



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: PPR2020-00001 **Date:** June 1, 2020

Project Address: 452 N. Los Robles

Project Description: Predevelopment Plan Review for a Planned Development that would consist of demolition of all existing buildings on the site and construction of four buildings totaling 255,946 square feet (2.24 FAR) in four to five stories with 227 units of housing and approximately 4,500 square feet of ground floor commercial use above two levels of subterranean parking with 365 spaces.

Applicant: Summerhill Apartment Community Investments, LLC
Attn: Keven D. Doherty
(949) 395-3704
kdoherty@shhomes.com

Case Manager: Andre Sahakian
(626) 744-6916
asahakian@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.
- 2. Fifty or more housing units.
- 3. Other:

Presentation to the City Council required: YES
 NO, not applicable.

DEPARTMENT / DIVISION	PAGE
Building Division, Addressing	2
Community Planning	2
Cultural Affairs Division	7
Current Planning	8
Design & Historic Preservation	27
Fire Department	29
Housing Department	31



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Northwest Programs	32
Public Works Department	32
Transportation Department	41
Water & Power, Power Division	43
Water & Power, Water Division and Water Services Engineering	45

BUILDING DIVISION – ADDRESSING:

Contact: Angie Jackson

Phone: (626) 744-6903

Email: ajackson@cityofpasadena.net

General Comments: Addressing is based on the pedestrian main front door entry into the building/buildings, based on the site map provided the pedestrian main front door entry is not clear into all buildings. I am unable to determine addressing for the proposed project at this time. Please provide an 8 ½" x 11" site map showing pedestrian walkway from the sidewalk/street into the main front door entry into all buildings, 8 ½ "x 11" floor plans for each level per building, all elevators and stairwell need to be shown on the floor plans, all units should be numbered, label all streets, identify driveway entrance into parking structure and north direction. The unit numbers shall be numbered consecutively and bold, the unit numbers will start on the first floor: 1st floor, #101, #102, #103, etc, 2nd floor #201, #202, #203, etc. and 3rd floor #301, 302, 303, etc. No fractional numbers or alphabetical designations are allowed. In addition, it is the responsibilities of the owner to ensure that directional signage of the units on each floor are located off the elevator lobbies and near any exit stairwells. 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 fees will be calculated once the following documents have been received: An address application and a current half size or 8 ½" x 11" site plan and floor plans for each level of each building (see instructions above) prior to submittal into plan check.

PLANNING DIVISION – COMMUNITY PLANNING SECTION:

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 Medium Mixed Use (0.0-2.25 FAR; 0-87 du/ac), which is intended to support the development of multi-story buildings with a variety of compatible commercial (retail and office) and residential uses. Development in this land use designation is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. Where buildings face the street frontage, they shall be designed to enhance pedestrian activity with transparent facades for retail uses and distinctive entries for housing. Parking shall be located below or to the rear of the street. Projects constructed



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at Medium Mixed Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

The project site consists of two parcels totaling 113,727 square feet (2.6 acres) in size after dedication, and is currently developed with a 99 Cent Store retail building, a dental office, and a surface parking lot. The site is located at the corner of N. Los Robles Avenue and E. Villa Street. Surrounding lots along N. Los Robles Avenue are developed with two-story multi-family residential buildings, while E. Villa Street contains predominantly single-story commercial buildings. N. Oakland Avenue, which is located to the rear of the subject property, is predominantly developed with two-story single-family homes with the exception of the parcel at the corner of N. Oakland Avenue and E. Villa Street, which is developed with an 11-story multi-family residential building.

Based on the submitted plans, the project proposes the development of a new mixed-use project with 227 residential units, approximately 4,500 square feet of commercial use on the ground floor, and two levels of subterranean parking containing 365 parking spaces. The project height would range from four to five stories with a maximum height of 67 feet. The ground floor commercial space would be located at the corner of N. Los Robles and E. Villa Street, and the E. Villa Street frontage would also include a resident fitness center, building lobby, and leasing office. Additionally, the ground floor would include a central open space courtyard with a pool and other residential amenities, as well as several pedestrian passageways providing access through the site from the various street frontages.

Based on the size of the site, the subject property would allow up to 590 residential units and up to 257,353 square feet of floor area based on the maximum allowable General Plan density of 87 dwelling units per acre and 2.25 floor area ratio. The proposed project includes 227 units and 255,946 square feet of floor area, which are within the General Plan maximums. The project plans show a central, open air courtyard with a pool located at the ground level that would be accessible to residents in addition to a fitness center, community room, and other residential amenities space. These amenities are consistent with the Medium Mixed-Use land use designation. The N. Los Robles frontage includes residential units on the ground floor with unit access from the street, as well as a pedestrian passage entry leading to the central courtyard and other connecting pedestrian paseos. The E. Villa frontage includes ground floor commercial at the corner of N. Los Robles, a fitness center and building lobby with transparent facades, and a second pedestrian passage entry also leading to the central courtyard and other connecting paseos. The ground floor of the project along its two main street frontages on E. Villa and N. Los Robles incorporates good pedestrian-oriented design principles, including transparency, commercial activity, residential entries, and pedestrian paseo access, and are consistent with the Medium Mixed-Use land use designation.

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

Policy 4.11 Development that is Compatible. Require that development demonstrates a contextual relationship with neighboring structures and sites addressing such elements as building scale, massing, orientation, setbacks, buffering, the arrangement of shared and



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private open spaces, visibility, privacy, automobile and truck access, impacts of noise and lighting, landscape quality, infrastructure, and aesthetics.

Policy 4.12 Transitions in Scale. Require that the scale and massing of new development in higher-density centers and corridors provide appropriate transitions in building height and bulk and are sensitive to the physical and visual character of adjoining lower-density neighborhoods.

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

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

Policy 23.1 Character and Design. Design and modulate buildings to avoid the sense of “blocky” and undifferentiated building mass, incorporate well-defined entries, and use building materials, colors, and architectural details complementing the neighborhood, while allowing flexibility for distinguished design solutions.

Policy 23.2 Parking Areas and Garages. Minimize the visibility of parking areas and garages.

Policy 23.3 Landscaped Setbacks and Walkways. Provide appropriate setbacks, consistent with the surrounding neighborhood, along the street frontage and where there are setbacks, ensure adequate landscaping is provided.

Policy 23.4 Development Transitions. Ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.

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

The proposed project incorporates a variety of design characteristics that are consistent with General Plan policies relating to compatibility, housing character, development transitions, and open space. Specifically, the use of pedestrian passageways creates multiple openings along both street-facing facades and separates the massing of the project, resulting in the appearance of two distinct building masses consistent with General Plan Policies 7.3, 21.5, and to an extent Policy 23.1. However, the applicant is encouraged to work with the Design and Historic Preservation staff to find ways to soften the building mass to reduce the “blocky” appearance of the current design. Stepping down strategic corners of the buildings also contributes toward a softer transition of the building height to adjacent existing structures, consistent with Policies 4.12 and 23.4. A large landscaped setback from adjacent structures along the N. Oakland frontage



also improves the transition from the lower-scale existing structures, consistent with Policies 4.12, 23.3, and 23.4. The use of ground floor residential entries along N. Los Robles is consistent with pedestrian-oriented housing character and will create more activity along the street, while the commercial use at the corner of N. Los Robles and E. Villa properly addresses the commercial character of the south side of E. Villa, consistent with Policy 4.11 and 7.3. It is recommended that further attention be given to the design of this corner, particularly to the location of entries into the commercial space, in order to accentuate the intersection and create a distinctive sense of place. The use of a large central courtyard, pedestrian accessible paseos, rooftop open spaces, and street-facing balconies are consistent with Policy 23.6, and the location of all project parking below grade with a single vehicular entry along the secondary frontage on N. Oakland is consistent with 23.2 by minimizing the visibility of parking and garages.

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

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

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

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

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

The majority of the project site is located within a half mile radius of the Lake Gold Line Station, and the General Plan contemplates the development of a Transit Village with higher development intensities around this station. Although the project site is not immediately adjacent to the station, it is within walking distance, and thus could contribute to the Transit Village dynamic. The proposed density, unit sizes, mix of residential and commercial uses, and affordability of the units would create new housing with affordable units located near transit, expand the availability of housing choices, and promote a mix of uses that is consistent with the Transit Villages concept and Housing Element policies relating to housing diversity and affordability.



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Vision statement for the Northwest area – The vision for this area is primarily for low- and low-medium residential land uses, including small lot single family developments, and duplexes supported by adequate parks and institutional uses.

Goal 40 – Northwest. Economically vigorous and well-maintained development.

Policy 40.1 – Community Revitalization. Implement pro-active programs to foster business retention and attraction providing jobs for the local community and enhancing the economic vitality of the Northwest area.

Policy 40.2 – Institutional Uses Overconcentration. Prohibit new development of but allow for the improvement of: Single-Room Occupancy, Adult Day Care, General, Medical Services – Extended Care (i.e., Convalescent Facilities), Detention Facilities, Hospitals, Maintenance and Service Facilities, Residential Care, General, or a use classification that includes a use listed here with another use.

Policy 40.3 – Community Services and Infrastructure. Assure that adequate community services and infrastructure are provided to local businesses and residents commensurate with needs.

Although the proposed project is located within the Northwest area of the City, it is located on a relatively large site near the southern boundary at the corner of two busy corridors. The proposed density is also consistent with the maximum allowable density pursuant to the Land Use Diagram. Construction of a new mixed-use development project with commercial use on the ground floor would contribute to community revitalization, provide community-oriented uses such as housing and commercial uses rather than institutional uses, and provide opportunities for jobs and housing for local residents in the Northwest. The applicant is strongly encouraged to conduct outreach to residents and businesses in the Northwest community for commercial leasing and job opportunities so that the benefits of the project can support the local community.

Specific Plan:

The subject property is not located within any Specific Plan area.

Master Development Plan:

The subject property is not located in a Master 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 3
Councilmember John J. Kennedy
City Council Liaison: Susan Porras
- Downtown Pasadena Neighborhood Association



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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 Planning Division Master Application, PPR2020-00001 is subject to Pasadena's Public Art Ordinance No. 6420 as it is a multi-family development in the Northwest Program Area with new construction that will exceed \$500K in total building valuation.

The Public Art Ordinance requires that at least one percent (1%) of the building valuation be allocated to public art, in order to enhance the project in a meaningful way that positively impacts the community.

Prior to being issued a building permit, it is required that twenty-five percent (25%) of the total one percent building valuation be paid to the Cultural Trust Fund. It is the property owner's responsibility to allocate the remaining seventy-five percent (75%) of the total one percent building valuation toward an onsite public art project, developed in accordance with the Guidelines for New Private Development. The property owner may also opt to pay the full 1% to the Cultural Trust Fund as an in-lieu fee, instead of developing an onsite public art project.

Fulfillment of the Public Art Requirement must occur in order for the development to receive Final Signoff/Certificate of Occupancy.

Please note > For those property owners who choose to pursue the onsite public art project option, the timing of the distinct Design Commission and Arts & Culture Commission reviews are linked. The following steps are 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 Review 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 on-site public art project. Please have the applicant contact me, if they have not done so already, so we may discuss the Public Art Requirement for this project, address any questions that arise, and clarify next steps.



**PLANNING DIVISION – CURRENT
PLANNING SECTION:**

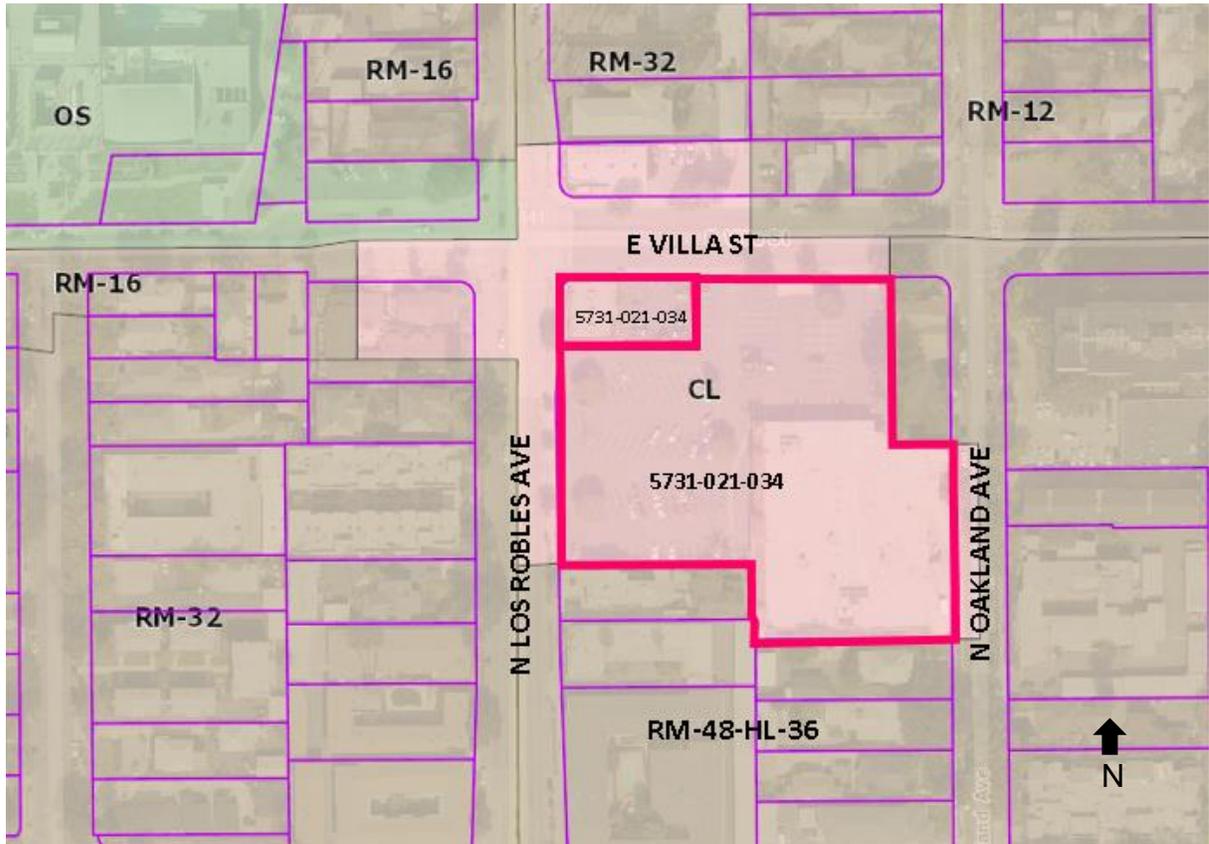
Plan Reviewer: Katherine Moran
Phone: (626) 744-6740
Email: kmoran@cityofpasadena.net

Disclaimer: The information provided herein is general due to the general content of the information submitted and responds to the specific scope proposed. Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code, Municipal Code and each chapter/section specified. Comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant is required to demonstrate compliance with all applicable standards. Neither the predevelopment plan review nor information or pertinent policies provided by the City Departments shall be construed as a City recommendation for approval or disapproval of the application/project.

- [Title 17](#) – Zoning Code
- [Section 17.26.020.C](#) – Planned Development
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.42](#) – Inclusionary Housing Requirements
- [Chapter 17.43](#) – Density Bonus, Waivers and Incentives
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Chapter 17.50](#) – Standards for Specific Land Uses
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance
- [Title 16](#) – Subdivisions

1. **Project Site and Zoning District ([PMC §17.22, 17.33](#)):** The project site consists of two separate parcels commonly addressed 442 and 452 North Los Robles Avenue (5731-021-042) and 470 North Los Robles Avenue (5731-021-034). Both parcels are currently zoned CL (Limited Commercial Zoning District). The aggregate site area per the plan is 114,378 square feet (2.6 acres). The plans identify a two-foot dedication from the northern property line along East Villa Street) resulting in a 113,727 square foot site. These figures differ slightly from the Assessor's available figures. As part of future submittals a site survey and complete legal information (e.g. chain of title, grant deeds, legal descriptions, etc.) referencing all active parcel numbers shall be provided to verify project site area.

The purposes of the CL zoning districts are to implement neighborhood commercial development. In particular, the CL zoning districts are to provide sites for businesses serving the daily needs of nearby residential areas while establishing development standards that prevent significant adverse effects on residential uses within and adjoining a CL district and to provide opportunities for certain limited manufacturing and service uses that have impacts comparable to those of permitted retail uses to occupy space not in demand for retailing. Refer to Community Planning comments for more information.



2. **General Plan ([Land Use Element, Land Use Diagram](#))**: Both parcels are designated Medium Mixed Use (0.0-2.25 FAR, 0-87 DU/acre) on the General Plan Land Use Diagram.

Medium Mixed Use is intended to support the development of multi-story buildings with a variety of compatible commercial (retail and office) and residential uses. Development is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. Where buildings face the street frontage, they shall be designed to enhance pedestrian activity with transparent facades for retail uses and distinctive entries for housing. Parking shall be located below or to the rear of the street. Projects constructed at Medium Mixed Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

Be advised, applications involving discretionary review, such as the proposed Planned Development, may require demonstration that the project or its components are consistent with the General Plan and CL zoning district. Refer to additional comments from Community Planning.

3. **Planned Development (PD) District ([PMC §17.26.020.C](#))**: The PD zoning district is intended for sites where an applicant proposes and the City desires to achieve a particular mix of uses,



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appearance, land use compatibility, or special sensitivity to neighborhood character. The PD zoning district is consistent with all land use classifications of the General Plan. Refer to the Section for specific purposes of the PD district among other information.

Be advised, one purpose of the PD district is to encourage the assembly of properties that might otherwise be developed in unrelated increments to the detriment of surrounding neighborhoods. Therefore, it's anticipated that a consolidation of the two parcels that make up the PD site will be necessary.

4. **Minimum Site Area (PMC §17.26.020.C.2.a):** The PD district shall be applied only to sites of two acres or larger. According to the plan, the project site consists of two contiguous lots that together are approximately 2.6 acres in size. A survey shall be provided with any future submittal to verify the site area meets the minimum for a PD district.
5. **PD Zoning District and PD Plan (PMC §17.26.020.C.3):** The rezoning of a site to the PD district shall require the simultaneous approval of a PD Plan. A PD plan shall be provided in future submittals. The plan shall prescribe development standards and allowed or conditionally allowed uses in the PD.
6. **Land Use (PMC §17.24.020, §17.24.040, §17.26.020.C.3.b):** The proposed use of the combined parcels is classified as a mixed-use project because both residential and non-residential uses are proposed. Mixed-use projects are permitted in the CL zoning district.

Through a PD, any allowed or conditionally allowed uses authorized by a PD may be included in an approved PD plan, but only when it is deemed consistent with the General Plan. The proposed mixed-use project is consistent with the applicable Medium Mixed Use General Plan Land Use Element designation. Therefore, the use may be included in a PD plan. Refer to additional comments from Community Planning.

7. **Floor Area Ratio (FAR) (PMC §17.26.020.C.3.c.[1], §17.24.040):**

The FAR of a PD shall not exceed the FAR allowed on the Land Use Diagram for the project site unless approved by City Council, but only as high as 3.0, and only when it can be shown the architectural design of the PD is contextual and of a high-quality.

FAR is the numerical value obtained by dividing the **aboveground gross floor area** of a building or buildings located on a lot by the total area of the lot. If a street dedication is required, the calculation shall be based on the total area of the lot before the street dedication.

Gross floor area applicable to a PD district means the total enclosed area of all floors of a building **measured to the inside face of the exterior walls** including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.

The applicable FAR for the site, pursuant to PMC 17.24.040, Table 2-6, (Commercial and Industrial District General Development Standards), is 0.7 which is reflective of the existing



character of the surrounding area. For this 114,378 square-foot site, up to 80,064.6 square feet of floor would be allowed under the established FAR.

The General Plan Land Use Diagram prescribes a FAR for between 0.0-2.25 for the site. The General Plan Land Use Element explains that the standard for residential designations (i.e. Medium Mixed Use Density) is expressed as the maximum number of dwelling units per net acre. For properties with mixed-use designations (i.e. Medium Mixed Use), the standard for a commercial use shall be FAR and the standard for a residential use shall be units per net acre, where the size of the dwelling units shall not be calculated as FAR, in conformance with the appropriate mixed-use classification. A maximum FAR standard of 2.25 and a density of 0-87 dwelling units per acre would apply to the PD.

The proposed total for the FAR for the PD Plan is 2.24, or 255,946 square feet, and exceeds the FAR standard of the CL zoning district; however, the FAR is within the range specified in the Land Use Diagram. However, a PD plan allows an applicant to prescribe its own development standards. The project site is surrounded by several separate zoning districts, including a variety of residential multi-family zoning districts. Adjacent zoning districts to the western portion of the property include both the RM-32 and CL zoning districts. The adjacent zoning district to the northwestern portion of the property is OS (Open Space). The adjacent zoning district northeast of the subject site is RM-12. The adjacent zoning districts to the south and to the east of the subject site are zoned RM-48 with a Height Limit Overlay District (36-feet).

- 8. Residential Density and Density Bonus ([PMC §17.26.020.C.3.c.\[2\]](#), [§17.43](#)):** The residential density of a PD shall not exceed the residential density allowed on the Land Use Diagram for the project site unless approved by the City Council, but only as high as 87 dwelling units per acre, and only when it can be shown the architectural design of the PD is contextual and of a high-quality. The residential density may also exceed that of the Land Use Diagram if the project is complying with the Density Bonus provisions in Zoning Code Chapter 17.43 (Density Bonus, Waivers and Incentives). Should the PD, propose to exceed the density on the General Plan Land Use Diagram, utilizing the Density Bonus provisions, it shall be reviewed by the Design Commission prior to consideration by the Planning Commission and City Council. The Design Commission shall advise as to whether the architectural design of the proposed PD is contextual and of a high-quality. Be advised, workforce units are not eligible for any concessions, incentives, waivers or modifications of development standards pursuant to the Density Bonus provisions of State law or Chapter 17.43 of the Zoning Code.

The applicable density for the site, pursuant to PMC 17.24.040, Table 2-6, (Commercial and Industrial District General Development Standards), is 32 dwelling units per acre. For this 114,378 square-foot site, up to 84 dwelling units would be allowed under the established density.

The General Plan Land Use Diagram establishes a maximum density of 87 dwelling units per acre for both parcels. According to the plan 87 dwelling units per acre is proposed across the PD site. At this time, no density bonus increase has been requested.

- 9. Inclusionary Housing Requirements ([PMC §17.42](#)):** The project is subject to inclusionary housing requirements because more than 10 new dwelling units are proposed. The purpose



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of this Chapter is to encourage the development and availability of affordable housing by ensuring that the addition of affordable housing units to the City's housing stock is in proportion with the overall increase in new housing units.

Zoning Code Section 17.42.040 (Inclusionary Unit Requirements) currently requires a minimum of 20 percent of the total number of dwelling units in a residential project be developed, offered to, and sold or rented to households of very low, low, and moderate-income, at an affordable housing cost as follows:

Units for sale: If the project consists of units for sale, a minimum of 20 percent of the total number of units in the project shall be sold to very low, low, or moderate-income households.

Rental units: If the residential project consists of rental units, a minimum of five percent of the units shall be rented to very low-income households, five percent of the units shall be rented to very low or low-income households, and 10 percent of the units shall be rented to very low, low, or moderate-income households.

In calculating the required number of inclusionary units, fractional units of 0.75 or above shall be rounded-up to a whole unit if the residential project consists of 10 to 20 units; and fractional units of 0.50 or above shall be rounded-up to a whole unit if the project consists of 21 or more units. Notwithstanding the foregoing, the minimum requirement for any project shall not be less than one unit for very low, low or moderate-income households and one unit for very low or low-income households.

The Zoning Code Section referenced also includes alternatives to developing required inclusionary units. A housing plan and housing agreement may be required pursuant to Section 17.42.060 (Housing Plan and Housing Agreement Required). According to the application, the project consists entirely of rental units. With a proposed 227 unit count, the project would require 45 units as an aggregate of very low, low, and moderate-income, at an affordable housing cost. The application references that no affordable units will be provided on site but the inclusionary housing requirement will be compliant through either units provided off-site or an in-lieu fee.

	Base	Required
Very Low (5%)	11	The supplemental application states that the inclusionary units will be provided either off-site or through in-lieu fees.
Low (5%)	11	
Moderate (10%)	23	
Total		45

The applicant shall clarify the product type (for-sale or rental) on future submittals. While rental is noted, plans reference condominiums suggesting for-sale units. Refer to comments from the Department of Housing and Career Services for additional information regarding inclusionary housing requirements.

- 10. Setbacks and Exceptions** ([Table 2-6](#), [PMC §17.24.040](#), [§17.24.050](#), [§17.40.160](#), [§17.80.020](#)): Setbacks for a PD are prescribed by the PD plan. The project site is currently located in the CL zoning district. It is recommended that the PD plan establish setback standards that are consistent with the setback standards currently identified in the zoning



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district. Refer to Zoning Code Section 17.40.160 (Setback and Encroachment Plane Requirements and Exceptions) for allowed projections and encroachments as well as limitations on the use of setbacks.

CL zoning district setback requirements are pursuant to Table 2-6 (Commercial and Industrial District General Development Standards), Zoning Code Section 17.24.040 (Commercial and Industrial District General Development Standards) and Section 17.22.050 (Commercial Frontage and Facade Standards). Setbacks are expressed as minimum requirements. Refer to Figure 4-9 (Encroachment plane requirements for projects abutting an RM-16, RM-32, and RM-48 district), Zoning Code Section 17.40.160.D.3 for the applicable encroachment plane.

The project site consists of three street frontages along North Robles Avenue, North Oakland Avenue, and East Villa Street and shall be classified as a double frontage lot. According to the Zoning Code, the lot lines of a double-frontage lot that are abutting street lines shall be front lot lines and shall require compliance with the front setback requirements.

The provided plans do not indicate each lot line's dimensions. Without the lot line dimensions, it is unclear which lot lines shall be distinguished as the front and corner lot lines. For the CL zoning district, the front and corner setbacks shall be a minimum of five feet. Each frontage is numerically listed below to demonstrate that the proposed front and corner setbacks generally comply with the minimum five foot setback requirement. However, for all future submittals, plans shall provide lot line dimensions in order to distinguish between the front and corner lot lines. Presuming the project site's two parcels will be consolidated through either a lot tie covenant or a certificate of exception, the following setbacks requirements would apply:

a. Front and Corner Setback Requirement: five feet

North Los Robles Avenue (Frontage #1): According to the site plan, a minimum 8'-6" setback is proposed.

North Oakland Avenue (Frontage #2): According to the site plan, a minimum nine-foot setback is proposed.

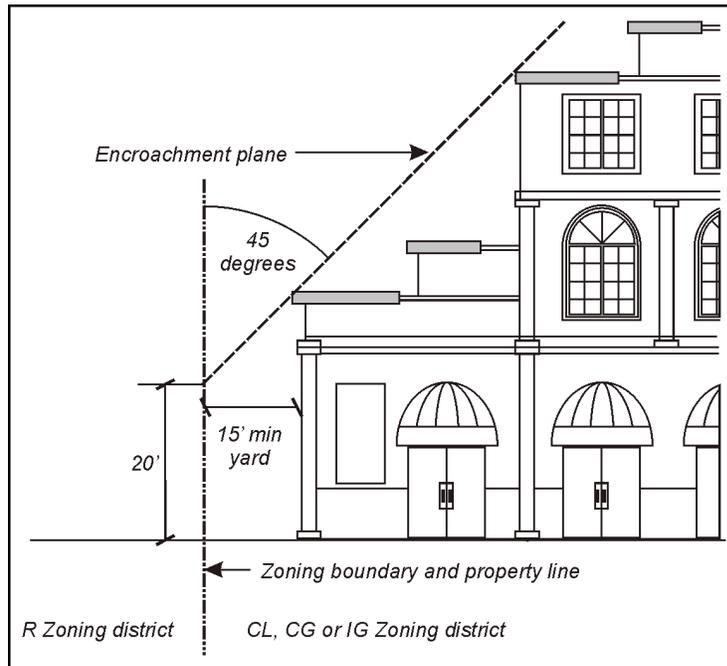
East Villa Street (Frontage #3): According to the site plan, a minimum six-foot setback is proposed.

b. Side Setback and Encroachment Plane Requirements: 15 feet and shall not project within the encroachment plane (17.40.160.D.2) when adjacent to an RS or RM-12 zone or the encroachment plane (17.40.160.D.3) when adjacent to an RM-16, RM-32, or RM-48 zone unless the adjacent lot is a PK overlay which is used for parking.

According to the site plan, all proposed side setbacks meet the 15-foot requirement. In addition, the side (south) lot lines are adjacent to the RM-48-HL-36 zoning district and are therefore subject to the designated encroachment plane requirements pursuant to Section 17.40.160.D.3.



Principal and accessory structures shall not be located within an encroachment plane sloping upward and inward to the site at a 45-degree angle, commencing 20 feet above the existing grade at the property line of the abutting residential zoning district.. See the figure below:



The provided encroachment plane is shown as commencing from 32 feet above the property line. Plans shall be revised to demonstrate compliance with the encroachment plane commencing 20 feet above the existing grade at the property line of the abutting residential zoning district pursuant to Section 17.40.160.D.3. Plans shall indicate the required encroachment plane from each designated side lot line.

c. Rear Setback Requirement: 15 feet

According to the site plan, the property is a double frontage lot and would not be subject to double frontage lot setback standards instead of a rear setback requirement.

Plans shall provide a level of detail that demonstrates proposed setbacks at each level and from each property line. Where a street dedication is required, the setback shall be measured from the revised property line after the dedication. Plans shall clearly reference lot lines, easements, dedications accordingly. Please see the various lot line definitions pursuant to Section 17.80.020 below for more information.

- a) *Front Lot Line:* The shortest line of a lot that is abutting a street line. The lot lines of a double-frontage lot that are abutting street lines shall be front lot lines. When the lot lines of a corner lot that is abutting street lot lines are of equal or substantially equal lengths, the front lot line shall be determined by the Zoning Administrator. In determining the front lot line, the Zoning Administrator shall take into consideration the character of the improvements in the neighborhood of the



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

lot, the impact to abutting property owners from the establishment of either of the boundaries as a front lot line, the character of the building proposed to be constructed and the distance that the building is set back from the lines of the two streets that the lot abuts. See also "Street, or Public Right-of-Way."

- b) *Interior Lot Line*: A lot line not abutting a street.
- c) *Rear Lot Line*: A lot line that is parallel or approximately parallel to the front lot line. Where no lot line is within 45 degrees of being parallel to the front lot line, a line 10 feet in length within the lot, parallel to and at the maximum possible distance from the front lot line, shall be deemed the rear lot line for the purpose of measuring rear yard depth.
- d) *Side Lot Line*: A lot line that is not a front or rear lot line.
- e) *Street Lot Line*: A lot line abutting a street. See also "Street, or Public Right-of-Way."
- f) *Corner Lot Line*: A street lot line that is not a front lot line.

11. Height ([Table 2-6](#), [PMC §17.24.040](#), [§17.40.160](#)):

Building height limit for a PD is prescribed by the PD plan. Although a PD Plan allows an applicant to prescribe its own development standards, it is recommended that the PD Plan height standards be similar to the existing development standards of the zoning district. The maximum 36-foot and two to three story height requirement for the CL zoning district, is generally reflective of the existing character of the surrounding area. The northeastern portion of the property is adjacent to an RM-12 district.

According to the plan, the project consists of multiple buildings proposing heights of up to 67 feet with a maximum of four to five stories. There is not enough information to determine whether heights referenced are measured from the lowest elevation of existing grade at an exterior wall of the structure.

The maximum allowable height of a structure shall be measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure. The highest point of the structure shall be considered its highest ridge or parapet. Refer to Zoning Code Section 17.40.160.D for height limit exceptions (i.e. chimneys, roof mounted appurtenances). An appurtenance is a tower, spire, cupola, chimney, penthouse, water tank, flagpole, theater scenery loft, radio or television antenna, transmission tower, fire equipment, or other similar structure attached to a structure and not intended for human occupancy.

12. Commercial Frontage and Facade Standards ([PMC §17.24.050](#)):

The provisions of this Section are intended to provide for pedestrian orientation and traditional building form in the commercial areas of the City. A principal design objective of this Zoning Code is for the street frontages in these areas to have continuous building facades with as few interruptions



as possible in the progression of stores and other buildings, creating highly attractive, pedestrian-oriented streetscapes. A higher level of detail must be provided to demonstrate compliance with all applicable commercial frontage and facade standards.

13. Mixed – Use Projects Additional Development Standards ([PMC §17.50.160](#)):

The purpose of this Section is to ensure compatibility between the different land uses (e.g., residential and commercial) operating within a mixed-use project.

- a. **Zoning district standards.** The density, floor area ratio (FAR), height, and street setbacks for a mixed-use development project shall be determined by the underlying zoning district.
- b. **Commercial structure required.** When the residential units are located above the commercial uses, the structure shall be treated as a commercial type of structure for front and corner setbacks and no interior side setbacks shall be required. No rear yard setback is required unless specified for commercial uses.
- c. **Hours of operation.** Outside the Central District the commercial portion of projects shall comply with the Limited Hours of Operation requirements (Section [17.40.070](#)), if applicable.
- d. **Commercial uses along street frontages.** Commercial uses shall be located along street frontages and have a minimum depth of 50 feet. The Zoning Administrator may reduce the commercial uses for a secondary street. On corner lots, the commercial space shall turn (wrap around) the corner for a minimum depth of 50 feet. The Zoning Administrator shall determine the primary frontage for purposes of compliance with this Subsection. On double-frontage lots, commercial uses shall be located along both street frontages.

As provided on the plans, the proposed commercial use is located at the northwestern corner of the property. The plans demonstrate a frontage of 39 feet along North Los Robles Avenue and a minimum of 50 feet along East Villa Street.

- e. **Community Space.** Community space shall include both indoor/interior space and outdoor open space. Community space can be in the form of private open space (e.g., balconies) or common open space (e.g., pool or side or rear setback areas.) An indoor recreational room of up to 600 square feet may be credited toward fulfilling this community space requirement. A utility easement may be credited toward fulfilling this community space requirement if it is properly landscaped in compliance with [Chapter 17.44](#) (Landscaping). Each development project shall provide a minimum of 150 square feet of community space for each dwelling unit.
 - i. *Front and/or corner side setbacks do not count.* Required front and/or corner side setbacks shall not be credited toward fulfilling this community space requirement.
 - ii. *Private open space.* The private open space shall not exceed 30 percent of the total requirement for community space. Each private open space



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

shall have a minimum six-foot dimension. This maximum 30 percent requirement may be modified by not more than five percent if determined to be necessary during Design Review.

