

ATTACHMENT A



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: PPR2019-00010 **Date:** December 2, 2019

Project Address: 590 South Fair Oaks Avenue, Pasadena

Project Description: To allow demolition of two existing commercial buildings totaling 4,780 square feet in area to facilitate construction of a 100,000 square-foot, four-story medical office building with two levels of subterranean parking providing 184 parking spaces. The project site consists of five contiguous parcels measuring 42,090 square feet in area.

Project Applicant: 590 Fair Oaks Development, LLC / Richard Bruckner

Case Manager: Kristen Johnston, Planner
 (626) 744-6709
kjohnston@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 type="checkbox"/>
3. Other:	<input type="checkbox"/>
PRESENTATION TO THE CITY COUNCIL REQUIRED:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Department / Division	Plan Reviewer	Phone #	Page
Addressing Section	Angie Jackson	626-744-6903	2
Building & Safety Division	Humberto Contreras	626-744-6877	2
Community Planning Section	Andre Sahakian	626-744-6916	4
Cultural Affairs	Wendy Miller	626-744-7547	9
Current Planning Section	Kristen Johnston	626-744-6709	10
Design and Historic Preservation Section	Amanda Landry	626-744-7137	24
Development/NW Programs	Lola Osborne	626-744-4791	28
Fire Department	Pari Bagayee	626-744-7596	28
Local Development Area	Eric Duyshart	626-744-7353	29
First Source Local Hiring	Antonio Watson	626-744-8382	29
Health Department	Gabriel Barrios	626-744-6072	29
Housing Department	Jim Wong	626-744-8316	30
Public Works Department	Yannie Wu-Bowman	626-744-3762	30
Department of Transportation	Conrad Viana	626-744-7424	39
Water & Power: Power Engineering Section	Eduard Avakyan	626-744-7826	41
Water & Power: Water Services Engineering	Sandra Andrade-Hernandez	626-744-4189	41



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BUILDING & SAFETY – ADDRESSING:

Plan Reviewer: Angie Jackson

Phone: (626)744-6903

Email: 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 ½"x11" 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.

BUILDING & SAFETY DIVISION:

Plan Reviewer: Humberto Contreras

Phone: (626) 744-6877

Email: hcontreras@cityofpasadena.net

Description: New 100,000 GSF 4-story medical office building with two levels of underground parking. Site improvements include improvement of street sidewalks and Edmondson Alley.

1. GOVERNING CODES:

Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.

2. BUILDING CODE ANALYSIS:

Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, occupant load, floor area, height, and allowable floor area.

3. BEST MANAGEMENT PRACTICES:

Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1 (form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found online at: <https://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>



4. LOW IMPACT DEVELOPMENT (LID):

Low Impact Development (LID) may be required for this project. Refer to the City of Pasadena link for further information on the requirements and submittal process:

<https://ww5.cityofpasadena.net/planning/building-and-safety/low-impact-development/>

5. SOILS REPORT AND SURVEY REQUIRED:

A property lines survey will be required for, but not limited to, the following structures and conditions:

New Construction; Single family homes (newly constructed or relocated); Auxiliary buildings (garage, shed, guest homes) where building setbacks are less than 5'-0" to the property lines; Condominiums, apartments, mixed-used buildings, & congregated residences; Commercial, industrial, & institutional buildings.

Soils Investigation Requirements required for:

All new constructed single and multi-family residential, commercial, and industrial buildings; an addition to a commercial or industrial building; second (2nd) story addition to existing one-story building; Hillside construction, i.e. decks, retaining walls, and swimming pools.

6. GRADING:

Provide a grading plans and show compliance with CBC 2016 Appendix J – Grading with City of Pasadena Amendments.

Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations.

A grading permit may not be required per section J103.2 Exemptions.

7. MEANS OF EGRESS (EXITING):

Show an exit plan that labels and clearly shows compliance with all required egress features such as, but not limited to, common path of travel, required number of exits, occupant load, required width, continuity, travel distance, etc.

Clearly label and identify on plans fire-resistive corridors, exit enclosures, exit passageways, horizontal exits, occupancy separation walls and floors, fire resistive shafts, and fire walls, along with their fire-resistive ratings.

8. FIRE AND SMOKE PROTECTION FEATURES:

Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

9. ACCESSIBILITY:

Provide compliance with accessibility per CBC 11B.



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Note on plans: "COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT (ADA) IS SOLELY THE RESPONSIBILITY OF THE OWNER/DESIGNER. THE CITY OF PASADENA ASSUMES NO RESPONSIBILITY FOR THE ADA COMPLIANCE."

Show accessible route within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; public transportation stops to the accessible building or facility entrances. Where more than one route is provide, all routes must be accessible. Accessible route shall be the most practical direct route feasible and may incorporate pedestrian ramps, curbs ramps, etc...

Show maneuvering clearance at swing doors, gates, sliding doors, folding doors and doorways without doors.

10. GREEN CODE:

Photocopy to plans and complete the 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attach and can be found online at:

<https://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>

11. REQUIRED PLANS AND PERMIT(S):

In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, and grading plans as required. **No deferred submittal.**

Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

COMMUNITY PLANNING:

Plan Reviewer: Andre Sahakian

Phone: (626) 744-6916

Email: ASahakian@cityofpasadena.net

General Plan Consistency:

According to the General Plan Land Use Diagram, the subject property is designated as High Mixed-Use (0.0-3.0 FAR; 0-87 du/ac) which is intended to support multi-story buildings with a variety of compatible commercial (retail and office) and residential uses. Development in the High Mixed-Use category is characterized by shared open spaces, extensive landscaping, small to minimal separations between buildings, and shared driveways and parking. Sites may be exclusively commercial, but not exclusively residential. 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 street. Projects constructed at High Mixed-Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.



