

Attachment B – PPR Comment Letter (dated June 17, 2016)



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PREDEVELOPMENT PLAN REVIEW COMMENTS

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

Comments were originally provided in September 2015. In response to those comments the applicant submitted a revised project application in April 2016. The comments below are in response to the revised project description, except where it is noted that the comments have not changed.

Project Number: PPR2015-00012

Date: June 17, 2016

Project Address: 1539 East Howard Street

Project Description: Revise and update the existing William Carey International University (WCIU) Master Plan to change the name to be the "Venture Center Campus Master Development Plan," remove 4,372 square feet of the existing buildings, and construct 49,600 square feet of new buildings (Academic Building, Recreation Building, and Commissary), and add 10 net new parking spaces for a total of 329. By the end of the 20-year Master Plan phases, the total building area within the campus would be 322,487 square feet. There would be no expansion of the campus beyond the existing Master Plan boundaries.

Applicant: Dale Brown, Onyx Architects, Inc.

Case Manager: Ashley Hefner, Contract Planner

Phone #: (626) 744-7101

E-mail: ashh-contractor@cityofpasadena.net

DEPARTMENT / DIVISION	CONTACT	EMAIL @cityofpasadena.net	PHONE (626) 744-	PAGE
Building Division – Addressing	Angie Jackson	ajackson	6903	2
Building & Safety Division	Alexander Haddad	ahaddad	6887	2
Community Planning	Ashley Hefner	ashh-contractor	7101	2
Cultural Affairs Division	Leslie Fischer	lfischer	7547	5
Current Planning	Natsue Sheppard	nsheppard	7527	5
Design & Historic Preservation	Amanda Landry	alandry	7137	7
Development /NW Programs	Lola Osborn	losborne	4791	10
Fire Department	Pari Bagayee	vazizian	7596	10
Local Development Area	Eric Duyshart	edyushart	7353	12
First Source Local Hiring	Antonio Watson	awatson	8382	12
Health Department	Carmina Chavez	cachavez	6811	12
Housing Department	Jim Wong	jwong	8316	12
Public Works Department	Yannie Wu	ywu	3762	12
Transportation Department	Conrad Viana	cviana	7424	18
Water & Power, Power Division	Said Bernard	sbernal	7857	19
Water & Power, Water Division	Natalie Ouwersloot	nouwersloot	7011	20
Water & Power, Water Division	Aurora Santaisabel	asantaisabel	7856	20



BUILDING DIVISION – ADDRESSING:

BELOW COMMENTS SAME AS SEPTEMBER 14, 2015 LETTER

General Comments: Addressing is based on the main front door entry into the building; based on the site map provided the main front door entries are not clear. I'm unable to determine addressing for the new structures at this time. Please provide a site map showing all structures on campus (label structures), path of travel, main front door entries into each building, all streets need to be labeled and include the N/S direction. Once addressing has been assigned 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 (PMC) Chapter 12.20 Building Numbering.

Estimated Fees: The address fee will be calculated after receiving the following: An address application and a current half size or 8 ½" x 11" site plan showing the main front door entrance into the buildings, the streets, indicate the N/S direction as well as the orientation of the building to the streets before submittal into plan check.

BUILDING & SAFETY DIVISION:

Please contact Alexander Haddad for comments.

COMMUNITY PLANNING:

1. General Plan Consistency: The project site is designated as Institutional in the General Plan and is zoned Public and Semi-Public. The Institutional designation is used to designate public land uses and quasi-public entities, including schools and churches, which is an accurate reflection of the existing, and appears to be accurate of the, proposed uses. When a formal Master Plan application is submitted, provide a summary of what the proposed Master Plan objectives are, an updated list of all uses the Master Plan proposes to accommodate, and the number of parking spaces, dwelling units, students, and staff members. Please consider the following General Plan Land Use and Housing Element Policies:

Policy 2.1 Housing Choices. Provide opportunities for a full range of housing types, densities, locations, and affordability levels to address the community's fair share of regional, senior, and workforce housing needs and provide a strong customer base sustaining the economic vitality of Pasadena's commercial land uses. The types, densities, and location of housing shall be determined by the Land Use Diagram and reflect the projected needs specified in the Housing Element.

Provide the number of dwelling units in relations to square footage of the parcels so that we can determine whether it complies with the maximum density.

Policy 2.9 Institutional Uses. Accommodate the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents.

Provide a summary of the Master Plan objectives and the type of uses the campus proposes to accommodate, in addition to existing uses, including the total floor area proposed for each use.

Policy 3.3 Assembly Facilities. Require that assembly facilities for social, cultural, educational, and religious organizations be located, designed, and managed to ensure compatibility and avoid traffic, noise, and other negative impacts with adjoining uses.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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Currently, a church use is permitted within the existing Master Plan; indicate whether the church use is proposed to remain, including the total floor area proposed for the use. Technical studies, such as a traffic study, noise study, parking study, etc. may be required.

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.

Consider the proposed project's contextual relationships with neighboring structures.

Policy 10.19 Sustainable Transportation Network. Implement an integrated network of transit, bike facilities, and pedestrian improvements as specified by the Mobility Element to reduce automobile trips and commute lengths, with corresponding reductions in energy consumption, pollution, and GHG emissions.

As the project progresses, technical studies such as air quality and greenhouse gases emission studies may be required.

Policy 17.4 Long-Range Planning for Private Schools. Require private schools to collaborate with the City on site selection, site design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located.

Provide additional information on the objective of the Master Plan, the uses the campus plans to accommodate and the number of students/people/users and staff members.

Policy 19.1 Parking Standards. Establish, periodically review, and adjust as necessary parking standards to ensure an adequate supply of parking commensurate with the vision, uses, densities, availability of alternative modes, and proximity to transit stations in the area.

Demonstrate how the proposed project can provide adequate parking. Please provide a list of uses the Master Plan proposes to accommodate, number of dwelling units, students and faculty; a parking study may be required. Please provide details on use of the proposed basketball court that overlays 44 parking spaces; i.e., identify when use of the court will impact availability of the parking spaces. As this may impact the total number of parking spaces available at certain times, and it should be factored into the parking analysis.

Policy 20.3 Public Involvement and Proposed Projects. Improve neighborhood participation in current planning and land use decisions by affording adequate opportunity to review and comment on plans, programs, activities and reports covering the City's land use projects.

Please contact neighborhood groups and seek comments from residents and work with them to resolve conflicts on design, traffic, noise, use of the site and other impacts specifically related to the project.

Policy 4.5 – College Students. Work with educational institutions to update campus master plans and provide housing accommodations for students, faculty, and employees that reflect the housing needs and preferences of their respective institutions.

Specify whether all proposed housing units are reserved for student housing and whether they are proposed to be affordable units.

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

3. Master Plan: The existing Master Plan was approved by City Council in November 6, 2006, and sunsets at the end of this year on November 6, 2016. The existing Plan did not include any



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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new development or construction; as the purpose was to memorialize and condition existing operations. The 14.81-acre campus consists of a variety of educational and religious uses in eleven buildings (i.e. classrooms, cafeteria, library, dormitories, etc.). At the time of approval, the focus was distance learning with students being almost entirely off campus and facilities being available for use by other educational and religious organizations. The university has a maximum enrollment of 260 students in seven colleges, 335 students in private schools, two elementary schools, 33 various Non-Governmental Organizations, two churches, and RVs as an accessory use.

4. Planned Development: The proposed project is not subject to any Planned Development.

5. Neighborhoods:

Council District #2:

Councilmember: Margaret McAustin

Field Representative: Margo Morales

100 N. Garfield Avenue, Room S228

P.O. Box 7115

Pasadena, CA 91109-7215

(626) 744-4742

mlmorales@cityofpasadena.net

The site is not within a neighborhood association; however, below are nearby associations:

Historic Highlands
Contact - Heidi Rous
1278 E. Elizabeth St.
Pasadena, CA 91104
h.rous@pcrnet.com

North Pasadena Heights
Contact - Stephen Acker
1653 E. Mountain St.
Pasadena, CA 91104
stephenacker@ackerandwhipple.com

Bungalow Heaven
Contact - Anne Dove
P.O. Box 40812
Pasadena, CA 91104
president@bungalowheaven.org

Brigden-Ranch
Contact - Donn Dufford
2233 Brigden Road
Pasadena, CA 91104
donnduff@aol.com

6. Estimated Fees:

California Environmental Quality Act (CEQA): At Cost

This project will be subject to (CEQA) compliance. Depending on the final design, size, location, nature of the construction of the project, an Initial Study will be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. The fee for an initial study and/or EIR is provided "at cost"; the City reserves the right to hire an environmental consultant to prepare environmental documents at the applicant's expense. Additional environmental studies (e.g. air quality, traffic and/or parking, noise, aesthetics, greenhouse gases emission) may also be required at the applicant's expense. 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.

Master Development Plan/Amendment fee: \$16,942.00 (may change at beginning of fiscal year)



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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CULTURAL AFFAIRS DIVISION:

BELOW COMMENT SAME AS SEPTEMBER 14, 2015 LETTER

This project is not subject to the public art requirement based on the information submitted.

CURRENT PLANNING:

Project Description (Updated): The proposed project is a 10 year Master Development Plan to update the existing WCIU Master Plan. Based on the application, the total existing total building area within the current Master-Planned campus is 277,259 square feet. The project would remove 4,372 square feet of the existing buildings and construct a total of 49,600 square feet of new buildings (Academic Building, Recreation Building, and Commissary). By the end of the 10-year Master Plan phases, the total building area within the campus would be 322,487 square feet. There would be no expansion of the campus beyond the existing Master Plan boundaries.

Zoning District: The existing Master-Planned site is zoned PS (Public and Semi-Public). The zoning districts of the adjoining properties (adjoin the boundaries of the entire parkland) are as follows:

- North – RM-12 (Multi-Family Residential, Two Units per Lot) zoning district
- South – RM-12 (Multi-Family Residential, Two Units per Lot) zoning district and RS-6 (Single-Family Residential, 0-6 lots per acre) zoning district
- East – RS-4-HD (Single-Family Residential, 0-4 lots per acre, Hillside Development Overlay District) zoning district
- West – Unincorporated Portion of the County of Los Angeles

Permitted Use: In the PS zoning district, certain recreational, institutional, educational, offices, services, transportation, and communication uses are allowed with a Conditional Use Permit. Multi-Family Residential uses are allowed with a Conditional Use Permit; however, they are limited to accessory uses of a principal use. Please see Table 2-7 in PMC Section 17.26.030.

Hillside Review: The property is not located within the Hillside Overlay District.

Certificate of Compliance: The existing 14.81-acre site consists of one lot. There would be no expansion of the campus outside the existing Master Plan boundaries with the proposed project; therefore, a Certificate of Compliance would not be required.

