

**Jomsky, Mark**

RECEIVED

**From:** Wilson, Andy  
**Sent:** Monday, November 30, 2020 4:15 PM  
**To:** Jomsky, Mark  
**Cc:** Thyret, Pam  
**Subject:** Car Wash at 2030 East Colorado Boulevard - call for review

2020 NOV 30 PM 4:18

CITY OF PASADENA  
COMMUNITY DEVELOPMENT DEPARTMENT

Hi Mark -

This email is to request a Call for Review to the Board of Zoning Appeals the decision for a proposed Car Wash at 2030 East Colorado Boulevard. Please schedule the City Council's consideration of my request at the next business meeting, which I believe is scheduled for December 14, 2020.

Thanks!

Andy

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Andy Wilson  
Councilmember  
City of Pasadena  
District 7  
[awilson@cityofpasadena.net](mailto:awilson@cityofpasadena.net)

12/14/2020  
Item 30



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

November 20, 2020

Sipan Nazaryan  
2030 E Colorado  
Pasadena, CA 91107

Re: **Conditional Use Permit #6843**  
**2030 East Colorado Boulevard**  
**Council District #7**

**ZENT2020-10021**

Dear Mr. Nazaryan:

Your application for a **Conditional Use Permit** at **2030 East Colorado Boulevard** was considered by the **Hearing Officer** on **November 18, 2020**.

**CONDITIONAL USE PERMIT: To allow the operation of a new Vehicle Services – Washing and Detailing use (Wild Wash Express). The project will include the construction of a 3,490 square-foot car wash building, 30 self-serve vacuum stations, two vacuum equipment structures, one payment kiosk, and the remodel of an existing 2,580 square foot equipment and storage building. The subject site is located within the ECSP-CG-4 (East Colorado Specific Plan, The Route 66 area), where a Vehicle Services – Washing and Detailing use may be allowed with the approval of a Conditional Use Permit.**

After careful consideration of this application, and with full knowledge of the property and vicinity, the Hearing Officer made the findings as shown on Attachment A to this letter. Based upon these findings, it was decided by the Hearing Officer that the **Conditional Use Permit** be **approved** with the conditions in Attachment B and in accordance with approved plans stamped **November 18, 2020**.

In accordance with Section 17.64.040 (Time Limits and Extensions) of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within three years of the effective date of the approval. This approval is eligible for two one-year extensions. Each one year extension is required to be reviewed and approved by the Hearing Officer at a noticed public hearing. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement. The right granted by this approval may be revoked if the entitlement is exercised contrary to the conditions of approval or if it is exercised in violation of the Zoning Code.

You are advised that an application for a building permit is not sufficient to vest the rights granted by this approval. The building permit must be issued and construction diligently pursued to

completion prior to the expiration of this approval. It should be noted that the time frame within which judicial review of the decision must be sought is governed by California Code of Civil Procedures, Section 1094.6.

You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.72, any person affected or aggrieved by the decision of the Hearing Officer has the right to appeal this decision within **ten days (November 30, 2020)**. The effective date of this case will be **December 1, 2020**. Prior to such effective date, a member of the City Council or Planning Commission may request that it be called for review to the Board of Zoning Appeals. However, if there is a request for a call for review, the appeal period will continue to run. If the tenth day falls on a day when City offices are closed, the appeal deadline shall be extended through the next day when offices are open. The decision becomes effective on the eleventh day from the date of the decision. The regular Appeal fee is \$2,790.79. The Appeal fee for non-profit community-based organizations is \$1,395.39.

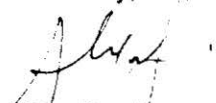
Any permits necessary may be issued to you by the Building Division on or after the effective date stated above. A building permit application may be submitted before the appeal deadline has expired with the understanding that should an appeal be filed, your application may, at your expense, be required to be revised to comply with the decision on the appeal. A copy of this decision letter (including conditions of approval) shall be incorporated into the plans submitted for building permits.

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15303(e), Class 3, New Construction or Conversion of Small Structures). Section 15303 exempts the construction and location of limited numbers of new, small facilities, or structures. In urbanized areas, the exemption applies to up to four commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use if not involving the use of significant amounts of hazardous substances where all necessary services and facilities are available and the surrounding area is not environmentally sensitive.

For further information regarding this case please contact **Alison Walker** at **(626) 744-6742** or **awalker@cityofpasadena.net**.

Please be advised that during this COVID-19 health emergency, all individuals performing work on the site are required to adhere to the City's policies related to social distancing (see attached guidelines).

Sincerely,



Alex Garcia  
Hearing Officer

Enclosures: Attachment A, Attachment B, Attachment C (Site Plan)

xc: City Manager, City Clerk, City Council, City Council District Liaison, Building Division, Public Works, Design and Historic Preservation, Department of Transportation, Hearing Officer, Code Compliance, Case File, Decision Letter File, Planning Commission (9)

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT # 6843**

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The subject property is located in the Route 66 area of the East Colorado Specific Plan (ECSP-CG-4). Table 3-3 of Zoning Code Section 17.31.040 (ECSP District Land Uses and Permit Requirements), permits the Vehicle Services- Washing and Detailing use subject to the approval of a Conditional Use Permit. With the exception of the building frontage entry orientation, the proposed operation and related site improvements will comply with all applicable provisions of the Zoning Code.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* The purpose of the ECSP-CG-4 zoning district is to implement the East Colorado Specific Plan by balancing and optimizing economic development, historic preservation, and the maintenance of local community culture. Specifically, it aims to identify areas of East Colorado Boulevard where auto-oriented commercial development should be concentrated. The Vehicle Services- Washing and Detailing use is a commercial use that will be replace a Vehicle Services- Sales and Leasing use fronting East Colorado Boulevard in an area that is generally concentrated with other vehicle sales and leasing uses. Therefore, the proposed use is consistent with the intent and purpose of the ECSP-CG-4 zoning district. As a result, with strict adherence to the conditions of approval, the proposed use will be in conformance with the purposes of the zoning district.
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.* The use and related site improvements are consistent with multiple General Plan Land Use Element Goals and Policies including the following: Policy 2.3 – Commercial Businesses, 4.6 Neighborhood Villages, 4.7- Strengthen Major Corridors, 4.11- Development that is Compatible, 11.3-New and Complementary Businesses, 12.4- Revitalization of Commercial Areas, 25.7 Buffering Adjoining Residential Areas.

The project introduces a new business along a major commercial corridor in the City. The car wash will serve surrounding residential neighborhoods and complement existing vehicle-related uses. The new building will locate more building frontage along Colorado Boulevard and contribute to an improved street environment. The improvements, including the 10-foot perimeter landscaping along the side and rear property lines, and will create a more integrated character for the area, support a more comfortable pedestrian-environment, and help maintain compatibility with the surrounding residential uses. Proposed building improvements and the new use will encourage upkeep of the project site, thereby reducing the risk of further deterioration by neglect.

As it relates to the East Colorado Specific Plan, The Route 66 area, service commercial uses, restaurants, historic motels, and other uses that capture the desired Route 66 character are preferred. The proposed car wash is consistent with the desired land uses of the area, and the design of the buildings will be reviewed through the City's design review process with approval by the Design Commission at a public hearing.

4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The proposed project will allow for the operation of a car wash (Vehicle Services – Washing and Detailing use), a use that is conditionally permitted within the ECSP-CG-4 zoning district. As the subject site has been developed and operated as a Vehicle Services- Sales and Leasing use, and is adjacent to other Vehicle Services uses, it is anticipated that there will be no detrimental effects to the public health, safety and welfare at large. In addition, the site is adjacent to a residential use to the south, and the residential uses would be screened by an eight-foot masonry wall and buffered by 10-foot wide perimeter. Therefore, as conditioned, the operation of a car wash will not detrimentally affect the surrounding area.
5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The proposed Vehicle Services- Washing and Detailing use will be developed with a 3,790 square foot car wash tunnel, new 75 square foot payment kiosk, two new vacuum equipment structures, and a new parking lot area with a solar canopy and self-service vacuums. The project meets, with exception to the building frontage requirement along Colorado Boulevard, the development standards including but not limited to building height, floor area, and setback requirements of the ECSP-CG-4 zoning district.

As it relates to the parking lot, the project complies with the off-street parking requirements of the Zoning Code, providing 32 off-street parking spaces for the car wash and landscaping requirements. In addition to the parking lot modifications, the project includes modifications to the existing driveways and the creation of queuing lanes which were reviewed by the Department of Transportation and determined to be acceptable. As it relates to noise impacts, the project will be conditioned to comply with the Noise Ordinance regulations of Chapter 9.36 of Pasadena Municipal Code, and a noise study provided by the applicant was peer-reviewed by the City's environmental consultant to determine compliance with the City's General Plan Noise Element and Municipal Code. Through conditions of approval, measures have been taken to address the potential for concerns regarding the operation of the proposed use. As such, the proposed use as described and conditionally approved would not be injurious to property and improvements in the area.

6. *The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.* The project involves the demolition of four existing buildings related to the former vehicle sales use, the renovation of the existing 2,580 square foot storage building, 3,790 square foot car wash tunnel, new 75 square foot payment kiosk, two new vacuum equipment structures, and a new parking lot area with a solar canopy and self-service vacuums. The building is sited at the northern portion of the site along East Colorado Boulevard and will maintain a substantial buffer from adjacent residential uses to the north and east. The new building is in scale with the buildings along this segment of Colorado Boulevard and meets all the development standards of the ECSP-CG-4 zoning district. The proposed construction of new car washing facilities is subject to a multi-step Design Review by the Design Commission. The project will be required to obtain all necessary approvals from other City Departments prior to construction and as conditioned, will be in harmony with the surrounding uses.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6843**

The applicant or the successor in interest shall comply with the following conditions:

General

1. The project plans submitted for building permits and/or future development shall substantially conform to the project plans stamped "Approved at Hearing November 18, 2020," except as modified herein.
2. The approval of this application authorizes the operation of a self-serve carwash use (Vehicle Services – Vehicle Washing land use) and related site improvements, as described in this report and included on the project plans stamped "Received at Hearing November 18, 2020."
3. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing. These conditions may be modified or new conditions added to reduce any impacts of the use. The Hearing Officer may revoke the Conditional Use Permit if sufficient cause is given.
4. Any change to these conditions of approval or expansion of the use shall require the modification of this Conditional Use Permit or a new Conditional Use Permit.
5. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
6. The final decision letter and conditions of approval shall be incorporated in the building plans as part of the building plan check process.
7. The proposed project, Activity Number **ZENT2020-10021**, is subject to a Final Zoning Inspection. A Final Zoning Inspection is required for the project prior to the issuance of a Certificate of Occupancy. Contact the Planning Case Manager, Alison Walker, at (626) 744-6742 to schedule an inspection appointment time.
8. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 17.64.040.C of the Zoning Code.

Planning Division

9. The privileges authorized by this permit do not allow the rental, sales, leasing, repair, maintenance, or storage of operable and inoperable vehicles.
10. The hours of operation shall be limited to 7:00 a.m. to 8:00 p.m., seven days a week.
11. A litter clean-up plan shall be submitted for review and approval by the Zoning Administrator, or to the issuance of any building permits. The plan's objective is to maintain an attractive site, free of litter and discarded material. The litter clean-up plan will cover the entire site including, but not limited to, parking lot area, queuing lanes, landscaping area, walkways, exterior windows, doors, lights and signage. The litter clean-up will identify when the clean-up would occur. At a minimum it will occur three times per day and would include a clean-up prior to the

start of operations and at the end of operations. The plan will also identify the location of exterior trash receptacles.

12. Prior to the issuance of a building permit, this project must meet the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo). No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.
13. The applicant or successor in interest shall maintain the existing six-foot tall block wall along the western property line, the proposed eight-foot tall block wall along the southern property lot line, and all proposed site landscaping.
14. Signs shall be posted in the vacuum area to inform patrons that audio equipment (including car radios and portable speakers) shall be turned off while on the site.
15. At all times, an employee shall be onsite directing vehicular traffic utilizing the car wash and shall ensure that no vehicles block the sidewalk and not allow vehicles to queue on the public right of way.
16. Vehicular traffic exiting the site onto San Marino Road shall be restricted to left turn only. Signs stating "No Right Turn" shall be posted at the two exit driveways, and must be shown on the plans prior to Building Permit issuance to the satisfaction of the Zoning Administrator. The signs shall be installed prior to the issuance of the Certificate of Occupancy.
17. The site shall be secured by blocking vehicular traffic from entering the site when the car wash is closed. Through the plan check process and prior to Building Permit issuance, the plans shall demonstrate how the site will be secured at the driveway entries.
18. As illustrated in the project plans stamped "Received at Hearing November 18, 2020," vacuums in parking spaces 26, 27, 28, 29, and 30, located along the southern property line, shall not be utilized from 7:00 a.m. to 8:00 a.m. and 7:00 p.m. to 8:00p.m, daily. Between 8:00 a.m. and 7:00 p.m., these vacuums shall only be used when customer demand necessitates use, and be blocked from customer use at all other times.
19. Prior to the issuance of the Certificate of Occupancy, the applicant shall retain, at the applicant's expense, a licensed acoustical engineer, or equivalent qualified professional, as determined by the Zoning Administrator. This consultant shall prepare an acoustical study, to demonstrate that the car wash and ancillary equipment comply with the City's noise regulations as specified in Chapter 9.36 of Pasadena Municipal Code.
20. The use shall comply with Section 17.40.170 of the Zoning Code, regulating hours for the on-site loading, unloading, and trash pick-up.
21. Parking shall be maintained in accordance with the regulations of Chapter 17.46 (Parking and Loading) of the Pasadena Zoning Code.

22. The applicant and successor shall adhere to the City's noise regulations as specified in Chapter 9.36 of Pasadena Municipal Code.
23. Compliance with the City of Pasadena Refuse Storage regulations, see Section 17.40.120 of the Pasadena Municipal Code, shall be maintained at all times.
24. Any proposed exterior lighting shall comply with the standards of Section 17.40.080 (Outdoor Lighting) of the Zoning Code. All new lighting shall be properly shielded to avoid glare and spill of light to surrounding properties.
25. All paved areas shall be maintained grease-free.
26. Any graffiti that should appear on the site shall be removed within 48 hours.

#### Design and Historic Preservation Division

27. Pursuant to PMC Section 17.61.030, Table 6-3, Part (5), new construction of new car washing facilities are subject to Design Review by the Design Commission. Design review is a three-step procedure: 1) Preliminary Consultation; 2) Concept Design Review; 3) Final Design Review. Concept design review is noticed public hearing before the Design Commission.

#### Department of Transportation

28. All existing, unused driveways along the project frontage shall be replaced with curb, gutter, and sidewalk per Public Works Standard Plans.
29. Pursuant to the adopted Street Design Guide, the applicant shall maintain a five-foot minimum clear walk zone free of any obstructions along the project's frontage on Colorado Boulevard and San Marino Avenue. Through the plan check process and prior to Building Permit issuance, the plans shall demonstrate the minimum five-foot clear walk zone.
30. Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the project frontage.

#### Public Works Department

31. In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp at the southwest corner of Colorado Boulevard and San Marino Avenue per Caltrans Standard A88A or City of Pasadena Standard S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramps. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of



plan checking and inspection of the improvements. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (a maximum of 20-foot radius per S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office, at least three to four (3-4) months prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

32. The applicant shall restore and re-paint two (2) existing metal street light poles and fixtures along the Colorado Boulevard frontage of the subject property in a manner acceptable to the Department of Public Works. The cost of the street light poles and fixtures restoration and painting is the applicant's responsibility.
33. The existing street lighting along the Colorado Boulevard frontage of the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate two (2) existing street lighting with LED lights, per the City requirements and current standards.

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

34. In order to improve pedestrian and traffic safety, the applicant shall install one (1) new street light on the San Marino Avenue frontage. The new street light installation/construction shall include but not limited to LED lights, conduits, conductors, electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type and hardware shall conform to current policies approved by the City Council, and the locations shall be as approved by the Department of Public Works.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights construction. 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. 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.

35. The applicant shall plant one (1) *Quercus Virginiana* Southern Live Oak, the officially designated street tree per the City's approved Master Street Tree Plan along the San Marino Avenue frontage of the subject property. The Department of Public Works will confirm eligible planting site, and will provide the applicant the location as a result of the applicant's project.

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.

36. 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.
37. To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>
38. 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.

39. 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.
40. 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.
41. 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.
42. 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.
43. 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.
44. The proposed development shall connect to the public sewer main line with one or more new six-inch diameter sewer laterals laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer (lateral) "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.

45. The applicant shall remove the unused drive approach, on Colorado Boulevard and San Marino Avenue frontages, and construct standard concrete curb, gutter (S-406) and sidewalk (S-421), prior to the issuance of a Certificate of Occupancy.
46. It is recommended that all excavations for utility connections/services for the development shall be limited to San Marino Avenue frontage only. Excavations in the street for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.
47. On-site drainage, such as roof drain, area drain and subterranean garage discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.
48. The applicant shall provide storm water drainage plans and obtain approval from the Planning Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
49. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule to cover the cost of plan checking and construction inspection of the improvements. Note that building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. 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.
50. Past experience has indicated that projects such as this tend to damage the abutting (existing public and private street) street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of any 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, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
51. 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://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

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.

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

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

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

53. 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.

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

a. 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.

b. 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.

c. 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://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

d. 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://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/recycling-resources/construction-and-demolition-debris-recyclers/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:

- i. 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.
- ii. 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.

## Fire Department

55. Hazardous Materials: The storage, use and handling of hazardous material shall be in quantities not exceeding the maximum allowable quantity per CFC Table 5003.1.1(1)
56. 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.
57. Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix B Table B 105.1 and the quantity and spacing of fire hydrants as required by Appendix C Table C105.1 of Title 24, California Fire Code. Plans shall be submitted to the Pasadena Fire Department for review and approval prior the review and approval of the building plans.

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

58. Fire Dept. Access: Fire Department Access shall be provided to within 150-feet of all exterior portions of any structure. All access roads exceeding 150-feet shall be provided with an approved Fire Department Hammerhead or Turnaround. Fire department access shall be constructed of an all-weather surface to support a minimum of 75,000 pounds, with a minimum of 20-feet wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway way shall exceed 10% slope.
59. An automatic sprinkler system shall be provided throughout building per CBC Section 903.2.1 and PMC amended CFC section 903.
60. Fire Department fire sprinkler connections Shall be comprised of:
  - a. FDC shall be located a minimum of 25-feet from the building or surface mounted to 2-hours rated wall with no opening within 10 feet and FDC shall be located within 150 feet of a fire hydrant.
  - b. (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
  - c. 4" CLAPPERED internal swivel outlet X 4" FDC
  - d. Shall be clearly labeled to indicate FDC for Fire Sprinklers and Standpipes.
61. A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
62. All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.
63. Sprinkler system monitoring and alarm: Sprinkler system shall be electrically supervised by a listed fire alarm control unit. CFC, Section 903.4
64. 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 on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

Department of Water and Power: Water Division

65. 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, the owner/developer must pay for the replacement of the water main(s) serving the property if it is determined that it must be replaced. 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 for any street restoration required by PWD. PWD determines the limits of street restoration.
66. 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.
67. The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
68. All services not in use must be abandoned at the distribution main at the applicable rate.
69. 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.
70. 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.
71. There shall be no taps between the meter and the backflow assembly.
72. 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.

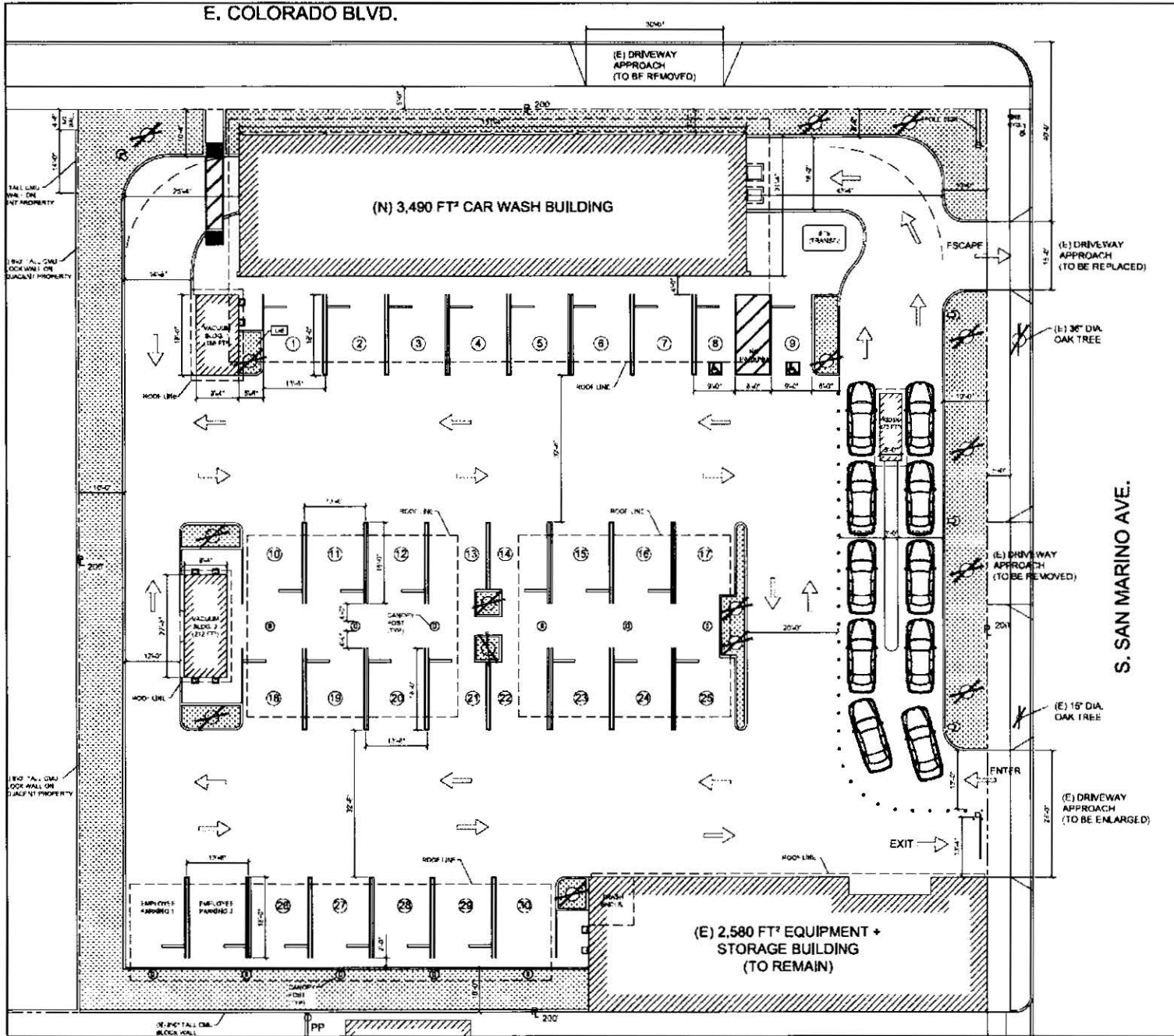


73. The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.
74. The owner/developer is responsible for 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.
75. 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.
76. All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
77. An administrative fee of \$180.94 will be charged for each backflow prevention assembly installed.
78. The fire service requires a detector meter and back-flow prevention assembly.
79. The assembly shall be located in a readily accessible location for meter reading, test and maintenance.
80. All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
81. 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.
82. 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.
83. If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
84. One of the below listed options must be incorporated into the fire sprinkler plans:
  - a. 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.
  - b. 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.

85. 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.

**ATTACHMENT C  
SITE PLAN**





# COVID-19 SAFETY GUIDANCE FOR CONSTRUCTION SITES

## APRIL 1, 2020

The following guidelines are based on Interim CDC's Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), OSHA's Guidance on Preparing Workplaces for COVID-19, and other publications.

Construction industry employers shall develop a comprehensive COVID-19 exposure control plan, which includes control measures such as social distancing; symptom checking; hygiene; decontamination procedures, and training. An exposure control plan and the following practices must be followed to prevent any onsite worker from contracting COVID-19, as many people with COVID-19 are asymptomatic and can potentially spread disease. Failure to comply with this guidance shall be deemed as creating unsafe conditions and may result in withheld inspections or shutting down the construction site until corrected.

City staff will verify compliance with these guidelines during regular scheduled inspections for projects under construction as well as during investigations associated with complaints that may be submitted to the Pasadena Citizens Service Center at 626-744-7311 or at <http://www5.cityofpasadena.net/citizen-service-center/>.

1. Practice social distancing by maintaining a minimum 6-foot distance from others. No gatherings of 10+ people. Workers on break or lunch break should not gather in groups and should maintain 6-foot distance.
2. Preclude gatherings of any size, and any time two or more people must meet, ensure minimum 6-foot separation. Meetings should be conducted online or via conference call when possible.
3. Provide personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed. Do not share personal protective equipment.
4. The owner/contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID-19 Supervisor can be an on-site worker who is designated to carry this role.
5. Identify "choke points" and "high-risk areas" where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and control them so social distancing is maintained.
6. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.
7. Stagger the trades as necessary to reduce density and maintain minimum 6-foot separation social distancing. Limit the number of people to the minimum possible. Restrict non-essential visitors.
8. Discourage workers from using other worker's phones, desks, offices, work tools and equipment. If necessary, clean and disinfect them before and after use, and hand shaking.
9. Post, in areas visible to all workers, required hygienic practices including not touching face with unwashed hands or gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
10. Place wash stations or hand sanitizers in multiple locations to encourage hand hygiene, identify location of trash receptacles for proper disposal.
11. Require anyone on the project to stay home if they are sick, except to get medical care.
12. Have employees inform their supervisor if they have a sick family member at home with COVID-19.
13. Maintain a daily attendance log of all workers and visitors.