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The project site is approximately 42,090 square feet in size, and is currently developed with two small buildings totaling approximately 7,000 square feet in floor area, along with surface parking. The site is located at the southeast corner of South Fair Oaks Avenue and East California, and is accessible by Edmonson Alley. The proposed project would include the demolition of the existing buildings and development of a new four-story medical office building with 100,000 square feet of floor area and two subterranean levels of parking. Access to the subterranean parking would be provided along South Fair Oaks Avenue via an existing curb cut, adjacent to an existing fast food restaurant drive-through lane on the neighboring property.

Based on the provided lot sizes, the subject property would allow up to 126,270 square feet of floor area based on the maximum allowable General Plan floor area ratio (FAR) of 3.0. The proposed floor area of 100,000 square feet is within the maximum density for the lot. Thus, the development intensity of the proposed project complies with the maximum General Plan FAR. The General Plan also established Development Capacities for each Specific Plan area. Construction of the proposed project would be within the remaining capacity of the Specific Plan, as demonstrated in the table below:

Non-Residential Square Feet Development Cap	
2015 General Plan Adopted Cap	988,000 SF
Remaining Cap Before Project	909,820 SF
Remaining Cap After Project	809,820 SF

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

Policy 1.1 Basic Growth Policy. Accommodate growth that is consistent with community values and that complements the scale and character of Pasadena’s unique residential neighborhoods, business districts, and open spaces.

Policy 1.2 Targeted Growth. Target growth and new construction in infill areas and away from Pasadena’s residential neighborhoods and open spaces by redeveloping underutilized commercial and industrial properties, especially within the Central District, Transit Villages, Neighborhood Villages, and along selected corridors.

Policy 37.4 Visual Variety. Allow for a diversity of architectural design styles and building types contributing to the distinctive characteristics of the area’s intended artistic, cultural, and creative businesses.

The proposed project is generally consistent with the aforementioned policies of the General Plan. The proposal replaces smaller, vacant commercial buildings and a surface parking lot with higher intensity medical offices with frontage on South Fair Oaks Avenue and East California Boulevard. The proposed use is complementary with the existing cluster of medical-oriented uses in the area, and its proximity to Huntington Memorial Hospital, numerous other medical offices and clinics, and the Metro Gold Line Fillmore Station make it an appropriate use for this area. The orientation of the building toward two major streets, incorporation of a landscaped courtyard, and distance



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from any existing residential uses serve to protect nearby residential neighborhoods, while maintaining a consistent building wall along the South Fair Oaks frontage. Detailed information about the building's architectural design was not provided, though it is encouraged that the project's architectural design style include distinctive characteristics to complement the area's eclectic collection of building forms.

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

Policy 12.4 – Revitalization of Commercial Areas. Encourage the revitalization of commercial and industrial areas by attracting private investment.

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

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

The proposed project will replace existing one-story commercial buildings and a surface parking lot with additional medical office space along a major commercial corridor that already contains a strong concentration of medical uses. The subject property is within close proximity to Huntington Memorial Hospital and numerous other medical offices and clinics, further reinforcing the health-care facility cluster in the area. However, the proposed use does not include retail or other commercial amenities for employees or existing residents of the area. Consideration should be given to incorporating uses that would provide these amenities.

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

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

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



Policy 37.6 Sustainable Streetscape. Improve sidewalks to enhance connectivity and pedestrian activity through enhanced streetscape amenities, distinctive signage, lighting and paving.

The proposed project's development intensity is appropriate for the site and its surrounding context. The proposed project will be of relatively high intensity, including 100,000 square feet of medical office space. The site is located within a quarter mile of the Metro Gold Line Fillmore Station and numerous healthcare related land uses, making the proposed development intensity consistent with the Transit Villages in Context concept set forth in the General Plan, locating a stronger concentration of new jobs within walking distance of a major transit station. Notwithstanding the proximity of the site to the Metro Gold Line Fillmore Station, pedestrian access from the station is limited due to the lack of pedestrian crossings along large blocks and lack of wayfinding. As a result, great care and attention should be given to potential improvements for pedestrian access from the Metro Gold Line Fillmore Station to the subject property for future tenants who may use transit to visit the residents of the project site.

As proposed the project is generally consistent with the Land Use Element of the General Plan. Nevertheless, inclusion of more neighborhood-serving uses and pedestrian improvements would improve the project's General Plan consistency.

Specific Plan:

The subject property is located within the South Fair Oaks Specific Plan area. The South Fair Oaks Specific Plan (Specific Plan) established two land use zones: General Industrial (IG) and Public and Semi-Public (PS). The subject property is located in the IG zone at the southeast corner of South Fair Oaks Avenue and East California Boulevard. The Specific Plan allows Medical Office use in the IG zone; therefore, the proposed project is consistent with the Specific Plan land use provisions.

The Specific Plan also includes an urban design framework for both the public and private realms within the Specific Plan area. The subject property has frontage on South Fair Oaks Avenue and East California Boulevard, both of which are identified as Major Streets in the Specific Plan public realm urban design framework plan. Given the prominent location of the subject property, careful attention should be given to the way in which the ground floor of the proposed project interacts with the sidewalk and creates a welcoming environment for pedestrians. Strategies could include easily accessible entrances along both street frontages, transparency into the ground floor to create visual interest, and including pedestrian-active uses in the ground floor, such as retail, café, or other personal services. The Specific Plan also includes design guidelines for the public realm for each of these street types, including landscaping and street furnishings. Please refer to the Specific Plan, and confer with the Public Works Department, for guidance on compliance with these guidelines within the public right-of-way.

The Specific Plan also includes design guidelines for the private realm, including site layout, driveway placement, nodes, landscape buffers, and building height. The proposed project, as designed, complies with the majority of these guidelines due to the building being located at the front property line along South Fair Oaks Avenue; the single driveway being located toward the southern end of the South Fair Oaks frontage, using an existing curb cut and adjacent to a drive through; location of parking below grade; and landscape buffers along the rear property line. The



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project also incorporates a “Private Outdoor Node” in the form of the landscaped courtyard with walkway access from South Fair Oaks Avenue shown in the site plan. The Specific Plan provides standards and guidelines for Private Outdoor Nodes (Section 3.3.3-B.3.2), including that parcels with over 100 feet of street frontage should include Private Outdoor Nodes with a minimum area of the length of street frontage times five feet, which would be approximately 1,144 square feet for the subject property. The guidelines also specify that Private Outdoor Nodes should be a minimum of 15 feet wide, and provide furniture such as benches, trash receptacles, and other features to encourage use and interaction.

The Specific Plan establishes a maximum height of 45’ for the subject property (Figure 3-23 Height Districts Map). The project plans indicate a building height of four stories, but do not provide elevations or any specific height measurements. The project application form, however, indicates that the proposed building height is 56 feet. While four stories could be feasible within the maximum allowable height, at 56 feet, the proposed project would be inconsistent with the Specific Plan maximum height standard.

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

Master Development Plan:

The subject property is not located in a Master Development Plan area.

Planned Development:

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

Neighborhoods:

The proposed project is located within the following neighborhood associations:

- Council District 6
Councilmember Steve Madison
City Council Liaison: Takako Suzuki
Contact Email: tsuzuki@cityofpasadena.net
Contact Phone: (626) 744-4739
- Singer Park Neighborhood Association
Contact: Pete Ewing
Contact Email: andrewgewingjr@gmail.com
- West Pasadena Residents’ Association
Contact: Dan Beal
P.O. Box 50252
Pasadena, CA 91105
Contact Email: president@wpra.net

Estimated Fees: No fees are anticipated from Community Planning.



CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Wendy Miller

Phone: (626) 744-7547

Email: wmiller@cityofpasadena.net

Based on the information provided in the Master Application, the project proposed for 590 S. Fair Oaks Ave IS SUBJECT to Public Art Ordinance No. 6420 as it is a commercial development outside the Downtown, Old Pasadena. and Northwest Program areas with new construction of 25,000 square feet or more.

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

Prior to being issued a building permit, the property owner will be required to deposit twenty percent (20%) of the total one percent building valuation as the Public Art Deposit for the project. It is their responsibility to allocate the remaining eighty percent (80%) toward an onsite public art project, developed in accordance with the Guidelines for New Private Development. The property owner may also choose to pay the full 1% building valuation to the Cultural Trust Fund, in lieu of developing an onsite public art project. Fulfillment of the Public Art Requirement via an onsite public art project or payment of the 1% in lieu fee, must occur in order to receive Final Signoff/Certificate of Occupancy.

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

- 1) An art consultant must manage any art project valued at \$25,000 or more. After consulting with Cultural Affairs Staff, an art consultant should be contracted as soon as possible so they may work as an integral part of the design team from the inception of the project.
- 2) No project will receive Concept Design Review by the Design Commission without having first filed a Public Art Application with Cultural Affairs Staff.
- 3) The Concept Art Plan must be submitted to Cultural Affairs Staff within 45 days after Concept Design approval by the Design Commission.
- 4) Application for Final Design Review by the Design Commission is only possible after the Concept Art Plan has been approved by the Arts & Culture Commission.

It's never too early to begin the process of developing an onsite public art project. Please contact me so we may discuss the Public Art Requirement for this project, address any questions you may have, and clarify next steps.



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CURRENT PLANNING:

Plan Reviewer: Kristen Johnston

Phone: (626) 744-6709

Email: kjohnston@cityofpasadena.net

General Comments: The information provided below is general due to the general content of the information submitted. In addition to the comments provided below, staff recommends the applicant thoroughly review each of the Zoning Code sections noted below.

Project Description: To allow demolition of two existing commercial buildings totaling 4,780 square feet in area to facilitate construction of a 100,000 square-foot, four-story medical office building with two levels of subterranean parking providing 184 parking spaces.

Project Site: The project site consists of five contiguous parcels measuring 42,090 square feet in area. (APN 5720-001-001, 5720-001-002, 5720-001-003, 5720-001-004, and 5720-001-005). The site maintains frontage along South Fair Oaks Avenue and East California Boulevard.

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

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

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

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

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

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

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

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

A. Nonresidential projects shall not meet the following requirements.

1. **FAR.** The floor area ratio requirement of the base zoning district shall not be applicable in this specific plan.



2. **Commercial Frontage and Façade Standards.** Section 17.24.050 (Commercial Frontage and Façade Standards) shall not be applicable.

B. Nonresidential projects shall comply with the following.

1. **Setbacks.** No front or corner yard setbacks are required, except for parcels fronting Fillmore Street. A portion of a new building shall abut the front property line. Recessed pedestrian entries or landscaped areas may be provided.

The plans provided appear to demonstrate the building to be set at the property line along both Fair Oaks Avenue and California Boulevard, which is permitted pursuant to the above setback requirement, as the property does not front Fillmore Street.

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

As provided in Section 17.35.050 (Development Incentives), a height bonus is applicable to parcels that abut Fair Oaks Avenue south of Pico Street. Given the subject site is not located south of Pico Street, the project is not able to utilize the height bonus. Therefore, the proposed project is subject to the maximum allowed height for the IG zoning district of 45 feet.

The plans provided do not demonstrate the height of the proposed building on the elevations. However, the environmental assessment completed as part of the master planning application indicates a proposed height of 56 feet, which does not comply with the maximum allowable height of 45 feet. The project shall reduce the overall structure height to comply, or discuss other alternatives with Zoning staff.

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

The plans provided note that a courtyard is proposed, however there are no dimensions or detailed information to verify full compliance with the above open space requirement. However, it appears the project would comply.

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

The plans provided demonstrate that parking will be provided within a two-level subterranean parking garage with 184 parking spaces. Driveway access would be



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provided along the southern property line with vehicular access from South Fair Oaks Avenue.

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

The project proposes one driveway off of South Fair Oaks Avenue, providing vehicular access to parking within a two-level subterranean garage.

South Fair Oaks Specific Plan - Development Incentives (17.35.050)

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

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

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

Parking and Loading - Chapter 17.46

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

The proposed project includes the construction of a 100,000 square-foot medical office building; thus, requiring a total of 400 parking spaces. Given the subject site is located within the Transit Oriented Development Area (TOD), the required number of parking may be reduced up to 20 percent. Therefore, the required number of parking spaces is 320. As proposed the project does not provide an adequate number of parking spaces. However, parking may be further reduced through a parking demand study and Minor Conditional Use Permit.

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

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

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

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



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The plans do not provide enough detail to determine if the parking is in compliance with the above relation to aisle and end of aisle requirements.

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

The plans do not provide information related to vertical clearances to verify compliance.

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

The plans do not provide enough detail to determine compliance with the above requirements. The plans should provide a section detail of parking area with dimensions showing vertical clearances, in order to verify compliance with all applicable clearance requirements discussed above.

Striping. Parking spaces shall be double-striped.

The plans provided do not demonstrate double-striped parking stalls. Double striped parking stalls shall be shown along with all applicable dimensions to verify compliance.

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

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

Driveway Design, Widths, and Clearances.

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

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

The plans provided do not provide enough detail to determine compliance with the above driveway width dimensions. Based on the project proposing one driveway, the minimum driveway width shall be 20 feet.



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

- a. **View corridor.** A view corridor shall adjoin both sides of a driveway crossing a street property line. The view corridor shall be a minimum depth of five feet at the edge of the driveway and a width measured on both sides of the driveway of 50 feet, or the distance to the intercepting property line, whichever is less.
- b. **Visibility.** The view corridor shall not be blocked between a height of 2'6" and seven feet.
- c. **Landscaping.** At least 50 percent of the view corridor shall be landscaped. The landscaping shall meet the visibility requirement identified in Subsection b., above.
- d. **Modifications by Director of Public Works and Transportation.** The Director of Public Works and the Director of Transportation may modify the requirements of this Section.

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

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

Table 4-15 Loading Space Requirements

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

The project proposes the construction of a 100,000 square-foot medical office building; thus, requiring a total of three loading spaces meeting the size and location requirements provided in the below standards.

- D. **Amounts are cumulative.** The square foot amounts specified in Table 4-15 above are cumulative. For example, if an existing office use of 20,000 square feet adds 10,000 square feet, the loading space requirement would be based on 30,000 square feet.
- E. **Loading space sizes.**
 - 1. For projects with over 3,000 square feet of gross floor area, the first loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance.



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2. All additional loading spaces shall be a minimum of 10 feet by 20 feet, with 12 feet of vertical clearance.
- F. **Minimum turning radius.** The minimum turning radius shall be 25 feet for a loading space of 10 feet or less in width, and 45 feet for a loading space of over 10 feet in width.
- G. **Not within setbacks.** Loading spaces or areas shall not be located in required setbacks.
- H. **Located on-site.** Required loading spaces shall be on the site of the use or on an adjoining site.
- I. **Common loading facilities.**
1. The off-street loading facility requirements of this Chapter may be satisfied by the permanent allocation of the identified number of spaces for each use in a common truck loading facility serving several uses under different ownership.
 2. The total number of spaces shall not be less than the sum of the individual requirements.
 3. An attested copy of a contract between the parties concerned containing an agreement to the joint use of the common truck loading facility shall be filed with the Zoning Administrator.
- J. **Adequate ingress and egress.** All loading spaces shall have adequate ingress and egress as approved by the Director of Transportation, and shall be designed and maintained so that the maneuvering, loading, or unloading of vehicles does not interfere with the orderly movement of traffic and pedestrians on any street.
- K. **Screening of loading spaces.** Except in the CG and IG zoning districts, any loading spaces or areas visible from a street shall be screened on three sides by a fence, hedge, or wall a minimum of six feet in height.
- L. **No parking in public rights-of-way.** New loading spaces shall be designed and maintained so that vehicles do not park in a public right-of-way.
- M. **No backing onto public street.** All loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street.
- N. **Exceptions to Subsection M., above.** The Director of Transportation may allow an exception to the prohibition identified in Subsection M. above, only if the Director of Transportation first finds:
1. The dimensions of the site do not provide for an adequate on-site turnaround area;
 2. Access/egress for the loading space is onto a minor street of low traffic volume, and is located at least 100 feet from any intersection; and



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3. The end of the loading space nearest to the street is located at least 40 feet from the curb on the opposite side of the street.

O. Loading spaces.

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

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

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



Ramps (17.46.270)

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

Trip Reduction Requirements for Nonresidential Projects (17.46.290)

- A. **Purpose.** The purpose of the trip reduction requirements is to reduce the demand for vehicle commute trips by ensuring that the design of major residential and nonresidential development projects accommodates facilities to alternative modes of transportation.
- B. **Projects exceeding 25,000 square feet of gross floor area.** Nonresidential development projects, and the nonresidential portion of mixed-use development projects, which exceed 25,000 square feet of gross floor area, as a result of new construction or an expansion of an existing use, shall provide the following:
 - 1. **Carpool and vanpool parking.** A minimum of 10 percent of the employee parking spaces shall be for, and designate as, preferential parking for carpool and vanpool vehicles. The parking area shall be in a location more convenient to the place of employment than parking spaces for single occupant vehicles, and shall be located as close as possible to the employee entrance.
 - 2. **Bicycle parking.** Bicycle parking shall be provided on site in compliance with Section 17.46.320 (Bicycle Parking Standards).
 - 3. **Trip reduction plan.** A transportation plan for smaller projects, or a Transportation Demand Management Program ("TDM") Plan, shall be submitted which complies with Chapter 10.64 of the Municipal Code (Transportation Management Program).
- C. **Projects exceeding 75,000 square feet of gross floor area.** Nonresidential development projects, and the nonresidential portion of mixed-use development projects, which exceed 75,000 square feet of gross floor area, as a result of new construction or an expansion of an



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existing use, shall meet the requirements of Subsection B., immediately above, in addition to the following:

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

The plans provided indicate an area for vanpool/carpool loading. However, it is unclear if the proposed area is in compliance with the above requirements.

Paving (17.46.300)

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

Electric Recharge Stations (17.46.310)

- A. **Applicability.** Electric recharge stations shall be provided:
 1. In new development projects required to provide at least 250 motor vehicle parking spaces; and
 2. For remodeling and expansion of existing development projects that would result in at least 250 additional motor vehicle parking spaces.
- B. **Number of spaces required.**
 1. At least one conductive and one inductive charger shall be provided in each project required to provide between 250 and 500 parking spaces.
 2. An additional conductive and inductive charger shall be provided for each 250 required parking spaces over 500, with a maximum of six.



3. The Zoning Administrator may reduce the number of parking spaces in an existing parking facility for projects that are not required to install charging equipment, but agree to do so voluntarily.
4. The maximum reduction allowed by Subparagraph 3., above, shall be one parking space for each space provided with both a conductive and inductive charger.

Bicycle Parking Standards (17.46.320)

- A. **Applicability.** Bicycle parking facilities shall be provided for any new structure, or addition to any existing structure that exceeds 15,000 square feet in gross floor area.
- B. **Bicycle spaces required.** Bicycle parking facilities shall be provided in compliance with the following table:

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

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

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

1. **Class 1 bicycle facility.** Includes any of the following:
 - a. A fully enclosed lockable space accessible only to the owner/operator of the bicycle;
 - b. Attendant parking with a check-in system in which bicycles are accessible only to the attendant; or
 - c. A locked room or office inside a structure designated for the sole purpose of securing the bicycles.
2. **Class 2 bicycle facility.** A rack, stand, or other device constructed to enable the user to secure the bicycle by locking the frame and one wheel of each bicycle.
 - a. The racks shall:
 - (1) Be easily usable with both U-locks and cable locks; and



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- (2) Support the bicycles in a stable upright position so that a bicycle, if bumped, will not fall or roll down.
 - b. Racks that support a bicycle primarily by a wheel (e.g., standard "wire racks") are damaging to the wheels and are not allowed.

E. Location and design of bicycle facilities.

1. Bicycle parking facilities shall:
 - a. Be located in close proximity to the structure's entrance and clustered in lots not to exceed sixteen spaces in each lot;
 - b. Support bicycles in a stable position without damage to the frame, wheels, or other components;
 - c. Be located in highly visible, well-lighted areas to minimize theft and vandalism;
 - d. Be securely anchored to the lot surface so they cannot be easily removed and shall be of sufficient strength to resist theft and vandalism;
 - e. Not impede pedestrian or vehicular circulation, and should be harmonious with their environment. The facilities shall be incorporated, whenever possible, into the structure's design or street furniture; and
 - f. Be separated by a physical barrier to protect the bicycle from damage by motor vehicles if located within a vehicle parking area. The physical barrier can be curbs, poles, wheel stops, or other similar features.
2. Bicycle racks shall not be placed too close to a wall or other obstruction so as to make use difficult. There shall be sufficient space (at least twenty-four inches) besides each parked bicycle to allow easy access. Adjacent bicycles may share this access.
3. Motor vehicle entrances shall display adequate signs to indicate the availability and location of the bicycle parking facilities.
4. The bicycle parking facilities within a vehicle parking garage shall be located in close view of a parking attendant if the facility has a bicycle attendant.

Refuse Storage Facilities (17.40.120)

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

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



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

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

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

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

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

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

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

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

Outdoor Lighting

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

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

Screening

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

Applicability or compliance with this standard is unknown as plans do not reference any exterior mechanical equipment or the location of utility meters. Plans should provide a level of detail that



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demonstrates compliance with these standards, where applicable. This may include the provision of a line of sight exhibit.

Underground Utilities

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

Future submittals should provide enough information to determine compliance.

Landscaping

Pursuant to Section 17.44.030, a preliminary landscape plan shall be submitted as part of an application for a land use entitlement. Preliminary landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. All unused area of the site and areas not devoted to lot coverage and paving (i.e. driveways, walkways, etc.) shall be properly landscaped and maintained in compliance with this chapter. Be advised, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELo). Additional information regarding compliance is available on the City's website, <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>.

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

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

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. It appears that there street trees adjacent to the project site which will require protection throughout construction.

Entitlements and Process

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

1. **Conditional Use Permit:** A Conditional Use Permit is required for construction over 75,000 square feet. The Conditional Use Permit must be reviewed by the Planning Commission.



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

Furthermore, the following design-related reviews are required:

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

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

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

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



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

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

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

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

DESIGN & HISTORIC PRESERVATION:

Plan Reviewer: Amanda Landry
Phone: (626) 744-7137
Email: alandry@cityofpasadena.net

HISTORIC PRESERVATION REVIEW:

Demolition of designated or eligible historic structures must be reviewed by the City as part of an environmental study or as an application for a Certificate of Appropriateness (permit) for demolition. Because the buildings at 590 South Fair Oaks Avenue are not designated as a historic resources 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 the new construction greater than 25,000 square-feet, design review is required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project are the design related goals and policies of the Land Use Element



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of the General Plan, the Design Guidelines for Neighborhood Commercial and Multi-Family Residential Districts and the South Fair Oaks Specific Plan Design Guidelines.

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.



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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 11th day following a decision).

Preliminary Design Issues

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

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

Specific Comments on Proposed New Construction

Massing: The proposed project consists of a large four story rectangular mass at the southeast corner of the intersection of California Boulevard and South Fair Oaks Avenue. Articulation of the mass is proposed through the use of framing elements, a set back of the fourth floor at the north elevation, and a large projecting canopy at the south elevation. Texture is achieved through the strategic placement of the exterior cladding system, which is used alternatively to create raised vertical bands between glazing, or is flush mounted with the glazing to present a smooth wall surface. However, the logic behind the hierarchical composition of these various design elements, and how they relate to the surrounding context, is not apparent in the submittal. Future submittals for Preliminary Consultation should strive to more clearly explain the logic behind the use of the exterior cladding, façade setbacks and projecting canopies and demonstrate how these features relate to the surrounding context or to signify the importance of interior programming. Consider more significant shifts in the proposed façade setbacks and projections to break up the massing, similar to what was achieved in the design of the recently completed Alexandria project on Euclid Avenue, kitty corner from City Hall. Changes in mass may also be considered to signify building entries or to emphasize significant interior uses of space.

Siting: The building covers nearly the entire property and is sited closest to the northwest corner of the site, with what appears to be a zero setback. Vehicular access to the subterranean parking is at the south of the site off South Fair Oaks Avenue, and a ride-share drop off space from Edmonds Alley. A small outdoor space and landscaped courtyard is located at the southeast corner of the site, behind the vehicular access ramp and not significantly visible from the public realm. The courtyard appears to be a more utilitarian space and is not well integrated into the overall building design. The project site is located at the southeast corner of a major intersection, and the proposed design does not effectively respond to the significant corner or activate this important urban corner location in a creative or innovative way. The ground floor plan indicates the primary entry to the building is on the ground floor facing Fair Oaks Avenue, with a secondary



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entrance at the ride-share drop off space. The South Fair Oaks Specific Plan Design Guidelines require the incorporation of Private Outdoor Nodes and Private Indoor Nodes into the project design and it is unclear if the rear courtyard is intended to satisfy this requirement. The plans submitted for Preliminary Consultation should more clearly explore the Private Outdoor/Indoor Node requirement and depict that the primary building entry is clearly architecturally expressed. To more successfully meet this requirement and better engage the building with the corner, consider locating the required design element at the corner and incorporate the primary building entrance and lobby into the element. In addition, the South Fair Oaks Specific Plan Design Guidelines Section 3.3.3.B.2, indicates that for parcels with Fair Oaks Avenue addresses that include alley access, driveways from Fair Oaks Avenue should be one-way ingress with egress to the alley.

Compatibility: The compatibility of the proposed building with the surrounding neighborhood context should be clearly articulated during the Design Review process. The massing appears to respond most closely to the more recent three-story development across the street to the west, but does not take into consideration the context to the north, east and south of the site. Future submittals for Preliminary Consultation should also demonstrate or clarify how the design will promote pedestrian usage at the site.

Landscaping: A landscaping plan was not submitted as part of this review. A preliminary landscape plan is required for Concept Design Review and a final landscaping plan will be required as part of Final Design Review.

Signage: Signage may be reviewed as part of Final Design Review or as part of a staff level Consolidated Design Review. If six or more non-exempt signs are proposed, a Master Sign Plan will be required.

Materials: Materials are reviewed at Final Design review stage with some general questions about materials may be discussed during concept review; therefore, an early examination about high-quality materials for this project is highly advisable. The submitted plans and renderings show that a restrained materials palette may be proposed for this project, and a preliminary understanding of the materiality to be used on the proposed project should be provided as early as possible to avoid delays in the design approval process and insure the integration of the materials with the overall design scheme of the project are afforded time to be fully developed. The applicable design guidelines encourage the use of high-quality durable materials that are consistent with the design of the project. If metal cladding is proposed, consider studding the cladding system of the recently completed Shriners Hospital at 909 South Fair Oaks Avenue, which is a recently completed example of a well-executed metal cladding system.

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

- <https://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/07/Land-Use-Element-2016-01-25.pdf>
- <https://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/07/South-Fair-Oaks-Specific-Plan-Design-Guidelines.pdf>
- <http://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/08/Neighborhood-Commercial-and-Multi-family-Residential-Districts.pdf>



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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 included with each fee.

Preliminary Consultation:	\$772.5
Concept Design Review for projects up to 100,000 square feet:	\$8,709.68
Final Design Review:	\$2,198.02

NORTHWEST PROGRAMS: No Comments.

FIRE DEPARTMENT:

Plan Reviewer: Pari Bagayee

Phone: (626) 744-7596

Email: pbagayee@cityofpasadena.net

Plan shall comply with the requirements of California codes and Pasadena Municipal Code (PMC).

Interior exit stairways: Interior exit stairways serving as an exit component in a means of egress system shall be enclosed and lead to the exterior of the building or shall be extended to the exterior of the building with an exit passageway. CBC Section 1023

Fire Resistance Rating of exterior wall: Fire- resistance rating of exterior wall base on fire separation to property line shall comply with the requirements of CBC Table 602.

Maximum area of exterior wall opening: Maximum area of exterior wall opening based on fire separation distance and degree of opening protection shall comply with requirements of CBC Table 705.8

Medical Emergency service Elevator: All building shall be provided with one medical emergency service elevator to accommodate the loading and transport of an ambulance gurney or stretcher per CBC Section 3002.4.a

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.

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.



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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.

Automatic Fire Sprinkler System or Standpipe: An automatic sprinkler system shall be provided throughout building per CBC Section 903.2.1 and PMC amended CFC section 903.

Stand pipe system shall comply with the requirements of CBC Section 905.

Fire Department Fire Sprinkler Connections: Shall be comprised of:

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

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

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

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

LOCAL DEVELOPMENT AREA: No comments.

FIRST SOURCE LOCAL HIRING: No comments.

HEALTH DEPARTMENT: No Comments.



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HOUSING DEPARTMENT:

Plan Reviewer: Jim Wong
Phone: (626) 744-8316
Email: jwong@cityofpasadena.net

The proposed project is not a residential development; therefore, it is not subject to the City's Inclusionary Housing Requirements.

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

DEPARTMENT OF PUBLIC WORKS (DPW):

Plan Reviewer: Yannie Wu-Bowman, P.E.
Phone: (626) 744-3762
Email: YWu-Bowman@cityofpasadena.net

General Statement

Predevelopment Plan Review for the construction of a new 100,000 GFS, 4-story medical office building with two levels of underground parking. Site improvement include improvement of street sidewalks and Edmonson Alley. 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.

Sidewalk widening

In reference to the Department of Transportation requirement on sidewalk widening along California Boulevard and Fair Oaks Avenue frontages, the applicant shall be responsible for all the costs required to complete the dedication. The dedication documents and processing fee shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

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.



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

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

ADA Compliant Curb Ramp

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

Additional striping, signal work, and/or poles/utility relocations might be necessary. The curb ramps construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb ramp 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 of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb ramp improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.



Street Lighting

In order to improve pedestrian and traffic safety, the applicant shall install the followings:

1. Two (2) new in-fill street lights on Fair Oaks Avenue frontage
2. Two (2) new street lights on California Boulevard frontage.

The type and hardware shall conform to the current policies approved by the City Council, and the location shall be as approved by the Department of Public Works. In addition, the type, hardware, and location of the new street light shall be per the applicable Specific Plans and specifications. The cost of the street light is the applicant's responsibility.

The existing street lighting fronting Fair Oaks Avenue of the subject site are substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one (1) existing street lighting with LED lights, per the City requirements and current standards. The renovation shall include but not limited to repainting, new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and miscellaneous related parts.

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting.

Please contact 626-744-4195 or via email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.

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

Traffic Signal

The existing CCTV camera at the SE corner of California Boulevard and Fair Oaks Avenue has reached its operational life and has not been operating well. This CCTV camera shall be upgraded to the latest CCTV camera per the Department of Public Works specifications which includes mount and cables.

The existing painted traffic signal equipment at the intersection of Fair Oaks Avenue and California Boulevard is wearing away due to weathering. All poles and traffic signal equipment at the intersection shall receive a maintenance coat with the Pasadena Dark Bronze color. All equipment and poles shall have their surface prepped according with the Department of Public Works specifications.

The existing intersection channelization paint is wearing away due to high vehicle activity and weathering. The intersection shall be repainted per the City's paint standards. Below will be the paint limits:



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- a. From Fair Oaks Avenue west along California Boulevard, 100' of new paint which includes curb painting.
- b. From California Boulevard north along Fair Oaks Avenue, 100' of new paint which includes curb painting.
- c. From Fair Oaks Avenue east along California Boulevard, all new paint which includes curb painting to the pedestrian stripe at intersection of Raymond Avenue.
- d. From California Boulevard south along Fair Oaks Avenue, all new paint which includes curb painting to the intersection of Pico Street.

The existing video detection cameras at the intersection of California and Fair Oaks has reached its operational life and needs to be updated and replaced. All four video detection cameras shall be upgraded to the latest video detection cameras per PW specifications. This includes processor, mounting, and cables.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal modification. 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/traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

Public Improvement and Restorations

Fair Oaks Avenue frontage, including the intersection, of the subject property is a concrete street. If the street is excavated for utility connections, extensive restoration of the concrete pavement, including removal and replacement of the entire panel from joint to joint and per Standard Drawing No. S-417, will be required. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

California Boulevard restoration, fronting the subject development, shall be half width (from centerline 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.

Edmonson Alley restoration shall be a full width (from property line to property line) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. In addition the alley approach at California Boulevard shall be reconstructed, per City Standards. Alley restoration shall be completed prior to the issuance of Certificate of Occupancy.

The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Fair Oaks Avenue and California Boulevard, 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.



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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.

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

New Tree Planting

The applicant shall plant one (1) new crepe myrtle, *Lagerstroemia indica* tree along S. Fair Oaks Avenue frontage and two (2) new Brisbane box, *Lophostemon confertus* trees along E. California Boulevard 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, quantity. No new tree shall be planted within a transit zone as defined by the Department of Transportation.

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



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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

The proposed drive approach on Fair Oaks Avenue appears to be in conflict with existing street tree. It is recommended that the applicant explore alternative locations for driveway that would preserve existing street trees. All trees proposed for removal by applicant must be reviewed by Urban Forestry Advisory Committee (UFAC).

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

A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all



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existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 6' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.

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

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

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

Right-of-Way Guarantee Deposit

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



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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 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.
- 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



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

Estimated Fees:

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

DEPARTMENT OF TRANSPORTATION (DOT):

Plan Reviewer: Conrad Viana, P.E.

Phone: (626) 744-7424

Email: cviana@cityofpasadena.net

The Department of Transportation received an application for the construction of a 100,000 sf medical office building with subterranean parking. Existing buildings on-site will be demolished.

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

Transportation Analysis: Based on the preliminary information provided in the Master Application form, a Category 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 to initiate the invoice process.

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

Additional appropriate conditions of approval will be determined as a result of the transportation analysis.

Trip Reduction Ordinance: 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.

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

Construction Staging & Traffic Management: Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space



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relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

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

Driveway Access: The plans submitted in October 21, 2019 do not show the width of the Fair Oaks Avenue driveway. The driveway width should be 24’ minimum for adequate passing of two-way traffic.

Entry Gate(s): The location of any proposed parking entry gate should be 40’ into the property and 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 crossing the driveway, the design plans shall indicate a slope of 2% or less from the property line to 20’ into the property to improve vehicular sight distance and to provide enough queuing space for entering and exiting vehicles.

Street Design Guidelines: Pursuant to the adopted Street Design Guide, the applicant shall comply with the following:

- The sidewalk along California Boulevard is 10’ wide. The project shall provide a 2’ sidewalk easement to allow for a 12’ wide concrete sidewalk along the project’s California Boulevard frontage.
- The sidewalk along Fair Oaks Avenue is 10’ wide. The project shall provide a 5’ sidewalk easement to allow for a 15’ wide concrete sidewalk along the Fair Oaks Avenue frontage.

Transit: All existing bus zones and transit amenities shall remain in place and protected during construction. The existing bus zone will not be relocated without written approval from the Transit Division. Tree wells, street lights, fire hydrants and other items shall not be placed in the public right of way within bus zone(s) without prior approval. The proposed project during and after construction shall not interfere with bus operations (this includes, but is not limited to, building overhangs, awnings, landscaping, etc.)

The City may require that the bus zone be extended. Additional transit amenities may also be required.

Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential, retail, industrial, and office developments. For FY 2020 the fees are:

Land Use	Fee (FY 2020)
Office use per square foot	\$8.63
Retail use per square foot	\$11.46



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WATER & POWER DEPARTMENT, POWER DIVISION: Comments to be provided under separate cover.

WATER & POWER DEPARTMENT, WATER ENGINEERING DIVISION:

Plan Reviewer: Sandra Andrade-Hernandez

Phone: (626) 744-4189

Email: sandrade-hernandez@cityofpasadena.net

District Map Sheet: 419

Water Mains:

Pasadena Water and Power ("PWP"), Water Division can serve water to this project. There are two water mains surrounding this project. There is a 12-inch cast iron, cement-mortar line typed, water main in California Boulevard, installed under Work Order 2043 in 1927. This water main is located approximately 18 feet north of the south property line of California Boulevard. There is a 12-inch cast iron, cement-mortar line typed, water main in Fair Oaks Avenue, installed under Work Order 4758 in 1953. This water main is located approximately 13.5 feet west of the east property line of Fair Oaks 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 70 psi.

Water Service:

PWP records reflect four water services serving this project:

- 1-inch domestic service (3403)
- 1-inch domestic service (19280)
- 1 ½-inch domestic service (32751)
- 1-inch domestic service (2799)

Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly. Also, if it is determined by PWD that street restoration is required, this will be paid in full by the owner/developer. PWD determines the limits of the street restoration.



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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.
- 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.



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- 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.

Fire Flow and Fire Hydrants:

The Pasadena Fire Department ("PFD") has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer.

There are three fire hydrants in close proximity to the project site. Fire hydrant 419-43 is located on the southwest corner of California Boulevard and Fair Oaks Avenue. Fire hydrant 419-25 is located on the southeast corner of California Boulevard and Fair Oaks Avenue. Fire hydrant 419-8 is located on the northwest corner of California Boulevard and Edmondson Alley. There is no current fire flow test information available for these hydrants. If you would like to request fire flow test information, please contact Marco Sustaita at (626) 744-4498.



Fire Hydrants Details:

