

ATTACHMENT A
PREDEVELOPMENT PLAN REVIEW COMMENTS TO APPLICANT



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

PREDEVELOPMENT PLAN REVIEW COMMENTS

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

Project Number: PPR2019-00015 **Date:** February 4, 2020

Project Address: 336 Saint Katherine Drive
(5704-004-007, 5704-004-008, 5704-004-009, 5704-004-010, 5704-004-011, 5704-004-012, 5704-004-013, 5704-004-014, 5704-004-015)

Project Description: Creation of a three-lot subdivision, with each lot improved with a single-family dwelling

Applicant: ADDC Inc.
Arun K Jain / Arbi Grigoryan
818-219-4596
addcinc@gmail.com

Case Manager: Jason Van Patten
626-744-6760
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 type="checkbox"/>
3. Other:	<input checked="" type="checkbox"/>
Presentation to the City Council required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO , not applicable.

DEPARTMENT / DIVISION	PAGE
Building Division, Addressing	2
Building & Safety Division	2
Community Planning	5
Cultural Affairs Division	7
Current Planning	8
Design & Historic Preservation	27
Fire Department	28
Local Development Area	32



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

First Source Local Hiring	32
Housing and Career Services Department	32
Public Works Department	32
Transportation Department	39
Water & Power, Power Division	40
Water & Power, Water Division and Water Services Engineering	41

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

General Comments: Addressing is based on the main front door entry into the residence, based on the site map provided the main front door entry is not clear. I'm unable to determine addressing for the proposed project, please provide a site map showing all structures on the lot/lots, the main front door entry into each residence, streets labeled, 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.

BUILDING & SAFETY DIVISION: Plan Reviewer: Alexander Haddad
 Phone: (626) 744-6876
 Email: ahaddad@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 adopted edition is the 2019 California building Code effective January 1, 2020.

Hillside development shall comply with Pasadena Municipal Code Section 14.05 (Excavation and grading in Hillside areas)

Please reflect on the plans the following, but not limited to:

- **Due to the areas reflected on this development, the project shall comply with the LID requirements:** The LID plan submittal shall include the soils report, Hydrology report (14.05.083), & Maintenance program.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- **SWPPP PLANS shall be a part of the LID submittal:** SWPPP plans shall be wet signed and sealed by a licensed California professional, based on the directions of the Water Board for our area under the MS4 permit.
- **Soils Engineering Report required for all new construction and Hillside construction (14.05.082):** Hillside stability and erosion control shall be addressed. Percolation rate shall be integrated in the Soils report.
- **Grading plans required:** Grading plans shall comply with the Hillside grading Ordinance (Pasadena Municipal Code 14.05) regarding contours spacing based on the gradients existing and proposed. (14.05.08-C-1) Please see 14.05.08 for any additional grading feedback as relevant (Contour intervals: 2% or less at 2 feet, and over 2% at 5 feet).
- **Storm damage precautions:** In addition to the LID, & SWPPP submittal; please see section 1405.085 of the Hillside ordinance for Drainage collected on site that crosses the site.
- **Erosion and control of sedimentation shall be integrated in the SWPPP plans (14.05.020-E, 14.05.084-A through E):** Please see Cover sheet 1 of 1, and provide clarity/ show compliance regarding the rip-rap provided and flow control/ point/ points of termination, and runoff containment. Please see applicable notes to slopes exceeding feet in height (14.05.084-E). Irrigation on slopes (14.05.084-D), and slopes maintenance (14.05.084-E)
- **Soils disposal:** Please see Section 14.05.140 for additional feedback & clarity.
- **Hauling routes:** Please see City of Pasadena Department of Public works, in addition to section 14.05.160 of the Hillside Ordinance.
- **BMP notes:** Please provide BMP notations on the plans, applicable at all times. Stock piled soils shall be covered between October 15th and April 15th. Runoff from stockpiled areas shall be controlled to prevent erosion or resultant sedimentation of receiving waters, consistent with the erosion and sedimentation control design plan. (14.05.140).
- **Bonds:** Grading Bond required per 14.05.160.
- **Cuts:** Cuts shall comply with 14.05.170, no steeper than 2:1. Please see exception 14.05.170-A-1 for 1.5: 1 if authorized by the Building official.

Drainage and Terracing shall be provided per section 14.05.200. Main set parameters;

- Height of slopes shall not be constructed over 20 feet in height.
- Height of cut slope shall be limited to the proposed residential dwelling, or 20 feet whichever is less. Please provide clarification as relevant. Show on plans.
- Width of cut slope: Shall not exceed the maximum width of the residential dwelling by 20 feet,
- Width of cut slope for accessory structure shall not exceed the same of the dwelling.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Width of cut slope of accessory use shall not exceed 8 feet, and the lateral extension or length shall not exceed 60 feet overall or 12 feet more than the width of the accessory use, whichever is less.

***Please show clarity/compliance with the above listed notations and reflect on the plans.**

Road, Walk, and driveway site (14.05.200-I): The maximum height of finished cuts developed for roads, walks and driveways shall not exceed 8 feet. Please provide section elevations as needed to shed clarity on the proposed road. Please cross reference to contours and gradient where at 2% or less and over 2%, per 14.05.080.

Terracing: Finished slopes (14.05.200-J): Please note on the plans and show compliance: All cut slopes shall be contoured to meet upper, lower and side slopes. The finished horizontal slope plans shall not exceed 50 feet in width and shall undulate in a manner which is similar to the natural topography in the vicinity of the site (Several locations may not be in compliance. Please revisit. This is an initial PPR review)

Benching/ fill: Please show compliance with fill over a cut, the bench under the toe of the fill shall be at least 10-feet wide, but the cut must be made before placing fill and approved by the soil engineer and the engineering geologist as suitable foundation for fill. This item is subject to review since it has not been presented on this submittal (14.05.180-3)

Slope Gradient: Fill slopes shall be no steeper than 2 horizontal to 1 vertical (2:1). Please show compliance. Slopes with no indication of gradient. (14.05.180-E)

Drainage: Drainage shall be provided and the area above fill slopes and the surfaces of terraces shall be graded and paved as required by 14.05.200. This application can be integrated in the erosion stability notations and mitigation approach.

Setbacks: The tops and toes of cut and fill slopes shall be set back from property boundaries as far as necessary and as specified in section 14.05.180. (14.05.190). Show compliance along the easterly PL of this development.

Swales and Ditches: Swales and Ditches shall have adequate sized cross section and a minimum gradient of 6 percent and must be paved with concrete, not less than 3 inches in thickness (14.05.200) please provide show compliance.

Slope Toe protection: Shall be implemented as recommended by the soils report and no less than 14.05.200-E.

Grading inspection and supervision: Please provide the grading and supervision program in conformance with 14.05.210, & 14.05.220, or better, on the grading plans.

Retaining walls: The cumulative height of retaining walls built because of cuts or fills pursuant to this chapter shall not exceed 8 feet in height as viewed in the vertical plane. The height of the freeboard shall be included in measuring the height of retaining walls. (Some of the site retaining walls do not have a vertical height callouts) 14.05.250.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Same height limitations shall apply to the swimming pools, hot tubs and similar accessory structures, as viewed in the vertical plane.

All retaining wall shall be designed d by a licensed professional. All retaining walls shall be constructed by either Shot Crete in compliance with Chapter 19 of the California Building code or concrete cribbing. Or other material approved by the Building official. Drainage for the supported slopes shall be made at intervals not to exceed 30 feet.

Retaining wall shall follow the natural contours of slope, and shall be made of an earth tone color material, or as closely as possible match the surrounding hillside.

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

Permit(s): Separate permits are required for demolition, new building structure, fire sprinkler (if required), mechanical, electrical, and plumbing.

This is a partial/incomplete review, due to the nature of the submittal. All noted information shall be reflected and or complied with by a complete submittal.

**PLANNING DIVISION – COMMUNITY
PLANNING SECTION:**

Plan Reviewer: Natsue Sheppard

Phone: (626) 744-7527

Email: nsheppard@cityofpasadena.net

General Plan Consistency:

Land Use Designation

The project site consists of nine undeveloped parcels of land located in the hillside area of the city. The proposed project involves creation of three newly-configured land parcels on the site and construction of a new, two-story, single-family residence on each of the three parcels. The floor area of each residence varies between 9,141 square feet and 9,822 square feet. The site is located in the Hillside Overlay District.

The General Plan designation for the project site is Low Density Residential (0-6 dwelling units per acre). The use of the land for three single-family residences is consistent with the intent of the Low Density Residential designation, which is characterized by properties with a variety of single-family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings.

Objectives and policies that the proposed project supports:

Land Use Element

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 project proposes to create three single-family residences on a vacant land that is zoned for single-family dwellings. The project would be consistent with this policy if it proves to be in compliance with all the City's codes and regulations and in conformance with other policies of the General Plan. The applicant is encouraged to work with the City, including Zoning staff, to ensure that the proposed project complies with applicable requirements for residential development in the hillside area.

Objectives and policies that deserve further consideration:

Land Use Element

Policy 10.9 – Natural Open Space: Protect natural open spaces, hillsides, watersheds, and critical habitats to safeguard the health, safety, and beauty of the City for the benefit of present and future generations.

The project site is approximately 14 acres of undeveloped land located within the hillside area of the city. The proposed project would occur on the relatively undisturbed northerly portion of the land encompassing approximately one-quarter of the site. Through the environmental assessment for the project, the applicant is encouraged to work with Zoning staff to ensure that the natural open space, watersheds, native plant communities, and wildlife habitats would be protected from the development and construction activities of the project. The applicant is also encouraged to be familiar with the Open Space and Conservation Elements of the General Plan. If you would like to obtain a copy of the document, please contact Natsue Sheppard, Community Planning, at nsheppard@cityofpasadena.net.

Policy 10.14 – Native Plants: Maintain areas of the city with native plants.

If the project requires removal of protected trees specified under the City's Tree Protection Ordinance, a Private Tree Removal Permit application must be reviewed and approved concurrently with the first discretionary approval of the project. The applicant should work with Zoning staff regarding retention and/or replacement options and ensure that all new landscaping resulting from the project is also comprised of native, and drought-tolerant, plant species.

Policy 10.15 – Open Space Connectivity: Maintain and, where possible, restore wildlife corridors and habitat linkages.

The project site may potentially be contributing to a regional wildlife movement/live-in habitat corridor and linkage complex, which includes the San Rafael Hills. The applicant is encouraged to work with Zoning staff to ensure that the proposed development and construction activities would not impact any wildlife movement and connectivity in the environmental region.

Policy 21.9 – Hillside Housing: Maintain appropriate scale, massing, and access to residential structures located in hillside areas.

The applicant is encouraged to work with Zoning staff to ensure that the proposed residences are contextually appropriate for the neighborhood and compatible with the character of the surrounding hillside properties.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Policy 22.1 – Appropriate Scale and Massing: Discourage mansionization by requiring building scale and massing that is compatible with existing development in single-family residential neighborhoods.

The applicant is encouraged to work with Zoning staff to ensure that the scale and massing of the proposed project is compatible with the neighborhood so that it would not promote mansionization in the surrounding area over time.

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

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

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

Neighborhoods:

Council District 6

Councilmember: Steve Madison
City Council District Liaison: Takako Suzuki
100 N. Garfield Avenue Room S228
P.O. Box 7115
Pasadena CA 91109-7215
Phone: (626) 744-4739
Below are neighborhood organizations in the vicinity of the project:

Linda Vista – Annandale Association

Email: president@lvaa.net

West Pasadena Residents' Association

Website: www.wpra.net

Estimated Fees: No fees are anticipated from Community Planning.

CULTURAL AFFAIRS DIVISION:

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

Based on the information provided, and confirmation of application of the Zoning Code, the homes proposed for development with this application are each considered Single Family Residences (SFRs) -- not a multi-family development. Therefore, this project is NOT SUBJECT to the Public Art Requirement, as SFRs are never subject.



**PLANNING DIVISION – CURRENT
PLANNING SECTION:**

Plan Reviewer: Jason Van Patten

Phone: (626) 744-6760

Email: 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.

- [Title 17](#) – Zoning Code
- [Chapter 17.22](#) – Residential Zoning Districts
- [Chapter 17.29](#) – Hillside Overlay District
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance
- [Title 16](#) – Subdivisions

Advisement: Although plans are preliminary in nature, comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant is required to demonstrate compliance with all applicable standards. Neither the predevelopment plan review nor information or pertinent policies provided by the City Departments shall be construed as a City recommendation for approval or disapproval of the application/project.

- 1) Zoning District ([PMC §17.22](#), [17.29](#)):** The nine existing parcels in Tract No. 37629 (5704-004-007, 5704-004-008, 5704-004-009, 5704-004-010, 5704-004-011, 5704-004-012, 5704-004-013, 5704-004-014, 5704-004-015) that make up the project site are located in the RS-2-HD zoning district (Single-Family Residential, 0-2 dwelling units per acre of site area, Hillside Development). A purpose of the RS district is to provide appropriately located areas for single-family residential neighborhoods that are consistent with and implement the Single-Family Residential land use designation of the General Plan, and that are consistent with the standards of public health and safety established by the Zoning Code. A maximum of one dwelling unit is allowed per lot (Table 2-3, 17.22.040). Refer to Zoning Code Section 17.29.010 for the purposes of the HD district. The applicant shall demonstrate that the project complies with the purposes of the applicable zoning district and Zoning Code.
- 2) General Plan ([Land Use Element](#)):** The project site is designated Low Density Residential (0-6 dwelling units per acre) in the Land Use Element of the General Plan. This classification is characterized by single-family residential development with lot sizes ranging from 7,200 square feet to 40,000 square feet and one to two story buildings. These lots are characterized by a variety of single-family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings. Single-family dwellings are typically some distance from the street, with large front, side, and rear yard setbacks. Applications involving discretionary review (eg. Hillside Development Permit) require that the proposed use is in conformance with the goals, policies and objectives of the General Plan.



- 3) **Subdivision ([Title 16](#), [PMC §17.40.030](#)):** The proposal involves the creation of three parcels, which requires approval of a Tentative Parcel Map (TPM) and a Hillside Development Permit (HDP). Approval of an HDP is required for any subdivision proposed in the HD overlay. The subdivision is subject to the applicable requirements in Title 16 of the Pasadena Municipal Code. In the RS-2 district, each lot shall maintain a minimum area of 20,000 square feet and a width of 100 feet (Table 2-3, 17.22.040). Lot width is the horizontal distance between the side property lines of a lot, measured at right angles to the lot depth at the rear of the required front yard setback. Each lot shall have frontage upon a street (includes access through a private street or easement) to be considered a legal building site. 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.

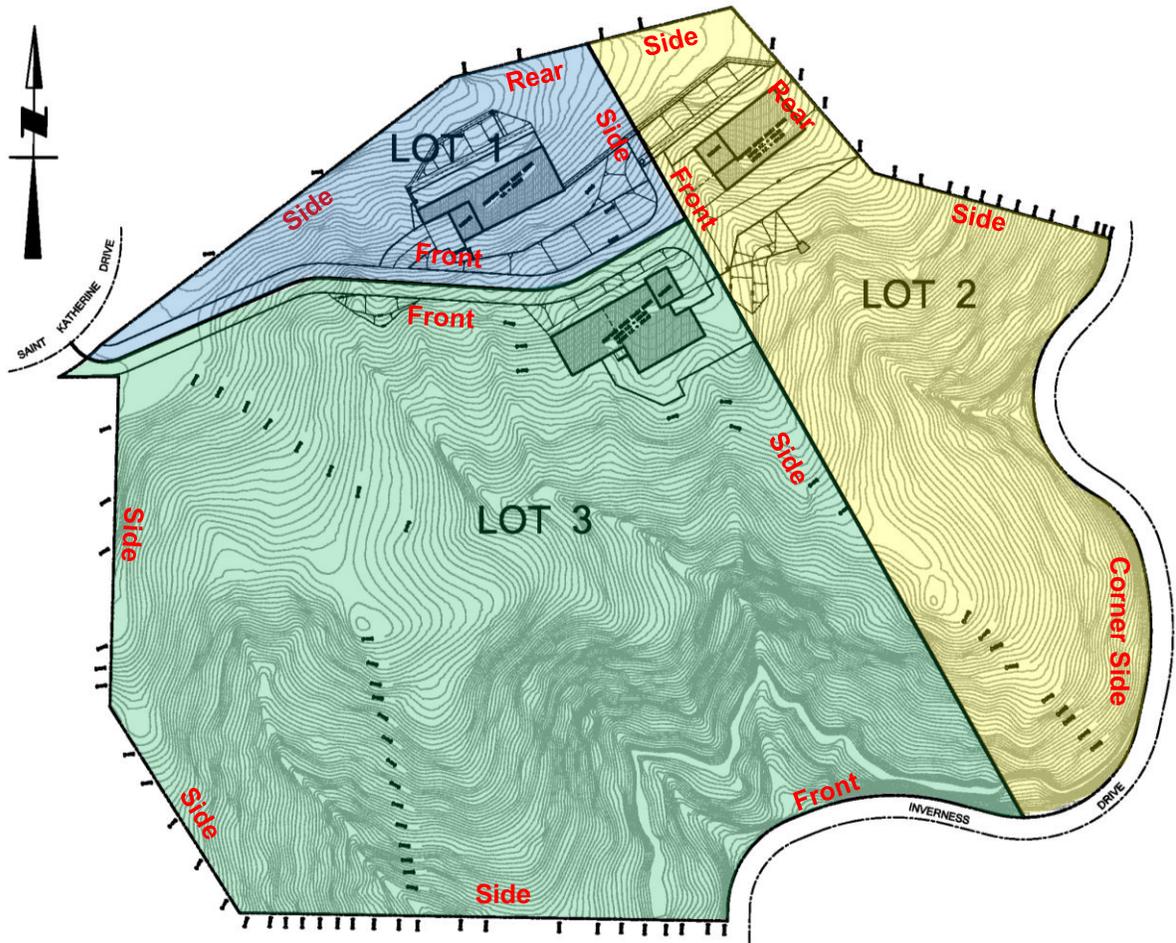
According to the plans, each lot proposed exceeds 20,000 square feet in area. While lot width was not provided, each lot appears to exceed 100 feet in width. The width of each lot shall be dimensioned as part of all future submittals to demonstrate compliance.

- 4) **Hillside Development Applicability and Permit Requirements ([PMC §17.29.020](#), [17.29.030](#)):** Proposed development and new land uses within the HD overlay zoning district shall comply with all applicable requirements of the base zoning district (RS-2), except where the HD district chapter establishes a different requirement. While the RS-2 district permits single-family dwellings, approval of a Hillside Development Permit (HDP) is required for any subdivision proposed and any new dwelling in the HD overlay. The proposal involves the creation of three lots, each to be developed with a new dwelling. Therefore, the subdivision and each dwelling requires approval of an HDP. Refer to 17.29.030 for other activities that require an HDP and types of development that do not.

- 5) **General Site Planning Standards ([PMC §17.29.050.A](#)):** Each structure shall be located in the most accessible, least visually prominent, most geologically stable portion or portions of the site, and at the lowest feasible elevation. Structures shall also be aligned with the natural contours of the site. Siting structures in the least prominent locations is especially important on open hillsides where the high visibility of construction should be minimized by placing structures so that they will be screened by existing vegetation, depressions in topography, or other natural features.

The site topography is steep, and the open hillside is visible from Inverness Drive and Edgehill Place on the south within the City of Pasadena. Through the HDP application, the applicant shall discuss the siting of the structures and compliance with this standard. Where the proposed dwellings do not meet this requirement, changes may be required.

- 6) **Setback Requirements and Encroachment Plane ([PMC §17.22.040](#), [17.29.050.B](#), [17.40.050.C.2](#), [17.40.160](#)):** Each required setback shall be maintained open and unobstructed from the ground upward, except for trees, other plant materials, and the storage of City-provided refuse containers in single-family side or rear setbacks, and except as provided by 17.40.160.E. Setbacks shall be measured at right angles from the applicable lot line depicted below.



Setback requirements are as specified:

- a. **Front, main structure:** The minimum front setback for the main structure, and accessory structures other than garages, is 25 feet. The front setback shall be measured at a right angle from the front property line to the point on the structure nearest to the front property line, excluding the front porch (where applicable). Where applicable, this setback measurement shall be taken from/after the easement that serves as the street, and shall not include the easement.

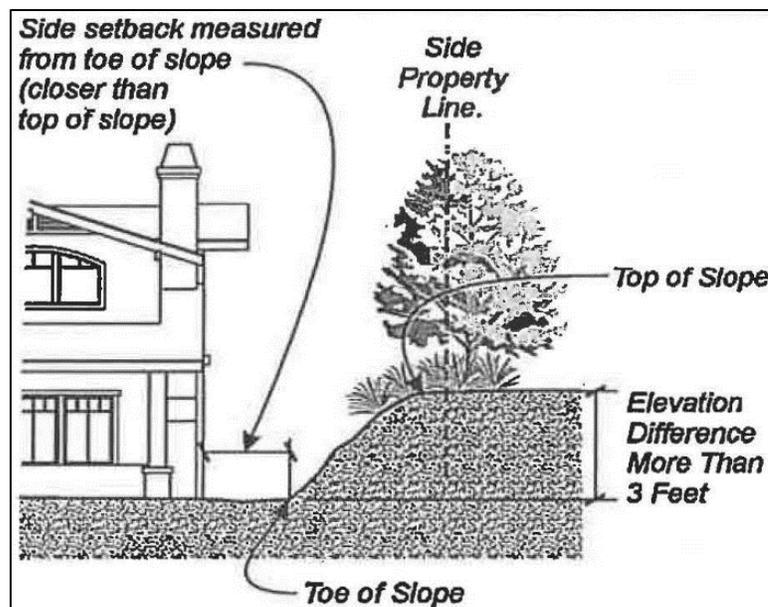
The site plan does not reference the proposed front setbacks. The line representing the 25-foot front setback and the proposed dimension shall be referenced as part of all future submittals.

- b. **Front, garage:** The minimum front setback for an attached or detached garage on upslope and downslope sites is at the point on the centerline of the front lot line where the elevation is ten feet above or below the top of the curb, or 25 feet, whichever is less. Where applicable, this setback measurement shall be taken from/after the easement that serves as the street, and shall not include the easement.



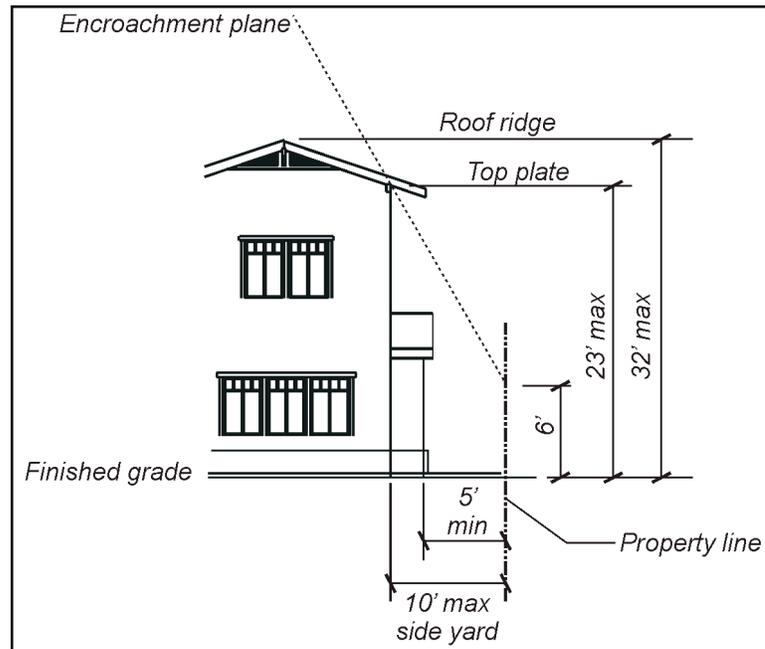
The site plan does not reference the proposed setbacks to the garages. The centerline elevation, the elevation 10 feet above or below, the line representing the front setback to the garage, and the proposed dimension shall be referenced as part of all future submittals.

- c. **Side:** The minimum side setback is equal to 10 percent of the lot width, with a minimum of five feet and a maximum of 10 feet (Table 2-3, 17.22.040). In this case, the minimum side setback is 10 feet because each lot is required to maintain a minimum width of 100 feet. In addition, where a building site abuts a lot with an elevation that is three feet or more above or below that of the site, the required side setback shall be measured from the nearest toe or top of slope to the structure, whichever is closer.



The site plan does not reference the proposed side setbacks. The line representing the 10-foot side setback, the proposed dimension, and the toe or top of slope (where applicable) shall be referenced as part of all future submittals.

- d. **Rear:** The minimum rear setback is 25 feet (Table 2-3, 17.22.040). The site plan does not reference the proposed rear setbacks. The line representing the 25-foot rear setback and the proposed dimensions shall be referenced as part of all future submittals.
- e. **Encroachment Plane and Allowed Projections into Setbacks:** Principal structures in the RS zoning district shall not be located within a side setback encroachment plane sloping upward and inward to the site at a 30-degree angle measured from the vertical, commencing six feet above the existing grade along the interior side property lines. However, an attached architectural feature may extend beyond the wall of the structure and into a front, side, or rear setback, and into the encroachment plane pursuant to Table 4-1 (Allowed Projections into Setbacks) and Table 4-2 (Allowed Projections into Encroachment Plane Using RS and RM-12 Standards), Zoning Code Section 17.40.160.



Elevations do not reference the encroachment plane and it is unclear whether any features project or encroach within the setbacks or encroachment plane. At minimum, elevations and sections shall reference the side property line, the encroachment plane, height of commencement, and angle of pitch. All architectural features proposed to project within a setback or encroachment plan shall be dimensioned as part of all future submittals.

- 7) **Placement of Structures, Ridgeline Protection ([PMC §17.29.050.C](#)):** Each proposed structure shall comply with the following standards of this Section to assist in maintaining a natural appearance for hillsides and ridgelines. Ridgelines shall be defined as the high meeting point of a crest of two slopes that form a hill. Ridgelines can be on top of a range of hills or can be the spur or backbone of a hillside descending from the top of a mountain or hill. No part of a proposed structure shall appear silhouetted against the sky above the nearest ridge when viewed from a public street or park. The topmost point of a proposed structure and all site grading shall be at least 30 feet below the top of the nearest ridge or knoll. Each structure shall be located to take advantage of existing vegetation for screening, and should include the installation of additional native plant materials to augment existing vegetation, where appropriate.

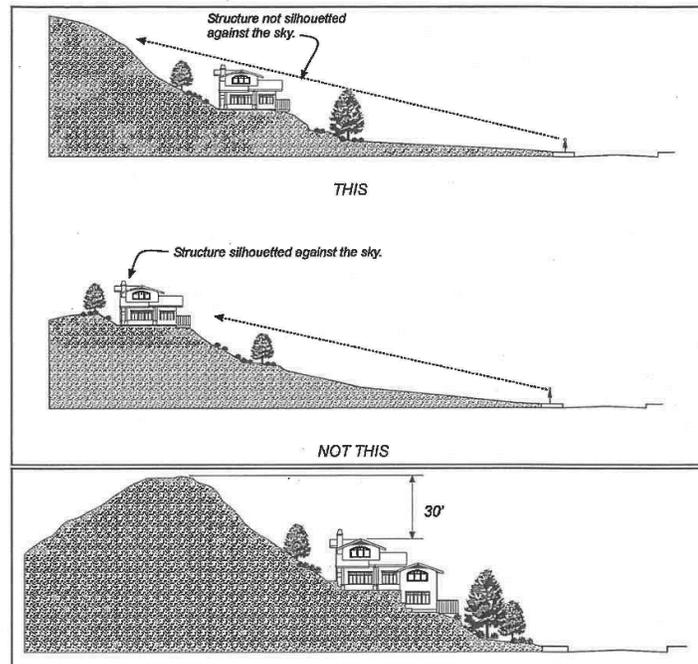


Figure 2-3 – Location of Structure Below Ridgeline

The proposed improvements are located on a hillside that generally peaks at the City's jurisdictional boundary located along the north property line of proposed Lot 1 and Lot 2. Though the proposed dwellings are positioned below the top of the mountain or hill, it is unknown whether the topmost point complies with the ridgeline protection requirements. The applicant shall demonstrate compliance as part of all future submittals.

- 8) **Encroachment into the Arroyo Seco (PMC §17.29.050.D):** No structure shall extend over or below the top edge of the Arroyo Seco slope bank on a lot identified on the Arroyo Seco Slope Bank Map, dated May 11, 2004. This requirement is not applicable because the property is not identified on the Arroyo Seco Slope Bank Map.
- 9) **Lot Coverage (PMC §17.29.050.E):** Total lot coverage shall not exceed 35 percent. Lot coverage is the percentage of a site covered by roofs, soffits or overhangs extending more than three feet from a wall, and by decks more than four feet in height. Roofs with openings or perforations 50 percent or greater of their surface area, pools, or hot tubs shall not be included in lot coverage calculations. Be advised, where any portion of a roof, soffit, or overhang extends more than three feet from a wall, the entire roofed area shall be counted for the purpose of lot coverage (as opposed to the specific area extending more than three feet).

Based on the proposed lot sizes, the maximum lot coverage is referenced below. The plan shall reference the maximum allowed and proposed lot coverage for each lot as part of all future submittals.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Lot	Proposed Site Area	Max Coverage (35%)
1	62,0291 sf	21,732 sf
2	155,820 sf	54,537 sf
3	373,371 sf	130,680 sf

10) Maximum Floor Area ([PMC §17.29.050.I](#), [17.29.060](#), [17.29.080](#)): Calculation of maximum gross floor area consists of multiple steps and relies on a topographic map (identifying existing topography and contours of the site) prepared by a licensed land surveyor or civil engineer. The topographic map shall be prepared with a contour interval of not more than five feet, which shall also identify the proposed building site, and all areas of the site with slopes of 15 percent or less ($\leq 15\%$), all areas of the site with slopes that are more than 15 percent but no more than 50 percent ($>15\%$ but $<50\%$), and all areas of the site with slopes of 50 percent or more ($\geq 50\%$). A slope analysis shall be prepared for each lot.

Gross floor area means the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking (either garage or carport). Any portion of a structure, including stairwells, over 17 feet in interior height, is counted twice for purposes of computing floor area. In addition, gross floor area shall include without limitation: all covered parking, habitable attic space, and basements, including garage and carport areas, with any exposed wall (or portion thereof) six feet or more above finished grade, measured from finished grade elevation to the floor above. If the basement, garage or carport area has any portion of an exposed wall over six feet in height, then the entire area shall be counted as floor area. Refer to Table 2-3, Zoning Code Section 17.22.040 for additional exceptions to floor area.

To calculate the maximum floor area allowed at each lot, the following steps apply:

- a. **Base Formula:** The maximum gross floor area in RS-2-HD is equal to 22.5 percent of the lot area plus 500 square feet. For lots of 10,000 square feet or over, all portions of the lot with a 50 percent slope or greater ($\geq 50\%$) shall be deducted from the lot area used for calculating maximum allowable gross floor area. The lot area used in calculating the maximum allowable gross floor area shall not include any access easement (eg. private road).
- b. **Average Slope Formula:** The average slope calculation is $S = (0.00229 \times I \times L) / A$, where S is the average slope, I is the contour interval in feet, L is combined length of contour lines in scale feet within land to be divided, and A is gross developable acres, inclusive of any rights-of-way to be established by a proposed parcel map or tract map. Rights-of-way for public streets, private streets, private driveway easements, or other vehicular access ways located within the site are excluded from the gross developable area (eg. private road). For this calculation, all portions of the lot with a 50 percent slope or greater ($\geq 50\%$) shall be deducted.
- c. **Reduction Formula:** Where the average slope exceeds 15 percent ($>15\%$), the base calculation (step a) shall be further reduced. Where the average slope is 15 percent or less ($\leq 15\%$), the base calculation (step a) represents the maximum gross floor area and



this step would not apply. Where applicable, the reduction formula is $F = B \times (1 - ((C - 0.15) / 2))$, where F is the maximum allowed gross floor area, B is the gross floor area originally calculated (step a), and C is the average slope of the site (step b). Where the resulting maximum allowable gross floor area is less than 3,000 square feet, a maximum allowable gross floor area of 3,000 square feet (including all structures on site) shall be allowed.

Preliminary plans do not include a survey or slope analysis. Therefore, the maximum floor area allowed for each lot cannot be verified, and it is unknown whether the proposed gross floor area complies. The slope analysis prepared for each lot shall include a legend (for the three slope ranges), reference the site area allocated to each slope range, and separately the site area devoted to any access easements. Plans shall reference the base calculation, the average slope calculation, and the reduction calculation (where applicable). Contour information used to calculate the average slope shall also be referenced. All figures on the survey and slope analysis shall be consistent with plans.

In addition to the calculations specified, the applicant shall provide a dimensioned floor area overlay exhibit that addresses each level of the dwelling (including any detached accessory structure) as part of all future submittals. Dimensions labeled on the exhibit shall be consistent with floor plan dimensions, and the proposed floor area shall match the cover sheet. Calculations shall be shown. The exhibit is necessary to verify all gross floor area is counted. Dimensioned sections will also be necessary to verify the interior height at any vaulted areas and stairwells. Where any portion is over 17 feet in interior height, the entire areas would be counted twice for the purpose of floor area. Additional information will also be necessary for any attic and/or basement proposed as these areas may need to be counted towards the maximum gross floor area. Where the proposed gross floor area exceeds the maximum allowed, the applicant shall revise the project to comply.

11) Neighborhood Compatibility ([PMC §17.29.060.F](#)): New houses and additions subject to a Hillside Development Permit shall be designed with consideration of the character and scale of the existing development in the vicinity. In addition to the floor area ratio requirements, the allowable floor area of the house shall not be greater than 35 percent above the median floor area of the existing houses within the established radius (excluding garages and other accessory structures). Floor area shall be determined using primary residence data from the Los Angeles County Assessor. Be advised, this requirement is separate from the maximum floor area requirement.

Though a separate analysis will be required based on the final boundaries of each of the three parcels proposed, staff found that there are 66 parcels in Pasadena within 500 feet of the existing nine-parcel project site (properties in La Cañada-Flintridge are not included in this analysis). Of these parcels, 45 are developed with single-family residences. The median size is 2,867 square feet and 35 percent above the median value is 3,870 square feet. The residence data from the Los Angeles County Assessor used for this calculation is below and is provided for reference only at this time.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

#	PARCEL	SITE ADDRESS	ZONE	OVERLAY	LOT SIZE	BUILDING SIZE
1	5704-018-004	1754 PUTNEY RD	RS-2	HD	19,633	1,399
2	5704-014-012	1444 NORMANDY DR	RS-2	HD	30,077	1,461
3	5704-010-006	1509 INVERNESS DR	RS-2	HD	23,652	1,612
4	5704-014-003	1759 PUTNEY RD	RS-2	HD	38,633	1,716
5	5704-014-002	1401 INVERNESS DR	RS-2	HD	24,395	1,760
6	5704-014-006	1777 PUTNEY RD	RS-2	HD	22,828	1,875
7	5704-014-011	1825 PUTNEY RD	RS-2	HD	13,740	1,948
8	5704-015-009	1865 DEVON RD	RS-2	HD	21,961	2,033
9	5704-012-007	1400 INVERNESS DR	RS-2	HD	37,961	2,050
10	5822-028-003	360 SAINT KATHERINE DR	RS-2	HD	23,253	2,078
11	5704-018-005	1776 PUTNEY RD	RS-2	HD	18,968	2,094
12	5704-011-002	1472 INVERNESS DR	RS-2	HD	12,185	2,120
13	5704-012-009	1396 INVERNESS DR	RS-2	HD	24,485	2,256
14	5704-010-001	1501 NORMANDY DR	RS-2	HD	13,606	2,336
15	5704-014-004	1767 PUTNEY RD	RS-2	HD	19,345	2,345
16	5704-012-016	1386 EDGEHILL PL	RS-2	HD	7,293	2,546
17	5704-012-008	1390 INVERNESS DR	RS-2	HD	32,388	2,575
18	5704-014-007	1452 NORMANDY DR	RS-2	HD	17,506	2,663
19	5704-010-003	1475 NORMANDY DR	RS-2	HD	12,132	2,763
20	5704-008-006	1437 EDGEHILL PL	RS-2	HD	30,210	2,850
21	5704-014-010	1833 PUTNEY RD	RS-2	HD	15,812	2,853
22	5704-018-014	1810 PUTNEY RD	RS-2	HD	47,386	2,856
23	5704-010-004	1471 NORMANDY DR	RS-2	HD	24,807	2,867
24	5704-015-008	1480 NORMANDY DR	RS-2	HD	25,309	2,911
25	5704-011-003	1460 INVERNESS DR	RS-2	HD	12,255	2,930
26	5704-011-004	1441 INVERNESS DR	RS-2	HD	12,392	3,069
27	5704-014-008	1897 BRAEMAR RD	RS-2	HD	31,078	3,176
28	5704-012-013	1382 EDGEHILL PL	RS-2	HD	11,762	3,180
29	5704-011-006	1486 INVERNESS DR	RS-2	HD	18,520	3,200
30	5704-010-005	1465 NORMANDY DR	RS-2	HD	38,774	3,211
31	5704-011-005	1500 INVERNESS DR	RS-2	HD	24,006	3,218
32	5704-008-007	1425 EDGEHILL PL	RS-2	HD	38,609	3,275
33	5704-012-006	1440 EDGEHILL PL	RS-2	HD	14,657	3,279
34	5704-015-006	1880 BRAEMAR RD	RS-2	HD	24,208	3,432
35	5704-008-008	1419 EDGEHILL PL	RS-2	HD	22,720	3,436
36	5704-013-002	1395 INVERNESS DR	RS-2	HD	30,296	3,619
37	5704-008-010	1411 EDGEHILL PL	RS-2	HD	27,467	3,620
38	5704-010-002	1485 NORMANDY DR	RS-2	HD	17,870	3,974
39	5704-012-010	1394 EDGEHILL PL	RS-2	HD	11,932	4,444
40	5704-015-003	1860 BRAEMAR RD	RS-2	HD	34,463	4,518
41	5704-030-014	1374 EDGEHILL PL	RS-2	HD	38,603	4,908
42	5704-008-009	1415 EDGEHILL PL	RS-2	HD	30,930	5,122
43	5704-009-016	1541 INVERNESS DR	RS-2	HD	20,836	5,280
44	5704-009-005	1500 NORMANDY DR	RS-2	HD	93,851	7,459
45	5822-028-002	440 SAINT KATHERINE DR	RS-2	HD	56,753	18,393
46	5704-004-006	1525 INVERNESS DR	RS-2	HD	57,399	
47	5704-004-007	336 SAINT KATHERINE DR	RS-2	HD	32,384	
48	5704-004-008	336 SAINT KATHERINE DR	RS-2	HD	77,954	
49	5704-004-009	336 SAINT KATHERINE DR	RS-2	HD	35,708	



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

50	5704-004-010	336 SAINT KATHERINE DR	RS-2	HD	152,199	
51	5704-004-011	336 SAINT KATHERINE DR	RS-2	HD	61,696	
52	5704-004-012	336 SAINT KATHERINE DR	RS-2	HD	54,521	
53	5704-004-013	336 SAINT KATHERINE DR	RS-2	HD	52,371	
54	5704-004-014	336 SAINT KATHERINE DR	RS-2	HD	53,808	
55	5704-004-015	336 SAINT KATHERINE DR	RS-2	HD	71,022	
56	5704-007-004	460 SAINT KATHERINE DR	RS-2	HD	966,721	
57	5704-007-005	1401 EDGEHILL PL	RS-2	HD	147,106	
58	5704-008-003	1403 EDGEHILL PL	RS-2	HD	12,032	
59	5704-009-002	1530 NORMANDY DR	RS-2	HD	423,341	
60	5704-012-011	1386 EDGEHILL PL	RS-2	HD	9,650	
61	5704-012-014	1332 EDGEHILL PL	RS-2	HD	8,059	
62	5704-012-015	440 SAINT KATHERINE DR	RS-2	HD	757	
63	5704-012-017	1382 EDGEHILL PL	RS-2	HD	3,749	
64	5704-014-009	1865 BRAEMAR RD	RS-2	HD	16,269	
65	5822-028-008	340 SAINT KATHERINE DR	RS-2	HD	2,747	
66	5822-028-009	340 SAINT KATHERINE DR	RS-2	HD	25,170	
					Median	2,867
					+35%	3,870

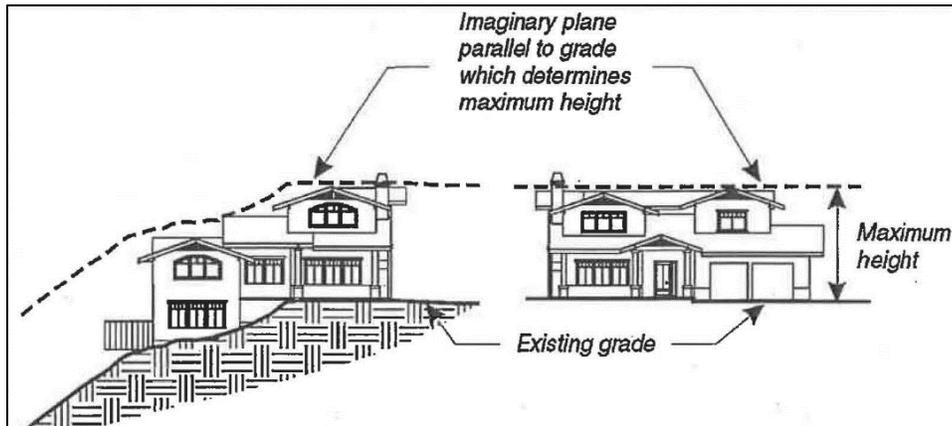
According to the plan, the living area of each of the three dwellings (Lot 1 – 8,881 sf, Lot 2 – 8,484 sf, Lot 3 – 9,100 sf) is significantly larger than the dwellings within a 500-foot radius. As a result, it is likely that each of the three dwellings will exceed the neighborhood compatibility maximum.

However, for lots larger than 20,000 square feet in size, the review authority may approve additional floor area (above the maximum permitted by neighborhood compatibility) if it does not exceed the average FAR of the neighborhood after first making the findings in Section 17.29.080.G following a review of site conditions and compliance with the remainder of the Hillside District standards. Refer to this Section for additional information. Since each lot is larger than 20,000 square feet in size, the applicant may request additional floor area through the HDP application provided compliance with the requirements in this Section. At minimum, the application would need to demonstrate compliance with: 1) all Hillside District standards; 2) include a calculation demonstrating the proposal does not exceed the average FAR of the neighborhood; and 3) include responses to the additional findings in 17.29.080.G. Be advised, any request for additional floor area subject to this exception is reviewed by a Hearing Officer and is not guaranteed. Be advised further, any request for additional floor for the purpose of neighborhood compatibility does not negate the need for the project to comply with the maximum floor area requirement for the site (#10). The burden is on the applicant to provide detailed information to support the request.

12) Height Limits (PMC §17.29.060.B, 17.40.060): No structure shall exceed a height of 28 feet at any point on the site, measured from the existing grade of the site, and shall not exceed a height of 35 feet, measured from the lowest elevation on the site where the structure touches the grade, to the highest point of the roof. There shall be no maximum height for the top plate of a dwelling unit if the general height limit is met. The highest point of the structure shall be considered its highest ridge or parapet. In addition, the vertical distance between the lowest point where the foundation meets grade and the lowest floor line of the structure shall not exceed six feet. No portion of the walking surface of a deck



with visible underpinnings shall exceed a height of six feet above grade. Decks shall be integrated into the architecture of the house, and not appear as an add-on to the primary building mass. Refer to Zoning Code Section 17.40.060.D for allowed height limit exceptions (e.g. chimneys).



According to elevations, building heights are shown between 28 and 30 feet measured from the line of the proposed new grade. This measurement does not comply with the method of measurement and in cases exceeds the 28-foot height limit. In addition, not enough information is provided to determine the height from the lowest elevation on site where the structure touches the grade to the highest point of the roof. The applicant shall demonstrate height complies with the requirements. At minimum, the roof plan shall reference ridge elevations, and existing grade elevations below. Additionally, the lowest elevation of the site where the structure touches the grade shall be clearly identified. Elevations and sections shall demonstrate height and elevations consistently.

13) Parking Requirements, Site Access, Driveways ([PMC §17.29.050.F](#), [17.29.050.G](#), [17.46](#)): Off-street parking shall be provided in compliance with Chapter 17.46 (Parking and Loading). The Zoning Code requires two covered parking spaces, within a garage or carport for single-family dwellings (Table 4-6, 17.46.040). The minimum unobstructed interior dimensions for a two-car garage are 19 feet wide and 18 feet deep. The minimum garage door width for two spaces is 16 feet.

According to the plan, an attached garage is proposed for each dwelling showing two side-by-side spaces with room for a third vehicle. However, the plan does not reference the interior dimensions or the width of the garage door. This information shall be referenced on the plans as part of all future submittals.

- a. **Guest Parking:** A minimum of four guest parking spaces shall be provided on a site fronting on a street where parking is prohibited on both sides of the street at the site. A minimum of two guest parking spaces shall be provided on a site fronting a street where on-street parking is allowed. Refer to Zoning Code Section 17.29.050.G for additional information regarding location and dimensions for guest parking.



Plans do not reference guest parking. At minimum, plans shall reference the number of required guest parking, the location on-site, and the size of each stall to demonstrate compliance with the requirements.

- b. **Driveways:** A driveway shall lead to covered parking elsewhere on the lot. Each driveway shall follow natural terrain contours to the maximum extent feasible to minimize grading, and also shall comply with standards in Zoning Code Section 17.29.050.F. The minimum and maximum graded and paved width of a driveway shall be 15 feet. The finished grade of a driveway shall conform to the finished grade of the lot, but in no case shall exceed an average grade of 15 percent, or 20 percent at any point. The required drive aisle adjoining the garage is the only portion that may be wider than 15 feet. Be advised, the location and design of any driveway shall be referred to the Fire Department and the Transportation Department for review and comment as to on- and off-street safety of vehicles, vehicle passengers and pedestrians, and access for emergency vehicles.

According to the plan, each dwelling is proposed with an attached garage that is accessed from a driveway that connects with the private street. However, driveway widths, lengths, and slopes are not referenced. At minimum the plan shall reference driveway widths, lengths, slopes, and finished grade elevations to demonstrate compliance.

- 14) Paving (PMC §17.40.160.F.3, 17.46.300):** Within a residential zoning district, not more than 30 percent of the front yard area shall be paved. For the purpose of this calculation, the front yard is the area located between the front property line and the line of the building (occupancy frontage). All unpaved areas shall be improved and maintained with landscaping. All parking areas, circulation aisles, and access ways shall be paved with Portland cement concrete. 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.

According to plans, paving is proposed between the front property line and the front of the structure. As part of future submittals, the plan shall reference the front yard area, area occupied by paving, and the percentage of front yard paving.

- 15) Accessory Structures (PMC §17.29.060.C, 17.50.250):** An accessory structure is a structure that is subordinate to, and detached from the main structure, the use of which is incidental and subordinate to that of the main structure. An accessory structure shall not be used for sleeping quarters. Refer to Zoning Code Section 17.50.250 (Residential Uses – Accessory Uses and Structures) for restricted items and facilities within an accessory structure among other requirements. This includes, but is not limited to, size, height and setback requirements, length of structure walls, and separation between structures. Proposed accessory structures in the HD district shall comply with the following additional requirements:

- a. **Maximum size of all accessory structures:** The maximum size of all accessory structures on a site shall not exceed an aggregate of 600 square feet or six percent of the lot size, whichever is greater. For lots larger than 10,000 square feet in size, portions of a lot with



a slope 50 percent or greater ($\geq 50\%$) shall not be included in the lot size when determining maximum aggregate size.

- b. Maximum size of individual accessory structures: In addition to the aggregate size requirements, individual accessory structures shall be limited to a maximum size of 600 square feet.

An accessory structure (or portion of an accessory structure) with a roof that is at least 50 percent open shall not be included in the calculation of the maximum allowable size. All other detached accessory structures shall be counted in the calculation of the maximum allowable size including carports, gazebos, or covered patio or porches.

- c. Placement of accessory structures: Accessory structures, except for detached garages, must be located behind the rear wall plane(s) of the primary structure.

The accessory structures referenced on the plan are limited to swimming pools. While the Zoning Code does not limit the size of the pools, they do not comply with the location requirements because they are not placed entirely behind the rear wall plane of each dwelling. As part of future submittals, the plan shall demonstrate that any accessory structure complies with applicable requirements in the sections referenced. This includes referencing the location of all pool equipment, with related setback requirement (five feet).

16) Architectural Features (PMC §17.29.060.D): All new homes and additions subject to a Building Permit shall have architectural features that are compatible with existing architecture and the character of the surrounding neighborhood. Refer to Section referenced regarding exterior wall surfaces, privacy to surrounding lots, and support structures. In general, the apparent size of exterior wall surfaces visible from off the site shall be minimized through the use of single-story elements, setbacks, overhangs, landscaping, and/or other means of horizontal and vertical articulation to create changing shadow lines and break up massive forms. In addition, a mixture of materials and color shall be used to blend structures with the natural appearance of the hillside. Darker tones, including earth tones, shall be used for building walls and roofs. Exterior finish materials shall be appropriate for the architectural style of the structure and compatible with the hillside environment. Earth tones traditionally include browns that emulate natural colors found in soil, trees, rocks, etc.

According to the plan, the proposed dwellings reflect elements of a modern design through the incorporation of a minimalist style, straight geometric forms, rectangular shapes, and the presence of ample glass and windows. The apparent size of the structure also appears large and heavy. As part of the HDP application, the applicant shall provide a narrative demonstrating compliance with this Section. Information on the plan and included as part of the written application should explain how the architecture and architectural features are compatible with the existing architecture and character of the surrounding 500-foot neighborhood. Be specific. The plan should provide keynotes and details to help staff better understand the architectural elements proposed.

In addition, the applicant should consider conducting an assessment or inventory of the existing architecture in the neighborhood to explain compatibility. The information submitted



shall provide specifics and explain how the project architecture and character is consistent with the surrounding neighborhood. Where unable to demonstrate compatibility, revisions to the plan will be required. As part of the HDP application, the applicant shall demonstrate all colors and materials comply with this Section. A materials board is also recommended as part of the HDP to help visualize the color and materials proposed. Be advised, the location of the structure does not remove the need to comply with requirements of this Section. The burden is on the applicant to demonstrate compliance with applicable requirements.

17) Basements ([PMC §17.29.060.D.4](#)): Basements, as defined in the City's Zoning Code, are that portion of a building that is fully below existing grade or partly below and up to three feet above existing grade. Basements shall not extend beyond the footprint of the first floor of the main structure. For the purposes of this subsection, the footprint of the first floor shall not include unenclosed porches or patios. Basements shall not be constructed underneath accessory structures, shall not be standalone subterranean structures, and shall not connect above-ground structures via underground means. Basements shall be limited to a maximum of one level, with an interior height not to exceed nine feet.

According to the plan, no basement is proposed on Lots 1 and 3. The elevations prepared for Lot 2 identify a basement. While the basement appears to be located beneath the footprint of the first floor, the interior height is unknown. Additional information is also necessary to demonstrate that this portion of the building complies with the definition for a basement. Plans shall also identify the square footage and footprint of the basement to confirm that the location complies.

18) View Protection ([PMC §17.29.060.G](#)): A proposed structure shall be designed and located so that it avoids blocking views from surrounding properties to the maximum extent feasible, as determined by the review authority. This includes consideration of the following:

- a. The feasibility of relocating the proposed structure to another part of the site;
- b. The feasibility of modifying the massing of the proposed structure such that views from surrounding properties would not be impacted; and
- c. The feasibility of minimizing architectural features that may intrude upon views from surrounding properties.

For purposes of the HD Chapter, "surrounding" properties refers to all abutting properties as well as properties directly across a street from the subject property. New structures and tall landscaping shall not be centered directly in the view of any room of a primary structure on a neighboring parcel. Views shall be considered from windows of any room in the primary structure. New structures shall avoid blocking the following from any room of a main dwelling on a neighboring property: 1) culturally significant structures such as the Rose Bowl, Colorado Street Bridge, City Hall, etc.; 2) Downslope views of the valley floor; 3) prominent ridgelines; and/or 4) the horizon line. Views of open sky, existing foliage, private yards, and existing structures on surrounding properties shall not be taken into consideration by the review authority. Mechanical equipment other than vents or solar panels shall be placed on a rooftop or below a deck only if the equipment is not visible from off the site.



Based on the location and elevation of the proposed dwellings, views from surrounding properties would not be affected. Surrounding properties within the City of Pasadena are all located below the project site at significantly lower elevations.

19) Walls, Fences, Gates ([PMC §17.40.180](#)): All proposed walls, fences, gates shall comply with the requirements of this Section. The height of all walls and fences shall be measured from the existing grade to the top of the wall or fence in order to prevent the artificial raising of the grade in order to allow for a higher wall or fence. Where the existing grade changes (i.e., for a driveway) the fence height shall change with the grade. The height shall be measured in a continuum at each point along the wall or fence. In RS districts, height is limited to four feet in the front yard and six feet in side and rear yard areas. Refer to the Section for specific requirements. In general, this Section regulates the portion of walls, fences, gates that extend above existing grade. A traditional retaining wall that cuts into a slope or is located below existing grade is subject to review by Building and Safety.

According to plans, freestanding walls are proposed at each lot. Segments exceed the maximum height limits when measured from existing grade. The applicant shall recheck all wall heights and demonstrate heights comply. All top of wall elevations shall be accompanied by an existing grade elevation directly below. Elevations shall also be provided for walls located within front yard areas to demonstrate that the design of the wall complies. Where guardrails are required, the top of rail elevation shall be referenced. In such cases where a rail is required atop a wall, height would be measured from existing grade to the top of the rail. Similarly, any light fixtures that would be placed on a wall, pilaster, or similar features, would also subject to the fence/wall height maximums.

20) Underground Utilities ([PMC §17.40.190](#)): Proposed development shall provide for the undergrounding of utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) in compliance with this Section. Refer to the Section for requirements that pertain to residential development.

21) Landscaping and MWEL ([PMC §17.44](#)): All projects shall provide and maintain landscaping in compliance with the provisions of this Chapter. A preliminary landscape plan shall be submitted as part of the HDP application. Preliminary landscape and irrigation plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. The preliminary landscape plans shall exhibit a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. The plan shall be designed to ensure slope stability, fire safety and design quality, and shall also include a tree removal and retention plan that identifies the extent of vegetation removal required for site preparation and development.

Following approval of any HDP application, a final landscape and irrigation plan (e.g., construction documents) for on-site landscaping shall be submitted with the building permit plan check set. The final landscape package shall include a landscape plan, irrigation design plan, and precise grading plan, where applicable. The landscape plan shall identify all landscaped areas (existing and proposed), the specimen or common name of plants, sizes, quantity, location proposed, and plans for tree retention and removal. Refer to the



Chapter for additional information regarding plan contents, landscape requirements, and landscape standards. Additionally, be advised of Zoning Code Section 17.44.070.F, which specifies additional standards for development projects within the HD overlay district.

Landscaping associated with new construction that exceeds 500 square feet is subject to the State Model Water Efficient Landscape Ordinance (MWEL0). Additional information regarding compliance with MWEL0 is available on the City's website, <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>.

A preliminary landscape plan was not provided with the submittal. The applicant is advised that landscape plans should provide a level of detail that demonstrates compliance with these standards. The plan shall distinguish existing and new landscaping and reference the square footage of new landscaping.

22) Tree Removal and Retention (PMC §8.52, 17.44.070.F.1.b, 17.44.090): 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, Municipal Code Chapter 8.52. The City's Tree Protection Ordinance includes a list of protected native and specimen species. The protected tree list is available through the link https://www.cityofpasadena.net/wp-content/uploads/sites/29/TPO_3-Protected-Tree-List.pdf. Native, specimen, landmark, landmark-eligible trees and street trees are subject to the protections of the Ordinance. The proposed removal of a protected tree on private property requires a Private Tree Removal application. This application is required for each protected tree proposed for removal (if more than one) and is reviewed concurrent with the HDP application, where applicable. In the RS district, a native or specimen species tree on the City's tree list is considered protected if the trunk size (diameter at breast height) is equal to, or exceeds the size on the City list. In addition to retaining protected private property trees (on and off the site), the applicant is required to retain street trees.

As part of the HDP submittal, the applicant is required to provide a complete tree inventory that includes all trees on-site, all trees off-site that may extend on the subject property, and all street trees. In addition, a map identifying the location of all trees shall accompany the inventory along with a tree protection plan that adheres to tree protection guidelines. These materials shall be prepared by a Certified Arborist. In general, the Tree Protection Zone (TPZ) defines the area of protection. The Tree Protection Zone (TPZ) shall be established to the extent of the tree's dripline plus four radial feet. 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. Alternative protection may be acceptable where provided by a Certified Arborist.

Non-protected trees on private property that are proposed for removal do not require a tree removal permit. However, each native tree or shrub larger than four-inch caliper that is removed requires replacement. Native trees larger than four-inches require a 15-gallon replacement planted on site. For trees in excess of eight-inch caliper, the replacement tree shall be 24-inch box or larger. The use of native oaks is encouraged.

A tree inventory was not provided with the application. Therefore plans for tree removal and retention is unknown. As part of the HDP application, the applicant shall provide a complete



tree inventory, tree location plan, and tree protection plan (prepared by a Certified Arborist recommended). The inventory shall account for all trees on-site, any off-site trees that are within proximity to the site, and any street trees. Where proposing removal of a protected private property tree, a complete tree removal application shall be submitted concurrent with the HDP.

23) Site Development Standards (PMC §17.29.070): For general requirements regarding grading, storm water and urban runoff control regulations, exterior lighting, fire safety, trash receptacles, large vehicle restrictions, and sewer connections and regulations, refer to this Section. Additionally, refer to comments from Building and Safety, Public Works, and Water & Power. Be advised, site grading, retaining walls, structural foundations, and all methods of retention shall comply with the requirements of Municipal Code Chapter 14.05 (Excavation and Grading in Hillside Areas), and the Pasadena Building Code. Compliance is determined by the Building Division. No Grading Permit shall be issued for an individual lot in the HD overlay zoning district until each required discretionary entitlement for the project has been approved, and the plan-check process has been completed. For grading of more than one lot in advance of a discretionary entitlement application, a Hillside Development Permit is required.

24) Hillside Development Permit (PMC §17.29.080): The Hillside Development Permit provides a review process for the City to consider the appropriateness of proposed development on hillside lots to ensure that a proposed project minimizes its visual and environmental impact. A Hillside Development Permit application shall include the following additional information prepared by licensed or certified professionals:

- a. Geotechnical Report (PMC §17.29.080.C.2): A preliminary geotechnical report that identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity. Depending upon the site characteristics and project design, the review authority may also require a final geotechnical report.
- b. Hydrology Report (PMC §17.29.080.C.3): The HDP application shall include a hydrology report that analyzes the effects of water runoff, drainage, sustained landscape irrigation, and increased groundwater on slope stability and analyzes the potential effects (flooding, mudslides, higher water table, etc.) of added groundwater on properties down slope.
- c. Constraint Analysis (PMC §17.29.080.C.4): The HDP application shall include a constraints analysis (e.g. biological assessment). The analysis should evaluate whether the site has potentially sensitive environmental resources including endangered plants or animals, trees protected by the City's Tree Protection Ordinance, riparian areas, or a wildlife corridor. If any exist, the study shall include identification and analysis of the resources, and proposed mitigation measures for effective protection in compliance with the California Environmental Quality Act (CEQA).
- d. Visual Analysis (PMC §17.29.080.C.5): a visual analysis is required to assist the review authority and interested citizens in understanding how a proposed structure and its accompanying grading and other site development will appear in the context of the surrounding hillsides, properties, and development. A visual analysis shall consist of one



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

or more three-dimensional depictions of a proposed project, including all proposed structures and site development, illustrating how the project will appear to observers viewing the project from public rights-of-way and other public areas near the site. To provide visual analysis of a project, two forms of visual analysis are required:

1. Digital and/or artistic renderings, including elevations or grading cross-sections;
2. For new two-story houses and upper-story additions, story poles are required to be erected upon determination of a complete application and shall remain in place until the expiration of the applicable appeal period as identified in Section 17.72 (Appeals). Story poles shall consist of wood posts or other rigid materials at all corners of the structure and at either end of the proposed ridgelines, with a minimum of two feet of orange safety fencing connecting the top of the poles.

Additional visual representations may be provided as specified in this Section. The requirements for the content and form of a visual analysis for a specific project (e.g., the number of illustrations required and their vantage points) will be determined by the Zoning Administrator in each case. Written analysis and/or design in addition to illustrations may also be required when determined by the Zoning Administrator to be necessary to clearly understand the potential visual impacts of the project. All submitted maps, plans, drawings, and sketches shall be drawn to the same scale which shall be consistent throughout the review and approval process. Exceptions require the approval of the Zoning Administrator.

Be advised that story pole installation will be required for the proposed dwelling. Prior to installation, the applicant shall provide a story pole plan identifying the location of the story poles on the property. In addition, the applicant shall submit an affidavit verifying that the silhouette was constructed on the site in a timely manner and in compliance with this Section. A surveyor shall certify the heights. A waiver shall also be submitted that absolves the City of any liability associated with construction or damage by the temporary silhouette. The City will advise the applicant when installation may occur.

Be advised further, projects involving new two-story houses and/or upper-story additions are additionally required to provide a Notice of Application to all properties within 500 feet of the subject property upon determination of a complete application and installation of story poles. The Notice of Application shall provide a minimum 14-day notification period to properties within 500 feet of the subject property.

- e. Grading/civil plans
- f. Title report (not more than six months old)
- g. Development schedule

25) Refuse Storage: Trash storage shall not be located within a required setback. All trash receptacles shall be screened from view from the public right-of-way. Identify location on the plan.



26) Mechanical Equipment ([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 (not including freeways). 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. All mechanical equipment shall not be closer than five feet from a property line. Mechanical equipment other than vents or solar panels shall be placed on a rooftop or below a deck only if the equipment is not visible from off the site. The plan shall identify the location of all mechanical equipment and demonstrate the standards are met.

27) Entitlements and Review Process: The scope of the proposed project would require the following review process:

- a. **HDP/TPM – Proposed Subdivision:** The Hearing Officer shall consider the applications for a Hillside Development Permit and Tentative Parcel Map to create the three proposed parcels. The Hearing Officer shall also make an environmental determination. The Hearing Officer may approve, conditionally approve, or disapprove the applications. The applicant shall provide all of the minimum submittal requirements for each application type, along with complete architectural and grading plans for the subdivision and each of the dwellings proposed.
- b. **HDP – New Dwelling:** The Hearing Officer shall consider the application for a Hillside Development Permit for a new dwelling. A separate HDP application is required for each new dwelling proposed. The Hearing Officer shall also make an environmental determination. The Hearing Officer may approve, conditionally approve, or disapprove a Hillside Development Permit.

28) Environmental Review ([PMC §17.60.070](#)): The proposed project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application. Based on what is proposed in the PPR application, the project would likely require an Environmental Impact Report (EIR). The environmental review shall consider the proposed subdivision and the construction of three new dwellings as well as any other improvements associated with the subdivision. The documents submitted with the HDP/TPM for the proposed subdivision shall provide all the necessary information to evaluate the entire build-out of the project site.

29) Mitigation/Condition Monitoring: If approving a Tentative Parcel Map and/or Hillside Development Permit, the Hearing Officer may impose any conditions deemed reasonable and necessary to ensure that the approval will comply with the findings required in the Zoning Code. In addition, environmental mitigation measures may be required as part of any approval.

30) 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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

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

31) Estimated Fees (FY2020) ([PMC \\$17.60.050](#)):

- Hillside Development Permit: \$6,530
- Tentative Parcel Map: \$5,192
- Each Land and/or Air Parcel: \$573 (\$191 per parcel x 3)
- Private Tree Removal Permit: Varies based on number of protected trees
- Public Notice Board: \$12 per board
- Records Management Fee: 3% added to total fees
- EIR Review: At cost (\$6,183 deposit)
- Filing of Notice of Determination for EIR: \$3,271

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through Fiscal Year 2020.

PLANNING DIVISION – DESIGN & HISTORIC PRESERVATION:

Plan Reviewer: Edwar Sissi
Phone: (626) 744-6738
Email: esissi@cityofpasadena.net

HISTORIC PRESERVATION REVIEW

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

Records indicate that the subject site is vacant and undeveloped. The subject site is adjacent to the City boundary with La Cañada Flintridge. The property is currently not designated as historic, and it currently does not sit within or adjacent to historic properties or a Historic or Landmark District. Evaluation of any historical or archaeological significance of the site will be conducted as part of CEQA process required for the proposed project.

DESIGN REVIEW

The proposed project is for the construction of three new single-family hillside homes. The project does not meet any of the design review thresholds in the Zoning Code and, therefore, is not subject to Design Review by the Design and Historic Preservation Section. Therefore, no design comments are provided.



FIRE DEPARTMENT:

Plan Reviewer: Vardan Azizian

Phone: (626) 744-7574

Email: vazizian@cityofpasadena.net

Structure Shall Comply with 2016 California Codes and PMC

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.

1. **Fire Flow Test:** The minimum fire flow shall be 1,500gpm @ 20psi per CFC 2016 Table B105.1(2) requirements.
2. **Fire Hydrant:** A fire hydrant shall be located within 600-feet of all exterior portions of structures per CFC 2016 Section 507.5.1 requirements.
3. Fire apparatus access road shall comply with CFC 2016 Appendix D requirements. The access road shall be wide 26 feet with 96 foot diameter cul-de-sac per CFC 2016 Figure D103.1 requirements (see attached).
4. **Automatic Fire Sprinkler:** A complete automatic fire sprinkler system designed and installed in compliance with NFPA 13R is required throughout all three structures. A fire hydrant shall be located within 100 feet of the FDC (fire department connections).
5. This project is located in a Extreme Fire Severity Zone and is required to comply with 2016 CFC; 2016 CRC Section R337, 2016 CBC Chapter 7A, Urban- International Wildland-Urban Interface Code (IWUIC) requirements.
6. **Smoke Alarms:** Provide an approved hardwired smoke alarm(s), with battery backup, in each sleeping room or area(s) serving a sleeping area and at the top of stairways at each floor level. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms (new & existing) locations 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 (CSFM) Listed. All smoke alarms (new & existing) are to be manufactured by the same company and compatible with each other. Smoke alarms shall not be installed within 3-feet of air registers or bathroom openings. [CBC 907]
7. **Roof and Sidings:** All roofing and siding materials shall be 1-hour fire-resistive or non-combustible.
8. **Spark Arrestors:** Provide an approved spark arrestor on all chimney(s).
9. **Eaves and Projections:** All eaves and other projections are required to be boxed with one-hour fire resistive or noncombustible material. Provide DETAIL DWG on plans.

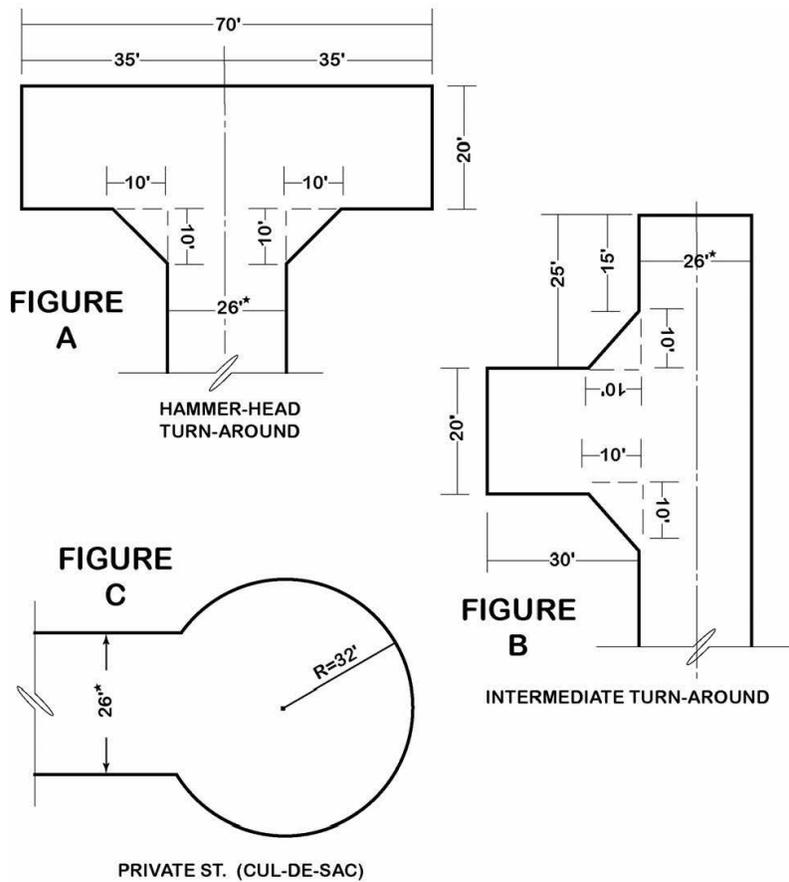


10. **Wall Finishes:** The exterior side of the wall finish is required to be of a one-hour fire resistive or noncombustible material. Specify on plan the type of all materials.
11. **Gutters – Downspouts:** All proposed gutters/downspouts are required to be constructed of noncombustible material. Specify on the DWG.
12. **Projections:** Appendages and projections, i.e. decks, etc., are required to be a minimum of one-hour fire resistive construction, heavy timber or noncombustible material. Clearly indicate the method of compliance and provide appropriate DETAILS on plans.
13. **Exterior Glazing:** All exterior windows, skylights etc. are required to be tempered glass and multilayered, dual or triple, glazing. Clearly indicate this requirement on the plan. Revise Window Schedule as required.
14. **Exterior Doors:** All exterior doors are required to be 1 3/8" solid core. Clearly indicate this requirement on the drawings and Door Schedule.
15. **Exterior Fireplace:** Provide fire place screens on all open face manufactured or custom fire place units. Fire place screens can be expanded wire or approved class units.
 - 15.1. **Provide metal container with metal lid** secured in the closed position adjacent to fireplace and 10-feet from all combustible materials.
 - 15.2. **All burned wood or charcoal embers are to be placed** in metal container, and then filled with water, and covered with tight fitting lid secured in place until such time they are properly disposed of.
16. **Attics and Elevated Foundations:** Attic and foundation ventilation in vertical exterior walls and vent through roofs shall comply with CBC, 7A; CSFM Standard 12-7A. The vents shall be covered with noncombustible corrosion resistant mesh openings a minimum of 1/16-inch not to exceed 1/8-inch openings. Attic ventilation openings shall NOT be located in soffits, in eave overhangs, between rafters at eaves or in other overhang areas. Gable end and dormer vents shall be located at least 10 feet from property lines. Under floor ventilation openings shall be located as close to grade as possible. Clearly indicate these requirements on the plan. (Pasadena Fire Department is recommending all vent openings be located on the leeward side of the house based on Santa Ana Wind Conditions, winds from the North - Northeast directions, to minimize flames and hot embers from entering the interior of the structure of the attic, living, or under floor spaces.) **Alternate Method of Protection is acceptable provided it complies with CSFM – SFM 12-7A-1, 7A-3 Listed Opening Protection.**
17. Properties owners shall comply with Pasadena Fire Department brush clearance program requirements.



OFFICE OF THE FIRE MARSHAL

**FIRE APPARATUS TURNAROUND STANDARD
PUMPER**



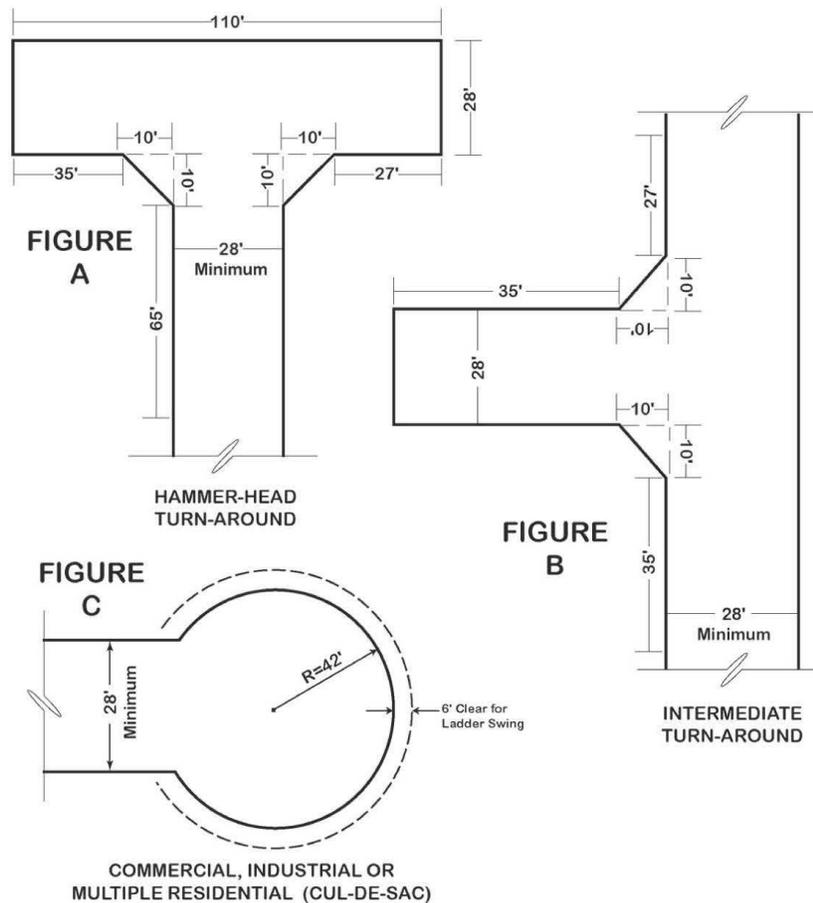
★ MAY BE REDUCED TO 20' FOR SINGLE FAMILY RESIDENCES

215 N. MARENGO AVENUE, SUITE 195, PASADENA, CA 91101-1530
(626) 744-6885 (FAX) 744-3979



OFFICE OF THE FIRE MARSHAL

FIRE APPARATUS TURNAROUND STANDARD
LADDER TRUCK



215 N. MARENGO AVENUE, SUITE 195, PASADENA, CA 91101-1530
(626) 744-6885 (FAX) 744-3979



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

LOCAL DEVELOPMENT AREA:

Plan Reviewer: Eric Duyshart
Phone: (626) 744-7353
Email: eduyshart@cityofpasadena.net

No comments received.

FIRST SOURCE LOCAL HIRING:

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

The City of Pasadena's First Source Local Hiring Ordinance (14.80) offers a financial incentive for private development projects that voluntarily hire Pasadena residents for construction related work. In this instance the City will pay 50% of the salary and benefits up to 75% of the Project's construction tax. If this Project is not receiving any "Financial Assistance" (as defined in the ordinance), and it is paying a construction tax, it is eligible for a Voluntary Local Hiring Agreement. For more information, contact Antonio Watson at 626-744-8382.

HOUSING AND CAREER SERVICES DEPARTMENT:

Plan Reviewer: Caroline Nelson
Phone: (626) 744-8314
Email: cnelson@cityofpasadena.net

- No TPO
- No Inclusionary Housing Requirement

The proposed project is a single-family residential development consisting of three (3) single-family residences; therefore, it is not subject to the City's Inclusionary Housing Requirements.

The proposed project does not involve the demolition of multifamily rental units; therefore, the City's Tenant Protection Ordinance is not applicable.

PUBLIC WORKS DEPARTMENT:

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

General Statement

Predevelopment Plan Review for the creation of a three-lot subdivision, improved with three single-family dwellings. The affected properties are currently undeveloped. 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.

Plans / Reversion to Acreage

This portion of lots 39 and 41 of Tract No. 7736 had been subdivided into nine (9) lots, per the approved and recorded Tract Map No. 37629, dated June 18, 1998. The applicant shall



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

reference the nine (9) parcel lot lines, including easements for ingress/egress, sanitary sewers, and public utilities purposes to the City of Pasadena, in all drawings for the project. The proposed three dwellings straddle amongst the previously subdivided lots. The lot lines shall be adjusted to correspond to the new building footprints and appropriate setbacks, by means of reversion of acreage and/or re-subdivision.

Parcel Subdivision

Prior to submission of the final map to the City for approval, the applicant shall pay a non-refundable flat fee (based on the current General Fee Schedule) to cover the cost of processing the final map. The applicant shall complete all required conditions before City's approval of the final map.

Boundary Monuments

There are discrepancies between the recorded Tract Map No. 37629 and existing conditions that would require a Record of Survey or amended Tract Map. Based on a report in 2012 prepared by the City's survey consultant:

"The area in the northwest portion of Tract No. 37629 has not been resolved by the limited number of found monuments that were located. The spike at the EC of St. Katherine with radial bearing N09°01'20"W and a 1" iron pipe in the vicinity of location on map showing a 2" iron pipe with same L.S. tag number 2959 was located. In addition, iron pipes at three of the tract corners labeled as "to be set" along the northerly and southerly tract lines were located within one foot of the record distance. These pipes are of record and referenced for the adjacent tracts as shown on Parcel Map No. 8513 as recorded in Map Book 91, Pages 31-32 and along the northerly line the 2" iron pipe was found in lieu of 2x2 as shown on Tract No. 7736 as recorded in Map Book 95, Pages 30-32.

The northwest portion of Tract No. 37629 as filed has discrepancies within itself in terms of closure both distance and angular. The bearing near St. Katherine Dr. and the private street as shown on page 2 is S89°31'30"W and then on page 5, it is shown as N89°31'30"W, which is what was used for the calculations. Either bearing used does not resolve the closure of the quadrangle in that area, assuming the leaders are correct. The bearings and distances for that section are as follows beginning at the angle point referenced as the northerly line of Lot 41, Tract No. 7736: N52°44'54"E 120.22' // S89°31'30"E 54.58' // S01°30'58"W 300.74' // N32°10'06"W 268.31' to beginning according to map; however, geometrically these courses will not close. This further clouds the solution as there is only one found point, the spike at the EC, that can be taken as the same point as shown on the tract map. The 1" iron pipe LS2959 does not fit the corner location well in terms of the distance between the corner and the EC. The nearest found pipes along the northerly and southerly lines are also not referenced per Tract No. 37629, nor do they fit well. There is less than a foot at each location; however, this was not considered to be within tolerance for setting additional monumentation per the tract map."

Per Pasadena Municipal Code, Section 16.24, the applicant's surveyor shall set boundary monuments at all angle and curve points in the exterior boundary of all subdivisions, and furnish to the City a set of field notes that have been recorded with Los Angeles County Department of Public Works. The monuments shall be independently inspected by a third party licensed surveyor; with a certified report submitted to the City.



Private Street

The access leading from Saint Katherine Drive to the farthest dwelling shall be a private street shared by all three properties. It shall either remain in place in the recorded Tract Map No. 37629, or be rededicated as such in any new subdivision. The developer shall design and construct the private street with the following improvements guidelines, to the satisfaction of the City Engineer and in accordance with the Standard Specifications of the City:

- a. The proposed private street shall be improved with standard concrete curb, gutter and sidewalk to a minimum right-of-way width of 34 feet.
- b. The roadway shall be designed and constructed to a minimum width of 24 feet between curbs, including 2-foot gutters on both sides of the street. The structural section of the roadway shall be in accordance with the requirements of the Department of Public Works.
- c. To provide for pedestrian safety, a minimum five-foot wide concrete sidewalk shall be designed and constructed along the north and south frontage of the private street from Saint Katherine Drive to the east end.
- d. The developer shall design and install a street light system along the private street. The type and hardware shall conform to the current policies approved by the City Board of Directors, and the locations shall be as approved by the Department of Public Works.
- e. The cost of all above improvements is the developer's responsibility. The developer is responsible for the design, preparation of plans and specifications, and construction of all required 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 developer will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. 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 developer is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.

Public Improvements along Inverness Drive

Inverness Drive fronting the development shall be improved as follows at the expense of the developer:

- a. The developer shall design and construct standard concrete curb and gutter along both sides of the Inverness Drive to the satisfaction of the City Engineer.
- b. The developer shall design and construct an 8-inch sewer main with manholes to the satisfaction of the City Engineer and in accordance with Standard Specifications of the City from the existing sewer in Inverness Drive to the proposed development. The proposed alignment and point of connection shall be submitted to the City for review and approval.
 - i. Where the proposed main crosses private property, the developer shall acquire a grant of public easement to the City. All easements across private property shall be



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- submitted to the City for review and approval and then fully executed by the Grantor for acceptance by the City.
- ii. Each lot shall be separately connected to the sewer main by a City approved method.
- c. The proposed development shall connect to the public sewer with one or more new 6-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.
 - d. The existing street lighting system along Inverness Drive does not meet present design standards. In order to improve pedestrian and traffic safety, the developer shall design and install seven (7) new street lights on the frontage of the property. The type and hardware shall conform to current policies approved by the City Council, and the locations shall be as approved by the Department of Public Works.
 - e. To mitigate the existing slope erosion from the parcels being developed, the applicant shall construct a retaining structure, to the satisfaction of the City and per the American Public Works Association (APWA) standards, along the property line fronting Inverness Drive. Approvals from both Department of Planning and Community and the Department of Public Works are required.
 - f. The developer shall submit to the City for review and approval a drainage study to address the increase and diversion of runoff and debris control. If it is determined that the site drainage creates significant impacts to the vicinity, the developer will be required to reconstruct and/or extend to the existing downstream drainage system to the satisfaction of the City.
 - g. 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 submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. 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.



License Agreement

No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted.

The applicant shall submit the application, plan and processing fee, 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.

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://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. 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.

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://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>.

Requirements by Ordinance

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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.

- 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://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://www.cityofpasadena.net/finance/general-fund/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://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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-Bowman at 626-744-3762.

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

The following conditions are in response to the 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. The following preliminary conditions are what will be required, at minimum:

Parking: No permanent, on-street, overnight parking permits will be issued to future residents of this project in public right of way. Future tenants shall be advised of the unavailability of permanent, on-street, overnight parking permits in public right of way.

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 vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

Entry Gate(s): If proposed, any parking entry gate shall be setback a minimum of 20' from the public right of way. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

Driveway: The design plans shall indicate a 20' flat area beyond the property line to improve vehicular sight distance for cars entering the roadways. Any deviation shall be reviewed and approved by DOT.

Hillside Driveways: Site circulation via the private road (if the case) must be reviewed and approved for emergency access and services by Fire Department and Public Works Department.

Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential, retail, industrial, and office developments. The fee



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

is based on the General Fee Schedule at the time of building permit issuance. For FY 2020 the fees are:

Land Use	Fee (FY 2020)
Single family (per dwelling unit)	\$9,459.09
Multi-family (per dwelling units)	\$3,662.53

**WATER & POWER DEPARTMENT
POWER DIVISION:**

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

- Owner/developer shall provide a private property transformer vault or vault room located closest to the street. The size of the transformer vault or vault room will vary depending on the size of the electrical service. Larger electrical services will require a vault room that is adjacent (sharing a wall) with the electrical room.
- Transformer vault shall have an access hatch from above (open to sky). The hatch shall have drivable PWP truck access for equipment installation purposes.
- 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 vault, 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. Department shall install concrete-encased primary service laterals from a street vault to the property at the owner/developer's expense. 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.
- It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
- Department shall install electrical service transformers, cables, and electric meters.
- All Department installation costs including street work 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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

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

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

Plan Reviewer: Sandra Andrade-Hernandez
Phone: (626) 744-4189
Email: sandrade-hernandez@cityofpasadena.net

Water Mains:

Pasadena Water and Power (“PWP”), Water Division can serve water to this project. There is one water main surrounding this project; an 8-inch cast iron water main in Inverness Drive installed under Work Order 6270 in 1979. This water main is located approximately 5 feet southeast of the west property line of Inverness Drive.

Moratoriums:

Verify with Public Works Department (“PWD”) regarding any street construction moratorium affecting this project.

Water Pressure:

The approximate water pressure at this site is 60 psi.

Water Service:

There are currently no water services serving these parcels. The owner/developer must acquire a water easement to install a new water main from the existing main in Inverness Drive to the proposed development. Where the proposed main crosses private property, the owner/developer shall acquire a grant of public easement to the City. All easements across private property shall be submitted to the City for review and approval and then fully executed by the Grantor for acceptance by the City. Each lot shall be separately connected to the water main. The owner/developer shall also install a pump to facilitate new domestic water and fire services to the above mentioned parcels/property. 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. Also, the owner/developer will pay in full any street restoration that is required by PWD. PWD determines the limits of the street restoration.

Water Division Requirements:

- As mentioned above, 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/developer 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 owner/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.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer.

There are three fire hydrants in close proximity to the project site. Fire hydrant 111A-34 is located in Edgehill Place. Fire hydrants 111A-35 and 111A-36 are located in Inverness Drive. Refer to the map on page 4 to see the exact locations of these hydrants. There is no current fire flow test information available for these hydrants. If you would like to request a fire flow test, please contact Marco Sustaita at 626-744-4498.

Project Site Details:

