served by all required utilities and public services.

For further information regarding this case please contact **Luis Rocha** at **(626) 744-6747**.

Sincerely,



Paul Novak  
Hearing Officer

Enclosures: Attachment A, Attachment B, Attachment C (site map)

xc: City Clerk, City Council, Building Division, Public Works, Power Division, Water Division, Design and Historic Preservation, Hearing Officer, Code Enforcement-Jon Pollard, Case File, Decision Letter File, Planning Commission (9)

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR AFFORDABLE HOUSING CONCESION PERMIT #11854**

Affordable Housing Concession Permit: To increase the maximum permitted building height.

1. *The concession or incentive does result in identifiable and actual cost reductions to provide for affordable housing costs.*

Keyser Marston Associates (KMA) performed a financial analysis which reviewed and analyzed two development scenarios. In their analysis, KMA concluded that the project meets the requirements imposed by the City's Density Bonus Ordinance as well as the California Government Code, Section 65915 (Density Bonus) to qualify for the concession in order to facilitate the construction of eight very-low income residential units.

KMA determined that the cost associated with providing eight very-low income units is estimated at \$5,579,500. The value created by the requested concession is \$5,934,500, a surplus of \$355,000. In their analysis, KMA concludes that the Developer's proposal meets the requirements imposed by the City's Density Bonus Ordinance as well as the California Government Code, Section 65915 (Density Bonus) to qualify for the concessions in order to facilitate the construction of eight very-low income residential units in that the height concession being requested by the applicant does result in the identifiable and actual cost reduction required to provide for affordable housing costs and is necessary to physically accommodate the 131 residential units being proposed.

2. *The concession or incentive would not have a specific adverse impact on public health, public safety, or the physical environment, and would not have an adverse impact on a property that is listed in the California Register of Historical Resources, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact, or adverse impact, without rendering the development unaffordable to low- and moderate-income households. A specific adverse impact is a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.*

The Department of Transportation (DOT) determined that a Traffic Impact Analysis was required for this project. The study evaluated the effect the project would have to existing neighborhood traffic volumes along access and neighborhood collector street segments and intersections within the vicinity of the project, evaluated the existing Pedestrian Environmental Quality Index (PEQI) and Bicycle Environmental Quality Index (BEQI) along key corridors within the vicinity of the project.

In addition, because the project proposes more than 50 residential units, DOT also conducted a separate analysis of the City's four vehicular and multimodal performance measures that assess accessibility of different modes of travel when evaluating a project's impact, and the project's transportation impact to its community using adopted transportation performance measures that relate to vehicles miles traveled (VMT), vehicle trips (VT), proximity and quality of the bicycle and transit network, and pedestrian accessibility.

The study determined that the projects effects on neighborhood traffic volumes would not exceed the street segment caps or the caps established for the level of service of studied intersections. Since project-related net trips over existing traffic on street segments do not

exceed adopted street segment caps, the project applicant will not be required to implement measures to discourage neighborhood intrusion by project-related traffic. Furthermore, the pedestrian environment received an indicator score of "average" and the bicycle environment received an indicator score of "average". No conditions of approval are required when the score is "average" or higher.

The study determined that that the project's incremental VMT per capita change does not exceed the adopted threshold of significance under the VMT per capita of 22.6. Therefore, the project does not cause any significant impacts as it relates to VMT. The study also determined that the project's incremental VT per capita change does not exceed the adopted threshold of significance under the VT per capita of 2.8. Thus, the project does not cause any significant impacts as it relates to VT. In addition, it was determined that the project increases the service population access to transit and bike facilities. Therefore, the project does not cause a significant impact on the existing bicycle network or access to transit facilities. As such, as it relates to vehicular traffic, there will be no adverse impact on public health, public safety, or the physical environment and the proposal complies with the requirements needed to make the findings to be granted a concession.

A Noise Analysis for the project site was prepared that determined that no adverse short term or long term noise impacts will occur from the project and that said noise will not exceed the City's Noise Ordinance thresholds. As such, as it relates to noise, there will be no adverse impact on public health, public safety, or the physical environment and the proposal complies with the requirements needed to make the findings to be granted a concession.

An Air Quality Analysis for the project site was prepared that determined that the project will not conflict with an applicable air quality plan, violate an air quality standard or threshold, result in a cumulatively net increase of criteria pollutant emissions, expose sensitive receptors to substantial pollutant concentrations, or create objectionable odors affecting a substantial number of people. As such, as it relates to air quality, there will be no adverse impact on public health, public safety, or the physical environment and the proposal complies with the requirements needed to make the findings to be granted a concession.

The proposed project was reviewed by the City's Design and Historic Preservation Section of the Planning Division. The existing office tower and garage structures that are being utilized for the project have been reviewed and were determined to not qualify as historic resources. As such, as it relates to historic resources, there would be no adverse impact on a property listed on the California Register of Historic Places and the proposal complies with the requirements needed to make the findings to be granted a concession.

3. *The concession or incentive would not be contrary to state or federal law.*

The requested concession will be granted consistent with the procedures and requirements established by California Government Code Sections 65915 (Density Bonuses and Other Incentives) and will not be contrary to any federal laws.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR AFFORDABLE HOUSING CONCESSION PERMIT #11854**

The applicant or successor in interest shall meet the following conditions:

General

1. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans stamped "Received at Hearing, March 1, 2017," except as modified herein.
2. Because the grant of the Affordable Housing Concession Permit is based on assumptions relating to project cost and construction type, all changes to this project, either during design or construction, shall be submitted to the Zoning Administrator for review and approval. The Zoning Administrator retains the right to require preparation and submittal of a revised project financial analysis reflecting the proposed change(s) and comparing it to the Base Case (i.e., project without the granted concession) as well as payment for such analyses. The Zoning Administrator also has the right to reject a proposed change if it is determined that such a change would modify the project costs such that the granted concession was no longer necessary for the provision of affordable housing. The determination by the Zoning Administrator is appealable pursuant to Section 17.72 of the Zoning Code. Because review of proposed changes may require time to assess, the applicant is advised to submit any proposed changes in a timely manner and shall bear the burden of any delay caused by the review process.
3. The applicant shall comply with all standards of the Zoning Code applicable to the CD-2 zoning district, with the exception of the following approved concession:
  - i. To allow the proposed residential additions over the garage to have a height that exceeds the code requirement. Pursuant to Section 17.30.40, Figure 3-8 of the City of Pasadena Zoning Code, the height limit for the subject site is 50 feet. The request includes portions of the building to be up to 68 feet in height.
4. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 17.64.040 C of the Zoning Code
5. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
6. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
7. The proposed project, Activity Number **PLN2016-00500**, is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Luis Rocha, Current Planning Section, at 626-744-6747 to schedule an inspection appointment time.

#### Planning Division

8. The applicant, or the successor in interest, shall enter an agreement with the Housing Division for the provision of eight designated very low income units.
9. A final landscape and irrigation plan, in compliance with Chapter 17.44 (Landscaping) of the Zoning Code, identifying all remaining and proposed vegetation and trees shall be submitted along with plans for building permit. The plan shall include a mix of plant size and materials. Plant materials shall emphasize drought-tolerant and/or native species.

#### Design and Historic Preservation

10. This project requires Design Review by the Design Commission.

#### Housing and Career Services Department

11. The applicant shall submit an Inclusionary Housing Plan for City approval to the Housing and Career Services Department. The applicant is advised to contact the Housing Department regarding the preparation of the Inclusionary Housing Plan.

#### Building & Safety Division

12. Governing Codes: Current Edition of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Standards Codes. The governing edition is based on the date in which the project is submitted to the City for review.

The current edition is the 2013 series starting January 1, 2014 thru December 31, 2016.

13. Grading: If greater than 50 cubic yard (excluding excavation for building foundation), Grading/Drainage Plans shall be prepared by a registered engineer.
14. Soils Report: Soils report is required for the project.
15. Low Impact Development (LID) Plan: This project may require the preparation of a LID Plan to demonstrate storm water management post-construction. LID Plan shall be prepared by a registered engineer.
16. Building Code Analysis: Document on the plans the Allowable Height & Area, Occupancy Groups, Type of Construction, and Height & Area Increases.
17. Fire Protection: Provide wall & opening protection for exterior walls & openings near property lines and between different buildings. Provide fire separation between different occupancy groups and each living unit.
18. Means of Egress (Exiting): Provide Occupant Load Calculations, and provide an "Exit Plan". Identify exit separation and travel distance.
19. High-Rise Structures: High-rise structures are defined when there are occupied floors located more than 75 feet above the lowest level of fire department access. Such structures shall comply with the high-rise provisions of the CBC.

20. California Disabled Access Requirements: Project to be accessible to the disabled in accordance with Chapter 11A & 11B of the CBC.
21. Permits(s): Separate permits are required for separate building , grading (if applicable), fire sprinkler, mechanical, electrical and plumbing.

Department of Transportation

22. In accordance with City Ordinance No. 7076, the project shall pay the Traffic Reduction and Transportation Improvement Fee (TR-TIF) for the project at the time of building permit issuance. The TR-TIF is subject to change based on the current General Fee Schedule. Total payment would be based on the final scope at the time of project approval. The payment shall be made at Window #8 in the Permit Center located at 175 N Garfield Ave, Pasadena CA 91109.
23. A circulation plan for the parking structure must be reviewed and approved by the Department of Transportation. The plan shall be drawn to a 1"=20' or 1"=40' scale. The plan shall include the turning radius of the ramp and proposed striping/configuration of parking spaces to ensure that vehicles can safely enter and exit the parking area.
24. Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the project frontage.
25. No overnight parking permits will be issued to future residents of this project. The applicant shall advise future tenants of the unavailability of on-street overnight parking permits.
26. The location(s) of bicycle parking shall be shown on the plans and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).
27. In accordance with City Ordinance No. 7157, the project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. The purpose of the trip reduction requirement is to reduce the demand for automobile commute trips by ensuring that the design of major nonresidential developments projects accommodates facilities for alternative modes of transportation. **A TDM plan shall be completed to address the project's programs to promote alternative modes of transportation prior to the issuance of the first permit for construction and shall meet the following requirements:**
  - a. Carpool and Vanpool Parking. A minimum of 10% of the employee parking spaces shall be reserved for and designated as preferential parking for carpool and vanpool vehicles. Such parking area shall be in a location more convenient to the place of employment than parking spaces for single occupant vehicles, and shall be located as close as practical to the employees' entrances.
  - b. Bicycle Parking. Bicycle parking shall be provided on-site in compliance with Section 17.46.320 (Bicycle Parking Standards). In addition, the bicycle parking shall be located near the employee entrance and shall be conveniently accessible from the external circulation system.



- c. Transportation Demand Management Program Plan. A Transportation Demand Management Program ("TDM") Plan shall be submitted which complies with Chapter 10.64 of the Municipal Code (Transportation Management Program).

The owner/ developer shall place a deposit with the Department of Transportation prior to the issuance of the first permit for construction. This deposit is subject to a partial refund or additional billing in the event that the deposit amount is not sufficient to cover the cost of the review. The developer shall pay an annual Transportation Demand Management (TDM) status report review fee in compliance with the requirements of the Trip Reduction Ordinance.

To minimize and prevent last minute building design changes, it is highly imperative that the applicant, prior to the commencement of building or parking layout design efforts, contact DOT for TRO/ TDM Plan requirements so that trip reduction considerations are designed and incorporated early into the building and parking layout plans to avoid any unnecessary time delays and potential costs associated with late design changes. Please contact Juliana Iturrizaga, Associate Engineer at (626) 744-7228 to arrange a pre-design meeting to finalize the TDM Plan requirements for the project.

\* Based on the Current General Fee Schedule. Fees are subject to change.

#### Public Works Department

28. No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, and decorative sidewalk. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. 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 before any permits are granted. The applicant shall submit the application, plan and processing fee/deposit, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any building or demolition permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

A license agreement for shoring requires that all steel rods in every tie-back unit be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located less than ten (10) feet below grade be removed from the public right-of-way.

29. The existing curb ramp radius at the following intersection is:
- Approximately twenty five (25) feet at the southeast corner of Cordova Street and Euclid Avenue.
  - Approximately Twenty two (22) feet at the southwest corner of Cordova Street and Los Robles Avenue.

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall reconstruct a standard curb ramp at the said corners per Standard Plan No. S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all

construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant may submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the Department of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check deposit at least two months prior to the issuance of any building or demolition permits.

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (up to 25 feet radius) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

30. The applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk and shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done per the requirements of Public Works inspector. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).
31. Cordova Street, Los Robles Avenue and Del mar Boulevard are resurfaced with rubberized asphalt concrete. Excavations in the streets for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416 and with rubberized asphalt concrete in kind to the satisfaction of the City Engineer.

Furthermore, Del Mar Boulevard was resurfaced in September 2015 and is a moratorium street. If the street is excavated for utility connections prior to September 2020, additional grinding and resurfacing areas beyond the excavated areas will be required to resurface the street.

32. Each building of the proposed development shall connect to the public sewer with one or more new six-inch diameter house sewers laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewers within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the

Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.

33. The existing drainage system on Los Robles Avenue is owned and maintained by City. Closed circuit television (CCTV) inspections of the two (2) catch basins and/or culverts, connector pipes, and drainage culverts at intersections, shall be performed and CCTV inspection tapes submitted to the Department of Public Works for review. The address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection. Defects may include, excessive tuberculation, offset joints, excessive root intrusion, pipe joints that can allow water infiltration, cracks, and corrosion or deterioration of the pipe or joint material, damaged or cracked connection to the storm drain main, or other defects as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the drainage system. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing drainage system connection, and if required, to correct the defects.
34. The existing drainage systems on Euclid Avenue and Del Mar Boulevard are owned and maintained by the Los Angeles County Department of Public Works (LACDPW). If the development proposes to add new connections or to modify any facilities, plans shall be submitted to LACDPW for review and approval. Permits for construction shall be obtained from both LACDPW and Pasadena Department of Public Works.
35. If water is pumped from the subterranean parking garage before discharging into the public right-of-way, the applicant shall install a drainage structure in private property to dissipate energy from the pumped water.
36. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be obtained from the Planning Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
37. All of the on-site drainages, such as roof drain, and area drain, shall be gravity-flowed out to the public right of way at an approved angle in a cast iron curb drain or an approved curb outlet. The construction of the drain shall be completed prior to the issuance of Certificate of Occupancy.
38. The applicant shall plant and maintain, for a period of three years, a maximum of four (4) Quercus Virginiana, Southern Live oaks on Los Robles Avenue frontage per the City approved master street tree plan and install and maintain an irrigation system for the trees. Locations will be finalized in the field by the Department of Public Works. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to the Department for review and approval.

Trees must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. PNR can be reached at (626) 744-3880. The trees shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy. All new trees shall be maintained by either an existing or a new irrigation system constructed by the applicant.

The applicant shall also submit a tree establishment deposit to guarantee the new trees for a minimum of 90 calendar days. The maintenance within the establishment period shall consist of watering the new trees; the removal of weeds; the adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any trees which, for any reason, die or are damaged under its care. The 90-day tree establishment period shall commence on the day that the Certificate of Occupancy is issued. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

39. The existing traffic signal at Cordova Street and Los Robles Avenue is sub-standard. In order to improve pedestrian and traffic safety, the applicant shall upgrade the existing traffic signal equipment to meet City standard. Upgrade shall include but not limited to new traffic signal pole(s), Accessible Pedestrian System (APS) push button devices, conductors, pull boxes, pole foundation(s) and all of the appurtenant works. Please contact Arnold Dichosa, SLATS, at 626-744-7402 or adichosa@cityofpasadena.net, for more details.
40. The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required traffic signal upgrade. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments 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. In addition, there is possibly considerable lead-time for the materials required for the traffic signal upgrade construction. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this traffic signal upgrade condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.
41. 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 \$20,000 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. A processing fee will be charged against the deposit.
42. 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.ci.pasadena.ca.us/PublicWorks/Engineering\\_Division/](http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/). A deposit, based on the General Fee Schedule, is required for plan review and on-going monitoring during construction. 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. No construction staging, material storage, or trailer in the public right-of-way.

In addition, prior to the start of construction or the issuance of any permits, the applicant shall conduct a field meeting with an inspector from Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

43. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: [http://cityofpasadena.net/PublicWorks/Engineering\\_Division/](http://cityofpasadena.net/PublicWorks/Engineering_Division/).

44. 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. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu at 626-744-3762

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

a) Sewer Facility Charge - Chapter 4.53 of the Pasadena Municipal Code PMC

The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to 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.

b) Sidewalk Ordinance - Chapter 12.04 of the (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.

c) 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.

d) 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://cityofpasadena.net/PermitCenter/Plans\\_Submittal\\_Checklists/](http://cityofpasadena.net/PermitCenter/Plans_Submittal_Checklists/)

The resolution of the City Council of the City of Pasadena approving the amended stormwater and urban runoff pollution control regulations and repealing resolution No. 8151, can be found at the following link:

[http://ww2.cityofpasadena.net/councilagendas/2015%20Agendas/Aug\\_17\\_15/AR%2019%20RESOLUTION%20APPROVING%20AMENDED%20STORMWATER%20&%20URBAN%20RUNOFF%20POLLUTION.pdf](http://ww2.cityofpasadena.net/councilagendas/2015%20Agendas/Aug_17_15/AR%2019%20RESOLUTION%20APPROVING%20AMENDED%20STORMWATER%20&%20URBAN%20RUNOFF%20POLLUTION.pdf)

e) Residential Impact Fee Ordinance - Chapter 4.17 of the PMC

The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: [http://www.ci.pasadena.ca.us/PublicWorks/Engineering\\_Division/](http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/)

The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule ([http://www.ci.pasadena.ca.us/Finance/Fees\\_and\\_Tax\\_Schedules/](http://www.ci.pasadena.ca.us/Finance/Fees_and_Tax_Schedules/)) and will be calculated and collected at the time of Building Permit Issuance.

The building plans shall include, preferably on the title sheet, a summary of all living units to capture the number of different units; number of bedrooms in each unit; and types of units (Regular, Workforce housing, Skilled nursing unit, Student housing, Residential care facility for the elderly, Affordable Housing). The definitions on the different types of units are available in the abovementioned Residential Impact Fee Information Packet as well as in the Pasadena Municipal Code.

The estimated Residential Impact Fee based on the current tax schedule and the submitted information in the PPR application, dated September 28, 2016, for this project is: \$1,724,714.16 (subject to Housing Department evaluation).

This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

- f) 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://cityofpasadena.net/PublicWorks/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
- i) C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
  - ii) Summary Report with documentation must be submitted prior to final inspection.
45. 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. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. 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.

#### Water & Power Division

46. The applicant shall submit an application to Utility Service Planning for the additional power load.
47. The applicant shall install 2"-4" conduits from V1094 to private property vault. Exact placement of conduits and PPV to be coordinated with PWP Utility Planning or with PWP Engineering. Easements are required if conduits route within common area.
48. Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. There is an 8-inch cast iron water main in Cordova Street that was installed under Work Order 6316 in 1980. It is located approximately 15 feet north of the south property line of Cordova Street.
49. Moratorium: Verify with Public Works Department regarding any street construction moratorium affecting this project.
50. Water Pressure: The approximate water pressure in the area is 52 psi.
51. Water Service: PWP records reflect a 6-inch water service (46864) and a 4-inch water service (46839) serving 245 S. Los Robles Ave. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at total cost to customer.
52. 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.

There are three (3) fire hydrants in close proximity to the project:

- Fire hydrant number 517-3 is located on the south curb of Cordova Street, at the southwest corner of Cordova Street and Euclid Ave.

- Fire hydrant number 517-38 is located on the north curb of Cordova Street, at the northeast corner of Cordova Street and Euclid Ave.
- Fire hydrant number 517-25 is located on the east curb of Los Robles Ave, at the southeast corner of Cordova Street and Los Robles Ave.

If you would like to request for a fire flow test, please contact Marco Sustaita at (626) 744-4498.



**SITE PLAN  
FOR AFFORDABLE HOUSING CONCESSION PERMIT #11854**