- iii. *Community open space.* Each community open space shall have at least one minimum dimension of 15 feet and the other dimensions shall be at least six feet, except for private open space (e.g., balconies or patios).
- f. **Balconies.** Balconies may project no closer than six feet to an interior or rear property line and four feet into a front or corner side setback. Balconies shall have a minimum dimension of six feet in order to count as required open space. Balconies that are designed to project over the public right-of-way shall have prior approval from the Department of Public Works.
- g. **Inclusionary housing requirements.** Mixed-use projects shall be subject to the inclusionary housing requirements of [Section 17.42.040](#) (Inclusionary Unit Requirements).
- h. **Parking.** The mixed-use project may have parking located at grade level behind the ground floor commercial/residential uses on the street frontage. For new development projects, parking shall be provided in compliance with Table 4-6 for both the residential component and the commercial component. A minimum of one off-street parking space shall be located on-site for each residential unit in a new project. Guest parking shall be provided for the residential units in compliance with Table 4-6 (Off-Street Parking Space Requirements — multi-family dwelling units). All other parking spaces designed to serve the residential units may be located off-site with a long-term parking lease agreement in compliance with Subparagraph [17.46.020](#). (Location and ownership). Off-site parking for residential units shall meet the distance requirements for commercial customer/visitor spaces. City Permits for overnight parking on City streets shall not be issued for residential development projects built in compliance with these regulations. Residential tenants shall be advised of the unavailability of on-street overnight parking permits.

Please see item **25. Parking** for comments regarding this section.

- i. **Lighting.** Lighting for commercial uses shall be appropriately shielded to not negatively impact the residential units.
- j. **Noise notification.** Residents of a mixed-use development project shall be notified that they are living in an urban area and that the noise levels may be higher than in a typical residential area. The signature of the residents shall confirm receipt and understanding of this information.
- k. **Off-street loading.** Off-street loading areas shall be located as far as possible from the residential units and shall be completely screened from view from the residential portion of the project.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- l. Loading and unloading of household goods.** If the loading of furniture and household goods for the residential units is to occur on the street, it shall be limited to the hours of 9:00 a.m. to 2:00 p.m. and 7:00 p.m. to 10:00 p.m. on weekdays and 9:00 a.m. to 10:00 p.m. on weekends.
- m. Refuse and recycling areas.** Areas for the collection and storage of refuse and recyclable materials shall be located on the site in locations that are convenient for both the residential and nonresidential uses.

A higher level of detail is needed to demonstrate compliance with all applicable mixed-use project development standards. Plans shall demonstrate compliance where applicable.

- 14. Accessory Uses and Structures (PMC §17.50.250):** Accessory structures shall be limited to uses which are accessory to the main use, including but not limited to, cabanas, gazebos, pergolas, pools, or hot tubs and related equipment. Pools, hot tubs, and related equipment, and all mechanical equipment shall not be closer than five feet from a property line.
- 15. Outdoor Lighting (PMC §17.40.080):** Any exterior lighting proposed on private property shall comply with the requirements of this Section. Plans shall demonstrate compliance where applicable.
- 16. Performance Standards (PMC §17.40.090):** All land uses including those a part of a PD shall comply with the performance standards of this Section.
- 17. Public Art Requirement (PMC §17.40.100):** This Section implements the policies of the Pasadena General Plan that call for provisions for the arts and other cultural resources in new development. This Section will further this program goal by establishing a requirement that the design of certain projects incorporate a public art component. Refer to comments from the Cultural Affairs Division and Section referenced for additional information.
- 18. Reflective Surfaces (17.40.110):** For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street. Where the project proposes the use of mirror or highly reflective glass refer to the Section. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
- 19. Refuse Storage (PMC §17.40.120):** A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. An area for the storage of trash shall be provided with minimum clear dimensions of five feet by seven feet for all multi-family residential uses of four to 19 dwelling units. Multi-family residential uses with 20 or more dwelling units shall provide trash storage areas with the minimum size determined by the Director of Public Works based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection. Refer to Section 17.40.120. B_ for design standards. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
- 20. Screening (PMC §17.40.150):** All new exterior mechanical equipment, except solar collectors, shall be screened or located out of view from public rights-of-way. At a minimum, screening materials shall have evenly distributed openings or perforations not exceeding 50



percent of surface area and shall effectively screen mechanical equipment. In addition, aboveground utility meters shall not be located between the front property line and the front foot of building occupancy or the corner side property line and the front foot of building occupancy. Plans shall demonstrate compliance where applicable.

21. **Walls and Fences ([PMC §17.40.180](#))**: The height of all walls and fences shall be measured from the existing grade to the top of the wall or fence in order to prevent the artificial raising of the grade in order to allow for a higher wall or fence. Where the existing grade changes (i.e., for a driveway) the fence height shall change with the grade. The height shall be measured in a continuum at each point along the wall or fence. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
22. **Underground Utilities ([PMC §17.40.190](#))**: The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the property lines of the site in compliance with the Section.
23. **Landscaping ([PMC §17.44](#))**: A preliminary landscape plan shall be submitted as part of an application for a land [use](#) entitlement. The preliminary landscape plan shall meet the purpose of this Chapter by exhibiting a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. The preliminary landscape plan shall provide the Zoning Administrator with a clear understanding of the landscaping program before preparation of the detailed final landscape and irrigation plan. Landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the [on-site structures](#) and improvements. Refer to Chapter for required landscape and irrigation plan contents and other pertinent information. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
24. **Tree Retention, Removal and Protection ([PMC §17.44.090](#), [§17.44.100](#), [§8.52](#))**: Where healthy trees exist on [site](#), maximum effort shall be given for their retention. All existing trees shall be protected during construction in compliance with the City Tree Protection Ordinance, Municipal Code Chapter 8.52 (City Trees and Tree Protection Ordinance). This includes public/street trees located in the public right-of-way. The City's Tree Protection Ordinance includes a list of protected native and specimen species. Removal of protected species and/or mature trees are subject to the approval or a tree removal permit. Mature trees are an otherwise non-protected tree with a diameter-at-breast-height (DBH) of 19 inches or greater (≥ 19). A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with any zoning entitlements (e.g. PD), or where none were proposed, concurrent with the design review process. Refer to sections referenced for additional information.

Street trees shall not be removed without first obtaining permission from the [Department](#) of Public Works and/or Urban Forestry. The City's Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly exempted. When removal is absolutely necessary, trees shall be replaced in a manner consistent with the prevailing pattern on the [street](#), as determined by the [Department](#) of Public Works. Refer to Public Works comments regarding street trees, new tree planting, and protection requirements.



All off-site trees that are in proximity to the site or extend onto the site shall be identified on the inventory and corresponding plan to determine whether protected by the City. For all protected trees, on and off-site (in public right-of-way and on private property) that are to remain, the applicant is required to demonstrate that the proposed project will not result in injury or removal through a tree protection plan. For private property trees, the root protection zone generally defines the area of protection. The root protection zone is defined as the area within a circle with a radius equal to the greatest distance from the trunk to any overhanging foliage in the canopy.

The supplemental application references that the tree inventory is currently in progress. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable (e.g. tree protection plan). Be advised, any necessary tree protection may necessitate project changes.

- 25. **Parking (PMC §17.46):** Parking shall comply with all applicable standards of the Chapter. Parking shall be permanently available, marked, and properly maintained for the use they are intended to serve. Parking shall be provided in compliance with Table 4-6 (Off Street Parking Space Requirements), Zoning Code Section 17.46.040 (Number of Off-Street Parking Spaces Required) as follows:

Unit Size	Requirement
≥ 650 sf	2 covered spaces per unit
< 650 sf	1 covered space per unit
Guest	1 guest parking space for each 10 units

The guest parking requirement applies to development with 10 units or more. Where a fractional number is obtained, one space shall be required for a fractional unit of 0.50 or above, and no space shall be required for a fractional unit of less than 0.50. Disabled accessible parking spaces required shall count toward fulfilling off-street parking requirements.

Based on the location of the project site, there are two potential alternative parking standards that may instead be used.

- a. **Transit Oriented Development (TOD) (PMC §17.50.340):** The project site is located with one-half mile of the Lake Gold Line Station. Projects located between 1,320 feet (quarter-mile) and 2,640 feet (half-mile) of a light-rail station platform may voluntarily make use of applicable TOD standards provided in this Section. These standards establish minimum and maximum parking requirements. For a multi-family residential project proposing at least 48 dwelling units per acre, the following requirements may be used instead of those referenced in Chapter 17.46:

Unit Size	Requirement
≥ 650 sf	Minimum of 1.5 spaces per unit, to a maximum of 1.75 spaces per unit
< 650 sf	Limit of 1 space for each unit (no more or less)
Guest	1 guest parking space for each 10 units



Be advised, where applying these standards, the number of guest parking spaces provided shall not exceed the minimum number of guest parking spaces required.

Residential Parking:

According to the breakdown of the 227 proposed residential units, the project proposes a variety of junior one bedroom units, one bedroom units, and two bedroom units but does not indicate residential unit size. A higher level of detail is needed to assess whether the provided parking is sufficient for the mix of units. For future submittals, the parking inventory shall be broken down according to parking requirement per unit size.

Guest Parking:

Based on the guest parking space requirement of 1 space for 10 units, the parking analysis states 23 guest parking spaces will be provided based on the 227 unit count.

Commercial Parking:

The project proposes 4,496 square feet of gross floor area for “commercial use”. The plans indicate a proposed parking rate of 3 parking spaces per 1,000 square feet of floor area. The plans indicate a maximum of 13 parking spaces dedicated to the future commercial use. Because commercial parking rates are based off specific land uses, it is unclear what the parking requirement will be.

Per Section 17.50.340.D.1.b.2, aside from office uses, for all other nonresidential uses, the minimum amount of required off-street parking shall be reduced by 10 percent, with an optional reduction up to 20 percent. The 10 percent reduction shall be the maximum allowed number of parking spaces. Per Section 17.46.040, the commercial parking requirement shall be provided in compliance with Table 4-6 and will be based on the specific land use.

- b. **Alternative Parking Standards ([PMC §17.43.090](#)):** Where the project includes a request for a density bonus in compliance with Municipal Code Chapter 17.43, the applicant may utilize alternative parking requirements as follows:

Number of Bedrooms	On-Site Parking Spaces
0-1	1
2-3	2
4 or more	2.5

According to the plans, a density bonus increase was not requested, therefore no alternative parking standards are available at this time. If a density bonus increase is requested as a part of a future submittal, and if alternative parking spaces are utilized, plans shall provide a level of detail that demonstrates compliance with these standards where applicable.

- a. **Tandem Parking ([PMC §17.46.080](#)):** Tandem parking may be allowed for multi-family projects.



Additional conditions for multi-family and mixed-use projects: For multi-family projects and the residential component of mixed-use projects, the following conditions shall be met for tandem spaces:

Assigned to same unit: Both tandem spaces shall be assigned to the same dwelling unit.

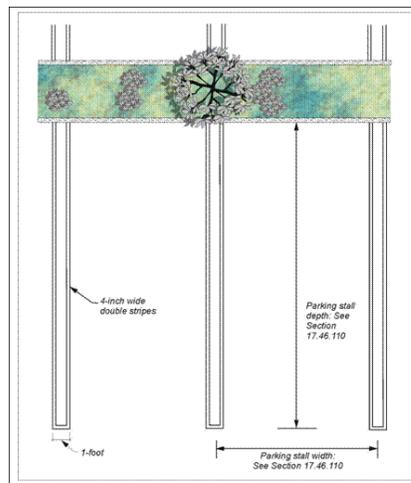
Up to 30 percent: Up to 30 percent of the total off-street parking spaces provided may incorporate tandem parking.

Minimum tandem space dimensions: Two parking spaces in tandem shall have a combined minimum dimension of nine feet in width by 34 feet in length.

14 Tandem parking spaces are proposed: The plans will be required to provide a higher level of detail to demonstrate compliance with all requirements for tandem parking spaces.

- b. Dimensional Requirements (PMC §17.46.090, §17.46.110):** All nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8.5' x 18'). Compact parking spaces are not permitted. The plan references all nonparallel spaces via a typical parking diagram. It is unclear whether all parking spaces are compliant with the dimensional requirements. Plans shall provide a level of detail indicating that all stall dimensions within in the parking plan demonstrate compliance with all applicable standards.

Per Section 17.46.120(C), Figure 4-12 Parking Space Striping, parking spaces shall be double striped as indicated in the identified figure and as shown below:



- c. Application of Dimensional Requirements (PMC §17.46.120):** Additional dimensional requirements apply to stalls adjacent to obstructions and/or located at the ends of aisles as follows:

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 by this Subsection 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 space perpendicular to the aisle, the aisle shall extend two feet beyond the side of the last parking space in the aisle

The vertical clearance for all [parking spaces](#), including entrances, shall be a minimum of seven feet in [height](#). Vertical clearance for access to and including handicapped spaces, shall be a minimum of eight feet, two inches in [height](#). All parking spaces shall be double-striped. Parking plans do not include dimensions. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.

- d. **Aisle Dimensions ([PMC §17.46.130](#)):**The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). The minimum aisle width adjoining a stall is 24 feet. Parking plans demonstrate a 24 foot aisle width.
- e. **Parking Access from Street and Driveways ([PMC §17.46.140](#)):** Access to parking spaces shall not require backing across a property line abutting a street. An alley may be used as maneuvering space for access to off-street parking. All spaces in a parking facility shall be accessible without reentering a public right-of-way. Driveway approaches for all developments shall be required as determined by the Department of Public Works. All driveway access to a public street or alley is subject to the approval of the Director of Public Works and the Director of Transportation.
- f. **Driveway Design, Widths, and Clearances ([PMC §17.46.150.A](#)):** The width of each driveway shall comply with the minimum requirements of this Section and also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. [The minimum width of a driveway serving a residential use with 26 or more parking spaces is as follows:](#)

Number of Spaces	Minimum Driveway Width
≥ 26	10' (one way drive)
	18' (two way drive)

Parking plans include a general parking space dimension diagram. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.

- g. **Loading ([PMC §17.46.260.A](#)):** Loading spaces shall be provided in compliance with Table 4-15 (Loading Space Requirements). The loading requirements are based on floor area and proposed land use type. At this time, land use type is not provided and therefore compliance cannot be determined. In future submittals please provide this information. Keep in mind that if more than one land use is proposed, then the number of loading spaces are calculated cumulatively for each type of land use separately.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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Loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street and 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.

The first required loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance. All additional loading spaces shall be a minimum of 10 feet by 20 feet, with 12 feet of vertical clearance.

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.

- h. Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances. The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp. For ramps 65 feet or less in length, the ramp grade shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent. For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent. The slope of all parking areas shall not exceed five percent, excluding ramps. Plans provide a typical ramp diagram/section. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
- i. Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
- j. Electric Recharge Stations (PMC §17.46.310):** Projects required to provide at least 250 parking spaces shall install at least one conductive and one inductive charger shall be provided in each project required to provide between 250 and 500 parking spaces. The plans reference two provided electric-vehicle ready parking spaces. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
- k. Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided in compliance with Table 4-16 (Minimum Number of Bicycle Spaces Required), Zoning Code Section 17.46.320 (Bicycle Parking Standards) as follows:

Use	Minimum Number Required
All nonresidential structures less than 15,000 square feet	Four parking spaces (all Class 2)
Multi-family residential	1 space for every six dwelling units



Fractional requirements for bicycle parking over 0.5 are to be rounded up. Each bicycle parking space shall be no less than six feet long by two feet wide. All bicycle parking facilities (100%) for multi-family residential structures shall be Class 1. A Class 1 bicycle facility includes any of the following: a) a fully enclosed lockable space accessible only to the owner/operator of the bicycle; b) attendant parking with a check-in system in which bicycles are accessible only to the attendant; or c) a locked room or office inside a structure designated for the sole purpose of securing the bicycles. Refer to the Zoning Code Section referenced for location and design requirements applicable to bicycle facilities.

Based on the ratios referenced, the 227 residential units would require 38 bicycle parking spaces and the 4,496 square-foot commercial structure would require four bicycle parking spaces. The submitted Parking Analysis references 100 Class 1 spaces and four Class 2 spaces. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.

26. **Signs (PMC §17.48):** Any signs proposed are subject to this Chapter, where applicable. Depending on the number of signs proposed, a Master Sign Plan and Design Review may be required. Plans do not provide any information regarding signs. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.
27. **Subdivision (PMC §Title 16):** A Tentative Tract Map application is required where the applicant proposes ownership units. The map shall be filed in accordance with Title 16 of the Municipal Code. The provided supplemental application states the proposed residential units are for rental only.

The project site consists of two separate parcels. A consolidation of parcels would require a covenant to tie the two lots or a Certificate of Exception (lot line adjustment) application in accordance with Title 16.

28. **Entitlements and Review Process:** The applicant has indicated the intent to pursue entitlement of a Planned Development (PD). The scope of the proposed project would require the following review process:
- a. **Planned Development – Architectural determination of contextual and of high quality:** The Design Commission shall advise the Planning Commission and the Council as to whether the architectural design of the proposed PD is contextual and of high quality. This review is required if the project exceeds the FAR and/or density on the Land Use Diagram.
 - b. **Planned Development – Planning Commission:** The Planning Commission shall consider the application for reclassification to a PD zoning district and shall, at the same time, consider the proposed PD plan accompanying the application. The Commission shall make a written recommendation to the City Council whether to approve, approve in modified form, or disapprove the proposed amendment.
 - c. **Planned Development – City Council:** Planned Developments are heard by the City Council. Upon receipt of the Commission's recommendation, the Council shall, approve,



approve in modified form, or disapprove the proposed PD plan and corresponding zone change.

d. Preliminary Consultation-Design Review: This project must be reviewed by the Design Commission through the Preliminary Consultation process for preliminary advisory comments. Refer to comments provided by the Design & Historic Preservation section for additional information on this process.

e. Concept & Final-Design Review: This project must be reviewed by the Design Commission through the Concept and Final Design Review process. Refer to comments provided by the Design & Historic Preservation section for additional information on this process.

29. **Environmental Review ([PMC §17.60.070](#)):** This project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application. Depending on the final design, size, location, nature of the construction of the project, an Initial Study may be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. Otherwise, the project may qualify for a categorical exemption under CEQA if found not to have a significant effect on the environment. The environmental analysis may require the preparation of technical studies (e.g. air quality, noise, cultural resources, biological, greenhouse gas, etc.). A traffic study will also be required by the Department of Transportation.

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

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

31. **Health Risk Assessment (HRA):** A construction-related health risk assessment is a required component due to the site's proximity to the Interstate 210 freeway. This will be required as part of any land use entitlement.

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



33. Estimated Fees (FY2020):

- Planned Development Zone: \$20,334
- Certificate of Exception: \$4,792
- Certificate of Compliance: \$1,577 (added to Certificate of Exception)
- Environmental Study/Reviews: At cost
- Public Hearing Notice Board: \$12 (per board)
- Records Management Fee: 3% added to total fees

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

DESIGN & HISTORIC PRESERVATION COMMENTS:

Plan Reviewer: Amanda Landry
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 building at 452 North Los Robles is not designated as a historic resource and does not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the building.

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 new construction of a mixed use development larger 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:

1. Design related goals and policies of the Land Use Element of the General Plan
2. Design Guidelines for Neighborhood Commercial & Multi-Family Districts:

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.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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** 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 application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list. For a project of this scale, we suggest including some or all of the following visual materials: a) a massing model; b) rendered elevations; and c) an eye-level perspective drawings or computer models, concentrating on all three street elevations.

Concept design review addresses basic project design, including massing, modulation, siting, proportions, solid-to-void relationships, compatibility with surroundings, and compliance with design guidelines.

Final Design Review: Requires an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. Although the staff may conduct final design review, the Commission, during concept design review, is likely to request that it conduct final review in place of the staff. You may file for building plan check (for possible building and fire safety corrections) while awaiting approval for the application for Final Design review.

Final Design review focuses on compliance with the conditions of approval (if any) of concept design review and on construction details, paint colors, finishes, doors and windows, landscaping, exterior lighting, location/screening of mechanical equipment, etc.

Appeals/Calls for Review

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

Preliminary Design Issues



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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

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

Specific Comments on Proposed New Construction

An application for Preliminary Consultation has been submitted for this project and is tentatively scheduled for a meeting with the Design Commission on August 11, 2020

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

1. Design related goals and policies of the Land Use Element of the General Plan:
<https://www.cityofpasadena.net/planning/planning-division/community-planning/general-plan/#land-use>
2. Design Guidelines for Neighborhood Commercial & Multi-Family Districts:
<https://www.cityofpasadena.net/wp-content/uploads/sites/30/Neighborhood-Commercial-and-Multi-family-Residential-Districts.pdf?v=1590176184379>

Estimated Fees: Fees are subject to change and are based on actual rates at the time of formal submittal. A 3% records management charge is added to each fee.

Preliminary Consultation (Commission):	\$750
Concept Design Review Major Projects with 101,000+ square feet (Commission):	\$12,725.00
Final Design Review (Commission):	\$2,134.00

FIRE DEPARTMENT:

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

THESE REQUIREMENTS ARE BASED ON THE 2019 TITLE 24 AND ARE SUBJECT TO CHANGE BASED ON WHEN THE BUILDING AND FIRE PLANS ARE SUBMITTED FOR REVIEW AND PERMITS.

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



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

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

Fire Department Fire Sprinkler Connections: Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.
- (6) 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 6" FDC.
- Shall be clearly labeled to indicate FDC for fire sprinklers.
- **A CLEAR DIMENSION OF 3-FEET SHALL BE MAINTAINED AROUND THE PERIMETER OF EACH FIRE DEPARTMENT APPLIANCE.**
- **APPROVED PROTECTIVE VEHICLE BOLLARDS ARE TO BE INSTALLED WHEN FIRE APPLIANCES ARE SUBJECTED TO PHYSICAL DAMAGE.**
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or Krylon.

Automatic Fire Alarm/Detection System: The structure shall be provided with a fully automatic fire alarm notification system throughout all areas of the building. Shop drawings are to be submitted by the contractor for review and approval prior to construction. All smoke detectors shall be intelligent analog and photoelectric. PMC, CFC Chapter 9.

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

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

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

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

HOUSING DEPARTMENT

Contact: Jim Wong

Phone: (626) 744-8316

Email: jwong@cityofpasadena.net

The proposed Project is a new construction mixed-use development consisting of commercial use and a residential component with 227 units of rental housing. The applicant is seeking a Planned Development for the Project; no density bonus is involved. The Project entails the demolition of all existing buildings on the site, which do not consist of any housing units. Accordingly, the Project is not subject to the City's Tenant Protection Ordinance.

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

Rental projects under the IHR are required to provide a minimum of 20% of the total units as affordable Inclusionary Units. Under the IHR, 5% of the Inclusionary Units shall be rented to Very Low Income households, 5% of these Inclusionary Units shall be rented to Very Low or Low Income households, and 10% shall be rented to Very Low, Low, or Moderate Income households.

Therefore, the on-site Inclusionary units required under IHR, the Project would consist of 45 affordable units, as follows:

- Eleven (11) units (5% of total units) rented to Very Low Income Households at the Inclusionary affordable housing cost standard;
- Eleven (11) units (5% of total units) rented to a Low (or Very Low) Income households at the Inclusionary affordable housing cost standard; and
- Twenty-three (23) units (10% of total units) rented to a Moderate (or Low or Very Low) Income Households at the Inclusionary affordable housing cost standard.

However, instead of providing on-site Inclusionary units within the Project, the applicant proposes to satisfy the IHR through either Off-Site development or In-Lieu Fee payment. The current FY 2020 In-Lieu Fee rate applicable to the Project is \$47.03 per sq. ft. of net residential area (for rental projects located within Inclusionary Sub-Area B). If, on the other hand, the Off-Site alternative is selected, the applicant shall be required to comply with the Off-Site Inclusionary Units Alternative per section IV.B. of the Inclusionary Housing Regulations. The applicant should contact the City Housing Department to discuss the two alternatives.

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

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

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

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

NORTHWEST PROGRAMS

Contact: Lola Osborne

Email: losborne@cityofpasadena.net

Northwest Commission has requested an informational presentation by the developer after all City approvals are have been completed.

PUBLIC WORKS DEPARTMENT:

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

Email: YWu-Bowman@cityofpasadena.net

General Statement

Predevelopment Plan Review for a Planned Development that would consist of demolition all existing buildings on the site and construction of four buildings totaling 255,946 square feet (2.24 FAR) in four to five stories with 227 units of housing above two levels of subterranean parking with 365 spaces. 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.

Department of Transportation Requirement

In reference to the Department of Transportation conditions, dated May 2, 2020, on sidewalk widening along Los Robles Avenue and Villa Street frontages, the applicant shall be responsible



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

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 Compliance 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 at all four corners of Los Robles Avenue and Villa Street, if possible, 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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

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

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

Public Improvement Restorations

A portion of Los Robles Avenue is a concrete street. If this portion of 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 asphalt concrete portion of Los Robles Avenue restoration shall be a 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.

Villa Street and Oakland Avenue restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

The applicant shall demolish existing and construct the following public improvements along the subject development frontages of Los Robles Avenue, Villa Street and Oakland Avenue, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.



The proposed development shall connect to the public sewer with one or more new six-inch diameter house sewers laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer “means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer.” The section of house sewers within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.

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

Street Lighting

The existing street lighting fronting the subject site are substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate the following, per the City requirements and current standards. :

- a. Two (2) existing street lights along Los Robles Avenue frontage
- b. Two (2) existing street lights along Villa Street frontage
- c. One (1) existing street light along Oakland Avenue frontage

The renovation shall include but not limited to new LED light, conductors, lamp socket, fuse, 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.



Traffic Signal

The existing pedestrian push buttons will need to be upgraded to Accessible Pedestrian System (APS) push buttons since this intersection has a Lead In Pedestrian Interval. APS buttons will address all pedestrian access.

The existing traffic signal cabinet is substandard. This cabinet will need to be upgraded to a new Pasadena standard 332 Cabinet with 2070 controller to provide a more efficient operation for the intersection expanding additional and future technologies. This improvement includes new conduits, conductors/cables, and pull boxes.

The existing safety lighting need to be upgraded to LED luminaire. Existing lighting is induction safety lighting. This upgrade would improve pedestrian safety at crosswalks.

New Video detection camera shall be added/installed at the intersection to provide the best distribution of green time based on traffic demand.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal modifications. 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 submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. 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 and traffic signal condition at least five (5) months in advance of the anticipated 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.

Existing City Tree Protection

Site Plan (A-12) submitted for PPR notes ramp feature on Villa Street frontage that may be in conflict with existing City tree. If so, applicant is recommended to find alternative location for ramp (or any other feature that's in conflict with existing City trees) in order to preserve trees in place. Any requests to remove existing City trees must be reviewed further by the Department of Public Works and presented to the Urban Forestry Advisory Committee for recommendation. Applicant is responsible for the public tree removal requests application fee; and if the removal is approved, the tree replacement fee and removal cost.

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.

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/>



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

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

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

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

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

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.

New Tree Planting

The applicant shall plant new tree(s), the officially designated street tree, per the City's approved Master Street Tree Plan on the frontage of the project as follow:

- a. One (1) oak species tree on Los Robles Avenue frontage
- b. Four (4) oak species trees on Villa Street frontage
- c. Two (2) Brisbane box species trees on Oakland Avenue frontage

The Department of Public Works will confirm eligible planting sites and will provide the applicant the location.

Trees planted by the applicant must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. Planting shall include the installation of the following per tree: no less than two tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact PNR (626-744-3880) for tree planting approval, a minimum of two (2) months, prior to the issuance of a Certificate of Occupancy.

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

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

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.

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

The building plans shall include, preferably on the title sheet, a summary of all living units to capture the number of different units; number of bedrooms in each unit; and types of units (Regular, Workforce housing, Skilled nursing unit, Student housing, Residential care facility for the elderly, Affordable Housing). The definitions on the different types of units are available in the abovementioned Residential Impact Fee Information Packet as well as in the Pasadena Municipal Code.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

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

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

Estimated Fees:

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

TRANSPORTATION DEPARTMENT: Plan Reviewer: Conrad Viana, P.E.
Phone: (626) 744-7424
Email: cviana@cityofpasadena.net

The Department of Transportation received an application for the demolition of the existing 99 cents store and medical-dental office for the construction of 27 apartment units and 4,496 sf commercial use.

The following conditions are in response to the plan application review and intended to be preliminary. The conditions are 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.

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

Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications. Additional conditions may also include improvements to the signal system to improve traffic operations and mobility.

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

Bicycle Parking: The location(s) of bicycle parking shall be shown on the plans and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

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

Trip Reduction Ordinance: In accordance with City Ordinance No. 7157, the project is subject to the City's Trip Reduction Ordinance (TRO) requirements. As indicated in the ordinance, a Transportation Demand Management (TDM) Plan shall be prepared prior to the issuance of the first permit for construction.

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

* 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 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.

Access: The driveway to the residential parking area as shown on the plans is 20' wide. Furthermore, the design plans show a 40' flat area beyond the property line leading to the subterranean garage, improving vehicular sight distance.

Entry Gate(s): If proposed, any parking entry gate shall be setback a minimum 20' from the property line. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

- Los Robles Avenue is considered a City Connector in the City’s Streets Plan. It is also considered a Commercial – Suburban from a street context in the City’s Street Design Guide. The existing sidewalk width is 10’ wide. The project shall provide a 2’ wide easement along the project’s frontage.
- Villa Street is considered a Neighborhood Connector in the City’s Streets Plan. It is also considered a Commercial – Suburban from a street context in the City’s Street Design Guide. The existing sidewalk width is 10’ wide. The project shall provide a 2’ wide easement along the project’s 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 shall not interfere with bus operations (this includes, but is not limited to, building overhangs, awnings, landscaping, etc.)

The existing bus zone at the corner of Los Robles Avenue and Villa Street is a heavily used stop. Additional conditions may be required as a result of the traffic study and field review.

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
Multi-family (per dwelling units)	\$3,662.53

Affordable housing projects may receive fee credits with provided documentation from the Housing Department.

**WATER & POWER DEPARTMENT -
POWER DIVISION**

Plan Reviewer: Eduard Avakyan
Phone: (626) 744-7826
Email: eavakyan@cityofpasadena.net

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 452 N Los Robles Ave on the following basis:

- Owner/developer shall provide a private property transformer vault room located inside parking level below grade closest to the street. Exact location to be coordinated with PWP. The size of the transformer vault will vary depending on the size of the electrical service.
- Larger electrical services will require a vault room that is min of 11' in height, adjacent (sharing a wall) with the electrical room and will require a bus duct installation.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Transformer vault shall both door access from parking level and an access hatch from ground level (open to sky). The hatch shall have drivable PWP truck access for equipment installation purposes.
 - A utility easement shall be required if the electrical service crosses/feeds multiple parcels.
 - Any required transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
 - Owner/developer shall be responsible for the maintenance of the transformer vault, provide protection for the equipment in the transformer room, and allow access to the transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21. Department shall install concrete-encased primary service laterals from a street vault to the property at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.
 - Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
 - It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
 - Department shall install electrical service transformers, cables, and electric meters.
 - All Department installation costs including street work shall be paid by the customer and are included in the cost.
 - Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained at all times.
 - Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
 - Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
1. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room location, electrical meter / panel location, single-line diagram, load calculations, and proposed construction schedule.
 2. Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.

3. All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.

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

Plan Reviewer: Michael Tse

Phone: (626) 744-7603

Email: mitse@cityofpasadena.net

Water Mains:

Pasadena Water and Power (PWP), Water Division can serve water to this project. There is an 6-inch cast iron water main in Oakland Avenue, installed under Work Order 1974 in 1926. This water main is located approximately 19 feet west of the east property line of Oakland Avenue. There is an 8-inch cast iron water main in Arroyo Parkway, installed under Work Order 2780 in 1932. This water main is located approximately 26 feet west of the east property line of Los Robles Avenue. There is a 12-inch cast iron water main in Villa Street., installed under Work Order 2956 in 1934. This water main is located approximately 23 feet north of the south property line of Villa Street.

Moratoriums:

Verify with Public Works Department 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 there are 4 water services serving this project:

1-inch service (46044)

1 1/2-inch service (44680)

8-inch service (44711)

2-inch service (44681)

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.

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.
- Contract service other than PWP, providing the backflow prevention assembly shall contact the Water Utility Services Section to verify assembly approval or contact the University of Southern California foundation for Cross Connection Control and Hydraulic Research for an approve list of assemblies.
- All manufacturer warranties shall be transferred upon installation and certification to the property owner. The property owner shall assume ownership of the back-flow prevention assembly. The assembly will be registered and require an annual test certification.
- If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
- Choose from one of the below listed options and incorporate into the fire sprinkler plans.

Option 1:

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

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

Option 2:

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

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

All Other Cross Connection Requirements:

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

Residential Water Submetering Requirements:

Senate Bill No. 7 (Housing: water meter: multiunit structures) approved by the Governor September 25, 2016, requires that individual meters or submeters be installed on all new multifamily residential units. Per Senate Bill No. 7: Each water purveyor that sells, leases, rents, furnishes, or delivers water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted after January 1, 2018, shall



require a measurement of the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The law exempts long-term health care facilities, low-income housing, residential care facilities, housing at a place of education, and time-share properties, as well as, other multiunit residential structures deemed infeasible by the Department of Housing and Community Development.

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

The following submetering options are available for PWP customers:

Option 1:

Individual metering located on the parkway.

The Water Division will install individual water meters on the parkway in front of the project site, if permitted by available space as per the General Requirements, for each residential unit. PWP's responsibility of service ends at the meter and PWP will bill each tenant directly.

Option 2:

Individual metering located on private property.

The Water Division will install a service lateral up to the property line with a shut off valve. The owner/developer will install all piping behind the property line and will install all water meters, provided by PWP to each residential unit. Water meters must be installed outside or in a garage/parking area in order for meter readers to have unrestricted access to them if needed. PWP will inspect the individual meters as a condition of providing service. PWP's responsibility of service ends at the property line and PWP will bill each tenant directly.

Option 3:

Submetering by third party vendor located on private property.

The Water Division will install master water meter(s) on the parkway, in front of the project site. The owner/developer must submit a statement on letterhead stating that a Contractor licensed by the California State License Board will install submeters, per Senate Bill No. 7, to all residential units. PWP will inspect the submeters as a condition of providing service. PWP's responsibility of service ends at the master meter and the owner/developer is responsible for billing each tenant per Senate Bill No. 7.

Fire Flow and Fire Hydrants:

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

There is two fire hydrants in close proximity to the project site. Fire hydrant 515-9 is located on the southeast corner of Villa Street and Los Robles Avenue.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

There is no current fire flow test information available for this hydrant. If you would like to request fire flow test information, please contact Marco Sustaita at (626) 744-4498.

15/32" STRUCTURAL PANEL W/ 8D COMMON (2 1/2" X 0.131) NAILS @ 6" SPACING (PANEL EDGE) AT 12" SPACING (INTERMEDIATE SUPPORTS), 3/8" EDGE DISTANCE TO PANEL EDGE.



Fire Hydrant Details:

