

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



# PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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## 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:** PPR2018-00019 **Date:** November 20, 2018

**Project Address:** 226 N. Holliston Avenue & 231 N. Hill Avenue

**Project Description:** Predevelopment Plan Review for the construction of a four-story, 60-unit, single-room occupancy development with 50 parking spaces.

**Applicant:** Tyler Gonzalez Architects  
Attn: Rob Tyler  
626-396-9599 x661  
[rob@tgarch.net](mailto:rob@tgarch.net)

**Case Manager:** Jason Van Patten  
626-744-6760  
[jvanpatten@cityofpasadena.net](mailto:jvanpatten@cityofpasadena.net)

DETERMINATION OF COMMUNITYWIDE SIGNIFICANCE REQUIRING PRESENTATION TO THE CITY COUNCIL:	
1. Greater than 50,000 square feet of gross floor area with at least one discretionary permit.	<input type="checkbox"/>
2. Fifty or more housing units.	<input checked="" type="checkbox"/>
3. Other:	<input type="checkbox"/>
<b>Presentation to the City Council required:</b>	<input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> , not applicable.

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**BUILDING DIVISION – ADDRESSING:** Contact: Angie Jackson  
 Phone: (626) 744-6903  
 Email: [ajackson@cityofpasadena.net](mailto:ajackson@cityofpasadena.net)

**General Comments:** Addressing is based on the main front door entry into the building, based on the site map provided the main front door entry is not clear. I'm unable to determine an address for the proposed project, please provide a site map showing main front door entry into all buildings, streets labeled, and identify driveway entrance and north direction. Once addressing has been established the letter that authorizes you to use the addresses will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

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

**Estimated Fees:** The address fee will be calculated after receiving the following: An address application and a current half size or 8 1/2" x 11" site plan showing the main front door entrance into the residence, the streets, indicate the N/S direction as well as the orientation of the building to the streets before submittal into plan check.

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**BUILDING & SAFETY DIVISION:** Plan Reviewer: Arnold Barreda  
 Phone: (626) 744-6793  
 Email: [abarreda@cityofpasadena.net](mailto:abarreda@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 effective January 1, 2017 until December 31, 2019.**

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

**Property Land Survey**

**Grading:** If greater than 50 cubic yard (excluding excavation for foundation), Grading/Drainage Plans shall be prepared by a registered engineer. Grading shall conform to the provisions of Chapter 14.05 of City's Municipal Code.



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### **Low Impact Development (LID) Plan / Stormwater Pollution Prevention Plan (SWPPP):**

This project may require the preparation of a LID/SWPPP Plan if you are in a Hillside District to demonstrate stormwater management during- and post-construction.

**Building Code Analysis:** Document on the plans the Allowable Height & Area, Occupancy Group(s), Type of Construction, and occupant load.

**Means of Egress (Exiting):** Provide Occupant Load Calculations for all areas, 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 11B of the CBC. Stage and seating must be accessible.

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

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### **PLANNING DIVISION – COMMUNITY PLANNING SECTION:**

Plan Reviewer: Arlene Granadosin-Jones

Phone: (626) 744-6743

Email: [agranadosin-jones@cityofpasadena.net](mailto:agranadosin-jones@cityofpasadena.net)

**Project Description:** The proposed project includes the construction of a four-story, 60-unit, single-room occupancy development with common facilities, caretaker's apartment, and single-level partially subterranean parking.

**General Plan Consistency:** The project consists of the following parcel: APN 5738-016-101 and 5738-016-102. According to the General Plan Land Use Diagram, parcels 5738-016-101 and 5738-016-102 are designated as Low Commercial (0.0–1.0 FAR), which is characterized by a limited range of retail and service uses. These uses are located and designed to foster pedestrian use, primary serve the needs of adjacent neighborhoods, and maintain compatibility with residential uses in the immediate area. The project site is approximately 0.55 acres and is currently vacant. Based on submitted plans, the total floor area of the proposed project is 17,430 square feet on a parcel that is 24,000 square feet, which maintains a FAR consistent with the General Plan.

The Land Use Element of the General Plan provides the following policies that are relevant to the proposed project:

- *Policy 2.1 – Housing Choices: Provide opportunities for a full range of housing types, densities, locations, and affordability levels to address the community's fair share of regional, senior, and workforce housing needs and provide a strong customer base sustaining the economic vitality of Pasadena's commercial land uses. The types, densities, and location of housing shall be determined by the Land Use Diagram and reflect the projected needs specified in the Housing Element.*
- *Policy 21.1 – Adequate and Affordable Housing: Provide a variety of housing types (i.e. small subdivisions, row housing, and condominiums), styles, densities, and affordability levels that are accessible to and meet preferences for different neighborhood types (e.g.,*



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*mixed use pedestrian environments and traditional suburban neighborhoods), physical abilities and income levels, pursuant to the Housing Element.*

- *Policy 21.2 – Equitable Distribution of Affordable Housing: Providing for the equitable distribution of affordable housing throughout the City, as defined by Housing Element goals and policies, capitalizing on opportunities for new development allowed by the densities permitted in the Central District and Transit Villages.*
- *Policy 21.4 – New Residential Development: Attract new residential development that is well-conceived, constructed, and maintained in a variety of types, densities, locations and costs.*

The proposed project is generally consistent with the aforementioned policies of the General Plan. The project is a single-room occupancy (SRO) development and provides 59 units plus one caretaker unit. It is located within walking distance of neighborhood-serving retail and commercial uses, personal services, and other community amenities. The proposed project includes 15 affordable SRO units and is consistent with General Plan policies that emphasize housing variety, including provision of housing units that serve a variety of affordability levels in the City. Pasadena Municipal Code Section 17.500.300 states that a single-room occupancy unit shall have a minimum size of 150 square feet and a maximum size of 220 square feet. Submitted plans and the project application do not indicate the size of each SRO unit. The applicant is encouraged to work with Zoning staff to ensure consistency with the City's SRO requirements, including maximum unit size, common area standards, and other development regulations.

- *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, landscaping quality, infrastructure, and aesthetics.*
- *Policy 4.12 – Transitions in Scale: 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.*
- *Policy 6.1 – Sense of Place and History: Require new development and changes to existing development to be located and designed to respect the defining elements of Pasadena's character and history such as its grid street pattern, block scale, public realm, courtyards, paseos, alleys, neighborhoods and districts, building massing and heights, significant architecture, and relationship to the mountains and Arroyo Seco.*
- *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.*



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- *Policy 21.3 – Neighborhood Character: Maintain elements of residential streets that unify and enhance the character of the neighborhood, including parkways, street trees, and compatible setbacks.*

Per the General Plan Land Use Map, projects within the Low Commercial land use designation must have a 0.0–1.0 FAR. The submitted project plans and application indicate conflicting gross floor area for the proposed project therefore it is not clear whether the proposed project is within the overall General Plan FAR range. Per the Pasadena Zoning Code Section 17.80.020, gross floor area means “the total enclosed area of all floors of a building measures to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic area having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.” The applicant is encouraged to provide the total floor area for each floor of the proposed project, total gross floor area of the entire proposed project, and a calculation of FAR.

The submitted plans propose a four-story building with partially underground parking, with a maximum building height of 45 feet. Existing buildings in the surrounding area are mostly one- to two-story structures. Buildings to the north of the project site are comprised of single-family uses and a small retail business. To the south, auto repair and auto related uses are housed in single-story buildings. These types of uses can also be seen to the east and west of the proposed project. The applicant is encouraged to work with both Zoning and Design & Historic Preservation staff to ensure that the proposed project is contextually appropriate with surrounding properties, particularly with smaller scale one- to two-story buildings in the neighborhood.

