

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



# PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

## PREDEVELOPMENT PLAN REVIEW COMMENTS

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

**Project Number:** PPR2020-10002 **Date:** September 24, 2020

**Project Address:** 758 S. Fair Oaks Ave (5720-003-016)  
766 S. Fair Oaks Ave (5720-003-018)

**Project Description:** To allow the demolition of an existing one-story, 18,250 square-foot commercial building and surface parking lot, to facilitate the construction of a new 100,285 square-foot, four-story medical office building with two levels of subterranean parking providing 183 parking spaces.

**Applicant:** Thai Dinh, Mascari Warner Dinh Architects  
**Phone:** 619.990.6729  
**Email:** tdinh@mascariwarnerdinh.com

**Case Manager:** Beilin Yu, Senior Planner  
**Phone:** 626.744.6726  
**Email:** byu@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:	<input type="checkbox"/>
<b>Presentation to the City Council required:</b>	<input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> , not applicable.

DEPARTMENT / DIVISION	PAGE
Building Division - Addressing	2
Building & Safety Division	2
Community Planning	3
Cultural Affairs Division	8
Current Planning	9
Design & Historic Preservation	24
Development	27
Fire	27
First Source Local Hiring	27



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

Health	28
Housing	28
Public Works	28
Transportation	36
Water & Power, Power Division	38
Water & Power, Water Division	39

---

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

**General Comments:** The addresses for the proposed new four story medical office building with two levels of underground parking are: 772, 776 and 786 S. Fair Oaks Avenue. If the entire building is occupied by one company and tenant spaces are not leased out, suite assignments are not required. If the floors are split up with commercial tenant spaces intended to be leased out suite assignments will be required. If tenant spaces are leased out, commercial tenant space numbering will be; each tenant space will be assigned a suite number, (example: 101, 110, 120, #201, #210, #220, 301, 310, 320, etc.) suite numbers will be skipped to allow room for future expansion but the numbering must be consecutive. No fractional numbers or alphabetical designations are allowed. In addition, it is the responsibilities of the owner to ensure that directional signage of the units on each floor are located off the elevator lobbies and near any exit stairwells. It is also the owner’s responsibility to request for suite assignments from the City of Pasadena, planning & Community Development Department as plans are submitted for the tenant space build-out improvements.

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.

---

**BUILDING & SAFETY DIVISION:** Plan Reviewer: Maher Almasri  
 Phone: (626) 744-6891  
 Email: [malmasri@cityofpasadena.net](mailto:malmasri@cityofpasadena.net)

Comments Pending



---

**COMMUNITY PLANNING SECTION:** Plan Reviewer: Andre Sahakian  
Phone: (626) 744-6916  
Email: asahakian@cityofpasadena.net

**General Plan Consistency:**

According to the General Plan Land Use Diagram, the subject property is designated as High Mixed Use (0.0-3.0 FAR; 0-87 du/ac), which is intended to support the development of multi-story buildings with a variety of compatible commercial (retail and office) and residential uses. Development in this land use designation is characterized by shared open spaces, extensive landscaping, small to minimal separations between buildings, and shared driveways and parking. Sites may be exclusively commercial, but not exclusively residential. Where buildings face the street frontage, they shall be designed to enhance pedestrian activity with transparent facades for retail uses and distinctive entries for housing. Parking shall be located below or to the rear of the street. Projects constructed at High Mixed Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

The project site consists of two parcels totaling 46,689 square feet (1.07 acres) in size, and is currently developed with a one-story consignment store building and a surface parking lot. The site is located at the corner of S. Fair Oaks Avenue and Fillmore Street. Surrounding lots along S. Fair Oaks are developed with one-story buildings predominantly occupied by medical clinics and offices, along with surface and structured parking.

Based on the submitted plans, the project proposes the development of a new four-story commercial office project with 100,285 square feet of medical office use, including approximately 4,450 square feet of ground floor retail, and two levels of subterranean parking containing 185 parking spaces. The project would have a maximum height of 56' with an additional 15' for a stair and elevator shaft, as well as a rooftop terrace surrounded by planters. The ground floor retail space would be separated in two locations, one fronting on Fillmore Street and the other fronting on S. Fair Oaks Avenue. Additionally, the S. Fair Oaks Avenue frontage would primarily consist of a ground level motor court providing entry access from S. Fair Oaks Avenue via a 50' wide driveway, to an exit on Fillmore Street via a 20' driveway. Landscaping buffers would be provided along both street frontages and at the corner of S. Fair Oaks Avenue and Fillmore Street. The motor court results in the majority of the office building having an approximately 65' setback from S. Fair Oaks Avenue. A second, 30' wide driveway on Fillmore Street, would provide access to the underground parking.

Based on the size of the site, the subject property would allow up to 140,067 square feet of floor area based on the 3.0 maximum allowable floor area ratio identified in the General Plan. The proposed project includes 100,285 square feet of floor area, which is within the General Plan maximum. The project plans show widespread use of transparent facades along the S. Fair Oaks and Fillmore Street frontages, including the retail components that are located closer to those streets and would be easily accessible and provide transparency and visual interest for pedestrians. The project fronts two streets and an alley, with substantial setbacks from the streets, and minimal setbacks along the alley and south frontages which is adjacent to a surface parking lot and one story building. The street setbacks provide substantial landscaping, however the location of the motor court results in a new curb cut along S. Fair Oaks Avenue to accommodate a 50' wide driveway, as well as a new curb cut along Fillmore Street to accommodate a 20' wide



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

driveway. This would result in two curb cuts along the Fillmore Street frontage, and a substantially large curb cut along S. Fair Oaks Avenue, to the detriment of pedestrian comfort and safety. While the use of transparent facades, extensive landscaping, and ground floor retail are consistent with the expected character described in the General Plan, alternative site plans should be explored that would consolidate driveways, reduce the number and width of curb cuts, and allow more of the building massing to be located closer to the S. Fair Oaks Avenue frontage in order to improve consistency with this land use designation.

The General Plan also established development capacities for each Specific Plan area as part of Policy 1.3. This policy further establishes that the development caps do not apply to affordable housing units. Analysis of the effect of the proposed project on the adopted Development Capacities for the South Fair Oaks Specific Plan is provided in the table below:

<b>Commercial Square Footage Development Cap</b>	
2015 General Plan Adopted Cap	988,000 sq. ft.
Remaining Cap Before Project	909,820 sq. ft.
Remaining Cap After Project	809,535 sq. ft.

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 2.11 Health Facilities. Accommodate a wide range of healthcare and mental health facilities that are transit-accessible and pedestrian-friendly.*

*Policy 26.1 Office. Encourage the orderly development and expansion of office uses based upon current conditions and future projects to improve the relationship of jobs and housing in certain areas of the City.*

*Policy 37.2 Medical Supporting Uses. Capitalize on the Huntington Memorial Hospital through opportunities for new and expanded medical facilities, medically-oriented businesses and increased housing so that hospital employees are able to live close to jobs.*

*37.3 Creative Culture. Foster a creative culture by providing space for start-up businesses and creative office and flex space.*



*37.5 Economic Vitality. Foster a thriving business district by supporting the retention and enhancement of local businesses and, emerging technology, and medical uses by encouraging the development of creative office, research and development, and institutional uses with a mix of supporting retail and residential uses.*

The proposed project consists of approximately 100,000 square feet of new medical office space, including ground floor retail spaces, located in the South Fair Oaks Specific Plan area near the Huntington Memorial Hospital. The project is being developed by Huntington Memorial Hospital, and will create new opportunities for medical and health-care related businesses, services, and jobs. These uses are consistent with the policies identified above, in that they are supportive of the Huntington Memorial Hospital by expanding medical facilities, new office space, commercial businesses, and high-quality jobs within close proximity to the Fillmore Transit Station.

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

*Policy 5.2 Pedestrian-Oriented Development. Require buildings in the Central District, Transit Villages, Neighborhood Villages, and along corridors specified by the adopted specific plans to be located along the street/sidewalk and designed to promote pedestrian activity. This can be accomplished by incorporating transparent facades, small plazas, and dining areas; while locating parking to the rear or underground and placing primary entries on the street.*

*Policy 5.6 Property Access. Discourage vehicle driveways on streets with higher pedestrian volumes within the Central District, Transit Villages, and Neighborhood Villages.*

*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.*

Although the proposed project would be developed at higher intensity and height than the majority of existing buildings on surrounding parcels, the proposed intensity is in line with the anticipated intensity of development as described in the General Plan land use designation and policies. The use of large setbacks and landscaping to buffer the building from both street frontages is also consistent with Policy 23.3. The applicant is encouraged, however, to consult with Design and Historic Preservation staff to re-evaluate the overall massing in order to provide improved transitions to the existing lower-scale surrounding context. The applicant is also encouraged to consider relocating the building closer to the S. Fair Oaks Avenue frontage and consolidating vehicular access toward the rear along Edmondson Alley to avoid additional curb cuts along the street frontages that would potentially conflict with pedestrian access and safety. At a minimum, the applicant should reconsider the proposed 50' width of the driveway along S. Fair Oaks Avenue to a design that is more conducive to pedestrian access.

*Policy 2.6 Transit-Related Land Uses. Promote the development of uses that support and capture the economic value induced by the presence of transit corridors and stations.*

*Policy 4.4 – Transit Villages. Accommodate and intensify a mix of local and regional commercial, residential, and public uses close to the Metro Gold Line stations. Design these areas to accommodate safe and convenient walking, bicycling, and transit use. Include gathering places and amenities to enhance their quality and livability.*

*Policy 4.5 – Transit Villages in Context. Differentiate the mix and development intensities of the Transit Villages to reflect their setting, with the highest intensities at Fillmore, Del Mar, Memorial Park and Lake Metro Gold Line stations, moderate intensities at Sierra Madre Villa station and lowest intensities at the Allen Avenue station.*

*Policy 37.1 Fillmore Transit Village. Provide for the development of higher density, transit-oriented uses with a mix of retail, office, and multi-family housing uses that expand the customer base for local retail uses and support Metro Gold Line ridership; while contributing to reductions in vehicle trips, energy consumption, and GHG emissions.*

The project site is located within a quarter mile radius of the Fillmore L (Gold) Line Station, and the General Plan contemplates the development of a Transit Village with higher development intensities around this station. The proposed use of medical offices with ground floor retail, as well as the proposed intensity of development, are consistent with the Fillmore Transit Village policy by providing higher-density development consisting of high-quality jobs with space for ground floor amenities for pedestrians and employees of the surrounding area. The proposed vehicular access for the site should be reconsidered, however, with the goal of reducing the potential for pedestrian/vehicle conflicts and providing more direct entries along the sidewalks to encourage pedestrian activity.



**Specific Plan:**

The subject property is located within the South Fair Oaks Specific Plan. The Specific Plan provides policy direction and required standards for new development to achieve the vision and goals of the Specific Plan. Relevant provisions are described below in the context of the proposed project.

- The Specific Plan identifies S. Fair Oaks Avenue as a Major Street and Fillmore Street as a Plaza Street (Figure 3-1). The Specific Plan calls for Fillmore Street to be designed as a pedestrian-oriented street with active building uses fronting the sidewalk, including service retail to address daily needs of employees and visitors, such as café and florist, as well as “showcase uses” that exhibit and display goods and services. The Specific Plan also specifies that no curb cuts be allowed on Fillmore Street, and that access to parcels should be from S. Raymond Avenue, S. Fair Oaks Avenue, and Edmonson Alley (3.2.3-B.1; Figures 3-7, 3-8, 3-9A, and Table 3-3).
- The Specific Plan also specifies that there shall be no more than two driveways for sites with 200 feet or more of street frontage. The proposed project currently includes three driveways, which would exceed the maximum identified in the Specific Plan (3.3.3-B.2, Figures 3-11 thru 3-13).
- The Specific Plan includes discussion of the importance of generous open space and landscape design in order to support socio-professional interaction for technology- and knowledge-based industries. The requirement for Private Nodes is intended to provide these amenities by calling for an open space area of at least 300 square feet, which may be located anywhere on the site; may be arranged in a courtyard, small garden space, or other outdoor design; must have a minimum dimension of at least 15 feet; and may be covered with a roof structure but not fully enclosed (3.3.3-B.3, Figure 3-14). The proposed project features a rooftop open space area that would potentially comply with this requirement, and attention should be given toward ensuring the space meets the size requirements, and is accessible and well maintained for the use of the building occupants.

Please note that the City is currently undergoing a comprehensive update of all existing Specific Plans, including the South Fair Oaks Specific Plan, as well as the Zoning Code provisions that relate to the Specific Plan areas. This effort could potentially result in changes to the existing goals, policies, and development standards that are applicable to the subject property. For more information and to learn how to get involved in this process, visit [www.ourpasadena.org](http://www.ourpasadena.org).

**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:**

The proposed project is located within the following neighborhood associations:





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Council District 6  
Councilmember Steve Madison  
City Council Liaison: Takako Suzuki
- Singer Park Neighborhood Association
- Madison Heights Neighborhood Association
- West Pasadena Residents' Association

### Estimated Fees:

No fees are anticipated from Community Planning.

---

<b>CULTURAL AFFAIRS DIVISION:</b>	Plan Reviewer: Wendy Miller Title: Public Art Curator Email: <a href="mailto:wmiller@cityofpasadena.net">wmiller@cityofpasadena.net</a>
-----------------------------------	---

Based on the information provided in the Planning Division Master Application for PPR2020-10002, the proposed project IS SUBJECT to the City's Public Art Requirement for Private Development. Pasadena's Public Art Ordinance No. 6420 applies to new construction of commercial, mixed-use, or industrial developments outside the Downtown, Old Pasadena or Northwest Program Areas that include 25,000 or more square feet of gross floor area.

The Public Art Ordinance requires that at least one percent (1%) of the project's total building valuation be allocated to public art.

Prior to being issued a building permit, during Plan Check the property owner will be required to pay twenty percent (20%) of the total one percent building valuation to the Cultural Trust Fund as a Public Art Fee. It is the property owner's responsibility to allocate the remaining eighty percent (80%) toward an onsite public art project, developed in accordance with the Pasadena Public Art Program Guidelines for New Private Development. The property owner may also opt to pay the full 1% building valuation to the Cultural Trust Fund as in-lieu fee, instead of developing an onsite public art project.

Fulfillment of the Public Art Requirement must occur in order for the development to receive Final Signoff/Certificate of Occupancy.

Please note: For those property owners who choose to pursue the onsite public art project option, the timing of the Design Commission and Arts & Culture Commission reviews is linked, with the following steps required:

- 1) An art consultant must manage any art project valued at \$25,000 or more. After consulting with Cultural Affairs Staff, an art consultant should be contracted as soon as possible so they may work as an integral part of the design team from the inception of the project.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 2) No project will receive Concept Design Review by the Design Commission without having first filed a Public Art Application with Cultural Affairs Staff.
- 3) A draft Concept Art Plan should be submitted to Cultural Affairs Staff within 45 days after Concept Design approval by the Design Commission.
- 4) Application for Final Design Review by the Design Commission is only possible after the Concept Art Plan has been approved by the Arts & Culture Commission.

Please contact the Public Art Curator to clarify next steps regarding the Public Art Requirement.

---

**CURRENT PLANNING SECTION:**

Plan Reviewer: Beilin Yu

Phone: (626) 744-6726

Email: [byu@cityofpasadena.net](mailto:byu@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.

**Project Description:** To allow the demolition of an existing one-story, 18,250 square-foot commercial building and surface parking lot, to facilitate the construction of a new 100,285 square-foot, four-story medical office building with two levels of subterranean parking providing 183 parking spaces.

**Project Site:** The project site consists of two contiguous parcels, APN 5720-003-016 and 5720-003-018. The site maintains frontage along South Fair Oaks Avenue and Fillmore Street.

**Zoning District:** The subject site is located within the IG-SP-2 (Industrial General, South Fair Oaks Specific Plan) zoning district. Therefore, shall meet the requirements, including, but not limited to Chapters 17.24 and 17.35 of the Zoning Code.

**General Plan Designation (Land Use Element):** The site is designated as High Mixed-Use (0.0-3.0 FAR, 0-87 dwelling units per acre) in the General Plan, which is characterized by multi-story mixed-use buildings with commercial (retail and office) and residential land uses.

**Applicable Zoning Sections:** The proposed project is subject to development standards of the Zoning Code Chapters or Sections that include but are not limited to the following:

- Chapter 17.24 – Commercial and Industrial Zoning Districts
- Chapter 17.35 – South Fair Oaks Specific Plan
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading

All of these sections of the [Zoning Code](#) can be found online.



**Lot Size:** The plans submitted indicate that the site measures 46,689 square feet in area, however according to the Los Angeles County Assessor's information, the site is 184 feet by 232 feet, for a total lot size of 42,688 square feet. For future submittals please provide a survey of the property to clarify the lot size.

**South Fair Oaks Specific Plan – General Development Standards (17.35.040)**

The proposed commercial medical office development is subject to the development standards provided in Sections 17.35.040 and 17.24.040 Table 2-6, and 17.24.050; in addition to all other applicable standards in Article 4 (Site Planning and General Development Standards).

Proposed development and new land uses shall comply with the development standards of the base zoning district except as follows:

- A. Nonresidential projects shall not meet the following requirements.
  - 1. **FAR.** The floor area ratio requirement of the base zoning district shall not be applicable in this specific plan.
  - 2. **Commercial Frontage and Façade Standards.** Section 17.24.050 (Commercial Frontage and Façade Standards) shall not be applicable.
- B. Nonresidential projects shall comply with the following.
  - 1. **Setbacks.** No front or corner yard setbacks are required, except for parcels fronting on Fillmore Street. A portion of a new building shall abut the front property line. Recessed pedestrian entries or landscaped areas may be provided. The minimum front or corner yard for parcels fronting on Fillmore Street shall be ten feet, and this yard shall be paved, and no permanent landscaping shall be permitted. Paving material and pattern within the minimum front yard shall be consistent with the material and pattern required by the City for the Fillmore Street sidewalk.

*The plans provided demonstrate a minimum 10-foot setback from Fillmore Street, therefore in compliance. For future submittals please demonstrate that the minimum setback area is paved with material and pattern that is consistent with the material and pattern required by the City for the Fillmore Street sidewalk, and no permanent landscaping is proposed.*

- 2. **Height limit.** The maximum height shall be that of the IG district, unless another maximum height is shown on the Zoning Map.

*As provided in Section 17.35.050 (Development Incentives), a height bonus is applicable to parcels that abut Fair Oaks Avenue south of Pico Street. Given the subject site is located south of Pico Street, the project is able to utilize the height bonus. Therefore, the proposed project is subject to the maximum allowed height of 56 feet.*

*The plans provided indicate the proposed building would be 56'-0" to the top of the roof, and 71'-0" to the top of a proposed penthouse. The elevation and section plans do not provide existing grade call-outs. 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, 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, and revise the project if necessary to comply with the maximum height requirement.*

*Appurtenances covering not more than 25 percent of the roof area may exceed the height limit established by the applicable zoning district by a maximum of 15 feet. Appurtenances include a tower, spire, cupola, chimney, penthouse, water tank, flagpole, theater scenery loft, radio or television antenna, transmission tower, fire equipment, or other similar structure that is attached to a structure and not intended for human occupancy. In future submittals, please dimension the size of all appurtenances proposed on the rooftop, and ensure they do not cover more than 25% of the roof area.*

- 3. Open space requirement.** There shall be an open space area of 300 square feet, which may be located anywhere on the site and may be arranged in a courtyard, small garden space, or other outdoor design. This open space area shall have a minimum dimension of at least 15 feet. It may be covered with a roof structure, but no portion of the required open space area may be enclosed.

*The plans provided do not delineate the required 300 square-foot open space. In future submittals, please demonstrate or incorporate the required 300 square-foot open space with a minimum dimension of 15 feet.*

- 4. Parking and loading.** On-site parking and loading shall be located between the main building and the rear property line. For multi-frontage lots, including corner lots that abut Raymond Avenue or Fair Oaks Avenue, the rear property line shall be that property line perpendicular to Raymond Avenue or Fair Oaks Avenue. For all other multi-frontage lots, the zoning administrator shall determine which is the rear property line.

*The plans provided demonstrate that parking will be provided within a two-level subterranean parking garage with 183 parking spaces. Driveway access would be provided along the northern property line with vehicular access from Fillmore Street, therefore in compliance.*

- 5. Driveways.** A maximum of one driveway shall be permitted for sites with less than 200 feet of street frontage. There shall be no more than two driveways for sites with 200 feet or more of street frontage.

*The property line along South Fair Oaks Avenue is 232'-0", while the property line along Fillmore Street is 184.05'. The project proposes one one-way driveway entering from South Fair Oaks Avenue providing vehicular access to a patient drop-off area and exiting onto Fillmore Street. Additionally, one two-way driveway providing access to the subterranean parking garage is proposed along Fillmore Street. As a result, two driveways are proposed along Fillmore Street, exceeding the maximum number permitted.*



*For future submittals, revise the project so only one driveway is proposed along Fillmore Street.*

*To comply with the driveway requirements, consider relocating the one-way driveway providing access to the patient drop-off along the southern property line, entering from Fair Oaks Avenue and existing toward Edmonson Alley, and relocating the patient drop-off area toward the southern part of the proposed building.*

**South Fair Oaks Specific Plan - Development Incentives (17.35.050)**

The following development incentives apply only to the following land uses: offices, business and professional; offices, medical; laboratories; and industry, restricted.

**New construction over 75,000 square feet.** New construction that exceeds 75,000 square feet of gross floor area shall require a Conditional Use Permit. The Planning Commission shall be the initial review authority with the City Council serving as the appeal authority. See Section 17.61.050.J for additional requirements.

*Based on the proposed project exceeding 75,000 square feet, the project requires a Conditional Use Permit with the reviewing body being the Planning Commission.*

**Parking and Loading - Chapter 17.46**

Pursuant to Section 17.46.040 Table 4-6, a Medical Office land use requires four parking spaces per 1,000 gross square feet of floor area.

