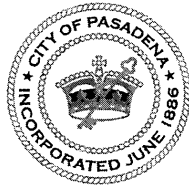


ATTACHMENT C:  
Master Plan Amendment Incomplete Letter



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

April 17, 2014

John Ward  
Fuller Theological Seminary  
135 N. Oakland Avenue  
Pasadena, CA 91182

**Re: Master Plan Amendment (PLN2014-00157)**  
**135 N. Oakland Avenue (Fuller Theological Seminary)**

Dear Mr. Ward:

Your application for a **Master Plan Amendment** to revise the previously approved Master Plan boundaries to exclude several parcels that are no longer owned by Fuller Theological Seminary and to revise the schedule for development, has been reviewed by the Community Planning Division for completeness. Based on the submitted information, the application has been deemed **incomplete** because pursuant to Zoning Code Section 17.60.040.C.2., a predevelopment plan review (PPR) is required for master plan amendments. The applicant has submitted a PPR application for the proposed project; the PPR has been routed to all Departments and Planning staff expects to have all comments from Departments by May 1, 2014. Shortly thereafter, Planning staff will prepare a letter summarizing all Department comments and arrange for a PPR meeting with the applicant. The PPR will also be reported to City Council as an informative item. The proposed project must complete the PPR process prior to the Master Plan application being deemed complete.

Please address the following preliminary comments.

1. Development Agreement (Agreement No. 19,378) executed on April 30, 2007 must be amended to reflect the proposed master plan amendment. Staff is in the process of reviewing the DA to determine whether it should be terminated.
2. Clarify if the proposed master plan amendment includes revisions to enrollment capacity.
3. Demonstrate how the campus complies with parking standards. Zoning Code Section 17.46.040, Table 4-6 requires 1 space for every 3 daytime nonresident students living outside of CD-3; 1 space per campus unit; 1 space per 2 dormitory residents; and 1 space per 2 employees/faculty member.

4. The submitted plans do not include updated Floor Area Ratio (FAR) calculations reflecting the elimination of the excluded parcels. Please provide an updated Table 4: Floor Area Ratio Summary (page 41) in the Master Plan, demonstrating how the proposed Master Plan amendment complies with the maximum FAR permitted in the master plan or underlying Central District Specific Plan (CDSP) regulations, Zoning Code Figure 3-9 (Maximum Floor Area Ratio).
5. The submitted plans do not include updated calculations demonstrating how the elimination of structures in the northern campus would impact height averaging on the overall smaller campus. Demonstrate how the proposed amendment complies with the maximum height permitted in the underlying CDSP regulations, Zoning Code Figure 3-8.
6. Provide an updated development schedule, including the status of each phase of residential and commercial development proposed in the Master Plan. Provide an anticipated timeline for phases/structures that have yet to be developed.

Staff will inform the applicant the required environmental analysis for the proposed amendment once it has been determined.

Please be advised that Section 17.60.060(A.4) of the Zoning Code states if the requested information is not submitted within 120 days after the date of this letter the application may be considered to be withdrawn if it is determined that reasonable progress toward completion of the application has not occurred. Thereafter, application processing will only occur when a new application is filed, including fees, plans, and other materials that are required for any project on the same site.

If you have any questions or concerns regarding this process, please do not hesitate to contact me by phone at (626) 744-6743 or email at [haly@cityofpasadena.net](mailto:haly@cityofpasadena.net).

Sincerely,



Ha Ly, AICP  
Associate Planner

cc: R. Scott Jenkins