Development Standards: The development standards, including but not limited to, setbacks, maximum floor area, maximum lot coverage, residential density, and height within the existing and proposed PS zoning district would be specified by a Conditional Use Permit or Master Plan. However, prior to the approval of a Conditional Use Permit or Master Plan, properties within the PS districts shall be subject to the development standards of the most restrictive abutting zoning district. The proposed project is subject to, including but not limited to, the following PMC Sections or Chapters:

- Chapter 17.22 – Residential Zoned Districts (RS-6, RM-12)
- Chapter 17.26 – Special Purpose Zoning Districts (PS)
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading
- Chapter 17.48 – Signs
- Section 17.50.080 – Child Day-Care Centers (if applicable)
- Section 17.50.230 – Religious Facilities (if applicable)
- Section 17.50.270 – Schools, Private



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Landscaping: Landscaping shall be provided and maintained throughout the project in compliance with PMC Chapter 17.44. A preliminary landscape plan will be reviewed during the entitlement process as required in PMC Section 17.44. If the project is approved, a final landscape plan shall be submitted with the building permit application.

Parking: Based on the information provided with the application, 329 parking spaces would be provided upon completion of the Master Planned project. Please be informed that the off-street parking requirements for grammar schools and high schools are different – 1.5 spaces per classroom, plus 1 space for every 2 employees and members of the faculty; and 1 space for every 5 students; plus 1 space for every 2 employees and members of the faculty, respectively. The number of required parking spaces cannot be computed at this time because the information on the necessary factors to calculate are not available. Please review Table 4-6 of Section 17.46.040 for the off-street parking space requirements for specific uses. Any new and updated parking area and structures must meet the current development standards and requirements for parking and loading spaces. Please review PMC Chapter 17.46 for more details.

Loading: Off-street loading spaces are required for the proposed Public and Semi-Public project. Please review PMC Section 17.46.260 for more details.

Refuse Storage: In addition to PMC Section 17.40.120, the refuse storage requirements will be determined by the Director of Public Works through the entitlement process. The required refuse storage facilities are not depicted on the Site Plan. A detailed plan should be submitted with the Master Plan application.

Signage: Signage for the project must be designed and installed in accordance with PMC Chapter 17.48.

Trees: The aerial photo indicates that there are a substantial number of trees on the site. An inventory of the existing trees is provided; however, it is illegible. Please provide a comprehensive Tree Inventory and Report prepared by a certified arborist with the Master Plan application. It is unknown whether any trees would be affected by the proposed project at this time. If any protected trees on the site are proposed to be removed, a Tree Removal Permit must be requested in conjunction with the Master Plan application. To prevent any remaining trees to be harmed during the construction, a Tree Protection Plan prepared by a certified arborist must be submitted and approved. Removals of and impacts to trees located within the public right-of-way must be reviewed by the Department of Public Works and may require approval by the Urban Forestry Advisory Commission.

Discretionary Approval Required: The project involves a Master Development Plan for the proposed development of the University campus. In addition, a Private Tree Removal Permit application may be required. It would be determined that additional discretionary approval may be required after the review of revised plans and information materials. The discretionary approval applications may be reviewed concurrently.

Environmental Review - Initial Study: Based on the size and location of the proposed project, an Initial Study pursuant to the California Environmental Quality Act (CEQA) would be required to evaluate potential impacts to the surrounding area. Some typical areas of concern are traffic and circulation, aesthetics, air quality, etc. The Initial Study will help to determine if there are other areas/issues that need to be analyzed and whether a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report will be required. For the completion of the Initial Study, full traffic and parking studies and air quality study would most likely be required. Additional studies and information may also be requested.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

Estimated Fees:

Master Development Plan:	TBD by the Community Planning Section
Tree Protection/Removal:	\$813.00~\$2,738.00 depending on the number of trees
Initial Environmental Study:	At Cost
Records Management Fee:	Additional 3 percent of total fees

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

DESIGN & HISTORIC PRESERVATION:

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. A survey of the buildings subject to the master plan has not been completed and the historic significance of the existing structures and grounds is unknown at this time, although several of the existing buildings were built between 1941 and 1970.

According to PMC Section 17.61.050(l)(3)(e), master plans are subject to review by the Historic Preservation Commission (HPC) for review and a recommendation to the City Council if the plan:

1. Includes any area within a Landmark Overlay District or Historic District;
2. Proposes alteration, demolition, or removal of a landmark, a historic resource, or a work of Greene and Greene; or
3. Includes other historic resources determined to be significant by the Director.

The existing Master Plan for this property currently calls for a Certificate of Appropriateness to be obtained from staff for the future demolition of the Ward Workshop (page 4). Applicants proposing demolition of an eligible historic resource are advised to meet with staff to discuss appropriate alternatives such as relocation or incorporation into the proposed new project.

Because the scope-of-work in the proposed Master Plan consists of the possible demolition of the Ward Workshop, the proposed Master Plan may be subject to review by the HPC. The HPC may review and make a recommendation directly to the Council on a proposed Master Plan. Further staff review of the structures to be demolished as part of the Master Plan will be necessary to determine whether HPC review is required.

Any major modifications to existing buildings on the site that are eligible for historic designation would be required to submit an application for Certificate of Appropriateness, the review of which would follow category two review procedures listed in PMC Section 17.62.090.E.2. The staff may approve, approve with conditions, or delay for up to 180 days applications under category two procedures.

Demolition without a Building Permit for a Replacement Project: In addition to the demolition review, the PMC also prohibits demolition of primary structures unless the City has already issued a building permit for a replacement project on the site. The PMC allows a developer or property owner to apply for an approval to demolish a primary structure prior to



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

issuance of a building permit for a replacement project. This application requires a public hearing because the building to be demolished is eligible for historic designation. Planning staff reviews applications if the building to be demolished is ineligible for a historic designation. The HPC and/or 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. The HPC and or staff may deny the application if these findings cannot be met. Decisions on these applications may be appealed to the HPC or City Council, or called for review by the City Council.

DESIGN REVIEW: Pursuant to PMC Section 17.61.050.1.3.f, all Master Plans must be reviewed by the Design Commission for advisory comments to the Planning Commission and City Council. This review includes a Preliminary Consultation early in the process to identify any potential inconsistencies with applicable design guidelines, followed by an advisory review of the Master Plan in advance of the Planning Commission's review. The applicable design guidelines for the project would be: the Citywide Design Principles in the Land Use Element of the General Plan, the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the Design Guidelines for Neighborhood Commercial and Multi-family Residential Districts.

Design review is a three-step procedure: 1) Preliminary Consultation; 2) **Concept (schematic-level) design review**; and 3) **Final design review**. Depending on the sizes of the buildings, concept design review may be a noticed public hearing before the Design Commission.

- **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 review authority for Concept design review.
- **Concept design review requires:** An application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list. Concept design review addresses basic project design, including massing, modulation, siting, proportions, solid-to-void relationships, compatibility with surroundings, and compliance with design guidelines. Depending on the scale of the project, we may suggest including some or all of the following visual materials: a) a digital massing model; b) rendered elevations; and c) an eye-level perspective drawings or computer models, concentrating on all street elevations.

Final Design review requires: an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. Although the staff may conduct final design review, the Design 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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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 decision may appeal it. Staff decisions can be appealed to the Design Commission and Design Commission decisions can be appealed to the City Council. The Design Commission or City Council may also call a staff decision for its review and the City Council may call a Design Commission decision for its review. Appeals or calls for review must be filed during the ten-day appeal period before the decisions become effective (which is on the 11th day following a decision).

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

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

Specific Comments on Proposed New Construction:

Massing: A well-crafted design concept would help to give further meaning and depth to the massing presented. Creating a carefully laid out plan that deftly analyzes pedestrian circulation in conjunction with well-planned open space can help to ensure the success of the future development at this site. Consider preparing a series of design studies to present to the Design Commission that explore alternate design scenarios or architectural studies that have led to the proposed design as presented to the Commission. Additionally, a site-specific approach to design for this building proposal that strategically links the structure to the rich architectural context of the City would help to make the project better engage the site and the architectural context that exists to, ultimately, create a vibrant and successful addition to the campus.

Siting: The current submittal does not have specific proposals for pedestrian or vehicular circulation or details regarding new construction and/or significant alterations to existing structures. New development should be sited well overall and intelligently planned to coordinate with exiting improvements and enhance pedestrian circulation.

Compatibility: The preliminary plan appears to be generally compatible with the surrounding context. The City of Pasadena’s objective is to achieve architectural and design excellence. Buildings should improve the environment for the public, respond to their context and be compatible to the surroundings. A unique and creative proposal which references its specific site conditions would add interest and vitality to this location.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Citywide Design Principles: Guiding Principle 1: *Enhance the surrounding environment: A development should complement and respond to the immediate area, as well as the larger city environment. Contextual fit: A building should fit with its surroundings.*

Landscaping: A landscape palette was provided with the first PPR submittal of Master Plan documentation in July 2015. We encourage the landscape architect to prepare landscape plans for the project at an early stage, in consultation with the applicable design guidelines and/or code requirements, as referenced above. We encourage this early discussion of site plantings and configuration in order for the landscape to integrate fully with the building design.

Signage: Signage issues will be considered at Final Design review, however consideration should be given to the location and type of signage that will help to identify the property as a unified development and improve wayfinding, while appropriately responding to the design aesthetic for the structures and the surrounding residential context. Consider a comprehensive update to the existing Master Sign Plan for this property.

Materials: Materials are reviewed at the Final Design review stage. Some general questions about materials may be discussed during concept review. Early consideration of the building materials should be studied by the design team preliminarily to ensure the design incorporates high quality materials and renderings reflect these specifications

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

- www.cityofpasadena.net/planning/design_guidelines (select "Citywide Design Principles" and "Neighborhood Commercial and Multi-Family Residential Districts")
- Secretary of the Interior's Standards: <http://www.cr.nps.gov/hps/tps/standguide/>

Estimated Fees: Preliminary Consultation (Master Plan) \$693.19

The fees noted above are based on the preliminary information provided and are subject to change pursuant on the scope of the final revised plans and/or phases of development. A more detailed fee estimate can be provided when a more detailed scope of new construction is provided.

DEVELOPMENT/NW PROGRAMS:

BELOW COMMENT SAME AS SEPTEMBER 14, 2015 LETTER

Development has reviewed the proposed project and determined that no comments are required based on the project scope.

FIRE DEPARTMENT:

BELOW COMMENTS SAME AS SEPTEMBER 14, 2015 LETTER

Plan shall comply with the requirements of 2013 California codes and PMC.

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

Accessible means of egress elevator: A building with five stories above grade shall comply with the requirements of Accessible means of egress per CBC Section 1007.

Allowable Building Heights and Area: shall comply with the requirements of CBC Table 503.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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Emergency Responder Radio Coverage: Building shall have approved radio coverage for emergency responders within the building based upon the existing coverage level of the public safety communication system per California Fire Code (CFC) Section 510.

Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix B Table B 105.1 and the quantity and spacing of fire hydrants as required by CGC Appendix C Table C105.1 of Title 24. Plans shall be submitted to the Pasadena Fire Department for review and approval prior the review and approval of the building plans.

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

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

Aerial Fire Apparatus Access Roads: Building exceeding 30 feet in height above the lowest level of Fire Department Vehicle Access shall comply with requirements of CFC Section D105.1 through D105.3. Building shall have approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway. All access gates across roadways or entrances to facilities shall fail unlocked/open in the event of any loss of power. All access gates and main entrance doors shall have a Knox Box or Knox Control Key Switch installed. Obtain Knox Box Applications from the Pasadena Fire Department Permit Desk.

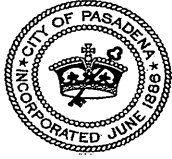
Automatic Fire Sprinkler System or Standpipe: An automatic sprinkler system shall be provided throughout building per CBC Section 903.2.1 and PMC amended CFC section 903. Stand pipe system shall comply with the requirements of CBC Section 905.

Fire Department Fire Sprinkler Connections: Shall be comprised of:

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

Automatic Fire Alarm/Detection System: All structures 10,000 square feet or any structure required by Title 24, California Building or Fire Codes, shall be provided with a fully automatic and manual fire detection and notification system. Shop drawings to be submitted by contractor for review and approval prior to construction. PMC amended CFC Section 907.

Emergency Vehicle Traffic Signal Preemption Systems: Traffic signaling systems serving this complex are required to have emergency vehicle signal preemption controls installed.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

LOCAL DEVELOPMENT AREA:

Please contact Eric Duyshart for comments.

FIRST SOURCE LOCAL HIRING:

Please contact Antonio Watson for comments.

HEALTH DEPARTMENT:

BELOW COMMENT SAME AS SEPTEMBER 14, 2015 LETTER

Plan submittal will be required for the construction of a new retail food facility. Food facility must comply with PMC 8.12 and California Retail Food Code - excerpt from California Health and Safety Code Part 7 California Retail Food Code. Refer to the Retail Food Construction Guideline: http://cityofpasadena.net/publichealth/environmental_health_services/. Public facilities shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC 8.78) Prohibition of smoking in public places and prohibition of smoking in certain outdoor public places (PMC Sections 8.78.060/ 8.78.071).

HOUSING DEPARTMENT:

BELOW COMMENT SAME AS SEPTEMBER 14, 2015 LETTER

Please contact Jim Wong for comments. Mr. Wong had the following questions after reviewing the application:

- 1) How will the City's Inclusionary Housing Requirements are to be satisfied?
- 2) Plans should indicate which existing dwelling units are proposed to be demolished
- 3) Are the proposed multifamily housing structures located within the City of Pasadena?

DEPARTMENT OF PUBLIC WORKS:

General Statement: The Department of Public Works (DPW) has reviewed the application for PPR 2015-00012 (Revised) at 1539 East Howard Street. The application is to revise and update the existing William Carey International University Master Development Plan to a 10-year Master Plan consisting of a new Academic Building, new Commissary addition, and a new Recreation Building. The total new building area is 49,600 square feet. No change to the existing boundaries of the Master Plan is proposed. 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 DPW will review the proposed development for specific recommended conditions to be approved, which could also include other conditions.

Public Improvements:

ADA Compliant Curb Ramp: The existing curb ramp radius at the following intersection is:

1. Approximately twelve (12) feet at the southeast corner of Elizabeth Street and Wesley Avenue.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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2. Approximately twenty two (22) feet at the northeast corner of Howard Street and Wesley Avenue.

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall reconstruct a standard curb ramp at the said corners per Standard Plan No. S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the DPW is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

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

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (up to 25 feet radius) 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 prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

Drive Approach: The applicant shall construct any new one-way entry/exit drive approach a minimum of 12 feet in width and two-way entry/exit drive approach a minimum of 24 feet in width and a maximum of 26 feet in width and in accordance with Standard Drawing No. S-403. The existing gutter shall be cut per the requirements of Public Works inspector and the paving shall not be disturbed. The street trees shall have a clear distance of a minimum of seven feet from the drive approaches. All drive approaches shall be at least seven (7) feet clear from the outside trunk of the existing trees. The new drive approaches shall not cause damage to the existing street trees which shall remain in place.

The applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk and shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done per the requirements of Public Works inspector. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).

The entrance to the parking lot at the east end of Howard Street shall be reconfigured to include a "Hammer Head"-type cul-de-sac for turn-around as approved by the DPW. The existing gate shall be pushed back to 20 feet between the curb line and the gate, and the oleander bushes on the west side of the driveway shall be removed to improve visibility for this movement.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Sidewalk: Howard Street has no sidewalk. The applicant shall construct a new PCC sidewalk on the north side of Howard Street along the subject property from Bresee Avenue to the east end of Howard Street per Standard Drawing No. S-421. The new sidewalk shall be a minimum 5 feet wide with a cross slope not to exceed two percent, as approved by the DPW.

The existing mature trees on the north side of Howard Street from Bresee Avenue to the east end of Howard Street shall be protected in place until the end of their life cycle, which is estimated at least in the year of 2025 to 2030. If the applicant chooses to proceed with building plans and/or construction prior to 2025, and the trees are not at the end of their normal life cycle, the applicant shall dedicate the land necessary to provide ADA compliant sidewalk along the subject frontage for street purposes. The applicant shall be responsible for all the costs required to complete the dedication. The dedication document and processing fee shall be submitted to this office prior to the issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of the Certificates of Occupancy.

The applicant shall construct new PCC sidewalk for all the above mentioned dedicated areas in accordance with Standard Plans S-421.

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

Street Tree: The applicant shall plant and maintain the officially designated street trees per the City approved master street tree plan, for a period of three (3) years, a maximum of fifteen (15) trees on the Elizabeth Street frontage and install and maintain an irrigation system for the trees. The locations will be finalized in the field by the DPW. Plans for the irrigation system shall be (prepared by a landscape architect registered in the State of California and) submitted to the DPW for review and approval.

Trees must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. PNR can be reached at (626) 744-3846. The trees shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy. All new trees shall be maintained by either an existing or a new irrigation system constructed by the applicant.

The applicant shall also submit a tree establishment deposit to guarantee the new trees for a minimum of 90 calendar days. The maintenance within the establishment period shall consist of watering the new trees; the removal of weeds; the adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any trees which, for any reason, die or are damaged under its care. The 90-day tree establishment period shall commence on the day that the Certificate of Occupancy is issued. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Plans must be submitted to the Parks and Natural Resources Division for approval showing any structures, irrigation, footings, grading or plantings that impact City street trees. The plans must conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters and actual canopies as well as any trees to be planted with their canopy at mature size.

Utility Cuts: Excavation for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.

Sewer: Any new structures for 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 DPW, and a permit issued by the DPW 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.

Drainage: There is a major existing Los Angeles County Department of Public Works (LACDPW) storm drain system that runs directly through the property from Sierra Bonita Avenue at Elizabeth Street to Sierra Bonita Avenue at Howard Street. Any work over the existing storm drain system will require the approval of LACDPW. The existing storm drain system, including easement, shall be shown on all construction plans.

If the proposed improvements drain to the driveway, the applicant shall construct a non-sump grate drain in the driveway at the back of the sidewalk. The drain shall discharge to the street in a curb outlet approved by the DPW.

The applicant shall submit to the DPW a grading and drainage plan and hydrology study for review and approval prior to the issuance of a building permit. The grading and drainage plan and the hydrology study shall be prepared by a licensed civil engineer registered in the State of California. The hydrology study shall include calculations for the quantities of storm water runoff for the pre-development and post development conditions and how drainage will be handled. On-site drainage shall be connected to an off-site drainage system whenever possible.

Street Lighting: The existing street lighting system on Howard Street and Elizabeth Street consists of utilitarian lights (mounted on wood power poles) and, therefore, does not meet present design standards. In order to improve pedestrian and traffic safety, the applicant shall install a maximum of eleven (11) new street lights on Howard Street and a maximum of ten (10) new street lights on Elizabeth Street or near the frontages of the property, including conduits, conductors, electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type and hardware shall conform to current policies approved by the City Council, and the locations shall be as approved by the DPW.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights. Plans for the improvements shall be prepared by a Civil Engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted. In addition, there is possibly considerable lead-time for the materials required for street light construction. In order to avoid delays in the development schedule, the applicant shall



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

coordinate with this office at 626-744-4195 regarding this street light condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

As an alternative, the applicant may elect to have City to design, prepare plans and specifications, and perform the construction/ modification of the required street lights work, and pay the City an in-lieu fee for this Condition of Approval. This one-time in-lieu flat fee is non-refundable. The total flat fee for all conditioned streetlights construction will be determined by City Staff if the applicant elects to pay the in-lieu fee. Upon payment, the construction of the required street lights will be included as part of the future City's Capital Improvement Projects.

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 DPW 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 DPW for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the DPW webpage at: http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/. A deposit, based on the 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 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.

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 DPW for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195. No construction staging, material storage, or trailer in the public right-of-way.

Holiday Moratorium (November through January): In preparation for the New Year Rose Parade and Rose Bowl Game, the DPW 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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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 DPW Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link:

http://cityofpasadena.net/PublicWorks/Engineering_Division/.

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

- o Sewer Facility Charge – PMC Chapter 4.53: 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.
- o Sidewalk Ordinance – PMC Chapter 12.04: 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.
- o City Trees and Tree Protection Ordinance – PMC Chapter 8.52: 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.
- o Stormwater Management and Discharge Control Ordinance – PMC Chapter 8.70: This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance. Information on the SUSMP requirements can be obtained from the Permit Center's webpage at http://cityofpasadena.net/PermitCenter/Plans_Submittal_Checklists/
- o Construction and Demolition Waste Ordinance, PMC Chapter 8.62: The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://cityofpasadena.net/PublicWorks/> 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.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

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

DEPARTMENT OF TRANSPORTATION:

BELOW COMMENTS SAME AS SEPTEMBER 14, 2015 LETTER

General Statement: The following conditions are in response to a pre-development 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. Should these proposed developments continue beyond the pre-development plan review process, the Department of Transportation will review the proposed developments for specific recommended conditions to be approved, which could also include other conditions:

Traffic Analysis: Based on the preliminary information provided in the Master Application form, a traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit of \$10,000, based on the current Fee Schedule, payable to the City of Pasadena to the Department of Transportation, attention: Conrad Viana at 221 E. Walnut Street, Suite 210, Pasadena, CA 91101. This deposit is subject to partial refund or additional billing. Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

Trip Reduction: The project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. The purpose of the trip reduction requirement is to reduce the demand for automobile commute trips by ensuring that the design of major nonresidential development projects accommodates facilities for alternative modes of transportation. In addition to the preparation of the traffic impact study, an additional plan shall be completed to address the project's programs to promote alternative modes of transportation. All nonresidential development projects, and the nonresidential portion of all mixed use development projects, which exceed 100,000 square feet of gross floor area, shall provide a Transportation Systems Management Plan. This plan shall be completed to address the project's programs to promote alternative modes of transportation. The TSM plan shall be reviewed and approved by the Department of Transportation prior to the issuance of the first permit for construction (i.e. demolition, foundation, grading, or building) and thereafter shall be reviewed and approved annually. The TSM program may include but is not limited to the following strategies:

- Pay parking for employees
- Guaranteed Ride Home
- Private vanpool operations
- Bikeway linkages to established routes
- Transit pass and vanpool fare subsidies
- Reduced-parking fees for non-solo drivers



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Provision of a certified Employee Transportation Coordinator
- Commuter matching service for all employees on an annual basis, and for all new employees upon hiring.

The owner/developer shall place a deposit with the Department of Transportation prior to the issuance of the first permit for construction. This deposit is subject to a refund or an additional billing in the event that the deposit amount is not sufficient to cover the cost of the review. The developer shall pay an annual Transportation Demand Management (TDM) status report review fee, in compliance with the requirements of the Trip Reduction Ordinance (Ord.6573). Contact Juliana Iturrizaga, Associate Engineer at (626) 744-7228.

Construction Staging & Traffic Management: Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction may be limited due to construction activities bordering the project site.

Loading: Any proposed loading spaces 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).

WATER & POWER DEPARTMENT-POWER DIVISION, POWER ENGINEERING

BELOW COMMENTS SAME AS SEPTEMBER 14, 2015 LETTER

The City of Pasadena Water and Power Department (Department) is already providing electric service to the proposed development at 1539 E. Howard St (Customer) with the following characteristics: 1539 E. Howard St has one existing electric vaults/room dedicated for primary service totaling 1000 kVA in capacity. Shall the proposed project require more power capacity, follow these guidelines:

- Customer shall provide transformer room(s) / vault(s) for each development if the electrical service is over 200 Amps single-phase. The number and size of the transformer room / vault varies according to the size of the electrical service.
- Any required transformer room(s) / vault(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.
- Customer shall be responsible for the maintenance of the transformer room / vault, provide protection for the equipment in the transformer room / vault, and allow access to the transformer room / vault 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. The number and location of the service laterals varies according to the size of the electrical service.
- Customer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to transformer room / vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
- Customer shall install transformer room / vault, service equipment, and secondary service conduits within the development area.
- Department shall install electrical service transformers, cables, and electric meters.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- All Department installation costs shall be paid by the Customer and are included in the cost estimate below.
- Customer 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.
- Customer must identify and notify the Department if there is any underground electrical conduit within the proposed development area in conflict with the construction.
- Customer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all Customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative and Rebate Program.

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 / vault location, electrical meter / panel location, single-line diagram, load calculation, and proposed construction schedule.

Total estimated fee for providing electric service to this development is undetermined at this time. In addition, a "ballpark" estimate does not include Department costs related to the modification of existing Department electric infrastructure that may be required in order to provide electric service that shall be paid by the Customer. A firm total cost estimate shall be provided to the Customer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.

All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Utility Service Planning personnel for further information and detailed requirements at (626) 744-7525.

WATER & POWER DEPARTMENT–WATER DIVISION, WATER ENGINEERING

BELOW COMMENT SAME AS SEPTEMBER 14, 2015 LETTER

Water Engineering has no comments regarding this PPR. All new or upgraded water services are reviewed and approved by the Utility Service Planning Section. All water improvements to this project shall be billed at total cost to the customer/developer. Thorough analysis of the water improvements needed will be completed upon submittal of the \$5,000 deposit. Please visit: <http://cityofpasadena.net/waterandpower/NewServices>

WATER & POWER DEPARTMENT– WATER DIVISION, UTILITIES SERVICES

Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. There are water mains all around the campus.

North of the original campus

- In Sierra Bonita Avenue, a 6-inch cast iron installed under work order 1620 in 1925, located approximately 20 feet east of the west property line of Sierra Bonita Avenue.
- In Oxford Avenue, a 6-inch cast iron main installed under work order 2988 in 1934, located approximately 9 feet east of the west property line of Oxford Avenue.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- In Topeka Street, a 6-inch cast iron main installed under work order 1597 in 1925, located approximately 23 feet north of the south property line of Topeka Avenue.
- In Elizabeth Street, a 12-inch cast iron main installed under work order 1592 in 1925, located approximately 20 feet south of the north property line of Elizabeth Street.

East of the original campus

- In Oxford Avenue, a 12-inch cast iron main installed under work order 4327 in 1949, located approximately 15 feet east of the west property line of Oxford Avenue.
- In Oxford Avenue, a 4-inch cast iron main installed under work order 1115 in 1923, located approximately 18 feet east of the west property line of Oxford Avenue.

South of the original campus

- In Howard Street, a 6-inch cast iron main installed under work order 1637 in 1925, located approximately 20 feet north of the south property line of Howard Street.
- In Sierra Bonita Avenue, a 6-inch ductile iron main installed under work order 6602 in 1997, located approximately 17 feet east of the west property line of Sierra Bonita Avenue.
- In Breese Avenue, a 6-inch cast iron main installed under work order 1638 in 1925, located approximately 22 feet east of the west property line of Breese Avenue.

West of the original Campus

- In Wesley Avenue, a 6-inch cast iron main installed under work order 1635 in 1925, located approximately 20 feet east of the west property line of Wesley Avenue.

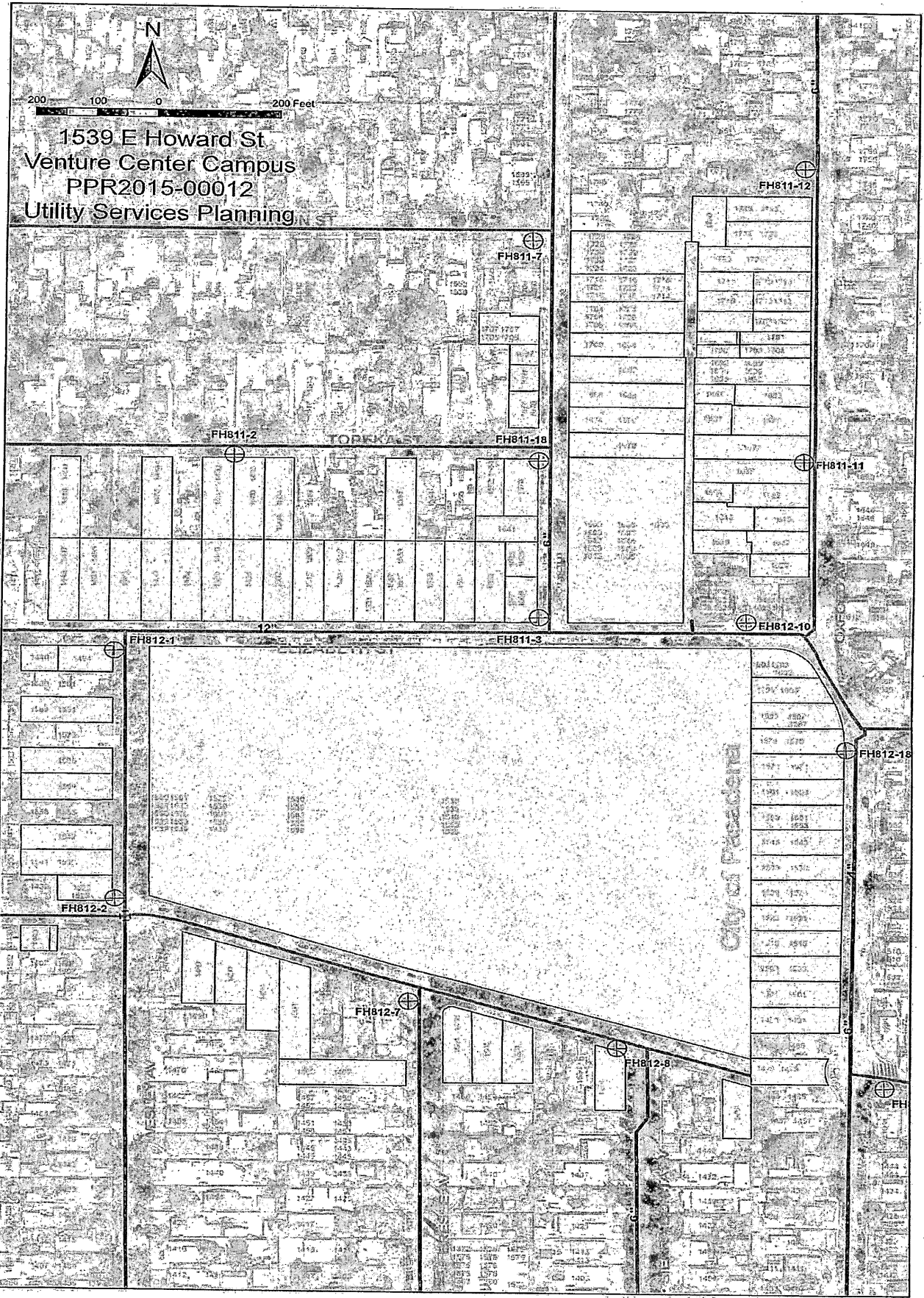
Moratoriums: Verify with Public Works Department regarding any street construction moratorium affecting this project.

Water Pressure: The approximate water pressure at this site ranges from 50 to 80 psi.

Water Service: PWP records reflect multiples water services that are serving the project. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost.

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 multiple fire hydrants around the vicinity of the project. There are no current fire flow tests available for those hydrants. If you would like to request for fire flow test information for any of the hydrants, please contact Linette Vasquez at (626) 744-7064.

Fire Hydrant Detail: (Please see attached map)



1539 E Howard St
Venture Center Campus
PPR2015-00012
Utility Services Planning

200 100 0 200 Feet



FH811-2

FH811-7

FH811-18

FH811-12

FH811-11

FH812-10

FH812-1

FH811-3

FH812-18

FH812-2

FH812-7

FH812-8

FH812-18

City of Peabody