*The proposed project includes the construction of a 100,285 square-foot medical office building; thus, requiring a total of 400 parking spaces. Given the subject site is located within the Transit Oriented Development Area (TOD), the required number of parking may be reduced up to 20 percent. Therefore, the required number of parking spaces is 320. As proposed the project does not provide an adequate number of parking spaces. However, parking may be further reduced through a parking demand study and Minor Conditional Use Permit.*

**Parking Space Dimensional Requirements.** Required parking spaces shall comply with the minimum dimensions identified in the below table:

Type of Space	Minimum Universal Stall Dimension (Feet)
All nonparallel spaces	8.5 X 18
Parallel spaces	8 X 24

**If contiguous to an obstruction.** An additional width of one-foot shall be provided for each parking space the length of which is contiguous to a fence, structure, wall, or other obstruction. Except if columns are set back away from the aisles, the one-foot additional width required may be lessened three inches for each foot the columns are set back from the aisles.

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



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

*The plans provided demonstrate that the parking spaces provide the minimum dimensions required, including the spaces contiguous to an obstruction. However, it does not appear that an additional two feet is provided at the end of all the aisles providing access to parking spaces. On future submittals, please review the parking plans and ensure the end of all aisles providing access to parking spaces, extend an extra two feet beyond the side of the last parking space.*

**All parking spaces.** Vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height.

*The plans provided demonstrate that the vertical clearances for the parking spaces are 11'-6" to 15'-0", therefore in compliance.*

**Handicapped spaces.** Vertical clearance for access to and including handicapped spaces, shall be a minimum of eight feet, two inches in height.

*The plans provided demonstrate that the vertical clearances for the handicapped parking spaces are 11'-6" to 15'-0", therefore in compliance.*

**Striping.** Parking spaces shall be double-striped.

*The plans provided demonstrate double-striped parking stalls, therefore in compliance.*

**Aisle width in unobstructed parking areas.** Aisle width in an unobstructed parking area shall comply with the requirements in the below table:

Minimum Aisle Width for Specified Parking Angle (feet)					
Increase in Parking Size Width	90°	75°	60°	45°	30° or less
.00	24	22	18	13	12
.25	23	21			
.50	22	20			
.75	21	19			
1.00	20				

*The plans provided demonstrate that the aisle widths range from 25'-6" to 26'-0", therefore in compliance.*

**Driveway Design, Widths, and Clearances.**

**Nonresidential uses.** A driveway serving a nonresidential use shall comply with the following requirements.

Table 4-12 Minimum Driveway Width – Nonresidential Uses	
Number of Spaces Served	Minimum Driveway Width (feet)
15 or more parking spaces	12 (one-way drive)
	20 (two-way drive)



The plans provided do not demonstrate the driveway width dimensions. Based on the project proposing two-way driveway, the minimum driveway width shall be 20 feet.

**Driveway Visibility.** Each driveway for a nonresidential use shall comply with the following requirements.

- a. View corridor. 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.
- b. Visibility. The view corridor shall not be blocked between a height of 2'6" and seven feet.
- c. Landscaping. At least 50 percent of the view corridor shall be landscaped. The landscaping shall meet the visibility requirement identified in Subsection b., above.
- d. Modifications by Director of Public Works and Transportation. The Director of Public Works and the Director of Transportation may modify the requirements of this Section.

**Number, Location, and Design of Off-Street Loading Spaces**

- A. **Number of loading spaces required.** Off-street loading spaces shall be provided in compliance with Table 4-15 (Loading Space Requirements), below.
- B. **Loading standards.** The loading requirements of Table 4-15 are expressed as minimum standards.
- C. **Rounding in calculations.** If a fractional number is obtained in calculations performed in compliance with this Section, one loading space shall be required for a fractional unit of 0.50 or above, and no space shall be required for a fractional unit of less than 0.50.

**Table 4-15 Loading Space Requirements**

Type of Land Use	Total Gross Floor Area	Number of Spaces Required
All office uses	Less than 8,000 square feet	None
	8,000 square feet, up to 40,000 square feet	1
	40,001 square feet and more	One for every 40,000 square feet or fraction thereof, with a maximum of 4

D. **Amounts are cumulative.** The square foot amounts specified in Table 4-15 above are cumulative. For example, if an existing office use of 20,000 square feet adds 10,000 square feet, the loading space requirement would be based on 30,000 square feet.

**E. Loading space sizes.**

- 1. 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.
- 2. All additional loading spaces shall be a minimum of 10 feet by 20 feet, with 12 feet of vertical clearance.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- F. **Minimum turning radius.** The minimum turning radius shall be 25 feet for a loading space of 10 feet or less in width, and 45 feet for a loading space of over 10 feet in width.
- G. **Not within setbacks.** Loading spaces or areas shall not be located in required setbacks.
- H. **Located on-site.** Required loading spaces shall be on the site of the use or on an adjoining site.
- I. **Common loading facilities.**
1. The off-street loading facility requirements of this Chapter may be satisfied by the permanent allocation of the identified number of spaces for each use in a common truck loading facility serving several uses under different ownership.
  2. The total number of spaces shall not be less than the sum of the individual requirements.
  3. An attested copy of a contract between the parties concerned containing an agreement to the joint use of the common truck loading facility shall be filed with the Zoning Administrator.
- J. **Adequate ingress and egress.** All loading spaces shall have adequate ingress and egress as approved by the Director of Transportation, and shall be designed and maintained so that the maneuvering, loading, or unloading of vehicles does not interfere with the orderly movement of traffic and pedestrians on any street.
- K. **Screening of loading spaces.** Except in the CG and IG zoning districts, any loading spaces or areas visible from a street shall be screened on three sides by a fence, hedge, or wall a minimum of six feet in height.
- L. **No parking in public rights-of-way.** New loading spaces shall be designed and maintained so that vehicles do not park in a public right-of-way.
- M. **No backing onto public street.** All loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street.
- N. **Exceptions to Subsection M., above.** The Director of Transportation may allow an exception to the prohibition identified in Subsection M. above, only if the Director of Transportation first finds:
1. The dimensions of the site do not provide for an adequate on-site turnaround area;
  2. Access/egress for the loading space is onto a minor street of low traffic volume, and is located at least 100 feet from any intersection; and
  3. The end of the loading space nearest to the street is located at least 40 feet from the curb on the opposite side of the street.





**O. Loading spaces.**

1. **Located at rear of structure.** Loading bays and roll-up doors shall be painted to blend with the exterior structure wall(s) and generally located at the rear of the structure.
2. **Concealment and screening required.** Areas for loading and unloading shall be designed to avoid potential adverse noise, visual, and illumination impacts on neighboring residences. These areas shall be concealed from view by the public and adjoining land uses. Concealment and screening may be accomplished by use of any of the following, subject to the approval of the Zoning Administrator:
  - a. Design the structures to enclose the outdoor loading and unloading service areas thereby providing for their concealment;
  - b. Construct perimeter six- to eight-foot high walls to be architecturally coordinated with the primary structures and on-site landscaping; or
  - c. Screen the loading and unloading areas with dense vegetative hedges, combined with the decorative six- to eight-foot high walls.
3. **May be located at side if screened from public view.** When it is not possible or desirable to locate the loading facilities at the rear of the structures, the loading facilities shall be located on the side of the structures and shall be screened from the public street rights-of-way by a suitable combination of walls and landscaped berms, subject to the approval of the Zoning Administrator.
3. **Vehicles shall not extend beyond property line(s).** The loading facilities shall be designed and placed on the site so that vehicles, whether rear loading or side loading may be loaded or unloaded at any loading area without the vehicles extending beyond the property line(s).
4. **If located in close proximity to residences.** Special orientation or design treatment of the loading spaces located in close proximity to neighboring residences shall be required in order to reduce the associated light and acoustical impacts to less-than-significant levels, subject to the approval of the Zoning Administrator.

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

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

*The project proposes the construction of a 100,285 square-foot medical office building; thus, requiring a total of three loading spaces. The plans provided demonstrate three proposed loading spaces adjacent to Edmondson Alley, one 12' x 30' and two 10' x 20'. It is not clear from the plans provided how these spaces are accessed as it appears that a low wall is located*



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

*between the loading spaces and the alley. In future submittals, please clarify how the loading spaces are accessed, compliance with the turning radius, and vertical clearance.*

### Ramps (17.46.270)

- A. **Profile required.** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances.
- B. **Length of ramp defined.** The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp.
- C. **Maximum grade for ramps 65 feet or less in length.** For ramps 65 feet or less in length, the ramp grade shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent.
- D. **Maximum grade for ramps longer than 65 feet.** For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent.
- E. **Maximum parking area slope.** The slope of all parking areas shall not exceed five percent, excluding ramps.

*The plans provided do not demonstrate all the slopes for the proposed ramps, nor the length of the proposed ramps. For future submittals, provide dimensions for the length of the proposed ramps and their respective slopes, and ensure compliance with the standards above.*

### Trip Reduction Requirements for Nonresidential Projects (17.46.290)

- A. **Purpose.** The purpose of the trip reduction requirements is to reduce the demand for vehicle commute trips by ensuring that the design of major residential and nonresidential development projects accommodates facilities to alternative modes of transportation.
- B. **Projects exceeding 25,000 square feet of gross floor area.** Nonresidential development projects, and the nonresidential portion of mixed-use development projects, which exceed 25,000 square feet of gross floor area, as a result of new construction or an expansion of an existing use, shall provide the following:
  - 1. **Carpool and vanpool parking.** A minimum of 10 percent of the employee parking spaces shall be for, and designate as, preferential parking for carpool and vanpool vehicles. The parking area shall be in a location more convenient to the place of employment than parking spaces for single occupant vehicles, and shall be located as close as possible to the employee entrance.
  - 2. **Bicycle parking.** Bicycle parking shall be provided on site in compliance with Section 17.46.320 (Bicycle Parking Standards).



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

C. **Projects exceeding 75,000 square feet of gross floor area.** Nonresidential development projects, and the nonresidential portion of mixed-use development projects, which exceed 75,000 square feet of gross floor area, as a result of new construction or an expansion of an existing use, shall meet the requirements of Subsection B., immediately above, in addition to the following:

1. **Carpool and vanpool loading area.** A passenger loading area for carpool and vanpool vehicles shall be provided on site. At a minimum, the area shall be of sufficient size to accommodate the number of waiting vehicles equivalent to 10 percent of the required number of carpool and vanpool spaces.
2. **Connecting sidewalks.** Designated pedestrian sidewalks or paths shall be provided on the development site between the external pedestrian system and each structure in the development.
3. **Bus stop improvements.** Bus stop improvements, including bus pads, bus pullouts, and right-of-way for bus shelters may be required as mitigation measures if a proposed development would have substantial traffic impacts.

*The plans provided do not demonstrate compliance with the Trip Reduction requirements. On future submittals, please incorporate Trip Reduction measures in compliance with the requirements above.*

**Paving (17.46.300)**

- A. **Paving required.** All parking areas, circulation aisles, and access ways shall be paved with Portland cement concrete.
- B. **Optional paving materials.** Other paving materials, including brick, decomposed granite, or gravel may be substituted with the approval of the Zoning Administrator, and in compliance with the City's adopted standards for privately owned and maintained parking areas

**Bicycle Parking Standards (17.46.320)**

- A. **Applicability.** 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.
- B. **Bicycle spaces required.** Bicycle parking facilities shall be provided in compliance with the following table:

Type of Use	Min. No. of Bicycle Parking Spaces Required	Total Bicycle Parking Spaces Required
All nonresidential structures 15,000 square feet or more	Five percent of the required motor vehicle parking; but not less than four parking spaces	16 bicycle parking spaces required



Type of Use	Type Required	Totally Bicycle Parking Spaces by Required Type
Industrial and office uses 15,000 square feet or more	75% Class 1	12 – Class 1
	25% Class 2	4 – Class 2

C. **Type of bicycle parking required.** Each bicycle parking spaces shall be no less than six feet long by two feet wide and shall have a bicycle rack system in compliance with the bicycle rack classifications listed below.

D. **Classification of facilities.**

1. **Class 1 bicycle facility.** Includes any of the following:

- a. A fully enclosed lockable space accessible only to the owner/operator of the bicycle;
- b. Attendant parking with a check-in system in which bicycles are accessible only to the attendant; or
- c. A locked room or office inside a structure designated for the sole purpose of securing the bicycles.

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

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

E. **Location and design of bicycle facilities.**

1. Bicycle parking facilities shall:

- a. Be located in close proximity to the structure's entrance and clustered in lots not to exceed sixteen spaces in each lot;
- b. Support bicycles in a stable position without damage to the frame, wheels, or other components;
- c. Be located in highly visible, well-lighted areas to minimize theft and vandalism;
- d. Be securely anchored to the lot surface so they cannot be easily removed and shall be of sufficient strength to resist theft and vandalism;



- e. Not impede pedestrian or vehicular circulation, and should be harmonious with their environment. The facilities shall be incorporated, whenever possible, into the structure's design or street furniture; and
  - f. Be separated by a physical barrier to protect the bicycle from damage by motor vehicles if located within a vehicle parking area. The physical barrier can be curbs, poles, wheel stops, or other similar features.
2. Bicycle racks shall not be placed too close to a wall or other obstruction so as to make use difficult. There shall be sufficient space (at least twenty-four inches) besides each parked bicycle to allow easy access. Adjacent bicycles may share this access.
  3. Motor vehicle entrances shall display adequate signs to indicate the availability and location of the bicycle parking facilities.
  4. The bicycle parking facilities within a vehicle parking garage shall be located in close view of a parking attendant if the facility has a bicycle attendant.

*The plans provided indicate 10 Class 1 bicycle parking spaces are provided in an enclosed structure in the northeast corner of the site, which is not sufficient to satisfy the bicycle parking requirement for the project. For future submittals, please incorporate two additional Class 1 bicycle parking spaces and four Class 2 bicycle parking spaces.*

### **Refuse Storage Facilities (17.40.120)**

**Location.** Each required refuse storage area shall be located within 150 feet of the users and shall not be located in a required garden, yard, or landscaped area.

**Trash area.** Nonresidential uses with 25,000 square feet of gross floor area or more, shall provide trash storage areas with the minimum size determined by the Director of Public Works based on the type of use, the size of the refuse area proposed, and frequency of refuse collection.

**Recycling area.** In each required refuse storage area, space shall be provided for recyclable materials. A separate bin for each type of recyclable material collected in the area in which the site is located shall be provided. The bins shall be clearly marked as to the types of recyclable materials which are to be placed in the bins, and a list of materials for which the bin is provided shall be attached to the bin.

**Enclosure required.** A refuse storage area shall be enclosed in concrete block or other materials acceptable to the Zoning Administrator.

**Minimum height and clearance.** The minimum height of the enclosure shall be six feet with a vertical clearance of seven feet.

**Doors required.** Solid wood doors shall be provided at the entrance of the enclosure; the doors shall not be visible from a street.



**Maneuvering space.** Space within the enclosure shall be provided for accessing and maneuvering the bins.

**Pavement.** The surface of a refuse storage area shall be paved with Portland cement and shall be constructed to provide proper drainage.

**Accessibility.** Accessibility to a refuse storage area shall be approved by the Director of Public Works.

*The plans indicate a proposed location of the required refuse storage facilities. However, the plans do not provide a level of detail to determine compliance.*

### **Outdoor Lighting**

Pursuant to Section 17.40.080, lighting shall be energy-efficient, and shielded or recessed so that direct glare and reflections are confined to the maximum extent feasible within the boundaries of the site, and shall be directed downward and away from adjoining properties and public rights-of-way. No permanently installed lighting shall blink, flash, or be of unusually high intensity or brightness, as determined by the Zoning Administrator. All lighting fixtures shall be appropriate in scale, intensity, and height to the use they are serving.

*Applicability or compliance with this standard is unknown because a lighting plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a photometric survey.*

### **Screening**

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

*The plans provided demonstrate a screened equipment area on the roof. However, as indicated in the height discussion above, please ensure that this screen equipment area in conjunction with the roof terrace area are less than 25% of the roof area and no more than 15'-0" above the maximum permitted height of 56'-0", as measured from the lowest adjacent existing grade.*

### **Underground Utilities**

Proposed development shall provide for the undergrounding of utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) in compliance with the requirements outlined in Section 17.40.190.

*Future submittals should provide enough information to determine compliance.*

### **Landscaping**

Pursuant to Section 17.44.030, a preliminary landscape plan shall be submitted as part of an application for a land use entitlement. 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. All unused area of the site and areas not devoted to lot coverage and paving (i.e. driveways, walkways, etc.) shall be properly landscaped and maintained in compliance with this chapter. Be advised, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELo). Additional information regarding compliance is available on the City's website, <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>.

*Preliminary landscape plans were not provided to verify the level of proposed landscaping. However, the project will require compliance with Chapter 17.44 including the State Water Model Water Efficient Landscape Ordinance (MWELo). Preliminary landscape plans will be required to be a part of any entitlement application. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.*

**Trees.** The City's Tree Protection Ordinance has a list of protected trees and criteria for protection under this ordinance. The proposed removal of any of the identified trees within the subject site requires the processing of a Private Tree Removal application, which would be processed in conjunction with entitlements or Design Review. The City's Tree Protection Ordinance, Chapter 8.52, can be found at the following link: <http://library.municode.com/index.aspx?clientId=16551>.

*The plans and tree inventory submitted indicates that there are eight street trees within the vicinity of the project site, all of which are proposed to be removed. Any request to remove a public and/or street tree must be reviewed by the Urban Forestry Division in the Public Works Department.*

### **Entitlements and Process**

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

1. **Conditional Use Permit:** A Conditional Use Permit is required for construction over 75,000 square feet. The Conditional Use Permit must be reviewed by the Planning Commission.
2. **Minor Conditional Use Permit:** A Minor Conditional Use Permit is required for further reduction in the required parking, with submittal of a parking demand study.
3. **Tentative Parcel Map:** In conjunction with the Conditional Use Permit (CUP) application, submittal of a Parcel Map application to consolidate the two-parcels may be required. The Planning Commission will also be the decision making body for the Parcel Map, if submitted concurrently with the CUP and any additional entitlement applications found necessary.

Furthermore, the following design-related reviews are required:

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



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

5. **Concept & Final-Design Review:** This project must be reviewed by the Design Commission through the Concept and Final Design Review process. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on this process.

**Environmental Review:** This project will be subject to California Environmental Quality Act (CEQA) compliance. Depending on the final design, size, location, nature of the construction of the project, an Initial Study may be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. Otherwise, the project may be exempt from the CEQA document requirement if the project is determined not to have a significant effect on the environment. Additional environmental studies (e.g. air quality, noise, historic resource assessment) may be required to supplement an exemption from CEQA. (*Environmental review fees: At cost*)

**Mitigation/Condition Monitoring:** Upon completion of the project’s CEQA compliance documentation, some form of mitigation monitoring may be required. Condition monitoring may also be required for the Discretionary Permits. There are also fees associated with both mitigation and condition monitoring for the project.

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

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

The following Current Planning fees apply - Estimated Current Planning Fees (FY-20):

Conditional Use Permit:	\$5,419.00
Tentative Parcel Map (if applicable):	\$5,192.00
Combination Permit: (more than one entitlement)	\$ 329.00
Categorical Exemption (if applicable):	\$ 218.00
Environmental Study/Reviews:	At cost
Records Management Fee:	3% added to total fees

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





---

**DESIGN & HISTORIC PRESERVATION:** Plan Reviewer: Amanda Landry  
Phone: (626) 744-7137  
Email: alandry@cityofpasadena.net

**HISTORIC PRESERVATION REVIEW:**

Demolition of designated or eligible historic structures must be reviewed by the City as part of an environmental study or as an application for a Certificate of Appropriateness (permit) for demolition. Because the building at 758-766 South Fair Oaks Avenue is not designated as a historic resource and does not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the building.

**Demolition without a Building Permit for a Replacement Project:**

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

The code allows a developer or property owner to apply for an approval to demolish a building prior to issuance of a building permit for a replacement project. This application would require review by Planning staff applications because the building to be demolished is ineligible for a historic designation. The 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 City Council.

**DESIGN REVIEW**

Because the project consists of new construction of a more than 25,000 square feet, design review is required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project are the design related goals and policies of the Land Use Element of the General Plan, and the Design Guidelines in the South Fair Oaks Specific Plan, and the Design Guidelines for Neighborhood Commercial and Multi-Family Residential Districts.

If no zoning entitlements are required for the project, environmental review pursuant to the California Environmental Quality Act (CEQA) will be conducted in conjunction with design review. Prior to filing an application for design review, it is recommended that the applicant consult with the Transportation Department to begin preparation of any necessary traffic assessment or study that may be required. At a minimum, air quality and noise/vibration studies will likely also be required for the project. The full scope of the CEQA review will be determined upon submittal of an application for Concept Design Review.

Design review is a three-step procedure: 1) Preliminary Consultation and 2) Concept (schematic-level) design review; and 3) Final design review. Concept design review is a noticed public hearing before the Design Commission. Notification for this hearing may be combined with notification for any zoning entitlements, and the zoning and design review hearings may be scheduled concurrently, with the zoning hearing to precede the design hearing.



**Preliminary Consultation:** Requires an application with a filing fee and materials indicated in the Preliminary Consultation submittal requirements list, including conceptual plans and elevations with surrounding context, photographs of the site and surrounding context, a conceptual digital 3D model and a design narrative that answers questions specified in the submittal requirements list. Preliminary Consultation is intended to allow architects to obtain input on their design concept prior to investing in detailed design drawings that would be difficult to modify. The process yields advisory comments which the architect should consider in subsequent phases of design review. Preliminary Consultation will be conducted by the Design Commission

**Concept Design Review:** Requires an application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list. For a project of this scale, we suggest including some or all of the following visual materials: a) a massing model; b) rendered elevations; and c) an eye-level perspective drawings or computer models, concentrating on all three street elevations.

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

**Final Design review:** Requires an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. Although the staff may conduct final design review, the Commission, during concept design review, is likely to request that it conduct final review in place of the staff. You may file for building plan check (for possible building and fire safety corrections) while awaiting approval for the application for Final Design review.

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

#### Appeals/Calls for Review

Any person affected by a Design Commission decision may appeal it to the City Council. The City Council may also call a Design Commission decision for its review. Appeals or calls for review must be filed during the ten-day appeal period before the decisions become effective (which is on the 11<sup>th</sup> day following a decision).

#### Preliminary Design Issues

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

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



- Views from the interior of the site (and elevations facing the interior courtyard).

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

An application for Preliminary Consultation has been submitted for this project, and it is tentatively scheduled to be considered by the Design Commission at the November 10, 2020 meeting. A summary of the Design Commission's comments will be provided to the applicant after the hearing and the applicant will be required to respond to the Preliminary Consultation comments at the Concept Design Review stage.

Basic staff comments are provided below.

**Massing:** The concave massing of the building appears to be driven almost entirely by the passenger loading area at the northwest corner of the site. The building mass should respond to the larger buildings in the surrounding context and more appropriately engage with the street and reinforce the existing street walls. Consider incorporating a more appropriately detailed street front node at the corner, as described in the South Fair Oaks Specific Plan, to articulate the building mass and emphasize a primary building entry. The large glass curtain wall should also be further studied and revised to incorporate more meaningful horizontal and vertical modulation of the façade, such as the extrusion of structural elements, to break up the curtain wall. The plans submitted for Preliminary Consultation include an alternative as part of the design evolution that located the drop off area along Edmondson Alley. This concept depicts a more appropriate building mass that better engages with the corner and both street frontages, and should be explored as a viable alternative.

**Siting and Compatibility:** Future submittals should include exhibits or a more detailed figure-ground study that more clearly demonstrates that the proposed massing and siting are compatible with the existing context, particularly the other corner lots in the specific plan area with Fair Oaks Avenue frontage, as well as the applicable design guidelines. The project site is a prominent corner lot, and the proposed siting of the building toward the southeast corner and the placement of a large passenger drop-off area, monument sign and low fountain at the visually prominent northwest corner emphasizes the role of the vehicle and places and emphasis on vehicular access to the site. This focus misses an opportunity to more appropriately engage the building with the corner in a manner that is more consistent with the other well designed and prominent buildings in the surrounding context. The specific plan guidelines encourage parcels with alley access to take advantage of the alley, and provide access to parking, service and loading from the alley.

**Landscaping:** Landscaping is typically reviewed in greater detail in the Concept and Final Design Review processes. However, landscaping can be incorporated into design features, such as a possible street front node and conceptual landscaping should be noted on the plans submitted for Preliminary Consultation and Concept Design Review for early feedback from the Design Commission.

**Signage:** Signage is typically reviewed in detail during Final Design Review. The plans submitted for Final Design Review shall depict the locations on the site and on the building facade where signage may be placed, affixed, or otherwise integrated with the overall architectural style.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Materials:** Exterior materials and finishes are reviewed in detail during Final Design Review. However, the proposed materials and finishes should consist of high quality products that reinforce the chosen architectural style, and have proven durability and ease of maintenance. The proposed design currently includes an extensive amount of glass, and the chosen glass should be transparent or translucent with minimal tinting.

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

1. <https://www.cityofpasadena.net/planning/planning-division/community-planning/general-plan/#land-use>
2. <https://www.cityofpasadena.net/wp-content/uploads/sites/30/South-Fair-Oaks-Specific-Plan-Design-Guidelines.pdf?v=1600288042188>
3. <https://www.cityofpasadena.net/wp-content/uploads/sites/30/Neighborhood-Commercial-and-Multi-family-Residential-Districts.pdf?v=1600307075617>

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

Preliminary Consultation:	\$750.00
Concept Design Review (projects over 100,000 sq/ft):	\$8,456.00
Final Design Review:	\$2,134.00

---

**DEVELOPMENT:**

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

Comments Pending

---

**FIRE DEPARTMENT:**

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

Comments Pending

---

**FIRST SOURCE LOCAL HIRING:**

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

Comments Pending



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

---

### HEALTH DEPARTMENT:

Plan Reviewer: Carmina Chavez

Phone: (626) 744-6041

Email: cachavez@cityofpasadena.net

Comments Pending

---

### HOUSING DEPARTMENT:

Plan Reviewer: Caroline Lockwood Nelson

Phone: (626) 744-4501

Email: cnelson@cityofpasadena.net

The proposed project is a commercial development with no residential component; therefore, it is not subject to the City's Inclusionary Housing Requirements.

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

---

### DEPARTMENT OF PUBLIC WORKS:

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

Email: ywu@cityofpasadena.net

### General Statement

Predevelopment Plan Review for the construction of a new 100,000 GFS, 4-story medical office building with two levels of underground parking. The following conditions are in response to a pre-development plan review and intended to be used only for this purpose. The conditions, as intended, are general in nature and are to be used as points of general discussion. Should this proposed development continue beyond the pre-development plan review process, the Department of Public Works will review the proposed development for specific recommended conditions to be approved, which could also include other conditions.

### Department of Transportation

In reference to the Department of Transportation requirement on Fair Oaks Avenue median construction. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a Civil Engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit public improvements plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

### 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

### **ADA Compliant Curb Ramp**

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp, if possible, at the southeast corner of Fair Oaks Avenue and Fillmore Street intersection, per Caltrans Standard A88A or City of Pasadena Standard No. S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

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

### Street Lighting

In order to improve pedestrian and traffic safety, the applicant shall install one (1) new in-fill street light on Fair Oaks Avenue frontage. The type and hardware shall conform to the current policies approved by the City Council, and the location shall be as approved by the Department of Public Works. In addition, the type, hardware, and location of the new street light shall be per the applicable Specific Plans and specifications. The cost of the street light is the applicant's responsibility.

The existing street lighting fronting the subject site are substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate the following with LED lights, per the City requirements and current standards:

1. One (1) existing street lighting along Fair Oaks Avenue
2. Two (2) existing street lighting along Fillmore Street

The renovation shall include but not limited to repainting, 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](mailto:pw-permits@cityofpasadena.net) to schedule a street lighting pre-inspection, prior to the issuance of any permits.

Additional lighting in Edmonson Alley should be provided for security and operations, and for pedestrian activity area illumination. Light fixtures should be wall mounted on private property. The new lighting in alley walkway shall be similar to the predominant existing the alley walkway and, where appropriate, the fixture type should correspond to the individual building facades.

### Public Improvement and Restorations

Fair Oaks Avenue frontage, including the intersection, of the subject property is a concrete street. If the street is excavated for utility connections, extensive restoration of the concrete pavement,



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

including removal and replacement of the entire panel from joint to joint and per Standard Drawing No. S-417, will be required. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

Fillmore Street restoration, fronting the subject development, shall be full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. 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 frontage of Fair Oaks Avenue and Fillmore Street, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that building plans approved by the City’s Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant shall submit public improvements plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

### **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.

The site shall be designed such that all drainage flows to Fillmore Street and Fair Oaks Avenue in a cast iron curb drain or an approved curb outlet. The construction of the drain shall be completed prior to the issuance of Certificate of Occupancy. No drainage to Edmonson Alley is allowed.

### **Existing City Tree Protection**

Public tree removal requests for live, healthy trees are reviewed by staff, then presented to the Urban Forestry Advisory Committee (UFAC) for recommendation, and lastly, presented to the City Manager for approval. One of the main criteria that would support the removal of a live,





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

healthy tree is: does the tree reasonably inhibit access or use of the site; and are there any alternatives (such as maintenance) that can preserve the tree in place. If this criteria is not met, then it's not likely that staff would recommend removal of the tree to the Urban Forestry Advisory Committee. An application fee of \$306.37 is due upon submittal. The applicant may also be liable for a tree replacement cost and the tree removal cost should the request to remove the subject tree be approved.

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 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.

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



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

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

### **Right-of-Way Guarantee Deposit**

Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.

### **Construction Staging and Traffic Management Plan:**

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

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

### **Holiday Moratorium (November through January)**

In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>.

### **Requirements by Ordinance:**

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

- Sewer Facility Charge - Chapter 4.53 of the PMC  
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)  
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC  
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

- o Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC  
The applicant shall submit the following plan and form which can be obtained from the Permit Center’s webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
  - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
  - b. Summary Report with documentation must be submitted prior to final inspection.

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

**Estimated Fees:**

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

---

**DEPARTMENT OF  
TRANSPORTATION:**

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

The Department of Transportation received an application for the construction of a new 100,000 sf medical office and ground floor retail building with subterranean parking at 758 and 766 South Fair Oaks Avenue.

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



**Transportation analysis:** Based on the preliminary information provided in the Master Application form, a Category 1 and 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit\* (subject to partial refund or additional billing) payable to the City of Pasadena. Please contact Conrad Viana, P.E. at cviana@cityofpasadena.net to initiate the invoice process. Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

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

**Driveway access width:** Driveway access widths shall be a maximum 26' in accordance with Department of Public Works Standard Plan S-403.

**Fair Oaks Avenue median:** Plans shall be prepared for the construction of a median island along Fair Oaks Avenue to limit vehicular left-turn movements into and out of the project site. Restriping along Fair Oaks Avenue may also be required. Appropriate signage shall also be installed to notify the driver of the turn restriction.

**Fillmore Street outbound-only driveway:** The proposed driveway adjacent to the southeast corner of the Fair Oaks Avenue/Fillmore Street intersection is less than 50' away from the intersection. Driveways shall be located a minimum 50' from any intersection and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building). The proposed driveway shall be relocated further east of the intersection and away from the existing street tree.

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

**Fillmore Street subterranean garage ramp entrance:** To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a minimum 20' flat area beyond the property line to improve vehicular sight distance. Any deviation shall be reviewed and approved by DOT.

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

**Traffic operations:** The traffic signal at the intersection of Fair Oaks Ave and Fillmore St shall be fully actuated, through the installation of Accessible Pedestrian Signals (APS), video detection systems for vehicle and bicycle detection on all approaches. The traffic signal controller shall be upgraded to a Type 2070E controller.

The traffic signal at the intersection of Fair Oaks Ave and Bellefontaine St shall be fully actuated, through the installation of video detection systems for vehicles and bicycle detection on all approaches. The traffic signal controller shall be upgraded to a Type 2070E controller.

**Trip Reduction Ordinance:** In accordance with City Ordinance No. 7157, the project is subject to the City's Trip Reduction Ordinance (TRO) requirements. As indicated in the ordinance, a



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

Transportation Demand Management (TDM) Plan shall be prepared prior to the issuance of the first permit for construction.

To understand the TDM Plan requirements and associated review fees\* for the report submittal, contact the Complete Streets Division at (626) 744-7526 to arrange a pre-design meeting.

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

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

**Street Design Guidelines:** Fair Oaks Avenue at Fillmore Street is a critical transfer point between the Metro L (Gold) Line and the north/south local and regional bus lines. Pursuant to the adopted Street Design Guide, the applicant shall comply with the following:

- The existing sidewalk width along Fair Oaks Avenue is 12' wide. Maintain a 5' minimum clear walk zone free of any obstructions along the project's frontage.
- The existing sidewalk width along Fillmore Street is 15' wide. Maintain a 5' minimum clear walk zone free of any obstructions along the project's frontage.
- Provide a BusFinder and bench at a new 120' stop located at northbound Fair Oaks/Fillmore nearside. (BusFinder - \$5,500; bench - \$4,000)
- Provide a BusFinder and bench at a new 120' stop located at southbound Fair Oaks/Fillmore farside. (BusFinder - \$5,500; bench - \$4,000)
- All existing bus zones and transit amenities shall remain in place and protected during construction. The existing bus zone will not be relocated without written approval from the Transit Division. Tree wells, street lights, fire hydrants and other items shall not be placed in the public right of way within bus zone(s) without prior approval. The proposed project shall not interfere with bus operations (this includes, but is not limited to, building overhangs, awnings, landscaping, etc.)

**ADA access:** Provide on-site paratransit shuttle-style vehicle access for paratransit drop-off and pick-up area that will meet the minimum ADA space requirements for wheelchair ramp deployment, vehicle vertical clearance, and, as applicable, turning radius for paratransit vehicle access. In addition, this drop-off/pick-up area should be immediately adjacent to an ADA accessible passenger waiting area.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new retail and office developments. For FY 2021 the fees are:

Land Use	Fee (FY 2021)
New office use per square foot	\$8.63
New retail use per square foot	\$11.46



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

---

### **WATER & POWER DEPARTMENT - POWER DIVISION**

Plan Reviewer: Said Bernal, PE.

Phone: (626) 744-7857

Email: sbernal@cityofpasadena.net

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development located at 760 S Fair Oaks

- 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 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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. Sincerely, Eduard Avakyan Associate Electrical Engineer, Pasadena Water and Power eavakyan@cityofpasadena.net

---

### **WATER & POWER DEPARTMENT - WATER DIVISION**

Plan Reviewer: Natalie Ouwersloot  
Phone: (626) 744-7525  
Email: nzwinkels@cityofpasadena.net

#### **Water Mains:**

Pasadena Water and Power (PWP), Water Division can serve water to this project. The proposed project site is served by three water mains:

1. A 12-inch cast iron main in Fair Oaks Avenue installed under Work Order 4758 in 1953. The water main is located approximately 13.5 feet west of the east property line of Fair Oaks Avenue.
2. A 6-inch cast iron main in Fillmore Street installed under Work Order 1246 in 1924. The water main is located approximately 20 feet north of the south property line of Fillmore Street.

A 4-inch ductile iron water main in Edmondson Alley installed under Work Order 6735 in 1998. The water main is located approximately 7 feet west of the east property line of Edmondson Alley.

#### **Moratoriums:**

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

#### **Water Pressure:**

The approximate water pressure at this site is 70 psi

#### **Water Service:**

PWP records reflect one 2-inch domestic service (17674) serving this property. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity





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

**Water Division Requirements:**

- Water lines are not permitted to cross lot lines to serve adjoining lots without a utility easement; the Pasadena Water Division shall approve all proposed easements.
- The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
- Water services not in use must be abandoned at the distribution main at the applicable rate.
- For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.
- Pursuant to the PWP Water Regulation Section XI 'A water service and meter may be evaluated for its continuing integrity. Should PWP find a service, meter, vault or other appurtenance to be substandard and no longer suitable for continued use, replacement and/or construction of new facilities may be required. PWP may require that a portion or all of the costs of such replacement and/or construction be paid or contracted for by the Applicant or Customer prior to construction.' The property owner is responsible for the replacement cost. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire codes. The minimum sized service installed by PWP is 1-inch.

**Cross Connection Requirements for Domestic Services:**

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



- The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
- 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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

### **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 three fire hydrants in close proximity to the project site. Fire hydrant 419-24 is located on the southeast corner of Fair Oaks Avenue and Fillmore Street. Fire hydrant 419-23 is located on the southwest corner of Fillmore Street and Raymond Avenue. Fire hydrant 419-9 is located on the southwest corner of Fair Oaks Avenue and Bellefontaine Street. There are no current fire flow tests available for these hydrants. If you would like to request fire flow information for this hydrant, please contact Linette Vasquez at (626) 744-7064.



**Project Location and Fire Hydrants Details:**

