



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

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**PREDEVELOPMENT PLAN REVIEW COMMENTS**

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

**Project Number:** PPR2019-00011 **Date:** December 13, 2019

**Project Address:** 274 – 284 N. Oakland Avenue

**Project Description:** Predevelopment Plan Review for the demolition of five residential units and the construction of a 5-story, 185-unit single-room occupancy development with 50 parking spaces. All units will be affordable with 10% for Low Income and 90% for Moderate Income. Project site is located in the CD3 zoning district (Central District Specific Plan, District 3) and is designated as Medium Mixed Use.

**Applicant:** CBG/Bridge Financial Advisors  
Attn: Jim Osterling  
(626) 818-0850  
[jimo@bridgeadvisorsllc.com](mailto:jimo@bridgeadvisorsllc.com)

**Case Manager:** Jennifer Driver  
(626) 744-6756  
[jdriver@cityofpasadena.net](mailto:jdriver@cityofpasadena.net)

DETERMINATION OF COMMUNITYWIDE SIGNIFICANCE REQUIRING PRESENTATION TO THE CITY COUNCIL:	
1. Greater than 50,000 square feet of gross floor area with at least one discretionary permit.	<input checked="" type="checkbox"/>
2. Fifty or more housing units.	<input checked="" type="checkbox"/>
3. 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.

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

**General Comments:** Addressing is based on the main front door entry into the building, based on the site map provided the main front door entry is not clear. I'm unable to determine an address for the proposed project, please provide a site map showing main front door entry into the building, streets labeled, and identify driveway entrance and north direction. Once addressing has been established the letter that authorizes you to use the addresses will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

**Governing Codes:** Pasadena Municipal Code Chapter 12.20 Building Numbering.

**Estimated Fees:** The address fee will be calculated after receiving the following: An address application and a current half size or 8 1/2" x 11" site plan showing the main front door entrance into the residence, the streets, indicate the N/S direction as well as the orientation of the building to the streets before submittal into plan check.

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**BUILDING & SAFETY DIVISION:** Plan Reviewer: Arnold Barreda  
 Phone: (626) 744-6793  
 Email: [abarreda@cityofpasadena.net](mailto:abarreda@cityofpasadena.net)

**Governing Codes:** Current Edition of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Standards Codes. The governing edition is based on the date in which the project is submitted to the City for review.

The governing edition is based on the date in which the project is submitted to the City of Pasadena for review. The current edition is the 2016 series effective January 1, 2017 until December 31, 2019.

**Soils Report:** Soils report is required for the project.

## Property Land Survey



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

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

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

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

**PERMIT(S)** Separate permits are required for the following:

- Mechanical
- Electrical
- Plumbing
- Fire Sprinkler
- Demolition
- Others

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**PLANNING DIVISION – COMMUNITY  
PLANNING SECTION:**

Plan Reviewer: Andre Sahakian

Phone: (626) 744-6916

Email: [asahakian@cityofpasadena.net](mailto:asahakian@cityofpasadena.net)

**General Plan Consistency:**

According to the General Plan Land Use Diagram, the subject property is designated as Medium Mixed Use (0.0-2.25 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 medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. 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 Medium 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 lots totaling 21,200 square feet in size, and is currently developed with four residential buildings totaling five units as well as two garage structures. The site is fronts on N. Oakland Avenue, and surrounding lots are developed with multi-family buildings of various sizes. The adjacent properties to the north, south, and west are developed with two-story multi-family buildings, and the property to the east is developed with a four- to five-story multi-family building. Based on the submitted plans, the project proposes demolition of the existing buildings on the site and development of a new 185-unit single-room occupancy (SRO) project consisting of 63,082 square feet of floor area. The project would have a total height of six stories and 60 feet



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consisting of five stories of residential units above ground floor common area and parking, as well as one level of subterranean parking accessed from a driveway along N. Oakland Avenue. The ground floor common area includes a recreation room, fitness center, business center, laundry facilities, and a dog wash.

SRO uses are not regulated by maximum residential density (dwelling units per acre), but are subject to floor area ratio (FAR) standards. Based on the size of the site, the subject property would allow up to 47,700 square feet of floor area based on the maximum allowable General Plan FAR of 2.25 FAR. The proposed project includes 63,082 square feet, which exceeds the General Plan maximum FAR, and is thus not consistent with General Plan intensity requirements. However, given the affordability of the proposed units, the project is eligible for a density bonus of up to 35%. It is noted that the application does not currently indicate that a density bonus is requested; therefore, as submitted, the project does not comply with the General Plan maximum of 2.25 FAR.

The project plans show a central, open air courtyard located above the ground floor that would be accessible to residents in addition to the recreation room and other amenities located on the ground floor. These amenities are consistent with the Medium Mixed-Use land use designation. The frontage elevation of the building includes a driveway to the parking areas and a single transparent entryway. Otherwise, there is no other distinct entry or pedestrian-oriented feature along the building frontage. It is recommended that more transparency and distinctive features be included to improve the appearance of the building along the streetscape and achieve better consistency with the Medium Mixed-Use land use type for exclusively residential buildings.

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. The proposed project is comprised of 100% affordable units, and thus would have no effect on the development capacity for the Central District Specific Plan. Analysis of the effect of the proposed project on the adopted Development Capacities for the Central District Specific Plan is provided in the table below:

<b>Residential Unit Development Cap</b>	
2015 General Plan Adopted Cap	4,272 units
Remaining Cap Before Project	2,834 units
Remaining Cap After Project	2,834 units

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

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



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

*Policy 21.5 Housing Character and Design. Encourage the renovation of existing housing stock in single- and multi-family neighborhoods. When additions or replacement housing is proposed, these should reflect the unique neighborhood character and qualities, including lot sizes; building form, scale, massing, and relationship to street frontages; architectural design and landscaped setbacks.*

*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.*

*Policy 23.6 Open Space Amenities. Require that open space is provided on-site, is accessible, and of sufficient size to be usable by residents, in common areas and/or with individual units pursuant to the Zoning Code.*

The proposed project is an SRO housing type, which is subject to commercial development standards rather than typical residential development standards. Nonetheless, the General Plan identifies goals relating to compatibility, character, design, open space, and development transitions. The proposed project should explore opportunities to provide modulation in the building massing and attempt to provide a more sensitive transition in building scale between existing lower-scale buildings on adjacent lots. It is noted, however, that there is existing development of similar scale directly to the east of the subject property. The project does provide open space on-site and common areas for residents, and parking is enclosed to the rear of the ground floor and in a subterranean level to minimize visibility. While not shown on the plans, landscaping in setback areas are also encouraged.

*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 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.*

*Housing Element Policy HE-2.1 – Housing Diversity. Facilitate and encourage diversity in types, prices, ownership, and size of single-family homes, apartments, town homes, mixed-uses, transit-oriented developments, and work/live housing, among others.*

*Housing Element Policy HE 2.4 – Affordable Housing. Facilitate a mix of household income and affordability levels in residential projects and the appropriate dispersal of such units to achieve greater integration of affordable housing throughout the City.*

The project site is located within a half-mile radius of the Memorial Park and Lake Gold Line Stations. The General Plan contemplates the development of Transit Villages with higher development intensities around these stations. Although the project site is not immediately adjacent to the station, it is within walking distance, and thus could contribute to the Transit Village dynamic. The proposed density, unit sizes, and affordability of the units would create a relatively large number of affordable units located near transit, and expand the availability of housing choices, which is consistent with the Transit Villages concept and Housing Element policies relating to housing diversity and affordability.

#### **Specific Plan:**

The subject property is located within the Central District Specific Plan (CDSP), specifically within the Ford Place/Fuller Seminary precinct of the Walnut Housing sub-district. This precinct includes a mixture of residential and smaller scale office uses. However, there is a noticeable transition toward higher density urban housing. This trend is intended to be encouraged as it places residential uses in proximity to the Lake Avenue Gold Line station, as well as employment activities along Lake Avenue. While a significant portion of this precinct will be dominated by Fuller Seminary, additional housing, including student housing, local serving commercial, and support services are also among the appropriate uses for the precinct.

Based on the intent of the Ford Place/Fuller Seminary precinct, the proposed use of the subject property for a relatively high density affordable housing project with smaller units is an allowed use and is appropriate, given its proximity to transit and the Fuller Theological Seminary, where it can potentially serve as student housing.

The CDSP provides numerous guidelines and policies relating to site planning and building design that are relevant to the proposed project. A selection of relevant policies relating to site planning are listed below:



*SP 5 - Maintain Landscape Traditions. Pasadena, including Downtown, has an outstanding tradition of Mediterranean landscape design. Plazas, intimate courtyards, terraces and gardens contribute to an exceptional outdoor setting, abundant with trees and floral displays. New development should continue to build upon these traditions and qualities found within the local landscape.*

*BD 2 - Mitigate Massing and Bulk. Large, monolithic buildings negate the qualities particular to the Central District. At their worst, these buildings make Downtown a less humane place. The proper consideration of the scale, massing and detail of individual buildings will contribute to a coherent streetscape and satisfying public environment.*

*UR 1 - Respect Urban Development Patterns. Residential buildings should add to the character and quality of the Downtown community. This begins with a strong relationship between the building and the street; street-oriented development will support compatibility among an active mixture of Downtown uses. Nonetheless, urban housing must provide for minimum levels of privacy required of any living environment. A layered transition from public to private space is critical.*

*UR 2 - Create Appealing Street Scenes. Streets throughout Downtown should be sociable places that offer a sense of security, and residential building projects should make a positive contribution to the life of the street. Porches and stoops will communicate a sense of arrival and allow opportunities for informal social interaction; balconies and windows animate the street and create a self-policing environment.*

*UR 3 - Incorporate Functional Communal Spaces. Communal open spaces areas should be a part of all urban residential projects, but these spaces need to be functional and therefore, integrated with the overall design. Communal open spaces are intended as spaces where residents may interact; they may also provide recreational opportunities that are not otherwise conveniently found Downtown. Outdoor furnishings, recreational facilities, and other site amenities, coupled with attractive planting and landscape design will make communal space domestic, inviting, and useable.*

*UR 5 - Compose Attractive Residential Facades. Downtown housing should be visually attractive. A residential building should also clearly communicate its domestic function. Well-composed building facades and intimately-scaled architectural elements such as balconies, bay windows, and trim details add residential character and make urban housing appealing and comfortable for its inhabitants.*

The submitted plans indicate that more effort can be made to ensure consistency with these guidelines, particularly with respect to mitigating massing and bulk, creating more appealing street character, and composing an attractive residential façade. The applicant should consult with the Design and Historic Preservation section of the Planning Division regarding implementation of these and other design guidelines.

**Master Development Plan:**

The subject property is located within the boundaries of the Fuller Theological Seminary Master Plan. However, this particular property was not identified as a component of the development plan



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at the time the Master Plan was approved, and thus there are no provisions of the Master Plan that would affect the underlying regulations for the subject property.

### **Planned Development:**

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

### **Neighborhoods:**

The proposed project is located within the following neighborhood associations:

- Council District 3  
Councilmember John J. Kennedy  
City Council Liaison: Susan Porras  
Contact Email: [sporras@cityofpasadena.net](mailto:sporras@cityofpasadena.net)  
Contact Phone: (626) 744-4738
- Downtown Pasadena Neighborhood Association  
Contact Person: Jonathan Edwards  
Contact Email: [DPNAlist@gmail.com](mailto:DPNAlist@gmail.com)  
Website: [www.downtownpasadena.org](http://www.downtownpasadena.org)

### **Estimated Fees:**

No fees are anticipated from Community Planning.

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#### **CULTURAL AFFAIRS DIVISION:**

Plan Reviewer: Wendy Miller  
Phone: (626) 744-7547  
Email: [wmillers@cityofpasadena.net](mailto:wmillers@cityofpasadena.net)

Based on the information provided in the Planning Division Master Application, PPR2019-00011 is NOT SUBJECT to the Public Art Requirement, as it is a multi-family residential development outside the Downtown/Old Pasadena/Northwest Program Area boundaries.

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#### **PLANNING DIVISION – CURRENT PLANNING SECTION:**

Plan Reviewer: Jennifer Driver  
Phone: (626) 744-6756  
Email: [jdriver@cityofpasadena.net](mailto:jdriver@cityofpasadena.net)

**General Comments:** The information provided herein is general due to the general content of the information submitted. Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code, Municipal Code and each chapter/section specified. Comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant will be required to demonstrate compliance with all applicable standards in all future submittals.

- [Title 17](#) – Zoning Code
- [Chapter 17.30](#) – Central District Specific Plan
- [Chapter 17.42](#) – Inclusionary Housing Requirements
- [Chapter 17.43](#) – Density Bonus
- [Chapter 17.44](#) – Landscaping





- [Chapter 17.46](#) – Parking and Loading
- [Section 17.50.300](#) – Single Room Occupancy (SRO) Facilities
- [Section 17.50.340](#) – Transit-Oriented Development (TOD)
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance
- [Title 16](#) – Subdivisions

1. **Project Site:** The project site consists of two (2) legal lots (AIN: 5723-006-037 and 5723-006-038), under a single ownership. The total lot size is identified as 21,128 square feet in the application.
2. **Zoning District ([PMC §17.30](#)):** The project site is zoned CD-3 (Central District Specific Plan, subdistrict 3 – “Walnut Housing”, Ford-Place/Fuller Seminary zoning precinct). In addition, while the site is located within the Fuller Seminary Master Plan boundary, it was not included in the Master Plan for future development by Fuller Seminary and is therefore not subject to the Master Plan.
3. **Overlay Zoning Districts / TOD ([PMC §17.50.340](#)):** The site is not located in an overlay zoning district. However, it is located in the Central District Transit-Oriented Area (Figure 3-5, [17.30.040](#)) and is subject to the requirements of Zoning Code Section 17.50.340 (Transit-Oriented Development [TOD]).
4. **General Plan Designation (Land Use Element):** The site is designated Medium Mixed Use in the Land Use Element of the General Plan. Residential density is limited to 0-87 dwelling units per acre and the FAR is limited to 0.0-2.25. Properties with this designation are intended to be multi-storied buildings with a variety of compatible commercial (retail and office) and residential uses. Development is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. Mixed-use development projects containing housing shall incorporate amenities contributing to a quality living environment for residents including courtyards, recreation facilities, and similar elements. 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 building(s). Projects constructed at Medium 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.
5. **Land Use (Table 3-1, [PMC §17.30.030](#)):** The CD-3 zoning district currently permits Single-Room-Occupancy (SRO) facilities with the approval of a Conditional Use Permit (CUP). In addition, the use, as listed in Table 3-1, is subject to Footnote No. 11, which limits SRO use within the Walnut Street Urban Village zoning precinct to only within 140 feet north or south of Walnut Street. However, as the site is not located within the Walnut Street Urban Village zoning precinct (located within the Ford-Place/Fuller Seminary zoning precinct), this restriction does not apply.

A *single-room occupancy* is by definition a facility providing dwelling units where each unit has a minimum floor area of 150 square feet and a maximum floor area of 220 square feet.



These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer.

In addition to findings required of the CUP, three additional findings would be required pursuant to Zoning Code [Section 17.50.340.C.4](#) (Transit-Oriented Development [TOD] – Permit requirements – Required findings) because the project is located in a TOD area.

**Zoning Code Amendments:** The City is in the process of amending the SRO Zoning Code Section ([PMC §17.50.300](#)). The amendment has received approval of the recommended changes by the Planning Commission ([see report](#)), but has not yet been presented to, or codified by, the City Council. The proposal includes removing the CUP requirement for the land use in all CD zoning districts, including CD-3, and increasing the maximum unit size permitted from 220 square feet to 375 square feet. As proposed, and discussed below, the project does not comply with the *current* maximum unit size, but would comply under the proposed amendment. Further, the project would no longer be required to obtain a CUP for the SRO use in the CD-3, if the code amendment is adopted as proposed.

- 6. **Housing/Ground Floor (Figure 3-4, [PMC §17.30.030](#)):** The site is located within Area 1 of the Housing/Ground Floor Map. Area 1 permits housing on all levels of a proposed development. As a result, the proposed project complies.
- 7. **Residential Density (Figure 3-6, [PMC §17.30.040](#)):** Per Figure 3-6 of Section 17.30.040, the maximum allowed density for the site is 87 dwelling units per acre. The 186-unit facility proposed equates to approximately 380 units per acre. However, per Section 17.50.300, SRO's are subject to commercial development standards and not residential. As a result, the project is not subject to the zoning district's density limit.
- 8. **Setbacks and Exceptions (Table 3-2, [PMC §17.30.040](#), [§17.40.160](#)):** Setbacks referenced below represent minimum and maximum requirements. The project shall maintain each required setback open and unobstructed from the *ground upward*, except for trees and other plant materials. Setbacks shall be measured at right angles from the property line to the nearest portion of the structure. Allowed projections into setbacks are provided in Table 4-1 (Allowed Projections into Setbacks), Section 17.40.160.

**CD-3 Setbacks**

	Required	Provided
Front	20'	20'
Rear	None required (nonresidential use).	5'
Interior Side	None required (nonresidential use).	5'

- 9. **Height (Figure 3-8, [PMC §17.30.040](#)):** The maximum allowed building height is 60 feet, with up to 75 feet if utilizing height averaging. While the plans indicate a maximum proposed height of 60 feet, the existing grade is not delineated; therefore, compliance cannot be determined. For future submittals, label and identify the location of the existing grade across all elevations and cross-sections to distinguish between existing and finished grades.



Pursuant to Zoning Code [Section 17.40.060.C](#) (Height Requirements and Exceptions – Height measurement), height 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 its highest ridge or parapet. 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 10 feet. An appurtenance is a tower, spire, cupola, chimney, penthouse, water tank, flagpole, theater scenery loft, radio or television antenna, transmission tower, fire equipment, or other similar structure attached to a structure and *not intended for human occupancy*.

Figure 4-3 – Height Measurement

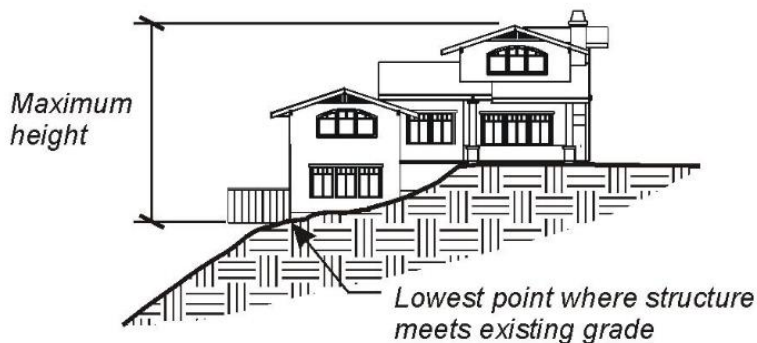
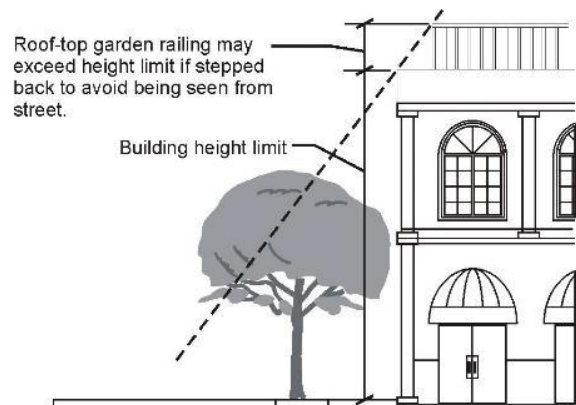


Figure 4-5 – Roof-top Garden Railings



Elevation sheets reference a height of 60 feet to the top of the parapet and includes other elements, including a trellis and elevator/stair shafts, which exceed 60 feet. While the elevator/stair shafts are considered appurtenances, the trellis is not, and exceeds the permitted height limit. A roof-top garden or common area is permitted, so long as the required garden railing complies with [Section 17.40.060.D.2.c](#) and Figure 4-5 and does not exceed the minimum height required in the Building Code.

Plans should be modified to have all features, other than permitted appurtenances, at or below the required 60-foot height limit, and also provide a level of detail that demonstrates compliance with building height (i.e. existing grade label). Where appurtenances are proposed, plans shall identify the element, the height above the 60-foot maximum, and the percentage of the roof area occupied by all appurtenances

- 10. Floor Area Ratio (FAR) (Figure 3-9, [PMC §17.30.040](#)):** The maximum allowable floor area ratio is 2.25. FAR is the numerical value obtained by dividing the *aboveground* gross floor area of a building or buildings located on a lot by the total area of the lot. Gross floor area means the total enclosed area of all floors of a building measured to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.

The definition of *lot* is a legally established lot of land under one ownership, with frontage upon a street. Thus, a series of lots would have to be considered a single lot in order for the FAR



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to apply singly. In order to do this, the properties would have to be consolidated into a single lot through a lot line adjustment (Certificate of Exception and Certificate of Compliance) or a tentative parcel map. The two subject parcels that collectively make up the proposed project site are under the same ownership according to information provided with the application and thus are eligible for consolidation.

Based on a lot size of 21,128 square feet (per plan), the property is limited to a maximum gross floor area of 47,538 square feet (21,128 x 2.25) for the purpose of FAR. Be advised, the sum of the areas of Lot 37 and 38 equates to an aggregate lot size of 21,200 square feet based on recorded lot dimensions (106 feet x 200 feet). Please clarify the size of the site in all future submittals.

The application narrative references a total gross of 63,082 square feet where the plan set references 41,380 square feet. The plan set also does not include dimensional or square-footage information for each floor. As a result, the proposed gross floor area is unknown, but it appears the project is approximately 63,082 square feet and thus exceeds the maximum FAR allowed by the General Plan and the Central District Specific Plan.

The application includes the request for a FAR increase of 0.73 (up to 2.98 from 2.25). As submitted, the project states that no Density Bonus is requested. However, application materials reference "concessions", which are tied to Density Bonus projects. As a result, discussion of the proposed project as it relates to Density Bonus is included in this report.

As the project is considered a residential project under the affordable housing definitions in [Section 17.80](#) of the Zoning Code, it is eligible for a bonus in FAR (comparable to a bonus in the number of units for multi-family residential projects) if providing the corresponding number of affordable units, as prescribed in Zoning Code [Section 17.43.040](#). A FAR bonus of 32.7% is required in order to achieve the proposed size of 63,082 square feet. See discussion below under Density Bonus regarding the percentage of affordable units required in order to receive this FAR bonus.

Future submittals shall provide a dimensioned exhibit identifying all areas counted towards FAR by floor as part of any discretionary application and/or plan check submittal to verify compliance with this standard. A sample exhibit is available upon request. Be advised, the first floor gross shall include enclosed electrical/mechanical rooms, elevators, stairs, storage, lobbies, and trash (if trash is floor to ceiling) among other space not used exclusively for vehicle parking or loading.

- 11. Lot Consolidation ([§Title 16](#)):** The applicant shall file a Tentative Parcel Map (TPM) application to consolidate two parcels into one. Alternatively, the applicant may choose a two-step process by first filing a Certificate of Exception (CE) and then a Certificate of Compliance (CC). The Hearing Officer is the reviewing authority for both the TPM and CE. In addition, both options are subject to compliance with Title 16 (Subdivisions) of the Municipal Code and the State Subdivision Map Act. Consolidation may only occur when the parcels affected are under one ownership. An application to consolidate parcels may be filed after completion of Concept Design Review. Be advised, a Building Permit for construction may not be issued until after recordation of the Final Parcel Map or CC, whichever applies.



12. **Frontage and Façade Standards (PMC §17.50.300.F)**: Each single-room occupancy facility shall comply with all applicable commercial development standards for the applicable zoning district. The intent of this Section is to provide for pedestrian orientation and traditional building form in the commercial areas of the City. A principal design objective of this Zoning Code is for the street frontages in these areas to have continuous building facades with as few interruptions as possible in the progression of stores and other buildings, creating highly attractive, pedestrian-oriented streetscapes. The requirements of this Section apply to proposed development within the CD-3 zoning district. Be advised, where a driveway and/or approach is removed per Department of Transportation comments, the frontage and façade shall be revised to accommodate these standards.
  - a. **Ground Floor Height (PMC §17.30.040)**: The minimum height of the ground floor of all non-residential buildings (including mixed-use projects) shall be 15 feet. This height shall be measured from the floor of the first story to the floor of the second story. Plans show a ground floor height of 9 feet, 4 inches and thus does not comply with the minimum height requirement. Plans shall be revised to comply with this development standard.
13. **Outdoor Lighting (PMC §17.40.080)**: Exterior lighting on private property 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 lighting on private property shall produce an illumination level greater than one footcandle on any property within a residential zoning district except on the site of the light source. 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. Lighting for commercial uses shall be appropriately shielded to not negatively impact the residential units. 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 includes the provision of a photometric survey to verify spill at the adjacent residential zoning district.
14. **Public Art Requirement (PMC §17.40.100)**: Refer to comments from the Cultural Affairs Division and Zoning Code Section referenced for additional information.
15. **Reflective Surfaces (PMC §17.40.110)**: For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street. Elevations depict glass along the Oakland Avenue frontage, but do not include sufficient detail to determine compliance with this provision.
16. **Refuse Storage (PMC §17.40.120)**: A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Each required refuse storage area shall be located within 150 feet of the users and shall not be located in a required garden, yard, court, or landscape area. Residential uses with 20 or more dwelling units and 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 the frequency of refuse collection. 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.

A refuse storage area shall be enclosed in concrete block or other materials acceptable to the Zoning Administrator. The minimum height of the enclosure shall be six feet with a minimum vertical clearance of seven feet. Solid wood or metal doors shall be provided at the entrance of the enclosure; the doors shall not be visible from a street. Space within the enclosure shall be provided for accessing and maneuvering the bins. The surface of a refuse storage area shall be paved with Portland cement and shall be constructed to provide proper drainage. Accessibility to a refuse storage area shall be approved by the Director of Public Works.

The first floor plan identifies one trash storage area. However, compliance with this standard is unknown, as plans do not provide information regarding recycling, design, or size of refuse areas. Please contact Public Works directly regarding the minimum size. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

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

The plans provided do not include sufficient detail to verify compliance with this requirement. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

18. **Underground Utilities (PMC §17.40.190):** The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the site unless subject to an exemption. Risers on poles and structures are allowed and shall be provided by the developer or owner from the pole that provides services to the property. Where no developed underground system exists, utility service poles may be placed on the rear of the property to be developed only to terminate underground facilities. The developer or owner is responsible for complying with the requirements of this Section and shall make the necessary arrangements with the affected utility providers for the installation of the facilities. The requirements of this Subsection shall not apply when the cost of placing the services underground exceeds the cost of construction of the new dwelling unit or the new construction. Applicability or compliance with this standard is unknown, as plans do not reference utilities. Plans should provide a level of detail that demonstrates compliance with these standards.

19. **Inclusionary Housing Requirements (PMC §17.42, Ordinance 7353):** The project (unless meeting a specified exemption) is subject to inclusionary housing requirements because they apply to all single-room occupancy projects. A minimum of 20 percent of the total number of dwelling units shall be developed, offered to, and sold or rented to households of low and moderate-income, at an affordable housing cost. If the project consists of units for sale, a minimum of 20 percent of the total number of units in the project shall be sold to low or



moderate-income households. If the project consists of rental units, a minimum of five percent of the units shall be rented to very low-income households, five percent of the units shall be rented to very low or low-income households and ten percent of the units shall be rented to very low, low or moderate-income households. In calculating the required number of inclusionary units, fractional units of 0.75 or above shall be rounded-up to a whole unit if the project consists of 10 to 20 units; and fractional units of 0.50 or above shall be rounded-up to a whole unit if the project consists of 21 or more units. A housing plan and housing agreement may be required pursuant to Section 17.42.060 (Housing Plan and Housing Agreement Required).

**Inclusionary Requirement for Rental Unit**

Very Low (5%)	186 x .05 = 9
Very Low or Low (5%)	186 x .05 = 9
Very Low, Low or Moderate (10%)	186 x .10 = 19
Total	37

According to the application, the project consists of 186 units for rent, with 10 percent apportioned to low-income households and 90 percent apportioned to moderate-income households. As a result, the proposed project does not comply with the inclusionary housing requirements. Refer to comments from the Department of Housing and Career Services for additional information regarding inclusionary housing requirements.

*Very Low-Income Households.* Households whose gross income is equal to 50 percent or less of the median income for Los Angeles County as determined annually by the U.S. Department of Housing and Urban Development.

*Low-Income Households.* Households whose gross income does not exceed 80 percent of the median income for Los Angeles County as determined annually by the U.S. Department of Housing and Urban Development.

*Moderate-Income Households.* Households whose gross income does not exceed 120 percent of the median income for Los Angeles County as determined annually by the U.S. Department of Housing and Urban Development.

- 20. **Density Bonus (PMC §17.43).** As the project is considered a residential project under the affordable housing definitions in Section 17.80 of the Zoning Code, it is eligible for the density bonus provisions in Section 17.43. A density bonus is an increase in FAR for SRO projects above the otherwise maximum allowable FAR under this Title and the Land Use Element of the General Plan. The amount of the density bonus to which the applicant is entitled shall vary according to the amount by which the percentage of affordable dwelling units meets the percentage established in this Section.

The base FAR of for the site is 2.25, resulting in 47,538 gross square feet. The project narrative notes a proposed FAR of 2.98 or 63,082 square feet. This equates to a 32.7% increase in the permitted FAR. Section 17.43 allows for an increase in FAR if a certain number of units are offered as affordable to very low, low or moderate-income households. As proposed, with 10% of the units set aside for low income households and 90% set aside for



moderate income households, the project is allowed a 20% density bonus increase in FAR, which correlates to the units set aside for low income households. No density bonus is offered for providing rental units for moderate-income households.

In order to achieve a 32.7% bonus in FAR, the number of units offered to very low or low-income households for rent would need to increase. For instance, the desired density bonus can be achieved by making 19% of the units designated for low-income households or 11% for very-low income households (or combination of the two in compliance with this Section).

It should be stated again, that as proposed, the project does not comply with the Inclusionary Housing Requirements of Zoning Code [Section 17.42](#) [[Ordinance 7353](#)]. If the project were to be modified to comply with the minimum inclusionary housing requirements, for instance, 11% for very low-income households and 9% for moderate-income households, the project would be allowed a bonus of 32.7%. Please confer with Current Planning staff for further discussion on permitted affordability calculations to achieve the desired Density Bonus.

21. **Landscaping ([PMC §17.44](#))**: A preliminary landscape plan shall be submitted as part of an application for a land use entitlement. Where no entitlement is required, the final landscape and irrigation plan shall be submitted to the Zoning Administrator in order to fulfill any landscape requirement identified by this Zoning Code before issuance of a Building Permit. 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. Irrigation plans shall provide information regarding irrigation system efficiency and equipment. All unused area of the site shall be properly landscaped and maintained in compliance with this chapter, in particular, Section 17.44.070, where applicable.

In commercial zoning districts such as CD, at least 50 percent of each front and setback area shall be landscaped in compliance with this Chapter. In addition, all setback and open space areas required by this Zoning Code shall be landscaped, except where a required setback is occupied by a sidewalk or driveway, or where a required setback is screened from public view and it is determined by the Zoning Administrator that landscaping is not necessary to fulfill the purposes of this Section. 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/>. Compliance with this chapter and MWELo applicability is unknown because a landscape plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

22. **Tree Retention, Removal and Protection ([PMC §17.44.090](#), [§17.44.100](#), [§8.52](#))**: The City's Tree Protection Ordinance has a list of protected trees and criteria for protection under this ordinance. A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with any zoning entitlements, or where none were proposed, concurrent with the design review process. Please be aware that a tree protection plan showing methods for how any existing tree(s) will be protected during construction is required prior to the issuance of any building permits. As several protected trees are noted for removal in the plans submitted, the project will require a





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Private Tree Removal Application. The City’s Tree Protection Ordinance, Chapter 8.52, can be found here: <http://library.municode.com/index.aspx?clientId=16551>.

The tree inventory provided indicates 11 trees on-site, one (1) street tree and four (4) off-site trees will be impacted by the project. All 11 trees on-site are proposed to be removed. Four of these are of a protected size and species (tree numbers 3, 6, 8 and 10). Tree number 5 may also be of a protected size, but identified as both 13” +/- and 18” in the two inventory tables submitted in the tree report. These trees along with species and size must be identified on all future applications and/or plans. Any trees located on adjacent properties that may extend onto the subject property shall also be referenced to determine whether protected or in need of protection.

For all protected trees to remain, on and off-site (in public right-of-way and on private property) the applicant is required to demonstrate that the proposed project will not result in injury or removal through a tree protection plan. The City requires that all off-site trees be protected through a [tree protection plan](#) that adhere to [tree protection guidelines](#). In general, the root protection zone defines the area of protection. The root protection zone is defined as the area within a circle with a radius equal to the greatest distance from the trunk to any overhanging foliage in the canopy. Plans must provide a level of detail that demonstrates compliance with these standards where applicable (e.g. tree protection plan). This may require a change to the location of the subterranean garage and/or building facade as it relates to any off-site trees. A tree protection plan should be included as part of any land use entitlement and/or submittal to the City.

<b>Protected Trees on Private Property Requiring Tree Removal Permit</b>						
Tree #	Scientific Name	DBH	Height	Spread	Proposed status X=remove R= remain	Protected
	Common Name					
3	Cedrus deodara	34	65	51	X	Y
	Deodar cedar					
5	Cinnamomum camphora	13± [or 18]	20	28	X	Maybe
	Camphor					
6	Arbutus unedo	12	42	17	X	Y
	Strawberry tree					
8	Syzygium paniculatum	13+8	36	28	X	Y
	Brush cherry					
10	Schinus molle	40	55	71	X	Y
	California pepper					

<b>Mature Trees to be Removed</b>						
Tree #	Scientific Name	DBH	Height	Spread	Proposed status X=remove R= remain	Protected
	Common Name					
11	Persea americana	22+18	40	28	X	N
	Avocado					



Offsite Trees to be Impacted						
Tree #	Scientific Name	DBH	Height	Spread	Proposed status X=remove R= remain	Protected
	Common Name					
1	Quercus agrifolia	3.2	15	9	X	Street Tree
	Coast live oak					
12 OS	Geijera parviflora	7	16	25	X	N
	Australian willow					
13 OS	Geijera parviflora	8	24	25	X	N
	Australian willow					
14 OS	Geijera parviflora	6	15	18	X	N
	Australian willow					
16 OS	Koelreuteria bipinnata	6	20	17	R	N
	Chinese flame tree					

In addition, street trees shall not be removed without first obtaining permission from the Department of Public Works. The City’s Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly exempted. When removal is absolutely necessary, trees shall be replaced in a manner consistent with the prevailing pattern on the street, as determined by the Department of Public Works. The project is required to provide a minimum of one 24-inch box tree planted in the parkway, or in the sidewalk area where there is no parkway, at the same spacing as existing trees or at 20-foot intervals if there are no existing trees, unless the City’s Street Tree Plan specifies a different spacing requirement. The actual number of trees shall be determined by the Director of Public Works. The tree species shall be the same as the most prevalent tree type on the block unless the City’s Street Tree Plan specifies a different species. Mature healthy street trees shall not be removed unless the removal is ordered by the Director of Public Works. Refer to Public Works comments regarding street trees, new tree planting, and protection.

23. **Parking (PMC §17.46):** Parking shall comply with all applicable standards of the Chapter. Parking shall be permanently available, marked, and properly maintained for the use they are intended to serve. Parking requirements are based on individual use classifications. The applicant shall calculate the requirement for the use and round fractional numbers, where applicable. If a fractional number is obtained, one 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. Disabled accessible parking spaces required shall count toward fulfilling off-street parking requirements.

Parking shall be provided in compliance with Table 4-6 (Off Street Parking Space Requirements), Zoning Code [Section 17.46.040](#) (Number of Off-Street Parking Spaces Required). Requirements for single-room occupancy facilities are based on the affordability of the units offered.



**SRO Parking Requirements**

SRO Affordable	1 space per 4 units; plus 2 spaces for the resident manager
SRO Market Rate*	1 space per unit; plus 2 spaces for the resident manager

\*(or not guaranteed affordable)

Application materials and plans reference 186 units (185 affordable and 1 resident manager). Based on the unit count proposed, 46 parking spaces are required for the affordable units and two spaces are required for the resident manager. This totals to 48 spaces where the plan notes 50 spaces are provided, which complies.

- a. **Dimensional Requirements (PMC §17.46.090, §17.46.110):** Compact parking spaces shall not be allowed anywhere in the City. All nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8'6" x 18'). The plan references all nonparallel spaces but does not provide stall dimensions for all the spaces. Spaces are shown to be approximately 8'6" to 9'6" wide and approximately 17'6" to 18' deep. Plans must provide a level of detail that demonstrates compliance with these standards where applicable.
- b. **Application of Dimensional Requirements (PMC §17.46.120, §17.46.130):** 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. At the end of an aisle providing access to a parking space perpendicular to the aisle, the aisle shall extend two feet beyond the side of the last parking space in the aisle. The plans do not show the stall widths when contiguous to a column or other obstruction, so determination of compliance cannot be made. In addition, the additional two feet for all spaces at the end of an aisle is not shown. Please confer with Current Planning staff for further discussion on which spaces comply and do not comply with the Zoning Code.

Vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height. Vertical clearance for access to and including handicapped spaces shall be a minimum of eight feet, two inches in height. The vertical clearance on the subterranean parking level is shown as 11 feet on both the section and floor plan. The vertical clearance for the first floor level parking is not shown, and thus compliance cannot be determined. Further, the vertical clearance for the entrance to the garage is not shown, and thus cannot be evaluated.

The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). The submitted plans shows only 90-degree spaces. The proposed aisle depths range from 15 feet to 45 feet and some depths are not in compliance. A 90-degree space with minimum dimensions (8'6" by 18') requires a 24-foot aisle, and a 10'6" wide parking space requires a 20-foot aisle. Most of the proposed parking spaces comply with the aisle dimensions, but the spaces on the ground level need to be reevaluated (e.g. the space by



the laundry room, with a 15-foot aisle, and the spaces on the eastern wall, across from the handicapped spaces, do not comply).

TABLE 4-8 - AISLE DIMENSIONS					
Minimum Aisle Width for Specified Parking Angle (feet)					
Increase in Parking Size Width	90°	75°	60°	45°	30° or less
0	24	22	18	13	12
0.25	23	21			
0.5	22	20			
0.75	21	19			
1	20				

All parking plans shall be fully dimensioned. At a minimum, this includes stall widths, stall depths, stall angle, clearance provided when adjacent to an any obstruction, distance columns are setback from aisles, aisle widths, vertical clearances (residential, handicap), driveway widths, etc. Further, all parking spaces shall be double striped. Parking plans shall number all stalls and/or identify counts by row. Plans do not provide enough information to determine whether parking areas comply with dimensional requirements. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- c. **Parking Access from Street and Driveways (PMC §17.46.140, §17.46.150.A):** Access to parking spaces shall not require backing across a property line abutting a street. All spaces in a parking facility shall be accessible without reentering a public right-of-way. Driveway approaches for all developments shall be required as determined by the Department of Public Works. All driveway access to a public street or alley is subject to the approval of the Director of Public Works and the Director of Transportation. The minimum driveway width serving a residential use with 26 or more parking spaces shall be 10 feet for one-way drive and 18 feet for two-way drive pursuant to Table 4-10 (Minimum Driveway Width – Residential Uses) Zoning Code Section 17.46.150 (Driveway Design, Widths, and Clearances). Driveways shall also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height.

The ground floor plan identifies a two-way drive with entry from Oakland Avenue. It is unclear whether the driveway is adjacent to any vertical obstructions that will require an additional one-foot of clearance on each side. Compliance with this standard is unknown because vertical obstructions are not identified. Plans shall provide dimensions that demonstrate compliance with these standards, where applicable. Refer to Department of Transportation comments regarding driveway and parking access.

- d. **Parking Structure Yards and Landscaping (PMC §17.46.240):** A minimum five-foot wide landscaped area shall adjoin the street property line(s) between the at-grade parking facility and the adjoining street. Compliance with this provision is demonstrated.



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- e. **Central District Additional Standards for Parking (PMC §17.46.250):** Parking within the CD zoning district shall comply with the requirements of this section, where applicable.
- f. **Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances. 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. 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. 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. The slope of all parking areas shall not exceed five percent, excluding ramps.

Plans do not provide enough information to determine whether the ramp from Oakland Avenue or the internal ramp comply with these standards. The length of the ramp and transitions are not provided. Future submittals must provide a level of detail that demonstrates compliance with these standards where applicable.

- a. **Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.
- b. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided in compliance with Table 4-16 (Minimum Number of Bicycle Spaces Required), Zoning Code Section 17.46.320 (Bicycle Parking Standards). Bicycle parking is required for any new structure. Residential structures (three or more dwelling units) require one space for every six dwelling units (all Class 1; garages or accessible indoor areas count). A 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. Refer to the Zoning Code Section referenced for location and design requirements applicable to bicycle facilities.

Application materials and plans reference 186 units. Based on the unit count proposed, 31 Class 1 bicycle parking spaces are required. The plan references a bike storage room in the subterranean parking level, but does not specify the number of bike parking spaces or the type of storage provided. Storage rooms are permitted, but cannot contain more than 16 bike parking spaces. With 31 spaces required, at least two storage rooms would be required. In addition, the storage areas shall be easily accessible and not impede pedestrian or vehicular circulation. As proposed, the storage room is located in an area blocked by required parking. Alternative locations should be considered in order to provide easier access that does not require maneuvering through parked vehicles. Plans should provide a level of detail that demonstrates compliance with these standards where applicable

- 24. **Signs (PMC §17.48):** Any signs proposed are subject to this Chapter, where applicable. Depending on the number of signs proposed, a Master Sign Plan and Design Review may be



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

25. **Single-Room Occupancy Facilities (PMC §17.50.300):** This section provides specific standards applicable to the proposed use. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. Be advised, the manager's unit is a counted as a unit. In addition, the City is in the process of amending the Zoning Code as it relates to this type of use. See comments below.

a. **Unit Size and Occupancy (PMC §17.50.300.C):** Currently, the minimum size of a unit shall be 150 square feet and the maximum size shall be 220 square feet, which may include bathroom and/or kitchen facilities. Plans show the interior dimensions of a typical unit to be 22' by 10' (220 square feet), which complies with the minimum and maximum size of 220 square feet. However, the size is not provided for the handicapped units, or the unit labeled number 20. The street facing handicapped units appear to be approximately 23'7" x 13'4 1/2" (approximately 315 square feet) and exceeds the maximum size permitted. In future submittals demonstrate compliance with the maximum size permitted for all units and provide a tabulation that identifies each unit size.

i. **Zoning Code Update:** An amendment to the SRO section of the Zoning Code is under development. Under the new provisions, the maximum size for a SRO is proposed to be 375 square feet. If the new provisions are codified, the proposed project unit sizes would comply.

b. **Common Area (PMC §17.50.300.D):** A minimum of 10 square feet for each unit or 250 square feet, whichever is greater, shall be provided for a common area. All common area shall be within the structure. Dining rooms, meeting rooms, recreational rooms, or other similar areas approved by the Zoning Administrator may be considered common areas. Shared bathrooms and kitchens shall not be considered as common areas. Based on 186 units at 10 square feet per unit, a minimum of 1,860 square feet of common area is required (greater of the 10 square feet for each unit or 250 square feet). The ground floor plan references a recreation room (1,472 square feet), a gym (768 square feet), a laundry room (506 square feet) and a business center (414 square feet) that when combined (3,160 square feet), exceeds the minimum requirement, and thus complies.

c. **Management (PMC §17.50.300.E):** A single-room occupancy management plan shall be submitted to, reviewed, approved and enforced by the Housing Administrator of the Housing and Development Department. The management plan shall be approved before issuance of a Certificate of Occupancy. The management plan shall be comprehensive and contain management policies and operations, rental procedures and rates, maintenance plans, residency and guest rules and procedures, security procedures and staffing needs including job descriptions. The approved management plan shall be in recordable form as approved by the City Attorney and recorded before issuance of a Certificate of Occupancy. A 24-hour resident manager shall be provided for any single-room occupancy use with 12 or more units. The plan references a manager's unit/office, which if designated for a 24-hour resident manager may comply with that standard. Refer to Housing and Career Services Department for additional comments. A copy of the



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recorded plan shall be provided to the Current Planning Section prior to the issuance of a building permit.

- d. **Kitchen Facilities (PMC §17.50.300.H):** Each unit shall be provided a kitchen sink serviced with hot and cold water with a garbage disposal and a counter top measuring a minimum of 18 inches wide by 24 inches deep. A complete kitchen facility available for residents shall be provided on each floor of the structure, if each individual unit is not provided with a minimum of a refrigerator and a microwave oven. A complete kitchen contains a sink, refrigerator, stove or range top, and oven or microwave.

Each unit is proposed to have a kitchen with a 24" x 18" counter top, a sink, a stove and a garbage disposal, but no microwave or oven is identified. As a result, compliance is unknown because plans do not provide information regarding the microwave/oven requirement. Plans should continue to provide a level of detail that demonstrates compliance with these standards where applicable. This includes labels/details for sink, water, garbage disposal and counter top measurements at each facility, or where a complete kitchen is provided at each floor, the items/appliances provided.

- e. **Bathroom Facilities (PMC §17.50.300.I):** For each unit a private toilet in an enclosed compartment with a door shall be provided. This compartment shall be a minimum of 15 square feet. If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided at a ratio of one for every seven units or fraction thereof. The shared shower or bathtub facility shall be on the same floor as the units it is intended to serve and shall be accessible from a common area or hallway. Each shared shower or bathtub facility shall be provided with an interior lockable door. Floor plans appear to show private bathroom facilities in an enclosed compartment at each unit. However, the size of each space is unknown. Plans must provide a level of detail that demonstrates compliance with these standards where applicable. This includes labels for bathroom size at each unit.

26. **Entitlements and Process:** The entitlement process will depend on changes proposed to the Zoning Code Single-Room-Occupancy Section (17.50.300). At the time of preparation of this Predevelopment Plan Review report, a Conditional Use Permit is required for the SRO use within the CD-3 zoning district. Additionally, any deviation from any zoning code development standards may be subject to a full Variance and/or Minor Variance. These entitlements would be required if the project is processed as currently proposed. However, under the proposed Code amendments, no CUP would be required for the SRO land use and no Current Planning entitlement would be required if compliance with other Zoning Code provisions can be established. Regardless, the project would still require the following reviews:

- a. **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.
- b. **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.



Additional comments regarding Design Review are provided in the Design and Historic Preservation Section of this document.

27. **Environmental Review ([PMC §17.60.070](#))**: This project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application and occur through the Design Review process, where no zoning entitlement is requested (i.e. CUP, Variance). Should a zoning entitlement be necessary prior to Design Review, the environmental review will occur concurrent with that application. 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 qualify for a categorical exemption under CEQA if found not to have a significant effect on the environment. The environmental determination may require the preparation of technical studies (e.g. air quality, noise, cultural resources, biological, greenhouse gas etc.). A traffic study will also be required by the Department of Transportation according to their comments.

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

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

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

30. **Estimated Fees (FY2020) ([PMC §17.60.050](#))**:

- Conditional Use Permit: \$5,419
- Tentative Parcel Map: \$5,192
- Each Land and/or Air Parcel: \$191 (added to Tentative Parcel Map only)
- Certificate of Exception (Lot Line Adjustment): \$4,792
- Certificate of Compliance (added step with Certificate of Exception only): \$1,577
- Private Tree Removal: 4-12 trees – \$773.50; 13 or more - \$1,528.50
- Environmental Study/Reviews: At cost
- Records Management Fee: 3% added to total fees





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Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2020.

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### **PLANNING DIVISION – DESIGN & HISTORIC PRESERVATION:**

Plan Reviewer: Amanda Landry  
Phone: (626) 744-7137  
Email: [alandry@cityofpasadena.net](mailto: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 buildings at 274 Oakland Avenue are not designated as a historic resource and do not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the buildings.

### **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. 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 more than 5,000 square feet of new construction in the Central District, 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.

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**

**Massing:** It is unclear from the submitted documents how the massive, monolithic, blocky and undifferentiated massing of the proposed project is contextually compatible with the surrounding neighborhood context or consistent with the applicable goals and policies of the Land Use Element of the General Plan or the applicable Central District Design Guidelines. A future submittal for Preliminary Consultation should strive to more clearly explain the relationship between the proposed extruded rectangular mass with the surrounding context and explain how the chosen massing is consistent with the applicable guidelines. Consider locating the courtyard to the ground floor, rather than elevating it above the street, and introducing a significant break in the mass at the front elevation to soften the overall appearance of the mass and to provide a view from the public realm into the proposed courtyard. Also consider more significantly demarcating the entryway, possibly through the use of a recessed entry combined with a forecourt, as recommended in the applicable Central District Design Guidelines. The most prominent opening on the front elevation is currently the driveway entrance.

**Siting:** The proposed site design appears to be internally focused and occupies almost the entirety of the project site, with minimal front yard landscaping. There is no apparent connection to the street and pedestrian environment. The proposed courtyard is located above the ground floor and at the center of the site so that there is no meaningful relationship between this proposed space and the public realm. Because the ground floor consists of ancillary uses, parking and circulation with the courtyard is elevated and submerged into the project, the ground floor does not contribute to a pedestrian oriented environment. Future submittals for Preliminary Consultation should more clearly explain how the project contributes to the desired active street life and pedestrian friendly environment of the Central District and is consistent with the applicable guidelines in the Central District Specific Plan.

**Compatibility:** It is unclear how the project is compatible with the surrounding context or the applicable goals and policies of the General Plan or the applicable Central District Design Guidelines. The internally focused design and lack of ground floor connection and simple ground floor detailing appear to be contradictory to the applicable goals, policies and guidelines. Specifically, the applicable goals and policies and design guidelines encourage high quality construction that emphasizes human scaled design and promotes a strong sense of connection to the street and pedestrian environment. The Central District Design Guidelines encourage a ground floor street elevation that is transparent, has multiple pedestrian entrances that activate the street and are attractive. The repetitious architectural features should also be restudied or more clearly explained in a future submittal for Preliminary Consultation. The Central District Design Guidelines recommend to articulate residential building facades to unify a building’s appearance, and add interest, scale, and three-dimensional quality; articulation may be provided through periodic changes in wall plane, building material and/or color, the introduction of building



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fenestration, or other approaches that create visual interest and/or shadow lines. Consider simplifying the design to create a simple, pleasing composition that uses a common vocabulary of forms, architectural elements, and materials; continue design elements, detailing, and materials around the entire structure.

**Landscaping:** Minimal landscaping information was included in the submitted materials. Landscaping details, including a plant palette is evaluated at the Concept and Final Design Review stages. Proposed landscaping should be compatible with the chosen architectural style.

**Materials:** The submitted plans do not clearly indicate what the proposed materials are. Although materials are evaluated in depth at the Final Design Review stage, it is encouraged that preliminary details regarding material be provided earlier in the process so that the Design Commission and staff may study them to ensure that the proposed materials are consistent with the chosen architectural style and that appropriate details are incorporated into the design. High-quality construction using durable materials is encouraged. Employ high-quality, durable materials that exhibit a permanence and quality appropriate to an urban setting; masonry, tile, stucco and wood are especially suitable materials.

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

<https://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/07/Section-09-Private-Realm-Design-Guidelines.pdf>

<http://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/07/Land-Use-Element-2016-01-25.pdf>

**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	\$8,456.00
Final Design Review	\$2,134.00

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**FIRE DEPARTMENT:**

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

**THESE REQUIREMENTS ARE BASED ON THE 2016 TITLE 24 AND ARE SUBJECT TO CHANGE BASED ON WHEN THE BUILDING AND FIRE PLANS ARE SUBMITTED FOR REVIEW AND PERMITS.**

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

**Standpipe System:** Class I Standpipe System shall be provided for the building as required by CFC Chapter 9, Section 905.



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

**Fire Department Fire Sprinkler Connections:** Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.
- (6) 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 6" FDC.
- Shall be clearly labeled to indicate FDC for fire sprinklers.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
- Approved protective vehicle bollards are to be installed when fire appliances are subjected to physical damage.
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or Krylon.

**Automatic Fire Alarm/Detection System:** The structure shall be provided with a fully automatic fire alarm notification system throughout all areas of the building. Shop drawings are to be submitted by the contractor for review and approval prior to construction. All smoke detectors shall be intelligent analog and photoelectric.

PMC, CFC Chapter 9.

**Dwelling Unit Automatic Smoke Alarms:** Provide approved hardwired smoke alarms, with battery backup, in each sleeping room, areas serving the sleeping rooms and at the top of stairways. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms are to be interconnected for alarm sounders. All sounders are to produce a coded temporal pattern. All smoke alarms are to be UL 217 and California State Fire Marshal Listed. All smoke alarms are to be manufactured by the same company and compatible with each other. Smoke alarms are not permitted to be installed within 3-feet of any supply or return air register or opening into a bath or shower area.

**Fire Department Access:** This project requires a minimum of 5-feet unobstructed firefighter access to all exterior portions of the structure.

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

**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 Section 510.

**Emergency Vehicle Traffic Signal Preemption Systems:** Traffic signaling systems serving this complex are required to have Emergency Vehicle Signal Preemption Controls installed. 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



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on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

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**LOCAL DEVELOPMENT AREA:**

Plan Reviewer: Eric Duyshart

Phone: (626) 744-7353

Email: [eduyshart@cityofpasadena.net](mailto:eduyshart@cityofpasadena.net)

No comments.

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**FIRST SOURCE LOCAL HIRING:**

Plan Reviewer: Antonio Watson

Phone: (626) 744-8382

Email: [awatson@cityofpasadena.net](mailto:awatson@cityofpasadena.net)

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

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**HEALTH DEPARTMENT:**

Plan Reviewer: Carmina Chavez

Phone: (626) 744-6041

Email: [cachavez@cityofpasadena.net](mailto:cachavez@cityofpasadena.net)

No Comments.

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**HOUSING DEPARTMENT:**

Plan Reviewer: Jim Wong

Phone: (626) 744-8316

Email: [jwong@cityofpasadena.net](mailto:jwong@cityofpasadena.net)

- PPR application
- Rental Housing
- No Density Bonus
- On-Site Inclusionary
- Demolition MF units - TPO

The proposed Project consists of the new construction of 185 units of residential single-room occupancy (SRO) rental housing. The Project is not seeking a density bonus.

The Project entails the demolition of five (5) existing multifamily units; therefore the Project is subject to the City's Tenant Protection Ordinance (TPO). The Housing Department contacted the applicant on 12/4/19 and provided a copy of the TPO Fact Sheet.

As this development consists of 10 or more new units, the Project is subject to the City's Inclusionary Housing Requirements ("IHR") per Chapter 17.42 of the Zoning Code.

Rental projects under the IHR are required to provide a minimum of 20% of the total units as affordable Inclusionary Units. Under the IHR, 5% of the Inclusionary Units shall be rented to Very Low Income households, 5% of these Inclusionary Units shall be rented to Very Low or



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Low Income households, and 10% shall be rented to Very Low, Low, or Moderate Income households.

The base density of the Project is 186 units, meaning that **37 Inclusionary units** are required under the IHR (20% x 186 units). **Therefore, in order to satisfy the IHR, the Project would need to provide, at a minimum, the following mix of affordable units:**

- **9 units rented to Very Low Income Households at the Inclusionary affordable housing cost standard;**
- **9 units rented to Low (or Very Low) Income household at the Inclusionary affordable housing cost standard; and**
- **19 units rented to a Moderate (or Low or Very Low) Income Household at the Inclusionary affordable housing cost standard.**

All affordable units shall be restricted by income and rent in perpetuity, in accordance with the IHR.

A formal Inclusionary Housing Plan must be submitted to the Housing Department for approval prior to any discretionary action that may be required for the Project (e.g., AHCP, MCUP, Concept Design). Please contact the Housing Department regarding the preparation of the Inclusionary Housing Plan.

When the Project enters the plan check phase, an affordable housing regulatory agreement in favor of the City (the "Inclusionary Housing Agreement") will be prepared by the Housing Department for execution by the City and Owner, and recorded against the Project as a condition of building permit issuance. The Inclusionary Housing Agreement sets forth marketing and applicant selection requirements, and it restricts the designated affordable units for income-eligible households at affordable rents that do not exceed the applicable Affordable Housing Cost limits.

The provision of affordable units within the Project may qualify the Applicant for certain fee incentives which include reduced Residential Impact Fee, reduced Transportation/Traffic Impact Fee, and an Affordable Housing Fee Waiver. These incentives are applied at the time of building permit issuance.

For completed projects with affordable rental units, the City will assess a Compliance Monitoring Fee in the amount of \$174.29 (FY 2020) per affordable rental unit. This fee is not charged for affordable for-sale units.

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### **PUBLIC WORKS DEPARTMENT:**

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

Email: [ywu@cityofpasadena.net](mailto:ywu@cityofpasadena.net)

### **General Statement**

Demolition of five residential units and the construction of a 5-story, 185-unit single-room occupancy development with 50 parking spaces. All units will be affordable with, 10% for Low Income and 90% for Moderate Income. Project site is located in the CD3 zoning district (Central District Specific Plan, District 3) and is designated as Medium Mixed Use. 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.

### **License Agreement**

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

The applicant shall submit the application, plan and processing fee, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

A license agreement for shoring requires an indemnity bond in order to guarantee that shoring and tie-backs are free from defect due to faulty material, workmanship and failure. Upon review of the license agreement exhibits, an indemnity bond estimate will be prepared and forwarded to the applicant. The estimated amount is equivalent to the cost of reconstructing the public right of way, including all affected utilities, public facilities, and infrastructures, based on the plane of failure at a 45-degree angle from the lowest point of excavation. The indemnity bond shall be submitted to the City prior to the execution of the agreement and the issuance of any building or demolition permits.

All steel rods in every tie-back unit shall be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located be removed entirely from the public right-of-way. A monthly monitoring report stamped and certified by a licensed surveyor shall be submitted to indicate that the deflection from any piles or soldier beams does not exceed one inch. Upon completion of construction, the developer or his contractor shall remove all tie-back rods within the public right-of-way. The removal shall be documented by a report certified by a licensed deputy inspector. The report shall be submitted to the City for review and approval. The applicant will be charged a penalty of \$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

### **Street Lighting**

In order to improve pedestrian and traffic safety, the applicant shall install one (1) new street light on the Oakland Avenue frontage of the property, including LED light(s), conduits, conductors, electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type, hardware and location shall be per the City approved Dwg. 3960 and the Department of Public Works directions.





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The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street light. 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 the construction and modification. In order to avoid delays in the development schedule, the applicant shall 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.

### **Public Improvement and Restorations**

Oakland Avenue 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 Oakland Avenue, 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 to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted and will be based upon the estimated cost to the department for the work. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue. The applicant is encouraged to submit these plans as early as possible to avoid delays in the issuance of Certificates of Occupancy.

### **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.



### **New Tree Planting**

The applicant shall plant one (1) new oak species tree along Oakland Avenue frontage, the officially designated street tree per the City's approved Master Street Tree Plan. The Department of Public Works will confirm eligible planting sites, and will provide the applicant the location.

Trees planted by the applicant 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. Planting shall include the installation of the following per tree: no less than two tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact PNR (626-744-3880) for tree planting approval, a minimum of two (2) months, prior to the issuance of a Certificate of Occupancy.

Trees planted by the applicant must be irrigated by either an existing or a new irrigation system constructed by the applicant. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to PNR for review and approval. Irrigation facilities (main line, valve, pull box, timer, etc.) must be constructed within private property with the exception of the laterals and bubblers. The lateral shall be a minimum of 18" deep, and no above-ground structures are allowed.

Prior to issuance of the Certificate of Occupancy, the applicant shall submit a Tree Guarantee Deposit equal to the cost of all new trees planted to guarantee that newly planted trees are maintained by the applicant for a minimum of three calendar years. Tree maintenance during this period shall include the following: watering no less than once a week; weed removal; reconstruction of tree wells as needed; re-staking as needed; adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any newly planted trees which, for any reason, die or whose health is compromised, within the applicant's three-year establishment period. The three-year tree establishment period shall commence on the day that the Certificate of Occupancy is issued. PNR shall inspect all trees planted by the applicant at the end of the three-year establishment period, and if the trees are found to be in good health, the applicant's deposit will be released. If the trees are found to be in poor health, the establishment period may be extended by PNR and the applicant's deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

### **Existing City Tree Protection**

To protect the one (1) existing City oak tree 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



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during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.

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

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

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

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

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

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

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175



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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 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.
- Residential Impact Fee Ordinance - Chapter 4.17 of the PMC  
The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/>) and will be calculated and collected at the time of Building Permit Issuance.

The building plans shall include, preferably on the title sheet, a summary of all living units to capture the number of different units; number of bedrooms in each unit; and types of units (Regular, Workforce housing, Skilled nursing unit, Student housing, Residential care facility for the elderly, Affordable Housing). The definitions on the different types of units



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are available in the abovementioned Residential Impact Fee Information Packet as well as in the Pasadena Municipal Code.

The estimated Residential Impact Fee based on the current tax schedule and the submitted information in the application. This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

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

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

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**TRANSPORTATION DEPARTMENT:** 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 185 single room occupancy apartment units. Existing buildings will be demolished. Driveway access will be off Oakland Avenue.



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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 may be required, at minimum:

**Parking:** No permanent, on-street, overnight parking permits will be issued to future residents of this project. Future tenants shall be advised of the unavailability of permanent, on-street, overnight parking permits by the property management.

**Transportation Analysis:** Based on the preliminary information provided in the Master Application form, and because this project is of communitywide significance, a Category 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit of \$10,000\* (subject to partial refund or additional billing) payable to the City of Pasadena. Please contact Conrad Viana, P.E. at [cviana@cityofpasadena.net](mailto: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.

The following link provides more information regarding our traffic study process: <http://ww5.cityofpasadena.net/transportation/wp-content/uploads/sites/6/2015/12/Current-Practice-and-Guidelines.pdf>

**Trip Reduction:** The project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. A TDM plan **shall be completed prior to the issuance of the first permit for construction.**

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

**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 truck traffic (delivery, hauling) may be limited to the hours between 9:00 AM – 3:00 PM.

**Access:** The driveway width to the residential parking area shown on the plans is 18' wide.

**Entry Gate(s):** Any parking entry gate shall be setback 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).

**Ramp Configuration:** To improve the safety of pedestrians and bicyclists crossing the driveway, the design plans shall indicate a 20' flat area beyond the property line to improve vehicular sight distance for cars existing the parking area.



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**Street Design Guidelines:** The existing sidewalk width along Oakland Avenue fronting the project is 10' and shall be maintained.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential developments. This fee is subject to change based on the time the first permit for construction is issued. For FY 2020 the fees are:

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

Affordable housing fee incentives may apply.

**WATER & POWER DEPARTMENT -  
POWER DIVISION**

Plan Reviewer: Eduard Avakyan

Phone: (626) 744-7826

Email: [eavakyan@cityofpasadena.net](mailto:eavakyan@cityofpasadena.net)

- Owner/developer shall provide a private property transformer vault room located inside parking level closest to Oakland Street. The size of the transformer vault will vary depending on the size of the electrical service. Larger electrical services will require a vault room that is adjacent (sharing a wall) with the electrical room.
- Transformer vault shall both door access from parking level and an access hatch from ground level (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. If necessary, Department shall install concrete-encased primary service laterals from a street vault to the property at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.
- Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
- It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
- Department shall install electrical service transformers, cables, and electric meters.
- All Department installation costs including street work shall be paid by the customer and are included in the cost.
- Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines /





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poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.

- Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
  - Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
1. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room location, electrical meter / panel location, single-line diagram, load calculations, and proposed construction schedule.
  2. Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.

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.

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

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

**Water Mains:**

Pasadena Water and Power ("PWP"), Water Division can serve water to this project. There is one water main surrounding this project. There is a 6-inch cast iron water main in Oakland Avenue, installed under Work Order 1974 in 1926. This water main is located approximately 20 feet west of the east property line of Oakland Avenue.

**Moratoriums:**

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

**Water Pressure:**

The approximate water pressure at this site is 80 – 90 psi.

**Water Service:**

PWP records reflect two 1-inch domestic services (688 and 689) serving this 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 and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity



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

**Water Division Requirements:**

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



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- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$194.00 will be charged for each backflow prevention assembly installed.

### **Cross Connection Requirements for Fire Service:**

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

### **Option 1:**

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

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

### **Option 2:**

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

- The Water Division will install the service tap, lateral, detector water meter and designate the distribution main and service tap.
- The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 20-feet of the property line on private property. Reference Water Division Plan Check for certification and registration.

### **All Other Cross Connection Requirements:**

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

### **Residential Water Metering Requirements:**



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Senate Bill No. 7 (Housing: water meter: multiunit structures) approved by the Governor September 25, 2016, requires that individual meters or submeters be installed on all new multifamily residential units. Per Senate Bill No. 7: Each water purveyor that sells, leases, rents, furnishes, or delivers water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted after January 1, 2018, shall require a measurement of the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The law exempts long-term health care facilities, low-income housing, residential care facilities, housing at a place of education, and time-share properties, as well as, other multiunit residential structures deemed infeasible by the Department of Housing and Community Development.

Per the Water Regulations adopted by City Council on June 4, 2012: "The water service will end at the curb, public right of way or property line at the option of PWP. Where the location of the meter box or vault on the City side of the property line is not practicable, the meter box or vault shall be located on the Customer's premises or such other location that may be agreed upon by PWP at its option. The Customer shall be responsible for the expense of installation and maintenance of the lines on the Customer's side of the property line connecting to PWP's service where construction of the Customer's facilities began."

The following submetering options are available for PWP customers:

### **Option 1:**

#### *Individual metering located on the parkway.*

The Water Division will install individual water meters on the parkway in front of the project site, if permitted by available space as per the General Requirements, for each residential unit. The owner/developer shall install an approved double check valve backflow prevention assembly at each domestic water service. All dedicated irrigation services must have a Reduced Pressure Zone Valve Assembly ("RP"). The location of the backflow prevention assemblies shall be above ground within 20-feet of the property line, and the assemblies require registration and annual test certifications. PWP's responsibility of service ends at the meter and PWP will bill each tenant directly.

### **Option 2:**

#### *Individual metering located on private property.*

The Water Division will install a service lateral up to the property line with a shut off valve. The owner/developer shall provide and install an approved double check valve backflow prevention assembly after the shut off valve and will install all piping behind the property line. The location of the backflow prevention assembly shall be above ground within 20-feet of the property line, and the assembly requires registration and an annual test certification. The owner/developer will pay for and install all water meters, provided by PWP, to each residential unit. Water meters must be installed horizontally and must be located in an open area or in a garage/parking area and must have a minimum 12-inch above grade in order for meter readers to have unrestricted access to them if needed. All dedicated irrigation services must have a RP. PWP will inspect the individual meters as a condition of providing service. PWP's responsibility of service ends at the property line and PWP will bill each tenant directly.



**Option 3:**

**Submetering by third party vendor located on private property.**

The Water Division will install master water meter(s) on the parkway, in front of the project site. The owner/developer must submit a statement on letterhead stating that a Contractor licensed by the California State License Board will install submeters, per Senate Bill No. 7, to all residential units. The owner/developer shall install an approved double check valve backflow prevention assembly on each submeter. All dedicated irrigation services must have a RP. The backflow prevention assemblies require registration and annual test certifications. PWP will inspect the submeters as a condition of providing service. PWP's responsibility of service ends at the master meter and the owner/developer is responsible for billing each tenant per Senate Bill No. 7.

**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 is one fire hydrant in close proximity to the project site. Fire hydrant 516-26 is located on the east side curb of Oakland Avenue approximately 115 feet south of the south property line of Corson Street. A fire flow test was conducted on fire hydrant 516-26 on May 7, 2019 and the results were as follows:

Fire Hydrant number 516-26:

Static Pressure: 79 psi (pounds per square inch)

Flow Pressure: 39 psi

Pitot: 27 psi

Total Observed Flow: 871 gpm (gallons per minute)

Flow at 20-psi Residual: 1,074 gpm



**Project Site and Fire Hydrant Details:**