- *Policy 4.10 – Architecture that Enhances: 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.*
- *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.*
- *Policy 23.1 – Character and Design: Design and modulate buildings to avoid the sense of “blocky” and undifferentiated building mass, incorporate well-defined entries, and use building materials, colors, and architectural details complementing the neighborhood, while allowing flexibility for distinguished design solutions;*
- *Policy 23.3 – Landscaped Setbacks and Walkways: Provide appropriate setbacks, consistent with the surrounding neighborhood, along the street frontage and, where there are setbacks, ensure adequate landscaping is provided.*
- *Policy 23.4 – Development Transitions: Ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.*



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- *Policy 23.5 – Streetscapes: Provide ample public spaces and tree-lined sidewalks furnished with pedestrian amenities that contribute to comfortable and attractive settings for pedestrian activity.*
- *Policy 23.6 – Open Space Amenities: Require that open space is provided on-site, is accessible, and of sufficient size to be usable by residents, in common areas and/or with individual units pursuant to the Zoning Code.*

Project renderings illustrate modular architecture, landscaping, and street trees for the proposed project. The applicant is encouraged to work with Zoning staff to ensure the project meets appropriate setbacks and open space and greenspace requirements. The applicant should also work with the Design & Historic Preservation staff to ensure that the proposed project satisfies all applicable requirements in relation to architectural design and quality.

- *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 project is not located within a Specific Plan area.

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

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

### **Neighborhoods:**

#### Council District

Council District 2

Councilmember: Margaret McAustin

City Council District Liaison: Margo Morales

100 N. Garfield Avenue Room S228

P.O. Box 7115

Pasadena CA 91109-7215

Phone: (626) 744-4742

**Estimated Fees:** No fees anticipated from Community Planning



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### CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Wendy Miller

Phone: (626) 744-7547

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

This project is NOT SUBJECT to the Public Art Requirement, as it is a multi-family development outside the Downtown/Old Pasadena/Northwest Program Areas.

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### PLANNING DIVISION – CURRENT PLANNING SECTION:

Plan Reviewer: Jason Van Patten

Phone: (626) 744-6760

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

**General Comments:** The information provided herein is general due to the general content of the information submitted. Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code, Municipal Code and each chapter/section specified. Comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant is required to demonstrate compliance with all applicable standards.

- [Title 17](#) – Zoning Code
- [Chapter 17.24](#) – Commercial and Industrial Zoning Districts
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.42](#) – Inclusionary Housing Requirements
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Section 17.50.300](#) – Single Room Occupancy (SRO) Facilities
- [Section 17.50.340](#) – Transit-Oriented Development (TOD)
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance
- [Title 16](#) – Subdivisions

1. **Zoning District ([PMC §17.22](#), [17.24](#), [17.40.055](#)):** The site is comprised of two separate parcels (5738-016-101 and 5738-016-102). Parcel 101 is divided between two separate district boundaries, Multi-Family Residential, City of Gardens (RM-32) to the north, and Commercial General (CG) to the south. Parcel 102 is located entirely in the CG zoning district.

On a lot or site divided by a zoning district boundary by virtue of Ordinance No. 6096, the owner may elect to apply to the entire lot or site the regulations of the less restrictive district provided the more restrictive portion does not exceed 30 feet measured perpendicular to the district boundary. Otherwise, the regulations applicable to each district shall be applied to the area within each district. For the purposes of this subsection, the Zoning Administrator shall determine which district is less restrictive. In this case, the Zoning Administrator determined that CG is the less restrictive zone as it pertains to parcel 101. Additionally, the Zoning Administrator concurred that the more restrictive zone, RM-32, does not exceed 30 feet measured perpendicular to the district boundary. Therefore, the applicant may elect to apply the CG standards entirely to parcel 101 or apply each district separately.

2. **General Plan:** Both parcels are designated Low Commercial (0.0-1.0 FAR) in the Land Use Element of the General Plan. Properties with this designation are characterized by a limited





range of retail and service uses. These uses are located and designed to foster pedestrian use, primarily serve the needs of adjacent neighborhoods and maintain compatibility with residential uses in the immediate area.

- 3. Land Use (Table 2-2, PMC §17.22.040, Table 2-5, §17.24.040): The RM-32 zoning district prohibits single-room occupancy (SRO) facilities. However, the CG zone permits SRO facilities by right. Therefore, the owner must elect to apply CG standards to all of Parcel 101 in order to allow the SRO facility.

A single-room occupancy is by definition a facility providing dwelling units where each unit has a minimum floor area of 150 square feet and a maximum floor area of 220 square feet. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer. Facilities containing 10 or more SRO units are by definition a residential project.

- 4. Density (Table 2-6, PMC §17.24.040): The CG zone does not establish a maximum residential density, where residential uses are allowed. The 60-unit facility proposed equates to approximately 108 units per acre.

- 5. Setbacks and Exceptions (Table 2-6, PMC §17.24.040, §17.40.160): Setbacks referenced below represent minimum and maximum requirements. The project shall maintain each required setback open and unobstructed from the ground upward, except for trees and other plant materials. Setbacks shall be measured at right angles from the property line to the nearest portion of the structure. Allowed projections into setbacks are provided in Table 4-1 (Allowed Projections Into Setbacks), Section 17.40.160.

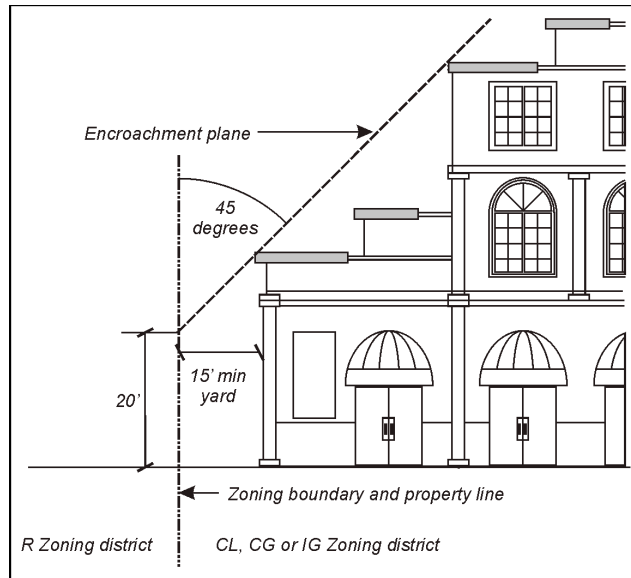
CG Setbacks

Front (Holliston and Hill)	5'
Interior Side	None required (abutting nonresidential zones)  15' and shall not project within the encroachment plane (abutting residential zones)

The applicant shall provide a 15-foot side setback adjacent to any abutting residential zoning district. In addition, the proposed structure shall not be located within an encroachment plane sloping upward and inward to the site at a 45-degree angle, commencing 20 feet above the existing grade at the property line of the abutting residential zoning district (Figure 4-9, 17.40.160). Projections are not permitted to encroach into the encroachment plane because the project does not use RS, RM-12 or City of Gardens standards. Both the 15-foot setback and encroachment plane standard apply along the northerly side of parcel 101 because the property abuts the RM-32 zoning district.



### 15' Side Setback Abutting Residential / Encroachment Plane



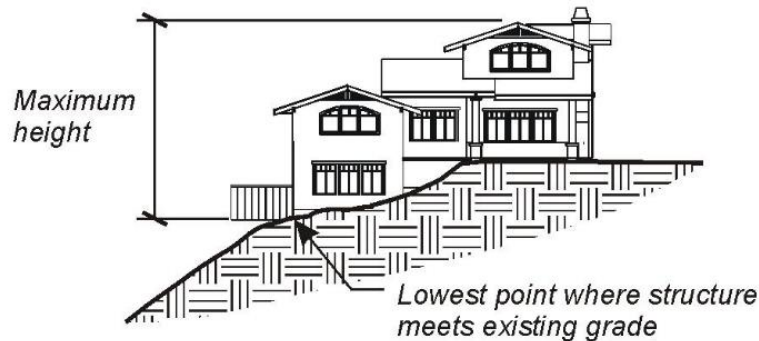
The first floor plan identifies a setback of five feet from the Hill Street right-of-way, but does not specify the setback at the three floors above. Therefore, compliance is unknown. Along Holliston Avenue, portions of the building provide no setback (built to the property line), with other portions setback five feet. This scenario does not comply with the setback requirement. However, a building proposed as an infill project may be allowed no setback (applies to front only) through the Design Review process if the review authority determines that a reduced front setback would allow the proposed structure to match the established building placement pattern of the block. Any setback exception requested requires the applicant to provide detailed information substantiating applicability as part of the Design Review application. This information and/or narrative shall address each component that seeks a setback exception. Be advised, where an exception is not specifically granted, a five-foot setback would apply across the frontage, necessitating project changes. The project proposes an interior side setback between 0'-6' at the north and south property lines that abut nonresidential zoning districts, which complies. The project proposes an interior side setback between 0'-15' at the northerly property line (parcel 101) that abuts a residential zoning district (RM-32). This does not comply because portions do not maintain 15 feet of setback. The exterior walls of the structure that enclose the ground floor shall maintain a 15-foot setback, consistent with the three floors above. In addition, compliance with the encroachment plane is unknown. Plans should provide a level of detail that demonstrates compliance with setback standards at each property line. Elevations and section shall depict the property line, height of commencement, angle of plane, and side setback consistent with the figure shown above.

Be advised, per Department of Transportation comments, a wider sidewalk is required along the Hill Street frontage. Where a street dedication is required/provided, the setback shall be measured from the revised property line after the dedication. Where an easement is required/proposed, the setback shall be measured from the original property line. Plans shall clearly reference lot lines, easements, dedications accordingly.



6. **Height (Table 2-6, PMC §17.24.040, §17.40.060):** The maximum allowed building height is 45 feet. Pursuant to Zoning Code Section 17.40.060.C (Height Requirements and Exceptions – Height measurement), height is measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure. The highest point of the structure is its highest ridge or parapet. Appurtenances covering not more than 25 percent of the roof area may exceed the height limit established by the applicable zoning district by a maximum of 10 feet. An appurtenance is a tower, spire, cupola, chimney, penthouse, water tank, flagpole, theater scenery loft, radio or television antenna, transmission tower, fire equipment, or other similar structure attached to a structure and *not intended for human occupancy*.

### Height Measurement



Elevation sheets reference a low point of 807.5 feet and a 45-foot dimension to the top of a parapet. The low-grade elevation appears consistent with the lowest existing grade elevation identified on the topographic survey. However, elevations sheets also suggest an element exceeds 45 feet. This element may be an elevator shaft, which qualifies as an appurtenance. Plans should provide a level of detail that demonstrates compliance with building height. Where appurtenances are proposed, plans shall identify the element, the height above the 45-foot maximum, and the percentage of the roof area occupied by all appurtenances.

7. **Floor Area Ratio (FAR) (Table 2-6, PMC §17.24.040):** The maximum allowable floor area ratio is 0.8. FAR is the numerical value obtained by dividing the *aboveground* gross floor area of a building or buildings located on a lot by the total area of the lot. Gross floor area means the total enclosed area of all floors of a building measured to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.

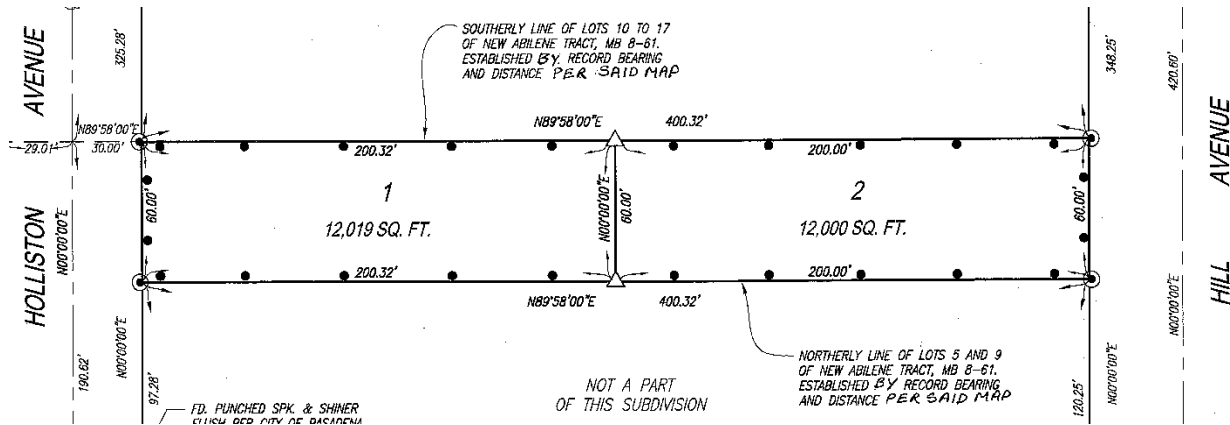
The definition of *lot* is a legally established lot of land under one ownership, with frontage upon a street. Thus, a series of lots would have to be considered a single lot in order for the FAR to apply singly. In order to do this, the properties would have to be consolidated into a single lot through a lot line adjustment (Certificate of Exception and Certificate of Compliance) or a tentative parcel map. The two parcels that collectively make up the proposed project site are under separate ownership (John G. Grech and Hill & Holliston,



LLC) according to information provided with the application. **Consolidation may only occur when the parcels affected are under one ownership.**

Based on a lot size of 24,000 square feet (per plan), the property is limited to a maximum gross floor area of 19,200 square feet (24,000 x 0.8) for the purpose of FAR. Be advised, Lot 1 and 2 of Parcel Map No. 60412 equates to an aggregate lot size of 24,019 square feet based on recorded lot dimensions. Please address, where necessary.

Parcel Map No. 60412



The application references a total gross of 40,200 square feet where the plan references 17,430 square feet. As a result, compliance with FAR is unknown. The applicant shall provide a dimensioned exhibit identifying all areas counted towards FAR by floor as part of any discretionary application and/or plan check submittal to verify compliance with this standard. A sample exhibit is available upon request. Be advised, the first floor gross shall include enclosed electrical/mechanical rooms, elevators, stairs, storage, lobbies, EMR, and trash (if trash is floor to ceiling) among other space not used exclusively for vehicle parking or loading.

Be advised, per Department of Transportation comments, a wider sidewalk is required along the Hill Street frontage. Where a street dedication or easement is required/provided, the calculation for FAR shall be based on the total area of the lot before the street dedication/easement. Plans shall clearly reference lot lines, easements, dedications accordingly.

- 8. **Lot Consolidation (§Title 16):** The applicant shall file a Tentative Parcel Map (TPM) application to consolidate two parcels into one. Alternatively, the applicant may choose a two-step process by first filing a Certificate of Exception (CE) and then a Certificate of Compliance (CC). The Hearing Officer is the reviewing authority for both the TPM and CE. In addition, both options are subject to compliance with Title 16 (Subdivisions) of the Municipal Code and the State Subdivision Map Act. Consolidation may only occur when the parcels affected are under one ownership. An application to consolidate parcels may be filed after completion of Concept Design Review (step 2 of 3). Be advised, a Building Permit for



construction may not be issued until after recordation of the Final Parcel Map or CC, whichever applies.

**9. Frontage and Façade Standards (PMC §17.24.050, §17.50.300.F):** Each single-room occupancy facility shall comply with all applicable commercial development standards for the applicable zoning district. The intent of this Section is to provide for pedestrian orientation and traditional building form in the commercial areas of the City. A principal design objective of this Zoning Code is for the street frontages in these areas to have continuous building facades with as few interruptions as possible in the progression of stores and other buildings, creating highly attractive, pedestrian-oriented streetscapes. The requirements of this Section apply to proposed development within the CG zoning district. Be advised, where a driveway and/or approach is removed per Department of Transportation comments, the frontage and façade shall be revised to accommodate these standards.

**a. Elevation at First Floor (PMC §17.24.050.C):** At least 75 percent of the street-fronting length of the first habitable floor of a nonresidential structure shall be located no more than two vertical feet above or below the sidewalk elevation at any point along the street property line.

This does not apply to the project because it is a residential structure.

**b. Building Placement (PMC §17.24.050.D):** Each building shall be designed so that its front facade occupies 100 percent of its front property line. The review authority may grant exceptions for a driveway that is necessary because no side street, alley, or easement can provide access to required parking on the rear of the lot or site. An exception may also be granted for double frontage lots or sites. The Review Authority shall determine which frontage is the primary frontage and which is the secondary frontage based on the character of the street frontages. Where no zoning entitlement is necessary (ie. CUP, Variance) prior to Design Review, the applicant shall request exceptions in conjunction with the Design Review application.

According to the ground floor plan, the building façade appears to occupy the frontage along Holliston Avenue with the exception of the driveway. An exception is necessary for this element. Similarly, the building façade appears to occupy the frontage along Hill Avenue with the exception of the driveway. An exception is necessary for this element. The review authority may grant an exception for the driveway leading from Holliston Avenue and existing onto Hill Street where requested by the applicant and accompanied by supporting documentation.

**c. Building Treatment (PMC §17.24.050.E):** Clear, untinted glass windows shall occupy a minimum of 50 percent of the width of the building facade parallel to the public sidewalk, with a minimum height of eight feet, to allow maximum visual interaction between sidewalk areas and the interior of buildings. Mirrored, reflective glass or tinted glass shall not be allowed. After installation, clear glass windows shall not later be treated so as to become opaque or to be blocked so as to prevent visibility of the ground floor interior from the sidewalk. Any decorative railing or grille work that is placed in front of or behind street-level windows shall be at least 75 percent open to perpendicular view and no



more than six feet in height above grade. No security gate or grille shall be installed on the exterior of any structure.

Street elevations of the building façade depict transparent windows and doors visible from Holliston Avenue, and a mix of transparent and opaque windows and doors visible from Hill Street. No decorative railing or grille work appears. The percentage of the width of the building occupied by clear, untinted glass windows at each frontage is unclear. Compliance with height is also unknown. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- d. **Pedestrian Access to Buildings (PMC §17.24.050.F)**: The primary entrance of each ground-floor use shall be located within the primary building frontage, and shall be recessed a minimum of three feet when accessed from the public right-of-way. Walk-up facilities and entries shall be recessed and provide adequate queuing space to avoid interruption of pedestrian flow.

The proposal does not provide recessed entrances at the ground floor according to floor plans and elevations. Entrances leading into the building (currently references as lobby at both frontages) shall be recessed a minimum of three feet. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

10. **Development on an Undeveloped Lot (17.40.030)**: No land use permit shall be approved for a proposed project on an undeveloped lot that was created before March 4, 1972, by means other than a Parcel or Tract Map, unless a Certificate of Compliance is first obtained and recorded with the Los Angeles County Recorder. Parcel 101 and 102 are legal lots described as Lot 1 and Lot 2, respectively, of Parcel Map No. 60412 in the City of Pasadena, County of Los Angeles, State of California, as per Map filed in Book 345, Pages 66 and 67 of Parcel Maps, in the Office of the County Recorder of said County.

11. **Outdoor Lighting (PMC §17.40.080)**: Exterior lighting on private property shall be energy-efficient, and shielded or recessed so that direct glare and reflections are confined to the maximum extent feasible within the boundaries of the site, and shall be directed downward and away from adjoining properties and public rights-of-way. No lighting on private property shall produce an illumination level greater than one footcandle on any property within a residential zoning district except on the site of the light source. No permanently installed lighting shall blink, flash, or be of unusually high intensity or brightness, as determined by the Zoning Administrator. All lighting fixtures shall be appropriate in scale, intensity, and height to the use they are serving. Lighting for commercial uses shall be appropriately shielded to not negatively impact the residential units. Applicability or compliance with this standard is unknown because a lighting plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This includes the provision of a photometric survey to verify spill at the adjacent residential zoning district.

12. **Public Art Requirement (PMC §17.40.100)**: Refer to comments from the Cultural Affairs Division and Zoning Code Section referenced for additional information.



- 13. Reflective Surfaces ([17.40.110](#)):** For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street. Though elevations depict transparent glass along the Holliston Avenue and Hill Street frontages, the information is provided as an advisement.
- 14. Refuse Storage ([PMC §17.40.120](#)):** A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Each required refuse storage area shall be located within 150 feet of the users and shall not be located in a required garden, yard, court, or landscape area. Residential uses with 20 or more dwelling units shall provide trash storage areas with the minimum size determined by the Director of Public Works based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection. In each required refuse storage area, space shall be provided for recyclable materials. A separate bin for each type of recyclable material collected in the area in which the site is located shall be provided. The bins shall be clearly marked as to the types of recyclable materials which are to be placed in the bins, and a list of materials for which the bin is provided shall be attached to the bin.

A refuse storage area shall be enclosed in concrete block or other materials acceptable to the Zoning Administrator. The minimum height of the enclosure shall be six feet with a minimum vertical clearance of seven feet. Solid wood or metal doors shall be provided at the entrance of the enclosure; the doors shall not be visible from a street. Space within the enclosure shall be provided for accessing and maneuvering the bins. The surface of a refuse storage area shall be paved with Portland cement and shall be constructed to provide proper drainage. Accessibility to a refuse storage area shall be approved by the Director of Public Works.

The first floor plan identifies two separate trash storage areas. However, compliance with this standard is unknown as plans do not provide information regarding recycling, design, or size of refuse areas. Please contact Public Works directly regarding the minimum size. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

- 15. Screening ([PMC §17.40.150](#)):** All new exterior mechanical equipment, except solar collectors, shall be screened or located out of view from public rights-of-way. At a minimum, screening materials shall have evenly distributed openings or perforations not exceeding 50 percent of surface area and shall effectively screen mechanical equipment. In addition, aboveground utility meters shall not be located between the building occupancy and a street property line. The site plan references two separate mechanical equipment locations on the roof. A perimeter screen appears to wrap around the mechanical equipment and no equipment is visible on elevation sheets. While the equipment appears to be screened, plans should provide a level of detail that demonstrates compliance with these standards, where applicable.
- 16. Underground Utilities ([PMC §17.40.190](#)):** The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the site unless subject to an exemption. Risers on poles and structures are allowed and shall be provided by the developer or owner from the pole that provides services to the property. Where no



developed underground system exists, utility service poles may be placed on the rear of the property to be developed only to terminate underground facilities. The developer or owner is responsible for complying with the requirements of this Section and shall make the necessary arrangements with the affected utility providers for the installation of the facilities. The requirements of this Subsection shall not apply when the cost of placing the services underground exceeds the cost of construction of the new dwelling unit or the new construction. Applicability or compliance with this standard is unknown as plans do not reference utilities. Plans should provide a level of detail that demonstrates compliance with these standards.

**17. Inclusionary Housing Requirements (PMC §17.42):** The project (unless meeting a specified exemption) is subject to inclusionary housing requirements because they apply to all single-room occupancy projects. A minimum of 15 percent of the total number of dwelling units shall be developed, offered to, and sold or rented to households of low and moderate-income, at an affordable housing cost. If the project consists of units for sale, a minimum of 15 percent of the total number of units in the project shall be sold to low or moderate-income households. If the project consists of rental units, a minimum of 10 percent of the units shall be rented to low-income households and five percent of the units shall be rented to low or moderate-income households. In calculating the required number of inclusionary units, fractional units of 0.50 or above shall be rounded-up to a whole unit if the project consists of 21 or more units. The Zoning Code also provides credits that may reduce the requirement and other alternatives to developing required inclusionary units. A housing plan and housing agreement may be required pursuant to Section 17.42.060 (Housing Plan and Housing Agreement Required).

**Inclusionary Requirement for Rental Units**

Low (10%)	60 x .10 = 6
Low or Moderate (5%)	60 x .05 = 3
Total	9

According to the application, the project consists of 60 units for rent. Though the 15 inclusionary units exceeds the minimum count required, the type of units are unknown (ie. very-low, low, moderate). Inclusionary units provided shall be of a type that meets the minimum requirement. Refer to comments from the Department of Housing and Career Services for additional information regarding inclusionary housing requirements.

*Very low-Income Households.* Households whose gross income is equal to 50 percent or less of the median income for Los Angeles County as determined annually by the U.S. Department of Housing and Urban Development.

*Low-Income Households.* Households whose gross income does not exceed 80 percent of the median income for Los Angeles County as determined annually by the U.S. Department of Housing and Urban Development.

*Moderate-Income Households.* Households whose gross income does not exceed 120 percent of the median income for Los Angeles County as determined annually by the U.S. Department of Housing and Urban Development.





**18. Landscaping (PMC §17.44):** A preliminary landscape plan shall be submitted as part of an application for a land use entitlement. Where no entitlement is required, the final landscape and irrigation plan shall be submitted to the Zoning Administrator in order to fulfill any landscape requirement identified by this Zoning Code before issuance of a Building Permit. Landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. Irrigation plans shall provide information regarding irrigation system efficiency and equipment. All unused area of the site shall be properly landscaped and maintained in compliance with this chapter, in particular, Section 17.44.070, where applicable. In commercial zoning districts such as CG, at least 50 percent of each front and setback area shall be landscaped in compliance with this Chapter. In addition, all setback and open space areas required by this Zoning Code shall be landscaped, except where a required setback is occupied by a sidewalk or driveway, or where a required setback is screened from public view and it is determined by the Zoning Administrator that landscaping is not necessary to fulfill the purposes of this Section. Be advised, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELO). Additional information regarding compliance is available on the City's website <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>. Compliance with this chapter and MWELO applicability is unknown because a landscape plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

**19. Tree Retention, Removal and Protection (PMC §17.44.090, §17.44.100, §8.52):** Where healthy trees exist on site, maximum effort shall be given for their retention. All existing trees shall be protected during construction in compliance with the City Tree Protection Ordinance. This includes public/street trees located in the public right-of-way. The City's Tree Protection Ordinance includes a list of protected native and specimen species. Removal of protected species and/or mature trees are subject to the approval or a tree removal permit. Mature trees are an otherwise non-protected tree with a diameter-at-breast-height (DBH) of 19 inches or greater ( $\geq 19$ ). A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with any zoning entitlements, or where none were proposed, concurrent with the design review process.

In addition, street trees shall not be removed without first obtaining permission from the Department of Public Works. The City's Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly exempted. When removal is absolutely necessary, trees shall be replaced in a manner consistent with the prevailing pattern on the street, as determined by the Department of Public Works. The project is required to provide a minimum of one 24-inch box tree planted in the parkway, or in the sidewalk area where there is no parkway, at the same spacing as existing trees or at 20-foot intervals if there are no existing trees, unless the City's Street Tree Plan specifies a different spacing requirement. The actual number of trees shall be determined by the Director of Public Works. The tree species shall be the same as the most prevalent tree type on the block unless the City's Street Tree Plan specifies a different species. Mature healthy street trees shall not be removed unless the



removal is ordered by the Director of Public Works. Refer to Public Works comments regarding street trees, new tree planting, and protection.

The tree inventory provided indicates no trees exist on site but does not reference existing street trees within the vicinity of the property. Aerial photos suggest there are existing trees that encroach onto or are located in front of the subject site along both Holliston Avenue and Hill Street. These trees along with species and size should be identified on all future applications and/or plans. Any trees located on adjacent properties that may extend onto the subject property shall also be referenced to determine whether protected or in need of protection. For all protected trees, on and off-site (in public right-of-way and on private property) the applicant is required to demonstrate that the proposed project will not result in injury or removal through a tree protection plan. The City requires that all off-site trees be protected through a [tree protection plan](#) that adhere to [tree protection guidelines](#). In general, the root protection zone defines the area of protection. The root protection zone is defined as the area within a circle with a radius equal to the greatest distance from the trunk to any overhanging foliage in the canopy. Plans should provide a level of detail that demonstrates compliance with these standards where applicable (eg. tree protection plan). This may require a change to the location of the subterranean garage and/or building facade as it relates to any off-site trees. A tree protection plan should be included as part of any land use entitlement and/or submittal to the City.

- 20. **Parking (PMC §17.46):** Parking shall comply with all applicable standards of the Chapter. Parking shall be permanently available, marked, and properly maintained for the use they are intended to serve. Parking requirements are based on individual use classifications. The applicant shall calculate the requirement for the use and round fractional numbers, where applicable. If a fractional number is obtained, one space shall be required for a fractional unit of 0.50 or above, and no space shall be required for a fractional unit of less than 0.50. Disabled accessible parking spaces required shall count toward fulfilling off-street parking requirements.

Parking shall be provided in compliance with Table 4-6 (Off Street Parking Space Requirements), Zoning Code Section 17.46.040 (Number of Off-Street Parking Spaces Required). Requirements for single-room occupancy facilities are based on the affordability of the units offered.

**SRO Parking Requirements**

SRO Affordable	1 space per 4 units; plus 2 spaces for the resident manager
SRO Market Rate*	1 space per unit; plus 2 spaces for the resident manager

\*(or not guaranteed affordable)

Application materials and plans reference 60 units (15 affordable, 44 market rate, 1 caretaker). Based on the unit count proposed, four parking spaces are required for the affordable units, 44 are required for the market rate units, and two spaces are required for the caretaker unit (resident manager). This totals to 50 spaces where the plan notes 50 spaces are provided, which complies.



- a. **Dimensional Requirements (PMC §17.46.090, §17.46.110):** Compact parking spaces shall not be allowed anywhere in the City. All nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8.5' x 18'). The plan references all nonparallel spaces but does not provide stall dimensions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- b. **Application of Dimensional Requirements (PMC §17.46.120, §17.46.130):** An additional width of one foot shall be provided for each parking space the length of which is contiguous to a fence, structure, wall, or other obstruction. Except if columns are set back away from the aisles, the one-foot additional width required may be lessened three inches for each foot the columns are set back from the aisles. At the end of an aisle providing access to a parking space perpendicular to the aisle, the aisle shall extend two feet beyond the side of the last parking space in the aisle. Vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height. Vertical clearance for access to and including handicapped spaces, shall be a minimum of eight feet, two inches in height. The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). The plan references both 90 degree and angled spaces. However, the plan does not specify the degree of the angled spaces.

In general, all parking plans shall be fully dimensioned. At a minimum, this includes stall widths, stall depths, stall angle, clearance provided when adjacent to an any obstruction, distance columns are setback from aisles, aisle widths, vertical clearances (residential, handicap), driveway widths, etc. Further all parking spaces shall be double striped. Parking plans shall number all stalls and/or identify counts by row. Plans do not provide enough information to determine whether parking areas comply with dimensional requirements. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- c. **Parking Access from Street and Driveways (PMC §17.46.140, §17.46.150.A):** Access to parking spaces shall not require backing across a property line abutting a street. All spaces in a parking facility shall be accessible without reentering a public right-of-way. Driveway approaches for all developments shall be required as determined by the Department of Public Works. All driveway access to a public street or alley is subject to the approval of the Director of Public Works and the Director of Transportation. The minimum driveway width serving a residential use with 26 or more parking spaces shall be 10 feet for one-way drive and 18 feet for two-way drive pursuant to Table 4-10 (Minimum Driveway Width – Residential Uses) Zoning Code Section 17.46.150 (Driveway Design, Widths, and Clearances). Driveways shall also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. The ground floor plan identifies a one-way drive with entry at Holliston Avenue and exit at Hill Street. The driveway at Holliston runs adjacent to vertical obstructions that will require an additional one-foot of clearance on each side. At minimum, this driveway requires a width of 12 feet. Compliance with this standard is unknown because the driveway width is not dimensioned. Plans shall provide dimensions that demonstrate compliance with these standards, where applicable. Refer to Department of Transportation comments regarding driveway and parking access



- d. **Parking Structure Yards and Landscaping (PMC §17.46.240):** A minimum five-foot wide landscaped area shall adjoin the street property line(s) between the at grade parking facility and the adjoining street.
- e. **Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances. The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp. For ramps 65 feet or less in length, the ramp grade shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent. For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent. The slope of all parking areas shall not exceed five percent, excluding ramps.

Plans do not provide enough information to determine whether the ramp from Holliston Avenue complies with standard. The length of the ramp and transitions are not provided. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- f. **Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.
- g. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided in compliance with Table 4-16 (Minimum Number of Bicycle Spaces Required), Zoning Code Section 17.46.320 (Bicycle Parking Standards). Bicycle parking is required for any new structure. Residential structures (three or more dwelling units) require one space for every six dwelling units (all Class 1; garages or accessible indoor areas count). A Class 1 bicycle facility includes any of the following: a) a fully enclosed lockable space accessible only to the owner/operator of the bicycle; b) attendant parking with a check-in system in which bicycles are accessible only to the attendant; or c) a locked room or office inside a structure designated for the sole purpose of securing the bicycles. Refer to the Zoning Code Section referenced for location and design requirements applicable to bicycle facilities.

Application materials and plans reference 60 units. Based on the unit count proposed 10 bicycle parking spaces are required. The plan references 12 bike lockers and 12 other spaces within areas at the ground level, which complies with the count required. However, location and design criteria require bicycle parking be located in close proximity to the structure's entrance. Given the project provides entrances from two separate streets, the applicant shall allocate spaces near the Holliston Avenue entrance. Plans should provide a level of detail that demonstrates compliance with these standards where applicable

- 21. **Signs (PMC §17.48):** Any signs proposed are subject to this Chapter, where applicable. Depending on the number of signs proposed, a Master Sign Plan and Design Review may be required. Plans do not provide any information regarding signs. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.



**22. Residential Uses – Accessory Uses and Structures (PMC §17.50.250):** Accessory structures shall be limited to uses which are accessory to the main use, including but not limited to, cabanas, gazebos, pergolas, pools, or hot tubs and related equipment. Pools, hot tubs, and related equipment, and all mechanical equipment shall not be closer than five feet from a property line. The proposed pool and spa are located more than five feet from the south property line, but within close proximity to the north property line. Compliance with the five-foot setback is unknown because dimensions were not provided. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

**23. Single-Room Occupancy Facilities (PMC §17.50.300):** This section provides specific standards applicable to the proposed use. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. Be advised, the caretaker's quarter is a counted as a unit.

**a. Unit Size and Occupancy (PMC §17.50.300.C):** The minimum size of a unit shall be 150 square feet and the maximum size shall be 220 square feet, which may include bathroom and/or kitchen facilities. Compliance is unknown because plans do not provide information regarding unit sizes. Plans shall provide a tabulation that identifies each unit size.

**b. Common Area (PMC §17.50.300.D):** A minimum of 10 square feet for each unit or 250 square feet, whichever is greater, shall be provided for a common area. All common area shall be within the structure. Dining rooms, meeting rooms, recreational rooms, or other similar areas approved by the Zoning Administrator may be considered common areas. Shared bathrooms and kitchens shall not be considered as common areas. Based on 60 units at 10 square feet per unit, a minimum of 600 square feet of common area is required (greater of the 10 square feet for each unit or 250 square feet). The second floor plan references a lounge area (22' x 26'6") and a gym (20' x 22') that when combined (1,023 square feet), exceed the minimum requirement, and comply.

**c. Management (PMC §17.50.300.E):** A single-room occupancy management plan shall be submitted to, reviewed, approved and enforced by the Housing Administrator of the Housing and Development Department. The management plan shall be approved before issuance of a Certificate of Occupancy. The management plan shall be comprehensive and contain management policies and operations, rental procedures and rates, maintenance plans, residency and guest rules and procedures, security procedures and staffing needs including job descriptions. The approved management plan shall be in recordable form as approved by the City Attorney and recorded before issuance of a Certificate of Occupancy. A 24-hour resident manager shall be provided for any single-room occupancy use with 12 or more units. The plan references a caretaker's apartment, which if designated for a 24-hour resident manager may comply with that standard. Refer to Housing and Career Services Department for additional comments. A copy of the recorded plan shall be provided to the Current Planning Section.

**d. Kitchen Facilities (PMC §17.50.300.H):** Each unit shall be provided a kitchen sink serviced with hot and cold water with a garbage disposal and a counter top measuring a minimum of 18 inches wide by 24 inches deep. A complete kitchen facility available for residents shall be provided on each floor of the structure, if each individual unit is not



provided with a minimum of a refrigerator and a microwave oven. A complete kitchen contains a sink, refrigerator, stove or range top, and oven or microwave. Compliance is unknown because plans do not provide information regarding kitchen facilities. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This includes labels/details for sink, water, garbage disposal and counter top measurements at each facility, or where a complete kitchen is provided at each floor, the items/appliances provided.

- e. **Bathroom Facilities (PMC §17.50.300.I)**: For each unit a private toilet in an enclosed compartment with a door shall be provided. This compartment shall be a minimum of 15 square feet. If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided at a ratio of one for every seven units or fraction thereof. The shared shower or bathtub facility shall be on the same floor as the units it is intended to serve and shall be accessible from a common area or hallway. Each shared shower or bathtub facility shall be provided with an interior lockable door. Floor plans appear to show private bathroom facilities in an enclosed compartment at each unit. However, the size of each space is unknown. In addition, there appears to be no access to each bathroom facility provided at each unit on the fourth floor. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This includes labels for bathroom size at each unit.

**24. Environmental Review (PMC §17.60.070)**: This project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application and occur through the Design Review process, where no zoning entitlement is requested (ie. CUP, Variance). Should a zoning entitlement be necessary prior to Design Review, the environmental review will occur concurrent with that application. Depending on the final design, size, location, nature of the construction of the project, an Initial Study may be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. Otherwise, the project may qualify for a categorical exemption under CEQA if found not to have a significant effect on the environment. The environmental determination may require the preparation of technical studies (eg. air quality, noise, cultural resources, biological, greenhouse gas etc.). A traffic study will also be required by the Department of Transportation according to their comments.

**25. Climate Action Plan (CAP)**: The City of Pasadena has an adopted Climate Action Plan (CAP). The overall purpose of the CAP is to present measures that will reduce local greenhouse gas emissions and align the City's reduction goals with statewide targets. In 2006, with the passage of the Global Warming Solutions Act, Assembly Bill (AB) 32, California became the first state in the U.S. to mandate state-wide reductions in GHG emissions as an effort to combat climate change. AB 32 sets a state-wide target to reduce GHG emissions to 1990 levels by 2020. In 2016, the enactment of Senate Bill (SB) 32 extended this commitment by raising the state-wide emissions target to 40 percent below 1990 levels by 2030. Overall, California's state-wide target is to reduce emissions 80 percent below 1990 levels by 2050. Discretionary projects requiring an EIR, MND, ND, SCEA, Addendums, or qualifying under the Class 32 exemption are subject to the CAP.



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The City has made available a [CAP Consistency Checklist](#) that is intended to be a tool for new development projects to demonstrate consistency with Pasadena's CAP. The applicant may be required to complete/apply one of three options (A, B, or C) to the project.

**26. Mitigation/Condition Monitoring:** Upon completion of the project's CEQA compliance documentation, some form of mitigation monitoring may be required. Condition monitoring may also be required for the discretionary permits. Fees are associated with both mitigation and condition monitoring for the project.

**27. Estimated Fees (FY2019) ([PMC \\$17.60.050](#)):**

- Tentative Parcel Map: \$5,065
- Each Land and/or Air Parcel: \$187 (added to Tentative Parcel Map only)
- Certificate of Exception (Lot Line Adjustment): \$4,675
- Certificate of Compliance (added step with Certificate of Exception only): \$1,539
- Environmental Study/Reviews: At cost
- Records Management Fee: 3% added to total fees

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2019.

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**PLANNING DIVISION – DESIGN &  
HISTORIC PRESERVATION:**

Plan Reviewer: Rodrigo Pelayo  
Phone: (626) 744-7309  
Email: [rpelayo@cityofpasadena.net](mailto:rpelayo@cityofpasadena.net)

**HISTORIC PRESERVATION REVIEW:**

The subject site is currently undeveloped. Therefore, Historic Preservation Review is not required for the proposed project.

**DESIGN REVIEW:**

Because the project consists of new construction of a 40,200 square-foot Single-Room Occupancy (SRO) development in the Commercial General (CG) Zone, design review is required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project are the design-related goals and policies in the Land Use Element of the General Plan and the Design Guidelines for Neighborhood Commercial & Multi-Family Residential Districts.

If no zoning entitlements are required for the project, environmental review pursuant to the California Environmental Quality Act (CEQA) will be conducted in conjunction with design review. Prior to filing an application for design review, it is recommended that the applicant consult with the Transportation Department to begin preparation of any necessary traffic assessment or study that may be required. Air quality and noise and vibration analyses may also be required.

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



**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. Preliminary Consultation will be conducted by the Design Commission.

**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.

For a project of this scale, we suggest including some or all of the following visual materials: a) a massing model; b) rendered elevations; and c) eye-level perspective drawings or computer models.

**Final Design Review** requires an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. Although the staff may conduct Final Design Review, the Commission, during Concept Design Review, is likely to request that it conduct final review in place of the staff. You may file for building plan check (for possible building and fire safety corrections) while awaiting approval for 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 Design Commission decision may appeal it to the City Council. The City Council may also 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.
- Views from the interior of the site (and elevations facing the interior courtyard).

### **Specific Comments on Proposed New Construction**

**Massing:** The context consists primarily of two-story multi-family residential, and one-story commercial and single-family residential buildings. In addition, the surrounding commercial properties are developed with surface parking lots and buildings that occupy not more than half of their sites. The proposed building should be scaled to respond to the context by sensitively and positively addressing the scale and massing of the adjacent neighbors. Consider reducing the amount of stories, footprint, and overall height of the proposed building or rearranging the massing to provide transitions to adjacent lower-height structures.

**Siting:** Siting of the proposed building should preserve the privacy and natural lighting conditions of existing single-family residences to the north of the site. Adequate setback areas and open spaces may need to be incorporated throughout different sides of the property. The lobby space along Hill Avenue should be more substantial since it is fronting a major street, and should be further explored to provide active use(s) that engage the street and respond to the circulation of the building, particularly because many residents will likely use public transportation. Consider reorganizing the program, specifically communal spaces in order to maintain a balance of passive/active spaces throughout the site. The driveway entrance along Hill Avenue may also be shifted closer to the property line and the mechanical room may be relocated in order to provide a larger lobby space.

**Compatibility:** The proposed building appears to be of a contemporary modern design. A contemporary modern-style approach may be compatible since the surrounding context is composed of a mix of building types and architectural styles. Further explore the existing buildings in the surrounding context and demonstrate in your submittal for Preliminary Consultation how the project responds to its context. Study the compatibility of the facades with adjoining properties and streets. The street facades, especially at the ground floor, should be engaging to pedestrians and large blank wall areas should be avoided. The east and west elevations consist of positive elements such as balconies and storefront glazing, but also have relatively large blank wall areas. The two street facades also seem very different from each other; the east elevation consists of horizontally-oriented volumes, the west elevation is composed of horizontally-oriented volumes, and the large tower facing Holliston seems foreign to the design. The architectural design should also be carried out consistently throughout all sides of the building.

**Landscaping:** New construction projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review are subject to the 2015 State Model Water Efficient Landscape Ordinance (MWELo) Requirements. Landscape plans shall be submitted for staff review to verify compliance with the Model Water Efficient Landscape Ordinance. Plans should include an existing tree survey (including trees in the public right-of-way fronting the subject property), including species and brown trunk height for palms, specify any trees to be removed/ relocated, and, if any existing trees to be removed



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are on the City's adopted list of protected trees, provide a tree replacement matrix to show what tree species will replace the ones to be removed.

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

<https://ww5.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-review/>

**Estimated Fees:** Fees are subject to change and are based on actual rates at the time of formal submittal. A 3% records management charge is added to each fee. The current application fees are as follows:

Preliminary Consultation	\$732.00
Concept Design Review	\$4,873.00
Final Design Review	\$2,082.00

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**DEVELOPMENT/NW PROGRAMS:**

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

No comments received.

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**FIRE DEPARTMENT:**

Plan Reviewer: Vardan Azizian  
Phone: (626) 744-7574  
Email: [vazizian@cityofpasadena.net](mailto:vazizian@cityofpasadena.net)

**THESE REQUIREMENTS ARE BASED ON THE 2016 TITLE 24 AND ARE SUBJECT TO CHANGE BASED ON WHEN THE BUILDING AND FIRE PLANS ARE SUBMITTED FOR REVIEW AND PERMITS.**

**Minimum Fire Flow/Fire Hydrants:** All structures shall have the minimum fire flow (GPM) required by Appendix-B and the quantity and spacing of fire hydrants as required by Appendix-C of Title 24, Part 9, California Fire Code.

**Automatic Fire Sprinkler System:** The structure shall be provided with a fully automatic fire sprinkler. Shop drawings are to be submitted by contractor for review and approval prior to construction. PMC, CFC Chapter 9.

**Fire Department Fire Sprinkler Connections:** Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.
- (3) 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 6" FDC
- Shall be clearly labeled to indicate FDC for fire sprinklers.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
- Approved protective vehicle bollards are to be installed when fire appliances are subjected to physical damage.



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- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or Krylon.

**Standpipe System:** Class I Standpipe System shall be provided for the building as required by CFC Chapter 9, Section 905.

**Automatic Fire Alarm/Detection System:** The commercial structure shall be provided with a fully automatic fire alarm notification system throughout all areas of the building. Shop drawings are to be submitted by the contractor for review and approval prior to construction. All smoke detectors shall be intelligent analog and photoelectric.  
PMC, CFC Chapter 9.

**Dwelling Unit Automatic Smoke Alarms:** Provide approved hardwired smoke alarms, with battery backup, in each sleeping room, areas serving the sleeping rooms and at the top of stairways. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms are to be interconnected for alarm sounders. All sounders are to produce a coded temporal pattern. All smoke alarms are to be UL 217 and California State Fire Marshal Listed. All smoke alarms are to be manufactured by the same company and compatible with each other. Smoke alarms are not permitted to be installed within 3-feet of any supply or return air register or opening into a bath or shower area.

**Fire Department Access:**

This project requires a minimum of 5-feet unobstructed firefighter access to all exterior portions of the structure.

**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.

**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.

**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.

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**LOCAL DEVELOPMENT AREA:**

Plan Reviewer: Eric Duyshart

Phone: (626) 744-7353

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

No comments received.



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### FIRST SOURCE LOCAL HIRING:

Plan Reviewer: Antonio Watson

Phone: (626) 744-8382

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

The City of Pasadena has a First Source Local Hiring ordinance (Chapter 14.80). The purpose of this chapter is to establish a first source hiring program for the city of Pasadena to increase employment opportunities for qualified residents. This ordinance offers a rebate of 50% of the construction payroll satisfied by Pasadena residents, up to 75% of the construction tax. Based on the "Valuation" (cost of project) submitted in the Master Application Form, if the project voluntarily participated in the City's First Source Local Hiring, this project could be entitled to a rebate from the construction tax paid to the City. Please contact Antonio Watson (626-744-8382) in the Department of Finance to discuss options for the City's First Source Local Hiring incentive.

Estimated Fees: This service is available at no charge to the applicant.

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### HEALTH DEPARTMENT:

Plan Reviewer: Gabriel Barrios

Phone: (626) 744-6072

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

Plan submittal to the Health Department will be required if the includes the construction of a recreational pool. The pool shall be built on 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.

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### HOUSING AND CAREER SERVICES DEPARTMENT:

Plan Reviewer: Jim Wong

Phone: (626) 744-8316

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

The proposed project entails the new construction of a 60-unit single-room occupancy (SRO) development on vacant land. The application states that "SRO does not require" Inclusionary units. However, section 17.42.020 of the Inclusionary Housing Requirements (at Chapter 17.42 of the Zoning Code) provides that the Requirements shall apply to "all single room occupancy projects."

For this rental SRO project, the affordable housing requirement is 10% Low Income and 5% Moderate Income. This equates to 6 Low Income units and 3 Moderate Income units. The applicant proposes to provide 15 Moderate Income units. Utilizing the trade down credit in which 1 Low Income unit is equivalent to 1.5 Moderate Income units (as provided in section 17.42.040.C), 9 Moderate Income units is the equivalent of 6 Low Income units. Hence, a total of 15 Moderate Income units, as proposed by the applicant, will meet the Inclusionary affordable units requirement.



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Rents on the Moderate Income SRO units shall not exceed Inclusionary affordable housing cost limits, and shall be covenanted in perpetuity pursuant to a recorded covenant (the Inclusionary Housing Agreement) in favor of the City.

A final Inclusionary Housing Plan is required to be submitted to the Housing Department for approval prior to any discretionary action that may be required for the project (e.g., MCUP, Concept Design). The Inclusionary Housing Agreement is required to be approved and recorded as a condition of building permit issuance. The Inclusionary Housing Agreement is typically drafted when the project enters the plan check phase. Please contact the Housing Department regarding these items.

This SRO project is required to submit for City approval a single-room occupancy management plan ("SRO Management Plan") in accordance with section 17.50.300.E of the Zoning Code. The SRO Management Plan will be incorporated in the Inclusionary Housing Agreement. The provision of affordable units within the project qualifies the applicant for certain fee incentives which include reduced Residential Impact Fee, reduced Transportation/Traffic Impact Fee, and an Affordable Housing Fee Waiver. These incentives are applied at the time of building permit issuance.

When the project is completed and the units are placed in operation, an annual Compliance Monitoring Fee will be billed to the owner. This fee is currently \$170.03 per affordable unit per year.

There is no demolition of existing multifamily dwelling units; hence, the City's Tenant Protection Ordinance is not applicable to this project.

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### **PUBLIC WORKS DEPARTMENT:**

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 2018-00019 at 231 North Hill Avenue. Predevelopment Plan Review for the construction of a four-story, 60-unit, single-room occupancy development with subterranean 50 parking spaces. 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 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.

### **Sidewalk Dedication:**

In reference to the Department of Transportation requirements, the applicant shall be responsible for all the costs required to complete the dedication. 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.

### **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



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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 (3-4) 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 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.

### **Street Lighting:**

In order to improve pedestrian and traffic safety, the applicant shall install one (1) new street light on or near the Holliston Avenue frontage of the property, including LED light, 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 location shall be as approved by the Department of Public Works.

The existing street lighting along the Hill Avenue frontage is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate two (2) existing street lighting, on or near the frontage of the subject property per the City requirements and current standards. The renovation shall include but not limited to new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and miscellaneous related parts.

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light



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pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: [pw-permits@cityofpasadena.net](mailto:pw-permits@cityofpasadena.net) to schedule a street lighting pre-inspection, prior to the issuance of a Demolition, Grading or Building permit.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights construction. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light conditions at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

### **Public Improvements:**

The applicant shall demolish existing and construct all new public improvements along the subject development frontage of Hill Avenue and Holliston 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.

Street restoration, fronting the subject development, shall be full width (from gutter to gutter) cold milling and resurfacing of 1.5 inches depth rubberized AC roadway along Hill Avenue and AC roadway along Holliston Avenue. Restoration of rubberized/ AC 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.

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.

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 California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required



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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.

### **Drainage:**

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.

### **Existing City Tree Protection:**

Requests to remove live healthy trees must be submitted to staff for review; after staff reviews the request, a recommendation is presented to the Urban Forestry Advisory Committee for consideration; after which the final decision is the purview of the City Manager. There is a \$306.37 (FY19) application fee for the removal request. One of the main criteria that would support a removal of a live healthy tree is: does the tree reasonably inhibit access or use of the site; and are there any alternatives that can preserve the tree in place. Based on the submitted plans – it appears that the existing street tree on the Hill Ave frontage is in conflict with the applicant's proposed driveway. If so, the applicant would have to articulate why the proposed driveway cannot be placed elsewhere in order to preserve the existing street tree. If this criteria is not met, then it's not likely that staff would recommend removal of the tree to the Urban Forestry Advisory Committee.

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





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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 one (1) new Oak-species street tree, the officially designated street tree per the City's approved Master Street Tree Plan, along Hill Avenue frontage of the subject property. The Department of Public Works will confirm eligible planting sites, and will provide the applicant the location.

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 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



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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.

### **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



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department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.

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.

### **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



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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.

○ 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.



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

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**TRANSPORTATION DEPARTMENT:** Plan Reviewer: Conrad Viana, P.E.  
Phone: (626) 744-7424  
Email: [cviana@cityofpasadena.net](mailto: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](mailto: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.

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

**Construction Staging & Traffic Management:** 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.



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**Driveway Access:** The entrance driveway to the residential parking area as shown on the plans is adjacent to the driveway north of the 238 North Holliston Avenue parcel. There shall be a minimum 5' separation between the driveways to discourage encroachment of project traffic into the 238 North Holliston Avenue property. No parking will be permitted between the two driveways.

Due to the existing traffic volumes along Hill Avenue, DOT recommends driveway access to be on Holliston Avenue, and the proposed driveway along Hill Avenue be removed. The driveway width shall be a maximum 18' per City of Pasadena Standard Plan S-403.

**Parking Access:** If a gate will be placed at the parking entrance, the gate shall be installed at least 20' back from the property line.

**Parking Permits:** No permanent, on-street, overnight parking permits will be issued to future residents of this project. Future tenants shall be advised by the property management regarding the unavailability of permanent, on-street, overnight parking permits.

**Street Design Guidelines:** Pursuant to the adopted Street Design Guide, the applicant shall comply with the following:

- The existing sidewalk on Hill Avenue is 10'. The project shall provide a 12' wide sidewalk with 5' min clear walk zone by sidewalk easement along the project's frontage on Hill Avenue.
- The existing sidewalk on Holliston Avenue is 14'. The project shall maintain a 5' min clear walk zone free of any obstructions along the project's frontage on Holliston Avenue.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076). This fee will apply to all net new residential, retail, industrial, and office developments. For FY 2019 the fees are:

Land Use	Fee (FY 2019)
New retail use per square foot	\$11.18
Multi-family (per dwelling units)	\$3,572.93

**WATER & POWER DEPARTMENT - POWER DIVISION**

Plan Reviewer: Eduard Avakyan  
Phone: (626) 744-7826  
Email: [eavakyan@cityofpasadena.net](mailto:eavakyan@cityofpasadena.net)

The City of Pasadena Water and Power Department (PWP) shall provide electric service to the proposed development at 231 N Hill Ave on the following basis:

- The two combined parcels for this development have power poles / overhead lines and a utility easement located along the south length of the property line. Proper clearances from overhead lines shall be maintained at all times (both during construction and upon final completion) and easement accessibility shall also be maintained at all times. If the existing overhead lines/poles interfere with the development, PWP will relocate/convert lines to underground at the owner's expense.



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- Owner/developer shall provide a private property transformer vault or vault room. The location of the vault room shall be as close to the street as possible for accessibility and maintenance purposes. The size of the transformer vault / vault room will vary depending on the size of the electrical service.
- 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 transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21.
- PWP shall install concrete-encased primary service laterals to the property line at the owner/developer's expense 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.



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1. 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.
2. 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.

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.

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

Plan Reviewer: Michael Tse  
Phone: (626) 744-7603  
Email: [mitse@cityofpasadena.net](mailto:mitse@cityofpasadena.net)

### **Water Mains:**

Pasadena Water and Power (PWP), Water Division can serve water to this project. There are two water mains surrounding this project. There is a 12-inch cast iron water main on Hill Avenue, installed under Work Order 5104 in 1957. This water main is located approximately 16 feet east of the west property line of Hill Avenue. There is an 8-inch cast iron water main on Hill Avenue, installed under Work Order 940 in 1957. This water main is located approximately 24 feet west of the east property line of Hill Avenue.

### **Moratoriums:**

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

### **Water Pressure:**

The approximate water pressure at this site is 50 – 60 psi.

### **Water Service:**

PWP records reflect that there is no water service at this location. 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.
- 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.
- 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



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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.

- 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.
- 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.

- The Water Division will install the service tap, lateral, detector water meter and designate the distribution main and service tap.
- 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.

### **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 is one fire hydrant in close proximity to the project. Fire hydrant number 716-10 is located on the east curb of Hill Avenue, at the southeast corner of Walnut Street and Hill Avenue.

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



**Fire Hydrants Details:**

