

**ATTACHMENT B**  
**PREDEVELOPMENT PLAN REVIEW COMMENTS TO APPLICANT**



# PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

## PREDEVELOPMENT PLAN REVIEW COMMENTS

Predevelopment Plan Review (PPR) is a preliminary evaluation of a project by staff from various City departments and divisions. The information derived from a PPR does not constitute any approval of a project. PPR meetings are not public hearings.

**Project Number:** PPR2018-00012 **Date:** September 6, 2018

**Project Address:** 1539 E. Howard Street, Pasadena, CA 91104 et al.

**Project Description:** Proposed Education First (EF) Master Plan that includes the demolition of three existing academic buildings, construction of a 72,000 square-foot student housing building, and alteration of remaining existing buildings on the former William Carey International University campus. The Master Plan also includes the improvements of an off-site athletic field located north of Elizabeth Street on Oxford Avenue.

**Applicant:** EFEKTA Group, Inc. c/o Shawna Marino  
**Phone:** (617) 619-1488  
**Email:** shawna.marino@ef.com

**Case Manager:** David Sinclair  
**Phone:** (626) 744-6766  
**Email:** dsinclair@cityofpasadena.net

DEPARTMENT / DIVISION	Plan Reviewer	Phone # (626)	Page
Building & Safety Addressing	Angie Jackson	744-6903	2
Building & Safety Division	Johnny Lee	744-6887	2
Community Planning Section	Natsue Sheppard	744-7527	3
Current Planning Section	Kristen Johnston	744-6709	7
Cultural Affairs	Wendy Miller	744-7547	10
Design and Historic Preservation Section	Amanda Landry	744-7137	10
Development, Business	Eric Duyshart	744-7353	15
Development, Northwest Programs	Lola Osborne	744-4791	15
Finance Department, Local Hiring	Antonio Watson	744-8382	15
Fire Department	Pari Bagayee	744-7596	15
Health Department	Gabriel Barrios	744-6072	17
Housing Department	Jim Wong	744-8316	18
Public Works Department	Yannie Wu	744-3762	18
Department of Transportation	Conrad Viana	744-7424	28
Water & Power, Power Division	Eduard Avakyan	744-7857	30
Water & Power, Water Division	Sandra Andrade-Hernandez	744-7011	32



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

---

**BUILDING DIVISION – ADDRESSING:**

Contact: Angie Jackson

Phone: (626) 744-6903

Email: [ajackson@cityofpasadena.net](mailto:ajackson@cityofpasadena.net)

**Current Address:** 1539 E. Howard Street, 1638, 1644, 1654 University Drive and 1653, 1671, 1677, 1681, 1683 & 1687 Oxford Avenue; APN: 5850-019-004 & 5851-006-005 ~ 5851-006-016

**General Comments:** Unable to assign addressing at this time due to lack of information, a complete site map of the entire site, existing and proposed. The proposed site map needs to clearly identify building and use, main front door entries into the all buildings, all streets labeled and north direction. Student housing buildings need to show main front door entrance into each building, path of travel to all units (floor plans for each level) main front door entry into each unit, stairwells and elevators will be required to determine unit numbers for student housing. Streets and driveway access also needs to be identified on the site map.

The letter that authorizes you to use this address would be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter would be sent to the relevant agencies within and outside the City.

**Governing Codes:** Pasadena Municipal Code Chapter 12.20 Building Numbering.

**Estimated Fees:** The address fee will be calculated after receiving the following: An address application, a current half size or 8 1/2" x 11" site plan and a floor plan for each above ground level. The site plan needs to show the main front door entrance into the buildings, the streets, indicate the N/S direction as well as the orientation of the buildings to the street. The floor plans need to show path of travel, lobbies, elevators, stairwells and main front door entry into each unit.

---

**BUILDING & SAFETY DIVISION:**

Plan Reviewer: Johnny Lee

Phone: (626) 744-6887

Email: [johnnylee@cityofpasadena.net](mailto:johnnylee@cityofpasadena.net)

**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.

**FYI – The current edition is the 2016 series starting January 1, 2017 thru December 31, 2019.**

**Soils Report:** Soils report is required for the project.

**Shoring (if applicable):** If a basement is proposed, then submit (with constructions plans) shoring plans and documentation for review & approval.

**Survey:** A surveying plan is required for new construction to officially determine the location of the property lines.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Grading:** If greater than 50 cubic yard of soil movement (excluding excavation for building foundation), Grading/Drainage Plans shall be prepared by a registered engineer.

**Low Impact Development (LID) Plan:** This project requires the preparation of a LID Plan to demonstrate stormwater management post-construction. LID Plan shall be prepared by a registered engineer.

**Stormwater Pollution Prevention Plan (SWPPP):** This project may require the preparation of a SWPPP to demonstrate stormwater management during construction (including demolition) **IF** the proposed land disturbance (impervious & pervious surfaces) exceeds one acre or more in surface area. The SWPPP shall be prepared by a qualified SWPPP Developer (QSD).

**Building Code Analysis:** Document on the plans the Allowable Height & Area, Occupancy Groups, Type of Construction, and Height & Area Increases.

**Fire Protection:** Provide wall & opening protection for exterior walls & openings near property lines and adjacent buildings. Provide fire separation between different occupancy groups and each unit of 'R' Occupancy.

**Emergency Escape & Rescue Openings:** Basement and each sleeping rooms (bedrooms) below the fourth story above the grade plan shall have at least one operable emergency escape and rescue opening per Section 1030 of Building Code.

**Means of Egress (Exiting):** Provide Occupant Load Calculations, and provide an "Exit Plan". Identify exit separation and travel distance.

**California Disabled Access Requirements:** Project to be accessible to the disabled in accordance with Chapter 11A & 11B of the CBC.

**Permit(s):** Separate permits are required for demolition, grading (if applicable), fire sprinkler, mechanical, electrical, and plumbing.

---

### COMMUNITY PLANNING SECTION:

Plan Reviewer: Natsue Sheppard

Phone: (626) 744-7527

Email: nsheppard@cityofpasadena.net

**General Plan Consistency:** The proposal is a Master Plan for Education First (EF) Academy International Boarding Schools. The project site consists of the 14.82-acre former William Carey International University (WCIU) campus and a 1.42-acre area of separate land located north of the campus on Oxford Avenue. The scope of work of the project would include the demolition of three existing academic buildings, construction of a 72,000 square-foot student housing building, and rehabilitation of the remaining existing academic and dormitory buildings for the boarding school.

Per the General Plan Land Use Diagram, the 14.82-acre campus is designated as Institutional with the corresponding zoning designation of PS (Public and Semi-Public). The Institutional designation applies for public and quasi-public entities such as civic, educational, cultural, and/or



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

religious facilities. The proposed use of the campus as a private secondary and preparatory boarding school would be consistent with the land use designation of the General Plan.

The project also includes the 1.42-acre land that is currently used by the WCIU's existing tenants (Judson School and Excelsior High School) as an athletic field. The land use designation of the site is Low-Medium Density Residential, 0 to 12 dwelling units per acre. This land use designation is for areas that are generally characterized by a mix of duplexes and single-family residential development. Private school uses may be permitted with a Conditional Use Permit in the corresponding RM-12 (Multi-Family Residential, Two Units per Lot) zoning district.

The General Plan provides the following policies and objectives that are especially relevant to the project in its review:

- *Policy 2.9. Institutional Uses. Accommodate the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents.*

The proposed project is generally consistent with this policy of the General Plan. The existing educational use has existed at this location for many years, and the site would continue to accommodate an educational use. The project is to repurpose an existing traditional college campus for an international boarding high school through the rehabilitation and renovation of existing facilities and addition of a new dormitory building.

- *Policy 4.11. Development that is Compatible. Require that development demonstrates a contextual relationship with neighboring structures and sites addressing such elements as building scale, massing, orientation, setbacks, buffering, the arrangement of shared and private open spaces, visibility, privacy, automobile and truck access, impacts of noise and lighting, landscape quality, infrastructure, and aesthetics.*

The project is to rehabilitate and renovate the existing buildings on the campus with the exception of three buildings that would be removed and replaced with a new dormitory building. The majority of the development would occur within the existing campus, and the project is not expected to alter the contextual relationship with the surrounding area. Its compatibility with the neighborhood and its consistency with the future development envisioned for this area would be reviewed during the Master Plan review process.

- *Policy 7.1. Architectural Quality. Design each building as a high-quality, long term addition to the City's urban fabric; exterior design and buildings material shall exhibit permanence and quality, minimize maintenance concerns, and extend the life of the building; and*
- *Policy 7.3. Compatibility. Require that new and adaptively re-used buildings are designed to respect and complement the defining built form, massing, scale, modulation, and architectural detailing of their contextual setting.*

In order to ensure the compatibility of the proposed project (in terms of massing, design quality, height, setbacks, etc.) to the scale and character of the surrounding neighborhood, please continue to work with the Design and Historic Preservation Section to refine the project's design, to achieve architectural and design excellence, and to be reflective of the City's design guidelines.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- *Policy 8.1. Identify and Protect Historic Resources. Identify and protect historic resources that represent significant examples of the City's history; and*
- *Policy 8.8. Evolving Preservation Practices. Continue to implement practices for historic preservation consistent with community values and conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, California Historical Building Code, State laws, and best practices.*

Some of the existing buildings on the campus may be eligible for national listing or local designation for historic resource. Any demolition, relocation, or alteration of historic buildings requires a separate review process. Please work with the Design and Historic Preservation Section to confirm the feasibility of the demolition/alteration of the buildings.

- *Policy 17.4. Long-Range Planning for Private Schools. Require private schools to collaborate with the City on site selection, site design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located.*

While the project site would be maintained as a private educational institution, a Master Plan would be filed for the City's review of the immediate- and long-term objectives of the project.

- *Policy 20.1. Neighborhood Meetings. Encourage broad representation and community participation at all steps of the planning process.*

The applicant is highly encouraged to meet with the surrounding residents and the groups listed under the heading "Neighborhoods" below to address potential issues regarding design, traffic, noise, use of the site, and other impacts specifically related to the project.

**Specific Plan:** The proposed project is not located within a Specific Plan area.

**Master Plan:** There is an existing Master Plan for WCIU, which was approved in November 2006. The 10-year Master Plan, although it has since expired, was established to document the uses that had existed on the site, to retroactively permit some of those uses (grammar/high schools, churches, offices for non-profit organizations), to allow parking of recreational vehicles, shared parking between the uses within the campus, and the demolition of the Ward Workshop (this demolition has not occurred). The Master Plan established a maximum enrollment of 260 college students and 170 faculty/staff for the colleges, 335 students and 36 staff for the private schools. As the Master Plan expired in 2016, and any approvals that were not utilized prior to that expiration are null and void.

Because the proposed project would involve an intensification in the educational use and increase in campus population as well as the new construction and rehabilitation of the buildings on the site, establishment of a new Master Plan is required to set the vision for the immediate and future development of the EF school.

A Master Plan operates as though it were a Master Conditional Use Permit, and thus the information reviewed for the Master Plan application must be detailed and comprehensive. Please provide an application and plans that are as detailed as possible. Necessary information includes, but is not limited to, project objectives, existing uses and operation of all the uses/entities



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

on the site, and detailed information including but not limited to, the number of existing and proposed parking spaces, dwelling units/dormitory beds, students, and staff members.

**Planned Development:** The proposed project is not located within a Planned Development area.

**Environmental Review:** This project will be subject to (CEQA) compliance. Depending on the final design, size, location, nature of the construction of the project, it may be determined by the City that the proposed project does not meet the qualifications for adopted Categorical Exemptions. In such a case, an Initial Study would be necessary in order to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. The fee for an Initial Study and/or EIR would be “at cost,” and the City reserves the right to hire an environmental consultant to prepare environmental documents at the applicant’s expense. Even if the project does qualify for an exemption, additional environmental studies (e.g. air quality, traffic, parking, noise, aesthetics, geotechnical, greenhouse gases emission) at the applicant’s expense may also be required. Upon completion of the CEQA compliance documentation, mitigation measures and condition monitoring may be required for the project. There are also fees associated with both mitigation and condition monitoring for the project

### Neighborhoods:

Council District #2:

Councilmember: Margaret McAustin  
Field Representative: Margo Morales  
100 N. Garfield Avenue, Room S228  
P.O. Box 7115  
Pasadena, CA 91109-7215  
(626) 744-4742  
mlmorales@cityofpasadena.net

Below are neighborhood organizations in the vicinity of the project:

Historic Highlands  
Contact – Heidi Rous  
1278 E. Elizabeth Street  
Pasadena, CA 91104  
h.rous@pcrnet.com

North Pasadena Heights  
Contact – Stephen.Acker  
1653 E. Mountain Street  
Pasadena, CA 91104  
stephenaacker@ackeraandwhipple.com

Bungalow Heaven  
Contact – Anne Dove  
P.O. Box 40812  
Pasadena, CA 91104  
president@bungalowheaven.org

Brigden-Ranch  
Contact – Donn Dufford  
2233 Brigden Road  
Pasadena, CA 91104  
donnduff@aol.com

### Estimated Fees (FY2019):

- Master Plan with General Plan Land Use Diagram Amendment: \$22,187.00



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Zoning Map Amendment: \$321.00 (Combination Fee)
- Record Management Fee: 3 percent of all filing fees
- California Environmental Quality Act (CEQA): At Cost

---

**CURRENT PLANNING SECTION:**

Plan Reviewer: Kristen Johnston  
Phone: (626) 744-6709  
Email: kjohnston@cityofpasadena.net

**Project Description:** Education First Master Plan includes the demolition of three existing academic buildings, construction of a 72,000 square-foot student housing building, alterations to the remaining buildings for a new Private School land use on the former William Carey International University Campus, and alteration of the existing non-contiguous off-site athletic field located north of Elizabeth Street.

Based on the application and plans submitted, the total existing building area within the project site is 277,254 square feet. The proposed project includes the removal of three existing buildings totaling 30,532 square feet and 168 parking spaces located at the northeast part of the site and construction of a new 72,000 square-foot student housing building along with sports courts, courtyards, and walkways. The new total building area would be 318,722 square feet, an increase of 41,468 square feet. Other proposed improvements on the campus shown on the plans include enhanced entry, renovated sports courts, security fencing, and reconfiguration of landscape. Proposed improvements shown on the plans for the athletic field include expanded field dimension, new synthetic turf, bleachers, lighting, and enhanced perimeter fencing.

**Zoning District:** The campus is zoned PS (Public and Semi-Public) and the off-site athletic field is zoned RM-12 (Multi-Family Residential, 0-12 units per acre). The adjoining properties to the south of the campus are zoned RS-6 (Single-Family Residential, 0-6 units per acre) and RM-12. Adjoining properties to the north and east of the campus and to the south and west of the athletic field are zoned RM-12. The adjoining properties to the east of the campus and to the north and east of the field are within Altadena, an unincorporated portion of Los Angeles County.

**Permitted Use:** In the PS zoning district, private schools and dormitories are allowed with a Conditional Use Permit. If any additional land uses are proposed within the campus, please refer to Table 2-7 in Chapter 17.26 (Special Purpose Zoning Districts) of the Zoning Code. The athletic field, which is ancillary to the proposed private high school, is allowed with a Conditional Use Permit within the RM-12 zoning district.

**Development Standards:** The proposed project is subject to, including but not limited to, the following Zoning Code Sections or Chapters:

- Chapter 17.26 – Special Purpose Zoning Districts (PS)
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading
- Chapter 17.48 – Signs





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Section 17.50.270 – Schools, Private

The project may be subject to additional development standards for land uses not provided in the application or plans. Further information is required to determine the development standards for the site.

### Schools, Private

Per Section 17.50.270 of the Zoning Code, Private School uses must comply with the specific development and operational standards, as follows:

- a. Indoor classroom area. Indoor classroom area (exclusive of bathrooms, hallways, kitchens, offices, and other non-classroom space) shall be 24 square feet for each child enrolled.
- b. Outdoor play area. In nonresidential zoning districts, a minimum of 75 square feet shall be provided for each child enrolled. No outdoor play area shall be located within a required front or corner side setback or within 25 feet of a residential use.
- c. Traffic control plan. The applicant shall submit a traffic control plan showing how loading and unloading of school children will occur with minimum disruption to traffic.
- d. Noise. Each school shall be designed and operated to comply with the noise regulations of Municipal Code Chapter 9.36.

### Landscaping

The modified and new landscaped areas proposed for the project must comply with Chapter 17.44 of the Zoning Code and the State of California's Water Efficient Landscape Ordinance. A preliminary landscape plan will be reviewed during the entitlement process. Later, a final landscape plan and MWELO compliance application shall be submitted and reviewed through the building plan check. For required landscaped area and planting within parking lots, please review Section 17.46.230 of the Zoning Code.

### Parking

As Chapter 17.46 of the Zoning Code, the number of parking spaces required for a private school use is one space for every five students plus one space for every two employees and members of the faculty. The number of parking spaces required for dormitories is one space for each three habitable rooms provided in the facility. Based on the application and plans submitted, 368 parking spaces currently exist on the campus. With the proposed removal of 168 parking spaces, the site would provide a total of 200 parking spaces. However, the plans provided do not contain sufficient information, such as existing, new, and remaining uses, square footages, number of students and faculty/staff, habitable rooms, etc. for calculation of the required number of parking spaces. Parking areas that would be either relocated, restriped, or newly created must comply with current development standards for parking, aisle widths, and loading spaces found in Chapter 17.46.

### Loading

Required off-street loading spaces for certain nonresidential uses are one space for every 20,000 square feet or fraction thereof, with a maximum of six. The first loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance for projects with over 3,000 square feet of gross floor area. All additional loading spaces shall be a minimum of 10 feet by 20 feet, with 12



feet of vertical clearance. The Zoning Code considers loading cumulatively, as such, all existing buildings, including new building must be used for this calculation.

Bicycle Parking

Bicycle parking facilities must be provided for any new structure, or an addition to any existing structure that exceeds 15,000 square feet in gross floor area. For Public and Semi-Public uses, the number and type of the bicycle parking space required are established by the Conditional Use Permit, and for this project, it would be processed as part of the Master Plan.

Outdoor Lighting:

Pursuant to Section 17.40.080 – Outdoor Lighting, exterior lighting for outdoor sports courts, when located within 300 feet of a residential zoning district, requires a Minor Conditional Use Permit. The plans provided indicate installation of new lighting for the athletic field. Please provide detailed plans for the field and sports courts lighting. The Minor Conditional Use Permit application for the outdoor lighting would be processed as part of the Master Plan.

Walls and Fences

The plans submitted indicate that new security fences and gates are proposed as part of the proposed site improvements. All walls, fences, and gates are required to comply with Section 17.40.180 – Walls and Fences. Please provide a detailed site plan and elevation plans that include the location of all proposed fences/walls, setbacks from property lines, height, and fence/wall color and materials.

Signage

Any proposed signage for the project must be designed and installed in accordance with Chapter 17.48 of the Zoning Code. Based on the plans provided, it is unclear if any new or modified signage is proposed. If multiple permanent signs are proposed for the project, these signs may be required to be reviewed under a Master Sign Plan application.

Refuse Storage

In addition to Section 17.40.120 of the Zoning Code, refuse storage facilities will be reviewed by the Director of Public Works through the entitlement process for location and size requirements. The plans provided do not provide refuse storage facilities for site. A detailed plan is required for review with the Master Plan application that complies with the required refuse storage facilities for the proposed uses (main campus site and the soccer field site).

**Trees:** An aerial photo of the site indicates that a substantial number of trees are located within the campus, especially in the area of the construction of the proposed dormitory and expanded landscaped area. A Tree Inventory was submitted; however, it did not provide the tree information on and around the athletic field nor indicated which trees would be removed, relocated, or remain. Further, it appears that a number of mature trees is misidentified as non-protected trees. Please provide a comprehensive tree inventory, tree report, and tree protection plan prepared by a certified arborist. If any protected trees on the site are proposed to be removed, a Private Tree Removal Permit must be requested in conjunction with the Master Plan application. Removals of and impacts to trees located within the public right-of-way must be reviewed by the Department of Public Works and may require approval by the Urban Forestry Advisory Commission.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Discretionary Approval Required:** A Master Plan is proposed for the development of the campus and athletic field for the international boarding high school. In addition, a Private Tree Removal Permit application may be required. Further, review of revised plans, information, and materials may result in additional discretionary approval be necessary to establish the proposed private high school use.

---

**CULTURAL AFFAIRS DIVISION:**

Plan Reviewer: Wendy Miller  
Phone: (626) 744-7547  
Email: wmillers@cityofpasadena.net

Per the information provided in the Planning Division Master Application, this project is NOT SUBJECT to the Public Art Requirement, as it is a Master Plan for an institution. In addition, multi-family residential developments outside the Downtown/Old Pasadena/Northwest Program Areas are not subject to the Public Art Requirement.

---

**DESIGN & HISTORIC PRESERVATION:**

Plan Reviewer: Amanda Landry  
Phone: (626) 744-7137  
Email: alandry@cityofpasadena.net

### Historic Preservation Review:

Demolition of designated or eligible historic structures must be reviewed by the City as part of an environmental study or as an application for a Certificate of Appropriateness (permit) for demolition.

A City of Pasadena commissioned survey of the buildings subject to the master plan has not been completed and the historic significance of the existing structures and grounds is unknown at this time, although several of the existing buildings were built between 1941 and 1970 and it appears that several of the buildings may be eligible for designation as individual historic resources, including McGavran Hall and Latourette Library. If a privately commissioned survey has been completed, please provide a copy of the survey to Design and Historic Preservation Staff so that it may be reviewed. Please note that a peer review of any survey submitted by the applicant may be needed at the applicant's expense, as part of the review of the revised Master Plan. Peer review could be avoided by submitting a request for historical evaluation to the City, which would engage a consultant to survey the campus, at the applicant's expense.

According to Pasadena Municipal Code (PMC) Section 17.61.050 (l) (3) (e), master plans are subject to review by the Historic Preservation Commission for review and a recommendation to the City Council if the plan:

1. Includes any area within a Landmark Overlay District or Historic District;
2. Proposes alteration, demolition, or removal of a landmark, a historic resource, or a work of Greene and Greene; or
3. Includes other historic resources determined to be significant by the Director.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The existing Master Plan for this property currently calls for a Certificate of Appropriateness to be obtained from staff for the future demolition of the Ward Workshop (page 4). Applicants proposing demolition of an eligible historic resource are advised to meet with staff to discuss appropriate alternatives such as relocation or incorporation into the proposed new project.

Because the scope-of-work in the proposed Master Plan consists of the demolition of the Ward Workshop, the proposed Master Plan may be subject to review by the Historic Preservation Commission (HPC). The HPC may review and make a recommendation directly to the Council on a proposed Master Plan. Further staff review of the structures to be demolished as part of the Master Plan will be necessary to determine whether HPC review is required.

Any major exterior modifications to existing buildings on the site that are eligible for historic designation would be required to submit an application for Certificate of Appropriateness, the review of which would follow category two review procedures listed in PMC Section 17.62.090.E.2 of the zoning code. The staff may approve, approve with conditions, or delay for up to 180 days applications under category two procedures.

**Demolition without a Building Permit for a Replacement Project:** In addition to the demolition review, the municipal code also prohibits demolition of primary structures unless the City has already issued a building permit for a replacement project on the site.

The code allows a developer or property owner to apply for an approval to demolish a primary structure prior to issuance of a building permit for a replacement project. This application would require a public hearing before the Historic Preservation Commission if the building to be demolished is eligible for historic designation. Planning staff reviews applications if the building to be demolished is ineligible for a historic designation. The Commission or staff may approve the application if it adopts findings that the building does not qualify as a landmark, that the demolition of the building does not result in the loss of habitable dwelling units on a property zoned for residential use, and that the demolition would not disrupt a continuous grouping of significant buildings or create an inappropriate void in the character of the area OR it may adopt the single finding that the demolition serves an overriding public benefit and will not be detrimental to surrounding property. The Commission or staff may deny the application if these findings cannot be met. Decisions on these applications may be appealed to the Commission or City Council, or be called for review by the City Council.

### **Design Review:**

Pursuant to PMC Section 17.61.050.I.3.f of the Pasadena Municipal Code, all Master Plans must be reviewed by the Design Commission for advisory comments to the Planning Commission and City Council. This review includes a Preliminary Consultation early in the process to identify any potential inconsistencies with applicable design guidelines, followed by an advisory review of the Master Plan in advance of the Planning Commission's review.

The proposed Master Plan indicates that several existing building and surface parking areas are proposed to be demolished and a new 72,000 square-foot, three-story dormitory building with street frontage is proposed. Because the project involves new construction of more than 25,000 square-feet in size, design review would be required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project would be: the Design related



goals and policies found in the Land Use Element of the General Plan and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Design review is a three-step procedure: 1) Preliminary Consultation; 2) Concept (schematic-level) Design Review; and 3) Final Design Review.

**Preliminary Consultation requires:** an application with a filing fee and materials indicated in the Preliminary Consultation submittal requirements list, including conceptual plans and elevations with surrounding context, photographs of the site and surrounding context, a conceptual digital 3D model and a design narrative that answers questions specified in the submittal requirements list.

Preliminary Consultation is intended to allow architects to obtain input on their design concept prior to investing in detailed design drawings that would be difficult to modify. The process yields advisory comments which the architect should consider in subsequent phases of design review.

**Concept Design Review requires:** an application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list.

Concept design review addresses basic project design, including massing, modulation, siting, proportions, solid-to-void relationships, compatibility with surroundings, and compliance with design guidelines.

Depending on the scale of the project, we may suggest including some or all of the following visual materials: a) a digital massing model; b) rendered elevations; and c) an eye-level perspective drawings or computer models, concentrating on all street elevations.

**Final Design Review requires:** an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. You may file for building plan check (for possible building and fire safety corrections) while awaiting approval of the application for Final Design review.

Final Design review focuses on compliance with the conditions of approval (if any) of concept design review and on construction details, paint colors, finishes, doors and windows, landscaping, exterior lighting, location/screening of mechanical equipment, etc.

#### Appeals/Calls for Review

Any person affected by a decision may appeal it. Staff decisions can be appealed to the Design Commission and Design Commission decisions can be appealed 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 11<sup>th</sup> day following a decision).



### Preliminary Design Issues

Based on the information contained in the preliminary plans, the following issues are likely to be analyzed during design review:

- The scale, massing, materials, solid-to-void relationships, the interplay of horizontal and vertical elements of the new construction and the modulation of the exterior walls facing public streets.
- The introduction of design features that are “human scaled” and inviting to pedestrians. The treatment of private entrances and common entrances facing the streets is part of this review.
- The quality of materials and finishes, the proportions of window/door openings, the modulation of building walls, shade and shadow.
- Landscaping – especially in the setbacks along the sidewalks – and screening of mechanical equipment.
- The inclusion of local references (termed “Pasadena elements” in the code) and an element of “craftsmanship.”

### Specific Comments on Proposed New Construction

**Massing:** A general massing study of the existing campus and proposed new buildings was not provided as part of this submission, and future submittals should provide a massing study to demonstrate the compatibility of the proposed three-story dormitory building with the overall campus and surrounding neighborhood context, including the single family houses located to the east of the proposed dormitory. A well-crafted design concept could help to give further meaning and depth to the proposed site plan. Creating a carefully laid out plan that deftly analyzes pedestrian circulation in conjunction with well-planned open space can help to ensure the success of the future development at this site. Consider preparing a series of design studies to present to the Design Commission that explore alternate design scenarios or architectural studies that have led to the proposed design as presented to the Commission. Additionally, a site-specific approach to design for this building proposal that strategically links the structure to the rich architectural context of the City would help to make the project better engage the site and the architectural context that exists to, ultimately, create a vibrant and successful addition to the campus.

*Land Use Element Policy 4.12 Require that the scale and massing of new development in higher-density centers and corridors provide appropriate transitions in building height and bulk and are sensitive to the physical and visual character of adjoining lower-density neighborhoods.*

**Siting:** The current concept plan indicates that the proposed dormitory building would be located at the northeast portion of the property, and that surface parking would be converted to open space that includes sports courts and a central quad. The proposed concept plan does not have specific proposals for pedestrian or vehicular circulation or details regarding new construction and/or significant alterations to existing structures. New development should be sited well overall and intelligently planned to coordinate with existing improvements and enhance pedestrian circulation. Future submittals should indicate if new internal circulation is proposed, or what the impact on the existing circulation would be and the submittal should clearly denote existing and proposed pedestrian and vehicular circulation.

*Land Use Element Policy 4.10 Locate and design buildings to relate to and frame major public streets, open spaces, and cityscape. New development at intersections should consider any*



*number of corner treatments, and should balance safety and accessibility concerns with the vision of the area and the need for buildings to engage the street and create a distinct urban edge.*

**Compatibility:** The preliminary concept plan and architectural references for contemporary style dormitory buildings appears to be generally compatible with the surrounding context. The City of Pasadena's objective is to achieve architectural and design excellence. Buildings should improve the environment for the public, respond to their context and be compatible to the surroundings. A unique and creative proposal which references its specific site conditions would add interest and vitality to this location. In addition, the plans also call out an "enhanced perimeter," which should be further explained and detailed in future submittals. The campus currently enjoys an open configuration and the introduction of fencing would be a dramatic alteration to the campus and surrounding community.

*Land Use Element Policy 4.11 Require that development demonstrates a contextual relationship with neighboring structures and sites addressing such elements as building scale, massing, orientation, setbacks, buffering, the arrangement of shared and private open spaces, visibility, privacy, automobile and truck access, impacts of noise and lighting, landscape quality, infrastructure, and aesthetics.*

*Land Use Element Policy 7.3 Require that new and adaptively re-used buildings are designed to respect and complement the defining built form, massing, scale, modulation, and architectural detailing of their contextual setting.*

**Landscaping:** A landscape palette was provided with the proposed concept plan. We encourage the landscape architect to prepare landscape plans for the project at an early stage, in consultation with the applicable design guidelines and/or code requirements, as referenced above. We encourage this early discussion of site plantings and configuration in order for the landscape to integrate fully with the building design.

**Signage:** Signage issues will be considered at Final Design review, however consideration should be given to the location and type of signage that will help to identify the property as a unified development and improve wayfinding, while appropriately responding to the design aesthetic for the structures and the surrounding residential context. Consider a comprehensive update to the existing Master Sign Plan for this property.

**Materials:** Materials are reviewed at the Final Design review stage. Some general questions about materials may be discussed during concept review. Early consideration of the building materials should be studied by the design team preliminarily to ensure the design incorporates high quality materials and renderings reflect these specifications

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

- Goals and Policies of the Land Use Element of the General Plan: <https://ww5.cityofpasadena.net/planning/planning-division/community-planning/general-plan/?target=land-use/#content-tabs>
- Secretary of the Interior's Standards: <http://www.cr.nps.gov/hps/tps/standguide/>



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

**Estimated Fees:** All fees include a 3% records management surcharge.

- Preliminary Consultation (Master Plan): \$753.96
- Preliminary Consultation \$753.96
- Concept Design Review \$8,497.50
- Final Design Review \$2,144.46

The fees noted above are based on the preliminary information provided and are subject to change pursuant on the scope of the final revised plans and/or phases of development. A more detailed fee estimate may be provided when a more detailed scope of new construction is provided.

---

**DEVELOPMENT – BUSINESS:**

Plan Reviewer: Eric Duyshart  
Phone: (626) 744-7353  
Email: [edyshart@cityofpasadena.net](mailto:edyshart@cityofpasadena.net)

No comments provided

---

**DEVELOPMENT – NORTHWEST:**

Plan Reviewer: Lola Osborne  
Phone: (626) 744-4791  
Email: [losbornet@cityofpasadena.net](mailto:losbornet@cityofpasadena.net)

No comments provided

---

**FIRST SOURCE LOCAL HIRING:**

Plan Reviewer: Antonio Watson  
Phone: (626) 744-8382  
Email: [awatson@cityofpasadena.net](mailto:awatson@cityofpasadena.net)

No comments provided

---

**FIRE DEPARTMENT:**

Plan Reviewer: Pari Bagayee  
Phone: (626) 744-7596  
Email: [pbagayee@cityofpasadena.net](mailto:pbagayee@cityofpasadena.net)

Plan shall comply with the requirements of California codes and Pasadena Municipal Code (PMC).

**Mixed Use and Occupancy:** Where a building contains more than one occupancy group, the building or portion thereof shall comply with applicable provision of CBC Section 508.

**School Facilities:** All building housing group E occupancy shall front directly on a public street or an exit discharge not less than 20 feet in width. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. CBC Section 452.1.1.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Fences and Gates:** School ground may be fenced and gates therein may be equipped with locks, provided that safe dispersal area based on three square feet per occupant are located between the school and the fence. Such required safe dispersal area shall not be located less than 50 feet from school buildings. CBC Section 452.1.3.

**Emergency Escape or Rescue Window:** In dwelling units and every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into public street, public alley, yard, or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. (CBC Sec.1029). A minimum of five feet clearance on the ground shall be provided for rescue windows and doors located in first and second floor and 10 feet if located on third floor.

**Accessible Means of Egress Elevator:** A building with five stories above grade shall comply with the requirements of accessible means of egress per CBC Section 1007.

**Allowable Building Heights and Area:** Shall comply with the requirements of CBC Table 503.

**Medical Emergency Service Elevator:** At least one elevator shall be provided for fire department emergency access to all floors. The medical emergency service elevator shall comply with gurney size per CBC Section 3002.4.

**Exit and Exit Access to Public Way:** Each building shall comply with requirements of CBC Chapter 10 for path of egress travel to public way.

**Emergency Responder Radio Coverage:** Building shall have approved radio coverage for emergency responders within the building based upon the existing coverage level of the public safety communication system per California Fire Code Section 510.

**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 Department Access:** 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 75,000 pounds with a minimum of 20-foot wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway shall exceed 10% slope.

**Aerial Fire Apparatus Access Roads:** Building exceeding 30 feet in height above the lowest level of Fire Department Vehicle Access shall comply with requirements of CFC Sections D105.1



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

though D105.3. Building shall have approved fire apparatus access roads capable of accommodating Fire Department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

**Knox Box:** 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 Knox 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 per CBC Section 903.2.1 and PMC amended CFC Section 903. 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 public 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 three 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.

**Automatic Fire Alarm/Detection System:** All structures 10,000 square feet 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 shall be submitted by the contractor for review and approval prior to construction. PMC amended CFC Section 907.

**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.

---

### HEALTH DEPARTMENT:

Plan Reviewer: Gabriel Barrios  
Phone: (626) 744-6072  
Email: gbarrios@cityofpasadena.net

- Plan submittal to the Health Department will be required for any food service operations (retail/cafeteria) proposed for this project. All food/beverage facilities must comply with PMC



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

8.12 and California Retail Food Code – excerpt from California Health and Safety Code Part 7 California Retail Food Code. Please refer to:

<http://www.cityofpasadena.net/publichealth/environmentalhealth> to obtain a plan check construction guide. This guide provides an overview of the plan check process and an outline of the structural requirements that the California Retail Food Code requires for all retail food facilities.

- Food facility shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC Chapter 8.78), specifically Prohibition of Smoking in Public Places and Prohibition of Smoking in Certain Outdoor Public Places (PMC Sections 8.78.060/ 8.78.071).
- Plan submittal to the Health Department will be required if the school campus decides to build a recreational pool. The pool shall be built to the requirements contained in the California Health and Safety Code (Sections 116025 through 116068) and the California Code of Regulations, Title 22 (Chapter 20) and Title 24 (Chapter 31B). Please refer to: <http://www.cityofpasadena.net/publichealth/environmentalhealth> to obtain a plan check construction guide.

---

**HOUSING DEPARTMENT:**

Plan Reviewer: Jim Wong  
Phone: (626) 744-8316  
Email: [jwong@cityofpasadena.net](mailto:jwong@cityofpasadena.net)

The proposed development of student housing is not subject to Inclusionary Housing Requirements (IHR). However, a recorded covenant in favor of the City shall be required to ensure that IHR will be applicable in the event that the use of the student housing changes or converts to housing that is available to the public at-large.

The proposed project does not entail the demolition of multifamily housing units causing the displacement of tenant households. Therefore, the project is not subject to the City's Tenant Protection Ordinance.

---

**DEPARTMENT OF PUBLIC WORKS:**

Plan Reviewer: Yannie Wu, P.E.  
Phone: (626) 744-3762  
Email: [ywu@cityofpasadena.net](mailto:ywu@cityofpasadena.net)

**General Statement:** The Department of Public Works has reviewed the application for PPR 2018-00012 at 1539 East Howard Street. Education First (EF) Master Plan that includes the demolition of three existing academic buildings, construction of a 72,000 square-foot student housing building, and alteration of remaining existing buildings on the former William Carey International University Campus. As part of this project, EF will also enhance the existing 1.42-acre soccer field off N. Oxford Avenue. The scope of the soccer field enhancements are expanded field dimension, new synthetic turf, bleachers and new lighting. The following conditions are in response to a pre-development plan 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 this proposed development continue beyond the pre-development



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

plan review process, the Department of Public Works will review the proposed development for specific recommended conditions to be approved, which could also include other conditions.

### **The Department of Transportation requirements:**

- a. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction may be limited due to construction activities bordering the project site.
- b. Minimum 10' sidewalk widths with 5' minimum clear walk zones shall be maintained along the project's street frontages along Howard Street, Wesley Avenue, and provided along Elizabeth Street from Wesley Avenue to east city limits.
- c. The applicant shall reconstruct all non-compliant ADA corner ramps bordering the project with 15' curb radius ADA compliant directional ramps per Public Works standards.
- d. Any parking entry gate shall be setback a minimum 20' from the property line. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).
- e. Ramps to any subterranean parking garage, if proposed, shall have a minimum width of 20' along the entire length of the ramp to accommodate 2-way traffic on the ramp. The driveway apron width shall match the ramp width. To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a 20' flat area beyond the property line to improve vehicular sight distance.

**License Agreement:** 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, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. 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 months prior to the issuance of any 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 an indemnity bond in order to guarantee that shoring and tie-backs are free from defect due to faulty material, workmanship and failure. Upon review of the license agreement exhibits, an indemnity bond estimate will be prepared and forwarded to the applicant. The estimated amount is equivalent to the cost of reconstructing the public right of



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

way, including all affected utilities, public facilities, and infrastructures, based on the plane of failure at a 45-degree angle from the lowest point of excavation. The indemnity bond shall be submitted to the City prior to the execution of the agreement and the issuance of any building or demolition permits.

All steel rods in every tie-back unit shall be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located be removed entirely from the public right-of-way. A monthly monitoring report stamped and certified by a licensed surveyor shall be submitted to indicate that the deflection from any piles or soldier beams does not exceed one inch. Upon completion of construction, the developer or his contractor shall remove all tie-back rods within the public right-of-way. The removal shall be documented by a report certified by a licensed deputy inspector. The report shall be submitted to the City for review and approval. The applicant will be charged a penalty of \$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

**ADA Compliant Ramp:** In order to provide for an Americans with Disabilities Act (ADA) compliant ramp, the applicant shall reconstruct corners of the following intersections with ADA compliant directional curb return ramp per Caltrans Standard A88A and Public Works Standards:

- a. Four (4) corners at Howard Street and Wesley Avenue intersection
- b. Two (2) corners at Wesley Avenue and Elizabeth Street intersection

Additional striping, signal work, and/or poles/utility relocations might be necessary. The curb ramps 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 ramp 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 ramp improvement plans and the plan check deposit at least two (2) 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 (per S-423) 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

**Street Lighting:** The existing street lighting system within the vicinity of the development consists of utilitarian lights (mounted on wood power poles) and, therefore, does not meet present design standards. In order to improve pedestrian and traffic safety, the applicant shall install a new street lighting system on or near the frontages of the property, including LED lights, conduits, conductors, electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type and hardware shall conform to current policies approved by the City Council, and the locations shall be as approved by the Department of Public Works. The complete new street lighting system shall be designed and constructed along the following street:

- a. Howard Street from Wesley Avenue to Easterly end of street
- b. Elizabeth Street from Wesley Avenue to Oxford Avenue
- c. Oxford Avenue from Elizabeth Street to Oakwood Street

The existing street lighting along Wesley Avenue frontage the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate eight existing street lighting, on or near the frontage of the subject property, with LED lights, per the City requirements and current standards.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights. 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 street light construction. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

**Roadway/Parkway/Sidewalk:** The applicant shall demolish existing and construct all new public improvements along the subject development frontage of Howard Street, Wesley Avenue, Elizabeth Street, University Drive and Oxford Avenue, including concrete drive approach per Standard Plan S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.

Howard Street, Wesley Avenue, Elizabeth Street, University Drive and Oxford Avenue restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of 1.5 inches depth asphalt concrete roadway. Restoration of asphalt concrete pavement shall be per Standard Plan S-416 and to the satisfaction of the City Engineer. Traffic channelization shall be restored per the Department of Transportation requirements and approval.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The entrance to the parking lot at the east end of Howard Street shall be reconfigured to include a “Hammer Head”-type cul-de-sac for turn-around as approved by the Department of Public Works. The existing gate shall be pushed back to 20 feet between the curb line and the gate, and the oleander bushes on the west side of the driveway shall be removed to improve visibility for this movement.

**Dedication along University Drive Frontage:** University Drive along the frontage of the subject soccer field has a substandard right-of-way width of 15.50 feet. In order to provide for a 20-foot minimum roadway width, the applicant shall dedicate to the City a 2.25-foot strip, half of the required 4.50 feet dedication, of land along the subject frontage for street purposes. The applicant shall improve the dedicated areas and reconstruct University Drive per the satisfaction of the City Engineer.

The applicant shall be responsible for all the costs required to complete the dedications. The dedication documents and processing fee/deposit shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

**Existing City Tree Protection:** The existing mature trees on the north side of Howard Street from Bresee Avenue to the east end of Howard Street shall be protected in place until the end of their life cycle, which is estimated at least in the year of 2025 to 2030. If the applicant chooses to proceed with building plans and/or construction prior to 2025, and the trees are not at the end of their normal life cycle, the applicant shall dedicate the land necessary to provide ADA compliant sidewalk along the subject frontage for street purposes. The applicant shall be responsible for all the costs required to complete the dedication. The dedication document and processing fee shall be submitted to this office prior to the issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of the Certificates of Occupancy.

Any existing street tree(s) proposed to be removed are subject to the approval of the Urban Forestry Advisory Committee (UFAC).

A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall



conform to the Tree Protection Standards, which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 4' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.

All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.

Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.

Prior to issuance of any permit, a sundry deposit in the amount of the applicant's total liabilities based on the aforementioned approved tree assessment report shall be submitted to the City. The sundry deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.

**New Tree Planting:** The applicant shall plant the officially designated street tree, per the City's approved Master Street Tree Plan, fifteen (15) trees along the Elizabeth Street frontage of the subject property. The Department of Public Works will confirm eligible planting sites and tree species to be planted as a result of the applicant's project.

The applicant shall incorporate planting Chinese Elm, *Ulmus parvifolia*, tree spaced 20' on center along Oxford Avenue frontage public improvements (sidewalk, curb and gutter) and subject to Parks and Natural Resources review/approval.

Trees planted by the applicant 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. Planting shall include the installation of the following per tree: no less than two tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

PNR (626-744-3880) for tree planting approval, a minimum of two (2) months, prior to the issuance of a Certificate of Occupancy.

Trees planted by the applicant must be irrigated by either an existing or a new irrigation system constructed by the applicant. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to PNR for review and approval. Irrigation facilities (main line, valve, pull box, timer, etc.) must be constructed within private property with the exception of the laterals and bubblers. The lateral shall be a minimum of 18" deep, and no above-ground structures are allowed.

Prior to issuance of the Certificate of Occupancy, the applicant shall submit a Tree Guarantee Deposit equal to the cost of all new trees planted to guarantee that newly planted trees are maintained by the applicant for a minimum of three calendar years. Tree maintenance during this period shall include the following: watering no less than once a week; weed removal; reconstruction of tree wells as needed; re-staking as needed; adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any newly planted trees which, for any reason, die or whose health is compromised, within the applicant's three-year establishment period. The three-year tree establishment period shall commence on the day that the Certificate of Occupancy is issued. PNR shall inspect all trees planted by the applicant at the end of the three-year establishment period, and if the trees are found to be in good health, the applicant's deposit will be released. If the trees are found to be in poor health, the establishment period may be extended by PNR and the applicant's deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

**Sewer:** 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.

**Drainage:** There is a major existing Los Angeles County Department of Public Works (LACDPW) storm drain system that runs directly through the property from Sierra Bonita Avenue at Elizabeth Street to Sierra Bonita Avenue at Howard Street. Any work over the existing storm drain system will require the approval of LACDPW. The existing storm drain system, including easement, shall be shown on all construction plans.

On-site drainage, such as roof drain and area drain discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.

**Public Improvements Design and Plans:** The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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 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 to the department for the work. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.

**Right-of-Way Guarantee Deposit:** 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.

**Construction Staging and Traffic Management Plan:** 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: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>. A flat fee, based on the current 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 (and the private street) 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 truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.

Permitted hours for construction may be limited to the hours between 9:00 AM to 3:00 PM due to construction activities bordering the project site.

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the 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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Holiday Moratorium (November through January):** 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: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

**Requirements by Ordinance:** In addition to the above conditions, the requirements of the following ordinances may apply to the proposed project:

- Sewer Facility Charge – Chapter 4.53 of the 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.
- 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 curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy 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 support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to: <https://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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:

<https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/information-and-reports/>

The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://ww5.cityofpasadena.net/finance/fees-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 application. This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

- 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: <https://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/recycling-resources/construction-and-demolition-debris-recyclers/> 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 is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
- b. 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. 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.

**Estimated Fees:** 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

current City's General Fee Schedule. For more information, please contact Yannie Wu at (626) 744-3762.

---

### DEPARTMENT OF TRANSPORTATION:

Plan Reviewer: Conrad Viana, P.E.  
Phone: (626) 744-7424  
Email: cviana@cityofpasadena.net

**General Statement:** The following conditions are in response to a pre-development plan application review and intended to be preliminary. 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-development plan review process, the Department of Transportation will review the proposed developments to recommend conditions for approval. The following conditions are what will be required, at minimum:

**Traffic Analysis:** Based on the preliminary information provided in the Master Application form, a Category 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit of **\$10,000\*** (subject to partial refund or additional billing) payable to the City of Pasadena. Please contact Conrad Viana, P.E. at: cviana@cityofpasadena.net to initiate the invoice process. Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.  
*\*Based on the current General Fee Schedule.*

In addition to the City reports, the applicant shall coordinate with Los Angeles County and prepare a traffic study based on the Los Angeles County Traffic Impact Analysis Report Guidelines for their review.

The following link provides more information regarding the City's traffic study process: <http://ww5.cityofpasadena.net/transportation/wp-content/uploads/sites/6/2015/12/Current-Practice-and-Guidelines.pdf>

**Trip Reduction:** 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.

In addition to the preparation of the traffic impact study, 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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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 TDM Program Plan shall be submitted which complies with Chapter 10.64 of the Municipal Code (Transportation Management Program).
- d. Shared Mobility. The applicant should consider the implementation of other stringent TDM measures to reduce vehicular trips. Examples are car sharing, bike sharing, subsidized transit/Gold Line Passes, etc.

The owner/developer shall place a **\$2,000\* 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 TDM Status Report review fee of **\$471.62\*** 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 Talin Shahbazian, Associate Planner, at (626) 744-7464 to arrange a pre-design meeting to understand the TDM Plan requirements for the project.

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

**Construction Staging & Traffic Management Plan:** Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction may be limited due to construction activities bordering the project site.

**Student Traffic Management Plan:** The applicant shall submit a traffic management plan describing the proposed student drop-off and pick-up activities for students living off-campus. The plan should identify a traffic/parking coordinator and provide a contact phone number in order for the public to communicate any particular school-related traffic issues and parking questions. The traffic management plan shall lay out the vehicle path to and from the site. Appropriate stacking length shall be accommodated on-site. Drop off and pick-up activities shall not interrupt traffic on City streets.

**Sidewalk Width:** Minimum 10' sidewalk widths with 5' minimum clear walk zones shall be maintained along the project's street frontages; along Howard Street; Wesley Avenue; and along Elizabeth Street from Wesley Avenue to east city limits.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Corner Ramps:** The applicant shall reconstruct all non-compliant ADA corner ramps bordering the project with 15' curb radius ADA compliant directional ramps per Public Works standards.

**Entry Gate(s):** Any parking entry gate shall be set back a minimum 20' from the property line. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

**Driveway Ramp Configuration:** Ramps to any subterranean parking garage, if proposed, shall have a minimum width of 20' along the entire length of the ramp to accommodate 2-way traffic on the ramp. The driveway apron width shall match the ramp width. To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a 20' flat area beyond the property line to improve vehicular sight distance.

**Loading:** Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the project frontage.

**Parking:** The applicant is requesting to reduce the amount of parking on-site. The applicant shall satisfy the parking requirements determined by the Planning Department. No permanent, on-street, overnight parking permits will be issued to future residents of this project.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) does not apply to high schools.

---

### WATER & POWER DEPARTMENT - POWER DIVISION

Plan Reviewer: Eduard Avakyan  
Phone: (626) 744-7857  
Email: [eavakyan@cityofpasadena.net](mailto:eavakyan@cityofpasadena.net)

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 1539 E Howard Street on the following basis:

- Owner/developer shall provide a private property transformer vault or vault room for the new building that will be constructed in place of the existing soccer field. The size of the transformer vault/vault room will vary depending on the size of the electrical service.
- Adding a new building on existing site will require an upgrade to existing electrical service, which will result in upsizing existing private property transformers and/or installing additional vaults, transformers, switches, equipment to meet the demand of the new load.
- A utility easement shall be required if the electrical service crosses/feeds multiple parcels.
- Any required transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
- Owner/developer shall be responsible for the maintenance of the transformer room, provide protection for the equipment in the transformer room, and allow access to the



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21. Department shall install concrete-encased primary service laterals to the property line if there are no existing conduits available. The number and location of the service laterals varies according to the size of the electrical service.

- Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
- Owner/developer shall install a transformer room service equipment, and secondary service conduits within the development area.
- Department shall install electrical service transformers, cables, and electric meters.
- All Department installation costs shall be paid by the Customer and are included in the cost.
- Owner/developer 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.
- Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
- Owner/developer 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 meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.

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 location, electrical meter/panel location, single-line diagram, load calculation, and proposed construction schedule.

Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.

---

**WATER & POWER DEPARTMENT -  
WATER SERVICES - ENGINEERING**

Plan Reviewer: Sandra Andrade-Hernandez

Phone: (626) 744-4189

Email: sandrade-hernandez @cityofpasadena.net

**Water Mains:** Pasadena Water and Power (PWP), Water Division can serve water to this project. There are three water mains surrounding this project. There is a 12-inch cast iron water main on Elizabeth Street, installed under Work Order 1592 in 1925. This water main is located approximately 30 feet north of the south property line of Elizabeth Street. There is a 6-inch cast iron water main on Wesley Avenue, installed under Work Order 1635 in 1925. This water main is located approximately 40 feet west of the east property line of Wesley Avenue. There is a 6-inch cast iron water main on Howard Street, installed under Work Order 1637 in 1925. This water main is located approximately 30 feet south of the north property line of Howard Street.

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

**Water Pressure:** The approximate water pressure at this site is 60 – 70 psi.

**Water Service:** PWP records reflect a 6-inch water service (9890) serving this project. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly.

### **Water Division Requirements:**

- Water lines are not permitted to cross lot lines to serve adjoining lots without a utility easement; the Pasadena Water Division shall approve all proposed easements.
- The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
- All services not in use must be abandoned at the distribution main at the applicable rate.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.
- Pursuant to the PWP Water Regulation Section XI 'A water service and meter may be evaluated for its continuing integrity. Should PWP find a service, meter, vault or other appurtenance to be substandard and no longer suitable for continued use, replacement and/or construction of new facilities may be required. PWP may require that a portion or all of the costs of such replacement and/or construction be paid or contracted for by the Applicant or Customer prior to construction.' The property owner is responsible for the replacement cost. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire codes. The minimum sized service installed by PWP is 1-inch.

### **Cross Connection Requirements for Domestic Services:**

- All city cross-connection prevention policies must be adhered to. The developer is required to provide back-flow protection at all connections whereby the plan arrangement or configuration could potentially contaminate the domestic water system.
- There shall be no taps between the meter and the backflow assembly.
- The owner/developer shall provide and install an approved double check valve backflow prevention assembly at each water service if more than one water service serves property. The location of the back-flow prevention assembly shall be above ground within 20-feet of the property line.
- The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.
- The owner/developer is responsible for certifying and testing the assembly after installation by a person that possesses a current and valid license, and must be certified by the County of Los Angeles Department of Health Services.
- The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$194.00 will be charged for each backflow prevention assembly installed.

### **Cross Connection Requirements for Fire Service:**

- The fire service requires a detector meter and back-flow prevention assembly.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- The assembly shall be located in a readily accessible location for meter reading, test and maintenance.
- All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
- Contract service other than PWP, providing the backflow prevention assembly shall contact the Water Utility Services Section to verify assembly approval or contact the University of Southern California foundation for Cross Connection Control and Hydraulic Research for an approve list of assemblies.
- All manufacturer warranties shall be transferred upon installation and certification to the property owner. The property owner shall assume ownership of the back-flow prevention assembly. The assembly will be registered and require an annual test certification.
- If PWP is to provide DCDA for fire service, PWP will install Wilkins, Model 450 DA.
- Choose from one of the below listed options and incorporate into the fire sprinkler plans.

### **Option 1:**

Detector meter located on double check detector check assembly (DCDA) outside the structure on private property.

1. The Water Division will install the service tap, lateral, DCDA (optional Wilkins, models 350 DA or 450 DA) and designate the distribution main and service tap.
2. The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 10-feet of the property line, on private property. Reference Water Division Plan Check for certification and registration.

### **Option 2:**

Detector meter located in a vault within the public right of way with a double check valve backflow prevention assembly (DCA) provided and installed inside or outside the building by the owner/developer.

1. The Water Division will install the service tap, lateral, detector water meter and designate the distribution main and service tap.
2. The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 20-feet of the property line on private property. Reference Water Division Plan Check for certification and registration.

**All Other Cross Connection Requirements:** The owner/developer is also responsible for additional cross connection requirements for irrigation system, swimming pool and/or spa, boiler /chilled water/cooling tower (using chemical additives), domestic water line at makeup to carbonation system, sewage ejector, decorative water fountain, and makeup water to reverse osmosis filtration equipment.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**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 six fire hydrants in close proximity to the project site.

- Fire hydrant 812-10 is located on the north curb of Elizabeth Street between University Drive and Oxford Avenue.
- Fire hydrant 811-3 is located on the northeast corner of the three-way intersection of Elizabeth Street and Sierra Bonita Avenue.
- Fire hydrant 812-1 is located on the southwest corner of the three-way intersection of Elizabeth Street and Wesley Avenue.
- Fire hydrant 812-2 is located on the northwest corner of Howard Street at Wesley Avenue.
- Fire hydrant 812-7 is located on the southwest corner of the three-way intersection of Howard Street and Bresee Avenue.
- Fire hydrant 812-8 is located on the southwest corner of the three-way intersection of Howard Street and Sierra Bonita Avenue.

There is no current fire flow test information available for these hydrants. If you would like to request fire flow test information for these fire hydrants, please contact Marco Sustaita at (626) 744-4498.