



Larger projects. Parking lots with more than 100 spaces shall provide a concentration of landscape elements at primary entrances, including specimen trees (e.g., 24-, 36-, and 48-inch box), flowering plants, enhanced paving, and project identification.

Number, Location, and Design of Off-Street Loading Spaces (17.46.260)

The proposed project includes the construction of a 53,273 square-foot building, which will require a total of three loading spaces. The total number of loading spaces shall also account for the existing vehicle services building. Therefore, the total number of loading spaces required may increase. The plans shall demonstrate the number and location of loading spaces in compliance with the requirements outlined in the below sections.

Off street loading spaces shall be provided in compliance with the loading space requirements provided in the table below. The loading requirements of Table 4-15 are expressed as minimum standards. If a fractional number is obtained in calculations performed in compliance with this Section, one loading 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.

Table 4-15 — Loading Space Requirements

Type of land use	Total gross floor area	Number of spaces required
All other commercial and other allowed nonresidential uses.	20,001 sq. ft. and more	One for every 20,000 sq. ft. or fraction thereof, with a maximum of 6.

Loading space sizes. For projects with over 3,000 square feet of gross floor area, the first loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance. All additional loading spaces shall be a minimum of 10 feet by 20 feet, with 12 feet of vertical clearance.

Minimum turning radius. The minimum turning radius shall be 25 feet for a loading space of 10 feet or less in width, and 45 feet for a loading space of over 10 feet in width.

Not within setbacks. Loading spaces or areas shall not be located in required setbacks.

Located on-site. Required loading spaces shall be on the site of the use or on an adjoining site.

Adequate ingress and egress. All loading spaces shall have adequate ingress and egress as approved by the Director of Transportation, and shall be designed and maintained so that the maneuvering, loading, or unloading of vehicles does not interfere with the orderly movement of traffic and pedestrians on any street.

No parking in public rights-of-way. New loading spaces shall be designed and maintained so that vehicles do not park in a public right-of-way.

No backing onto public street. All loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street.



The Director of Transportation may allow an exception to the prohibition identified above, only if the Director of Transportation first finds:

1. The dimensions of the site do not provide for an adequate on-site turnaround area;
2. Access/egress for the loading space is onto a minor street of low traffic volume, and is located at least 100 feet from any intersection; and
3. The end of the loading space nearest to the street is located at least 40 feet from the curb on the opposite side of the street.

Located at rear of structure. Loading bays and roll-up doors shall be painted to blend with the exterior structure wall(s) and generally located at the rear of the structure.

Concealment and screening required. Areas for loading and unloading shall be designed to avoid potential adverse noise, visual, and illumination impacts on neighboring residences. These areas shall be concealed from view by the public and adjoining land uses. Concealment and screening may be accomplished by use of any of the following, subject to the approval of the Zoning Administrator:

- a. Design the structures to enclose the outdoor loading and unloading service areas thereby providing for their concealment;
- b. Construct perimeter six- to eight-foot high walls to be architecturally coordinated with the primary structures and on-site landscaping; or
- c. Screen the loading and unloading areas with dense vegetative hedges, combined with the decorative six- to eight-foot high walls.

May be located at side if screened from public view. When it is not possible or desirable to locate the loading facilities at the rear of the structures, the loading facilities shall be located on the side of the structures and shall be screened from the public street rights-of-way by a suitable combination of walls and landscaped berms, subject to the approval of the Zoning Administrator.

Vehicles shall not extend beyond property line(s). The loading facilities shall be designed and placed on the site so that vehicles, whether rear loading or side loading may be loaded or unloaded at any loading area without the vehicles extending beyond the property line(s).

If located in close proximity to residences. Special orientation or design treatment of the loading spaces located in close proximity to neighboring residences shall be required in order to reduce the associated light and acoustical impacts to less-than-significant levels, subject to the approval of the Zoning Administrator.

Loading ramp profile required. Plans for loading ramps or truck wells shall be accompanied by a profile drawing showing the ramp, ramp transitions, and overhead clearances.

Striping. Loading spaces shall be striped indicating the loading spaces and identifying the spaces for "loading only." The striping shall be permanently maintained by the property owner/tenant in a clear and visible manner at all times.



Trip Reduction Requirements for Residential and Nonresidential Projects (17.46.290)

The plans and or entitlement application(s) shall provide further detail to demonstrate compliance with the below requirements.

Projects exceeding 25,000 square feet of gross floor area. Nonresidential development projects which exceed 25,000 square feet of gross floor area, as a result of new construction or an expansion of an existing use, shall provide the following:

Carpool and vanpool parking. A minimum of 10 percent of the employee parking spaces shall be reserved for and designated as preferential parking for carpool and vanpool vehicles. The parking area shall be in a location more convenient to the place of employment than parking spaces for single occupant vehicles, and shall be located as close as possible to the employee entrance.

Bicycle parking. Bicycle parking shall be provided on site in compliance with Section 17.46.320 (Bicycle Parking Standards), provided below.

Trip reduction plan. A transportation plan for smaller projects, or a Transportation Demand Management Program ("TDM") Plan, shall be submitted which complies with Chapter 10.64 of the Municipal Code (Transportation Management Program).

Paving (17.46.300)

Paving required. All parking areas, circulation aisles, and access ways shall be paved with Portland cement concrete.

Optional paving materials. Other paving materials, including brick, decomposed granite, or gravel may be substituted with the approval of the Zoning Administrator, and in compliance with the City's adopted standards for privately owned and maintained parking areas.

The landscape plan shall identify the type of proposed paving in compliance with the above requirements.

Electric Recharge Stations (17.46.310)

The number of electric recharge stations is based off of the number of required parking spaces. The parking calculation shall be revised per the number of required spaces provided above for vehicle service and repair and vehicle sales and leasing. The plans shall identify the number of electric recharge stations provided as required by this section.

Electric recharge stations shall be provided. In new development projects required to provide at least 250 motor vehicle parking spaces.

Number of spaces required. At least one conductive and one inductive charger shall be provided in each project required to provide between 250 and 500 parking spaces. An additional conductive



and inductive charger shall be provided for each 250 required parking spaces over 500, with a maximum of six.

Bicycle Parking Standards (17.46.320)

The required bicycle parking spaces shall be revised, based on the total number of required parking spaces. The plans shall reflect the total number of bicycle parking spaces provided in compliance with the below requirements. The plans shall also demonstrate the location and all other requirements for the proposed bicycle parking spaces.

Bicycle parking facilities shall be provided for any new structure, or an addition to any existing structure that exceeds 15,000 square feet in gross floor area. Bicycle parking facilities shall be provided in compliance with Table 4-16 (Minimum Number of Bicycle Spaces Required), below, with fractional requirements for bicycle parking over 0.5 to be rounded up.

Table 4-16 — Minimum Number of Bicycle Spaces Required

Type of Use	Minimum Number of Bicycle Parking Spaces Required
All nonresidential structures 15,000 square feet or more	Five percent of the required motor vehicle parking; but not less than four parking spaces

Type of bicycle parking required. Each bicycle parking space shall be no less than six feet long by two feet wide and shall have a bicycle rack system in compliance with the bicycle rack classifications listed below. Fractional amounts of the type of parking facilities may be shifted as desired.

Table 4-17 — Type of Bicycle Spaces Required

Type of Use	Type Required
Retail service uses 15,000 square feet or more	25% Class 1
	75% Class 2

Class 1 bicycle facility. 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.

Class 2 bicycle facility. A rack, stand, or other device constructed to enable the user to secure the bicycle by locking the frame and one wheel of each bicycle.

- a. The racks shall:



1. Be easily usable with both U-locks and cable locks; and
 2. Support the bicycles in a stable upright position so that a bicycle, if bumped, will not fall or roll down.
- b. Racks that support a bicycle primarily by a wheel (e.g., standard "wire racks") are damaging to the wheels and are not allowed.

Location and design of bicycle facilities.

1. Bicycle parking facilities shall:
 - a. Be located in close proximity to the structure's entrance and clustered in lots not to exceed sixteen spaces in each lot;
 - b. Support bicycles in a stable position without damage to the frame, wheels, or other components;
 - c. Be located in highly visible, well-lighted areas to minimize theft and vandalism;
 - d. Be securely anchored to the lot surface so they cannot be easily removed and shall be of sufficient strength to resist theft and vandalism;
 - e. Not impede pedestrian or vehicular circulation, and should be harmonious with their environment. The facilities shall be incorporated, whenever possible, into the structure's design or street furniture; and
 - f. Be separated by a physical barrier to protect the bicycle from damage by motor vehicles if located within a vehicle parking area. The physical barrier can be curbs, poles, wheel stops, or other similar features.
2. Bicycle racks shall not be placed too close to a wall or other obstruction so as to make use difficult. There shall be sufficient space (at least twenty-four inches) besides each parked bicycle to allow easy access. Adjacent bicycles may share this access.
3. Motor vehicle entrances shall display adequate signs to indicate the availability and location of the bicycle parking facilities.
4. The bicycle parking facilities within a vehicle parking garage shall be located in close view of a parking attendant if the facility has a bicycle attendant.

Chapter 17.48 - Signs

Any proposed signage for the project must be designed and installed in accordance with Chapter 17.48 of the Zoning Code. Proposed signage will be reviewed under a separate plan and permit. Refer to the Zoning Code chapter referenced above for sign, size and location requirements, and discuss proposed sign design with Design and Historic Preservation for additional review requirements.

Entitlements and Process

Based on the scope of work proposed in this PPR application, the following discretionary permits would be required:

1. **General Plan Amendment:** A General Plan Amendment is required to amend the General Plan Land Use designation to allow vehicle service land uses.



2. **Conditional Use Permit(s):** A Conditional Use Permit is required for the proposed vehicle service land use located within the ECSP-CG-6 zoning district; a second Conditional Use Permit is required for the proposed construction over 25,000 square feet.
3. **Vacation of Nina Street:** The proposed project includes the vacation of Nina Street, which shall be reviewed by the Public Works and Transportation Departments. The applicant shall contact the Public Works Department for appropriate fees associated with the request.
4. **Tentative Tract Map:** An application for a Tentative Tract Map shall include the request to vacate Nina Street and shall be submitted in conjunction with the Conditional Use Permit application.

Furthermore, the following design-related reviews are required:

1. **Preliminary Consultation-Design Review:** This project must be reviewed by the Design Commission through the Preliminary Consultation process for preliminary advisory comments. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on the design review process.
2. **Concept & Final-Design Review:** This project must be reviewed by the Design Commission through the Concept and Final Design Review process. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on the design review process.

Additional comments regarding Design Review are provided in the Design and Historic Preservation Section of this document.

Environmental Review: This project will be subject to California Environmental Quality Act (CEQA) compliance. 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 be exempt from the CEQA document requirement if the project is determined not to have a significant effect on the environment. Additional environmental studies (e.g. air quality, noise, historic resource assessment) may be required to supplement an exemption from CEQA. (*Environmental review fees: At cost*)

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. There are also fees associated with both mitigation and condition monitoring for the project.

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



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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.

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 will be required to complete/apply one of three options (A, B, or C) to the project.

The following Current Planning fees apply - Estimated Current Planning Fees (FY 19):

General Plan Amendment:	\$16,962.00
Conditional Use Permit:	\$ 5,287.00
➤ Combination Permit (multiple entitlements)	\$ 321.00
Tentative Tract Map Base Fee:	\$ 5,065.00
➤ Each land and/or air parcel:	\$ 187.00
Categorical Exemption (if project is determined exempt)	\$ 213.00
Environmental Study/Reviews:	At cost
Records Management Fee:	3% added to total fees

Fees are subject to change and based on actual rates at the time of formal submittal.

DESIGN & HISTORIC PRESERVATION:

Plan Reviewer: Rodrigo Pelayo
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HISTORIC PRESERVATION REVIEW:

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

The building at 2914 East Walnut Street is documented as being eligible for special consideration in the location planning process in the East Pasadena Specific Plan Historic Architectural Resources Inventory survey prepared in 1994. The thresholds of eligibility for historic resources have changed since the preparation of this report. As a result, the subject building needs to be re-evaluated to determine if it may be an eligible historic resource. If the property is deemed an eligible historic resource, preparation of an Initial Environmental Study (IES) will be required to determine if the demolition of the resource is a significant environmental impact. If the IES determines that the demolition is a significant environmental impact, an Environmental Impact Report will be required to be prepared as part of the entitlement process for this project. Applicants proposing demolition of an eligible historic resource are advised to meet with staff to discuss appropriate alternatives such as relocation or incorporation into the proposed new project.



Demolition without a Building Permit for a Replacement Project:

In addition to the demolition review, the municipal code also prohibits demolition unless the City has already issued a building permit for a replacement project on the site.

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

DESIGN REVIEW

Because the project consists of new construction over 25,000 square feet within the East Colorado Specific Plan (ECSP) and East Pasadena Specific Plan (EPSP), 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, ECSP Design Guidelines, EPSP Private Realm Development Standards and Guidelines, and the Design Guidelines for Neighborhood Commercial & Multi-Family Residential Districts.

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.



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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) an eye-level perspective drawings or computer models, concentrating on all three street elevations.

Final Design review requires: an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. 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 11th 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.

Specific Comments on Proposed New Construction

Massing: The context consists primarily of one-to-two story commercial buildings to the south; a mix of one-to-three story commercial and industrial buildings to the west; two-to-three story industrial/warehouse buildings to the north; and two-story commercial and industrial building to the east. The proposed buildings should be scaled to respond to each other and the context by sensitively and positively addressing the scale and massing of the adjacent neighbors. The proposed building design appears to be top-heavy due to the floor height proportions of the first and second floor levels. It has been noted that the plans submitted for review include elevations for only one building. Plans submitted for Preliminary Consultation shall include elevations of all sides of each proposed structure for staff review.



Siting: Siting of the proposed buildings should respond to the existing adjacent automotive dealership structure through well-integrated or clearly distinguished building designs and circulation. The plans submitted for review illustrate the new development is proposed utilize areas of the adjacent dealership site. Consider locating the primary structure closer to the front of the site along Colorado to be closer in line with the setbacks of existing structures on the block face and better respond to the public realm. The site has frontage along three streets, two of which are major thoroughfares. The designs and orientation of the proposed structures should be responsive to the streets they are fronting.

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. In addition, the design guidelines discourage "off the shelf" or "chain" type buildings. A unique architectural response to the City, site and context should be explored for the new buildings.

Landscaping: Conceptual and final landscape design will be reviewed during the design review process and should respond to the unique conditions of the site and soften the new development. 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 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.

Signage: Due to the nature of the proposed development and its intended uses, it is likely that a new Master Sign Plan will be required in order to allow for the amount of signage that will likely be necessary throughout the site. A Master Sign Plan proposal is typically reviewed separately from the Design Review application for the proposed development.

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 \$8,250.00
- Final Design Review \$2,082.00



NORTHWEST PROGRAMS:

Plan Reviewer: Lola Osborne
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No Comments

FIRE DEPARTMENT:

Plan Reviewer: Pari Bagayee
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Plan shall comply with the requirements of 2016 California codes and Pasadena Municipal Code (PMC).

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

Assembly Occupancy: Assembly occupancy shall comply with the requirements of CBC Section 1028.2.

High Pile Storage: Storage area with the height greater than 12 feet shall comply with the requirements of CFC

Fire Sprinkler System: All new building shall be protected with installation of fire sprinkler system per NFPA13

Lot Tie: Building shall not pass through property line unless join together as lot tie. CBC Section 705.

Fire Alarm System: New building shall be protected with automatic and manual Fire Alarm System per PMC Section 14.28

Electrical Vehicle: In any building or interior area used for charging electric vehicles, electrical equipment shall be installed in accordance with the California Electrical Code. CBC Sec. 406.9

Service Garage: Service garage shall comply with the requirements of California Fire Code section 2311.

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.

Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix B Table B 105.1 and the quantity and spacing of fire hydrants as required by Appendix



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C Table C105.1 of Title 24, California Fire Code. Plans shall be submitted to the Pasadena Fire Department for review and approval prior the review and approval of the building plans.

NOTE: A current fire flow report (not older than 6-months), performed by the Pasadena Water Department, shall be provided to the Fire Department when applying for building permits to construct or add to any structures.

Fire Apparatus Access Road: Fire Department Access shall be provided to within 150-feet of all exterior portions of any structure. All access roads exceeding 150-feet shall be provided with an approved Fire Department Hammerhead or Turnaround. Fire department access shall be constructed of an all-weather surface to support a minimum of 75,000 pounds, with a minimum of 20-foot wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway way shall exceed 10% slope.

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

Fire Department Fire Sprinkler Connections:

Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building or surface mounted to 2-hours rated wall with no opening within 10 feet and FDC shall be located within 150 feet of a fire hydrant.
- (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
- 4" CLAPPERED internal swivel outlet X 4" FDC
- Shall be clearly labeled to indicate FDC for Fire Sprinklers and Standpipes.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.

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.

LOCAL DEVELOPMENT AREA:

No comments provided.

FIRST SOURCE LOCAL HIRING:

No comments provided.



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HEALTH DEPARTMENT:

Plan Reviewer: Gabriel Barrios
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Per the plans provided, there will not be any food service (retail) or common pool. Therefore this project is not subject to review by the Health Department.

HOUSING DEPARTMENT:

Plan Reviewer: Jim Wong
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This project does not include a residential component and is therefore not subject to the City's Inclusionary Housing Requirements.

As this project does not entail the demolition of multifamily rental housing units, the City's Tenant Protection ordinance is not applicable to this project.

DEPARTMENT OF PUBLIC WORKS (DPW):

Plan Reviewer: Yannie Wu
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General Statement:

The Department of Public Works has reviewed the application for PPR 2019-00002 at 2915 East Colorado Boulevard. The application is to request permission to allow the construction of new automobile sales and service facility with ancillary structures and includes the demolition of existing buildings, vacating Nina Street, and removing asphalt from existing parking lots. 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.

Department of Transportation Requirements:

In reference to the Department of Transportation requirement to widened the existing sidewalk, the applicant shall submit the dedication documents and shall be responsible for all the costs required to complete the dedication. The dedication documents and processing fee 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.



Vacating Nina Street:

An application for the street vacation of Nina Street shall be submitted by the applicant to the Department of Public Works. The street vacation will require the approval of the City Council prior to the issuance of a building permit for any work in the public right-of-way. In addition, the applicant shall complete all the conditions of the street vacation prior to the issuance of a building permit for any work in the public right-of-way. The application shall be a written request stating the reason for the street vacation and how the vacated area will be used. An application fee, based on the General Fee Schedule that is in effect at the time this condition is met, will be required along with the written request.

After the application and fee are received, the Departments of Public Works and Transportation will determine if the area can be vacated. Once it is determined that the area can be vacated, the applicant shall submit the following documents and deposit:

- Environmental Assessment Form (blank form provided by the City)
- Title report of the subject area to determine underlying fee title
- Letter of support from any other abutting property owners
- Deposit, based on the General Fee Schedule that is in effect at the time this condition is met and which is subject to refund or additional billing, to cover City staff costs.
- Submit a drawing including legal description, prepared by a land surveyor, showing the proposed area to be vacated.

After all the above documents and deposit have been received, the Department of Public Works will contact utility companies and other agencies for comments.

All existing utility facilities within Nina Street, aerial and substructure, shall be relocated to the satisfaction of the utility owners. No public utility easement is allowed within the vacated area.

The applicant shall be responsible for all costs required for the approval of the street vacation. The applicant shall bear the cost of all utility relocations, including design, construction and permit/inspection. No private improvements shall be constructed on the proposed area to be vacated prior to approval of the street vacation by the City Council.

Drainage:

There is an existing 10 feet wide City owned and maintained storm drain easement traversing the subject property. The storm drain easement and all storm drain facilities shall be shown on all of the construction drawings. No structure shall be built within the 10 feet wide storm drain easement.

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.

The applicant shall provide storm water drainage plans and obtain approval from the Planning Department and the Department of Public Works prior to issuance of a grading or building permit for this site.

Sewer:



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

ADA Compliant Curb Ramp Requirements:

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp, per Caltrans Standard A88A or City of Pasadena Standard S-414, at the following locations:

- a. All four corners of Colorado Boulevard and Sunnyslope Avenue
- b. All corners of Sunnyslope Avenue and Walnut Street

The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the Department of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (up to 30-foot radius per Standard Plan No. S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office, at least three to four (3-4) months, prior to issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

Public Improvements/Restorations and Plans:

All excavations for utility connections/services for the development shall be limited to one street frontage only, either on Colorado Boulevard, Sunnyslope Avenue or on Walnut Street. The applicant shall restore/reconstruct the selected frontage as required by the City Engineer.



Sunnyslope Avenue restoration, fronting the subject development, shall be a full-width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415.

Colorado Boulevard and Walnut Street restoration, fronting the subject development, shall be half-width (from centerline to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415.

The applicant shall demolish existing and construct all new public improvements along the subject development frontages of Colorado Boulevard, Sunnyslope Avenue and Walnut Street, 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.

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 to place a deposit with the department to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit public improvements plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

Street Lighting and Traffic Signal:

Colorado Boulevard

In order to improve pedestrian and traffic safety, the applicant shall install three (3) in-fill street lights on the frontage of the property on Colorado Boulevard. The type and hardware shall conform to the current policies approved by the City Council, and the location shall be as approved by the Department of Public Works. In addition, the type, hardware, and location of the new street light shall be per the East Colorado Boulevard Specific Plans and specifications. The cost of the street light is the applicant's responsibility.

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

The applicant shall restore and re-paint all existing metal street light poles, traffic signal poles and traffic signal controller cabinet, along the Colorado Boulevard frontage of the subject property in a manner acceptable to the Department of Public Works. In addition, the painting specification shall be per the East Colorado Boulevard Specific plans and specifications. The cost of the street



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light pole and traffic signal pole/equipment restoration and painting is the applicant's responsibility.

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 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 to schedule a street lighting pre-inspection, prior to the issuance of any permits.

Sunnyslope Avenue

The existing street lighting system on Sunnyslope Avenue consists of utilitarian lights (mounted on wood power poles) and, therefore, does not meet present design standards. In order to improve pedestrian and traffic safety, the applicant shall install four (4) new street lights on the 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.

Walnut Street

Street lighting along the Walnut Street frontage of the property is non-existence/substandard. In order to improve pedestrian and traffic safety, the applicant shall install three (3) new street lights on the frontage of the property per the City approved plan Dwg. 5674, 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(s) shall be as approved by the Department of Public Works.

Traffic Signal at Colorado Boulevard and Sunnyslope Avenue:

1. The existing safety lights at the intersection of Colorado @ Sunnyslope need to be upgraded to LED luminaires for energy efficient lighting and a brighter intersection for visibility and safety to pedestrians.
2. The existing pedestrian push buttons will need to be upgraded to Accessible Pedestrian System (APS) push buttons to accommodate all pedestrian access.
3. The existing traffic signal cabinet will need to be upgraded to a 332 cabinet and 2070 controller. This upgraded cabinet will help provide operation integration for new equipment with efficient programmability and expansion. This includes new conduit and conductors throughout the intersection.
4. To help emergency vehicles respond through intersections safely, this intersection will require a GPS Emergency pre-emption unit.
5. For more efficient traffic management, this intersection will require four (4) new video detection cameras, one (1) camera for each approach.
6. The existing traffic signal poles and equipment paint has faded due to weathering. All poles and equipment will need a maintenance coat.



7. The existing pedestrian push button located on the NW corner, to cross Sunnyslope, is relatively greater than the maximum 5' required from the pedestrian crosswalk. To help decrease the distance to the curb ramp, a pedestrian push button pole will need to be installed closer to the curb ramp.
8. The intersection of Sunnyslope and Colorado traffic signal is currently not connected to the City's Transportation fiber optic communication network. To manage the vehicle traffic, transit information, signal timing, video detection, etc., the intersection will need to install HDPE conduits, pull boxes, fiber splice enclosures, and fiber optic cables from the traffic signal cabinet at Sunnyslope and Colorado; to the south east corner of Walnut and Sunnyslope (where a new traffic signal will be built).

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal modification. 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 and traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

Street Tree:

New Tree Planting

The applicant shall plant one (1) Chinese Elm tree along the Sunnyslope Avenue frontage and four (4) Paperbark trees along the Walnut Street frontage, the officially designated street tree per the City's approved Master Street Tree Plan. 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 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;



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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.

Existing City Tree Protection

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

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

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

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

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

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



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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 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 deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.

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 non-refundable flat fee, based on the current General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way (and the private street) including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.

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.

Right-of-Way Guarantee Deposit:



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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.

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)



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In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.

- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- 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-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
 - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

Estimated Fees:

All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu at 626-744-3762.



DEPARTMENT OF TRANSPORTATION (DOT):

Plan Reviewer: Conrad Viana, P.E.

Phone: (626) 744-7424

Email: cviana@cityofpasadena.net

This application is for the construction of the Rusnak new sales, leasing, service, and parts building at 2915 E. Colorado Blvd.

The following conditions are in response to the plan application review and intended to be preliminary. The conditions are general in nature and are to be used as points of general discussion. Should this application continue beyond the pre-development plan review process, the Department of Transportation would review the final proposed development application and recommend conditions of approval.

The following preliminary conditions are what will be required, at minimum:

Transportation Analysis: Based on the preliminary information provided in the Master Application form, a Category 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit of \$10,000* (subject to partial refund or additional billing) payable to the City of Pasadena. Please contact Conrad Viana, P.E. at cviana@cityofpasadena.net to initiate the invoice process.

*Based on the current General Fee Schedule.

Nina Street Vacation: DOT has no comments regarding the proposed Nina Street vacation.

Trip Reduction: The project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. The purpose of the trip reduction requirement is to reduce the demand for automobile commute trips by ensuring that the design of major nonresidential developments projects accommodates facilities for alternative modes of transportation. All nonresidential development projects exceeding 75,000 square feet of gross floor area shall meet the following requirements, at minimum:

1. Carpool and vanpool parking.
2. Carpool and vanpool loading area.
3. Connected sidewalks.
4. Bicycle parking.
5. Bus stop improvements.
6. Transportation Demand Management Program Plan.

Contact Talin Shahbazian, Associate Planner at (626) 744-7464 for more information.

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



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- The existing Colorado Boulevard paved sidewalk width is 10' in front of the project. The project shall provide a 15' wide paved sidewalk along the project frontage to match the balance of street block.
- The existing sidewalk width on Walnut Street is 10'. The project shall provide a minimum 12' wide sidewalk by sidewalk easement along the project's frontage.
- The existing sidewalk width along Sunnyslope Avenue is 10' and shall be maintained. No additional right-of-way dedication or sidewalk easement is required.
- To maintain a safer environments for all modes of travel including vehicles, cyclists, and pedestrians, the proposed westerly driveway on Colorado Boulevard, about 160 feet east of Sunnyslope Avenue, is opposed.

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.

Loading: Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the public right of way, including the project frontage.

Entry Gate(s): If proposed, any parking entry gate shall be setback a minimum of 40' from the property line. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

Ingress/Egress: Driveways shall be located a minimum distance of 50' from any intersection and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

Traffic Impact Fee: The project is subject to the Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076). The fees are subject to change, and are determined at the time of building permit issuance. Current Fees are as follows:

Land Use	Fee (FY 2019)
Industrial use per square foot	\$1.17
Office use per square foot	\$8.42
Retail use per square foot	\$11.18

WATER & POWER DEPARTMENT, POWER DIVISION:

No comments provided.



WATER & POWER DEPARTMENT, WATER DIVISION, WATER ENGINEERING:

Plan Reviewer: Sandra Andrade-Hernandez

Phone: (626) 744-4189

Email: sandrade-hernandez@cityofpasadena.net

Date Reviewed: July 26, 2018

District Map Sheet: 415

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 an 8-inch ductile iron water main In Colorado Boulevard, installed under Work Order 02487 in 2006. This water main is located approximately 44 feet south of the north property line of Colorado Boulevard. There is a 6-inch cast iron water main In Sunnyslope Avenue, installed under Work Order 1094 in 1923. This water main is located approximately 42 feet west of the east property line of Sunnyslope 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 100 - 110 psi.

Water Service:

PWP records reflect a 1-inch domestic service (29172) serving this project. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly.

Water Division Requirements:

- Water lines are not permitted to cross lot lines to serve adjoining lots without a utility easement; the Pasadena Water Division shall approve all proposed easements.
- The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
- All services not in use must be abandoned at the distribution main at the applicable rate.
- 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 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 are two fire hydrants in close proximity to the project site. Fire hydrant 1116-17 is located on the northwest corner of Nina Street and Sunnyslope Avenue. Fire hydrant 1117-7 is located on the southeast corner of Colorado Boulevard and Sunnyslope Avenue.

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



Fire Hydrants Details:

