

ATTACHMENT A



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PREDEVELOPMENT PLAN REVIEW COMMENTS

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

Project Number: PPR2021-00003 **Date:** June 2, 2021

Project Address: 1978 East Colorado Boulevard

Project Description: The applicant proposed to demolish the existing 10,078 square-foot restaurant building and construct a new 3,879 square-foot formula fast-food restaurant with outdoor dining areas and a drive-through on the existing 46,832 square-foot property. The project would provide 45 parking spaces and 29 queuing spaces to serve the restaurant. The application lists the proposed hours of operation as 10:30 a.m. to 1:00 a.m. Monday through Thursday and 10:30 a.m. to 1:30 a.m. Friday and Saturday.

Applicant: In-N-Out Burger
Attn: Jim Lockington
(626) 813-8289
jlockington@innout.com

Case Manager: Katherine Moran, Associate Planner
(626) 744-6740
kmoran@cityofpasadena.net

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

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

General Comments: Address numbers are assigned based on the orientation of the main front door entrance into the building, based on the site map provided it is unclear if the main front door entry is from the parking lot on Colorado Boulevard or from Berkeley Avenue. Depending on which door entrance is considered the main front door entry that will determine if the address assigned will be on Colorado Boulevard or on Berkeley Avenue. If it is determined that the main front door entry is from the parking lot on Colorado Boulevard the available addresses for the proposed drive-through In-N-Out Restaurant are; 1970, 1972 or 1974 E. Colorado Boulevard. If it is determined that the main front door entrance is from Berkeley Avenue the available addresses for the proposed drive-through In-N-Out Restaurant are; 19 or 21 S. Berkeley Avenue. The available addresses for the proposed automotive repair facility/storage center with parking on grade for Honda of Pasadena are 1932, 1934, 1936 & 1938 Corson Street.

The letter that authorizes you to use the address 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, an 8 ½" x 11" site plan and a floor plan for each above ground level. The site plan needs to show the main front door entrance into the building, the streets, indicate the N/S direction as well as the orientation of the building to the street. The floor plans need to show path of travel, elevators, stairwells and main front door entry into each unit before submittal into plan check.



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BUILDING & SAFETY DIVISION:

Plan Reviewer: Arnold Barreda

Phone: (626) 744-6793

Email: abarreda@cityofpasadena.net

Governing Codes: Current Edition of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Standards Codes. The governing edition is based on the date in which the project is submitted to the City for review. FYI – The current edition is the 2016 series effective January 1, 2017 until December 31, 2019.

Soils Report: Soils report is required for the project.

Property Land Survey.

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

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

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

California Disabled Access Requirements: Project to be accessible to the disabled in accordance with Chapter 11B of the CBC. Stage and seating must be accessible.

LID will be required.

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

COMMUNITY PLANNING SECTION:

Plan Reviewer: Steven Counts

Phone: (626) 744-7094

Email: scounts@cityofpasadena.net

General Plan Consistency:

According to the General Plan Land Use Diagram, the subject property (at 1978 E Colorado Blvd) is designated as Low Mixed Use (0.0-1.0 FAR, 0-32 du/ac), which is intended to support the development of properties and/or buildings with a mix of compatible uses, including work/live units or ground floor retail and restaurant uses with office and/or residential uses above. Mixed use buildings may be horizontally or vertically oriented. Sites shall be primarily commercial, but may be residential in areas specified by Specific Plans.

The project site consists of one parcel totaling 48,832 square feet (1.12 acre) in size, and is currently developed with a retail/restaurant use. This site is located at the intersection of E



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Colorado Blvd and N Berkeley Ave, and also has frontage on S Greenwood Ave. Surrounding lots along E Colorado Blvd are developed with retail buildings and an automotive sales dealership, while N Berkeley and S Greenwood Avenue contain two-story multi-family residential and one-story single family buildings, which are located to the rear of the property.

Based on the submitted application, the project proposes the development of a new drive through restaurant (In-N-Out Burger). The total proposed building footprint is 3,879 square feet with 45 parking spaces, 84 indoor seats, and 36 outdoor seats. Proposed hours of operation would be 10:30 AM to 1:00 AM Monday through Thursday and 10:30 AM to 1:30 AM on Fridays and Saturdays.

The project is located within the East Colorado Specific Plan Area and will be developed with 3,879 total non-residential square feet. As of April 2021, there is sufficient non-residential square footage to accommodate the proposed project. The existing restaurant structure, which will be demolished as part of the project, is larger than the proposed restaurant. Thus, the net effect on the development cap will be positive.

East Colorado Development Caps		
	Residential Units	Non-Residential SF
2015 General Plan Adopted Cap	300	300,000
Remaining Cap Before Project	297	297,166
Proposed Project- Demolition	0	+8,784
Proposed Project- New Construction	0	-3,879
<i>Remaining Cap After Project</i>	<i>297</i>	<i>302,071</i>

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

Policy 2.3 Commercial Businesses. Designate sufficient land to enable a broad range of viable commercial uses in Pasadena’s Central District, Transit and Neighborhood Villages, and commercial corridors. These uses will serve both local and regional needs, reducing the need for residents to travel to adjoining communities, capturing a greater share of local spending, and offering a diversity of employment opportunities.

Policy 2.4 Job Choices. Provide opportunities for the development of a broad range of land uses that offer job opportunities for Pasadena’s residents, including professional and creative office, institutional and research and development (R&D) flex space.

Policy 4.7 Strengthen Major Corridors. . Encourage the economic improvement of underused parcels along Pasadena’s corridors by clustering more intense uses at major intersections and lower intensity mixed-use or commercial development between major intersections.

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



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

Policy 23.1 Character and Design. Design and modulate buildings to avoid the sense of “blocky” and undifferentiated building mass, incorporate well-defined entries, and use building materials, colors, and architectural details complementing the neighborhood, while allowing flexibility for distinguished design solutions.

Policy 23.2 Parking Areas and Garages. Minimize the visibility of parking areas and garages.

Policy 23.3 Landscaped Setbacks and Walkways. Provide appropriate setbacks, consistent with the surrounding neighborhood, along the street frontage and where there are setbacks, ensure adequate landscaping is provided.

Policy 23.4 Development Transitions. Ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.

The design characteristics of the surrounding establishments along the street should be taken into account in the final project proposal. In particular, the auto-oriented nature of the street around the project area will be considered when the project is reviewed by the Design and Historic Preservation staff.

The preliminary project site plan shows a detailed landscaping, parking, and circulation plan for the site. The landscaping appears to be adequate for the site in relation to other developments along the street. The site plan also includes outdoor dining areas, which are not featured in the existing restaurant. Outdoor seating oriented towards the street is highly encouraged to provide more attractive amenities for pedestrians. A re-orientation of the driveway to place the outdoor dining area directly adjacent to the sidewalk would be even more conducive to an active streetscape. Specifically the placement of the seating at the corner of East Colorado Blvd and Berkeley Ave increases the pedestrian accommodation of the site. These areas should take into consideration pedestrian safety, ease of access, and compatibility with other site features like parking and drive-through lanes. The project would promote continued economic opportunity and bring new activity to the site. Proposed building improvements would encourage upkeep of the buildings, thereby reducing the risk of deterioration by neglect. If the outdoor dining area cannot be re-oriented to be adjacent to the street, then landscaping that screens the vehicles from the sidewalk would be preferable. Shade trees along the property line would also serve to improve the pedestrian experience along the sidewalk and the seating area.

Specific Plan:

The project site is located within the East Colorado Specific Plan area, ECSP-CG-4: Route 66 Area, which is intended to implement the East Colorado Specific Plan by balancing and optimizing economic development, historic preservation, and the maintenance of local community culture, as well as to promote a vibrant mix of land uses, a unified streetscape, and a series of distinctive



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"places" along the boulevard and improve the appearance, function, and urban ambiance of East Colorado Boulevard.

The proposed use has a low density that contributes to the auto-oriented land uses of businesses in the surrounding area, some of which include two tire retail businesses, an auto retail business, and another fast food drive through establishment across the street. The proposed project fits within the general land use and design guidelines for the existing East Colorado Specific Plan. Specifically, the proposed setback landscaping, parking screening design, and driveway sharing design features are consistent with the inclusions in the Route 66 section of the specific plan. There may need to be revisions made to the final proposal to improve pedestrian access to the establishment (with building entry re-oriented towards Colorado Blvd), as is encouraged in the plan.

Please note that the City is currently undergoing a comprehensive update of all existing specific plans, including the East Colorado Specific Plan, as well as the Zoning Code provisions that relate to the specific plan areas. The program has recently completed the third round of outreach presenting draft regulations and standards. The applicant is encouraged to visit the East Colorado virtual open house at <https://ourpasadena.consultation.ai/eastcolorado/> for more information as this effort could potentially result in changes to the existing goals, policies, and development standards that are applicable to the subject property.

Master Development Plan:

The subject property is not located in a Master Plan area.

Planned Development:

The subject property is not located in a Planned Development area.

Neighborhoods:

Council District 7

Councilmember: Andy Wilson

City Council Liaison: Pam Thyret

Estimated Fees:

Community Planning does not anticipate any fees given the project application information.

CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Jayme Filippini

Email: jfil-contractor@cityofpasadena.net

Comments pending.



CURRENT PLANNING SECTION:

Plan Reviewer: Katherine Moran

Phone: (626) 744-6740

Email: kmoran@cityofpasadena.net

General Comments:

The information provided below is general due to the general content of the information submitted. In addition to the comments provided below, staff recommends the applicant thoroughly review each of the Zoning Code sections noted below.

Although plans are preliminary in nature, comments provided herein are intended to alert the applicant of applicable zoning standards and required entitlements. 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.

Project Site:

The project site is approximately 46,832 square feet and consists of six parcels, APNs: 5747-017-029, 5747-017-030, 5747-017-031, 5747-017-041, 5747-017-043, 5747-017-056. The parcels will require a Certificate of Exception in order to consolidate the lots and develop the project on one site. The site maintains frontage along South Greenwood Avenue, South Berkeley Avenue, and East Colorado Boulevard.

Lot Size

The plans submitted indicate that the site measures 46,832 square feet square feet in area and consists of six parcels.

Please provide a survey of the property with property lines dimensioned to clarify the existing and proposed lot sizes. Please indicate the property line and corresponding dimension for each parcel located within the project site. The project site will require a Certificate of Exception and Certificate of Compliance to legally consolidate the parcels for development.

Zoning District

The subject site is located within the ECSP-CG-4 (East Colorado Specific Plan, Commercial General Specific Plan, Sub-area 4 (The Route 66 area)) zoning district. Therefore, shall meet the requirements, including, but not limited to Chapter 17.31 of the Zoning Code. This subdistrict is intended to promote a vibrant mix of land uses, a unified streetscape, and a series of distinctive "places" along the Boulevard. Please refer to the [East Colorado Specific Plan](#) for concepts and guidelines applicable to this area of the City.

General Plan Designation ([Land Use Diagram](#), [Land Use Element](#))

The site is designated Low Mixed Use (0.0-1.0 FAR, 0-32 du/acre) in the Land Use Diagram of the General Plan. Refer to the Community Planning comments for additional information and the Land Use Element of the General Plan.



Applicable Zoning Sections

Staff advises that in addition to the comments below, the applicant should thoroughly review the Zoning Code, Municipal Code and each chapter/section specified.

- [Title 17](#) – Zoning Code
- [Chapter 17.31](#) – East Colorado Specific Plan
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Chapter 17.50](#) – Standards for Specific Land Uses
- [Chapter 17.80](#) – Glossary
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance

Project Description

The applicant proposed to demolish the existing 10,078 square-foot restaurant building and construct a new 3,879 square-foot formula fast-food restaurant with outdoor dining areas and a drive-through on the existing 46,832 square-foot project site. The project would provide 45 parking spaces and 29 queuing spaces to serve the restaurant. The application lists the proposed hours of operation as 10:30 a.m. to 1:00 a.m. Monday through Thursday and 10:30 a.m. to 1:30 a.m. Friday and Saturday.

East Colorado Specific Plan – General Development Standards ([PMC §17.31.050](#))

The proposed Drive-through business - Restaurant shall require a Conditional Use Permit and is subject to the development standards provided in Section 17.31.050; in addition to all other applicable standards in [Section 17.50.090 \(Drive –Through Businesses\)](#).

Nonresidential projects shall comply with the following:

Setbacks ([PMC §17.31.050](#), [§17.40.160](#)):

The Zoning Code Glossary defines a setback as “The distance by which a structure, parking area or other development feature must be separated from a lot line, easement, other structure or development features. If a street dedication is required, then the setback requirement shall be measured from the revised property line after the dedication.”

Should land be dedicated to the City for sidewalk or landscape area, as identified in the Public Works comments provided on page 23, respectively, the setbacks shall be measured from the revised property line after the land dedication.

The setbacks for the project site where the proposed development is proposed is as follows:

- Front: Fixed five-foot setback required. The required five-foot setback shall be landscaped. Additional front or corner yard setbacks are allowed only to create space for streetside plazas, patios, and building entrances.



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Front Lot Line is defined as the shortest line of a lot that is abutting a street line. The lot lines of a double-frontage lot that are abutting street lines shall be front lot lines.

The lot line adjacent to Greenwood Avenue is the shortest lot line abutting the street line and shall be classified as the front lot line. As proposed, the plans do not demonstrate compliance with the fixed five-foot setback. A Variance would be required to deviate from the required, fixed five-foot setback.

The lot line adjacent to South Berkeley Avenue, the frontage opposite of Greenwood Avenue, shall classify the lot as a double frontage lot. Therefore the lot line adjacent to South Berkeley Avenue shall abide by the fixed five-foot front setback requirement. The proposed setback along South Berkeley Avenue is 55 feet. A Variance would be required to deviate from the required, fixed five-foot setback.

- **Corner-side:** Fixed five-foot setback required. The required five-foot setback shall be landscaped. Additional front or corner yard setbacks are allowed only to create space for streetside plazas, patios, and building entrances.

Corner Lot Line is defined as a street lot line that is not a front lot line. East Colorado Boulevard is classified as the corner lot line. As proposed, the plans demonstrate a fixed five-foot setback from the street frontage along East Colorado Boulevard, and therefore appears to be in compliance.

- **Interior Sides:** Minimum 15 feet and shall not project within the encroachment plane (17.40.160.D.3) when adjacent to an RS or RM zone unless the adjacent lot is a PK overlay which is used for parking.

Side Lot Line is defined as a lot line that is not a front or rear lot line. The two interior lot lines (southern and south-east property lines) shall be classified as side lot lines. The plans provided demonstrate a minimum 15-foot interior-side setback, and therefore appear to be in compliance.

See also [Section 17.40.160](#) for setback measurement, allowed projections into setbacks, and exceptions to setbacks.

Height Limit ([PMC §17.31.050](#), [§17.40.060](#))

The maximum height shall be 45 feet.

The plan identifies the maximum height of 23'-0". The elevation plans do not provide the height as measured from the existing grade. The maximum allowable height of a structure is measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure. The highest point of the structure is considered its highest ridge or parapet.

For future submittals, please call-out the "existing grade" on the elevation and section plans, and show the proposed height as measured from the lowest elevation of the existing grade at an exterior wall of the structure to the top of the parapet.



Building Entries ([PMC §17.31.050](#))

For parcels with frontage on Colorado Boulevard, a building or storefront entry shall be oriented to Colorado Boulevard. A minimum of 50% percent of the street façade to a height of eight feet must be visually transparent window display. The Director may waive these requirements if they result in practical difficulties.

In future submittals, please provide the proposed percentage of visually transparent window display where applicable and demonstrate compliance.

Limited Hours of Operation ([PMC §17.40.070](#))

If located within 150 feet of a residential zoning district, the proposed use may only operate between the hours of 7:00 a.m. and 10:00 p.m. by right; and between the hours of 10:00 p.m. and 7:00 a.m. subject to the issuance of a Conditional Use Permit.

The project is located adjacent to an RM-32-PK zoning district that contains residential uses. The application lists the proposed hours of operation as 10:30 a.m. to 1:00 a.m. Monday through Thursday and 10:30 a.m. to 1:30 a.m. Friday and Saturday. As proposed, the project would require the approval of a Conditional Use Permit to extend the hours of operation beyond 10:00 p.m.

Outdoor Lighting ([PMC §17.40.080](#))

Exterior lighting on private property shall comply with the requirements of this Section. Refer to requirements for any exterior lighting proposed.

In future submittals, plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a photometric survey.

Reflective Surfaces ([PMC §17.40.110](#))

For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street.

Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

Refuse Storage ([PMC §17.40.120](#))

The site is subject to requirements specific to location, trash and recycling area, enclosure materials, minimum height and clearance, doors, maneuvering space, pavement, accessibility for refuse storage are discussed in the Zoning Code.

The plans indicate a proposed location of the required refuse storage facilities. For future submittals, please provide information to show compliance with the requirements in Section 17.40.120, as referenced above.



Screening ([PMC §17.40.150](#))

All new exterior mechanical equipment, except solar collectors, shall be screened or located out of view from public rights-of-way. At a minimum, screening materials shall have evenly distributed openings or perforations not exceeding 50 percent of surface area and shall effectively screen mechanical equipment. In addition, aboveground utility meters shall not be located between the building occupancy and a street property line. Refer to Section 17.40.150 for additional requirements.

Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a line of sight exhibit.

Fences and Walls ([PMC §17.40.180](#))

The maximum height of a wall or fence within the commercial and industrial zoning districts, shall comply with this Section. For all new projects abutting a residential zoning district, required setbacks abutting residential zoning districts shall be enclosed by a solid concrete or masonry wall at least seven feet in height. The maximum height of a wall or fence shall be eight feet. The height of the wall or fence shall step down to four feet when located within five feet of the street property line(s).

Please include the necessary details and dimensions in future submittals in order to determine compliance with applicable standards.

Underground Utilities ([PMC §17.40.190](#))

The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the site in compliance with the requirements of this Section.

Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

Landscaping ([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 an application for any necessary land use entitlement. The preliminary landscape plan shall meet the purpose of this Chapter by exhibiting a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. Preliminary landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. Landscaping shall be a combination of trees, shrubs, groundcover and turf. All areas not devoted to building coverage, walkways, or driveways shall be landscaped. Refer to the Chapter for additional requirements.



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Please note, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELo). Additional information regarding compliance is available on the City's website, www.cityofpasadena.net/planning/water-efficient-landscape-ordinance/.

Tree Retention, Removal and Protection ([PMC §17.44.090](#), [17.44.100](#), [8.52](#))

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

In addition, street trees shall not be removed without first obtaining permission from the Department of Public Works. The City's Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly exempted. When removal is absolutely necessary, trees shall be replaced in a manner consistent with the prevailing pattern on the street, as determined by the Department of Public Works. Refer to comments from the Public Works Department.

To demonstrate tree protection (on-site, off-site, street trees), the applicant shall provide a tree protection plan as part of any land use entitlement. The City requires that protected trees be preserved through a tree protection plan that adheres to tree protection guidelines (available upon request). In general, the root protection zone 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. Plans should provide a level of detail that demonstrates compliance with these standards where applicable (e.g. tree protection plan).

Tree No. 12 appears to potentially be protected. A higher level of detail is required to confirm this. A tree protection plan shall be required for all street trees and any protected trees on private property. Please submit the necessary tree information in all future submittals.

Basic Requirements for Off-Street Parking and Loading – Location and Ownership ([PMC §17.46.020](#))

Required nonresidential parking may be located off-site from the use which it serves, subject to the approval of the Zoning Administrator of a lease agreement providing that the off-site parking shall be available when the use commences and continuing so long as the use is in effect. A Certificate of Occupancy for the use shall not be issued until the lease has been recorded with the County Recorder and a copy filed with the Zoning Administrator.



Depending on the number of required parking spaces for the proposed use in conjunction with the amount of parking provided on site, this Section may be applicable. If applicable, a lease agreement for off-site parking may be required for this project. See discussion under "Number of Off-Street Parking Spaces Required" for more detail.

Number of Off-Street Parking Spaces Required ([PMC §17.46.040, Table 4-6](#))

Table 4-6 identifies the minimum number of required parking spaces by land use category, including residential and non-residential uses.

Restaurants, With Drive-Throughs: The minimum parking requirement for a Restaurants, With Drive-Throughs is 10 spaces per 1,000 square feet of gross floor area, including any outdoor dining area not located in the public right-of-way (e.g., sidewalk); plus queue lanes for at least five cars for drive up service. However, all restaurants proposing drive-through facilities shall submit a study to determine if longer queuing lanes shall be required by the Zoning Administrator.

The provided plans demonstrate 3,885 square feet of indoor dining area and 36 seats outdoor. As proposed, the project provides 45 parking spaces and 29 queuing spaces in the drive through. The project will require a queuing study for the drive-through.

At this time, there is not enough information to determine if the provided number of parking spaces is compliant. The site plan does not indicate the dimensions or aggregate square footage area of the outdoor dining patios. In future submittals, please provide the dimensions and aggregate square footage of the outdoor dining area in order to determine the total parking required for the restaurant.

Compact Parking Spaces Prohibited ([PMC §17.46.090](#))

Compact parking spaces shall not be allowed anywhere in the City.

It does not appear that compact spaces are proposed, but the dimensions are not shown on the plans to confirm. Please keep this prohibition in mind as the projects progresses through the applicable entitlement and building permit processes.

Dimensional Requirements ([PMC §17.46.110](#), [17.46.120](#), [17.46.130](#))

Parking spaces shall measure a minimum of 8.5 feet wide by 18 feet deep. An additional width of one foot shall be provided for each parking space the length of which is contiguous to a fence, structure, wall, or other obstruction. However, if columns are set back away from the aisles, the one-foot additional width required may be lessened three inches for each foot the columns are set back from the aisles.

At the end of an aisle providing access to a parking space perpendicular to the aisle, the aisle shall extend two feet beyond the side of the last parking space in the aisle.

The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). Parking spaces shall be double-striped. Please refer to the Sections listed for additional requirements.



All plans submittal for subsequent reviews must provide the sufficient level of detail needed to demonstrate compliance with these standards, where applicable.

According to the submitted plans, it appears the parking stalls and aisle widths are generally in compliance. However, on all future submittals please include dimensions for all parking spaces. Please also demonstrate that the parking stalls will be double-striped, as well as numbering all stalls and/or identify counts by row.

Parking Access from Street ([PMC §17.46.140](#))

All spaces in a parking facility shall be accessible without reentering a public right-of-way.

As proposed, the project is in compliance with this standard.

Driveway Design, Widths, and Clearances ([PMC §17.46.150](#))

The width of each driveway shall comply with the minimum requirements of this Section and also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. The minimum width for nonresidential uses with 15 or more parking spaces is 12 feet for a one-way drive and 20 feet for two-way drive.

As proposed, the project is in compliance with this standard.

Driveway Visibility ([PMC §17.46.170](#))

A view corridor shall adjoin both sides of a driveway crossing a street property line. The view corridor shall be a minimum depth of five feet at the edge of the driveway and a width measured on both sides of the driveway of 50 feet, or the distance to the intercepting property line, whichever is less. The view corridor shall not be blocked between a height of 2.5 feet and seven feet. At least 50 percent of the view corridor shall be landscaped.

Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

Parking Lot Landscaping ([PMC §17.46.230](#))

For lots with more than 150 feet of street frontage, the minimum perimeter landscaped area shall be 10 feet in width. Landscaping materials shall be provided throughout the parking lot area using an appropriate combination of trees, shrubs, and ground cover. Drought-tolerant landscape materials shall be emphasized in compliance with Chapter 17.44 (Landscaping). Parking lot landscaping shall be located so that pedestrians are not required to cross landscaped areas to reach building entrances from parked vehicles. This should be achieved through proper orientation of the landscaped fingers and islands.

At least one tree for every four vehicle parking spaces required/provided shall be planted and evenly distributed throughout the parking lot. Clustering of trees may be required by the Zoning Administrator or Design Review Authority in order to create a desired landscape



character. Parking lots shall include trees intended to provide shade. The selected trees shall be from an approved list provided by the Department. The trees shall be provided so that the shade canopies will be achieved within a minimum of 10 years after planting. All trees within the parking area shall be a minimum of 15-gallon size at planting. However, larger trees (e.g., 24-, 36-, and 48-inch box) may be required by the Zoning Administrator.

Trees shall be in planters located throughout the parking area. In order to be considered within the parking area, trees shall be located in planters that are bounded on at least three sides by parking area paving. Planters shall have a minimum interior dimension of five feet and be of sufficient size to accommodate tree growth. All ends of parking lanes shall have landscaped islands. This requirement may be modified by the Zoning Administrator.

Areas containing plant materials shall be bordered by a concrete curb at least six inches high and six inches wide and provided with an automatic irrigation system installed and maintained in compliance with [Chapter 17.44](#) (Landscaping). Alternative barrier designs may be approved by the Zoning Administrator.

To increase the parking lot landscaped area, a maximum of three feet of the parking stall depth may be landscaped with low-growth, hardy materials in lieu of paving, allowing a three-foot bumper overhang while maintaining the required parking dimensions. Utilization of the bumper overhang concept shall not allow a vehicle to extend into or over a pedestrian walkway or vehicle access driveway. The additional landscaped area is considered part of the parking space and shall not be counted towards satisfying parking lot landscaping requirements.

All parking lot landscaped areas shall be planted, irrigated, and properly maintained in compliance with [Chapter 17.44](#) (Landscaping).

A preliminary landscape plan shall be submitted as part of the application for any necessary land use entitlement. The preliminary landscape plan shall meet the purpose of this Chapter by exhibiting a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. Preliminary landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. Landscaping shall be a combination of trees, shrubs, groundcover and turf. All areas not devoted to building coverage, walkways, or driveways shall be landscaped. Refer to the Chapter for additional requirements.

The project site has more than 150 feet of street frontage and is required to provide a 10-foot perimeter landscape buffer around the entire parking lot. As proposed, the southern portion of the property does not appear to comply with the required 10-foot landscape buffer. In addition, the site plan shall indicate new trees which will be dependent on the revised number of parking spaces (compliant with the future. For future submittals, the plans shall provide a level of detail in compliance with all applicable parking lot landscaping standards.



Loading Spaces ([PMC §17.46.260](#))

The number of loading spaces required are determined by the use and total gross floor area. The requirement for restaurants uses of a gross floor area of up to 20,000 square feet, one loading space is required. For projects with over 3,000 square feet of gross floor area, the first loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance. The minimum turning radius shall be 25 feet for a loading space of 10 feet or less in width, and 45 feet for a loading space of over 10 feet in width. Loading spaces or areas shall not be located in required setbacks. Required loading spaces shall be on the site of the use or on an adjoining site. Please review Section for additional requirements.

*The plans do not identify loading spaces. On future submittals, demonstrate that **one** loading space meeting all applicable requirements is provided.*

Paving ([PMC §17.46.300](#))

All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.

Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

Bicycle Parking ([PMC §17.46.320](#))

Bicycle parking facilities shall be provided for any new structure, or addition to any existing structure that exceeds 15,000 square feet in gross floor area. Bicycle parking facilities shall be provided in compliance with the following table:

Type of Use	Min. No. of Bicycle Parking Spaces Required
All nonresidential structures less than 15,000 square feet	Four parking spaces (all Class 2)

The plans provided do not identify any bicycle parking spaces. For future submittals, please demonstrate compliance with the bicycle parking requirements of the Section linked above.

Signs ([PMC §17.48](#))

Any signs proposed are subject to this Chapter, where applicable. Depending on the number of signs proposed, a Master Sign Plan and Design Review may be required.

Plans do not provide any detailed information regarding signs. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

Drive-Through Businesses ([PMC §17.50.090](#))

A fast food or formula fast food restaurant with drive-through service shall not be closer than 500 feet from the following uses: a park and recreation facility; a public or private school; or



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another fast food or formula fast food restaurant with drive-through service. The distance requirement shall be measured from site-to-site.

In addition to the standard application requirements for a Conditional Use Permit, an applicant for a restaurant with a drive-through business shall submit a litter clean-up plan, a parking and circulation plan, and a site plan that includes: driveway locations, placement of audible equipment (if this type of equipment will be used), landscaping, light standards, sign locations, and trash enclosures. A litter clean-up plan shall address litter clean-up on-site and off-site and shall include, but not be limited to, a litter pick-up schedule and a map of the clean-up area.

The approval of a drive-through business shall require that the review authority first make all of the following findings, in addition to those required for a Conditional Use Permit by Section 17.61.050: The proposed parking and circulation plan will provide adequate area for safe queuing and maneuvering of vehicles, and the site design will provide adequate buffering of the use from adjoining land uses; and

The proposed location of the drive-through business will not result in adverse impacts upon the vicinity after giving consideration to a litter clean-up plan, the hours of operation, and the site plan.

The proposed drive-through business is located within 500 feet from another fast food restaurant with drive-through service (Taco Bell located at 1953 East Colorado Boulevard). The project would require approval of a Variance from the 500-foot separation requirement from another drive-through in addition to the Conditional Use Permit required for the drive-through component. On future submittals, please demonstrate compliance with all applicable development standards.

Restaurants and Fast Food Restaurants ([PMC §17.50.260](#))

Outdoor dining areas shall be defined by landscaping or other barriers approved by the Zoning Administrator. Fast food restaurants and restaurants with exterior take-out windows shall have the business name printed on all disposable containers and napkins.

Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

Entitlements and Process

Based on the scope of proposed project, a discretionary application from Current Planning - Zoning Division is required for this project. At the minimum, the proposed project will require the following review processes:

1. **Certificate of Exception (Lot Line Adjustment):** Submittal of a Certificate of Exception is required to consolidate the six parcels into one parcel. The Hearing Officer will also be the decision making body for the Certificate of Exception, if submitted concurrently with the CUP and any additional entitlement applications found necessary.
2. **Certificate of Compliance (Legal Lot):** Submittal of a Certificate of Compliance is required to consolidate the six parcels into one parcel. The Hearing Officer will also be



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the decision making body for the Certificate of Compliance, if submitted concurrently with the CUP and any additional entitlement applications found necessary.

3. **Conditional Use Permit:** A Conditional Use Permit is required for the proposed use of Drive-through Businesses - Restaurants. The Conditional Use Permit must be reviewed by the Hearing Officer.
4. **Conditional Use Permit:** A Conditional Use Permit is required for the proposed extended hours of operation beyond 10:00 p.m. for a business within 150 feet of a residential zoning district. The Conditional Use Permit must be reviewed by the Hearing Officer.
5. **Variance:** A Variance is required to deviate from the required 500-foot separation distance from another restaurant with a drive-through service.
6. **Minor Variance:** A Minor Variance is required to deviate from the fixed five-foot setback along the front lot line (Greenwood Avenue) is required.
7. **Minor Variance:** A Minor Variance is required to deviate from the fixed five-foot setback along the front lot line (double frontage/South Berkeley Avenue) is required.

Environmental Review ([PMC §17.60.070](#))

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

The proper environmental review will be determined upon submittal of the formal application for the first required entitlement. Supplemental technical environmental studies for Transportation Impact Analysis, Air Quality, and Noise and Vibration Analysis (at cost) may be required as part of the environmental review.

Mitigation/Condition Monitoring

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



Climate Action Plan (CAP)

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

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

Estimated Fees (FY2021) ([PMC §17.60.050](#))

Although no Zoning Code-related entitlements are requested at this time, the following application fees are provided as a courtesy:

- Conditional Use Permit for Drive-Through: \$5,419
- Combination Permit for Conditional Use Permit (Extended Hours of Operation): \$329
- Combination Permit for Certificate of Exception (Lot Line Adjustment): \$329
- Combination Permit for Certificate of Compliance (Legal Lot): \$329
- Combination Permit for Variance (500-Foot Separation): \$329
- Combination Permit for Minor Variance (Front Setback -Greenwood Avenue): \$329
- Combination Permit for Minor Variance (double frontage/South Berkeley Avenue): \$329
- Records Management Fee: 3% added to total application fees
- Public Hearing Notice Board: \$12 (fee charged per board)
- Environmental Study/Reviews: At cost

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2021.

DESIGN & HISTORIC PRESERVATION:

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

HISTORIC PRESERVATION REVIEW:

Pursuant to Pasadena Municipal Code (PMC), Section, 17.62.080(A), if a project proposes demolition or a major project affecting a building, site, object or structure that is 45 years or older, submittal of an application for Historic Resource Evaluation is required to determine if the property is a historic resource and, therefore, the requirements of PMC Section 17.62.090 will apply to the project.



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Records indicate the existing restaurant building was constructed in 1979, with additions made in the mid-1980s. The remainder of the site consists of surface parking. With these conditions known, the property is not older than 45 years old, and therefore does not require a Historic Resource Evaluation for its proposed demolition.

DEMOLITION WITHOUT A BUILDING PERMIT FOR A REPLACEMENT PROJECT:

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

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

DESIGN REVIEW

Pursuant to Pasadena Municipal Code (PMC), Section 17.61.030, Table 6-3, design review is required for new construction of projects in the East Colorado Specific Plan (ECSP) area for structures that are 5,000 square feet or larger.

The project plans identify the proposed construction of the new drive-through In-N-Out restaurant with an overall size of 3,879 square feet. At this size, the project does not meet the criteria under Table 6-3; therefore, design review is not required.

ECONOMIC DEVELOPMENT:

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

No comments provided.

FIRE DEPARTMENT:

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

These requirements are based on the 2019 Title 24 and are subject to change based on when the building and fire plans are submitted for review and permits.

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



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

Fire Department Fire Sprinkler Connections: Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.
- (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
- Shall be clearly labeled to indicate FDC for Fire Sprinklers.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
- Approved protective vehicle bollards are to be installed when fire appliances are subjected to physical damage.
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or Krylon.

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

FIRST SOURCE LOCAL HIRING:

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

No comments provided.

HEALTH DEPARTMENT:

Plan Reviewer: Carly Williams
Phone: (626) 744-6061
Email: cwilliams@cityofpasadena.net

Plan submittal to the Health Department will be required for the construction of a food facility. All food and beverage facilities must comply with PMC 8.12 and the California Retail Food Code. Refer to the Plan Check Construction Guidelines; this document provides an overview of the plan check process and an outline of the structural requirements that the California Retail Food Code requires for all retail food facilities.

Food facilities shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC 8.78). Smoking in outdoor public areas is prohibited throughout the City of Pasadena. Refer to the following link for more information:

- 8.78.071 – [Prohibition of smoking in certain outdoor public places](#)



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HOUSING DEPARTMENT:

Plan Reviewer: Jim Wong

Phone: (626) 744-8316

Email: jwong@cityofpasadena.net

This project does not include housing, therefore it is exempt from Inclusionary Housing Requirements. The project does not entail the demolition of existing housing units, therefore the Tenant Protection Ordinance is not applicable.

DEPARTMENT OF PUBLIC WORKS:

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

Email: ywu@cityofpasadena.net

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.



Public Improvements:

The applicant shall comply with any applicable Department of Transportation conditions in regards to public right of way.

All new utility trenches shall be designed along the frontage of Berkeley Avenue only. Excavations in the street for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

The applicant shall demolish existing and construct the following public improvements along the subject development frontages of Berkeley Avenue and Greenwood Avenue, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. The existing concrete sidewalk is four feet wide along Berkeley Avenue; the applicant shall remove and replace with a 5-ft wide concrete sidewalk. Any proposed closure of the existing drive approach shall be replaced with standard sidewalk and curb and gutter, with parkway to match existing. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

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

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.

If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights,



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including new LED lights, conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.

The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted and will be based upon the estimated cost to the department for the work. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.

The existing curb ramp the southwest corner of Berkeley Avenue and Colorado Boulevard is in compliance with current standards. No further upgrade is required unless it is damaged by construction from the development.

Drainage:

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

Existing City Tree Protection:

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

To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>

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

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

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

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect



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

Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 6' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.

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

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

Right-of-Way Guarantee Deposit:

In order to ensure that the developer maintains a clean and safe site during the construction phase of development, the applicant shall place a \$10,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit 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, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.



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 scheduled online through the City website.

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.

In addition to the above conditions, the requirements of all applicable Pasadena Municipal Code (PMC) will apply and be implemented during the corresponding plan review and permitting. They may include but not limited to:

- Sidewalk Ordinance - Chapter 12.04
- Sewer Facility Charge – Chapter 4.53
- Residential Impact Fee – Chapter 4.17
- City Trees and Tree Protection Ordinance - Chapter 8.52
- Construction and Demolition Waste Ordinance - Chapter 8.62
- Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100

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



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General Fee Schedule. For more information, please contact Yannie Wu-Bowman at 626-744-3762.

DEPARTMENT OF TRANSPORTATION:

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

The Department of Transportation received an application for the demolition of an existing restaurant and the construction of a proposed In N Out restaurant with drive thru.

The following conditions are in response to the plan application review and intended to be preliminary, are general in nature, and are to be used as points of general discussion. The following preliminary conditions are what would be required, at minimum:

Transportation Analysis: Trip generation rates at three existing In N Out restaurants shall be determined to estimate the daily and peak hour trip generation rates specific for this land use. With this information a Category 1 transportation analysis shall be prepared for this project to determine the anticipated traffic it may bring to the street network. When the applicant is ready to proceed, they shall contact the Department of Transportation, attention: Conrad Viana to begin the invoice process.

Appropriate traffic impact measures will be determined in conjunction with Public Works' street improvements and dedications.

Queuing Analysis: A queuing analysis at three existing In N Out restaurants, including the existing In N Out restaurant located at 2114 East Foothill Blvd, will be required to determine the minimum on-site vehicle stacking length required.

Public Outreach: The applicant shall develop a targeted traffic management plan with input from the affected residents, Council Districts and DOT to discourage intrusion of residential streets by project traffic to-and-from the project site. DOT encourages the applicant to begin the process immediately.

On-site Traffic Operations: The development shall have designated staff to provide on-site operations to control and monitor the traffic in and out of the development to prevent queuing conflicts onto public right-of-way, neighboring businesses, and bus operations. Restaurant staff should discourage motorists from blocking the adjacent public streets and driveways to access the development. DOT reserves the right to re-evaluate the traffic operations of this development and recommend improvements to the on-site traffic operations after construction if the on-site traffic control operations present any conflicts to public right-of-way.

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

- Colorado Boulevard is classified as a City Connector and observed as a Commercial – Suburban. The existing Colorado Boulevard sidewalk width is 15' wide and shall be maintained.



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- Greenwood Avenue is classified as an Access Road. The existing Greenwood Avenue sidewalk width is 10' wide and shall be maintained.
- Berkeley Avenue is classified as an Access Road. The existing Berkeley Avenue sidewalk width is 10' wide and shall be maintained.
- The existing southwest corner radius at the Berkeley Avenue at Colorado Boulevard intersection is 15' and shall be maintained.

Colorado Boulevard Driveway: The proposed project driveway located on Colorado Boulevard shall restrict westbound left turn traffic movements into the site. Appropriate signage shall be installed prior to the issuance of the Certificate of Occupancy.

Entry Gate(s): The current plans do not show gates at the driveways. Further review will be required if parking lot entry gates are proposed.

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

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.

Site access: DOT shall monitor the management of traffic to and from the site for up to 12 months following the issuance of the project's Certificate of Occupancy to track and document the efficiency of traffic to and from the development. If traffic becomes an issue, the City shall use collected funds to install a "No Left Turn" sign with post that will prohibit project outbound left turns into Greenwood Avenue.

Deposit: \$600*

* The deposit, subject to partial refund or additional billing, shall be collected prior to the issuance of the first permit for construction (demolition or building).

Transit: In order to maintain the transit route schedule, the proposed project shall not interfere with bus operations (this includes, but is not limited to, building overhangs, awnings, landscaping, drive-through queue, etc.) including the effective loading and unloading of transit passengers on Colorado Boulevard during and after construction.

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

- The development shall fund the purchase and installation of a real-time bus arrival device along the southwest side of Colorado Boulevard and Allen Avenue within the existing bus zone at the Colorado Boulevard and Allen Avenue intersection.
(BusFinder - \$5,500)



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- The development shall fund the purchase and installation of a real-time bus arrival device along the northwest side of Colorado Boulevard and Allen Avenue within the existing bus zone at the Colorado Boulevard and Allen Avenue intersection.
(BusFinder - \$5,500)

With the funds collected, the City will be responsible for the purchase and installation of the transit amenities. For more information, please contact the Transit Division at (626) 744-4055.

Traffic Operations: To reduce project vehicular trip impact and improve circulation in the project vicinity, the project shall install the following improvements:

1. At the intersection of Berkeley Avenue and Colorado Boulevard, the project shall:
 - a. install a video detection system for traffic management
 - b. install accessible pedestrian signal (APS) devices at all approaches of the intersection
2. At the Allen Avenue at Colorado Boulevard intersection, a CCTV camera shall be installed for performance monitoring

The applicant shall coordinate the implementation of the improvements with the Pasadena Traffic Division at (626) 744-8723.

Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new retail development square feet.

**WATER & POWER DEPARTMENT -
POWER DIVISION**

Plan Reviewer: Eduard Avakyan
Email: eavakyan@cityofpasadena.net

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development located at 1978 E Colorado Blvd.

- Owner/developer shall provide a private property transformer vault or pad located closest to the street. The size of the transformer vault will vary depending on the size of the electrical service.
- 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 to the property line at the owner/developer's



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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. If there are no conduits available in the street, new conduits will be installed at the owner's expense.
 - Owner/developer shall install transformer service equipment, and secondary service conduits within the development area.
 - Department shall install electrical service transformers, cables, and electric meters.
 - All Department installation costs shall be paid by the customer and are included in the cost.
 - Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.
 - Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
 - Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
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 SERVICES - ENGINEERING**

Plan Reviewer: Natalie Ouwersloot

Phone: (626) 744-7011

Email: nouwersloot@cityofpasadena.net

Water Mains:

Pasadena Water and Power (PWP), Water Division can serve water to this project. The following water mains serve the property:

- 24-inch cast iron water main in Colorado Boulevard installed under Work Order 2508 in 1930. This water main is located approximately 19 feet north of the south property line of Colorado Boulevard.
- 8-inch ductile iron water main in Berkeley Avenue installed under Work Order 2723 in 2007. This water main is located approximately 15 feet east of the west property line of Berkeley Avenue.

6-inch cast iron water main in Greenwood Avenue installed under Work Order 3580 in 1940. This water main is located approximately 19 feet east of the west property line of Greenwood Avenue.

Moratoriums:

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

Water Pressure:

The approximate water pressure at this site is 75 - 80 psi.

Water Service:

PWP records reflect that there are two water services serving this property:

- 2-inch domestic brass service (#3170) from Colorado Boulevard installed in 1978.

6-inch fire service (#47088) from Berkeley Avenue installed in 2007.

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. 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.

Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly.

Water Division Requirements:

- Water lines are not permitted to cross lot lines to serve adjoining lots without a utility easement; the Pasadena Water Division shall approve all proposed easements.



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- 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.

Cross Connection Requirements for Domestic Services:

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

An administrative fee of \$180.94 will be charged for each backflow prevention assembly installed.

Cross Connection Requirements for Fire Service:

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



Choose from one of the below listed options and incorporate into the fire sprinkler plans.

Option 1:

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

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

Option 2:

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

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

The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 20-feet of the property line on private property. Reference Water Division Plan Check for certification and registration.

All Other Cross Connection Requirements:

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

Fire Flow and Fire Hydrants:

The Pasadena Fire Department (PFD) has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer.

There are two fire hydrants in close proximity to the project site.

- Fire hydrant 917-11 is located on the southwest corner of Colorado Boulevard and Greenwood Avenue.
- Fire hydrant 917-4 is located on the southwest corner of Colorado Boulevard and Berkeley Avenue.

There are no current fire flow tests available for these hydrants. If you would like to request a fire flow test, please contact Linette Vasquez at (626) 744-7064.



Fire Hydrant Details:

